



*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:** December 9, 2024 Regular Council Meeting Agenda.

#### **RECOMMENDATION:**

*THAT the Regular Council Meeting agenda be adopted.*

### **4. Adoption of the Minutes**

- a. November 25, 2024 Regular Meeting Minutes

Page 4-8

#### **RECOMMENDATION:**

*THAT the Regular Council Meeting Minutes of November 25, 2024 be adopted.*

### **5. Correspondence for Information**

- a. LGMA Newsletter

Page 9-11

#### **RECOMMENDATION:**

*THAT Council accept item a. 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** Fourth Quarter Financial Report

Page 12-29

### **RECOMMENDATION:**

*THAT Council accept the fourth quarter financial report.*

## **11. New and Unfinished Business**

### **a. Board of Variance Appointments**

Page 30-38

### **RECOMMENDATION:**

*THAT Council appoint the following individuals to the City of Greenwood Board of Variance for a term of three (3) years, commencing December 9<sup>th</sup>, 2024 and expiring December 9<sup>th</sup>, 2027.*

- Neil Brill
- Rickie Yamaguchi
- Traci Russell

### **b. Grant in Aid – Pheonix Mountain Foundation Alpine Ski Society**

Page 39-49

### **RECOMMENDATION:**

*THAT the Mayor and Council approve the Pheonix Mountain Alpine Ski Society's 2024 Grant in Aid request for \$600.00.*

### **c. Grant in Aid – Route 3 Racing Club**

Page 50-51

### **RECOMMENDATION:**

*THAT the Mayor and Council approve Route 3 Racing Club's 2024 Grant in Aid request for \$5000.00.*

## **12. Bylaws**

### **a) Water Utility Regulation and Rates Bylaw No. 1025, 2024**

Page 52-66

### **RECOMMENDATION:**

*THAT Council give Fourth and Final reading of the City of Greenwood's Water Utility Regulation and Rates Bylaw No. 1025, 2024.*

### **b) Sewer Utility Regulation and Rates Bylaw No. 1026, 2024**

Page 67-91

### **RECOMMENDATION:**

*THAT Council give Fourth Final 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.

## 15. In-Camera

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

***90(1)(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;***

## 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 25, 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 7:07 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 25, 2024 regular council agenda be adopted as amended to add in item d. under new and unfinished business "Names of movers and seconders of motions not to be recorded".

(246-24)

**Carried**

#### **ADOPTION OF MINUTES**

##### **Moved/Seconded**

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

(247-24)

**Carried**

##### **Moved/Seconded**

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

(248-24)

**Carried**

#### **CORRESPONDENCE FOR INFORMATION**

##### **Moved/Seconded**

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

(249-24)

**Carried**

#### **COMMITTEE REPORTS**

#### **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.

**(250-24)** **Carried**

**THIRD QUARTER  
FINANCIAL REPORT** **None.**

**NEW AND UNFINISHED  
BUSINESS**

a. Grant in Aid Policy 2024-14. **Moved/ Seconded**  
THAT Council approve the City of Greenwood’s Grant in Aid Policy 2024-14.

**(251-24)** **Carried**

b. Cyber Insurance Coverage – Acera Insurance **Moved/ Seconded**  
THAT Council approve the City of Greenwood to obtain Cyber Insurance coverage from Acera Insurance for an annual premium of \$1,940.00.

**(252-24)** **Carried**

c. 2025 Council Appointments **Moved/Seconded**  
THAT Council approve the City of Greenwood’s 2025 Council Appointments.

Mayor Bolt nominated himself for the Regional District of Kootenay Boundary Board.

Councillor McLean nominated Councillor Shaw for the Regional District of Kootenay Boundary Board.

Councillor Shaw Spoke on why he should stay on as Council representative.

Mayor Bolt spoke on why he would like to get back on as Council representative. (Report – On File).

Mayor and Council were handed a ballot card to fill out there nomination, CO McCourt and CFO Sexton counted the ballots.

CO McCourt announced that the successful nominated Council Representative for the Regional District of Kootenay Boundary Board.

**(253-24)** **Carried**

**Moved/Seconded**  
THAT Council direct the administration to destroy the Ballot

**(254-24)** **Carried**

- d. Late item – Names of movers and seconders of motions not to be recorded.

**Moved/Seconded**

THAT Council approve the names of movers and seconders of motions not to be recorded on the meeting minutes.

Councillor Shaw expressed in favor of no names being recorded.

Councillor Rhodes expressed not being in favor with the names not being recorded as transparency is very important in the community.

Councillor Huisman expressed support for both sides, Councillor discussed motioning to have the resolution on the floor for discussion and how at times it can be misinterpreted from the public when names are recorded.

Councillor McLean agreed with the transparency, well expressing her support for no names being recorded.

**(255-24)**

**Carried**

**BYLAWS**

- a. Credit Card Service Fee Bylaw No. 1023, 2024

**Moved/Seconded**

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

**(256-24)**

**Carried**

- b. Fees and Charges Bylaw No. 1024, 2024

**Moved/Seconded**

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

**(257-24)**

**Carried**

- c. Water Utility Regulation and Rates Bylaw No. 1025, 2024

**Moved/Seconded**

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

Councillor Huisman discussed getting an addition put in under Section 11.1 to add "during normal business operating hours".

**(258-24)**

**Carried**

- d. Sewer Utility Regulation and Rates Bylaw No. 1026, 2024

**Moved/Seconded**

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

**(259-24)**

**Carried**

**NOTICE OF MOTIONS**

**None.**

**QUESTION PERIOD**

**None.**

**IN-CAMERA**

None.

**ADJOURNMENT**

**Mayor Bolt Moved**

THAT Council adjourn the Regular Council Meeting at 8:25 p.m.

**(260-24)**

**Carried**

---

Mayor

Certified Correct

---

Corporate Officer

NOV 25, 2024

I am asking council to reconsider appointing me as RDKB Director for Greenwood. I have never missed a meeting in my first year as RDKB Director. I am prepared and I have read my agendas for all meetings.

In my first year as RDKB Director my first task was the Greenwood fire department. I reached out to Dan Derby the regional fire chief and shared with him that I was very concerned about not having any radio communications on the north end of Greenwood. He told me that normally he only deals with the fire chief and not the mayor. He proceeded to tell me that he had very little communication from Greenwood in the last three years. I let him know that I was trying to help the fire department as our firemen and our fire chief are all volunteers and the fire chief works full-time. I told Dan Derby that I was calling to ask for his professional advice on moving forward with this problem and he told me that he would bring the updated repeater report to the next meeting and look into radio communications. I thanked him for his time and help. Dan Derby did bring the updated repeater report to the RDKB meeting for discussion and also updated me that he had talked with Grand Forks fire department and Greenwood could use their repeater for radio communications on the north end of Greenwood. I thanked him again for all his help. I printed out the full report for Council.

I also painted the new flat deck for the water tanker truck for the fire department at no charge.

For the 2023 FRESHET, the monitoring of waterways

I attended all of the RDKB EOC meetings. I reported the Boundary Creek levels daily. I told the emergency operation centre that there would be flooding at the south end of Greenwood. They asked if there was anything they could do to help Greenwood. I asked them for a truckload of sand and sandbags, which they delivered the following day at no charge to the city.

I applied for a grant in aid to the RDKB for a new furnace and AC unit for the Greenwood medical clinic for approximately \$17,000 . It was approved by all the directors.

In my first year as RDKB Director, I formed good relationships with many mayors and directors which in turn helps with getting assistance financially and supportively for Greenwood. I have attended all meetings prepared and having read my agendas as a director for the RDKB, City Council as Councillor then Mayor, and Chair of West Boundary Community Forest. I have never missed a meeting in 6 years.

MAYOR BOLT



## Brooke McCourt

**From:** Local Government Management Association of BC <office@lgma.ca>  
**Sent:** December 2, 2024 11:03 AM  
**To:** Brooke McCourt  
**Subject:** LGMA Job Circular, News, and Program Updates - Week of December 2, 2024

If you have trouble viewing this email, click here

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## LGMA Newsletter:

# Week of December 2, 2024

## 2025 Learning Calendar is Now Available!

Start planning next year's professional development journey today! The **2025 LGMA Learning Calendar** is now available, packed with opportunities to grow your skills and advance your career. Whether you prefer on-demand online courses or engaging in-person events, we offer diverse programs designed to enhance key competencies for local government professionals. Be sure to take advantage of our complimentary lunchtime connect events to network and share best practices with peers in your field. Watch for registration opening up in the early new year.

**LGMA 2025 LEARNING CALENDAR: ONLINE, ON DEMAND and IN PERSON – MARK YOUR CALENDAR**  
Please be advised that program dates are subject to change. Be sure to check the events calendar on LGMA's website and to watch for registration announcements through our weekly newsletter to confirm final dates.

DATE	PROGRAM	PRESENTERS	HOST
January 13/ March 9	Corporate Officer Fundamentals	Sonia Semmens, Lisa Owen	Online Tuesday, 10 – 11:30 a.m.
February 18-20	CAD Forum	Various presenters	Delta Ocean Pointe Resort, Victoria
April 8-11	AMTI Advanced Communications	Various Presenters	Harbour House, Salt Spring Island
April 16 and September 14	Corporate Officer Connect Lunch Series	<b>Pre- and post-event</b>	Online Wednesday, noon – 2 p.m.
April 22- May 2	AMTI Leadership	Various Presenters	Neysham Resort, Parksville
April 1, 6, 16	Supervisor Essentials	Chris Leadbetter and Learning	Online Tuesday, 10-11:30 a.m.
May	Policy Writing	Lisa Owen	Online Tuesday, 10-11:30 a.m.
May 4-5	AMTI Managing Teams	Various Presenters	Harbour House, Salt Spring Island
May 8 and September 25	HR Connect Lunch Series	<b>Pre and post-event</b>	Online Monday, noon – 1 p.m.
May 8-9	AgriLink Officers Workshop	Various Presenters	Online
May 9-10, November 14	CAD Connect Lunch Series	<b>Pre and post-event</b>	Online Friday, noon – 2 p.m.
June 10	Pre-conference: Communications Forum	Various Presenters	Delta Grand Okanagan Resort, Kelowna
June 10-11	Annual Conference Trade Show	Various Presenters	Delta Grand Okanagan Resort, Kelowna
June 10-11	LGMA Annual Conference	Various Presenters	Delta Grand Okanagan Resort, Kelowna
November 8 (December 4)	Roundtable of Local Government Learning Series	Various Presenters	Victoria Hotel, 10-11:30 a.m.
ESD	Indigenous Consultation & Engagement	Indigenous Corporate Training Inc.	Online 9 a.m. - 10am
September 25	ESD Online	<b>Pre and post-event</b>	Online
October 1-4	Corporate Officer Forum	Various Presenters	Parksville
October 14, 21, and 28	Advanced Supervisor Essentials	Chris Leadbetter and Learning	Online 10-11:30 a.m.
Nov. 1, 12, 19, and 26	Coaching Essentials	Various Presenters	Online
October 19-20	AMTI School for Statutory Approving Officers	Various Presenters	Neysham Resort, Parksville
ESD	Online Report Writing	Sonia Semmens, Sonia Price	Online Tuesday, 1:30 – 3 p.m.
November 5-7	Administrative Professional Conference	Various Presenters	McMichael Conference Centre, Richmond
ESD	Minute Taking Online Course	Lisa Owen	Online Tuesday, 10-11:30 a.m.
November 22-28	AMTI Community Planning	Various Presenters	Harbour House, Salt Spring Island

ONLINE COURSES    ONLINE PRESENTERS    IN PERSON EVENTS

Please note: program dates may change so visit the LGMA events calendar regularly and keep an eye out for final details in our newsletter. Explore programs that fit your goals in the new year!

**LGMA Training:**

***For new or aspiring corporate officers!***

Corporate Officers Fundamentals

January 21 – March 4, 2025

***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:**

***Public review of proposed changes to the 2020 National Model Codes***

Canadian Board for Harmonized Construction Codes

Feedback due December 19

***Call for Nominations: 2024 Terry Pile Effect Award***

Municipal Insurance Association of BC  
Nominations Open Until Jan 31

***2025 CAMA Awards of Excellence***

Canadian Association Municipal Administrators

Deadline February 10, 2025.

***Two local government cabinet positions est. in provincial government***  
Government of BC

***Accessibility funding for local governments***

The Disability Alliance of BC and The Local Community Accessibility Grant

**LGMA Membership Renewal:**

***2025 Membership is on the horizon!***

Update your LGMA profile to stay connected

See all News & Opportunities

## Discover the Value of LGMA Membership in 2025!

Are you ready to elevate your career and make a greater impact in your community? An LGMA membership opens the door to **exclusive resources** and opportunities designed specifically for BC local government professionals. With an LGMA membership, you'll gain access to:

- Savings on program fees with exclusive



member discounts,

- Personalized support from career transition counselling service and executive coaching,
- A chance to expand your horizons with the Overseas Exchange Program,
- Tailored expertise in the pension consulting service,
- And more!

Join a network of over 1000 local government employees across BC and take advantage of these exclusive member benefits. Discover why so many of your peers value their LGMA membership! Watch our [member testimonial video](#) and see the difference it's made in their careers. [Membership renewal begins on January 1, 2025](#). Start your career development in 2025 right and don't miss out on these tools, connections, and resources.

**Connect with the LGMA**



# LGMA

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

This email was sent to [brooke@greenwoodcity.ca](mailto:brooke@greenwoodcity.ca) when you signed up on [www.lgma.ca](http://www.lgma.ca) Please add us to your contacts to ensure the newsletters land in your inbox.

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# 2024 Financial Update

December 9, 2024

# Highlights for a Year of



- Stabilization of City operations
  - Administration
    - A proper compliment of management (CAO, CO and CFO) plus support staff (Office/PW)
  - Council (*decision-making supports, One Employee Policy, updated Council Chambers, etc.*)
- Substantial bylaw updates, amendments and creation **11+ approved and many more in the works**
- Initiation of Policy and Procedural overhaul (*in-progress*) **14+ approved and many in the works**
- FOIPPA compliant
  - Office renovations
  - M-Files
  - eScribe
- Adoption of a **Communication Strategy**
  - New website
  - Corporate Branding standards (*implemented*)
    - Professional and Historical theme
- Adoption of a **Corporate Strategic Plan**
- Initiating a “best practise” and “innovative” Asset Management Program
- Increased bylaw enforcement **24 closed files + 18 open files in 2024**
- Financial stabilization and implementing an annual planning model (*next slide*)
- Establishing a long-term Corporate Memory on all operational levels (*digital documents, archival documents and City infrastructure - in and above ground infrastructure*)
- And much much more....

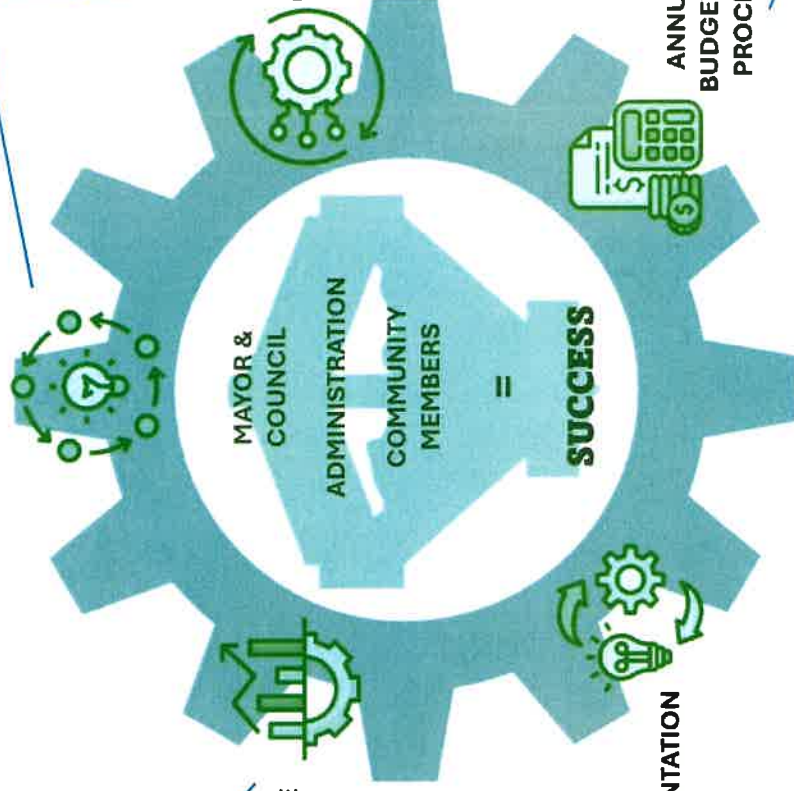




# Council Process In Action



STRATEGIC PLANNING



PERFORMANCE MEASURES



**BY COUNCIL**  
Policy and Budget  
Administration  
Carries out the Work

IMPLEMENTATION

ANNUAL  
BUDGETING  
PROCESS



City of Greenwood, BC  
2016-2021 Strategic Plan

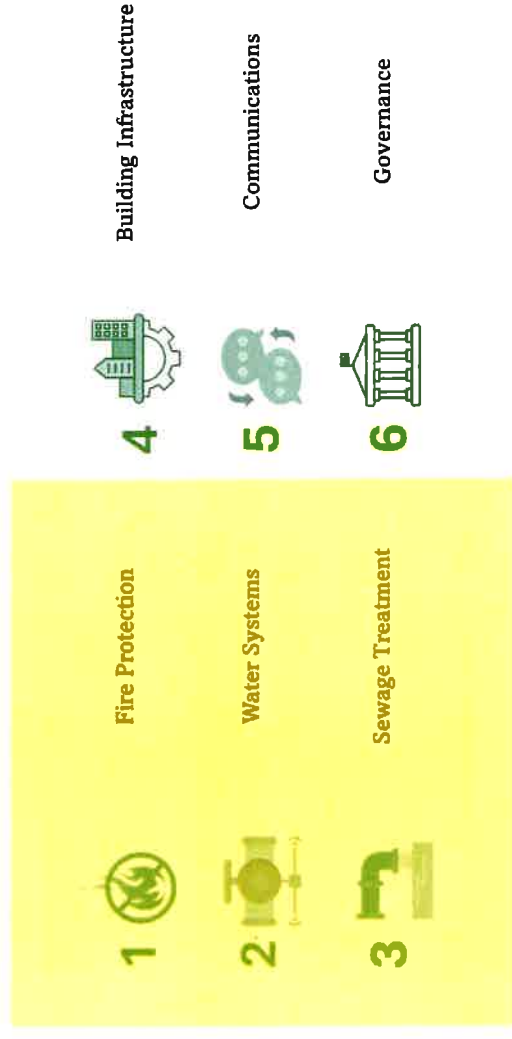
Landinfo developed a three-day workshop to support smaller communities in the development of their own strategic plans.





# Council Priorities

- Accountability
- Transparency
- Governance
- Top Three Pillars
  - Fire Protection
  - Water Supply
  - Wastewater Service



# Council Priorities

## Detailed Objectives

	<b>FIRE PROTECTION</b>	<ul style="list-style-type: none"><li>• Upgrades needed to the Fire Hall (FireSmart)</li><li>• Heating/cooling center in basement</li><li>• Update ALL department policies and procedures</li><li>• Purchase new fire engine</li><li>• Establish economic development opportunities</li></ul>
	<b>WATER SYSTEMS</b>	<ul style="list-style-type: none"><li>• Complete water reservoir project</li><li>• Install flow meter in Anaconda system</li><li>• Staged process for water system replacement</li><li>• Pursue licensing opportunities</li><li>• Water infrastructure mapping (in-ground/above)</li></ul>
	<b>SEWAGE TREATMENT</b>	<ul style="list-style-type: none"><li>• Install flow meter system</li><li>• Plans for expansion to allow for increased capacity</li><li>• Sewage infrastructure mapping (in-ground/above)</li><li>• Replacement of lift station #1</li><li>• Reestablish garbage collection</li></ul>
	<b>BUILDING INFRASTRUCTURE</b>	<ul style="list-style-type: none"><li>• FireSmart critical building infrastructure</li><li>• Centralize all public works</li><li>• Implement a "live" asset management system to establish corporate memory, establish long-term planning for replacement and associated costs</li></ul>
	<b>COMMUNICATIONS</b>	<ul style="list-style-type: none"><li>• Total revamp of the City's website (with SEO)</li><li>• Establish townhall &amp; "coffee with council" meetings</li><li>• Ease of access and up-to-date availability of governance documents and meeting minutes</li><li>• Create a City of Greenwood calendar for activities</li></ul>
	<b>GOVERNANCE</b>	<ul style="list-style-type: none"><li>• Move to the eScribe meeting system</li><li>• Update outdated bylaws, policies, and procedures</li><li>• Complete the Official Community Plan</li><li>• Establish new bylaws/policies to address gaps</li><li>• Renovations to office to address FOIPPA</li></ul>

Majority of these have been initiated in 2024 and are slated to be completed prior to 2026

Even though these have been slated as a lower priority from the three pillars: All of these have been initiated in 2024 and are slated to be completed prior to the summer of 2025





# Overview

## Summary - Operations

	Budget 2024	Actual 2024	Actual 2023	Budget Variance	Prior Year Variance	
<b>Revenue</b>						
Taxation	676,988	679,853	644,865	2,865	34,988	100%
Goods and Services	166,919	178,189	241,752	11,270	-63,563	107%
Small Community Grant - Province	425,000	537,739	491,006	112,739	46,733	127%
Other Operational Grants	52,479	29,488	25,571	-22,991	3,917	56%
Water	290,200	283,436	268,079	-6,764	15,356	98%
Sewer	183,700	175,929	159,551	-7,771	16,378	96%
	<b>1,795,286</b>	<b>1,884,634</b>	<b>1,830,824</b>	<b>89,348</b>	<b>53,810</b>	
				105%	103%	
<b>Expenses</b>						
Administration	-817,754	-788,875	-924,270	28,879	135,395	96%
Parks	-147,068	-135,136	-102,462	11,932	-32,673	92%
Protective Services	-107,950	-91,540	-86,266	16,410	-5,274	85%
Public Works	-353,946	-313,352	-302,044	40,594	-11,308	89%
Water	-139,600	-110,086	-108,881	29,514	-1,205	79%
Sewer	-159,650	-132,579	-89,576	27,071	-43,003	83%
	<b>-1,725,968</b>	<b>-1,571,567</b>	<b>-1,613,499</b>	<b>154,401</b>	<b>41,932</b>	
				91%	97%	
<b>Net Operating Surplus / (Deficit)</b>	<b>69,318</b>	<b>313,067</b>	<b>217,325</b>			



## 2024 Actuals v Budget Variances

- **Revenue highlights:**
  - Taxation – Annual Property Tax is posted in May – at 100% at this point in the year
  - Timing for grants & interest allocation
  - Water & Sewer fees posted quarterly (98% & 96% respectively)
- **Expense highlights:**
  - Administration - Legal Fees, employee turnover costs, timing RDKB invoices
  - Pool expenses higher due to leaks and chlorinator repairs
  - Public Works – new gate & fencing, vandalism & bridge repair
  - Fire truck maintenance 50% higher than budget
  - Water – water main breaks plus higher material costs
  - Sewer – contracted out costs for catwalk upgrades for WCB compliance



# Revenues

Summary	2024 Budget	2024 Actual	2023 Actual	Budget Variance	Prior Year Variance
Taxes	676,988	679,853	644,865	2,865	34,988
Goods and Services	166,919	178,189	241,752	11,270	-63,563
Grants	477,479	567,227	516,577	89,748	50,650
	1,321,386	1,425,269	1,403,194	103,883	22,076
				108%	102%

## Variances:

- Annual Property Taxes posted in May – at 100% at this point in the year
- Interest on investments posted at year end (\$80,000 prior year – current year expected 50% lower) – reviewing Investment Policy for next year
- Timing of grant allocations to fund projects



# Administration

## Variances:

- Legal Fees
- Annual Vadim License
- Payout of Banked Time & Sick Leave (employee turnover costs)
- Timing - insurance allocation to be completed to prepaid
- Timing – RDKB invoice for Building Insp / Animal Control
- Timing – RDKB invoice for bylaw enforcement

Summary	2024 Budget	2024 Actual	2023 Actual	Budget Variance	Prior Year Variance
Administrative General	55,387	83,328	51,307	27,941	32,021
Management Training Exp	9,000	5,059	-2,880	-3,941	7,939
Human Resources	443,626	424,761	580,602	-18,865	-155,840
Information Systems	29,285	33,102	26,250	3,817	6,852
Financial Expenses	67,900	105,201	69,744	37,301	35,457
Admin Expenses	58,226	26,940	46,463	-31,286	-19,523
Engineering	3,000	0	0	-3,000	0
Asset Mgmt.	500	666	2,988	166	-2,322
Planning	0	0	0	0	0
Emerg. Serv.	500	0	0	-500	0
Public Buildings	30,800	26,570	38,544	-4,230	-11,974
Grant In Aid	30,450	30,850	26,600	400	4,250
Bylaw Enforcement	16,000	29	2,849	-15,971	-2,820
Council Expenses	73,080	52,367	72,546	-20,713	-20,179
Election / By-Election Expenses	0	0	9,257	0	-9,257
	817,754	788,875	924,270	-28,879	-135,395
				96%	85%



# Parks

Summary	2024 Budget	2024 Actual	2023 Actual	Budget Variance	Prior Year Variance
Pool Expenses	75,100	71,352	47,622	-3,748	23,729
Memorial Bench	3,900	1,979	1,973	-1,921	6
Special Events	7,800	1,654	4,316	-6,146	-2,662
Dike Maintenance	0	0	508	0	-508
Park Maintenance	7,968	13,076	7,814	5,108	5,262
Campground	4,800	11,852	4,094	7,052	7,757
Mower	18,900	19,515	13,212	615	6,303
Facilities Maintenance	23,600	15,650	16,654	-7,950	-1,004
Park Beautification	5,000	58	6,269	-4,942	-6,210
	147,068	135,136	102,462	-11,932	32,673
				92%	132%

## Variances:

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



# Protection

Summary	2024 Budget	2024 Actual	2023 Actual	Budget Variance	Prior Year Variance
Information Systems	5,700	5,699	7,218	-1	-1,519
Financial	2,100	3,888	1,329	1,788	2,559
Operational	68,150	51,834	51,959	-16,316	-125
Building	16,400	6,797	9,542	-9,603	-2,745
Truck	15,600	23,322	16,219	7,722	7,103
	107,950	91,540	86,266	-16,410	5,274
				85%	106%

## Variances:

- Radio License
- Annual Facility Insurance
- Increased expense for Training & Fire Calls first half of the year
- Lower building maintenance
- Truck maintenance is 50% higher this year (\$8,000)



# Public Works

Summary	2024 Budget	2024 Actual	2023 Actual	Budget Variance	Prior Year Variance
Streets & Sidewalks	30,000	34,647	24,642	4,647	10,005
Snow Removal	35,400	14,192	18,751	-21,208	-4,558
Signs	3,900	1,086	1,975	-2,814	-889
Streetlights	25,500	14,692	22,503	-10,808	-7,811
Cemetery	7,450	6,486	2,262	-964	4,224
Facilities	36,500	38,003	32,834	1,503	5,169
Vehicles	63,400	127,055	53,773	63,655	73,282
General Maintenance of City	41,700	48,251	59,406	6,551	-11,155
	<b>353,946</b>	<b>313,352</b>	<b>302,044</b>	<b>-40,594</b>	<b>11,308</b>
				<b>89%</b>	<b>104%</b>

## Variances:

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





# Water Works

Summary	2024		2023	
	Budget	Actual	Budget	Actual
Revenues	-290,200	-283,436	-268,079	-268,079
Distribution System	139,600	110,086	108,881	108,881
Reserve Transfer	150,600	0	0	0
	0	-173,350	-159,198	-159,198

	Budget		Prior Year	
	Variance	Variance	Variance	Variance
	6,764	-15,356		
	-29,514	1,205		
	0	0		
	-22,750	-14,152		
	115%	109%		

## Variances:

- Connection fees lower – 2 connections this year
- Admin labour \$5,000 underbudget – employee turnover
- Eight (8) water main breaks – materials 2.5x budget
  - High Risk due to aging system
- Reserve Transfer is a Year End entry





# Wastewater

Summary	2024 Budget	2024 Actual	2023 Actual	Budget Variance	Prior Year Variance
Revenues	-183,700	-175,929	-159,551	7,771	-16,378
Line Expenses	18,500	9,996	7,962	-8,504	2,033
Administration	29,250	23,439	18,177	-5,811	5,262
Lift Stations	37,300	16,375	14,679	-20,925	1,696
Treatment Plant	74,600	82,769	48,757	8,169	34,012
Reserve Transfer	0	0	0	0	0
	-24,050	-43,350	-69,975	-19,300	26,625
				180%	62%

## Variances:

- 2 connections
- Lift stations lower than usual (44%)
  - System in compliance (except for Regulatory Required flow meter)
- Contracted out for Treatment Plant \$26,000 – transfer to Capital for Catwalks
- Reserve Transfer is a Year End entry



# Capital

2024 Capital Project	Actuals
Concrete curb and gutter GWD St	1,600
Public Washroom Upgrade	2,725
Flood Protection Project - Detailed Design	
MacArthur Centre Roof	3,967
City Hall Front Desk Replacement	12,639
FD: EMCOM Bay Door Replacement	86
Tree Removal - Nikkei Park	20,320
OCP & Zoning Bylaw Update	9,126
Lind Creek Dam Decom	18,974
Water Reservoir Replacement	44,461
Lift station #3 Upgrade - New pump	35,597
2004 JOHN DEERE 444J Loader	136,558
40' Storage Containers (2)	19,795
Boom Man Lift	16,335
Technology Upgrade Program:	
Computers - laptops & accessories	12,446
M-Files	17,254
eScribe	7,500
GovStack	6,977
GIS Asset Management	
Spent to date	\$366,359



# Technology Update

## Communications Strategy

Status	Period	Description of Communication Plan Tactics
<b>2024 - Year One</b>		
Started	Q4 2024	1. Develop and implement social media strategy
Started	Q4 2024	2. Implement email address collection campaign
Scheduled	Q1 2025	3. Launch quarterly, printed and mailed City newsletter focused on storytelling
Started	Q4 2024	4. Launch new corporate City website
Started	Q4 2024	5. Secure and utilize the eScribe program linking minutes and agenda to website publishing
Planned	Q1 2025	6. Install a digital information delivery TV at City Hall in waiting area
Planned	Q1 2025	7. Initiate the Town Hall and Coffee with Council meetings
<b>2025 - Year Two</b>		
		1. Hire research firm to assist with all City surveys
		2. Develop communication orientation package for new staff and Council members
		3. Launch monthly e-newsletter
		4. Develop issues management communications plan
		5. Conduct Citizen Satisfaction survey
		6. Create new resident welcome package
<b>2026 - Year Three</b>		
		1. Develop department-specific explainer content media (videos, pamphlets, etc.)
		2. Conduct media relations training for leadership & Council
		3. Establish youth engagement opportunities through partnerships with local schools and youth groups (i.e. Greenwood Recreation Association)
		4. Launch resident text message communications and emergency alert tool
<b>2027 - Year Four</b>		
		1. Launch municipal podcast to share news and information with residents
		2. Launch pilot project with City "news boxes" located in high-traffic areas to assist with newsletter and City survey distribution
<b>2028 - Year Five</b>		
		1. Purchase and improve use of digital screens/signage
		2. Update the Communications Strategy

## Technology Upgrades Annual Expenses

Summary	2024	2025	2026	2027	2028
<b>Communications</b>	32,995.00	26,400.00	40,900.00	28,900.00	40,400.00
eScribe	7,500.00	6,000.00	6,000.00	6,000.00	6,000.00
GovStack	32,446.00	9,190.00	9,190.00	9,190.00	9,190.00
M-Files	24,125.00	24,125.00	4,125.00	4,125.00	4,125.00
GIS Asset Management	8,980.00	73,860.00			
Hardware					
<b>Annual Expense</b>	106,046.00	139,575.00	60,215.00	48,215.00	59,715.00



# 2025 Budget

## 2025 Annual Budget Process As of December 9, 2024

2024	09-Dec	Reg Mtg	2025 Financial Calendar
2025	07-Jan		Management mtg to review draft 2025 budget
	13-Jan	Reg Mtg	<b>COTW</b> 2025 Draft Prelim Budget
	27-Jan	Reg Mtg	
	10-Feb	Reg Mtg	
	24-Feb	Reg Mtg	
	10-Mar	Reg Mtg	<b>COTW</b> Finance Update 2025 Prelim Budget
	24-Mar	Reg Mtg	
	14-Apr	Reg Mtg	Council reviews final budget requests, property tax rates and the 5-year Financial Plan (1st to 3rd)
	28-Apr	Reg Mtg	Final Approval tax rates and the 5-year Financial Plan
	12-May	Reg Mtg	<b>COTW</b> Finance Update Property Tax Mill Rate approved
	15-May		Tax Rate Bylaw Statutory Due Date





# Questions on Financial Report?

## MEMORANDUM TO COUNCIL – STAFF REPORT



REPORT TO:	Mayor and Council	DATE PRESENTED:	December 9 <sup>th</sup> , 2024
REPORT FROM:	CO, McCourt	MEETING TYPE:	Regular
SUBJECT:	Board of Variance Appointments		

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### **Recommendation:**

That Council approve the following resolution:

***THAT Council appoint the following individuals to the City of Greenwood Board of Variance for a term of three (3) years, commencing December 9<sup>th</sup>, 2024 and expiring December 9<sup>th</sup>, 2027.***

- Neil Brill
- Rickie Yamaguchi
- Traci Russell

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### **1. Rationale:**

City of Greenwood Bylaw No. 903, 2016 establishes a Board of Variance for the City of Greenwood. Section 4.1 of this Bylaw indicates that the Board shall consist of three (3) to five (5) members appointed by Council. Quorum for the Board must be any three members, one of whom may be the Acting Chair.

The Board of Variance from years 2021 – 2024 consisted of 5 members, 3 of whom have decided to resign and 2 members whom the City of Greenwood administration never heard back if the members were interested in being re-appointed or another additional three (3) year term.

A request for interested candidates to fill the Board of Variance vacancies was published on the City's social media on October 22, November 18, and November 26, 2024.

Neil Brill, Rickie Yamaguchi, and Traci Russell responded to express interest in becoming members of the Board.

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**2. Acronyms:**

CoG	City of Greenwood
BC	Province of British Columbia
RDKB	Regional District Kootenay Boundary

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**3. Implications:**

**a. Budget:**

N/A

**b. Organizational Impact:**

N/A

**c. Policy:**

N/A

**d. Bylaws:**

Board of Variance Bylaw No. 906, 2016

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**4. Alternatives:**

N/A

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**5. Communication Strategy:**

Putting Notice out on Social Media, in community and in City Hall Notice Board.

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**6. Staff Review:**

**Prepared By:**

CO, McCourt

**Reviewed By:**

CAO, Trumbley

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**CAO Recommendation:**

That the recommendation of the staff be approved.

*Dean Trumbley, CAO*

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**List of Attachments:**

1. Board of Variance Bylaw No. 903, 2016



**THE CORPORATION OF THE CITY OF GREENWOOD**  
Board of Variance, Bylaw No. 903, 2016  
A Bylaw to establish a Board of Variance

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**WHEREAS:** The Council of the Corporation of the City of Greenwood has adopted a Zoning Bylaw:

**AND WHEREAS:** The *Local Government Act*, provides where a Council has adopted a Zoning Bylaw, there shall be established, by bylaw, a Board of Variance.

**AND WHEREAS:** The *Local Government Act* provides that in a bylaw establishing a Board of Variance there shall be set out the procedures to be followed by the Board of Variance, including the manner in which appeals are to be brought to the Board of Variance and how notices of applications to the Board of Variance are to be given;

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

1. **REPEAL:** Bylaw No. 505, being a bylaw to provide a Board of Variance for the City of Greenwood pursuant to the Municipal Act.
2. **CITATION:** This bylaw may be cited for all purposes as "Board of Variance Bylaw No. 903, 2016".

3. **DEFINITIONS:** In this bylaw, unless the context otherwise requires:

**"Board"** means the Board of Variance established under this bylaw pursuant to the provisions of the *Local Government Act*;

**"Building Inspector"** means the person or persons duly appointed to that position from time to time by the City, and his or her designate;

**"City"** means The Corporation of the City of Greenwood;

**"City Hall"** means the municipal offices of the City located at 202 S. Government Avenue, Greenwood, British Columbia;

**4. ESTABLISHMENT OF THE BOARD**

- 4.1: The Board is established in accordance with the provisions of the *Local Government Act* and shall consist of three (3) to five (5) members appointed by the Council of the City.
- 4.2 The Board shall elect one of their members as Chair who may, from time to time,

appoint a member of the Board as acting Chair to preside in the absence of the Chair.

- 4.3 Each Board member shall hold office for a term of three (3) years or until a successor is appointed, but a person may be re-appointed for a further term(s).
- 4.4 A quorum of the Board shall be any three members, one of whom may be the Chair of the Acting Chair.
- 4.5 The Board shall maintain a record of all of its decisions and orders and shall make such record available for public inspection during the City's normal business hours.
- 4.6 The Secretary to the Board, in addition to receiving applications and preparing agendas on behalf of the Board, shall:
  - a) establish notices of applications in accordance with the requirements of the *Local Government Act*.
  - b) circulate notices of applications in accordance with the requirements of the *Local Government Act*.
  - c) attend meetings of the Board, record minutes of meetings and attend to the processing of any correspondence arising from Board meetings, including notification of Board decisions to applicants and City staff; and
  - d) maintain a record of all decisions and orders of the board.

## **5. JURISDICTION OF THE BOARD**

- 5.1 The Board shall hear and determine application to the Board on the grounds and to the extent authorized under the applicable provisions of the *Local Government Act* or any successor legislation.

## **6. APPLICATION TO THE BOARD**

- 6.1 Every person applying to the Board for an order that a minor variance be permitted to a bylaw or that the determination of damage to a non-conforming building made by a Building Inspector be set aside, shall:
  - a) complete and submit to the City, an application, either on the prescribed form available at City Hall or otherwise in writing, marked with the heading "Application to Board of Variance" and composed of numbered paragraphs dealing separately with the following matters:
    - i. the legal description and civic address of the property which is the subject of the appeal;
    - ii. the name(s) and address(es) of the registered owner(s) of the property;

- iii. the name and address of the applicant, if not the owner, and their relationship to the registered owner(s);
  - iv. an address to which all notices and correspondence to the owner or applicant may be sent;
  - v. a description of the variance being sought including references to the particular section or sections of the applicable bylaw to be relaxed, or to the specific determination of damage by the Building Inspector which is being appealed; and
  - vi. one copy of any sketch plans, elevations, specifications or other plans or documents in support of the application.
- b) include with the application, the prescribed application fee set forth in the City's Fees and Charges Bylaw, as amended from time to time.

6.2 Upon receiving an application to the Board, the City shall first determine whether the application is within the jurisdiction of the Board and, if the application is considered beyond the jurisdiction of the Board, the City must, within five (5) work days of such determination, advise the applicant in writing that the application will not be processed further and that the application fee will be refunded. If an applicant disagrees with the determination of the City, he or she may, upon payment of the application fee, require that the application be processed and forwarded to the Board for a determination by the Board as to whether the application falls within its jurisdiction.

6.3 The City, upon receiving an application which is determined to be within the jurisdiction of the Board, shall:

- a) circulate the application for interdepartmental and agency comments;
- b) where the City considers it necessary and appropriate in the circumstances, cause a staff report to be prepared respecting the application; and
- c) forward the application, including any plans or supporting documentation submitted by the applicant and the staff report, if any, to the Secretary, along with a list of the names and mailing addresses of all owners and tenants in occupation of the land that is the subject of the application and of land adjacent to the land that is the subject of the application.

6.4 Upon receipt of an application to the Board, the Secretary shall:

- a) in consultation with the Board Chair, establish a date for the Board to meet to consider the application;
- b) serve notice of the application, or cause such notice to be served, personally or by regular mail, not less than ten (10) days prior to the date scheduled for the hearing of the application, to the applicant, each Board member, the City Administrator, Building Inspector and all owners and tenants in occupation of:
  - i. the land which is the subject of the application; and

- ii. lands that are adjacent to the land which is the subject of the application;
  - c) ensure that the notice referred to in (b) includes a description of the subject matter of the application, the street address or other description of the land which is the subject of the application and the scheduled date, time and place for hearing the application; and
  - d) where the City has submitted a staff report with the application, deliver a copy of the staff report to the applicant along with the notice referred to in (b).
- 6.5 Where the Board considers an application to be of broader community interest, it may, at its discretion, cause a wider public notice of the application to be given, in such a manner and to such an extent as the Board considers appropriate.

## **BOARD PROCEDURES**

- 7.1 Not less than seven (7) days before the date of each Board meeting, the Secretary must:
- a) prepare an agenda for the Board of all applications to be considered at that meeting; and
  - b) mail or otherwise deliver a copy of the agenda for that meeting to each member of the Board and to the City and Building Inspector.
- 7.2 Upon convening of a meeting of the Board, the first item of business must be the adoption, with the correction of errors or omissions, if any, of the minutes from the previous meeting of the Board.
- 7.3 As soon after the scheduled time of a meeting as there is a quorum present, the Chair, if present, must convene the meeting, provided that where the Chair is absent, the acting Chair must convene the meeting.
- 7.4 Where neither the Chair nor acting Chair are present, the remaining members must elect a Chair for that meeting.
- 7.5 If a quorum is not present within fifteen minutes after the scheduled time of the meeting the Secretary must record the names of the members present, and such meeting is deemed to have been cancelled.
- 7.6 Where a meeting of the Board has been cancelled due to the lack of a quorum, the Secretary must so advise any applicants and all persons in attendance and must:
- a) reschedule any pending applications to a future meeting of the Board; and
  - b) provide notice of such rescheduling to the persons specified in Section 6.04.
- 7.7 Any person or organization with an interest in property in the City, including the

City, is entitled, at a meeting of the board, to make either oral or written submissions or both, or to express opinions, either in support of, or in opposition to, the application and is entitled to be represented by a solicitor or by an agent.

- 7.8 The applicant must be afforded the first opportunity to make a submission to the Board, after which other submissions may be presented in the order determined by the chair of the board, until all persons with an interest in such application have been given an opportunity to be heard.
- 7.9 The Board must not consider any oral or written submissions on an application except at the meeting of the Board at which that application is to be considered.
- 7.10 The proceedings before the Board shall be informal and, at the discretion of the Board, evidence given need not be under oath.
- 7.11 The Board, at its discretion, may view the land which is the subject of the application or lands which may be affected by an application.
- 7.12 The Chair may exclude from the place of hearing of the application, after due warning, any person, including the applicant or his solicitor or agent, whose behaviour interferes with the conduct of the hearing.
- 7.13 The Board may adjourn the hearing of an application from time to time and reconvene without further notification provided that the time, date and place of reconvening is announced to those present at the time of adjournment.
- 7.14 The Secretary shall maintain minutes of the hearing of every application and any decision or order made by the Board and, after their adoption by the Board, ensure that such minutes are submitted to the Chair of the Board for signature and are made available for inspection by the public during the normal business hours of the City.
- 7.15 The decision of the Board to either grant or deny an order must be made by a motion adopted by not less than three (3) members.
- 7.16 Any member who abstains from voting is deemed to have voted in favour of the motion.
- 7.16 The Chair of the Board is entitled to vote on all matters coming before the Board and, in the event that the number of votes cast by the members is equally divided for and against a question, the motion is defeated.
- 7.18 The Secretary shall, not later than seven (7) days after issue of the board's order in respect of an application, serve or cause to be served personally or by regular mail, a copy of the Board's order upon the applicant, the City, the Building

Inspector and such other person as the Board considers appropriate.

- 7.19 A record of the Board's decisions and orders shall be maintained by the Secretary and shall be made available for public inspection during normal business hours of the City.

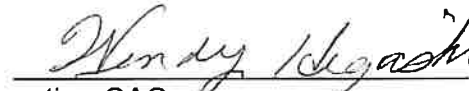
## SEVERABILITY

- 8.1 If any section, subsection, paragraph, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

Read a first time this	29th	day of	March	2016.
Read a second time this	29th	day of	March	2016.
Read a third time this	29th	day of	March	2016.

That Bylaw No. 903, 2016 cited as "Board of Variance Bylaw" having met all prerequisites for final adoption, **BE NOW FINALLY ADOPTED** this 11th day of April 2016.

  
Mayor

  
acting CAO

I hereby certify this to be a true and correct Copy  
of Bylaw No. 903, 2016, cited as "Board of Variance Bylaw"  
at adoption.

  
acting CAO

## Phoenix Mountain Alpine Ski Society

Box 2428, Grand Forks, BC, V0H 1H0

P: 250-444-6565 C: 250-442-6928

E: skiphoenix@gmail.com

W: [www.skiphoenix.ca](http://www.skiphoenix.ca)

FB: [Phoenix Mountain | Facebook](#)

IG: [Phoenix Mountain | Instagram](#)



October 10, 2024

The City of Greenwood

Box 129

Greenwood, BC

V0H 1J0

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

### **Re: Request for Grant-in-Aid for Phoenix Mountain Alpine Ski Society**

I am writing on behalf of the Phoenix Mountain Alpine Ski Society to request our annual grant of \$600.00 to support the operational expenses of our local community non-profit ski hill.

The Phoenix Mountain Alpine Ski Society operates our community ski hill from mid-December to the end of March, employing 25-30 full-time and part-time workers. Through our payroll alone, we contribute over \$160,000 to the local economy. Additionally, we prioritize purchasing supplies and equipment locally, further supporting regional businesses.

As a non-profit organization managed by a volunteer board, we are committed to operating a small ski area for the benefit of the Boundary community.

Our facility provides an affordable recreational option for families, located just 30 minutes from either Grand Forks or Greenwood, with approximately 7,500 skier visits annually. The ski hill appeals to a broad audience due to its proximity to cross-country skiing and snowshoeing facilities, as well as opportunities for spectators and casual visitors.

We greatly value the ongoing support from the City of Greenwood and hope for your favorable consideration of this request.

Please feel free to contact me if you need any additional information.

Sincerely,

Cathy Astofooroff

Administrator

Phoenix Mountain Alpine Ski Society

C: 250-442-6928

## The Corporation of the City of Greenwood

### Policy – Grant in Aid

- 1.) DATE: October 10, 2024
  - 2.) NAME OF GROUP: Phoenix Mountain Alpine Ski Society
  - 3.) MAILING ADDRESS: Box 2428, Grand Forks, BC, V0H 1H0
  - 4.) CIVIC ADDRESS: 8000 Phoenix Ski Hill Road, Grand Forks, BC
  - 5.) LEGAL DESCRIPTION: DL 255S, SDYD / DL2701, SDYD, surface of pts w/i Lots 1811, 976, 977, 975 & 915 as shown on map attached to license, for operation & maintenance of ski hill purposes, lease/permit/license #340472
  - 6.) TAX FOLIO #: 02100.000 / 10431.000      TAX YEAR: 2024
  - 7.) CONTACT PERSON: Cathy Astofooroff, Administrator
  - 8.) PHONE # 250-442-6928
  - 9.) LIST OF EXECUTIVE MEMBERS: Sean Routley, Bryan Pankoff, Doug Huxter, Shannon Thorpe-Frederick, Dave Jorgensen
  - 10.) GROUPS AIMS AND OBJECTIVES: See Attached
  - 11.) OUTLINE SERVICES PROVIDED TO OUR COMMUNITY: See Attached
  - 12.) OUTLINE DETAILS OF EFFORTS MADE BY YOUR ORGANIZATION TO WORK TOWARDS SELF-SUFFICIENCY: Season Pass and Lift Ticket Sales, Rental Sales, Concession (Food and Beverage) Sales, Fundraising, Grant Opportunities, Donations, Sponsorships, Volunteer Programs
  - 13.) IS THE FUNCTION OF YOUR ORGANIZATION:
    - A. REGIONAL IN NATURE: Yes
    - B. TO SERVE THE GREENWOOD AND AREA: Yes
    - C. TO SERVE THE GREENWOOD AREA ONLY: No
  - 14.) HAS YOUR GROUP RECEIVED GRANTS AND /OR TAX EXEMPTIONS FROM THE City in the past two (2) years? \_\_\_\_ Yes \_\_\_\_ amount of grant/tax exemption \$600 - 2023/2024
  - 15.) HAS YOUR GROUP EVER RECEIVED SUPPORT IN ANY FORM FROM THE City of Greenwood (grant in aid, services in kind, free use of facilities etc.) \_\_\_\_ Yes. Grant In Aid
-



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

NAME OF CONTRIBUTOR: Gaming Grant

YEAR : \_\_\_\_\_ 2023-2024

AMOUNT RECEIVED: \$ 16,000.00

NAME OF CONTRIBUTOR:\_\_\_\_Regional District of Kootenay Boundary

YEAR: 2023-2024

AMOUNT RECEIVED: \_\_\_\_\$29,500\_\_\_\_\_

NAME OF CONTRIBUTOR:\_\_\_\_City of Grand Forks

YEAR: 2023-2024

AMOUNT RECEIVED: \$ 10,000.00

NAME OF

CONTRIBUTOR:\_\_\_\_Community Service Recovery Fund(through Phoenix Foundation)\_\_\_\_

YEAR:\_\_\_\_2023-202\_\_\_\_\_

AMOUNT RECEIVED: \$3 1,623.00 (one time grant)\_\_\_\_\_

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


A. THE GROUPS MOST RECENT FINANCIAL STATEMENT

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

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

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

Dated at the City of Greenwood, in the Province of British Columbia, the 10th day of  
October, 2024

Signature: 

Name: Cathy Astooroff \_\_\_\_\_

Position: Administrator \_\_\_\_\_

Address: Box 2428, Grand Forks, BC, V0H 1H0\_\_

Phone#: 250-442-6928\_\_\_\_\_

## **PHOENIX MOUNTAIN ALPINE SKI SOCIETY BENEFITS TO THE COMMUNITY**

Phoenix Mountain Alpine Ski Society operates our local community non-profit ski hill from mid-December to the end of March, employing 25-30 full-time and part-time workers. Through our payroll alone, we contribute over \$160,000 to the local economy. Additionally, we prioritize purchasing our supplies and equipment locally, further supporting regional businesses.

As a non-profit organization managed by a volunteer board, the Phoenix Mountain Alpine Ski Society is dedicated to operating a small ski area for the benefit of the Boundary community. Our facility provides an affordable recreational option for families, located just 30 minutes from either Grand Forks or Greenwood, with approximately 7,500 skier visits annually. The ski hill appeals to a broad audience due to its proximity to cross-country skiing and snowshoeing facilities, as well as opportunities for spectators and casual visitors.

### **PROGRAMS**

#### **School Program**

For over 25 years, our School Program has provided skiing opportunities to all Grade 4-7 students in the Boundary area, including those from:

- Christina Lake Elementary School
- Hutton Elementary School
- Perley Elementary School
- Fred Walker Development Centre
- Greenwood Elementary School
- Midway Elementary School
- Local home-school groups and indigenous communities.

We also extend this program to local Special Olympic and special needs secondary students.

In the 2023-2024 season, we engaged 247 students from 7 schools, providing 494 lift tickets, 307 rental packages, and 560 lessons over a total of 20 days.

#### **Junior Racer Program**

Our Jr Racer Program has successfully operated for over 25 years under the BC Alpine entry-level racing program (Nancy Greene Ski League). It is designed to train coaches, volunteers, and young athletes, aligning with the Long-Term Athlete Development model.

- Open to children aged 4 to 13, the 2024 season saw 19 athletes participate, along with 4 certified coaches and 2 parent volunteers per athlete.
- Parents are encouraged to volunteer to ensure the program's success. In February, we hosted a Zone Race, attracting 107 participants.
- The Jr Racer Program offers a cost-effective, high-quality training environment where young athletes can develop competitive skills in a fun and safe setting.

### **Snow School Learn to Ski Program**

Our Snow School provides a safe environment for individuals of all ages to learn skiing or snowboarding and improve their skills.

### **Rental Shop**

Our Rental Shop offers a complete range of equipment, including skis, snowboards, boots, poles, and helmets of all sizes. Our rental fleet was updated with new equipment for the 2021-2022 season, ensuring quality and safety for all users.

### **Ski Patrol Program**

Our Ski Patrol Program, staffed by fully certified professional ski patrol members and volunteers, ensures safety on the slopes.

### **Free Night Ski**

Our free Night Ski events, sponsored by local businesses, attract hundreds of skiers and boarders each season. These events often draw newcomers to the sport or those returning after a long absence, showcasing strong community support.

### **Seasonal Programs and Events**

Throughout the season, we offer various programs and events, including:

- Open Race Day (Phoenix Open)
- Spring Fling (featuring the Dummy Downhill)
- Ladies Days
- Masters Days
- Parent and Tot Days
- Toboggan Parties
- Customer Appreciation Days

### **Community Support**

We actively support community programs and events by donating lift tickets and passes. Additionally, we assist other local non-profit organizations in delivering their activities, such as Founders Day in Greenwood, The Big Swim at Christina Lake.

### **"Feeder Hill" Role**

We serve as a vital "Feeder Hill" for larger resorts, encouraging newcomers and seasoned skiers alike to explore the broader skiing opportunities in the region through our extensive Reciprocal Pass Program.

**Phoenix Mountain Alpine Ski Society**  
**Income Statement**  
**May 1, 2024 to April 30, 2024**

**REVENUE**

Concession - Food Sales	26,211.99	
Concession - Snack Sales	5,374.57	
Concession - Liquor Sales (Bar)	18,122.97	
Concession - Drinks (non-alcohol)	8,960.01	
Events	1,005.00	
Lodge Rent	1,600.00	
Gift Certificates	822.20	
Lift Tickets - Day Tickets	34,550.98	
Lift Tickets - Punch Passes	1,845.06	
PST Commission	200.36	
Racer Program Fees	3,809.02	
Rental Equipment	10,018.68	
Retail Sales	3,145.15	
Season Passes	72,674.97	
Ski School Lessons	7,984.78	
Operating Revenue Total		196,325.74
Donations	10,180.23	
Funding - Gaming	16,000.00	
Funding and Grants	91,521.43	
Fundraising	13,170.00	
Fundraising - Bottle Returns	6,309.31	
Non-Operating Revenue Total		137,180.97
<b>TOTAL REVENUE</b>		<b>333,506.71</b>
<b>TOTAL REVENUE</b>		<b>333,506.71</b>

**EXPENSE**

Advertising/Promo		524.88
Bank Charges		1,021.30
Building Maintenance		6,312.38
Coach Honorarium		1,550.00
Clothing and Retail Product		3,543.13
Employee Expense: EI	2,881.79	
Employee Expense: CPP	5,322.81	
Employee Expense: WCB	3,712.56	
Employee Wages	124,664.37	
Total Wages and Expenses		136,581.53
Equipment Purchases		29,568.39

Equipment Rentals	1,548.93
Event expense	1,029.63
Filing Fees	40.00
Food Purchases	17,998.01
Fortis (Utilities)	10,810.30
Fuel	9,707.41
Fundraising Expense	7,313.85
Insurance	33,783.00
Interest	1,418.94
Lift Maintenance	6,817.05
Liquor Purchases	6,257.57
Meeting Expenses	10.00
Membership/Dues	2,906.74
Office Expenses	1,828.15
Operational Expenses	1,279.05
Permits, Fees, Licenses	2,367.32
Postage and Freight	406.19
Prizing	65.23
Processing Fees (CC and Dr Card)	1,483.85
Royalty Payments	2,680.60
SnowCat	13,364.71
Supplies	2,959.83
Telephone	387.34
Tools	69.50
Training Expenses	1,656.09
Travel	249.24
Vehicle Maintenance	1,109.03
Website Expenses	2,981.32
<b>TOTAL EXPENSES</b>	<b><u>311,630.49</u></b>
 <b>TOTAL EXPENSE</b>	 <b><u>311,630.49</u></b>
 <b>NET INCOME</b>	 <b><u><u>21,876.22</u></u> *</b>

\*Used to repay Promissory Note and Summer Hill Maintenance

**Phoenix Mountain Alpine Ski Society**  
**Balance Sheet As at April 30, 2024**

**ASSET**

**CURRENT ASSETS**

CIBC Chequing Account	13,885.65
CIBC Gaming Account	20.84
CU Savings Account	101.37
CU Shares Account	25.00
Accounts Receivable	1,713.65
Prepaid Expenses	11,899.02
Inventory	2,018.42
<b>TOTAL ASSETS</b>	<u>29,663.95</u>

**FIXED ASSETS**

Land	8,657.79
Terrain Upgrades	8,373.30
Road and Parking Lot	3,000.00
Accumm Dep: Road and Parking Lot	-3,000.00
Power Line	2,280.00
Accumm Dep: Power Line	-2,280.00
Buildings	221,917.84
Accumm Dep: Buildings	-121,719.39
Equipment	75,960.34
Accumm Dep: Equipment	-66,637.73
Auto Equipment	120,048.50
Accumm Dep: Auto Equipment	-117,298.50
Kitchen Equipment	18,791.41
Accumm Dep: Kitchen Equipment	-14,070.74
Rental Equipment	15,632.25
Accumm Dep: Rental Equipment	-15,632.25
Well 1990	4,022.79
Accumm Dep: Well 1990	-4,022.79
Miscellaneous Equipment	14,308.33
Accumm Dep: Miscellaneous Equipment	-10,625.82
Computer Equipment	1,190.88
Accumm Dep: Computer Equipment	-868.82
Snow Cat 2021-2022	105,395.00
<b>TOTAL FIXED ASSETS</b>	<u>243,422.39</u>
<b>TOTAL ASSET</b>	<u>273,086.34</u>

**LIABILITY****CURRENT LIABILITIES**

Accounts Payable		2,486.70
El Payable	119.50	
CPP Payable	199.56	
Income Tax Payable	23.40	
CRA Penalty and Interest	-173.65	
Receiver General Payable		168.81
WCB Payable		82.26
GST Collected	38,523.24	
GST Paid on Purchases	-37,172.55	
GST Payable		1,350.69
Deferred ElectricUpgrade Donation		4,031.00
Deferred FirstAid Building Donation		25,556.00
Deferred Lodge Insulation Project		57,941.33
Deferred Contribution Tractor		2,750.00
<b>TOTAL CURRENT LIABILITIES</b>		<b>94,366.79</b>

**LONG TERM LIABILITIES**

Promissory Note		14,679.89
<b>TOTAL LONG TERM LIABILITIES</b>		<b>14,679.89</b>

<b>TOTAL LIABILITY</b>	<b>109,046.68</b>
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**EQUITY****RETAINED EARNINGS**

Retained Earnings	142,163.44
Current Earnings	21,876.22
<b>TOTAL RETAINED EARNINGS</b>	<b>164,039.66</b>

<b>TOTAL EQUITY</b>	<b>164,039.66</b>
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<b>LIABILITIES AND EQUITY</b>	<b>273,086.34</b>
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## Phoenix Mountain Alpine Ski Society

Box 2428, Grand Forks, BC, V0H 1H0

P: 250-444-6565

E: [skiphoenix@gmail.com](mailto:skiphoenix@gmail.com)

W: [www.skiphoenix.ca](http://www.skiphoenix.ca)

FB: [Phoenix Mountain | Facebook](#)

IG: [Phoenix Mountain | Instagram](#)



Aerial View of Phoenix Ski Hill



Map of Phoenix Ski Hill



Spring Fling and Dummy Downhill



Phoenix Open Awards



Rope Tow at Phoenix



A Powder Day at Phoenix





T-Bar at Phoenix



Phoenix Day Lodge



Live Entertainment at Spring Fling



Boxing Day Toboggan Party



Lift Maintenance



A School Program Lesson



P.O. Box 670  
Greenwood, B.C.  
V0H 1J0  
250-328-3912  
angusmts@yahoo.ca

Good Day City of Greenwood:

November 12, 2024

We are Route 3 Racing Club in Greenwood B.C. and would like the City of Greenwood to consider us for a Grant in Aid Request annually.

Our mission is to provide the opportunity of motorcycle riding, training and racing to every interested child, youth and adult, regardless of any personal or financial barriers. We are "Racing for Change", eliminating any barriers to accessing this amazing sport!

We have been in operation since 2020, and are growing every season. Starting off, we had two volunteers, both in their 70's. Now we have 10 plus, depending on who is available.

Our club is Non Profit and relies on grants, fund raisers and volunteers to operate. Because, we are different than any club in Canada, in that you do not pay to be a member, or pay to ride, we need to be creative in our funding to stay in operation.

Having an annual grant from the city, could ensure that our largest operating cost could be covered. Our annual insurance is approximately \$4000, and likely to increase in time. Without assurance of covering this cost, we cannot even start up for the season.

The potentials of the club are many. We have already seen the effect that belonging to Route 3 Racing Club has had on many of our youth. One young 11 year old, on the spectrum for autism, has gone from being anti social, obstinate, and non communicative, to being helpful, speaking and thanking people from the podium, not to mention a very good little racer. His parents are very pleased with the development and potential of their son.

Another young man in our community on the spectrum as well, now feels he actually fits in and is accepted by our inclusive club.

We have people travelling from Alberta, the West Coast and locally, (Trail, Castlegar, Kelowna, and more), to show up for demo days and race days. This brings commerce into our community. A few West Coasters are even considering buying property here so that they can have more recreation in their lives!

Our annual end of the season event is a big hit with the participants and spectators alike. We practise and race over the weekend and have a live band on Saturday eve. All of this is free to participants and the community. Local vendors were generously supported this past season.

The location of our racetrack is right on Route 3 highway and many people travelling through, stop and spectate and in some cases, ride. One woman in her 60's, travelling through, asked if she could ride. It was on her "bucket list". We had her suited up and riding in minutes. The smiles on the faces of the people in these stories are heartwarming!

We believe that the continued establishment of our club will grow in numbers contributing to our community, tourism, economic development and the obvious positive development of our youth.

Other areas the City of Greenwood can assist us have been discussed. Maintaining the perimeter grounds is going to be such a help. With the Japanese Gardens recent developments, we will be working together to maintain the beautification of the area, as we are direct neighbours. Also, the pavement at the track is in poor condition. One of our dreams is to have it repaved. There are paving companies that may be open to repaving if they are already in the area to do paving jobs for the city. This has been discussed as well and we are hopeful that this could be a future possibility. Repaving this track would be helpful in making this site multi purposeful for multiple sporting activities.

We are requesting an annual amount of \$5000 from the City of Greenwood. As stated above, this would ensure that we be operational each and every season.

Please consider Route 3 Racing Club for a Grant in Aid.

If you have any questions or concerns please contact our head Director, Angus MacNeil. 250 328 3912.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dale Robins', with a stylized, cursive script.

Dale Robins, Director, R3RC



THE CORPORATION OF THE CITY OF GREENWOOD  
WATER REGULATIONS 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 during normal business operating hours.
- 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:

<b>Billing Period</b>	<b>Month to Expect Bill</b>	<b>Month of Due Date (30+ Days After Issuance)</b>
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 31<sup>st</sup> 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 (1/12<sup>th</sup>) 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

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Mayor

Certified a true copy of Bylaw No. 1025, 2024

On the    day of December, 2024.

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Corporate Officer

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

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**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**

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**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.**

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# 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
<b><u>RESIDENTIAL</u></b>		
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
<b><u>COMMERCIAL</u></b>		
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
<b><u>INDUSTRIAL</u></b>		
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
<b><u>INSTITUTIONAL</u></b>		
Schools (per classroom or gym)	246.48	246.48
<b><u>FORT GREENWOOD</u></b>		
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 or 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 31<sup>st</sup> 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 31<sup>st</sup> 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 (1/12<sup>th</sup>) 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.

<b>Table 2.0 - Waste Substances</b>		<b>*Concentration in Milligrams per Litre (mg/L)</b>		
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	SO <sub>4</sub>	1500.0	3000.0	6000.0
Sulphide	s	1.0	2.0	4.0
Tin	Sn	5.0	10.0	20.0
Zinc	Zn	3.0	6.0	12.0

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

## **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

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Mayor

Certified a true copy of Bylaw No. 1026, 2024

On the    day of December, 2024.

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Corporate Officer



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

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**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**

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**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.**

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**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

	<b>WITHIN THE CITY 2025</b>	<b>OUTSIDE THE CITY 2025</b>
<b><u>RESIDENTIAL</u></b>		
Single Family or Mobile or Multi Family (per dwelling unit)	388.12	388.12
Carriage House	388.12	388.12
<b><u>COMMERCIAL</u></b>		
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
<b><u>INDUSTRIAL</u></b>		
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
<b><u>INSTITUTIONAL</u></b>		
Schools (per classroom or gym)	129.68	129.68
<b><u>FORT GREENWOOD</u></b>		
Per Occupied Site	362.08	362.08
Clubhouse	316.48	316.48
Laundry	627.44	627.44