



Regular Council Meeting
Monday, November 25, 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: November 25, 2024 Regular Council Meeting Agenda.

RECOMMENDATION:

THAT the Regular Council Meeting agenda be adopted.

4. Adoption of the Minutes

- a. November 12, 2024 Regular Meeting Minutes Page 4-6

RECOMMENDATION:

THAT the Regular Council Meeting Minutes of November 12, 2024 be adopted.

- b. November 18, 2024 Special Meeting Minutes Page 7-14

RECOMMENDATION:

THAT the Special Council Meeting Minutes of November 18, 2024 be adopted.

5. Correspondence for Information

- a. LGMA Newsletter Page 15-17
b. Email Resolution –November 19th, 2024 Page 18-23
c. BISS 2024 Annual Report Page 24-47

RECOMMENDATION:

THAT Council accept items a. to c. as correspondence for information.

6. Committee Reports

7. Councillor's Reports

8. Mayor's Report

9. Administrator's Report

RECOMMENDATION:

THAT Council accept the reports as information.

10. Accounts Payable Report Next report December.

11. New and Unfinished Business

- a. Grant in Aid Policy 2024-14 Page 48-52

RECOMMENDATION:

THAT Council approve the City of Greenwood's Grant in Aid Policy 2024-14.

- b. Cyber Insurance Coverage – Acera Insurance Page 53-71

RECOMMENDATION:

THAT Council approve the City of Greenwood to obtain Cyber Insurance coverage from Acera Insurance for an annual premium of \$1,940.00.

- c. 2025 Council Appointments Page 72

RECOMMENDATION:

THAT Council approve the City of Greenwood's 2025 Council Appointments.

12. Bylaws

- a) **Credit Card Service Fee Bylaw No. 1023, 2024** Page 73

RECOMMENDATION:

THAT Council give Fourth and Final reading of the City of Greenwood's Credit Card Service Bylaw No. 1023, 2024.

- b) **Fees and Charges Bylaw No. 1024, 2024** Page 74-77

RECOMMENDATION:

THAT Council give Fourth and Final reading of the City of Greenwood's Fee and Charges Bylaw No. 1024, 2024.

- c) **Water Utility Regulation and Rates Bylaw No. 1025, 2024** Page 78-92

RECOMMENDATION:

THAT Council give First to Third reading of the City of Greenwood's Water Utility Regulation and Rates Bylaw No. 1025, 2024.

- d) **Sewer Utility Regulation and Rates Bylaw No. 1026, 2024** Page 93-117

RECOMMENDATION:

THAT Council give First to Third reading of the City of Greenwood's Sewer Utility Regulation and Rates Bylaw No. 1026, 2024.

13. Notice of Motions

14. Question Period

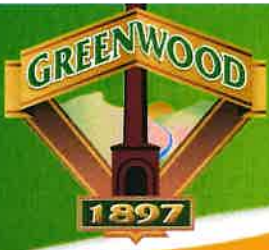
Excerpt from Council Procedures Bylaw 674 Section 14

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. Adjournment

RECOMMENDATION:

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



CITY OF GREENWOOD

Minutes of the Regular Meeting of Council held November 12, 2024

PRESENT

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

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

Moved/Seconded
THAT the November 12, 2024 regular council agenda be adopted.

(235-24)

Carried

ADOPTION OF MINUTES

Moved/Seconded
THAT the minutes of October 28, 2024 Regular Council Meeting be adopted.

(236-24)

Carried

CORRESPONDENCE FOR INFORMATION

Moved/Seconded
THAT Council accept correspondence a. to b. as information.

(237-24)

Carried

COMMITTEE REPORTS

November 5th, 2024 WBCF Meeting Minutes

COUNCILLOR'S REPORTS

Clint Huisman: Verbal report presented.

CJ Rhodes: Verbal report presented.

Jessica McLean: Verbal report presented.

Gerry Shaw: Verbal report presented.

MAYOR'S REPORT: Verbal report presented.

ADMINISTRATION REPORT: Verbal report presented.

Motion: Moved/Seconded
THAT Council accepts the reports as information.

(238-24)

Carried

**THIRD QUARTER
FINANCIAL REPORT**

None.

**NEW AND UNFINISHED
BUSINESS**

- a. Holiday Office Closure Discussion.

Moved/ Seconded

THAT Council approve the City of Greenwood to close the City Hall office at 12:00 pm December 24th, closed December 25th – December 27th, and 12:00 pm on December 31st, 2024 for the holiday season under the CAO’s discretion.

(239-24)

Carried

- b. Grant in Aid Policy 2024-14.

Deferred until next Regular Council Meeting.

Council discussed the draft policy in regards to the ongoing annual major support grants, and the support the City will be giving to the Board of Trade due to them not renewing the Service Agreement.

Council discussed the Grant in Aid policy laying out the discretion being up top Council if they want to grant funds to a facility outside of the City boundaries but has significant importance to our community and surrounding areas.

Council further discussed having anyone who is granted funds through the City of Greenwood’s Grant in Aid process put acknowledgment out notifying that the City of Greenwood provided said facility with a Grand in Aid approval.

- c. Infrastructure Planning Grant Program

Moved/Seconded

THAT Council approve the City of Greenwood to apply for the infrastructure planning Grant for \$15,000.00 and send the completed application form to the Local Government Information Systems (LGIS).

(240-24)

Carried

CO McCourt was excused at 8:10 p.m.

BYLAWS

- a. Streets and Traffic Bylaw No. 1022, 2024

Moved/Seconded

THAT Council give Fourth and Final reading of the City of Greenwood’s Streets and Traffic Bylaw No. 1022, 2024.

(241-24)

Carried

b. Credit Card Service Fee **Moved/Seconded**
Bylaw No. 1023, 2024 THAT Council give First to Third reading of the City of
Greenwood's Credit Card Service Fee Bylaw No. 1023, 2024.
(242-24) **Carried**

c. Fees and Charges **Moved/Seconded**
Bylaw No. 1024, 2024 THAT Council give First to Third reading of the City of
Greenwood's Fees and Charges Bylaw No. 1024, 2024.
(243-24) **Carried**

NOTICE OF MOTIONS **None.**

QUESTION PERIOD

Resident discussed where the City is at with the water project and progressive growth within our community.

Resident brought up discussion around the Municipal & Regional Tax Program (MRDT).

IN-CAMERA

Moved/Seconded
THAT Council move into in-camera at 8:33 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)(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;
90(1)(g) litigation or potential litigation affecting the municipality;

(244-24) **Carried**

ADJOURNMENT

Mayor Bolt Moved
THAT Council adjourn the Regular Council Meeting at 9:16 p.m.

(245-24) **Carried**

Mayor

Certified Correct

Corporate Officer



CITY OF GREENWOOD

Minutes of the Special Meeting of Council held on November 18, 2024

PRESENT

Mayor J. Bolt
Councillors: J. McLean, CJ Rhodes, C. Huisman, G. Shaw.
CAO, Dean Trumbley
CO, Brooke McCourt

CALL TO ORDER

Mayor Bolt called the meeting to order at 11:05 am.

ADOPTION OF AGENDA

Moved/Seconded
THAT the agenda of the November 18, 2024 Special Meeting be adopted.

(46-SP-24)

Carried

ADOPTION OF MINUTES

Moved/Seconded
THAT the Special Meeting minutes of March 15th, 2024 be adopted.

(47-SP-24)

Carried

IN-CAMERA

Moved/Seconded
THAT Council move into In-Camera at 11:06 a.m. Under section 901(e)(f) of the Community Charter S.B.C. 2003.

(48-SP-24)

Carried

**DECLASSIFIED MOTIONS
FOR PUBLIC RECORD**

Moved/Seconded
THAT Council approve resolution number (142-ICM-24) from November 18th, 2024 In-Camera meeting to be declassified from In-Camera and made public in the Special Council Meeting Minutes of November 18th, 2024.

(143-ICM-24)

Carried

Moved/Seconded
THAT Council approve the City of Greenwood to purchase 2 sea-cans from Bob Bugeaud at \$9,250.00 each plus taxes for the storage and security of City of Greenwood supplies and equipment but further more for the storage of Bylaw infractions that result in impoundment under City Bylaws and that the quotes that were obtained be attached to the resolution as correspondence.

(142-ICM-24)

Carried

Moved /Seconded

THAT Council approve resolution number (144-ICM-24) from November 18th, 2024 In-Camera meeting to be declassified from In-Camera and made public in the Special Council Meeting Minutes of November 18th, 2024.

(145-ICM-24)

Carried

Moved/Seconded

THAT Council approve the City of Greenwood to put up clear and legible signage on municipal property located near and around the parcel known as 102 South Government Ave, for the purposes of warning of the presence of such hazards on neighboring land.

(144-ICM-24)

Carried

ADJOURNMENT

Motion: Mayor J. Bolt

THAT Council adjourns the special meeting at 11:59 a.m.

(49-SP-24)

Carried

Mayor

Certified Correct

Corporate Officer

Brooke McCourt

From: Public Works
Sent: November 19, 2024 2:53 PM
To: Corporate
Subject: Fw: 40' Container with Rollup Doors. Quote - Eric

Follow Up Flag: Follow up
Flag Status: Flagged

From: Rob Monahan <r.monahan@nehringgroup.com>
Sent: Tuesday, November 19, 2024 1:56 PM
To: Public Works <publicworks@greenwoodcity.ca>
Subject: 40' Container with Rollup Doors. Quote - Eric

Good Afternoon Eric,
Thanks for reaching out here is the information you were requesting.

40' HC (9'6" high) New (1trip) Containers are \$6195 + GST/PST
(Stock photos) New Inventory Arriving Soon.

🚛 40' HC Beige Unit

To deliver a 40ft container with our truck and tilt deck trailer we require a total space of 12' x 120'

The cost to deliver a 40' container to Greenwood, BC is Aprox \$545 + GST

For Roll-up doors you would be \$2450 + PST/GST per door including installation

Item	Description	Price
Roll-Up Door	Door Size: 84" W Opening Size: 78" W X 85" H 1/6" thickness Provides convenient and easier access to inside of containers Corrugated roll shutter for added strength and wind resistance Includes aluminum rail and all hardware	\$1,200/each + Tax Installed: \$2,450/each + Tax With Frame

Thank you,

**NEHRING
CONTAINERS**
YOUR STORAGE EXPERTS

Rob Monahan
Sales & Rentals
250-485-4866 D
250-689-0502 O

www.nehringcontainers.com

We would need 4 Doors!

*Min 2 See com 5°
12,000 each.*

**Roll-up doors not as secure!*

The information in this email is confidential and may be legally privileged. It is intended solely for the addressee. Access to this email by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. If you received this in error, please contact the sender.

Brooke McCourt

From: Public Works
Sent: November 18, 2024 1:51 PM
To: Jocelyn Nega; Corporate; Michelle Moya; CAO
Subject: Fw: BigSteelBox - Quote Request
Attachments: Greenwood City - 81026_2024-11-15.pdf; 40ft HC with 4 doors in side.webp; 20ft open side.png

From: Adam Kaufman <Adam@bigsteelbox.com>
Sent: Friday, November 15, 2024 9:47 AM
To: Public Works <publicworks@greenwoodcity.ca>
Subject: BigSteelBox - Quote Request

Good morning Eric

Thanks for chatting on the phone earlier.

Attached is a quote for a new 1 trip, used 40ft and delivery, here is the breakdown.

40' New BigSteelBox - \$6495
40' Used BigSteelBox - \$3395
Delivery is \$1625 each to Greenwood and a roll off truck.

The 40'HC with 4 doors in the side is \$14,800 in Kelowna and 20ft open side is \$8495 in Kelowna. (Pictures attached).

Let me know what size or option you are interested in.

Thanks,

BigSteelBox Corporation

Adam Kaufman – Account Manager, Modifications
1000-1631 Dickson Ave.
Kelowna, BC Canada, V1Y 0B5
c: 236-597-4307
w: BigSteelBox.com



Quote: Q-81026
Customer #: BSB-CU429252
Date: 11/29/2024
Expires On: 12/15/2024

Need assistance or ready to order?	Adam Kaufman adam@bigsteelbox.com	Customer Service 1-800-373-1187 help@bigsteelbox.com
------------------------------------	--------------------------------------	--

Bill To

Name: Greenwood City
 Address: 202 South Government Street
 Greenwood, BC, V0H 1J0
 Email:
 Terms: Prepayment

Quote Details

Contact Name: Erich Schnider
 Company Name: Greenwood City
 Shipping Address: 202 South Government Street
 Greenwood, BC, V0H 1J0
 Phone #: 250-449-1939
 Email: publicworks@greenwoodcity.ca

Containers	Details	Unit Qty	Total
40' BigSteelBox	Sale. New one-trip container.	1.00	\$6,495.00
40' Used BigSteelBox	Sale. Mid grade container.	1.00	\$3,395.00
Transport	Details	Unit Qty	Total
Empty Delivery	Delivering an empty BigSteelBox from our store to your address. 40' Empty Delivery From/To: BigSteelBox Kelowna to 202 South Government Street, Greenwood, BC, V0H 1J0 Date: TBD Delivery Contact: TBD Door Direction: Delivery Instructions:	1.00	\$1,625.00

Subtotal	\$11,515.00
PST	\$806.05
HST	\$0.00
GST	\$575.75
Total	\$12,896.80

Notes

- Charges apply if the box cannot be transported safely due to ice or snow on the Box or ground.
- Delivery dates are subject to availability. 7+ days' notice is recommended to schedule house-to-house delivery.
- Permits vary by city. Customer is responsible for ensuring they obtain permits if the Box is stored on the street.
- Delivery requirements for a 40' Box: 120ft in a straight line, 10ft width, 15ft overhead clearance, and minimal ground slope (no more than 4ft height difference between each end of the Box).

Initial:



AIR MILES.

Order today to earn 287 AIR MILES® Reward Miles!*

The maximum weight of contents is 10,000 lbs for sizes up to 20' Boxes. Prices include the first month's rent (not applicable to quotes for Box sales). Rentals are not prorated. The final delivery price is subject to change if the destination delivery address is unknown. There is a storage and handling fee applied to Boxes stored at a BigSteelBox facility, which varies by location. The storage and handling fee is charged on the first recurring rental date after the Box enters the facility. Any additional monthly rental would be the unit price plus the storage and handling fee (if applicable) plus taxes. The first month's storage and handling fee is waived for long distance moves. Taxes are calculated in the province where services are rendered. For movements that cross provincial boundaries, taxes apply based on the origin province. Payment can be accepted by VISA, MasterCard, VISA Debit, or MasterCard Debit. Box purchases can also be paid by certified cheque or money order. EFT is available for business customers only. Payment must be received prior to delivery.

*Some conditions apply. See Dealer for details. ®™ Trademarks of AM Royalties Limited Partnership used under license by LoyaltyOne, Co. and BigSteelBox Corporation.

I certify that I have read and agree to the terms and conditions in the attached agreement and have the authority to execute this agreement, understanding that it is legally binding to both parties. Furthermore, I hereby agree to the fees stated above and authorize BigSteelBox Corporation to process payment pursuant to the terms and conditions.

Name :

Signature:

Date:

Invoice 76]

Southern Auctions
101 S Government Ave P.O.Box 190
Greenwood BC V0H 1J0

Date	To	Ship To
November 19, 2024	City of Greenwood	Same as recipient

Instructions

Please pay by etransfer to southerninteriorstorage@gmail.com

Quantity	Description	Unit Price	Total
1	Single trip 40 foot Hi cube container with double doors on one end and 4 double doors on one side	\$9250.00	\$9250.00
1	Single trip 40 foot Hi cube container with double doors on one end and 2 double doors on one side	\$9250.00	\$9250.00
	Delivery to Greenwood		NC
	QUOTE, QUOTE		
	Quote is Valid until Nov 30, 2024		
	Subtotal		\$18,500.00

Tel: [250-445-9994]

Email: [southerninteriorstorage@gmail.com]

Quantity	Description	Unit Price	Total
GST		Sales Tax	\$925.00
	PST		\$1295.00
		Total Due	\$20,720.00

Thank you for your business!

Brooke McCourt

From: Local Government Management Association of BC <office@lgma.ca>
Sent: November 18, 2024 11:03 AM
To: frontdesk.greenwoodcity@shaw.ca
Subject: LGMA Job Circular, News, and Program Updates - Week of November 18, 2024

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

Professional Development Partners:



LIDSTONE & COMPANY



STEWART McDANNOLD STUART
Barristers & Solicitors



YOUNG ANDERSON

Travel Grant Partner:

LIDSTONE & COMPANY

LGMA Newsletter:

Week of November 18, 2024

Member Spotlight on David Block

In this LGMA Member Spotlight, we are highlighting David Block, the Director of Development Services for the City of Terrace. David has been an LGMA member for a decade and is celebrated for over 22 years of dedicated service to local government!



His passion for community planning was shaped by his global travels during his parents' work in India and Ethiopia, exposing him to various rural and urban settings. We are excited to recognize David's commitment and achievements, inviting others to celebrate his impactful journey in BC local government. Read [David's full spotlight!](#) If you know an LGMA member that you think should be highlighted, please contact Adrian Paradis at aparadis@lgma.ca.

[CivicInfo BC & LGMA](#)

BC Local Government Job Board

CURRENT OPPORTUNITIES

Job Postings

LGMA Training:

Don't miss early bird registration!

[CAO Forum](#)

February 18-20, 2025, Victoria, BC

Your Employment as a CAO

[CAO Pre-Forum Workshop](#)

February 18

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](#)

[See all Training & Workshops](#)

Additional News and Training:

Elected officials and senior administrators sought

[LGLA Board Nominations](#)

Due November 25

Accessibility funding for local governments

[The Disability Alliance of BC and The Local Community Accessibility Grant](#)

Asset Management BC newsletter

[Edition 44, Fall 2024](#)

New Municipal Succession Planning Toolkit

[Canadian Association of Municipal Administrators](#)

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

[BC Municipal Safety Association](#)

[See all News & Opportunities](#)

Inaugural First Nations and Local Government Land Use Planning Regional Workshop

Last week the LGMA was excited to welcome 35 local government, and 22 First Nations representatives to the inaugural First Nations and Local Government Land Use Planning Regional Workshop!

We had the privilege of being hosted at the beautiful Thunderbird Hall, on Wei Wai Kum First Nation in Campbell River. Thank you to the Liḡwíłdaḡw people of the Wei Wai Kai and Wei Wai Kum First Nations for the honour of hosting this workshop here, to Wei Wai Kum Culture Group for the honour of sharing ceremony with us, and to Wei Wai Kum Nation Chief Roberts (pictured) for the warm welcome.



We are grateful to the First Nations Public Service Secretariat for partnering on this workshop, to the Fraser Basin Council for supporting its delivery, and to the Ministry of Municipal Affairs, Land Title and Survey Authority of BC, and FortisBC for their financial support. Thank you to Elders Dorman Joseph, Katie McKay, Lavern Henderson and Youth Witness Lyric John-Cliffe for witnessing this important work. Big shout out to all our speakers and presenters: Chief Ken Watts, Chief

Brandy Lauder, Mayor Sharie Minions, Jen Greenway, Gwen Bridge, Darcy Lindberg, Melissa Tokarek, He'quay'eha (Tom Bob), Ron Mattiussi, Aftab Erfan, Harriet van Wart, and Kerry Mehaffey.

We could not have put on this inaugural program without you. Regional workshops for the Interior BC and Northern BC regions will take place in 2025 and 2026, so keep your eye out for registration details.

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

Brooke McCourt

From: John Bolt
Sent: November 19, 2024 1:18 PM
To: CJ Rhodes
Cc: Jessica McLean; Gerry Shaw; CAO; Clint Huisman; Corporate
Subject: Re: E-Mail Resolution - Security Camera System

I am in favour
Thank you all
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 Nov 19, 2024, at 12:09 PM, CJ Rhodes <cj.rhodes@greenwoodcity.ca> wrote:

In favor.

On Nov 19, 2024 12:05 p.m., Jessica McLean <jessica.mclean@greenwoodcity.ca> wrote:
I approve

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

From: Gerry Shaw <gerry.shaw@greenwoodcity.ca>
Sent: Tuesday, November 19, 2024 12:04:11 PM
To: CAO <cao@greenwoodcity.ca>; Jessica McLean <jessica.mclean@greenwoodcity.ca>; CJ Rhodes <cj.rhodes@greenwoodcity.ca>; Clint Huisman <clint.huisman@greenwoodcity.ca>; John Bolt <john.bolt@greenwoodcity.ca>
Cc: Corporate <corporate@greenwoodcity.ca>
Subject: Re: E-Mail Resolution - Security Camera System

In favour

Gerry Shaw
City Councillor
Greenwood B.C. V0H1J0
Gerry.shaw@greenwoodcity.ca
250-605-9150
<image:8764-id-0acd0460-6959-4bfd-9483-168d178ad787.jpeg>

From: CAO <cao@greenwoodcity.ca>
Sent: Tuesday, November 19, 2024 11:52:00 AM
To: Jessica McLean <jessica.mclean@greenwoodcity.ca>; CJ Rhodes <cj.rhodes@greenwoodcity.ca>; Gerry Shaw <gerry.shaw@greenwoodcity.ca>; Clint Huisman <clint.huisman@greenwoodcity.ca>; John Bolt <john.bolt@greenwoodcity.ca>
Cc: Corporate <corporate@greenwoodcity.ca>
Subject: E-Mail Resolution - Security Camera System

Mayor and Council,

I am looking for support to install a recorded (2TB one-month storage capability), HD, colour security camera system throughout City Hall. This is also a part of an entire revamp of security measures to protect staff from future potential threats. I will be bringing this to Council at a future meeting in the form of a full report with recommendations. However, an immediate deterrent would be the installation of a security camera system with correlating signs that let visitors to City Hall understand that they are being recorded for security and safety reasons. Please find attached a quote to install (6) six security cameras with recording system (and back-up) from our existing security company that monitors all of our City infrastructure. As per our **Procurement Policy Section 3.3 Delegated Purchasing Authority bracketed point d) Non-Standard Procurements and Direct Awards** the CAO has the authority but must document the rationale:

Appendix A2 – the CAO has a direct award approval to a maximum of \$5,000.00

Appendix C – an exemption from the Procurement Policy is allowed in an “*Approved Direct Award Authorization / Sole Source Requests*”

Attached is the required *Direct Award Sole Source Form*

Therefore, I am requesting the following:

THAT Council supports the Direct Award to Accura Alarms Security Services Ltd. for the installation of a security camera system at City Hall in the amount of **\$4,987.50**.

ATTACHMENTS: Accura Proposal and Direct Award Form as per Procurement Policy

PLEASE respond by **REPLY ALL** with either “*In Favour*” or “*Not in Favour*” of the staff recommendation. Thank you for your attention and time to this matter.

Dean Trumbley
Chief Administrative Officer
City of Greenwood
202 S. Government Ave,

Brooke McCourt

From: Clint Huisman
Sent: November 19, 2024 12:06 PM
To: Gerry Shaw; CAO; Jessica McLean; CJ Rhodes; John Bolt
Cc: Corporate
Subject: Re: E-Mail Resolution - Security Camera System

I support this.

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: Gerry Shaw <gerry.shaw@greenwoodcity.ca>
Sent: Tuesday, November 19, 2024 12:04:11 PM
To: CAO <cao@greenwoodcity.ca>; Jessica McLean <jessica.mclean@greenwoodcity.ca>; CJ Rhodes <cj.rhodes@greenwoodcity.ca>; Clint Huisman <clint.huisman@greenwoodcity.ca>; John Bolt <john.bolt@greenwoodcity.ca>
Cc: Corporate <corporate@greenwoodcity.ca>
Subject: Re: E-Mail Resolution - Security Camera System

In favour

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



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: CAO <cao@greenwoodcity.ca>

Sent: Tuesday, November 19, 2024 11:52:00 AM

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

Cc: Corporate <corporate@greenwoodcity.ca>

Subject: E-Mail Resolution - Security Camera System

Mayor and Council,

am looking for support to install a recorded (2TB one-month storage capability), HD, colour security camera system throughout City Hall. This is also a part of an entire revamp of security measures to protect staff from future potential threats. I will be bringing this to Council at a future meeting in the form of a full report with recommendations. However, an immediate deterrent would be the installation of a security camera system with correlating signs that let visitors to City Hall understand that they are being recorded for security and safety reasons. Please find attached a quote to install (6) six security cameras with recording system (and back-up) from our existing security company that monitors all of our City infrastructure. As per our **Procurement Policy Section 3.3 Delegated Purchasing Authority bracketed point d) Non-Standard Procurements and Direct Awards** the CAO has the authority but must document the rationale:

Appendix A2 – the CAO has a direct award approval to a maximum of \$5,000.00

Appendix C – an exemption from the Procurement Policy is allowed in an “*Approved Direct Award Authorization / Sole Source Requests*”

Attached is the required *Direct Award Sole Source Form*

Therefore, I am requesting the following:

THAT Council supports the Direct Award to Accura Alarms Security Services Ltd. for the installation of a security camera system at City Hall in the amount of \$4,987.50.

ATTACHMENTS: Accura Proposal and Direct Award Form as per Procurement Policy

PLEASE respond by **REPLY ALL** with either “*In Favour*” or “*Not in Favour*” of the staff recommendation. Thank you for your attention and time to this matter.

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.



Boundary Invasive Species Management Program

Annual Report 2024



Prepared for: Boundary Invasive Species Society

Prepared by: Barb Stewart, RP Bio, PAg, Program Manager
Darrin McBee, Operations Coordinator
Olivia Schneider, Outreach Coordinator
Boundary Invasive Species Society

Completed: November 2024

Acknowledgements

The Boundary Invasive Species Society (BISS) is grateful for the funding support from partners for delivering all programs throughout the year.

We would like to recognize the assistance of:

- Field staff who completed activities this season including one seasonal technician, several part-time labourers, the Outreach Coordinator, the Operations Coordinator, and the Program Manager;
- The board of directors of the society who donate their time to guide the society and its programs;
- All the society members and partners that operate management programs, provide guidance, or assist with projects.

The programs would not operate without the generous support of partners.

The terrestrial plant awareness and management program was completed with funding received from: Regional District of Kootenay Boundary Weed Function - Electoral Areas D and E, Christina Lake Parks and Recreation Commission; Boundary Integrated Watershed Service, Min. Forests, West Boundary Community Forest, Min. of Water, Land and Resource Stewardship, Selkirk Resource District, Min. Transportation and Infrastructure, BC Parks Enhancement Fund, BC Parks, BC Hydro, FortisBC Energy, FortisBC inc., Village of Midway, City of Greenwood, and Canada Summer Jobs.

"We acknowledge the financial assistance of the Province of British Columbia" for supporting the awareness program.

In-kind donations from: Trails to the Boundary Society, Christina Lake Stewardship Society, Granby Wilderness Society, Yellowhead Road and Bridge, Interfor Ltd., Kootenay Boundary Farm Advisors Program, Selkirk Resource District Range Program, BC Parks Rangers, and many volunteers and school classes helping with weed pulls, planting and restoration projects.

TABLE OF CONTENTS

1.	Personnel.....	1
2.	Invasive Species Program Overview.....	1
3.	Prevention.....	1
4.	Early Detection and Rapid Response (EDRR).....	2
5.	Education and Outreach.....	2
5.1	Presentations.....	2
5.2	Markets & Events.....	3
5.3	Youth.....	4
5.4	Articles and Blog.....	5
5.5	Website.....	5
5.6	Social Media.....	7
5.7	Program Content.....	9
6.	Inventory and Monitoring.....	10
7.	Biological Control.....	11
8.	Coordination and Partnerships.....	14
8.1	Weeds Cross Borders Project.....	14
8.2	Adjacent Regions.....	15
9.	Planning and Management.....	16
9.1	Summary.....	16
10.	Enforcement.....	20
11.	Summary.....	20

LIST OF TABLES

Table 1.	Summary of Expenditures for Invasive Plant Treatment by each Partner from 2020 to 2024.....	18
Table 2.	Summary of Invasive Plant Program Resource Allocation by Partners in the Boundary for 2024.....	19

LIST OF FIGURES

Figure 1.	Total Investment in Invasive Plant Treatment for all Stakeholders in the Boundary.....	16
Figure 2.	Allocation of Resources for Invasive Plant Management within the Boundary and trend of increasing (↑) or decreasing (↓) compared to previous year.....	17

1. Personnel

Staff: Program Manager – Barb
Operations Coordinator – Darrin
Outreach Coordinator – Olivia
Seasonal Technician – Ian

Boundary Invasive Species Society (BISS) Officers and Directors: Stefany, Debbie, Janine, Doug, Olivia, Ashley, Jesse, and Bob.

2. Invasive Species Program Overview

The Boundary Invasive Species Program is in its 25th year and continues to work to increase awareness of invasive species, their impacts to our resources, and to coordinate treatment efforts within the Boundary area. The program is making a difference. A summary report on the *Status of Invasive Plant Species in the Boundary 2024* will be completed to assess whether species specific objectives were being met and this should be available in early 2025 once all the data collected is analyzed.

The program provides residents of the Boundary with a reliable source of information regarding invasive species identification and management and works with land managers to coordinate treatment efforts towards priority invasive plants and areas. Without such a program, residents would have limited access to management information, assistance with plant identification, a place to report new infestations, or a contact to direct complaints too. Many people contacted the program this year for help in identifying invasive plants and formulating effective management strategies for their properties. The majority of individuals who contacted the program this year carried out some level of control on their properties.

3. Prevention

Preventing species from being introduced into our area is a focus for the program. The Weeds Cross Borders partnership with Okanogan and Ferry Counties, as well as Okanogan and Similkameen Invasive Species Society (OASISS), shares information on location of new priority species and held a field tour in Washington enabling BISS staff to see new species not yet present in BC. The Cross Borders partnership and calendar has grown to be an immensely beneficial program that facilitates awareness and control of invasive species. The education has been pivotal in preventing invasive species from reaching the Boundary. Within the project, the adjacent US counties work near the border to control yellow star thistle (*Centaurea solstitialis*), crupina (*Crupina vulgaris*), black henbane (*Hyoscyamus niger*), north African grass (*Ventenata dubia*), and jointed goat grass (*Aegilops cylindrica*).

To reduce accidental introductions on watercraft the society worked with and supported efforts by the Christina Lake Stewardship Society (CLSS) to deliver an aquatic awareness program. In 2024, BISS visited communities at events with pop-up booths in popular areas of across the Boundary with a focus on preventing introduction of aquatic invasive species. The program also relied on articles and social media. All were effective mediums of getting the message out.

Best Management Practices are available for a range of industries including roadside maintenance, parks, forestry, and development. The past few seasons BISS was contracted by the Selkirk Resource District to inventory and provide recommendation to prevent introduction and expansion of invasive plants before harvest as part of a wildfire risk reduction projects being undertaken in interface areas. Staff surveyed and



monitored projects in the Beaverdell, Rock Creek, and Christina Creek areas and control work was completed. Incorporation of prevention and management before and during these projects is key.

4. Early Detection and Rapid Response (EDRR)

The provincial government has a provincial EDRR plan for BC that includes all plant and animal taxa. One species considered prohibited in BC, dyer's woad (*Isatis tinctoria*), was historically present in the Boundary and has been reported to no longer be grown on the site. The mouse-ear hawkweed (*Pilosella officinarum*) site was not monitored this year since provincial staff consider the site eradicated. Black henbane was found in Rural Grand Forks in 2019, presumably as a result of excessive flooding in 2018. The province leads on monitoring and control of these three species.

In fall 2018, North Africa grass (*Ventenata dubia*) was found in the Gilpin area by staff. This species was under management by the province from 2018-2020 when it was moved to provincial containment status in early 2021 and BISS took over coordinating management. BISS has since worked together with Ken Sapsford from the Ministry of Agriculture to perform herbicide trials on North Africa grass on a private property in Rock Creek. This support has been very helpful in identifying effective herbicides and timing to achieve control of this species which new to BC and has huge potential for expansion and impacts. Considering the size of area already infested and the difficulty in finding every plant, herbicide will an important tool to achieve effective control and eventual eradication from the region. This fall treatment began using the results of the herbicide trials and infestations on all partner jurisdictions were treated. For more information on the results of the trials contact BISS staff.

The program focussed on improving staff and partner plant identification skills for recognizing new species using pressed samples, and pictures of species to watch for in publications and presentations. Research indicates that most new species are present for over 20 years before they are discovered and reported; therefore, it is important to keep training on potential new species at the forefront of the awareness program. The planning committee has requested BISS staff to put together a picture book or calendar of watch list species to help train relevant partner staff and this should be completed by spring 2025.

5. Education and Outreach

5.1 Presentations

BISS presented to four community groups this spring and summer and to the Greenwood City Council. The presentations allowed for specific relevant information to be shared and provided an opportunity to engage in dialogue on how BISS and other organizations can work together on the issue of invasive species.

In May, the Outreach Coordinator presented on invasive ornamentals, preventing the spread of invasives, and finding non-invasive or native alternatives that encourage native pollinators to local gardeners. The event included a seed exchange that was monitored for invasive species.

BISS's meeting with the Jewel Lake Environmental Protection Society (JLEPS) was particularly productive. Members were introduced to the BISS program and concerns specific to Jewel Lake were highlighted. Staff connected with individuals to organize site visits and collaborated with JLEPS to contact other property owners on the lake. This allowed BISS to thoroughly survey the lake shore for yellow flag iris and knotweed species.

A presentation to a local hiking group helped trail users learn to identify invasive plants on the trails they frequent. Participants practiced measures to prevent the spread of invasive species on clothing, gear, and pets.

The fourth presentation was to the Grand Forks Rotary Club on the BISS program and the issue of invasive

species in the area. These interactions with community groups develop awareness, and action on the ground, and build community support for the BISS program.

5.2 Markets & Events



Olivia at the Grand Forks Farmers' Market with BISS education booth

Five markets were attended this year: three in Rock Creek and two in Grand Forks. Markets lasted between four and five hours during which time Olivia displayed resources and educational and informational materials. Staff spoke with 269 people regarding plant identification, management, and prevention, promoting campaigns such as Play Clean Go, Buy Local Burn Local, Don't Let It Loose, and Clean Drain Dry.

Over 117 educational materials were handed out including identification guidebooks, management recommendations, information on prevention during terrestrial and aquatic activities, stickers, and calendars from the Weeds Cross Borders (WCB) project, among others. Boot brushes were popular at recreation-focused events. Markets were an excellent opportunity to connect with locals as well as those travelling through the region. Many were excited to learn about the RDKB programs available to assist with invasive plant management on private property such as the New Invaders and Cost Share funding.

BISS attended five events spanning seven days. These included BC Trails Day in Grand Forks, Greenwood Founders Day, Christina Lake Homecoming, and sharing a booth with the Christina Lake Stewardship Society (CLSS) to educate boaters at the Texas Creek Boat Launch.

BC Trails Day allowed BISS to connect with local trail users. Information was provided on prevention and identification while on the trails. This event led to a connection with the Grand Forks

Community Trails Society (GFCTS). BISS and the GFCTS found opportunities to collaborate throughout the



BISS education booth at BC Trails Day

year and look forward to furthering awareness, prevention, and management of invasive species among trail users going forward.

BISS staff spoke to 104 people during Greenwood Founders Day celebrations and distributed 99 educational materials. Information on prevention, identification, management, and services provided by the BISS program was shared and the event resulted in several site visit requests.

BISS staff also took part in Christina Lake Homecoming and a day at the Texas Creek Boat Launch. These were opportunities to focus on aquatic species prevention and to promote the use of Clean Drain Dry by lake users. Both events were undertaken in collaboration with the CLSS.

The Rock Creek Fall Fair was the largest event attended by BISS with staff speaking with 108 people. This event draws people from all over the Boundary and beyond, creating an opportunity to connect with a variety of community demographics. A total of 142 educational materials were distributed.



BISS education booth at the Grand Forks Farmers' Market

5.3 Youth



Students helped mulch pine seedlings at Boothman's Oxbow Provincial Park

A particular effort was made to connect with local youth this year. Fostering awareness and an action-based mindset in upcoming generations will build support for our work going forward and participation in best practices promoted by Clean Drain Dry, Play Clean Go, and Buy Local Burn Local that reduce the spread and impacts of invasive species.

BISS presented at three youth programs including twice at FriYAY kids camp facilitated by the Regional District of Kootenay Boundary (RDKB) and once at the Christina Lake Stewardship Society (CLSS) youth program. These presentations introduced participants to what invasive species are, what they do, and how we can prevent or remove them. We then went outside to learn to identify native and invasive species and to collect plant specimens to make nature bracelets or to draw. The drawings were then turned into books with the species labelled. The kids were introduced to the issue of invasive species, had an opportunity to engage in hands-on outdoor learning, and were left with a souvenir of their learning made by their own hands.

Presentations to grade 4/5 and 6/7 classes took place in June. As with the other youth presentations, students were introduced to the concept of invasive species and the challenges they pose. Following a presentation and outdoor walk, students enjoyed examining the American bullfrog and biocontrol specimens and selecting identification guides, boot brushes, stickers, and bookmarks to take home.



Nature bracelet made by a FriYAY participant.



Boothman's Oxbow Provincial Park student volunteers

In July, a grade 4/5 class helped clean tree cages and mulch over 100 trees in Boothman's Oxbow Provincial Park. Students returned in the fall to plant cottonwood in new restoration sites in the park. These opportunities for hands-on restoration work foster awareness, action, and a sense of accomplishment in students as they return each season to see the successes of previous work.

5.4 Articles and Blog



Educational articles were submitted to the Grand Forks Gazette monthly. They covered a range of subjects. These included gardening practices, the environmental, social, and economic costs of invasive species, preventing the spread of invasive species through hay and pasture seed, and the importance of buying and burning local firewood. The articles generated public engagement with the issues surrounding invasive species as shown by the phone calls and emails in response to the articles. These submissions remain an important element of BISS outreach work. They allow us to reach a wide range of community members with seasonally relevant information. Articles will continue to be submitted through the winter.

October article submitted the Grand Forks Gazette

5.5 Website

Work on boundaryinvasives.com began in the fall of 2023 and was completed in spring 2024 to update information, redesign, and reorganize the website to increase usability. The website is primarily a tool for BISS staff to direct community members to additional information. The updates will hopefully increase traffic for more general inquiries and provide a current reference tool for BISS staff when speaking with the public. Though the website is published, work is continuing to develop tools.



Old 'Home' page

The 'Home' page provides direct links to species identification, contact information, and information on how to remove invasive species effectively and safely. It also shares information on the history and goals of the Boundary Invasive Species Society. Information requests coming through the website contact form show that people are accessing and using the tool.

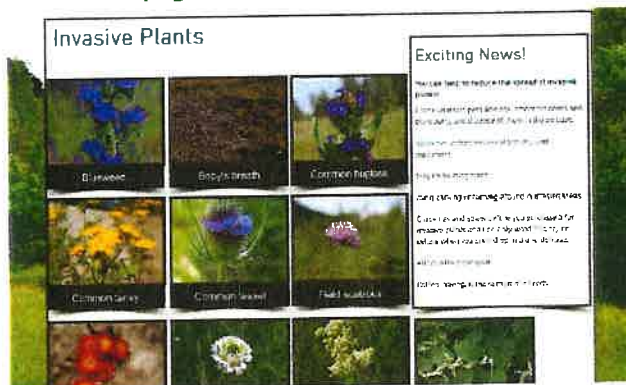


New 'Home' page

The 'Invasive Species' page provides a definition of 'invasive species,' links to information on the identification of aquatic and terrestrial invasive species, and a brief description of the impacts of invasive species.

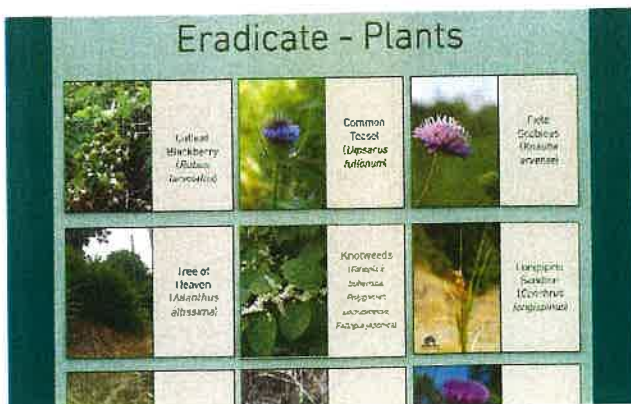
'Prevent Invasive Species' outlines best practices for preventing the introduction and spread of invasive species in gardening, pasture management, via pets, and during aquatic and terrestrial activities.

'Get Rid of Invasive Species' provides information on the management tools available in an integrated management approach. These include manual removal, biocontrol, herbicides, and various other suggested methods of control and eradication.



Old 'Invasive Species' page

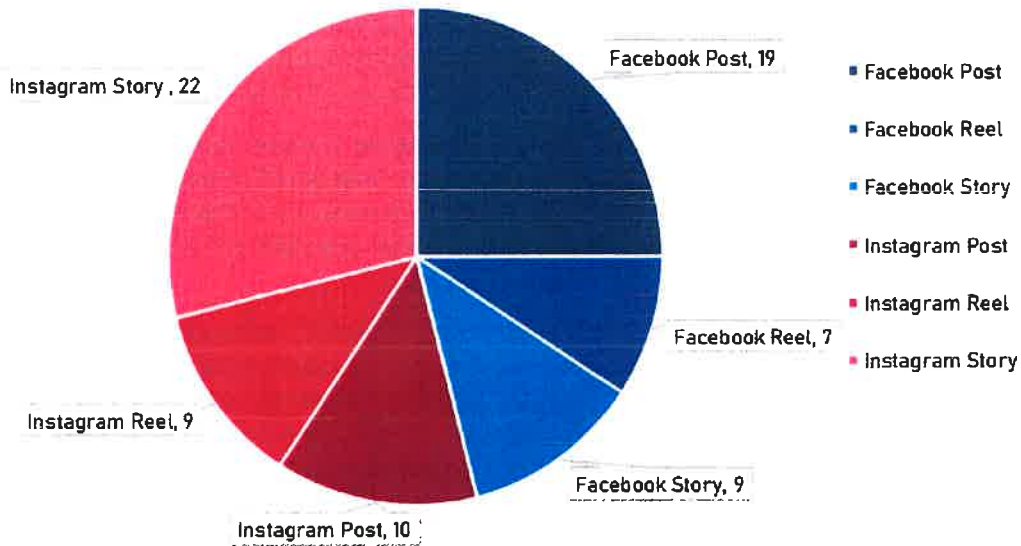
'Resources for You' provides a library of links and documents, RDKB programs, awareness campaigns, plant identification and reporting apps, treatment and management resources, relevant government documents, and BISS plans and reports. This page requires work to be made more accessible and user-friendly.



New 'Invasive Species' page

5.6 Social Media

Social Media: # of uploads in each category



Social media accounts were used regularly to share information on BISS activities, updates from the field, recent invasive species news, and information on the identification and impacts of invasive species.

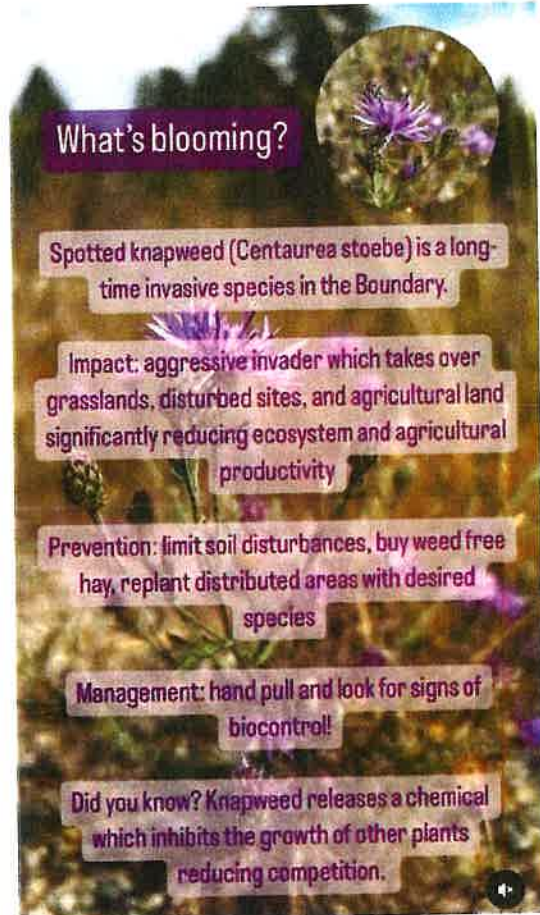


BISS Instagram page

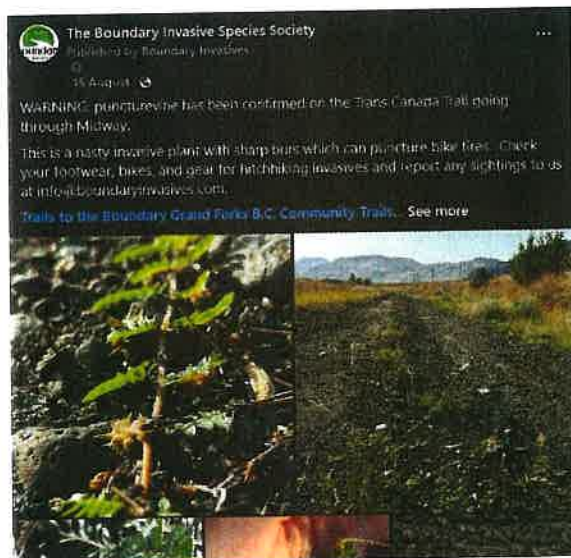
BISS made 18 Facebook posts, 7 reels, and 9 stories, and 10 Instagram posts, 9 reels, and 22 stories. The Facebook page increased its followers from 651 to 680 since November 2023, and the Instagram account gained 22 followers making for a total of 183 followers. The increased social media usage for outreach and education resulted in reports of invasive species featured in recent posts and reels.



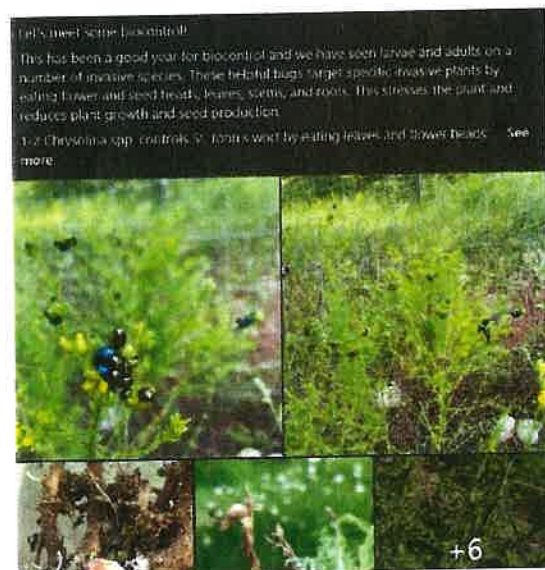
Instagram reel on the challenges of yellow flag iris removal



Instagram reel on spotted knapweed



Facebook post warning of puncture vine in the Trans Canada Trail



Facebook post introducing bioagents present in the Boundary.

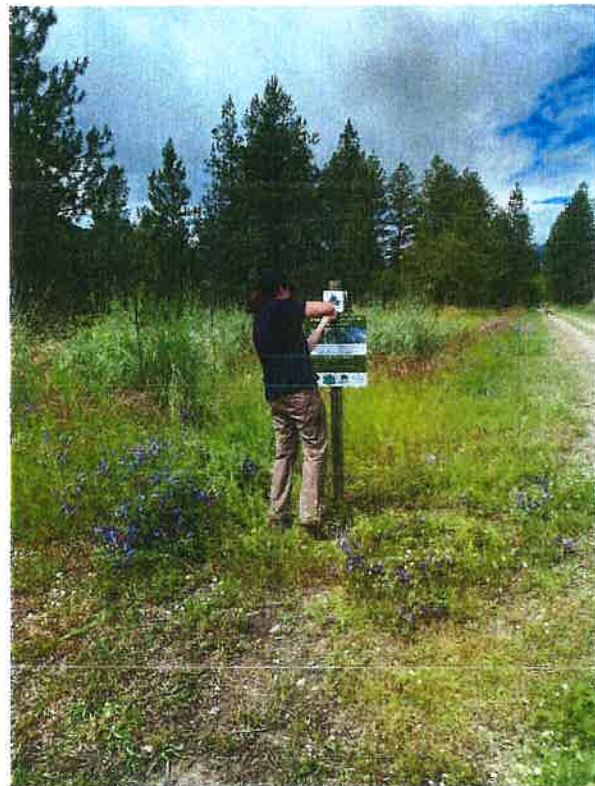
5.7 Program Content

Prevention was stressed as the first step in invasive species management. This was done by spreading awareness about campaigns such as Play Clean Go, Clean Drain Dry, Don't Let it Loose, Grow Me Instead, and Buy Local Burn Local. Presentations, news articles, blog posts, social media posts, and conversations at the education booth were all used to provide information on why prevention is important and best practices to avoid the spread of invasive species. BISS aimed to connect with a wide range of community demographics including youth, landowners, gardeners, boaters, trail users, and others from the Boundary. Prevention is something everyone can participate in.

Management methods and eradication were the topics of greatest interest to community members. BISS staff recommended an integrated management approach which could include the use of tools such as manual removal, competition planting, and herbicides among others. The RDKB Cost Share and New Invaders programs were popular and requests for similar cost assistance came from landowners outside of the covered areas. Further information on management tools was provided through the BISS website, educational material handed out at markets and events, shared in news articles, and management tips posted on social media accounts. Property owners were the primary focus of this content delivery.

As in previous years, the prevention of aquatic invasive species was emphasized. BISS joined CLSS staff for a day at Texas Creek Boat Launch to speak to recreationists about Clean Drain Dry and the dangers posed by zebra and quagga mussels. BISS presented to the JLEPS and spoke to landowners around Jewel Lake about yellow flag iris and knotweed species. BISS also used social media to spread awareness of aquatic invasives through photos and videos of identification and removal and shared recent aquatic invasive species news. An article submitted to the Grand Forks Gazette covered the environmental, social, and economic costs of invasive mussel species and urged people to take measures to avoid their introduction to British Columbia. The information on aquatic invasives on the website was substantially increased after the publication of the updates in June. Attention was also directed to aquatic invasives while at markets and events.

Terrestrial invasive plants are the primary focus of the BISS program. All outreach methods were used to provide community members with information and tools that help with identification and resources on prevention, management, and restoration. BISS staff visited Durand's Nursery to talk with staff and deliver information pamphlets on Buy Me Instead and Plant Wise. With help from Trails to the Boundary and the Grand Forks Community Trails Society BISS installed invasive species trail signs at locations on the Trans Canada Trail from the east to the west end of the Boundary.



Trails to the Boundary helped install invasive species signs on the Trans Canada Trail.

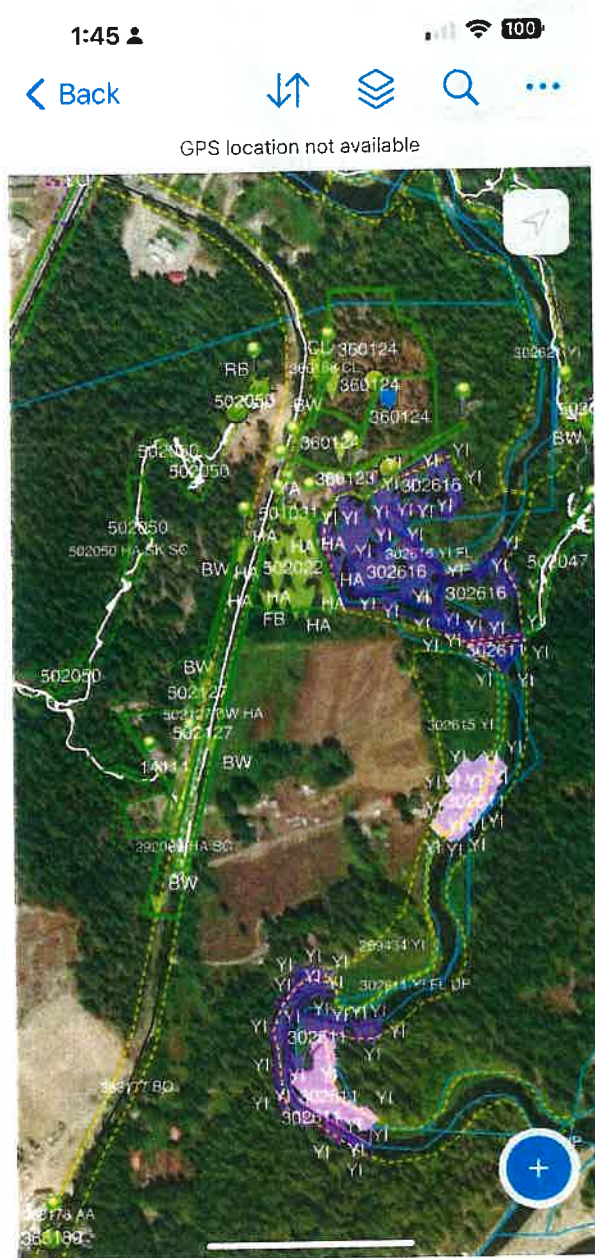
6. Inventory and Monitoring

The BISS staff and RDKB herbicide contractors used an ArcGIS Online digital mapping system to collect data in the 2024 field season. Users were able to collect data in the field as well as view operational layers and references layers using the ArcGIS Field Maps app. BISS has how-to-guides to inform proper data collection protocol using the ArcGIS Field Maps app. Digital reference layers included lot lines, house numbers, roads, water features, wells, wildlife habitat areas, at risk plant locations, FortisBC pole numbers, well buffers, and MOTI pits, and invasive plant data from the previous season. The map has satellite imagery as a background to make identification of locations simple and sites that are assigned a unique identifiable code that can be searched while in the field. All data was synced daily so a user could view data made by other users. The information collected included observation, monitoring, and treatment records. The data collected was exported and used for all reporting. The ArcGIS online database of information on invasive plant locations can easily be shared with all partners.

All operational records from 2024 were entered into the provincial InvasivesBC database. Each stakeholder contributed resources to have their portion of data entered into InvasivesBC with a unique project code that can be used to identify which records were funded by that stakeholder. All data entry was completed by BISS staff.

For the 2024 field season, the province continued using the new online database called the InvasivesBC. InvasivesBC which in 2023 replaced the much older Invasive Alien Plant Program. After using this system for a second season, most of the issues have been sorted out and use of the InvasivesBC database was smooth and efficient in 2024.

Inventory and monitoring during 2024 continued to focus on priority species (Category 1 and 2) including field scabious, longspine sandbur, plumeless thistle, scotch thistle, North Africa grass, common tansy, common bugloss, blueweed, knotweeds, plumeless thistle, among other species. New inventory was focussed in areas in proximity to known Category 1 species. A special effort was made to inventory North Africa grass patch boundaries in 2024 in preparation for fall treatment as effective herbicide options became available for the first time this season. Detailed inventory was done on many jurisdictions for partners. The program promotes the use of the *Report Invasives BC* app; however, very few reports are being received from our area through the app. Typically, FOR staff do not reply to all reports and do not notify BISS of reports; instead, reports are entered into InvasivesBC. The program promotes the use of the



iNaturalist app which allows users to photograph a plant and get an identification.

Sampling for invasive mussels was completed at two locations on the Kettle River using plankton nets to catch mussel larvae (veligers) in the water column. A substrate sampler was installed at Jewel Lake and monitored with no sign of mussels. The Province of BC reported no zebra or quagga mussels detected from any lakes in BC this season. For an update on the provincial boat inspection program visit <https://www2.gov.bc.ca/gov/content/invasive-mussels>.

A summary of the status of priority invasive plants in the Boundary region is being included in the report *Status of Invasive Species in the Boundary for 2024* which will be available in the spring at www.boundaryinvasives.com.

7. Biological Control

Bio-control activities in the Boundary are delivered through cooperation with the Ministry of Forests (FOR), Boundary Invasive Species Program and the Regional District of Kootenay Boundary. The program did some monitoring of insect presence on request by landowners and range tenure holders. The most common report/question from the public was about *Chrysolina spp* targeting St John's wort with several reports of insects being observed in June. This section provides a summary of the status of established insects and there is little change in this section from last year since no new releases were completed. There are several new insects in the late research phase by the province that should come available in the next few years. For more information on the provincial biocontrol program visit: <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/invasive-species/biological-control>.

7.1.1 *Aceria malherbae* (ACMA)

Aceria malherbae is a mite that attacks field bindweed (*Convolvulus arvensis*). A site with *A. malherbae* was found in 2020 in the Hardy Mountain area which may have established from the assumed unsuccessful release in 1998. In 2020 some plant material was collected and moved to a mowed and irrigated site in City Park in Grand Forks to see if a future collection site could be established. Monitoring of that site did not find evidence of the insect present.

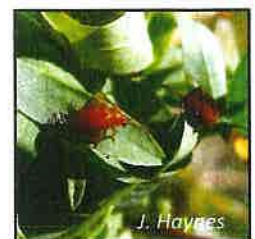
This agent was released in 1998 east of Grand Forks, but it did not establish at the release location. In 2016 two releases were purchased by the RDKB from a researcher in Alberta and released in the Midway and Grand Forks areas. The release west of Grand Forks was monitored 2017-2020 and there was no evidence of establishment. The release near Midway showed evidence of establishment in 2017 - 2021 during monitoring. Once this foliar feeding mite builds adequate populations the plan is to collect and redistribute the insects.

7.1.2 *Agapeta zoegana* (AGZO)

Agapeta zoegana, a root-boring moth for control of diffuse and spotted knapweed was widely distributed in the past and has likely already spread to suitable shady sites with diffuse knapweed. There were no releases this year.

7.1.3 *Apthona flava* (APFL)

Range Branch, Biocontrol Development Group released *apthona flava* on the Leafy spurge site up Norweigan creek in 2010 and monitored the site in 2011. The release was done at the request of the landowner who would like an increased level of control. The province is responsible for monitoring the establishment of this species.



7.1.4 *Cyphocleonus achates* (CYAC)

Cyphocleonus achates is a root-boring weevil for control of diffuse (*Centaurea diffusa*) and spotted knapweed (*Centaurea stoebe*). Since this large weevil does not fly well, it is slow to spread on its own. No new releases were provided this year. Distribution of this agent will continue as releases become available.

Monitoring of *Cyphocleonus achates* on diffuse knapweed and spotted knapweed was done throughout the Boundary in June 2013. The results of this monitoring indicate that *C. achates* is widely spread throughout the Boundary, along with other biocontrol insects.



7.1.5 *Larinus minutus* (LAMI)

Larinus minutus is a seed-feeding weevil that defoliates diffuse and spotted knapweed and is well distributed in the district. There is speculation that this agent is a major factor in the crash of diffuse knapweed in the hot east west valleys of the West Boundary in 2004. Diffuse knapweed appears to be cycling with the insects now in many areas. Populations of diffuse knapweed increased dramatically this year in response to favourable weather conditions for seed germination. Monitoring has found insects still present in all areas.



7.1.1 *Larinus obtusus* (LAOB)

Larinus obtusus is a seed-feeding weevil that also defoliates both spotted and diffuse knapweed. This agent prefers cooler climates than LAMI. Previous release sites will continue to be monitored to see if the weevils start to build populations. If populations of *L. obtusus* build, it is hoped they will have an impact on spotted knapweed in higher elevation areas in the region. In 2015 FOR was doing some monitoring at higher elevations to determine if there is an elevational limit for building populations sufficient to see plant suppression. The results found low establishment levels at locations monitored. A researcher with Agriculture and Agri-Food Canada based out of Summerland, BC is focussing on assessing and improving spotted knapweed biocontrol and report has not yet been released.



7.1.2 *Larinus planus* (LAPL)

Larinus planus is a seed-feeding weevil for control of Canada thistle (*Cirsium arvense*). This agent is effective at reducing seed production and over time may reduce plant height and density of infestations, but it is not expected to control populations. There are very few locations in the district now that do not have the weevil present; most of these are in northern parts of the district in harvested areas or high elevation remote locations. The previous collection sites in Grand Forks and Christina Lake had very low plant density the past few years and stunted plants so could not support collection. New collection locations will be sought future. There is a need for LAPL to be collected from a higher elevation cooler site to enable release at higher elevation patches with Canada thistle.



7.1.3 *Mecinus janthiniformis* (MEJA)

Mecinus janthiniformis is a stem-boring weevil for control of dalmatian toadflax (*Linaria dalmatica*). The agent is well established and has done well at controlling dalmatian toadflax in the Grand Forks area. There seems to be a trend where plants impacted by the weevils produce multiple flower stalks and still produce seed later in the season after the insects are done for the year. In the Midway area there was poor suppression for many years, likely a result of low snowfall



and cold winter temperatures. To date *mecinus janthiniformis* has not been found on yellow toadflax (*Linaria vulgaris*) within the Boundary. Researchers are testing another species, *Mecinus janthinus*, for use on yellow toadflax.

7.1.4 *Mogulones crucifer* (MOCR)

Mogulones crucifer is a root and stem-feeding weevil for control of hound's tongue (*Cynoglossum officinale*). During 2005 and 2006 163 releases were completed, putting the insects in almost every major drainage in the district. From 2007 to 2010 releases were done to fill in gaps in distribution. All local potential sites have minor feeding so rather than invest in further releases a decision was made to wait for the insects to build populations and spread further on their own. Many landowners and range tenure holders have noticed a significant decline in hound's tongue over time. They are also reporting hound's tongue showing back up into areas and the insects are still present but in low numbers.



7.1.5 *Rhinusa antirrhinii* (RHAN)

Rhinusa antirrhinii is a seed-eating weevil for control of dalmatian toadflax. The agent was changed to secondary in spring 2007 and distribution began in fall 2007 with two releases. A few primary releases of this agent were done in the Boundary by Range Branch and monitoring showed establishment. The agent is reported to disperse quickly and was found at two sites in 2007 near Boyer Creek and south of Kettle River Provincial Park. Both sites are a long distance from previous releases. The release on Kettle River East FSR was monitored in 2014 and the population is well established at the site.

7.1.6 *Chrysolina spp.* (CHRY)

Chrysolina spp. are beetles that defoliate St. Johns-wort and can provide control of a site within five years. No new releases were done this year because no insects were provided by FOR.

Most locations of St. Johns-wort show some level of *Chrysolina* beetles, and they usually are visible within a few years of a patch establishing. Since 2010 low levels of *Chrysolina* was observed across the Boundary. In 2021 to 2024 pockets with high populations of insects have been observed in some of the open forest areas.

Training was provided by regional staff in 2012 on how to monitor and collect three other agents for St. John's wort including *Aplacera plagiata*, *Agrilus hyperici* and a species of *Aphis*. Due to time limitations of staff no monitoring of the other insects has been completed by BISS staff.



7.1.7 Biocontrol Summary

To date, *larinus minutus*, *agapeta zoegana*, *sphenoptera*, and *cyphocleonus* are widespread in the district and impacting populations of diffuse knapweed in the warm dry grassland areas. *Mogulones crucifer* is well distributed on the landscape and future releases could be focussed into areas with particularly dense infestations or restoration areas where new disturbance could enable re-colonisation. The insect for field bindweed has established in Midway and rural Grand Forks and if this insect builds sufficient populations to enable sustained collections, then it could help to address field bindweed impacts in rural Grand Forks and Midway areas. Further information on biocontrol agents is available on the FOR website.

8. Coordination and Partnerships

The Boundary Invasive Species Program staff facilitated coordination between land managers operating treatment programs to achieve effective management and encouraged implementation of prevention strategies.

The *Operational Plan for Invasive Species Management in the Boundary* was developed in the spring of 2014 setting out goals and objectives for the following 5 years. The companion document an *Operational Plan for Invasive Species Management in the Boundary for 2014-2018* containing management priorities for different species was completed in May 2014 and has been updated each spring through a spring planning committee meeting. Both documents were used for guidance in setting priorities for management priorities. During 2022 and early 2023 partner and public input was received and the updated need to be completed in 2024 and released.

The Regional District of Kootenay Boundary has developed partnerships with agencies operating treatment programs to create a partnership delivery model for treatment of invasive plants in the Boundary and West Kootenay. The Boundary has been broken up into three contract areas: Electoral Area E West Boundary (Area E), Electoral Area D Rural Grand Forks/Granby (Area D), and Electoral Area C Christina Lake (Area C). In 2024, the RDKB hired four herbicide contractors. The contract work in area C and D was mainly completed by Kootenay Weed Control while Interior Weed Control, Phoenix Farms Ltd, and Southern Frontier Forestry Services completed work in Area E. The partners involved included Min. Transportation and Infrastructure, FortisBC, BC Hydro, FortisBC Energy, Ministry of Forests (Invasive Species program, Range Branch, Wildfire Risk Reduction), Min. Water, Land and Resource Stewardship, and BC Parks. The Village of Midway and the City of Greenwood hired a contractor directly to complete work on municipal lands. Many of the areas treated by these managers were part of a coordinated effort involving multiple partners. All treatment work on crown land was done under the *Invasive Plant Pest Management Plan for Provincial Public Lands in Southern and Coastal British Columbia*. All work on private land was done under the contractor's service license with written permission of the landowner.

The Boundary invasive species program coordinated the treatment programs for all land managers and received concerns or requests from private landowners for treatment.

All treatment and inventory are recorded using the Field Maps app and stored in an online database. The quality of treatment records submitted by contractors was good overall but some data corrections were required. BISS completed all the monitoring of contractor work and found the quality of work to be acceptable.

8.1 Weeds Cross Borders Project

The Weeds Cross Borders project involves the BISS, Okanagan and Similkameen Invasive Species Society (OASISS), Okanagan County Noxious Weed Control Board (OCNWCB) and the Ferry County Noxious Weed Control Board (FCNWCB). Invasive species don't respect jurisdictional boundaries; thus, the Weeds Cross Borders Project was initiated. The focus is the prevention of invasive and noxious species spreading along shared highway corridors and waterways. The project partners signed a multiyear Memorandum of Understanding (MOU) in 2018. Other signors included the Ministry of Transportation and Infrastructure (MOTI), Ferry County WSU Extension Program, and the Washington State



Department of Transportation (WSDOT). No direct funding was received specifically for this project this year, however activities in support of previous work are completed based on priorities identified by each region. Treatment includes all species on roads leading to major border crossings; there is also an annual border pull for nodding thistle in the Sidley Mountain area.

The Project also has an education and awareness component. This is often in the form of field guides and literature; For 2024 it was in the form of developing a calendar for 2025 showcasing before and after successes which will begin distribution in December 2024. This has proven to be an excellent way to stay in touch and share different innovative tools for invasive species controls.

8.2 Adjacent Regions

The program works with the Central Kootenay Invasive Species Society (CKISS) and the Okanagan and Similkameen Invasive Species Society (OASISS), and the Min. of Environment on coordinated messaging for the aquatic education program. OASISS and BISS worked together on a calendar for 2024 distribution.

9. Planning and Management

Separate reports will be completed for each partner and this section includes a summary of the activities for all partners. Copies of the reports for each partner can be requested from the program manager.

9.1 Summary

The scope of the invasive plant management program in the Boundary was 9% higher than last year (Figure 1). A detailed breakdown of investment in treatment by partner is included in Table 1. The investment was higher since there was more contractor capacity enabling almost all available funds to be spent and several funding partners had significant increases to treatment investment in particular BC Parks. Various other programs maintain extensive mowing programs that have not been included in the totals; therefore, the actual investment is higher.

In 2024, stakeholders combined chemically treated **149.93 ha** of invasive plants at **459 locations**. Stakeholders mechanically treated (digging and hand-pulling) **0.42 ha** at **62 locations**. Details on areas treated on each jurisdiction will be contained in summary reports for each partner.

Expenditures for 2024 were tracked to categories enabling a breakdown of costs by activity type. Figure 2 identifies how resources were allocated by each partner. In total over \$447,081¹ was invested in invasive plant management (herbicide/biocontrol/manual)², inventory, planning, implementation, and education this year (Table 2).

This was a 9% increase in the total investment compared to 2023. There were several partners that did not report invasive plant management investments for 2024 so this is not a comprehensive value.

In-kind contributions have been included in estimates this year for the Boothman's Oxbow Habitat Enhancement Project and for in-kind contributions from partners including meeting room space, printing maps and handouts, FOR providing herbicides, and other services. Approximately 63% of the resources were allocated to on the ground activities to treat invasive plants (chemical and mechanical removal). The coordination aspect of the program, which includes planning, liaising with program managers, monitoring both contractors and sites, responding to complaints, and report preparation reflected 14% of the resources which is up from last year. Approximately 10% of funding was invested in inventory, data entry and mapping which is an increase over last year. The balance of 11% was spent in providing the education and awareness program and another 3% for special projects (North Africa grass, and planting projects) and in-kind contributions of printing and office space. The above values used are projected to year end so actual expenditures for the full year may end up slightly different once all the reporting is completed.

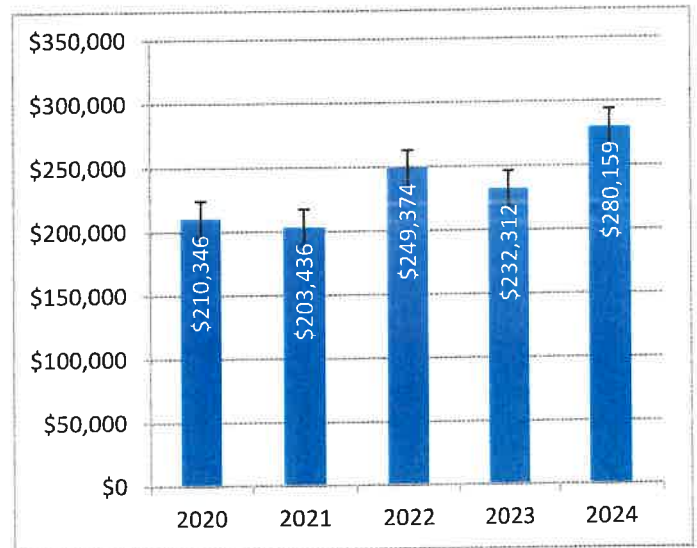


Figure 1. Total Investment in Invasive Plant Treatment for all Stakeholders in the Boundary.

¹ This total excludes investment in staff time by government agencies, which is likely a significant amount.

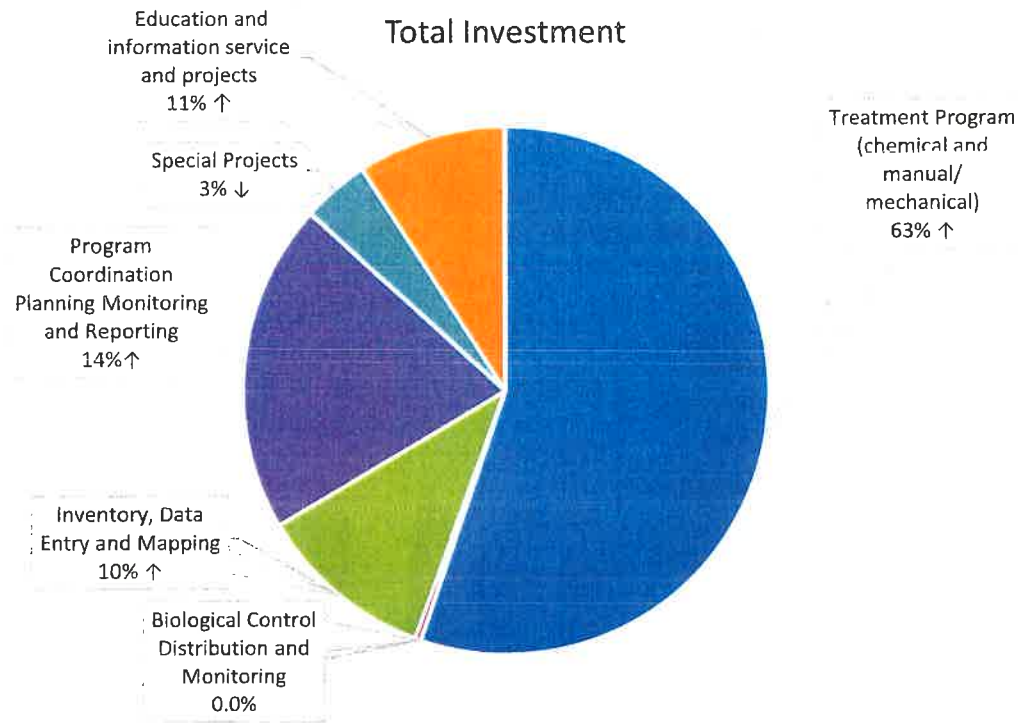


Figure 2. Allocation of Resources for Invasive Plant Management within the Boundary and trend of increasing (↑) or decreasing (↓) compared to previous year.

Table 1. Summary of Expenditures for Invasive Plant Treatment by each Partner from 2020 to 2024.

Land Manager/Stakeholder	2024 Investment	2023 Investment	2022 Investment	2021 Investment	2020 Investment
Min. of Forest, Lands and Natural Resource Operations (Range, Wildfire Risk Reduction/Ecosystem Restoration, and conservation properties)/Selkirk Forest District ⁴	\$64,556.17	\$49,650.16	\$48,428.18	\$17,463.10	\$34,239.89
Min. Water, Land and Resource Stewardship (Ecosystems/Conservation)	\$8,409.48	\$7,284.91	\$6,880.77	\$5,799.04	\$10,045.51
Ministry of Transportation and Infrastructure	\$84,479.19	\$87,833.43	\$82,115.89	\$77,124.01	\$69,476.67
MOE- BC Parks	\$10,406.95	\$2,631.49	\$1,151.91	\$2,166.20	\$4,640.25
BC Hydro	\$3,225.37	\$5,498.16	\$2,776.11	\$2,886.88	\$3,584.95
Fortis BC Inc.	\$14,490.62	\$9,644.29	\$9,377.57	\$3,197.88	\$2,706.37
Fortis BC Energy	\$16,367.76	\$5,891.28	\$10,716.84	\$12,438.36	\$16,429.83
Regional District of Kootenay Boundary ⁵	\$66,153.52	\$59,878.52	\$74,632.17	\$62,860.75	\$64,433.06
City of Greenwood ³	\$3,969.59	?	\$0.00	\$500.00	\$500.00
Village of Midway ³	\$6,100.00	\$4,000.00	\$4,000.00	\$3,000.00	\$3,289.62
Rec Sites and Trails /Tourism BC			\$0.00	\$1,000.00	\$1,000.00
Canada Summer Jobs (thru BIS)		\$0.00	\$9,294.22		
Interfor Ltd (formerly P&T Ltd)					
Other ²	\$2,000.00			\$15,000.00	
Total Investment	\$280,158.65	\$232,312.24	\$249,373.66	\$203,436.22	\$210,346.15
Program size compared to 2023	120.6%				
Program size compared to 2020	133.2%				

1 - Inventory and planning projects funded but no treatment

2 - value estimated 2024 Teck est.; 2021 ISCBC Stronger BC ;

3 - Manual costs for Midway & Greenwood est. \$500 for 2007-2012 and 2013-2021 at \$1000 & \$500 respectively.

4 - Does not include investment in biological control by staff for 2007-2021

5 - Includes weed grant, Landfill treatment, Christina Lake Parks & Recreation.

Table 2. Summary of Invasive Plant Program Resource Allocation by Partners in the Boundary for 2024.

Source	Treatment Program (chemical and manual)	Biological control and Monitoring	Inventory, Data Entry and Mapping	Program Coordination Planning & Reporting	Special Projects or In-kind	Education and information service and projects	Total Investment by Partner
Min. of Forests/Selkirk Resource District - Range ^{1, 4, 5}	\$49,774.21		\$15,003.19	\$20,996.81	\$4,400.00	\$2,000.00	\$92,174.21
WLRS - Ecosystem, Conservation, and Boothman	\$8,409.48		\$2,200.00				\$10,609.48
Min. of Transportation and Infrastructure	\$84,479.19		\$6,139.63	\$10,860.37			\$101,479.19
BC Parks (Gilpin and KRPP)	\$8,906.95		\$1,000.00	\$1,000.00			\$10,906.95
Wildfire Risk Reduction	\$14,781.96		\$7,000.00	\$10,000.00			\$31,781.96
BC Hydro	\$3,225.37		\$900.00	\$1,300.00			\$5,425.37
Fortis BC Energy	\$16,367.76		\$1,300.00	\$2,300.00			\$20,467.76
FortisBC Inc (operations and capital projects)	\$14,490.62		\$1,000.00	\$1,000.00			\$16,490.62
Regional District of Kootenay Boundary(Areas D, E, landfills, BIWS, GIA) ^{2, 5}	\$61,295.55		\$8,007.24	\$9,898.76	\$2,037.16	\$20,007.75	\$101,246.46
Regional District of Kootenay Boundary - Areas C (does not include milfoil program)	\$4,857.97		\$1,650.00	\$2,000.00		\$2,000.00	\$10,507.97
Village of Midway ^{3, 5}	\$6,100.00				\$100.00		\$6,200.00
City of Greenwood ^{3, 5}	\$3,969.59				\$100.00	\$2,000.00	\$6,069.59
City of Grand Forks						\$800.00	\$800.00
Rec Sites and Trails Management			\$2,112.50				\$2,112.50
Ministry of Agriculture - demonstration trial (inkind)					\$500.00		\$500.00
Boothman and Gilpin Parks (BC Parks and PEF)	\$1,500.00			\$700.00	\$2,550.00		\$4,750.00
Canada Summer Jobs						\$144.29	\$144.29
Community Gaming Grant						\$18,500.00	\$18,500.00
Other sources (GWS, Phoenix Foundation)	\$2,000.00					\$3,115.11	\$5,115.11
Community Groups - Inkind (Boothman Project)					\$1,800.00		\$1,800.00
	\$280,158.65	\$0.00	\$46,312.56	\$60,555.94	\$11,487.16	\$48,567.15	\$447,081.46
% of overall program	63%	0.0%	10%	14%	3%	11%	100%
% Change Since 2023	121%	0	112%	122%	96%	116%	109%

¹- Includes herbicide donation by range.

²- Inkind for mapping services

³- mowing treatment costs estimated

⁴District staff value for inventory was not included.

⁵- Includes in-kind contributions for printing maps, factsheets, distributing materials through office

Note: Costs estimated to end of year.

10. Enforcement

The Village of Midway is currently the only municipality enforcing control of invasive plants under their *Unsanitary premise* bylaw. The RDKB is investigating the potential to establish enforcement service within Electoral Area D and possibly Area E and will provide recommendations early in 2025. This is being investigated since many agricultural producers are struggling because adjacent landowners are not doing control work. The RDKB has established a municipal ticketing program for other services, so there is an opportunity to include invasive plant enforcement if there is the political will to put it into place. After 25 years of education many landowners are aware of their responsibility to control invasive plants and it is time to start requiring control.

11. Summary

The Boundary Invasive Plant Program for the 2024 season was successful in many key areas.

Public awareness about invasive plants and their impact on our resources continues to increase and information on management is now readily available. The awareness work on invasive aquatic species was continued across the Boundary and in partnership with Christina Lake Stewardship Society and RDKB Watershed Planner. As the public becomes better informed, invasive plant infestations are being reported in earlier stages of development resulting in increased levels of control and decreased cost of treatment and impacts to our natural resources. The increased awareness about species like common bugloss, common tansy, and hoary alyssum has resulted in recognition, reporting and subsequent treatment by many private landowners who had not previously recognized the plants. Recognition seems to be a challenge for many landowners who need it pointed out on their property before they recognize it as an invasive plant. There were many complaints regarding the lack of enforcement primarily from Area D this year, but some were received from Area E and C. There are many residents in the rural parts of the Boundary aware of the issue who are encouraging their new neighbours to deal with the problems on their land, but not all neighbours are good neighbours. BISS attended five community markets this year with the education booth including three Rock Creek Farmers' Markets and two Grand Forks Farmers' Markets. Other events included a day at the Christina Lake Homecoming, BC Trails Day, two days at Greenwood Founder's Day, and two days at the Rock Creek Fall Fair. We were active on social media and created news and education posts, reels, and stories on BISS's Facebook and Instagram accounts. The website underwent substantive changes, but there is still some work to do. The updates were published in June. Five articles were submitted to the Grand Forks Gazette and posted to the BISS blog which covered a range of topics. Through presentations, we connected directly with community members and organizations. This included a presentation to local gardeners on preventing and managing ornamental invasives and five youth presentations to school classes and children's programs. These introduced the issue of invasive and got kids outdoors and active. A presentation to the Jewel Lake Environmental Protection Society (JLEPS) on invasives introduced the BISS program and invasives present on the lake. BISS presented to the Rotary Club and the Greenwood City Council on invasive species and the BISS program. BISS staff conducted over 27 site visits to help identify plants and management methods. Information requests also came through email, phone, and social media including Facebook Messenger and Instagram. BISS staff responded quickly and were ready to address concerns and questions.

The *Plan for Invasive Species Management in the Boundary* was originally drafted in 2014 and was updated in 2022 but has not yet been finalized. The companion document *Operational Plan for Invasive Species Management in the Boundary* was originally developed in 2014-2018 was updated in 2022 as a draft and was used in 2023 and 2024 as a guide. Both documents had public input, but BISS would like some input from local first nations before finalizing the plans. Many new sites found this year were treated, while others were found late in the season and will be addressed next year. A detailed assessment of the status of each invasive plant species is included in the species status report

for 2024 available in March 2025 from www.boundaryinvasives.com .

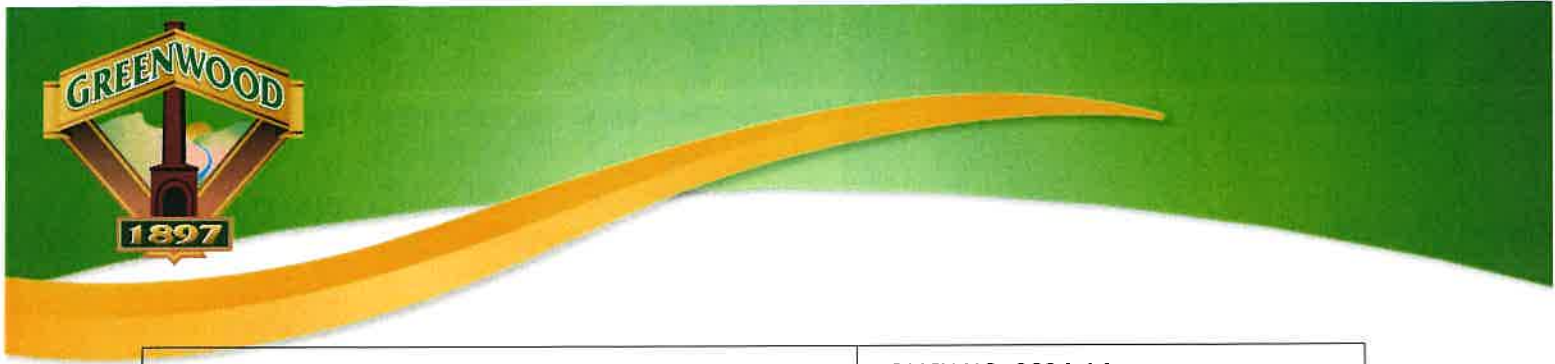
Efforts will continue to locate and treat sites of the highest priority, followed by lower priority species. We are progressing on containment of blueweed, common bugloss, and common tansy. Work continued this year to suppress growth of hoary alyssum along roadsides in the core agricultural areas in rural Grand Forks and Midway/Kettle Valley; however, the short residual nature of the herbicides and the approach of spot treating necessitates repeat treatments. The system of treating every three to four years upsets some adjacent landowners who would like the weed eradicated on roadsides.

Unfortunately, we are seeing very minor impact of biological insects on spotted knapweed. Remarkable results continue to be seen in control of hound's tongue by *mogulones crucifer* and all previous release sites checked had little to no plants remaining. There are a few areas with problem patches where fresh harvesting has disturbed the ground. The insect, *mecinus janthiniformis* is doing a good job of suppressing dalmatian toadflax in many areas in the south but is not building populations in the northern part of the district and not doing as well as hoped in the Midway area. The seed-eating weevil *Rhinusus antirrhinii* has dispersed and will hopefully reduce spread of dalmatian toadflax through reducing seed production. Populations of the *chrysolina* beetle which targets St. John's wort were observed starting to build in some forest/grassland interface areas in 2022 but lower levels in 2023/2024 in some areas so the population trend is unclear. No local biocontrol insect collections and releases were done in 2024 since the provincial government did not provide any insects and there was not staff capacity to collect locally. In 2025, there should be a focus on monitoring insect presence when requested by landowners and requesting some of the new insects recently approved for use in BC.

The Weeds Cross Borders initiative with neighbouring jurisdictions continues to revolve around education and awareness, inventory of priority species, as well as treatment of such along our borders. The program will continue to assist in coordinating efforts of all groups as needed to maximize effectiveness. The largest land manager, Ministry of Forests, continues to have low funding levels for management of invasive plants on crown land in comparison to the amount of land under their jurisdiction. The local trails stewardship groups received many complaints this year from adjacent agricultural producers. Inadequate resources for management of invasive plants along recreation trails continues to be an issue. The high level of participation by land managers including the Wildfire Risk Reduction Program and Ministry of Transportation and Infrastructure, and other organizations achieved over the past years is impressive. The successes to date are a direct result of BISS and RDKB efforts to encourage all land managers in the region to address invasive plant problems.

The emphasis on raising public awareness has established a base of support and knowledge by the public for the program. There is still considerable work to be done to keep the momentum going. The *Operational Plan for Invasive Species Management in the Boundary* revision will be finalized and released in 2025. Work in 2025 will continue to focus on coordinating efforts on priority species, implementing strategies to prevent spread, encouraging inactive landowners to initiate treatment programs, and continuing the invasive species awareness program as funding allows.





POLICY TITLE: Grant in Aid	POLICY NO: 2024-14
AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Finance
EFFECTIVE DATE: November 25, 2024	MOTION:
SUPERSEDES: 1850-01	

1. Purpose

The purpose of this policy is to provide a global amount for grants in the City’s annual budget for disbursement by Council on a first come-first served basis. The submission of an application is required in support off all requests, regardless of the circumstance, including Council’s approval of a grant for the same purpose in previous years. The information on the application will be used by the Council to adjudicate and decide on the allocation of the limited budget and therefore should be completed as comprehensively as practical.

2. Scope

Council shall establish a budget account entitled “Grants-In-Aid Fund” and an amount shall be approved annually by Council in the Budget for such requests.

Grants are issued on an annual basis and are subject to the availability of funds in Council’s current year’s operating budget.

Ongoing annual major support grants to the following organizations and groups shall be excluded from this policy and be considered annually for funding:

- Greenwood Board of Trade
- Greenwood Museum
- Greenwood Library

3. General

3.1 All groups and organizations are required to complete an Application for Grant-in-Aid in the form prescribed by the City (attached). In the absence of completing the required application, the grant request will not be forwarded to City Council for consideration.

3.2 Only local non-profit community organizations will be eligible for consideration unless Mayor and Council find the application to have Regional significance important to the City of Greenwood and community.

- 3.3 All requests for a grant will be referred to the Council of the Corporation of the City of Greenwood for review and decision. Criteria to be considered by the Council include:
- I. Is the recipient a local, non-profit community organization?
 - II. Does the grant or funds raised remain local and/or benefit the Greater Greenwood area exclusively?
 - III. Does the organization or its event contribute to or encourage:
 - Economic wellbeing and spinoffs?
 - Community creation through arts, sports and culture?
 - Health, wellness and social benefits?
 - IV. Has the recipient demonstrated financial need through the provision of recent financial statements or the event budget?
 - V. Has the organization applied for other assistance from neighbouring local governments or other funding bodies?
- 3.4 All grant requests exceeding \$500 must demonstrate extenuating circumstances and/or clearly demonstrate a need through the provision of financial information contained in the grant application form.
- 3.5 All successful applicants of the City of Greenwood Grant in Aid process are required to provide appropriate recognition for the support received by the City of Greenwood no later than two (2) weeks after receiving the funds.
- 3.6 Once the approved budget has been fully allocated, the Committee will not be authorized to approve any further grants unless Council amends the budget.
- 3.7 Any Grants-In-Aid Funds unexpended at year end shall be reported as general surplus.

Application for a Grant-In-Aid

Instructions

Council may provide a grant in aid or other form of financial assistance to any organization or group pursuant to the *Community Charter*. Grants are issued on an annual basis and are subject to the availability of funds in Council's current year's operating budget. Approval of a grant application in any year does not imply or suggest that approval will be received in any subsequent year.

Grants will be evaluated in accordance with Council's Grant In Aid Policy.

In the absence of completing the required application, the grant request will not be forwarded to Council for consideration. The submission of an application is required in support of all requests, regardless of the circumstance, including Council's approval of a grant for the same purpose in previous years. The information on the application will be used by the Committee to adjudicate and decide on the allocation of the limited budget and therefore should be completed as comprehensively as practical.

Please complete this application form and submit it, with supporting documentation, to:

Mayor and Council
City of Greenwood
202 S. Government Ave
Greenwood, BC V0H 1J0
Email: corporate@greenwoodcity.ca

Application Information

Date of Application: _____

Name and address of organization: _____

Contact Person: _____

Phone: _____

E-mail: _____

Amount of grant requested: \$ _____

Financial Information

All grant applications must be accompanied by the organization's most recent financial statements.

Please provide a summary of any other grants your organization has applied for in the past 12 months for general operating purposes.

Supporting Information

Please provide a brief summary of your organization's mandate and activities and the benefits it provides to the residents of Greenwood (may be on a separate page).

Please indicate the reasons why your organization requires the funding being requested (may be on a separate page).

Provide any other information you feel Council should consider when evaluating your application and detail how Council's contribution will be recognized, if applicable.

On behalf of _____, I/we hereby declare that all the information presented and/or provided with this application is true and correct.

Authorized Signatory

Authorized Signatory

FOR OFFICE USE ONLY:

1. STATUS:

Is the recipient a local, non-profit community organization?

2. RETENTION OF FUNDS:

Does the grant or funds raised remain local and/or benefit the Greater Greenwood area exclusively?

3. COMMUNITY IMPACT:

Does the organization or its event contribute to or encourage:

- Economic wellbeing and spinoffs?
- Community creation through arts, sports and culture?
- Health, wellness and social benefits?

4. FINANCIAL NEED:

Has the recipient demonstrated financial need through the provision of recent financial statements or the event budget?

5. OTHER FUNDING SOURCES:

Has the organization applied for other assistance from neighbouring local governments or other funding bodies?



INDICATION OF TERMS

REFERENCE NUMBER:	4849127
COMPANY NAME:	City of Greenwood
TOTAL PAYABLE:	CAD1,940.00
Premium breakdown:	
Cyber & Privacy:	CAD1,020.00
Cyber Crime:	CAD770.00
Policy Administration Fee:	CAD150.00
BUSINESS OPERATIONS:	Municipality
LEGAL ACTION:	Worldwide
TERRITORIAL SCOPE:	Worldwide
REPUTATIONAL HARM PERIOD:	12 months
INDEMNITY PERIOD:	12 months
WAITING PERIOD:	8 hours
WORDING:	Cyber, Private Enterprise (CA) v3.2
ENDORSEMENTS:	Policy Aggregate Limit of Liability Clause (Including Aggregate Sub-limit For Cyber Crime) Canadian Broker Network Special Amendatory Clause Notice Concerning Personal Information Code Of Consumer Rights And Responsibilities Service of Suit Clause
SUBJECTIVITIES:	This quote is subject to the following being provided by the stated deadline: <ol style="list-style-type: none">1. Satisfactory confirmation that you have downloaded & registered our incident response mobile app, details of which can be found with your policy documents. (30 days post binding)
POLICY PERIOD:	12 months
DATE OF ISSUE:	18 Nov 2024
OPTIONAL EXTENDED REPORTING PERIOD:	12 months for 100% of applicable annualized premium
ADDITIONAL NOTES:	
SECURITY:	Certain Lloyd's underwriters and other insurers
UNDERWRITER:	Lauren Hoy

THIS INDICATION OF TERMS IS ONLY VALID FOR 30 DAYS FROM THE DATE OF ISSUE

PLEASE REFER TO THE FOLLOWING PAGES FOR A FULL BREAKDOWN OF LIMITS, RETENTIONS AND APPLICABLE CLAUSES



DECLARATIONS

THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN EACH AND EVERY CLAIM LIMIT

INSURING CLAUSE 1: CYBER INCIDENT RESPONSE

SECTION A: INCIDENT RESPONSE COSTS

Aggregate limit of liability:	CAD1,000,000	in the aggregate
Deductible:	CAD0	each and every claim

SECTION B: LEGAL AND REGULATORY COSTS

Aggregate limit of liability:	CAD1,000,000	in the aggregate
Deductible:	CAD2,500	each and every claim

SECTION C: IT SECURITY AND FORENSIC COSTS

Aggregate limit of liability:	CAD1,000,000	in the aggregate
Deductible:	CAD2,500	each and every claim

SECTION D: CRISIS COMMUNICATION COSTS

Aggregate limit of liability:	CAD1,000,000	in the aggregate
Deductible:	CAD2,500	each and every claim

SECTION E: PRIVACY BREACH MANAGEMENT COSTS

Aggregate limit of liability:	CAD1,000,000	in the aggregate
Deductible:	CAD2,500	each and every claim

SECTION F: THIRD PARTY PRIVACY BREACH MANAGEMENT COSTS

Aggregate limit of liability:	CAD1,000,000	in the aggregate
Deductible:	CAD2,500	each and every claim

SECTION G: POST BREACH REMEDIATION COSTS

Limit of liability:	CAD50,000	each and every claim, subject to a maximum of 10% of all sums we have paid as a direct result of the cyber event
Deductible:	CAD0	each and every claim



INSURING CLAUSE 2: CYBER CRIME

SECTION A: FUNDS TRANSFER FRAUD

Aggregate limit of liability: CAD250,000 in the aggregate
Deductible: CAD2,500 each and every claim

SECTION B: THEFT OF FUNDS HELD IN ESCROW

Aggregate limit of liability: CAD250,000 in the aggregate
Deductible: CAD2,500 each and every claim

SECTION C: THEFT OF PERSONAL FUNDS

Aggregate limit of liability: CAD250,000 in the aggregate
Deductible: CAD2,500 each and every claim

SECTION D: EXTORTION

Aggregate limit of liability: CAD1,000,000 in the aggregate
Deductible: CAD2,500 each and every claim

SECTION E: CORPORATE IDENTITY THEFT

Aggregate limit of liability: CAD250,000 in the aggregate
Deductible: CAD2,500 each and every claim

SECTION F: TELEPHONE HACKING

Aggregate limit of liability: CAD250,000 in the aggregate
Deductible: CAD2,500 each and every claim

SECTION G: PUSH PAYMENT FRAUD

Aggregate limit of liability: CAD50,000 in the aggregate
Deductible: CAD2,500 each and every claim

SECTION H: UNAUTHORIZED USE OF COMPUTER RESOURCES

Aggregate limit of liability: CAD250,000 in the aggregate
Deductible: CAD2,500 each and every claim



INSURING CLAUSE 3: SYSTEM DAMAGE AND BUSINESS INTERRUPTION

SECTION A: SYSTEM DAMAGE AND RECTIFICATION COSTS

Aggregate limit of liability: CAD1,000,000 in the aggregate
Deductible: CAD2,500 each and every claim

SECTION B: INCOME LOSS AND EXTRA EXPENSE

Aggregate limit of liability: CAD1,000,000 in the aggregate, sub-limited to CAD1,000,000 in respect of **system failure**
Deductible: CAD2,500 each and every claim

SECTION C: ADDITIONAL EXTRA EXPENSE

Aggregate limit of liability: CAD100,000 in the aggregate
Deductible: CAD2,500 each and every claim

SECTION D: DEPENDENT BUSINESS INTERRUPTION

Aggregate limit of liability: CAD1,000,000 in the aggregate, sub-limited to CAD1,000,000 in respect of **system failure**
Deductible: CAD2,500 each and every claim

SECTION E: CONSEQUENTIAL REPUTATIONAL HARM

Aggregate limit of liability: CAD1,000,000 in the aggregate
Deductible: CAD2,500 each and every claim

SECTION F: CLAIM PREPARATION COSTS

Limit of liability: CAD25,000 each and every claim
Deductible: CAD0 each and every claim

SECTION G: HARDWARE REPLACEMENT COSTS

Aggregate limit of liability: CAD1,000,000 in the aggregate
Deductible: CAD2,500 each and every claim



THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN AGGREGATE LIMIT

INSURING CLAUSE 4: NETWORK SECURITY & PRIVACY LIABILITY

SECTION A: NETWORK SECURITY LIABILITY

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD2,500	each and every claim, including costs and expenses

SECTION B: PRIVACY LIABILITY

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD2,500	each and every claim, including costs and expenses

SECTION C: MANAGEMENT LIABILITY

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD2,500	each and every claim, including costs and expenses

SECTION D: REGULATORY FINES

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD2,500	each and every claim, including costs and expenses

SECTION E: PCI FINES, PENALTIES AND ASSESSMENTS

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD2,500	each and every claim, including costs and expenses

INSURING CLAUSE 5: MEDIA LIABILITY

SECTION A: DEFAMATION

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD2,500	each and every claim, including costs and expenses

SECTION B: INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD2,500	each and every claim, including costs and expenses

INSURING CLAUSE 6: TECHNOLOGY ERRORS AND OMISSIONS

NO COVER GIVEN



INSURING CLAUSE 7: COURT ATTENDANCE COSTS

Aggregate limit of liability: CAD100,000 in the aggregate

Deductible: CAD0 each and every claim



POLICY AGGREGATE LIMIT OF LIABILITY CLAUSE (INCLUDING AGGREGATE SUB-LIMIT FOR CYBER CRIME)

ATTACHING TO POLICY NUMBER: N/A

THE INSURED: City of Greenwood

WITH EFFECT FROM: -

It is understood and agreed that the following is added to the Declarations page:

AGGREGATE LIMIT OF LIABILITY FOR ALL INSURING CLAUSES COMBINED

Aggregate limit of liability: CAD1,000,000 in the aggregate, including costs and expenses

Sub-limited as follows in respect of all SECTIONS of the CYBER CRIME INSURING CLAUSE combined, other than the EXTORTION SECTION:

Aggregate limit of liability: CAD250,000 in the aggregate. This sub-limit is a part of and not in addition to the "AGGREGATE LIMIT OF LIABILITY FOR ALL INSURING CLAUSES COMBINED".

It is further understood and agreed that the following amendments are made to "HOW MUCH WE WILL PAY":

1. The first paragraph of the "YOUR MAXIMUM LIMITS UNDER THIS POLICY" part is deleted in its entirety and replaced with the following:

The maximum amount payable by us under this Policy for any one claim or series of related claims is the **policy limit**.

2. The narrative in the "YOUR MAXIMUM LIMIT FOR RELATED INCIDENTS" part is deleted in its entirety and replaced with the following:

Where more than one claim arises from the same original cause or single source or event, all of those claims will be deemed to be one claim and only one **policy limit** will apply in respect of that claim.

In the event that cover is provided under multiple Insuring Clauses or multiple Sections for any one claim, only one **policy limit** will apply in total for that claim.

3. The final paragraph in the "YOUR AGGREGATE LIMIT FOR LIABILITY CLAIMS" part is deleted in its entirety and replaced with the following:

If **costs and expenses** are stated in the Declarations page to be in



addition to the **policy limit**, or if the operation of local laws require **costs and expenses** to be paid in addition to the **policy limit**, and if a damages payment in excess of the **policy limit** has to be made to dispose of any **claim**, our liability for **costs and expenses** will be in the same proportion as the **policy limit** bears to the total amount of the damages payment.

It is further understood and agreed that the following amendments are made to this Policy:

1. The **DEFINITION** of "Incident response limit" is deleted in its entirety.
2. The third paragraph of the "Agreement to pay claims (duty to defend)" **CONDITION** is deleted in its entirety and replaced with the following:

We will endeavour to settle any **claim** through negotiation, mediation or some other form of alternative dispute resolution and will pay on **your** behalf the amount **we** agree with the claimant. If **we** cannot settle using these means, **we** will pay the amount which **you** are found liable to pay either in court or through arbitration proceedings, subject always to the **policy limit**.

3. Part a. of the "Continuous cover" **CONDITION** is deleted in its entirety and replaced with the following:
 - a. the indemnity will be subject to the applicable limit of liability of the earlier Policy under which the matter should have been reported or the **policy limit**, whichever is the lower;

4. The third paragraph of the "Optional extended reporting period" **CONDITION** is deleted in its entirety and replaced with the following:

The right to the optional extended reporting period will not be available to **you** where cancellation or non-renewal by **us** is due to non-payment of the **premium** or **your** failure to pay any amounts in excess of the applicable **policy limit** or within the amount of the applicable **deductible** as is required by this Policy in the payment of claims.

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY



CANADIAN BROKER NETWORK SPECIAL AMENDATORY CLAUSE

ATTACHING TO POLICY N/A

NUMBER:

THE INSURED: City of Greenwood

WITH EFFECT FROM: -

It is understood and agreed that the following amendments are made to this Policy:

1. Parts a. and b. of **INSURING CLAUSE 1 (SECTIONS E and F only)** are deleted in their entirety and replaced with the following:

- a. print and post appropriate notices for any individuals reasonably suspected to have been affected by the actual or suspected **cyber event** or to send e-mail notices or issue substitute notices;
- b. provide credit monitoring services, identity monitoring services, identity restoration services or identity theft insurance to any individuals reasonably suspected to have been affected by the actual or suspected **cyber event**;

2. **INSURING CLAUSE 3 (SECTION B only)** is deleted in its entirety and replaced with the following:

SECTION B: INCOME LOSS AND EXTRA EXPENSE

We agree to reimburse you for your income loss and extra expense during the indemnity period as a direct result of an interruption to your business operations caused by computer systems downtime arising directly out of a cyber event, system failure or operator error which is first discovered by you during the period of the policy, provided that the computer systems downtime lasts longer than the waiting period.

3. **INSURING CLAUSE 3 (SECTION C only)** is deleted in its entirety and replaced with the following:

SECTION C: ADDITIONAL EXTRA EXPENSE

We agree to reimburse you for any reasonable sums necessarily incurred during the indemnity period that are in addition to your normal operating expenses and the extra expense recoverable under INSURING CLAUSE 3 (SECTION B only):

- a. to source **your** products or services from alternative sources in order to meet contractual obligations to supply **your** customers;
- b. to employ contract staff or overtime costs for **employees** in order to continue **your business operations**;
- c. to employ specialist consultants, including IT forensic consultants to diagnose the source of the **computer systems**



Any **privacy breach** notification transmitted by **you** or on **your** behalf must be done with our prior written consent (not to be unreasonably withheld or delayed). **We** will ensure that the notification is compliant with any legal or regulatory requirements and contractual obligations. No offer must be made for financial incentives, gifts, coupons, credits or services unless with **our** prior written consent (not to be unreasonably withheld or delayed) which will only be provided if the offer is commensurate with the risk of harm.

11. Where "20%" is stated in the "Mergers and acquisitions" **CONDITION**, it is deleted in its entirety and replaced with "25%".

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY



NOTICE CONCERNING PERSONAL INFORMATION

By purchasing insurance from certain Underwriters at Lloyd's, London ("Lloyd's"), a customer provides Lloyd's with his or her agreement to the collection, use and disclosure of personal information, including that previously collected, for the following purposes:

- the communication with Lloyd's policyholders
- the underwriting of policies
- the evaluation of claims
- the detection and prevention of fraud
- the analysis of business results
- purposes required or authorized by law

For the purposes identified, personal information may be disclosed to Lloyd's related or affiliated organizations or companies, their agents/mandataires, and to certain non-related or unaffiliated organizations or companies, including service providers. These entities may be located outside Canada therefore a customer's information may be processed in a foreign jurisdiction (the United Kingdom and the European Union) and their information may be accessible to law enforcement and national security authorities of that jurisdiction.

To obtain written information about Lloyd's policies and practices in respect of service providers located outside Canada, please contact the Ombudsman at info@lloyds.ca who will also answer customer's questions about the collection, use, disclosure or storage of their personal information by such Lloyd's service providers.

Further information about Lloyd's personal information protection policy may be obtained from the customer's broker or by contacting Lloyd's on: 514 861 8361, 1 877 455 6937, or through info@lloyds.ca.



CODE OF CONSUMER RIGHTS AND RESPONSIBILITIES

Insurers (including Lloyd's Underwriters), along with the brokers and agents who sell home, auto and business insurance are committed to safeguarding your rights both when you shop for insurance and when you submit a claim following a loss. Your rights include the right to be informed fully, to be treated fairly, to timely complaint resolution, and to privacy. These rights are grounded in the contract between you and your insurer and the insurance laws of your province. With rights, however, come responsibilities including, for example, the expectation that you will provide complete and accurate information to your insurer. Your policy outlines other important responsibilities. Insurers and their distribution networks, and governments also have important roles to play in ensuring that your rights are protected.

RIGHT TO BE INFORMED

You can expect to access clear information about your policy, your coverage, and the claims settlement process. You have the right to an easy-to-understand explanation of how insurance works and how it will meet your needs. You also have a right to know how insurers calculate price based on relevant facts. Under normal circumstances, insurers will advise an insurance customer or the customer's intermediary of changes to, or the cancellation of a policy within a reasonable prescribed period prior to the expiration of the policy, if the customer provides information required for determining renewal terms of the policy within the time prescribed, which could vary by province, but is usually 45 days prior to expiry of the policy.

You have the right to ask who is providing compensation to your broker or agent for the sale of your insurance. Your broker or agent will provide information detailing for you how he or she is paid, by whom, and in what ways.

You have a right to be told about insurers' compensation arrangements with their distribution networks. You have a right to ask the broker or agent with whom you deal for details of how and by whom it is being paid. Brokers and agents are committed to providing information relating to ownership, financing, and other relevant facts.

RESPONSIBILITY TO ASK QUESTIONS AND SHARE INFORMATION

To safeguard your right to purchase appropriate coverage at a competitive price, you should ask questions about your policy so that you understand what it covers and what your obligations are under it. You can access information through one-on-one meetings with your broker or agent. You have the option to shop the marketplace for the combination of coverages and service levels that best suits your insurance needs. To maintain your protection against loss, you must promptly inform your broker or agent of any change in your circumstances.

RIGHT TO COMPLAINT RESOLUTION

Insurers, their brokers and agents are committed to high standards of customer service. If you have a complaint about the service you have received, you have a right to access Lloyd's Underwriters' complaint resolution process for Canada. Your agent or broker can provide you with information about how you can ensure that your complaint is heard and promptly handled. Consumers may also contact their respective provincial insurance regulator for information. Lloyd's is a member of an independent complaint resolution office, the General Insurance OmbudService.

RESPONSIBILITY TO RESOLVE DISPUTES

You should always enter into the dispute resolution process in good faith, provide required information in a timely manner, and remain open to recommendations made by independent observers as part of that process.



RIGHT TO PROFESSIONAL SERVICE

You have the right to deal with insurance professionals who exhibit a high ethical standard, which includes acting with honesty, integrity, fairness and skill. Brokers and agents must exhibit extensive knowledge of the product, its coverages and its limitations in order to best serve you.

RIGHT TO PRIVACY

Because it is important for you to disclose any and all information required by an insurer to provide the insurance coverage that best suits you, you have the right to know that your information will be used for the purpose set out in the privacy statement made available to you by your broker, agent or insurance representative. This information will not be disclosed to anyone except as permitted by law. You should know that Lloyd's Underwriters are subject to Canada's privacy laws - with respect to their business in Canada.



Protecting businesses against **cyber risk**

CFC's market-leading cyber insurance products are trusted by businesses around the globe to protect them against cyber risk.

20+ years' experience

80,000+ global cyber customers

65+ countries

The cyber insurance provider of choice

Our cyber insurance solutions are designed to help prevent cyber attacks from happening. If one does occur, we drastically reduce the impact and potential financial loss. Each and every customer benefits from:

Proactive cyber attack prevention

Safeguarding your business

We provide vulnerability scanning, threat monitoring and real-time cyber attack prevention throughout the lifecycle of your policy to help prevent cyber attacks.

Unrivaled cyber claims and incident response

24/7 follow-the-sun support

We have the largest in-house incident response and dedicated claims teams in the market, with real-world experience and deep technical expertise to get you back online.

Award-winning cyber cover

Purpose-built for SMEs

We offer comprehensive, robust cyber cover, including unlimited reinstatements for first-party coverages, backed by more than 20 years' experience in the market.



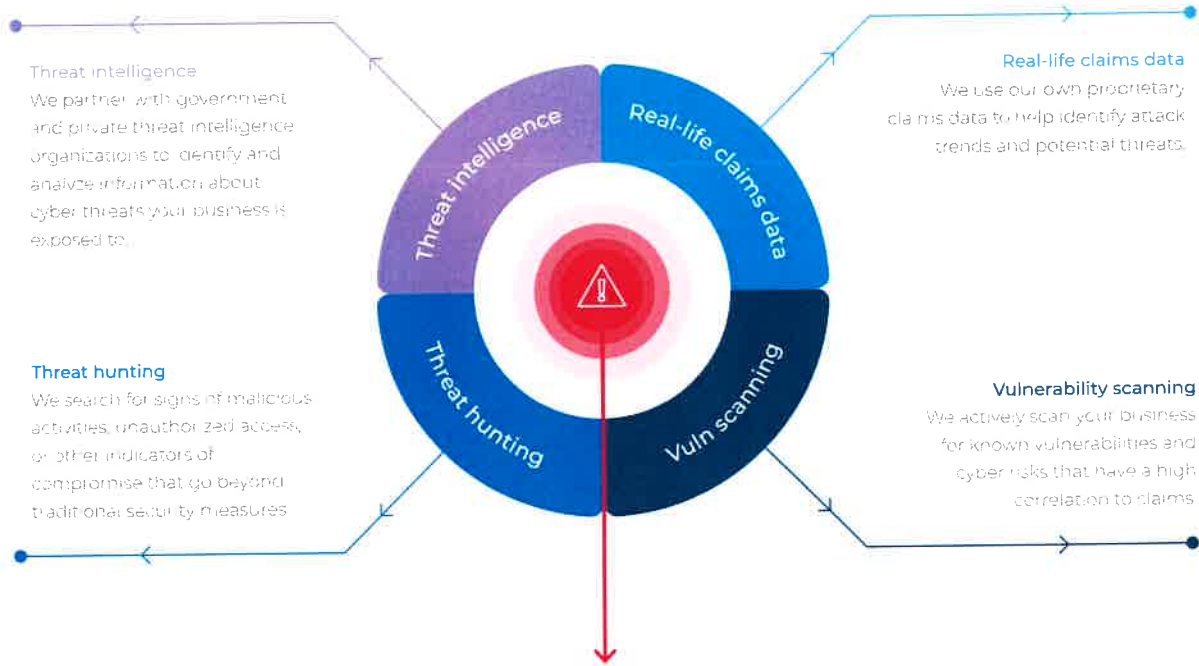
Cyber Insurer of the Year

Zywave Cyber Risk Awards



Proactive cyber attack prevention

From the moment you take out a CFC cyber policy, we work around the clock to protect your business against cyber attacks. Using insights from threat intelligence feeds, the dark web, network scanning and our own real-life claims data, we identify potential threats and alert vulnerable customers before the worst happens.



Critical threat alerts via our mobile app for cyber

We notify you of cyber threats targeting your business in real time.

24/7 access to cyber security experts

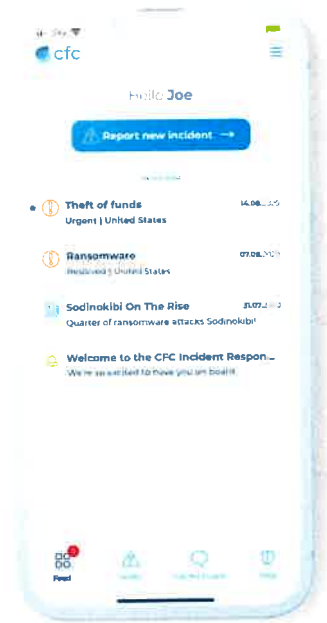
Expert technical support in an immediate and secure channel

Report an incident

The fastest way to notify us of a cyber incident

Cyber security tools

Vital cyber security tools like dark web monitoring, phishing simulations, and deep scanning – for free



Download Response for free



Best Customer App

Insurance Times Tech & Innovation Awards



Protecting businesses against cyber risk
cfc.com/cyber

Unrivaled cyber incident response

CFC has the largest in-house incident response team in the market. We successfully prevent and remediate thousands of cyber events for our customers each year.

Available 24/7, our global team of cyber incident responders work quickly to triage incidents, contain threats and repair networks, minimizing the impact to your business and getting you back online quickly.



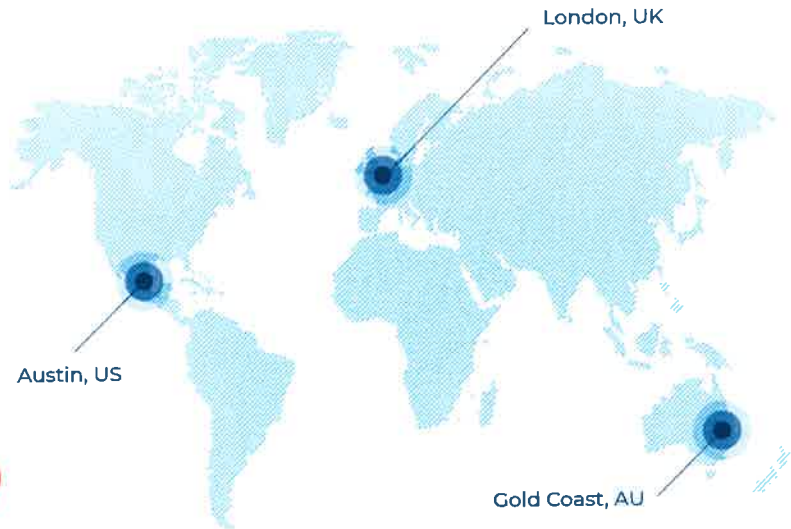
Excellence in Risk Management

Insurance Times Awards



Cyber Risk Event Response Team of the Year

Zywave Cyber Risk Awards



24/7 follow-the-sun approach

<15 min technical response time

2,500+ cyber events handled each year

130+ security experts

Award-winning cyber claims team

Our in-house team has over 20 years' experience handling cyber claims.

We resolve more than 2,000 cyber claims annually, ranging from ransomware attacks to data breaches, business interruption and more.



Expedient and extremely helpful. We were immediately educated on the dynamics of the type of cybercrime we encountered and then informed in detail about our specific situation. Stress was replaced with a proactive plan. What an amazing team of experts!

Healthcare institution



Cyber Claims Team of the Year

Zywave Cyber Risk Awards



Market-leading cover highlights

Our comprehensive and robust cyber cover includes first-party costs, third-party liability and access to the largest in-house cyber security team in the market.



Comprehensive cybercrime cover

Covering a range of cyber risks including social engineering scams, invoice fraud and ransomware.



Separate limit for incident response costs

Costs for incident response sit separately to the policy, effectively giving you two policy limits for each claim.



12-month indemnity period

Reimbursing any business interruption for up to 12 months, a generous duration compared to other providers.



Nil deductible on initial response costs

In-house experts available 24/7 to help with initial incident response, at no extra cost to you.



Unlimited reinstatements for first-party cover

Offering a new limit per claim, even if you experience multiple cyber incidents in the same policy period.



Full cover for data recovery and recreation

Covering the cost of recovering your data, plus the additional costs to re-create data and applications.

No warranties or conditions that require you to have certain cyber security measures in place.



I experienced a ransomware attack and filed the claim on the CFC app on my phone. I had an immediate response from the cyber response team – they were soon on top of the issue, minimizing the damage and helping us get back up and running in short order.

Educational organization

About CFC

CFC is a specialist insurance provider, pioneer in emerging risk and market leader in cyber. Our global insurance platform uses cutting-edge technology and data science to deliver smarter, faster underwriting and protect customers from today's most critical business risks.

Headquartered in London with offices in New York, San Francisco, Austin, Toronto, Brussels, Sydney, Melbourne, Perth and Brisbane. CFC has over 900 employees and is trusted by more than 150,000 businesses in 90 countries. Learn more at cfc.com and [LinkedIn](#)





CITY OF GREENWOOD
2025 Council Appointments
Greenwood City Hall – 202 S. Government Ave.
PO Box 129, Greenwood, BC V0H 1J0

Council Representatives

Regional District of Kootenay Boundary Board:
Alternate:

West Kootenay Boundary Regional District Hospital Board:
Alternate:

West Boundary Community Forest:
Alternate:

1 Year Appointments

Board of Trade Liaison:

Senior's Liaison:

Greenwood Volunteer Fire Department Liaison:

Heritage Development Organization:

Boundary Citizens on Patrol / Protective Services Committee:

Boundary RCMP Consultive Group Liaison:

Parks and Recreation:

Greenwood Community Association:

Greenwood Heritage Society:

Greenwood Public Library:

Public Works Liaison / Assets:

Accessibility Committee:

Boundary Country Regional Chamber of Commerce:

Boundary Invasive Species Society Liaison:

Advisory Planning Commission:

Council

Finance:

Council



**CORPORATION OF THE CITY OF GREENWOOD
CREDIT CARD SERVICE FEE BYLAW NO. 1023, 2024
A BYLAW TO ESTABLISH A FEE FOR RECOVERY OF CREDIT CARD MERCHANT FEES**

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

1. Citation

This Bylaw may be cited as the **“Credit Card Service Fee Bylaw No. 1023, 2024”**.

2. General

2.1 Where a credit card is used to pay for property taxes or utilities through any of the City of Greenwood’s payment platforms, a service charge of 2% of the final transaction amount, net of all discounts and rebates, shall be assessed and charged to the payor in addition to the final transaction amount.

2.2 The credit card service charges assessed and charged under this Bylaw are non-refundable.

2. Repeal

“Credit Card Service Fee Bylaw No. 984, 2021” is hereby repealed.

4. Effective Date

This Bylaw shall come into full force and effect upon adoption.

Read a First Time this	12	day of	November, 2024.
Read a Second Time this	12	day of	November, 2024.
Read a Third Time this	12	day of	November, 2024.
Adopted by Council this	25	day of	November, 2024.

Mayor

Certified a true copy of Bylaw No. 1023, 2024
On the 25 day of November, 2024.

Corporate Officer



**CORPORATION OF THE CITY OF GREENWOOD
FEE AND CHARGES BYLAW NO. 1024, 2024
A BYLAW TO ESTABLISH FEES AND CHARGES FOR SERVICES AND INFORMATION**

WHEREAS the Community Charter authorizes Council to impose, by bylaw, fees and charges payable in respect of any service of the municipality;

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

Citation

1. This Bylaw is cited as “Fees and Charges Bylaw No. 1024, 2024”.

Administration

2. The Corporation of the City of Greenwood imposes fees and charges for the provision of services and information as specified in the Schedule “A” attached to and forming part of this Bylaw.
3. Where this Bylaw sets out fees and charges with respect to other City of Greenwood bylaws and other such bylaws contain similar fees and charges, this Bylaw is deemed to prevail.

Discretionary Waiver for Public Sector Agencies

4. The fees and charges set out in Schedule “A” may be waived for public sector agencies at the discretion of an officer of the municipality.

Severability

5. If any part of this Bylaw is for any reason held invalid by a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

Repeal

6. Bylaw No. 987, 2022, cited as “Fees and Charges Amendment Bylaw” is repealed.

Effective Date

7. This Bylaw shall come into force and effect upon its adoption.

Read a First Time this	12 th day of November, 2024.
Read a Second Time this	12 th day of November, 2024.
Read a Third Time this	12 th day of November, 2024.
Adopted by Council this	25 th day of November, 2024.

Mayor

Certified a true copy of Bylaw No. 1024, 2024
On the 25th day of November, 2024.

Corporate Officer

**CORPORATION OF THE CITY OF GREENWOOD
 BYLAW NO. 1024, 2024
 SCHEDULE "A"**

ITEM	FEE	TAX	TOTAL
Scanning and Email (per page)	\$0.33	\$0.02	\$0.35
Photocopies (per page)	\$0.33	\$0.02	\$0.35
Double-sided (per page)	\$0.38	\$0.02	\$0.40
Photocopies – 11 x 17 (per page)	\$1.00	\$0.05	\$1.05
Double-sided – 11 x 17 (per page)	\$1.10	\$0.05	\$1.15
Copies of Minutes, Agendas or Bylaws (per page)	\$0.33	\$0.02	\$0.35
Copy of Zoning Bylaw	\$10.00	\$0.50	\$10.50
Copy of Zoning Map	\$7.00	\$0.35	\$7.35
Faxes – long distance (per page)	\$0.76	\$0.04	\$0.80
City Lapel Pins	\$4.76	\$0.24	\$5.00
City Sticker/ Magnet	\$2.00	\$0.10	\$2.10
City Hat	\$25.99	\$1.30	\$27.29
City Water Bottle	\$14.99	\$0.75	\$15.74
City Clock	\$64.99	\$3.25	\$68.24
City Mug	\$19.99	\$1.00	\$20.99
City Fridge Magnet	\$4.99	\$0.25	\$5.24
City Flag	\$13.99	\$0.70	\$14.69
Tax / Utility Certificates	\$105.00		\$105.00
NSF Charge	\$50.00		\$50.00
RDKB Garbage Stickers (per sticker)	\$3.00		\$3.00

Information Searches (per hour – 1 hour minimum charge)	\$30.00	\$2.10	\$32.10
Title Search / Retrieval	\$15.00		\$15.00
Dog Licences – from January 1 st to January 31 st			
Neutered Male / Spayed Female	\$15.00		\$15.00
Intact Male / Intact Female	\$25.00		\$25.00
Dog Licences – from February 1 st to December 31 st			
Neutered Male / Spayed Female	\$30.00		\$30.00
Intact Male / Intact Female	\$40.00		\$40.00
Dog Licences – Guide Dogs / Policing Service Dogs	\$0.00		\$0.00
Dog Licences – Replacement Tags	\$2.00		\$2.00



**THE CORPORATION OF THE CITY OF GREENWOOD
WATER UTILITY REGULATION AND RATES BYLAW NO. 1025, 2024
A BYLAW TO REGULATE THE OPERATION, MAINTENANCE, IMPROVEMENTS OF THE CITY OF
GREENWOOD WATER UTILITY SERVICE AREA; AND PROVIDE FOR THE IMPOSITION OF FEES AND
CHARGES AGAINST THE OWNER OR OCCUPIER OF REAL PROPERTY LOCATED WITHIN THE CITY OF
GREENWOOD WATER UTILITY SERVICE AREA.**

WHEREAS the *Community Charter* gives a municipality the authority to regulate a local service;

AND WHEREAS the City of Greenwood is authorized, by bylaw, under Section 194 of the *Community Charter*, to impose a fee or charge payable in respect of all or part of a service of the municipality;

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

1. TITLE

1.1 This bylaw may be cited for all purposes as “City of Greenwood Water Utility Regulation and Rates Bylaw No. 1025, 2024”.

2. APPLICATION

2.1 This Bylaw shall apply to the owner or occupier of all parcels located within the City of Greenwood Water Utility Service Area.

3. INTERPRETATION

3.1 Words or phrases defined in the *Interpretation Act*, *Community Charter*, *Local Government Act*, or any successor legislation, shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

4. DEFINITIONS

4.1 In this Bylaw, unless the context otherwise requires:

“Agricultural User” means any Owner of land in the Agricultural Land Reserve or agricultural land that is connected to the Waterworks System;

“Applicant” means any Owner or their agent making application for a water service connection and from whom the City of Greenwood may expect to receive revenue on a continuing basis for this service.

“Backflow Preventer” means a mechanical apparatus installed in a water system that prevents the backflow of contaminants into the potable Waterworks System;

“Agricultural Land” means land used for agricultural purposes, as defined by the BC Assessment Authority;

“Bylaw Enforcement Officer” means any person(s) appointed by the Council of the City of Greenwood for the enforcement of City Bylaws;

“City” means the Corporation of the City of Greenwood;

“City specifications” means the specifications, drawings and other standards for works and services established under the Subdivision, Development and Servicing Bylaw;

“Commercial” means all industrial, utility and business properties as defined as Class 2, 4, 5 and 6 under the B.C. Assessment Act and any institutional or apartment buildings with three or more units and any residential with two or more units within the same assessment folio, upon written application by the Owner;

“Council” means the Municipal Council of the Corporation of City of Greenwood;

“Curb Stop” means the valve on a Service pipe located on the street or lane at or near an Owner’s Parcel Boundary;

“Domestic User” means any Owner of land connected to the Waterworks System using water for residential household requirements, sanitation, fire prevention or lawn and garden irrigation purposes;

“Dwelling Unit” means a building or a part of a building in which a person or persons live. This means one or more rooms are to be used as or designed as a residence, which contains sleeping, cooking and sanitary facilities and has an independent entrance, either directly from outside a building or from a common hallway inside a building;

“Highway” means Highway 3;

“Manager” means the Public Works Working Foreman or designate.

“Non-Domestic User” means any Owner of land connected to the Waterworks System that is not using water as a Domestic User or Agricultural User;

“Occupier” means a person who is in physical possession of premises, or has responsibility for, and control over, the condition of premises, the activities conducted on those premises and the persons allowed to enter those premises. There may be more than one occupier of the same premises;

“Owner” shall have the same meaning assigned to it by the British Columbia *Land Title Act*;

“Parcel Boundary” means the line that defines the perimeter of a parcel of land;

“Person” means any natural person or legal entity;

“Service” means and includes the supply of water to any Owner or any lot and all the pipes, valves, fittings, meters, connections and other things necessary for the purpose of such supply;

“Service Connection” means the connecting line from the Waterworks System to the Parcel Boundary and includes all related pipes, shut off valves and other appurtenances;

“Single-family Detached Dwelling” means a Dwelling Unit generally designed for and occupied by one family;

“Sprinkling” means to allow water from the City’s water supply to enter onto lawns, gardens and other outdoor areas;

“Street” means a street, avenue, lane, or a road, excluding Highway 3;

“Turn-off” means to discontinue the Service to any Owner or any lot by closing a Curb Stop or by such other means as the City finds appropriate;

“Turn-on” means to commence the Service to any Owner or any lot by opening a Curb Stop or by such other means as the City finds appropriate;

“Water Connection” means the pipes and appurtenances on private property used or intended to be used to conduct water from the Curb Stop to the private property;

“Water User” means any Person who is the Owner or agent for the Owner of any premises to which the Service is provided and also any Person who is the Occupier of any such premises and also any Person who is actually a user of water supplied to any premises; and

“Waterworks System” means the entire water system of the City, including without limitation, the distribution system and the intake, reservoirs and any water treatment facilities.

5. ENFORCEMENT

5.1 The Building Inspector, Bylaw Enforcement Officer, or other such persons that may be appointed by the City of Greenwood Council may enforce this Bylaw.

5.2 A person must not interfere with or obstruct the entry of the Building Inspector, Bylaw Enforcement Officer, or other such person that may be appointed by the City of Greenwood Council to enforce this Bylaw.

6. PROHIBITIONS

6.1 No person shall connect to or interfere in any way with the Waterworks except in accordance with the provisions of this Bylaw.

6.2 No person shall, without lawful excuse, break, damage, destroy, uncover, deface, mar or tamper with any part of the Waterworks except in conformity with this Bylaw.

6.3 No person shall, sell, waste, dispose, of or give away City of Greenwood water for use other than on their premises or permit it to be taken or carried away by any Person or Persons, or applied for the benefit of others Persons or premises except by the permission of the City of Greenwood.

- 6.4 No person shall use water contrary to the provisions within this Bylaw.
- 6.5 No person shall connect, cause to be connected or allow to remain connected to the Waterworks System any pipe, fixture, fitting, container, appliance or apparatus, in any manner which, under any circumstances, could cause or allow any part of the Waterworks System to become contaminated;
- 6.6 No person shall connect any apparatus, fitting, or fixture to the Waterworks System which may in any way harm the Waterworks System.
- 6.7 No Person shall cause, permit or allow any device or apparatus of any kind to be or remain connected to the Waterworks System or allow it to be operated in such a manner as to cause sudden large demands for water or otherwise affect the stability of water pressure in the Waterworks System and, for the purposes of this section, such prohibited devices and apparatuses include, without limitation:
- a) booster pumps;
 - b) quick opening valves or quick closing valves;
 - c) flush meters;
 - d) rod hopper water closets;
 - e) water-operated pumps or siphons;
 - f) standpipes;
 - g) large outlets.
- 6.8 Notwithstanding Section 6.7, an Owner may apply to the City in writing for permission to connect a prohibited device or apparatus to the Waterworks System. Upon receiving written permission from the Manager, the Owner may connect a prohibited device or apparatus to the Waterworks System, subject to any terms and conditions imposed by the Manager.
- 6.9 No Person shall destroy, injure, obstruct access to, or tamper with any hydrant, valve, Curb Stop, pipe, pump or other fixture of the Waterworks System or the Water Connection and no Person shall, in any manner, make any additions, alterations or other changes to the Waterworks System or the Water Connection.

7. VIOLATION

- 7.1 Any person who:
- a) Violates the provisions of this Bylaw;
 - b) Causes or permits any act in contravention of violation of the provisions of this Bylaw;
 - c) Neglects or omits Bylaw requirements;
 - d) Fails to comply with bylaw orders, directions, or notices; or

e) Prevents, obstructs or attempts to prevent to obstruct the authorized entry of any person authorized to enforce this Bylaw under Section 5;

7.2 Commits an offence against this Bylaw. Each day that a violation is permitted to continue shall constitute a new and distinct offence.

8. APPLICATIONS FOR SERVICE CONNECTION AND WATER CONNECTION

8.1 An Owner or an Owner's duly authorized agent must make an application to the City to install a Water Service from the Waterworks System to the Owner's Parcel Boundary, and the Water Connection from property line to their private property. An Owner or an Owner's duly authorized agent must submit the application on the required form(s), as provided by the City and amended from time to time. Such Applicant shall, on making the application, pay to the City the applicable fee(s) as set out in **Schedule "A"**.

9.0 CONSTRUCTION OF THE WATER SERVICE

9.1 Upon a completed application being received for the installation of a Service Connection, and payment of applicable fee(s) as set out in **Schedule "A"**. A contractor pre-approved by the City may install a Service Connection from the Waterworks System to the Parcel Boundary and a Curb Stop at the Parcel Boundary.

9.2 An Owner is responsible for the installation of a Water Service and a Curb Stop at the Parcel Boundary, or location decided by the Manager, at their sole cost.

9.3 Each property shall have only one Service Connection except where a separate connection is required by the Manager.

9.4 The size of the pipe to be used in providing a Water Service to any premises and also the position in the street in which the Water Service is to be laid shall be determined by the Manager.

9.5 No work of any kind in relation to a Water Service, either for the laying of a new Water Service or repair of an existing Water Service, shall be done by any Person other than a contractor approved by the Manager.

10.0 CONSTRUCTION OF THE WATER CONNECTION

10.1 Upon a completed application being received for the installation of a Water Connection and payment of the applicable fee(s) in full, the Owner may install a Water Connection from the property line to the Owner's private property and the Manager shall classify the Owner as either a Domestic User, a Non-domestic User, an Agricultural User, or any combination thereof.

10.2 An Owner is responsible for the installation of a Water Connection, at their sole cost.

10.3 Installation of a Water Connection must comply with the following requirements:

- (a) the type and size of pipe used for the Water Connection must meet the standards for piping as determined by the Manager or his/her designate;
 - (b) all Water Connection lines shall be installed to provide a minimum depth of 1.5 metres cover;
 - (c) where required by the Manager, the property owner must have a Backflow Preventor installed by a certified Plumber, located on the water line delivering City water immediately after the main residential shut-off valve. All associated costs for installation and maintenance are the responsibility of the property owner.
 - (d) after the Water Connection lines have been installed, the Owner must not backfill the excavation until the installation of the Water Connection has been inspected and approved by the City.
- 10.4 No work of any kind in relation to a Water Connection, either for the laying of a new Water Connection or repair of an existing Water Connection, shall be done by any Person other than a contractor approved by the Manager.
- 10.5 The Owner is solely responsible for supplying, installing and maintaining the service line from the Curb Stop into their private property.
- 10.6 The Owner is responsible for any damage caused by the Owner to the Curb Stop and must immediately notify the Manager of any such damage. The City will repair and bill the repair on the owners utility bill.
- 10.7 All property owners required to have a cross connection control device, shall follow regulations as set out in the Cross Control Regulation Program.
- 10.8 An Owner is responsible for maintaining the Water Connection control device and Backflow Preventer in good repair and in a clean and sanitary condition at all times, and must remedy any defect in the Water Connection as soon as the Owner becomes or is made aware of the defect. The Owner must immediately advise the Manager of any defect in the Water Connection.
- 10.9 All required property owners as set out in section 10.7 shall have the back flow preventers inspected annually by a qualified professional at the owner's expense. A copy of the report shall be submitted to the City.
- 10.10 All new water connections shall be serviced from a street rather than the highway whenever possible. The Manager shall make the decision regarding the location of water connections.
- 10.11 The City is responsible for the service connection. The owner shall be responsible for the safe keeping, maintenance (including maintaining safe access to the Waterworks Curb Stop and valves that are located on the owners property and keeping the Waterworks Curb Stop and valves clearly visible to Operators), repair and replacement of all service

pipes and plumbing systems from the outlet of the Waterworks Curb Stop or standard Waterworks valve at their property line and shall protect them from frost or other damage, and shall promptly repair frozen, leaky or imperfect pipes or fixtures.

- 10.12 Existing highway connections may be changed to a street connection if the Manager decides the street is the most cost effective long term solution. The City is responsible for the service connection. The owner is responsible for the water connection from the house up to the curb stop.
- 10.13 Owners of properties designated by Interior Health as having a water system within a system are responsible for sampling and testing the water quality and submitting the reports to the City.

11. WATER TURN-OFF / TURN-ON

- 11.1 All applications for the Turn-off or Turn-on of the water Service must be made in writing to the City of Greenwood not less than forty-eight (48) hours before the Turn-off or Turn-on is required.
- 11.2 On application by a property Owner or duly authorized agent, on the required form(s) as provided by the City and amended from time to time, the applicant shall pay the applicable fee as set out in **Schedule "A"**.
- 11.3 Any Person who applies to the City for the Turn-on of the Water Connection shall provide to the Manager confirmation that the Water Connection was satisfactorily tested, inspected and approved by the City.
- 11.4 No Person shall make an application for the Turn-off of the Water Connection from any premises in use, or occupied by any other Person, until such use or occupation has ceased, the premises have been vacated or the occupying Person has been given notification of thirty (30) days.
- 11.5 Any unauthorized Person found to have turned the water on or off is guilty of an offence under this bylaw and will be subject to a penalty as set out in **Schedule "B"**.

12. WATER DISCONNECTION/RECONNECTION

- 12.1 When any building within the City is removed, demolished or abandoned, application for disconnection of a water Service shall be made in writing, by the property Owner, on the required form(s) as provided by the City and amended from time to time and delivered to the City Office. Until such application has been submitted, water rates may be charged as prescribed in **Schedule "A"** to the property Owner.
- 12.2 All applications for the disconnection or reconnection of the water Connection must be made in writing to the City not less than one (1) week before the disconnection/reconnection is required.

- 12.3 On application by a property Owner or duly authorized agent, on the required form(s) as provided by the City and amended from time to time, the applicant shall pay the applicable fee as set out in **Schedule "A"**.
- 12.4 Any Person who applies to the City for reconnection of the Water Service shall provide to the Manager confirmation that the Water Service was satisfactorily tested, inspected and approved by the City.
- 12.5 When the City or the Owner shuts off the water, the Owner will continue to pay for water utilities.
- 12.6 Should the property owner elect to have the water service to a building turned on or off. The water customer charge and fixed/capital fees will continue to be charged.

13. RESTRICTIONS ON USE OF WATER

- 13.1 Council may at such times and for such length of time as is considered necessary or advisable by Council, restrict or prohibit irrigation, yard and garden Sprinkling, car washing and private pool filling to reduce water usage when it considers water to be in short supply and every Person shall abide by such restriction or prohibition.
- 13.2 The City may at such times and for such length of time as is considered necessary or advisable by Council, restrict or prohibit other water uses when it considers water to be in short supply and every Person shall abide by such restriction or prohibition.

14. SHUT OFF OF WATER SUPPLY

- 14.1 The City of Greenwood may shut off the supply of water to any property for any or all of the following reasons:
- a) a request for Turn-off or discontinuance of the Service;
 - b) maintaining, repairing, renovating, replacing, disinfecting or otherwise operating the Waterworks System;
 - c) an emergency that threatens the safety of the Waterworks System, utilities, property, or the public;
 - d) non-compliance with any provision of this bylaw;
 - e) shortage of water supply.
 - f) failure to pay utility bills as set out in Section 16 of this Bylaw.

15. NOTICES OF WATER SHUT OFF

- 15.1 Where water supply is to be shut off for non-compliance with any provision of this bylaw, the City will give notice to the Owner.
- 15.2 Where water supply is to be shut off for non-compliance due to Section 14.1 (f), the City will give notice to the owner as set out in section 15.6.

- 15.3 Where water supply is to be shut off for reason of non-compliance with section with any provision of this bylaw, the City will give the Person affected the opportunity to make representations to Council in respect of such non-compliance, unless where safety of life or property is at risk.
- 15.4 Where water supply is to be shut off for reason of shortage of water supply, the City will give at least seven (7) days' notice, but no notice will be given where safety of life or property is at risk.
- 15.5 Where water supply is to be shut off for maintenance, repair, renovation, replacement, disinfection or other operation of the Waterworks System, the City will give at least 2 working days notice for scheduled work, but no notice will be given where safety of life or property is at risk.
- 15.6 Notice may be given by one or more of the following:
- a) posting notice on the property;
 - b) providing notice on an Owner's water bill;
 - c) mailing notice to the address supplied by the Owner or the address of the property;
 - d) telephoning the Owner, which may include speaking directly to the Owner or leaving a message at the telephone number supplied by the Owner.
- 15.7 The City is not responsible for any notice failing to reach an Owner or other Water User prior to the shut off of water.

16. BILLING AND PAYMENTS

- 16.1 Utility rates are divided into four equal payments. Utility rates include municipal water and sewer services. The annual billing periods are set out as follows:

Billing Period	Month to Expect Bill	Month of Due Date (30+ Days After Issuance)
January 1 – March 31	January	March 31
April 1 – June 30	April	June 30
July 1 – September 30	July	September 30
October 1 – December 31	October	December 31

- 16.3 There shall be an annual inflation rate increase for water services.
- 16.4 Council may increase the water rates above the annual inflation rate.
- 16.5 A 2.5% penalty will be placed on all accounts not paid by the due date on the quarterly bill;

16.6 Water shut off dates:

- I. User rates not paid by the deadline date established as the first working day after July 1st each year shall have the water shut off by the City;
- II. User rates not paid by the deadline date established as the first working day after October 1st each year shall have the water shut off by the City;

16.7 The costs, rates, charges and fees and/or penalties required to be paid by this Bylaw shall for a charge against the parcel serviced, and if such costs, rates, charges, fees and/or penalties are unpaid on December 31st of the year in which they become payable, they shall be entered by the City of Greenwood's Collector, in the Collector's Roll next prepared, and transferred to the tax roll in the next succeeding year as arrears of taxes against the parcel from which they arose, and such amount may be recovered with interest at such rate as may be authorized from time to time by the *Community Charter or Local Government Act*.

16.8 the rates as specified in **Schedule "C"** shall be applied on the date the water turn on or turn off is made and the rate charged for the first and the final billing period shall be prorated at the rate of one twelfth (1/12th) of the annual rate for each remaining month. This only applies to new service connections.

16.9 In the case of a connection being made during any year, the charge imposed shall begin with the month following which the final inspection of the water connection was made.

17. LIMITATION OF LIABILITY

17.1 Any supply of water by the City of Greenwood is subject to the following conditions;

- a) The City of Greenwood does not guarantee a specific pressure or continuous supply of water quality to meet the requirements of individual water users.
- b) The City of Greenwood reserves the right to interrupt Water Service at any time for the purpose of making repairs or alterations to the works. If service is to be interrupted for more than four consecutive hours, due notice shall be given to those water users affected except in the case of a water Main break or other emergency.
- c) The City is not responsible for sampling and testing the Water quality outside the City or an area considered a system within a system. It is the responsibility of the Regional District to sample and test the water quality in areas within the Regional District. Reports shall be submitted to the City.

17.2 Nothing contained in this Bylaw shall be constructed to impose any liability on the City of Greenwood to give a continuous supply of water to any person or premises.

18. OF ENTRY

- 18.1 Designated City of Greenwood staff and their agents or contractors are authorised to enter on any property or premises at any reasonable time, or in the event of an emergency for the purpose of inspecting the land and improvements and all part of the Waterworks system for the purpose of testing, repairing, replacing, maintaining, and doing work as necessary to ensure the proper functioning of the Waterworks system including without limitation all pipes, valves and appurtenances situated on the parcel, and to ensure compliance with, or prevent violation of, the provisions of this Bylaw.
- 18.2 The Owner or occupant shall provide adequate, convenient, and unobstructed access, failing which the property or premises may be considered inaccessible.

19. ORDER TO COMPLY

- 19.1 Designated City of Greenwood staff and their agents or contractors may order an Owner or occupant who contravenes this Bylaw to comply with the Bylaw within a specified time.
- 19.2 Where the Owner does not comply with such an order within the specified time, the designated City of Greenwood staff and their agents or contractors may order an action contained in the order to be performed by the City of Greenwood staff and their agents or contractors, or others, and the cost to the City of Greenwood of so doing may be recovered from the Owner by the City of Greenwood as if the same were a debt due to the City of Greenwood . the amount of such cost, when certified by the designated City of Greenwood staff and their agents or contractors if not before paid, shall be entered by the City of Greenwood's Collector in the Collector's Roll next prepared after the receipt of the certificate and such amount may be recovered with interest at such rate as may be authorized from time to time by the *Community Charter or Local Government Act*.

20. PENALTIES

- 20.1 Any person who violates any of the provisions of this Bylaw is, upon summary conviction, liable, to the maximum fine provided in the *Offence Act*, plus the cost of prosecution, for each offence, and any other penalty or order imposed pursuant to the *Community Charter and Local Government Act*.
- 20.2 The penalties imposed under this section are as supplement and not a substitution for any other remedy to an infraction of this Bylaw.

21. SEVERABILITY

- 21.1 If any section, subsection, sentence, clause, or phrase of this Bylaw is deemed to be invalid by a decision of any court of competent jurisdiction, the invalid portion shall be served and the portion that is deemed invalid shall not affect the validity of the remainder of the Bylaw.

22. REPEAL

22.1 That the “Water Regulation Bylaw No. 912, 2016”, and all other previous Water Rates and Regulation Bylaws be repealed.

23. EFFECTIVE DATE

23.1 THAT the Water Utility Regulation and Rates Bylaw 1025, 2024 will be in effect on January 1, 2025.

Read a First Time this	25th	day of November, 2024
Read a Second Time this	25th	day of November, 2024
Read a Third Time this	25th	day of November, 2024
Adopted by Council this	9th	day of December, 2024

Mayor

Certified a true copy of Bylaw No. 1025, 2024

On the day of December, 2024.

Corporate Officer

**CITY OF GREENWOOD WATER UTILITY REGULATION AND RATES BYLAW NO.
1025, 2024**

Schedule A

SERVICE FEES:

1. Public Works Installation fee: \$975.00 or an amount equal to the cost of the water connection including all materials, labour, administration, equipment and overhead, whichever is greater.
2. Charges for after-hours callout – evenings, weekends, statutory holidays:
 - 2.1 If determined by the Manager to be a private water system issue or the issue was caused by the private water system there is a flat rate charge of \$250.
3. Contractor hired by the City:
 - (a) The Owner will pay all Contractor costs, including any additional service costs itemized in (b), plus a 15% administration fee.
 - (b) Additional service costs not included in (a) above:
 - (i) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping.
4. Turn on Fees: \$50.00 plus gst.
5. Turn off Fees: \$50.00 plus gst.

**CITY OF GREENWOOD WATER UTILITY REGULATION AND RATES BYLAW NO.
1025, 2024**

Schedule B

- 1. **Fines:**
 - First Offence: \$ 200.00
 - Second Offence: \$ 500.00
 - Third Offence: \$ 1,000.00

 - 2. **Continual failure to comply results in the disconnection of the water at the owners expense.**
-

**CITY OF GREENWOOD WATER UTILITY REGULATION AND RATES BYLAW NO.
1025, 2024**

Schedule C

This Schedule C of per annum **Water Rates** will apply effective January 1, 2025

	WITHIN THE CITY 2025	OUTSIDE THE CITY 2025
<u>RESIDENTIAL</u>		
Single Family or Mobile or Multi Family (per dwelling unit)	556.52	556.52
Carriage House	556.52	556.52
Home Based Business: Greenhouse or Beauty Salon	695.64	695.64
<u>COMMERCIAL</u>		
Apartment or Secondary Suite (per unit)	383.12	383.12
Store or Office Building	337.36	337.36
Store Front with Residence	634.40	634.40
Motel or Cabin (per unit)	162.88	162.88
Beauty Parlor or Beauty Shop	454.52	454.52
Restaurant or Dining Room	814.08	814.08
Coffee Shop	424.24	424.24
Hotel or Saloon	814.08	814.08
Church or Club	343.92	343.92
Public Garage or Service Station	470.76	470.76
Campground or RV Park: Base	504.32	504.32
- Rate per site	65.68	65.68
<u>INDUSTRIAL</u>		
Laundry or Dry Cleaner	836.32	836.32
Car Wash	700.88	700.88
Small Industries (up to 10 employees)	396.00	396.00
Small Industries (over 10 employees)	473.16	473.16
<u>INSTITUTIONAL</u>		
Schools (per classroom or gym)	246.48	246.48
<u>FORT GREENWOOD</u>		
Per Occupied Site	383.12	383.12
Clubhouse	343.92	343.92
Laundry	836.32	836.32



**THE CORPORATION OF THE CITY OF GREENWOOD
SEWER UTILITY REGULATION AND RATES BYLAW NO. 1026, 2024
A BYLAW TO REGULATE THE OPERATION, MAINTENANCE, IMPROVEMENTS OF THE CITY OF
GREENWOOD SEWER UTILITY SERVICE AREA; AND PROVIDE FOR THE IMPOSITION OF FEES AND
CHARGES AGAINST THE OWNER OR OCCUPIER OF REAL PROPERTY LOCATED WITHIN THE CITY OF
GREENWOOD WATER UTILITY SERVICE AREA.**

WHEREAS the *Community Charter* gives a municipality the authority to regulate a local service;

AND WHEREAS the City of Greenwood is authorized, by bylaw, under Section 194 of the *Community Charter*, to impose a fee or charge payable in respect of all or part of a service of the municipality;

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

1. TITLE

1.1 This bylaw may be cited for all purposes as “City of Greenwood Sewer Utility Regulation and Rates Bylaw No. 1026, 2024”.

2. APPLICATION

2.1 This Bylaw shall apply to the owner or occupier of all parcels located within the City of Greenwood Water Utility Service Area.

3. INTERPRETATION

3.1 Words or phrases defined in the *Interpretation Act*, *Community Charter*, *Local Government Act*, or any successor legislation, shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

4. DEFINITIONS

“**Authorized**” or “**Authorization**” granted by the Manager or his designate means approved in writing by the manager, on the terms and conditions specified in that written approval.

“**Bi-monthly**” means every two month period.

“**B.O.D.**” means Biochemical Oxygen Demand; the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory conditions in 5 days at 20 ° C, expressed in milligrams per litre as determined by the appropriate procedure in Standard Methods.

“**Building Code**” means the British Columbia Building Code, as amended or replaced from time to time.

“**Building Permit**” means a building permit issued under the Corporation of the City of Greenwood Building Bylaw, as amended or replaced from time to time.

“Bylaw Enforcement Officer” means any person(s) appointed by the Council of the City of Greenwood for the enforcement of City Bylaws.

“City” means the Corporation of the City of Greenwood.

“City Specifications” means the specification, drawings and other standards for works and services established under the City of Greenwood Subdivision, Development and Servicing Bylaw, as amended or replaced from time to time.

“C.O.D.” means the Chemical Oxygen Demand; a measure of the oxygen consuming capacity of inorganic and organic matter present in domestic or industrial wastewater as determined by the appropriate procedure described in Standard Methods.

“Connection or Connect” means tying into, tapping or otherwise connecting to the Sanitary Sewer System of the City by means of pipes, valves, fittings or other apparatus.

“Cooling Water” means untreated water originating from heat exchangers or similar units.

“Council” means the Municipal Council of the Corporation of the City of Greenwood.

“Domestic” means use for household requirements and sanitation.

“Domestic Wastewater” means the water carried wastes produced from non-industrial activities and which result from normal human living processes.

“Effluent” means the liquid outflow of any facility designed to treat or convey wastewater.

“Engineer” means a person who is registered, or duly licensed as such, under the Engineers and Geoscientists Act of British Columbia.

“Extraneous Flows” means water originating from rainwater, snow melt, ground water, roof drain water, foundation drain water, subsurface drainage, surface water, single pass cooling water, condensate, or storm water.

“Flammable Liquid” means any liquid having a flash point below 38° C and having a vapor pressure not exceeding 280 kPa at 38°C.

“Fuller’s Earth” means any non-plastic clay or claylike earthy material that can be used to decolorize, filter, and purify animal, mineral, and vegetable oils and greases.

“Garbage” means solid wastes from domestic or commercial preparation, cooking and dispensing of food and from the handling, storage, and sale of produce.

“Grab Sample” means a single sample of a waste water stream or discharge that represents the composition of the wastewater at the particular time and location at which the sample was collected.

“Grease” means an organic substance recoverable by procedures set forth in Standard Methods and includes, but is not limited to, hydrocarbons, esters, fats, oils, waxes, and high molecular carboxylic acids.

“Hazardous Waste” has the same means as under the Hazardous Waste Regulation, B.C. Reg. 42/2024, as amended or replaced from time to time.

“Industrial Waste” means all water carried Wastes and Wastewater excluding domestic Wastewater and uncontaminated Wastewater, and includes all Wastewater from any processing, institutional, commercial, or other operation where the Wastewater discharged includes Wastes of non-human origin.

“Lower Explosive Limit” means the concentration limit of potentially explosive reactants present in private Wastewater Effluent.

“Manager” means the Public Works Manager or designate.

“Non-domestic” in reference to any form of waste or private wastewater effluent means waste or effluent generated by industrial, commercial, agricultural or institutional users.

“Occupier” means a person who is in physical possession of premises, or has responsibility for, and control over, the condition of premises, the activities conducted on those premises and the persons allowed to enter those premises. There may be more than one occupier of the same premises.

“Offal” means waste portions of food, animals, fowl, or fish.

“One-day Composite Sample” means a composite sample comprised of flow proportioned samples collected at one hour intervals over the duration of one operation day.

“Owner” shall have the same meaning assigned to it by the British Columbia *Land Title Act*.

“Parcel” means any lot, block, or other area in which land is held or into which land is subdivided but does not include a highway.

“Person” means any person, firm, partnership or corporation, or any trustee, manager or other person owning or occupying any building or place either individually or jointly with others, and includes an agent, workman, or employee of such person, firm partnership or corporation.

“Pesticide” means an organism or material that is represented, sold, used, or intended to be used, to prevent, destroy, repel, or mitigate a pest and includes:

- (a) a plant growth regulator, plant defoliator, or plant desiccant; and
- (b) a control product, other than a device that is a controlled product under the Pest Control Products Act (CAN).

“pH” means the negative logarithm to the base of 10 of the weight of hydrogen ions in grams per litre of solution.

“Plumbing Code” means Part 7 of the British Columbia Building Code (Plumbing Services), as amended or replaced from time to time.

“Premises” means any residence, building, or structure located on a parcel.

“Pre-treatment” means the use of any physical or chemical process to ensure the composition of private wastewater effluent conforms to the minimum requirements of this bylaw.

“Private Wastewater Effluent” or “Sewage” means water-borne waste derived from human or industrial sources, including domestic wastewater and industrial wastewater, that is discharged or intended to be discharged from a private wastewater system into the municipal sanitary sewer system but does not include storm water and uncontaminated wastewater.

“Private Wastewater System” means an assembly of pipes, fittings, fixtures, traps, and appurtenances constructed upon the land and premises of, and owned by, the owner of property.

“Property” or “Real Property” means any parcel of land within the boundaries of the Sanitary Sewer Catchment Area Boundary / Service area.

“Public Highway” means any road, street, lane or other such facility designed for the express purpose of accommodating public vehicular traffic.

“Sanitary Service Lateral” means the City-owned pipe that extends from a sewer main to the sanitary service connection that is located at the property line of a parcel.

“Sanitary Service Connection” means the pipe or fitting that is located at the property line of a parcel, or at the edge of a statutory right of way, which forms the connection between a private wastewater system and the municipal sanitary sewer system.

“Sanitary Sewer Catchment Area Boundary/Service area” means a calculated boundary or serviceable land capable of drainage to a municipal sanitary sewer outlet; including Regional District Properties to the north of Greenwood, that have been approved by the Manager and passed by Council in a regular Council meeting.

“Sanitary Sewer Service” or “Service” means the City’s service of collecting and conveying private wastewater effluent from real property through the municipal sanitary sewer system.

“Sanitary Sewer System” means all sewerage works and all appurtenances thereto, including sewer mains, pumping stations, treatment plants, lagoons and sewer outfalls and within any highway, municipal right-of-way or easement and owned and operated by the City and installed for the purpose of conveying, treating and disposing of domestic municipal wastes and industrial wastes.

“Septic System” means any form of onsite wastewater treatment process whereby private wastewater effluent is treated to an acceptable level of effluent quality prior to discharge to the natural environment.

“Serviced” means land that is within an area serviced by the municipal sanitary sewer system.

“Standard Methods” means the Standard Methods of Water and Wastewater Analysis (most current edition) as published by the American Public Health Association, the American Water Works Association, the Canadian Standards Association, and the Water Pollution Control Federation; as amended or replaced from time to time.

“Statutory Right of Way” means a statutory right of way pursuant to the Land Title Act, as amended or replaced from time to time, that is registered over real property in favor of the City for the purpose of accommodating the works that comprise part of the municipal sanitary sewer system.

“Suspended Solids” or “S.S.” means the solid matter according to particle size, expressed in milligrams per litre, in a liquid as determined according to standard methods.

“Two-hour Composite Sample” means a composite sample consisting of equal portions of 8 Grab Samples collected at 15 minute intervals.

“Uncontaminated Wastewater” means water such as spent cooling water, water discharged from a swimming pool, water used in street cleaning, any groundwater or surface/storm drainage flows, including but not limited to storm drains, sumps, roof drains, and foundation drains or wastewater classified as such by the Manager.

“User” means any person or owner contributing, connected to, or otherwise benefitting from the municipal sanitary sewer system.

“User Fee” means a fee imposed for the use of the municipal sanitary sewer system.

“Waste” means any material deposited in or collected by a common sewer pipe, sewer connection pipe or Wastewater Treatment Facility.

“Wastewater” means the water-borne wastes of the community derived from human or industrial sources including domestic wastewater and industrial wastewater, but does not include rainwater, groundwater, or drainage of uncontaminated water.

“Wastewater Treatment Facility” means any arrangement of devices and structures used for treating wastewater.

5. ENFORCEMENT

5.1 The Building Inspector, Bylaw Enforcement Officer, or other such persons that may be appointed by the City of Greenwood Council may enforce this Bylaw.

5.2 A person must not interfere with or obstruct the entry of the Building Inspector, Bylaw Enforcement Officer, or other such person that may be appointed by the City of Greenwood Council to enforce this Bylaw.

6. PROHIBITIONS

Prohibition fines set out in **Schedule "B"**.

- 6.1 No person shall enter into or undertake any work upon or interfere with any aspect of the municipal sanitary sewer system unless authorized by the Manager;
- 6.2 No person shall make or terminate a connection to the municipal sanitary sewer system unless duly authorized by the Manager;
- 6.3 No person shall attach or detach any line, pipe, or other appurtenance of the municipal sanitary sewer system unless duly authorized by the Manager;
- 6.4 No person shall undertake any work upon or interfere with any aspect of the municipal sanitary sewer system unless authorized by the Manager.
- 6.5 No person shall directly or indirectly discharge into the municipal sanitary sewer system:
 - (a) any water or waste containing substances in concentrations that are not amenable to treatment or reduction by the sewage treatment process employed, or are amenable to treatment only to such a degree that the sewage treatment plant effluent cannot, during normal operation, meet the requirement of any other agency having jurisdiction over discharges to the receiving waters;
 - (b) any material or substance (e.g. enzymes and/or bacteria) that alters the structure of the waste(s) but does not reduce the loading (C.O.D.);
 - (c) any water or wastewater contained in, but not limited to, a swimming pool, hot-tub, or artificial pond;
 - (c) any deleterious substance;
 - (d) any sludge or other waste material contained in a septic system without prior written authorization from the Manager;
 - (e) any extraneous amounts of water or waste effluent material for the purpose of diluting wastes which would otherwise not meet the allowable concentrations outlined in this bylaw;
 - (f) any groundwater or surface/storm drainage flows, including but not limited to storm drains, sumps, roof drains, and foundation drains to the municipal sanitary sewer system;
 - (g) any non-domestic liquid or vapor having a temperature in excess of sixty-five (65°C) degrees Celsius;
 - (h) any substance which may solidify or become viscous at temperatures above zero (0°C) degrees Celsius;

- (i) any material which exerts or causes unusual concentrations of inert suspended solids (such as, but not limited to, Fuller's Earth); or any unusual concentrations of dissolved solids (such as but not limited to sodium chloride, calcium chloride or sodium sulphate);
- (j) any non-domestic water or waste which contains dyes or other coloring material;
- (k) any soluble waste or wastewater having a pH lower than 5.5 or higher than 9.5 or having any other corrosive property which could be hazardous to structures, equipment, or personnel including, but not limited to, battery or plating acids and wastes, copper sulphate, chromium salts or brine;
- (l) any flammable or explosive liquid, solid, or gas which has a closed cup flashpoint of sixty degrees Celsius (60 °C), or exceeds or could cause an exceedance of 10% of the lower explosive limit (LEL) at any point within the municipal sanitary sewer system for any single reading or five percent (5%) for any 2 consecutive readings. This includes but is not limited to gasoline, benzene, naphtha, alcohol, fuel, oil, solvents, and acetone;
- (m) any pesticides, insecticides, herbicides, or fungicides;
- (n) any toxic, radioactive, poisonous, corrosive, noxious, or malodorous gas, liquid, or substance which may either singly or by interaction with other wastes:
 - (i) cause public or worker health and safety hazards,
 - (ii) cause injury to or interference with the wastewater treatment process,
 - (iii) cause corrosive damage to the sanitary sewer system,
 - (iv) result in the release of toxic gases, vapors, or fumes within the municipal sanitary sewer system.
- (o) any solid or viscous substance, petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin which may:
 - (i) obstruct the flow in the municipal sanitary sewer system,
 - (ii) interfere with or damage the municipal sanitary sewer system or the wastewater treatment process;
- (p) including but not limited to ashes, cinders, grit sand, mud, straw, grass clippings, insoluble shavings, metal, glass, rags, feathers, tar, asphalt, creosote, plastics, wood, animal paunch contents, offal, blood, bones, meat trimmings and waste, fish or fowl head, shrimp, crab or clam shells, fish scales, entrails, lard, mushrooms, tallow, baking dough, chemical residues, cannery or wine waste, bulk solids, hair and fleshings, spent grain and hops, whole or ground food or beverage containers, garbage , paint residues, cat box litter, slurries of concrete, cement, lime, or mortar;
- (q) any sludge, deposit, or material from a cesspool; and
- (r) any hazardous waste.

7. VIOLATION

7.1 Any person who:

- a) Violates the provisions of this Bylaw;
- b) Causes or permits any act in contravention of violation of the provisions of this Bylaw;
- c) Neglects or omits Bylaw requirements;
- d) Fails to comply with bylaw orders, directions, or notices; or
- e) Prevents, obstructs or attempts to prevent to obstruct the authorized entry of any person authorized to enforce this Bylaw under Section 5;

7.2 commits an offence against this Bylaw. Each day that a violation is permitted to continue shall constitute a new and distinct offence.

8. TERMS AND CONDITIONS OF SERVICE

8.1 An owner, occupier of real property or other user may discharge private wastewater effluent into the municipal sanitary sewer system on the condition that:

- (a) the owner of that real property must pay all costs, rates, charges, and user fees that are or may be imposed for the use of the municipal sanitary sewer system under this bylaw or any other bylaw of the City; and
- (b) the owner of that real property is responsible for any breach of this bylaw arising on the parcel to which sanitary sewer service is provided, whether the breach is committed by the owner or by an occupier or third party renting, leasing, or having access to the property.

8.2 Property owners are responsible for maintaining the sewer service from the building to the sewer main.

8.3 No person shall make any connection to the common sewer without first receiving approval from the City.

8.4 The property owner shall keep the building sewer connection pipes, fixtures and fittings on their own premises, property, and the lateral line to the sewer main free-flowing, in good repair, root intrusion, free from leaks and infiltration, and protect them from frost at their own risk and expense.

8.5 If a parcel of land has a building, occupied by one or more person, and the parcel of land abuts a street, lane or right-of-way where there is a common sewer, the owner shall connect the building sewer with the common sewer in the manner provided by this bylaw.

8.6 The City shall not be required to supply a sewer connection to any property within the City which is serviced by other than the common sewer and in the City is not responsible for damages arising directly, or indirectly, out of the breakdown or malfunction of the common sewer.

- 8.7 The Property Owner shall be responsible for all costs associated with the works required for the installation of a sewer connection for his property.
- 8.8 No works or services shall be performed on the common sewer unless authorized in writing by the Manager, and shall conform to the requirements of the City of Greenwood.
- 8.9 No person shall in any way interfere or tamper with any pipe, fixture, fitting or other component of the common sewer.
- 8.10 The City shall not be liable for damages caused as a result of a disruption or discontinuation of sewer service.
- 8.11 No person being a Property Owner, occupant, or tenant of any premises supplied with sewer services by the City shall sell, give away or permit use of the common sewer for the benefit of others, except to those persons provided written authorization from the Manager.
- 8.12 The City and /or Contractors are not responsible for issues arising from back flows due to cleaning, rodding, or flushing the sewer system.

9. INSPECTION

- 9.1 The Manager may, at any time and without notice, take private wastewater effluent samples from the sanitary service connection or otherwise inspect the sanitary service connection to determine whether a contravention of this bylaw has occurred.
- 9.3 The Manager may issue a Compliance Order to any person or owner who is found to be in contravention of this bylaw, which order may:
 - (a) require compliance with the provisions of this bylaw within a period of time set out in the compliance order;
 - (b) in the case of a discharge of private wastewater effluent that exceeds the effluent limitation parameters of this bylaw or that otherwise contravenes this bylaw, include an order to temporarily plug or seal the sanitary service connection, or otherwise physically disconnect the private wastewater system on real property from the municipal sanitary sewer service, until the private wastewater effluent from that property is brought into compliance with the requirements of this bylaw.
- 9.4 Without limiting the Manager’s authority under section 9.3, should the Manager determine that extraneous flows or deleterious substances are entering the municipal sanitary sewer system due to an unauthorized connection to the municipal sanitary sewer system, or due to improper maintenance or repair of a private wastewater system or due to the discharge of any prohibited waste material or effluent, the Manager may issue a Compliance Order in accordance with section 9.3 of this bylaw.
- 9.5 If a Compliance Order includes an order under section 9.3(b), no further discharge of private wastewater effluent to the municipal sanitary sewer system shall be permitted until:

- (a) the Manager is satisfied that the private wastewater effluent discharged from that property will comply with the requirements of this bylaw, and has authorized the commencement of such discharge; and
- (b) any and all fees or charges imposed in connection with the Compliance Order, including but not limited to fees or charges for inspection and testing, and for reconnection to or reinstating of the sanitary sewer service, have been paid by the owner.

10. INTERRUPTION AND DISCONTINUATION OF SERVICE

10.1 Sanitary sewer service may be limited or interrupted by the City to accommodate routine maintenance or the construction of improvements to the municipal sanitary sewer system.

10.2 Except in the case of an emergency, the City will endeavor to provide reasonable notice to affected parties of any service interruption or limitation of service.

10.3. The City may discontinue sanitary sewer service to any property where the owner or any other person on that property using the sanitary sewer service:

- (a) fails to comply with the rules established under this bylaw for the use of the service; or
- (b) fails to pay when due any user fees, charges, or taxes imposed under this or any other bylaw of the City in relation to the service.

10.4 Before discontinuing service under section 10.3, the Manager must:

- (a) provide the owner and occupiers of that property with at least 30 days' notice in writing of discontinuation of the service;
- (b) in the case of a termination under section 10.3 (a), inform the owner and all occupiers of the property that they may make representations to Council concerning the discontinuation of the service at a regularly scheduled Council meeting that is scheduled to take place within 30 days following delivery of the notice of discontinuation, provided that the owner or occupier wishing to make such representations notifies the City's Corporate Officer of their intentions to do so at least 24 hours before that Council meeting.

11. SERVICE CONNECTIONS

11.1 The owner of a private wastewater system that discharges private wastewater effluent to the municipal sanitary sewer system shall ensure that the private wastewater system is constructed in accordance with the provisions of the Plumbing Code, and the provisions of all applicable City bylaws.

11.2 The owner is solely responsible to construct any private wastewater system to meet the design parameters and elevation of any existing or future sanitary service lateral at the property line.

11.3 The City is not responsible to provide for, or otherwise accommodate in any form, the outlet from a private wastewater system that was constructed prior to the installation of a sanitary service lateral that services that property.

11.4 Any and all costs related to the construction, installation, repair and maintenance of any private wastewater system remains the sole responsibility of the owner.

12. INSPECTION CHAMBERS AND MANHOLES

12.1 All sanitary service connections shall be equipped with an inspection chamber. The chamber shall be located approximately 3 feet inside the property line or a location deemed appropriate by the Manager for the purposes of inspection and sampling of private wastewater effluent from the property serviced.

12.2 Where multiple buildings discharge from a single parcel of land, each building shall have a separate private wastewater system extending to a common inspection manhole that is designed and constructed in accordance with City specifications.

12.3 All inspection chambers and manholes required for the purpose of connecting a private wastewater system to the municipal sanitary sewage system shall be installed:

- (a) at the sole expense of the owner of the property receiving the connection; and
- (b) with a backwater valve; and
- (c) in accordance with this bylaw.

12.4 A person must not cover, bury, or otherwise obstruct access to an inspection chamber or manhole that forms part of the municipal sanitary sewer system.

12.5 An owner must ensure that every inspection chamber and manhole that provides service to that owner's property remains accessible for inspection by City staff at all times.

13. REQUIREMENT TO CONNECT

13.1 The owner of any parcel of land that has a building, that is located within a sanitary sewer catchment area, boundary/service area must connect to the sanitary sewer system.

13.2 An owner who receives notice under section 13.1 may apply for an exemption, or alternatively, for an extension of the notice period, provided that the application is made in writing, directed to the Manager and clearly outlines the reason for the request. In all cases, an application for an exemption, or extension of the notice period, must be approved by Council.

13.3 Where an owner does not complete the required connection within the time stipulated, the Manager may order the completion of the connection at the owner's expense.

13.4 Where a new sanitary service lateral is required in order to connect any property to the municipal sanitary sewer system, the owner of the property must pay the applicable fee or charge imposed under **Schedule "A"** for the installation of the sanitary service lateral.

14. APPLICATION TO CONNECT

- 14.1 No person shall connect any private wastewater system or other pipe to the municipal sanitary sewer system until an authorization for that connection has been issued by the Manager.
- 14.2 All applications for a connection shall identify the use of the premises for which the private wastewater system is to be connected, the number of dwelling units (or Equivalent Residential Units for non-residential connections), the legal description and location of the property or premises to which the connection is to be made, and any other information that is required under this bylaw, or that may be necessary to accurately assess the fees and charges applicable to the connection.
- 14.3 Authorization for connection to the municipal sanitary sewer system shall not be granted until the owner:
 - (a) submits an application for a building permit to the Building Inspector, for any new building, structure or facility for which the connection is required, or for any proposed modifications to an existing building or structure or other facility, including but not limited to any additions to or modifications of an existing private wastewater system;
 - (b) pays all applicable fees and charges for the connection and for any works required to establish that connection, under this or any other bylaw of the City.
 - (c) complies with any applicable requirements of the Building Code, subdivision requirements and this bylaw.
- 14.4 In all cases, the owner must not connect a private wastewater system to the municipal sanitary sewer system or undertake any construction under an authorization granted under section 8.1, until the owner has obtained a building permit from the Building Inspector for the building, structure or other facility for which the connection is required, including but not limited to any additions or modifications to an existing private wastewater system.
- 14.5 All works installed in order to establish a connection to the municipal sanitary sewer system must be inspected by the Manager and approved prior to placement of any backfill material.

15. RESIDENTIAL CONNECTIONS

- 15.1 Every private wastewater system servicing a residential use shall be constructed by the owner in accordance with the requirements of the Building Code and Plumbing Code.
- 15.2 Each parcel of serviced residential land shall be limited to one sanitary service connection except that:
 - (a) each residential unit shall have a separate sanitary service connection; and
 - (b) where limitations in site servicing, development restrictions, future subdivision, or proposed stratification exist, the owner may make application for additional sanitary service connections and their location must be approved by the Manager.

- 15.3 Where an owner is authorized to connect a residential parcel to the municipal sanitary sewer system, the owner must not construct a residential dwelling unit on that parcel until the sanitary service lateral required to service that parcel has been installed.
- 15.4 The City bears no responsibility for the accuracy for the location or elevation of any sanitary service connection.
- 15.5 The owner shall ensure that the private wastewater system for any residential unit constructed is capable of conveying any and all private wastewater effluent generated to the municipal sanitary sewer system.

16. NON-RESIDENTIAL CONNECTIONS

- 16.1 Every private wastewater system servicing a non-residential use including any industrial, commercial, institutional or agricultural use shall be construct by the owner in accordance with requirements of the Building Code and Plumbing Code.
- 16.2 Each parcel of serviced non-residential land shall be limited to one sanitary service connection, suitably sized to accommodate any use permitted under the zoning regulations.
- 16.3 Where an owner is authorized to connect a parcel used for a non-residential use to the municipal sanitary sewer system, the owner must not construct a building of structure that will generate private wastewater effluent until the sanitary service lateral required to service that parcel has been installed.
- 16.4 The City bears no responsibility for the accuracy of the location or elevation of any sanitary service connection required to service the proposed development.
- 16.5 The owner shall ensure that the private wastewater system for any building or structure constructed is capable of conveying any and all non-residential private wastewater effluent generated to the sanitary service lateral.
- 16.6 As a condition of approval of any proposed industrial, commercial, institutional and agricultural sanitary service connection, the owner must retain a qualified engineer to prepare and submit the following design information for review by the Manager:
 - (a) a plan showing the scope of proposed or existing development or addition, including a sanitary flow schematic drawing;
 - (b) the daily volumes and peak discharge rates;
 - (c) the type of waste to be processed and discharged;
 - (d) the anticipated B.O.D. and the amount of suspended solids and grease;
 - (e) the pH and temperature of the private wastewater effluent;
 - (f) the chemical composition of the private wastewater effluent;
 - (g) the proposed pre-treatment, including dimensions of the proposed facility;
 - (h) flow equalizing or mixing facilities;
 - (i) the location of the inspection/sampling manhole;
 - (j) the proposed monitoring equipment; and
 - (k) any other relevant design information as required by the Manager.

16.7 In addition to the requirement of section 10.6, the engineer retained by the owner must confirm that effluent quality for non-residential wastewater flows generated will be in conformance with the permitted effluent loading (sewage strength) for the City wastewater treatment plant. The requirement of sections 10.6 and 10.7 apply to any proposed expansion or change of use for an existing industrial, commercial, institutional or agricultural property.

17. SERVICE FEES

17.1 The charges specified in **SCHEDULE “A”** of this Bylaw are imposed for sewer services supplied by the City.

17.2 The cost of works required to clear or flush waste or debris originating from a property and interrupting the free flow within the common sewer shall be charged to the owner of the originating property.

17.3 Where under the authority of this bylaw, the City performs any work on property or any premises, or provides any service to property or premises, the owner of the property or premises shall promptly reimburse the City of its costs in performing that work or providing that service, and the City’s costs may be collected in the same manner and with the same remedy as property taxes, and if not paid by December 31st of the year in which the costs become due and payable, are deemed to be taxes in arrears.

18. BILLING and PAYMENTS

18.1 Utility rates are divided into four equal payments. Utility rates include municipal water and sewer services. The annual billing periods are set out as follows:

Billing Period	Month to Expect Bill	Month of Due Date (30+ Days After Issuance)
January 1 – March 31	January	March 31
April 1 – June 30	April	June 30
July 1 – September 30	July	September 30
October 1 – December 31	October	December 31

18.2 **Schedule “C”** that forms part of this bylaw shall be amended annually.

18.3 There shall be an annual inflation rate increase for sewer in the Utilities Billing and Payment Schedule Bylaw.

18.4 Council may increase the sewer rates above the annual inflation rate.

18.5 A 2.5% penalty will be placed on all accounts not paid by the due date on the quarterly bill;

18.6 the costs, rates, charges and fees and/or penalties required to be paid by this Bylaw shall for a charge against the parcel serviced, and if such costs, rates, charges, fees

and/or penalties are unpaid on December 31st of the year in which they become payable, they shall be entered by the City of Greenwood's Collector, in the Collector's Roll next prepared, and transferred to the tax roll in the next succeeding year as arrears of taxes against the parcel from which they arose, and such amount may be recovered with interest at such rate as may be authorized from time to time by the *Community Charter or Local Government Act*.

- 18.7 the rates as specified in **Schedule "C"** shall be applied on the date the water turn on or turn off is made and the rate charged for the first and the final billing period shall be prorated at the rate of one twelfth (1/12th) of the annual rate for each remaining month. This only applies to new service connections.
- 18.8 In the case of a connection being made during any year, the charge imposed shall begin with the month following which the final inspection of the sewer connection was made.

19. TERMINATION OF SERVICE

- 19.1 Where an owner intends to abandon or otherwise discontinue use of a private wastewater system, or where a sanitary service connection is no longer required as a result of the development or redevelopment of the owner's property, the owner must apply to the Manager for the discontinuation or termination of sanitary sewer service.
- 19.2 An application for discontinuation or termination of sanitary sewer service must be made by the owner of the property to which the application relates, or by the owner's duly authorized agent.
- 19.3 Approval for the termination of service shall not be granted until the owner submits a completed application for discontinuation of service stating the reasons for and, if applicable, the estimated duration of discontinuation of the service and;
- (a) obtains a building permit for demolition of the building or structure that is the source of private wastewater effluent from that property;
 - (b) pays for all applicable fees and charges for the discontinuation or termination of service.
- 19.4 Upon approval of the application for discontinuation or termination of service, the owner shall:
- (a) physically disconnect and seal or cap the sanitary service connection at a point that is at least 2.0m (minimum) inside the boundary of the property that abuts the public highway or right of way; and
 - (b) mark the capped sanitary service connection location via a 2x4 service marker, extended 0.3m above grade.
- 19.5 The works required under section 13.4 of this bylaw must be inspected and approved by the Manager prior to placement of any backfill.
- 19.6 Where sanitary sewer service to a property has been discontinued or terminated, the owner must not connect a private wastewater facility on that property to the municipal sanitary sewer system except in accordance with service connections of this bylaw.

20. EFFLUENT LIMITATION PARAMETERS (SEWAGE STRENGTH)

No person shall discharge any effluent into the municipal sanitary sewer system that, when analyzed in the specified sample type, exceeds the limits set out in the following table:

Table 1.0 – Effluent Concentrations		*Concentrations in milligrams per litre (mg/L)	
Parameter	One-day Composite Sample	Two-hour Composite Sample	Grab Sample
B.O.D.	500	1000	2000
C.O.D.	750	1500	3000
Suspended Solids	600	1200	2400
Oil & Grease (non-petroleum)	150	300	600
Oil & Grease (petroleum-based)	15	30	60
pH (non-domestic waste)	>6 and <9.5	>5 and <11	>5.5 and <10.5

No person shall discharge any effluent which, at the point of discharge into the municipal sanitary sewer system, contains any substance, in a combined or uncombined form, with a concentration in excess of the levels set out in the following table.

Table 2.0 - Waste Substances		*Concentration in Milligrams per Litre (mg/L)		
Substance	Abbreviation	One day composite sample	Two hour composite sample	Grab sample
Aluminum	Al	50.0	100.0	200.0
Arsenic	As	0.5	1.0	2.0
Boron	B	50.0	100.0	200.0
Cadmium	Cd	0.2	0.4	0.8
Chromium	Cr	2.0	4.0	8.0
Cobalt	Co	5.0	10.0	20.0
Copper	Cu	2.0	4.0	8.0
Cyanide	CN	0.5	1.0	2.0
Iron	Fe	10.0	20.0	40.0
Lead	Pb	1.0	2.0	4.0
Manganese	Mn	5.0	10.0	20.0
Mercury	Hg	0.025	0.05	0.1
Molybdenum	Mo	1.0	2.0	4.0
Nickel	Ni	2.0	4.0	8.0
Phenols	-	1.0	2.0	4.0
Phosphorus	p	12.5	25.0	50.0
Silver	Ag	1.0	2.0	4.0
Sulphate	SO4	1500.0	3000.0	6000.0
Sulphide	s	1.0	2.0	4.0
Tin	Sn	5.0	10.0	20.0
Zinc	Zn	3.0	6.0	12.0

*All concentrations are expressed as total concentrations (expressed in milligrams per litre) which include both the dissolved and undissolved substances.

21. SAMPLING AND ANALYSIS PROTOCOLS

- 21.1 All tests, measurements, analysis, and examinations of private wastewater effluent, its characteristics or contents, required for the purpose of this bylaw shall be carried out in accordance with Standard Methods.
- 21.2 Where private wastewater effluent is required or authorized to be inspected, tested, measured, examined or analyzed under this bylaw, the owner of the property that is the source of the private wastewater effluent shall pay all applicable fees and charges that apply to the City's inspection, testing, measurement, examination or analysis.

22. PRE-TREATMENT REQUIREMENTS

- 22.1 Where a private wastewater system, or a proposed private wastewater system, or any component of the private wastewater effluent discharged into the municipal sanitary sewer system from a private wastewater system:
- (a) does not comply with the regulations under this bylaw;
 - (b) may damage or increase maintenance costs on the municipal sanitary sewer system; or
 - (c) may detrimentally affect the operation of the City's wastewater treatment plant.

The Managers may by written notice direct the owner of the private wastewater system to retain the services of a qualified engineer to determine an acceptable method of pre-treatment of the private wastewater effluent to meet the requirements of this bylaw.

- 22.2 The Engineer shall provide:
- (a) detailed design drawings of the proposed pre-treatment facility;
 - (b) detailed chemical analysis of the private wastewater effluent, including the concentrations of each component prior to and immediately following the pre-treatment process; and
 - (c) detailed operation and maintenance requirements, sampling protocols and testing and analysis schedule required to ensure compliance with this bylaw.
- 22.3 The proposed pre-treatment facility and process must be approved by the Manager, and the Manager's approval may be withheld, and no construction may proceed until such time as the Manager is satisfied that the pre-treatment process is such that the private wastewater effluent will comply with the limits prescribed under this bylaw. Upon the Manager's approval being given the owner must at the owner's sole cost and expense construct the facilities necessary for the approved pre-treatment process within such time as the Manager has ordered.
- 22.4 The owner who is required to design and construct a pre-treatment facility shall maintain complete written records of all cleaning, repair, calibration, maintenance, sampling, and analysis and shall store those records on the owner's property or place of business the owner's facility for a minimum of three (3) years. The owner shall make those records available for examination by the Manager at all reasonable times.
- 22.5 It is the owner's sole responsibility to ensure that all components of the private wastewater

effluent discharged into the municipal sanitary sewer system are in compliance with the provisions of this bylaw after the pre-treatment facility is completed and the Manager's approval of any pre-treatment process or facility does not imply that the quality of the wastewater discharged after passing through the pre-treatment process or facility will meet the requirements of this bylaw.

23. VOLUME CONTROL

23.1 Where private wastewater effluent is discharged into the municipal sanitary sewer system in volumes that the Manager determines may exceed the available downstream system capacity, the Manager may by written notice to the owner or occupier of the property from which the wastewater effluent is discharged require the Owner:

- (a) to take measures specified by the Manager to equalize the discharge volumes and strengths; or
- (b) to retain the services of a qualified engineer to determine an acceptable method to equalize discharge volumes and strengths.

23.2 Where notice is given under Section 22.1(b):

- (a) the engineer shall provide such detailed calculations and design drawings that are necessary to demonstrate the viability of the method recommended for equalizing discharge volumes and strength; and
- (b) the proposed method for equalizing discharge volumes and strengths must be approved by the Manager, and the Manager's approval may be withheld, and no construction may proceed until such time as the Manager is satisfied that the proposed method will prevent the available downstream capacity from being exceeded.

23.3 Upon receiving notice of the Manager's requirement under Section 22.1(a), or the Manager's approval under Section 22.2(b), the owner must at the owner's sole cost and expense construct the facilities necessary to comply with the requirement or undertake the approved work.

23.4 Any equipment necessary to comply with a requirement of the Manager under Section 22.1 or 22.3 shall be provided, maintained, and operated by the owner or occupier of the property at their sole expense and in a manner satisfactory to the Manager.

24. INTERCEPTION DEVICES

24.1 Where a private wastewater system, or any component thereof, may generate or contain grease, oil, grit, flammable or reactive liquids/gases, or other such deleterious substances, the owner shall provide an interception device designed by a qualified engineer capable of effectively removing these substances.

24.2 Without limiting the generality of Section 22.1, the Manager may require the owners or operators of the following institutional, industrial, and agricultural operations to have designed and to install a permanent interception device in accordance with Section 22.1:

- (a) service/fuel stations, vehicle repair facilities, and automobile wash bays;

- (b) dry-cleaning establishments;
- (c) milk/cream/cheese production/processing plant;
- (d) laboratories;
- (e) commercial kitchens; and
- (f) concrete/aggregate plants/facilities.

24.3 All interception devices shall be:

- (a) of sufficient capacity to remove and retain the deleterious material;
- (b) designed by a qualified professional engineer;
- (c) located in an area that is readily accessible for inspection and maintenance purposes.

25.4 The owner or other person who is subject to a requirement under Section 16.1 shall submit detailed design drawings, calculations (including operation and maintenance manuals) and specifications prepared by the owner's qualified engineer to the Manager for approval prior to construction.

26.5 Construction and installation of an interception device shall not commence until such time as the Manager has reviewed and approved the design.

27.6 Approval to construct an interception device by the Manager does not imply that the quality of the private wastewater effluent discharged after passing through the interceptor will meet the requirements of this bylaw. It is the Owner's responsibility to ensure that all the components of the private wastewater effluent will comply with the provisions of the bylaw after passing through the interception device.

28.7 The design, construction, operation, and maintenance of an interception device shall be the responsibility of the owner and shall be at the owner's expense.

29.8 The owner shall maintain written records of all cleaning, repair, calibration, and maintenance of an interception device and shall store those records at the owner's property or place of business for a minimum of three (3) years. The owner shall make these records available for examination by the Manager at all reasonable times.

30. REPORTING OF ACCIDENTAL DISCHARGES

30.1 Any person responsible for, or aware of, the accidental discharge of prohibited substances into the municipal sanitary sewer system shall promptly report that discharge to the Manager in order that immediate remedial action can be taken to minimize environmental risks.

31. LIMITATION OF LIABILITY

31.1 Any supply of sewer by the City of Greenwood is subject to the following conditions;

- a) The City of Greenwood does not guarantee a specific pressure or continuous supply of water quality to meet the requirements of individual water users.

b) The City of Greenwood reserves the right to interrupt Sewer Service at any time for the purpose of making repairs or alterations to the works. If service is to be interrupted for more than four consecutive hours, due notice shall be given to those sewer users affected except in the case of a sewer Main break or other emergency.

31.2 Nothing contained in this Bylaw shall be constructed to impose any liability on the City of Greenwood to give a continuous supply of water to any person or premises.

32. OF ENTRY

32.1 Designated City of Greenwood staff and their agents or contractors are authorised to enter on any property or premises at any reasonable time, or in the event of an emergency for the purpose of inspecting the land and improvements and all part of the Waste Water Collections system for the purpose of testing, repairing, replacing, maintaining, and doing work as necessary to ensure the proper functioning of the Waste Water Collections system including without limitation all pipes, valves and appurtenances situated on the parcel, and to ensure compliance with, or prevent violation of, the provisions of this Bylaw.

32.2 The Owner or occupant shall provide adequate, convenient, and unobstructed access, failing which the property or premises may be considered inaccessible.

33. ORDER TO COMPLY

33.1 Designated City of Greenwood staff and their agents or contractors may order an Owner or occupant who contravenes this Bylaw to comply with the Bylaw within a specified time.

33.2 Where the Owner does not comply with such an order within the specified time, the designated City of Greenwood staff and their agents or contractors may order an action contained in the order to be performed by the City of Greenwood staff and their agents or contractors, or others, and the cost to the City of Greenwood of so doing may be recovered from the Owner by the City of Greenwood as if the same were a debt due to the City of Greenwood . the amount of such cost, when certified by the designated City of Greenwood staff and their agents or contractors if not before paid, shall be entered by the City of Greenwood's Collector in the Collector's Roll next prepared after the receipt of the certificate and such amount may be recovered with interest at such rate as may be authorized from time to time by the *Community Charter or Local Government Act*.

34. PENALTIES

34.1 Any person who violates any of the provisions of this Bylaw is, upon summary conviction, liable, to the maximum fine provided in the *Offence Act*, plus the cost of prosecution, for each offence, and any other penalty or order imposed pursuant to the *Community Charter and Local Government Act*.

34.2 The penalties imposed under this section are as supplement and not a substitution for any other remedy to an infraction of this Bylaw.

35. SEVERABILITY

35.1 If any section, subsection, sentence, clause, or phrase of this Bylaw is deemed to be invalid by a decision of any court of competent jurisdiction, the invalid portion shall be served and the portion that is deemed invalid shall not affect the validity of the remainder of the Bylaw.

36. REPEAL

That the “Sewer Regulation Bylaw No. 911, 2016”, and all other previous Sewer Regulation Bylaws be repealed.

37. EFFECTIVE DATE

35.1 THAT the Sewer Utility Regulation and Rates Bylaw 1026, 2024” will be in effect on January 1, 2025.

Read a First Time this	25th	day of November, 2024
Read a Second Time this	25th	day of November, 2024
Read a Third Time this	25th	day of November, 2024
Adopted by Council this	9th	day of December, 2024

Mayor

Certified a true copy of Bylaw No. 1026, 2024

On the day of December, 2024.

Corporate Officer

**CITY OF GREENWOOD SEWER UTILITY REGULATION AND RATES BYLAW NO.
1026, 2024**

Schedule A

SERVICE FEES:

1. Public Works Installation fee: \$975.00 or an amount equal to the cost of the sewer connection including all materials, labour, administration, equipment and overhead, whichever is greater.
2. Charges for after-hours callout – evenings, weekends, statutory holidays:
 - 2.1 If determined by the Manager to be a private wastewater system issue or the issue was caused by the private wastewater system there is a flat rate charge of \$250.
3. Contractor hired by the City:
 - (a) The Owner will pay all Contractor costs, including any additional service costs itemized in (b), plus a 15% administration fee.
 - (b) Additional service costs not included in (a) above:
 - (i) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping.

**CITY OF GREENWOOD SEWER UTILITY REGULATION AND RATES BYLAW NO.
1026, 2024**

Schedule B

The following amounts shall apply as fines:

1. Prohibition Fines:

First Offence:	\$ 200.00
Second Offence:	\$ 500.00
Third Offence:	\$ 1,000.00

2. Continual failure to comply results in the disconnection of the sewer at the owners expense.

**CITY OF GREENWOOD SEWER UTILITY REGULATION AND RATES BYLAW NO.
1026, 2024**

Schedule C

This Schedule C of per annum Sewer Rates will apply effective January 1, 2025

	WITHIN THE CITY 2025	OUTSIDE THE CITY 2025
<u>RESIDENTIAL</u>		
Single Family or Mobile or Multi Family (per dwelling unit)	388.12	388.12
Carriage House	388.12	388.12
<u>COMMERCIAL</u>		
Apartment or Secondary Suite (per unit)	362.08	362.08
Store or Office Building	362.08	362.08
Store Front with Residence	497.20	497.20
Motel or Cabin (per unit)	594.32	594.32
Beauty Parlor or Beauty Shop	388.12	388.12
Restaurant or Dining Room	594.32	594.32
Coffee Shop	487.64	487.64
Hotel or Saloon	854.44	854.44
Church or Club	316.48	316.48
Public Garage or Service Station	487.64	487.64
Campground or RV Park: Base	388.12	388.12
- Rate per site	50.20	50.20
<u>INDUSTRIAL</u>		
Laundry or Dry Cleaner	627.44	627.44
Car Wash	601.12	601.12
Small Industries (up to 10 employees)	487.56	487.56
Small Industries (over 10 employees)	573.84	573.84
<u>INSTITUTIONAL</u>		
Schools (per classroom or gym)	129.68	129.68
<u>FORT GREENWOOD</u>		
Per Occupied Site	362.08	362.08
Clubhouse	316.48	316.48
Laundry	627.44	627.44