



CITY OF GREENWOOD

Regular Council Meeting

Council Chambers – Greenwood City Hall – 202 S. Government Ave.

Monday, June 26, 2023

7:00 pm

AGENDA

1. Call to Order

2. Adoption of Agenda: June 26, 2023 Regular Council Meeting

3. Adoption of the Minutes

- a. June 12, 2023 Regular Council Meeting Minutes Pages 3-6

4. Correspondence for Information

- a. Ministry of Municipal Affairs Page 7
b. Office of the Premier Page 8
c. Greenwood Pool Update Page 9
d. Interior Health – News Release Page 10-11

5. Correspondence for Action None.

6. Councillor's Reports

7. Mayor's Report

8. Administrator's Report

9. Accounts Payable Report June 8, 2023 – June 21, 2023 Page 12

10. New and Unfinished Business

- a. MIABC Voting Delegate – Changes Page 13
b. Licence to Use and Occupy – Gold Rush Car Show Page 14-19

11. Question Period

Excerpt from Council Procedures Bylaw 674 Section 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 of the public; however that maximum may be extended to 30 minutes with the unanimous consent of all Council members present.**

12. In-Camera – 90 (1) (c),(d) and (g)

13. Adjournment



CITY OF GREENWOOD
Minutes of the Regular Meeting of Council held on June 12, 2023

PRESENT

Mayor J. Bolt
Councillors: J. Nathorst, G. Shaw, C. Huisman, J. McLean

PRESENT

Tracy Thomas, CAO

CALL TO ORDER

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

ADOPTION OF AGENDA

(130-23)

Motion: G. Shaw/ J. Nathorst
THAT the June 12, 2023 agenda as amended be adopted.
Carried

ADOPTION OF MINUTES

(131-23)

Motion: J. Nathorst/ G. Shaw
THAT the minutes of the May 23, 2023 Regular Council Meeting be adopted.
Carried

DELEGATION

George Fosbery – Connection of water to property (North end – RDKB)

THAT Council thanks the delegation/ public for their presentation/ question and will refer the matter to administration to respond to as appropriate.

Barry Noll – Economic Development Presentation

THAT Council thanks the delegation/ public for their presentation/ question and will refer the matter to administration to respond to as appropriate.

**CORRESPONDENCE
FOR INFORMATION**

(132-23)

Motion: J. McLean/ G. Shaw
THAT the correspondence items a. through c. be accepted as information.
Carried

COUNCILLOR’S REPORTS

Jim Nathorst: Verbal report presented

Gerry Shaw: Verbal report presented

Clint Huisman: Verbal report presented

Jessica McLean: Verbal report presented

MAYOR’S REPORT: Verbal report presented

ADMINISTRATION REPORT: Report presented

Motion: J. Bolt/ G. Shaw
THAT Council receive the report as information. **Carried**

(133-23)

ACCOUNTS PAYABLE REPORTS

Motion: G. Shaw / C. Huisman
THAT Council receive the cash disbursement accounts payable report in the amount of \$40,998.37 for the period of May 19, 2023 to June 7, 2023. **Carried**

(134-23)

NEW AND UNFINISHED BUSINESS

a. Licence to Use and Occupy – BOT – Founders Day **Motion: J. Nathorst/ C. Huisman**
THAT Council approve occupancy of Lions Park July 14 – 17, 2023 for Founders Day. **Carried**

(135-23)

b. Licence to Use and Occupy – Boundary Metis Community Association. **Motion: C. Huisman/ J. McLean**
THAT Council approve occupancy of the baseball field June 21, 2023 for National Indigenous People Day. **Carried**

(136-23)

c. Licence to Use and Occupy – Greenwood Recreation Association – Greenwood playground and park. **Motion: G. Shaw/ J. Nathorst**
THAT Council approve occupancy of Greenwood Playground and Lions Park June 29, 2023 for an event held by Greenwood Recreation Association. **Carried**

(137-23)

- d. Memo to Council – Council Training and Strategic Planning Budget Utilization. Discussion
Council take the information as correspondence and will let administration know of cost saving accommodations they find.
- e. – h. Volunteer Fire Department
Motion: G. Shaw/ C. Huisman
That Council receives all Fire Department’s correspondence as information and will refer the matters to administration to respond to as appropriate.
(138-23) Carried
- i. Volunteer Fire Department
Motion: G. Shaw/ J. McLean
That Council approve the Volunteer Fire Department power washing & painting of the Fire Hall Building.
(139-23) Carried
- j. Volunteer Fire Department
Motion: J. Nathorst/ J. McLean
THAT Council approve the use of the concession stand in the Ball Park for the pancake breakfast for the Greenwood Car Show on August 19, 2023.
(140-23) Carried
- k. Board of Trade – Public Piano on Copper St.
Motion: G. Shaw/ C. Huisman
THAT Council approves the board of trade obtaining the piano but the location for the piano is yet to be determined.
(141-23) Carried
- l. Boundary Minor Hockey Association – Sponsorship Discussion
Council was not in favor of sponsorship at this time.

QUESTION PERIOD

Comment from public resident that asked about a generator big enough for all the vendors at Founders Day to hook up to.

ADJOURNMENT

(142-23)

Motion: J. Bolt
THAT Council adjourn the Regular Council Meeting at 8:26 pm.
Carried

Mayor

Certified Correct

Chief Administrative Officer



May 24, 2023

Ref: 272632

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you as the Minister of Municipal Affairs regarding the process for requesting a meeting with me, or provincial staff, during the upcoming 2023 UBCM Convention taking place from September 18–22, 2023 in Vancouver, B.C.

You will receive a separate letter from the Honourable David Eby, Premier, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to meet with me, please complete the online request form at [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs by **June 30, 2023**. Meeting dates and times will be confirmed in late August. I will do my best to accommodate as many meeting requests as possible. If I am unable to meet with you, arrangements may be made for a meeting post-Convention.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible in the online form on topics you wish to discuss. Providing this information in advance gives me a better understanding of your delegation's interests and our discussion can be more productive.

Ministry staff will email you shortly with the Provincial Appointment Book. This document lists all ministry, agency, commission, and corporation (MACC) staff available to meet with delegates at Convention, as well as details on how to submit an online staff meeting request.

While this will be my first UBCM Convention as Minister responsible for local government, my background has focused on community, as a three-term Burnaby City Councillor and a teacher in the Burnaby school system. I understand the importance of these opportunities to connect in person and have enjoyed meeting with many communities during my first six months in this portfolio to hear more about challenges and accomplishments. I look forward to continuing these meetings this summer and at Convention. As partners, we can build vibrant and healthy communities.

Sincerely,

Anne Kang
Minister

pc: Honourable David Eby, Premier
Jen Ford, President, Union of BC Municipalities

Ministry of Municipal Affairs

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Parliament Buildings
Victoria BC V8V 1X4

<http://www.gov.bc.ca/muni>



May 24, 2023

Dear Mayors and Regional District Chairs:

The 2023 Union of British Columbia Municipalities (UBCM) Convention will be held in Vancouver from September 18-22. As we prepare for the upcoming convention, my caucus colleagues and I are looking forward to meeting and working with you to continue building strong, sustainable and vibrant communities throughout our province.

We all have a role to play in finding ways to ensure our communities thrive, and UBCM provides a wonderful opportunity to listen to one another, share ideas and find new approaches. With local, provincial, federal and First Nations governments working together, we can continue to build a better BC and ensure high-quality and affordable housing for all.

If you would like to request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2023** and it is case sensitive. The deadline to submit your meeting requests is June 30, 2023. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to once again being part of your convention, meeting with many of you and exploring ways that we can partner together to address the urgent need for housing and other common issues.

Sincerely,



David Eby, KC
Premier

**Office of the
Premier**

Web Site:
www.gov.bc.ca

Mailing Address:
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

Location:
Parliament Buildings
Victoria

Update on the Pool for the 2023 Season:

Lucas Drinkwater and Brendan Mcgonigle are the Head Lifeguards for the Greenwood Pool. They have been working very hard getting the pool prepared for the upcoming season. The pool has been booked from June 26th- June 28th, 2023 for classes from surrounding Boundary schools. The official opening day is July 1st, 2023, at 9:00 AM until 7:00 PM. After the opening day the regular operating hours for the Greenwood municipal pool will be 7 days a week, the draft schedule is below for information.

Deadwood Junction has graciously donated the opening and closing day for the 2023 season of \$200.00 each day. Deadwood is also in the works to possibly supply some treats for the opening day (bakery dependent) and will give more information as the opening day approaches.

The pool staff have cleaned, painted, and organized the pool and supplies for a successful summer season.

The pool staff consists of 6 staff members: 2 head lifeguards and 4 lifeguards.

Thank you for taking the time to read all the changes and upcoming events for the pool.

2023 Greenwood Municipal Pool Schedule



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00AM							
7:30AM							
8:00AM		AquaFit 8AM - 9AM		AquaFit 8AM - 9AM			
8:30AM							
9:00AM	Swim Lessons 9:00 AM - 2:00 PM	Swim Lessons 9:00 AM - 2:00 PM	Swim Lessons 9:00 AM - 2:00 PM	Swim Lessons 9:00 AM - 2:00 PM	Swim Lessons 9:00 AM - 2:00 PM		
9:30AM							
10:00AM							
10:30AM							
11:00AM							
11:30AM							
12:00PM						General Swim Noon - 6PM	General Swim Noon - 6PM
12:30PM							
1:00PM							
1:30PM							
2:00PM							
2:30PM							
3:00PM	General Swim 2PM - 6PM	General Swim 2PM - 7PM	General Swim 2PM - 6PM	General Swim 2PM - 7PM	General Swim 2PM - 6PM		
3:30PM							
4:00PM							
4:30PM							
5:00PM							
5:30PM							
6:00PM	AquaFit 6PM - 7PM		AquaFit 6PM - 7PM		AquaFit 6PM - 7PM		
6:30PM							
7:00PM							
7:30PM							
8:00PM							

Sincerely, *Lucas Drinkwater*

Front Desk

From: Media <Media@interiorhealth.ca>
Sent: June 20, 2023 11:48 AM
To: Undisclosed recipients:
Subject: News Release: Fourth medical simulation training centre opens in Penticton
Attachments: IMG_8984.JPG; NR_IHSimulationProgramNewSite_20June2023.pdf



Interior Health

NEWS RELEASE

For Immediate Release | June 20, 2023

Fourth medical simulation training centre opens in Penticton

PENTICTON – A fourth medical simulation centre has opened in Interior Health (IH) at Penticton Regional Hospital (PRH) in partnership with the University of British Columbia Southern Medical Program.

“It’s welcome news this fourth simulation centre will enhance patient care across the Interior region by providing health-care professionals and students with the opportunity to learn from realistic, safe medical scenarios,” said Adrian Dix, Minister of Health.

Simulation programs are designed to create medical scenarios providing health-care professionals and students with the most realistic experience for learning and refining procedures, patient care and team dynamics while in a safe environment. Simulation centres allow inter-professional teams to work together to practice, ideally in a similar environment with their own equipment, while also utilizing manikins, actors and more to help re-create major incidents.

“Simulation exercises create an environment for research to enhance the quality of our patient care and safety. Through simulation, we want to promote collaboration and learning so that participants are truly achieving excellence in health-care delivery,” said Dr. Jared Baylis, medical director for the Interior Health simulation program and medical education simulation lead for the Southern Medical Program. “Exercises can help strengthen skills and team communication, prompt reviews of specific protocols and may encourage teams to make changes to optimize workflow, space design and much more.”

In October 2022, the [IH/UBC Simulation Program](#) became the only program in B.C. to be accredited by the Royal College of Physicians and Surgeons of Canada. The program also offers many sessions accredited by the UBC Continuous Professional Development program, earning Continuous Medical Education credits for practising physicians and medical staff.

The simulation program started in 2009 in the Kootenays with rural physician Dr. Jeff Plant and clinical nurse educator Eve Burkart to support their rural colleagues in providing best-practice quality care to patients experiencing high-risk, low-frequency events such as cardiac arrest or trauma. Although an emerging educational tool at the time, the program quickly gained traction and was mobilized to support rural emergency departments throughout the IH network.

“It’s been fantastic to see this program grow from its beginnings in the Kootenay region to where we are now,” said Eve Burkart, clinical practice nurse educator with Interior Health. “Simulation greatly benefits the medical staff, students and the teams they work with as they gain exposure to a range of patient events that they might not see

regularly during residencies and rotations. This team focus was, and continues to be, particularly important in rural areas. Simulation provides specific experiences and training to strengthen the provision of evidence-based care without any risk to a patient.”

In addition to the new Penticton centre, Interior Health has the Pritchard Simulation Centre in Kelowna, the Rae Fawcett Simulation Centre in Kamloops, the Kootenay Boundary Simulation Program in Trail, and the IH Rural Mobile Simulation Program that travels to 29 rural and regional sites.

“Simulation provides essential training that can really improve patient quality and safety. It's highly beneficial to learn and practice with real-life scenarios that includes all team members,” said Dr. Devin Harris, executive medical director, quality and patient safety, Interior Health. “Clinicians can learn and gain confidence and expertise in a supportive environment. This preparation will pay dividends for when an event does occur and will lead to healthier communities in the Interior.”

Interior Health, UBC Faculty of Medicine, and UBC Okanagan School of Nursing have embarked on this partnership to implement, operationalize and provide simulation education throughout the Interior Health region. The joint collaborative nature of the program allows the development of comprehensive patient curriculum for the benefit of staff, students and clinical practitioners who are located and practice within the geographic boundaries of Interior Health.

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Cutline: A manikin part of the simulation program at the Penticton simulation centre.

[Video: Chelsea Holmes, Interior Health's manager of the simulation program speaks about the benefits of the simulation training centres.](#)

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tšilhqot'in Nations where we live, learn, collaborate and work together.

MEDIA, FOR INFORMATION:

PHONE 1.844.469.7077 EMAIL media@interiorhealth.ca



City of Greenwood
Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Jun 21, 2023

Time : 3:25 pm

Supplier : HERIT To ZWARN
 Cheque Dt. : 08-Jun-2023 To 21-Jun-2023
 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
5852	14-Jun-2023	ACECOUR	A.C.E. COURIER SERVICES	Issued	105	C	195.69
5853	14-Jun-2023	AMAZON	AMAZON	Issued	105	C	586.93
5854	14-Jun-2023	BATTR001	BATTRICK & SONS LOCKSMITHING	Issued	105	C	145.60
5855	14-Jun-2023	BBFD	BARRY BEECROFT FUEL DISTRIBUTORS LTD	Issued	105	C	1,666.53
5856	14-Jun-2023	BEELEAF	BEELEAF PRODUCTIONS	Issued	105	C	392.00
5857	14-Jun-2023	BOUND001	BOUNDARY HOME BUILDING CENTRE	Issued	105	C	418.35
5858	14-Jun-2023	BUNFIR	BUNKER FIRE LTD	Issued	105	C	2,520.00
5859	14-Jun-2023	BVCOMM	RALCOMM	Issued	105	C	505.69
5860	14-Jun-2023	CANCO	CANCO #106	Issued	105	C	837.23
5861	14-Jun-2023	CAROENV	CARO ANALYTICAL SERVICES	Issued	105	C	551.25
5862	14-Jun-2023	CHARV001	CHARTIER, VANESSA DAWN	Issued	105	C	320.00
5863	14-Jun-2023	COPPE001	COPPER EAGLE CAPPUCCINO & BAKERY LTI	Issued	105	C	124.43
5864	14-Jun-2023	DUNDIGI	DUNHAM DIGITAL	Issued	105	C	453.60
5865	14-Jun-2023	FINNI	FINNING CAT	Issued	105	C	373.81
5866	14-Jun-2023	GREEN	GREENWOOD SAW TO TRUCK REPAIRS	Issued	105	C	881.39
5867	14-Jun-2023	GWBUCK	GREENWOOD BUCK & UP	Issued	105	C	71.03
5868	14-Jun-2023	ICONIX	ICONIX WATERWORKS LP	Issued	105	C	1,744.45
5869	14-Jun-2023	JAYSFIRE	JAY'S FIRE SAFETY INC	Issued	105	C	2,647.68
5870	14-Jun-2023	KMSTOOL	KMS TOOLS & EQUIPMENT	Issued	105	C	280.57
5871	14-Jun-2023	LORDC001	LORDCO	Issued	105	C	361.19
5872	14-Jun-2023	REGIO001	REGIONAL DISTRICT OF KOOTENAY BOUND	Issued	105	C	167.40
5873	14-Jun-2023	SHOEST	SHOE STRING IMPORTERS	Issued	105	C	140.57
00564-0001	12-Jun-2023	ACCUR	ACCURA ALARMS	Issued	101	E	157.50
00564-0002	12-Jun-2023	MANULIFE	MANULIFE FINANCIAL	Issued	101	E	3,027.95
00565-0001	14-Jun-2023	CANAD003	CANADA REVENUE AGENCY	Issued	107	E	13,203.75
00565-0002	14-Jun-2023	FORTI001	FORTIS BC - Electric	Issued	107	E	9,253.69
00565-0003	14-Jun-2023	MUNIP	MUNICIPAL PENSION PLAN	Issued	107	E	2,818.23
00565-0004	14-Jun-2023	SHAW001	SHAW CABLE	Issued	107	E	539.24
00565-0005	14-Jun-2023	TELUS	TELUS	Issued	107	E	98.56
00565-0006	14-Jun-2023	TELUS 003	TELUS	Issued	107	E	108.17
Total Computer Paid :	15,385.39		Total EFT PAP :	29,207.09		Total Paid :	44,592.48
Total Manually Paid :	0.00		Total EFT File :	0.00			

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

From: Heidi Scribner <hscribner@miabc.org>
Sent: Tuesday, June 13, 2023 10:21 AM
To: Tracy Thomas <cao@greenwoodcity.ca>
Subject: MIABC Voting Delegate

Dear Tracy,

The Municipal Insurance Association of BC's (MIABC's) 36th Annual General Meeting (AGM) is scheduled to take place on Tuesday, September 19th in Vancouver in conjunction with the UBCM Convention.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), the following voting delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or alternates, please forward a resolution of your Council/Board directing these changes to hscribner@miabc.org no later than Monday, August 14th, 2023.

The AGM Booklet with further voting information will be distributed on Tuesday, August 22nd, 2023.

Voting Delegate: Mayor John Bolt
Email address: greenwooddirector@rdkb.com

Alternate #1: **Councillor Darla Ashton**
Email address: darla.ashton@greenwoodcity.ca

Alternate #2: [REDACTED]
Email address: [REDACTED]

Best regards,

Heidi Scribner
Administrator & Board Secretary

Municipal Insurance Association of BC
Email: hscribner@miabc.org
Direct: 604-449-6347
Main: 604-683-6266

to consider approval of the event
Subject to receipt of proof of
insurance

Obtaining liability insurance
is in progress



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

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

APPLICANT'S INFORMATION:

Application Date: June 20th 2023

**Applicant's Name /
Company Name:** Desiree King / Greenwood BOT / Gold Rush Cer Show

Mailing Address: Po Box 430
Greenwood BC
V0H 1J0

Primary Contact Person: Desiree King

Telephone: 250-445-6343

Email Address: Jewelcreek@outlook.com

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

Charitable Registration #: _____
(if not for profit)

INTENDED USE OF LAND, BUILDING AND/OR IMPROVEMENTS

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

Start Date: Aug 18 2023 **End Date:** Aug 19 2023

Civic Address (street): _____

Legal Description: _____
(lot / block / plan)

Property Identification #s: _____
(PIDs)

Commonly known as: Barbera Diene Colin Memorial Ball Park
(facility name) + Parking Areas adjacent to Campground / Lions Park

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

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

Car Show, vendors, live music, concession

- Recreation Committee fundraiser

- Volunteer Fire Fighter fundraiser

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

No changes

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

Increased noise, traffic, parking

Community wide - Economic development / retail /
tourism opportunities

Please attach additional information, as required.

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

Desirée King
Name (please print)


Signature

Date: June 20th 2023

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

PROCESS

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

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

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

IF YOUR APPLICATION IS APPROVED

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

Requirements that WILL be requested upon approval of the application:

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

Requirements that MAY be requested upon approval of the application:

- Damage deposit / security fee
- A detailed site plan

Licence to Use and Occupy Terms and Conditions

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

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

APPENDIX A
Licence of Use and Occupy Application

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

SITE PLAN

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

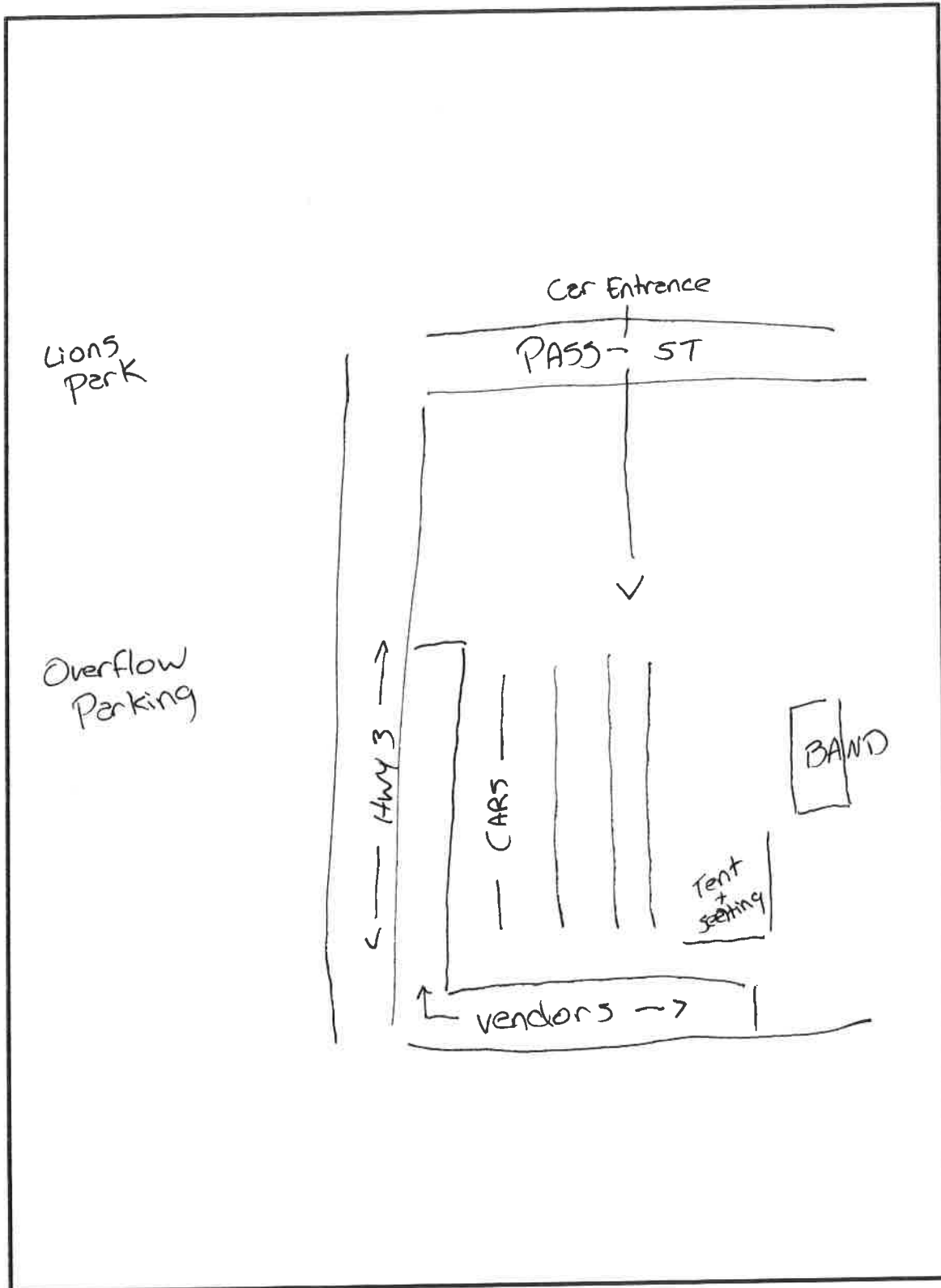
Indicate by means of a sketch on the following page, the location of all the existing and planned activities and improvements.

Please include the following information:

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

APPENDIX A
Licence of Use and Occupy Application

SITE PLAN



Please attach additional information as required.