

# **CITY OF GREENWOOD**

## **Regular Council Meeting**

**Monday, April 11, 2022  
7:00 pm**

## **AGENDA**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Question and Answer Period – Open for questions and answers related to the current agenda only – maximum time period is 15 minutes.**
- 4. Delegation – RCMP Update**
- 5. Adoption of the Minutes**
  - a. Minutes of the Regular Council Meeting of March 28, 2022
- 6. Correspondence for Information**
  - a. Firewise Consulting – Fire Safety Inspections
  - b. LGMA Newsletter
  - c. Selkirk Innovates State of the Basin Focus
  - d. Ministry of Environment and Climate Change Strategy – funding opportunity
  - e. Interior Health Authority – tick information
  - f. UBCM The Compass newsletter
  - g. LGMA 2022 Conference information
  - h. Fort St. John letter to the Ministry of Education and Child Care
- 7. Councillor's Reports**
- 8. Mayor's Report**
- 9. Accounts Payable Report – March 26, 2022 to April 5, 2022**
- 10. New and Unfinished Business**
  - a. Village of Midway Fire Rescue Services – Grant in Aid Request
  - b. Appointment of the Tax Collector for the City of Greenwood
  - c. Temporary Use Permit Application – Profiled IT People Ltd. (Two Cowboys)

**11. Bylaws**

a. Bylaw No. 989, 2022 – Financial Plan 2022-2026

**11. Late (Emergent) Items****12. Discussion of Items for Future Agendas****13. Question Period****Excerpt from Council Procedures Bylaw 674 Section 14**

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.

A maximum period of 15 minutes shall be provided for considering question from member of the public; however, that maximum may be extended to 30 minutes with the unanimous consent of all Council members present.

**14. Adjournment**



CITY OF GREENWOOD  
Minutes of the Regular Meeting of Council held on March 28, 2022

**PRESENT**

Mayor B. Noll  
Councillors: C. Lang, J. Nathorst, J. Bolt, M. Seymour

**ALSO PRESENT**

Marcus Lebler, CAO/CFO  
Andrea Sherstobitoff, CO

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**Motion: J. Bolt / J. Nathorst**

THAT the March 28, 2022 agenda be adopted as amended.

- Amended to include a Delegation – Roy Terashita, Fire Chief, Greenwood Volunteer Fire Department

(57-22)

**Carried**

**QUESTION & ANSWER  
PERIOD**

**ADOPTION OF MINUTES**

Regular Council Meeting Minutes  
March 14, 2022

**Motion: J. Nathorst / C. Lang**

THAT the minutes of the March 14, 2022 Regular Council Meeting be adopted.

(58-22)

**Carried**

**DELEGATION** – Roy Terashita, Fire Chief – Greenwood Volunteer Fire Department

**CORRESPONDENCE FOR  
INFORMATION**

- |   |             |
|---|-------------|
| a.) Corporation of the City of New Denver – correspondence regarding the conflict in Russia and Ukraine | Information |
| b.) City of Terrace – NCLGA resolution regarding BC prosecution service and the public interest         | Information |
| c.) District of Elkford – milk container recycling in BC  | Information |
| d.) City of Nelson – correspondence regarding the conflict in Russia and the Ukraine                    | Information |
| e.) UBCM – The Compass newsletter   | Information |

- |     |  |             |
|-----|--|-------------|
| f.) | Correspondence re: reducing patio application “red tape” for BC’s hospitality sector | Information |
| g.) | GFOABC newsletter  | Information |
| h.) | LGMA news and program updates  | Information |
| i.) | Interior Health Authority – news releases  | Information |
| j.) | Ministry of Municipal Affairs – updates  | Information |
| k.) | District of Ucluelet – ban of plastic and bio-plastic utensils                       | Information |

**Motion: J. Bolt / J. Nathorst**

THAT the correspondence items a.) through k.) be accepted as information.

(59-22)

**Carried**

**COUNCILLOR REPORTS**

- |                      |  |
|----------------------|--|
| Councillor Lang:     | Attended 2022 City of Greenwood Budget meetings.   |
| Councillor Nathorst: | Attended 2022 City of Greenwood Budget meetings.   |
| Councillor Bolt:     | Attended the West Kootenay-Boundary Regional Hospital District Board meeting on March 23, 2022. Attended 2022 City of Greenwood Budget meetings. |
| Councillor Seymour:  | The Greenwood Library’s AGM will be on April 5, 2022. Attended 2022 City of Greenwood Budget meetings.   |

**MAYOR’S REPORT**

Attended 2022 City of Greenwood Budget meetings. Visited the local Foodbank - demand is high and they may need a larger venue. A local newspaper – The Ledge Newspaper will be coming out soon. The Board of Trade needs more members and volunteers.

**Motion: C. Lang / M. Seymour**

THAT the reports be accepted as presented.

(60-22)

**Carried**

**ACCOUNTS PAYABLE**

**Motion: C. Lang / J. Nathorst**

THAT Council receive the cash disbursement accounts payable report in the amount of \$38,592.48 for the period of March 12 to March 25, 2022.

(61-22)

**Carried**

**NEW AND UNFINISHED BUSINESS**

- |     |  |  |
|-----|--|--|
| a.) | Greenwood Public Library – 2022 Grant in Aid Request | <b>Motion: C. Lang / N. Nathorst</b><br>THAT Council approve the Greenwood Public Library 2022 Grant in Aid Request in the amount of \$8,000.00. |
|-----|--|--|

(62-22)

**Carried**

- b.) City of Greenwood – Appointment of Elections Officials – 2022 Local Government Election
- Motion: J. Bolt / J. Nathorst**  
THAT Council appoint Marcus Lebler as the Chief Elections Officer and Andrea Sherstobitoff as the Deputy Chief Elections Officer for the 2022 Local Government Election

(63-22) **Carried**

- c.) Wildsafe BC Donation
- Motion: J. Nathorst / M. Seymour**  
THAT Council approve a donation to Wildsafe BC in the amount of \$1,000.00.

(64-22) **Carried**

- d.) Temporary Use Permit Application – Profiled IT People Ltd. (Two Cowboys)
- Motion: J. Nathorst / M. Seymour**  
THAT Council defer a decision regarding the Temporary Use Permit application submitted by Profiled IT People Ltd. (Two Cowboys) until additional information is provided by the applicant.

(65-22) **Carried**

## **BYLAWS**

- a.) Bylaw 989, 2022 – Financial Plan 2022-2026
- Motion: C. Lang / J. Nathorst**  
THAT Council give First, Second and Third Readings to Bylaw No. 989, 2022 – Financial Plan 2022-2026.

(66-22) **Carried**

## **QUESTION PERIOD**

### **IN-CAMERA**

- Motion: J. Nathorst / M. Seymour**  
THAT Council move to In-Camera at 8:17 pm.

(67-22) **Carried**

- Motion: M. Seymour**  
THAT Council adjourn the In-Camera meeting at 9:37 pm.

(68-22) **Carried**

### **ADJOURNMENT**

- Motion: M. Seymour**  
THAT Council adjourn the regular meeting at 9:37 pm.

(69-22) **Carried**

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**Barry Noll, Mayor**

**Certified Correct**

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**Andrea Sherstobitoff, Corporate Officer**

March 17, 2022

Dear Mayor and Councillors,

**Re: Fire Safety Inspections**

As I am sure you are aware, the BC Fire Service Act requires municipalities to conduct a regular system of fire inspections of hotels and public buildings in their jurisdiction. This includes any building except a private dwelling.

Many jurisdictions assign this obligation to their fire department and establish inspection frequency through bylaw, policy of council, or fire department operational guidelines. Usually, they set the frequency based on occupancy classification and time intervals. For example, the policy may dictate that all mercantile occupancies (Group D) are inspected annually, and residential occupancies (Group C) are done semi-annually.

A study conducted by Dr. Clare of the University of the Fraser Valley identified that about 70% of the inspected properties in Surrey were fully compliant or had minor deficiencies. Based on those findings, it is reasonable to establish the frequency of inspection on risk rather than time between inspections.

The fire and building codes place the responsibility for compliance on the building owner. Suppose the building has a history of compliance. In that case, it is reasonable to increase the time interval between inspections or allow the building owner to perform self-assessments that are reported to the inspection agency.

Many jurisdictions are moving to a risk-based compliance monitoring system. If you are interested in this, FireWise can provide practical solutions to help you meet your obligations by:

- Evaluating your current level of compliance
- Providing strategies to meet your obligations
- Developing a cost-effective, comprehensive action plan appropriate for your community
- Implementing a compliance monitoring system



- Providing training to individuals responsible for building inspections and/or fire investigations
- Conducting inspections on your behalf.

FireWise has the expertise to identify simple, cost-effective solutions to ensure your needs are met sensibly and sustainably.

If you would like to discuss how we can help you find cost-effective strategies to comply with the current legislation, please do not hesitate to contact us.

Sincerely,

Bob Turley  
Director of Program Development



## Front Desk

**From:** Local Government Management Association of BC <office@lgma.ca>  
**Sent:** March 28, 2022 11:03 AM  
**To:** frontdesk.greenwoodcity@shaw.ca  
**Subject:** LGMA Job Circular, News, and Program Updates - Week of March 28, 2022

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



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## LGMA Newsletter: Week of March 28, 2022

### Nominate Someone Deserving of an LGMA Member Award



Who will be this year's LGMA member awards recipients? That's up to you!

BC is home to many accomplished local government professionals, and we love to shine a light on their exceptional work through our member awards.

Ongoing excellence in the local government profession should be honoured and celebrated, so be sure to recognize the valuable accomplishments of your peers. LGMA members are encouraged to nominate those members who are deserving of such recognition. Awards are presented annually in each of the following categories:

- Distinguished Membership
- Professional Service (Leadership, Innovation, Community or Volunteer Service)
- Distinguished Partner

Submission deadline is **Friday, May 27, 2022**. Visit our website [LGMA | Recognition & Awards](#) for additional information including individual award criteria and the online submission form.

## **CURRENT OPPORTUNITIES**

### **LGMA Training:**

***Plan your training for 2022***

[2022 Learning Calendar](#)

***Election Manual Purchasers are encouraged to attend this workshop***

[Local Government Elections Advanced Workshops](#)

April 5, 8, 13 & 14

***Last Chance to Register!***

***Hone your leadership skills***

[Advanced Supervisor Essentials Online Course](#)

April 7 - 21

***Key Topic Webinars for CAOs***

[CAO Forum Webinars](#)

April 22, May 6, November 25

***Shifting the Lens: Bringing Opportunity into Focus***

[LGMA 2022 Annual Conference](#)

June 21-23, 2022

***New ethical scenarios!***

[Ethics in Local Government](#)

Available on demand

***Preparing for an election year***

[Local Government Election Training](#)

Available on demand

### **LGMA News:**

***2022 BC Elections Manual***

[Order your copy today](#)

***LGMA REI for Election Contractors***

[Local Elections Contractors](#)

### **Additional News and Training:**

***Order of British Columbia Nominations***

[Nominate an inspiring individual who has left a lasting legacy](#)

Submit by April 4

***Build Back Better***

[MIABC Risk Management Conference](#)

April 12 - 14

***Fostering Compassionate Civic Culture***

[Begins April 25](#)

***Celebrating women in local government***

[Municipal World's Women of Influence in Local Government Award](#)

Submit by June 3

***Three Strategies to Take Your Stress to Strength***

[ICMA Blog](#)

### **Resources and Funding Opportunities:**

***Municipal challenges addressed by partnering with Mitacs***

[Free Mitacs Webinar for LGMA Members](#)

***Clean BC Roadmap to 2030 Launched***

[Learn more at CleanBC Roadmap to 2030](#)

See all News & Opportunities

[See all Training & Workshops](#)

## Effective Fire Service Administration Program May 13-15, 2022



The Fire Chiefs' Association of BC is pleased to offer the Effective Fire Service Administration for Fire Chiefs and Local Government CAOs program in Kamloops on May 13-15 (Friday to Sunday). With a focus on interactive, practical training, this is an excellent program for CAOs and partner Fire Chiefs to attend together.

The program will address the pressing need for knowledge, skill development, and administrative and financial leadership to effectively operate fire departments in BC. Review the [program brochure](#) and [register online through the Fire Chiefs' Association of BC's site](#) by May 6, 2022.

The Fire Chiefs' Association of BC is excited to partner with the LGMA and Office of the Fire Commissioner. This program has been historically supported by the following: Emergency Management BC, Fire Services Liaison Group, and Municipal Finance Authority of BC.

**Connect with the LGMA**

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[f](#)

[twitter](#)



# LGMA

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

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

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## Front Desk

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**From:** Government Finance Officers Association of BC GFOABC <office@gfoabc.ca>  
**Sent:** March 28, 2022 9:00 AM  
**To:** Andrea Sherstobitoff  
**Subject:** GFOABC | Your PSA Standards Questions, Answered 🤖

Unable to view? [Read it online](#)



With PSAB's new standards fast approaching, our next quarterly webinar is your chance to find the answers you need. Presented by experts from PSAB, KPMG and BDO, March's Accounting & Auditing webinar is the place to be for all things ARO, natural capital assets and embedded derivatives. It's all happening tomorrow from 9:30-11:00 and is complimentary for GFOABC members.

**REGISTER**

## QUARTERLY QUESTION

On Friday, RCMP salaries across the country are going up by an average of 24%. Municipalities are covering the cost at between 70% to 90%, so we'd like to hear from you and how this is impacting your 2022 budgets. Click the link below to take our Quarterly Question survey.

**TAKE OUR SURVEY**

WHAT'S TRENDING | ONLINE FORUM | MEMBERS ONLY

Tax Rate Bylaw  
2022 Property Tax Increase  
Loyalty Points on Corporate Cards

## PRE-CONFERENCE WORKSHOPS

May 30, 2022 - Debt Financing  
May 30, 2022 - Asset Retirement Obligations  
May 31, 2022 - Annual Municipal Tax Sale  
May 31, 2022 - Treasury & Investment Management

**REGISTER**



## Front Desk

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**From:** Selkirk Innovates <jjones1@selkirk.ca>  
**Sent:** March 29, 2022 8:01 AM  
**To:** frontdesk.greenwoodcity@shaw.ca  
**Subject:** State of the Basin Focus - Minimum Wage and the True Cost of Living



### State of the Basin Focus

*Stories of well-being in our region*

2022 - Issue 3

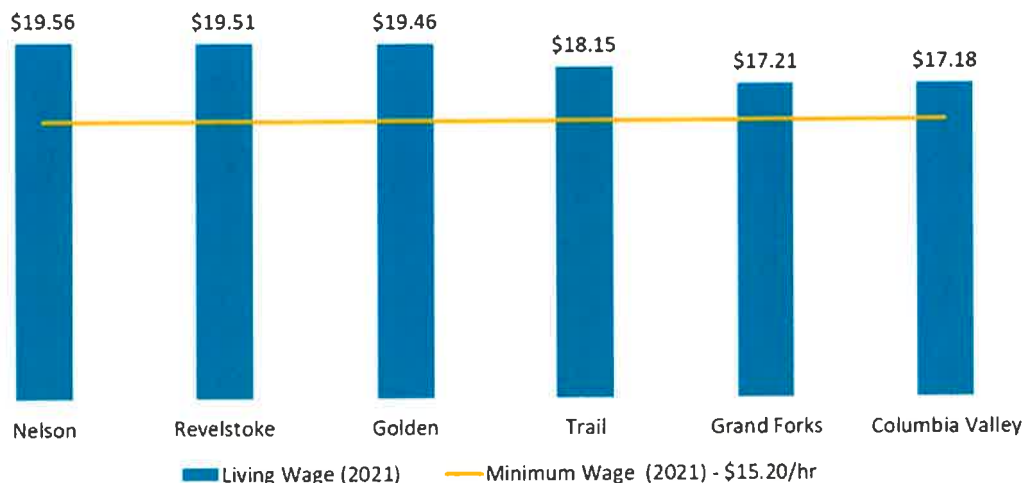


## Minimum Wage and the True Cost of Living

In June 2021, British Columbia raised its minimum wage to \$15.20 per hour as part of its poverty reduction strategy, [TogetherBC](#). The strategy estimates that increasing the minimum wage could lift 20,000 people out of poverty in BC. However, reducing poverty through the minimum wage is a bit of a moving target due to the varied costs of living experienced in communities across the province.

For people in the Columbia Basin-Boundary Region, as is true elsewhere in the province, working full time at minimum wage falls short of a living wage. A living wage is the amount of income needed for a household (two working parents and two children) to meet their basic needs. The living wage varies by community depending on household costs specific to the community, such as the cost of housing. It is calculated based on a standardized formula developed by the [Canadian Centre for Policy Alternatives](#).

Living wages for several Columbia Basin-Boundary municipalities have been updated for 2021 (see graph below). In comparing the 2021 living wage to the 2021 minimum wage, there is a gap. This gap is greater in some communities. For example, the living wage is over \$19 per hour in Nelson, Revelstoke, and Golden. This is a \$4 per hour gap between minimum wage and living wage. This means families making only minimum wage may not have sufficient resources to meet their needs.



Government policies can help address the gap between minimum wage and living wage. As an example, [pilot projects underway throughout the province](#) are testing a \$10-a-day childcare program. A [living wage report](#) indicates that \$10-a-day child care could lower the living wage by nearly \$2 per hour.

In the recently released BC Budget, the government [announced a minimum wage increase](#) to \$15.65 per hour starting June 1, 2022. As this 2.8% increase is tied to BC's annual inflation rate, it is unlikely this will reduce the gap between the minimum wage and the 2022 living wage when it is calculated, as inflation will impact living wage as well.

The Living Wage for Families BC campaign encourages employers to do better than minimum wage and [become living wage employers](#), citing benefits for the employers, the community, and the economy. The steps to become a living wage employer can be [found here](#).

For more information on living wage, including how living wage has changed for several Columbia Basin-Boundary communities since 2019, visit the [Living Wage indicator](#).

To learn more about other indicators of well-being, please visit the  
State of the Basin website [stateofthebasin.ca](http://stateofthebasin.ca).

## Selkirk Innovates Speaker Series: Spotlight on Student Innovation

Join Selkirk Innovates on March 31 from 12-1:15 p.m. (PT) for the eighth presentation in their 2021-22 speaker series. Hear from a panel of research interns contributing to applied research and innovation at Selkirk College. The panel will discuss their research internship experiences at Selkirk College and showcase the projects and initiatives they have supported. This session will also highlight opportunities for future students.

[Learn more  
here](#)

## Selkirk Innovates Workshop: Successful Proposal Writing

Join Selkirk Innovates on April 7 and April 8 from 9:00 a.m. to 12:00 p.m., Pacific Time, for this free workshop presented by Dr. Dawn McArthur from the Research & Technology Development Office of BC Children's Hospital Research Institute.

This virtual workshop, offered over two half days, will tackle key issues and provide tools, approaches and strategies to address the challenging "Start to Finish" of successful research funding proposals. This targets both beginners and experienced individuals and is designed to help participants acquire strategies, tools, and hands-on practice for developing competitive research funding proposals.

Click the button below to learn more about this exciting workshop and to register:



Learn more and register  
here

## Data Provision Services Available

Are you looking for specific data to help your evidenced-based decision-making? Not sure where to find what you need? The team conducting State of the Basin research can help. We can give one-on-one support to provide State of the Basin research for use by your organization or initiative. To access this service, contact [Jayme Jones](#).

Your feedback matters to us.

We want to hear from  
you!



*Selkirk Innovates gratefully acknowledges the support of Columbia Basin Trust.*

State of the Basin Focus is a monthly e-newsletter highlighting stories of well-being in our region. You are receiving this email because you have attended a Selkirk College event, are a Selkirk College stakeholder, or have subscribed to receive updates on the State of the Basin.

*Selkirk College acknowledges the First Nations of the West Kootenay and Boundary regions on whose traditional territories we are honoured to operate: the Sn̓̓ay̓čkstx (Sinixt), the Syilx (Okanagan), the Ktunaxa, and the Secwépemc (Shuswap). The State of the Basin initiative also extends to the traditional territory of the Lheidli T'enneh First Nation. We are grateful to these Nations as keepers of the lands and value their efforts to enhance resilience and well-being across the region.*



Selkirk Innovates  
Selkirk College  
301 Frank Beinder Way  
Castlegar BC V1N 4L3

## Front Desk

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**From:** Organics Funds ENV:EX <OrganicsFund@gov.bc.ca>  
**Sent:** March 31, 2022 9:42 AM  
**To:** Organics Funds ENV:EX  
**Subject:** New funding opportunity: Organics Infrastructure Program

Good morning,

The Ministry of Environment and Climate Change Strategy, in partnership with the Government of Canada, has recently launched a [new funding opportunity](#) under the [Organics Infrastructure Program](#). Approximately \$2 million in funding is available to support small composting projects that increase organic waste processing capacity in B.C. and keep organic waste out of landfills.

All projects must be completed and operational by March 31, 2024.

Eligible applicants, including an Indigenous governing body, local government or not-for profit organization, can apply to have up to two-thirds of eligible project costs funded by the program. Eligible applicants must demonstrate how their projects meet all applicable eligibility criteria listed in the program guide to be considered for funding.

The application period will be open until June 3, 2022, 4:00 pm PDT. Program information, including eligibility, and details on how to apply can be found on our [webpage](#).

A webinar is scheduled for April 26, 2022 at 1:30pm PDT. This session will provide an overview of the program and will be an opportunity for potential applicants to ask questions. Register by emailing: [organicsfund@gov.bc.ca](mailto:organicsfund@gov.bc.ca).

Contact us at [organicsfund@gov.bc.ca](mailto:organicsfund@gov.bc.ca) with any questions or assistance with your application.

Sincerely,



**The Organics Team**

Clean Communities | Environmental Standards Branch  
Ministry of Environment and Climate Change Strategy

*We've just made it easier for B.C. municipalities to [regulate single-use plastics](#).*

For Immediate Release | March 31, 2022

## Let's talk about ticks

**IH WIDE** – Spring is here and the warmer weather means more people will be out hiking in tall grass or wooded areas which can also mean an increased chance of getting tick bites. Ticks are small bugs that bite and feed on the blood of humans and animals and can sometimes transmit disease. Fortunately, there are precautions people can take to prevent illnesses that may be transmitted from tick bites.

"There are easy things you can do to protect yourself from ticks such as covering up before you head outdoors and checking for ticks when returning from a walk, hike or bike ride," said Dr. Fatemeh Sabet, Interior Health medical health officer. "Most tick bites do not result in illness; however, any bite from a tick should be cleaned because infection can occur whenever there is a break in the skin."

Ticks also have toxins that can cause temporary muscle weakness and paralysis if they are attached for several days – especially in children or seniors – but the symptoms fade once the tick is removed from the skin. The signs of many tick-borne infections can be quite similar and include fever, headache, muscle pain and rash.

One of the most important ways to reduce the risk of tick illnesses is to do a skin check on yourself and your children after being outdoors. As well, follow these additional precautions:

- Walk on cleared trails when in tall grass or wooded areas.
- Wear a hat, long sleeves, pants and light-coloured clothing.
- Tuck pant legs into socks or boots.
- Apply insect repellent containing DEET on uncovered skin.
- Carefully check clothing and scalp (covered or not) when leaving an area where ticks may live.
- Regularly check household pets for ticks.

If you find a tick on yourself, a family member or pet, wear gloves when removing it and be careful not to crush the tick as this could cause it to inject its stomach contents into your skin. Other tips to remove ticks safely include:

- Use needle-nose tweezers to gently grasp the tick close to the skin.
- Without squeezing, pull the tick straight out.
- After removal, clean the area with soap and water.
- If you find a tick, check very carefully for others.

You can report a tick and submit a photo to [eTick.ca](https://www.eTick.ca) to have it identified.

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We recognize and acknowledge that we are collectively gathered on the traditional, ancestral, and unceded territories of the seven Interior Region First Nations. This region is also home to 15 Chartered Métis Communities. It is with humility that we continue to strengthen our relationships with First Nation, Métis, and Inuit peoples across the Interior.

Most individuals with acute Lyme disease do not notice the biting tick that precedes the illness. If you have concerns or need assistance removing a tick, please contact your family doctor or visit a walk-in medical clinic.

**Quick facts:**

- While ticks are common in the Interior Health region, most are the wood tick (*Dermacentor andersoni*) which do not carry the Lyme disease bacteria. The wood tick can carry other diseases such as Rocky Mountain spotted fever, although it is rare.
- Lyme disease-carrying ticks (*I. pacificus*) are more common in the [coastal areas of B.C.](#) Anyone who has the typical bull's-eye target skin rash of Lyme disease, or other symptoms compatible with Lyme disease, should see their physician.

**More information is available at:**

HealthLink BC: <https://www.healthlinkbc.ca/healthlinkbc-files/tick-bites-and-disease>

BCCDC Lyme Disease information: <http://www.bccdc.ca/health-info/diseases-conditions/lyme-disease-borrelia-burgdorferi-infection>

- 30 -

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We recognize and acknowledge that we are collectively gathered on the traditional, ancestral, and unceded territories of the seven Interior Region First Nations. This region is also home to 15 Chartered Métis Communities. It is with humility that we continue to strengthen our relationships with First Nation, Métis, and Inuit peoples across the Interior.

**MEDIA, FOR INFORMATION:**

PHONE 1.844.469.7077 EMAIL [media@interiorhealth.ca](mailto:media@interiorhealth.ca)

## Front Desk

**From:** Union of BC Municipalities <ubcm@ubcm.ca>  
**Sent:** April 1, 2022 12:17 PM  
**To:** frontdesk.greenwoodcity@shaw.ca  
**Subject:** Strategic Priorities Fund Intake; Annual Expenditure Reporting now available; Employment Opportunities; FireSmart Conference



## Strategic Priorities Fund Intake underway for Canada Community-Building Fund



A new Strategic Priorities Fund intake to the Canada Community Building Fund program will make up to \$100 million in funding available for eligible local government infrastructure and capacity building projects in British Columbia. Successful applicants may receive up to 100% of net eligible costs of approved projects to maximum of \$6 million. The deadline for application is June 30, 2022. [Read more](#)

### Canada Community-Building Fund Annual Expenditure Reporting now open

Local governments may now submit their 2021 Canada Community-Building Fund Annual Expenditure Report (AER) through the UBCM Program Information Management System (PIMS). Local governments are required to report on all financial and project information

### Employment Opportunities with UBCM

The Union of BC Municipalities has three challenging and rewarding opportunities for professionals to bring their expertise, skills and enthusiasm to our organization in the capacity of: Senior Finance Policy Analyst; BC FireSmart Committee Coordinator; and Program Officer

for CCBF investments between January 1, 2021 and December 31, 2021. Reports are due June 1, 2022. [Read more](#)

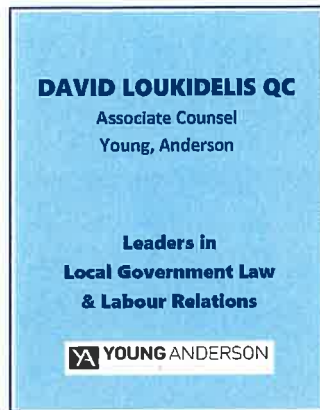
for Local Government Program Services (LGPS). [Read more](#)

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## FireSmart BC Conference early bird deadline

The early bird registration deadline 2022 FireSmart BC Conference is April 7. [Register](#) now to participate in two full days of keynotes, panel discussions, and presentations with a range of experts in wildfire preparedness, prevention and recovery May 11 and 12, 2022.

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Union of BC Municipalities | 525 Government Street, Victoria, V8V 0A8 Canada

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## Front Desk

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**From:** Union of BC Municipalities <ubcm@ubcm.ca>  
**Sent:** April 6, 2022 3:27 PM  
**To:** frontdesk.greenwoodcity@shaw.ca  
**Subject:** Strategic Priorities Fund Intake; Annual Expenditure Reporting now available; Employment Opportunities; FireSmart Conference



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## DRIPA Action Plan

The province has released the Declaration on the Rights of Indigenous Peoples Act (DRIPA) action plan, developed in consultation with Indigenous peoples, outlining 89 actions across all government ministries that will be undertaken over the next five years (2022-2027) to implement the Act. [Read more](#)

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### FAQ on RCMP Retroactive Costs

Last month, the federal government delivered correspondence to RCMP contract partners outlining estimated retroactive amounts owed as part of the new RCMP collective agreement. Public Safety Canada, in response to follow-up questions from the Contract Management Committee and municipal contract partners, has recently released a set of frequently asked questions and answers. [Read more](#)

### Local Government Awareness Week

UBCM, in partnership with CivicInfo BC and the Ministry of Municipal Affairs, is pleased to support the 2022 Local Government Awareness Week, May 15-21. This annual initiative is aimed at building public awareness of local government roles and encouraging participation in local government processes. [Read more](#)

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### Non-medical cannabis consumption spaces

The province has launched a public engagement on non-medical cannabis consumption spaces that will run until May 9, 2021. Interested local governments may provide input through completing an online survey or delivering a written submission. Public and stakeholder feedback will help inform decisions on whether to allow consumption spaces, and if so, the manner in which it will be done. [Read more](#)

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### Funding & resources update

Each month we provide an update on UBCM funding programs and information on other programs, events, and resources that may be of interest to local governments and First Nations.. [Read more](#)

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Union of BC Municipalities | 525 Government Street, Victoria, V8V 0A8 Canada

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## Front Desk

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**From:** Local Government Management Association of BC <office@lgma.ca>  
**Sent:** April 7, 2022 11:03 AM  
**To:** frontdesk.greenwoodcity@shaw.ca  
**Subject:** It's back! LGMA 2022 Annual Conference, June 21 - 23, 2022

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**2022 LGMA  
CONFERENCE**

**SHIFTING  
THE LENS:**  
Bringing  
Opportunity  
into Focus

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**LGMA 2022 Annual Conference**  
**June 21 – 23, 2022**



Get ready for an exciting learning experience and opportunity to reconnect in person at LGMA's Annual Conference, *Shifting the Lens: Bringing Opportunity into Focus*. This year's program will challenge local government professionals to share their insights, broaden their thinking, embrace diverse perspectives, and bring new opportunities into focus. It is through innovation and collaborative efforts that solutions will be found to current and future challenges.

Take a deep dive into expert-led educational sessions that have been carefully curated along primary learning tracks. Engage in meaningful conversations and build your networks again throughout this three-day in-person event. Don't miss the chance to attend the Conference finale and celebrate your peers at the Old Hollywood Black and White Dinner and Awards Gala.

Visit our [annual conference web page](#) for all the conference details and register online today.

**EARLY BIRD RATES IN EFFECT UNTIL APRIL 30 – Take advantage of discounted pricing!**

**Register today!**

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### **Pre-conference Leadership Workshops Available on June 21**

As our world and workplace becomes more complex and diverse, the role of the leader is ever expanding. And many local government professionals who have participated in leadership training often want more opportunities to develop their skills. LGMA offers the following in person pre-conference workshops. You don't have to attend the full annual conference to register for the workshops.

#### **Leading Change for Resilient Communities, 8:30 a.m. – 4 p.m.**

Join us on this National Indigenous Peoples Day to deepen your understanding of the impacts of systemic racism, and gain tools and resources to help you move your organization forward on the journey to anti-racism, equity, reconciliation, and protecting the rights of all citizens..

#### **Strategic Leadership: Navigating the Post COVID / Post-Disaster Recovery, 1 – 4 p.m.**

Canada's recent federal election and an updated budget, to be released this week, is setting the pace for the near future, guiding local government leaders and influencing their priorities. Take a look at some of the best practices put in place by progressive local government leaders at this interactive workshop.

Visit the [annual conference agenda](#) page for workshop descriptions. Both workshop costs include lunch.

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### **Travel and Accommodation**

Our hotel room block is filling fast! Book your accommodations at the [Penticton Lakeside Resort](#) before **April 19, 2022**. Call 1-800-663-9400 or email [lakeside@rpbhotels.com](mailto:lakeside@rpbhotels.com) and quote the 'LGMA' to receive guestroom rates starting at \$169 plus taxes.

#### **Airline Discounts:**

The LGMA is pleased to partner with airlines to offer special discounts for travel between June 14-30 from within Canada.

[AIR CANADA](#), the official airline for the Conference, is providing conference delegates with 5% discounts off standard fares and 10% on flex fares & higher to Penticton. To qualify you must enter promotion code use **promo code TJGKRMA1** when booking online. Note: excludes Tango fares.

[WESTJET](#) is also offering delegates 5% discounts off Econo and 10% off EconoFlex and

Premium fares for travel to Kelowna or Penticton. To qualify, please visit [www.westjet.com/conventions](http://www.westjet.com/conventions) and use **coupon code 90905TZ**.

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## Top 5 Reasons You Should Attend

- 1. Professional Development:** In-depth sessions led by local government experts to provide critical skills that you can put into action back at the office.
  - 2. Networking:** Meeting in person again means you can network face-to-face with colleagues from across BC, laugh and share stories, meet at a Connections Corner for group discussions and reconnect once again.
  - 3. Inspiration:** Keynote sessions meant to get you thinking differently today to help shift your lens and bring new opportunities into focus.
  - 4. Knowledge Sharing and Gathering:** Ask questions of peers and presenters and add insights during interactive sessions or informal conversations. Interact with sponsors and exhibitors and learn how they can partner with you in moving your organization forward.
  - 5. Continuous Professional Learning:** For a range of professional designations, session attendance may be used as credit toward Continuous Professional Learning requirements.
- 



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### Facebook

Like us on Facebook to explore photos, volunteer shout outs and more



### LinkedIn

Connect with local government peers from across BC and beyond

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

[250-383-7032](tel:250-383-7032) | [office@lgma.ca](mailto:office@lgma.ca)

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City of Fort St. John  
10631 100 Street | Fort St. John, BC | V1J 3Z5  
250 787 8150 City Hall  
250 787 8181 Facsimile

April 7, 2022

File # 0400-20

Via email: [EDUC.Minister@gov.bc.ca](mailto:EDUC.Minister@gov.bc.ca)

Ministry of Education and Child Care  
PO Box 9045 Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Whiteside:

**Re: Extended Hour Child Care for Shift Workers**

At the March 28, 2022 Regular Council Meeting, the City of Fort St. John Council passed the following resolution:

"WHEREAS, provisions in the Community Care and Assisted Living Act - Child Care Licensing Regulation state that a licensee must not provide care for more than 13 hours each day to each child;

AND WHEREAS, there is a need for extended shift workers to access child care beyond the current 13 hours per day per child;

THEREFORE, be it resolved that NCLGA and UBCM lobby the Provincial Government to amend the Child Care Licensing Regulation to accommodate extended hour child care to support shift workers and their families.


AND THAT, the resolution also be sent to the Ministry of Education, MLA Dan Davies, and copied to all UBCM member municipalities."

Northern Health, YMCA of Northern BC and School District 60 have partnered to pilot an extended care and learning centre in our community. The 13-hour day of care per child limitation places an additional stress on the licensee to meet that metric when the target population for the pilot program consists of the extended work day healthcare shift worker.

With the limited extended hour child care options for families of shift workers we ask for an amendment to the Child Care Licensing Regulation to accommodate a variety of work schedules.

....2

Sincerely,



Bonnie McCue  
Corporate Officer

cc     MLA Dan Davies, Peace River North  
         [Dan.Davies.MLA@leg.bc.ca](mailto:Dan.Davies.MLA@leg.bc.ca)  
         Union of BC Municipalities

City of Greenwood  
Cheque Register-Summary-Bank



Supplier : HERIT To ZWARN  
Cheque Dt. 26-Mar-2022 To 05-Apr-2022  
Bank : 01 - General Bank To 999 - Penny Rounding Suspense

Seq : Cheque No. Status : All  
Medium : C=Computer E=EFT-PAP T=EFT-

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
5254	31-Mar-2022	ACECOUR	A.C.E. COURIER SERVICES	Issued	77	C	119.10
5255	31-Mar-2022	CHARV001	CHARTIER, VANESSA DAWN	Issued	77	C	320.00
5256	31-Mar-2022	COPPE001	COPPER EAGLE CAPPUCCINO & BAKERY LTI	Issued	77	C	149.73
5257	31-Mar-2022	ICONIX	ICONIX WATERWORKS LP	Issued	77	C	2,039.98
5258	05-Apr-2022	ACECOUR	A.C.E. COURIER SERVICES	Issued	80	C	99.94
5259	05-Apr-2022	ACKLA	ACKLANDS GRAINGER	Issued	80	C	63.80
5260	05-Apr-2022	CANCO	CANCO #106	Issued	80	C	474.68
5261	05-Apr-2022	CIVICINFOB	CIVIC INFO BC	Issued	80	C	208.95
5262	05-Apr-2022	CUPE001	CUPE - LOCAL 2254	Issued	80	C	393.20
5263	05-Apr-2022	GREENG	GREENWOOD GROCERIES	Issued	80	C	128.34
5264	05-Apr-2022	LORDC001	LORDCO	Issued	80	C	325.90
5265	05-Apr-2022	Y&RSAL	Y & R SALES	Issued	80	C	102.89
00492-0001	28-Mar-2022	BARRY001	NOLL, BARRY	Issued	72	E	100.00
00492-0002	28-Mar-2022	BOLTJ	BOLT, JOHN	Issued	72	E	100.00
00492-0003	28-Mar-2022	LANG	Lang, Colleen	Issued	72	E	100.00
00492-0004	28-Mar-2022	NATHJ002	JIM, NATHORST	Issued	72	E	100.00
00492-0005	28-Mar-2022	SEYM	SEYMOUR, MARK G	Issued	72	E	100.00
00493-0001	05-Apr-2022	MUNIP	MUNICIPAL PENSION PLAN	Issued	78	E	3,823.65
Total Computer Paid :		4,426.51	Total EFT PAP :	4,323.65	Total Paid :		8,750.16
Total Manually Paid :		0.00	Total EFT File :	0.00			



## *The Village of Midway* **Fire & Rescue Services**

661 Eighth Avenue, Midway, British Columbia, PO Box 160, V0H 1M08  
Telephone: (250) 449-2206 Fax: (236) 354-8011

*From the Office of the Fire Chief*

November 30, 2021

City of Greenwood  
PO Box 129  
Greenwood, BC, V0H 1J0  
Attn: Mayor Barry Noll and Council

Dear Mayor Noll and Council,

Midway Fire and Rescue department is in need of new equipment to assist with their Road Rescue service. The purchase of a hydraulic combination tool is for Road Rescue Vehicle Extrication. The purchase of a battery-operated unit will allow us to access long distance MVA events (such as over an embankment) without being tied to a hose system, which is restrictive. This tool will provide much faster response and will ultimately assist in saving more lives as responders can get there more readily. Earlier in 2021 funding has been secured to purchase an electric hydraulic cutter, and an electric hydraulic ram, to complement the spreader that was purchased last year. The purchase of the combi tool will mean that we will have a complete set of electric tools that will provide us the ability to perform vehicle extrication and patient rescue in locations that lined tools would not reach.

The Rescue service jurisdiction goes as far as Eholt to the East, Carmi and 62km up Christian Valley to the North and to the Canyon Bridge to the West. This tool will serve the entire Boundary area and all of those who travel through year-round.

The total cost of the equipment is \$16,900 after PST. We are requesting a donation of \$6,000 from the City of Greenwood to help assist with this purchase.

Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael Daloise", is written over a light blue horizontal line.

Michael Daloise  
Fire Chief  
[firechief@midwaybc.ca](mailto:firechief@midwaybc.ca)

*Don't train until you get it right, train until you can't get it wrong*



# The Corporation of the City of Greenwood

## Policy – Grant in Aid

- 1.) DATE: JAN 31, 2022
- 2.) NAME OF GROUP: MIDWAY FIRE + RESCUE - ROAD RESCUE TEAM
- 3.) MAILING ADDRESS: PO Box 160, MIDWAY, BC, V0H 1M0
- 4.) CIVIC ADDRESS: 661 8th AVE, MIDWAY, BC, V0H 1M0
- 5.) LEGAL DESCRIPTION: \_\_\_\_\_
- 6.) TAX FOLIO #: \_\_\_\_\_ TAX YEAR: \_\_\_\_\_
- 7.) CONTACT PERSON: FIRE CHIEF MICHAEL DALOISE
- 8.) PHONE # 250-449-2206
- 9.) LIST OF EXECUTIVE MEMBERS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 10.) GROUPS AIMS AND OBJECTIVES: TO PROVIDE EXPEDIENT, SKILLED, REMOVAL OF PERSONS INVOLVED IN MOTOR VEHICLE COLLISIONS.  
\_\_\_\_\_  
\_\_\_\_\_
- 11.) OUTLINE SERVICES PROVIDED TO OUR COMMUNITY:  
MFR PROVIDES AUTO EXTRICATION SERVICES TO GREENWOOD RESIDENTS AND THE TRAVELLING PUBLIC FROM CARMICHAEL IN THE NORTH TO CANYON BRIDGE IN THE WEST, AND TO ENHOUT IN THE EAST. INCIDENTS BETWEEN THESE POINTS WOULD HAVE THE ROAD RESCUE RESPOND FROM MIDWAY
- 12.) OUTLINE DETAILS OF EFFORTS MADE BY YOUR ORGANIZATION TO WORK TOWARDS SELF-SUFFICIENCY: FUNDING FOR THE ROAD RESCUE TEAM TO OPERATE, PURCHASE FUEL & EQUIPMENT, AND TRAINING COSTS COMES FROM EMERGENCY MANAGEMENT BC (EMBC) AND GRANTS. EMBC FUNDING MOSTLY COVERS FUEL AND SOME MAINTENANCE.  
\_\_\_\_\_  
\_\_\_\_\_
- 13.) IS THE FUNCTION OF YOUR ORGANIZATION:
  - A. REGIONAL IN NATURE YES
  - B. TO SERVE THE GREENWOOD AND AREA YES
  - C. TO SERVE THE GREENWOOD AREA ONLY NO
- 14.) HAS YOUR GROUP RECEIVED GRANTS AND /OR TAX EXEMPTIONS FROM THE City in the past two (2) years? YES amount of grant/tax exemption \$5000
- 15.) HAS YOUR GROUP EVER RECEIVED SUPPORT IN ANY FORM FROM THE City of Greenwood (grant in aid, services in kind, free use of facilities etc.) NO  
\_\_\_\_\_  
\_\_\_\_\_



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

NAME OF CONTRIBUTOR: RDKB

YEAR: 2021

AMOUNT RECEIVED: \$4000

NAME OF CONTRIBUTOR: VILLAGE OF MIDWAY

YEAR: 2021

AMOUNT RECEIVED: \$8000

NAME OF CONTRIBUTOR: \_\_\_\_\_

YEAR: \_\_\_\_\_

AMOUNT RECEIVED: \_\_\_\_\_

NAME OF CONTRIBUTOR: \_\_\_\_\_

YEAR: \_\_\_\_\_

AMOUNT RECEIVED: \_\_\_\_\_

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

A. THE GROUP'S MOST RECENT FINANCIAL STATEMENT

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

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

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

Dated at the City of Greenwood, in the Province of British Columbia, the 3<sup>rd</sup> day of  
FEBRUARY, 2022

Signature: [Signature]

Name: M. DALOISE

Position: FIRE CHIEF

Address: 661 8th Ave, Midway, BC

Phone#: 250-449-2206

## City of Greenwood

# MEMORANDUM

To: Mayor Noll and Council Date: March 21, 2022  
From: Andrea Sherstobitoff, CO Date to Council: April 11, 2022  
Subject: Temporary Use Permit and Business Licence Applications – Open-air Market  
Location: 295 South Government Avenue, Greenwood, BC

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### Purpose / Rationale

The purpose of this report is to seek Council's approval to adopt to issue a Temporary Use Permit (TUP) to Profiled IT People Ltd. (Two Cowboys) to operate an open-air market at 295 South Government Avenue in Greenwood, BC for a term of up to three (3) years.

### Options

1. Council may choose to support the recommendation.
2. Council may choose to refer the issues back to staff for additional information.
3. Council may choose not to support the recommendation.

### Recommendations

That Council issue a Temporary Use Permit to Profiled IT People Ltd. (Two Cowboys) to operate an open-air market at 295 South Government Avenue in Greenwood, BC for a term of up to three (3) years, commencing from the date of issuance.

### Background / Report

The property is zoned C1 – General Commercial. Farmers markets and open-air markets are not a permitted use in any zone included in the City of Greenwood Zoning Bylaw No. 683, 1996. Section 318 of The Zoning Bylaw allows Council to consider Temporary Use Permit (TUP) applications on a case-by-case basis in all zones in the City of Greenwood.

Division 8 – Sections 492-497 of the *Local Government Act* (LGA) addresses TUP terms and regulations. A TUP allows a non-conforming use to be carried out on property for a short period of time. TUPs are designed to be flexible and are subject to review and amendment to mitigate negative impacts on surrounding property. TUPs may be issued for a term of up to three (3) years and can only be renewed once for an additional term of up to three (3) years.

Section 493 of the LGA includes the following regulations:

- (2) A temporary use permit may do one or more of the following:
  - (a) allow a use not permitted by a zoning bylaw;
  - (b) specify conditions under which the temporary use may be carried on;
  - (c) allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

#### Temporary Use Permit Term

Council may choose to issue the TUP for a term of less than three (3) years. This would give Council the opportunity to review the operation of the farmers market and amend the conditions of approval to respond to concerns raised by adjacent property owners and address any deficiencies in the permit.

#### Public Notice

A Public Hearing is not required prior to issuance of a TUP. The LGA's statutory public notice requirement is to publish at least one notice in a local newspaper at least three (3) days and not more than fourteen (14) days prior to Council's decision. A notice was published in the March 24, 2022 edition of the Boundary Creek Times. After Council deferred their decision for this application at the March 28, 2022 regular Council meeting, a notice was published in the April 6, 2022 edition of the local newspaper.

City of Greenwood's Development Procedures Bylaw No. 676, 1996 requires notification to adjacent property owners of the subject property. Notices were sent to adjacent property owners on March 16, 2022. A notice was published on Greenwood's social media platforms on March 18, 2022.

At the time of publishing this report, the City received one referral response from a Greenwood resident, included in Attachment 3: Application Referral Responses.

Future revision of the Development Procedures Bylaw should:

- address inconsistencies in public notification requirements for all permit applications; and
- include references to the applicable regulations in the Local Government for permit applications.

A referral notice was sent to the Interior Health Authority's (IHA) Environmental Health Officer. The response indicated:

1. The market must comply with the *Temporary Food Markets Guideline for the Sale of Foods at Temporary Food Markets* published by the BC Centre for Disease Control; and
2. The market must have a market manager to ensure compliance with applicable regulations.

#### Temporary Food Markets Guideline for the Sale of Foods at Temporary Food Markets

Farmers markets are considered an essential service and may continue to operate during a BC state of emergency provided they operate in compliance with the applicable safety standards and practices required by the local health authority and public health orders.

The *Temporary Food Markets Guideline for the Sale of Foods at Temporary Food Markets* (hereinafter referred to as 'The Guideline') provides operating regulations for both market managers and market vendors. The Guideline includes specific operating regulations for "lower risk foods" and "higher risk foods". Vendors of "lower risk foods" are not required to submit an application to the local health authority prior to commencement of sales at a farmers market. It is the responsibility of market managers and market vendors to ensure that all "lower risk foods" meet the definitions included in the Guideline.

Vendors of "higher risk foods" must contact the local health authority and submit an application prior to commencement of sales at the market.

The draft TUP requires compliance with the recommended guidelines included in the *Temporary Food Markets Guideline for the Sale of Foods at Temporary Food Markets* for markets, market managers, and market vendors.

#### City of Greenwood Official Community Plan

Greenwood's Official Community Plan (OCP) includes policies that recognize the importance of general commercial development in Greenwood including:

- the provision of goods and services to residents and visitors;
- promoting commerce and financial resources in the community; and
- providing employment opportunities to residents.

The OCP identifies "downtown" Greenwood, adjacent to Highway 3, as the most appropriate location for commercial development. The subject property, while not directly adjacent to Highway 3, is included in the commercial development area of "downtown" Greenwood. The subject property is located outside of the Development Permit Area identified in the OCP.

Future revision of the OCP should consider:

- policies to address food security; and
- promoting commercial diversity and "niche" industries particular to the City of Greenwood.

#### City of Greenwood Zoning Bylaw

Sections 308-310 of Greenwood's Zoning Bylaw includes regulations for parking and off-street loading. Four (4) parking spaces are required per salesclerk for "vegetable, produce, craft or similar roadside sales and display stands".

There is limited parking adjacent to the subject property. Residents visiting the post office will compete for on-street parking spaces with market patrons. Parking on Greenwood Street is prohibited. Section 308(4) of the Zoning Bylaw indicates that required parking spaces can be provided on another lot that is within 100 metres (328 feet) of the subject property provided that the two lots are located within the same zone.

The McArthur Centre parking lot is the closest public parking area to the subject property. The draft TUP includes a condition of approval that the market manager must provide at least two signs including information on the designated parking area for market patrons (one sign on-site at 295 South Government Avenue and one at the McArthur Centre parking lot).

Market signage must not impede traffic sightlines. Sign locations must be approved by the City of Greenwood. Additional signage (e.g. to reduce speed and/or watch for pedestrians and children) may be required at the discretion of the City of Greenwood.

Future revision of the Zoning Bylaw should consider:

- farmers markets and open-air markets as a permitted use in the Rural, Light Industrial and Industrial Zones; and
- general operating regulations for farmers and open-air markets.

#### Business Licence Bylaw No. 924, 2018

Greenwood's Business Licence Bylaw includes the following requirements for farmers markets:

- A business licence is required for both the farmers market, and each market vendor selling goods or services at the farmers market;
- The "person holding a farmers market" (i.e. market manager) must submit a list of all participating market vendors and a list of the goods and services offered by each vendor;
- The market manager must submit proof that all vendors selling food products at the farmers market have complied with any conditions, restrictions or requirements of the City or the health authority;
- The market manager must provide an updated list of market vendors (including the goods and services offered by each vendor) when a new market vendor is added to the list of participating vendors; and
- Farmers markets must operate (open to the public) for at least two (2) hours per market day, and markets must be held at least four (4) times per year.

The applicant has supplied a partial list of vendors that will be participating at the market. A complete list of vendors, including goods and services offered, must be submitted prior to the first market day. Confirmation that each market vendor has complied with the restrictions and requirements of the Interior Health Authority must also be submitted by the applicant.

Section 14.11 prohibits vending on City streets, including sidewalks, unless the business licence explicitly authorizes the person or business to advertise, solicit, or carry on business on City streets and sidewalks. Market vendors, including mobile vendors (e.g. food trucks) are prohibited from selling goods or services on City streets or sidewalks without prior permission from the City of Greenwood.

The Business Licence Bylaw also includes additional regulations for:

- mobile vendors (e.g. food trucks);
- special events; and
- sandwich and marketing boards (Schedule "C" Sandwich Board Policy No. 5350-01)

that apply to the market, the market manager, and market vendors.

The regulations included in and enforced by the Business Licence Bylaw are not included in the Temporary Use Permit terms and conditions.

### Municipal Utilities, Roads and Maintenance

The property owner will be responsible for the payment of applicable municipal water and sewer utilities in accordance with Bylaw No. 982, 2021 – Utility Billing and Payment Schedule Bylaw.

Due to concerns with discharging grease directly into the municipal sewer system, market vendors (including mobile vendors) are not permitted to connect to or discharge directly into the municipal sewer system.

Operation of the market will result in increased traffic on South Government Avenue. This is a high-traffic road, particularly during the summer months when the municipal pool is open. The City of Greenwood will monitor traffic and road safety on South Government Avenue. Speed bumps, similar to those installed near City Hall and the municipal pool, may be required to reduce traffic speed.

The market manager must provide garbage receptacles at the subject property. The market manager must bag all garbage collected on-site and remove it from the property after the market closes to avoid attracting animals and avoid nuisance complaints.

The market must operate in compliance with the City of Greenwood Bylaw No. 928, 2018 – Property Maintenance Bylaw.

### Site Plan and Market Layout

The site plan submitted with the TUP application includes fencing between the rear of the parcel (developed with several accessory buildings) and the front of the parcel which is the designated market area. Due to the sharp slope between these two areas, fencing will be required as a condition of approval to ensure the safety of market patrons.

The designated market area includes space for up to ten (10) display stalls or mobile vendors. The property does not appear large enough to accommodate ten spaces for stalls and mobile vendors, particularly if market vendors have tents or canopies to provide shelter for display items and patrons. Due to the limited space available on the property, the draft TUP restricts the number of mobile vendors on the property to three (3). The market manager must submit an updated site plan to the City of Greenwood prior to the first market day.

### Market Recommendations

A farmers market or an open-air market is a complex development with many moving pieces. The conditions included in the draft TUP and compliance with Greenwood's bylaws and policies will be enforced to address public safety and promote commercial development in Greenwood that is beneficial to community residents and visitors.

Additional recommendations for the operation of this farmers market in Greenwood include:

- Obtaining general liability insurance. Insurance should be considered by both the market manager (for the overall operation of the farmers market) and by individual market vendors.

- The BC Centre for Disease Control recommends that market managers and market vendors complete the Foodsafe Level 1 Program or the Marketsafe program.
- Farmers markets in BC can join the BC Association of Farmers Markets (BCAFM) to benefit from promotion, education and networking opportunities, as well inclusion in the BC Farmers Market Trail. BCAFM vendor members receive preferred pricing and benefits from participating suppliers.
- Farmers markets who are BCAFM members can apply to participate in the BC Farmers Market Nutrition Coupon Program (FMNCP) in partnership with a community partner organization. The FMNCP program promotes healthy eating and food security in BC. Community partner organizations provide coupons to lower income families, seniors, etc. to be spent at participating BCAFM farmers markets involved in the FMNCP program. Recipients receive \$21 worth of coupons per week. The coupons cash value is then given to market vendors.

#### Attachments

Attachment 1: Draft Temporary Use Permit (TUP 2022-01) – Profiled IT People (Two Cowboys)



# CITY OF GREENWOOD

PO Box 129  
Greenwood, BC V0H 1J0

Phone: (250) 445-6644 Fax: (250) 445-6441 Email: [frontdesk.greenwoodcity@shaw.ca](mailto:frontdesk.greenwoodcity@shaw.ca) Website: [www.greenwoodcity.com](http://www.greenwoodcity.com)

## TEMPORARY USE PERMIT NO. 2022-01 (TUP-2022-01)

1. This Temporary Use Permit is issued to:

**Name:** Profiled IT People Ltd. (Two Cowboys)  
(the "Owner")

**Mailing Address:** PO Box 572  
Greenwood, BC V0H 1J0

2. This Temporary Use Permit applies to:

**Address:** 295 South Government Avenue  
Greenwood, BC V0H 1J0

3. This Temporary Use Permit applies to that real property including land, improvements and other developments thereon located in the City of Greenwood, with the legal description and civic address as follows:

Parcel B, Block 13, DL 597, SDYD  
Parcel Identifier: 029-654-696  
295 South Government Avenue  
(the "Lands")

4. This Temporary Use Permit is issued subject to compliance with all statutes, bylaws, orders or agreements, except as specifically varied by this permit.

5. The temporary uses permitted on the Lands shall be:

- a) An open-air farmers market
- b) Display stalls for retail sale of crafts, produce, food products, and related exhibits
- c) On-site parking stalls for mobile food vendors

6. The term of this Temporary Use Permit is three (3) years, commencing from the date of issuance.

7. The temporary uses shall be carried out in accordance with the following:

- a) The open-air market, market manager, and market vendors must operate in accordance with the recommended guidelines included in ***Temporary Food Markets Guideline for the Sale of Foods at Temporary Food Markets*** prepared by Food Protection, Environmental Health Services, BC Centre for Disease Control.

- b) Market Manager

The open-air market must have a designated market manager who is on-site while the market is in operation. The market manager must comply with the ***Temporary Food Markets Guideline for the Sale of Foods at Temporary Food Markets*** including:



- i. Section III: Market manager of temporary food markets.
- ii. Section IV: Chef demonstrations and similar events.

The market manager must also:

- i. Obtain all required approvals from local government to ensure compliance with local health regulations and orders, zoning, business licence requirements, utilities bylaws, and property maintenance bylaws.
- ii. Ensure that all market vendors are aware of applicable regulations, policies and guidelines for operation.
- iii. Ensure that all market vendors have obtained approval from the local health authority for the sale of goods or services at the open-air market.
- iv. Provide the proposed dates and hours of operation for the open-air market to the City of Greenwood.
- v. Provide an updated site plan to the City of Greenwood prior to the first market day.

### c) Market Vendors

Market vendors, including mobile vendors, must comply with the ***Temporary Food Markets Guideline for the Sale of Foods at Temporary Food Markets*** including:

- i. Section I: Guidelines for the preparation of lower risk food in the home.
- ii. Section II: Conditions for sale of lower risk food at temporary food markets.
- iii. Section IV: Chef demonstrations and similar events.

Market vendors must also:

- i. Display a notice at the point of sale that states: "This food has been prepared in a kitchen that is not inspected by a regulatory authority" or equivalent wording.
- ii. Label and package food products and samples in accordance with Canadian Food Inspection Agency and Health Canada regulations (allergens, weights/measures).

### d) General Open-Air Market Regulations

- i. Signs must be provided to direct market patrons to the McArthur Centre parking lot. At least two signs are required, one on-site at 295 South Government Avenue and one at the McArthur Centre parking lot. Signs must not impede traffic sightlines. Sign locations must be approved by the City of Greenwood.
- ii. Additional signage (e.g. to reduce speed and watch for pedestrians) may be required at the discretion of the City of Greenwood.
- iii. The use of municipal water and sewer services must comply with the applicable bylaws and regulations.
- iv. Market vendors are not permitted to connect to or discharge directly into the municipal sewer system.
- v. The installation of speed bumps to slow traffic may be required at the discretion of the City of Greenwood.
- vi. Garbage receptacles must be provided on-site. All garbage must be bagged and removed from the property after the market closes.
- vii. Fencing between the rear of the parcel (developed with several accessory buildings) and the front of the parcel (the designated market area) must be provided to ensure the safety of market patrons.
- viii. A maximum of three food trucks are permitted on-site each market day.
- ix. The sale or use of alcohol and cannabis at the farmers market is prohibited.

8. The Lands shall be developed strictly in accordance with the terms, provisions and conditions of this Temporary Use Permit.
9. This Temporary Use Permit is not a Building Permit.
10. This Temporary Use Permit is non-transferable and is valid only in the Owner's name in which the permit was issued and to the Lands for which the permit was issued.

Authorizing resolution passed by Mayor and Council of the City of Greenwood on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Issuance date: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_  
Marcus Lebler, CAO  
City of Greenwood

THE CORPORATION OF THE CITY OF GREENWOOD

BYLAW NO. 989, 2022

A bylaw respecting the Financial Plan for the years 2022-2026

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

1. Schedule A (Financial Plan 2022-2026) attached hereto and made part of this Bylaw, are hereby declared to be the Financial Plan of the Corporation of the City of Greenwood for the years 2022 to 2026.
2. The 2022-2026 Financial Plan Statement of Objectives and Policies is set out in Schedule B and Schedule B is attached to and forms part of this bylaw.
2. This Bylaw may be cited for all purposes as the "**Bylaw No. 989, 2022 - Financial Plan 2022-2026**".

Read a first time this	28th	day of	March	2022.
Read a second time this	28th	day of	March	2022.
Read a third time this	28th	day of	March	2022.

Reconsidered and finally passed and adopted this 11<sup>th</sup> day of April, 2022.

\_\_\_\_\_  
Mayor

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

Certified a true copy of Bylaw No. 989, 2022  
as adopted by Resolution on  
this 11<sup>th</sup> day of April 2022.

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

THE CITY OF GREENWOOD  
BYLAW NO. 989, 2022  
SCHEDULE "A"

	2021	2022	2023	2024	2025
<b>Revenues</b>					
Property Taxation	614,096	642,351	672,099	703,334	736,131
Sale of Services	711,564	359,764	360,478	361,207	361,950
User Fees	410,243	422,550	435,226	448,283	461,732
Grants from other Govts	511,160	581,292	583,029	494,451	494,451
Grants for Capital Projects	502,020	372,286	2,704,046	1,676,500	1,676,500
Transfer from Reserves	873,158	440,277	1,073,880	823,300	814,489
Debt Proceeds	0	0	0	0	0
<b>Total Revenues</b>	<b>3,622,241</b>	<b>2,818,520</b>	<b>5,828,758</b>	<b>4,507,075</b>	<b>4,545,253</b>
<b>Expenditures</b>					
General Government Services	1,005,769	986,661	998,931	1,011,459	1,032,300
Public Works	312,020	331,833	335,218	338,671	342,193
Protective Services	85,050	82,950	83,302	83,661	84,027
Water Services	119,200	125,880	127,055	128,256	129,483
Sewer Services	143,400	145,350	146,495	147,663	148,857
Capital Asset Expenditures	1,174,020	707,686	3,687,503	2,425,000	2,425,000
Transfer to Reserves	782,782	438,160	450,254	372,365	383,393
<b>Total Expenditures</b>	<b>3,622,241</b>	<b>2,818,520</b>	<b>5,828,758</b>	<b>4,507,075</b>	<b>4,545,253</b>
<b>Financial Plan Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

THE CITY OF GREENWOOD  
2022-2026 FINANCIAL PLAN  
Statement of Objectives and Policies  
Schedule "B" of Bylaw No. 989, 2022

In accordance with Section 165 (3.1) of the Community Charter, the City of Greenwood is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The portion of total revenue that comes from each of the funding sources described in Section 165 (7) of the Community Charter;
2. The distribution of property taxes among property classes; and
3. The use of permissive tax exemptions.

**FUNDING SOURCES**

Table 1 shows the portion of total revenue proposed to be raised from each funding source in 2022.

Government grants form the largest portion of planned revenue.

Transfers from reserves form the second largest portion.

Other sources of revenue form the third largest portion.

Property taxation & user fees form the remaining portion of planned revenue.

**Table 1: Sources of Revenue**

REVENUE SOURCE	% OF TOTAL REVENUE	DOLLAR VALUE
Grants from other Govts	28.0%	\$1,013,180
Transfer from Reserves	24.1%	\$873,158
Other Sources	19.6%	\$711,564
Property Taxation	17.0%	\$614,096
User Fees	11.3%	\$410,243
Debt Proceeds	0.0%	\$0
Total	100.0%	\$3,622,241

**Objective**

Over the next 5 years, the City will increase the portion of revenue that is received from user fees by 3% and property taxation by 5% to cover increased operational costs.

The City has evaluated their own property needs to determine what City-owned properties can be released for public sale in 2022.

**Policies**

The City will review user fee levels to ensure they are adequately meeting both capital and delivery costs of the services that are charging user fees. A fees and charges Bylaw has been drafted to enable the collection of fees for various services rendered by the City of Greenwood.

THE CITY OF GREENWOOD  
2022-2026 FINANCIAL PLAN  
Statement of Objectives and Policies  
Schedule "B" of Bylaw No. 989, 2022

**Distribution of Property Tax Rates**

Table 2 outlines the distribution of the property taxes among the property classes.

**Table 2: Distribution of Property Tax Rates**

PROPERTY CLASS	% OF TOTAL PROPERTY TAXATION	DOLLAR VALUE
Residential	85.5%	\$484,280
Business	13.0%	\$73,694
Utility	1.5%	\$8,425
Recreation	0.0%	\$221
Total	100.0%	\$566,620

**Objective**

To maintain a consistent percentage of total property taxation for each property class over the next 5 years.

**Policies**

Encourage economic development initiatives that will bring more business to Greenwood and the surrounding area. New businesses in Greenwood will help off set the tax burden of current businesses and provide employment for the residents of Greenwood.

**Permissive Tax Exemptions**

The City maintains a policy on permissive tax exemptions.