



CITY OF GREENWOOD

Regular Council Meeting

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

Monday, July 10, 2023

7:00 pm

AGENDA

1. Call to Order

2. Adoption of Agenda: July 10, 2023 Regular Council Meeting

3. Adoption of the Minutes

- | | |
|--|-----------|
| a. June 12, 2023 Regular Council Meeting Minutes | Page 3-6 |
| b. June 26, 2023 Regular Council Meeting Minutes | Pages 7-9 |

4. Delegation

- | | |
|--|---------|
| a. Boundary Community Ventures | Page 10 |
| b. Boundary Women's Coalition – Presentation | Page 11 |

5. Correspondence for Information

- | | |
|--|------------|
| a. Media Release – Boarding the Bus For The Boundary | Page 12-13 |
| b. UBCM – Provincial Invitation to Share Information | Page 14-18 |
| c. City of Prince George – Consideration to Support | Page 19-20 |
| d. LGMA Newsletter | Page 21-23 |
| e. West Boundary Community Forest | Page 24-26 |

6. Correspondence for Action None.

7. Councillor's Reports

8. Mayor's Report

9. Administrator's Report CAO Report Page 27-28

10. Accounts Payable Report June 22, 2023 – July 6, 2023 Page 29

11. New and Unfinished Business

- | | |
|--|------------|
| a. Memo To Council – Strategic Planning and Governance Training Contract Award | Page 30-38 |
| b. Licence To Use and Occupy – Greenwood Recreation Association | Page 39-43 |

12. 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.**

13. In-Camera – 90 (1) (e)

14. 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.

(133-23)

Carried

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.

(134-23)

Carried

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.

(135-23)

Carried

- 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.

(136-23)

Carried

- 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.

(137-23)

Carried

- | | | |
|----------|--|--|
| 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



CITY OF GREENWOOD
Minutes of the Regular Meeting of Council held on June 26, 2023

PRESENT

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

NOT PRESENT

Tracy Thomas, CAO

CALL TO ORDER

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

ADOPTION OF AGENDA

Motion: C. Huisman/ G. Shaw
THAT the June 26, 2023 agenda be adopted.

(143-23)

Carried

ADOPTION OF MINUTES

No Motion Was Made
THAT the minutes of the June 12, 2023 Regular Council Meeting be adopted.

**CORRESPONDENCE
FOR INFORMATION**

Motion: G. Shaw
THAT the correspondence items a. through d. be accepted as information.

(144-23)

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

Motion: J. Nathorst/ C. Huisman
THAT Council receive the reports as information.

(145-23)

**ACCOUNTS PAYABLE
REPORTS**

Motion: J. Nathorst/ G. Shaw

THAT Council receive the cash disbursement accounts payable report in the amount of \$44,592.48 for the period of June 8, 2023 to June 21, 2023.

(146-23)

Carried

**NEW AND UNFINISHED
BUSINESS**

- a. MIABC Voting
Delegate – Changes

Motion: J. Nathorst/ J. McLean

THAT Council approve the MIABC Voting Delegate changes –
Alternative #1: Gerry Shaw
Alternative #2: Clint Huisman

(147-23)

Carried

- b. Licence to Use and
Occupy – Boundary
Metis Community
Association.

Motion: J. McLean/ C. Huisman

THAT Council approve occupancy of the Memorial Ball Park and parking areas adjacent to Campground/ Lions Park Aug 18-19, 2023 for the Greenwood Gold Rush Car Show.

(148-23)

Carried

**QUESTION
PERIOD**

IN-CAMERA

Motion: G. Shaw

THAT Council move to In-Camera at 8:10 pm under Section 90 (1) (c), (d) and (g).

(149-23)

Carried

Motion: J. McLean/ G. Shaw

THAT Council adjourn the In-Camera meeting at 8:25 pm.

(150-23)

Carried

ADJOURNMENT

Motion: J. McLean

THAT Council adjourn the Regular Council Meeting at 8:25 pm.

(151-23)

Carried

Mayor

Certified Correct

Chief Administrative Officer

27 June 2023
(date)

City of Greenwood
PO Box 129
Greenwood, BC
V0H 1J0

Dear Sir / Madam:

RE: REQUEST TO APPEAR AS A DELEGATION BEFORE CITY COUNCIL

I (we) wish to appear before City Council as a delegation at the regular Council meeting to be held on July 10th @ 7pm.
(date of meeting)

The subject to be dealt with by the delegation is:

Updated plan of use for intermittent, non-exclusive,
commercial processing at the ball park kitchen.

The proposal intended to be made to Council is:

Boundary Community Ventures Assn. (BCVA) intends to discuss
above noted proposal

The name(s) of the person(s) who will address Council is (are):

Lumin McCutcheon - B.C.V.A.

Vicki Gee - B.C.V.A.

The contact person for the delegation is:

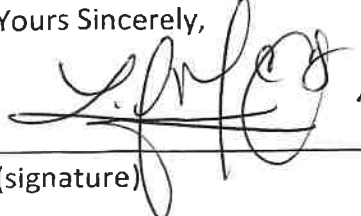
Name: Lumin McCutcheon

Mailing Address: 3990 Hwy 3
Rock Creek.

Phone: 250-689-11654

ecdeva@boundarycommunityventures.ca

Yours Sincerely,


(signature)

June 27, 2023

City of Greenwood
PO Box 129
Greenwood, BC
V0H 1J0

Dear Madam:

RE: REQUEST TO APPEAR AS A DELEGATION BEFORE CITY COUNCIL

We wish to appear before City Council as a delegation at the regular Council meeting to be held on July 10th.

The subject to be dealt with by the delegation is:

Boundary Women's Coalition is committed to delivering vital services and a safe space to women and children in our community. The non-profit organization has just undergone a refresh of their logo and website and is looking forward to providing an update on the impact of its services and programs to women and children in our communities and region to Council.

The proposal intended to be made to Council is: Informational exclusively

The names of the persons who will address the Council are:

Elly MacMaster, BWC Secretary/Treasurer
Meghan Hatley, BWC Executive Director

The contact person for the delegation is:

Amy Cline

1003 Saddleback Crt, Kamloops BC
250-819-1601
amy@amplifyinc.ca

Yours Sincerely,



MEDIA RELEASE

Trail, BC

June 30, 2023 | 1 p.m. PST

Boarding the Bus for the Boundary

The Regional District of Kootenay Boundary Board of Directors recently toured several sites in the Boundary to give Directors a greater insight into our westerly communities.

“This tour provided an essential opportunity for all RDKB Directors to experience the diversity of our Regional District from community forest projects for our ecosystem, the deep heritage of municipalities and electoral areas, to community projects of food production and gathering places,” said Linda Worley, Chair of the RDKB Board.

Directors visited the RDKB-owned Riverside Centre in Rock Creek, which is operated and managed by the Trails to the Boundary Society. Trails to Boundary staff explained the many services available to the public, including an information centre, community gathering space, credit union, free internet/WiFi/laptop use, artists’ gallery, office rentals, and electric vehicle charging stations.

John Bolt, mayor of the smallest city in Canada – Greenwood – showed off the municipality’s impressive heritage assets, including the museum and City Hall.

The Directors went for a nature walk at the West Boundary Community Forest’s (WBCF) Outdoor Education Center at Wilgress Lake. WBCF members Dan Macmaster and Heinz Kreuzer led the Board around the Kootenay mix woodlot. The site is used to educate kids about forestry and ecology and demonstrate responsible forest management practices.

The Board also got back to the land at the bountiful one-acre community garden in Midway. Director Richard Dunsdon proudly toured the Board through the rows of organic fruits and vegetables. Residents can rent garden plots for \$5/year. Volunteers are on site every day during the growing season. Visitors are encouraged to drop by and see what organic delights are available to purchase.

In Grand Forks, Directors saw organic matter in action at the landfill. Rob McGregor, Solid Waste Operations Coordinator, explained the complicated process required to turn kitchen waste into compost. Directors were so impressed by the operation that the RDKB has decided to film a short documentary about it to inform our residents about our ongoing efforts to reduce greenhouse gas emissions and keep organics out of our landfills.

While in Grand Forks, the Board stopped by Saddle Lake Dam on Reservoir Road, which is owned and monitored by the RDKB. Created in 1915 by Doukhobors for irrigation purposes, the lake is home to a rare salamander.

Further up the road, the Board viewed Hardy Mountain Doukhobor Village, a 16-acre historic site the RDKB acquired from The Land Conservancy.

The Board finished its tour by viewing the City of Grand Forks’ flood mitigation efforts. Graham Watt, the City’s Manager of Strategic Initiatives/Flood Recovery, pointed out the sheet pile wall, earth berm

Fwd: RDKB MR: Boarding the Bus for the Boundary

dike and demountable wall, as well as the site of future restored floodplain. It was noted that these measures were very effective in mitigating the impact of freshet 2023.

“Viewing the valuable work toward the future generations through the landfill preservation of the RDKB green bin composting operation, and the incredible work of flood mitigation at the Grand Forks dike system gave us a greater appreciation for our decisions and the work of the staff and community members who have and will benefit from these efforts,” said Worley. “On behalf of the Board of Directors, I would like to thank everyone for their warmth and hospitality during our tour.”

After the success of its one-day Boundary tour, the Board plans on visiting Christina Lake in September, Big White in March 2024 and the east end in spring of 2024 to get a fuller picture of the diversity of communities in the regional district.

March 24, 2023

Dear Mayor and Chief Administrative Officer,

In a spirit of continued partnership with the provincial government to address the issue of housing, which is pressing in so many of our member communities both rural and urban, we are writing to convey a voluntary request on behalf of the Ministry of Housing. The Ministry is seeking your assistance with respect to documenting potential municipal land for housing as the Province rolls out and implements its refreshed housing strategy in the coming months and years.

The provincial government is currently undertaking an inventory of provincial lands that could potentially be used for the creation of affordable housing of all sorts: co-ops, non-profits, affordable home ownership and other opportunities to get more people into housing they can afford.

At the same time, the Ministry of Housing would like to invite willing local governments to provide a list of municipally owned land that could potentially be used for housing. This can include bare land. And they are also encouraging local governments to think ahead for the next five to ten years: in addition to potential bare land, is there a community centre, library, firehall or other municipal infrastructure that you plan to build or rebuild where, through partnership, housing could be part of the development or redevelopment?

Providing a list to the Ministry creates no obligation on behalf of the Province or the local government to take any further action. The purpose at this point is to get a sense of public land available for housing and understand which municipalities might be interested down the road in partnerships to create more housing in their communities. All information shared with the Province will be kept confidential.

To make it simple, the Ministry is providing an example (see Appendix A) of the kind of information they are seeking. All that is being requested at this point, as per the Appendix, is a simple description of the lot or lots and any maps or information easily available to share.

Please submit any information you wish to share in confidence with the Ministry by July 31st 2023 by email to housing.policy@gov.bc.ca

In Minister Kahlon's words, "The Province and local governments have been working together to address the housing crisis and together we've had success. In 2017, our government committed \$7 billion to get housing built for people and today we see new affordable housing opening in communities across the province. Yet still with a strong economy and high quality of life, our province, and your communities, continue to grow. That's why in budget 2023 our government is

committing another \$4.2 billion to continue to work with you to build housing that working people, families and seniors can afford, so they can make a good life and have a good home in your cities and towns.”

Sincerely,

A handwritten signature in dark ink, appearing to read "JCFord". The signature is written in a cursive, flowing style.

Jen Ford
UBCM President

APPENDIX A

770 Vernon Avenue (C-4 Office and Apartment Zoned) 366,775 sq ft. This property houses the District of Saanich Municipal Hall, Fire Station and Police Station, which would all need to be incorporated into a redeveloped building on the site (unless suitable alternate location(s) are found).



District of Saanich Property Information Report

Report generated 3/14/2023 2:01:10 PM



Property location within District of Saanich



Property Map

770 VERNON AVE

Property Information

Folio: 65-2046-999

PID: 004-317-211

Status: ACTIVE

Property Number: 114568

LTO Number: EM6832

Legal: LOT A SECTION 33 VICTORIA DISTRICT PLAN 14934 EXCEPT PLAN 33545 AND PT IN 803RW.

Land Attributes

Exemption/ Taxation Code:	SAANICH OWNED PROPERTY
School District:	SCHOOL DISTRICT 61
BCAA Lot Size:	366775 SQUARE FEET
BCAA Manual Class:	WAREHOUSE - STORAGE
BCAA Neighbourhood Code:	SWAN LAKE/CREASE-CADILLAC
Development Cost Charge Area:	----
Municipal Parks DCC Area:	----
Year Built:	1962
Zoning:	C-4 OFFICE AND APARTMENT
Local Area:	SAANICH CORE
Development Permit Area:	SAANICH CORE

Property Tax Levies and Assessments Summary

Notice Date	Total Levy	Class	Gross Land	Gross Improvement	Gross Assessment	Net Assessment
May 11, 2022	0.00	6-Bus/Other	41,627,000	175,000	41,802,000	0
May 11, 2021	0.00	6-Bus/Other	36,423,000	179,000	36,602,000	0

Property Activity

Building Permits: (any)	YES
Engineering Permits: (any)	YES
Active Tree Permits:	NO
Active Development Applications:	NO
Active Business License:	NO
Active Bylaw Calls:	NO
Covenants on File With Saanich:	NO

It is the responsibility of the client to confirm through a title search at the Land Title Office whether there are covenants or other charges on title. A YES or NO in this field only indicates that the District of Saanich does or does not have a copy of a covenant on file.

If you require additional information, call 250-475-5457 (Inspection Enquiries).

Local Service / Business Improvement Areas

There is no additional information.

Additional Comments

Category	Date	Details
PLANNING	Dec 19, 2011	STREAMSIDE DP AREA
PLANNING	Jul 29, 2003	DEVELOPMENT PERMIT NUMBER DPR2003-00001 proposed construction of a single storey addition for vehicle maintenance bays, with basement, at the north end of the existing municipal fire hall.
PLANNING	Jul 29, 2003	VARIANCE PERMIT DVP97-00007; DVP93-00008 DVP99-00007
PLANNING	Mar 29, 2007	CONTROLLED ACCESS CLASSIFICATION CONTACT MINISTRY OF TRANSPORTATION REGARDING ACCESS TO OR FROM MINISTRY CONTROLLED ROADS
PLANNING	Sep 02, 2008	CONTROLLED ACCESS CLASSIFICATION CONTACT MINISTRY OF TRANSPORTATION REGARDING ACCESS TO OR FROM MINISTRY CONTROLLED ROADS
PLANNING	Sep 02, 2008	DEVELOPMENT PERMIT NUMBER DPR2003-00001 - PROPOSED CONSTRUCTION OF A SINGLE STOREY ADDITION FOR VEHICLE MAINTENANCE BAYS, WITH BASEMENT, AT THE NORTH END OF THE EXISTING MUNICIPAL FIRE HALL
PLANNING	Sep 02, 2008	VARIANCE PERMIT DVP97-00007 DVP93-00008 DVP99-00007

The information on this report is provided in good faith for the interest and convenience of the general public. The District of Saanich makes no representations as to, and does not warrant, the accuracy or completeness of any electronic data; you should confirm all information before making any decisions based on it. The District of Saanich disclaims all responsibility for accuracy and completeness, or errors and omissions of the information contained herein.

Sent: Wednesday, June 28, 2023 2:47 PM

Subject: City of Prince George Resolution Submission to 2023 UBCM Convention

Good afternoon, Mayor and Council,

At the June 26, 2023 regular council meeting, City of Prince George Council approved submitting a resolution to the 2023 UBCM Convention regarding "Reimbursing Local Governments for Medical Services Provided by Local Government Fire and Rescue Services" and further resolved to share this resolution with UBCM member municipalities.

We appreciate your consideration to support this resolution at the 2023 UBCM Convention.

Sincerely,



LESLIE KELLETT

Deputy Corporate Officer

5th Floor, 1100 Patricia Blvd., Prince George, B.C. V2L 3V9

p: 250.561.7655 | f: 250.561.0183

leslie.kellett@princegeorge.ca

www.princegeorge.ca

City of Prince George

Resolution Submitted to the 2023 UBCM Convention

Reimbursing Local Governments for Medical Services Provided by Local Government Fire and Rescue Service

WHEREAS communities across British Columbia are facing a significant increase in calls to respond to emergency medical incidents;


AND WHEREAS local governments provide for their fire departments to support prehospital patient care in their community by providing emergency medical services that assist the Provincial Government's BC Ambulance Service;

AND WHEREAS the costs associated with supporting prehospital care by local government fire departments has increased significantly in relation to response hours and increased use of first aid and other medical supplies and that such costs are funded solely through local government property taxation;

THEREFORE BE IT RESOLVED that the Provincial Government develop a funding model to compensate local governments who provide emergency medical services through their fire and rescue services fulfilling the responsibility of the provincial government with consideration given to community population and the fire department's authorized level of emergency medical response.

Brooke McCourt

From: Local Government Management Association of BC <office@lgma.ca>
Sent: July 4, 2023 11:02 AM
To: Brooke McCourt
Subject: LGMA Job Circular, News, and Program Updates - Week of July 4, 2023





LGMA
LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

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

Professional Development Partners:

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Barristers & Solicitors

YOUNG ANDERSON
BARRISTERS & SOLICITORS

LGMA Newsletter: Week of July 4, 2023

2023/24 Overseas Exchange Manager Announcement

Following a call for applications, the LGMA is pleased to announce that **Reneé LaBoucane, Manager, Strategic Initiatives for the Strathcona Regional District**, was selected by the LGMA Board of Directors as the successful candidate for the 2023/2024 Overseas Exchange Program.

This two-week exchange is one of a range of LGMA initiatives that provides leadership and development opportunities specifically tailored to the local government environment. Exchange partners share best practices and establish long-lasting relationships. Participants gain professional, personal, and cultural experience that can be applied at their own local governments and as they move through their careers.



Reneé will visit New Zealand in November 2023 to attend the Taituarā Annual Summit (November 23-24 in Hastings) and to visit local governments. In return, she will host her partner, Sarah Matthews, General Manager Finance & Environment for Taupo District Council, for two weeks in 2024 to attend the LGMA Conference (June 11-13 in Victoria) and visit local governments in British Columbia.

LGMA Training:

Explore key areas of local government administration

[Foundations of Local Government Learning Series](#)

August 31 - December 7

A half-day webinar on historical and present-day issues impacting Indigenous Peoples

[Indigenous Awareness Training](#)

September 15

Connect with your peers!

[Corporate Officer Connect Lunch Series](#)

September 20

Designed specifically for COs and Deputy COs

[Corporate Officer Forum](#)

October 4 - 6

A comprehensive overview of leading project management skills

[Project Management Fundamentals Online Course](#)

October 6 - November 10

Learn to manage employee performance

[Performance Management Online Course](#)

October 18 - November 1

Learn to lead successful change

[Change Management Online Course](#)

November 16 - 30

[See all Training & Workshops](#)

Additional News and Training:

Resource, tools, and other helpful information

[Truth and Reconciliation Resources for BC Local Governments](#)

Funding Available to Improve Housing Supply

[Housing Accelerator Fund Info Session](#)

July 13 or 18

New Resource from CAMA

[Toolkit for the Effective Executive Assistant to the Chief Administrative Officer](#)

Information on strategies to comply with the Accessible BC Act

[Guide for meeting Accessible BC Act requirements](#)

Support for BC Workplaces to Assess, Improve or Develop a DM Program

[National Institute for Disability Management and Research](#)

LGMA On-Demand Courses

Completed Your Ethics Training Requirements?

[Ethics in Local Government](#)

Available on-demand

Learn at your own pace!

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

Available on-demand, includes Ask the Expert Session November 7

[See all News & Opportunities](#)

Administrative Professionals Conference Champions of Teamwork and Performance October 25-27

The Administrative Professionals' Conference is back for the first time since 2019! If you are an Executive Assistant, Office Coordinator, Supervisor, Clerk or Front-line staff working in BC local or First Nations government organizations, this conference has been designed for you.



This year's conference focuses on championing teamwork and performance, and includes sessions on ethical leadership, time management, FOIPPA practices, and staff and council interactions to name a few. Opportunities to network with peers, discuss important issues of common concern and develop strategies to address them, plus a few wellness activities will be included.

Review the [program brochure](#) and [register online](#) before September 11, to receive early bird rates.

Connect with the LGMA



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

This email was sent to brooke@greenwoodcity.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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[Unsubscribe](#)

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

Jun 27 2 min read

West Boundary Community Forest Distributes 200k in Dividends to Rural Communities

Greenwood & Midway, B.C. – This spring, West Boundary Community Forest (WBCF) presented \$200,000 dollars in dividends to rural communities - \$100,000 to the City of Greenwood and \$100,000 to the Village of Midway – both joint shareholders of the community forest. The money will provide social, economic, cultural, and environmental benefits to these local communities, as well as educational opportunities concerning forest ecology and good land management practices.



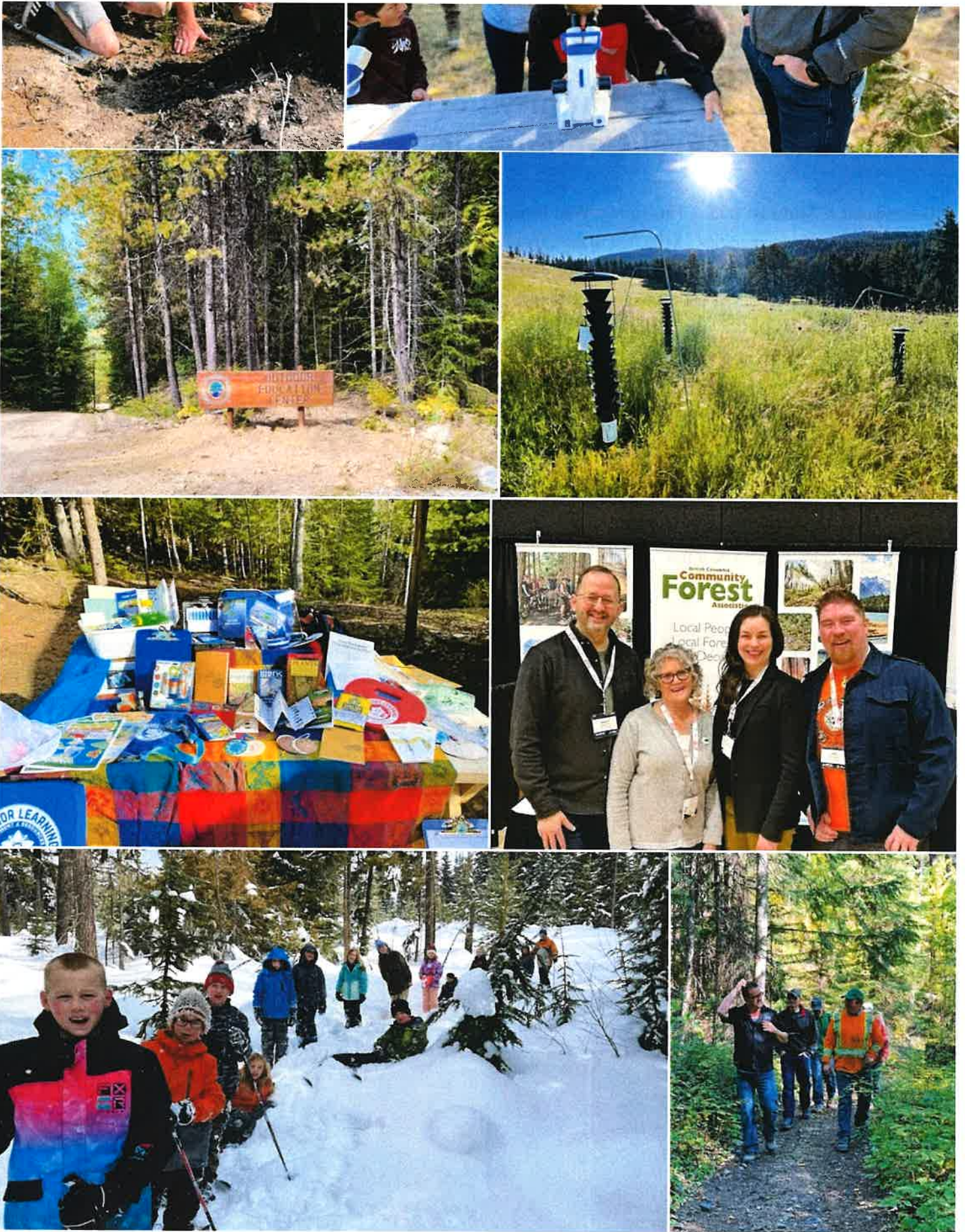
“The West Boundary Community Forest has been an excellent source of income for the City of Greenwood and local nonprofit groups such as the Greenwood Library, the Museum, Greenwood Community Association, Founders Day, and the Gold Rush Car show to name a few, as well as for bursaries to post secondary students,” said John Bolt, Mayor of Greenwood.

As he explained, the City of Greenwood has already used some of the dividends from WBCF to make remarkable changes in the community, including purchasing equipment for the city and completing ongoing repairs to aging infrastructure. “I would like to thank WBCF directors and our Community Forest Managers, Dan Macmaster and Peter Flett for their hard work and dedication to the shareholders.”

Also, in agreement with Mayor Bolt, is Doug McMynn, Mayor of Midway, and vocal supporter of the WBCF.

“These dividend cheques serve as a reminder of the importance of community forests for the management of the lands for future generations,” added McMynn. “The money allows us to continue investing in our rural communities to the benefit of all residents. We are incredibly thankful for their excellence in operations which literally pays dividends to the community.”





WBCF has a mandate to sustainably manage a defined area for the benefit of the local forest and residents, with profits going back to local communities and organizations. Ross Elliott, longtime Director of the WBCF, is pleased with the work and efforts of the shareholders, Board of Directors, and management team which have led to the success to date and allowed them to fulfill their mandate. “Each board member is proud to be part of WBCF and of what we have accomplished together” he said.

Since 2017, WBCF has provided its shareholders with a total of \$3,513,000 in dividends. This total does not include the parts of their profits set aside for the purchase and development of the Outdoor Education Center (approximately \$300,000) and the Silviculture contingency account (approximately \$300,000). Elliott further expressed that the shareholders were “fully supportive and quite enthusiastic about both of these investments.”

In addition to the dividends to the shareholders, since 2017, the Board of Directors at WBCF has also provided grants to approximately 30 local groups in the total amount of \$265,100 to date. These groups are comprised of local sports clubs, schools, societies, community organizations such as museums, libraries, and local food banks.



Healthy Forests
Healthy Communities

MEMORANDUM TO COUNCIL

To: Mayor and Council

Date: July 10, 2023

From: Tracy Thomas CAO

Subject: CAO Report

Priorities

- 1) Strategic Planning/Governance Training
- 2) OCP/Zoning Bylaw Start Up
- 3) Continued review of bylaws/governing legislation/historical files
- 4) Budget Review and Update

General

- 1) Setting up CAO office
- 2) Meetings set up with RDKB and ISL in the next weeks
- 3) Addressing outstanding and active files and Priority WIP

Bylaws

No updates

Public Works Update

- 1) New Bathroom
 - a. Trees removed (contractor)
 - b. Stumps removed
 - c. Water and sewer lines installed
 - d. Waiting for KVE to install Tec cable for power
- 2) Campsite Attendant RV Pad
 - a. Water and sewer lines installed
- 3) Pool
 - a. Operational
 - b. One heater in operational and awaiting parts
- 4) Parks/Roads/Streets/Cemetery
 - a. Regular maintenance and upkeep
 - b. Ongoing storm damage shoulder repair
 - c. Bear proof garbage cans ordered for campsite and Lion's Park
- 5) Water and Sewer Installs as required
- 6) Water Lines
 - a. Dead end water lines flushed
 - b. Parts for Gold St fire hydrant replacement arrived
- 7) Lind Creek Dam
 - a. Weekly inspections

- 8) Downtown Garbage pails
 - a. Bear proof bins ordered
- 9) Public Works Site Upgrades
 - a. Seeking quotes for sheds, all previous came in over budget
- 10) Buildings
 - a. Fire Hall heater/ AC repaired

Cheque Register-Summary-Bank



AP5090

Date : Jul 06, 2023

Page : 1

Time : 8:03 am

Supplier : HERIT To ZWARN
 Cheque Dt. 22-Jun-2023 To 06-Jul-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
5874	28-Jun-2023	A&G SUPPLY	A&G SUPPLY LTD	Issued	115	C	127.14
5875	28-Jun-2023	ACECOUR	A.C.E. COURIER SERVICES	Issued	115	C	82.89
5876	28-Jun-2023	AMAZON	AMAZON	Issued	115	C	107.10
5877	28-Jun-2023	CHARV001	CHARTIER, VANESSA DAWN	Issued	115	C	320.00
5878	28-Jun-2023	DAVED001	DAVE DALE INSURANCE	Issued	115	C	875.00
5879	28-Jun-2023	GREEN	GREENWOOD SAW TO TRUCK REPAIRS	Issued	115	C	2,503.20
5880	28-Jun-2023	ICONIX	ICONIX WATERWORKS LP	Issued	115	C	792.05
5881	28-Jun-2023	ISL	ISL ENGINEERING AND LAND SERVICES LTD.	Issued	115	C	504.00
5882	28-Jun-2023	LIFESAV	LIFESAVING SOCIETY	Issued	115	C	864.50
5883	28-Jun-2023	REGIO001	REGIONAL DISTRICT OF KOOTENAY BOUND	Issued	115	C	96.00
5884	28-Jun-2023	ROUTE3002	ROUTE 3 PRINT STUDIO & GIFTS	Issued	115	C	104.16
5885	28-Jun-2023	SCHNEE	SCHNEIDER, ERICH H	Issued	115	C	102.08
5886	28-Jun-2023	TECHSA	TECHNICAL SAFETY BC	Issued	115	C	1,125.00
5887	28-Jun-2023	TERAS001	TERASHITA, ROY	Issued	115	C	201.60
5888	28-Jun-2023	THOMTRA	THOMAS, TRACY	Issued	115	C	3,133.33
5889	28-Jun-2023	ULINE	ULINE SHIPPING SUPPLIES	Issued	115	C	4,047.16
5890	05-Jul-2023	RRSMI001	ROB, SMITH	Issued	119	C	400.00
00566-0001	30-Jun-2023	BOLTJ	BOLT, JOHN	Issued	111	E	100.00
00566-0002	30-Jun-2023	HUISCO01	HUISMAN, CLINTON JOSEPH	Issued	111	E	100.00
00566-0003	30-Jun-2023	MCLEJ001	JESSICA, MCLEAN	Issued	111	E	100.00
00566-0004	30-Jun-2023	MUNIP	MUNICIPAL PENSION PLAN	Issued	111	E	2,825.98
00566-0005	30-Jun-2023	NATHJ002	JIM, NATHORST	Issued	111	E	100.00
00566-0006	30-Jun-2023	SHAW	SHAW, GERRY	Issued	111	E	100.00
00567-0001	28-Jun-2023	FORTI002	FORTIS BC NATURAL GAS	Issued	114	E	429.32
00567-0002	28-Jun-2023	SHAW001	SHAW CABLE	Issued	114	E	244.06
Total Computer Paid :		15,385.21	Total EFT PAP :	3,999.36	Total Paid :		19,384.57
Total Manually Paid :		0.00	Total EFT File :	0.00			

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

MEMORANDUM TO COUNCIL

To: Mayor and Council **Date:** July 10, 2023
From: Tracy Thomas CAO
Subject: Strategic Planning and Governance Training Contract Award

Rationale

A stated priority of Council was the need to undertake strategic planning and governance training in order to facilitate focussed, effective and efficient leadership for the City of Greenwood. A clear understanding of the role of a member of council, and a strong strategic plan will enable this Council to achieve their goals and obligations and advance the City's priorities and needs.

As this is a high priority, to facilitate this, the CAO reached out to RDKB for a list of recommended contractors who were familiar with small BC municipalities and have experience in both of these areas. The District provided two specific recommendations as well as links to other sites. The CAO reached out and spoke with the two specifically recommended consultants, both were very experienced, competent and knowledgeable. Only one submitted a formal proposal, although both indicated interest and costs.

Recommendations

That Council, by motion Strategic Leadership Solutions the contract for Governance Training and the development of a Strategic Priorities Report. The amount of the contract is for \$10,500 plus GST and Travel costs.

Background

Christina Benty is the former Mayor of Golden BC, and has over 35 years experience. Her full bio is attached. Her team is well known for their energetic, informative and powerful workshops and training sessions. The CAO has worked with both Caleb and Christina in the past for asset management, governance training, and strategic planning and attended workshops, webcasts and TedTalks where Christina was the keynote speaker and has been impressed by their abilities to share information, build skills and achieve consensus to obtain impactful and focussed strategic plans and forward momentum.

Currently, CAO has requested that October 10-13 be held for the City, although there is also the option to break the training into two shorter segments. TBD

Attachments

Attachment #1 – Purpose & Priorities Formal Quote

PURPOSE & PRIORITIES

SETTING THE STAGE FOR SUCCESS

Prepared by
Christina Benty
Strategic Leadership Solutions
Golden, BC V0A 1H0
250-344-0921
christinabenty@christinabenty.com



CHRISTINA BENTY
STRATEGIC LEADERSHIP SOLUTIONS

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Organizational Alignment

Executive Summary

Local government exists in a complex environment. Building a successful and high functioning municipal team does not just happen. Investing in optimal governance work is the key. High level governance training, visioning and priority setting will raise your organization's bar, will increase the quality of service you provide your constituents, and will bring fun and efficiency to the job at hand. Our workshops are designed to ensure foundational roles and responsibilities are clearly examined, common misconceptions are debunked, and a context based on the primacy of service delivery is constructed.

Organization-wide Snapshot with Council and staff

- What do you do and why does it matter?
- What is life like in your part of the system
- What is working well and what needs attention?
- What policy direction does your department need from council?
- Why? What problem would it solve?
- What significant change could make your life better?
- What resources do you require to accomplish this?

Workshop with Council and CAO

Systems review from a political perspective:

- What is local government's primary, secondary and tertiary functions?
- What is council's role and what is staff's role?
- Where does council's control/influence/concern lie?
- Where does the ability to affect change lie?

Designing the future

- What is the purpose of this organization?
- What is your vision for your community?
- What are the values driving the process?
- What is relational leadership and why does it matter?
 - Council
 - Staff

- Community
- Intergovernmental

Systematically Priority Setting

Strategic planning is all about intentionality. Priority setting and strategic planning is most successful when integrated as an ongoing activity rather than a one-time event.

- Strategic Areas of Focus
- Strategic Priority Goals
- Strategic Priority Initiative and Actions
- Criteria (Authority-Responsibility-Resources)

The following are to be developed by staff and communicated to Council:

- Capacity and Resources
- Implementation and execution plan

Protect the plan and doing what you say you are going to do:

- How will you monitor and evaluate success?
- How will you communicate it internally and externally?

Community:

- How do you want to engage your community?
- How do you plan to build public trust?

Feedback loop: Building safety valves into the system so it does not blow up

- What systems are in place to keep the organization functional?
- How do you make sure that day-to-day priorities do not trump long term strategies?
- What needs to be in place to ensure that politics does not sabotage your plan?
- How will you monitor and evaluate success?
- How will you communicate it internally and externally?

Professional Fees

Professional fees are based on deliverables laid out in the proposal. Not included in the fee structure is the associated fees required to host meetings or for travel costs.

Service	Value
Workshop <ul style="list-style-type: none">• Preparation work with CAO• The creation, distribution, and collation of pre-session questions for the Council and CAO• 1 day Organization wide check-in with Staff and Council• 2 days of leadership development and priority setting workshops with council and CAO• 2-4 Page Strategic Priorities Report with focus areas, high level goals, and initiatives (staff to develop the tactical plan and financial implications)	\$10 500.00
TOTAL	\$10 500.00 plus applicable taxes
Travel	Client to cover expenses for travel and accommodation as required and per diem at \$80.00 per day per consultant. Actual cost TBA. Over and above proposal rate.

Our Team

Strategic Leadership Solutions is a highly regarded and innovative consulting team that brings over 30 years of experience working with local governments across British Columbia.

Christina Benty (bio below)

Caleb Moss (bio below)

Brandi Esler

Christina Benty's Bio



"The ability to deal with people is as purchasable a commodity as sugar or coffee. I will pay more for that ability than for any other under the sun." John D Rockefeller

Christina Benty, MA is a speaker, facilitator, published author and a performance coach for governing bodies and senior management teams who want to develop a culture of high performance. Her superpower is that she can deliver intellectual content with energy and enthusiasm. As former Mayor for the Town of Golden, her leadership journey forced her to face her own resistance to uncertainty and discomfort. Now she uses her lived experience to

help others develop their own leadership muscles, welcome curiosity into discomfort and expose the stories that keep us out of partnership and out of collaboration. She does it in the political arena where power dynamics, hierarchies, and competitive 'us and them' thinking is a risk to all of us.

Christina has over 35 years' experience on numerous policy governance boards spanning from health care, government, information technology, and community planning. Her passion for good governance is evident in her chosen profession as the owner of Strategic Leadership Solutions, a consulting firm designed to assist teams in building a culture of excellence in leadership and governance.

In addition to her lived experience in the political arena, she studied political science for her undergrad and completed her MA in Leadership at Royal Roads University. She is a certified Power + Systems Organizational Workshop Trainer, an experiential learning methodology designed to expose and transform system blindness. Christina has developed and facilitated numerous governance/asset management/service delivery education sessions and roundtable

discussions. She has worked across the country informing, educating and engaging local governments on roles and responsibilities as well as sustainable service delivery challenges and opportunities. Christina uses a variety of methodologies to stimulate group dialogue. She focuses on the importance of building a common language and understanding that allows local governments to address their complex issues in a collaborative manner.

Christina is passionate about internal and external leadership development, organizational culture and change management. She believes in the importance of cultivating leaders who lead from the inside out. After her wealth of time spent living within the world of local government, she recognizes the need for relevant coaching and consulting to assist teams and individuals in understanding their roles to achieve their goals. Check out Christina's TEDX Talk on Leadership here: <https://www.youtube.com/watch?v=VmDN0PLHZHk>

Caleb Moss's Bio



Caleb is a dynamic, amusing, and sophisticated consultant with nearly 25 years of practice with higher level systems theory. He served as the vice chair of the Columbia Shuswap Regional District (CSRD) and served 4 terms as a councillor for the Town of Golden, BC. With a diverse background that includes time spent as a high school teacher, family therapist, semi-pro baseball player, spoken word poet, bookstore owner, and leadership consultant Caleb has collected a breadth of rich experience from which to draw. His formal education includes a Master Degree in Applied Behavioural Science with a focus on Leadership in Human Systems from Bastyr University in Seattle, Washington, a professional Teachers Degree from Simon Fraser University and a Bachelor Degree in Behavioural Psychology from University of Victoria.

Terms and Conditions

Strategic Leadership Solutions is looking forward to working with you. Please take a few moments to review the following and sign the bottom.

Payment

Strategic Leadership Solutions is looking forward to working with you. Please take a few moments to review the following and sign the bottom.

Confirmation of date: A high demand for our services requires firm commitments to secure dates. We do our utmost to accommodate busy schedules and coordinate bookings to be cost effective for our clients. Deposit is required to confirm booking dates and times. Dates remain unsecured and open until deposit hold is received. Upon receipt of deposit travel arrangements are fully established.

Payment: A deposit of 50%, or agreed upon amount, is required to confirm the booking date. An invoice can be provided as required. Payments should be made to Christina Benty Box 53 Golden, BC V0A 1H0. Upon completion of the event a separate invoice will be sent for the balance due, payable upon receipt.

Schedule changes: Any and all date changes initiated by client following booking confirmation will require a \$1000.00 contractual increase to allow for any and all logistical flight/hotel/travel changes.

Cancellation: In case of cancellation by either party, Strategic Leadership Solutions will make every effort to reschedule within one-two months of the original booking date.

If an event can be rescheduled within six months, or as agreed, all funds paid will be applied to the re-scheduled event.

If the event cannot be rescheduled within six months of the original booking date, or as agreed, then deposit funds paid are non-refundable unless the cancellation was initiated by Christina Benty, Strategic Leadership Solutions. In that case, all funds paid are refundable.

Thank you for your commitment to excellence in governance and leadership!

Agreed to this on the ____ of _____, 2023



Christina Benty, MA
Strategic Leadership Solutions

AND



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: September 29th 2023

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

Mailing Address: Greenwood BC V0H 1J0
PO Box 707

Primary Contact Person: Jessica McLean

Telephone: 250-300-8931

Email Address: _____

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: Sept. 29/23
(ie: years / months / days)

Start Date: Sept. 29/23 End Date: Sept. 29/23

Civic Address (street): S. Government Ave / 168 N. Kimberley

Legal Description: Plan 34 / B - 7104
(lot / block / plan)

Property Identification #s: Road / Ball Park.
(PIDs)

Commonly known as: Ball park.
(facility name)

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

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

use road to time people going down the road in their homemade Soap box derby Car. Start from the Senior Centre, end @ ball diamond. Hay bales will be on the side of the road, and @ both ends of the road. Will also be using the ballpark for a beer garden and using the Concession stand to sell food.

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

We will clean up the hay bales and any broken pieces from derby cars (if any).

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

2-3 owners may be stuck as there will be haybales in front of their home, Easy for us to move & we need to let them out. Road blocked by South Interior Auction, and by old recycle bins.

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.

Name (please print)

Signature

Date:

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.

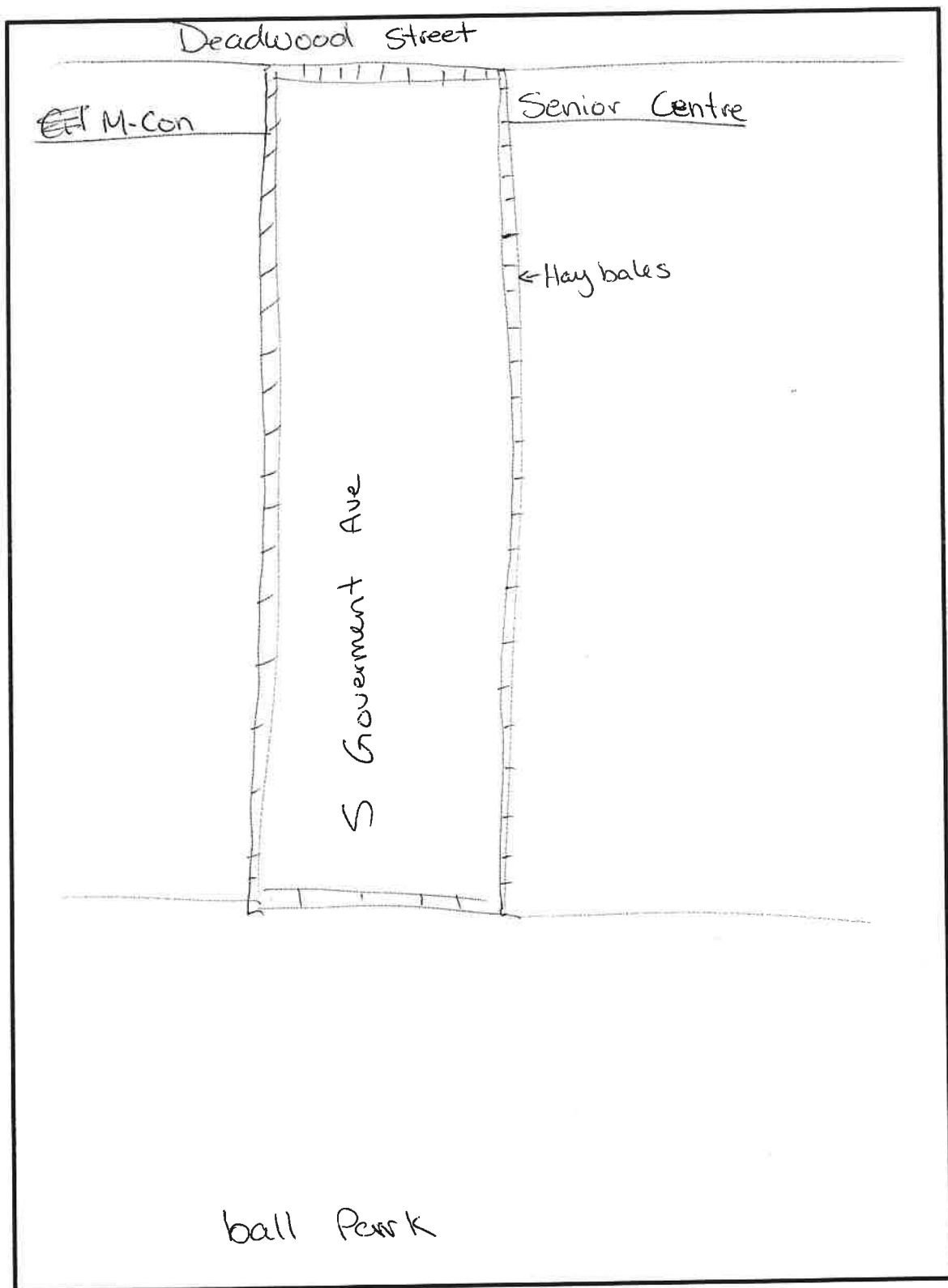
Please include the following information:

- 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

Temporary Use Permit Application

SITE PLAN



Please attach additional information as required.