



CITY OF GREENWOOD
Regular Council Meeting
Council Chambers – Greenwood City Hall – 202 S. Government Ave.
Monday, September 23, 2024
7:00 pm

We acknowledge that our gathering takes place on the unceded and traditional territory of the indigenous peoples of that region as well as the Metis people whose footprints have marked these lands.

AGENDA

1. Call to Order

2. Land Acknowledgement

3. Adoption of Agenda: September 23, 2024 Regular Council Meeting Agenda.

RECOMMENDATION:

THAT the Regular Council Meeting agenda be adopted.

4. Adoption of the Minutes

- a. August 19, 2024 Regular Meeting Minutes Page 5-9

RECOMMENDATION:

THAT the Regular Council Meeting Minutes of August 19, 2024 be adopted.

5. Announcements

- a. Level IV Finance Clerk - Jocelyn Nega

6. Correspondence for Information

- a. LGMA Newsletter Page 10-12
b. UBCM Resolution – Fail to Appear Charges in Policing Statistics Page 13-15
c. UBCM related correspondence from Pitt Meadows City Council Page 16-17
d. City of Campbell River – Urgent Request for Provincial Support in Addressing Homelessness in Campbell River Page 18-19
e. City of Mission – Infrastructure Investment for Complete Communities Page 20-23
(CAO Trumbley speaking to the above noted)
f. Email Resolution – August 27 –FortisBC Antenna Page 24-30
g. Email Resolution – August 27 – Office Renovation Page 31-37

RECOMMENDATION:

THAT Council accept items a. through e. as correspondence for information.

7. Committee Reports

- a. August 20/24 West Boundary Community Forest Meeting Minutes Page 38- 39

8. Councillor's Reports

- UBCM Update – Councillor Shaw

9. Mayor's Report

10. Administrator's Report

RECOMMENDATION:

THAT Council accept the reports as information.

11. Financial Report

Page 40-45

RECOMMENDATION:

THAT Council accept the Third Quarter Financial Report.

12. New and Unfinished Business

- a. Kim Thiessen - Canoe Procurement Presentation.

RECOMMENDATION:

THAT Mayor and Council approve administration to enter into a membership agreement with Canoe Procurement and the City of Greenwood.

AND THAT Mayor and Council approve administration to put out a Notice of Participation on the City's website for approximately two or more weeks to be trade complaint within Clause 7 of the Canadian Free Trade Agreement.

- b. Water/Reservoir Update – Sean Annan, ISL Engineering and Land Services Ltd. Page 46-47

RECOMMENDATION:

THAT Council accept the correspondence provided as information.

- c. City of Greenwood- Christmas Party

Page 48-49

RECOMMENDATION:

THAT Council approve a \$1,000.00 budget for management staff to organize a Christmas Party for staff, Mayor, and Council plus their partners/spouses.

- d. Memo to Council – Bylaw Contravention – 302 S. Copper Ave

Page 50-64

RECOMMENDATION:

THAT Council THAT the City of Greenwood Mayor and Council invite the owners, 1338851 BC LTD, to appear before the Council to make a presentation relevant to the filling of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter. This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

e. Memo to Council – Bylaw Contravention – 309 S. Copper Ave

Page 65-83

RECOMMENDATION:

THAT the City of Greenwood Mayor and Council invite the owners, 1338851 BC LTD , to appear before the Council to make a presentation relevant to the filling of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter. This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

f. Grant in aid – Greenwood Heritage Society

Page 84-91

RECOMMENDATION:

THAT Council approve the Greenwood Heritage Society's 2024 Grant in Aid request for \$10,000.00.

g. City of Greenwood Procurement Policy 2024-10

Page 92-109

RECOMMENDATION:

THAT Council approve the City of Greenwood Procurement Policy 2024-10.

h. LUO – Greenwood Elementary School for October 26th, 2024.

Page 110-111

RECOMMENDATION:

THAT Council approve the Greenwood Elementary School the use of the Fire pit and Washrooms located at the Barbra Diane Colin Memorial Park for Orange Shirt Day on October 26th, 2024.

i. Memo to Council – Phase 2 Office Renovations

Page 112-115

RECOMMENDATION:

THAT Council approve the Phase 2 Office Renovation budget to a maximum of \$8,000.00 to modify the existing lunchroom into the primary use being a meeting room to discuss confidential matters for Council, staff, and members of the public.

j. Memo to Council – Committee of the Whole Trail Run

Page 116-117

RECOMMENDATION:

THAT Council approve a (6) six-month trial to combine the Committee of the Whole with a Regular Council Meeting every second month.

Or

THAT the Mayor and Council does not approve a (6) six-month trial to combine the Committee of the Whole with a Regular Council Meeting every second month.

k. Grant in aid – Greenwood Public Library

Page 118-124

RECOMMENDATION:

THAT Council approve the Greenwood Public Library's 2024 Grant in Aid request for \$8,000.00.

13. Bylaws

a. Council Procedures Bylaw No. 1018, 2024

Page 125-135

RECOMMENDATION:

THAT Council give Fourth and Final reading of the City of Greenwood Council Procedures Bylaw No. 1018, 2024.

14. Notice of Motions

15. Question Period

Excerpt from Council Procedures Bylaw 674 Section 14

1. Immediately prior to the adjournment of every regular meeting of Council, questions, but not statements, relating to matters dealt with at that meeting may be directed to Council by members of the public then present. All such questions shall be directed to the Mayor, and will where possible and appropriate be answered by the Mayor or a member designated by the Mayor.
2. A maximum period of 15 minutes shall be provided for considering questions from members of the public; however that maximum may be extended to 30 minutes with the unanimous consent of all Council members present.

16. In-Camera

THAT: Pursuant to Section 90(1) of the Community Charter, this subject matter being considered relates to one or more of the following:

90(1)(c) labour relations or other employee relations;

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

17. Adjournment

RECOMMENDATION:

THAT the Regular Council Meeting be adjourned at XX:XX pm.



PRESENT

Mayor J. Bolt
Councillors: C. Huisman, C. Rhodes, J. McLean.
Chief Administrative Officer: Dean Trumbley
Corporate Officer: Brooke McCourt

NOT PRESENT

Councillor: G. Shaw

CALL TO ORDER

Mayor Bolt called the meeting to order at 7:00 pm.

Acknowledgment that our gathering Takes place on the unceded and traditional territory of the indigenous peoples of that region as well as the Metis people whose footprints have marked these lands.

ADOPTION OF AGENDA

Motion: J. McLean/ C. Rhodes
THAT the August 19, 2024 regular council agenda be adopted.

(165-24)

Carried

ADOPTION OF MINUTES

Motion: C. Rhodes/ J. McLean
THAT the minutes of July 8, 2024 Regular Council Meeting be adopted.

(166-24)

Carried

**CORRESPONDENCE
FOR INFORMATION**

Motion: J. McLean/ C. Rhodes
THAT Council accept correspondence a. through h. as information.

Councillor Rhodes asked CAO Trumbley where the report came from and what the next steps are moving forward with this document for the City of Greenwood.

CAO Trumbley let Council know that there will be a steering Committee set up to review and give suggestions, a full report will then be administered to Council.

(167-24)

Carried

COMMITTEE REPORTS

None.

COUNCILLOR'S REPORTS

Clint Huisman: Verbal report presented.

CJ Rhodes: Verbal report presented.

Jessica McLean: Verbal report presented – On file.

MAYOR'S REPORT: Verbal report presented.

ADMINISTRATION REPORT:

Verbal report presented – on file.

Motion: C. Rhodes/ J. McLean

THAT Council accepts the reports as information.

(168-24)

Carried

**ACCOUNTS PAYABLE
REPORTS**

None.

**NEW AND UNFINISHED
BUSINESS**

a. TUP 2024-02 –
Taylor.

Motion: J. McLean/ C. Rhodes

THAT Council issue a Temporary Use permit (TUP) for the use of a recreational vehicle (RV) as a temporary dwelling at 645 N. Government Ave in Greenwood, BC for a term of up to one (1) year, commencing from the date of issuance.

(169-24)

Carried

b. City of Greenwood
Procurement Policy
2024-10.

Deferred until next meeting.

Councillor Rhodes brought up section 3.3(c) in the policy not reflecting the changes made in Appendix A1.

Councillor Huisman brought concern forward with section 3.1(f) of the policy.

CO, McCourt reported that the changes to correct the policy will be made.

(170-24)

Carried

c. City of Greenwood
Disposal of Surplus
Assets Policy 2024-11

Motion: C. Rhodes/ J. McLean

THAT Council approve the City of Greenwood Disposal of Surplus Assets policy 2024-11.

(171-24)

Carried

d. LUO – Greenwood
Recreation Association
– Ball Field Concession.

Email resolution attached to meeting minutes for record.

e. LUO – Kettle River Art
Club.

Motion: J. McLean/ C. Rhodes

THAT Council approve the Kettle River Art Club the use of the Lower Parking Lot located at 372 Copper Ave for September 28th, 2024 to hold the Fall Market, hosting a pumpkin patch and face painting.

AND THAT Council direct the City crew to place barricades at the entrance the Friday prior for safety.

(172-24)

Carried

- f. FortisBC Energy Inc. – **Deferred until next meeting.**
 Co-Site Equipment
 Proposal for the City
 Hall building.
- Councillor Rhodes brought up concerns about making sure to keep the Historic look and appeal of the city Hall building and brought up discussion around other possible locations.
- Councillor Huisman discussed other potential City assets that could be used instead of City Hall to get more creative possibly with the location.
- Jack Vanderstar got on via Zoom and discussed that Fortis BC would like to see partnership with the City and give the funds back into the community rather than approaching TELUS, etc. towers to hold the antenna. Discussed more in depth of why the City Hall building is a perfect location being up high and the “Spire” already being on the buildings roof, the location of City Hall is also perfect for reaching the monitoring from one end of town to another.**
- g. Memo to Council – **Motion: C. Huisman/ C. Rhodes**
 eScribe.
 (173-24) THAT Council approve the Corporate Officer to execute the agreement for Council meeting management software with eScribe.
Carried
- h. Memo to Council – **Motion: J. McLean/ C. Huisman**
 Municipal Pool Update.
 (174-24) THAT Council direct Administration to proceed looking into what the cost associated would be to get a proper rebuilt pool, work with CFO on 2025 budgeting to make sure it is allocated and look into grant funding available that could be applied through the City of Greenwood to recuperate funds.
Carried
- i. Memo to Council – **Motion: C. Huisman/ J. McLean**
 Boom Lift.
 (175-24) THAT Council approve the City of Greenwood administration to get a mechanical inspection done and if no issues come up purchase the 2001 Genie Model Z 45/25 gas propane boom lift from Reliable Equipment Rentals LTD. for \$12,500.00.
Carried
- j. Memo to Council – **Deferred until next meeting.**
 City Hall Office.
- Councillor Rhodes discussed the need for a proper bid process, getting more quotes to make sure the City is obtaining the best price.
- CAO Trumbley discussed the fact that this contractor has worked with the City before and is similar with the office work and design as he put in the existing front counter, Cao Trumbley also discussed in the presence of the Procurement Policy going through this would have been a direct award to this contractor under the policy.

Councillor Rhodes stated that a competitive process is a good practice to follow and to keep in mind to follow the procurement documents.

Councillor Huisman agreed with Councillor Rhodes that it is best practice to follow the proper processes and policies.

- k. Lind Creek Dam – Discussion

CAO Spoke on the Lind Creek Dam Decommissioning and the future steps that will be taken to decommission the Dam.

BYLAWS

- a. Council Procedures Bylaw No. 1018, 2024
(176-24)

Motion: C. Rhodes/ J. McLean
THAT Council give First to Third readings of the City of Greenwood Council Procedures Bylaw No. 1018, 2024.
Carried

- b. Obsolete or Redundant Bylaws Repeal Bylaws No. 1020, 2024

Deferred until next meeting.

Council would like to see a new community survey or input about the Hens and Bees bylaws and if they are warranted in the city of Greenwood or not.

DELEGATION

Carlene Pires and Monica Nederend from RDKB presented the completed Wildfire Resiliency Plan.

NOTICE OF MOTIONS

None.

QUESTION PERIOD

Resident spoke regarding the completed Wildfire Resiliency Plan and the studies conducted during the colder months of the year.

Another resident made comment that City Council needs to focus on the bigger picture and keep up with enforcement of the Bylaws for the residents who are upholding those Bylaws and those who are not.

Council thanked the residents for their questions and comments.

IN-CAMERA

Motion: C. Rhodes/ J. McLean
THAT Council move into in-camera at 9:00 pm pursuant to section 90(1) of the Community Charter, this subject matter being considered relates to one or more of the following:

90(1)(c) labour relations or other employee relations;
90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(177-24)

Carried

ADJOURNMENT

Motion: Mayor Bolt
THAT Council adjourn the Regular Council Meeting at 10:01 p.m.

(178-24)

Carried

Mayor

Certified Correct

Corporate Officer

Brooke McCourt

From: Local Government Management Association of BC <office@lgma.ca>
Sent: September 16, 2024 11:03 AM
To: frontdesk.greenwoodcity@shaw.ca
Subject: LGMA Job Circular, News, and Program Updates - Week of September 16, 2024

If you have trouble viewing this email, [click here](#)

Professional Development Partners:



LIDSTONE & COMPANY



Travel Grant Partner:

LIDSTONE & COMPANY

LGMA Newsletter:

Week of September 16, 2024

**Come Volunteer with the LGMA
Committee Opportunities Now Available**

LGMA's ability to offer quality programs and training that is relevant and timely is due to the generous support, knowledge, and commitment of our volunteers. We are currently seeking local government employees to help us build successful programs and support local government professionals.

By volunteering with the LGMA you are getting a chance to sharpen your skills, learn from colleagues, and build a network of support while contributing to learning for local government professionals. Make a difference and come join the team of LGMA volunteers.



Visit our [Volunteer Page](#) to review the Terms of Reference for each committee and submit your volunteer application before November 1.

LGMA Training:

Peer Connection Lunch Opportunities

HR Practitioners – September 23

Space is limited!

Corporate Officers Forum

Pre-forum Workshop

October 2 - 4

Only a few spots left!

Advanced Supervisor Essentials Online Course

October 29 - November 12

Learn to facilitate constructive dialogue

New Coaching Essentials Online Course

November 6 - 27

Don't miss this learning opportunity

First Nations & Local Government

Land Use Planning Regional Workshop

November 12-14, Campbell River

On-Demand Fundamentals Training:

Freedom of Information

Protection of Privacy

Records and Information Management

LGMA Chapter Activities

Join your TOLGMA colleagues!

2024 TOLGMA Conference

October 23-25

Join your chapter today!

LGMA Chapter Membership Renewal

See all Training & Workshops

Additional News and Training:

Delegate registration for JAC2024

BC Municipal Safety Association & Public Works Association of BC

October 7 - 9

The Province is seeking input from local governments

Bylaw Adjudication Program survey

open until September 25

Official launch as a non-profit!

Canadian Association of Municipal Communicators

Local Government Climate Action Dashboard

Government of British Columbia

Housing legislation resources

BC Ministry of Housing - Planning and Land Use Management

Connection to Care: Pre-Emptive Mental Health and Wellness Program

BC Municipal Safety Association

LGMA Resources:

Resource, tools, and other helpful information

- Truth and Reconciliation Resources for BC Local Governments

- Mental Health Resources for Local and First Nations Government

- IDEA Resource Materials

LGMA Manuals Now Available!

- 2024 Records and Information

Management Manual, Sixth Edition

- 2024 Guide for Approving Officers, Seventh Edition

TRC Resources for BC Local Governments

Did you know that there are 198 First Nations in British Columbia? To aid in your organization's work on the path to truth and reconciliation, the LGMA created a Truth and Reconciliation [resource page](#)

that local governments may find helpful as they work to enact the DRIPA Action Plan. Find resources like the BC First Nations Interactive Map, CivicInfo's First Nations Stories Archive, and many others. This page intends to gather resources, tools, and other helpful information from subject matter experts working to support truth and reconciliation and from the local governments who utilize these resources. If there are resources that you think should be added to this page, please send them to office@lgma.ca.



Connect with the LGMA



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

This email was sent to frontdesk.greenwoodcity@shaw.ca when you signed up on www.lgma.ca Please add us to your contacts to ensure the newsletters land in your inbox.

Local Government Management Association of BC

710A - 880 Douglas Street , Victoria, British Columbia V8W 2B7

[Forward to a friend](#)

[Unsubscribe](#)

710A - 880 Douglas Street, Victoria, British Columbia V8W 2B7, Canada



August 21, 2024

Councils and Boards

UBCM Member Organizations

Dear Councils and Boards:

RE: 2024 UBCM Resolution - Fail to Appear Charges in Policing Statistics

I am writing to bring to your attention a resolution that will be considered at the 2024 Union of BC Municipalities Convention, and to respectfully request your support when the resolution is presented.

As described in the attached backgrounder, Fail to Appear is a *Criminal Code* charge brought against an individual who fails to attend a scheduled court appearance. These charges do not impact police resources because they are simply an additional charge against the individual.

Despite having extremely minimal impact on police workload, these charges are counted alongside all other *Criminal Code* charges attributed to municipalities with courthouses, regardless of where the original offence occurred. Particularly in smaller jurisdictions, this practice significantly inflates the policing statistics for communities with courthouses. In the case of the City of Duncan, 80% of the Fail to Appear charges attributed to our community originated from outside of our jurisdiction, and causes a 23% increase in the City's total 2023 *Criminal Code* cases. This inflated number has a significant and corresponding impact on the requests for the number of officers, particularly when a community is transitioning past the 5,000 and 15,000 population thresholds.

The City of Duncan recognizes that the impact of the Fail to Appear charges is felt differently across BC communities. We appreciate your consideration of the disproportionate impact of including Fail to Appear charges in policing statistics for jurisdictions in which courthouses are located, and respectfully request your support for our resolution to remove these charges from policing statistics, similar to traffic related *Criminal Code* offences.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michelle Staples", is written over a light blue circular stamp or watermark.

Michelle Staples

Mayor

Encl. Backgrounder: Fail to Appear Charges

cc: Duncan City Council

REQUEST

The City of Duncan respectfully requests delegates' support for our resolution that was endorsed at the Association of Vancouver Island and Coastal Communities Annual General Meeting and Convention requesting that the Province of British Columbia exclude Fail to Appear charges from the workload data of municipalities where courthouses are located:

WHEREAS 100% of Fail to Appear charges at provincial courthouses are assigned to the policing statistics of the municipality in which the courthouse is located, having a disproportionate impact on the policing costs assigned to small municipalities with courthouses that serve a much broader area outside their jurisdiction;

AND WHEREAS this inflates the Criminal Code case load for all municipalities with courthouses within their jurisdiction and results in an unfair burden to the taxpayers of those local governments, especially considering that Fail to Appear cases have no effect on the workload of the local detachment;

THEREFORE BE IT RESOLVED THAT UBCM urge the Province of British Columbia to direct that *Criminal Code* Section 145(2)-(5) and 732.1(2b) and 3(a) be excluded from the policing statistics of local governments with courthouses.

BACKGROUND

The City of Duncan recognizes that the impact of the Fail to Appear charges is felt differently across BC communities. BC local governments with a courthouse in their jurisdiction with populations over 5,000 will likely be aware of the impacts of these calculations on their policing costs.

Duncan is a small urban municipality (population 5,047) that serves a much larger population outside of its jurisdiction. The population surpassed 5,000 in the 2021 census, and is now required to pay 70 percent of RCMP policing costs, with the federal government paying the remaining 30 percent, in accordance with the *Policing Act*. Duncan has negotiated with the province to determine how many police officers will be included in a policing agreement, which was based on the number of Criminal Code offences within each jurisdiction's boundaries in their policing statistics as part of ensuring "adequate and effective" levels of policing and law enforcement. The Province was very inflexible with this methodology.

Through these negotiations, Duncan learned that Fail to Appear charges, a Criminal Code charge brought against an individual who fails to attend a scheduled court appearance, for the Duncan Courthouse (Provincial Court) are attributed to the City's policing statistics, regardless of where the original offence occurred. However, prior to 2022, Fail to Appear charges were simply added to the originating Criminal Code offence, as only the most serious offence was counted for statistical purposes. Now these Fail to Appear charges are added as a new charge because they were created on a different date.

The inclusion of Fail to Appear charges has inflated the policing statistics and consequently the number of officers required for not only Duncan, but likely for other jurisdictions where courthouses are located; particularly when transitioning past the 5,000 and 15,000 population levels. Furthermore, these charges do not impact police resources because they are simply an additional charge against the individual.

DISCUSSION

In the City of Duncan context, the inclusion of the Fail to Appear charges equates to two additional officers to address these charges. In 2023, the City is allocated 100% of the 325 Fail to Appear charges, whereas only approximately 65 of these cases (20%) originated from within the City of Duncan, versus 260 of these cases (80%) originated from other jurisdictions. These Criminal Code cases originating from other jurisdictions inflated the City's 2023 Criminal Code cases from 1,152 to 1,412; this was an increase of 23%. This inflated number has a significant and corresponding impact on the number of required officers.

Our secondary concern, confirmed by multiple senior RCMP officials, is that Fail to Appear cases have no effect on the workload of the local detachment; they are simply an additional charge against the individual.

If Fail to Appear charges are not excluded from the policing statistics of municipalities with courthouses, they should at least be tracked separately like Criminal Code traffic offences, so that their impacts on local policing can be appropriately considered.

KEY BENEFIT

Our hope is that delegates will recognize the disproportionate impact of including Fail to Appear charges in policing statistics for jurisdictions in which courthouses are located, particularly on small municipalities that serve a much larger population outside of their boundaries. If these charges are eliminated from the policing statistics used to calculate the number of officers, the jurisdiction in which courthouses are located could see dramatic impact on the cost of policing. By supporting this resolution, delegates can ask Province to remove Fail to Appear charges from the policing workload calculations of jurisdictions with courthouses for a fairer distribution of costs.

Contact: Mayor Michelle Staples | Phone: 250-466-9412 | Email: mayorstaples@duncan.ca



City of Pitt Meadows
OFFICE OF THE MAYOR

August 22, 2024

File No: 01-0400-50/24

To: Members of Council attending the 2024 UBCM Convention

Re: City of Pitt Meadows Resolutions to Reform the Farm Property Tax System

On behalf of the City of Pitt Meadows' Council, our attending City Councillors and I are looking forward to the upcoming 2024 UBCM Convention with you in September.

Aligned with the [City of Pitt Meadows' Strategic Plan](#) and with this year's conference theme, "Ride the Wave, illuminating innovative approaches to persistent issues", I am writing you to raise awareness of the three resolutions we are asking for your endorsement. Please help us in calling on the Province of British Columbia to reform the farm property tax system.

The City's [Agricultural Viability Strategy](#) identifies farm property tax reform - including updates to income thresholds, changes to the school tax exemption, and targeted land tax on unfarmed land - as a key action for stimulating a productive agricultural land base.

Our aim is to protect farmland for farming and improve the viability of the agriculture sector. Our resolutions will ensure farmland across the province is not used for real estate speculation and that farm tax benefits encourage farming.

We are asking that you please endorse the following resolutions:

NR76 – School Tax Exemption

NR77 – Unfarmed Land Tax

NR92 – Minimum Income Requirements for Farm Classification

... /2

In Pitt Meadows, we are committed to a thriving and resilient agricultural sector where farmers are valued, productive lands are supported, and producers are equipped to adapt to changing social, economic and environmental conditions.

Please visit pittmeadows.ca/agriculture for more information about our resolutions and a list of those who have already endorsed them, including the Lower Mainland Local Government Association.

Thank you in advance for your support.

Yours Truly,

A handwritten signature in blue ink, appearing to read 'NM', is positioned above the printed name of the signatory.

Nicole MacDonald
Mayor

cc: UBCM Municipalities



City of Campbell River
From the Office of the Mayor

August 26, 2024

The Honourable David Eby
Premier of the Province of British Columbia
Via email: Premier@gov.bc.ca

Dear Premier Eby,

Re: Urgent Request for Provincial Support in Addressing Homelessness in Campbell River

I am writing to you on behalf of the City of Campbell River to express our deep concern regarding the challenges our community is facing in providing adequate temporary shelter for individuals experiencing homelessness. Provincial case law establishes the obligation of local governments to provide an adequate location for overnight camping (temporary shelter) for unhoused persons. However, the sites currently available on City land are limited and do not fully meet the needs of the community or the individuals who require these services.

For a location for overnight temporary shelter to be adequate, it must be relatively close to services and supports typically accessed by individual experiencing mental health, substance use and other health conditions who are also homeless. The location of these services in Campbell River is primarily in the downtown core. The provincial decision to place these services in proximity of residential, commercial, cultural and recreational assets means the City has very limited options in terms of land availability outside of parking lots, and high value Parks and green spaces enjoyed by our residents and visitors.

Considering these challenges, we respectfully request that the Province of British Columbia take immediate action by making provincially regulated land available for temporary overnight camping in Campbell River. We understand the provincial position on use of sites such as off season use of the Quinsam campground given that the aim is to have such assets available for the recreating public and not set precedent for their use as alternative housing. However, the City would respond that these camp sites are not used during the off season and are typically closed; moreover, the City faces the very same challenge when it comes to use of our Parks and green spaces but is nonetheless forced to move forward with this under the circumstances. The availability of provincial land would greatly enhance our ability to provide safe and appropriate spaces for those in need. In that instance, the City would agree to provide all necessary services including fencing, portable washrooms, garbage bins and removal, contract security, bylaw enforcement and ongoing monitoring.

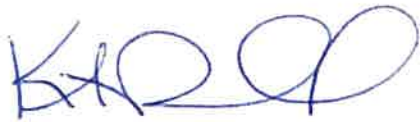
Furthermore, we ask that the province provide additional funding to expand our winter shelter program. By doing so, we can reduce the demand for temporary overnight shelter, especially during colder

months, and ensure that those without permanent housing have access to safe, warm, and secure environments. We would also like to explore funding availability to establish a Homeless Encampment Action Response Team (HEART) to better integrate the response of the City, RCMP and service providers to homelessness and complement our partnership on the HEARTH rapid housing initiative.

The City of Campbell River is committed to working collaboratively with the provincial government to address the pressing issue of homelessness in our community. We believe that with the province's support, we can make significant progress in providing the necessary resources and spaces to meet the needs of our most vulnerable residents.

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K Dahl', with a large, stylized flourish at the end.

Kermit Dahl
Mayor



OFFICE OF THE MAYOR

FILE: 01-0410-02

August 29, 2024

The Honourable David Eby
Premier and President of Executive Council
Via Email: premier@gov.bc.ca

Dear Premier Eby:

Re: Infrastructure Investment for Complete Communities

During the City of Mission's Regular Council meeting of August 19, 2024, our Council unanimously carried the following resolution:

1. *That the City of Mission write to the Premier to express:*
 - o *Mission's continued support for the creation of affordable and supportive housing;*
 - o *The need for simultaneous provincial investment in schools, healthcare, safety and infrastructure to sustainably accommodate growth; and*
 - o *Mission's intention to review our housing bylaws after one year to ensure that sustainable growth is occurring; and*
2. *That the letter be copied to all UBCM members.*

The City of Mission acknowledges the significant need for affordable housing in our community and across the entire country. We have witnessed the dramatic increase in people living in unsafe and unstable conditions and are acutely aware of the need to accelerate housing production in the marketplace. Further, we are alert to the visible growth in unhoused persons in our midst, demonstrating the need for more supportive housing options in our community.

Because we share the Province's concerns about housing, we have been hard at work at the local level, finding ways to incentivize the development of affordable housing, accessible medical spaces and supportive housing. In the last four years, we have:

- Created a density bonusing program for builders who create below market housing and medical spaces.
- Authorized Mission's first 11-storey building because it offered 100% affordable housing, as well as community kitchen and laundry space.
- Created our *Neighbourhood Engagement Policy* to improve and expedite community engagement.
- Planned the *Stave Heights Neighbourhood* to add multi-family housing for 3800 people (with many units already under construction).
- Added to our Planning and Building Department staffing and made affordable housing applications a top priority.
- Invested in new software and technology to expedite development and building applications.
- Hosted educational Builders' Forums, in partnership with the Fraser Valley Homebuilders Association, to help builders avoid delays.
- Contributed park space to BC Housing for supportive housing and offered more public land to BC Housing and local agencies.
- Approved and implemented an innovative *Community Wellness Plan* in conjunction with every social and healthcare agency in our City.
- Hosted two housing forums to encourage partnership in developing more below-market housing.
- Dedicated approximately 100 acres (1/3) of land in our Waterfront Revitalization Strategy to multi-family housing.
- Adopted a suite of new policies to ensure affordable housing, including an amnesty program to allow registration of unauthorized secondary suites and a bylaw to protect residents of Mobile Home Parks.

We are doing all we can, with even more work in our pipeline, and it is showing in Mission's dramatic growth numbers. I am absolutely confident that other communities across BC are working with the same earnestness and creativity.

The policy and legislation changes brought forward by your government are sure to have a profound effect on our housing supply, but I hope you will agree with Mission when we say that there is much more that needs to be done to ensure that we are creating not just houses, but homes.

In consultations with our advisory committees, local organizations, and community engagement, we continuously hear a series of challenges that we believe will undermine our

shared housing efforts if not addressed. Three solutions have emerged from this work:

1. **Ensure that the Province funds investments in social and physical infrastructure to facilitate growth.** We cannot continue with the existing and long-standing practice of only adding to schools, healthcare, transit, highways, and policing once demand has reached crisis levels. The development community has expressed these same concerns. People need housing in areas where their children can access schools and medical services. Without simultaneous investments in provincial infrastructure, we will create significant inequities at the community level and will force local governments to accept further downloading.
2. **Address parking concerns in communities that have traditional downtowns that are not-yet-fully transit ready.** Across BC, there are many communities like Mission with constrained downtowns. While the obvious solution to the parking issues of these areas is enhanced transit, it must be acknowledged that working residents and parents simply cannot rely on transit as a substitute for cars at this time. While our community has invested in major transit improvements (with more on the way) we cannot anticipate that residents, workers and consumers in that neighbourhood will be able to entirely rely on transit for their daily mobility. Mission strongly supports Transit-Oriented Development. Indeed, it is fundamental to our Downtown and Waterfront Revitalization initiatives, but we have already been told to expect that multiple in-stream applications will now be altered to remove resident parking. Mission has created a parking plan for the area - grounded in a costly analysis - but the government's policy leaves no room for that evidence to come into our planning.
3. **Restore the dexterity that comes with developer-municipality partnerships in master developments.** As you have recently heard from Coquitlam and Burnaby, many master developments rely on place-making to benefit both existing residents and newcomers. Building around shared public spaces is desirable to the private and public sector, facilitating investment and financing, and allowing for a vision that the public can embrace. Density-bonusing, phased development agreements and other negotiated approaches are needed in our toolkit if we are to realize our Waterfront Revitalization. In short, true density and transit-oriented development will be hampered or halted if we are left with the tool of ACCs. As an example, the expected addition of more than 10,000 home in our master-planned Silverdale area would simply not have been possible were it not for our ability to share staffing costs, arrange for future public lands and establish mechanisms for front-ending underground servicing with Polygon. When it comes to large scale projects, we believe the Province needs to create exceptions wherein win-win negotiations are possible.

The City of Mission may not be the largest municipality in the Province, but we pride ourselves on being progressive and resourceful. We have engaged in master planning for our housing future as far back as 1966. While we support the Province's view that affordable housing must be a priority, we believe it will be much more constructive to work in a collaborative fashion, and to see concomitant development by the province of the physical and social infrastructure that defines healthy communities.

Mission has recently adopted our versions of SSMUH and TOA bylaws, and we will adopt revised DCC and ACC legislation soon. In each case, those new bylaws include a one-year review clause. We will be looking to the Provincial government to ensure that there is room for learning, revision and, most importantly, considerable investment in community-level infrastructure.

Allow me to close by saying, Mission is keen to participate in dialogue. If our City can play a role in providing feedback, data or other insights, please do not hesitate to reach us.

Sincerely,



PAUL HORN
MAYOR

- Cc. The Honourable Ravi Kahlon, Minister of Housing HOUS.minister@gov.bc.ca
The Honourable Rob Fleming, Minister of Transportation and Infrastructure Minister.MOTI@gov.bc.ca
The Honourable Pam Alexis, Minister of Agriculture and Food and MLA, Abbotsford-Mission
Pam.Alexis.MLA@leg.bc.ca
Bob D'Eith, MLA, Maple Ridge-Mission D'Eith.MLA, Bob Bob.Deith.MLA@leg.bc.ca
City of Mission Council
City of Mission Regular Council Agenda – Correspondence
UBCM Member Municipalities

Brooke McCourt

From: CAO
Sent: August 26, 2024 9:25 AM
To: John Bolt; Clint Huisman; Jessica McLean; Gerry Shaw; CJ Rhodes
Cc: Corporate
Subject: REVISED VOTE COUNT: FortisBC Contract

Importance: High

We have received 5 out of 5 votes for the following resolution:

RECOMMENDATION

THAT the Council approve FortisBC Energy Inc. to install an antenna on top of the “spire” located on the roof of the City Hall. The base station equipment would be installed in a location that has access to power. This equipment is a part of a province-wide gas monitoring network.

AND THAT the Council approve the signing of the proposed lease (provided in the August 19, 2024, Regular Meeting kit, dated July 30, 2024, submitted by Vanderstar Engineering Ltd. representing FortisBC Energy Inc.).

Email vote is as follows:

- (4) four votes stating, “**I support**”
- (1) one vote stating, “**I do not support**”

Therefore, the vote has passed by majority. The Corporate Officer and I will sign the contract and get it off to FortisBC as stated in the above motion.

Thank-you Councillor McLean for the vote.

Dean Trumbley

Chief Administrative Officer
City of Greenwood
202 S. Government Ave,
P.O. Box 129
Greenwood, BC
V0H 1J0

cao@greenwoodcity.ca

Phone 250-445-6644

Cell 250-442-9641

Fax 250-445-6441

Please consider the environment before printing this email.*

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or email the sender immediately and delete the message.

We are concerned about protecting your privacy. Please be aware that sending personal information via email can expose the information to unwanted parties. If you don't feel comfortable using email to transfer your sensitive information, please contact us via phone or regular mail.

Brooke McCourt

From: John Bolt
Sent: August 21, 2024 12:42 PM
To: CAO
Cc: CJ Rhodes; Jessica McLean; Clint Huisman; Gerry Shaw; Corporate
Subject: Re: (Clarification on Process), Plus Electronic Vote Request for FortisBC Antenna

I would like to retract yesterday's motion.

I support today's recommendation for fortis bc to install the antenna on city hall.

Thanks everyone

Mayor John Bolt

City of Greenwood

250-449-8595

john.bolt@greenwoodcity.ca

Warning: this email is intended only for the use of the individual or organization, to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or email the sender immediately and delete this message.

On Aug 21, 2024, at 11:35 AM, CAO <cao@greenwoodcity.ca> wrote:

Good morning, Mayor, and Council,

Before I request the electronic vote for the above referenced motion, I wanted to highlight the cleaning up of a procedural issue around both the "**FortisBC Antenna**" and "**Office Renovations**" motions. On the Regular Meeting dated August 19, 2024, these two agenda items were brought to the table and discussed by the Council. A single action item was requested of staff for each of these agenda items, those were as follows:

1. **FortisBC Antenna** – the Council requested further information, than what was supplied in the **Council Memo – Staff Report**, to address the concern around this project "*negatively affecting the historic aesthetics of the City Hall*". It was also to further clarify, "*what measures was FortisBC taking to minimize the visual impacts of the equipment*".
2. **Office Renovations** – the Council raised concerns around the **\$6,500.00** project not being compliant with the triple bid process to ensure that the City was demonstrating its due diligence on its fiscal responsibilities to the public.

Proper process would then require staff to follow-up on those requests (*via a follow-up **Memo to Council – Staff Report***) to provide the necessary information to allow the Mayor and Council to properly vote on the above motions. This is a part of an informed decision-making process. The motions then can be dealt with in two-ways, added to the agenda at a Regular or Special Meeting of the Mayor and Council or if timeline sensitive an electronic vote can be requested (*however, it is the responsibility of the CAO and CO to provide this reasoning*). However, the ultimate decision on how to move forward is 100% up to the purview of the Mayor and Council, despite what Staff recommends. Our job is to highlight the repercussions of delaying the vote, so the Mayor and Council can risk manage their decision.

Brooke McCourt

From: Jessica McLean
Sent: August 26, 2024 9:21 AM
To: Clint Huisman; Gerry Shaw; CJ Rhodes; CAO; John Bolt
Cc: Corporate
Subject: Re: (Clarification on Process), Plus Electronic Vote Request for FortisBC Antenna

I approve

Thank you,

Jessica McLean
City Councillor
Greenwood B.C. V0H 1J0
Jessica.mclean@greenwoodcity.ca
250-300-8931



From: Clint Huisman <clint.huisman@greenwoodcity.ca>
Sent: Monday, August 26, 2024 8:36:30 AM
To: Gerry Shaw <gerry.shaw@greenwoodcity.ca>; CJ Rhodes <cj.rhodes@greenwoodcity.ca>; CAO <cao@greenwoodcity.ca>; John Bolt <john.bolt@greenwoodcity.ca>; Jessica McLean <jessica.mclean@greenwoodcity.ca>
Cc: Corporate <corporate@greenwoodcity.ca>
Subject: Re: (Clarification on Process), Plus Electronic Vote Request for FortisBC Antenna

I approve the staff recommendation

Clinton Huisman
Greenwood City Councillor
604.417.7150

This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please phone or email the sender immediately and delete this message.

We are concerned about protecting your privacy. Please be aware that sending personal information via email can expose the information to unwanted parties. If you don't feel comfortable using email to transfer your sensitive information, please contact us via phone or regular email.

From: Gerry Shaw <gerry.shaw@greenwoodcity.ca>
Sent: Thursday, August 22, 2024 11:34:06 PM
To: CJ Rhodes <cj.rhodes@greenwoodcity.ca>; CAO <cao@greenwoodcity.ca>; John Bolt <john.bolt@greenwoodcity.ca>; Jessica McLean <jessica.mclean@greenwoodcity.ca>; Clint Huisman <clint.huisman@greenwoodcity.ca>
Cc: Corporate <corporate@greenwoodcity.ca>
Subject: RE: (Clarification on Process), Plus Electronic Vote Request for FortisBC Antenna

In regards to antenna on city hall.

I have 2 concerns;

- I have concerns on safety and well being of the city workers with high emf exposure during their full time work week. The type of antenna appears to emit similar to 5g. (I would prefer to ere on the side of caution when it comes to the safety and well being of our city workers, there is a lot of evidence to support being cautious.) I would prefer to have the antenna installed somewhere other than city hall.
- I don't care for the appearance of an antenna on our heritage building, city hall.

I do realize it is being implemented community wide regardless of whether we make money on it being attached to one of our buildings.

I do not approve of the installation on city hall.

Gerry Shaw

City Councillor
250-605-9150
Gerry.shaw@greenwoodcity.ca
The City of Greenwood



This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential.

Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please phone or email the sender immediately and delete this message.

We are concerned about protecting your privacy. Please be aware that sending personal information via email can expose the information to unwanted parties. If you don't feel comfortable using email to transfer your sensitive information, please contact us via phone or regular email.

From: CJ Rhodes <cj.rhodes@greenwoodcity.ca>
Sent: Wednesday, August 21, 2024 2:20 PM
To: CAO <cao@greenwoodcity.ca>; John Bolt <john.bolt@greenwoodcity.ca>; Jessica McLean <jessica.mclean@greenwoodcity.ca>; Clint Huisman <clint.huisman@greenwoodcity.ca>; Gerry Shaw <gerry.shaw@greenwoodcity.ca>
Cc: Corporate <corporate@greenwoodcity.ca>
Subject: Re: (Clarification on Process), Plus Electronic Vote Request for FortisBC Antenna

I support the Fortis BC Antenna resolution.

CJ Rhodes
Councillor

City of Greenwood
202 S Government Ave.
P.O. Box 129
Greenwood, B.C.
Email: cj.rhodes@greenwoodcity.ca
Cell: 250-498-9686

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or email the sender immediately and delete this message.

We are concerned about protecting your privacy. Please be aware that sending personal information via email can expose the information to unwanted parties. If you don't feel comfortable using email to transfer your sensitive information, please contact us via phone or regular email.

From: CAO <cao@greenwoodcity.ca>
Sent: August 21, 2024 11:34 AM
To: John Bolt <john.bolt@greenwoodcity.ca>; CJ Rhodes <cj.rhodes@greenwoodcity.ca>; Jessica McLean <jessica.mclean@greenwoodcity.ca>; Clint Huisman <clint.huisman@greenwoodcity.ca>; Gerry Shaw <gerry.shaw@greenwoodcity.ca>
Cc: Corporate <corporate@greenwoodcity.ca>
Subject: (Clarification on Process), Plus Electronic Vote Request for FortisBC Antenna

Good morning, Mayor, and Council,

Before I request the electronic vote for the above referenced motion, I wanted to highlight the cleaning up of a procedural issue around both the “**FortisBC Antenna**” and “**Office Renovations**” motions. On the Regular Meeting dated August 19, 2024, these two agenda items were brought to the table and discussed by the Council. A single action item was requested of staff for each of these agenda items, those were as follows:

1. **FortisBC Antenna** – the Council requested further information, than what was supplied in the **Council Memo – Staff Report**, to address the concern around this project “*negatively affecting the historic aesthetics of the City Hall*”. It was also to further clarify, “*what measures was FortisBC taking to minimize the visual impacts of the equipment*”.
2. **Office Renovations** – the Council raised concerns around the **\$6,500.00** project not being compliant with the triple bid process to ensure that the City was demonstrating its due diligence on its fiscal responsibilities to the public.

Proper process would then require staff to follow-up on those requests (*via a follow-up **Memo to Council – Staff Report***) to provide the necessary information to allow the Mayor and Council to properly vote on the above motions. This is a part of an informed decision-making process. The motions then can be dealt with in two-ways, added to the agenda at a Regular or Special Meeting of the Mayor and Council or if timeline sensitive an electronic vote can be requested (*however, it is the responsibility of the CAO and CO to provide this reasoning*). However, the ultimate decision on how to move forward is 100% up to the purview of the Mayor and Council, despite what Staff recommends. Our job is to highlight the repercussions of delaying the vote, so the Mayor and Council can risk manage their decision.

Although I have seen emails on the “*voting*” of these issues, I would kindly request of Mayor and Council to please retract the motion responses of yesterday’s and today’s emails.

I would like to recommend the following process:

- Staff will provide the (2) two **Memo to Council – Staff Report** digitally answering the above two “*Action Items*” for further information to support your decision-making process. Attached to this email is the **Memo to Council – Staff Report** for the FortisBC Antenna project. The **Memo to Council – Staff Report** for the Office Renovation project will be provided to the Mayor and Council prior to the end of this week as we attempt to collect the other bids as requested.
- Staff is requesting an electronic vote on both issues for the following reasons:

- **Timelines** – the initiation date of the FortisBC proposal is for October 01, 2024, the timing of the next Mayor and Council meeting would not allow for reasonable time on the execution of this contract.
The Office Renovation project is a multi-phased project and a delay on this will have ripple effects on upcoming phases. Phase 2 (*being proposed at the next Regular Meeting*) is a full office upgrade of all computer and computer related systems. If the Office Renovations project isn't approved, then Staff will readjust plans moving forward, especially around FOIPPA compliancy.
- **Budgeting** – not applicable to the FortisBC project.
However, this does have implications on the Office Renovation project. The funds being utilized are the COVID-19 pocket which sunsets on March 25, 2025. However, allocation and project plans for this pocket of money must include submitting, executing, and reporting on prior to that deadline. The amounts and other planned activities (*which we will be presently to Mayor and Council in September*) all tie together and help us achieve the full expenditure of these funds.
- **Pricing** – not only are the quotes for the Phase 1 (*Office Renovation*) project being time sensitive but the Phase 2 (*Electronic and Computer Upgrades*) are also time expiring. Both Phases are also contingent on the eScribe software and the Asset Management system I am getting demonstrated at the COW (*for full orientation and introduction to the system*) and then hopefully Mayor and Council approval to move forward with the tool at the September Regular Council meeting.
- **Process** – these items were fully discussed at the August 19, 2024, Council Meeting and with the attached (*and future attached*) **Memo to Council – Staff Report** for these topics, Staff is hoping the comfort level of the Mayor and Council is enough to provide a vote on the motion electronically, especially considering the timeline and budgeting implications.

For all the above reasoning, I am providing the attached **Memo to Council – Staff Report** on the FortisBC project and requesting an electronic vote on the following motion:

RECOMMENDATION

THAT the Council approve FortisBC Energy Inc. to install an antenna on top of the “spire” located on the roof of the City Hall. The base station equipment would be installed in a location that has access to power. This equipment is a part of a province-wide gas monitoring network.

AND THAT the Council approve the signing of the proposed lease (provided in the August 19, 2024, Regular Meeting kit, dated July 30, 2024, submitted by Vanderstar Engineering Ltd. representing FortisBC Energy Inc.

Can the Mayor and Council please “reply all” either responding “**I support**” or “**I do not support**”. The **Memo to Council – Staff Report** and electronic voting results will be added to the next Regular Meeting agenda under old business so the results and supporting **Memo to Council – Staff Report** are added to the public record. It also ensures to the public that a proper process was followed and that the Mayor and Council was provided the requested information by Staff to help them make an informed decision.

Thank-you Mayor and Council for your time and allowing me to clarify these (2) two motions and establishing a proper process.

A separate email will be sent out prior to the end of this week with the second request pertaining to the Office Renovations motion. This email is **ONLY** for the **FortisBC project** motion.

Dean Trumbley
Chief Administrative Officer
City of Greenwood
202 S. Government Ave,
P.O. Box 129
Greenwood, BC
V0H 1J0

cao@greenwoodcity.ca

Phone 250-445-6644

Cell 250-442-9641

Fax 250-445-6441

 **Please consider the environment before printing this email.***

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or email the sender immediately and delete the message.

We are concerned about protecting your privacy. Please be aware that sending personal information via email can expose the information to unwanted parties. If you don't feel comfortable using email to transfer your sensitive information, please contact us via phone or regular mail.

Brooke McCourt

From: Gerry Shaw
Sent: August 27, 2024 2:41 PM
To: CJ Rhodes; CAO; John Bolt; Jessica McLean; Clint Huisman
Cc: Corporate
Subject: Re: URGENT: Electronic Vote for Office Renovation Budget Request

I approve.

Gerry Shaw
City Councillor
Greenwood B.C. V0H1J0
Gerry.shaw@greenwoodcity.ca
250-605-9150



From: CJ Rhodes <cj.rhodes@greenwoodcity.ca>
Sent: Tuesday, August 27, 2024 12:44:27 PM
To: CAO <cao@greenwoodcity.ca>; John Bolt <john.bolt@greenwoodcity.ca>; Gerry Shaw <gerry.shaw@greenwoodcity.ca>; Jessica McLean <jessica.mclean@greenwoodcity.ca>; Clint Huisman <clint.huisman@greenwoodcity.ca>
Cc: Corporate <corporate@greenwoodcity.ca>
Subject: Re: URGENT: Electronic Vote for Office Renovation Budget Request

I support the staff recommendation.

CJ Rhodes
Councillor
City of Greenwood
202 S Government Ave.
P.O. Box 129
Greenwood, B.C.
Email: cj.rhodes@greenwoodcity.ca
Cell: 250-498-9686

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or email the sender immediately and delete this message.

We are concerned about protecting your privacy. Please be aware that sending personal information via email can expose the information to unwanted parties. If you don't feel comfortable using email to transfer your sensitive information, please contact us via phone or regular email.

From: CAO <cao@greenwoodcity.ca>

Sent: August 27, 2024 12:07 PM

To: John Bolt <john.bolt@greenwoodcity.ca>; Gerry Shaw <gerry.shaw@greenwoodcity.ca>; CJ Rhodes <cj.rhodes@greenwoodcity.ca>; Jessica McLean <jessica.mclean@greenwoodcity.ca>; Clint Huisman <clint.huisman@greenwoodcity.ca>

Cc: Corporate <corporate@greenwoodcity.ca>

Subject: URGENT: Electronic Vote for Office Renovation Budget Request

The City reached out to (2) two other Greenwood and Area contractors to provide a bid as requested by Mayor and Council at the August 19, 2024, Regular Meeting. Pownall Construction declined to provide a quote due to not being able to meet the deadlines. Shepperd Contracting was contacted by phone and email to provide a bid on the contractor did not respond or provide a bid. Staff are requesting an electronic vote due to the following reasons:

- **Timelines** – The Office Renovation project is a multi-phased project and a delay on this will have ripple effects on upcoming phases. Phase 2 (*being proposed at the next Regular Meeting*) is a full office upgrade of all computer and computer related systems. If the Office Renovations project isn't approved, then Staff will readjust plans moving forward, especially around FOIPPA compliancy.
- **Budgeting** – The funds being utilized are the COVID-19 pocket which sunsets on March 25, 2025. However, allocation and project plans for this pocket of money must include submitting, executing, and reporting on prior to that deadline. The amounts and other planned activities (*which we will be presently to Mayor and Council in September*) all tie together and help us achieve the full expenditure of these funds.
- **Pricing** – not only are the quotes for the Phase 1 (*Office Renovation*) project being time sensitive but the Phase 2 (*Electronic and Computer Upgrades*) are also time expiring. Both Phases are also contingent on the eScribe software and the Asset Management system I am getting demonstrated at the COW (*for full orientation and introduction to the system*) and then hopefully Mayor and Council approval to move forward with the tool at the September Regular Council meeting.
- **Process** – the attempt to gain (2) two other quotes from local contractors demonstrates the City completing their due diligence.

Staff is still recommending the same request for \$8,500.00 which is broken down as below (*original Council Memo – Staff Report is attached*):

RECOMMENDATION:

THAT Council approve the Jerry Nutenbaumer's attached quote for the City of Greenwood's City Hall office renovations to a maximum of \$6,500.00.

AND THAT Council approve an additional \$2,000.00 for staff to purchase materials, picture framing, city logos and furniture to decorate the office as per the attached schematics and diagrams.

Can the Mayor and Council please "*reply all*" either responding "***I support***" or "***I do not support***". The electronic voting results (*and attachments*) will be added to the next Regular Meeting agenda under old business so the results and supporting documents are added to the public record. It also ensures to the public that a proper process was followed and that the Mayor and Council was provided the requested information by Staff to help them make an informed decision.

Dean Trumbley
Chief Administrative Officer
City of Greenwood
202 S. Government Ave,
P.O. Box 129
Greenwood, BC

V0H 1J0

cao@greenwoodcity.ca

Phone 250-445-6644

Cell 250-442-9641

Fax 250-445-6441

 **Please consider the environment before printing this email.***

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or email the sender immediately and delete the message.

We are concerned about protecting your privacy. Please be aware that sending personal information via email can expose the information to unwanted parties. If you don't feel comfortable using email to transfer your sensitive information, please contact us via phone or regular mail.

Brooke McCourt

From: John Bolt
Sent: August 27, 2024 12:33 PM
To: Jessica McLean
Cc: CAO; Clint Huisman; Gerry Shaw; CJ Rhodes; Corporate
Subject: Re: URGENT: Electronic Vote for Office Renovation Budget Request

I support the staff recommendation

Mayor John Bolt
City of Greenwood
250-449-8595
john.bolt@greenwoodcity.ca

Warning: this email is intended only for the use of the individual or organization, to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or email the sender immediately and delete this message.

On Aug 27, 2024, at 12:26 PM, Jessica McLean <jessica.mclean@greenwoodcity.ca> wrote:

Thank you for your response.

I approve.

Jessica McLean
City Councillor
Greenwood B.C. V0H 1J0
Jessica.mclean@greenwoodcity.ca
250-300-8931
<Image.jpeg>

From: CAO <cao@greenwoodcity.ca>
Sent: Tuesday, August 27, 2024 12:24:58 PM
To: Jessica McLean <jessica.mclean@greenwoodcity.ca>; Clint Huisman <clint.huisman@greenwoodcity.ca>; John Bolt <john.bolt@greenwoodcity.ca>; Gerry Shaw <gerry.shaw@greenwoodcity.ca>; CJ Rhodes <cj.rhodes@greenwoodcity.ca>

Cc: Corporate <corporate@greenwoodcity.ca>

Subject: RE: URGENT: Electronic Vote for Office Renovation Budget Request

At this moment I do not know. I am going to see if we can do evening renovations and I would just come in to be here for security reasons, especially around FOIPPA. However, if it does have to be done during office hours, we will make sure to accommodate for front desk to operate. My office is not affected and also Council Chambers could be used as a temporary set-up using laptops.

Dean Trumbley

Chief Administrative Officer

City of Greenwood

202 S. Government Ave,

P.O. Box 129

Greenwood, BC

V0H 1J0

cao@greenwoodcity.ca

Phone 250-445-6644

Cell 250-442-9641

Fax 250-445-6441

 **Please consider the environment before printing this email.***

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or email the sender immediately and delete the message.

We are concerned about protecting your privacy. Please be aware that sending personal information via email can expose the information to unwanted parties. If you don't feel comfortable using email to transfer your sensitive information, please contact us via phone or regular mail.

From: Jessica McLean <jessica.mclean@greenwoodcity.ca>

Sent: Tuesday, August 27, 2024 12:21 PM

To: Clint Huisman <clint.huisman@greenwoodcity.ca>; CAO <cao@greenwoodcity.ca>; John Bolt <john.bolt@greenwoodcity.ca>; Gerry Shaw <gerry.shaw@greenwoodcity.ca>; CJ Rhodes <cj.rhodes@greenwoodcity.ca>

Cc: Corporate <corporate@greenwoodcity.ca>

Subject: Re: URGENT: Electronic Vote for Office Renovation Budget Request

Hi Dean,

Thank you for getting two quotes. Will the office upgrades interrupt the workers? Or will the upgrades happen when the office is closed? Just curious.

Jessica McLean

City Councillor

Greenwood B.C. V0H 1J0

jessica.mclean@greenwoodcity.ca

250-300-8931

<image001.jpg>

From: Clint Huisman <clint.huisman@greenwoodcity.ca>
Sent: Tuesday, August 27, 2024 12:08:32 PM
To: CAO <cao@greenwoodcity.ca>; John Bolt <john.bolt@greenwoodcity.ca>; Gerry Shaw <gerry.shaw@greenwoodcity.ca>; CJ Rhodes <cj.rhodes@greenwoodcity.ca>; Jessica McLean <jessica.mclean@greenwoodcity.ca>
Cc: Corporate <corporate@greenwoodcity.ca>
Subject: Re: URGENT: Electronic Vote for Office Renovation Budget Request

I support.

Kind regards,

Clinton Huisman
Greenwood City Councillor
604.417.7150

This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential.

Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please phone or email the sender immediately and delete this message.

We are concerned about protecting your privacy. Please be aware that sending personal information via email can expose the information to unwanted parties. If you don't feel comfortable using email to transfer your sensitive information, please contact us via phone or regular email.

From: CAO <cao@greenwoodcity.ca>
Sent: Tuesday, August 27, 2024 12:07:08 PM
To: John Bolt <john.bolt@greenwoodcity.ca>; Gerry Shaw <gerry.shaw@greenwoodcity.ca>; CJ Rhodes <cj.rhodes@greenwoodcity.ca>; Jessica McLean <jessica.mclean@greenwoodcity.ca>; Clint Huisman <clint.huisman@greenwoodcity.ca>
Cc: Corporate <corporate@greenwoodcity.ca>
Subject: URGENT: Electronic Vote for Office Renovation Budget Request

The City reached out to (2) two other Greenwood and Area contractors to provide a bid as requested by Mayor and Council at the August 19, 2024, Regular Meeting. Pownall Construction declined to provide a quote due to not being able to meet the deadlines. Shepperd Contracting was contacted by phone and email to provide a bid on the contractor did not respond or provide a bid. Staff are requesting an electronic vote due to the following reasons:

- **Timelines** – The Office Renovation project is a multi-phased project and a delay on this will have ripple effects on upcoming phases. Phase 2 (*being proposed at the next Regular Meeting*) is a full office upgrade of all computer and computer related systems. If the Office Renovations project isn't approved, then Staff will readjust plans moving forward, especially around FOIPPA compliancy.
- **Budgeting** – The funds being utilized are the COVID-19 pocket which sunsets on March 25, 2025. However, allocation and project plans for this pocket of money must include submitting, executing, and reporting on prior to that deadline. The

amounts and other planned activities (*which we will be presently to Mayor and Council in September*) all tie together and help us achieve the full expenditure of these funds.

- **Pricing** – not only are the quotes for the Phase 1 (*Office Renovation*) project being time sensitive but the Phase 2 (*Electronic and Computer Upgrades*) are also time expiring. Both Phases are also contingent on the eScribe software and the Asset Management system I am getting demonstrated at the COW (*for full orientation and introduction to the system*) and then hopefully Mayor and Council approval to move forward with the tool at the September Regular Council meeting.
- **Process** – the attempt to gain (2) two other quotes from local contractors demonstrates the City completing their due diligence.

Staff is still recommending the same request for \$8,500.00 which is broken down as below (*original Council Memo – Staff Report is attached*):

RECOMMENDATION:

THAT Council approve the Jerry Nutenbaumer’s attached quote for the City of Greenwood’s City Hall office renovations to a maximum of \$6,500.00.

AND THAT Council approve an additional \$2,000.00 for staff to purchase materials, picture framing, city logos and furniture to decorate the office as per the attached schematics and diagrams.

Can the Mayor and Council please “*reply all*” either responding “***I support***” or “***I do not support***”. The electronic voting results (*and attachments*) will be added to the next Regular Meeting agenda under old business so the results and supporting documents are added to the public record. It also ensures to the public that a proper process was followed and that the Mayor and Council was provided the requested information by Staff to help them make an informed decision.

Dean Trumbley
Chief Administrative Officer
City of Greenwood
202 S. Government Ave,
P.O. Box 129
Greenwood, BC
V0H 1J0

cao@greenwoodcity.ca
Phone 250-445-6644
Cell 250-442-9641
Fax 250-445-6441

 **Please consider the environment before printing this email.***

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or email the sender immediately and delete the message.

We are concerned about protecting your privacy. Please be aware that sending personal information via email can expose the information to unwanted parties. If you don't feel comfortable using email to transfer your sensitive information, please contact us via phone or regular mail.

MINUTES
WBCF GM TUESDAY AUGUST 20, 2024
GREENWOOD COUNCIL CHAMBERS

Members present: John Bolt – chair, Ginette Wheeler, Heinz Kreuzer, Darrin Metcalf

Guests: R. Elliott – recording secretary, Doug McMynn Mayor Midway, Dan MacMaster WBCF Mgr.
Peter Flett – RPF WBCF, Elly Macmaster – OEC coordinator, Martin Fromme – Midway resident

1. Call to Order: 18:35
2. G. Wheeler moved to adopt the agenda **carried**
3. H. Kreuzer moved to adopt the minutes of June 4, 2024 **carried**
- 4.. Correspondence:
 - a. BCCFA Newsletter rec'd
 - b. Summer Woodlot Almanac rec'd
5. Finance:
 - a. R. Elliott Collabria Visa card paperwork submitted for cancellation -
 - b. J. Bolt moved that WBCF provide Dan Macmaster and Peter Flett permission to spend \$500.00 per month (petty cash) for unexpected meetings and meals.
 - c. D. Macmaster wondered if WBCF is interested in purchasing the private land parcel near along the Phoenix Ski Hill road and near the community forest. More info to be provided but the Board advised that it is always looking at ways to expand the land base. D. Macmaster to get back to the board
6. Operations Report: D. Macmaster and Peter Flett – report is attached to the minutes.
 - Ops update - Lone Star and Meyers Creek
 - 2024-26 new FESBC projects application
 - log prices -
 - Silviculture
 - Portable Weather Station – P. Flett will do further research as there are questions around security and liability of using the data. Are they accepted by Wildfire BC in Lieu of official stations.
 - BC Woodlot annual conference in Quesnel– D. Macmaster will attend upon approval – further follow up by email
 - OEC update and Rock Creek Fall Fair preparation - E. Macmaster report is attached to these minutes
7. Old Business:
 - a. Disc golf course: Update – R. Elliott – course is mostly complete except for the maps which are the only costs outstanding and a few minor things to do. Darrin secured a gate through a donation from Bob Bugeuad which was very generous. We are on facebook, the course is on the U disc app which all avid disc golfers use. We are getting a fair number of users and all comments have been positive.
 - b. Chloroplast 2” x 8” sign for curling rink was purchased for \$175.00 – Darla Ashton will pick it up for the curling club.
 - c. In ice 3’ x’20’ advertising banner on order with Alpine signs - \$630.00 plus tax is completed. Still needs to be picked up.
 - d. Director Succession – new director? G. Wheeler will contact Randy Trerise regarding the director’s

- Wbcf Secretary duties (Elly McMaster proposal) proposal attached to the minutes. D Metcalf moved that WBCF accept E. Macmaster proposal. **Carried**
E. Macmaster will amend her existin contract to incorporate the secretary duties as per her proposal and submit the amended contract to Board for approval and signing.

8. New Business:

- a. J, Bolt moved that WBCF pay for Dan Macmaster to attend the UBCM

9. Open Questions: 1. Martin Fromme wanted to know if FESBC money was just used on Community Forest lands. The answer is no, as it is used other tenures also. Although the majority (70%) of work has been done on community forest land. All projects done so far by WBCF have been done on our own tenured lands. 2. Martin Fromme wanted to know how long the polymers used in tree planting are good for? P. Flett advised that they are probably only good for two growing seasons.

10. Next Meeting: October 1, 2024 Midway

Meeting adjourned: 20:20



City of Greenwood

PO Box 129

Greenwood, BC V0H 1J0

Phone (250) 445-6644 Fax (250) 245-6441 Email info@cityofgreenwood.ca Website www.cityofgreenwood.ca

1



City of Greenwood

2024 Q3 Financial Update

September 23, 2024

2



City of Greenwood

Financial

1. 2024 Financial Update
2. 2024 Capital Plan Update

3



City of Greenwood

Council Priorities

- Accountability
- Transparency
- Governance

- Three Pillars
 - Water Supply
 - Wastewater Service
 - Fire Protection

4



City of Greenwood
Y1:1-23 Variance Analysis

Summary - Operations

	Budget 2024	Actual 2024	Actual 2023	Budget Variance	Prior Year Variance
Q3 Variance Summary					
Typically, 75% of Budget					
Annual Property Tax posted in May					
Admin - Legal Fees & Severance					
Parks - Timing					
PD - Training & Equipment					
Sewer - Contracted out services					
Net Operating Surplus / (Deficit)					

5



City of Greenwood

2024 Actuals v Budget variances

- Revenue highlights:
 - Taxation - Annual Property Tax is posted in May - at 100% at this point in the year
 - Timing for RDKB and other grants
 - Water & Sewer fees posted quarterly
- Expense highlights:
 - Administration - Legal Fees higher than Budget
 - Public Works - Fencing, vandalism & bridge repair
 - Water - 8 water main breaks to date
 - Sewer - 2024 expense for contracted out service

6



City of Greenwood

Revenues:

Summary	2024		2024		2023		Budget Variance	Prior Year Variance
	Budget	Actual	Budget	Actual	Budget	Actual		
Taxes	476,268	572,853	544,885	544,885	2,985	34,268		
Goods and Services	1,05,919	152,842	241,752	241,752	9,277	83,410		
Grants	477,879	967,227	5,61,877	5,61,877	83,117	1,729		
					94,379	119,407	94%	100%

Variations:

- Annual Property Taxes posted in May - at 100% at this point in the year
- Interest on investments posted at year end (\$80k prior year) - reviewing for next year
- Timing of receiving Grants

7



City of Greenwood

Administration

Summary	2024		2024		2023		Budget Variance	Prior Year Variance
	Budget	Actual	Budget	Actual	Budget	Actual		
Administrative General	55,387	72,126	51,307	51,307	21,718	25,798		
Management Training Pro	9,000	5,050	2,880	2,880	3,041	7,230		
Human Resources	442,028	332,917	589,602	589,602	110,718	217,681		
Information Systems	29,295	29,508	28,250	28,250	279	2,757		
Financial Expenses	87,900	100,369	69,744	69,744	32,409	30,624		
Admin Expenses	58,229	19,242	48,443	48,443	38,280	28,517		
Engineering	3,000	0	0	0	3,000	0		
Asset Mgmt	500	353	2,895	2,895	147	2,635		
Printing	0	0	0	0	0	0		
Emerg Serv	500	0	0	0	500	0		
Public Buildings	30,800	12,848	38,544	38,544	17,952	29,666		
Grant In Aid	35,450	9,100	26,650	26,650	21,350	17,500		
River Improvement	16,000	0	2,943	2,943	15,971	2,820		
Council Expenses	73,080	44,450	72,549	72,549	28,630	28,000		
Electricty By Election Expenses	0	0	2,957	2,957	0	2,957		
	617,754	431,175	924,220	924,220	188,572	202,095	17%	88%

Variations:

- Legal Fees
- Payout of Banked Time & Sick Leave
- Annual Vadim License
- Insurance Allocation to be completed
- Timing - RDKB invoice for Building Insp / Transit / Animal Control

8



City of Greenwood


Parks

Summary	2024		2024		2023		Budget Variance	Prior Year Variance
	Budget	Actual	Budget	Actual	Budget	Actual		
Fuel Expenses	75,100	88,126	47,622	47,622	6,904	20,574		
Memorial Bench	3,600	1,879	1,879	1,879	1,521	0		
Special Events	7,800	580	4,318	4,318	7,210	3,725		
Old Maintenance	0	0	589	589	0	589		
Park Maintenance	7,068	12,388	7,811	7,811	4,420	4,574		
Campground	4,800	10,438	4,044	4,044	5,628	6,341		
Mower	19,900	18,260	22,212	22,212	613	5,077		
Facilities Maintenance	23,220	14,875	18,654	18,654	4,825	1,979		
Park Beautification	5,000	245	8,285	8,285	5,242	8,510		
	147,688	138,311	129,892	129,892	70,257	29,866	47%	71%

Variations:

- Pool operating higher due to ongoing repairs & maintenance (leaks & chlorinator)
- Parks - additional gate at Lions park and fence at race track (\$12,000)
- Campground - removal of trees that posed a safety issue after the August windstorm
- Facilities - insurance allocation plus lower Maintenance costs to date

9



City of Greenwood


• Protection

Summary	2024 Budget	2024 Actual	2023 Actual	Budget Variance	Prior Year Variance
Information Systems	5,200	5,496	7,216	296	-1,722
Personnel	2,190	3,064	3,329	874	-1,139
Operational	69,150	44,345	51,950	24,805	7,813
Building	16,600	6,797	8,542	9,803	2,742
Truck	15,600	20,928	16,219	5,328	4,201
Total	107,840	80,531	85,266	27,311	5,236
				25%	14%

• Variances:

- Radio License
- Annual Facility Insurance
- Increased expense for Training & Fire Calls first half of the year
- Lower building maintenance
- Truck maintenance is 50% higher this year to date

10



City of Greenwood


• Public Works

Summary	2024 Budget	2024 Actual	2023 Actual	Budget Variance	Prior Year Variance
Streets & Sidewalks	35,000	28,207	34,642	6,793	3,356
Utility Removal	35,400	19,254	18,793	16,146	6,566
Signs	1,900	1,696	1,495	2,204	669
Streetlights	25,500	12,900	10,000	12,600	9,543
Cemeteries	7,540	1,006	2,965	6,534	457
Facilities	36,000	32,665	42,434	3,335	269
Vehicles	63,400	119,418	53,779	56,018	56,000
General Maintenance of City	81,750	17,878	59,606	63,872	-21,526
Total	303,340	242,717	263,654	160,623	-43,227
				53%	16%

• Variances:

- Streets & Sidewalks – Materials – Red Bridge repair (Mat & Lab approx. \$5,000,) crush (\$1,200) to finish pad around the public washrooms and asphalt repair (\$1,000) on Deadwood street
- Facilities – AC for Medical Clinic (\$13,000) received grant funding from RDKB & vandalism at the public washroom
- Vehicles - Insurance claim expense for loader (\$60,000)

11



City of Greenwood

• Water Works

Summary	2024 Budget	2024 Actual	2023 Actual	Budget Variance	Prior Year Variance
Revenue	290,000	213,278	289,479	76,722	54,801
Distribution System	198,000	92,292	108,681	105,708	-15,689
Reserve Transfer	150,000	0	0	150,000	0
Total	538,000	305,570	398,160	232,422	39,112
				43%	14%

• Variances:

- Connection fees slower this year
- Labour trending lower
- Eight (8) water main breaks to date – timing on additional invoices
 - Risk due to aging system
- Reserve Transfer is a Year End entry

12



City of Greenwood

- Completed Capital Projects:
 - MacArthur Centre Roof
 - Public Washroom
 - Tender Truck Tank Replacement
 - City Hall Front Desk Replacement
 - PW Service Truck with Manlift
 - EMCOM Bay Door Replacement
 - Trees Trimmed – Lions Park
 - Downtown Garbage Cans
 - FireSmart Fuel Reduction 2022
- Ongoing Capital Projects:
 - OCP & Zoning Bylaw Updates
 - Asset Management
 - Lind Creek Dam Decommissioning
 - FireSmart Fuel Reduction 2023
 - Water Cross-Connection Control project
 - City Hall Front Entrance Revitalization
 - PW Site Upgrades
 - Tree Removal – Nikkei Park - done

16



City of Greenwood

Plan to Deliver – Deliver to Plan “Greenwood 1500” Three Pillars

- 10-year Capital Plan
 - Operational Plan – shovel ready
- Public Works
 - Equipment
 - Centralized Facility
- 2025 Plan
 - Prepare for Council
- Water Supply
 - Distribution Mains (aged out)
 - Hydrants
- Wastewater Service
 - Flow Meter for compliance
 - Increase Capacity
- Fire Protection
 - Facility
 - Equipment & Training
 - Recruitment

17



City of Greenwood

Questions?

18

MEMORANDUM TO COUNCIL – STAFF REPORT



REPORT TO: Mayor and Council **DATE PRESENTED:** September 23, 2025
REPORT FROM: Sean Annan – Project Manager **MEETING TYPE:** Regular
SUBJECT: Water/Reservoir Project Update

Recommendation:

No recommendations - for information purposes only.

1. Rationale:

Mayor and Council requested an update on the Water/Reservoir Project.

2. Acronyms:

CAO Chief Administrative Officer
CO Corporate Officer

3. Background:

The data collection phase of the project was completed on September 11, 2024. This concluded a 2-month long period where we monitored and logged production rates from Well #4 and Well #5. We achieved this by engaging SFE Global Ltd. (Langley) who specialize in flow monitoring. They made 3 trips to Greenwood over the summer to install, check and remove a temporary flow monitor on Well #4. We instructed Precision Pumps (Abbotsford), who has historically been the City's primary water system mechanical contractor, to install a permanent flow monitor in Well #5. These efforts were coordinated to allow for flow monitoring during the City's highest water consumption period, which is in July and August as this period includes irrigation consumption.

Regarding the City's request to investigate the potential for relocating the wells closer to the existing reservoir to situate the proposed reservoir at the existing reservoir's location, we've received a series of well drilling quotes from contractors between Kelowna and Cranbrook. We're still having those evaluation discussions, but OK Well Drilling (Rock Creek) appears to be a good fit. These test wells are tentatively scheduled to be installed in late October 2024. The collected flow data from the City's wells will be used to determine the target extraction rates and volumes used during well testing. In addition, comprehensive water samples will be collected and sent to CARO Analytical (Kelowna) to be evaluated.

The geotechnical investigation is tentatively scheduled for November 2024 and will involve Interior Testing Services Ltd. (Kelowna). This is the same geotechnical engineering firm that completed the investigation at the existing reservoir site in 2020. The intent is to have the investigation completed before winter conditions set in and to first confirm that observation wells on the north side of the City are viable.

In addition, we have created a water model of the City's water distribution system. Hydrant flow testing was completed by SFE Global Ltd. which has been used to calibrate the City's water model.

The project pace has been slow while we awaited the flow data which has recently been received. The project pace will pick up in October and will remain higher until the project's completion. ISL is currently working to update the project schedule and milestone dates, as well as update for project budget. This will be ready for the City's review in October and will be shared during our project kick off meeting with the City. From this point forward we will conducting bi-weekly project update meetings with the City to provide update, collect perspective and collect feedback.

4. Implications:

a. Budget:

NA

b. Organizational Impact:

NA

c. Policy:

NA

d. Bylaws:

NA

5. Alternatives:

NA

6. Next Steps:

NA

1. Staff Review:

Prepared By:

Sean Annan – ISL – Project Manager

Reviewed By:

CAO

CAO Recommendation:

That the recommendation of the staff be approved.

Dean Trumbley, CAO

List of Attachments:

1. No attachments, however, this written report is accompanied by a in-person presentation and question/answer period by Mayor and Council.

MEMORANDUM TO COUNCIL – STAFF REPORT



REPORT TO: Mayor and Council **DATE PRESENTED:** September 23, 2024
REPORT FROM: CAO Dean Trumbley **MEETING TYPE:** Regular
SUBJECT: **Christmas Party Budget Request**

Recommendation:

THAT the Mayor and Council approve a \$1,000.00 budget for management staff to organize a Christmas Party for staff, Mayor and Council plus their partners/spouses.

1. Rationale:

A Christmas party is a strategic opportunity for the City of Greenwood to connect, appreciate, and celebrate with their staff, Council and their partners/spouses. A Christmas party isn't just a frivolous expense, it's an investment in the City's culture, morale, and success.

2. Acronyms:

CAO Chief Administrative Officer
CO Corporate Officer

3. Background:

Enhance Staff Engagement: Hosting an entertaining Christmas event encourages staff to participate and engage with their colleagues in a relaxed and enjoyable environment. This can improve workplace relationships and teamwork.

Celebrate Achievements: The end of the year is a natural time to reflect on the City's achievements and milestones. Incorporating entertainment into your City Christmas celebration allows you to acknowledge these accomplishments and motivate staff for the year ahead.

Promote City Culture: Christmas entertainment can align with the City of Greenwood's values and culture. It creates an opportunity to showcase the City's personality and the importance the Mayor and Council and management place on teamwork, collaboration, and celebration.

Improve Staff Retention: Staff who feel valued and appreciated are more likely to stay with the City of Greenwood. A well-organized Christmas party can contribute to staff retention by fostering a positive work environment.

Attract Talent: A company that is known for hosting enjoyable and memorable Christmas parties may be more appealing to potential job candidates. It can be a unique selling point in recruitment efforts.

Strengthen Council and Staff Relationships: City Christmas events often include both staff and Council. Providing a joint venue not only creates a memorable experience but also reinforces unified relationships and fosters a positive work environment between staff and Council.

Encourage Relaxation and Stress Relief: The festive season can be stressful, and staff may appreciate a break from work-related pressures.

Promote Team Bonding: Christmas parties, encourage team bonding and collaboration, which can translate into improved teamwork and communication in the workplace.

Create Positive Memories: Hosting an enjoyable Christmas event can create positive memories for staff and Council. These memories can contribute to a sense of belonging and pride in being associated with the City of Greenwood.

Foster a Positive Work Environment: A festive and entertaining Christmas event can contribute to a positive work environment and promote a sense of well-being among staff. Happy staff are generally more productive and engaged.

To summarise, a City of Greenwood Christmas party serves to celebrate the holiday season, boost staff morale, strengthen team dynamics, show appreciation, and create a positive and engaging work environment. It's an opportunity for the City of Greenwood to invest in their most valuable assets— Council and staff.

4. Implications:

- a. **Budget:**
Maximum \$1,000.00 budget from surplus funds.
- b. **Organizational Impact:**
No significant or measurable impact.
- c. **Policy:**
NA
- d. **Bylaws:**
NA

5. Alternatives:

Not to approve a budget for a Christmas Party.

6. Next Steps:

The CAO and CO will set the date and start planning the City of Greenwood Christmas party.

1. Staff Review:

Prepared By:
CAO Dean Trumbley
Reviewed By:
CO Brooke McCourt

CAO Recommendation:

That the recommendation of the staff be approved.
Dean Trumbley, CAO

List of Attachments:

- 1. NA

MEMORANDUM TO COUNCIL – STAFF REPORT



REPORT TO: Mayor and Council **DATE PRESENTED:** September 23rd, 2024
REPORT FROM: CO, Brooke McCourt **MEETING TYPE:** Regular
SUBJECT: **Building Bylaw Contravention – 302 South Copper Ave**

Recommendation:

That Council approve the following resolution:

THAT the City of Greenwood Mayor and Council invite of owners, 1338851 BC LTD, to appear before the Council to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, Block 5, Plan KAP21, District Lot 597, Similkameen Division Yale District.

1. Rationale:

The owners, 1338851 BC LTD, have made alterations to a commercial building without a valid building permit. The City of Greenwood has been working with the RDKB building inspection department as they have sent three (3) Stop Work Orders and has now recommended to the City of Greenwood Council that a notice be registered on title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*. This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

2. Background:

The City of Greenwood Building Bylaw No. 707, 1997 states:

Section 4 (1):

No person shall commence or continue any work related to building unless he has a valid and subsisting permit issued by the authority have jurisdiction.

Section 4 (2): No person shall occupy or use any building or part thereof contrary to the terms of any permit, notice or certificate given by the authority having jurisdiction.

3. Implications:

The City of Greenwood Administration has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and / or regulatory bylaws. The above action does not preclude the City of Greenwood from taking such steps as may be further authorized by Bylaw, *Local Government Act* and *Community Charter* to enforce compliance with regulations.

a. Organizational Impact:

Administration time getting report and filing Notice in the Land Title Office if determined.

b. Policy:

N/A

c. Bylaws:

City of Greenwood Building Bylaw No. 707, 1997.

4. Alternatives:

Once all deficiencies are rectified, the Owner may request that the City of Greenwood Mayor and Council remove the Notice on Title upon receipt of \$200.00 administration fee to place Notice and \$1,000.00 administration fee for removal of the Notice.

5. Communication Strategy:

Inviting property owners to come in and make presentation relevant to the filing of a Notice in the Land Title Office.

6. Staff Review:

Prepared By:

CO, Brooke McCourt

Reviewed By:

CAO, Dean Trumbley

CAO Recommendation:

That the recommendation of the staff be approved.

Dean Trumbley, CAO

List of Attachments:

- Registered Letter dated April 3, 2023;
- Registered Letter dated September 29, 2024;
- Registered Letter dated February 1, 2024;

Memo

TO: DEAN TRUMBLEY, CHIEF ADMINISTRATIVE OFFICER, CITY OF GREENWOOD
FROM: ROBERT SILVA, RBO BUILDING & PLUMBING OFFICIAL
DATE: JUNE 17, 2024
RE: BUILDING G BYLAW CONTRAVENTION
302 S. COPPER AVE, GREENWOOD, B.C.
LOT 1, BLOCK 5, DL 597, PLAN 21; PID 012-836-362
LOT 2, BLOCK 5, DL 597, PLAN 21; PID 012836-371

OWNER: 1338851 BC LTD
201 – 20353 64 AVE, LANGLEY, BC V2Y 1N5

Please be advised that the owner 1338851 BC Ltd. constructed an alteration to a commercial building on the above referenced property without first obtaining a building permit.

The following is a chronology of the events:

Mar30, 2023	Stop work order posted
Apr 3, 2023	First registered letter sent to owner
Apr 11, 2023	Canada Post confirmation letter received.
Sept 29, 2023	Second registered letter sent to owner
Oct 4, 2023	Canada Post confirmation letter received.
Feb 1, 2024	Third registered letter sent to owner
Feb 5, 2024	Canada Post confirmation letter received.

The City of Greenwood Building and Plumbing Bylaw No. 707 states;

Duties of the Owner

9. Every owner shall:
- b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, **building, repair of buildings**, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

CONCLUSION

Based on the information presented above, I submit for consideration the following recommendation to be adopted by the City of Greenwood:

“That it be recommended to the City of Greenwood that the owners 1338851 BC Ltd be invited to appear before the City of Greenwood Council to make a presentation relative to the filing of a Notice in the Land Title Office pursuant to Section 57 of the Community Charter against the property legally described as LOT 1, BLOCK 5, DL 597, PLAN 21 & LOT 2, BLOCK 5, DL 597, PLAN 2.”

April 3, 2023

1338851 BC Ltd
201 – 20353 64th Ave
Langley, BC
V2Y 1N5

REGISTERED
RN669814584CA

RE: STOP WORK ORDER
Alteration to Commercial Building
302 South Copper Ave., Greenwood, B.C.
Lot 1, Block 5, Plan KAP21, DL 597

This confirms the posting of a **STOP WORK ORDER** on **March 30, 2023** for an alteration to a commercial building on the above-noted property without a building permit.

No building permit has been issued as required by the City of Greenwood Bylaw # 707:

Section 4 (1):

No person shall commence or continue any work related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 4 (2):

No person shall occupy or use any building or part thereof contrary to the terms of any permit, notice or certificate given by the authority having jurisdiction.

To apply for a permit, please fill out the attached application form and submit the items listed on the "How to Obtain a Building Permit Checklist" to this office by **May 3, 2023**. Failure to respond may result in legal action.

If you have any questions, please contact the undersigned.

Respectfully,



Robert Silva, RBO
Building & Plumbing Official

RS:rj
attachments

cc: Marcus Lebler, Chief Administrative Officer/Finance Officer, City of Greenwood
Brian Champlin, RBO, CRBO | Manager of Building Inspection Services, Regional District of Kootenay Boundary

Main

202 – 843 Rossland Avenue
Trail, BC V1R 4S8
T: 250.368.9148
T/F: 1.800.355.7352
F: 250.368.3990

Grand Forks

2140 Central Avenue
Grand Forks, BC V0H 1H0
T: 250.442.2708
T/F: 1.877.520.7352
F: 250.442.2688

rdkb.com





Tracking number:

RN669814584CA

Delivered

Shipping service: Lettermail

Delivery standard: Apr. 13

Latest updates

Date	Time	Location	Progress	Post office
Apr. 11	11:09 am		Signature available	
Apr. 11	11:09 am	LANGLEY,BC	Delivered	
Apr. 11	6:48 am	LANGLEY,BC	Item out for delivery	
Apr. 11	1:40 am	LANGLEY,BC	Item processed	
Apr. 8	5:58 am	RICHMOND,BC	Item processed	
Apr. 6	8:50 am	GRANDFORKS,BC	Item accepted at the Post Office	

Features and options

Signature Required

September 29, 2023

1338851 BC Ltd
201 – 20353 64th Ave
Langley, BC
V2Y 1N5

REGISTERED
RN669814690CA

RE: STOP WORK ORDER
Alteration to Commercial Building
302 South Copper Ave., Greenwood, B.C.
Lot 1, Block 5, Plan KAP21, DL 597

A review of the above referenced file indicates that we have not received a response from our letter dated April 3, 2023. A **STOP WORK ORDER** was posted on **March 30, 2023** for an alteration to a commercial building on the above-noted property without a building permit.

No building permit has been issued as required by the City of Greenwood Bylaw # 707:

Section 4 (1):

No person shall commence or continue any work related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 4 (2):

No person shall occupy or use any building or part thereof contrary to the terms of any permit, notice or certificate given by the authority having jurisdiction.

To apply for a permit, please fill out the attached application form and submit the items listed on the "How to Obtain a Building Permit Checklist" to this office by **October 27, 2023**. Failure to respond may result in legal action.

If you have any questions, please contact the undersigned.

Regards,



Robert Silva, RBO
Building & Plumbing Official

RS:rj

cc: Tracy Thomas, Chief Administrative Officer, City of Greenwood
Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

Main

202 – 843 Rossland Avenue
Trail, BC V1R 4S8
T: 250.368.9148
T/F: 1.800.355.7352
F: 250.368.3990

Grand Forks

2140 Central Avenue
Grand Forks, BC V0H 1H0
T: 250.442.2708
T/F: 1.877.520.7352
F: 250.442.2688

rdkb.com





Tracking number:

RN669814690CA

Delivered

Shipping service: Lettermail

Delivery standard: Oct. 5

Latest updates

Date	Time	Location	Progress	Post office
Oct. 4	1:54 pm		Signature available	
Oct. 4	1:54 pm	LANGLEY,BC	Delivered	
Oct. 4	9:42 am	LANGLEY,BC	Item out for delivery	
Oct. 3	4:54 pm	LANGLEY,BC	Business temporarily closed; item on hold	
Oct. 3	10:47 am	LANGLEY,BC	Item out for delivery	
Oct. 3	5:52 am	LANGLEY,BC	Item processed	
Oct. 3	3:13 am	RICHMOND,BC	Item in transit	
Oct. 3	12:13 am	RICHMOND,BC	Item processed	
Sept. 29	4:05 pm	GRANDFORKS,BC	Item accepted at the Post Office	

Features and options

Signature Required

Oct 16/ 2023 Attempted phone call, unable to leave voicemail.

February 1, 2024

1338851 BC Ltd
201 – 20353 64th Ave
Langley, BC
V2Y 1N5

REGISTERED
RN754209431CA

RE: STOP WORK ORDER
Alteration to Commercial Building
302 South Copper Ave., Greenwood, B.C.
Lot 1, Block 5, Plan KAP21, DL 597

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated April 3, 2023 and Sept 29, 2023. A **Stop Work Order** was posted on March 30, 2023 for an alteration to a commercial building on the above-noted property without a building permit.

To date, no response has been received by this office as requested.

We will now be recommending to the City of Greenwood Council that a notice be registered on title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions or wish to discuss this notice, please contact the undersigned by **March 1, 2024**.

The above action does not preclude the City of Greenwood from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations. Your attention to this matter is appreciated.

Respectfully,



Robert Silva, RBO
Building & Plumbing Official

Attachment

RS:rj

cc: Brook McCourt, Front Desk Reception, City of Greenwood
Brian Champlin, RBO, CRBO | Manager of Building Inspection Services



**Tracking number:**

RN754209431CA

Delivered

Shipping service: Lettermail

Delivery standard: Feb. 6

Latest updates

Date	Time	Location	Progress	Post office
Feb. 5	12:13 pm		Signature available	
Feb. 5	12:13 pm	LANGLEY,BC	Delivered	
Feb. 5	9:35 am	LANGLEY,BC	Item out for delivery	
Feb. 5	3:42 am	LANGLEY,BC	Item processed	
Feb. 2	1:21 pm	RICHMOND,BC	Item processed	
Feb. 1	4:32 pm	GRANDFORKS,BC	Item accepted at the Post Office	

Features and options

Signature Required

Legal Information

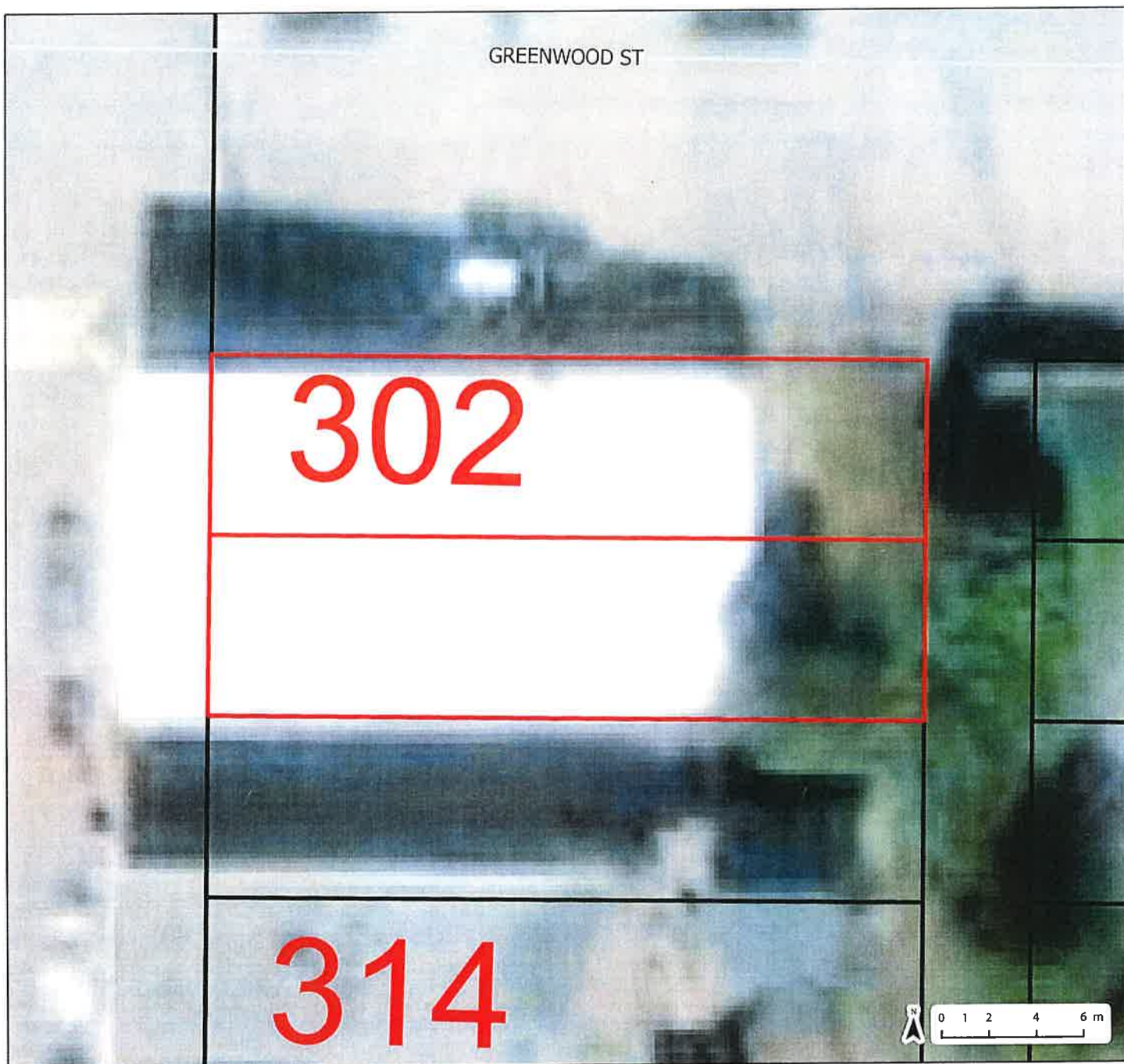
District Lot: 597
Electoral Area: City of Greenwood
Folio: 21100016000
PID: 012836371
BCA Area: .115 acr
GIS Area: 232.3 sq. metres
Municipal Agreement Area: Not Applicable
Street Address: 302 S COPPER AVE GREENWOOD

Zoning

GRNWD - Commercial 1

OCP Land Use

GRNWD - General Commercial



Disclaimer: This report and map is for general information only. The RDKB does not guarantee its accuracy or correctness. All information should be verified. This ownership information should be used for Internal government use only and is to be kept confidential.



Internal Property Report

CONFIDENTIAL

Date Produced: 2023-03-31

BC Assessment Legal Information

PID	Legal Description
012836371	Lot 2, Block 5, Plan KAP21, District Lot 597 Similkameen Division of Yale Land District
012836362	Lot 1, Block 5, Plan KAP21, District Lot 597 Similkameen Division of Yale Land District

BC Assessment Physical Address

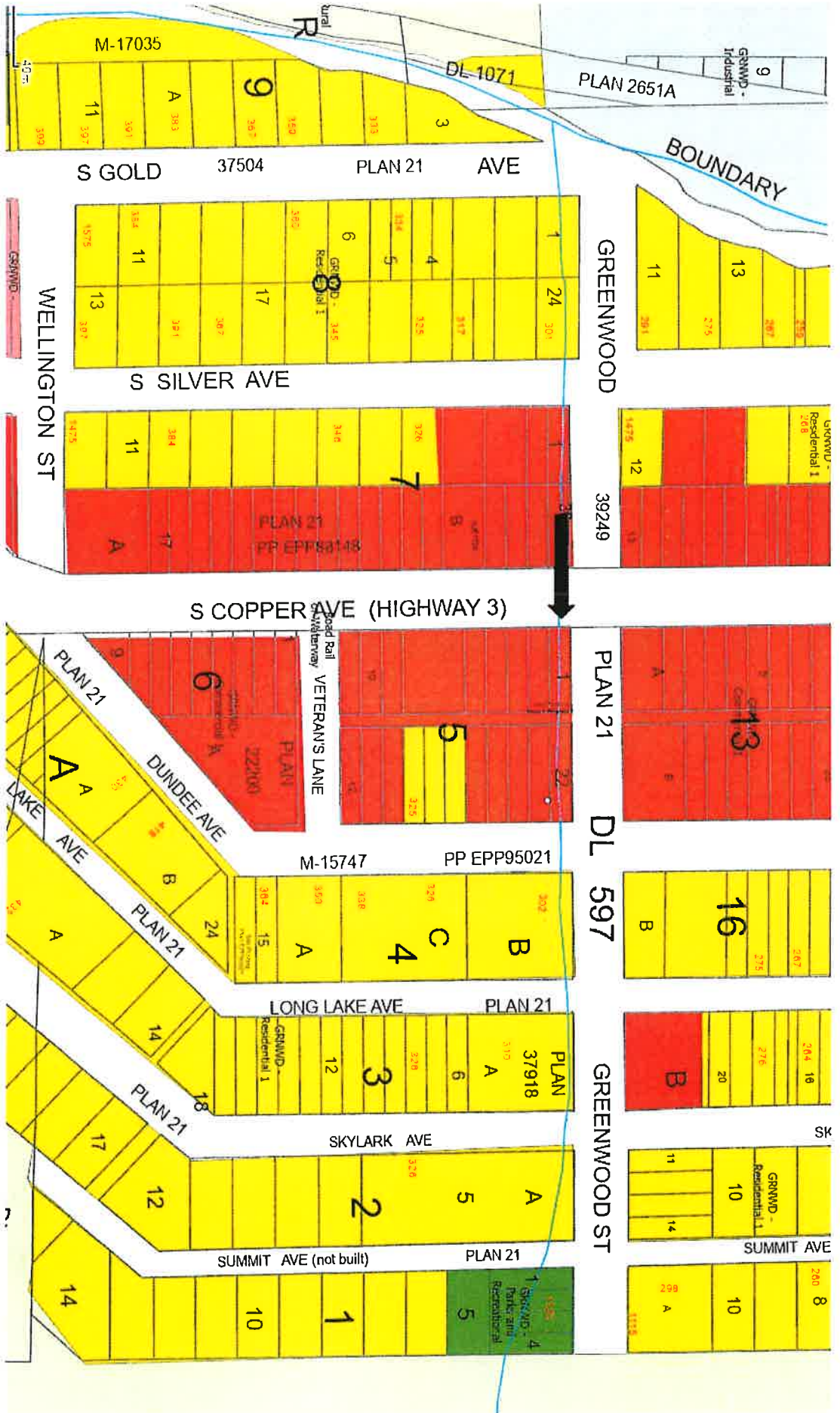
302 S COPPER AVE

BC Assessment Owner Information

1338851 B C LTD
 201-20353 64 AVE LANGLEY BC V2Y 1N5

BC Assessment Information

Class Code	1	6		
Class Description	Residential	Business And Other		
Gross Land	\$9,800.00	\$26,000.00		
Gross Improvement	\$50,700.00	\$134,000.00		
Exempt Land		0		
Exempt Improvement		\$10,000.00		
Net Land	\$9,800.00	26000		
Net Improvement	\$50,700.00	\$124,000.00		
			Totals	
				\$35,800.00
				\$174,700.00
			Grand Total	\$210,500.00



405. Commercial 1 Zone (General Commercial)

C1

405.1 Subject to compliance with the General Provisions in Part 3, the following provisions shall apply in the Commercial 1 Zone.

405.2 Permitted Uses

- (1) Artisans workshops with associated retail sales area;
- (2) Auction marts (indoor)
- (3) Automobile service stations, car washes;
- (4) Bowling alleys, pool halls, arcades and similar entertainment centres;
- (5) Bus depots, taxi stands;
- (6) Business, administrative, professional and government offices;
- (7) Eating and drinking establishments, including take-out but not drive-in restaurants;
- (8) Financial institutions;
- (9) Hotels and motels;
- (10) Laboratories and film processing establishments;
- (11) Laundromats and dry cleaning establishments;
- (12) Light equipment rentals, sales and associated service facilities;
- (13) Medical and dental clinics, and veterinarian services;
- (14) Personal service uses;
- (15) Plumbing, heating and upholstery shops;
- (16) Post offices;
- (17) Printing and publishing establishments;
- (18) Retail stores and shops;
- (19) Shopping centres;
- (20) Small appliance and business equipment sales and service facilities;
- (21) Theatres (indoor) and studios;
- (22) Vehicle rental, sales and associated service facilities;
- (23) Churches and church halls;
- (24) Community halls;
- (25) Clubs, lodges and fraternal organizations;
- (26) Hospitals and other public health care facilities;
- (27) Libraries, art galleries, museums and similar cultural facilities;
- (28) Municipally operated parking lots and structures;
- (29) Public and private day schools;
- (30) Public service uses;
- (31) Arenas, rinks, swimming pools, tennis courts, bowling greens, playing fields; and similar open or enclosed active recreational areas and facilities;
- (32) One or more residential dwelling units located in combination with a permitted non-residential use provided that:
 - (a) the dwelling(s) is (are) within the same building as the non-residential use;
 - (b) the entrance to the dwelling(s) is (are) separate from that of the non-residential use;
 - (c) the minimum floor area is 50 square metres (540 sq.ft.) per dwelling;
 - (d) if the residential use(s) is (are) located on a lot with frontage on Highway No. 3 between Wellington and Deadwood Streets and the dwelling unit(s) shall be located either above or behind a non-residential use;
- (33) Accessory buildings or structures.

405.3 Minimum Lot Area

The minimum area for a lot provided with both community water and sewer services shall be 230 square metres (2,500 sq.ft.).

405.4 Density

A minimum site area of 100 square metres (1,100 sq.ft.) shall be required for every dwelling unit located on the lot.

405.5 Setbacks

- (1) There shall be no minimum required setback for buildings or structures from the front lot line or from any interior or exterior side lot line.
- (2) The minimum required setback for buildings and structures from a rear lot line shall be 6 metres (20 feet) except that an accessory building may be located within 1.5 metres (5 feet) of a rear lot line.
- (3) Gas pumps for an automobile service station or similar use shall be set back a minimum of 4.5 metres (14.7 feet) from any lot line.

405.6 Lot Coverage

Buildings and structures together shall not cover more than 75 percent of the gross lot area.

405.7 Height

The maximum permitted height shall be as follows:

- (a) Principal Buildings - 15 metres (50 feet);
- (b) Accessory Buildings - 4.5 metres (15 feet);

405.8 Parking and Loading

Parking and Loading shall be in accordance with the provisions of Sections 309, 310 and 311 of this Bylaw.

MEMORANDUM TO COUNCIL – STAFF REPORT



REPORT TO: Mayor and Council **DATE PRESENTED:** September 23rd, 2024
REPORT FROM: CO, Brooke McCourt **MEETING TYPE:** Regular
SUBJECT: Building Bylaw Contravention – 309 South Copper Ave

Recommendation:

That Council approve the following resolution:

THAT the City of Greenwood Mayor and Council invite of owners, 1338851 BC LTD, to appear before the Council to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 33, Block 7, Plan KAP21, District Lot 597, Similkameen Division Yale District.

1. Rationale:

The owners, 1338851 BC LTD, have made alterations to a commercial building without a valid building permit. The City of Greenwood has been working with the RDKB building inspection department as they have sent three (3) Stop Work Orders and has now recommended to the City of Greenwood Council that a notice be registered on title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*. This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

2. Background:

The City of Greenwood Building Bylaw No. 707, 1997 states:

Section 4 (1):

No person shall commence or continue any work related to building unless he has a valid and subsisting permit issued by the authority have jurisdiction.

Section 4 (2): No person shall occupy or use any building or part thereof contrary to the terms of any permit, notice or certificate given by the authority having jurisdiction.

3. Implications:

The City of Greenwood Administration has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and / or regulatory bylaws. The above action does not preclude the City of Greenwood from taking such steps as may be further authorized by Bylaw, *Local Government Act* and *Community Charter* to enforce compliance with regulations.

a. Organizational Impact:

Administration time getting report and filing Notice in the Land Title Office if determined.

b. Policy:

N/A

c. Bylaws:

City of Greenwood Building Bylaw No. 707, 1997.

4. Alternatives:

Once all deficiencies are rectified, the Owner may request that the City of Greenwood Mayor and Council remove the Notice on Title upon receipt of \$200.00 administration fee to place Notice and \$1,000.00 administration fee for removal of the Notice.

5. Communication Strategy:

Inviting property owners to come in and make presentation relevant to the filing of a Notice in the Land Title Office.

6. Staff Review:

Prepared By:

CO, Brooke McCourt

Reviewed By:

CAO, Dean Trumbley

CAO Recommendation:

That the recommendation of the staff be approved.

Dean Trumbley, CAO

List of Attachments:

- Registered Letter dated April 3, 2023;
- Registered Letter dated September 29, 2024;
- Registered Letter dated February 1, 2024;

Memo

TO: DEAN TRUMBLEY, CHIEF ADMINISTRATIVE OFFICER, CITY OF GREENWOOD
FROM: ROBERT SILVA, RBO BUILDING & PLUMBING OFFICIAL
DATE: JUNE 17, 2024
RE: BUILDING G BYLAW CONTRAVENTION
309 S. COPPER AVE, GREENWOOD, B.C.
LOT 33, BLOCK 7, DL 597, PLAN 21; PID 006-784-747

OWNER: 1338851 BC LTD
201 – 20353 64 AVE, LANGLEY, BC V2Y 1N5

Please be advised that the owner 1338851 BC Ltd. constructed an alteration to a commercial building on the above referenced property without first obtaining a building permit.

The following is a chronology of the events:

Mar30, 2023	Stop work order posted
Apr 3, 2023	First registered letter sent to owner
Apr 11, 2023	Canada Post confirmation letter received.
May 5, 2023	Schedule B, Architectural, Structural, Mechanical, Plumbing, Fire Suppression, Electrical received
Sept 29, 2023	Second registered letter sent to owner
Oct 4, 2023	Canada Post confirmation letter received.
Feb 1, 2024	Third registered letter sent to owner
Feb 5, 2024	Canada Post confirmation letter received.

The City of Greenwood Building and Plumbing Bylaw No. 707 states;

Duties of the Owner

9. Every owner shall:
- b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, **building, repair of buildings**, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

CONCLUSION

Based on the information presented above, I submit for consideration the following recommendation to be adopted by the City of Greenwood:

“That it be recommended to the City of Greenwood that the owners 1338851 BC Ltd be invited to appear before the City of Greenwood Council to make a presentation relative to the filing of a Notice in the Land Title Office pursuant to Section 57 of the Community Charter against the property legally described as LOT 33, BLOCK 7, DL 597, PLAN 21.”

Main

202 – 843 Rossland Avenue
Trail, BC V1R 4S8
T: 250.368.9148
T/F: 1.800.355.7352
F: 250.368.3990

Grand Forks

2140 Central Avenue
Grand Forks, BC V0H 1H0
T: 250.442.2708
T/F: 1.877.520.7352
F: 250.442.2688

rdkb.com



April 3, 2023

1338851 BC Ltd
201 – 20353 64th Ave
Langley, BC
V2Y 1N5

REGISTERED
RN669814584CA

RE: STOP WORK ORDER
Alteration to Commercial Building
309 South Copper Ave., Greenwood, B.C.
Lot 33, Block 7, Plan KAP21, DL 597

This confirms the posting of a **STOP WORK ORDER** on **March 30, 2023** for an alteration to a commercial building on the above-noted property without a building permit.

No building permit has been issued as required by the City of Greenwood Bylaw # 707:

Section 4 (1):

No person shall commence or continue any work related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 4 (2):

No person shall occupy or use any building or part thereof contrary to the terms of any permit, notice or certificate given by the authority having jurisdiction.

To apply for a permit, please fill out the attached application form and submit the items listed on the "How to Obtain a Building Permit Checklist" to this office by **May 3, 2023**. Failure to respond may result in legal action.

If you have any questions, please contact the undersigned.

Respectfully,



Robert Silva, RBO
Building & Plumbing Official

RS:rj
attachments

cc: Marcus Lebler, Chief Administrative Officer/Finance Officer, City of Greenwood
Brian Champlin, RBO, CRBO | Manager of Building Inspection Services, Regional District of Kootenay Boundary

Main

202 – 843 Rossland Avenue
Trail, BC V1R 4S8
T: 250.368.9148
T/F: 1.800.355.7352
F: 250.368.3990

Grand Forks

2140 Central Avenue
Grand Forks, BC V0H 1H0
T: 250.442.2708
T/F: 1.877.520.7352
F: 250.442.2688

rdkb.com





Tracking number:

RN669814584CA

Delivered

Shipping service: Lettermail

Delivery standard: Apr. 13

Latest updates

Date	Time	Location	Progress	Post office
Apr. 11	11:09 am		Signature available	
Apr. 11	11:09 am	LANGLEY,BC	Delivered	
Apr. 11	6:48 am	LANGLEY,BC	Item out for delivery	
Apr. 11	1:40 am	LANGLEY,BC	Item processed	
Apr. 8	5:58 am	RICHMOND,BC	Item processed	
Apr. 6	8:50 am	GRANDFORKS,BC	Item accepted at the Post Office	

Features and options

Signature Required

BRITISH COLUMBIA BUILDING CODE 2018

SCHEDULE B

Forming Part of Subsection 2.2.7, Division C of the British Columbia Building Code

RECEIVED

MAY 05 2023

ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

- Notes: (i) This letter must be submitted prior to the commencement of construction activities of the components identified below. A separate letter must be submitted by each *registered professional of record*.
- (ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC Municipalities.
- (iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The authority having jurisdiction

RDKB

Re:

Architectural / Engineering
309 COPPER ST, GREENWOOD

The undersigned hereby gives assurance that the design of the

(Initial those of the items listed below that apply to this *registered professional of record*. All the disciplines will not necessarily be employed on every project.)

- ARCHITECTURAL
- STRUCTURAL
- MECHANICAL
- PLUMBING
- FIRE SUPPRESSION SYSTEMS
- ELECTRICAL
- GEOTECHNICAL — temporary
- GEOTECHNICAL — permanent



APRIL 26 / 2023

components of the plans and supporting documents prepared by this *registered professional of record* in support of the application for the *building* permit as outlined below substantially comply with the British Columbia Building Code and other applicable enactments respecting safety except for construction safety aspects.

The undersigned hereby undertakes to be responsible for *field reviews* of the above referenced components during construction, as indicated on the "SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS" below.

RJ
CP's Initials

BRITISH COLUMBIA BUILDING CODE 2018

Schedule B - Continued

RECEIVED

MAY 05 2023

309 COPPER ST, GREENWOOD

Project Address

Architectural/Engineering

Building Permit Number

REGIONAL DISTRICT OF KOOTENAY POSTAL

The undersigned also undertakes to notify the authority having jurisdiction in writing as soon as possible if the undersigned's contract for field review is terminated at any time during construction.

I certify that I am a registered professional as defined in the British Columbia Building Code.

Ronald Joseph

Registered Professional of Record Name (Print)

1489 Lookout St.

Address (Print)

Trail, B.C.

Address (Print) (continued)

250-368-1049

Phone Number

250-368-1049



Professional's Seal and Signature

APRIL 26

Date

(If the Registered Professional of Record is a member of a firm, complete the following.)

I am a member of the firm KOOTENAY CONSULTING & TESTING SERVICES and I sign this letter on behalf of the firm. (Print name of firm)

Note: The above letter must be signed by a registered professional of record, who is a registered professional. The British Columbia Building Code defines a registered professional to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
(b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

[Handwritten Signature]

Print Name

September 29, 2023

1338851 BC Ltd
201 – 20353 64th Ave
Langley, BC
V2Y 1N5

REGISTERED
RN669814690CA

RE: STOP WORK ORDER
Alteration to Commercial Building
309 South Copper Ave., Greenwood, B.C.
Lot 33, Block 7, Plan KAP21, DL 597

A review of the above referenced file indicates that we have not received a response from our letter dated April 3, 2023. A **STOP WORK ORDER** was posted on **March 30, 2023** for an alteration to a commercial building on the above-noted property without a building permit.

No building permit has been issued as required by the City of Greenwood Bylaw # 707:

Section 4 (1):

No person shall commence or continue any work related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 4 (2):

No person shall occupy or use any building or part thereof contrary to the terms of any permit, notice or certificate given by the authority having jurisdiction.

To apply for a permit, please fill out the attached application form and submit the items listed on the "How to Obtain a Building Permit Checklist" to this office by **October 27, 2023**. Failure to respond may result in legal action.

If you have any questions, please contact the undersigned.

Regards,

Robert Silva, RBO
Building & Plumbing Official

RS:rj

cc: Tracy Thomas, Chief Administrative Officer, City of Greenwood
Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

Main

202 – 843 Rossland Avenue
Trail, BC V1R 4S8
T: 250.368.9148
T/F: 1.800.355.7352
F: 250.368.3990

Grand Forks

2140 Central Avenue
Grand Forks, BC V0H 1H0
T: 250.442.2708
T/F: 1.877.520.7352
F: 250.442.2688

rdkb.com



Regional District of
Kootenay Boundary



Tracking number:

RN669814690CA

Delivered

Shipping service: Lettermail

Delivery standard: Oct. 5

Latest updates

Date	Time	Location	Progress	Post office
Oct. 4	1:54 pm		Signature available	
Oct. 4	1:54 pm	LANGLEY,BC	Delivered	
Oct. 4	9:42 am	LANGLEY,BC	Item out for delivery	
Oct. 3	4:54 pm	LANGLEY,BC	Business temporarily closed; item on hold	
Oct. 3	10:47 am	LANGLEY,BC	Item out for delivery	
Oct. 3	5:52 am	LANGLEY,BC	Item processed	
Oct. 3	3:13 am	RICHMOND,BC	Item in transit	
Oct. 3	12:13 am	RICHMOND,BC	Item processed	
Sept. 29	4:05 pm	GRANDFORKS,BC	Item accepted at the Post Office	

Features and options

Signature Required

February 1, 2024

1338851 BC Ltd
201 – 20353 64th Ave
Langley, BC
V2Y 1N5

REGISTERED
RN754209431CA

RE: STOP WORK ORDER
Alteration to Commercial Building
309 South Copper Ave., Greenwood, B.C.
Lot 33, Block 7, Plan KAP21, DL 597

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated April 3, 2023 and Sept 29, 2023. A **Stop Work Order** was posted on March 30, 2023 for an alteration to a commercial building on the above-noted property without a building permit.

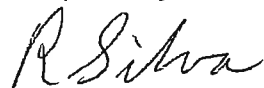
To date, no response has been received by this office as requested.

We will now be recommending to the City of Greenwood Council that a notice be registered on title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions or wish to discuss this notice, please contact the undersigned by **March 1, 2024**.

The above action does not preclude the City of Greenwood from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations. Your attention to this matter is appreciated.

Respectfully,



Robert Silva, RBO
Building & Plumbing Official

Attachment

RS:rj

cc: Brook McCourt, Front Desk Reception, City of Greenwood
Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

Main

202 – 843 Rossland Avenue
Trail, BC V1R 4S8
T: 250.368.9148
T/F: 1.800.355.7352
F: 250.368.3990

Grand Forks

2140 Central Avenue
Grand Forks, BC V0H 1H0
T: 250.442.2708
T/F: 1.877.520.7352
F: 250.442.2688

rdkb.com



Regional District of
Kootenay Boundary

**Tracking number:**

RN754209431CA

Delivered**Shipping service:** Lettermail**Delivery standard:** Feb. 6**Latest updates**

Date	Time	Location	Progress	Post office
Feb. 5	12:13 pm		Signature available	
Feb. 5	12:13 pm	LANGLEY,BC	Delivered	
Feb. 5	9:35 am	LANGLEY,BC	Item out for delivery	
Feb. 5	3:42 am	LANGLEY,BC	Item processed	
Feb. 2	1:21 pm	RICHMOND,BC	Item processed	
Feb. 1	4:32 pm	GRANDFORKS,BC	Item accepted at the Post Office	

Features and options

Signature Required



Internal Property Report

CONFIDENTIAL

Date Produced: 2023-03-31

Legal Information

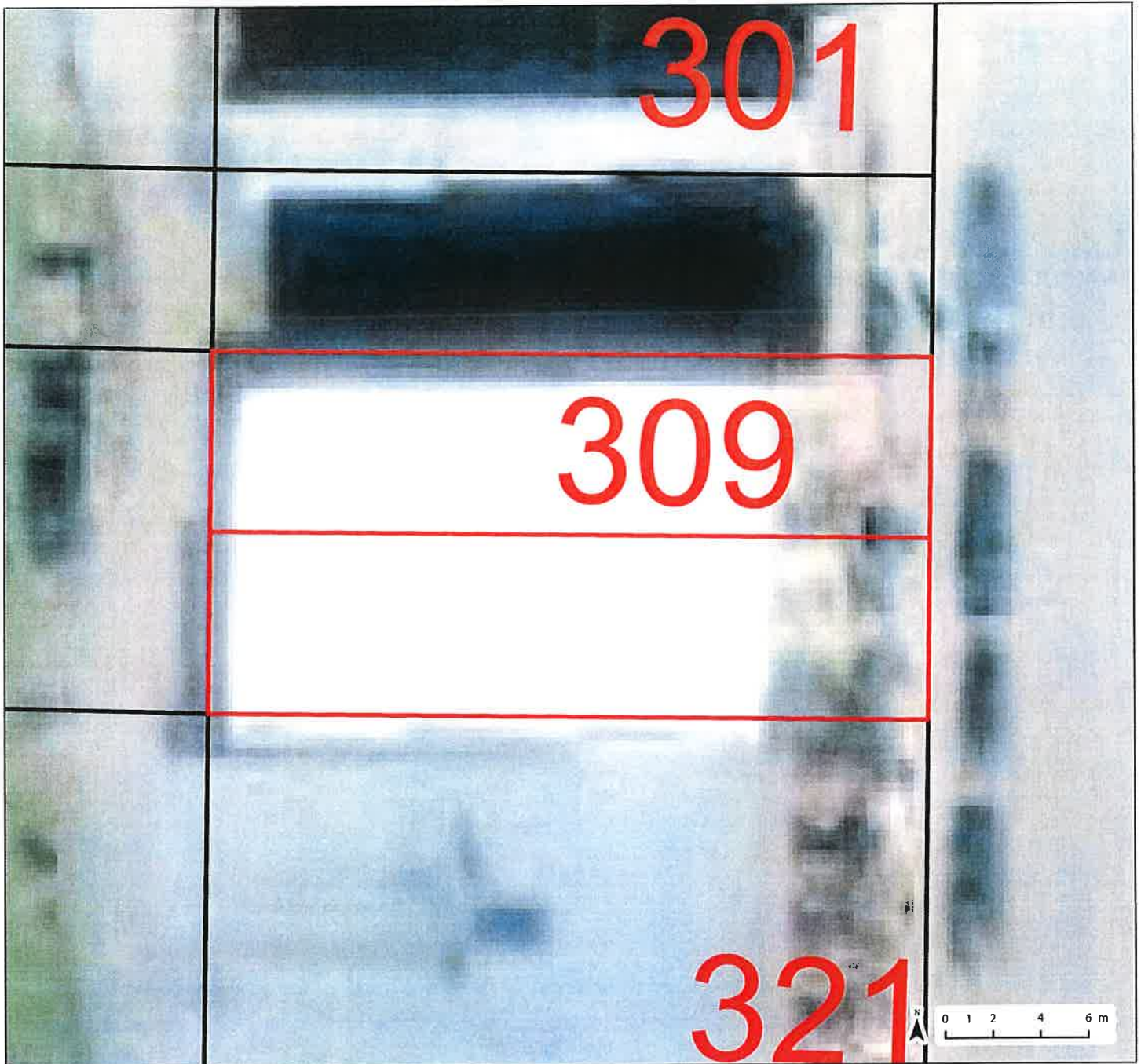
District Lot: 597
Electoral Area: City of Greenwood
Folio: 21100045000
PID: 006784747
BCA Area: .115 acr
GIS Area: 232.1 sq. metres
Municipal Agreement Area: Not Applicable
Street Address: 309 S COPPER AVE GREENWOOD

Zoning

GRNWD - Commercial 1

OCP Land Use

GRNWD - General Commercial



Disclaimer: This report and map is for general information only. The RDKB does not guarantee its accuracy or correctness. All information should be verified. This ownership information should be used for internal government use only and is to be kept confidential.



Internal Property Report

CONFIDENTIAL

Date Produced: 2023-03-31

BC Assessment Legal Information

PID	Legal Description
006784747	Lot 33, Block 7, Plan KAP21, District Lot 597 Similkameen Division of Yale Land District
006784771	Lot 34, Block 7, Plan KAP21, District Lot 597 Similkameen Division of Yale Land District

BC Assessment Physical Address

309 S COPPER AVE

BC Assessment Owner Information

1338851 BC LTD
 201-20353 64 AVE LANGLEY BC V2Y 1N5

BC Assessment Information

Class Code	6				
Class Description	Business And Other				
Gross Land	\$32,600.00				
Gross Improvement	\$368,000.00				
Exempt Land	\$0.00				
Exempt Improvement	10000				
Net Land	\$32,600.00				
Net Improvement	\$358,000.00				
				Totals	
				\$32,600.00	
				\$358,000.00	
			Grand Total		\$390,600.00

405. Commercial 1 Zone (General Commercial)

C1

405.1 Subject to compliance with the General Provisions in Part 3, the following provisions shall apply in the Commercial 1 Zone.

405.2 Permitted Uses

- (1) Artisans workshops with associated retail sales area;
- (2) Auction marts (indoor)
- (3) Automobile service stations, car washes;
- (4) Bowling alleys, pool halls, arcades and similar entertainment centres;
- (5) Bus depots, taxi stands;
- (6) Business, administrative, professional and government offices;
- (7) Eating and drinking establishments, including take-out but not drive-in restaurants;
- (8) Financial institutions;
- (9) Hotels and motels;
- (10) Laboratories and film processing establishments;
- (11) Laundromats and dry cleaning establishments;
- (12) Light equipment rentals, sales and associated service facilities;
- (13) Medical and dental clinics, and veterinarian services;
- (14) Personal service uses;
- (15) Plumbing, heating and upholstery shops;
- (16) Post offices;
- (17) Printing and publishing establishments;
- (18) Retail stores and shops;
- (19) Shopping centres;
- (20) Small appliance and business equipment sales and service facilities;
- (21) Theatres (indoor) and studios;
- (22) Vehicle rental, sales and associated service facilities;
- (23) Churches and church halls;
- (24) Community halls;
- (25) Clubs, lodges and fraternal organizations;
- (26) Hospitals and other public health care facilities;
- (27) Libraries, art galleries, museums and similar cultural facilities;
- (28) Municipally operated parking lots and structures;
- (29) Public and private day schools;
- (30) Public service uses;
- (31) Arenas, rinks, swimming pools, tennis courts, bowling greens, playing fields; and similar open or enclosed active recreational areas and facilities;
- (32) One or more residential dwelling units located in combination with a permitted non-residential use provided that:
 - (a) the dwelling(s) is (are) within the same building as the non-residential use;
 - (b) the entrance to the dwelling(s) is (are) separate from that of the non-residential use;
 - (c) the minimum floor area is 50 square metres (540 sq.ft.) per dwelling;
 - (d) if the residential use(s) is (are) located on a lot with frontage on Highway No. 3 between Wellington and Deadwood Streets and the dwelling unit(s) shall be located either above or behind a non-residential use;
- (33) Accessory buildings or structures.

405.3 Minimum Lot Area

The minimum area for a lot provided with both community water and sewer services shall be 230 square metres (2,500 sq.ft.).

405.4 Density

A minimum site area of 100 square metres (1,100 sq.ft.) shall be required for every dwelling unit located on the lot.

405.5 Setbacks

- (1) There shall be no minimum required setback for buildings or structures from the front lot line or from any interior or exterior side lot line.
- (2) The minimum required setback for buildings and structures from a rear lot line shall be 6 metres (20 feet) except that an accessory building may be located within 1.5 metres (5 feet) of a rear lot line.
- (3) Gas pumps for an automobile service station or similar use shall be set back a minimum of 4.5 metres (14.7 feet) from any lot line.

405.6 Lot Coverage

Buildings and structures together shall not cover more than 75 percent of the gross lot area.

405.7 Height

The maximum permitted height shall be as follows:

- (a) Principal Buildings - 15 metres (50 feet);
- (b) Accessory Buildings - 4.5 metres (15 feet);

405.8 Parking and Loading

Parking and Loading shall be in accordance with the provisions of Sections 309, 310 and 311 of this Bylaw.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BUILDING INSPECTION DEPARTMENT

STOP WORK ORDER

YOU ARE HEREBY ORDERED TO CEASE
WORK ON THIS SITE IMMEDIATELY

Address:

FOR THE FOLLOWING REASONS:

*Alterations to Existing Building Without a
Valid Building Permit.*

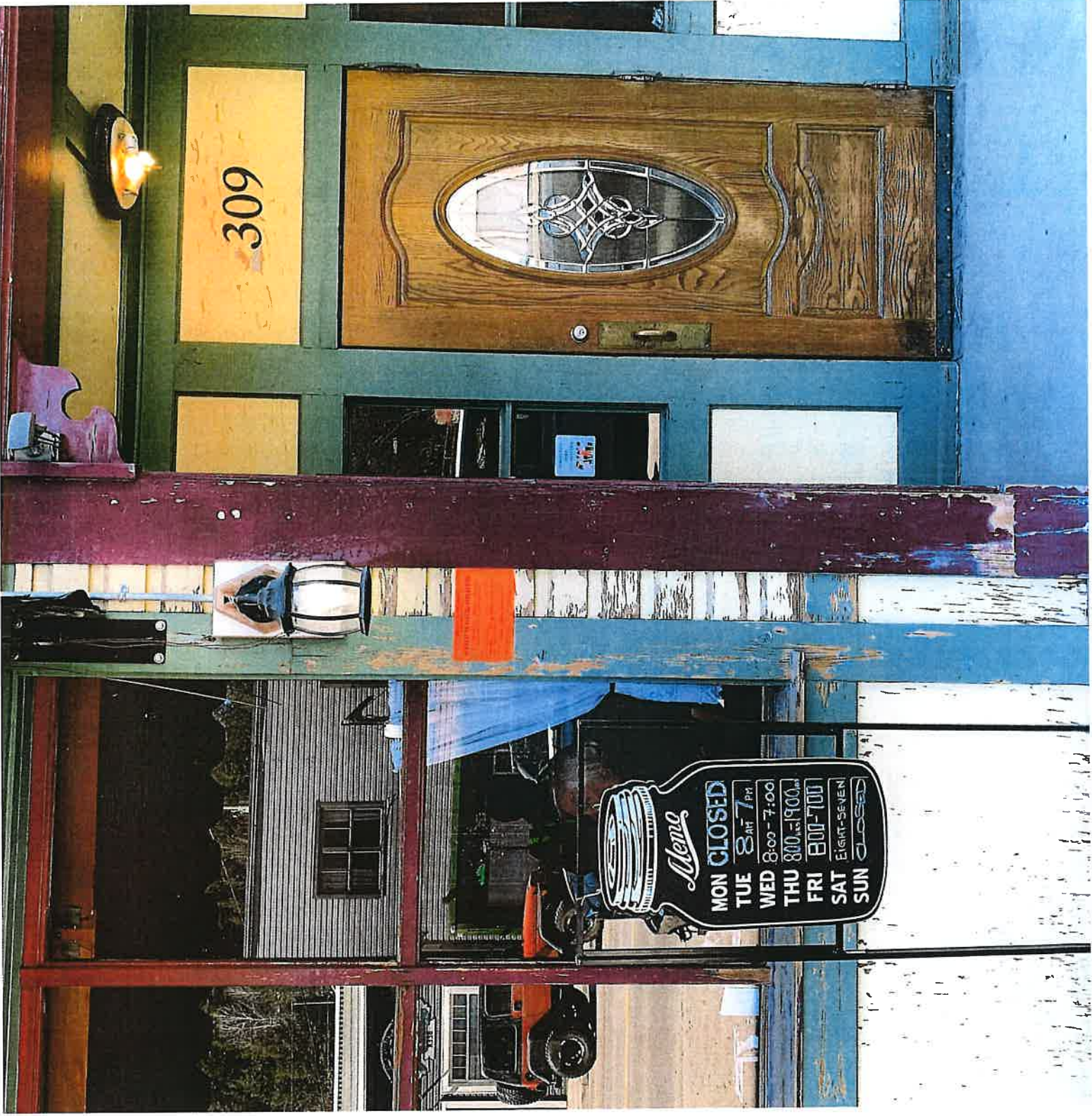
THIS CARD ONLY TO BE REMOVED BY BUILDING OFFICIAL

March 30 / 2023

DATE

R Silva

BUILDING'S PLACING OFFICIAL



309

Alema
MON CLOSED
TUE 8 AM - 7 PM
WED 8:00 - 7:00
THU 8:00 - 19:00
FRI 8:00 - 7:00
SAT EIGHT-SEVEN
SUN CLOSED



GREENWOOD HERITAGE SOCIETY
Museum, Archives & Visitor Centre
214 S. Copper Ave.
Box 399
Greenwood, BC
V0H 1J0
Tel/Fax: (250) 445-6355
E-Mail: museum@shaw.ca
Website: www.greenwoodmuseum.com

August 19, 2024

The Corporation of the City of Greenwood
Box 129
Greenwood, BC
V0H 1J0

Attention: Mayor Bolt & Greenwood City Councillors

Dear Mayor Bolt & Councillors:

RE: Greenwood Heritage Society annual grant-in aid.

We are requesting our annual grant-in-aid in the amount of \$10,000 which was granted to our organization last year.

We have continued to be successful with two grants for summer students and rehired two local high school students we had last year. We have also rehired the same Visitor Counsellor/Museum Attendant that we had last year for a period of six months. This situation is seasonal until we can secure additional funding to create a more permanent position.

Our dedicated volunteers continue to work year-round attending to the day to day operations of the organization, researching genealogy requests, cataloguing artifacts and photographs, changing exhibits and ensuring proper maintenance of the facility.

You will be pleased to note we receive many compliments on our museum. People often say "this is the best small museum we have ever seen".

Thank you for your consideration of a grant-in-aid.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Doreen MacLean".

Doreen MacLean
President
Encl.

The Corporation of the City of Greenwood

Policy - Grant in Aid

- 1.) DATE: August 20, 2024
- 2.) NAME OF GROUP: GREENWOOD HERITAGE SOCIETY
- 3.) MAILING ADDRESS: BOX 399, GREENWOOD, BC V0H 1J0
- 4.) CIVIC ADDRESS: 214 S. COPPER
- 5.) LEGAL DESCRIPTION: PARCEL A, BIK. 14, PLAN KAP21, DIST. LOT 597
- 6.) TAX FOLIO #: 00101.025 TAX YEAR: 2024
- 7.) CONTACT PERSON: DOREEN MACLEAN
- 8.) PHONE #: 250-445-6355
- 9.) LIST OF EXECUTIVE MEMBERS DOREEN MACLEAN, REG GOSLING,
COLLEEN LANG, CLARE FOLVIK
- 10.) GROUPS AIMS AND OBJECTIVES: The purpose of the Greenwood Heritage Society is to collect, preserve and exhibit artifacts of historical, educational and cultural value associated with the City of Greenwood, Ehalt, Phoenix and other areas of the West Boundary.
- 11.) OUTLINE SERVICES PROVIDED TO OUR COMMUNITY: Repository for City's Archival records.
Repository for Community clubs & organizations' records.
Repository for Community businesses, citizens & area funds.
Photo collections. Artifacts, Archival & Japanese-Canadian databases.
Public washrooms. Visitor Centre - welcome centre for visitors.
- 12.) OUTLINE DETAILS OF EFFORTS MADE BY YOUR ORGANIZATION TO WORK TOWARDS SELF-SUFFICIENCY: Our revenue comes from gift shop sales, museum admissions, membership fees, donations, advertising space rentals, photo re-productions, an endowment fund with the Vancouver Foundation, fee for service from Destination BC for our Visitor Centre.
- 13.) IS THE FUNCTION OF YOUR ORGANIZATION:
 - A. REGIONAL IN NATURE ✓
 - B. TO SERVE THE GREENWOOD AND AREA ✓
 - C. TO SERVE THE GREENWOOD AREA ONLY _____
- 14.) HAS YOUR GROUP RECEIVED GRANTS AND /OR TAX EXEMPTIONS FROM THE City in the past two (2) years? ✓ amount of grant/tax exemption \$10,000.00 / \$4,215.00
- 15.) HAS YOUR GROUP EVER RECEIVED SUPPORT IN ANY FORM FROM THE City of Greenwood (grant in aid, services in kind, free use of facilities etc.) annual grant in-aid; in-kind-snow plowing of our parking lot;

16) HAS YOUR GROUP RECEIVED GRANTS FROM OTHER SENIOR GOVERNMENTS

(FEDERAL/PROVINCIAL) LOCAL GOVERNMENT, CROWN AGENCIES, REGIONAL DISTRICTS, ETC.

NAME OF CONTRIBUTOR: DESTINATION BC - VISITOR CENTRE

YEAR: 2024

AMOUNT RECEIVED: \$ 15,000.00

\$ 3,750.00 pro-rated for 2025 because of an annual year-end change of date.

NAME OF CONTRIBUTOR: YOUNG CANADA WORKS - CMA

YEAR: 2024

AMOUNT RECEIVED Approved: \$ 5,257.06

1- summer student

NAME OF CONTRIBUTOR: CANADA SUMMER JOBS

YEAR: 2024

AMOUNT ~~RECEIVED~~ Approved: \$ 6,929.00

NAME OF CONTRIBUTOR: THE GREENWOOD IMPROVEMENT SOCIETY

YEAR: 2024

AMOUNT RECEIVED: \$ 1,265.55

17) APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING INFORMATION:

A THE GROUPS MOST RECENT FINANCIAL STATEMENT

Please forward application to: THE CITY OF GREENWOOD
PO BOX 129
202 GOVERNMENT AVE. S.
GREENWOOD, BC
V0H 1J0

Attach any additional information, which would assist in the evaluation of your request for Grant in Aid.

ON BEHALF OF THE GROUP, I/WE HEREBY DECLARE THAT ALL THE INFORMATION PRESENTED AND/OR PROVIDED WITH THIS APPLICATION IS TRUE & CORRECT.

Dated at the City of Greenwood, in the Province of British Columbia, the 20 day of August, 2024

Signature: Doreen Maclean

Name: DOREEN MACLEAN

Position: PRESIDENT

Address: Box 399, GREENWOOD, BC V0H 1J0

Phone#: 250-445-6355

**Greenwood Heritage Society
Balance Sheet As at 30/04/2024**

ASSET

CURRENT ASSETS

Heritage Credit Union		41,629.64
Heritage Credit Union Share Ac		26.55
T-Bill Savings - building upgrades	56,809.65	
Petty Cash	181.40	
Investments held by Van. Found...	25,000.00	
TOTAL CURRENT ASSETS		<u>81,991.05</u>
Total Current Assets		<u>123,647.24</u>

FIXED ASSETS

Equipment	18,908.08	
Inkind donated Artifacts (see not...	223,800.00	
TOTAL FIXED ASSETS		<u>242,708.08</u>

ASSET TOTAL 242,708.08

TOTAL ASSET 366,355.32

LIABILITY

LIABILITIES

PST Payable		7.25
GST Paid on Purchases	5.26	
GST Total		<u>5.26</u>

LIABILITY TOTAL 12.51

TOTAL LIABILITY 12.51

EQUITY

EQUITY

Inkind Donated Artifacts (see note)		223,800.00
Retained Earnings		137,033.16
Current Earnings		5,509.65
EQUITY TOTAL		<u>366,342.81</u>

TOTAL EQUITY 366,342.81

LIABILITIES AND EQUITY 366,355.32

*Clare Ferlinch
Treasurer*

*Sharon Mackean
President*

Greenwood Heritage Society
Income Statement 01/05/2023 to 30/04/2024

REVENUE

REVENUE

Canada Summer Jobs	5,198.34
Young Canada Works	4,882.54
Interest Earned	1,445.87
Advertising	240.00
Admission	11,202.65
Books and Postcards	3,517.40
Donations	2,026.45
Rock Sales	1,815.25
BC Tourism Funding	18,750.00
Grant-in-aid - City of Greenwood	10,000.00
RDKB Grant	5,000.00
General Revenue	3,363.13
Gift Shop	4,035.70
Membership fees	190.00
Memorial fund donations (tax rcpt)	100.00
Gifted Tax Receipts	300.00
Map Sales	276.05
W. Boundary Community Forest ...	2,500.00
REVENUE TOTAL	74,843.38

TOTAL REVENUE

74,843.38

EXPENSE

EXPENSE

Bank Charges	129.20
Display Costs	2,518.17
Clover Debit Machine	581.32
Tourism	85.87
80th Reunion Grant Expenses	1,940.15
Advertising	34.85
Computers_Repair & Maintenance	754.82
Archival Research	250.30
Archival Materials	134.41
Conference Costs	506.03
Fuel	20.00
Gift Shop	2,246.03
Books / Maps	1,224.52
GST Expenses	446.37
Insurance	4,262.00
Internet Costs	1,158.14
Repairs & Maintenance	778.13
Membership Expenses	312.00
Memorial costs	44.94
Office Supplies	713.72
Office Equipment	353.46
Postage & Courier	131.26
Photocopies	553.61
Registration Due	40.00
Signage	2,695.23
Sundry Expenses	1,480.66
Telephone	635.40
Utilities & Gas	3,800.82
Wages	39,124.80
E I Expense	891.64
CPP Expense	1,361.11
WCB Expense	124.77
EXPENSE TOTAL	69,333.73

TOTAL EXPENSE

69,333.73

NET INCOME

5,509.65

Chris Feolink
Treasurer

Aileen Maclean
President

Official Donation Receipt for Income Tax Purposes

Receipt # 001

Greenwood Heritage Society
214 S. Copper Ave.
PO Box 399
Greenwood, BC V0H 1J0

Date Nov. 5, 2019
Issued in Greenwood, BC

Charitable registration #: 10745-1569-RR0001

Donated by MR. JOHN BARASKO

Address 575 SAVILLE CRES., NORTH VANCOUVER, BC V7N 3A9

Amount \$52,200.00

Value of Advantage to N/A Eligible Amount of Gift N/A

(Cash/Fair Market Value of Property) (Line A Minus Line B) C

Description of Property Received FMV - \$223,800.00 Historical Geophysical & Geodermical INSTRUMENTATION

Fair Market Value Appraised by STD VISSER, P. GEO.

Address of Appraiser 1966 95A AVE., DELTA, BC V4C 3W2

Description of Advantage N/A


Canada Revenue Agency - canada.ca/charities/giving

Signature [Signature]
Title SECRETARY

See donation agreement June 17, 2019
cession # GWM-019-007.001

BUDGET	
Greenwood Heritage Society	
Projected Revenues & Expenses	
May 1, 2024- April 30, 2025	
REVENUES	GENERAL FUND
Municipal Grant-in Aid	\$ 10,000.00
BC Tourism Funding	15,000.00
Donations Cash	1,000.00
Membership Fees	230.00
Memorial Fund Donations	150.00
Gifted Tax Receipts	650.00
TGIS-grant	1,265.00
RDKB-grant	5,000.00
Young Canada Works Funds	5,257.00
Canada Summer Jobs	6,929.00
Admission	8,200.00
Books and Postcard Sales	3,500.00
Rock Sales	1,800.00
Gift Shop	4,000.00
Map Sales	100.00
Interest Earned	1,500.00
REVENUE TOTAL	\$ 64,581.00
EXPENSES	GENERAL FUND
Ancestry Genealogy share site	\$ 228.00
Bank Charges	125.00
Display Costs - Electrical	500.00
Display Costs	500.00
Clover Debit Machine	400.00
Advertising	200.00
Archival Supplies	842.00
Computer Repair / Maintenance	805.00
Conference - Destination BC	750.00
Gift Shop	2,800.00
Books / Postcards	3,200.00
PST expenses	500.00
Insurance	4,262.00

Accounting	50.00
Repairs and Maintenance	10,000.00
Outdoor Landscaping / sprinkler system	1,290.00
Membership Expenses	275.00
Memorial costs	-
Office Supplies	1,000.00
Office Equipment	6,000.00
Postage & Courier	100.00
Photocopies	800.00
Security - Annual fire / alarm inspection	725.00
Society annual dues	40.00
Sundry Expenses	1,000.00
Telephone/Internet	1,911.00
Utilities & Gas	4,000.00
Wages Summer Students	2,506.00
Curator Wages & Merchs	20,000.00
TOTAL EXPENSES	\$ 64,581.00

	POLICY TITLE: City of Greenwood Procurement Policy	POLICY NO: 2024-10
	AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Administration
	EFFECTIVE DATE: September 23, 2024	MOTION:
	SUPERSEDES:	

1. Purpose

The City of Greenwood (the “City”), in the performance of its duties and responsibilities, must engage in the Procurement of Goods and Services (including Construction). The purpose of this Policy is to ensure understanding and adherence to the principles, procedures, roles and responsibilities for the City’s procurement activities.

The principles and procedures in this Policy outline the authorization and competition requirements for the procurement of Goods and Services, including but not limited to, Capital Consulting and Construction Services. The City is committed to creating and maintaining a high level of confidence in its procurement of goods and services by ensuring integrity, transparency, accountability, efficiency and consistency in its procurement activities.

All employees of the City are expected to adhere to *Procurement Policy* while maintaining a high standard of honest and open communication to ensure that all suppliers are given fair and equal access to do business with the City of Greenwood.

2. Scope and Authority to Implement

The City of Greenwood is a municipal public sector entity that through this Policy is acting within its authority under the *Community Charter* and *Local Government Act*. This Policy is in alignment with, and adheres to the following applicable legislation and agreements:

- Canadian Free Trade Agreement (CFTA).
- Comprehensive Economic and Trade Agreement (CETA).
- Freedom of Information and Protection of Privacy Act (FOIPPA).
- New West Partnership Trade Agreement (NWPTA).

The Corporate Officer (CO) and Chief Administrative Officer (CAO) are authorized by City Council to implement this Policy. This Policy applies to all employees involved in the procurement of goods and services for use by the City.

3. Policy

3.1 General Principles

The City is committed to consistent ethical management in all its procurement and contracting activities and will abide by all applicable legislation under the following principles:

a) Open and Fair Competition

The City will acquire goods and services through a fair, open, transparent and competitive process that balances the interests of the taxpayer with the fair and equitable treatment of suppliers. Competitive processes followed will be in accordance with legislative and trade agreement requirements.

The City promotes Bidding Opportunities on the City website and/or social media, at a minimum, to encourage competition, to give all businesses equal opportunity to compete for larger contracts, and to achieve best value. The City utilizes internal policy processes with audit capabilities to facilitate the bidding process. The City may also post Bidding Opportunities to external third-party sites, at the City’s discretion or where required by trade agreements.

The City does not discriminate or exercise preferential treatment and will ensure that procurement processes are objective and that all Bid Respondents are treated in the same manner and given equal consideration. The City will strive to ensure that Suppliers have fair and equal access to information. Any information made available to a potential Supplier that may influence a response to a Procurement process will be made available to all interested Suppliers.

b) Bidder/Respondent Complaints

Complaints (including disputes) by a bidder/respondent or any other member of the public regarding a procurement process, or the results of a procurement process conducted by the City shall, in the first instance, be directed to the Chief Administrative Officer (CAO).

The complaint must be submitted in writing to the Chief Administrative Officer (CAO) within ten (10) days after the day on which the Complainant first knew, or reasonably should have known, of the issue to which the complaint relates. The written request must identify the summary of the complaint. If the complaint is received after the ten (10) daytime period, the complaint may or may not be addressed, at the City's sole discretion.

If the complaint is received within the ten (10) daytime period, the City shall review the complaint and consult with the Complainant within twenty (20) days following receipt of the complaint. The City's decision at the conclusion of the consultation process will be final, with respect to any further actions required by the City under this procedure. All consultations between the parties shall be without prejudice to the rights of the parties in any further proceedings.

c) Supplier Dispute Resolution

Competitive bidding documents used in procurement processes under Public Competition shall state that when appropriate, disputes between the Supplier and the City will be decided by mediation or arbitration, should the parties agree to that method. Contracts shall propose that arbitration is conducted pursuant to the *Commercial Arbitration Act (British Columbia)*.

d) Best Value Considerations

The City encourages the consideration of overall cost in the procurement of goods and services, including, but not limited to acquisition cost, operating costs, life cycle costing, salvage value, availability, serviceability and delivery. The City will consider and evaluate the relevance of price and non-price factors before starting a competitive process. This may include:

- i. Accessibility and inclusion
- ii. Delivery, deliverables, and performance commitments
- iii. Economic sustainability
- iv. Encouragement of diverse suppliers
- v. Environmental sustainability
- vi. Public Policy benefits as elements in the proposal and evaluation process
- vii. Risk management, including safety practices and history
- viii. Social sustainability
- ix. Supplier experience, performance history and demonstrated ability to successfully perform, including service and support capacity
- x. Quality of the goods and / or services
- xi. Total cost of Ownership, which may consider factors such as:
 - Administration and contract management costs
 - Costs of delay or performance failures
 - Cost of additional features, enhancements and upgrade limitations associated with proprietary or patent rights or constraints
 - Disposal and remediation costs.
 - Extensions, change orders, total cost change and cost escalation
 - Legal or technical costs

- Licensing costs
- Lifecycle costing
- Purchase or contract total cost
- Regular and ongoing maintenance
- Shipping and packaging
- Transition and training costs
- Warranty, parts and / or repair

e) Sustainability Considerations

The City's procurement activities will be conducted with consideration of economic, environmental and social sustainability where appropriate. City should consider the inclusion of these evaluation criteria which reflect these factors where applicable. These factors shall be balanced with considerations such as cost and quality and may include:

- i. Prioritizing goods and services that represent a non-carbon alternative, are carbon neutral or that minimize greenhouse gas emissions contributing to reducing the carbon footprint of the City.
- ii. Prioritizing goods and services that consider climate adaptation and resilience.
- iii. Prioritizing reusable, recycled, or zero waste products, when possible.
- iv. Purchasing recyclable, durable, and long-lasting products.
- v. Purchasing products with increased energy and resource efficiency wherever possible, such as equipment that complies with energy efficiency guidelines and recommendations.
- vi. Purchasing products, including cleaning supplies and chemicals, that minimize exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants which may adversely impact air quality, health, building finishes and systems, and the environment.
- vii. Stating a preference for minimal and recyclable packaging.

f) Relationship to Suppliers and Conflict of Interest with Suppliers

Conflicts of interest may occur when a City employee or Council member has a direct or indirect relationship with a supplier or potential supplier through financial, family related, or other beneficial interest. In accordance with the City's general principles on ethical conduct, the *Personal and Confidential Information Policy 2024-05* and *Responsible Conduct Guiding Principles Policy 2024-02* the following shall apply to all procurement processes:

- i. City employees shall exercise caution when there is a real, perceived, or potential conflict of interest with a supplier or potential supplier;
- ii. City employees involved in a procurement process, either directly or indirectly, must notify the Chief Administrative Officer (CAO) of any real, perceived, or potential conflict of interest;
- iii. If a City employee or council member has a real, perceived or potential conflict of interest:
 - Measures shall be taken to ensure that the employee or council member with the conflict does not have any influence whatsoever over the procurement process and/or contract decision; and
 - Suppliers to which a City employee or council member has a conflict of interest will only be selected to provide goods or services if they are selected based on a transparent evaluation from a competitive procurement process, as per **Appendix B**.

- g) Suppliers Acting in Good Faith
 The City may choose to exclude or refuse doing business with Suppliers who do not possess the legal and financial capacities or commercial and technical abilities to undertake the relevant procurement. The City may disqualify Suppliers who have demonstrated poor past performance through significant or persistent deficiencies in performance of any substantive requirement or obligation under a prior contract or contracts, or who have made false or misleading declarations.
 The City may choose to exclude or refuse doing business with Suppliers who have entered litigation with the City. The City may reject Suppliers based on professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the Supplier or final judgments in respect of serious crimes or other serious offences.
- h) Open Communication and Debriefing
 The City will provide Respondents with feedback on bids and proposals including those that are unsuccessful upon request. Open procurement award results will be posted to the City website.
- i) Confidential Information
 Release of information is subject to FOIPPA legislation. City employees will not release any information made available as an employee that is not otherwise available to the public on request. Any information made available to a potential supplier which may influence other suppliers' responses must be made available to all potential suppliers.
 Information about budget and cost estimates, pricing or costing of competing suppliers, names of suppliers prior to award and any other information which may create an unfair advantage will remain confidential and will not be released by City employees to the public or a potential supplier. All information provided by a potential supplier during the procurement process shall remain confidential pending bid analysis and award.
- j) Gifts and Gratuities
 City employees will not place themselves in a position of obligation or appearance of obligation by soliciting or accepting gifts, discounts, hospitality or tips from suppliers or potential suppliers.

3.2 Procurement Process Requirements

- a) Authority to Spend
 Procurement initiations, processes and award values must be within the Approved Budget and are to be requested by staff consistent with:
 - i. **Appendix A1** – Standard Delegated Authority
 - ii. **Appendix A2** – Non-Standard Delegated Authority
- b) Cost Value
 Procurement values should be based on maximum cost estimates, considering the entire potential value of the contract including all future years, options, and extensions.
 City employees should base the value of the procurement on reasonable estimates and procurements should not be split or separated into parts with the intention of avoiding process requirements.
- c) Methodology
 Reasonable and adequate procedures ensure fairness for a level of competition, commensurate with the type of procurement considering price, requirements, available competition, risk and complexity of terms and conditions. The cost and time associated ideally should be proportionate to the benefit gained. The processes and methods of Procurement Services are based on the dollar value, context, nature, and risks associated with using a competitive process.
- d) Specifications or Scope of Work
 Requirements or processes that are developed for use in a procurement process should:
 - i. Be clear and defined when subjects allow, to enable prospective bidders an informed basis on which to submit their bids.
 - ii. Be sufficiently broad to allow for creative solutions by respondents when applicable.

- iii. Be realistic and consider long term right sizing for the intended use.
- iv. Include sufficient details on evaluation criteria, weightings and evaluators to be used in procurements to optimize 'best value' outcomes.
- v. Consider all other elements of this policy

Note: Contract terms and conditions will be determined by the Chief Administrative Officer (CAO) in consultation with the Corporate Officer (CO).

e) Contract Management and Monitoring

The City's Corporate Officer (CO) must be identified for all ongoing contracts and agreements. The City's CO should ensure that the Contracted Provider meets the requirements of the contract and that performance issues are documented and addressed in a timely manner. The CO is responsible to ensure that any remuneration invoiced meets the contract stated amounts. The Chief Administrative Officer (CAO) is to be notified of any performance or invoicing issues of note.

f) Bonding

Type and level of bonding is assessed as part of the procurement process or contract. The Chief Administrative Officer (CAO) shall make the final determination on bonding.

Guidance to be provided by the most recent Municipal Insurance Agency of British Columbia (MIABC) Minimum Insurance Requirements for Contracts and / or external legal counsel. Bonding equivalent may be accepted as a Legal Bond, Cash, Certified Cheque or Irrevocable Letter of Credit, as determined by the Chief Administrative Officer (CAO).

g) Insurance

Liability, indemnity and insurance terms in contracts should be considered carefully based on the value, nature and risk of the goods/services being procured. All contractors working on City property must have valid insurance with the City of Greenwood (or other relevant parties) as additional insured and cross liability coverage on file with the City. Advice on insurance can be obtained from MIABC or the City's Insurance provider.

h) Occupational Safety Consideration

City employees must ensure that all directions and instructions given to suppliers are compliant with the requirements of the *Workers Compensation Act* and *Occupational Health & Safety Regulations*. It is advisable that City staff obtain documentation attesting that the supplier's WorkSafe BC account is in "active and in good standing" status.

i) Business Documentation

Suppliers may be required to provide various forms of business documentation and/ or certifications as part of the procurement or contractual process. These requirements and timeline for provision will typically be listed in bidding documents.

j) Procurement Process Types

The following procurement types are collectively referred to as RFX's.

- i. Expression of Interest (EOI)
- ii. Invitation to Tender (ITT)
- iii. Notice of Intent (NOI)
- iv. Pre-Qualifications
- v. Request for Quote (RFQ - Low Bid)
- vi. Request for Quote (REQ - High Score - Best Value)
- vii. Request for Proposal (RFP)
- viii. Request for Information (RFI)
- ix. Request for Suppliers Qualifications (RFSQ)

k) Construction Project Delivery Methods

- i. Construction Manager at Risk (CMAR)
- ii. Design Bid Build (DBB)

- iii. Design Build
- iv. Integrated Project Delivery (IPD)
- v. Progressive Design Build (PDB)

l) Posting of Opportunities

For public sector procurement processes for RFx's, the bidding opportunity should be open for responses for durations as follows:

- i. Under \$25,000 – minimum 7 days
- ii. Between \$25,001 and \$75,000 – 10 to 25 days (depending on complexity)
- iii. Over \$75,000 for goods – minimum 25 days as required by CETA
- iv. Over \$200,000 for construction – minimum 25 days as required by CETA

“Days” are considered to be calendar.

- Under \$75,000 bidding opportunity duration is determined by this policy.
- Above \$75,000 bidding opportunity duration is determined by Trade Treaties

m) Posting of Awards

- For open competition processes, at a minimum, the opportunity must be advertised on www.greenwoodcity.com
- For additional exposure, opportunities may also be posted to <https://www.civicinfo.bc.ca/bids> or other websites deemed relevant to the subject.
- Advertising in local newspapers or websites is at the discretion of the Chief Administrative Officer (CAO).

3.3 Delegated Purchasing Authority

All goods and services are to be acquired in accordance with this policy and shall be within Council approved budget unless authorized on an exception basis by the CAO.

Designated Employees undertaking purchasing activities must have formal authorization to do so from the City exempt staff member they report to. Employees may delegate their authorities to an individual that is temporarily performing their role in an acting capacity.

a) Standard Procurements and Invoice Approvals

Appendix A1 identifies the authority approval thresholds that also apply for staff approvals for Purchase Requisitions, Purchase Orders, Contract Amendments, and Invoice Authorizations.

b) Purchase Card Authority

The considerations, application and management of Purchase Cards shall be completed under the authority of the Chief Administrative Officer (CAO).

i. Alcohol Purchases

Designated employee(s) have authorization to purchase alcohol directly from Brewers Distributor Ltd. (BDL) and / or licensed liquor or wine stores. These purchases are specifically for City organized special occasion liquor permits. Payment will be processed through a controlled automatic debit from the City account managed by Finance or designated employee's Purchase Card.

c) Direct Purchase Authority

Appendix A1 identifies that any Delegated Authority may authorize a Direct Purchase up to a value of \$500.00 (inclusive of applicable taxes, surcharges and freight). Unless the benefit is derived from Purchase Order issuance, these purchases will be paid via Direct Pay method or Purchase Card.

d) Non-Standard Procurements and Direct Awards

In some circumstances and subject to appropriate approvals, the requirement for an open competition may be waived.

Direct Awards approved by the Chief Administrative Officer (CAO) must document the rationale on a Direct Award Form informed by the below:

- i. **Appendix A2 – Non-Standard Delegated Authority Approval Limits**

ii. **Appendix C** – Exemptions

Direct Awards valued above \$75,000 that are not Construction related must be covered by an allowable exception, exemption, or non-application clause in a governing trade agreement and the applicability of the clause must be formally established.

Employees are encouraged to review **Appendix C** of this policy in advance, then contact the Chief Administrative Officer (CAO) to examine and approve the application of any allowable exceptions prior to initiating the Direct Award approval process.

The CAO or their Designated Employee has the authority to waive the Procurement Policy where public safety, property and/or infrastructure are at risk. The financial plan is to then be updated as soon as possible to include the expenditure.

e) Notice of Intent

Direct Award procurements valued at \$75,000 or more will require a Notice of Intent (NOI) to be posted electronically on the City's website for a period of fourteen (14) calendar days. The Notice of Intent is not required if the procurement is for an emergency, is trade treaty exempt, or allowable via a compliant Buying Group procurement.

f) Buying Groups

Broader Public Sector organizations like the City of Greenwood can sometimes access and participate in trade treaty compliant Buying Groups. This can provide advantages in reducing procurement process costs, lever preferred pricing or access professionally vetted expertise. A 'Buying Group' is generally understood as a group of two or more members that combines the purchasing requirements and activities of the members of the group into one joint procurement process.

The City of Greenwood participates in Buying Groups whose members are municipalities, public sector entities or registered non-profits. City of Greenwood participation in some or all these groups is posted annually to the City's website.

3.4 Bid Solicitation Process

The Chief Administrative Officer (CAO) or Designated Employee will decide which procurement bid type is appropriate for each request. Corporate Officer (CO) will manage the formal solicitation process through to award and contract execution where applicable.

Standard City template bid documents for the process types as described in *Section 3.2 j)* will be used for solicitations. These documents have been developed to mitigate risk exposure and navigate competitive bidding law requirements. The procurement process provides consistency and will cause consideration and / or contemplation for the following:

- i. Conflict of Interest Declaration
- ii. Contract Term and Extensions
- iii. Cost Considerations
- iv. Deliverables
- v. Evaluation Criteria
- vi. Insurance and Bond Requirements
- vii. Market Conditions
- viii. Material Disclosure
- ix. Prime Contractor Assignment
- x. Supplier Availability
- xi. Terms and Conditions

Refer to the most recent MIABC matrix for Insurance, Bonding and Risk considerations, available through the Procurement.

3.5 Pre-Qualification Process

a) Pre-Qualifications as listed on City website

For establishing a pre-qualified list of Contractors and Trades to create an active call list for City departments to use if, as and when required. Pre-Qualification assists in establishing eligibility for small civil projects and hired services. Procurement Services will accept Pre-qualification registration forms throughout the year.

The Corporate Officer (CO) will maintain a list of information including rates, equipment, experience and other required documents.

b) Capital Consulting Services

For establishing a pre-qualified list of Professional Consultants to create an active call list for City departments to use if, as and when required. Consultants can apply and be added to the shortlist in January of each year, provided the submission meets all the requirements and scores appropriately relative to other submissions.

The City reserves the right to alter the shortlist should any change of ownership, significant staff changes, unacceptable level of service, lack of subsequent submissions, as determined by the City through performance evaluations, or for any other reason which might alter a consultant's qualifications. Consultants on the shortlist will be selected for specific assignments through one of three ways.

- i. Direct Award based primarily on suitability, capacity and timelines.
- ii. Request for Quote inviting usually two to three shortlisted consultants.
- iii. Request for Proposal inviting three or more consultants.

The selection process will depend on the scope, complexity, and estimated value of the assignment. Top ranked respondents may be short-listed to participate in a potential direct award and / or invitational second stage competitive process for the procurement of the deliverables.

3.6 Bid Evaluation Process

The evaluation team will consist of *the Chief Administrative Officer, Corporate Officer, PW Foreman or Fire Chief (if applicable) and (1) one Council member (as appointed annually, in January of each year, at a Regular Meeting)*. Procurement Services will be the main point of contact between the City and the bidders and will manage the process including safeguarding confidential bids, confirming bid compliance, ensuring evaluation was performed with due diligence and in a timely manner, identifying potential gaps that need to be rectified, confirming accuracy of score, conducting consensus scoring sessions and providing bidder debrief upon bidder request.

3.7 Award and Contracting Process

a) Annual Contract Terms & Extensions

Contract terms will vary in length dependent of the service requirements and capital outlay required of the Contractor. The Chief Administrative Officer (CAO), in consultation with the Corporate Officer (CO) shall determine the appropriate contract term and maximum number of extension options. The contract period will vary in length depending on factors, including the service requirements, seasonality, complexity, market conditions and cost of switching suppliers.

If the contract carries provisions for an extension the City may extend the contract or supplier agreement. The decision may be based on the supplier's performance, acceptability of new pricing, the need to revise terms and conditions, or any other factors that the City may consider relevant.

City Contract terms shall not exceed the term identified in the bid process and shall not exceed ten (10) years in total without advisement to Council. Advisement will occur before proceeding with the competitive bidding process and come from the Chief Administrative Officer (CAO).

b) On-Going Professional Services

Where professional services are to be retained on a long-term ongoing basis, a review will be undertaken every seven (7) to ten (10) years. These services will be considered and evaluated if appropriate to be bid on in an open procurement bid process. Other specialized professionals may be

engaged for specialized services approved by **Appendix A1**. Some of the services include, but are not limited to:

- i. Auditing Services
- ii. Banking Services
- iii. Employee Benefit Plan
- iv. Insurance Services
- v. Engineering Services

3.8 Asset Investment Recovery

All excess, surplus, obsolete or other salvageable goods or equipment shall only be disposed of through the Chief Administrative Officer (CAO). Working with the Corporate Officer (CO), surplus will be disposed of in accordance with the City's *Disposal of Surplus Assets Policy 2024-11* by one of the following methods:

- i. Re-use by the City
- ii. Trade-ins: where the surplus equipment is included in a competitive process for the procurement of new equipment, as part of a trade-in arrangement
- iii. Public auction, e.g.: BC Auction, City website, other websites or auctioneers
- iv. Sale to other municipalities, governments or agencies
- v. Scrap metal dealer
- vi. Donate to non-profit organizations
- vii. Landfill disposal for items deemed of no value / waste

3.9 Record Keeping

The City shall maintain records of its procurement processes, to support:

- i. Audits of procurement practices;
- ii. Any required release of information under FOIPPA; and
- iii. Debriefs to participants of bidding process as required under CFTA and CETA.

3.10 Roles & Responsibilities

The Chief Administrative Officer (CAO) or their Delegated Authority is responsible for the administration and interpretation of this City Policy.

a) Chief Administrative Officer

- i. Delegate authority to develop and implement applicable procedures with Corporate Officer;
- ii. Observe the overall delegated authority limits with respect to procurement;
- iii. Review and authorize Direct Award requests; and
- iv. Execute formal contracts.

b) Corporate Officer

- i. Approve the City's procurement procedures;
- ii. Support procurement and contracting activities throughout the organization to ensure they follow this policy and applicable procedures; and
- iii. Ensure the procurement procedures are reviewed by Chief Administrative Officer (CAO) as required;
- iv. Assist Direct Award requests; and
- v. Execute formal contracts.

c) Public Works Foreman & Fire Chief

- i. Ensure departmental procurement and contract activities are carried out under this policy and applicable procedures;

- ii. Ensure budget funds are available within the department for procurement requests;
- iii. Request Council's approval for all expenditures not included in a budget unless an emergency situation exists;
- iv. Ensure employees within their department who are involved in purchase activities are adequately trained to carry out the processes in accordance with this policy and procedures;
- v. Consider potential risks associated with procurement activities and consult with Procurement Services; and
- vi. Ensure that Contractor performance meets contract deliverables.

d) All Employees

- i. Adhere to and act in accordance with this policy and relevant procedures;
- ii. Ensure funding is available and approved in the budget;
- iii. Secure appropriate approval prior to committing to any expenditure; and
- iv. Consult and work with Corporate Officer (CO) with providing specifications, terms of reference or deliverables to develop bid documents or purchase orders.

Appendix A1 – Standard Procurement

The delegated authorities are authorized to:

- a. Approve the initiation of a Procurement if the estimated Procurement Value does not exceed the specified approval limit.
- b. Approve the award of a Contract if the Procurement Value does not exceed the specified approval limit; and
- c. Approve amendments to existing Contracts if the increase in the value of the Contract does not exceed the specified approval limit except if the amendment results in a cumulative increase in the value of the Contract exceeding 15% of the original Contract value in which case the amendment must be approved by the Division Director and the Manager, Procurement Services.

Procurement and Invoice Approvals	
Delegated Authority	Approval Limit
Corporate Officer (CO)	\$ 5,000
Financial Officer (FO)	Unlimited
Chief Administrative Officer (CAO)	Unlimited

Delegated Employees may be granted Procurement and Invoice Approvals differing from the above in certain circumstances when authorized by the Chief Administrative Officer (CAO).

Appendix A2 – Non-Standard Procurement

Non-standard Procurements include:

- a. A "Non-Competitive Procurement", where the deliverables are acquired directly from a particular Supplier without conducting a Competitive Process when an Invitational Competition or an Open Competition would normally be required including consideration of unsolicited proposals; or
- b. A "Limited Competition", where Bids are solicited from a limited number of Suppliers when an Open Competition would normally be required.
- c. Circumstances consistent with definitions provided in **Appendix C - Exemptions**

Non - Standard Procurement dollar thresholds and all potential scenarios are further governed by procurement regulations from the below acts, charter and three (3) applicable trade agreements:

1. Canadian Free Trade Agreement (CFTA).
2. Comprehensive Economic and Trade Agreement (CETA).
3. The New West Partnership Trade Agreement (NWPTA).
4. The Community Charter.
5. The Local Government Act.

Direct Award Approvals	
Delegated Authority	Approval Limit
Corporate Officer (CO)	\$ 5,000
Financial Officer (CFO)	Unlimited
Chief Administrative Officer (CAO)	Unlimited

Appendix B – Open Competition Thresholds

Quote - informal process used in soliciting price and delivery quotations that meet minimum quality specifications for a stated quantity of specific goods and / or services.

Invited Competitive - formal process used in soliciting price and delivery quotations from a limited list or number of Pre-Qualified or selected Suppliers.

Open Competitive Process - Bid solicitation that is open to any and all interested bidders and is posted at a minimum to the City of Greenwood website.

Quotations for Construction - formal process used in soliciting price and delivery quotations from a limited list or number of Pre-Qualified or selected Suppliers.

Value	Process	Commitment Method
<i>Goods and Services</i>		
Less than \$ 5,000	<ul style="list-style-type: none"> • Quote or Proposal • Minimum one required 	<ul style="list-style-type: none"> • Direct Payment • Purchase Card • Purchase Order (Optional)
\$5,000 to \$ 25,000	<ul style="list-style-type: none"> • Quote or Proposal • Minimum two to three required 	<ul style="list-style-type: none"> • Purchase Order • Contract (Optional)
\$25,000 to \$75,000	<ul style="list-style-type: none"> • Invited Competitive 	<ul style="list-style-type: none"> • Purchase Order • Contract (Recommended)
Greater than \$75,000	<ul style="list-style-type: none"> • Open Competitive 	<ul style="list-style-type: none"> • Purchase Order • Contract (Mandatory)
<i>Construction Projects</i>		
Less than \$200,000	<ul style="list-style-type: none"> • Quotation for Construction • Direct Invitations 	<ul style="list-style-type: none"> • Purchase Order • Contract (Recommended)
Greater than \$200,000	<ul style="list-style-type: none"> • Open Competitive Process 	<ul style="list-style-type: none"> • Purchase Order • Contract (Mandatory)

Appendix C – Exemptions

The following Procurements may be exempted from the competitive process from a City Procurement Policy perspective:

- Any form of assistance, such as grants, loans, equity infusions, guarantees, and fiscal incentives.
- Approved Direct Award Authorization / Sole Source Requests
- For a work of art or when a contract is awarded to a winner of a design contest
- For additional deliveries by the original supplier of goods or services that were not included in the initial procurement, if a change of supplier for such additional goods or services:
 - cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement; and
 - would cause significant inconvenience or substantial duplication of costs for the procuring entity.
- Goods and services purchased for representational or promotional purposes
- Goods intended for resale to the public
- Goods purchased on a commodity market
- Health and Social Services
- Land acquisitions, appraisals or real estate transactions and fees
- Purchases from a public body or not-for-profit organization
- Professional services provided by lawyers and notaries
- Purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from auction, liquidation, receivership, or bankruptcy, but not for routine purchases from regular suppliers
- Refunds (*such as property tax refunds, building permit refunds and refunds for cancelled services, programs or events*)
- Regulated tariffed services (*i.e. natural gas, utilities, electricity, non-wireless telecommunications services*)
- Sponsorships related to cooperative advertising or promotions by public bodies
- Supplier has a specialized skill or knowledge which others do not have
- Time is of the essence and the supplier has knowledge or skills which are needed quickly in such an emergency.
- When a Notice of Intent to Direct Award is posted electronically and is not challenged on reasonable grounds
- When the acquisition is of a confidential or privileged nature and disclosure through an open Competitive Procurement process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest
- Whichever exemption, exception, or non-application clause listed in applicable trade agreements such as NWPTA, CETA and CFTA applies.



CITY OF GREENWOOD

PO Box 129
Greenwood, BC V0H 1J0

Phone:(250) 445-6644 Fax:(250) 445-6441 Email: frontdesk@greenwoodcity.ca Website: www.greenwoodcity.com

PRE-QUALIFICATION REGISTRATION

2024 _____ Services

Invitation:

The City of Greenwood ("City") invites submissions from _____ Companies with a minimum of ____ years of related experience to be included on a pre-qualified consultant list for _____ services.

Contractors responding to the pre-qualification request must consent to the City verifying the information provided on their submission. Contractor's not able to comply fully with the minimum WorkSafeBC Clearance Letter, Business License, Commercial General Liability Insurance and Vehicle Insurance requirements will NOT qualify for registration. **Copies of insurance certificates must be submitted with the Pre-Qualification Forms.** The contractor must carry public liability insurance in the amount of:

- **\$2,000,000.00**

Including the following named as Additionally Insured:

- **City of Greenwood**

The City reserves the right, at its sole discretion, to pre-qualify a limited number or to pre-qualify none of the contractors applying. Pricing as submitted is binding and will be evaluated by City staff. Should rates change it is the responsibility of the Contractor to re-submit for consideration.

Pre-Qualification Procedure:

1. Contractor must have a minimum of __ years' experience as a _____ Contractor
2. Contractor must have a minimum of _____ certified _____ on staff
3. Submit documentation to the City of Greenwood
4. The City will create a contractor call out list based the following considerations
 - Rates
 - Work Experience / References
 - Availability & Equipment

Once hired, Contractor to supply all labour, equipment and machinery necessary to complete all works. All work shall be completed as agreed upon with the City designate. To ensure City of Greenwood performance standards are met, the Contractor may be subject to a performance evaluation. If a situation develops where performance is not acceptable, a review on performance may warrant a suspension or termination. Contractor warrants it shall comply with all laws, rules and regulations applicable to the location of the Work, in particular, but without limitation, those concerning safety and WorkSafeBC.

Fuel Consumption Data

For Contracted Services over \$25,000.00 / year, the Climate Action Charter requires the City to track contracted emissions derived from fossil fuel consumption used to operate vehicles, equipment and machinery. Therefore, the City may require Contractors to provide the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of the services described.

Contact:

City of Greenwood – Corporate Officer

Corporate@greenwoodcity.ca



CITY OF GREENWOOD

PO Box 129
Greenwood, BC V0H 1J0

Phone:(250) 445-6644 Fax:(250) 445-6441 Email: frontdesk@greenwoodcity.ca Website: www.greenwoodcity.com

DECLARATION OF CONFLICT INTEREST

Member's Name	
Meeting Date	Name of Committee or Board
Item Number	Agenda Item Title

I declare a direct or indirect pecuniary interest in the agenda item noted above in accordance with section 5 of the *Municipal Conflict of Interest Act*.

The nature of my interest is as follows:

--

Declaration Date	Signature of Member
------------------	---------------------

Corporate Officer Use Only:

Received (Date and Time)	
--------------------------	--



CITY OF GREENWOOD

PO Box 129
Greenwood, BC V0H 1J0

Phone:(250) 445-6644 Fax:(250) 445-6441 Email: frontdesk@greenwoodcity.ca Website: www.greenwoodcity.com

DIRECT AWARD/ SOLE SOURCE REQUEST FORM

On occasion the competitive process may be waived, and a direct award may be approved by the Chief Administrative Officer.

Check appropriate box identifying purchase circumstance

- Analysis of specifications and physical requirements determines that the product or services is manufactured or available through only 1 firm and distributed through a single dealer, supplier, or service provider.
- Only **one** qualified supplier/service provider (*sole source*) possesses unique and singular capability to meet the solicitation requirements, such as technical specifications, proprietorship, or ability to deliver at a particular time frame.
- Several qualified suppliers/service providers possess the availability and capability to meet the solicitation requirements; however, only **one** supplier/service provider (*single source*) is selected for an award of an agreement through negotiation for the reasons provided herein and is less than \$75,000.00 in total.

Requested by:	
Estimated total purchase value:	\$
Vendor/consultant name:	
Description of goods/service:	
Requisition #	
Approved budget and GL #	

Reason / Justification for Direct Award Request:

CAO Approval:

Signature: _____

Date: _____



THE CORPORATION OF THE CITY OF GREENWOOD
LICENCE TO USE AND OCCUPY APPLICATION

PO Box 129
202 S. Government Avenue
Greenwood, BC V0H 1J0
Phone: 250-445-6644 Fax: 250-445-6441
Email: frontdesk.greenwoodcity@shaw.ca

APPLICANT'S INFORMATION:

Application Date: Sept 11 2024

Applicant's Name /
Company Name: Greenwood Elementary

Mailing Address: Box 219
Greenwood B.C
V0H 1J0

Primary Contact Person: Tanya Dagg

Telephone: 250-445-6616

Email Address: tanya.dagg@sd51.bc.ca

Applicant's Status: Individual Municipality Company (attach Cert. of Incorporation)
 Other, specify: School

Charitable Registration #: _____
(if not for profit)

INTENDED USE OF LAND, BUILDING AND/OR IMPROVEMENTS

Proposed Term of Use: To Use Firepit For Orange Shirt Day
(i.e.: years / months / days) 10am - 1pm

Start Date: Oct 26 2024 End Date: Oct. 26. 2024

Civic Address (street): Fire pit + Bathrooms @ ballpark

Legal Description: 102 Copper Ave.
(lot / block / plan)

Property Identification #s: 012-888-010
(PIDs)

Commonly known as: Barbra Diane Colin Memorial Park.
(facility name)

**THE CORPORATION OF THE CITY OF GREENWOOD
LICENCE TO USE AND OCCUPY APPLICATION**

Provide a detailed description of planned activities and/or anticipated construction:

Bannock making over the fire, drumming +
singing for Orange Shirt Day. Guest
Elders joining.

If changes to the property are proposed, please provide specific details about the changes, including the equipment and materials that will be used:

Describe all potential effects on adjacent landowners, the environment, or the local area:

Please attach additional information, as required.

By signing this application form, the signee confirms that the information disclosed on this form is accurate and complete. The signee warrants and represents that they have sufficient power, authority, and capacity to sign on behalf of their company / corporation / community group.

Tanya Dagg
Name (please print)

Tanya Dagg
Signature

Date: Sept 11th

MEMORANDUM TO COUNCIL – STAFF REPORT



REPORT TO: Mayor and Council **DATE PRESENTED:** September 23, 2024
REPORT FROM: CAO Dean Trumbley **MEETING TYPE:** Regular
SUBJECT: Phase 2 Office Renovations – Private Meeting Room

Recommendation:

THAT the Mayor and Council approve the Phase 2 Office Renovation budget to a maximum of \$8,000.00 to modify the existing lunchroom into the primary use being a meeting room to discuss confidential matters for Council, staff and members of the public.

1. Rationale:

To create a secure meeting space to discuss all confidential and FOIPPA type matters. The proposed location is rarely utilized by CoG and ICBC staff and is a perfect location due to the sound buffer provided by the room's door, Council Chambers and the City Hall foyer.

2. Acronyms:

CoG	City of Greenwood
CAO	Chief Administrative Officer
CO	Corporate Officer
FOIPPA	<i>Freedom of Information and Protection of Privacy Act</i>
ICBC	Insurance Corporation of British Columbia

3. Background:

Currently, Council and City staff conduct meetings in either the office area or in Council Chambers. Neither of these locations are secure due to the open concept of the office and the adjacency of the ICBC office to the Chambers. Therefore, confidential matters being discussed between Council, staff and/or members of the public have a high possibility of being intercepted. This poses legal risk to the City of Greenwood operations, especially on FOIPPA related matters.

The current "lunchroom" is rarely utilized by CoG and ICBC staff. The space is a perfect location due to the sound buffer provided by the City Hall layout, the ability to close the door, adequate natural lighting and with some minor renovations it can accommodate a 6-person meeting room table and chairs.

The existing coffee and kitchen bar would be relocated to the north wall in the same area as the current fridge. This would create a large meeting space of roughly 12'x14'. The average size of a 6-person meeting room table is 6'x3'. This would leave plenty of room to accommodate the chairs and space to move around.

Additionally, the west wall would have a meeting room white board with an office organizer hutch below to accommodate a printer, shredder and various copies of City forms and applications that require confidentiality (*i.e. bylaw complaints, etc.*). Weekly City management meetings will

commence in this location as well (CAO, CO, Public Works Foreman and Fire Chief). Quarterly staff meetings will also utilize this space (*all employees of the City*).

4. Implications:

a. Budget:

Proposing a maximum budget of \$8,000.00 to conduct the renovations and purchase the furnishings for the meeting room. Three quotes will be secured for all work being conducted (*construction and re-plumbing*) as per proper procurement process.

b. Organizational Impact:

High risk of the public overhearing confidential and FOIPPA related discussions. This can pose both a legal and liable repercussion.

c. Provincial Legislation:

Province of BC's *Freedom of Information and Protection of Privacy Act*

d. Bylaws:

Bylaw No. 664, 1994 Freedom of Information and Protection of Privacy

5. Alternatives:

1. Recommend the utilization of a different location within City Hall.
 - a. Upstairs is not an option due to the legal requirement for accessibility.
 2. Continue to conduct meetings in the Council Chambers and/or the CAO's office with a high risk of conversational interception.
-

3. Next Steps:

1. Secure (3) quotes for the plumbing work and (3) quotes for the construction work.
 2. Selection process - procurement committee, award contracts and commence with work.
 3. Purchase furnishings (*with the remainder of budget, not to exceed the \$8,000.00 ceiling*) and finalize the meeting room.
-

4. Staff Review:

Prepared By:

CAO Dean Trumbley

Reviewed By:

CO Brooke McCourt

CAO Recommendation:

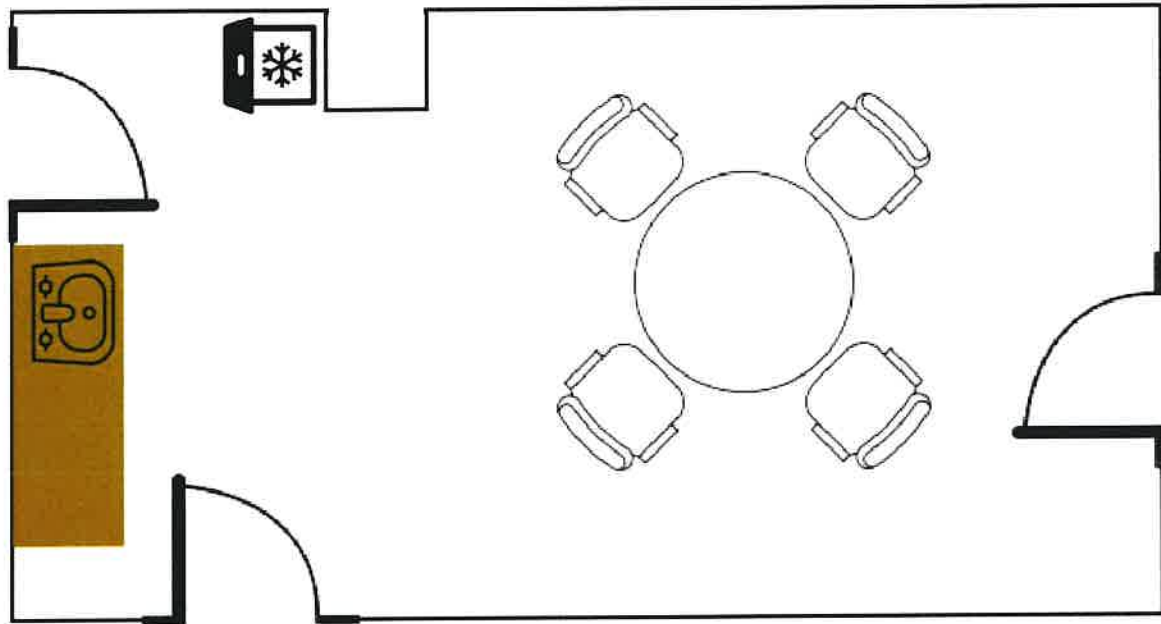
That the recommendation of the staff be approved.

Dean Trumbley, CAO

List of Attachments:

1. Meeting Room Schematics

TOP VIEW



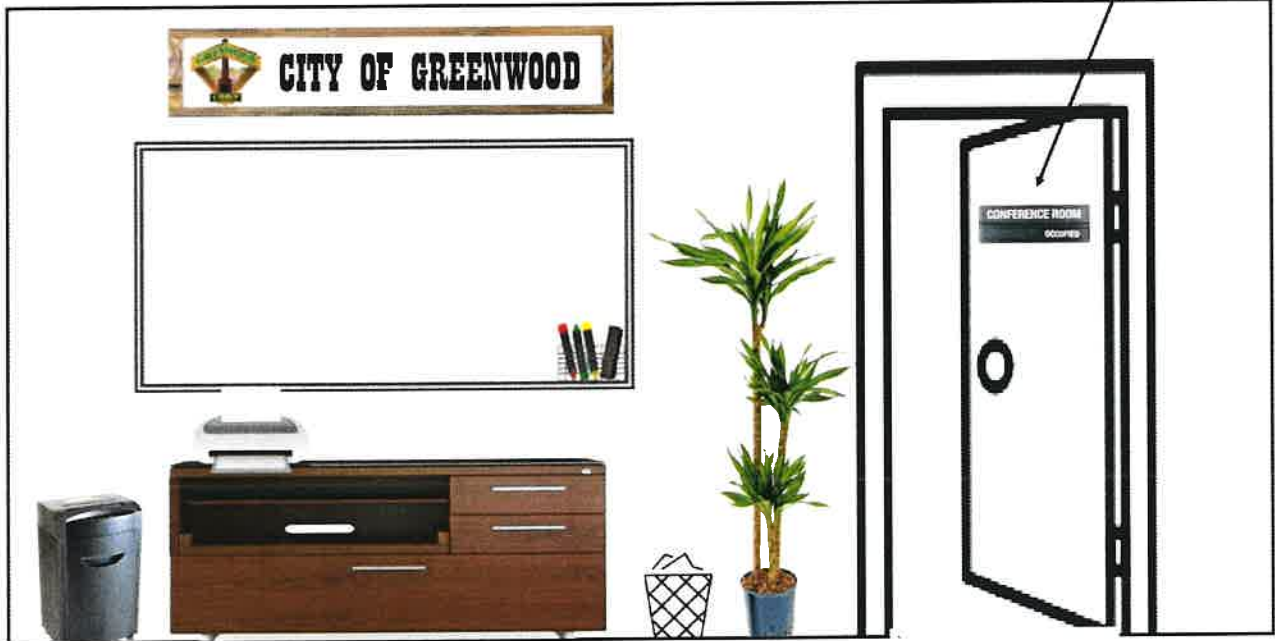
COFFEE BAR WALL



MEETING ROOM WALL

Sign will be located on Council Chambers side.

Can change from "occupied" to "vacant"



MEMORANDUM TO COUNCIL – STAFF REPORT



REPORT TO: Mayor and Council **DATE PRESENTED:** September 23, 2024
REPORT FROM: CAO Dean Trumbley **MEETING TYPE:** Regular
SUBJECT: **Combined Council Meeting and Committee of the Whole Trial**

Recommendation:

THAT the Mayor and Council approve a (6) six-month trial to combine the Committee of the Whole with a Regular Council Meeting every second month.

1. Rationale:

Conducting more frequent COW meetings and adding it on to the front end of Regular Council Meetings will allow for adequate debate, however increasing productivity of Mayor and Council on all issues pertaining to the City of Greenwood. Especially when pertaining to complex decision making on topics like bylaw, policies and procedures.

2. Acronyms:

CoG	City of Greenwood
CAO	Chief Administrative Officer
CO	Corporate Officer
COW	Committee of the Whole

3. Background:

The purpose of a COW is to relax the usual limits on debate, allowing a more open exchange of views without the urgency of a final vote. Debates in a COW may be recorded but are often excluded from the COW's minutes. After debating, the COW submits its conclusions to a regular scheduled meeting of the Mayor and Council for decision.

The agenda schedule would be as follows:

Regular Council Meetings – 7pm
COW/Regular Council Meeting – COW 2:45pm-6:45pm, Regular Council Meeting 7pm

Proposed dates would be as follows:

October 28, 2024, Regular Council Meeting
November 25, 2024, COW/Regular Council Meeting
December 09, 2024, Regular Council Meeting
January 13, 2025, Regular Council Meeting
January 27, 2025, COW/Regular Council Meeting
February 10, 2025, Regular Council Meeting
February 24, 2025, Regular Council Meeting

March 10, 2025, Regular Council Meeting
March 24, 2024, COW/Regular Council Meeting
April 07, 2025, Regular Council Meeting
April 21, 2025, Regular Council Meeting
May 05, 2025, Regular Council Meeting
May 19, 2025, COW/Regular Council Meeting

4. Implications:

a. Budget:

- CO and CAO would start their workdays at 2pm on the COW/Regular Council Meeting days.
- No other budgetary impacts.

b. Organizational Impact:

No significant organizational impacts.

c. Policy:

NA

d. Bylaws:

NA

5. Alternatives:

- Continue with the current practise of quarterly COW meetings.
 - Modification on the proposed trial.
-

6. Next Steps:

Modify the existing schedule to reflect the trial period for the combined COW and Regular Council meetings.

Communications will be sent out to the City of Greenwood on the changes.

7. Staff Review:

Prepared By:

CAO Dean Trumbley

Reviewed By:

CO Brooke McCourt

CAO Recommendation:

That the recommendation of the staff be approved.

Dean Trumbley, CAO

List of Attachments:

1. NA



P.O. Box 279, Greenwood, BC V0H 1J0

Sept 12, 2024

The City of Greenwood
P.O. Box 129
Greenwood, BC
V0H 1J0

Dear Mr. Trumbley and members of the Greenwood City Council,

Re: Request for Grant-in-Aid for Public Library Operational Funding

I am writing on behalf of the Greenwood & District Public Library to request our annual grant-in-aid for 2024 to support the operational expenses of our public library. The Greenwood & District Public Library serves as a critical resource for the Greenwood community by providing free access to information, technology, educational programs, and various services that enrich the lives of our residents.

As you know, the demand for library services has continued to grow, especially in the areas of digital literacy, early childhood education, and community programming. In order to maintain these essential services, we are seeking \$8,000.00 in funding for 2024. These funds will be allocated towards staffing, technology upgrades, program development, facility maintenance, etc.

Your continued support ensures that Greenwood & District Public Library can meet the diverse needs of our community, including underserved populations such as seniors, students, and low-income families. The requested funding will help us to sustain current operations and expand services where most needed. Further information on our programs be accessed via our website, <http://greenwood.bc.libraries.coop>.

We are deeply appreciative of the ongoing partnership between The City of Greenwood and Greenwood & District Public Library, and we are hopeful that you will favorably consider this request. Please do not hesitate to contact me at 250-445-6111 or email gpl-admin@shaw.ca should you need additional information or wish to discuss this request further.

Thank you for your time and consideration.

Sincerely,

Susan Harris
Library Board Chair

The Corporation of the City of Greenwood

Policy - Grant in Aid

- 1.) DATE: September 15, 2024
- 2.) NAME OF GROUP: Greenwood & District Public Library
- 3.) MAILING ADDRESS: P.O. Box 229
- 4.) CIVIC ADDRESS: 346 N. Copper
- 5.) LEGAL DESCRIPTION: _____
- 6.) TAX FOLIO #: _____ TAX YEAR: _____
- 7.) CONTACT PERSON: Susan Harris - Board Chair
- 8.) PHONE # 250-445 6111
- 9.) LIST OF EXECUTIVE MEMBERS Susan Harris - Board Chair, Shawn Whitelegg - Vice Chair, Leslie Smith - Secretary, Trish Furman - Treasurer
- 10.) GROUPS AIMS AND OBJECTIVES: To provide up to date materials, services & programs to fulfill the learning needs of the entire community in a friendly & welcoming and inclusive environment.
- 11.) OUTLINE SERVICES PROVIDED TO OUR COMMUNITY: Circulation of books, magazines, dvd's and audio books to patrons. In library use of computers, free wifi, access to databases for books, audio books & research. Copying, faxing, printing scanning services - inter-library loans and programs for all ages.
- 12.) OUTLINE DETAILS OF EFFORTS MADE BY YOUR ORGANIZATION TO WORK TOWARDS SELF-SUFFICIENCY: As a public library we rely on financial support from all government levels, regional, municipal, provincial & federal. We rely on fundraising initiatives (Bottle drive, book sales, online auctions as well as granting entities (WBCF etc)
- 13.) IS THE FUNCTION OF YOUR ORGANIZATION:
 - A. REGIONAL IN NATURE _____
 - B. TO SERVE THE GREENWOOD AND AREA City of Greenwood & portion of Area E.
 - C. TO SERVE THE GREENWOOD AREA ONLY _____
- 14.) HAS YOUR GROUP RECEIVED GRANTS AND /OR TAX EXEMPTIONS FROM THE City in the past two (2) years? yes amount of grant/tax exemption 8000.00
- 15.) HAS YOUR GROUP EVER RECEIVED SUPPORT IN ANY FORM FROM THE City of Greenwood (grant in aid, services in kind, free use of facilities etc.) YES. annual grant in aid and we pay a nominal fee (\$1.00) annually for rental of our facility

16.) HAS YOUR GROUP RECEIVED GRANTS FROM OTHER SENIOR GOVERNMENTS (FEDERAL/PROVINCIAL) LOCAL GOVERNMENT, CROWN AGENCIES, REGIONAL DISTRICTS, ETC.

NAME OF CONTRIBUTOR: RDKB.

YEAR: Annually

AMOUNT RECEIVED: 3450

NAME OF CONTRIBUTOR: PROV of BC Library Services

YEAR: annually

AMOUNT RECEIVED: \$14,649.

NAME OF CONTRIBUTOR: Gaming Grant.

YEAR: \$6000 - 2023

AMOUNT RECEIVED: 6,000

NAME OF CONTRIBUTOR: _____

YEAR: _____

AMOUNT RECEIVED: _____

17.) APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING INFORMATION:

A. THE GROUPS MOST RECENT FINANCIAL STATEMENT 2023 - AGM notes

Please forward application to: THE CITY OF GREENWOOD
PO BOX 129
202 GOVERNMENT AVE. S.
GREENWOOD, BC
VOH 1J0

Attach any additional information, which would assist in the evaluation of your request for Grant in Aid.

ON BEHALF OF THE GROUP, I/WE HEREBY DECLARE THAT ALL THE INFORMATION PRESENTED AND/OR PROVIDED WITH THIS APPLICATION IS TRUE & CORRECT.

Dated at the City of Greenwood, in the Province of British Columbia, the 15 day of September, 2024

Signature: Susan C. Harris

Name: Susan Harris

Position: Board Chair

Address: 346 N. Copper

Phone#: 250 445 6611

Greenwood Public Library

Comparative Income Statement

Actual 01/01/2023 to 12/31/2023

Actual 01/01/2022 to 12/31/2022

REVENUE

OPERATING REVENUE

City of Greenwood	8,000.00	8,000.00
BC Government	14,217.52	13,629.00
Regional District Kootenay-Boundary	3,450.00	3,450.00
Quilt Raffle	0.00	2,552.00
Bank Interest	366.90	309.48
Donations	3,100.58	1,157.61
In House Services	475.90	298.50
Book & DVD Sales	1,227.85	1,170.40
Bake Sale Fundraising	1,089.25	1,025.00
Inter-Library Loan Revenue	76.97	0.00
Re-Imbursed ILL Book	0.00	29.25
Re-Imbursed Expenses	17.50	9.99
Lori's Donations	0.00	740.00
Face Mask Donations	0.00	0.00
Bottle Drive	8,824.80	8,800.50
Reoccurring Auto Deposit	300.00	300.00
Online Auction	2,663.00	2,564.00
Resale Items	101.00	0.00
Community Futures Rent	3,642.50	4,800.00
TOTAL OPERATING REVENUE	<u>47,553.77</u>	<u>48,835.73</u>

NON OPERATING REVENUE

BC Gaming Commission	7,000.00	7,000.00
CRRC - Grant Prov of BC	0.00	26,417.32
BC Enhancement Grant	107,264.78	0.00
Kootenay Library Federation Grant	300.00	1,104.00
BC Library Coop - Top up Tech	0.00	0.00
CR- United Way Grant - Literacy	18,500.00	0.00
TOTAL NON OPERATING REVENUE	<u>133,064.78</u>	<u>34,521.32</u>

SPECIFIED USE REVENUE

Law Matters	1,000.00	1,000.00
Phoenix Foundation	5,000.00	0.00
The Greenwood Improvement Society	1,200.48	793.17
West Boundary Community Forest	7,000.00	3,960.00
Heritage CU	0.00	1,250.00
TOTAL SPECIFIED USE REVENUE	<u>14,200.48</u>	<u>7,003.17</u>

Specified

Reading Link Challenge	72.83	86.81
Specified Group Total	72.83	86.81

TOTAL REVENUE	194,891.86	90,447.03
----------------------	-------------------	------------------

EXPENSE**Expenses**

Wages	17,322.79	18,281.59
CPP Expense	822.15	827.92
EI Expense	396.69	405.15
Casual Labour	1,016.01	355.86
Administration Expense	18,172.70	15,115.34
Grant Purchases	0.00	1,794.63
Allocation for Covid purchases gran	0.00	318.84
Books	6,677.11	7,011.24
Online Databases	228.60	701.46
Magazine Subscriptions	383.82	297.15
DVD Purchases	19.70	0.00
Fortis Electricity	1,934.56	2,104.04
Computer Equipment and Repair	157.40	121.07
Shaw Phone	176.28	127.78
Bake Sale Expenses	0.00	51.52
Mask Expense	0.00	0.00
Bottle Drive Exp	343.47	270.11
Covid Related Expenses	0.00	197.70
Repairs and Maintenance	554.87	21.07
Quilt Raffle Expense	0.00	161.71
Evergreen Expense	797.69	745.50
Office Supplies	888.93	451.69
Postage Paid	1,911.52	1,537.00
Security Monitoring	308.94	308.94
Book Supplies	371.72	709.22
Dues and Memberships	344.73	300.18
Janitorial Supplies and Expense	1,052.00	1,120.62
Photocopier & Printer Expenses	535.80	519.34
Advertising	83.64	86.94
Summer Reading Club Expense	1,562.81	0.00
Website Expenses	399.54	0.00
WCB Expense	92.13	96.09
Shaw (Internet)	1,149.12	946.60
Story Time Expense	0.00	10.70

Interlibrary Loan Expense	5.00	5.00
Building Rent	0.00	0.00
Volunteer Appreciation Dinner	223.21	0.00
The Greenwood Improvement Society	1,140.15	797.27
Phoenix Foundations	2,214.99	0.00
Law Matters	0.00	0.00
West Boundary Community Forest	7,402.74	8,194.09
Technology Grant Expenses	794.83	764.61
Heritage Credit Union grant expense	0.00	1,136.71
CR-United Way Expenses	11,237.75	0.00
KLF Expeniture	0.00	0.00
CRR- Grant exp	7,675.53	4,221.81
Freight & shipping	116.05	0.00
Computer Maintenance	0.00	0.00
Betterments & Improvements	0.00	0.00
Book Sale Expense	63.00	63.00
TOTAL EXPENSES	<u>88,577.97</u>	<u>70,179.49</u>
TOTAL EXPENSE	<u>88,577.97</u>	<u>70,179.49</u>
NET INCOME	<u>106,313.89</u>	<u>20,267.54</u>

Generated On: 03/31/2024

Admin/Financial Report for the year 2023

Financials

If you were here at the AGM last year, I noted that the libraries were now under the umbrella Municipal Affairs division of the government, and we were hoping that the sands would start to shift and that libraries would be looked at in a more favorable light. So, in 2021, the libraries and associated groups started a huge advocacy campaign to lobby the government for an uplift in our annual funding (which was stagnant for **12 plus** years), and they listened. In 2023 the Department of Municipal Affairs reallocated some of its Covid surplus to the Provincial Library Branch to distribute. So, what did this mean:

The Libraries Branch was given \$45 million dollars to distribute to all the libraries in BC. Our share of those funds was just north of \$107,000. Yes, **\$107,000**. This Enhancement grant was given as a sort of “make up” for the previous 12-year shortfalls. Moving forward, the library branch is looking for more equitable solutions in annual funding and although we may not see this change this year, it is in the offing. We are over the moon ecstatic with this windfall and are extremely happy that some of the “pressure” has been alleviated as we move forward.

IN SPEAKING WITH MARI MARTIN OF THE PROVINCIAL LIBRARIES BRANCH, SHE HAS MADE IT CLEAR THAT THIS IS MAKE-UP FUNDING AND SHOULD NOT BE TAKEN INTO CONSIDERATION BY ANY MUNICIPAL OR CITY FUNDING ENTITIES

Operational funding - We thank our all our annual Government funders: The City of Greenwood (8,000), the Regional District of Kootenay Boundary (3450), and the BC Provincial Government (14217.52) for a total of \$25667.52.

Fundraising and Donations - Our board and volunteers spearhead our fundraising initiatives throughout the year with the Bakeless bake sale, Bottle Drive, Book sale, and online auction - all of which have been very successful and resulted in a total of **\$16,851.90** being raised as well as very generous monetary donations from our residents and visitors. Suggestions for fundraising opportunities and volunteers to help are always welcome.

Grants - We are very thankful to all our Grantors for their continued support. In 2023 we applied for **\$44661.15** in grant funding and were successful in securing **\$34725.78**, these valuable funds allow us to continue with programs, purchase books for our collection, and purchase needed or upgraded furniture, equipment, and supplies. We thank all for the opportunity to apply including:

- BC Gaming Commission - for books and collections enhancements
- The Greenwood Improvement Society - for upgrades to the Administration office area (desk, wall tiling, shelves & accessories)
- West Boundary Community Forest - for the Bicycle Rack and subsequent lock lending program, and \$5000 towards our Heat pump (which was installed this February).
- United Way and Phoenix Foundation - for the development of our technology program kicking off hopefully in May.

Administration

Over the last year we have been working with our library partners and groups on several initiatives, one being the overhaul of our website to make it more informative and user friendly, if you haven't had a chance to have a look, please do and feel free to give feedback to us if there were something you would like to see included. We have also been working with our partners in developing an Emergency Preparedness program as well as developing an Accessibility plan. Both of which are close to being complete and you will see some changes to our website and our physical space to accommodate for these initiatives.

I would like to thank the Board for their guidance and a special thank you to Leslie for being the face of the library and for jumping in where necessary to make our library run smoothly (even if it isn't within her “comfort” zone). while I do the behind-the-scenes work, and all to all the volunteers and donors – We appreciate you! And to you the patrons which make all this worthwhile.

**CORPORATION OF THE CITY OF GREENWOOD
COUNCIL PROCEDURES BYLAW NO. 1018, 2024
A BYLAW TO REGULATE THE MEETINGS OF COUNCIL AND COMMITTEES IN THE CITY OF GREENWOOD**

WHEREAS pursuant to the *Community Charter*, Council must, by bylaw, establish general procedures to be followed by Council and committees in conducting their business;

NOW THEREFORE the Council of the Corporation of the City of Greenwood, in open meeting assembled, enacts as follows:

1. Title

This bylaw may be cited as the City of Greenwood "Council Procedures Bylaw No. 1018, 2024".

2. Definitions

- 2.1 In this bylaw, unless the context otherwise requires:
- 2.2 "Act" means the *Community Charter*;
- 2.3 "Chairperson" means the individual presiding at a meeting of a Statutory, Standing or Select committee or Commission of Council;
- 2.4 "Corporate Administrator" means the individual appointed by Council as the Chief Administrative Officer or Corporate Officer for the City of Greenwood, or their lawful deputy;
- 2.5 "City" means the Corporation of the City of Greenwood;
- 2.6 "Code of Conduct" means the standards applicable to members of Council of the City of Greenwood, as set out in the Responsible Conduct Guiding Principles Policy, as may be amended or replaced from time to time;
- 2.7 "Committee" means a select or standing committee, or any committee composed of Council members and other individuals appointed by Council and acting in that capacity;
- 2.8 "Council" means the Council of the Corporation of the City of Greenwood;
- 2.9 "Member" means the Mayor or a Councillor;
- 2.10 "Municipal Hall" means the location at which the city has its usual business address and offices;
- 2.11 "Public Notice Posting Place" means the notice board at the City of Greenwood municipal office and/or the City website found online at <https://www.greenwoodcity.com/>;

3. Interpretation

- 3.1 Unless otherwise defined in this bylaw, words used herein shall have the meanings defined in the *Community Charter* or the *Local Government Act*, as applicable.

4. Inaugural Meeting

- 4.1 Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.
- 4.2 If a quorum of Council members elected at the general election has not taken office by the date of the meeting referred to in subsection (4.1), the first Council meeting must be called by the Corporate Administrator and held as soon as reasonably possible after a quorum has taken office.

5. Time and Location

- 5.1 All Council meetings must take place at the City Council Chambers except when Council resolves to hold meetings elsewhere.
- 5.2 Regular Council meetings must:
 - a) Be held on the second and fourth Monday of each month, and
 - b) Begin at 7:00 p.m.
 - c) Adjourn at 9:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time, and
 - d) When such meeting falls on a statutory holiday, the meeting shall be held on the next day the City Office is open following which is not a statutory holiday.

6. Notice of Regular Council Meetings

- 6.1 In accordance with section 127 of the *Community Charter*, the Council must prepare annually on or before December 31st, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- 6.2 In accordance with section 127 of the *Community Charter*, the Council must give notice annually on or before December 31st, of the availability of the schedule of regular Council meetings in accordance with section 94 of the *Community Charter*.
- 6.3 Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Administrator must, as soon as possible, post as notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

7. Notice of Special Council Meetings

- 7.1 Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127 (4) of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by
 - a) Posting a copy of the notice on the municipal website, and

b) Posting a copy of the notice at the Public Notice Posting Place.

7.2 The notice under subsection (7.1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Administrator.

8. Designation of Member to Act in place of Mayor

8.1 Annually in December, Council must, from amongst its members, designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the mayor is vacant.

8.2 Each Councillor designated under section 8.1 must fulfill the responsibilities of the Mayor in his or her absence.

8.3 If both the Mayor and the member designated under section 8.1 are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.

8.4 The member designated under section 8.1 or chosen under section 8.3 has the same powers and duties as the Mayor in relation to the applicable matter.

9. Public Attendance at Meetings

9.1 Except where the provisions of Section 90 of the *Community Charter* apply, all meetings must be open to the public.

9.2 Where Council wishes to close a meeting to the public, it may do so by adoption of a resolution in accordance with Section 92 of the *Community Charter*.

9.3 This section applies to meetings of bodies referred to in Section 93 of the *Community Charter*, including without limitation, Committees, the Board of Variance, the court of revision, and the advisory planning commission.

10. Minutes of Meetings

10.1 Minutes of Council and Committee meetings must be kept in accordance with Section 97 of the *Community Charter*.

10.2 Minutes of Proceedings of Council must be open for public inspection at the Municipal Hall during its regular office hours.

10.3 Sub-section 10.2 does not apply to minutes of a Council meeting or that part of a Council meeting that was closed to the public under Section 90 of the *Community Charter*.

11. Mayor to Open Meetings

11.1 If a quorum is present, the Mayor must call the meeting to order. If a quorum is present but the Mayor is not present within fifteen minutes after the time at which the meeting is scheduled to begin, the acting Mayor must take the chair and call the meeting to order. If a quorum is present but neither the Mayor nor the acting Mayor are present within fifteen minutes after the time at

which the meeting is scheduled to begin, the Corporate Administrator or delegate must call the meeting to order and by resolution the Council must appoint a Councilor to act as chair for that meeting until the Mayor or acting Mayor arrives. The chair of a meeting has the powers and duties of the Mayor in respect of that meeting.

12. Quorum

- 12.1 A quorum of the Council is three (3) Members present and, of a Committee, is a majority of the members present and entitled to vote.

13. Adjournment if no Quorum

- 13.1 If there is no quorum of Members at the location for a meeting within 15 minutes after the scheduled time for a Council meeting, the Corporate Officer must:
- a) Record the names of the Members present and those absent; and
 - b) Adjourn the meeting until the next scheduled meeting.

14. Agenda

- 14.1 Prior to each Council meeting, the Corporate Administrator must prepare an agenda setting out all the items for consideration at that meeting.
- 14.2 The deadline for submission by the public/ Council to the Corporate Administrator of items for inclusion on the Council meeting Agenda is 12:00 noon on the Wednesday prior to the meeting.
- 14.3 The Corporate Administrator must make the Agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- 14.4 Council must not consider any matter not listed on the agenda unless a new matter for consideration is properly introduced as a late item before the adoption of the agenda.

15. Order of Business at Regular Meetings

- 15.1 Unless the Council otherwise resolves, business must be dealt with at every regular meeting in the following order:
- 1) Call to Order,
 - 2) Introduction of late items,
 - 3) Adoption of Agenda,
 - 4) Delegations/ presentations,
 - 5) Question period (If Mayor and Council have questions for Delegation),
 - 6) Adoption of the minutes of the previous meetings,
 - 7) Business arising from the minutes as adopted and In-Camera declassified resolutions brought forward for ratification and information,
 - 8) New and unfinished business,
 - 9) Correspondence
 - 10) Staff reports,
 - 11) Mayor and Councilor's reports,
 - 12) Committee Reports (Council Members Reports from Committee Meetings),
 - 13) Bylaws/ planning,

- 14) Budget/accounts,
- 15) Correspondence for information
- 16) Correspondence for information – held two weeks only,
- 17) Question period,
- 18) In-Camera (if needed),
- 19) Adjournment.

16. Late Items

- 16.1 An item of business not included on the agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the Agenda for such matters or at any other time as introduced and approved by a majority of Council.
- 16.2 If Council makes a resolution under Section 16.1, information pertaining to late items must be distributed to the members.

17. Petitions and Delegations

- 17.1 Any person wishing to present a petition to a regular meeting shall inform the Corporate Officer or delegate of the subject of the petition, no later than 12:00 noon on the Wednesday preceding the date on which the next meeting is to take place.
- 17.2 Any delegation wishing to appear at a regular meeting shall inform the Corporate Officer or delegate of the subject of the delegation and the name and address of the speaker for the delegation, on the prescribed form attached to City of Greenwood Delegation Policy 2024-09, no later than noon on the Wednesday prior to the date on which the next meeting is to take place.
- 17.3 Council may limit the number of delegations per meeting to two.

18. Time Allowed for Petitions and Delegations

- 18.1 Unless the Council otherwise resolves, the maximum time for presentation of a petition or a delegation before Council is ten (10) minutes. This section does not apply to public hearings conducted by the Council under the Local Government Act.

19. Question Period

- 19.1 Immediately prior to the adjournment of every regular meeting of Council, questions, but not statements, relating to matters dealt with at that meeting may be directed to Council by members of the public then present. All such questions shall be directed to the Mayor and will where possible and appropriate be answered by the Mayor or a member designated by the Mayor.
- 19.2 The Mayor may refer any question or enquiry to the Chief Administrative Officer to look into at a future time.
- 19.3 A maximum period of 15 minutes shall be provided for considering questions from members of the public, however that maximum may be extended to 30 minutes with the unanimous consent of all Council members present.

20. Voting

20.1 The following procedures apply to voting at Council meetings:

- a) When debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
- b) When the Council is ready to vote, the presiding member must put the matter to a vote by stating: "Those in favor raise your hands." And then "Those opposed raise your hands";
- c) Each Council member has one vote on any question;
- d) Each Council member present at the time of a vote must vote on the matter;
- e) When the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not
 - I. Cross or leave the room,
 - II. Make a noise or other disturbance, or
 - III. Interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
- f) After the presiding member puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
- g) If a Council member does not indicate how he or she votes, the member is deemed to have voted in the affirmative;
- h) If the votes of the members present at a Council meeting at the time of the vote are equal for and against a motion, the motion is defeated;

21. Conduct and Debate

21.1 When any Member wishes to speak in debate, he or she shall wait until no other Member is speaking and shall raise their hand and address the chair.

21.2 Except as otherwise resolved by the Council, a Member may:

- a) Speak only to a matter being debated by the Council;
- b) Speak only twice to a matter, but a Member may speak more than twice to a matter to:
 - I. Explain a material part of their speech which may have been misunderstood; or
 - II. Ask a question;
- c) speak for no more than five minutes at a time, except that Council may resolve by a simple

majority vote to permit a Member to speak longer;

- d) not speak to a matter already dealt with by the Council;
- e) not speak when called to order by the Mayor;
- f) not speak to a motion unless a motion has been moved and seconded;
- g) speak in a regular meeting of Council after the Member has raised their hand and the Mayor has recognized the Member.

21.3 If two or more Members raise their hands at the same time, the Mayor may designate the order in which each is to speak.

21.4 If the Mayor wishes to speak in a regular meeting of Council, the Mayor may do so.

21.5 If a Member has raised their hand at the same time the Mayor begins to speak, the Mayor may speak first.

21.6 A Member shall address the Mayor as “Your Worship”, or “Mayor_____” and a Member shall address a Member by that Member’s surname preceded by “Councillor”.

22. Resolutions and Bylaws

22.1 A Council shall deal with resolutions, the reading of bylaws, and the adoption of bylaws on a motion put by a member and seconded by another Member.

23. Proposing Bylaws

23.1 Unless the Council otherwise resolves, the Council shall not consider a proposed bylaw unless:

- a) The Corporate Officer has given a copy of it to each Member, and
- b) It is on the agenda for the meeting.

24. Reading and Adoption

24.1 The presiding member of a Council meeting may

- a) Have the Corporate Officer/Chief Administrative Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then;
- b) Request a motion that the proposed bylaw or group of bylaws be read;

24.2 The reading of the bylaw may be given by stating its title and object.

24.3 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.

24.4 In accordance with *Community Charter*, Council may give up to three readings to a proposed bylaw at the same Council meeting.

24.5 Despite the *Community Charter*, and in accordance with section 890(9) of the Local Government Act Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

25. Bylaws Must be Signed

25.1 After a bylaw is adopted and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Administrator must have it placed in the City's records for safekeeping.

26. Procedures Apply

26.1 The provisions of this bylaw governing meetings of Council apply, with the necessary changes, to all Committees meetings.

27. Appointment of Chair

27.1 Every Committee shall have a chair, appointed by the Mayor, to preside over its meetings, to the extent necessary, a Committee may by resolution create its own rules of procedure, but the provisions of this Bylaw prevail over any such rule of procedure to the extent of any conflict.

28. Participation in Committees

28.1 A Member may attend any Committee meeting and may participate in any debate at the Committee meeting.

28.2 Only a person appointed to a Committee may move or second motions or vote at a Committee meeting.

29. Meetings of Committees

A Committee shall meet when:

- a) its chairperson so directs;
- b) the Mayor so directs;
- c) directed to meet by resolutions of the Council; or
- d) a majority of the members of a Committee resolve.

And Notice of such meeting shall be given in accordance with Section 30.

30. Report to Council

30.1 A Committee may report to the Council as a delegation at any regular meeting of Council.

30.2 A Committee shall report to the Council when directed by resolution of the Council.

30.3 If a Committee wishes to present a written report to the Council, its chairperson shall deliver the report to the Clerk on or before noon on the Wednesday before the next regular meeting and the Clerk shall deliver the report to the Members in typewritten form at least 48 hours before the date of the regular meeting.

31. Notice of Committee Meetings

- 31.1 At least 24 hours before a meeting of a Committee, the Corporate Administrator must give public notice of the time, place and date of the meeting by way of a notice posted on the Public Notice Posting Place.
- 31.2 At least 24 hours before a regular meeting of a Committee, the Corporate Administrator must give further public notice of the meeting by:
- a) posting a copy of the agenda on the Public Notice Posting Place; and
 - b) Leaving copies of the agenda at the reception counter at Municipal Hall for the purpose of making them available to members of the public.

32. Electronic Meetings

- 32.1 Members of Council or Council Committee may participate electronically in Council meetings, in accordance with Section 128(2) of the *Community Charter*, if the member is unable to attend because of illness, injury or is with leave of the Council, and provided that the Corporate Administrator is able to secure the electronic equipment to facilitate the meeting.
- 32.2 The member presiding the meeting must not participate electronically.
- 32.3 No more than two members of Council or a Council Committee at one time may participate at a meeting by means of electronic or other communication facilities.

33. Conflict of Interest

33.1 Disclosure of Conflict

- 1) In accordance with Section 100 of the *Community Charter*, if a Council member or Council Committee member attending a council meeting or council committee meeting or any meetings of any other body referred to in Section of the *Community Charter*, considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has
- a) A direct or indirect pecuniary interest in the matter, or
 - b) Another interest in the matter that constitutes a conflict of interest,

The member must declare this and state in general terms the reason why the member considers this to be the case.

- 2) After making a declaration under subsection (1), the Council member must not
- a) Remain or attend at any part of the meeting, during which the matter is under consideration,
 - b) Participate in any discussion of the matter at such a meeting,
 - c) Vote on a question in respect of the matter at such a meeting, or
 - d) Attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of matter.

34. Improper Conduct

- 34.1 No member or person attending the meeting may interrupt a member who is speaking, except that a Councillor may raise a point of order.
- 34.2 No member or person attending the meeting may cause a disturbance, disrupt or in any manner delay the conduct of business at a meeting.
- 34.3 No member or person permitted or invited to speak on any matter coming before the Council or a committee may use rude or offensive language or, by tone or manner of speaking, express a point of view or opinion or make an allegation which, directly or indirectly, reflects upon the public conduct or private character of any person.
- 34.4 All cell phones must be turned off or on vibrate and there will be no answering of cellphones while in Council Chambers during a meeting.

35. Removal of Those Behaving Improperly

- 35.1 The Mayor or other person presiding may expel from a meeting of Council any person he or she considers guilty of improper conduct.
- 35.2 If a person resists or disobeys an order of the Mayor or other person presiding to leave a meeting of Council, that person may be removed by the Corporate Administrator, or, if necessary, by a peace officer at the direction of the Mayor or other person presiding.
- 35.3 In addition to its application to Council meetings, the ability of the person presiding to expel persons he or she considers guilty of improper conduct also applies to primary, select or standing committees of Council.

36. General

- 36.1 If any section, subsection, clause or other provision of this bylaw is held to be invalid by a decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 36.2 This bylaw may not be amended or repealed and submitted unless Council first gives notice in accordance with Section 94 of the *Community Charter*.

37. Repeal

Bylaw No. 997, 2022, cited as “(City of Greenwood Council Procedures Bylaw)” is repealed.

38. Effective Date

This Bylaw shall come into full force and effect (upon adoption / specific date).

Read a First Time this	14	day of	August , 2024.
Read a Second Time this	14	day of	August , 2024.
Read a Third Time this	14	day of	August , 2024.
Adopted by Council this	23	day of	September, 2024.

Mayor

Certified a true copy of Bylaw No. 1018, 2024
On the 23 day of September, 2024.

Corporate Officer