



**Regular Council Meeting
Monday, February 10, 2025
7:00 pm**

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

AGENDA

1. Call to Order

2. Land Acknowledgement

3. Adoption of Agenda: February 10, 2025 Regular Council Meeting Agenda.

RECOMMENDATION:

THAT the Regular Council Meeting agenda be adopted.

4. Adoption of the Minutes

- a. January 27, 2025 Regular Meeting Minutes

Page 4-5

RECOMMENDATION:

THAT the Regular Council Meeting Minutes of January 27, 2025 be adopted.

5. Correspondence for Information

- a. LGMA Newsletter

Page 6-9

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 Next report March.

11. New and Unfinished Business

- a. Memo to Council – Fire Inspector & Fire Investigator Designation

Page 10-16

RECOMMENDATION:

THAT Council designate Roy Terashita and Pat Sheppard as the City of Greenwood Fire Inspectors and Fire Investigators as per the Fire Safety Act.

AND THAT Council approve administration to enroll Roy Terashita and Pat Sheppard into two FireWise Online courses:

- *Fire Investigation Origin and Cause (Level I & II).*
- *Company Inspection Program.*

- b. Memo to Council – 102 S. Government – Notice of Entry

Page 17-20

RECOMMENDATION:

THAT A written notice of entry made pursuant to Section 16 of the Community Charter is authorized to be prepared by City staff and issued to the owner and occupants of the Lands, substantially in the form attached as Schedule A to this resolution (the "Entry Notice").

AND THAT City staff is authorized and directed to:

- a) finalize, sign and seal the Entry Notice;*
- b) cause the Entry Notice to be served or delivered to the owner and occupants of the Lands (if any);*
or

if unable to serve or deliver the Entry Notice to the owner and occupants of the Lands (if any), have the Entry Notice delivered to the property owner by emailing the Entry Notice to the email listed on the Alberta Corporation/Non-Profit Search for the property owner and by posting the notice of entry in a conspicuous location on the Lands.

AND FURTHER THAT The Council of the Corporation of the City of Greenwood does hereby authorize its employees, contractors and agents, including a bylaw enforcement officer, building inspector and fire inspector to enter onto the Lands during daylight hours after the service or delivery of the Entry Notice to the owner and occupants of the Lands or, alternatively, where service or delivery of the Entry Notice cannot be made to the owner and occupants (if any), twenty-four hours after the delivery of the entry notice by email to the email address provided on the Alberta Corporation/Non-Profit Search for the property owner attached hereto as Schedule B and twenty-four hours after the posting of the entry notice in a conspicuous location on the Lands.

- c. Memo to Council –FD Service Review and Master Plan Development

Page 21-25

RECOMMENDATION:

THAT Council supports to initiate a third-party Phase I Service Review in 2025 and the development of a Phase II Master Plan in 2026 for the Greenwood Volunteer Fire Department fire protection service.

AND THAT Council direct administration to add \$15,000.00 into the 2025 budget, and if approved, initiate the procurement process to secure a consultant to execute the service plan project.

AND FURTHER THAT Council direct staff to pursue grant opportunities to supplement or fully fund the Phase I Service Review of the Greenwood Volunteer Fire Department in 2025 fiscal year.

- d. Memo to Council – Partnership Agreement Negotiations – Greenwood Museum and Library.

Page 26-34

RECOMMENDATION:

THAT Council direct City administration to conduct a series of meetings to strive towards the development of a Partnership Agreement with the Greenwood Historical Society.

AND THAT Council direct City administration to conduct a series of meetings to strive towards the development of a Partnership Agreement with the Greenwood Library.

- e. Workplace Video Surveillance Policy 2025-14

Page 35-39

12. Bylaws

- a. Council Procedures Bylaw Amendment Bylaw No. 1027, 2025

Page 40

RECOMMENDATION:

THAT Council give First to Third Readings of the City of Greenwood’s Council Procedures Bylaw Amendment Bylaw No. 1027, 2025.

13. Notice of Motions

14. Question Period

Excerpt from Council Procedures Bylaw 1018, Section 19

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.

The Mayor may refer any question or enquiry to the Chief Administrative Officer to look into at a future time.

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. Adjournment

RECOMMENDATION:

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



CITY OF GREENWOOD
Minutes of the Regular Meeting of Council held January 27, 2025

PRESENT

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

CALL TO ORDER

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

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

ADOPTION OF AGENDA

Moved/Seconded
THAT the January 27, 2025 regular council agenda be adopted.

(13-25)

Carried

ADOPTION OF MINUTES

Moved/Seconded
THAT the minutes of January 13, 2025 Regular Council Meeting be adopted.

(14-25)

Carried

**CORRESPONDENCE
FOR INFORMATION**

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

(15-25)

Carried

COMMITTEE REPORTS

None.

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: None.

Moved/Seconded
THAT Council accepts the reports as information.

(16-25)

Carried

**THIRD QUARTER
FINANCIAL REPORT**

Next report – March.

**NEW AND UNFINISHED
BUSINESS**

- a. LUO – Boundary Metis Community Association **Moved/ Seconded**
THAT Council approve the Greenwood Metis Community Association a Licence to Use and Occupy for February 8, 2025 to use the Barbra Diane Colin Memorial Park and washrooms to host the 2025 Outdoor Voyageur Games.

(17-25)

Carried

NOTICE OF MOTIONS

None.

**QUESTION
PERIOD**

Resident spoke regarding the City’s draft Tourism Strategy and discussed how the City has been moving towards a better and positive future.

IN-CAMERA

None.

ADJOURNMENT

Mayor Bolt Moved
THAT Council adjourn the Regular Council Meeting at 7:51 p.m.

(18-25)

Carried

Mayor

Certified Correct

Corporate Officer

Brooke McCourt

From: Local Government Management Association of BC <office@lgma.ca>
Sent: February 3, 2025 11:03 AM
To: frontdesk.greenwoodcity@shaw.ca
Subject: LGMA Job Circular, News, and Program Updates - Week of February 3, 2025

If you have trouble viewing this email, click here 

Professional Development Partners:



LIDSTONE & COMPANY



Travel Grant Partner:

LIDSTONE & COMPANY

LGMA Newsletter:

Week of February 3, 2025

2025/26 LGMA New Zealand Overseas Exchange Program

In partnership with [Taituarā — Local Government Professionals Aotearoa](#), LGMA is now accepting applications for the 2025/26 New Zealand Overseas Manager Exchange Program. Open to LGMA [regular members](#) who have held membership for 2 or more years, this opportunity is one of a range of LGMA initiatives that provide leadership and development opportunities specifically tailored to the local government environment.



Gain professional, personal, and cultural experience that can strengthen your management skills and competencies, be applied back at your local government, and support your career development. Key components and benefits include:

- spend two weeks in New Zealand visiting local governments, networking, and establishing long-lasting relationships;
- attend the Taituarā Annual Conference, September 3-5 in Christchurch;
- discuss local government issues with your host manager and how they are being addressed;

- share best practices and gain a deeper understanding of your own local government issues;
- host your New Zealand partner in your own region and at the LGMA Annual Conference, June 9-11, 2026, in Penticton; and
- report back on your experience and educate your colleagues.

For detailed information on the program and how to apply, visit our website at [LGMA | Overseas Exchange Program](#). Applications close at 4:30 pm, Friday, April 25.

CivicInfo BC & LGMA

BC Local Government Job Board

CURRENT OPPORTUNITIES

Job Postings

LGMA Training:

Peer Connection Lunch Opportunities

[Corporate Officers – April 16](#)

[Chief Administrative Officers – April 25](#)

[HR Practitioners – May 5](#)

Registration closes February 4

[CAO Forum](#)

February 18-20, Victoria, BC

Registration closes February 4

[CAO Pre-Forum Workshop](#)

February 18

Effectively lead a high-performing team

[Supervisor Essentials Online Course](#)

April 2-16

Save the Date!

Approving Officer Virtual Workshop

May 8 & 9, online

Save the Date!

Communication Professionals Forum

June 10, Kelowna

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:

2025 CAMA Awards of Excellence

[Canadian Association Municipal Administrators](#)

Deadline February 10

Urban and Regional Planning

Professional Development Series

[University of Victoria](#)

Launches February 22

How to Write a Long-Term Financial Plan for Asset Management

[Asset Management BC](#)

February 27 - March 13

Region Board Director Vacancy

[International Institute of Municipal Clerks](#)

Deadline March 3

Local Government Leadership Academy

[Leadership Forum Registration Now Open](#)

March 12-14

LGMA Membership Renewal:

2025 Membership is now live!

[Renew early to be entered into the Membership Renewal Draw!](#)

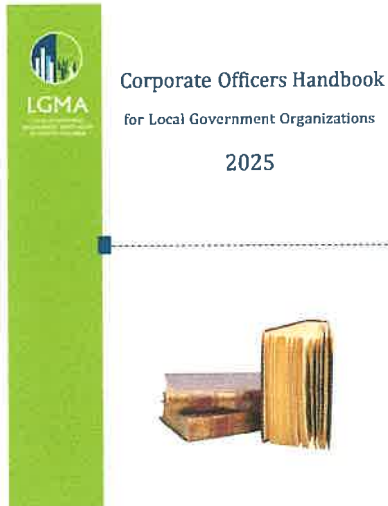
LGMA Chapter Membership:

Chapter Membership is now live!

[Find your chapter and connect with peers.](#)

[See all News & Opportunities](#)

2025 Corporate Officers Handbook Now Available!



The LGMA is pleased to announce the 2nd edition of the [Corporate Officers Handbook for Local Government Organizations](#) is now available for purchase. This resource will assist Corporate Officers to conduct their responsibilities in accordance with the statutory requirements and provides an overview of other responsibilities associated with this role. The updated Handbook includes the following:

- revised information to reflect legislative changes and expanded content;
- best practice suggestions;
- key dates and requirements the Corporate Officer should be aware of; and
- numerous resources from local governments in BC.

Upon purchase, you will receive an emailed link to access a pdf of the entire Handbook. Print orders received by March 3 will be included in the first print run and will receive copies by mid-April. [Order today](#) to reserve your copy!

Connect with the LGMA



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

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

Local Government Management Association of BC

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

FORWARD TO THE
UNSUBSCRIBER

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

MEMORANDUM TO COUNCIL – STAFF REPORT



REPORT TO: Mayor and Council

DATE PRESENTED: February 10th, 2025

REPORT FROM: CO, McCourt

MEETING TYPE: Regular

SUBJECT: *Fire Safety Act – Designations*

Recommendation:

That Council approve the following resolution:

THAT Council designate Roy Terashita and Pat Sheppard as the City of Greenwood Fire Inspectors and Fire Investigators as per the Fire Safety Act.

AND THAT Council approve administration to enroll Roy Terashita and Pat Sheppard into two FireWise Online courses:

- ***Fire Investigation Origin and Cause (Level I & II).***
 - ***Company Inspection Program.***
-

1. Rationale:

The *Fire Safety Act* came into force on August 1, 2024. A 90 day period was given for the designation of inspectors and investigators, the designation needed to happen by October 28, 2024. The training qualification requirements for inspectors and investigators needs to be satisfied by August 1, 2025. The designation can happen through bylaw, or a council resolution.

2. Acronyms:

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

3. Background:

What is a local authority required to do now that the *Fire Safety Act* has been brought into force?

- Now that the *Fire Safety Act* has come into force, the local authority (municipalities and regional districts) must designate, in writing, a person or a class of persons as fire inspectors (section 8) and fire investigators (section 23).
- All local authorities should have designated their fire inspector(s) and fire investigator(s) as of August 1, 2024, when the FSA came into effect.
- The local authority is to use their own template for the designations. Note: there is no requirement to return the designation to the Office of the Fire Commissioner (OFC). Once the OFC has their technology solution in place, the OFC will contact departments to confirm designates.
- As of August 1, 2024, there is a one-year transition period before designated fire inspectors and fire investigators must meet established training standards.
- The transition period does not make the requirement of designating fire inspectors or fire investigators optional for local authorities.
- The transition period is intended to provide the time for local authorities to ensure that the designated fire inspector or fire investigator has obtained the required training.
- In early 2025 online training for fire inspectors and fire investigators will be available through the OFC at no cost.

The City of Greenwood is waiting for the OFC to open the training, once the training is open, the City will be pursuing getting both our Inspectors and Investigators enrolled for the training offered through the OFC at no cost. The training that will be obtained through this course is the minimum requirement and only will give our inspectors and investigators the basic training that is required under the new *Fire Safety Act*.

With the help of the Southeast – Fire Service Advisor, Dave Boreen the City has been made aware of two additional courses that are very beneficial for the Inspectors and Investigators. The Courses offer a self-paced online learning curriculum that officers can gain additional training to then give to the department as a whole. The two courses offered are an amazing opportunity to have the department get additional support and training.

Note: Both recipients have been actively engaged in discussions with the City and are on board to successfully enroll and complete the training.

4. Implications:

a. Budget:

\$2,308.00 allocated to Fire Department Training Budget (\$10,000 remaining in budget).

b. Organizational Impact:

Staff time working with Fire Department Officers.

c. Policy:

N/A

d. Bylaws:

Fire Safety Act.

5. Alternatives:

N/A

6. Communication Strategy:

Discussions held with Dave Boreen – Southeast Fire Service Advisor, Roy Terashita, Pat Shappard, CAO Dean Trumbley and Finance Clerk Jocelyn Nega for budgetary reasons.

7. Staff Review:

Prepared By:

CO, McCourt

Reviewed By:

CAO, Trumbley

CAO Recommendation:

That the recommendation of the staff be approved.

Dean Trumbley, CAO

List of Attachments:

1. Fire Investigation Origin and Cause (Level I & II) course details.
2. Company Inspection Program course details.

Complete our standards-based Online Fire Investigation Origin and Cause (Level I and II).

When completing both levels, the FireWise Certified Fire Investigation Origin and Cause Training meets or exceeds the job performance requirements (JPR) of the National Fire Protection Association Standard 1033 (NFPA 1033 training) "Standard for Professional Qualifications for Fire Investigator".

Who should take the Fire Investigation Origin and Cause Level I and course?

Anyone interested in affordable fire investigation education with flexible scheduling should take this program. FireWise training is designed for restricted travel costs and time away from work) and those with busy professional and personal lives.

Level I

Curriculum:

- Level I meets or exceeds the learning outcomes of sections of NFPA 1021 Standard for Fire Officer Professional Qualifications.
- Several subject matter experts, including the late Dr. DeHaan, one of the leading experts in the world in the field of fire investigation and author of Kirk's Fire Investigation, contributed to the development of the course content.
- Study Guide – the current edition of NFPA 921

Course benefits:

- Convenient and affordable fire investigation training with fewer travel costs, less time away from work, and fewer scheduling conflicts.
- Informed by decades of fire investigation fieldwork, this course has all the behind-the-scenes experience to grow individuals professionally.
- Flexible education delivery to meet your needs; start anytime and work at your own pace.

Course delivery:

- Online – University-quality curriculum; *easy-to-navigate* learning platform.

Course structure:

Level I: Twenty-four chapters with quizzes, a mid-term quiz, and a final exam.

Duration:

- 24 +/- hours of online study time. Work at your own pace.

Course fee:

- FIOC-I Fire Investigation Origin & Cause Level I: \$737

Instructors:

FireWise partnered with the world's leading fire investigation expert, the late **Dr. John David DeHaan**, to deliver this proprietary training program.

Together with Dr. DeHaan, **Mr. Bob Turley**, a founding partner of FireWise, delivers the fire investigation curriculum founded on 40 years of fire investigation experience. To learn more about Bob's extensive history, [click here](#).

Technical requirements:

A high-speed internet connection and current internet browsers such as Google Chrome, Firefox or Edge.

Certification:

Fire Investigation Level I only – printable certificate of completion awarded upon achieving 70% or higher.

Complete **both** Fire Investigation Level I and Level II, and you have completed the training for the NFPA Professional Qualification NFPA 1033 Fire

The FireWise CIP – Company Inspection Program is a comprehensive online course endorsed by the Institution of Fire Engineers.

It is designed to increase the knowledge base of firefighters who currently perform fire safety inspections or prepare new firefighters for their role in a fire department company inspection program. This training is available to both individuals and fire departments in Canada and the USA. It is a practical tool that will teach you how to conduct a fire safety inspection on low-occupant load, low-risk public buildings.

Who should take the Company Inspection Program?

Fire Officers and firefighters who currently perform fire safety inspections or new firefighters to prepare them for a role in a fire department company program.

Curriculum:

- Two versions are available based on the National Building and Fire Codes of Canada and the International Building and Fire Codes which are widely used in the United States.
- Exceeds the job performance requirements of the NFPA 1021 Standard for Fire Officer Professional Qualifications, sections 4.5.1 and 4.5.2.

Course benefits:

- A cost-effective way to gain valuable fire prevention and life safety education
- A practical training tool that will increase the knowledge base of fire officers and firefighters who currently perform company inspections or prepare new participants for their role in a company inspection program.
- University-quality curriculum; easy to navigate learning platform.
- Customization options are available.

Course delivery:

The curriculum is available online.

Course structure:

Ten modules with a quiz after each, concluding with a final exam. **New in 2023, perform a virtual inspection on a building, take notes and test**

Duration:

Online training 8 +/- hours.

Course fee:

CIP Company Inspection program \$417 plus applicable taxes.

Instructor:

Drawing on his forty years of fire service experience, Bob Turley shows us what to look for during fire safety inspections of low-risk low occupant load buildings that make up more than 70% of the buildings in most communities. This course is based on decades of life-work experience and ongoing research. To read a more comprehensive bio, [click here](#).

Endorsement:

Endorsed by the Institution of Fire Engineers – Canada Branch and peer-reviewed extensively by Canadian fire service professionals.

Certification:

Course certificate awarded for final examinations with a 70% or higher score.

Technical requirements:

A high-speed internet connection and current internet browsers such as Google Chrome, Firefox or Edge.

Course materials:

PDF textbook is available upon request.

Training support:

- Course administrators available by email or phone for questions, assistance, and technical support.

MEMORANDUM TO COUNCIL – STAFF REPORT



REPORT TO: Mayor and Council **DATE PRESENTED:** February 10th, 2025
REPORT FROM: CO, McCourt **MEETING TYPE:** Regular
SUBJECT: 102 S. Government Ave – Notice of Entry

Recommendation:

That Council approve the following resolution:

THAT A written notice of entry made pursuant to Section 16 of the *Community Charter* is authorized to be prepared by City staff and issued to the owner and occupants of the Lands, substantially in the form attached as Schedule A to this resolution (the “**Entry Notice**”).

AND THAT City staff is authorized and directed to:

- a) finalize, sign and seal the Entry Notice;
- b) cause the Entry Notice to be served or delivered to the owner and occupants of the Lands (if any); or

if unable to serve or deliver the Entry Notice to the owner and occupants of the Lands (if any), have the Entry Notice delivered to the property owner by emailing the Entry Notice to the email listed on the Alberta Corporation/Non-Profit Search for the property owner and by posting the notice of entry in a conspicuous location on the Lands.

AND FURTHER THAT The Council of the Corporation of the City of Greenwood does hereby authorize its employees, contractors and agents, including a bylaw enforcement officer, building inspector and fire inspector to enter onto the Lands during daylight hours after the service or delivery of the Entry Notice to the owner and occupants of the Lands or, alternatively, where service or delivery of the Entry Notice cannot be made to the owner and occupants (if any), twenty-four hours after the delivery of the entry notice by email to the email address provided on the Alberta

Corporation/Non-Profit Search for the property owner attached hereto as Schedule B and twenty-four hours after the posting of the entry notice in a conspicuous location on the Lands.

1. Rationale:

A section of lands located at 102 South Government Avenue, Greenwood, British Columbia, legally described as PID: 012-873-331; Lot 1 Of the West 1/2 Of Block 3 District Lot 711 Similkameen Division Yale District Plan 34 (the “Lands”) was the site of a fire that damaged a building present on the Lands in May of 2024 and which has been left in its fire damaged condition and unrepaired since that time;

Section 16 of the Community Charter authorizes persons authorized by a municipality to enter any land for the purposes of conducting inspections to determine whether all regulations, prohibitions and requirements are being met in relation to any matter for which the council or a person authorized by the council has exercised authority under this or another Act to regulate, prohibit and impose requirements;

The Council of the Corporation of the City of Greenwood considers it necessary to carry out an investigation of the Lands to ascertain whether there are hazardous conditions or declared nuisances present due to building code violations, fire code violations or other conditions on the Lands;

2. Acronyms:

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

3. Implications:

- a. **Budget:**
N/A
- b. **Organizational Impact:**
CO working with City Legal team, Fire inspectors, building inspectors & Bylaw Enforcement.
- c. **Policy:**
N/A
- d. **Bylaws:**
Fire code, BC Building code.

4. Alternatives:

N/A

5. Staff Review:

Prepared By:

CO, McCourt

Reviewed By:

CAO, Trumbley

CAO Recommendation:

That the recommendation of the staff be approved.

Dean Trumbley, CAO

List of Attachments:

1. Schedule A – Entry Notice

Schedule A

Entry Notice



Attention: 



Re: Notice of Entry onto 102 South Government Avenue, Greenwood British Columbia

Council of the City of Greenwood approved a resolution for entry onto the Lands by City staff and/or contractors and agents of the City, including a bylaw enforcement officer, building inspector and a fire inspector for the purpose of determining whether hazardous conditions or declared nuisances are present due to building code and fire code violations or other conditions on the lands described below.

PID: 012-873-331

Lot 1 Of The West 1/2 Of Block 3 District Lot 711 Similkameen Division Yale District Plan 34 (the "Lands")

(the "Lands")

Council hereby provides notice to you that _____ [name(s) of employees, contractors or agents] will be entering onto the Lands on _____ [date of scheduled entry to the Lands] during daylight hours.

MEMORANDUM TO COUNCIL – STAFF REPORT



REPORT TO: Mayor and Council **DATE PRESENTED:** February 10, 2025
REPORT FROM: CAO Dean Trumbley **MEETING TYPE:** Regular
SUBJECT: Fire Department Service Review and Master Plan Development

Recommendation:

THAT Council supports to initiate a third-party Phase I Service Review in 2025 and the development of a Phase II Master Plan in 2026 for the Greenwood Volunteer Fire Department fire protection service.

AND THAT Council directs administration to add \$15,000.00 into the 2025 budget, and if approved, initiate the procurement process to secure a consultant to execute the service plan project.

AND FURTHER THAT Council direct staff to pursue grant opportunities to supplement or fully fund the Phase I Service Review of the Greenwood Volunteer Fire Department in 2025 fiscal year.

1. Rationale:

A fire protection service review is a process where a the City of Greenwood, in conjunction with the Greenwood Volunteer Fire Department, examines the effectiveness and efficiency of its services to ensure they are being delivered in the most appropriate way, considering community needs, cost management, and legal compliance, with the goal of optimizing resource allocation and improving service delivery while maintaining or enhancing the quality of life for Greenwood residents.

A fire department master plan serves as a strategic blueprint outlining the long-term vision for the Greenwood Volunteer Fire Department, evaluating current and future emergency service needs within a community, and establishing strategies to effectively address those needs through fire prevention, response operations, and resource allocation, all while considering the City of Greenwood's specific circumstances and budget constraints.

Administration is recommending that we hire a third party to conduct both the service review and eventual development of the Greenwood Volunteer Fire Department Master Plan. A third party is often utilized by municipalities to conduct a fire department service review and master plan to provide an objective, unbiased perspective, access to specialized expertise in fire service planning, avoid internal biases, and ensure a comprehensive analysis of the community's needs, all while freeing up the City of Greenwood administration and fire department volunteers to focus on their day-to-day operations.

Impartiality:

A third party can analyze the fire department's operations without being influenced by internal politics or personal agendas, leading to a more accurate assessment of strengths and weaknesses.

Specialized knowledge:

Consulting firms often have dedicated fire service planners with extensive experience in best practices, new technologies, and evolving regulations, which can be difficult to maintain within a single department.

Broader perspective:

A third party can bring a fresh perspective by looking at the community's needs from a wider lens, identifying potential issues or opportunities that might be overlooked by internal staff.

Community engagement:

Consultants can facilitate community outreach and engagement processes to gather valuable input from residents and stakeholders, which is crucial for a comprehensive plan.

Efficient process:

Using a third party can streamline the planning process by managing data collection, analysis, and report writing, freeing up fire department personnel to focus on their primary duties.

Quality assurance:

A professional consultant can ensure the master plan meets industry standards and complies with relevant regulations, providing greater accountability.

2. Acronyms:

CoG	City of Greenwood
CAO	Chief Administrative Officer
CO	Corporate Officer
GVFD	Greenwood Volunteer Fire Department

3. Background:

Fire departments in British Columbia are a critical administrative function under the purview of municipal governments. The day-to-day operations, budgeting, and strategic direction of fire services fall within the scope of responsibility of city managers and administrators. While municipal councils play a role in high-level oversight and policy setting for fire departments, it is vital that the departments maintain independence in their operations and decision making. This separation ensures that fire services can carry out their duties to protect public safety without undue political influence or interference. Fire chiefs and their leadership teams require the latitude to make timely decisions in emergency situations and to deploy resources as needed to effectively prevent and respond to fires and other hazards. A well-functioning fire service that operates at arm's length from the political realm is best positioned to keep communities safe and resilient.

The City of Greenwood acknowledges the shortcomings in support extended to the Greenwood Volunteer Fire Department. Our Corporate Strategic Plan (*priority one*) commitment is to enhance the quality of fire services provided to taxpayers and we will collaborate closely with the Greenwood Volunteer Fire Department on both the service review and master plan. This partnership aims to ensure that the City of Greenwood taxpayers are receiving the standard of service expected and deserved.

To achieve these goals, administration is recommending to implement a structured two-phase process over the next two years (2025-2026). Administration is recommending that Council supports with the necessary resources and administrative supports to effectively meet the needs of our fire department and ultimately the resident of Greenwood.

This **Council Memo – Staff Report** will outline the recommended service review and master plan development phases for the Greenwood Volunteer Fire Department (GVFD). The intent is to assess the current service delivery model, identify areas of improvement, and create a comprehensive GVFD Master Plan that addresses future needs and enhances operational effectiveness.

Phase 1 (2025) - Service Review

The service review will include an analysis of the following key areas:

1. Operational Efficiency
 - Examination of response times and resource allocation.
 - Assessment of current staffing levels and volunteer engagement.
2. Equipment and Facilities
 - Review of existing fire apparatus, tools, and emergency equipment.
 - Evaluation of the physical facilities in terms of safety, accessibility, and capacity.

3. Training and Development
 - Analysis of training programs and ongoing professional development opportunities for personnel.
 - Identification of gaps in skills and knowledge that could impact service delivery.
4. Community Engagement
 - Assessment of the fire department's relationship with the community.
 - Strategies for improving public education and outreach programs.

Phase 2 - Master Plan Development (2026)

Based on the findings from the service review, the master plan will encompass:

1. Strategic Goals and Objectives
 - Development of clear, measurable goals to guide the department over the next 5-10 years.
 - Alignment of objectives with City of Greenwood's Corporate Strategic Plan, CoG asset management policy/plan, and the community needs and expectations.
2. Resource Allocation
 - Recommendations for budgetary considerations and funding sources.
 - Identification of necessary equipment and infrastructure improvements.
3. Performance Measurement
 - Establishment of metrics to evaluate effectiveness and efficiency.
 - Regular review processes to ensure accountability and continuous improvement.
4. Implementation Timeline
 - A detailed action plan that outlines the steps necessary to achieve the strategic goals.
 - Assignment of responsibilities to department personnel and community stakeholders.

The service review and master plan development for the Greenwood Volunteer Fire Department will provide a robust framework for enhancing service delivery and community safety. By systematically addressing the current state and future needs of the department, GVFD will be better prepared to meet the challenges ahead. Regular updates and involvement from community members will be essential in fostering a collaborative environment dedicated to the protection and well-being of all residents.

In conclusion, the City of Greenwood recognizes the critical importance of gathering comprehensive information prior to entering negotiations with the Regional District of the Kootenay Boundary and other partners regarding our fire service. It is imperative that we are well-informed about the current status of our fire department, via a service review. Additionally, we must develop a proper Greenwood Volunteer Fire Department Master Plan to address and rectify the errors of our past. This proactive approach will ensure that we can negotiate effectively and improve our fire service for the community of Greenwood and our volunteer fire fighters.

4. Implications:

a. Asset Management:

A Greenwood Volunteer Fire Department Master Plan will be a comprehensive long-term strategy outlining a fire department's operational goals, service delivery plans, and resource allocation to effectively respond to fire risks within a community, asset management will be integrated within this plan and also within the City of Greenwood asset management tool and will provide a process of strategically managing and maintaining all the fire department's equipment, vehicles, and infrastructure to ensure optimal functionality and cost-efficiency throughout their lifecycle.

b. Budget:

Present: cost of administration to secure pricing and add the Phase I (*service review*) to the 2025 budget.

Phase 1 (service review): to a maximum of \$15,000.00 depending on size and complexity of the department. This would be targeted for the 2025 budget.

Phase 2 (master plan) – to a maximum of \$28,000.00 depending on the complexity of the municipality, size of department, level of analysis and number of fire services. This would be targeted for the 2026 budget and the price will be refined due to the learnings from the service plan.

c. Organizational Impact:

A poorly run fire service can have severe and far-reaching negative consequences for the City of Greenwood. Inadequate recruitment/retention, insufficient training, and outdated equipment can significantly impair a fire department's ability to effectively respond to emergencies and protect lives and property. This can lead to increased response times, reduced firefighting capabilities, and greater risk to both firefighters and the public. Substandard fire prevention and education programs can allow fire hazards to proliferate unchecked, making fires more frequent and severe (*i.e. Anglican Church/Schoolhouse 2024 fire*). Breakdowns in communication and coordination with other emergency services can hamper effective incident management. Budget shortfalls can force painful cuts that undermine the Greenwood Volunteer Fire Department's readiness and resilience. Over time, a subpar fire department will lose the trust and confidence of the community it serves. All these negative impacts combine to create tremendous potential liability for the City of Greenwood, as well as increased insurance costs for homeowners and businesses. In short, the effects of a poor fire service are dire and put the entire City of Greenwood at an unacceptable risk.

d. Governance (Bylaw and Policy):

Most bylaws and policies are extremely outdated and need updates/amendments. In addition, City administration has identified policy and procedure gaps. Finally, there is also an absence of planning and procedural documentation. List of existing bylaws and policies that would be affected by this **Memo to Council – Staff Report:**

Bylaws

486, 1983 Greenwood Volunteer Fire Department

127, 1907 Fire Protection

166, 1947 Fire Protection

842, 2010 Code of Conduct for Fire Department

Policies

unknown – Fire Department Dress Uniform Policy

7200-01 Fire department Responding to Calls Out of Town

22 – Fire Hydrant

2021-02 Fire Hydrant Maintenance and Servicing

7280-01 Greenwood Volunteer Fire Department – Training Standards

2510 City Crew Fire Hydrant Policy

e. Strategic Plan:

This proposal perfectly aligns with the six priorities outlined in the 2024 Corporate Strategic Plan approved by Mayor and Council. Furthermore, fire protection is listed as the number one priority out of the six priorities for the City of Greenwood strategic planning.

5. Alternatives:

Council requests that the service review and master plan be conducted internally by City administration. This would require a new report/plan to be submitted and would extend the delivery

timelines of the service plan and master plan, due to inadequate human resource and in-house expertise.

6. Next Steps:

1. If staff recommendations are approved, Council will allocate the recommended amount into the 2025 budget.
 2. City administration will initiate the procurement process for services as per the *City of Greenwood's 2024-10 Procurement Policy*.
 3. City administration would prepare a **Memo to Council – Staff Report** on the successful procurement of services to initiate a service review of the Greenwood Volunteer Fire Department.
-

4. Staff Review:

Prepared By:

CAO Dean Trumbley

Reviewed By:

CO Brooke McCourt and Fire Chief Roy Terashita

CAO Recommendation:

That the recommendation of the staff be approved.

Dean Trumbley, CAO

List of Attachments:

1. None

MEMORANDUM TO COUNCIL – STAFF REPORT



REPORT TO: Mayor and Council **DATE PRESENTED:** February 10, 2025
REPORT FROM: CAO Dean Trumbley **MEETING TYPE:** Regular
SUBJECT: Partnership Agreement Negotiations – Greenwood Museum and Library

Recommendation:

THAT Council direct City administration to conduct a series of meetings to strive towards the development of a Partnership Agreement with the Greenwood Historical Society.

AND THAT Council direct City administration to conduct a series of meetings to strive towards the development of a Partnership Agreement with the Greenwood Library.

1. Rationale:

The Council identified a concern on the use of grant-in-aid for annual re-application of administrative supports for some non-profit organizations in the City of Greenwood. Furthermore, Council has also expressed the concerns that the grant-in-aid process was not designed with adequate “*due diligence*” requirements to fund annual operations, but instead, it was designed for a specific activity, event or project. The GIA has a lower threshold on due diligence, to accommodate access to resources for quick turn-around type activities by non-profit organizations in Greenwood. The GIA process is also developed to accommodate smaller amounts between \$500.00-\$2,000.00. Staff was directed to come back with options or recommendations to address these concerns.

The Greenwood Heritage Society and Greenwood Library (GHS/GL) are providing an invaluable service to the community of Greenwood, offering a wealth of educational resources, cultural enrichment, and knowledge to residents of all ages. Their commitment to transparency and accountability in all dealings with the City of Greenwood is commendable, fostering a relationship of trust and mutual benefit between these vital institutions and the people they serve. By maintaining the highest standards of integrity and openness, the GHS/GL demonstrate their dedication to being responsible stewards of the public trust and the tax dollars that support their important work through the City of Greenwood’s grant-in-aid program. This type of service-oriented partnership between cultural institutions, like the museum and library, and the Greenwood community they are a part of represents a model that delivers real value to taxpayers, ensuring that their tax dollars are put to the best possible use in providing access to learning, art, history and ideas that educate, inspire and enhance quality of life for all. The GHS/GL embody the finest principles of public service, and their positive impact on the city and people of Greenwood cannot be overstated.

A municipality partnering agreement offers a more robust and sustainable approach to ensuring the continued operation of a valued third-party service compared to traditional grant-in-aid funding. Such an agreement provides a framework for ongoing collaboration and support between the City of Greenwood and the GHS/GL. It allows for multi-year planning and budgeting, giving the service provider greater financial stability and the ability to make longer-term strategic decisions. The agreement can also specify service level expectations, performance metrics, and reporting requirements, enabling the City of Greenwood to monitor the service and ensure it continues to meet the needs of the community. Additionally, a partnering agreement may include provisions for the City

of Greenwood to provide in-kind support such as facilities, maintenance, or administrative services, further bolstering the financial viability of the third-party service. By establishing a partnering agreement, the City of Greenwood demonstrates its commitment to the service and its willingness to play an active role in ensuring its longevity, while the service provider gains the security and resources needed to focus on delivering a high-quality service to the community.

2. Acronyms:

CoG	City of Greenwood
CAO	Chief Administrative Officer
CO	Corporate Officer
GHS/GL	Greenwood Heritage Society (<i>museum and info centre</i>) and Greenwood Library
GIA	Grant-in-aid

3. Background:

When the City of Greenwood engages annually, via the grant-in-aid (GIA) process, with the Greenwood Historical Society (*museum*) and the Greenwood Library to provide services or programs to the community, it's important to carefully consider the most effective way to structure that relationship. While a GIA process may seem like a straightforward approach, partnering agreements often provide significant advantages. A well-crafted partnering agreement establishes a collaborative framework where the City of Greenwood and the GHS/GL dedicate to work closely together to achieve shared objectives. It clearly defines roles, responsibilities, performance metrics, and accountability for both parties. This fosters an environment of open communication, mutual understanding and a results-oriented focus.

In contrast, a GIA is more of a hands-off funding mechanism that lacks the deeper strategic alignment and ongoing cooperation inherent in a true partnership. Grant-in-aid is not designed to be utilized year after year to support administrative functions but instead it is to provide one-time funding for specific projects, ventures or events.

With a partnering agreement, the City of Greenwood can provide guidance and oversight while empowering the GHS/GL to leverage its unique expertise and community connections. This leads to higher-quality, more impactful programs that efficiently utilize public funds and deliver measurable benefits to constituents. Partnering agreements enable greater flexibility to refine initiatives as needs evolve, whereas grant cycles are often rigid and unresponsive. For these reasons, it is recommended that the City of Greenwood become forward-thinking and move towards a partnering agreement relationship, as a best practice, to maximize the value of our relationships with the GHS/GL to better serve the community of Greenwood.

In the past, the City of Greenwood has been utilizing the GIA process to fund a partnering agreement relationship.

4. Implications:

a. Asset Management:

Provides a critical service (*museum and library*) with minimal costs to City of Greenwood asset management planning.

b. Budget:

Greenwood Historical Society	\$10,000.00/year
Greenwood Library	\$8,000.00/year

NOTE: other terms maybe negotiated into the terms of the partnership agreement
(examples: IT supports, snow clearing, asset purchase, merchandising, etc.)

c. **Organizational Impact:**

- Contributes to the continued operation of both museum/historical and library services within the City of Greenwood.
- Establishes an appropriate contractual framework to provide annual support for a service with built in “due diligence” on behalf of the City and their taxpayers, such as:
 - Planning
 - Budgeting
 - Reporting
- Provides a critical recreational and educational service that the City of Greenwood would not be able to provide internally.

d. **Governance (Bylaw and Policy):**

City of Greenwood has the authority to enter into a partnering agreement under *Section 8(2)* of the *Community Charter*.

City of Greenwood’s *2024-14 Grant in Aid Policy*

e. **Strategic Plan:**

The GHS/GL partnership agreements would loosely fit objectives **4 – Building Infrastructure** (as the library is in the City’s McArthur Centre) and **6 – Governance** (cleans up the legal relationship between the City and the GHS/GL non-profit organizations). However, it should be noted that the museum is a critical hub identified in the DRAFT Tourism Strategy.

5. **Alternatives:**

Continue to fund on a year-by-year basis through the City of Greenwood GIA program. There is an option that can be exercised in the new City of Greenwood’s *2024-14 Grant in Aid Policy*:

- Annual budgeting inclusion as per Section 2 paragraph 3, however the policy does not mention the contractual framework needed to execute this ability to have the non-profit obtain resources outside of the GIA policy. This would most likely lead to the requirement of establishing a partnering agreement.

6. **Next Steps:**

1. Line up a series of meetings with the GHS/GL boards to identify:
 - a. Interest in entering into a partnership agreement.
 - i. If no, bring back to Mayor and Council (*becomes an annual review of submitted GIA applications*).
 - ii. If yes, proceed to next steps.
 - b. Conduct a series of meetings to develop the terms of the partnering agreement.
 - c. Obtain a motion of support to sign the partnering agreements from the GHS and/or GL board of directors.
 - d. Present to Mayor and Council for support, support with amendments or non-support for signature.
 - e. Build the partnering agreement into the annual budgeting, planning and reporting processes.

2. Staff Review:

Prepared By:

CAO Dean Trumbley

Reviewed By:

CO Brooke McCourt

CAO Recommendation:

That the recommendation of the staff be approved.

Dean Trumbley, CAO

List of Attachments:

1. City of Greenwood's 2024-14 Grant in Aid Policy



POLICY TITLE: Grant in Aid	POLICY NO: 2024-14
AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Finance
EFFECTIVE DATE: November 25, 2024	MOTION: (251-24)
SUPERSEDES: 1850-01	

1. Purpose

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

2. Scope

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

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

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

- Greenwood Board of Trade
- Greenwood Museum
- Greenwood Library

3. General

- 3.1 All groups and organizations are required to complete an Application for Grant-in-Aid in the form prescribed by the City (attached). In the absence of completing the required application, the grant request will not be forwarded to City Council for consideration.
- 3.2 Only local non-profit community organizations will be eligible for consideration unless Mayor and Council find the application to have Regional significance important to the City of Greenwood and community.

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

Application for a Grant-In-Aid

Instructions

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

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

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

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

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

Application Information

Date of Application: _____
Name and address of organization: _____

Contact Person: _____
Phone: _____
E-mail: _____

Amount of grant requested: \$ _____

Financial Information

All grant applications must be accompanied by the organization's most recent financial statements. Please provide a summary of any other grants your organization has applied for in the past 12 months for general operating purposes.

Supporting Information

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

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

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

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

Authorized Signatory

Authorized Signatory

FOR OFFICE USE ONLY:

1. STATUS:

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

2. RETENTION OF FUNDS:

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

3. COMMUNITY IMPACT:

Does the organization or its event contribute to or encourage:

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

4. FINANCIAL NEED:

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

5. OTHER FUNDING SOURCES:

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



POLICY TITLE: Workplace Video Surveillance Policy	POLICY NO: 2025-14
AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Human Resources
EFFECTIVE DATE:	MOTION:
SUPERSEDES:	

1. Purpose

The purpose of this Policy is to make employees aware of the City of Greenwood’s use of why, how and where surveillance technology is used, the personal information that is collected, and how the City of Greenwood safeguards the confidentiality of the personal information collected from such use.

The City of Greenwood recognizes that closed circuit television and other surveillance equipment can help keep the work facility safe and secure, but it can also violate the personal privacy of individuals who are monitored. This Policy has been prepared to establish clear ground rules for surveillance and the collection, use and disclosure of footage, images, records and other personal information obtained from it, to secure a proper balance between safety/security and Employee’s privacy rights.

2. Scope

This Policy applies to all City of Greenwood Employees as defined below.

3. General

The City of Greenwood reserves the right to install surveillance cameras and equipment in the workplace for purposes of providing a safe, secure and healthy environment for employees, vendors and visitors. At the same time, the City of Greenwood acknowledges that the collection, use and disclosure of an individual’s images and other personal information via surveillance technology is potentially privacy invasive. Accordingly, the City of Greenwood will respect individual’s privacy rights and implement safeguards outlined in the Policy to ensure that its operation of surveillance equipment is as minimally invasive as possible. The City of Greenwood will also limit its use and disclosure of the video, images and other personal information it collects via surveillance to security, safety, health, insurance and law enforcement purposes only. The City of Greenwood will not seek out information regarding Employee conduct or misconduct through video surveillance, however, any inadvertent discovery or discovery related to an investigation will be addressed as per Policy HUM – City of Greenwood.

4. Definitions

“Administration” means the Corporate Services Department, which is responsible for ensuring that the policies, programs and other directions of Council are implemented.

“Chief Administrative Officer” means the individual appointed by Council to the position of Chief

Administrative Officer (or his/her designate) as the head of Administration.

“City” means the City of Greenwood.

“Corporate Officer” means the Employee charged with ensuring the records of the City are collected, used, retained and disposed of in compliance with regulatory and legislative requirements, such as the *Freedom of Information and Protection of Privacy Act*.

“Employee(s)” means person(s) working for the City in an employment relationship regardless of whether they are employed on a full-time, part-time, seasonal, auxiliary, contract, temporary, or permanent basis, including volunteers and students.

“Footage” means video or sound recording, images, records and other personal information collected by surveillance equipment.

“Policy” means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

“Private Area” means a location in which there is a reasonable expectation that a user's behavior may not be openly observed, including but not limited to locker and changing rooms, bathrooms and private office spaces.

“Public Area” means a location where a reasonable expectation of privacy is not violated by recording acts that may normally be openly observed, including but not limited to building entrances, walkways, parking lots, lunch and break rooms, shop floors, and other common areas.

“Surveillance Equipment” means closed circuit television (CCTV) cameras and any other system, camera, technology device, communications device or process, used along or in conjunction with a network, for purposes of gathering, monitoring, recording, or storing images of the City of Greenwood facilities and the people present at such facilities. Images captured by video surveillance technology may be real-time or preserved for review at a later date.

5. Responsibilities

A. Administration will:

- a. Coordinate the development of awareness, training, and communication programs in support of this Policy to ensure all Employees are informed of the requirements of this Policy;
- b. Ensure that legal and other operational risks to the City from utilizing surveillance equipment are identified and managed; and,
- c. Provide timely advice to managers respecting the application of this Policy including guidance on an appropriate employer response to transgressions of the Policy.

B. Managers and Supervisors will:

- a. Deal with breaches of this Policy in a timely manner, taking the appropriate action based upon the facts and circumstances; and
- b. Delegate authority and responsibility, where applicable, to apply this Policy within their area of responsibility.

C. Employees will:

- a. Check with their manager or supervisor when they are uncertain about any aspect of this Policy.

6. Guidelines for Use

Employees must comply with the guidelines set forth in this Section when using surveillance equipment:

3.1 Approval Required

No person may install or arrange for the installation of surveillance equipment on City of Greenwood property without the advanced approval of the Chief Administrative Officer or their designate.

3.2 Where Surveillance equipment May Be Installed

Surveillance equipment may be installed in Public Areas. Installation of surveillance equipment in Private Areas will not be permitted except where the Chief Administrative Officer or their designate provides approval in advance after determining that the installation is necessary to protect security, safety or health or for purposes of law enforcement. Installation of surveillance equipment does not necessarily mean that the equipment will be used, and the area monitored 24/7/365.

7. Overt & Covert Surveillance

In most cases, use of surveillance equipment will be overt so that individuals know they are being monitored. Accordingly, signs will be prominently posted inside or at the entrance of any area in which surveillance equipment is installed indicating that the area is being monitored. Covert, or secret surveillance will be used only in exceptional cases where Chief Administrative Officer or their designate provides approval in advance after determining that:

- The covert use is allowed by law;
- The covert use is not only necessary but also the only way to accomplish the security, safety, health or law enforcement objective;
- The benefits that the personal information the covert use collects significantly outweighs the resulting privacy harms to the persons affected by the covert use; and
- The covert use is limited in duration and carried out in the least privacy invasive manner possible that still enables the essential information to be collected.

8. How Surveillance Will Be Conducted

Where surveillance equipment is used, it will be operated only by properly authorized personnel in a manner that is legal, ethical, professional and consistent with all relevant regulatory and legislative regimes and City of Greenwood policies and codes of conduct, including but not limited to policies governing sexual harassment, personal privacy and respectful workplaces. Monitoring individuals based on their race, gender,

sexual orientation, national origin, disability or other characteristic that human rights laws protect from discrimination is strictly prohibited.

9. Access To Footage

The City of Greenwood will limit access of footage to authorized personnel. In addition, the Chief Administrative Officer or their designate may approve written access requests from other City or law enforcement personnel for very limited purposes. Where such requests are granted, the footage must be viewed in the presence of a trained City of Greenwood staff member to ensure that its integrity is maintained. The Corporate Officer will maintain a written access log tracking all instances of access to, or use of, footage listing:

- The date and time of access;
- The person granted access; and
- A summary of the reason access was necessary.

10. Use Of Footage

The City of Greenwood will use footage obtained from surveillance equipment exclusively for security, safety, health and law enforcement purposes. Footage will not be used to evaluate employee job performance. Nor will surveillance equipment be used to collect data about behaviour of groups of individuals using an area over a period, such as parking patterns or times individuals spend in break rooms.

11. Disclosure Of Footage

The City of Greenwood will not show or provide footage obtained from surveillance equipment to anyone other than authorized personnel, subject to the following exceptions for:

- Law enforcement agencies for purposes of an investigation;
- Use at a formal City of Greenwood disciplinary proceeding;
- Assisting in the identification of individuals relating to a criminal incident; and
- Other circumstances or uses approved by the Chief Administrative Officer or designate, or as required by law.

Where made, disclosure of footage to third parties will be limited to the amount or extent necessary to accomplish the purpose(s) for which the system was installed, and limited to:

- Police and other law enforcement agencies, where the footage could assist in a specific criminal enquiry and/or the prevention of terrorism and disorder;
- Prosecution agencies;
- Relevant legal representatives;
- People whose images have been recorded and retained, unless an exemption applies;
- Assisting in the identification of a victim, witness or perpetrator involved in a criminal incident; and
- Members of staff involved in the City of Greenwood disciplinary processes.

12. Safeguarding Of Footage

The City will keep all footage from surveillance equipment in a secure manner or locked facility in accordance with the City of Greenwood policy. No copies of footage will be made except where necessary for backup or evidentiary purposes, in which case the footage must be copied onto a CD, DVD or other permanent storage

medium and physically labeled with a date, time and location of the surveillance. Footage must be kept for a maximum of 30 to 90 days unless otherwise required for the purposes outlined in the Policy. Footage must be erased or otherwise destroyed at that point unless it must be retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Corporate Officer.

13. Policy Violations

Any collection, use or disclosure of footage for purposes other than those listed in this Policy are strictly prohibited. Policy violations of policy will result in appropriate disciplinary action in accordance with The City of Greenwood Human Resource policies and disciplinary procedures.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

HUM - City of Greenwood

Personal and Confidential Information Policy – City of Greenwood

Freedom of Information and Protection of Privacy Act

Collective Agreement between City of Greenwood and CUPE Local 2254



**THE CORPORATION OF THE CITY OF GREENWOOD
COUNCIL PROCEDURES AMENDMENT BYLAW NO. 1027, 2025
A BYLAW TO AMEND COUNCIL PROCEDURES BYLAW NO. 1027, 2025**

WHEREAS 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 Council Procedures Amendment Bylaw No. 1027, 2025”.

2. General

2.1 “The City of Greenwood Council Procedures Bylaw No. 2018, 2024” is amended as follows under:

Section 20 Voting

By adding in section 20.1(i) with the following:

(i) Names of movers and seconders of motions shall not be recorded.

3. EFFECTIVE DATE

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

Read a First Time this	10th	day of February, 2025
Read a Second Time this	10th	day of February, 2025
Read a Third Time this	10th	day of February, 2025
Adopted by Council this	24th	day of February, 2025

Mayor

Certified a true copy of Bylaw No. 1027, 2025

On the day of February, 2025.

Corporate Officer