

CITY OF GREENWOOD

Special Council Meeting

Wednesday, September 29, 2021
7:00 pm

AGENDA

1. Call to Order

2. Adoption of Agenda

3. Discussion Items

1. Disposition of Municipal Lands – Appraisal Quotes / Advertising
2. Letter of Temporary Accommodation with Intent to Build
3. Schedule Public Hearings – Nikkei Legacy Park Parcel (R1 to PR)
4. Route 3 Racing Club – Off-Season Maintenance
5. Draft Policy Review – Policy 2021-02 Fire Hydrant Maintenance and Servicing Policy

4. Adjournment

City of Greenwood

MEMORANDUM

To: Mayor Noll and Council

Date: September 24, 2021

From: Marcus Lebler, CAO

Date to Council: September 29, 2021

Subject: Disposition of Municipal Lands – Appraisal Estimates and Advertising

Recommendations:

1. That Council review the estimates provided by Keystone Appraisals and Inland Appraisers Ltd. for appraisal of the first stage of properties identified for potential sale. Staff recommends Keystone Appraisals as they offer a slightly less expensive option and more flexibility.
2. That Council exclude Lots 12-20 on Church Avenue and Lots 5-6 on Lincoln Avenue as potential candidates for sale due to significant development constraints.
3. That Council discuss the extent of advertising to be conducted for the public tender of municipally owned lands. Staff recommends that the properties are advertised for sale for at least two weeks in the local newspaper, as well as regionally and provincially to target markets, e.g. – the Lower Mainland.

Background / Report:

Staff contacted six regional property appraisal companies to request estimates for the appraisal of municipally owned land in the City of Greenwood. Appraisal companies were asked to provide estimates for appraisals of the first stage of properties identified as potential candidates for sale (Attachment 3). Several companies declined to submit quotes. The appraisals can be conducted as either form-style, providing a brief report on individual parcels, or narrative-style, providing a single detailed report for groups of parcels. The estimates provided are as follows:

Keystone Appraisals (Attachment 1)

Form-style appraisals: \$400 - \$550 per PID

Narrative-style appraisals: \$266 - \$333 per PID

Total cost estimate for 24 PIDs: \$7,000 + GST (combination of form and narrative style appraisals)

Inland Appraisers Ltd. (Attachment 2)

Form-style appraisals: \$550 per PID

Narrative-style appraisals: \$5,500 - \$6,800 for all 24 PIDs

Total cost estimate for 24 PIDs: \$5,500 - \$6,800 + GST (narrative-style only, additional charges would apply per PID if required, discounts would apply for multiple reports)

Public Works Review of Stage One Parcels

The Public Works Department was asked to review the stage one parcels identified for potential sale. Two locations were identified as problematic.

The parcels located on Church Avenue (Lots 12-20) would be difficult or extremely expensive to develop. The following issues were identified:

- Sewer service is not available on Church Ave. and there is inadequate space for individual septic systems;
- The parcels are on a relatively steep hill;
- Church Avenue encroaches onto the parcels immediately to the west. If moved to the correct location, the street would impact the west frontage of the parcels identified for potential sale.

The parcels located on Lincoln Avenue (Lots 5-6) are not available for development. Long Lake Avenue bisects through these parcels and meets with Lincoln Avenue.

Council may choose not to conduct appraisals for these properties. It may be difficult to find a purchaser for the parcels on Church Avenue, and it is not currently possible to develop the parcels on Lincoln Avenue. Appraisals have a shelf-life of one year as per Policy 2021-01 Disposition of Municipal Lands.

Disposition of Municipal Lands – Advertising

The City is required to provide notice of the disposition of municipal lands. Notice of the properties for sale must also be advertised. Advertising costs will be added to the purchase price for each parcel.

Staff is requesting direction on how widely the property disposition / sale notice should be advertised. For reference, the cost to advertise a Zoning / OCP Bylaw amendment in two editions of the local newspaper is over \$500.

Attachments:

- Attachment 1: Keystone Appraisals Estimate
- Attachment 2: Inland Appraisers Ltd. Estimate
- Attachment 3: Public Works Review of Stage 1 Parcels

ATTACHMENT 1

Front Desk

From: Rob Norton <RobNorton@keystoneappraisals.ca>
Sent: August 6, 2021 6:39 AM
To: frontdesk.greenwoodcity@shaw.ca
Cc: Admin
Subject: RE: City of Greenwood - Appraisals for Municipally Owned Land

Good morning Andrea,

Thank you again for the opportunity to quote on this assignment. I have spoken with our team and we believe we can complete the assignments as seven batches of appraisals (as they were sent over in your email). We propose that the batches with 2 or fewer PIDs can be done on a residential form-style appraisal. The 6 lot and 9 lot batches would be done on a narrative style report (for ease of descriptions, legal descriptions, etc.).

The proposed fee for these assignments is as follows:

1. North Government Ave	- 1 PID	\$ 400	(Form)
2. 346 North Kimberley Ave	- 2 Adjacent PIDs	\$ 550	(Form)
3. Scott Avenue	- 6 Adjacent PIDs	\$2,000	(Narrative)
4. Church Avenue	- 9 Adjacent PIDs	\$2,400	(Narrative)
5. South Kimberley Ave	- 2 Adjacent PIDs	\$ 550	(Form)
6. South Gold Ave	- 2 Adjacent PIDs	\$ 550	(Form)
7. Lincoln Ave	- 2 Adjacent PIDs	\$ 550	(Form)

Total fee would be **\$7,000 + GST**.

Our team is presently quite booked but I believe we should have some availability to inspect the sites in the coming weeks with a completion of all valuations by the second or third week of September. Please advise if you are on a tighter schedule and we will do what we can to accommodate.

Please let us know via a reply-all to this email if you would like to go forward with this assignment as quoted.

Thank you for the opportunity to discuss and quote,

Rob


KEYSTONE

Rob Norton Commercial Partner, AACI, P.App.

KeystoneAppraisals.ca

[250.352.6855](tel:250.352.6855) - #5 320 Vernon St., Nelson, BC

[778.517.8808](tel:778.517.8808) - #100 131 7th Ave. S. Cranbrook, BC

[250.442.0024](tel:250.442.0024) - Grand Forks, BC

[250.368.6855](tel:250.368.6855) - Trail, BC

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ATTACHMENT 2

Front Desk

From: David Bush <david@inlandappraisers.com>
Sent: August 6, 2021 11:37 AM
To: 'Front Desk'
Subject: RE: City of Greenwood - Appraisals for Municipally Owned Land

Good morning Andrea,

My apologies for not replying sooner but I have been away on vacation this week, but will be back next week.

There are several ways to approach the valuation of these lots. We could either do a "Narrative" report which would be a single, detailed report that provides values for all of the properties, or, we could do brief "Form" reports for each of the lots. The narrative report would likely be better for a Local Government to demonstrate that the values have been fully investigated, and would address in detail all of the aspects of value such as servicing, zoning, highest and best use for groups of adjoining lots etc. The Form reports would be more appropriate for marketing of individual lots. I think the costs would be relatively similar.

One issue that should be considered is absorption, or how many lots the City expects or hopes to sell each year. It could take a while to sell all the lots, and there may be marketing strategies the City wants to take in terms of maximizing values now or over time. The lots also could be marketed in blocks or groups in which case a discount is likely applicable (i.e. a "bulk discount").

My initial thought is that a Narrative report would be best to start, and then perhaps do Form reports to update values as needed over time. If the City has a preferred order they would like to see the lots in over time then individual Form reports may be better. Perhaps we can discuss this on the phone, or I may be able to stop in and see you in person in the next week or so.

Regarding fees, I would estimate that a Narrative report to be in range of \$5,500 to \$6,800. A Form report for a single lot would be around \$550 but there would be a significant discount for subsequent reports. Fees are plus GST but include all costs and disbursements.

Sincerely,

David E.W. Bush, AACI, P.App
Inland Appraisers Ltd.
208 Main Street
Penticton, BC V2A 5B2
250-493-6734 (Main)

From: Front Desk <frontdesk.greenwoodcity@shaw.ca>
Sent: July 27, 2021 10:59 AM
To: 'David Bush' <david@inlandappraisers.com>
Subject: RE: City of Greenwood - Appraisals for Municipally Owned Land

Hello David,

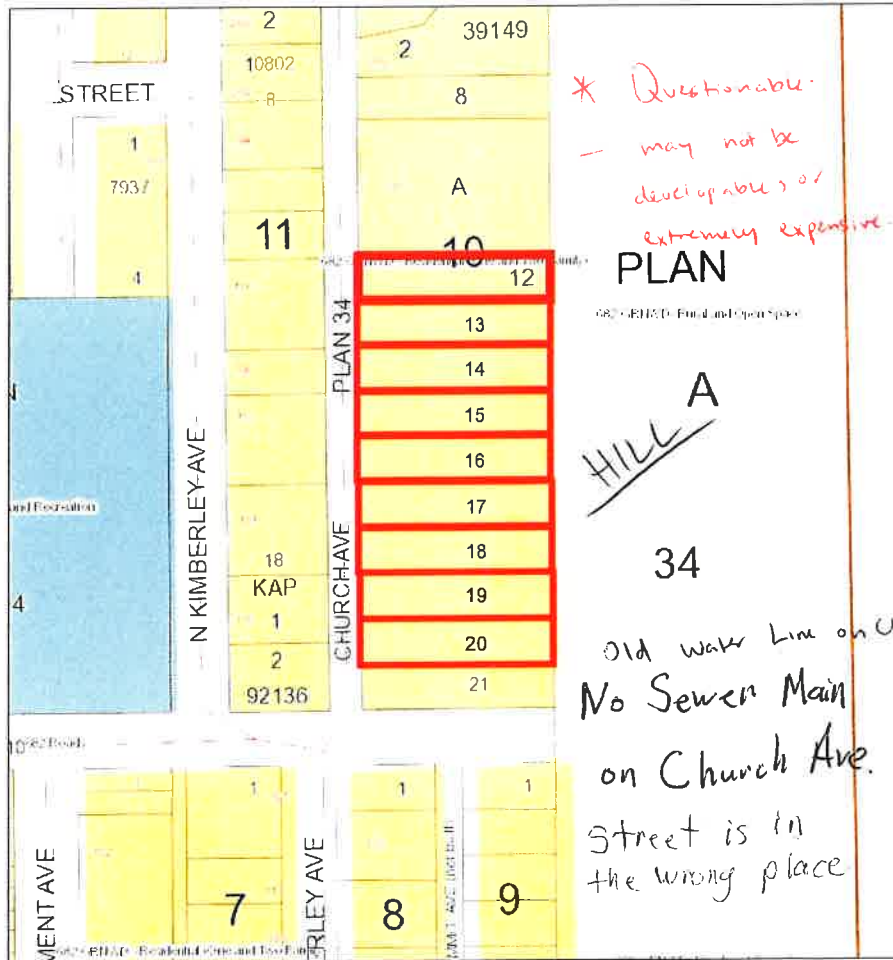
Thank you for your prompt response. I have attached 7 PDF documents showing the properties we have initially identified as likely candidates for sale. They are grouped together according to location. Each group lists the parcels, PIDs, etc. including a small location map in Greenwood. Please let me know if you require additional information.

ATTACHMENT 3

CITY OF GREENWOOD
MUNICIPAL LAND FOR SALE



No.	Street Address	Legal Land Desc.	PID	Tax Folio
4	Church Ave.	Lot 12, Block 10, Plan KAP34, DL 711, SDYD	012-876-674	211-00173.060
	Church Ave.	Lot 13, Block 10, Plan KAP34, DL 711, SDYD	012-876-682	211-00173.065
	Church Ave.	Lot 14, Block 10, Plan KAP34, DL 711, SDYD	012-876-704	211-00173.070
	Church Ave.	Lot 15, Block 10, Plan KAP34, DL 711, SDYD	012-876-721	211-00173.075
	Church Ave.	Lot 16, Block 10, Plan KAP34, DL 711, SDYD	012-876-739	211-00173.080
	Church Ave.	Lot 17, Block 10, Plan KAP34, DL 711, SDYD	012-876-755	211-00173.085
	Church Ave.	Lot 18, Block 10, Plan KAP34, DL 711, SDYD	012-876-763	211-00173.090
	Church Ave.	Lot 19, Block 10, Plan KAP34, DL 711, SDYD	012-876-780	211-00173.095
	Church Ave.	Lot 20, Block 10, Plan KAP34, DL 711, SDYD	012-876-798	

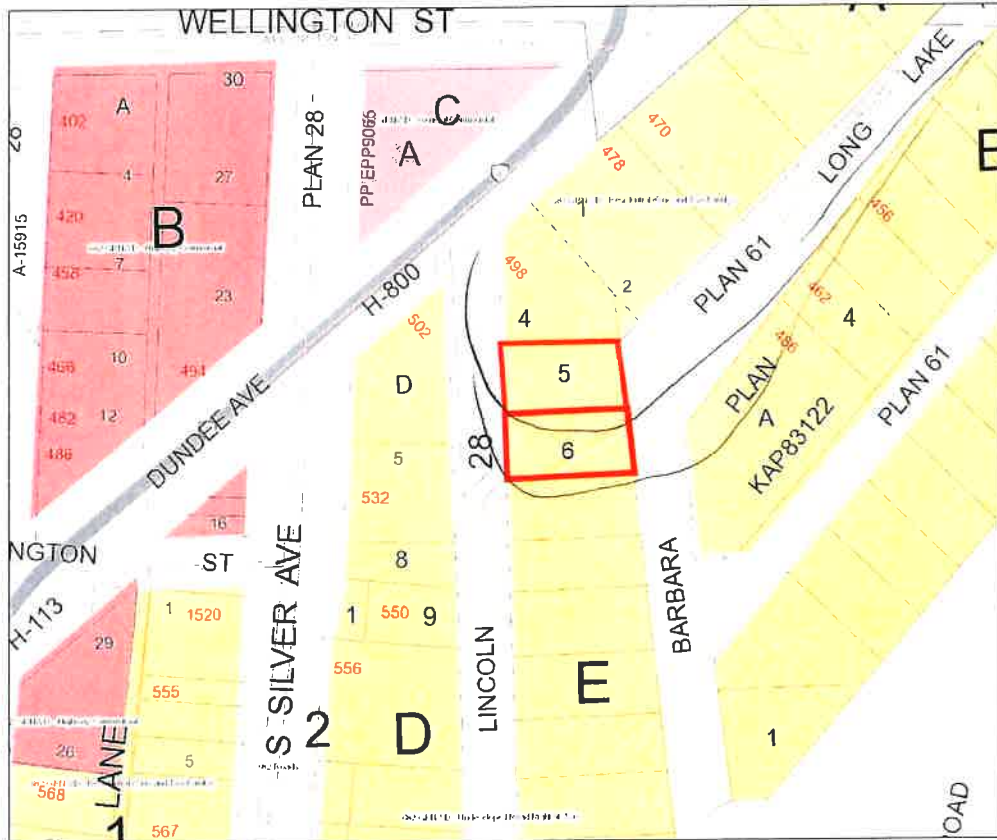


4. Church Ave. / Tax Folio 211-00173.060 – 211-00173.065 – 211-00173.070 – 211-00173.075 – 211-00173.080 – 211-00173.085 – 211-00173.090 – 211-00173.090 – 211-00173.095 – 211-00173.097



CITY OF GREENWOOD
MUNICIPAL LAND FOR SALE

No.	Street Address	Legal Land Desc.	PID	Tax Folio
7	Lincoln Ave.	Lot 5, Block E, Plan KAP28, DL 601, SDYD	013-000-047	211-00489.025
	Lincoln Ave.	Lot 6, Block E, Plan KAP28, DL 601, SDYD	013-020-552	211-00489.030



Other Information:

Zoning: R1 – Residential Single and Two Family
 Services: unserviced
 Dimensions: Lot 5 – 15.2 m x 30.5 m (50 ft. x 100 ft.)
 Lot 6 – 15.2 m x 32.2 m (50 ft. x 105.5 ft.)
 Access: Lincoln Ave., Barbara Ave., Long Lake Ave., and Skylark Ave. are largely undeveloped in this area. This may restrict access / services to these parcels.

*Street is in the wrong place
 No water main*

No

** Do not proceed!
 Long Lake Ave cuts through these lots.*

7. Lincoln Ave. / Tax Folio 211-00489.025 and 211-00489.030

City of Greenwood

M E M O R A N D U M

To: Mayor Noll and Council

Date: September 27, 2021

From: Marcus Lebler, CAO

Date to Council: September 29, 2021

Subject: Letters of Temporary Accommodation with Intent to Build

Recommendations:

That Council refuses to review or issue approval of "Letters of Temporary Accommodation with Intent to Build" until the City of Greenwood Zoning Bylaw is amended to include Temporary Use Permits.

Background / Report:

A review of the Licence to Use and Occupy application process revealed a deficiency in the City of Greenwood Zoning Bylaw to allow for Temporary Use Permits. Temporary Use Permits are issued for developments or uses of property that do not conform to the regulations of the Zoning Bylaw.

In 2019, Staff implemented a procedure to allow Council to consider requests for temporary accommodation provided the property owner indicated that they were planning to develop a permanent residence. Typically, these requests were for temporary accommodation in recreational vehicles. Unfortunately, this use of residential property (in all zones) is not permitted in the Zoning Bylaw. The correct mechanism for this type of development is through the Temporary Use Permit process.

Staff has retained the services of a professional planner to amend the Zoning Bylaw to allow for Temporary Use Permits. This bylaw amendment will be presented to Council for First and Second Reading on October 12, 2021. The proposed date for adoption is November 8, 2021.

City of Greenwood

MEMORANDUM

To: Mayor Noll and Council Date: September 27, 2021
From: Marcus Lebler, CAO Date to Council: September 29, 2021
Subject: Public Hearing Scheduling – Nikkei Legacy Park OCP and Zoning Bylaw amendments

Recommendations:

1. That Council amends the following two motions made at the September 13, 2021 regular Council meeting:

“THAT Council give First, Second and Third Readings to Bylaw No. 975, 2021.” (142-21)
to
“THAT Council give First and Second Readings to Bylaw No. 975, 2021.”

and

“THAT Council give First, Second and Third Readings to Bylaw No. 976, 2021.” (143-21)
to
“THAT Council give First and Second Readings to Bylaw No. 976, 2021.”
2. That Council schedules Public Hearings for Bylaw No. 975, 2021 and Bylaw No. 976, 2021 for November 8, 2021.

Background / Report:

Public Hearings were not scheduled for Bylaw No. 975, 2021 or Bylaw No. 976, 2021 at the September 13, 2021 regular Council meeting.

Council passed First, Second and Third Readings for these bylaws at this meeting. However, Section 465 of the Local Government Act indicates that a Public Hearing for a Zoning Bylaw must be held after First Reading of the bylaw and before Third Reading. As such, the motions for Bylaw No. 975, 2021 and Bylaw No. 976, 2021 should be amended to exclude a Third Reading.

Notice for Public Hearings must be published in at least two consecutive issues of a newspaper, the last publication to appear not less than three days and not more than ten days before the Public Hearing date. In consideration of the Council meeting schedule, the date suggested for the Public Hearings is November 8, 2021.

Attachments:

- Attachment 1: Bylaw No. 975, 2021
- Attachment 2: Bylaw No. 976, 2021

CORPORATION OF THE CITY OF GREENWOOD

BYLAW NO. 975, 2021

A BYLAW TO AMEND THE “CORPORATION OF THE CITY OF GREENWOOD OFFICIAL COMMUNITY PLAN DESIGNATION BYLAW NO. 682, 1996”

WHEREAS:

The Council of the Corporation of the City of Greenwood has, pursuant to the *Local Government Act*, established an Official Community Plan;

The Council of the Corporation of the City of Greenwood has received an application to amend the land use designation for property in the City of Greenwood located at 101 South Copper Avenue;

The Council of the Corporation of the City of Greenwood has deemed it necessary and expedient to amend the “Corporation of the City of Greenwood Official Community Plan Designation Bylaw No. 682, 1996”; and

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

1. This Bylaw may be cited for all purposes as the “Corporation of the City of Greenwood Official Community Plan Designation Bylaw No. 682, 1996, Amendment Bylaw No. 975, 2021”.
2. The “Corporation of the City of Greenwood Official Community Plan Designation Bylaw No. 682, 1996” Schedule “X” Land Use Map be amended to re-designate Lots 1-2, Block 5, Plan KAP34, District Lot 711, Land District 54, SDYD (PIDs: 012-874-558 and 012-874-574) from “Residential 1 – One and Two Family” to “Parks and Recreation” as shown on Appendix A attached to and forming a part of this Bylaw.

The Public Hearing notice was advertised on _____, 2021 and _____, 2021.

A Public Hearing was held on _____, 2021.

Approved by the Ministry of Transportation and Infrastructure on _____, 2021 by _____.

Read a first time this	13 th day of	September, 2021
Read a second time this	13 th day of	September, 2021
Read a third time this	day of	, 2021
Given a fourth and final reading and adopted this	day of	, 2021

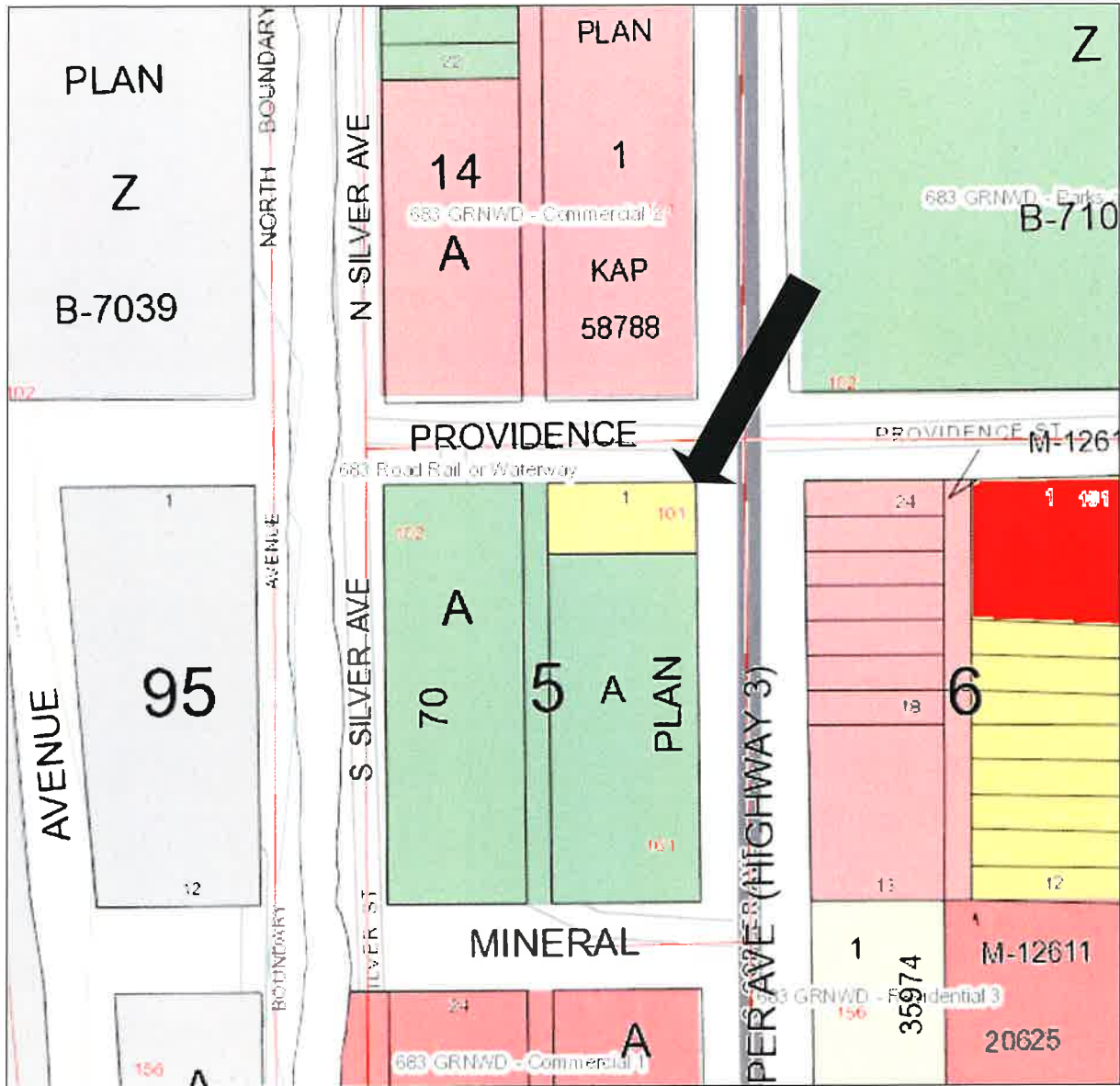
Barry Noll, Mayor

Certified a true copy of Bylaw No. 975, 2021
On the _____ day of _____, 2021.


Marcus Lebler, Corporate Officer

**BYLAW NO. 975, 2021 – APPENDIX A
 AMENDMENT TO THE CITY OF GREENWOOD OFFICIAL COMMUNITY PLAN
 SCHEDULE “X” LAND USE MAP**


Location: 101 South Copper Avenue (Highway 3), Greenwood, BC
 Legal Land Description: Lots 1-2, Block 5, Plan KAP34, District Lot 711, Land District 54, SDYD
 PIDs: 012-874-558 and 012-874-574



CURRENT LAND USE:

 Residential 1 (One and Two Family)

PROPOSED LAND USE:

 Parks and Recreation

CORPORATION OF THE CITY OF GREENWOOD

BYLAW NO. 976, 2021

A BYLAW TO AMEND THE "CITY OF GREENWOOD ZONING BYLAW NO. 683, 1997"

WHEREAS:

The Council of the Corporation of the City of Greenwood has, pursuant to the *Local Government Act*, established a Zoning Bylaw;

The Council of the Corporation of the City of Greenwood has received an application to rezone property in the City of Greenwood located at 101 South Copper Avenue;

The Council of the Corporation of the City of Greenwood has deemed it necessary and expedient to amend the "City of Greenwood Zoning Bylaw No. 683, 1997"; and

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

1. This Bylaw may be cited for all purposes as the "City of Greenwood Zoning Bylaw No. 683, 1997, Amendment Bylaw No. 976, 2021".
2. The "City of Greenwood Zoning Bylaw No. 683, 1997" Schedule "A" Zoning Map be amended to re-designate Lots 1-2, Block 5, Plan KAP34, District Lot 711, Land District 54, SDYD (PIDs: 012-874-558 and 012-874-574) from "Residential 1 Zone – Single and Two Family" to "Parks and Recreational Zone" as shown on Appendix A attached to and forming a part of this Bylaw.

The Public Hearing notice was advertised on _____, 2021 and _____, 2021.

A Public Hearing was held on _____, 2021.

Approved by the Ministry of Transportation and Infrastructure on _____, 2021 by _____.

Read a first time this	13 th day of	September, 2021
Read a second time this	13 th day of	September, 2021
Read a third time this	day of	, 2021
Given a fourth and final reading and adopted this	day of	, 2021

Barry Noll, Mayor

Certified a true copy of Bylaw No. 976, 2021

On the _____ day of _____, 2021.

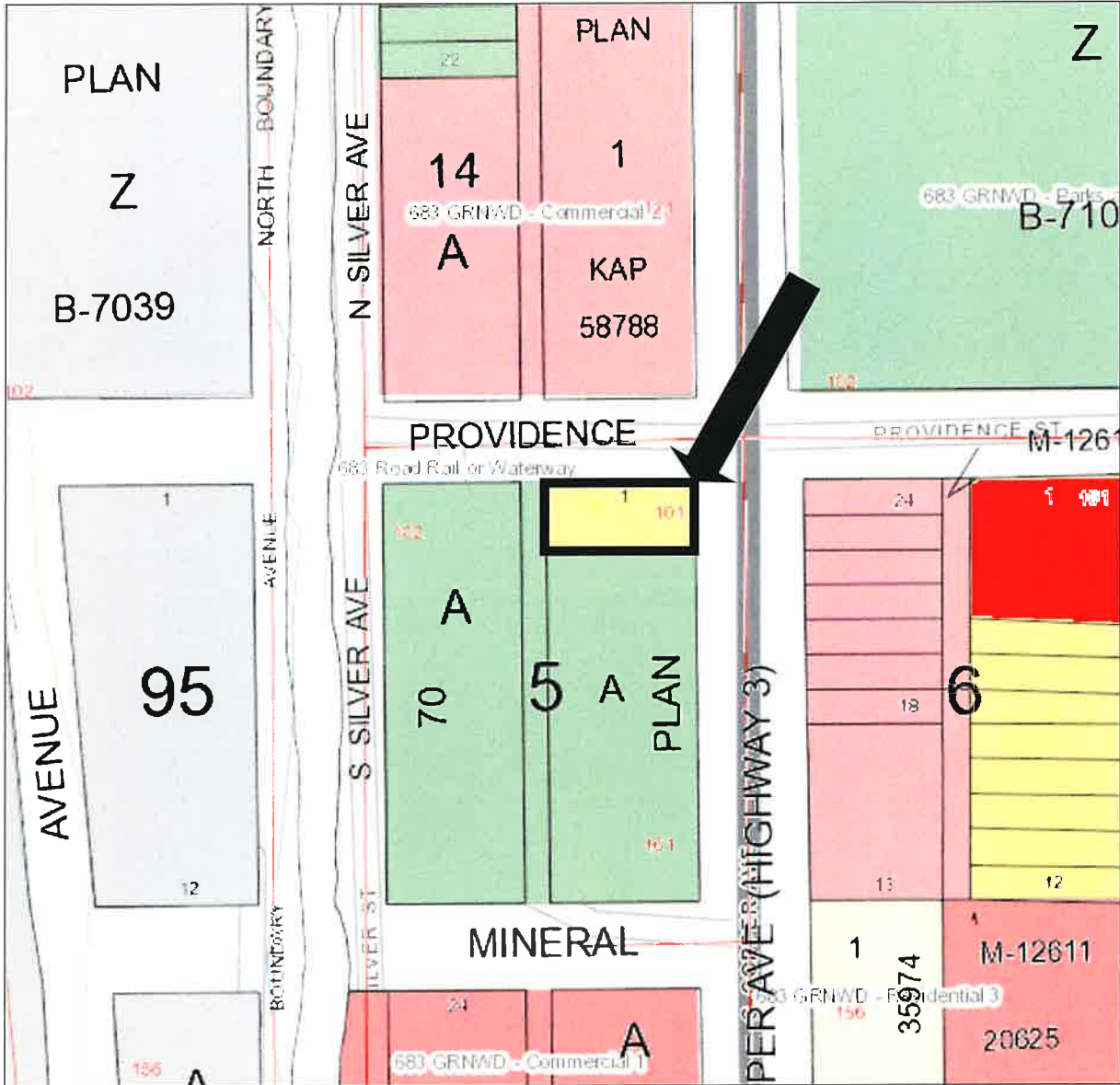
Marcus Lebler, Corporate Officer

**BYLAW NO. 976, 2021 – APPENDIX A
 AMENDMENT TO THE CITY OF GREENWOOD ZONING BYLAW
 SCHEDULE "A" ZONING MAP**


Location: 101 South Copper Avenue (Highway 3), Greenwood, BC

Legal Land Description: Lots 1-2, Block 5, Plan KAP34, District Lot 711, Land District 54, SDYD

PIDs: 012-874-558 and 012-874-574



CURRENT ZONING:

 Residential 1 Zone (Single and Two Family)

PROPOSED ZONING:

 Parks and Recreational Zone

City of Greenwood

MEMORANDUM

To: Mayor Noll and Council

Date: September 27, 2021

From: Marcus Lebler, CAO

Date to Council: September 29, 2021

Subject: Route 3 Racing Club Licence to Use and Occupy Agreement
Off-Season Maintenance

Recommendations:

That Council reviews options for off-season maintenance of the Route 3 Racing Club motocross racecourse developed at 1425 Deadwood Street / S. Copper Avenue.

Background / Report:

The Route 3 Racing Club motocross raceway will not be holding any public events in the winter. Staff is requesting direction from Council regarding off-season maintenance of this site. In particular, restricting public access should be considered due to liability issues.

Options to consider are as follows:

- Posting signage to prohibit public access
- Fencing to prohibit public access
- Barriers in the course
- Restricting access for motorized vehicles only

City of Greenwood

M E M O R A N D U M

To: Mayor Noll and Council

Date: September 28, 2021

From: Marcus Lebler, CAO

Date to Council: September 29, 2021

Subject: Fire Hydrant Maintenance and Servicing Policy

Recommendations:

That Council reviews the draft Policy 2021-02 Fire Hydrant Maintenance and Servicing Policy in preparation for approval of the policy at the October 12, 2021 regular Council meeting.

Background / Report:

The Public Works Department requested a review and update of Policy 2510 – City Crew Policy – Fire Hydrant Policy (Attachment 1).

The current policy requires a complete tear-down of municipal fire hydrants every year. There are a total of 56 hydrants in the City of Greenwood maintained by the Public Works Department. The annual tear-down of all municipal fire hydrants would take one Public Works crew member approximately 2 ½ months of full-time work to complete. With only three crew members in the Public Works Department, they are unable to complete this work annually.

Staff obtained similar fire hydrant servicing policies from Castlegar, Rossland and Summerland for reference. The draft policy has been reviewed and approved by the Public Works Department. The new maintenance and servicing schedule requires a complete tear-down of all municipal fire hydrants every three years.

The draft policy has been forwarded to the City of Greenwood Volunteer Fire Department Chief for review and comment. A response has not yet been received. The policy was also reviewed by Capri Insurance and they have confirmed that the draft policy will not affect the City of Greenwood's insurance coverage or policy (Attachment 2).

Attachments:

- Attachment 1: Policy 2510 – City Crew Policy – Fire Hydrant Policy (page 9 only)
- Attachment 2: Correspondence from Capri Insurance

ATTACHMENT 1

Greenwood City Works Crew Policy Manual 9

FIRE HYDRANT POLICY

1. All fire hydrants within the City of Greenwood and Anaconda shall be inspected twice per year, once in the fall and once in the spring. All needed repairs shall be done at that time.
2. The members of the Greenwood Fire Department shall all learn to shut these fire hydrants properly.

ATTACHMENT 2

Front Desk

From: Lorelei Widmann <lwidmann@capricmw.ca>
Sent: September 28, 2021 1:35 PM
To: Front Desk
Subject: RE: City of Greenwood - Policy Update for Fire Hydrants
Attachments: Policy 2021-02 - Fire Hydrant Maintenance and Servicing Policy.pdf

Hi Andrea,

This won't impact the insurance. You might want to contact Fire Underwriters to see if this will help with your FUS rating. I am sorry I don't have contact info for them. You might find contact info on their website?

Let me know if you have any other questions.

Thanks Andrea



Lorelei Widmann, CAIB, CIP
 Commercial Client Advisor
 T 250 869 3919 TF 1 800 670 1877
 E lwidmann@capricmw.ca
 100 - 1500 Hardy Street, Kelowna, V1Y 8H2

 CapriCMW.ca

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From: Front Desk <frontdesk.greenwoodcity@shaw.ca>
Sent: Tuesday, September 28, 2021 12:49 PM
To: Lorelei Widmann <lwidmann@capricmw.ca>
Subject: City of Greenwood - Policy Update for Fire Hydrants


CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Lorelei,

The City of Greenwood is planning to update the outdated fire hydrant maintenance and servicing policy. I have attached the draft policy for your reference. I am not sure if this will have any impact on Greenwood's current / future insurance policy with Capri. Please let me know if you have any questions or require additional information.

Thank you,
 Andrea Sherstobitoff

City of Greenwood

	POLICY TITLE: Fire Hydrant Maintenance and Servicing Policy	POLICY NO: 2021-02
	AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Public Works – Greenwood City Works Crew Policy Manual
	EFFECTIVE DATE:	MOTION:
	SUPERSEDES: Policy 2510 – Greenwood City Works Crew Policy Manual (Page 9 only)	

1. Purpose

The City of Greenwood maintains the fire hydrants connected to the City’s municipal water system. Public Works ensures the fire hydrants are serviced to a certain standard, subject to operational and financial limitations of the City of Greenwood.

2. Scope

Fire hydrant maintenance is the responsibility of Public Works Department. Fire hydrants shall be maintained and serviced in accordance with the Greenwood Fire Hydrant Maintenance and Servicing Procedure attached to this policy as Schedule A.

3. Definitions

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

“Fire Hydrant” means all fire hydrants connected to the City’s municipal water system but does not include standpipes or privately owned fire hydrants.

“Public Works Department” means the City of Greenwood’s Public Works Department.

4. Regulations

- a) Fire hydrants are the responsibility of the Public Works Department and shall be maintained in accordance with this policy
- b) Upon written request by the City of Greenwood Volunteer Fire Department, the Public Works Department will:
 - install additional fire hydrants;
 - alter or relocate fire hydrants; and
 - perform external maintenance, including site clearing for visibility and painting, as required;

provided that the addition, alteration, or relocation of the fire hydrants does not conflict with the requirements of the City of Greenwood’s municipal insurance policy and can be completed within budget restraints.

- c) When a fire hydrant is damaged or destroyed, the City of Greenwood Volunteer Fire Department shall be notified immediately, and the repair / replacement by the Public Works Department shall take place within ten (10) working days.

- d) The Public Works Department shall provide the labour, equipment and materials necessary to perform fire hydrant maintenance in accordance with the Fire Hydrant Maintenance and Servicing Procedure attached to this policy as Schedule A.
- e) The annual budget for providing the fire hydrant maintenance and servicing requirements shall be reviewed annually and may be amended to reflect labour, equipment and material costs more accurately.
- f) The Public Works Department will maintain records pertaining to the maintenance and servicing the fire hydrants and copies of these records shall be forwarded to the City of Greenwood Volunteer Fire Department for their records.
- g) The Foreman for the Public Works Department may delay or cancel fire hydrant maintenance and servicing if they deem that:
 - There is insufficient water to do the work due to water shortages or water restrictions; or
 - Operational or financial limitations make it impractical to do the work.

**SCHEDULE A
CITY OF GREENWOOD
FIRE HYDRANT MAINTENANCE AND SERVICING PROCEDURE**

Type ‘A’ Maintenance and Servicing Requirements:

Type ‘A’ service is considered preventative maintenance to identify possible problems. The Public Works Department operator will inspect and check the following:

- Ports for leaks
- Threads for binding or damage
- Valve operation for smoothness of turning
- Drain to ensure there is no free-standing water within the hydrant barrel
- Pressure testing of the hydrant under system pressure to ensure there are no visible external leaks
- Flowing of the hydrant to ensure there are no apparent flow restrictions or closed valves
- External maintenance including site clearing for visibility and painting if required
- Identify defective hydrants and hydrants requiring Type ‘B’ service
- Preparation of maintenance and service records for hydrants

Type ‘B’ Maintenance and Servicing Requirements:

Type ‘B’ service is carried out in a regular rotation that is less frequent than Type ‘A’ service. Type ‘B’ service is performed when identified as necessary during the performance of Type ‘A’ service. The Public Works Department operator will perform a complete tear-down of the fire hydrants as follows:

- Removal and inspection of all internal parts
- Inspection of the main hydrant seating for irregularities
- Inspection of drain and rubbers
- Inspection of the main stem for alignment and straightness
- Inspection of threads on the main stem
- Replacement of any worn or suspected worn parts while the internal components are exposed
- Lubrication of all moving parts and reinstallation of the hydrant
- Installation of new O-rings and gaskets as required
- Preparation of maintenance and service records for hydrants

Maintenance and Servicing Schedule

Type of Service	Schedule (per fire hydrant)
‘A’	Type ‘A’ service shall include one inspection carried out in the Spring of each year, one inspection carried out in the Fall of each year, plus additional inspections after each operation of the fire hydrant by the City of Greenwood Volunteer Fire Department, Public Works Department, or contractor.

'B'	Type 'B' service shall be for fire hydrants identified in the Type 'A' service as requiring additional service. Type 'B' service shall be for enough fire hydrants per year to ensure that a Type 'B' service is carried out on all fire hydrants on a maximum three-year rotation.
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