

CITY OF GREENWOOD

Special Council Meeting

Tuesday, October 25, 2022
10:00 am

AGENDA

1. Call to Order

2. Adoption of Agenda

PAGES

3. Adoption of Minutes

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4. Correspondence for Information

- | | |
|--|-------|
| a. RDKB Board of Directors Highlights | 4-7 |
| b. CivicInfo BC Newsletters | 8-19 |
| c. Asset Management BC Newsletter | 20-33 |
| d. BC Ministry of Municipal Affairs Update | 34-35 |
| e. Heritage BC Update | 36-40 |
| f. LGMA Newsletter | 41-43 |
| g. UBCM Compass Newsletters | 44-47 |

5. Discussion Items

- a. Fibre Optics Project Update

6. Administrator's Report

7. Accounts Payable Report

48-49

8. New and Unfinished Business

- a. BC Electoral Bounds Commission letter 50

9. Bylaws

51-62

10. Late (Emergent) Items

11. Question Period

12. Adjournment



CITY OF GREENWOOD
Minutes of the Regular Meeting of Council held on October 11, 2022

PRESENT

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

ALSO PRESENT

Marcus Lebler, CAO
Andrea Sherstobitoff, CO

CALL TO ORDER

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

ADOPTION OF AGENDA

(179-22)

Motion: J. Nathorst / M. Seymour
THAT the October 11, 2022 agenda be adopted.

Carried

**QUESTION & ANSWER
PERIOD****ADOPTION OF MINUTES**

Regular Council Meeting Minutes
September 20, 2022

(180-22)

Motion: J. Nathorst / J. Bolt
THAT the minutes of the October 11, 2022 Regular Council
Meeting be adopted.

Carried

**CORRESPONDENCE FOR
INFORMATION**

(181-22)

Motion: J. Nathorst / C. Lang
THAT the correspondence items a.) through j.) be accepted as
information.

Carried

COUNCILLOR REPORTS

Councillor Lang:

Invasive weeds adjacent to the Assay Office should be addressed by
Public Works.

Councillor Nathorst:

Attended a Volunteer Fire Department meeting on October 5, 2022.

Councillor Bolt:

Attached (to the October 11, 2022 meeting agenda)

Councillor Seymour:

The Greenwood Public Library silent auction was successful.

MAYOR'S REPORT

Attached (to the October 11, 2022 meeting agenda)

Motion: J. Nathorst / C. Lang

THAT the reports be accepted as presented.

(182-22)

Carried

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

THAT Council receive the cash disbursement accounts payable report in the amount of \$80,693.84 for the period of September 20, 2022 to October 7, 2022.

(183-22)

Carried

NEW AND UNFINISHED BUSINESS

- a.) MRDT Program –
request for letter of
support

Motion: J. Nathorst / J. Bolt

THAT Council issue a letter of support to Symphony Tourism Services regarding the 2% MRDT tax program.

(184-22)

Carried

- b.) 2022 Council Meeting
Schedule – amendment

Motion: J. Bolt / J. Nathorst

THAT Council approve the amendment to the regular Council meeting schedule as presented.

(185-22)

Carried

- c.) Grant in Aid Request –
Phoenix Mountain
Alpine Ski Society

Motion: C. Lang / J. Nathorst

THAT Council approve the Phoenix Mountain Alpine Ski Society grant in aid application in the amount of \$600.00.

(186-22)

Carried

- d.) Grant in Aid Request –
Boundary Invasive
Species Society

Motion: J. Nathorst / C. Lang

THAT Council approve the Boundary Invasive Species Society grant in aid application in the amount of \$1,100.00.

(187-22)

Carried

- e.) Nikkei Legacy Park –
accessibility ramp
development

Motion: J. Bolt / J. Nathorst

THAT Council approve the installation of an accessibility ramp into the building at the Nikkei Legacy Park, and gratefully acknowledging the funds provided by the Japanese Canadian Survivors Health & Wellness Fund grant application.

(188-22)

Carried

- f.) Backyard Hens and
Beekeeping

Motion: C. Lang / J. Nathorst

THAT Council defer discussion regarding Backyard Hens and Beekeeping until after the new Council is appointed.

(189-22)

Carried

**DISCUSSION OF ITEMS FOR
FUTURE AGENDAS**

None

QUESTION PERIOD

IN-CAMERA MEETING**Motion: J. Nathorst**

THAT Council move the meeting to In-Camera at 7:28 pm under the following sections of the Community Charter:

90(1)(c): labour relations or other employee relations; and

90(1)(e): the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

(190-22)**Carried****Motion: M. Seymour**

THAT Council adjourn the In-Camera meeting at 8:16 pm.

(191-22)**Carried****ADJOURNMENT****Motion: M. Seymour**

THAT Council adjourn the regular meeting at 8:16 pm.

(192-22)**Carried**

Barry Noll, Mayor

Certified Correct

Andrea Sherstobitoff, Corporate Officer

Board Highlights

September 2022

A general overview of discussion items & major decisions from the Regional District of Kootenay Boundary (RDKB) Board of Directors meeting. The next board meeting will be held on **Wednesday, 12 October 2022** at 1.00 p.m via Zoom.

September 28

Delegation: Columbia Basin Trust

Johnny Strilaeff, President and Chief Executive Officer of the Columbia Basin Trust, led the Board through a presentation on the Trust's 2021/2022 Annual Report. A review revealed that the Community Initiatives and Affected Areas Programs, which provide benefits to Basin organizations, could use refinements. The Trust will engage the public around a renewed Columbia Basin Management Plan from now until November 2023.

1815: Rural Bridesville Zoning

The third reading of the "Rural Bridesville Zoning Bylaw No. 1815, 2022" will be DEFERRED to allow for further public consultation.

1800: Rural Bridesville Official Community Plan

This bylaw received three readings and was adopted unanimously, with amendments.

Gas Tax Funding

Area E/West Boundary: Food Hub Project (Rock Creek)

The RDKB supports the allocation, in principle, of \$140,000 from the Electoral Area E Canadian Community Building Fund for water and sewer servicing for the Food Hub Project in Rock Creek.

Area B/Lower Columbia – Old Glory: Building Upgrades (Rossland Museum)

Approval of the Gas Tax application submitted by the City of Rossland regarding the allocation of Gas Tax funding for \$50,000 towards building upgrades at the museum.

Electoral A: Bocce pits in Village of Fruitvale

Approval of the Gas Tax application submitted by the Village of Fruitvale and the allocation of Gas Tax funding for \$40,600 from Electoral Area 'A' for the costs associated with constructing bocce pits.

Grants-in-Aid

The following grants-in-aid were approved:

Area A:

\$5,000 to Selkirk Mountain Music Society for the Beaver Valley fall appreciation festival (funds are subject to the budget submitted to RDKB staff)

\$500 to the Village of Fruitvale for world rivers day Beaver Creek cleanup day

\$500 to the Village of Montrose, Montrose Recreation Commission for the Christmas Eve fireworks celebration

Area B/Lower Columbia-Old Glory:

\$100 to the Grand Forks ATV Club for the Columbia and Western Rail Trail kiosk information boxes

\$10,000 to the Beaver Valley Senior Citizens Association for three covered benches at Kootenay Boundary Regional Hospital

Area C/Christina Lake:

\$10,000 to the Christina Lake Arts and Artisans Society for operating costs support

\$12,500 to the Christina Lake Community Association for the community hall HVAC system replacement

\$5,000 to the Christina Lake Tourism Society for the Welcome Centre Information Centre Student Ambassador

Area E/West Boundary:

\$1,075 to the City of Greenwood for the Greenwood municipal pool 2022 aquatic transportation funding for West Boundary residents: \$1,075

\$2,500 to the Kettle Wildlife Association for youth archery lessons

\$90 to the Rock Creek Women's Institute for FoodSafe course

\$2,000 to Trails to the Boundary Society for Google workspace and training

\$350 to Trails to the Boundary Society for visitor centre volunteer luncheon

Picture Credit: Peter Kalasz and Tina Bryan Photography

These highlights exclude confidential information such as business negotiations, personnel issues and legal matters. For full meeting agenda minutes visit rdkb.civicweb.net. For a list of upcoming board meetings, visit rdkb.com. For other information or to provide feedback, please contact Anitra Winje, our Corporate Officer at 250-368-0225 or corporate@rdkb.com



Board Highlights

October 2022

A general overview of discussion items & major decisions from the Regional District of Kootenay Boundary (RDKB) Board of Directors meeting. The next board meeting will be held on **Wednesday, 26 October 2022** at 1.00 p.m in The Grand Forks meeting room or via Zoom.

October 12

BC Electoral Boundaries Commission

The Regional District of Kootenay Boundary is concerned about the Commission's proposed boundary change which would divide Electoral Area D and have Christina Lake become part of Kootenay West. A letter will be drafted for review at the next board meeting and copied to all RDKB member municipalities as well as MLAs Russell and Conroy.

RDKB Climate Action Plan

The Regional District of Kootenay Boundary Board of Directors has approved the RDKB Climate Action Plan for staff to implement. View it online! <https://rdkb.com/Portals/0/EnvironmentalServices/Climate/RDKB-Climate-Action-Plan-2022.pdf>

Electoral Area D/Rural Grand Forks Zoning Amendment Bylaw No. 1797

A public hearing has been proposed for Bylaw No. 1797. The Electoral Area D/Rural Grand Forks Director will be delegated the authority to chair the public hearing and the Electoral Area C/Christina Lake Director will be delegated to act as alternate.

The following grants-in-aid were approved:

Area C/Christina Lake:

\$3,500 to the Christina Lake Firefighter Society for Halloween Fireworks

Area E/West Boundary:

\$3,000 to the Beaverdell Community Club for its Friends Helping Friends Food Program

\$500 to the Beaverdell Community Club for its Halloween Celebration

These highlights exclude confidential information such as business negotiations, personnel issues and legal matters. For full meeting agenda minutes visit rdkb.civicweb.net. For a list of upcoming board meetings, visit rdkb.com. For other information or to provide feedback, please contact Anitra Winje, our Corporate Officer at 250-368-0225 or corporate@rdkb.com

Front Desk

From: CivicInfo BC Newsletter <newsletter@civicinfo.bc.ca>
Sent: October 11, 2022 11:44 AM
To: frontdesk.greenwoodcity@shaw.ca
Subject: CivicInfo BC - Training and Development - October 11, 2022

Can't read this e-mail? [click here](#) to view it online.



Upcoming Events

BUILDING TRANSFORMATIONS



Timber in the Digital Environment: Spotlight on DFMA
Industry Summit on Timber
October 13, 2022

[Building Transformations](#) is thrilled to host Ravi Kahlon, BC Minister of Jobs, Economic Recovery and Innovation at Timber in the Digital Environment event in Vancouver, October 13, to present BC's Mass Timber plan as one of the key economic pillars for the province. In addition to Minister Kahlon, Building Transformations and our partners will bring together a host of renowned international experts to discuss exciting innovations and opportunities for sustainable mass timber construction. This event is a must for local governments, and professionals, working in the timber Design for Manufacturing and Assembly (DFMA) space, to hear experiences and insights from prominent leaders on available and emerging technologies to advance timber.

About the Event

Building Transformations is bringing Mass Timber experts together with innovators across the globe to discuss the interface between design and construction within the digital environment, the innovations happening within the manufacturing sector (notably DFMA) and the benefits in terms of productivity, project reliability and environmental sustainability. This two-day event includes two (2) site tours (limited seating available), an opening networking reception on day one. Day two includes a special keynote in the morning and afternoon, followed by a series of presentations and panel discussions.

More Information & Registration

LOCAL GOVERNMENT MANAGEMENT ASSOCIATION



Complimentary Town Hall: Accessible BC Act and the Role of Local Government
October 27, 2022

The Government of British Columbia has recently enacted the *Accessible BC Act*. As part of the legislation, Prescribed Organizations (including local governments) must establish accessibility committees, develop accessibility plans, and create public feedback mechanisms. To assist organizations in meeting these requirements, Disability Alliance BC has been engaged to develop resources and guide this process.

Join the LGMA in this complimentary town hall to hear about the *Accessible BC Act* from the Accessibility Directorate, and how Disability Alliance BC will support local governments to comply with the Act. [Register online](#) by October 20.

LOCAL GOVERNMENT MANAGEMENT ASSOCIATION



Change Management Online Course
November 17, 24 and December 1, 2022
10 - 11:30 a.m. PST

Changes are upon us. Local government leaders need strategies to help identify and plan for the stages of change. Implementing a desired initiative and empowering people to embrace change effectively takes significant planning and preparation. If you are a local government leader or manager who wants to lead successful change adaptation in your organization, consider attending the Change Management Online Course.

Webinars will be followed by reflective learning activities designed with working professionals in mind, along with tools and considerations for future application. Participants can access the support of local government volunteer HR coaches.

Review the [course brochure](#) and [register online](#) by November 10, 2022.
 Cost: \$590 LGMA member; \$675 Non-member + GST

ELI MINA & CONTINUING LEGAL EDUCATION SOCIETY OF BC



Robert's Rules of Order-Demystified with Eli Mina, CPP, PRP
November 18th, 2022
9 AM to 4 PM (PDT)

Eli Mina is pleased to announce Robert's Rules of Order-Demystified. This one day course will be held virtually on Friday November 18th, 2022, from 9 AM to 4 PM (PDT). It is hosted by the Continuing Legal Education Society of BC (CLEBC). It provides a pragmatic and sensible approach to rules of order in meetings. Register [here](#).

You may also inquire with CLEBC's Program Coordinator [Jessica Hodgins](#) at about a March 6, 2023 course, or you may contact [Eli Mina](#).

BC RECREATION AND PARKS ASSOCIATION



Empower YOUTH Conference
November 19th, 2022

Does your organization or local government include youth workers? Register now for BCRPA's [Empower YOUTH Conference \(EYC\)](#) (Nov 19) - the only conference in British Columbia designed by youth workers for youth workers. Additional professional development provided on Nov 20, Certification Day. Event topics include Arts & Cultural Services, Education & Training, Health Services and Community Development.

EYC is a [learning hub](#) that builds on fundamental tools of youth work and introduces new approaches to enhancing program design and delivery for the youth of today. Invest in today's youth by supporting those who work with them to build their skill set.

[View all Events](#)

[List an Event](#)

Post Secondary Programs & Courses

BOARD OF EXAMINERS



Ministry of
Municipal Affairs

Scholarship Program Update

The Board of Examiners is pleased to advise that the Scholarship Programs' tuition award has been increased from \$400 to \$500 for individuals who are taking for-credit courses effective June 29, 2022. The Board continues to provide travel assistance to local government employees taking courses that lead to certification and/or to upgrade their professional skills. For more information on the Board's scholarship programs including eligibility, please visit www.gov.bc.ca/localgov-board-of-examiners or email the Administrator at BCBoardofExaminers@gov.bc.ca.

CAPILANO UNIVERSITY



CAPILANO

Local Government Programs, Capilano University
Spring 2023 Courses

For over 25 years, our Local Government programs have provided courses designed specifically for local government professionals. Join us to improve your understanding of how local government works, gain practical skills, network with local government professionals from across BC and advance your career.

Registration for our Spring 2023 courses will open in early November – see [Spring 2023 and Fall 2023 Courses and FAQ's](#) and our [website](#) for dates and details. To register and for further information contact [Anna Delaney](#).

CapU Local Government courses are three credit university courses, which also provide credit towards Board of Examiners Certificates, the CMC (Certified Municipal Clerk) designation and other professional development program requirements.

Upcoming MATI® Courses with Capilano U:

[PADM 208 MATI® Community Planning in Local Government Organizations](#): November 27 to December 2, 2022 Harbour House Hotel, Salt Spring Island

[PADM 308 MATI® The Successful CAO – Advanced Management](#): February 9 to 14, 2023 The Cove Lakeside Hotel, West Kelowna

UNIVERSITY OF VICTORIA



Online Public Relations Diploma Program January 2023 Term

Currently accepting program applications for the January 2023 term. Apply [now](#) and start earning an industry recognized credential. The first PR prerequisite course begins on January 23, 2023.

This exclusively online Diploma Program in Public Relations offered through the University of Victoria will equip you with the necessary skills and knowledge to create strategic methods to manage public relations and communications programs within your organization, develop key strategies to analyze the public relations practice including media relations, issues management, crisis communications, use of effective communication tools, and communication planning, and learn about the history, evolution and theory of the profession. This 10-course program will prepare you to think critically, develop teamwork skills, a strong work ethics, and manage time effectively while working under the pressure of deadlines and multiple projects.

UNIVERSITY OF VICTORIA



Online Certificate Program in Environmental & Occupational Health January 2023 Term

Now accepting applications for UVic's Online Certificate Program in Environmental & Occupational Health. Apply now and start your program on January 23, 2023.

This specialized and exclusively online program is designed for individuals already working in environmental and occupational health as well as those looking for a career change into this dynamic and rapidly expanding field. You will acquire the knowledge, skills and practical information in an integrated approach. This 8-course program features topics such as *human health risk assessment, risk management, occupational and environmental law, occupational health hazards, safety program management, ergonomics, occupational hygiene, hazardous waste management*, and more. Program details, course descriptions and the online application are available on the EOH program [website](#).

CIVICINFO BC



CivicInfo BC Leadership and Governance Award (Annual Award)

The CivicInfo BC Leadership and Governance Award is given to an employee of a Canadian Local Government or First Nation who is pursuing post-secondary opportunities in governance and leadership. A single award of \$1,000 is available in 2022. The award is funded by a generous benefactor who wishes to remain anonymous, but is well-known and respected in the local government sector.

Completed applications are **due no later than 4pm on October 28th, 2022**. Find more information on our [website](#).

Suggest a Program or Course

Online Registration Desk

1. **2022 Fall Workshop**
[Ontario Municipal Administrators Association](#)
 October 12 - 14, 2022 London,
DelegatesGuestsGolf and Extra Tickets
2. **How To Write an LTFP for Asset Management**
[Asset Management BC](#)
 November 1, 2022 Richmond, BC
REGISTER NOW
3. **2022 AMBC Convention - People, Places and Purpose: Building Resilient Communities Through Sustainable Service Delivery**
[Asset Management BC](#)
 November 2 - 3, 2022 Vancouver, BC
REGISTER NOW
4. **26th Annual FNEESC Education Conference**
[First Nations Education Steering Committee](#)
 December 8 - 10, 2022 Vancouver, BC
REGISTER NOW
5. **2023 NCLGA AGM and CONVENTION**
[North Central Local Government Association](#)
 May 9 - 12, 2023 Dawson Creek, BC
REGISTER NOW

[Request a Registration Form](#)

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News and Announcements

October 14, 2022

Local Government News

Sooke School District and the City of Colwood Explore an Innovative Approach to Create a School that is a Vibrant Community Hub

The Sooke School District and City of Colwood signed a Memorandum of Understanding in 2021 to work in partnership on projects of common interest and benefit to the community.

Posted: October 13, 2022

CRD Acquires Additional Land for East Sooke Regional Park

The addition of this land brings the park to 1474.04 hectares and protects and ensures a larger-scale forested corridor between the marine shoreline of Anderson Cove and the upland areas of East Sooke Regional Park.

Posted: October 12, 2022

Recent Headlines

Submit News

Announcements

BC COMMUNITIES IN BLOOM



PROVINCIAL COMMUNITIES IN BLOOM AWARD RESULTS

BC Communities in Bloom (BC CiB) awarded Certificates, 5-Bloom Street Banners and Criteria Trophies to this year's municipal and community participants on September 29th in a zoom presentation.

Congratulations to first time 5-Bloom recipient Sicamous and Clinton and Hope who have been multi-year recipients of 5-Blooms. 4-Blooms were awarded to Armstrong and 100 Mile House who continue to grow in the CiB Program. Also recognized were Qualicum Beach, Parksville, Coquitlam, Nanaimo, and Abbotsford as Friends non-evaluated participants. In addition to five Showcase projects from various community groups. For a complete list of this year's participants please see www.bccib.ca.

Congratulations to all participants who have, no doubt, been challenged by the events of the last few years. Recovery and resilience are clearly on display for these Communities in Bloom participants. Achieving 4 and 5-Blooms is an incredible accomplishment of collaboration from municipal, business, residents and service groups. BC CiB is part of the nationwide Communities in Bloom program of *"Growing Great Places Together"*.

MINISTRY OF FINANCE



For the 6 month period beginning October 1, 2022, the Property Tax Deferment interest rates will be:

- Regular Program: 1.70%
- Families with Children Program: 3.70%
- Financial Hardship Program: 3.70%

MINISTRY OF MUNICIPAL AFFAIRS



Local Government Election Resources

The Ministry of Municipal Affairs resources for the **October 15, 2022** general local elections are now available online at: www.gov.bc.ca/localelections.

Resources include:

- Candidates Guide to Local Elections in B.C. 2022
- Thinking About Running for Local Office Brochure
- Voter's Guide for Electors Living on Reserve
- Videos for prospective candidates (www.gov.bc.ca/localgov-thinking-running-local-office), including the new panel discussion series "Being an Effective Elected Official".

The general local elections webpages also include information about elections administration, voter eligibility & voting, scrutineers and election organizations & endorsements. Elections BC also has a variety of resources for candidates, elector organizations and third party sponsors about the campaign financing and election advertising rules under the *Local Elections Campaign Financing Act* available on its [website](#).

Place an Announcement in this Newsletter

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News and Announcements

October 21, 2022

Local Government News

City of Powell River Awarded Federal Funding for Airport Improvements

The major improvements will be a renewed surface and the extension of runway 09-27 to a possible 1,219 metres (4,000 feet), along with replacement of most of the runway lighting.

Posted: October 20, 2022

CRD to Enter into Long-term Lease with BC Housing on Salt Spring Island

At the October 12 CRD Board meeting, the decision was made to lease the entire property at 161 Drake Road to BCH instead of subdividing the area.

Posted: October 20, 2022

City of New Westminster Unveils Komagata Maru Interpretive Plaque

The plaque tells the history of the incident and describes the work being done by the City to make amends for past actions, including the naming of the Queensborough esplanade and the Q to Q Ferry docks in memory of the Komagata Maru.

Posted: October 19, 2022

City of Rossland Becomes Future Ready with new Official Community Plan

Through active conversations with Indigenous Peoples of this area, this is the first OCP in Rossland to acknowledge and raise awareness of ongoing Indigenous presence and land rights in the territory that includes and encompasses Rossland known as k'lwist or kmarkn by Sinixt Peoples.

Posted: October 17, 2022

Province, Grand Forks Partner to Develop New Housing

As part of the MOU, BC Housing and the City of Grand Forks have agreed to work together to replace the Hardy View Lodge shelter at 2320-78th Ave., which is operating under a temporary-use permit and is set to close by March 31, 2023.

Posted: October 17, 2022

City of Burnaby recognized with MISA BC Spirit of Innovation Award

The City of Burnaby has been recognized with Municipal Information Systems Association of BC's Spirit of Innovation award for successfully automating its BC 1 Call "Dial Before You Dig" process, providing faster, 24-hour service to customers while saving staff time and money.

Posted: October 16, 2022

CANOE PROCUREMENT GROUP OF CANADA



New Procurement Option for Utility Vehicles

The Canoe Procurement Group of Canada (<https://canoeprocurement.ca>) is pleased to announce a new program to add to its extensive offerings. With the Utility Vehicle Program, you can trust that you have the highest quality utility vehicles at competitive prices. You'll be able to deliver exceptional experiences, whether it's on the golf course, municipal grounds, or anywhere else you need to take your new utility vehicles.

Like all Canoe programs, the Utility Vehicle Program is fully compliant with CETA, CFTA, NWPTA, and other relevant trade legislation. They are tendered on your behalf and offer preferential pricing and quality service.

CivicInfo BC is proud to be a Canoe Procurement partner. If you're not already registered to use Canoe, please sign up today to take advantage of the program. In British Columbia, email Kim Thiessen, Canoe's BC Client Relations Manager, at kim@civicinfo.bc.ca.

MINISTRY OF FINANCE



For the 6 month period beginning October 1, 2022, the Property Tax Deferment interest rates will be:

- Regular Program: 1.70%
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- Financial Hardship Program: 3.70%



YOUR LOCAL ASSET MANAGEMENT COMMUNITY OF PRACTICE IN BC.

Enhancing BC communities through leadership in asset management.

THIRTY-SEVENTH EDITION – FALL 2022

How much should local governments spend each year to reduce the Riparian Deficit?

Kim Stephens and Tim Pringle, Partnership for Water Sustainability in BC. Kim is the Executive Director and Tim Pringle is a Founding Director and Chair, Ecological Accounting Process (EAP) initiative

'If we know how to do a much better job of protecting ecological features and stream systems in our communities and on our landscape, then why aren't we doing a better job? Why are streams still degrading? Why do we still see practices that exacerbate the situation? Why is understanding lacking? How do we change that?'

Sustainable Drainage Service Delivery

In BC, local governments need to include stream systems in strategies, plans and budgets for Asset Management. The community uses these natural assets for municipal drainage, habitat, features in parks and enhancement of properties. Maintenance and management (M&M) concerns and issues arise around stream systems.

A challenge for local governments is, how to move from stopgap fixes to long-term solutions for effective M&M of streams?



EAP, the Ecological Accounting Process, is a pillar for a pragmatic approach. With its focus on the Drainage Service, the Riparian Deficit is the number local governments need. It is the environmental equivalent of the Infrastructure Funding Gap.

The graphic below distils five key ideas that underpin EAP. These cascading concepts create a mind-map.



EAP uses real numbers for financial valuation: In June 2022, the Partnership for Water Sustainability released the 4th in the Beyond the Guidebook Series. Titled *Synthesis Report on EAP, the Ecological Accounting Process, a BC Strategy for Community Investment in Stream Systems*, it showcases collaboration in action.

EAP methodology and metrics allow local governments to make a convincing financial case for annual investment in stream systems to reduce the Riparian Deficit

The essence of EAP is to discover the **Natural Commons Asset** (NCA) financial value of the stream. Defined in the Riparian Area Protection Regulation Act, the NCA is the stream channel plus the 30m setback zone on each side.

The NCA financial value can be readily quantified and is expressed as **\$ per km of stream**. The annual budget for maintenance and management (M&M) of a stream is **1% of the NCA value**. The concept of the **Riparian Deficit** interprets what the NCA number means.

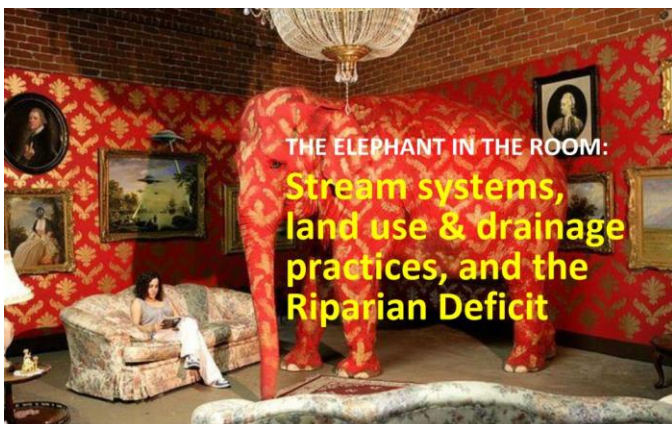
WHAT is the Issue?

When one thinks about asset management, it is often in the context of municipal infrastructure and how this provides the “water service” or the “sanitary sewer service”, and so on. The Drainage Service is the neglected service, and the cost of neglect grows over time.

Why is this? There are several reasons. First, there is the failure to recognize that constructed infrastructure and the stream system are interconnected. Secondly, the science behind stream system integrity is **not well understood by practitioners** nor is it applied effectively.

So, what is the consequence of neglect? The **Riparian Deficit** grows as streams continue to degrade! This is a water balance issue.

Recognize there is an elephant in the room: In the 1990s, seminal research at the University of Washington on the science of land use changes produced a road map for protection of stream system integrity.



Articles in this Edition:

- **Feature Article: How much to spend each year to reduce the Riparian Deficit?**
- **Asset Management – Integration for Resilience**
- **Case Study - Future Proofing Fleet Asset Management at the District of Saanich**
- **UBCM Award District of Oak Bay**
- **You asked: What does Asset Management BC do?**
- **AMBC Communications Channel Refresh Project**
- **Municipal Responsibilities based on Nelson v Marchi**
- **Why your team should attend the CNAM Conference in Fredericton**
- **AMBC Annual Conference**
- **Pre-Conference Course offered by AMBC Nov 1**
- **AMBC joins BCWWA Community Network**
- **Tips and Tactics: Considering the Cost of Climate Resilience in Asset Replacement Forecasts**
- **Upcoming Events**

For the past generation of practice, then, communities and practitioners **should have known** what they ought to be doing. And some have made progress. But, in the big picture, the last two decades have been characterized by an inability to act on the science. The consequence is a growing Riparian Deficit which is an unfunded liability.

Land use realities (master drainage planning, integrated stormwater planning, development pressures, etc.) push local government to pay lip-service to the role of the streamside protection zone. There is scant understanding of a stream system context, the value of water balance pathways, the condition of native vegetation and woodlands cover, and the need for restoration.

Why aren't these factors considered and given equal weight to engineering considerations?

An elephant in the room is the hollowing out of government capacity at all levels and the reliance on outside service providers. The question is, how does one create a situation where the environmental perspective is on an equal footing with the engineering and accounting perspectives?

Only then can there be a balanced and productive conversation about annual budgets for maintenance and management (M&M) of assets, whether those are constructed assets or the natural component of the Drainage Service.

The growing cost due to neglect of the Drainage Service, combined with the urgency of the drainage liability issue, is the driver for linking municipal infrastructure asset management and stream health as "cause-and-effect".

So WHAT can be done?

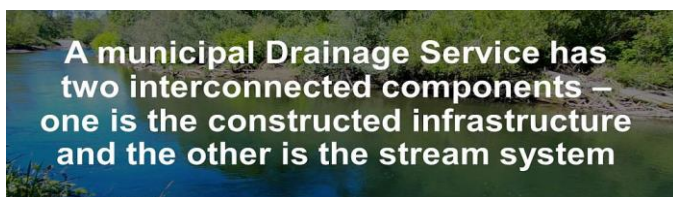
The "EAP story" is about a journey, one that began circa 1990 for pioneers working on parallel stream protection and restoration initiatives in British Columbia and Washington State. Three decades later, these parallel tracks have converged in the form of EAP.

It has been a building blocks process requiring commitment, patience, and perseverance by many.

Following publication of *Beyond the Guidebook 2015*, the Partnership embarked on a 6-year program of applied research to evolve and operationalize the EAP methodology and metrics through collaboration with willing local governments. The program involved 9 case studies and 13 local governments and yielded 19 "big ideas" which became foundational concepts.

The EAP methodology defines what a stream is, finds the value of the stream using impartial BC Assessment data, and adds to that a riparian assessment that looks at the 30m zone and a further 200m upland area to evaluate the water balance condition and what is happening to water pathways.

Because local governments need real numbers to deliver outcomes, we landed on the concept of the Riparian Deficit. This expresses three measures of value in a single number. The three are the financial value of the stream corridor as the **Natural Commons Asset (NCA)**, the social and ecological values, and the order of financial magnitude. The NCA financial value is **\$ per km of stream**; and the annual M&M budget is **1% of the NCA value**.



Overcome barriers and challenges

Having arrived at the EAP destination, the Riparian Deficit, the Partnership is able to reflect on the two issues which provided context for the journey: first, engineering measures are insufficient for stream and riparian protection; and secondly, the link to municipal asset management has not been clear.

To reach the destination, the Partnership had to address and show how to overcome four challenges: one, a lack of

measurable metrics: two, confusion over **what is an asset versus a service**; three, ignorance about how to quantify the financial value of "natural assets" with real numbers; and four, numerous "one-off" projects that fail to build improved asset management practice.



Now WHAT can we do?

EAP is a foundation piece for **Asset Management for Sustainable Drainage Service Delivery**. EAP is outcome oriented – restore and protect stream system integrity.

EAP is remarkable in its simplicity and is pragmatic. Start with an understanding of the parcel because that is how communities regulate and plan land use. It is the parcel level where you get the information that you need to change practice to protect natural assets. That is what everyone must get their heads around.

To build interdepartmental consensus about the need for shared commitment and sustained action, there must be a real number to focus attention on what is at stake. The Riparian Deficit is that metric. It enables local government to pose and answer the question:

What will change when EAP analyses provide financial values for natural assets such as streams?

With the perspective of hindsight, each local government participating in the 6-year program of applied research took a leap of faith that EAP would fit into their strategic directions. Now, with EAP as a foundation piece, these partners in the process have a rationale and a metric to take steps to do business differently.

A decade ago, the Partnership was hopeful that all players would embrace shared responsibility and communities would move from stopgap fixes to long-term restoration of properly functioning streams.

We are not there yet, in large part because of the hollowing out of government capacity at all levels and the reliance on outside service providers.

Re-build internal capacity:

In view of the myriad of realities currently facing all organizations, the task of rebuilding local government understanding and capacity to protect stream system integrity will take time, energy, and long-term commitment.

The asset management task is two-fold in scope.

One, influence current practitioners to adopt EAP into asset management strategies. Two, train the next generation of land use, GIS, and drainage professionals in the use of EAP. This starts in university.

With completion of the current program to mainstream EAP through case studies, the Partnership has set a process in motion to embed EAP in a university setting to support the work of local government practitioners.

Train new leaders and embed knowledge in-house:

"We believe that incorporating students from Vancouver Island University and other universities will support understanding and experience within municipal governments on the importance of EAP, and simply understanding EAP. Fortunately, most of VIU's Master of Community Planning, and Master GIS students find themselves working within municipal governments," states Graham Sakaki.

He is the Regional Research Institute Manager for the Mount Arrowsmith Biosphere Region Research Institute (MABRRI) at Vancouver Island University.

Beyond the Guidebook Series

Stormwater Planning: A Guidebook for British Columbia, released in 2002, is the foundation document for the Beyond the Guidebook Series of guidance documents. The titles themselves tell a story about the partnership journey in building on the Guidebook through case studies that showcase and celebrate good work, and advance implementation of science-informed approaches.

Context for Rainwater Management and Green Infrastructure in British Columbia (2007)

Implementing a New Culture for Urban Watershed Protection and Restoration in British Columbia (2010)

Moving Towards "Sustainable Watershed Systems, through Asset Management (2015).

Synthesis Report on the Ecological Accounting Process, a B.C. Strategy for Community Investment in Stream Systems (2022)

The EAP Synthesis Report is written for land use practitioners, asset managers, stream stewards, and local government decision-makers.

DOWNLOAD A COPY: https://waterbucket.ca/gi/wp-content/uploads/sites/4/2022/06/EAP-Synthesis-Report-Beyond-the-Guidebook-2022_Jun-2022.pdf

(Editors note: This article was previously published. However we are pleased to profile again this important information.)

Asset Management - Integration for Resilience

Kim Fowler, MCIP, RPP, Manager, Long Range Planning, Sustainability and Energy, Regional District of Nanaimo



My first introduction to asset management was in 2006 when the Director of Development Services in the City of Port Coquitlam. Our engineering department had prepared a report on the status of asset management, which included a funding gap analysis showing roads were only being maintained to 16 of 20 years of their normal life

cycle. Without fully funded road maintenance, our road surfaces would have to be replaced 4 years earlier.

This was puzzling because like most taxpayers, I assumed my local government was managing its assets to their full life cycle and had put away reserves over time to replace them. Borrowing money for large or special projects was acceptable practice, but why throw money away? Not a good use of taxpayer dollars. I went downstairs late one afternoon to ask our manager of engineering why his maintenance budget wasn't fully funded. **He advised that was normal and after 10 years of requesting adequate funds for maintenance budgets, he had given up.**

Who kept refusing to adequately fund his maintenance budgets? The Public Works Committee. Who sits on that Committee? Four council members. So this was my introduction to the difference between funding the boring, essential assets that taxpayers assume are being fully funded, and the new, flashy capital projects with their big announcements and ribbon cutting.

Further competition comes from operating budgets with a usual need for more staff due to growing populations. In 2007, I started writing about **the need for asset management to be a fundamental, integrated function in local government.**

In 2008, while a consultant in downtown Vancouver, the president of the Planning Institute of BC phoned me to ask if I would sit on a new committee being formed called Asset Management BC (AMBC). I asked why she would ask me and she advised I was one of the few planners who was knowledgeable about asset management! Appointed to a sub-committee, we developed a model AM policy for local governments. AMBC is likely best known for developing the Framework for Sustainable Service Delivery,

nicknamed The Wheel, given its cyclical or continual process of improvement.

In 2010, AMBC surveyed local governments to determine the status of asset management in BC. With the advent of PSAB 3150 in 2009, local governments now had to account for on their tangible capital assets. The survey results identified the crux of the asset management dilemma:

Long-term planning initiatives such as asset management must compete with short-term priorities. Currently, Councils and Boards are in office for a short time, which can make it challenging for local governments to prioritize long-term initiatives. Furthermore, many of a community's assets are not visible (e.g., water and wastewater pipes). As a result, asset management may not be a top priority in many communities.

Fast forward over a decade to 2022 and what has changed?

Many best practices exist, including the City of Courtenay's AM bylaw (done by the two Davids!), Town of Gibsons leading the way (yea, Mani!) on how to integrate natural assets into asset management and financial planning, and the District of Oak Bay fully managing its 100+ year old infrastructure. These, along with several other leading local governments, however, are still the exceptions. A very Canadian sorry, but this is not good enough.

How does any local government prepare and adopt a financial plan without an asset management plan? Really!!

Without one, you are staggering around in the dark stubbing your toe on insufficient maintenance funds, barking your shin on the replacement cost, and banging your head into climate change. And you've lost the opportunity to extend life cycles and have valuable discussions with Boards, councils and the community about levels of service.

It's not only silly but dangerous.

Risks are increasing with climate change, pandemics, materials & labour force shortages, increasing debts and interest rates, and an impending recession. You can't prepare a financial plan without an asset management plan.

Ask a citizen in a public place if they expect their local government to fully maintain its assets to the end of their useful life and then replace them. They'll look at you, like duh, of course! The public expects this level of service. Our professions should require it. Financial audits should mandate it. The risks are too high, the consequences too

dire and the practice too fundamental to continue with voluntary compliance.

While we could wait until the provincial government has to play its paternal role by changing the legislative requirements on annual financial plans to report on replacement costs and funding gaps but is that necessary? Should professional associations require the integration of asset management planning into financial planning with new sets of mandatory standards of practice? It appears so with no more time to procrastinate.

And the planning profession has to step up to their responsibilities here, too. While often not directly responsible for capital assets or a financial plan, land use planning determines the majority of what type, extent and cost of capital assets are acquired and managed by local governments through land use plans, subdivision regulations and design standards. **More compact design and higher density save local governments \$100 millions in asset management over life cycles** as shown by the Community Life Infrastructure Costing Tool developed by the (the) Ministry of Community, Sport & Cultural Development over 8 years ago (and it's free sourced). This tool provides the very information needed by planners to substantiate planning policy but is rarely used. As any good engineer or finance person will advise you, numbers trump policy! Every development application going on a board or council meeting agenda should have a section analyzing the future impact on the asset management plan with comparative options.

Integrating asset management and financial planning is no longer optional. It should be a professional standard and mandated component of an annual financial report (or the audit is flunked). Local governments manage 60% of the physical assets in Canada on 8 cents of the tax dollar. These assets, like roads, civic buildings, and potable water, storm & sanitary sewer systems (dare we say, bike lanes?!) comprise the economic backbone of our communities – they are essential – and so should their management. While all local governments do asset management and financial planning, the integration needs to enable discussions with our community about level of service, required maintenance and the cost of replacement. As professionals, we owe our communities those discussions. **The resilience of our communities increasingly relies on the integration and the discussions will break the poor practices through awareness.**

(Editors note: Kim is a professional planner who was recently awarded the Innovation and Advocacy individual award from the Planning Institute of BC. She is the author of Docksides Green: The Story of the Most Sustainable Development in the World.)

Case Study:

Beyond the Basics - Future Proofing Fleet Asset Management at the District of Saanich

Jacqueline Weston, P.Eng., PMP, Asset Management Program Manager, District of Saanich, and Steven Wiebe, P.Eng, PMP, Managing Director, innotech Fleet Strategies



Saanich City Hall

Our Asset Management Journey

Saanich has made significant progress in our asset management (AM) journey over the last 15 years, and we are now in the process of formalizing our AM Program based on the AMBC Framework Asset Management for Sustainable Service Delivery.

Guided by our Council approved AM Policy, our AM Program Charter outlines a centre of excellence model: the AM Program Office provides guidance and support to departmental staff, who are responsible for the day-to-day work of managing our assets and delivering services to our community.

Our District-wide AM Program encompasses all of our physical assets within nine service areas: drainage, facilities, information technology, natural assets, park & trail structures, transportation, wastewater, water, and vehicles & equipment. Using AMBC's AssetSMART tool, we have assessed our AM maturity across the organization and identified the fleet component of our vehicles & equipment service area as having the most advanced AM practices that can serve as a model for our other service areas.

Maintaining Organizational Knowledge

In the AMBC Newsletter Winter 2022, the City of Terrace shared their experience with the operationalization of asset management and highlighted the risk of losing critical information when staff retire or leave an organization. We face the same risk, and in the long term, we intend to mitigate this risk by formalizing and documenting our AM practices. However, in the short



term, there may be situations where we need to take more immediate action.

For example, our Manager of Fleet Services, Steven Wiebe, recently left Saanich to start a consulting firm, and we wanted to avoid losing the organization knowledge that he had built during his time here. A diverse group of staff met with Steve before he left to ensure we captured the information and business processes he had established for our fleet service area, as well as his plans and suggestions for future improvement. The result was a smoother transition for the fleet management team, and the opportunity to share lessons learned with others.

Highlighting Our Fleet Asset Management Progress

The Saanich fleet consists of approximately 250 pieces of equipment (not including fire or police). Fleet AM for these pieces of equipment is one of the more mature areas as it is partially regulated by the Commercial Vehicle Safety and Enforcement Branch of the Provincial Ministry of Transportation and Infrastructure. The regulations require Saanich to maintain records and demonstrate a defined and documented preventative maintenance program. While this is a good starting point, we have also been able to build on other aspects of operational AM.

Progress to date and lessons learned include:

- **Asset inventory and maintenance tracking** – All assets are entered into our JD Edwards financial system, which allows for purchase price, fuel costs, labour, parts, and other maintenance costs to be tracked for each asset. While not a perfect system for fleet, it allows for the basic information to be tracked and reported out in an efficient manner for an organization of Saanich's size. Reporting facilitates the identification of increasing maintenance costs, which may be an indicator of inefficient maintenance practices or end-of-life for a vehicle.
- **Sustainable funding model** – For our fleet assets, we have developed a sustainable funding model that includes accurate values for operation, maintenance, and replacement costs. As this model is relatively new and not yet automated, the plan is to update it every five years, using the information entered in JD Edwards. The model helps to set the internal rental rates for each piece of equipment based on actual costs and utilization. It also ensures

that contributions to the replacement reserve are sufficient to allow sustainable funding for future vehicle replacement needs.

- **Annual review of vehicle utilization** – We created a dashboard to facilitate an annual review of vehicle utilization. The review process allows our staff to better understand the usage and operating costs of each asset and identify under-utilized assets that could potentially be disposed of or better utilized as operations expand.
- **Fleet replacement plan and interdisciplinary committee** – We created a vehicle replacement plan and established a review committee including representatives from Sustainability, Finance, Operations and Fleet. The plan results in transparency and accountability of fleet replacement, capital funding needs, and vehicle condition. The committee is helpful to ensure the right vehicles and propulsion technologies are purchased to meet corporate Strategic Plan goals, Climate Plan goals and operational needs.
- **Vehicle replacement process** –
 - *Consider lifecycle costs (or total cost of ownership), instead of simply purchasing a vehicle with a low capital cost. This is critical to ensure the financial burden is not shifted from capital to operating budgets.*
 - *Engage stakeholders to ensure the replacement vehicle specifications meet the operational need. This has the tendency to result in increased efficiency in field operations when the vehicle is in use. It also gives stakeholders a sense of ownership of the vehicle, which results lower maintenance and repair costs.*
 - *Wherever possible, set up multi-year vehicle procurement agreements. This streamlines the vehicle procurement process, reduces workload for procurement and fleet, and allows for quick vehicle replacement in the event of a catastrophic failure of an incumbent vehicle.*
- **Climate Change Mitigation** – Our 2020 Climate Plan: 100% Renewable and Resilient Saanich includes a strategy for transition to an efficient, renewably-powered fleet to reduce greenhouse gas emissions. This transition is underway with the purchase of renewable diesel to replace a portion of our fossil fuel diesel use, the replacement of light-duty internal combustion fleet vehicles to zero-emission vehicles at end of useful life, construction of EV charging stations, and implementation of a pooled electric bike program for work trips. We are also reviewing industry readiness to support medium- and heavy-duty fleet conversion pilot projects.

While there are many benefits to the above processes, there are two key takeaways for today's fleet management environment. The first is the creation of a sustainable funding model and annual vehicle utilization dashboard, which has resulted in approximately a 5% reduction in Saanich's fleet size. This has a positive impact on financial planning, reduction of labour to repair these vehicles as well as a reduction of the emissions associated with the vehicles. The second is the benefit of the sustainable funding model to facilitate the transition towards electrification of our fleet. With increased pressure to transition to electric vehicles, there is a resultant need for increased capital funding due to the higher cost of these vehicles as compared to their traditional gasoline or diesel counterparts. With a sustainable funding model, organizations are much better positioned to manage this transition and reduce greenhouse gas emissions.

Next steps for our Asset Management Program

Our AM Program Charter includes a high-level implementation plan, including short (1-2 years), medium (3-5 years) and long term (greater than 5 years) actions.

In the short term, our focus is on the development of our AM Strategy, which will use existing information to assess the current state, define the desired future state, and identify gaps. The strategy will include an implementation plan of actions to address each of the identified gaps, with timelines, lead department, and resources required for each action. The strategy will define how we will measure and report on the progress of our asset management program, and it will provide a template for our nine AM Plans.

As part of our AM Strategy project, we are very excited to be participating in the AMBC Working With Levels of Service training in fall 2022. Our fourteen members AM Working Group will work together as a cohort to define our current levels of service, identify desired outcomes and performance measures, identify strategies to address gaps for inclusion in our implementation plan.

We plan to use our fleet best practices to develop consistent, District-wide AM practices, and to pilot our AM Plan template. The experience and lessons learned in fleet will be invaluable as we progress in operationalizing our asset management practices consistently across all our service areas. In particular, the integration between our operations, finance, and sustainability team members, with the common goal of future proofing our fleet, will serve us well as we work collaboratively towards sustainable service delivery.

UBCM Award District of Oak Bay Asset Management Award of Excellence

At the annual conference in September 2022, the District of Oak Bay was awarded the **Award of Excellence for Asset Management**. Members of Council and the Chief Administrative Officer accepted the award on behalf of the District.



Left to right: Councillors Tara Ney, Andrew Appleton, Hazel Braithwaite, Mayor Kevin Murdoch, UBCM Director, Selina Williams (Chief Administrative Officer)

The UBCM citation reads:

"The District of Oak Bay identified that a significant portion of the District's water, sanitary sewer, storm, and road assets are past their recommended useful life with many other assets well through their recommended useful life and due for imminent replacement. The District acknowledged that the replacement of these assets is critical but will come at a significant cost. Historic and current funding levels are not sufficient to replace assets at the recommended pace. The District produced its first Sustainable Infrastructure Replacement Plan to address this challenge.



The objectives of the Plan are to:

- Forecast recommended infrastructure spending for the next 50-100 years,

- Recommend funding levels required to support long term infrastructure replacement, and
- Develop different options to address the forecasted funding gap

Council provided the strategic direction to address these issues through the development of an asset management program, increasing funding, and expanding capital programming."

You asked: What does Asset Management BC do?

When asked, "what does **Asset Management BC** do", our answer has been easily expressed in one sentence: **"We provide knowledge transfer and information sharing"**. Our primary audience has always been our BC-based local governments and our First nations. That has been our very straightforward explanation of AMBC for several years. Asset Management is maturing and improved information and approaches and understanding continue to develop.

Two years ago, with a new training program offered through AMBC, we introduced the terminology of 'Operationalizing Asset Management.' There was a need to move beyond just the Asset Management Plan, which is only one component of the entire AM process. A critical element of this defining the **"4 C's", Collaboration, Capacity, Culture and Council**. We would refer you to the rationale and description of these in the article written by David Allen, in his role as Chief Administrative Officer at the City of Courtenay. (See the article in the AMBC Newsletter, Edition #30, Fall 2020 available on the AMBC website assetmanagementbc.ca).

Capacity building in many areas has emerged as an issue for many communities from hiring staff to service delivery. We often hear 'we just don't have the time.' We have proof today that you really cannot afford to NOT do asset management. We also hear, because of capacity, it is not always about money. We have been told by many communities they rarely spend all their capital works budget because they do not have the staff necessary to manage and deliver all the projects. More recently the 'capacity' issues have also been external as it has been difficult to get contractors to bid on projects and/ or prices for construction have risen significantly.

So, it made us think about what we do and how we continue to evolve. In future, look for

Asset Management BC

"Capacity Building through Knowledge Transfer and Information Sharing"

AMBC Communications Channel Refresh Project

Thanks for your feedback!

Our website and newsletter will be getting some attention, thanks to the insightful feedback you shared with us! More than 300 comments were received as part of a recent survey to get your input on how we can improve our communication channels, like our website, newsletter, and social media.



Stay tuned!

We are working on the report so we can share what we heard, and what we're doing as a result, at the November annual conference. In the meantime, if you have any comments you'd like to share, simply send us an email at info@assetmanagementbc.ca.

Congratulations!

Congratulations to Zawad Abedin, of the Lheidli T'enneh First Nations, winner of the coveted free registration to our fall conference: November 2 & 3, at the Westin Wall Centre Vancouver Airport in Richmond.

Thanks to all of you for sharing your time and insights and we look forward to seeing you there!

Thank you from the AMBC Team.

MIABC helps Clarify Municipal Responsibilities based on NELSON Case (*City of Nelson v. Marchi*, 2021)

On October 21, 2021, Canada's top court released its decision in **Nelson (City) v. Marchi**, 2021 SCC 41, a snow removal case involving one of our members.

In this important decision, the Supreme Court held that the City's snow removal and clearance decisions that led to the plaintiff's injury were **not "core policy decisions" that are immune from liability under the policy defence.**

As such, the City owed the injured plaintiff a duty of care. The determination on whether (or not), the City fell below the standard of care was sent back to trial. That case will be heard in August of 2022.



In the course of this decision, the Court provided helpful clarity on the long-debated question of what governmental decisions are immune from tort liability under the policy defence. The decision will apply beyond snow removal cases to all negligence and occupiers' liability claims.

Marchi was widely reported in the media and raised many questions amongst local governments. This article addresses five key questions about the *Marchi* case and what it means for the policy defence:

1. What was the *Marchi* case about?
2. What has changed because of *Marchi*?
3. What are some simple steps local governments can take to make sure their policy decisions are immune from liability?
4. What resources can local governments use to review their old policies and adopt new ones?

We conclude with some final thoughts on why written policies are so important to local governments (hint: it has nothing to do with the policy defence).

What is the *Marchi* case about?

Facts: The City of Nelson plowed and sanded streets in line with their snow clearing and removal policies. They cleared snow from angled street parking in the downtown core into a continuous snowbank, separating the parking stalls from the sidewalk. There were no access routes to the sidewalk. This process was not specifically set out in the City's written policy, but the City provided evidence that this was part of their unwritten policy.

Trial Decision: The trial judge dismissed Ms. Marchi's claim. He held that the City's snow removal decisions were core policy decisions and, thus, the City owed the plaintiff no duty of care. Even if there was a duty, the City had not

breached the standard of care and, in any event, Ms. Marchi caused her own injuries by choosing to traverse the snowbank.

Court of Appeal Decision: The Court of Appeal set aside the trial decision, holding that the trial judge had not properly assessed the distinction between policy

and operational decisions. The City appealed.

Supreme Court Decision: The Supreme Court found in favour of Ms. Marchi, holding that the City had not proved

that its decision to create a continuous snowbank along the sidewalk was a core policy decision. The Supreme Court provided four key pieces of information that forms a new framework in determining whether a decision of a public authority is a **core policy decision**:

1. Level and responsibilities of the decision-maker:

The closer to the decision-maker is to a democratically accountable official, the more likely their decision will be considered a core policy decision.

2. Process by which the decision was made: What is the process? Does it include debate in a public setting? Does it involve different levels of authority? Decisions made by a single employee or a group of employees in relation to a particular event are unlikely to qualify as core policy decisions.

3. Nature and extent of budgetary considerations: A budgetary decision may, but will not always, be a core policy decision. The decisions around complex issues of budgetary allotments among various departments will be classified as core policy. Day-to-day decisions of individual employees will likely not be.

4. Extent to which the decision was based on objective criteria: The more a decision-maker must weigh competing interests and make a value judgement, the more likely it will be a core policy decision. But, if the decision is based on technical standards or general standards of reasonableness, it will not.

The Supreme Court did not decide whether the City was negligent in the way it cleared the snow. Instead, the court sent the case back down to trial to decide that issue and the causation issue.

What's Changed as a Result of *Marchi*?

While it may appear that *Marchi* has drastically changed the law, in reality, much remains the same.

What Remains the Same

- Local governments will still be able to be held liable where their operational decisions are negligent and cause a plaintiff to suffer a loss.
- Local governments can still rely on a policy defence.
- Local governments still have access to other defences to a negligence claim.

What Has Changed

- Courts now have a structured framework for deciding what is and what is not a core policy decision that is immune from tort liability.
- The fact that a decision involved budgetary considerations is no longer a determining factor.
- It is likely that fewer decisions will be considered policy decisions.
- Courts will probably focus more on standard of care.

Our Key Takeaway

The *Marchi* decision does not substantially change the way you should be delivering services to your community. It provides additional guidance on how to ensure certain decisions are characterized as core policy decisions and alters the legal landscape for lawyers defending claims. But, at the end of the day, our members should feel secure in doing what they have always done – providing optimal services specific to their communities and letting us take care of the rest.

What are Some Simple Steps Local Governments Can Take to Ensure their Decisions are Classified as “Core Policy”?

A large portion of local government function falls on the operational side, making it subject to tort liability, and that is okay – as described above, there are many other defences to a negligence claim. And even if those defences do not apply, it is still okay – that is what the MIABC and insurance is here for.

When drafting policy in which you are balancing the competing interests of those in your community, we recommend taking the following three additional steps to ensure you meet the gold standard of defensible policy decisions:

1. Ensure the decision-maker is either your body of elected officials or senior management responsible for balancing the competing priorities and allocating your local government's finite resources.
2. Build in a consultation and deliberation process. Consult management and frontline staff. Consider canvassing the public, if and where appropriate. Incorporate the feedback into the decision-making process.
3. Document the decision-making process in the form of meeting agendas, minutes, memos, and reports.

Final Thoughts:

The Importance of Policies Has Little to Do with the Policy Defence.

The policy defence may be less available, but there are many additional benefits to adopting a written maintenance and inspection policy, especially when it comes to inspecting and maintain your assets. By implementing a written policy, you can ensure your local government's staff take a unified approach to asset maintenance. Written policies can also help members set reasonable expectations for service standards amongst members of the public. Policies may also help you defend a negligence claim by helping establish that you met the standard of care.

Why Your Team Should Attend the CNAM 2023 Conference in Fredericton

Leanne Brannigan, Chairperson CNAM, Manager, Corporate Asset Management, Region of Peel, ON



The 2022 CNAM Hybrid Conference has come and gone, but that does not mean we cannot start looking ahead in anticipation for next year. We currently live in an ever-changing climate, especially in our industry of asset management. In 2022, we saw

longer travel bans and pandemic related restrictions in our municipalities and organizations that might have made attending the 2022 conference in person or virtually unattainable.

Now is the time in to start thinking about attending CNAM's 17th Annual and 2nd Hybrid Conference in Fredericton, New Brunswick from Monday, May 1st-Thursday, May 4, 2023. Attending a CNAM conference does not simply benefit the individual registered, it will also positively impact the municipality, organization, or company of the attendee.

The real question is "Why Should My Team or Team Member attend the CNAM 2023 Hybrid Conference in Fredericton, New Brunswick":

- **Awareness** – Having a presence at the conference can give positive visibility to your municipality, organization or company and ensure your part of the important industry conversations and have a proverbial "seat at the table".

- **Networking** – With industry leaders from across Canada and beyond. Attending can help you stay relevant, providing vital leads, connections, ideas, and new connections post conference.
- **Education** – Having multiple team members present, is cost-effective, and means that they can divide and conquer to attend different workshops, plenaries, and concurrent sessions to have a pulse on key industry topics, trends, and changes, all of which can be brought back to benefit your municipality, organization or company long term.
- **Growth Opportunity** – It has been a difficult few years. Your team member(s) are ambassadors of your municipality, organization or company, and participation shows them a vote of confidence in the work they are doing and their importance. This will not only provide benefits for the above reasons but give the individual(s) a growth opportunity in the industry. It adds to a positive work relationship and could potentially help in job retention.
- **Lastly, Fredericton is Fantastic** - Fredericton provides the classic Maritime experience delegates know and love, enhanced by a thriving music and cultural scene, an unparalleled cluster of authentic experiences and advanced technology. Add in a close-knit, walkable downtown, kilometers of green space alongside the majestic Wolastoq / Saint John River and you will discover a perfect combination of history, culture, and unique experiences.

Locals are proud of their dynamic community and diversity of the city. All the things that make Fredericton, New Brunswick a great place to live also make it a great place to meet.

Fredericton is rich in history, dynamic culture, and natural beauty. Within a five-block section of the historic downtown you'll find the world-class Beaverbrook Art Gallery, National Historic Sites like the Historic Garrison District, Christ Church Cathedral, the New Brunswick Legislative Assembly, and some of the finest Victorian architecture in the country – along with stunning gardens, an idyllic riverfront trail, live theatre, fine dining, fabulous festivals, excellent evening entertainment, working artisans, and unique shopping.

With Fredericton's central location, the rest of New Brunswick is a travelers' paradise. You can enjoy fabulous and affordable adventures while spending your nights in the capital city. Whether you are a nature lover, adventure seekers, sightseers, history buffs, shoppers or dining aficionados, there is something for you in Fredericton!

Registration will be launching in November 2022 – mark

your calendar now to take advantage of early bird rates!
[Click here to sign up to the mailing list](#) to ensure you are the first in the know!

Asset Management BC Annual Conference

..... Just weeks away

Register now through Civic Info (www.civicinfo.ca)

November 2 and 3, 2022 is your chance FINALLY, to attend a power packed event in person at the AAMBC conference at the Westin Wall Centre Vancouver Airport. With Coffee breaks, breakfasts, lunches, and a reception you will have ample opportunity to network with those you have missed to talk in person for two years.

Besides the camaraderie, there is a power packed programs, details of which are on the Asset Management BC website at assetmanagementbc.ca. The theme of the conference is:

“PEOPLE, PLACES, AND PURPOSE BUILDING RESILIENT COMMUNITIES THROUGH SUSTAINABLE SERVICE DELIVERY”

The conference opens with keynote presentations each day by two previous Chief Administrative Officers. Day one is **Ron Mattiussi**, who was CAO in Kelowna and has a planning background. Day 2 is **Paul Murray**, who was a Chief Administrative Officer in different local government and has a finance background.

Theme of other sessions include:

- Climate Change and Natural Assets
- Community Asset Management Journeys
- Implementing and Operationalizing Asset Management
- Small Community Asset Management

This year, for the first time **Asset Management BC** has an awards program. Find out who the award winners are at the **#OurAssetsMatter Award Ceremony** following lunch on Wednesday.

Register NOW!! See you there!



Pre-Conference Course offered by AMBC on Tuesday November 1, 2022

Asset Management BC is pleased to offer a one day course on “How to write a Long Term financial Plan” The course will be delivered by Christopher Paine who was CFO for Colwood and now the District of Oak Bay.

Course details and registration is on CivicInfo (civicinfo.ca). The one-day workshop will be held at the same hotel as the AMBC conference, The Westin Wall Center, Vancouver airport.

Registration is limited so register now.

AMBC joins BCWWA Community Network



The BC Water & Waste Association is excited to be working with Asset Management BC to elevate and highlight the **BC Small Water Systems Community Network**. Asset management is a vital component of ensuring the sustainability and resilience of small water systems across the province.

Created to support small water systems teams, the **BC Small Water Systems Community Network** is your go-to place for coming together, sharing knowledge, expertise, and accessing valuable resources. The Community Network acts as a hub for addressing the needs of the small water systems community, offering the ability to search through curated information as well as post your own questions and content.

Ultimately, what matters most is ensuring clean safe drinking water is available for all British Columbians and meeting the needs of the community to reach that goal. Prior to the development of the Community Network, focus groups were held and surveys were distributed to both purveyors and supporters to capture all stakeholders involved with small water systems.

Throughout the project, the team kept the needs of the water purveyors at the center of planning, while recognizing the important contributions of supporters. Through this process, we learned that the small water systems community is incredibly diverse in a variety of factors including, demographics, system size, location,

source water, treatment types, and governance structure – no two systems are truly the same.

Recognizing the diversity and the many challenges and concerns that small water purveyors face, the Community Network curates resources, articles, and information that those in the community may find valuable. Although there are many great benefits to exploring the platform, we recognize that everyone is busy. That is why we have our Weekly Digest, which highlights any new activity across the platform and gets sent out on Fridays, so nothing is missed!

We invite anyone in the small water systems community to become a member, whether you are an owner, operator, volunteer, trustee, employee, or if you provide products, services, training, or expertise in the subject matter.

This is a vast and interconnected community, built to support one another to increase the sustainability and resilience of all small water systems across the province.

The Community Network is **free to join** and isn't just a static site; there are many opportunities for all members to participate, ask questions, share information, and submit posts. Members can:

- Explore the Dashboard to find new content from across the platform.
- Search for other Members and Organizations within the Directory and send them a message with our internal messaging system.
- Join the private Owners Lounge conversation if you are a small water system
- Post on the public Technical Discussions for the whole community.
- Find the bulk of resources, articles, and information in our Knowledge Zone – use the convenient Search function to find information from Asset Management BC as well as a variety of other supporter organizations.

Members can also contribute to all areas of the Community News – Wanted/Offering, Opportunities, Upcoming Events - using the convenient Submit a Post feature. If you want to learn more about the Community Network prior to becoming a member for free, visit smallwaternet.org.

We are always excited to hear from the community! If you have an idea, feedback, or any questions about the Community Network please reach out to smallwaternet@bcwwa.org.

Tips and Tactics: Next Steps - Considering the Cost of Climate Resilience in Asset Replacement Forecasts

*Bernadette O'Connor, PMP, IAM Dip, CAMA, NZCE(Civil),
Asset Management Specialist, WSP*



Many organizations have now developed their financial forecast for asset renewals (replacement of existing assets). However, as we experience the effects of climate change in our own region and watch the experience of other organizations across the Country, we should by now appreciate that

not all assets will be replaced “like-for-like”. There is a cost to build climate resilience into our infrastructure to protect our communities. How to determine that cost and who pays are questions on the table now. The FAO (Financial Accountability Office) completed a study last year on costing climate change impacts and adaptation for provincial and municipal public infrastructure in Ontario. The ISC (Indigenous Services Canada) is currently doing a study on cost estimation for resilient community infrastructure on-reserve. Both these initiatives are generating indicative estimates for percent increase in cost (compared to current replacement cost) to build climate resilience into asset replacements.

This is the next step for organizations after they determine current replacement costs, is to consider the additional costs for climate resilience and build this into their work plans and financial forecasting.

Historically many organizations have not concerned themselves about the cost of new assets and increasing the size of existing assets for population growth, believing that most of this cost will be borne by developers. This approach could partially address some of the future climate resilience needs of the community – if – the organization has updated their construction standards to include for climate resilience. However, it will NOT address all climate resilience needs AND it is unwise to rely on sufficient development occurring fast enough to protect your community.

Without a doubt, most of the cost for building climate resilience into your infrastructure will be borne by the community. It is incumbent on all of us to consider what needs to be done for our community and start building this into our financial forecasting and funding strategies.

Upcoming Events

Note: COVID-19

Due to COVID-19 requirements for social distancing, many events have moved to 'virtual' platforms.

Check Association websites to confirm details.



Asset Management BC

November 1, 2022

Pre-conference Workshop - **How To Write an LTFP for Asset Management**

Westin Wall Centre Hotel – Vancouver Airport, Richmond BC

assetmanagementbc.ca

Registration on CivicInfo: civicinfo.bc.ca

Asset Management BC

November 2-3, 2022

Annual Asset Management Conference

Theme: People, Places and Purpose

Westin Wall Centre Hotel – Vancouver Airport, Richmond BC

assetmanagementbc.ca

Registration on CivicInfo: civicinfo.bc.ca

Federation of Canadian Municipalities (FCM)

February 2023

Sustainable Communities Conference

Ottawa, ON

fcm.ca

Canadian Network of Asset Managers (CNAM)

May 1-4, 2023

Annual Conference and Trade (Hybrid)

Fredericton, NB

cnam.ca

BC Water & Waste Association (BCWWA)

May 14–16, 2023

Annual Conference and Trade Show

Penticton, BC

bcwwaconference.org

Federation of Canadian Municipalities (FCM)

May 25–28, 2023

Annual Conference and Trade Show

Toronto, ON

fcm.ca

Government Finance Officers Association of BC (GFOA BC)

May 31 - June 2, 2023

Annual Conference

Whistler BC

gfoabc.ca

Local Government Management Association of BC (LGMA)

June 13-15, 2023

Annual Conference and Trade show

Nanaimo, BC

lgma.ca

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To receive this newsletter by subscription, please visit the CivicInfo BC website at civicinfo.bc.ca. In the bottom right of the screen, you'll see the Newsletter subscription box; enter your e-mail address and select the Asset Management BC Newsletter.

The opinions expressed in articles in this newsletter are those of the authors and do not necessarily reflect the opinions of Asset Management BC or any of its partners.

Editor: Bernadette O'Connor



Victoria, BC

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Email: berndette.oconnor@wsp.com





October 12, 2022

Ref: 271278

Dear Chief Administrative Officers and Corporate Officers,

I am pleased to update you about additional tools that have been developed for local governments to help strengthen the responsible conduct of elected officials. These tools include:

- A new legislative requirement to consider establishing or reviewing a code of conduct,
- A new regulation for the prescribed oath of office, and
- A new education module on the foundational principles of responsible conduct.

Codes of Conduct

As you may be aware, new legislative requirements for codes of conduct came into force on June 13, 2022, with the [Municipal Affairs Statutes Amendment Act \(No. 2\), 2021](#). Within six months after the first regular council or board meeting following the general local elections, a council or board must decide whether to adopt or review a code of conduct for the council or board members. Before making a decision, the council or board must consider the principles for codes of conduct prescribed by [regulation](#). If the council or board decides not to adopt or review a code of conduct, they must make the reasoning behind their decision publicly available. If the council or board decided not to establish or review a code of conduct, they must reconsider that decision before January 1 of the year of the next general local election.

Oath of Office

A person elected or appointed to office must make an oath or solemn affirmation of office or the person will be disqualified from holding office. A council or board may, by bylaw, establish the oath for the purposes of this requirement, or they may use the oath that is prescribed by [regulation](#). The prescribed oath of office has been amended to be more accessible to local governments (i.e., through the creation of a distinct regulation and the use of modern and clear language) and include the foundational principles of responsible conduct.

For clarity, the *Local Government Act* (or *Vancouver Charter*) and the *Local Elections Campaign Financing Act* are the applicable Acts for council and board members to confirm that they have complied with the provision in relation to their [election to office](#). The *Community Charter* (or the *Vancouver Charter*) is the applicable Act for council and board members to indicate that they will abide by the rules related to [conflict of interest](#).

Education Module

The Ministry of Municipal Affairs, in collaboration with our partners at the Union of B.C. Municipalities (UBCM) and the Local Government Management Association (LGMA), have developed an on-demand

CAOs and Corporate Officers

Page 2

eLearning course for elected officials which introduces the foundational principles for responsible conduct. The course entitled *Responsible Conduct Everyday* is based on real life scenarios that require the learner to make choices and reflect on behaviour. Like the Model Code of Conduct and the Forging the Path to Responsible Conduct guide, we hope the new course provides an additional tool to strengthen the practice of responsible conduct.

If you have any questions about these responsible conduct tools, I encourage you to contact our Governance and Structure Branch. You can reach the Governance and Structure Branch by phone or email at: 250-387-4020 or LGGovernance@gov.bc.ca.

Kind Regards,

A handwritten signature in black ink, appearing to read 'T Faganello', with a large, sweeping flourish at the end.

Tara Faganello
Assistant Deputy Minister

pc: Gary MacIsaac, Executive Director, UBCM
Candace Witkowskyj, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo BC
Michelle Dann, Executive Director, Local Government Division, Municipal Affairs

The Heritage BC UPDATE

Heritage Week 2023

It's time to start planning!

We are excited to share that this upcoming Heritage Week Theme is “*Always in All Ways*”. Mark your calendars for **February 20 - 26, 2023** to celebrate local heritage with us in all the ways that excite you most. This year, our goal is to have more Heritage Week events taking place in more BC communities than ever before. Whether it be a walking tour, heritage hunt, workshop, or other fun heritage event - Heritage Week is a chance get your community excited about their local heritage, and to raise awareness of the importance of conserving it. What are you going to be doing?



[Learn more on our website](#)

Welcoming Jennyce Hoffman

Our New Communications Coordinator

Hi Everyone,

My name is Jennyce and while I am very new to the province of British Columbia, I am by no means new to the heritage industry. Becoming a heritage professional has always been my dream job - Let's just say I was the kid in middle school writing articles about history in my local small town and submitting them to heritage newsletters across the province.

As a transplant from Alberta, I most recently worked with Heritage Crowsnest as their Marketing and Communications Lead, and before that I was with the Glenbow Museum as their Membership Coordinator. Now located in the beautiful city of Kimberley, I am thrilled to join Heritage BC as their Communications Coordinator and to take part in creating and highlighting creative and meaningful ways to help individuals, communities, and organizations connect with heritage. I am most excited to connect with all of you!

- Jennyce



The Joint Conference has SOLD OUT

You can still attend a Pre Conference Workshop or a Post Conference Fieldtrip

The Joint Conference with the BC Museums Association may be sold out, but there are several small conference events that do not require conference registration that you can register to attend! Join us for a pre-conference workshop on November 1st or hop on the Community Action Bus and attend one of our post-conference fieldtrips on November 4th.

Visit the [Conference Website](#) for more information and to register.

Heritage Walking Tour

Wednesday, November 2nd 3:30 to 5:00PM

Join our heritage walking tour, led by former City of Victoria Councilor and heritage advocate, Pamela Madoff. Now Vice-President of the Victoria Heritage Foundation, she will guide you through the streets of James Bay, the oldest neighbourhood built in the City of Victoria's history, which sits on the traditional territory of the Swengwhung tribe. You will learn about James Bay's architectural history and the heritage tools and community activism that were utilized to maintain its heritage character. The tour will focus on Battery, South Turner and Medana Streets, all of which are currently facing development pressures and seeing a necessary rise in community activism. The tour is free, but limited to 25 people.



[More information & register here](#)

Sponsor Spotlight

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We're grateful for Joint Conference sponsor, Merrick Architecture. Merrick Architecture utilizes a "boutique" practice philosophy providing full architectural, interior design and master planning services as they have throughout their 38 year history offering a total

staff of 29, with offices in both Vancouver and Victoria. Their portfolio includes many complex projects in both the public and private sectors highlighting their experience, skill, capacity and track record to deliver highly acclaimed design solutions that include many award winning heritage renovation, rehabilitation and restoration projects. To learn more, visit [Merrick Architecture](#) or get in touch at info@merrickarch.com.

Available Funding



Museums Assistance Programs

The Access to Heritage, Collections Management, and Indigenous Heritage components of the Museums Assistance Program application period is now OPEN!

The deadline to apply has been extended to **Tuesday, November 15, 2022, at 5:00PM (EST)**. For full details on program eligibility and information on how to apply, visit the [Museums Assistance Program](#) online.

British Columbia History Digitization Program

The 2023/2024 BCHDP application cycle is now open! Private or public institutions and agencies that have the preservation of historical British Columbia materials as part of their mandate are welcome to apply. This includes, but is not necessarily limited to, libraries, archives, museums, historical societies and post-secondary institutions.



Deadline for submissions is **Friday, December 9, 2022 at 5:00PM (PST)**. You can download their [instructions and guidelines](#) and/or the [application form](#) directly, or find more information at [BCHDP's website](#).

Upcoming Webinars

“Interlinking the Tangible and Intangible including Memories in Heritage Interpretation”

Part of the 2022 Online Lecture and Webinar Series - Bridging the Gap: 50 Years of the World Heritage Convention.

Lecturer: Dr. Neel Kamal Chapagain from Ahmedabad University

Date: Thursday, October 20, 2022 at 6:00AM (CET) / 9:00PM (PST)

No registration is required, the lecture will be live-streamed on [YouTube](#) and [Facebook](#). For more information visit [WHIPIC's website](#).

Session 4

Interlinking the Tangible and Intangible including Memories in Heritage Interpretation

Neel Kamal Chapagain
Ahmedabad University

20 October 2022
06:00 CET / 14:00 KST

For further information, please visit WHIPIC's website or social media (@unesco.whipic)

2022 Online Lecture and Webinar Series
Bridging the Gap
50 Years of the World Heritage Convention

WHIPIC
Cultural Heritage Foundation
UNESCO
DR. NEEL KAMAL CHAPAGAIN

AABC Webinar "Creating Archival Exhibits"



Join the Archives Association of BC online via Zoom to learn about creating effective and engaging exhibits using treasures from your archival holdings!

Instructors: Lisa Glandt, AABC EAS Coordinator & Krisztina Laszlo, Archivist, Rare Books and Special Collections, UBC Library.

Date: Tuesday, Oct. 25, 2022 at 10:00AM (PST)

Registration: AABC members - \$15.00; Non-members - \$30.00

For more information and registration links, please visit the [AABC website](#).

Registration closes: Monday, October 24 at 5:00PM



BECOME A MEMBER

Heritage BC is your provincial service organization supporting heritage conservation across British Columbia through education, training and skills development, capacity building in heritage planning and funding through the Heritage Legacy Fund.

Support your provincial heritage organization by becoming a member today. Membership fees start as low as \$35.

[Become a member today!](#)

Statement of Acknowledgement

As an organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members and all people to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage. [Learn more about whose land you live on.](#)

Front Desk

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



LGMA
 LOCAL GOVERNMENT
 MANAGEMENT ASSOCIATION
 OF BRITISH COLUMBIA

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

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LGMA Newsletter: Week of October 11, 2022

Equip Your Board of Variance for a New Term



Appointed by Board/Council, the Board of Variance is a quasi-judicial body which is independent from elected officials and local government staff. It is critical that members of the Board of Variance have a good understanding of their roles and responsibilities in accordance with the statutory requirements. Both members and local government senior administrators need to have an understanding of good board procedures, review practice and judicial appeal procedures, as they are an integral part of the local government land use management system established in the Local Government Act.

Equip your board members with the Board of Variance Guide and build this resource into your orientation processes this fall. [Order your copy online.](#)

CURRENT OPPORTUNITIES**LGMA Training:***Complimentary Town Hall*Accessible BC Act and the Role of Local Government

October 27

*CAOs supporting CAOs*CAO Connect Lunch Series

November 10

*Build change resiliency within your organization*Change Management Online Course

November 17 - December 1

*COs supporting COs*Complimentary CO Connect Lunch Series

January, 2023

*Completed Your Ethics Training Requirements?*Ethics in Local Government

Available on demand

Election Resources:*Your go-to training and resource page*Local Government Elections InformationSee all Training & Workshops**Additional News and Training:***TRC resource, tools, and other helpful information*Truth and Reconciliation Resources for BC Local Governments*Advance reconciliation in tangible and measurable ways*DRIPA Action Plan*B.C. Climate Preparedness and Adaptation Strategy*Anticipate, prepare for, and respond to the impacts of climate change*Community Preparedness Fund*Enhance your preparedness and resiliency

Deadlines approaching!

*Receive up to \$300,000 for Skills Training*BC Employer Training Grant*Strengthening responsible conduct*Working Group on Responsible Conduct Resources*Funding for small accessibility projects*Enabling Accessibility Fund*New standards in effect*Firefighter Minimum Training StandardsSee all News & Opportunities

**Come Volunteer with the LGMA
on the Corporate Officer Committee**

Do you want to guide future learning opportunities for Corporate Officers? Do you want to collaborate alongside your peers to address emerging topics affecting local government employees working in Corporate Administration? The LGMA is seeking two emerging or seasoned Corporate Officers who want to guide the work and delivery of the popular Corporate Officers Forum, Corporate Officer Connect, and resource development. Come volunteer with the LGMA and share your expertise with your colleagues.



[Become a volunteer](#) and [submit your application](#) by **Friday, November 15, 2022.**

Connect with the LGMA



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

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

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

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UBCM seeks improvements to 911 service delivery

Following recent disasters and 911 service disruptions, and with 911 call volume increasing, UBCM is requesting that the provincial government assume greater responsibility for emergency communications. A letter from UBCM President Jen Ford to Minister Mike Farnworth offers recommendations to address issues related to 911 service delivery, including standards, governance and funding.

[Read More](#)

RCMP Hosting Cybersecurity Webinar

As part of Cybersecurity Awareness Month, the RCMP is hosting a webinar for public and private sector representatives, including local government staff and elected officials. The webinar takes place on October 25, 2022 (10:00 AM – 12:30 PM PDT), and will include presentations from subject matter experts on how to protect yourself and your organization from cybercrime.

[Read More](#)

Group Benefits for elected officials & staff

Local governments that are reviewing existing benefit plans should be aware of the comprehensive group insurance coverage available through UBCM to all local government staff and elected officials in British Columbia. Information on the UBCM Group Benefits Plan for elected Officials can be found on our [website](#).

Board of Examiners scholarship awards

The [Board of Examiners](#) is pleased to advise that effective June 29, 2022, it has increased its scholarship awards from \$400 to \$500 for local government staff taking for-credit courses. The Board also continues to provide travel assistance to local government employees taking courses that lead to certification and/or upgrading their professional skills. For more information on the Board's scholarship programs, including eligibility, please visit the Board's website or email the [Administrator](#).

LEADERS IN LOCAL
GOVERNMENT LAW

LIDSTONE & COMPANY

lidstone@lidstone.ca

Repeat offending report requires new funding commitments for implementation

An independent investigation into repeat offending and random stranger violence has concluded that the Province should make significant new investments for those with mental health and other complex issues. The final report's 28 recommendations also include calls to improve information sharing and coordination among the health, justice and social service sectors, and for increased public confidence in the justice system.

[Read More](#)

Asset Management BC conference Nov. 2-3

The much-anticipated Asset Management event of the year, the Annual AMBC Conference, is just two weeks away. This year's conference, *People, Places and Purpose: Building Resilient Communities Through Sustainable Service Delivery*, will be held at the Westin Wall Centre Vancouver Airport Hotel in Richmond, Wednesday & Thursday, November 2-3.

[Read More](#)

Civil Forfeiture program accepting applications

The Province's Civil Forfeiture Grant Program is now accepting applications from organizations working on community safety initiatives. Interested local governments have until November 23, 2022 (4:30 PM) to submit their applications.

[Read More](#)

Cyber security tool for infrastructure

Public Safety Canada (PSC) has released a new version of its cyber security [tool](#) for critical infrastructure owners and operators. The Canadian Cyber Security Tool Version 2.0 is a virtual self-assessment tool developed to provide users with an overview of their organization's technical and program resilience. Interested individuals are asked to contact [PSC](#) to obtain a username and password, and/or receive additional information.

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City of Greenwood
Cheque Register-Summary-Bank



Supplier : HERIT To ZWARN
 Cheque Dt. 21-Sep-2022 To 24-Oct-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
5497	22-Sep-2022	ACECOUR	A.C.E. COURIER SERVICES	Issued	1000000037	C	535.47
5498	22-Sep-2022	AMAZON	AMAZON	Issued	1000000037	C	420.13
5499	22-Sep-2022	AQUATECH	AQUATECH DIVING & MARINE SERVICES	Issued	1000000037	C	17,406.20
5500	22-Sep-2022	BARGD	BARGE, DALE	Issued	1000000037	C	125.95
5501	22-Sep-2022	BLACK001	BLACK PRESS	Issued	1000000037	C	3,290.27
5502	22-Sep-2022	BOUNDSEP	BOUNDARY SEPTIC SERVICE	Issued	1000000037	C	959.00
5503	22-Sep-2022	BRANDT	BRANDT TRACTOR LTD	Issued	1000000037	C	1,923.61
5504	22-Sep-2022	CANAD002	CANADA SAFETY EQUIPMENT	Issued	1000000037	C	390.39
5505	22-Sep-2022	CANCO	CANCO #106	Issued	1000000037	C	1,385.63
5506	22-Sep-2022	CAROENV	CARO ANALYTICAL SERVICES	Issued	1000000037	C	851.99
5507	22-Sep-2022	CHARV001	CHARTIER, VANESSA DAWN	Issued	1000000037	C	320.00
5508	22-Sep-2022	DUMRUN	DUMP RUN SERVICES	Cancelled	1000000048	C	0.00
5509	22-Sep-2022	GRANT001	GRANTON MOTORS	Issued	1000000037	C	403.51
5510	22-Sep-2022	GREEN	GREENWOOD SAW TO TRUCK REPAIRS	Issued	1000000037	C	740.60
5511	22-Sep-2022	GWBUCK	GREENWOOD BUCK & UP	Issued	1000000037	C	190.55
5512	22-Sep-2022	GWLIB	GREENWOOD LIBRARY	Issued	1000000037	C	3,450.00
5513	22-Sep-2022	ICONIX	ICONIX WATERWORKS LP	Issued	1000000037	C	1,926.76
5514	22-Sep-2022	KMSTOOL	KMS TOOLS & EQUIPMENT	Issued	1000000037	C	526.34
5515	22-Sep-2022	LORDC001	LORDCO	Issued	1000000037	C	34.66
5516	22-Sep-2022	MILLS	MILLS OFFICE PRODUCTIVITY	Issued	1000000037	C	104.56
5517	22-Sep-2022	REGIO001	REGIONAL DISTRICT OF KOOTENAY BOUNDA	Issued	1000000037	C	340.20
5518	22-Sep-2022	YOUNG001	YOUNG ANDERSON BARRISTERS	Issued	1000000037	C	603.37
5519	26-Sep-2022	MITCHSARA	MITCHELL, SARAH	Issued	1000000039	C	885.56
5520	26-Sep-2022	SAINNAVI	SAINI, NAVINDER	Issued	1000000039	C	45,546.01
5521	17-Oct-2022	LANDT	LAND TITLES SURVEY AUTHORITY	Issued	1000000056	C	76.32
5522	17-Oct-2022	LANDT	LAND TITLES SURVEY AUTHORITY	Issued	1000000058	C	76.32
5523	19-Oct-2022	CHARV001	CHARTIER, VANESSA DAWN	Issued	1000000061	C	640.00
5524	20-Oct-2022	A&G SUPPLY	A&G SUPPLY LTD	Issued	1000000063	C	310.50
5525	20-Oct-2022	ACCUR	ACCURA ALARMS	Issued	1000000063	C	31.50
5526	20-Oct-2022	ACECOUR	A.C.E. COURIER SERVICES	Issued	1000000063	C	65.47
5527	20-Oct-2022	AQUAM	AQUAM INC	Issued	1000000063	C	73.29
5528	20-Oct-2022	BLACK001	BLACK PRESS	Issued	1000000063	C	5,052.12
5529	20-Oct-2022	BOUNDSEP	BOUNDARY SEPTIC SERVICE	Issued	1000000063	C	1,127.00
5530	20-Oct-2022	CANCO	CANCO #106	Issued	1000000063	C	670.57
5531	20-Oct-2022	CAROENV	CARO ANALYTICAL SERVICES	Issued	1000000063	C	694.61
5532	20-Oct-2022	CARVEL	CARVELLO LAW	Issued	1000000063	C	3,443.45
5533	20-Oct-2022	CUPE001	CUPE - LOCAL 2254	Issued	1000000063	C	440.27
5534	20-Oct-2022	GREEN	GREENWOOD SAW TO TRUCK REPAIRS	Issued	1000000063	C	726.88
5535	20-Oct-2022	HALLP	HALL PRINTING	Issued	1000000063	C	575.65
5536	20-Oct-2022	HINTLAND	HINTER LAND SURVEYING & GEOMATICS	Issued	1000000063	C	4,455.75
5537	20-Oct-2022	HODDM	HODDINOTT, MARK	Issued	1000000063	C	489.09
5538	20-Oct-2022	IDRS	IDRS	Issued	1000000063	C	554.97
5539	20-Oct-2022	KETTL	KETTLE VALLEY ELECTRIC LTD	Issued	1000000063	C	2,312.63
5540	20-Oct-2022	KMI	KOOTENAY MONUMENT INSTALLATIONSL	Issued	1000000063	C	292.25
5541	20-Oct-2022	KMSTOOL	KMS TOOLS & EQUIPMENT	Issued	1000000063	C	492.73
5542	20-Oct-2022	MINFINCCS	MINSTER OF FINANCE	Issued	1000000063	C	403.22
5543	20-Oct-2022	MINI	MINISTRY OF TRANSPORTATION AND INFRA	Issued	1000000063	C	1,134.51
5544	20-Oct-2022	MUNICIPAL	MUNICIPAL INSURANCE ASSOCIATION OF BC	Issued	1000000063	C	2,500.00
5545	20-Oct-2022	PRAXAIR	LINDE CANADA INC	Issued	1000000063	C	45.55
5546	20-Oct-2022	REGIO001	REGIONAL DISTRICT OF KOOTENAY BOUNDA	Issued	1000000063	C	495.00
5547	20-Oct-2022	ROGWILL	WILLIAMSON, ROGER BRIEN	Issued	1000000063	C	130.00
5548	20-Oct-2022	TBSCON	TBS CONTRACTING	Issued	1000000063	C	1,239.00
5549	20-Oct-2022	WDSHEET	WD SHEET METAL LTD.	Issued	1000000063	C	224.70
5550	20-Oct-2022	Y&RSAL	Y & R SALES	Issued	1000000063	C	351.75
5551	20-Oct-2022	YOUNG001	YOUNG ANDERSON BARRISTERS	Issued	1000000063	C	1,509.65
00521-0001	22-Sep-2022	FORTI001	FORTIS BC - Electric	Issued	1000000036	E	3,345.95

Cheque Register-Summary-Bank



AP5090

Date : Oct 24, 2022

Page : 2

Time : 1:26 pm 49/62

Supplier : HERIT To ZWARN
 Cheque Dt. : 21-Sep-2022 To 24-Oct-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
Bank : 01 General Bank							
00521-0002	22-Sep-2022	SHAW001	SHAW CABLE	Issued	1000000036	E	540.47
00521-0003	22-Sep-2022	TELUS	TELUS	Issued	1000000036	E	98.56
00521-0004	22-Sep-2022	TELUS 003	TELUS	Issued	1000000036	E	102.50
00522-0001	29-Sep-2022	BARRY001	NOLL, BARRY	Issued	1000000043	E	100.00
00522-0002	29-Sep-2022	BOLTJ	BOLT, JOHN	Issued	1000000043	E	100.00
00522-0003	29-Sep-2022	LANG	Lang, Colleen	Issued	1000000043	E	100.00
00522-0004	29-Sep-2022	NATHJ002	JIM, NATHORST	Issued	1000000043	E	100.00
00522-0005	29-Sep-2022	SEYM	SEYMOUR, MARK G	Issued	1000000043	E	100.00
00523-0001	14-Oct-2022	ACCUR	ACCURA ALARMS	Issued	1000000051	E	157.50
00523-0002	14-Oct-2022	CANAD003	CANADA REVENUE AGENCY	Issued	1000000051	E	12,524.03
00523-0003	14-Oct-2022	MANULIFE	MANULIFE FINANCIAL	Issued	1000000051	E	6,618.18
00523-0004	14-Oct-2022	MUNIP	MUNICIPAL PENSION PLAN	Issued	1000000051	E	3,092.41
00524-0001	14-Oct-2022	ACCUR	ACCURA ALARMS	Issued	1000000054	E	315.00
Total Computer Paid :		112,995.51	Total EFT PAP :	27,294.60	Total Paid :		140,290.11
Total Manually Paid :		0.00	Total EFT File :	0.00			

69 Total No. Of Cheque(s) ...



CITY OF GREENWOOD

PO Box 129
Greenwood, BC V0H 1J0

Phone: (250) 445-6644 **Fax:** (250) 445-6441 **Email:** frontdesk.greenwoodcity@shaw.ca **Website:** www.greenwoodcity.com

October 24, 2022

Nitya Iyer, Linda Tynan, Anton Boegman
BC Electoral Boundaries Commission
Suite 100 – 1112 Fort Street
Victoria, BC V8V 3K8
Via email: info@bcebc.ca

Dear Commission Members:

Re: Proposed Update to BC's Provincial Electoral Districts

On behalf of Council of the City of Greenwood, I am writing to express our local government's concerns over the proposed changes to the provincial electoral district boundaries for the Kootenay West riding.

The proposed changes to the Kootenay West riding with the inclusion of Christina Lake is a regional concern.

Christina Lake is clearly a Boundary regional community; the proposed change does not make any rational sense.

The Paulson Summit is a significant geographical divide between Kootenay and the West Boundary regions.

Council of the City of Greenwood requests that the BC Electoral Boundaries Commission reconsider this proposed boundary change, and fully support and agree with the Regional District of Kootenay Boundary's Board of Directors' issues of concern with this proposal.

Yours truly,

Barry Noll, Mayor
City of Greenwood

cc: Roly Russell, MLA – Boundary-Similkameen
Katrine Conroy, MLA – Kootenay West
Board Members of the Regional District of Kootenay Boundary

CORPORATION OF THE CITY OF GREENWOOD
A BYLAW TO REGULATE COUNCIL MEETINGS AND PROCEDURES

CONSOLIDATION OF BYLAWS TO REGULATE COUNCIL MEETINGS AND PROCEDURES
BYLAW NO. 997, 2022
CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws below. The amendment bylaws have been combined with the original bylaw for convenience only.

AMENDMENT BYLAW

DATE OF ADOPTION

Bylaw No. 717, 1998	April 27, 1998	
Bylaw No. 738, 2000	January 24, 2000	
Bylaw No. 765, 2002	February 10, 2003	(Repealed Bylaw No. 717, 1998)
Bylaw No. 834, 2010	March 22, 2010	

BYLAW NO. 997, 2022

A BYLAW TO REGULATE COUNCIL MEETINGS AND PROCEDURES IN THE CITY OF GREENWOOD

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

WHEREAS Section 231 of the Municipal Act requires that Council bylaw regulate Council meetings and their conduct, and provides for regulating the procedures of Council;

AND WHEREAS Section 296 of the Municipal Act requires that Council bylaw provide for the procedure to be followed in passing bylaws;

NOW THEREFORE the Council of the City of Greenwood, in open meeting assembled, ENACTS AS FOLLOWS:

Citation

1. This bylaw may be cited as "Council Procedure Bylaw No. 997, 2022".

Interpretation

2. In this bylaw, unless the context otherwise requires;
 - (a) "Act" means the Municipal Act (R.S.B.C. Chapter 290);
 - (b) "Chair" means the person presiding at a meeting of the Council, of a Committee of the Council, or the person appointed as Chair of a Standing or Select Committee of the Council, as the context requires;
 - (c) "Clerk" means the Clerk of the municipality appointed pursuant to the Act;
 - (d) "Committee" means a committee of the Council other than Committee of the Whole; (e) "Committee of the Whole" means all of the members of Council present at a meeting and sitting in committee;
 - (f) "Council" means the Council of the municipality;
 - (g) "Mayor" includes an Acting Mayor or other member chosen to preside at a meeting of Council in the absence of both the Mayor and Acting Mayor;
 - (h) "member" means a member of the Council and includes the Mayor; and
 - (i) "municipality" means the City of Greenwood; and
 - (j) "Notice Board" means the notice board at City Hall.

Bylaw No. 738, (j)
2000 Amendment

Appointment of Acting Mayor

3.
 - (1) Council shall appoint, annually and otherwise as required, one or more of its members as Acting Mayor and, where more than one member is so appointed, Council shall prescribe the term during which each member shall serve as Acting Mayor.
 - (2) Except as provided in Section 7(2), where neither the Mayor nor the current Acting Mayor is available to perform any function of the Mayor, the member, if any, appointed under subsection (1) to next serve as Acting Mayor shall be deemed at the time to be the Acting Mayor.

Council Meetings

4. (1) Regular Council Meetings

Bylaw No. 738,
2000 Amendment

- a. Regular meetings of Council are held at City Hall.
 - b. Regular meetings of Council are held on the 2nd and 4th Monday of each month commencing at 7:00 pm.
- (2) Unless Council otherwise determines in advance, when the day fixed for a meeting of the Council falls on a legal holiday that meeting shall be held on the next day following which is not a legal holiday.
- (3) Minutes of Council Meetings and Committee Meetings
- (a) Minutes of Council meetings must be kept in accordance with section 236 of the Municipal Act.
 - (b) Minutes of Committee meetings must be kept in accordance with section 237 of the Municipal Act.
 - (c) Section (b) applies to meetings of:
 - i. Select or standing committees of Council; and
 - ii. Any other body composed solely of Council members acting as council members."
- (4) Attendance of Public at Meetings
- (a) Subject to sections 242.2 and 242.5 of the Municipal Act, all Council meetings must be open to the public.
 - (b) Where Council wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with section 242.3 of the Municipal Act.
 - (c) This section applies to meetings of bodies referred to in section 242.7 of the Municipal Act, including, without limitation:
 - i. Select or standing committees of council;
 - ii. The board of variance
- (5) Where Council by resolution determines that the conduct of a person present at any meeting of Council is improper it may order such person to leave the meeting and, in case of refusal to do so, that person may, on the order of the Mayor, be removed therefrom by the police.

Special Council Meetings

5. (1) Notice of Special Council Meeting

Bylaw No. 738,
2000 Amendment

- Except where notice of a special meeting is waived by a unanimous vote of all council members under section 223(3) of the Municipal Act, at least 24 hours before a special meeting of Council, (the person responsible for corporate administration under section 197 of the Municipal Act) must:
- (a) Give advance public notice of the time, place and date of the meeting by way of a notice board at City Hall; and
 - (b) Give notice of the special meeting in accordance with section 223 of the Municipal Act.
- (2) Notwithstanding subsection (1), notice of a special meeting may be waived by a unanimous vote at a meeting at which all members are present.
- (3) The Mayor may call a special meeting of the Council and 2 or more members may, in writing, request the Mayor to call a special meeting.

- (4) Where the Mayor, within 24 hours after receiving a request under subsection (3), refuses or neglects to call a special meeting to be held within 7 days after he receives the request, or where the Mayor is absent, 2 or more members may call a special meeting, and they shall sign's notice of the meeting.
- (5) The order of business on the agenda of a special meeting shall include:
 - (a) adoption of the agenda;
 - (b) such specific matters as are to be dealt with at that meeting; and
 - (c) adjournment.
- (6) Any matter which is not on the agenda of a special meeting may not be dealt with at that meeting unless all members are present and agree.

In Camera Special Council Meetings

6. (1) If, in the opinion of the Council, the public interest so requires, persons other than members and officers, or persons other than members, may be excluded from a special meeting.
- (2) The following and no other matters may be dealt with at a special meeting of the Council, or a portion thereof, from which members of the public have been excluded under subsection (5):
 - (a) personnel matters, including labor relations, contract negotiations and Council appointments;
 - (b) legal opinions and advice, and matters relating to litigation or potential litigation;
 - (c) matters relating to the proposed acquisition or disposal of real property; and
 - (d) matters relating to the nomination, appointment, or recognition of individual members of the public.
- (3) Council may at any time by resolution determine to make public the decision taken on any matter dealt with at an in camera special Council meeting when, in the opinion of Council, it is then in the public interest to do so. Prior to the adjournment of every in camera special meeting, Council shall consider what decisions (if any) made at that meeting can be made public, and the timing and manner in which such decisions will be made public.
- (4) Except as provided in subsection (3), no member may, either privately or publicly, disclose the content of any discussion or decision at an in camera special Council meeting. A member who discloses the content of any discussion or decision at an in camera special Council meeting contrary to this section shall be deemed to be guilty of improper conduct, and that member may be expelled from the next regular or special meeting of Council under the provisions of section 4.(5) of this bylaw.

Opening Procedures

7. (1) As soon after the hour of meeting as there shall be a quorum present, the Mayor shall take the Chair and call the members to order.
- (2) If the Mayor is not in attendance within 15 minutes after the time appointed for a meeting, the Acting Mayor shall take the Chair and call the members to order. If the Acting Mayor is absent, the Clerk shall call the members to order and, if a quorum is present, the members shall appoint an Acting Chair who shall preside during the meeting or until the arrival of the Mayor or Acting Mayor. A member appointed as Acting Chair has all the authority and is subject to the same rules as the Mayor.

- (3) If there is no quorum present within 30 minutes after the time appointed for the meeting, the Clerk shall record in the minutes the names of the members present and the meeting shall stand adjourned until the next day of meeting.

Council Meeting Agendas

8. (1) Prior to each regular and special meeting of the Council the Clerk shall, in consultation with the Mayor, prepare an agenda for the meeting.

- (2) Notice of Regular Council Meetings

Bylaw No. 738,
2000 Amendment

(a) At least 72 hours (or by the close of business the Friday) before a regular meeting of Council, (the person responsible for corporate administration under section 197 of the Municipal Act) must give public notice of the time, place and date of the meeting by way of a notice posted on the notice board.

(b) At least 24 hours (or by the close of business the Friday) before a regular meeting of Council, (the person responsible for corporate administration under section 197 of the Municipal Act) must give further public notice of the meeting by:

- i. posting a copy of the agenda on the notice board; and
- ii. leaving copies of the agenda at the reception counter at City Hall for the purpose of making them available to members of the public.

(c) At least 24 hours (or by the close of business the Friday) before a regular meeting of Council, (the person responsible for corporate administration under section 197 of the Municipal Act) must deliver a copy of the agenda to each member of Council at the place to which the Council member has directed notices to be sent.

- (3) The business at all regular meetings of the Council shall proceed in the following order unless otherwise determined by a majority vote of the members present at the meeting:

- (a) Call to Order
- (b) Adoption of the Agenda
- (c) Delegations
- (d) Adoption of Minutes
- (e) Correspondence for Information
- (f) Correspondence for Action
- (g) Committee Reports
- (h) Other reports from Councillors
- (i) Mayor's Report
- (j) Administrator's Report
- (k) Public Works Foreman's Report
- (l) Accounts Payable
- (m) New and Unfinished Business
- (n) Bylaws
- (o) Notices of Motion
- (p) Question Period
- (q) Adjournment.

- (4) At Council's discretion, previous matters for discussion may be included on subsequent Agenda after a period of three months.

Bylaw No. 834,
2010 Amendment

9. Every regular and special meeting of Council shall be adjourned not later than 4 hours after that meeting was called to order unless the members then present determine by a two-thirds majority vote to continue the meeting beyond that hour.

Rules of Conduct

10. (1) Every member shall address himself or herself to the Chair before speaking to any question or motion.
- (2) Members shall address the Mayor as "Your Worship", "Mr. Mayor", or "Madam Mayor" as appropriate, and shall address and refer to other members of Council by their title of "councillor".
- (3) No member shall:
- (a) speak disrespectfully of any person,
 - (b) use offensive language in or against the Council, or against a member;
 - (c) reflect upon any resolution of the Council except for the purpose of moving that such resolution be reconsidered, rescinded, or otherwise dealt with in accordance with the provisions of this bylaw;
 - (d) interrupt a member who is speaking, except to raise a point of order; or
 - (e) disobey the rules of the Council or resist a decision of the Council or the Mayor on questions of order or practice, or interpretation of the rules of the Council.
10. (4) If a member takes an action prohibited in subsection (3), he or she may be ordered by a majority vote of the members to leave his or her seat for that meeting, and if the member refuses to do so, he or she may, on the order of the Mayor, be removed from the meeting by a peace officer.
- (5) If a member referred to in subsection (4) apologizes to the Council, the members may permit the offending member to forthwith resume his or her seat.

Rulings and Appeals

11. The preservation of order at meetings and appeals from rulings on points of order shall be in accordance with the provisions of sections 224, 226 and 227 of the Act.

Voting

12. (1) Voting on questions, resolutions and bylaws shall be conducted in accordance with the provisions of section 225 of the Act, and the required majority in particular matters shall be determined by the applicable sections of the Act.
- (2) A member present when a question is put is expected to vote unless the member considers that he or she is not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter, in which case the member shall declare this and state in general terms the reason why the member considers this to be the case.
- (3) After making a declaration required by subsection (2), the member
- (a) shall not take part in the discussion of the matter, and is not entitled to vote on any question in respect of the matter;
 - (b) shall immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - (c) shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

- (4) When a declaration required by subsection (2) is made,
 - (a) the person recording the minutes of the meeting shall record the member's declaration, the reasons given for it, and the time of the member's departure from the meeting room and, if applicable, of the member's return, and
 - (b) the person presiding at the meeting shall ensure that the member is not present at the meeting at the time of any discussion or vote on the matter.
- (5) Immediately following the vote, the Chair shall state whether each motion is carried or defeated.
- (6) At the request of a member who voted against a motion that is carried, the Clerk shall record the member's opposition to the motion in the minutes, provided the request is made immediately following the vote on the question.
- (7) No vote shall be taken in Council by ballot or any other method of secret voting.

Delegations and Petitions

- Bylaw No. 834,
2010 Amendment
13. (1) Unless otherwise determined by a resolution of the Council, no person or group of persons may appear before the Council unless that person or group has provided written notice of their wish to appear before the Council. Such notice shall be filed with the Clerk not later than 10:00 am. on the third day immediately preceding the day of the meeting at which the delegation wishes to appear. A Saturday, Sunday, or statutory holiday shall not be included in calculating the time limit for filing the notice. The notice shall set out the subject matter to be dealt with, the proposal intended to be made, and the name of the person or persons who will address the Council. Copies of the notice shall be provided to the Council with the agenda for the meeting at which the delegation is to be heard.
 - (2) A delegation shall appoint a speaker or, at the discretion of the Council, more than one speaker, and every delegation shall be allowed 10 minutes to present its petition or submission, however this period may be extended by resolution of the Council.
 - (3) The Council may dispose of the petition or submission at the meeting at which it is received, refer the matter to a committee, or take such other action as it deems expedient. In order to be included on the Regular Council Meeting Agenda, requests to Council must be submitted to the City Office by 12:00 pm on the Wednesday preceding the regularly scheduled meeting. Council will receive requests/ delegations at the Regular Council Meeting, but will defer any decision until the next regularly scheduled meeting. This procedure may be waived at the discretion of Council in urgent situations."
 - (4) A petition presented to the Council shall include the name of each petitioner, and his or her residential address and telephone number. In the case of a corporation, the authority given by the corporation to sign the petition shall be produced with it.

Question Period

14. (1) Immediately prior to the adjournment of every regular meeting of Council questions, but not statements, relating to matters dealt with at that meeting may be directed to Council by members of the public then present. All such questions shall be directed to the Mayor, and will where possible and appropriate be answered by the Mayor or a member designated by the Mayor.
- (2) A maximum period of 15 minutes shall be provided for considering questions from members

Motions

15. (1) Every motion shall be stated or read by the mover, who alone may make introductory remarks thereon.
- (2) When required by the Mayor, a motion shall be in writing and a copy shall be given to the Clerk before such motion shall be open for discussion.
- (3) When a motion has been moved and seconded it shall be deemed to be in possession of the Council and shall be open for consideration, but it may be withdrawn by the mover with the consent of the majority of the members present.
- (4) A motion that has been seconded shall be read by the Clerk before debate if requested by any member, or if considered necessary by the Clerk or the Mayor in order to ensure that the motion has been correctly recorded.
- (5) No member may speak more than twice to the same question without leave of the Council except to explain a material part of his speech which may have been misunderstood, and in doing so the member may not introduce new information.
- (6) A member who has moved a main motion shall be allowed a reply, but not a member who has moved an amendment.
- (7) After a question is finally put by the Mayor, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared.
- (8) The decision of the Mayor as to whether the question has been finally put shall be conclusive.
- (9) When a motion is under consideration no other motion shall be received except a motion:
 - (a) to adjourn;
 - (b) to table;
 - (c) to move the previous question;
 - (d) to postpone definitely;
 - (e) to refer;
 - (f) to amend; or
 - (g) to postpone indefinitely.
- (10) A motion to table may not specify a time at which the pending motion is to be further considered by the Council, and the tabled motion
 - (a) may be removed from the table and further considered by adoption of a motion to remove the pending motion from the table, and
 - (b) if not removed from the table as provided in clause (a), the pending motion shall expire upon adjournment of the next regular meeting following that at which it was tabled.
- (11) A motion to postpone definitely shall defer consideration of the pending motion until a later time in the same meeting or until the next regular meeting, but may not defer consideration beyond the adjournment of the next regular meeting.
- (12) A motion to postpone indefinitely removes the pending motion from further consideration without requiring a vote on the pending motion.

- (13) The several motions in subsection (9) shall have precedence in the order in which they are listed, and motions (a), (b), and (c) are neither amendable nor debatable.
- (14) Amendments to a motion shall be decided upon before the main question is put to a vote, and only one amendment shall be allowed to an amending motion.
- (15) Until it is decided, a motion to refer the subject matter to a Committee shall preclude amendments of the main question.
- (16) A motion to adjourn the meeting or to adjourn the debate shall always be in order, but if such motion is defeated a second motion to the same effect shall not be made until some intermediate business or matter has been disposed of.

16. Notices of Motion

- (1) At any regular meeting of the Council any member may give notice of a motion to be moved at a future meeting of the Council by reading to the Council, at the time of giving such notice, the text of the motion to be so moved, and giving to the Clerk at that time a copy in writing of the said motion.
- (2) Every notice of motion shall specify the meeting at which the motion will be presented, and the Clerk shall include the subject referred to in the notice of motion on the agenda of the meeting specified in the notice.

17. Bylaws

- (1) Every bylaw shall receive 3 separate readings and shall be reconsidered not less than one day after third reading and before adoption.
- (2) Unless otherwise required by the Act, all 3 readings of a bylaw may be given at the same meeting.
- (3) Notwithstanding subsection (1), in accordance with subsection 956(10) of the Act, Council may reconsider and adopt an official community plan bylaw, a zoning bylaw, or an amendment to either at the same meeting at which the bylaw passed third reading.
- (4) The question on the motion for first reading of a bylaw shall be decided without amendment or debate.
- (5) If a motion for first reading of a bylaw is not seconded, or is defeated, the bylaw shall be considered defeated and shall not be brought forward to be considered by Council on a subsequent agenda.
- (6) The title and the intended object only of the bylaw shall be read by the Mayor or Clerk at each reading of the bylaw, unless a majority of the members require that it be read in full.
- (7) At the request of any member, the whole or any part of a bylaw shall be read before the motion for reconsideration and adoption is put.
- (8) Where a bylaw requires the assent of the electors or the approval of the Lieutenant Governor in Council, the minister or the inspector, the assent or approval shall be obtained after the bylaw has been given third reading and before it is reconsidered and adopted.
- (9) A bylaw shall not come into force until it has been given 3 readings and has been adopted by Council.
- (10) One signed and sealed copy of every adopted bylaw, bearing evidence of approval, if any, shall be kept by the Clerk among the records of the Municipality.

Public Hearings

18. (1) Every public hearing shall be advertised in accordance with the requirements of the Act, and shall be scheduled to begin at 6:30 pm on the date of a regular meeting of the Council unless by resolution of Council it is scheduled for another time.
- (2) The first order of business at every public hearing shall be the appointment of a Chairman and Secretary of that public hearing.
- (3) Where a public hearing is required under section 956 of the Act, it shall be held after the second reading and before the third reading of the bylaw.

Committee of the Whole

19. (1) A meeting of the Committee of the Whole may be called by the Mayor at any time.
- (2) The current Acting Mayor shall chair meetings of the Committee of the Whole and report on its proceedings unless the Committee or Council determines otherwise.
- (3) A meeting of the Committee of the Whole during a meeting of Council shall be called by a motion "That Council resolve into Committee of the Whole".
- (4) A meeting of the Committee of the Whole during a Council meeting may be closed by a motion "That the Committee rise and report" if a report is to be made to the Council, or a motion "That the Committee now rise" if no report is to be made by the Committee.
- (5) The rules of the Council shall generally be observed in Committee of the Whole, except that no motion shall require to be seconded, nor shall the number of times a member speaks on any question be limited except as provided in subsection (6)(b).
- (6) (a) A motion in Committee of the Whole to rise without reporting shall always be in order, and shall take precedence over any other motion.
- (b) Debate on a motion under clause (a) shall be allowed, but no member shall speak more than once to the motion and, on an affirmative vote, the subject referred to the Committee shall be deemed to have been considered and disposed of by the Committee.
- (7) When the Committee of the Whole has partly considered a matter it may report progress and ask leave to sit again.

Standing and Select Committees

20. (1) Standing and Select Committees shall be governed by the provisions of sections 241 and 242 of the Act.
- (2) A member may be appointed to a Standing or Select Committee even if that member is absent from the Council meeting at which the appointment is made.
- (3) Where provision has not otherwise been made for the election or appointment of the Chair of any Committee, the Chair shall be named by Council at the time the members of the Committee are appointed.
- (4) A member of the Council may attend the meetings of any of its Committees that the member has not been appointed to, and may take part in any discussion or debate with the permission of a majority of members of the Committee, but that member shall not be allowed to vote.

- (5) The general duties of all the Standing Committees of the Council shall be as follows:
- (a) to consider and report to the Council from time to time, or whenever desired by the Council and as often as the interests of the municipality may require, on all matters referred to it by the Mayor or the Council or coming within its purview, and to recommend such action by the Council in relation to those matters as the Committee deems necessary;
 - (b) to carry out the specific instructions of the Council expressed by resolution in regard to any matter referred by the Council to the Committee for immediate action upon it, and to report its action in detail at the next regular or other meeting of the Council thereafter, as specified in the instructions of the Council; and
 - (c) to carry out the duties and follow the procedure established by policy of the Council.
- (6) A member who introduces a motion upon any subject which may require the appointment of a Select Committee shall be appointed as a member of the Committee.
- (7) A majority of the members appointed to a Standing or Select Committee shall constitute a quorum.
- (8) In the transaction of business all Standing and Select Committees shall adhere as closely as possible to the rules governing proceedings at meetings of the Council.
- (9) A Select Committee shall, upon completion of its assignment, or upon submitting its report to the Council, be automatically dissolved.
- (10) The attendance and examination of witness before any Standing or Select Committee shall be governed by the provisions of section 243 of the Act.
- (11) The standing and select committees of Council do not meet on a regular basis. Committee meetings are held on as needed.
- (12) Notice of Committee Meetings
- At least 24 hours before the committee meeting the person responsible for corporate administration under section 197 of the Municipal Act must give advance public notice of the time, place and date of the meeting by way of a notice posted on the notice board.

Bylaw No. 738,
2000 Amendment

Miscellaneous

- 21. Subject to the provisions of the Act, all points of order not dealt with in this bylaw shall be decided in accordance with the rules contained in the most recent edition of Robert's Rules of Order Newly Revised.
- 22. Where there is a conflict between the provisions of this bylaw and the Act, the provisions of the Act shall apply.
- 23. This bylaw shall not be amended except by a bylaw passed at a regular meeting of Council pursuant to a notice in writing-given and openly announced at an earlier regular meeting.

Repeal

- 24. City of Greenwood Procedure Bylaw 654 is repealed.

Effective Date

- 25. This bylaw shall come into full force and effect upon adoption.

READ a first time this

READ a second time this

READ a third time this

RECONSIDERED AND ADOPTED this

Adopted by Council this ____ day of _____ ,

Mayor

Certified a true copy of Bylaw No. 997, 2022
On the ____ day of _____, 2022.

Corporate Officer