



**The Corporation of the City of Grand Forks
Committee of the Whole Meeting
AGENDA**

Meeting #: C-2019-9
Date: Tuesday, September 3, 2019, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. COMMITTEE OF THE WHOLE AGENDA

- a. Adopt agenda
September 3, 2019, Committee of the Whole

Recommendation

THAT the Committee of the Whole adopts the September 3, 2019, agenda as presented.

3. MINUTES

- a. Adopt Minutes - Committee of the Whole
August 12, 2019, Committee of the Whole Meeting Minutes

1 - 8

Recommendation

THAT the Committee of the Whole adopts the August 12, 2019, Committee of the Whole Minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Gallery 2
Fee for Service
- b. Grand Forks Homeowners on the Buy Out List
Request to review and reassess the Flood Mitigation Project and offer pre-flood values to homeowners

9 - 12

13 - 15

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

6. PRESENTATIONS FROM STAFF

- a. Procurement Policy 802 Revision v2
Financial Services

16 - 35

- b. Monthly Highlight Reports
Department Managers

36 - 40

Recommendation

THAT the Committee of the Whole receives the monthly highlight reports from department managers.

7. REPORTS AND DISCUSSION

8. PROPOSED BYLAWS FOR DISCUSSION

- a. Bylaw 2055-A1 - 2019-2023 Financial Plan Amendment
Chief Financial Officer

41 - 47

Recommendation

THAT the Committee of the Whole recommends to Council to give first three readings of the 2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1, at the September 16, 2019, Regular Meeting.

- b. Bylaw 2063 - 2020 Revenue Anticipation Borrowing Bylaw
Financial Services

48 - 51

Recommendation

THAT the Committee of the Whole recommends that Council give first three readings to "2020 Revenue Anticipation Borrowing Bylaw, No. 2063" at the September 16th, 2019, Regular Meeting.

- c. Bylaw 2064 - Draft Utility Billing Bylaw
Financial Services

52 - 69

Recommendation

THAT the Committee of the Whole recommends to Council to implement a low-income seniors and persons with disabilities discount program for the electrical utility.

Recommendation

THAT the Committee of the Whole recommends to Council to give first three readings of Utility Billing Bylaw No. 2064, 2019, at the September 16th, 2019 Regular Meeting.

9. INFORMATION ITEMS

10. CORRESPONDENCE ITEMS

- a. Grand Forks International Baseball
Letter of request for support letter from the City in order to receive grants

70 - 70

Recommendation

THAT the Committee of the Whole instructs staff to draft a letter of support for the Grand Forks International Baseball Tournament 2001 Society.

11. LATE ITEMS
12. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF THE COUNCIL (VERBAL)
13. QUESTION PERIOD FROM THE PUBLIC
14. ADJOURNMENT



The Corporation of the City of Grand Forks
Committee of the Whole
MINUTES

Meeting #: C-2019-8
Date: Monday, August 12, 2019, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Brian Taylor
Councillor Zak Eburne-Stoodley
Councillor Cathy Korolek
Councillor Neil Krog
Councillor Chris Moslin
Councillor Christine Thompson
Councillor Rod Zielinski

Staff: Diane Heinrich - Chief Administrative Officer
Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Daphne Popoff - Corporate Administrative Assistant
Juliette Rhodes - Chief Financial Officer
David Reid - Manager of Operations
Graham Watt - Recovery Manager

GALLERY

1. CALL TO ORDER

Mayor Taylor called the August 12, 2019, Committee of the Whole Meeting to order at 9:01 am.

2. COMMITTEE OF THE WHOLE AGENDA

- a. Adopt agenda

August 12, 2019, Committee of the Whole

MOVED

THAT the Committee of the Whole adopts the August 12, 2019, agenda as presented.

Carried

3. MINUTES

- a. Adopt Minutes - Committee of the Whole

July 15, 2019, Committee of the Whole Meeting Minutes

MOVED

THAT the Committee of the Whole adopts the July 15, 2019, Committee of the Whole Minutes as presented.

Carried

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Warming Centre

To resolve bylaw to evict or provide a variance

Kim Gordon, on behalf of the Warming Centre, read a letter regarding an overview of the Centre's rules, duties, guests, staff, and letters from the guests staying at the Warming Centre.

Discussion:

- Duane Foster spoke in regard to the Warming Centre and guests being displaced if the Warming Centre closes, bullying, compassion, looking for another location, rezoning of property with landowner
- Charlene Haddock spoke as a volunteer for the Whispers of Hope
- Carolyn Bartkowski spoke against the Warming Centre and activities around the Centre

- Pamela Kennedy spoke in regard to a committee set up trying to find a place for the winter to help guests, social services advisory group meeting
- Everett Baker spoke in regard to the social services advisory group
- Angela Nichols spoke in regard to the Warming Centre and its needs to remain in its current location until another location is found
- Les Johnson spoke in regard to behaviours at the Warming Centre and that the closure will not disperse the guests out of Grand Forks
- statistics of the homeless in Grand Forks, where the guests are from, homeless camps throughout the City, facilities needed
- Anne Palmer spoke in regard to statistics, Whispers of Hope group, negative impacts
- Russ Wark spoke in regard to the impact of the Centre, its timeframe, location searching, Whispers of Hope
- Patricia Hertz spoke in regard to the benefits of the Centre, funding, staff, Gazette articles, shifting problem to other places
- Council roles, bylaws, educating Whispers of Hope regarding process and zoning

Recess

Mayor Taylor called a recess of the Committee of the Whole Meeting at 9:56 am.

Mayor Taylor reconvened the Committee of the Whole Meeting at 10:01 am.

b. Property Tax Concerns

Michael Zimmer

Michael Zimmer gave an overview of his concerns regarding Property Tax increases: introduced himself as a resident since 1999, income, home improvements in support of environment, taxes over the years 2010-2019, options for tax relief

Discussion:

- City expenses, City projects, tax structure, BC Assessment, flood-related properties, downtown businesses, City portion on property tax bill

- Tracy McLean spoke in regard to moving to Grand Forks from a larger City and taxes are higher in Grand Forks this year, revenue generation
- Kelley Soroka spoke in regard to BC Assessment appeal process and the City portion of the property taxes
- Kelly Fears spoke in regard to moving to Grand Forks and high property taxes in comparison

c. Boundary Museum Society

Quarterly Report

Lee Derhousoff gave an overview of the Boundary Museum Quarterly Report, Board Members, staff positions, summer students, displays, 2009 Sinixt/Doukhobour Reconciliation Project completed, special events, grounds and building maintenance, new extension, funding partners

Recess

Mayor Taylor called a recess of the Committee of the Whole Meeting at 11:09 am.

Mayor Taylor reconvened the Committee of the Whole Meeting at 11:15 am.

d. Grand Forks Border Bruins

Gerry Foster/John Clewlow - Fee-for-Service Update

Gerry Foster and John Clewlow, current coach, gave an overview of the Border Bruins, history, community support, local players, marketing, events involved with, important dates, revenue distribution, recognition of Grand Forks, broadcast

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

6. PRESENTATIONS FROM STAFF

a. Memo In-Kind Options Update

Development, Engineering and Planning

Discussion:

- buy out vs expropriation, voluntary and involuntary
- land management, land agency
- meetings with homeowners affected

- case managers, red cross funding

- b. Wayfinding Project Rural Dividend Fund Application
Development, Engineering and Planning

Discussion:

- budget regarding wayfinding signs
- grant application

MOVED

THAT the Committee of the Whole recommends to Council to direct staff to apply for the Rural Dividend Fund for \$40,000 of a \$50,000 Wayfinding Strategic Plan.

Carried

- c. Strategies to Increase Affordable and Attainable Housing Options in Grand Forks

Development, Engineering and Planning

Discussion:

- tiny homes, garden suites, rv's
- workshops with Council on housing options and scenarios
- 'neighbours are notified' wording change suggestion

MOVED

THAT the Committee of the Whole receive this report for information and forward it to the Regular Council meeting of August 12, 2019, for consideration.

Carried

MOVED

THAT the Committee of the Whole recommend to Council to delegate the issuance of Development Permits for Garden Suites to City Staff.

Carried

MOVED

THAT the Committee of the Whole recommend to Council to direct staff to: 1) Obtain servicing and development costs, undertake financial and feasibility analyses and report back to Council on the potential City-initiated housing projects outlined in this report (and listed in Appendix “A”); 2) Move forward with advertising and communications to heighten awareness in the community about secondary and garden suites, tiny homes and infill housing opportunities; and 3) Waive the development and building permit fees for garden and secondary suites in the City.

Carried

d. Monthly Highlight Reports

Department Managers

Discussion:

- thank you to the Fire Department
- Zoning Bylaw progress
- flood recovery, DMAF
- September density report
- airport Master Plan
- new water well at end of Boundary
- Capital Projects Engineer

MOVED

THAT the Committee of the Whole receives the monthly highlight reports from department managers.

Carried

7. REPORTS AND DISCUSSION

8. PROPOSED BYLAWS FOR DISCUSSION

a. Bylaw 2061 - Annual Permissive Tax Exemption

Financial Services

MOVED

THAT the Committee of the Whole recommends to Council to give first three readings of Bylaw No. 2061 “2020 Permissive Tax Exemptions” at the September 3rd, 2019, Regular Meeting.

Carried

- b. Bylaw Amendment No. 2039-A8 Proposed Rezoning of approximately 0.3399 Hectare (0.84 acre) parcel from Highway Commercial to Tourist Commercial

Development, Engineering & Planning

Discussion:

- rezoning application fee

MOVED

THAT the Committee of the Whole recommends to Council to give first and second readings to Zoning Bylaw Amendment No. 2039-A8 at the August 12, 2019, Regular Council Meeting.

Carried

MOVED

THAT the Committee of the Whole recommends that Council waive the \$1,000.00 rezoning application fee.

Carried

MOVED

THAT the Committee of the Whole recommends that Council direct staff to move forward with legislative requirements for the rezoning.

Carried

9. INFORMATION ITEMS

- a. Update on Events activities

Erinne Allen, Events Manager

Erinne Allen gave an update on activities and stats for events such as Canada Day, Party in the Street, next event Grand Forks Dinner Theater, 1st Annual Weddings in Boundary Country, Grand Forks Christmas Parade, and the Festival of Trees and Christmas Extravaganza

10. **CORRESPONDENCE ITEMS**

11. **LATE ITEMS**

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

13. **QUESTION PERIOD FROM THE PUBLIC**

14. **ADJOURNMENT**

The August 12, 2019, Committee of the Whole Meeting was adjourned at 12:52 pm.

Mayor Brian Taylor

Corporate Administrative Assistant -
Daphne Popoff

July 23, 2019

Grand Forks Art Gallery Society 2020 Fee for Service request

Attn. Daniel Drexler, Corporate Officer at the Corporation of the City of Grand Forks

In accordance with the 2019 Funding Agreement with the City of Grand Forks, the Grand Forks Art Gallery Society (GFAGS) hereby submits a request for continued Fee for Service funding effective January 1, 2020. As per schedule A of the 2019 FFS agreement, Gallery 2 is seeking a 2% increase in line with inflation.

The funding request for 2020 is \$150,650.

Stable operating funding provided by the City of Grand Forks enables Gallery 2 to continue to deliver Arts and Culture programs to the citizens of Grand Forks. The Gallery is actively seeking opportunities to improve and increase program offerings while maintaining existing staffing and service levels.

I have included the approved Gallery 2 2019/2020 operating budget with this request. Please let me know if there are any questions or concerns.

Thank you for your past support, we are looking forward to the future.

Regards,



Tim van Wijk
Director/Curator | Gallery 2

Gallery 2 - Grand Forks Art Gallery 2019 Approved Operating Budget

Revenues		Expenses	
Earned Revenue		Operations	
Memberships	\$4,000	Wages and Benefits	\$202,100
Giftshop & Gallery Sales	\$37,250	Seasonal Wages	\$27,000
Art Rental & Sales	\$10,000	Facility Operations	\$40,800
Facility Rentals	\$5,000	Special Projects	\$5,600
Investment Income		Contracts & Administration	\$12,800
Endowment	\$750	Programming & Events	
Private Sector Revenue		Exhibitions & Public Programs	\$31,300
Donations & Sponsorships	\$13,500	Staff/Volunteer Capacity Building	\$4,400
Fundraising Events	\$37,000	Collateral & Promotional Material	\$5,000
Federal Revenue		Fundraising Event Costs	\$6,000
Summer employment grants	\$21,000	Gift Shop & Gallery Sales Inventory	\$20,000
Provincial Revenue		Art Rental & Sales Commission	\$3,000
Destination BC	\$10,000	Total Expenses	
BC Gaming	\$40,000	\$358,000	
BC Arts Council	\$21,800		
Municipal Revenue			
City of Grand Forks	\$147,700		
Regional District	\$10,000		
Total Revenue			
\$358,000			

Gallery 2 - Grand Forks Art Gallery

Operating Revenues and Expenses - July 2019

Revenues					Expenses				
	2019 Budget	Actual YTD	Budget YTD	Variance		2019 Budget	Actual YTD	Budget YTD	Variance
Earned Revenue					Operations				
Memberships	\$4,000	\$1,305	\$1,456	(\$151)	Wages and Benefits	\$202,100	\$67,623	\$67,898	(\$275)
Giftshop & Gallery Sales	\$37,250	\$13,806	\$13,000	\$806	Seasonal Wages	\$27,000	\$12,499	\$18,562	(\$6,063)
Art Rental & Sales	\$10,000	\$1,734	\$3,638	(\$1,904)	Facility Operations	\$40,800	\$15,209	\$14,800	\$409
Facility Rentals	\$5,000	\$960	\$1,600	(\$640)	Special Projects	\$5,600	\$2,650	\$2,700	(\$50)
Investment Income					Contracts & Administration	\$12,800	\$10,448	\$9,545	\$903
Endowment	\$750	\$865	\$750	\$115	Programming & Events				
Private Sector Revenue					Exhibitions & Public Programs	\$31,300	\$8,809	\$9,350	(\$541)
Donations & Sponsorships	\$13,500	\$1,231	\$1,964	(\$733)	Staff/Volunteer Capacity Building	\$4,400	\$896	\$1,550	(\$654)
Fundraising Events	\$37,000	\$13,034	\$13,000	\$34	Collateral & Promotional Material	\$5,000	\$1,499	\$2,466	(\$967)
Federal Revenue					Fundraising Event Costs	\$6,000	\$3,046	\$1,500	\$1,546
Summer employment grants	\$21,000	\$0	\$5,625	(\$5,625)	Gift Shop & Gallery Sales Inventory	\$20,000	\$5,811	\$7,333	(\$1,522)
Provincial Revenue					Art Rental & Sales Commission	\$3,000	\$525	\$0	\$525
Destination BC	\$10,000	\$3,333	\$3,333						
BC Gaming Grant	\$40,000	\$12,666	\$13,333	(\$667)	Total Expenses	\$358,000	\$129,014	\$135,704	(\$6,690)
BC Arts Council	\$21,800	\$7,266	\$7,266						
Municipal Revenue					Total Net Revenue		(\$20,316)	(\$18,173)	(\$2,143)
City of Grand Forks	\$147,700	\$49,233	\$49,233	\$0					
Regional District	\$10,000	\$3,266	\$3,333	(\$67)					
Total Revenue	\$358,000	\$108,699	\$117,531	(\$8,832)					

Captial Projects Revenues and Expenses - YTD 2019

Project	Expense	Revenue	Budget Source
Signage, Wayfinding and Exterior Lighting - 2018			
LED retrofit bulbs	\$449		BC gaming capital 2019
Acrylic fabrication	\$948		Gallery 2 project account
Exterior Lighting	\$11,506		BC gaming capital 2019
Exterior Lighting	\$4,759		Gallery 2 project account
Lobby and Exhibition Lighting and IT Upgrades			
IT purchases	\$3,373		Phoenix Foundation 2019
Projector replacement	\$1,002		Phoenix Foundation 2019
Lobby Lighting	\$3,334		Phoenix Foundation 2019
Gallery Dimmers	\$2,292		Phoenix Foundation 2019
BDAC Dissolution			
		\$5,000	Use as matching for RHF/BC Gaming Application transferred to project account
Butterfield Bursary			
	\$2,500		From internally restricted fund



Online Delegation Form

YOUR WORSHIP, MAYOR TAYLOR, AND MEMBERS OF COUNCIL, I/WE ARE HERE THIS EVENING ON BEHALF OF:

Grand Forks Homeowners Slated for Buy Outs as Part of Flood Mitigation Project

TO REQUEST THAT YOU CONSIDER:

Reviewing/Reassessing the Flood Mitigation Project & Offering Pre-flood values to homeowners

THE REASONS THAT I/WE ARE REQUESTING THIS ACTION ARE:

Reviewing/Reassessing the Flood Mitigation Project - the project decisions were made in haste and we do not have confidence that they serve the best interests of Grand Forks or the neighborhoods that were affected. The project requires that over 80 homes be demolished and this will have not only an enormous negative financial impact on the homeowners but also negative impact the economy and tax base of Grand Forks. Many of the North Ruckle homeowners feel like they were pressured into a 'vote' without being fully informed of the implications of the decisions. The people of Grand Forks have not had access to details of the plans. Without more information, we cannot support the plans that will likely result in poverty for many homeowners and may have a detrimental effect on the town without providing the best flood protection.

Offering pre-flood values to homeowners - None of the people slated for buy outs 'profited' from flood insurance or DFA. For many of us, insurance was not available. For others, insurance has either delayed or refused to pay out when the talk about buy outs started. DFA was used to make our homes livable after the flood and it was often used for wiring, hot water tanks, and flooring. DFA did not cover the full cost of repairs. Over half of the post-flood values being offered are less than \$100,000. No one can afford to purchase land and a home for that. Many people on the buy out list are seniors on fixed incomes. The City wants our land to protect the rest of the city. We are not asking for handouts - we are asking for fair market value for our homes. Please consider that forcing approximately 80 homeowners out of their homes in a small town will have a negative impact on the local economy and the local tax base. Many will have no choice but to leave town and/or the Province.

The petition that has been circulating for 5 days already has over 600 signatures in support of pre-flood values.

The 'in-kind' options being proposed by the City of Grand Forks have little to no value or benefit for most of us as they include: 1) leasing property from the City which we would have to pay to improve and put a home on 2) purchasing a lot from the City at full market value for which we would also have to pay to install services, put a home on, and landscape. Both options would serve to put most of us into debt. So for example, if a homeowner receives \$71,000 in the buy out and chooses the 'in-kind' offer from the City it will cost approximately \$60,000 for the lot, \$15,000 to install services, \$150,000 for a modest manufactured home, and \$10,000 for landscaping, which totals \$235,000. This puts the person \$164,000 in debt. Many buy-out people are retired and on fixed incomes and that kind of loan will not be available to them.

I/WE BELIEVE THAT IN APPROVING OUR REQUEST THE COMMUNITY WILL BENEFIT BY:

- Having fuller knowledge of and increased confidence in the planned flood mitigation project.
- Generating community support to the City staff and Councilors for the planned flood mitigation project. (Right now, trust and confidence are low amongst residents.)

- Possibly generating a different flood mitigation plan that serves to increase City revenues, economic growth, and attract new business.
- Creating a flood mitigation project that will not only protect city homes and businesses from future floods but also maintain a more stable and intact socio-economic structure and tax base than the current plan, ie. create less problematic mental health reactions (alcoholism and drug use, crumbling relationships, diminishing health due to stress), avoid putting people in debt, making them homeless, and/or driving them to move out of town.
- Avoiding contributing to the growing homelessness problem by ensuring that people who have homes don't become homeless due to the financial strain.
- Protect already financially impacted flood victims from further financial hardship.
- Saving money in the long-run through maintaining tax paying citizens, business owners, and workers.
- Possibly saving money on the flood mitigation project.
- Avoiding potential legal action.

I/WE BELIEVE THAT BY NOT APPROVING OUR REQUEST THE RESULT WILL BE:

- Lack of community support for the planned flood mitigation project.
- Erosion of trust and confidence.
- Diminishing tax revenues and less attractiveness to new businesses.
- The creation of adverse and serious mental health problems including alcohol and drug use, crumbling relationships, diminishing health due to stress.
- Increasing debt and financial hardship for people already struggling due to the flood.
- Increasing homelessness and/or residents moving out of town.
- Uncertainty about the number of people who are willing to accept the in-kind offers.
- The possibility of legal action.

IN CONCLUSION, I/WE REQUEST THAT COUNCIL FOR THE CITY OF GRAND FORKS ADOPT A RESOLUTION STATING:

That City Council will review/reassess the DMAF project to determine if its possible to reduce the number of properties being bought out, give homeowners a choice to be bought out or not, determine options that are less devastating to homeowners and the tax base, determine less expensive options, explore alternative solutions that do not include the razing of so many homes and possibly cost less.

That City Council undertake measures to find the funding to offer pre-flood value (or post-flood whichever is higher) to homeowners being bought out (if the buy outs are determined as the only option for flood mitigation); including but not limited to increasing taxes, applying for other funding, pressing the Provincial government for the additional \$6.6 million.

NAME

Jennifer Houghton

ORGANIZATION

A coalition of homeowners on the buy out list

MAILING ADDRESS

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Canada

TELEPHONE NUMBER

250-584-4091

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jennifergrandforks@gmail.com

Memo



To: Committee of the Whole
From: Financial Services
Date: 2019-09-03
Subject: Revised Procurement Policy 802

Background

Staff introduced a revised Procurement Policy to the COTW on July 15th and then presented it at the August 12th Regular Meeting for approval. At that meeting, Council deferred the adoption of the new policy pending further review and discussion.


There were some suggested edits recently provided by Council, which have been summarized on the following page. Staff would like to have an opportunity to discuss these proposed revisions, as they could have adverse financial consequences if implemented.

Benefits or Impacts

General

The revised procurement policy provides more definitive direction to staff in the procurement of goods and services and incorporates many of the recommendations and best practices advocated by the Auditor General for Local Government.

Strategic Impact

-  The new procurement policy mandates practices which are aimed at achieving best value for money in procurement, while addressing the requirements of those responsible for managing operations and projects in a practical and efficient manner.

Policy/Legislation

Council has the authority to approval policy.

Attachments

Proposed Procurement Policy 802 revision v2
Existing Contracting Authority and Purchasing Policy 802A-1

Councillor Proposed Change	Existing Policy 802A-1	New Policy Revision v2	Comments
Responsibilities			
CFO to report non-compliance to Council	Not addressed	Covered under Section 3; report to Council if warranted	Minor infractions to be reported? Other considerations for discussion.
Legal review for bid compliance should be CAO responsibility	Not addressed	Department head/project manager responsibility to ensure procurement contracts complete	This was included to address the RFP evaluation process where there may be a legal question of bid compliance. RFP evaluations are completed at the department head not CAO level.
Spending Authority			
Include wording to specify absence of more than 3 days	Not addressed	Timeframe for absence not specified; Wording is "staff member performing their duties"	Generally, a staff member would only be performing another's duties in an absence of more than just a few days and, in the case of management, specifically designated to do so.
Change wording of CAO spending limit to "Within Annual Budget"	"Within Financial Plan"	"Within Financial Plan"	Limiting this to the annual budget would technically prohibit any procurement which extends past the current year.
Sole Source Threshold			
CFO limit reduced to \$10,000; CAO \$10,000 - \$75,000; Limit of \$50,000	CFO limit \$25,000; >\$25,000 not addressed; no upper limit	CFO limit \$25,000 CAO \$25,000 - \$75,000	CFO limit at \$10,000 is redundant as direct purchase is allowed up to \$10,000. >90% of direct awards approved by CFO are for limited RFQ response or proprietary or co-operative purchases. \$50,000 is inconsistent with \$75,000 allowed by trade agreements.
Sole Source Reporting			
Report >\$10,000 to Council Include company and project	Council report if >\$25,000	Council report if >\$25,000	Current practice (for past year) is to report all, including those <\$25,000. Started reporting Supplier & Project for July 2019; procedural not policy item.
Consulting Services			
Limit direct engagement to under \$10,000	No limit; any contract can be sole sourced	\$25,000 limit is subject to evaluation or pre-qualification process having been completed	There are cost considerations for reducing threshold.
Contract Length & Reviews			
Reduce from 5 years to 3; Allow up to 3 renewals	Not addressed	Maximum term is 5 years including renewals. Indefinite annual renewals prohibited	There are cost considerations for limiting time.
Contract Value			
CAO authority limited to \$1,000,000	Not specifically addressed; no limit for CAO is implied	No limit - contracts awarded through public tendering process	High value contracts will be for projects already approved in the financial plan and subject to RFP process. Potential cost consequences if delayed pending additional Council approval.
Related Bylaws and Policies			
Question on where the Wood First Policy fits in	Not addressed	Not addressed	Could be included in Section 5 Purchasing Guidelines



City of Grand Forks
 7217 4th Street
 Grand Forks, BC V0H 1H0
 250.442.8266
 www.grandforks.ca

Council Policy

Procurement

Established: March 20, 2006

Rescinded: N/A

Contact Department: Finance

Purpose

This policy establishes general guidelines, authorizations, and approval limits for the procurement of goods and services on behalf of the City.

Objectives

The objectives of this policy are to:

- a) Establish authority and limits for the purchase of goods and services on behalf of the City.
- b) Procure the necessary quality and quantity of goods and services in an efficient, timely and cost effective manner, while maintaining controls appropriate for a public sector body.
- c) Promote fair, open, accountable and transparent purchasing practices.
- d) Encourage as a preference, contracting agreements and purchasing criteria that consider total life cycle costs and minimize environmental impacts.
- e) Ensure that the City acts in accordance with all applicable legislation and trade agreements.

Scope

This policy applies to all procurement of goods and services, including construction, consulting or professional services, made by or on behalf of the City by employees and other authorized personnel.

Policy Statements

1. Responsibilities

Chief Administrative Officer to:

- a) approve and issue administrative directives to implement this policy
- b) review and approve sole and single source purchases greater than \$25,000
- c) approve recommendations for contract awards
- d) approve term contracts of less than 5 years

Chief Financial Officer to:

- a) monitor adherence to the provisions of this policy and record events of non-compliance
- b) approve and implement administrative procedures necessary for compliance with this policy
- c) review and approve sole and single source purchases as stated in Section 8.
- d) remain informed of current legislation and ensure compliance with trade agreements

Department Heads to:

- a) ensure that their departments' purchasing activities meet the objectives and administrative requirements of this policy
- b) ensure funds are available for departmental spending and within the spending authority of those authorized to make purchases on behalf of the department

- c) ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, a legal review for bid compliance

All employees are expected to conduct themselves with personal integrity, ethics, honesty, and diligence when acquiring goods and services on behalf of the City, and shall exercise impartiality and fairness at all times in evaluating suppliers and awarding contracts. Employees must comply with other City policies regarding conflicts of interest and receipt of gifts, and shall maintain confidentiality of information which the City is obligated to protect.

2. Exclusions

The following transactions are, by their nature, not generally considered procurements of goods and services, and are thus excluded from the provisions of this policy:

- Payments made with respect to payroll taxes and source deductions, union dues, workers' compensation assessments, and similar payments.
- Payments of debt interest and principal
- Transfers to and from investment accounts
- Payments in respect of taxes collected on behalf of other authorities
- Donations, grants and fee-for-service payments
- Fire department cost sharing and volunteer payment agreements
- Payment of damages or settlements
- Acquisition of land and improvements, by purchase, lease or other agreement

The hiring of regular, temporary and casual employees is also outside the scope of this policy.

3. Compliance

All employees and other authorized personnel responsible for purchasing goods and services, for approving the purchase of goods and services, or for executing contracts on behalf of the City must adhere to this policy.

Any employee who willfully acquires goods or services in contravention of this policy is liable to disciplinary action. Activities such as making unauthorized purchases, committing the City without appropriate authority, disclosure of suppliers' confidential or proprietary information, or dividing contracts or purchases to avoid the thresholds of this policy are expressly prohibited.

All incidents of non-compliance, including those requiring special approvals shall be documented and reported to the appropriate level of management, or Council if warranted.

4. Authority

Under authority delegated by Council to the Chief Administrative Officer, the following authorizations are provided to management and employees of the City in order to give administrative effect to this policy:

- a) Authority to Execute Contracts
 - i) The Chief Administrative Officer shall execute contracts awarded through the public tendering process.
 - ii) All contracts with a term greater than 5 years require Council resolution, and are to be executed by both the Mayor and the Corporate Officer.
 - iii) Contracts within the parameters of the Financial Plan (5 years or less) require approval by both the CAO or Authorized Delegate and the Corporate Officer.

b) **Spending Authority**

City employees may approve purchases of goods and services up to their individual approval limits as set out in Appendix B. When an authorized staff member is away, the staff member performing their duties during the period of their absence is authorized up to the spending limit of the absentee member.

5. **Purchasing Guidelines**

Best Value

Purchase decisions should take into consideration the total cost of ownership, and not just the lowest purchase price. The total life cycle cost, including acquisition, shipping, disposal, operating, and maintenance costs should be assessed, in addition to taking into account other characteristics such as availability, suitability, serviceability, warranty, training requirements, and environmental impact.

Sustainable Procurement

The City will procure goods with due regard to its commitment to encourage the use of environmentally friendly products and processes which reduce waste, air and water pollution and the use of chemicals.

The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.

Cooperative Purchasing

Wherever possible, the City will participate in cooperative purchasing with other public agencies to maximize cost savings. The cooperative procurement process may be conducted in accordance with the procurement policy of the leading organization.

Trade Agreements

The City shall comply with the relevant provisions of all trade agreements to which it is subject. These agreements generally state that goods, services and construction above certain dollar thresholds must be publicly tendered so as not to discriminate among bidders on the basis of origin.

6. **Purchasing Methods**

Petty Cash

A petty cash fund is an alternative for small value purchases which do not warrant the processing of an invoice through accounts payable. Purchases made using petty cash should generally not exceed \$50 per transaction.

Credit Cards

Credit cards will be assigned to staff according to their purchase needs. City staff may use credit cards for bona fide City expenses within their assigned credit limits.

Purchase orders are required for credit card transactions in accordance with the provisions of this policy.

Purchase Orders

Unless exempted below, purchase orders shall be issued for all goods and services costing in excess of \$1,500, including Provincial Sales Tax, but excluding freight and delivery charges.

Where the exact purchase amount is unknown but is anticipated to exceed \$1,500, the purchase order should be issued using a reasonable estimate or, if quantities are unknown, a specified hourly or unit cost.

Annual standing purchase orders may be issued to frequently used suppliers, for supplies of a repetitive or continuous nature.

An authorized purchase order must be in place prior to any commitment being made for the purchase of goods and services.

Purchase Order Exemptions

The following expenditures do not require a purchase order:

- Association dues and membership fees, publications/subscriptions
- Legal and accounting fees
- Postage machine replenishment
- Utilities such as electricity, gas internet, telephone, and cell phone
- Procurements made under annual or other contracts, such as janitorial services and equipment leases
- Courses, seminars, conventions, workshops, and other training fees
- Travel expenses and advances
- Licenses and permits
- Freight and courier charges
- Insurance and payroll benefit plan premiums
- Expenditures made during situations of declared emergency or other threat to public health or safety necessitating immediate action

Where there is no breach of the competitive process or risk to the City, an unintentional failure to issue a purchase order as noted above is subject only to internal administrative redress.

7. Change Orders

Managers will have the authority to approve change orders subject to the following conditions:

- there are sufficient uncommitted funds within the existing project budget to cover the cost of the change order;
- the change order does not materially alter the scope of work of the project; and
- the change order does not exceed the lesser of 10% of the original purchase amount and the manager's authority limit.

8. Sourcing Methods

Direct Acquisition

Goods or services with an estimated cost of less than \$10,000, where no individual item is greater than \$5,000 in value, may be purchased directly from a supplier; however staff is expected to make a reasonable effort to obtain the best value.

Verbal Quote and Request for Quotation (RFQ)

A minimum of three suppliers shall be solicited for price quotations for purchases between \$10,000 and \$50,000 in value.

While staff are recommended to obtain written quotes for all purchases over \$10,000, verbal quotes may be used for lower dollar value purchases (under \$25,000), with a written record maintained of the businesses contacted and the quote amount, or lack of response if applicable. Written price quotations are required for purchases between \$25,000 and \$50,000 and may be sought through direct request to qualified suppliers, or through an invitational or public tendering process.

The award will be made to the respondent who has submitted the lowest price and that meets all the specifications of the RFQ. However, in determining the best qualified and acceptable quote, consideration should be given to other factors such as vendor qualifications, quality, source of supply, availability and supplier's past performance. The City reserves the right to accept a quote other than the lowest bid based on a higher evaluation of the criteria noted above.

Requests for Expressions of Interest and Vendor Pre-Qualification

A prequalification process may be used whereby vendors or contractors are requested to provide an expression of interest (REOI) or qualifications (RQ) to be used in developing a short list of prospective qualified suppliers. Prequalification of vendors may be used as a preliminary step in the public tendering process, providing the requirements for advertising noted below are met.

Requests for Standing Offers - Hired Equipment

The City may issue a request for standing offers (RFSO) or EOI for the registration of equipment for hire on an as-and-when-required basis. The City will maintain a list of prequalified providers, with equipment to be hired based upon criteria such as price, availability, and condition.

Formal Public Tendering and Request for Proposals

Invitations to Tender (ITT) and Requests for Proposal (RFP) are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000. All competitive procurement opportunities shall be advertised in BC Bid or other electronic tendering system, and must follow the City's established processes and procedures for receiving and opening tenders.

Other than unique situations entailing mandate from Council, the maximum term for a contract for services, including any renewals, shall be five years. Continuing contracts, other than those included as professional services in Section 10, or contracts with multiple indefinite annual renewals are expressly prohibited.

The approval level for contracts with a duration of greater than one year is calculated as the total financial obligation over the term of the contract, including any options for extension.

Once a service contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

Direct Award (Sole or Single Sourcing)

A purchase of goods or services below \$75,000 may be made by direct award where the opportunity to obtain quotes or solicit competitive bids does not exist or is not justified in the circumstances. Sole source purchasing shall not be conducted in order to avoid competition between or discriminate against suppliers. Failure to plan appropriately does not provide justification for sole sourcing in a situation of urgency.

Circumstances that may support sole sourcing include (but are not limited to) the following:

- there has been limited or no response to an RFQ which has been posted publicly for at least one week;
- an unforeseeable situation of urgency exists and the goods or services cannot be obtained in time through the competitive procurement process;
- the expenditure is minor and the potential savings available through competitive contracting do not justify the increased time and costs involved in obtaining quotes;
- in the case of cooperative purchasing, where the cost of the goods or services is verifiably competitive;
- services and supplies are provided by utility companies on a monopoly or regulated tariffed basis;
- there is an absence of competition for technical reasons and the goods or services can be only be supplied by one particular service provider, with no reasonable alternative or substitute;
- there is only one service provider who has the unique qualifications or skills needed for the work;
- there is a need to maintain compatibility with existing products or specialized products which can only be provided by the manufacturer or representative of the product;
- the work is a continuation or follow-up and is most appropriately done by the original service provider;
- an opportunity arises to take advantage of cost savings realizable when non-resident contractors are already available locally for a limited time (eg. paving contractors);
- an item is offered for sale by tender, auction or negotiation and purchasing the item is clearly in the best interest of the City; or
- the project is highly sensitive or confidential, and advertising it through open competition is not appropriate.

Direct award purchases require a documented request and justification with approval of the Chief Financial Officer. Direct award purchases between \$25,000 and \$75,000 require additional approval from the Chief Administrative Officer, or designate.

A direct award for construction contracts below \$200,000 may be made in exceptional circumstances, with justification provided to, and with the approval of, the Chief Financial Officer, Chief Administrative Officer and Council.

Direct awards greater than \$25,000 should be reported to Council through the regular monthly procurement reporting process or similar means.

9. Selection of Consultants and Professional Services

Consultants and professional service providers may be engaged directly for services under \$25,000, where a reasonable evaluation or pre-qualification process has been completed.

A Public Call for Written Proposals or direct invitation shall be sought from at least three qualified consultants where the anticipated cost of engaging the consultant is \$25,000 or more.

Consultants will be retained on the basis of expertise, experience, professional reputation, ability to complete the work and to provide cost effective advice and solutions. The City will not rely on one consultant to provide the majority of project consulting services. To achieve best value for money, staff will endeavour to engage consultants by means of a direct contract rather than subcontracting through an intermediary.

The following criteria shall be taken into consideration when evaluating potential candidates:

- the firm's relevant experience and past performance
- familiarity with municipal procedures and practices
- references from former or current clients
- fees to be charged
- potential for conflict or perceived conflict of interest

10. Contracts for On-Going Professional Services

Where professional services are to be retained on an ongoing basis, a review will be undertaken of such services every five years, if not more frequently. These services will be requested by way of an Expression of Interest or Request for Proposal. Ongoing professional services include the following:

Banking and Investment Services
Legal Services
Employee Benefit Plan Brokerage Services
Professional Engineering Services for the electrical distribution system and utility

11. Performance Evaluation

Contractor and consultant evaluations are essential to proper contract management in order to ensure that performance issues are addressed quickly and effectively. The manager responsible for a particular contract shall implement a performance evaluation process for all contracts over \$50,000 and lower valued contracts as appropriate, and will maintain written records of any performance issues, including correspondence and notifications sent to the service provider.

At the outset of the contract, the responsible manager will provide the supplier with copies of the evaluation reports that will be used to rate the supplier's performance. The overall performance rating and copies of the completed evaluation reports will be provided to the supplier upon completion of the contract.

The performance evaluation shall rate the contractor or supplier based on standard criteria adopted from time to time, including, but not limited to the following:

- ability to meet contract specifications, cost, delivery, terms or conditions
- project management
- time planning and scheduling
- quality of workmanship
- health, safety and other regulatory compliance

Performance evaluations from previous contracts will be taken into consideration when evaluating and awarding future work, with legal advice to be obtained when necessary.

12. Unsolicited Proposals

Unsolicited proposals received by the City will be reviewed by the Department Head to determine the merit of services offered and appropriate response. Any purchasing activity resulting from the receipt of an unsolicited proposal must comply with the provisions of this Policy.

Related Bylaws and Policies

- City of Grand Forks Delegation Bylaw No. 1831
- City of Grand Forks Employee Conflict of Interest Policy 602
- City of Grand Forks Asset Disposal Procedure Policy 805

References

- Auditor General for Local Government (AGLG) Perspectives Series
 - Improving Local Government Procurement Processes
 - Oversight of Capital Project Planning & Procurement
- Global Affairs Canada - International Trade Agreements and Local Government: A Guide for Canadian Municipalities
- New West Partnership Trade Agreement (NWPTA)
- Canadian Free Trade Agreement (CFTA)
- Comprehensive Economic and Trade Agreement (CETA)

APPENDIX A

METHOD AND FORM OF PURCHASE

Method and Form of Purchase	PO Required	Limit
Petty Cash	No	< \$50
Credit Card Purchase (receipt/invoice required)	No	< \$1,500
Credit Card Purchase (receipt/invoice required)	Yes	> \$1,500
Direct Purchase without quotation	No	< \$1,500
Direct Purchase without quotation - no single item > \$5,000	Yes	< \$10,000
Verbal Quote - minimum 3 quotes (to be documented)	Yes	< \$25,000
Written Quotes and RFQ - minimum 3 quotes	Yes	\$25,000 - \$50,000
Direct award (approval of CFO)	Yes	\$5,000 - \$25,000
Direct award (approval CFO and CAO)	Yes	> \$25,000
Public Tender - ITT and RFP	Yes	> \$50,000
Term Contracts < 5 years - CAO approval	No	All amounts
Term Contracts > 5 years - Council resolution	No	All amounts

APPENDIX B
SPENDING AUTHORITY

Position	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000
Corporate Officer	\$10,000
Department Heads/Managers	\$10,000
Deputy Managers	\$ 5,000
Coordinators	\$ 1,500
Mechanic	\$ 1,500
Accountant/Comptroller	\$ 1,500
Public Works Administrative Assistant	\$ 500
Other permanent employees	\$ 100

THE CITY OF GRAND FORKS	
POLICY TITLE: Contracting Authority & Purchasing	POLICY NO: 802A-1
EFFECTIVE DATE: February 23, 2015	SUPERSEDES: 802
APPROVAL: Council	PAGE: 1 of 8

POLICY:

The City of Grand Forks will procure all goods, services and construction of assets in accordance with this procedure.

POLICY OBJECTIVES:

The objectives of this policy are to:

- a) Establish authority to enter into a procurement contract on behalf of the City.
- b) Establish spending authority limits within approved budget limits.
- c) Identify types of procurement contracts that can be entered into.
- d) Encourage as a preference, contracting agreements and purchasing criteria that:
 - (i) promotes reduction of Green House Gases.
 - (ii) considers the life cycle cost of the acquisition rather than just the initial purchase price.
 - (iii) seeks the best value and service.

In addition to the objectives outlined above, City employees will demonstrate ethical purchasing behavior, including:

- Declaration of Interest – An employee who has a direct or indirect interest with the supplier should disclose this relationship and will be excluded from the quote or tender process;
- Confidentiality and Accuracy of Information – The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead;
- Competition – While considering the advantages of the City of Grand Forks maintaining a continuing relationship with a supplier, any arrangement which might prevent the effective operation of fair competition should be avoided;
- Business Gifts and Hospitality – To preserve the image and integrity of the employee, the employer and the profession, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts;

PROCEDURE

General:

a) Responsibilities:

- i. Department Heads are to ensure that funds are available within the spending authority of those authorized to sign a procurement contract on behalf of the Department.
- ii. The Chief Administrative Officer may designate Department Heads to approve incoming invoices from contracts, utilities, government agencies and any other approved payables up to specified limits. Authorizations to be in writing and may be revoked at any time.

b) Sustainable Business Practice:

- i. The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.
- ii. Evaluation criteria shall make reference to purchase cost, fuel consumption cost, GHG emissions and total life cycle cost (including purchase, fuel operating and maintenance costs) over the life of the equipment of contracted service.

c) Application:

This policy applies to all activities, works or services entered into by the City except contracts of employment.

d) Prohibition:

- i. All procurement by the City of Grand Forks will be consistent with the requirements under AIT (Agreement on Internal Trade) and TILMA (Trade, Investment and Labour Mobility Agreement).
- ii. No one other than the Chief Administrative Officer or the Chief Financial Officer will enter into a contract for goods or services.

e) Spending Authority:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to Department Heads for individual invoices and individual contract limits.

	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000.00
Corporate Officer	\$10,000.00
Deputy Corporate Officer	\$10,000.00
Manager of Operations	\$10,000.00
Public Works Foreman	\$10,000.00

Manager of Development & Engineering	\$10,000.00
Fire Chief	\$10,000.00
Deputy Fire Chief	\$10,000.00
Manager of Building Inspection & Bylaw Services	\$ 5,000.00

Workforce Spending:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to various employees within their Department budgets:

	Spending Limit	Type of Goods
All Coordinators	\$1,500	All
Mechanic	\$1,500	Supply
Accountant/Comptroller	\$1,500	All
All Permanent Employees	\$100	Supply

Department Heads must counter-sign all Departmental Purchase Orders prior to submitting to Accounting Department.

Definitions:

Alternate Fuels - fuels available for use other than conventional fuels (oil, gasoline, natural gas, propane and diesel).

City - the Corporation of the City of Grand Forks.

Formal Public Tendering Process - the process whereby bids are solicited by the City by means of public advertising including by newspaper, publications, website or BC Bid. Bids are normally opened and read publicly at a fixed time and place.

GHG (Greenhouse gases) - equivalent tones of carbon dioxide (CO2) emitted into the environment through the use of various types of energy sources.

Goods - materials, equipment, or supply

Holdback - monies held back from progress payments.

Late Bid - an offer received in the designated location after the specified closing date and/or time.

Lease - a contract by which the City acquires the use and possession of lands, buildings, and personal property for a specified time at a fixed payment.

Life Cycle Cost - the total cost to purchase and operate a type of vehicle or equipment or contracted service. This shall include initial purchase cost, operational cost,

maintenance cost, fuel cost and GHG emissions.

Lowest Evaluated Bid - the bid which meets the specifications at the lowest overall cost to the City, as determined by the Chief Administrative Officer or designate, considering such factors as suitability, price, availability, service related administrative cost and disposal value. The lowest overall cost shall be evaluated over the life cycle of the equipment or contracted service. This shall include purchase cost, operating cost, maintenance cost, fuel cost and GHG emissions.

Procurement Contract -

- Purchase Order issued for procurement of goods or services;
- Service Contract issued under a written agreement with the supplier of services, or;
- Construction Contract entered into in writing with the successful bidder following an invitation to tender for construction of an asset.

Progress Payment - a payment made under the terms of the contract before completion of the contract.

Proposal - an offer to provide goods, services, or construction submitted to the City in response to a request for a proposal.

Purchase Order - the pre-printed, pre-numbered form containing all the necessary information and signatures required to begin procurement action.

RFP (Request for Proposal) - the process whereby proposals are solicited by the City by means of invitation to particular suppliers or advertising. Proposals are reviewed by Staff against grading criteria as described in the proposal.

Security -

- Certified cheque or other legal instrument made payable to the City of Grand Forks;
- Government guaranteed bond; or
- Other security as may be considered appropriate.

Service - performance of work to meet a general need by a person(s) not an employee of the City of Grand Forks.

Responsibilities

a) Department Head:

- i. Ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, to be authorized by Council, prior to being sent for procurement action.
- ii. Ensure that expenditures are identified in the Financial Plan and within the spending authority of those authorized to sign a procurement contract on

behalf of the department.

b) General Guidelines:

- i. Procurement documentation must be in place before goods are delivered or services rendered, including a contract for services covered under a Service Contract.
- ii. Unauthorized Purchasing: Any employee who willfully acquires goods or services in contravention of this policy or relevant procedures is liable to disciplinary action.
- iii. Purchase Orders:
 - Official; 8 ½" x 11" sequentially numbered form.
 - All applicable sections must be completed, including an actual or estimated cost, and the account to be charged for the item(s).
 - Copy distribution: White - Accounting
Scanned to Manager
Scanned electronically
 - May have additional information attached such as drawings, detailed specifications, samples, etc.
 - Cancellation of a Purchase Order - ensure that all copies are cancelled/marked as VOIDED.
 - Ensure that a Purchase Order is completed and its number quoted when an order is placed with a supplier.

Purchase orders shall be issued for all goods and services in excess of \$1,000.00, unless exempted under procedures.

When an invoice is received the issuer of the order, or designate, must confirm that the goods received are as requested and priced as quoted.

Exemptions: the following expenditures do not require a Purchase Order:

1. Petty Cash disbursements
2. Purchases covered by annual or other contracts such as: chlorine, gasoline, diesel, equipment leases, fees for service
3. Association dues and membership fees, publications, legal and accounting fees, donations and grants-in-aid
4. Utility charges
5. Travel expenses and advances
6. Payment for expenditures relating to payroll and payroll deductions, including union dues and social club fees

7. Payments to other governments and their agencies.

iv. Service Contract:

A pre-negotiated and/or tendered agreement, usually of a long-term duration, for such items as:

- Auditing services
- Bonding services
- Maintenance agreements
- Lease agreements
- Fuel supplies
- Externally owned machinery and/or operators, or
- Other

When a Service Contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

v. Verbal Quotes:

Verbal quotes are to be sought for supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$5,000.00.

Managers are to record in writing, the results of the verbal quotations when the cost is estimated to be between \$5,000.00 and \$10,000.00.

vi. Formal Written Quotations:

Written quotations are to be sought for the supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$10,000.00 and not exceed \$50,000.00.

vii. Formal Public Tendering and Request for Proposals:

Tenders and request for proposals are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000.00. Procedures for receiving and opening tenders shall conform to the following:

- Tenders and RFP's enclosed in sealed envelopes will be received at the tender address until tender closing time;

- All tenders and RFP's will be recorded as to the date and time received at the front counter who will file the tender in the vault until tenders are opened;
- Verbal and late bids will not be accepted.
- One member from Corporate Services and the department head or designate responsible for the project will proceed with the tender and RFP opening at precisely the designated time on the closing day.
- Tender and RFP envelopes shall be opened and each tender and RFP shall be checked to ensure that it is signed and valid in respect of any bid bonds, etc. Any financial securities shall be stored in the vault for safekeeping.
- Security, as required by the Invitation to Tender, must accompany the tender bid in order to be considered.
- Tenders are normally opened/registered in public at the City Office. Requests for Proposals are not normally opened publicly.
- Where only one tender is received, the City reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.

A contract may, in most cases, be awarded to the lowest bid. However, the City, for its sole benefit, reserves the right to award a bidder it deems appropriate based on scoring of evaluation criteria identified in the tender or RFP document.

viii. Notwithstanding Section v and vi above, a purchase or contract may be sole sourced when:

- Goods, services or construction are urgently required and delay would be injurious to the public interest; or
- Recurring or Non-Competitive Expenditures – these are for specifically identified items such as training and statutory payments
- Only one party is available and capable of performing the contract
- Professional Consulting Services

The City purchasing practices for sole sourced procurements shall employ such value analysis and negotiation methods as deemed appropriate for the occasion

by the Chief Financial Officer

All sole sourcing requests between \$5000 and \$25,000 will require approval of the Chief Financial Officer. Any sole source purchase over \$25,000 will require a Staff report to City Council.

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: September 3, 2019
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 16 (Fire – 10, Rescue – 1, First Responder – 5)
Year to date calls: 251

- Retired Fire Chief Blair Macgregor has rejoined our team on a temporary basis to assist with administrative and operational duties during this transitional period at Grand Forks Fire/Rescue.
- The Fire Chief's position has been posted per Council direction and closes September 13.
- Fire practice attendance for August continues to remain high. Furthermore, firefighters and I have noted that fire department morale is improving.
- Our fire department collaborated with Cannafest organizers conducting fire inspections of the grounds and vendors helping to guarantee another successful event. Volunteer firefighters also conducted foot and vehicle patrols throughout the weekend and worked with on-site first aid to ensure the safety of festival attendees and staff.
- Notable call for July was a structure fire on Brown Creek Road. The home was fully involved with fire by the time our department arrived. With assistance from a logging industry crew and BC Wildfire crews, our firefighters were able to contain the fire from spreading further into the forest and from harming nearby outbuildings.
- August's training focused on the following; aerial operations, water tender exercises and a further review of the Superior Tanker Shuttle as we prepare to renew the department's accreditation. Firefighters also participated in and enjoyed a fun team building practice consisting of firefighting competencies.

Fiscal Economic Growth Community Engagement Community Liveability

- Several of our recruits and other firefighters participated in another full weekend of practical skills training and evaluations for an additional two chapters (water supply and fire hose nozzles, streams and foam). A big “thank you” to our volunteers who gave a significant amount of their time to partake in this training.

:

Outside Works

General

- HR – Operator 2 hired to replace retirement vacancy in Public Works
- Supported Planning with one newspaper meeting ad.
- Reviewed 3 development referrals

Electrical

- 0 unscheduled outages
- Installed one new residential electrical service
- Continued condition assessment and mapping
- Relocated secondary cables at wastewater treatment plant
- Changed one utility pole
- Sourced replacement parts for Well 3 VFD
- Installed four more walkway light relays with photo controllers

Public Works

- Supported Cannafest Taps and Tapas at Art Gallery events with venue preparation and cleanup
- Other Events:
 - Boundary Cultural Day Camp at City Park,
 - Nagasaki Day call for Peace around the world at Gyro Park,
 - Red Hat Ladies picnic at Barbra Ann Park
- Cemetery services - 1 full burial and 4 interment of ashes
- Airport – 1 nighttime Medi-vac and 2 Cannafest night flights supported
- 2 sections of sidewalk replaced 73rd and 10th St.
- Supported wastewater treatment plant project
- New xeriscape installed at Sugimoto park along side of the Granby Dental office

Water and Sewer

- Water/Sewer repair and upgrade on 73rd. Ave.
- Repaired sewer on 5th. St.
- Repaired a Water service on 11th. St.
- Assisted the electrical department with service upgrades at the wastewater treatment plant.
- Pulled clogged wastewater pumps at Valmar lift station.

Development and Engineering

General

- As directed by council, met with Flippin Fun Gymnastics to explore permanent locations for gym; further meetings scheduled.
- Responded to approximately 30 front counter and telephone inquiries and attended about 5 in-person/teleconference meetings with individuals/developers.
- Ongoing planning and policy support for flood mitigation initiatives; investigate developing City owned lands in the ALR.
- Continued implementation of records management and project/task management tracking system.
- Support for replacement of large format scanner and copier.
- Research on sign bylaw including options to compliment Market District Designation
- Support public works initiatives
- Many thanks to Wendy Whelen for all of the hard work, support and guidance that she has provided to the Development, Engineering and Planning team during her tenure with the City. We all wish Wendy all the best in her future exploits.
- Execution, implementation and support of licence of occupations and use of City owned land agreements.

Capital Projects

- Flood Mitigation Program
 - Held five workshops on in-kind options for residents in buy-out areas
 - Prepared Request for Proposal for land acquisition team
 - Short listing and final stages of Capital Projects Engineer hiring
- Coordinate Wastewater Treatment plant upgrades and related works
- Support for airport watermain upgrade.

Current Planning

- Completed one rezoning application and one development variance permit application.
- Continuing to work on one rezoning application
- Working on four subdivision applications.
- Continuing to work with developers on potential infill development opportunities and development proposals.
- Working with developers on development opportunities within the City.
- Working on one application for construction of a single-family dwelling, plus one secondary suite and one garden suite on an infill lot.
- Continuing to work on zoning bylaw amendment for supportive housing; includes development of public feedback options.

Long Range/Policy Planning

- Continued research and coordination of housing options on city-owned lands.

Business Licences

- Continued review of business license bylaw (to update and incorporate special requirements for cannabis store referrals and licensing, sidewalk patios and mobile food vendors, etc.).
- 10 business licences issued.

Economic development

- Participated in Discover Grand Forks committee
- Submitted Rural Dividend Fund Wayfinding Grant
- Met with Downtown Business association and developed action plan for next steps in further developing the Market District Designation and implementation.

Building Inspection and Bylaw Enforcement

General

- Trespassing on municipal property an on-going concern
- Tree camp near warming centre needs resolution, tree removal being considered
- One complaint received regarding camping off Morrissey Creek Road (Moto). Resolution will require legal proceedings to remove trespassers if so directed

Bylaw Services

- 4 general parking complaints received, 2 near Cannafest and 2 off Riverside Dr.
- 2 RV parking complaints
- On-going deer feeding issue near 76th. and 8th. Next step is a request for the property owner to explain before council, as per the City's Deer Feeding Bylaw

Building Inspection

Building Permit applications this month: 4

Year to date Building Permit applications: 82

Year to date construction value: \$19,169,515

- Applications of note include tenant improvements for a non-medicinal cannabis store at 7480 – 4th. Street and structural repairs to 225 Central Avenue
- After years of efforts, the province has announced that the building, plumbing and fire codes are now available online free of charge at www.bcpublications.ca , which would generally cost approximately \$1,000 for the set.

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 1 Regular, 3 In-Camera, 3 Workshops)
- Prepared weekly summaries/updates (5 summary, 3 updates)
- Corporate Tasks completed: 15
- Human Resources Duties
- Legal
- Media Releases/Communications
- Review Bylaws
 - Municipal Ticketing, Zoning
- Fee-for-service agreements

Information Technology

- Copier/Printer maintenance
- Installation of Large Format printer/scanner/copier (Capital Project)
- General IT support for the organization
- Continued PC hardware replacement program
- IT Tasks completed: 6

Financial Services

General

- 2020 Revenue Anticipation Borrowing Bylaw 2063 to COTW September 3
- Financial Plan Amendment Bylaw 2055-A1 to COTW September 3
- Utility Billing Bylaw 2064 to COTW September 3
- Permissive Tax Exemption Bylaw 2061 for three readings September 3
- Advertised for Council Remuneration Advisory Group for 2 weeks on website and Gazette – no applications received
- Follow-up communications regarding delinquent taxes and tax sale
- Review and approve wastewater treatment plant grant reimbursement claims
- Responded to requests from the public regarding property taxes and assessment values

Procurement

RFPs and RFQs Issued

Rental equipment for airport watermain project

RFPs and RFQs Awarded

- Inland Equipment - airport watermain rental equipment

Purchase Orders Issued

Total value	\$3,258,150
• Less than \$5,000	10
• \$5,000 to \$25,000	8
• \$25,000 to \$75,000	0
• Greater than \$75,000	1

Total value of purchases \$236,107

2 direct awards < \$25,000: Fred Surridge – water meters
Centrix (Corix) – Well 3 VFD replacement
Urban Systems - flood plain mapping

0 direct award \$25,000-\$75,000:

0 direct awards > \$75,000:

Recommendation

THAT COUNCIL receives the monthly highlight report for information.

Request for Decision



To: Committee of the Whole
From: Chief Financial Officer
Date: September 3, 2019
Subject: 2019-2023 Financial Plan Amendment Bylaw, No 2055-A1
Recommendation: **THAT the Committee of the Whole recommends to Council to give first three readings of the 2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1 at the September 16th, 2019 Regular Meeting**

Background

Since the adoption of the five year financial plan on April 8th, Council has passed various resolutions to approve additional operating and capital expenditures. An amendment to the financial plan is required to include these costs, as well as any other anticipated future expenses and revenue shortfalls. There are also some further adjustments which staff has made based on actual amounts or a better estimate.

The following are details of the changes incorporated into this amendment:

Revenues

- Property & parcel taxes and payments in lieu – adjusted to actual	695
- Campground revenues – anticipated shortfall	(10,000)
- Building permits – additional revenues	28,000
- EMBC, DFA and insurance recoveries – primarily S Ruckle armouring	806,480
- Investment and interest income	55,000
- Electrical revenues – decreased consumption; BC Housing recovery	6,760
- Gas tax and small communities grants - adjusted to actual	<u>238,887</u>
Total revenue adjustments (increase)	\$1,125,822

Expenses

- General government – administration	30,000
- Protective services – fire department	53,000
- Electrical utility – decreased consumption	(56,930)
- Outside works & utilities – add back SIIP allocation	200,000
- Flood protection – decrease & reallocation to capital	(900,000)
- Facilities – additional insured expenses (revenue to offset)	130,000
- Debt interest – interim funding converted to long-term debt	(18,815)
- Amortization - capital addition/timing adjustments	<u>(10,082)</u>
Total expense adjustments (decrease)	\$(572,827)

Capital Projects

- LED Streetlights/Public Works Fuel Tanks/Wayfinding Signs			
	+50,000	-10,000	-40,000
- Donaldson Drive/Expo Sign Changes/Construction Fencing			
	+25,000	-17,000	-8,000
- WWTP Upgrades/MWR Discharge Req./NDMP Program			
	+400,000	-100,000	-300,000
- Command 3 Vehicle			(80,000)
- Fire Department Equipment			27,000
- 19 th Street Service Upgrade			85,000
- West Side Fire Protection			(814,985)
- Public Works – 22 nd Street			(952)
- 70 th Avenue Lots			65,041
- Interfor Property Isolation			(150,000)
- South Ruckle Revetment			950,000
- SIIP Capital and Planning			(700,000)
- DFA Recovery – Capital items			500,000
- Dike Reconstruction – reallocated from expense			600,000
- DMAF – Supplemental Consulting			<u>525,750</u>
Total Capital Project adjustment			\$1,006,854

The additional funding of \$283,811 which is required from reserves is for the following capital projects:

WWTP upgrades	376,820
Dike reconstruction	\$ (80,800)
Interfor Property Isolation	(150,000)
SIIP Capital & Planning	(500,000)
DMAF Consulting	525,750
DFA Recovery Capital Items	100,000
70 th Avenue Lots	65,041
Fire Department Fleet	(53,000)

Benefits or Impacts

General

Amending the Financial Plan ensures that the City's additional expenditures are properly authorized and in compliance with provisions of the *Community Charter*.

Strategic Impact



Fiscal Responsibility

- These financial plan amendments will increase the 2019 surplus by \$1,698,649, increase capital expenditures by \$1,006,854 and increase the net transfer out of reserves and surplus by \$134,224.

Policy/Legislation

Section 165 (2) of the *Community Charter*

Attachments

2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1

Recommendation

THAT the Committee of the Whole recommends to Council to give first three readings of the 2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1 at the September 16th, 2019 Regular Meeting

Options

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2055-A1

A Bylaw to Amend the Five Year Financial Plan For the Years 2019 - 2023

Whereas pursuant to Section 165 of the *Community Charter*, "Five Year Financial Plan Bylaw, 2019-2023, No. 2055" was adopted on April 8, 2019, and

Whereas the financial plan may be amended by bylaw at any time;

Now therefore the Council of the Corporation of the City of Grand Forks, in open meeting assembled, enacts as follows:

1. Five Year Financial Plan Bylaw, 2019-2023, No. 2055 is hereby amended by deleting Schedules "B" and "C" in their entirety, and replacing them with Schedules "B" and "C" attached to and forming part of this bylaw.
2. This bylaw may be cited, for all purposes, as the "2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1".

Read a first, second and third time by the Municipal Council this 16th day of September, 2019.

Finally adopted on this 7th day of October, 2019.

Mayor Brian Taylor

Corporate Officer Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2055-A1 as adopted by the Municipal Council of the City of Grand Forks on this 7th day of October, 2019.

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

CORPORATION OF THE CITY OF GRAND FORKS
Five Year Financial Plan Amendment Bylaw No. 2055-A1
Schedule "B" Five Year Financial Plan 2019-2023

	2019	2020	2021	2022	2023
	Budget	Budget	Budget	Budget	Budget
Revenues					
Property Taxes	\$ 3,805,354	\$ 3,919,515	\$ 4,037,100	\$ 4,158,213	\$ 4,282,959
Parcel and Frontage Taxes	160,349	161,226	5,826	5,826	-
Grants in Lieu of Taxes	18,400	18,952	19,521	20,107	20,710
Percentage of Revenue Tax	106,323	106,323	106,323	106,323	106,323
Sales of Services and User Fees	7,744,758	7,980,455	8,207,587	8,441,533	8,680,471
Grants	19,005,577	12,684,691	8,462,412	9,570,198	7,645,657
Other Revenues	4,906,543	465,243	422,743	422,743	422,743
Total Revenues	35,747,304	25,336,405	21,261,512	22,724,943	21,158,863
Expenses					
Purchases for resale	3,362,785	3,430,041	3,498,642	3,568,614	3,639,986
General Government	1,439,487	1,324,817	1,350,653	1,377,006	1,463,886
Protective Services	974,416	894,560	912,251	930,296	948,702
Flood Response & Recovery	128,500	65,535	-	-	-
Transportation Services	1,813,684	1,350,157	1,377,160	1,404,704	1,432,798
Environmental & Health Services	259,160	264,343	269,630	275,023	280,523
Public Health Services	73,230	74,695	76,189	77,713	79,267
Planning and Development	726,900	697,968	507,217	517,161	527,304
Parks, Recreation and Cultural Services	1,436,824	1,380,914	1,381,612	1,408,844	1,436,621
Water Services	789,430	835,819	852,535	869,586	886,978
Electrical Services	714,700	779,994	795,594	811,506	827,736
Wastewater Services	701,960	726,199	740,723	755,537	770,648
Amortization	1,965,338	2,216,142	2,231,602	2,234,111	2,240,755
Debt Interest	143,676	120,085	117,222	117,100	117,100
Total Expenses	14,530,090	14,161,269	14,111,030	14,347,201	14,652,304
Surplus (Deficit) for the year	\$ 21,217,214	\$ 11,175,136	\$ 7,150,482	\$ 8,377,742	\$ 6,506,559
Adjusted for non-cash items					
Amortization	1,965,338	2,216,142	2,231,602	2,234,111	2,240,755
Total Cash from Operations	\$ 23,182,552	\$ 13,391,278	\$ 9,382,084	\$ 10,611,853	\$ 8,747,314
Adjusted for Cash Items					
Proceeds from Borrowing	75,179	-	-	-	-
Capital Expenditures	(27,974,325)	(14,037,124)	(9,398,852)	(10,526,253)	(8,609,683)
Inventory Expenditures	(50,000)				
Debt Principal Repayments	(352,847)	(261,689)	(150,140)	(115,157)	(115,157)
Transfer from Reserves	6,414,348	2,594,750	2,014,000	2,049,000	2,072,500
Transfer to Capital Reserves	(1,100,000)	(1,600,000)	(1,800,000)	(2,000,000)	(2,000,000)
Transfer to/from Operating Reserves	(4,096)	(15,000)	(15,000)	(15,000)	(15,000)
Transfer to Surplus	(190,811)	(72,215)	(32,092)	(4,443)	(79,974)
	\$ (23,182,552)	\$ (13,391,278)	\$ (9,382,084)	\$ (10,611,853)	\$ (8,747,314)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Amendment Bylaw No. 2055-A1
Schedule "C" - Five Year Financial Plan 2019-2023

CAPITAL EXPENDITURES - 2019			FUNDED FROM				
Description	Fund	Amount	Reserves	Land Sales Reserve	Debt	Grants	Other
2018 Carry Forward Projects							
Silver Kettle Sidewalk	General	26,454	26,454				
Public Works Fuel Tanks	General	82,754	82,754				
Public Works - 22nd Street	General	31,769	-		31,769		
Wayfaring Signs	General	13,750	13,750				
Airport AWOS Upgrade	General	8,377	2,095			6,282	
Expo Sign changes	General	6,000	6,000				
Library HRV	General	12,000	-				12,000
Flood Plain Mapping & Risk Assessment	General	90,160	38,366			51,794	
City Park Campground Upgrade	General	70,000	70,000				
Data Collection Equipment	General	24,661	24,661				
LED Street Lighting	General	189,700	189,700				
Public Works Upgrades	General	6,409	6,409				
Facilities Review	General	10,000	10,000				
Annual Facility upgrades and replacement plan	General	15,000	15,000				
Renewable energy program	General	25,000	25,000				
Central Ave Sidewalk Replacement	General	11,550	11,550				
7th Street Storm Sewer	General	10,000	10,000				
SolarNow Solar Panel Installation	General	38,500	22,232			16,268	
City Hall HVAC	General	7,500	7,500				
Flood Plain Risk Management & Protection	General	172,628	-			172,628	
Dike Reconstruction	General	3,006,000	601,200				2,404,800
Annual Low Impact Storm water Program	General	25,000	25,000				
Annual Emergency Facility Fund	General	30,000	30,000				
Fleet replacement	Fleet	285,900	285,900				
Electric Mower	Fleet	20,000	20,000				
Service Truck Replacement	Fleet	15,300	15,300				
Electrical Engineering	Electrical	30,367	30,367				
Annual Electrical System Upgrade Programs	Electrical	100,000	100,000				
Fuse Coordination Study and implementation	Electrical	15,000	15,000				
Electrical Master Plan	Electrical	35,000	35,000				
5th Street Watermain Replacement	Water	25,600	25,600				
West Side Fire Protection	Water	43,410	-		43,410		
Water Supply & Conservation	Water	10,000	10,000				
Granby Water Crossing / Yale Bridge water main	Water	10,000	10,000				
Well 5 VFD	Water	40,000	40,000				
Shared Property (strata, trailers) Water Meters	Water	28,130	28,130				
Water service upgrade - City Park, 7th St., etc...	Water	120,903	120,903				
136 Sagamore/Airport Water Line Extension	Water	25,000	25,000				
Airport Water Main Looping	Water	60,459	60,459				
Water Main Airport	Water	128,000	-			128,000	
Sewer Main Relining	Sewer	58,785	58,785				
Granby River Force Main Crossing	Sewer	7,160	7,160				
Wastewater Treatment Plant UV	Sewer	427,295	-	142,432		284,863	
3rd Street Sewer Main Repair	Sewer	35,300	35,300				
Wastewater Treatment Plant Upgrades	Sewer	2,957,242	1,211,550			1,745,692	
Bio-Solids Land Application Plan	Sewer	25,000	25,000				
Subtotal 2018 Carry Forward Projects		8,417,063	3,377,125	142,432	75,179	2,405,527	2,416,800

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Amendment Bylaw No. 2055-A1
Schedule "C" - Five Year Financial Plan 2019-2023

CAPITAL EXPENDITURES - 2019			FUNDED FROM				
Description	Fund	Amount	Land Sales		Debt	Grants	Other
			Reserves	Reserve			
2019 New Projects							
Library Roof Repairs	General	250,000	250,000				
Library Feasibility Study	General	16,000	16,000				
Facility Security Systems	General	50,000	50,000				
Printers and IT Equipment	General	70,000	70,000				
Construction Fencing	General	7,000	7,000				
Downtown Sidewalk Drops	General	15,000	15,000				
Storm Water Management Plan	General	60,000	60,000				
Bridge Repairs	General	50,000	50,000				
Donaldson Drive Repairs	General	25,000	25,000				
Land Purchase	General	65,041		65,041			
Fire Department Equipment	General	27,000	27,000				
Recloser for FDR 5	Electrical	30,000	30,000				
Electrical System Upgrades	Electrical	50,000	50,000				
Valley Heights - Transformers	Electrical	60,000	60,000				
Pole Changes - FDR 3 & 5/19th Street	Electrical	20,000	20,000				
19th Street Service Upgrade	Electrical	85,000					85,000
Three Phase Meter Change	Electrical	40,000	40,000				
Galvanized Main Replacement	Water	50,000	50,000				
Inflow & Infiltration Study	Sewer	50,000	50,000				
Industrial Lift Station Rebuild	Sewer	300,000	300,000				
Inspection Chamber Installations	Sewer	10,000	10,000				
City Park Pump Replacement	Sewer	90,000	90,000				
Flood Alert Sewer Monitoring	Various	24,000	24,000				
Emergency Repair Funds	Sewer	160,000	160,000				
Emergency Gaps Funding	General	250,000	250,000				
SIIP Capital and Planning	General	400,000	300,000				100,000
South Ruckle Revetment	General	950,000					950,000
DMAF Supplemental Consulting	General	525,750	525,750				
DFA Recovery - Capital Items	General	500,000	100,000				400,000
Disaster Mitigation & Adaptation	General	15,327,471	200,000			15,127,471	
Subtotal 2019 New Projects		19,557,262	2,829,750	65,041	-	15,127,471	1,535,000
TOTAL CAPITAL EXPENDITURES		27,974,325	6,206,875	207,473	75,179	17,532,998	3,951,800

Request for Decision



To: Committee of the Whole
From: Financial Services
Date: September 3, 2019
Subject: Bylaw No. 2063 - 2020 Revenue Anticipation Borrowing Bylaw
Recommendation: That the Committee of the Whole recommends that Council give first three readings to "2020 Revenue Anticipation Borrowing Bylaw, No. 2063" at the September 16th, 2019 Regular Meeting of Council.

Background

The Community Charter gives municipalities the authority to borrow money to cover obligations during the period between the beginning of the fiscal year and the property tax payment due date of the first working day after July 1.

Although the City does not anticipate any need to borrow against its line of credit, the adoption of an annual Revenue Anticipation Bylaw is a requirement of the City's operating loan (overdraft) agreement with the Grand Forks Credit Union.

Bylaw 2063 is the City's proposed Revenue Anticipation Borrowing Bylaw for next year.

Benefits or Impacts

General

This bylaw is a Statutory and Contractual requirement for the City's overdraft arrangements with the Grand Forks Credit Union.

Strategic Impact



Fiscal Responsibility

The City currently has an operating loan agreement to borrow up to \$2,000,000 (two million dollars).

Policy/Legislation

This is an annual bylaw which is covered under Section 177 of the Community Charter and fulfils the requirement of the banking agreement with the Credit Union.

Attachments

Bylaw No. 2063 “2020 Revenue Anticipation Borrowing Bylaw”

Recommendation

That the Committee of the Whole recommends that Council give first three readings to “2020 Revenue Anticipation Borrowing Bylaw, No. 2063” at the September 16th, 2019 Regular Meeting of Council.

Options

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2063

A Bylaw Authorizing the Corporation of the City of Grand Forks to Borrow the Sum of Two Million Dollars to Meet the Current Lawful Expenditures of the City

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 "2020 Revenue Anticipation Borrowing Bylaw, No. 2063".
2. It shall be lawful for the Corporation of the City of Grand Forks to establish a line of credit to borrow upon the credit of the City, from the Grand Forks Credit Union, the sum, at any one time, of up to Two Million Dollars (\$2,000,000) in such amounts and at such times as may be required, bearing interest at a rate not exceeding the rate established for Municipalities, as set by the Grand Forks Credit Union from time to time.
3. That the money borrowed and interest thereon, shall be repaid on or before the 31st day of December 2020.
4. That the amounts so borrowed shall be a liability payable out of the City's revenues for the year ended December 31st, 2020.
5. That the form of the obligation to be given as an acknowledgment of the liability to the Grand Forks Credit Union shall be a promissory note(s) or overdraft lending agreement for sums as may be required from time to time, signed by the Mayor and the Chief Financial Officer of the City and shall bear the Corporate Seal and all such notes(s) or overdraft lending agreements shall be made payable on or before the 31st day of December, 2020.

Read a first, second and third time by the Municipal Council this 16th day of September, 2019.

Finally adopted on this 7th day of October, 2019.

Brian Taylor – Mayor

Corporate Officer - Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of "2020 Revenue Anticipation Borrowing Bylaw, No. 2063", as adopted by the Municipal Council of the Corporation of the City of Grand Forks on the 7th day of October, 2019.

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

Request for Decision



To: Committee of the Whole
From: Financial Services
Date: September 3, 2019
Subject: Draft Utility Billing Bylaw
Recommendation: **THAT the Committee of the Whole recommends to Council to implement a low-income seniors and persons with disabilities discount program for the electrical utility.**

THAT the Committee of the Whole recommends to Council to give first three readings of Utility Billing Bylaw No. 2064, 2019 at the September 16th, 2019 Regular Meeting.

Background

The Financial Services Department has been working in conjunction with the City's Operations Department to revise the utilities' regulatory bylaws by removing the sections related to billing and customer accounts and reformulating them in a separate bylaw.

The terms included in the regulatory bylaws which are related to customer accounts and the billing of fees and charges are (or should be) common to each utility and justifiably belong in a single bylaw.

Staff has included some additional clauses in this new bylaw to reduce credit risk associated with high dollar customer accounts, especially those which may not be recoverable through a transfer to property taxes. These provisions would allow the City to request a security deposit and/or to increase the frequency of billing from bi-monthly to monthly if circumstances warrant it.

The major change proposed in this bylaw is the suggestion of a low-income customer discount program for seniors and persons with disabilities to offer some financial relief with electricity costs. Staff has included this for discussion by the Committee of the Whole in the hopes of receiving some feedback on whether to proceed with such a program. Should the COTW agree to implement this, staff would need direction regarding an acceptable level of foregone revenue and thus an appropriate discount percentage to apply.

This bylaw is presented here for discussion, with first three readings planned for the September 16th Regular Meeting. It will have to be adopted at the same time as the new regulatory bylaws being put forward by Operations.

Benefits or Impacts

General

Strategic Impact



Community Livability

- Implementation of a discount program recognizes and mitigates the financial impacts of increasing costs faced by senior and low-income citizen.



Fiscal Responsibility

- New provisions in this bylaw will reduce credit risk for high value customer accounts.

Policy/Legislation

Draft Utility Billing Bylaw No. 2064, 2019

Water Regulations Bylaw No. 1973-A1

Sewer Regulations Bylaw No. 1974

Electrical Utility Regulatory Bylaw No. 2015, 2015

Attachments

Draft Utility Billing Bylaw No. 2064, 2019

Water Regulations Bylaw No. 1973-A1 – financial sections

Sewer Regulations Bylaw No. 1974 – financial sections

Electrical Utility Regulatory Bylaw No. 2015, 2015 – financial sections

Recommendation

THAT the Committee of the Whole recommends to Council to implement a low-income seniors and persons with disabilities discount program for the electrical utility.

THAT the Committee of the Whole recommends to Council to give first three readings of Utility Billing Bylaw No. 2064, 2019 at the September 16th, 2019 Regular Meeting.

Options

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

THE CORPORATION OF THE CITY OF GRAND FORKS

UTILITY BILLING BYLAW NO. 2064

The Council of the Corporation of the City of Grand Forks, in open meeting assembled, enacts as follows:

1. CITATION

- 1.1 This bylaw may be cited, for all purposes, as the Utility Billing Bylaw, No. 2064, 2019.

2. DEFINITIONS

- 2.1 In this bylaw:

Customer means any person, company or corporation in whose name a Utility Billing Account has been opened.

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.

Premises means land, a building or a structure or a part of land, a building or a structure or a combination of these used or occupied by a Customer.

Utility Billing Account means an account for invoice or billing purposes in relation to the use or consumption of a **Utility Service**.

Utility Service means a public utility service or system operated by or on behalf of the City of Grand Forks, including the provision of water, sanitary sewer, waste collection, or electrical services.

3. APPLICATION FOR UTILITY BILLING ACCOUNT

- 3.1 The Owner or an Owner's duly authorized agent or Occupier of any premises making use, or intending to make use, of any utility service being operated by or for the City shall make application to the City for a Utility Billing Account.
- 3.2 Any application submitted by an Occupier shall require additional authorization by the property Owner.
- 3.3 No application shall be accepted from, and no Utility Billing Account shall be opened or re-opened in the name of any person until the outstanding balance on any existing or previous Utility Billing Account owing by that person is paid.

4. RESPONSIBILITY FOR PAYMENT

- 4.1 Property Owners shall be responsible for payment of all charges and fees, as set out by this or any other applicable bylaw, charged to the Utility Billing Account for properties they own.

- 4.2 The Owner of any premises making use of any utility service being operated by the City, in relation to which for whatever reason no Utility Billing Account exists, shall be responsible for payment of all charges and fees equal to those that would have been applicable if a Utility Billing Account had been open and in existence.

5. UTILITY SERVICES RATES AND CHARGES

- 5.1 Where under the authority of this, or any other utility regulatory bylaw, the City performs any work on property or 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.
- 5.2 The City shall determine the appropriate rate class and/or billing category in accordance with applicable regulatory or other bylaws, in relation to each utility service being provided to each Utility Billing Account.
- 5.3 The user rates and charges to be imposed and levied for utility services are those specified in the current version of the Fees and Charges or other applicable Bylaw.
- 5.4 Charges for new service installations, service upgrades, connections, disconnections, reconnections, temporary services, seasonal load, meter readings, meter testing, and other miscellaneous services will be levied as specified in the current version of the Fees and Charges Bylaw.

6. UTILITY METER READINGS AND CONSUMPTION CHARGES

- 6.1 The level or amount of use or consumption of a utility service at any premise for which a Meter has been installed, shall be determined by the City through reading the Meter, and no person shall prevent any authorized City representative from accessing or reading any such Meter.
- 6.2 A Meter may be read on any date during a billing period, however, as nearly as practical, the City shall endeavor to read Meters on the same date in each billing period.
- 6.3 If a Meter at a particular location is not able to be read with reasonable accuracy, the City may estimate the level or amount of use or consumption of the utility service over the applicable period.
- 6.4 If a Customer has reason to believe a Meter at the location to which the Utility Billing Account relates is not functioning correctly, or has not been read accurately, the Customer may request that the Meter be tested, or re-read, as the case may be. Any determination by the City as to the functioning of the Meter, the accuracy of the reading, or any reasonable adjustment to be made to the Utility Billing Account, shall be final.

7. SECURITY DEPOSITS AND PREPAYMENTS

- 7.1 The Financial Services Department may request a security deposit for new utility services or reconnection of existing utility services when:
- a) the Customer does not have an established or satisfactory credit history with the City; or

- b) the Utility Billing Account is for services provided with respect to land and/or buildings not owned by the Customer.
- 7.2 The security deposit, where such deposit is required, shall be calculated as three (3) times the average monthly billing over a one-year period for the Premises.
- 7.3 The Financial Services Department may estimate the security deposit based on historical consumption information for similar Premises or a manual calculation of usage.
- 7.4 Interest on security deposits held for more than thirty (30) days shall be calculated quarterly and credited to the Customer's Utility Billing Account. The interest paid shall be at the rate prescribed for property tax overpayments under Section 239 of the *Community Charter*.

8. INVOICING

- 8.1 Invoices for utility billing accounts shall be rendered bi-monthly for all applicable charges and fees set out in this or any other applicable bylaw.
- 8.2 The City may implement monthly billing for high volume utility customers whose bi-monthly charges exceed \$10,000 in any single billing cycle.
- 8.3 The City is not responsible for non-delivery of any invoice or billing notice.

9. PAYMENTS

- 9.1 Payment shall be due and payable by the due date shown on the invoice.
- 9.2 All payments or credits received or given in relation to amounts owing on a Utility Billing Account shall be applied in reverse date order from the oldest outstanding charge to the newest charge.
- 9.3 An overdue account penalty as set out in the Fees and Charges Bylaw will be assessed on all outstanding balances not paid by the due date printed on the invoice. The penalty shall be added to current charges on the present invoice, and the previous amounts unpaid shall remain outstanding and shall be shown as an arrears balance on the present invoice.
- 9.4 Any amounts due and payable in accordance with this bylaw, and which remain unpaid after December 31st of any year, whether incurred by an Owner or another Customer at the property address to which the Utility Service has been provided, shall be deemed to be taxes in arrears and added to the property taxes on that property, and shall be subject to the same interest and penalties, and be recoverable in the same manner, as property taxes as provided for in the *Community Charter*.

10. BILLING ERRORS

- 10.1 Where an error is found to have been made in the amount invoiced or billed to a Utility Billing Account, the amount either under-billed or over-billed shall be debited from or credited to the Utility Billing Account and shown on the next invoice, subject to any arrangements made pursuant to section 10.3 of this bylaw and the following restrictions:
 - a) the adjustment period is limited to the time that the current owner is on title.
 - b) the adjustment period(s) for under-billing are limited to a maximum of 1 year.

- c) the adjustment period(s) for over-billing are limited to a maximum of 2 years or when the current owner came on title for the property, whichever is less.
- 10.2 Where the exact amount of under-billing or over-billing cannot be determined, the City may make a reasonable and fair estimate of the amount, using its own records or those of the Customer, and in keeping with amounts billed to other Customers in similar premises, being used in a similar manner, over the same time period.
- 10.3 Where an amount has been under-billed, and where the error can reasonably be said to have been the fault of the City's, the City may offer the Customer reasonable terms of repayment, which may be over a period of several months, and may be interest and penalty free.
- 10.4 Where an under-billing is found to have been made in the amount invoiced or billed to a Utility Billing Account, and that error is a result of unauthorized use of a Utility Service, or can reasonably be said to be a result of fraud, theft, tampering with a Meter or other equipment, or any other similar act, the amount of the under-billing, plus any direct administrative costs incurred by the City in investigating the circumstances, plus interest and penalties at the rate normally charged on unpaid accounts receivable by the City shall be charged to the Utility Billing Account. Where such amount is due and payable, and remains unpaid after December 31st of any year, it shall be deemed to be taxes in arrears and shall be recoverable as outlined in section 9.4 of this bylaw.

11. TERMINATION OF SERVICE/CLOSURE OF ACCOUNTS

- 11.1 The Financial Services Department may terminate utility services where an amount has been invoiced and is due and payable, and remains unpaid as of the payment due date.
- 11.2 In a case where the City plans to terminate a utility service because of unpaid amounts that have been invoiced and are due and payable, a notice of termination shall be provided which shall include at least one of the following:
 - a) a "Cut Off Notice" billing message included on an invoice for the relevant Utility Account;
 - b) a warning letter mailed to the mailing address supplied by the Customer or delivered to the service location of the Utility Account;
 - c) a telephone call to the relevant Customer, which may include speaking directly with the Customer or leaving a message on an answering service or machine at the Customer's contact telephone number; or
 - d) a notice or tag left on the door at the service location of the Utility Account at least two working days prior to scheduled termination.
- 11.3 A Customer wishing to close his/her Utility Account shall give the City a minimum of two full business days' notice of the date on which the Utility Account is to be closed. Where such notice is not provided, the Customer shall be responsible for payment of any amounts attributed to use or consumption of the Utility Service for the period between the date that notice was received by the City, and the earlier of the date service was terminated or twenty four hours following such notice.
- 11.4 Upon termination of a Utility Account, any credit balance remaining after final billing will be refunded to the Customer.

12. WRITE-OFFS OF UNCOLLECTIBLE ACCOUNTS

- 12.1 An individual account balance of less than \$100.00 may be written off in the normal course of business by the Chief Financial Officer, using due care and judgement, where the balance is determined to be uncollectible and transfer of the outstanding amount to the subsequent property owner is deemed to be inappropriate under the circumstances.

13. CREDIT BALANCES

- 13.1 The Financial Services Department may transfer an unclaimed or terminated account credit balance to the City's utility revenues under the following circumstances:
- a) the credit has remained on the customer's account for a period of greater than one year, the Customer has been notified in writing of the credit amount, and the Customer does not have any overdue balances to which the credit can be applied or;
 - b) the credit balance is less than \$10.00 and the Customer has not requested a refund within six months of account termination.

14. LIMITED INCOME CUSTOMER DISCOUNT PROGRAM

- 14.1 Seniors and people with disabilities on a limited income will be eligible for a discount of ___% on their electrical fixed and consumption charges subject to all the following requirements:
- a) the Customer is 65 years or older, or designated as a person with disabilities
 - b) the Customer is the utility account holder for, and resident of, the property for which the charge is assessed
 - c) the Customer does not own any other property as defined in the *Assessment Act*
 - d) the property does not contain a suite
 - e) the Customer is eligible for the Federal Guaranteed Income Supplement
 - f) the Customer's account is not in arrears, and the current charges are paid in full by the invoice due date or the Customer is enrolled in the Equal Payment Plan
 - g) the Customer shall complete a declaration and provide evidence that they are eligible for the Federal Guaranteed Income Supplement in a form acceptable to the Chief Financial Officer

15. EQUAL PAYMENT PLAN

- 15.1 Upon application, the City will permit qualifying Customers to make equal monthly payments on their utility account without incurring penalties or interest. Payments under the Plan will be made only by direct withdrawal from the Customer's bank account.
- 15.2 The payment amount will be based upon the estimated annual cost for the utility service using the property's historical consumption records or other reasonable methodology. Payment amounts will be reconciled annually at the end of the calendar year.

The City may conduct an interim reconciliation and recalculation of payment amounts and request an adjustment of the monthly payment amount where the variance is 15% or greater.

15.3 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.

15.4 The equal payment plan may be terminated by the City if the Customer has not maintained satisfactory credit, or if the Customer fails to increase the equal payment amount when requested to do so. The City deems credit to be unsatisfactory if for any reason two payments fail to be honoured.

The equal payment plan may be terminated by the Customer at any time upon providing the required amount of notice. Customers who request termination of the plan will be eligible for re-enrollment after a minimum six-month waiting period.

15.5 Upon reconciliation of the equal payment plan balance, the net amount owing to the City will become due and payable by December 31. Failure to remit the outstanding amount when due may result in termination of the plan.

An overpayment by the Customer exceeding \$100.00 may be carried over to the following year or refunded to the Customer upon request. Overpayments of less than \$100.00 will be carried forward and included in the calculation of the equal payments for the next period.

16. **WAIVER OF FEES AND CHARGES**

16.1 Council may, by resolution, waive or credit any fees or charges imposed on utility billing accounts under this bylaw, subject to provisions of the *Community Charter*.

Read a first, second and third time by the Municipal Council this ____th day of _____, 20__.

Finally adopted on this ____th day of _____, 20__.

Mayor Brian Taylor

Corporate Officer Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2064 as adopted by the Municipal Council of the City of Grand Forks on this ____th day of _____, 20__.

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

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.

- 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 requirements 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.

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.

4. Electrical Energy Accounts

- 4.1 No person shall use electrical energy supplied by the City unless an Owner of real property to which that electrical energy has an Electrical Utility account in his or her name.

5. New Accounts

- 5.1 An Owner of real property to which electrical energy is being, or is capable of being supplied, may apply to the City to have an Electrical Utility account opened in his or her name by submitting to the City a completed Existing Electrical Account Application in a form provided by the City and by paying to the City, the existing service connection charge set out in Section 4.1 of "Schedule C".

6. Turning Off or On Existing Service

- 6.1 An Owner of real property may apply to have an existing electrical service turned off or on or a disconnected meter reconnected by submitting to the City a completed Existing Electrical Account Application in a form provided by the City and by paying to the City the existing service connection charge set out in Section 4.1 of "Schedule C".

7. Meter Reading

- 7.1 An Owner of real property or a person designated by the Owner as the agent, may apply to have an electrical meter read by submitting to the City a written request in the form provided by the City and by paying to the City the existing service connection charge set out in Section 4.1 of "Schedule C".

8. Refusal to Connect or Serve

- 8.1 The City may refuse to provide service to any customer who has an unpaid account at any premises within the Service Area or who has otherwise failed to comply with any provision of this Bylaw.

9. Point of Delivery and Metering

- 9.1 For overhead secondary service connections, the point of delivery shall be where the Customer's circuit connects to the City's overhead system at the service mast (not including the attachment point or structure). For an underground secondary service the point of delivery shall be where the underground circuit enters the property owned or occupied by the Customer.

New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer. All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

4.3 Temporary Construction Service

- (a) Temporary service - 100 amp or less \$250.00.

The City will make the connection to the City's distribution and install the appropriate meter. The Customer will supply and install all other required equipment

4.4 Meter Checking

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or a certified meter inspection facility, responsible for affixing government seals on meters. No seal shall be broken and if found so the account holder will be charged for any costs incurred by the City to rectify the issue.

If a customer doubts the accuracy of the meter serving his/her premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as follows:

- (a) Meter removal charge and "in-house" inspection \$ 50.00.
- (b) Canada Department of Consumer and Corporate Affairs or a certified meter inspection facility, should it become necessary, shall be paid as determined by that Agency along with a \$50.00 administration charge.

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund the appropriate amount.

4.5 Estimation of Readings

The City may estimate energy consumption and maximum power demand from the best evidence available where a meter has not been installed or is found to be not registering or when the meter reader is unable to read the meter on his/her regular meter reading trip.

SCHEDULE D

CITY OF GRAND FORKS **ELECTRICAL BILLING AND COLLECTION REGULATIONS**

1. Billings and Payment of Accounts

1.1 Bills will be rendered on a basis of actual consumption, in accordance with the rates set out in "Schedule C".

1.2 Bills will be rendered on a bi-monthly basis and will be issued as early as practical in the billing period following that for which the Customer's bill has been determined.

1.3 Bills are due and payable upon presentation. Accounts not paid by the "Due Date" imprinted on the statement shall be deemed to be in arrears.

1.4 Except as otherwise provided in this Bylaw, or in any amendments thereto, no money received by the City in payment of rates or charges chargeable under this Bylaw or under any amendments thereto, shall be applied to the payment of the rates or charges for the then current month, until all rates and charges which became due in previous months have been fully paid.

1.5 Any rates or charges that have come into arrears by the thirty-first (31st) day of December in the year imposed are deemed to be taxes in arrears and bear interest from said date at the rate specified in Section 245 of the Community Charter, as amended from time to time.

1.6 Equal 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 calculated by applying the applicable rate, to the Customer's estimated consumption during the period. Customers may make application 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 satisfactory credit. The City deems credit to be unsatisfactory if for any reason two payments fail to be honoured.

On the reconciliation date, the amount payable to the City for electricity will be determined by subtracting the sum of equal payments from the actual

consumption charges during the equal payment period. Any resulting amount owing by the Customer will be paid to the City. Any excess of payments over charges will be carried forward and included in the calculation of the equal payments for the next period. On termination of account and after the final bill has been calculated, any credit balance will be refunded to the Customer.

1.7 Penalty

A penalty, as set out in the City's Fees & Charges Bylaw, will be added to outstanding balances of all accounts after the due date. This provision does not apply to equal payment plan Customers.

1.8 Back-Billing

For the purposes of this Bylaw, back billing shall mean the billing or re-billing for services to a Customer because original billings are discovered to be either too high (over-billed) or too low (under-billed). The discovery may be made by either the Customer or the City.

Where metering or billing errors occur, the consumption shall be based upon the records of the City for the Customer, the Customer's own records to the extent they are available and accurate, or reasonable and fair estimates made by the City. Such estimates shall be on a consistent basis within each rate class or according to a contract with the Customer, if applicable.

If there are reasonable grounds to believe that the Customer has tampered with or otherwise used the service in an unauthorized way, or evidence of fraud, theft or other criminal act exists, then the extent of back-billing shall be for the duration of unauthorized use as determined solely by the Manager of Operations, subject to the applicable limitation period provided by law.

In addition, the Customer shall be liable for the direct administrative costs incurred by the City in the investigation of any incident of tampering, including the direct costs of repair, or replacement of equipment.

In a case of over-billing, the City may refund to the Customer all money incorrectly collected for the duration of the error, subject to the applicable limitation period provided by law.

In cases of under billing, the City may offer the Customer reasonable terms of repayment. If requested by the Customer, the repayment term may be equivalent in length to the back-billing period. The repayment may be interest free and in equal installments corresponding to the Customer's normal billing cycle. However, delinquency in payment of such installments shall be subject to the usual late payment charge.

Subject to the rest of Section 1 of this Schedule, all bills will be sent to the Owner of real property to which electrical energy is supplied by the City.

An Owner of real property to which electrical energy is or may be supplied under this Bylaw may deliver to the City a request in writing, signed by that Owner, requesting that the City send electrical energy Bills relating to that real property to an occupier of that real property and where that occupier consents in writing to receive those electrical energy bills, the City may send the electrical energy bills to that occupier until:

- (a) the City becomes aware that the occupier has ceased to occupy that real property;
- (b) electrical energy service to that real property is discontinued; or
- (c) the Owner of that real property requests in writing that bills relating to that real property be sent to that Owner. Where electrical energy bills are sent to an occupier of real property under Section 1 of this Schedule, the Owner of that real property remains the Customer for the purposes of this Bylaw

2. Term of Service

Unless otherwise specifically provided for in these terms and conditions, the terms of service shall:

- (a) commence on the day that the City's supply is connected to the Customer's service installation and is capable of supplying their electricity needs; and
- (b) continue thereafter until cancelled by written notice given in advance by at least two business days by either party. The amount of the account outstanding upon cancellation shall be deemed due and payable immediately.

3. Application of Rates

All electrical Energy supplied by the Electric Utility to its appropriate Customer classifications shall be billed in accordance with the applicable rates as set out in "Schedule C" of this Bylaw or by other superseding amendment schedules which Council may from time to time decide to make effective.

In addition to payments for electricity, the Customer shall pay to the City the amount of any sales taxes, goods and services taxes, or any other tax or assessment levied by any competent taxing authority on any electricity delivered to the Customer.



Grand Forks International Baseball Tournament 2001 Society

PO Box 2082

Grand Forks, BC V0H 1H0

Phone: 250-442-8323

www.grandforksbaseball.com



Dear Mayor and Council,

The Grand Forks International Tournament is in the process of applying for several different Grants through ViaSport and BC Gaming. The purpose of the Grants is to assist the GFI with funding to run the tournament, to assist with funding to upgrade certain facets of the park, and to assist with funding to bring out-of-country ball clubs to our community.

Some of the projects we would like to accomplish include, but are not limited to: a kitchen renovation, field improvements to drainage, shade covers for sunny grandstand areas, field lighting improvements, bringing clubs from different countries to the tournament, and visual curb appeal-type improvements like landscaping and paving in and around the ticket booths and concession areas, etc.

In order to receive these Grants, as the GFI doesn't own the facility, we require a letter from the City indicating that you are in support of projects like this, the details of which can be worked out after the fact if Grant money is eventually realized.

As such I request, on behalf of the GFI, support in principle for said events and a letter indicating such.

Respectfully submitted,

Steve Boutang

Grand Forks International Co-ordinator

FILE CODE
GF International
WE3 & G1 - Baseball request
for letter for Grants.
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