



**Regular Council Meeting  
Monday, March 24, 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.*

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**AGENDA**

**1. Call to Order**

**2. Land Acknowledgement**

**3. Adoption of Agenda:** March 24, 2025 Regular Council Meeting Agenda.

RECOMMENDATION:

*THAT the Regular Council Meeting agenda be adopted.*

**4. Adoption of the Minutes**

- a. March 17, 2025 Regular Meeting Minutes

Page 4-5

RECOMMENDATION:

*THAT the Regular Council Meeting Minutes of March 17, 2025 be adopted.*

**5. Correspondence for Information**

- a. LGMA Newsletter
- b. Snow Survey & Water Supply Bulletin
- c. Extreme Weather Events in BC Research

Page 6-8

Page 9

Page 10-11

RECOMMENDATION:

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

**6. Committee Reports**

**7. Councillor's Reports**

**8. Mayor's Report**

**9. Administrator's Report**

RECOMMENDATION:

*THAT Council accept the reports as information.*

**10. Financial Report**    Second Quarter Financials – April 2025

## 11. New and Unfinished Business

- a. Memo to Council -Building Bylaw Contravention – 1375 Greenwood Street Page 12-19

### RECOMMENDATION:

*THAT the City of Greenwood Mayor and Council invite the owners, 1059551 Alberta Ltd, to appear before the Council to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Parcel A (being a consolidation of lots 10 & 11, see LB405032), Block 13, DL 597 Similkameen Division Yale District Plan 21.*

- b. Grant in Aid Request – Greenwood Recreation Association Page 20-27

### RECOMMENDATION:

*THAT the City of Greenwood Mayor and Council grant the Greenwood Recreation Association a Grant in Aid in the amount of \$1000.00 for the 2025 fiscal year.*

- c. Licence to Use and Occupy – Barbra Diane Colin Memorial Park Page 28-32

### RECOMMENDATION:

*THAT the City of Greenwood Mayor and Council grant a licence to use and occupy for the Barbra Diane Colin Memorial Park and washrooms to the baseball team “Benchwarmers” to be utilized for their upcoming 2025 season.*

- d. Licence to Use and Occupy – Barbra Diane Colin Memorial Park Page 33-38

### RECOMMENDATION:

*THAT the City of Greenwood Mayor and Council grant a licence to use and occupy for the Barbra Diane Colin Memorial Park, concession, washrooms and field adjacent to Lions Park on August 15<sup>th</sup> & 16<sup>th</sup>, 2025 to host the Greenwood Gold Rush Car Show.*

- e. Licence to Use and Occupy – Lions Park Page 39-43

### RECOMMENDATION:

*THAT the City of Greenwood Mayor and Council grant a licence to use and occupy for the use of Lions Park on July 19<sup>th</sup> & 20<sup>th</sup>, 2025 to host “Cultures of the Boundary” event.*

## 12. Bylaws

## 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 March 17, 2025**

**PRESENT**

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

**NOT PRESENT**

Councillor C. Huisman.

**CALL TO ORDER**

Mayor Bolt called the meeting to order at 7:06 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 March 17, 2025 regular council agenda be adopted.

(47-25)

**Carried**

**ADOPTION OF MINUTES**

**Moved/Seconded**

THAT the February 24, 2025 regular council minutes be adopted.

(48-25)

**Carried**

**Moved/Seconded**

THAT the March 10, 2025 regular council minutes be adopted as amended to removed Mayor Bolt adjournment of meeting.

(49-25)

**Carried**

**CORRESPONDENCE  
FOR INFORMATION**

**Moved/Seconded**

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

(50-25)

**Carried**

**COMMITTEE REPORTS**

WBCF – February 11, 2025 Meeting Minutes

**COUNCILLOR’S REPORTS**

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 – On file.

**Moved/Seconded**

THAT Council accepts the reports as information.

(51-25)

**Carried**

**SECOND QUARTER  
FINANCIAL REPORT**

Next report –April 2025.

**NEW AND UNFINISHED  
BUSINESS**

a. Licence to Use and  
Occupy – Boundary  
Metis Association

**Moved/ Seconded**

THAT Council approve the Boundary Metis Association a Licence to Use and Occupy permit for the Barbra Diane Colin Memorial Park for a community Spring Equinox Event being held from 10:00 – 3:00 on March, 22, 2025.

(52-25)

**Carried**

b. 2025 Preliminary  
Budget

**Moved/Seconded**

THAT Council approve the City of Greenwoods 2025 Preliminary Budget.

(53-25)

**Carried**

**NOTICE OF MOTIONS**

None.

**QUESTION  
PERIOD**

None.

**IN-CAMERA**

**Moved/Seconded**

THAT Council move into in-camera at 7:40 pm under section 90(1)(e) of the *Community Charter*, 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.

**Carried**

**ADJOURNMENT**

**Moved**

THAT Council adjourn the Regular Council Meeting at 8:14 p.m.

(54-25)

**Carried**

\_\_\_\_\_  
Mayor

Certified Correct

\_\_\_\_\_  
Corporate Officer

**Brooke McCourt**

**From:** Local Government Management Association of BC <office@lgma.ca>  
**Sent:** March 17, 2025 11:04 AM  
**To:** frontdesk.greenwoodcity@shaw.ca  
**Subject:** LGMA Job Circular, News, and Program Updates - Week of March 17, 2025

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

**Professional Development Partners:**



LIDSTONE & COMPANY



**Travel Grant Partner:**

LIDSTONE & COMPANY

**LGMA Newsletter:**  
**Week of March 17, 2025**

**LGMA 2025 Annual Conference**  
**Registration Now Open!**

Registration has launched for [LGMA2025, \*The Time is Now: All Systems Go!\*](#) LGMA 2025 will bring local government practitioners from across British Columbia to Kelowna for three-days of learning, networking, and an experience that will continue to positively impact their work throughout the year. The event will once again include in-depth pre-conference workshops, including the popular Communications and Engagement Professionals Forum.

Building on the legacy of accumulated local government knowledge, experience, and vision, LGMA 2025 is an opportunity to ignite curiosity, hear diverse perspectives, and launch important conversations that spark transformational ideas to collectively manage change and go beyond.

**The time is now...**  
**ALL SYSTEMS GO!**



Review the [2025 Conference Program](#) and [register online](#) before May 27. Early Bird Rates are available until April 30: \$845 +GST member, \$980 +GST non-member

CivicInfo BC & LGMA

BC Local Government Job Board

## CURRENT OPPORTUNITIES

[Job Postings](#)

### LGMA Training:

#### ***Peer Connection Lunch Opportunities***

[Corporate Officers – April 16](#)

[CAOs – April 25](#)

[HR Practitioners – May 5](#)

#### ***Last chance to register!***

[Supervisor Essentials Online Course](#)

April 2-16

#### ***Two cohorts available!***

[Bylaw Drafting Online Course](#)

April 15 - 29

#### ***Two half-day virtual workshops!***

[Approving Officers' Workshop](#)

May 8 - 9

#### ***Save the Date!***

**Communication Professionals Forum**

June 10, Kelowna

#### ***Learn at your own pace!***

[FOI, Privacy, and Records and Information Management On-Demand Training](#)

Ask the Experts session November 4

#### ***LGMA Manuals Now Available!***

[2025 Corporate Officers Handbook](#)

[Now Available!](#)

[See all Training & Workshops](#)

### Additional News and Training:

#### ***Nominate your colleagues!***

[LGMA Member Award Nominations](#)

Deadline May 2

#### ***Celebrate women in local government!***

[Women of Influence in Local Government](#)

Nominations due August 15

#### ***Capacity building for local governments***

[Climate Ready Infrastructure Service](#)

Brand new and free-to-access

### LGMA Membership Renewal:

#### ***2025 Membership is now live!***

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

### LGMA Chapter News:

[NCLGMA Chapter Conference](#)

[RM / WKB LGMA Joint Chapter Conference](#)

[TOLMGA Chapter Conference](#)

[VILGMA Chapter Conference](#)

[See all News & Opportunities](#)

## Travel Grants Available for LGMA In-Person Programs

**LIDSTONE & COMPANY**

Through the generous financial support of Lidstone & Company Law Corporation, grants in the amount of \$500 are available for eligible local government professionals

travelling to 2025 LGMA in-person training events! To be eligible, applicants must be employed by a municipality, regional district, or a First Nation with membership in the LGMA. Limited funding is

available for each program and grants will be awarded based on financial need. Consideration will be given to the distance from the applicant's community to the program venue, with priority given to applicants from smaller and/or rural communities. LGMA assumes that applicants will have the approval and endorsement of their organization to apply.

Selection will take place once the program registration has closed (typically one week out from the program) and LGMA will contact successful applicants only to confirm financial assistance. Grants will be made payable to the applicants' organizations once the program is completed. Find more detail [on the LGMA website](#) and [submit your application](#) for the travel grant.

*Connect with the LGMA*



# LGMA

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

This email was sent to [frontdesk.greenwonderly@spaw.ca](mailto:frontdesk.greenwonderly@spaw.ca) when you signed up in [www.lgma.ca](http://www.lgma.ca). Please add us to your contacts to ensure the newsletter lands in your inbox.

Local Government Management Association of BC  
710A - 880 Douglas Street, Victoria, British Columbia V8W 2B7

[Forward to a friend](#)

[Unsubscribe](#)

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



## Snow Survey and Water Supply Bulletin – March 1<sup>st</sup>, 2025

The March 1<sup>st</sup> snow survey is now complete. Data from 95 manual snow courses and 111 automated snow weather stations around the province (collected by the Ministry of Environment and Parks' Snow Survey Program, BC Hydro and partners), and climate data from Environment and Climate Change Canada (ECCC) and the provincial Climate Related Monitoring Program have been used to form the basis of the following report.

### Executive Summary

- As of March 1<sup>st</sup>, the provincial snowpack is below normal, averaging 73% of normal (27% below normal), remaining similar to the 72% on Feb 1<sup>st</sup>.
- The snowpack is higher than March 1<sup>st</sup>, 2024 when the B.C. average was 66% of normal.
- The Fraser River at Hope snow index is below normal at 74%.
- Due to low snow conditions, below normal freshet flood hazard is expected this season.
- Low snowpack and seasonal runoff forecasts combined with warm seasonal weather forecasts and lingering impacts from on-going drought are pointing towards elevated drought hazards for this upcoming spring and summer.
- By early March, approximately 80% of the annual B.C. snowpack typically accumulates.
- There are still four to eight weeks left in the snow accumulation season. While conditions may change slightly over this period, current trends in low snowpack are expected to persist.

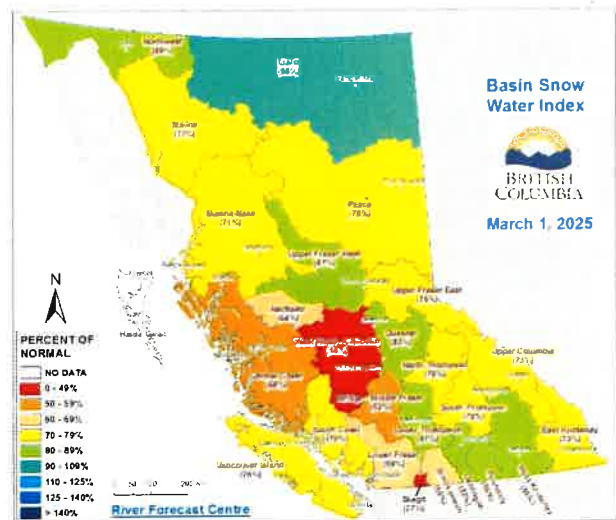


Figure 1. March 1<sup>st</sup>, 2025 Basin Snow Water Index Map of British Columbia. Larger and colour-friendly versions available in full report.

Table 1. March 1<sup>st</sup>, 2025 Snow Basin Indices in B.C.

Basin	% of Normal	Basin	% of Normal	Basin	% of Normal
Upper Fraser West	87	North Thompson	78	South Coast	70
Upper Fraser East	75	South Thompson	78	Vancouver Island	76
Nechako	64	Fraser River	71	Central Coast	58
Middle Fraser	66	Upper Columbia	73	Skagit	27
Lower Thompson*	87	West Kootenay	80	Peace	79
Bridge*	52	East Kootenay	73	Skeena-Nass	71
Chilcotin*	16	Boundary	86	Liard	98
Quesnel*	83	Okanagan	82	Stikine	77
Lower Fraser	69	Similkameen	60	Northwest	89
		Nicola	71	Fraser R. @ Hope	74

**British Columbia 73% of Normal**

Next scheduled snow bulletin release: April 9<sup>th</sup>-10<sup>th</sup>, 2025

March 19<sup>th</sup> 2025

Dear Community Leaders,

We hope this message finds you safe and well.


My name is Dr. Sarah Marie Wiebe and I am an Assistant Professor, University of Victoria. My colleague, Dr. Erin Lorann Nuckols (Post-doctoral Researcher, University of Victoria), and I are working on a project to better understand quality of life, lived experiences, and extreme weather events across British Columbia (B.C.). We welcome your participation in this collaborative research project created with an Advisory Circle, including members from the First Nations Health Authority and First Nations Emergency Services Society.

Specifically, our research responds to the following guiding question: “What barriers prevent access to public space for vulnerable communities during extreme weather events?” To begin, we seek to better understand some of the fundamentals of extreme weather event coordination using a survey. If you’re interested in sharing your story, please click here: <https://redcap.link/climatecare> and the accompanying recruitment flyer may also be shared with applicable leaders in your community. For more information about this project, see: <https://onlineacademiccommunity.uvic.ca/care/>.

At the completion of the survey, you will be asked about your interest in joining in small regional (CARE Circles) and/or a large BC-wide (CARE Assembly) story-sharing about your lived experience working in community during extreme weather events. These stories will provide more detail to inform policies that guide action and resources during extreme weather events.

We welcome your consideration in sharing your experience as a leader in local and regional extreme weather events. This investigation aims to enable government bodies, health authorities, and service providers to better understand the experience of extreme weather events and design better policies and programs to help residents prepare for, respond to, and recover from these events. If you have any questions, please feel free to contact the research team at [climatecareuvic@gmail.com](mailto:climatecareuvic@gmail.com).

Thank you for your time, and we sincerely look forward to hearing from you,



Dr. Sarah Marie Wiebe  
Assistant Professor, School of Public Administration  
University of Victoria



# ARE YOU A LEADER IN YOUR COMMUNITY DURING AN EXTREME WEATHER EVENT?

Please complete our survey for a project entitled:

## **CARE Assembly**

***Co-Creating Equity-Informed Emergency Planning and Policy with  
Affected Communities to Address Extreme Weather Events in  
British Columbia***



<https://redcap.link/climatecare>



**Questions?**

Email our research team at  
[climatecareuvic@gmail.com](mailto:climatecareuvic@gmail.com)  
or

Check out our website:

<https://onlineacademiccommunity.uvic.ca/care/>

Human Research Ethics Office  
University of Victoria  
250-472-4545 or [ethics@uvic.ca](mailto:ethics@uvic.ca)



The School of Public Administration at the University of Victoria is situated on traditional and unceded Coast Salish territory. I acknowledge with respect the Lək'wəŋən (Songhees and Xwəpsəm/Esquimalt) Peoples on whose territory the university stands, and the Lək'wəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.



**3. Background:**

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

**Section 4 (1):**

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

**Section 4 (2):**

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

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**4. Implications:**

**a. Asset Management:**

N/A.

**b. Budget:**

N/A.

**c. Organizational Impact:**

Staff time working with RDKB.

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

City of Greenwood Building Bylaw No. 707, 1997.

**e. Strategic Plan:**

N/A.

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**5. Alternatives:**

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

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**6. Next Steps:**

1. If Mayor and Council choose to pass the recommendation resolution, administration will reach out to owners and notify them regarding the above noted information.
- 

**2. Staff Review:**

**Prepared By:**

CO Brooke McCourt

**Reviewed By:**

CAO Dean 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. Registered Letter dated December 3, 2020.
2. Registered letter dated January 20, 2021.
3. Registered letter dated February 25, 2021.
4. Registered letter dated April 27, 2021.

# Memo

TO: MARCUS LEBLER, CHIEF ADMINISTRATIVE OFFICER, CITY OF GREENWOOD  
FROM: ROBERT SILVA, RBO BUILDING & PLUMBING OFFICIAL  
DATE: SEPTEMBER 22, 2022  
RE: BUILDING G BYLAW CONTRAVENTION  
1375 GREENWOOD STREET, GREENWOOD, B.C.  
BLOCK 13, PLAN KAP21, DL 597  
PID 028-311-680

OWNER: 1059551 ALBERTA LTD  
PO BOX 86699, NORTH VANCOUVER, BC V7L 4L2

Please be advised that the owner 1059551 Alberta Ltd. constructed an alteration to a multi-family dwelling on the above referenced property without first obtaining a building permit.

The following is a chronology of the events:

Dec 3, 2020	Stop work order posted
Dec 3, 2020	<b>First registered letter</b> sent to owner
Jan 8, 2021	Canada Post confirmation letter received.
Jan 20, 2021	<b>Second registered letter</b> sent to owner
Feb 3, 2021	Canada Post confirmation letter received.
Feb 25, 2021	<b>Third registered letter</b> sent to owner
Mar 5, 2021	Canada Post confirmation letter received.
Apr 26, 2021	Email between City of Greenwood & Robert Silva, RBO
Apr 27, 2021	Email between Joanne Marien & Robert Silva, RBO
Apr 27, 2021	<b>Third registered letter</b> sent to new owner
	No Canada Post confirmation available
May 26, 2021	Email between new owner, (1059551 Alberta Ltd) & Robert Silva, RBO
Sept 22, 2022	To date there has been no further communication from owner or applications received by this office

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

## Duties of the Owner

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

## CONCLUSION

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

*"That it be recommended to the City of Greenwood that the owners 1059551 Alberta Ltd be invited to appear before the City of Greenwood Council to make a presentation relative to the filing of a Notice in the Land Title Office pursuant to Section 57 of the Community Charter against the property legally described as Parcel A (being a consolidation of lots 10 & 11, see LB405032), Block 13, DL 597 Similkameen Division Yale District Plan 21*

RS:rj



December 3, 2020

REGISTERED  
RN 482 337 226 CA

**RE: STOP WORK ORDER – # 20-0497GW-SWO**  
**Alterations to a Multi Family Dwelling without a Building Permit**  
**1375 Greenwood Street, Greenwood, B.C.**  
**Parcel A (Being a consolidation of lots 10 & 11 see LB405032), Block 13, D.L. 597 Plan KAP21**

This confirms the posting of a **STOP WORK ORDER** on **December 3, 2020** for alterations to a multi-family dwelling without a building permit.

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

*Section 4 (1):*

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

*Section 4 (2):*

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

Please contact the undersigned at this office by **January 3, 2020** to discuss application and building requirements. Failure to respond may result in legal action.

Regards,

A handwritten signature in black ink that reads "R Silva".

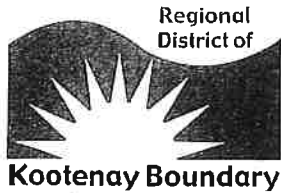
Robert Silva, RBO  
Building & Plumbing Official

RS:mc

cc: Wendy Higashi, Acting Chief Administrative Officer  
Brian Champlin, RBO, CRBO | Manager of Building Inspection Services







January 20, 2021

REGISTERED  
RN 482 336 937 CA

**RE: STOP WORK ORDER – # 20-0497GW-SWO**  
**Alterations to a Multi Family Dwelling without a Building Permit**  
**1375 Greenwood Street, Greenwood, B.C.**  
**Parcel A (Being a consolidation of lots 10 & 11 see LB405032), Block 13, D.L. 597, Plan KAP21**

A review of the above referenced file indicates that we have not received a response from our letter dated December 3, 2020. A **STOP WORK ORDER** was posted on **December 3, 2020** for alterations to a multi-family dwelling on the above noted property without a building permit.

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

*Section 4 (1):*

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

*Section 9 (b):*

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

To apply for a permit, please fill out the attached application form and submit the items listed on the "How to Obtain a Building Permit Checklist" to this office by **February 22, 2021**. Failure to respond may result in legal action.

If you have any questions, please contact the undersigned.

Regards,

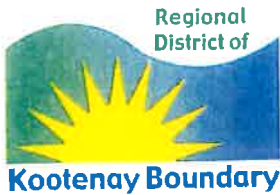
A handwritten signature in black ink, appearing to read "R. Silva", is written over a light blue horizontal line.

Robert Silva, RBO  
Building & Plumbing Official

RS:rj

cc: Wendy Higashi, Acting Chief Administrative Officer  
Brian Champlin, RBO, CRBO | Manager of Building Inspection Services





February 25, 2021

RN 482 336 954 CA

**Re: STOP WORK ORDER-#20-0497GW-SWO  
Alterations to Multi-Family Dwelling without a Building Permit  
1375 Greenwood Street, Greenwood, BC  
Parcel A (Being a consolidation of lots 10 & 11, see LB405032)  
Block 13, Plan KAP21, DL 597**

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated December 3, 2020 and January 20, 2021. A **Stop Work Order** was posted on December 3, 2020 for **alterations to a multi family dwelling** without a building permit.

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

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

If you have any questions or wish to discuss this notice, please contact the undersigned by **March 25, 2021**.

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

Respectfully,

Doug Arnott  
Building & Plumbing Official

Attachment  
RS:mc

cc: brian champlin & Darlene Taron





April 27, 2021

**Re: STOP WORK ORDER-#20-0497GW-SWO  
Alterations to Multi-Family Dwelling without a Building Permit  
1375 Greenwood Street, Greenwood, B.C.  
Parcel A (Being a consolidation of lots 10 & 11, see LB405032)  
Block 13, Plan KAP21, DL 597**

A review of the above referenced file indicates that we have not received the documentation requested in our letters dated December 3, 2020, January 20, 2021 and February 25, 2021. A **Stop Work Order** was posted on December 3, 2020 for **alterations to a multi family dwelling** without a building permit.

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

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

If you have any questions or wish to discuss this notice, please contact the undersigned by **May 27, 2021**.

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

Respectfully,

A handwritten signature in black ink that reads "R Silva".

Robert Silva, RBO  
Building & Plumbing Official

Attachment  
RS:rj

cc: Darlene Teron, Deputy Clerk, City of Greenwood  
Brian Champlin, RBO, CRBO | Manager of Building Inspection Services





Dear Mayor and Council

The Greenwood Recreation Association is asking for a Grant in Aid for the amount of \$1000.00 for our 2<sup>nd</sup> Annual Soapbox Derby happening on May 3<sup>rd</sup>, 2025.

These funds would go towards building new soap box cars and fixing the ones we already have that had been damaged from last year's Soapbox Derby event and from vandalism from last year's Founders Day.

To build a new car the cost is \$300, this includes plywood, bolts, screws, paint, wheels and brakes. We have 6 car kits for building new cars.  $\$300 \times 6 = \$1,800.00$ .

To fix existing cars the cost is \$599.76 (not including tax). Wheel price is  $\$24.99 \times 6$  cars.

This event brings excitement to our community and something to look forward to. Last year our event brought 50-75 people, we had 8 youth racers and 4 adult racers.

If our grant in aid is successful, we will post our appreciation on our Facebook page.

Thank you for your time, please reach out if you have any questions.

G.R.A Secretary

Vannessa Smythe

*Vannessa OS*

**GREENWOOD RECREATION SOCIETY**

**2024**

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<b>REVENUE</b>													
Donations				100.00	690.00								790.00
Event Fund Raising	50.00	274.25			1,945.00		655.65	1,819.35		107.75			4,852.00
Grants					3,725.00						1,500.00		5,225.00
Interest	0.03	0.02	0.03	0.02	0.03	0.06	0.06	0.06	0.05	0.05	0.05	0.06	0.52
<b>TOTAL REVENUE</b>	<b>0.03</b>	<b>50.02</b>	<b>274.28</b>	<b>100.02</b>	<b>6,360.03</b>	<b>0.06</b>	<b>655.71</b>	<b>1,819.41</b>	<b>0.05</b>	<b>0.05</b>	<b>107.80</b>	<b>1,500.06</b>	<b>10,867.52</b>
<b>EXPENSES</b>													
Accounting & Legal													0.00
Advertising			220.11										220.11
Bank Charges	3.75	3.75	3.75	7.50	3.75	3.75	3.75	3.75	2.50	2.50	2.50	2.50	43.75
Courier, Freight & Postage			42.78										42.78
Event Expenses	620.90		27.99		1,761.38	133.56		172.70		20.98	154.00		2,891.51
Fees & Licenses			88.00		25.00		25.00	25.00					163.00
Income Taxes													0.00
Insurance				475.00	28.54	28.54	28.54	28.54	28.54	28.54	28.54	28.54	674.78
Office Expenses													0.00
Rent				280.00	280.00								560.00
Supplies				813.35	500.00	766.65					904.65		2,984.65
Telephone													0.00
Utilities													0.00
Vehicle Expenses													0.00
<b>TOTAL EXPENSES</b>	<b>3.75</b>	<b>624.65</b>	<b>382.63</b>	<b>7.50</b>	<b>3,358.48</b>	<b>945.85</b>	<b>823.94</b>	<b>229.99</b>	<b>31.04</b>	<b>52.02</b>	<b>185.04</b>	<b>935.69</b>	<b>7,580.58</b>
<b>NET INCOME</b>	<b>-3.72</b>	<b>-574.63</b>	<b>-108.35</b>	<b>92.52</b>	<b>3,001.55</b>	<b>-945.79</b>	<b>-168.23</b>	<b>1,589.42</b>	<b>-30.99</b>	<b>-51.97</b>	<b>-77.24</b>	<b>564.37</b>	<b>3,286.94</b>

**Events and Programs we put on in 2024:**

**1<sup>st</sup> Annual Soap Box Derby**

**Movie Nights**

**Founders Day Kid Activities**

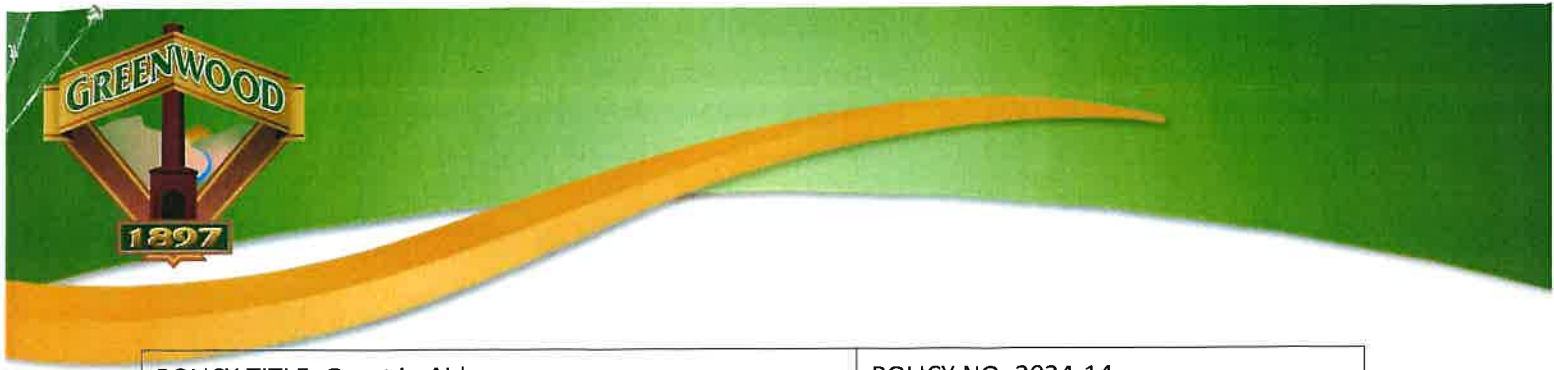
**Greenwood Car Show Fundraiser**

**Light up the Dark Fundraiser**

**Youth Club**

**Summer kick-off event**

**Outdoor sports equipment for the Tennis Court**



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](mailto:corporate@greenwoodcity.ca)**

### Application Information

Date of Application: March / 09 / 2025  
Name and address of organization: Greenwood Recreation Association  
PO Box 707 Greenwood BC V0H1J0  
Contact Person: Vannessa Smythe  
Phone: \_\_\_\_\_  
E-mail: Vannessa.oreilly@hotmail.com

Amount of grant requested: \$ 1000.00

### 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.

WBCF - \$1500.00 - recieved  
RDKB - \$3000.00 - Havent Recieved yet  
\_\_\_\_\_

**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).

Mandate:

To enhance the quality of life for our community by providing diverse and accessible recreational opportunities that promote physical, social, and mental well-being.

★ Activities we provide on separate page ★

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

On 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.

if the City of Greenwood approves our grant in aid, we will post an acknowledgment on both of our Facebook pages "Greenwood Recreation Association" "Greenwood Soap Box Derby"

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

Vannessa Smythe  
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?



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

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

APPLICANT'S INFORMATION:

Application Date: March 07 2025

Applicant's Name /  
Company Name: Taylor Siewert (Benchmarkers)

Mailing Address: PO box 286  
Greenwood BC  
V0H 1J0

Primary Contact Person: \_\_\_\_\_

Telephone: 236-457-5752

Email Address: taylor.siewert@gmail.com

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

Charitable Registration #: \_\_\_\_\_  
(if not for profit)

INTENDED USE OF LAND, BUILDING AND/OR IMPROVEMENTS

Proposed Term of Use: April - July  
(ie: years / months / days)

Start Date: April 01 2025 End Date: Aug 01 2025

Civic Address (street): 102 Copper Ave

Legal Description: Parcel 2 District lot 711, SDYD, Plan 34  
Except Plan 7937

Property Identification #s: 012-4886-010  
(PIDs)

Commonly known as: Ball Field  
(facility name)

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

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

Slawpitch

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

N/A

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

N/A

Please attach additional information, as required.

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

Taylor Stewart

Name (please print)



Signature

Date: March 07 2025

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

## PROCESS

A Licence to Use and Occupy Agreement is a legal agreement authorizing non-exclusive occupy of municipally owned lands, buildings and/or improvements for a specific period of time under specific terms and conditions that the City of Greenwood determines to be appropriate.

Your application will be reviewed by the Council of the City of Greenwood in consultation with administration. The review process is expected to take between 2-6 weeks and may take longer depending on the type of application.

Compliance is required with all applicable municipal, provincial and federal laws and regulations, and may include obtaining additional permits and authorizations such as: building permits, Work Safe BC and Participants Insurance, Ministry of Transportation and Infrastructure permits (signs or highway use), and Interior Health Authority permits.

## IF YOUR APPLICATION IS APPROVED

Once the application is evaluated and approved, the City of Greenwood will inform the applicant of other requirements, including:

### Requirements that WILL be requested upon approval of the application:

- Rental fee
- Proof of liability insurance listing the Corporation of the City of Greenwood as additional insured
- Proof of additional permits and authorizations

### Requirements that MAY be requested upon approval of the application:

- Damage deposit / security fee
- A detailed site plan

### Licence to Use and Occupy Terms and Conditions

Other terms and conditions may apply. These terms and conditions will be included in the Licence to Use and Occupy Agreement. These terms and conditions may include:

- Temporary Use Permit Application, including payment of the associated fee
- Permissive Tax Exemption Application
- Payment of municipal property taxes (for-profit businesses)
- Payment of municipal water and sewer utilities
- Payment of other utilities (ie: electricity, gas)

**APPENDIX A**  
Licence of Use and Occupy Application

---

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

**SITE PLAN**

The Site Plan is a sketch describing the activities and improvements to the property. This sketch does not need to be to scale as it is meant to give a general overview of the developments.

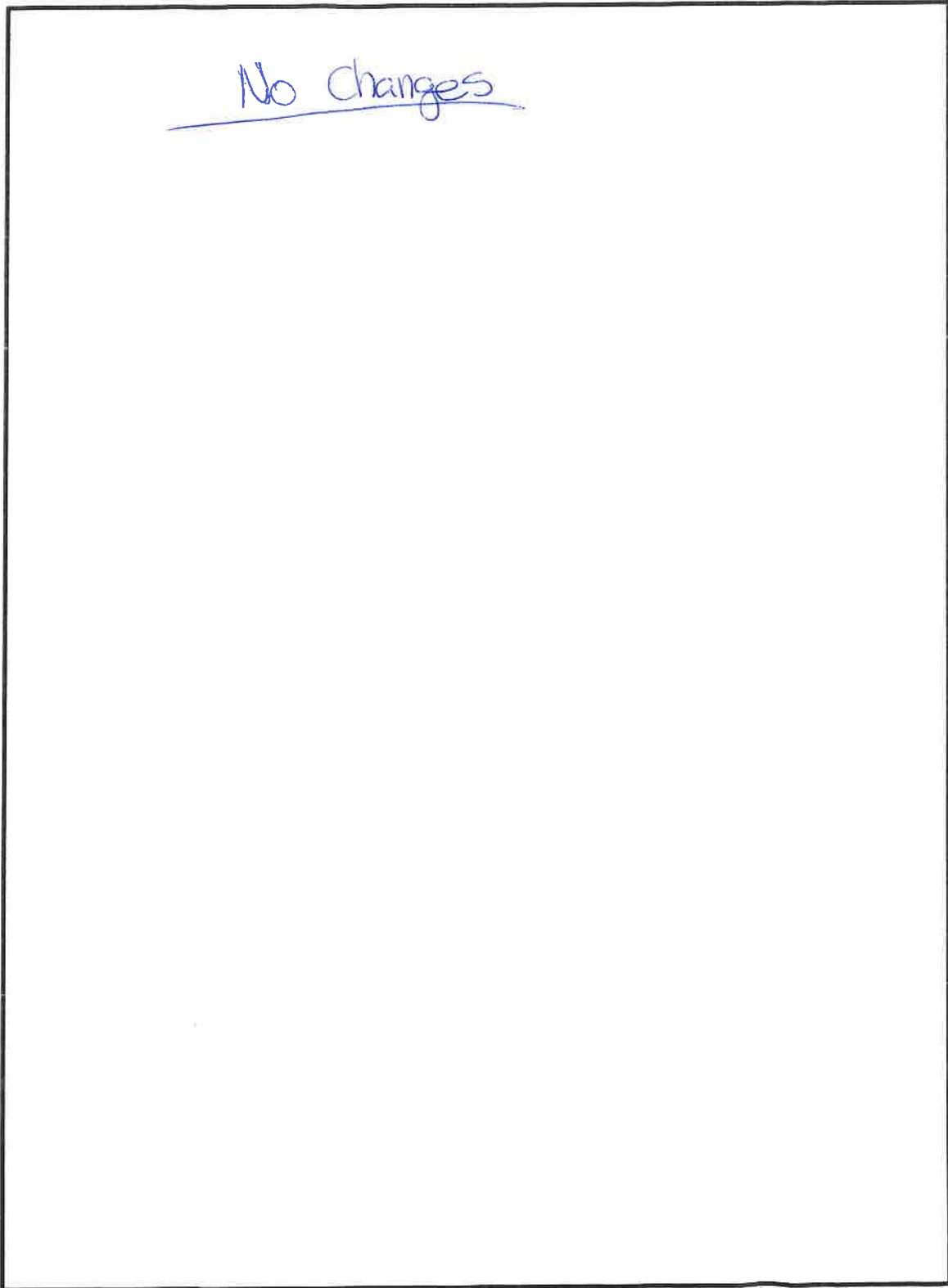
Indicate by means of a sketch on the following page, the location of all the existing and planned activities and improvements.

Please include the following information:

- north arrow
- property (parcel) boundaries
- anticipated construction layout (design / dimensions)
- all adjacent municipal roads (including highways and lanes)
- position of existing building, including civic (street) addresses
- position of proposed buildings, including setbacks
- position of proposed improvements, including setbacks
- proposed landscaping, fencing, berming
- location of proposed signage, including sign dimensions and setbacks from property boundaries
- location of existing and proposed parking areas, including the total number of available parking spaces

**APPENDIX A**  
**Licence of Use and Occupy Application**

**SITE PLAN**



Please attach additional information as required.





Greenwood Gold Rush Car Show Committee  
P.O. Box 403, Greenwood, B.C. V0H 1J0

● <https://www.facebook.com/groups/365696701923156/>

To Mayor and Council

We are requesting Mayor and Council to approve of the attached use and occupy application for the Barbara Diane Colin Memorial Ballpark along with concession and washrooms and the field adjacent to Lions Park for August 15<sup>th</sup> and 16<sup>th</sup> 2025 subject to the proof of insurance, same as was approved prior year.

As prior stated by the department of highways, a MOTI permit is not required for this event, email attached. There is a possibility of the grass field across from the ballpark, adjacent to lions park being used for visitor parking. Maps are attached to the use and occupy, first aid will be available with the volunteer fire department on site.

Washrooms will be required, car show volunteer will restock and clean during the event, washrooms will be locked at night. Concession will be maintained between The Grub Hut, Recreation Association and the Greenwood Fire department. Garbage is dealt with by a car show volunteer.

Please let us know if you have any questions.

Thank you for your time,  
Desiree King

Gold Rush Car Show Coordinator  
President Greenwood Board of Trade

250-445-6343  
cell: 778-823-0396



THE CORPORATION OF THE CITY OF GREENWOOD  
TEMPORARY USE PERMIT APPLICATION



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

By: \_\_\_\_\_

**APPLICANT'S INFORMATION:**

Application Date: March 18 2025

Applicant: Desiree King - Greenwood Board of Trade  
Gold Rush Car Show

Mailing Address: PO Box 430  
Greenwood BC  
V0H 1J0

Telephone Number(s): 250-445-6343 778-823-0396

Registered Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

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

Current Zoning: \_\_\_\_\_

**SUBJECT PROPERTY AND DEVELOPMENT INFORMATION:**

Proposed Term of Use: 2 days  
(ie: years / months / days)

Start Date: Aug 15<sup>th</sup> 2025 End Date: Aug 16<sup>th</sup> 2025

Civic Address (street): 11

Legal Description: Barbara Diene Colin Memorial Ballpark,  
Concession/washrooms + field access  
from Ballpark adjacent to Lions Park

Property Identification #s: \_\_\_\_\_  
(PIDs)

THE CORPORATION OF THE CITY OF GREENWOOD  
TEMPORARY USE PERMIT APPLICATION

Provide a description of the existing use / development of the property:

City Parks

Provide a description of the proposed temporary use of the land and buildings:

Carshow, Bands, Vendors,

Concession Used by Rec Association / Fire dept.

Describe all potential impacts on adjacent landowners, the environment and local area:

Increased Traffic, noise, Tourism,

Describe the steps that will be taken to restore the land or buildings to their original state after completion of the temporary use:

All signage, garbage ect will be removed  
after the event. washrooms will be cleaned,  
Concession will be cleaned by Volunteers

Please attach additional information, as required.

**THE CORPORATION OF THE CITY OF GREENWOOD  
TEMPORARY USE PERMIT APPLICATION**

**APPLICATION CHECKLIST:**

- All sections of this application form have been completed
- Appendix A – Site Plan
- State of Title Certificate (not more than 30 days old)
- Copies of all covenants registered against the Title
- All owners listed on the Title have signed the application
- Application fee

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

Desiree King  
Applicant's Name (please print)

  
Signature

Date: March 4<sup>th</sup> 2025

\_\_\_\_\_  
Registered Owner's Name (please print)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

This information is collected pursuant to Part 14 of the Local Government Act. This information may form part of the public record and may be included in a meeting agenda that is posted online when this matter is before the Council for the City of Greenwood.

## APPENDIX A

### Temporary Use Permit Application

## THE CORPORATION OF THE CITY OF GREENWOOD TEMPORARY USE PERMIT APPLICATION

### SITE PLAN

The Site Plan is a sketch describing the activities and improvements to the property. This sketch does not need to be to scale as it is meant to give a general overview of the developments.

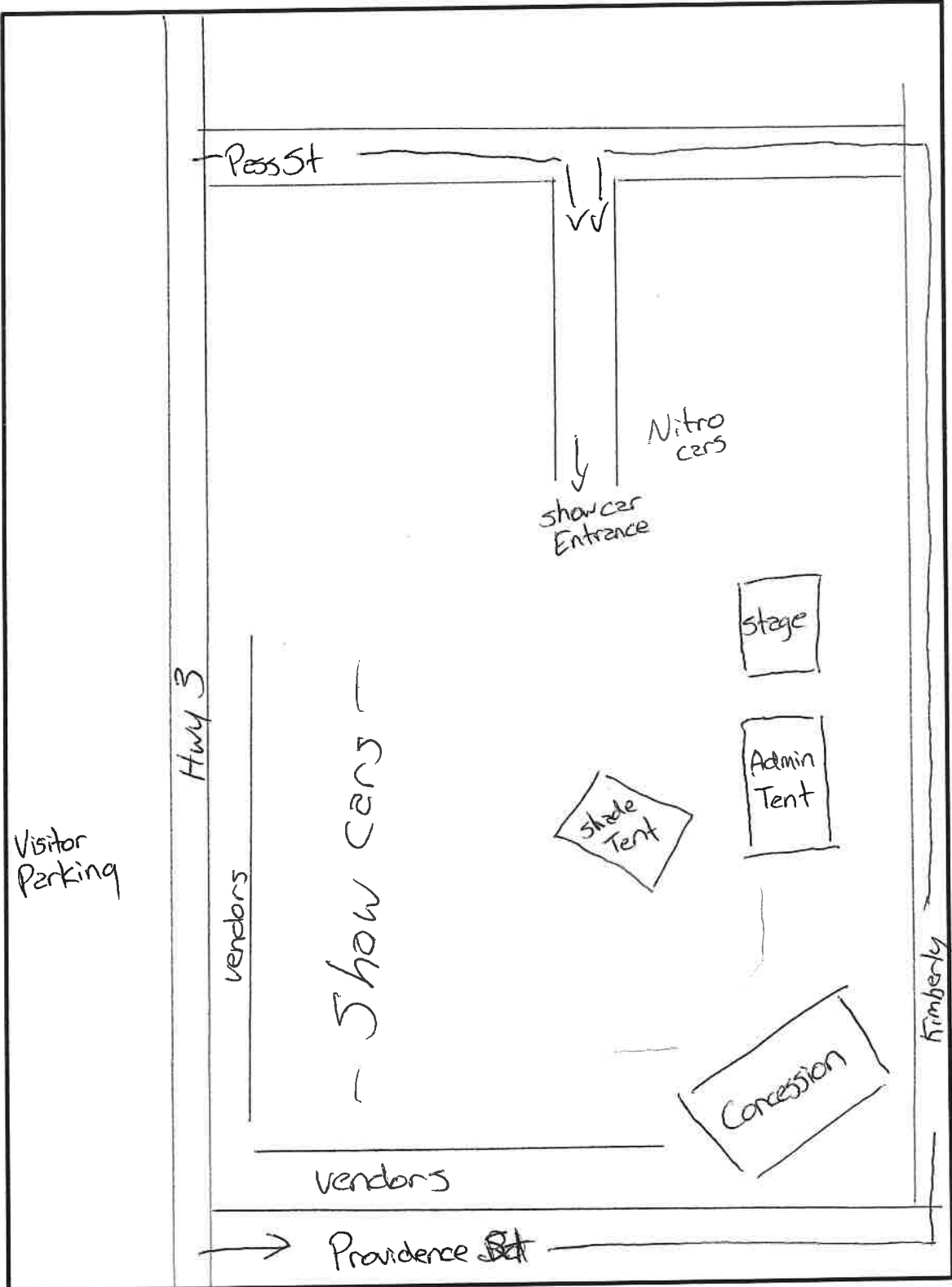
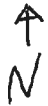
Indicate by means of a sketch on the following page, the location of all the existing and planned activities and improvements.

Please include the following information:

- north arrow
- property (parcel) boundaries
- anticipated construction layout (design / dimensions)
- all adjacent municipal roads (including highways and lanes)
- position of existing building, including civic (street) addresses
- position of proposed buildings, including setbacks
- position of proposed improvements, including setbacks
- proposed landscaping, fencing, berming
- location of proposed signage, including sign dimensions and setbacks from property boundaries
- location of existing and proposed parking areas, including the total number of available parking spaces

**APPENDIX A**  
**Temporary Use Permit Application**

**SITE PLAN**



Please attach additional information as required.



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

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

**APPLICANT'S INFORMATION:**

**Application Date:** February 18/2025

**Applicant's Name / Company Name:** Greenwood Recreation Association

**Mailing Address:** PO Box 707 Greenwood B.C.  
V0H 1J0

**Primary Contact Person:** Jessica McLean

**Telephone:** 250-300-8931

**Email Address:** greenwood.rec.association@gmail.com

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

**Charitable Registration #:** \_\_\_\_\_  
(if not for profit)

**INTENDED USE OF LAND, BUILDING AND/OR IMPROVEMENTS**

**Proposed Term of Use:** 2 days  
(ie: years / months / days)

**Start Date:** July 20 19 **End Date:** July 20

**Civic Address (street):** 201 Copper Ave

**Legal Description:** 11 11  
(lot / block / plan)

**Property Identification #s:** 11 11  
(PIDs)

**Commonly known as:** Lions Park.  
(facility name)

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

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

Cultures in the Boundary coming together  
to show everyone / Teach their culture  
we will having performers, food, music, Activities.

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

Decorations, stage, lights, ect.

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

Loud music

Please attach additional information, as required.

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

Jessica McLean

Name (please print)



Signature

Date: Feb 18/2025



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

## PROCESS

A Licence to Use and Occupy Agreement is a legal agreement authorizing non-exclusive occupy of municipally owned lands, buildings and/or improvements for a specific period of time under specific terms and conditions that the City of Greenwood determines to be appropriate.

Your application will be reviewed by the Council of the City of Greenwood in consultation with administration. The review process is expected to take between 2-6 weeks and may take longer depending on the type of application.

Compliance is required with all applicable municipal, provincial and federal laws and regulations, and may include obtaining additional permits and authorizations such as: building permits, Work Safe BC and Participants Insurance, Ministry of Transportation and Infrastructure permits (signs or highway use), and Interior Health Authority permits.

## IF YOUR APPLICATION IS APPROVED

Once the application is evaluated and approved, the City of Greenwood will inform the applicant of other requirements, including:

### Requirements that WILL be requested upon approval of the application:

- Rental fee
- Proof of liability insurance listing the Corporation of the City of Greenwood as additional insured
- Proof of additional permits and authorizations

### Requirements that MAY be requested upon approval of the application:

- Damage deposit / security fee
- A detailed site plan

### Licence to Use and Occupy Terms and Conditions

Other terms and conditions may apply. These terms and conditions will be included in the Licence to Use and Occupy Agreement. These terms and conditions may include:

- Temporary Use Permit Application, including payment of the associated fee
- Permissive Tax Exemption Application
- Payment of municipal property taxes (for-profit businesses)
- Payment of municipal water and sewer utilities
- Payment of other utilities (ie: electricity, gas)

**APPENDIX A**  
Licence of Use and Occupy Application

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

**SITE PLAN**

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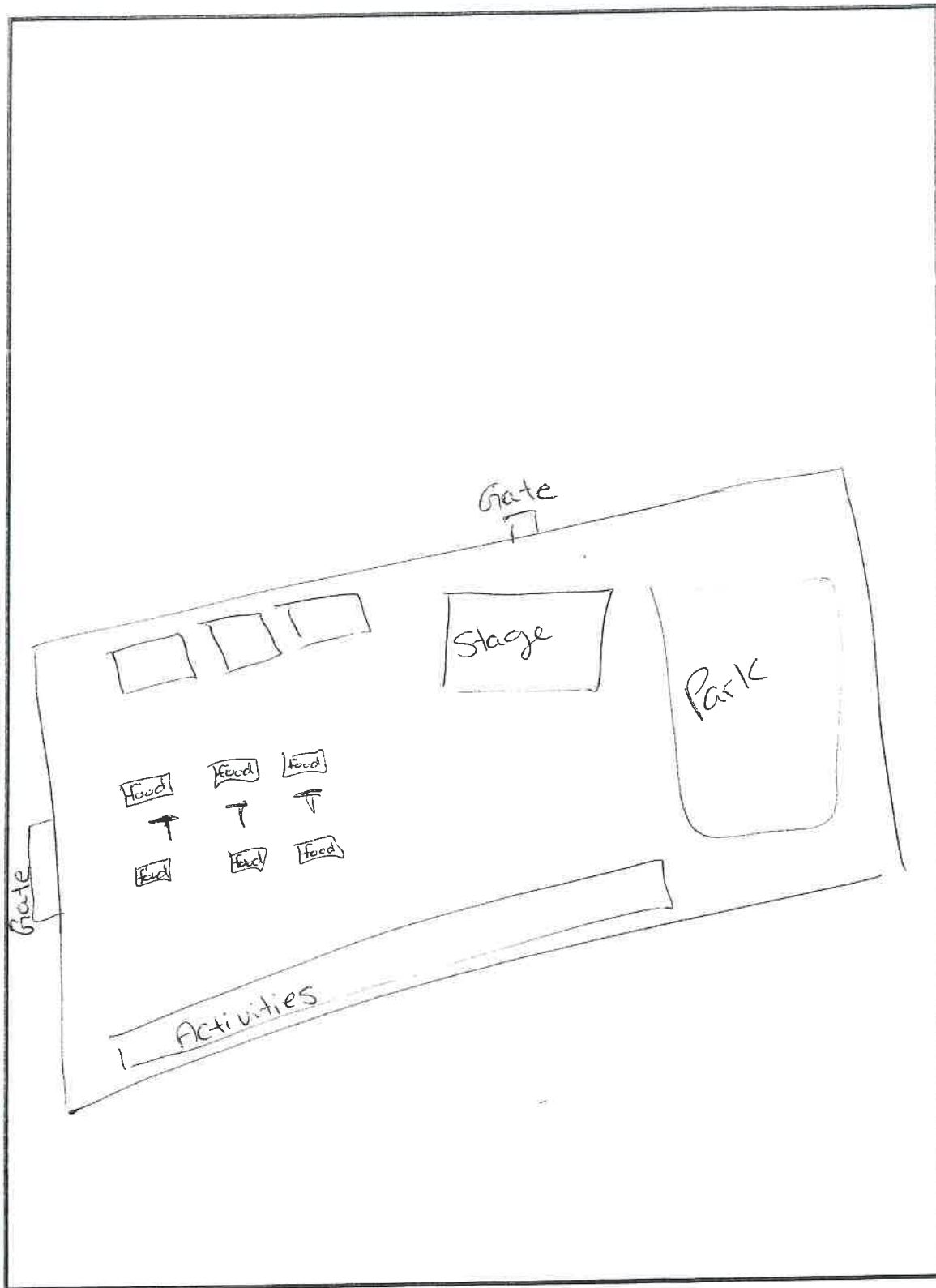
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Please include the following information:

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APPENDIX A  
Licence of Use and Occupy Application

SITE PLAN



Please attach additional information as required.