



## CITY OF GREENWOOD

### Regular Council Meeting

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

**Monday, August 14, 2023**

7:00 pm

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### AGENDA

#### 1. Call to Order

#### 2. Adoption of Agenda: August 14, 2023 Regular Council Meeting

#### 3. Adoption of the Minutes

- a. July 10, 2023 Regular Council Meeting Minutes Page 3-5

#### 4. Delegation

- a. Corporal Bill Hughes – Meet & Greet
- b. Nikki Csek and Rob Cupello Page 6
- c. Dale Robins – Route 3 Racing Club Page 7

#### 5. Correspondence for Information

- a. Alliance Corp – 10<sup>th</sup> Annual Resource Breakfast Page 8
- b. UBCM – 2023 Next Generation 911 Funding Page 9
- c. Greenwood Recreation Association – Introduction Letter Page 10-11
- d. LGMA Newsletter Page 12-14

#### 6. Correspondence for Action None.

#### 7. Councillor's Reports

#### 8. Mayor's Report

#### 9. Administrator's Report CAO Report Page 15-18

#### 10. Accounts Payable Report July 7, 2023 – Aug 2, 2023 Page 19-20

#### 11. New and Unfinished Business

- a. DVP – Wayne Durban Page 21-30
- b. Greenwood Recreation Association - Sponsorship Page 31-32
- c. Boundary Minor Hockey Association - Donation Page 33
- d. Boundary Community forests – Update
- e. Boundary Invasive Species Society – Grant in Aid Page 34

- |   |            |
|---|------------|
| f. LUO – Greenwood Recreation Association                             | Page 35-39 |
| g. Staff Training – Community Planning for Local Government Officials | Page 40-46 |
| h. Bylaw Enforcement Support – RDKB                                   | Page 47-53 |
| i. Draft City of Greenwood Bylaw Enforcement Policy                   | Page 54-60 |

## **12. Bylaws**

- |  |         |
|--|---------|
| a. Bylaw No. 1011, 2023 - Zoning Amendment – Carriage Houses | Page 61 |
|--|---------|

## **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)(g)**

## **14. Adjournment**



CITY OF GREENWOOD  
Minutes of the Regular Meeting of Council held on July 10, 2023

**PRESENT**

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

**ALSO PRESENT**

Tracy Thomas, CAO

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**Motion: J. Nathorst/ J. McLean**  
THAT the July 10, 2023 agenda be adopted.

(152-23)

**Carried**

**ADOPTION OF MINUTES**

**J. McLean/ G. Shaw**  
THAT the minutes of the June 12, 2023 Regular Council Meeting be adopted.

(153-23)

**Carried**

**G. Shaw/ J. McLean**  
THAT the minutes of the June 26, 2023 Regular Council Meeting be adopted.

(154-23)

**Carried**

**DELEGATION**

**Boundary Community Ventures**  
THAT Council and Mayor thank the delegation for their presentation and pass along to administration for further questions.

**Boundary Women's Coalition**  
THAT Council and Mayor thank the delegation for their presentation and pass along to administration for further questions.

**CORRESPONDENCE  
FOR INFORMATION**

**Motion: G. Shaw/ C. Huisman**  
THAT the correspondence items a. through e. be accepted as information.

(155-23)

**Carried**

**Motion: G. Shaw/ C. Huisman**  
THAT Council send a letter of support to The City of Prince George supporting this resolution at the 2023 UBCM Convention.

(156-23)

**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

**ADMINISTRATION REPORT:** Report presented

**Motion: G. Shaw/ J. McLean**

THAT Council receive the reports as information.

(157-23)

**Carried**

## **ACCOUNTS PAYABLE REPORTS**

**Motion: J. McLean/ G. Shaw**

THAT Council receive the cash disbursement accounts payable report in the amount of \$19,384.57 for the period of June 22, 2023 to July 6 21, 2023.

(158-23)

**Carried**

## **NEW AND UNFINISHED BUSINESS**

- a. Memo to Council –  
Strategic Planning and  
Governance Training  
Contract Award.

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

THAT Council approve training on October 11<sup>th</sup> - 13<sup>th</sup>, 2023.

(159-23)

**Carried**

- b. Licence to Use and  
Occupy – Greenwood  
Recreation Association.

**Motion: J. McLean/ C. Huisman**

THAT Council approve occupancy of S. Government St. down to the Ballpark on September 29<sup>th</sup>, 2023 for a Soap Box Derby. Time is still to be determined.

(160-23)

**Carried**

## **QUESTION PERIOD**

## **IN-CAMERA**

**Motion: J. Bolt**

THAT Council move to In-Camera at 8:33 pm under Section 90 (1) (e).

(161-23)

**Carried**

**Motion: G. Shaw/ J. McLean**

THAT Council adjourn the In-Camera meeting at 8:57 pm.

**(162-23)**

**Carried**

**ADJOURNMENT**

**Motion: J. Bolt**

THAT Council adjourn the Regular Council Meeting at 9:10 pm.

**(163-23)**

**Carried**

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Mayor

Certified Correct

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Chief Administrative Officer

July 19, 2023.  
(date)

City of Greenwood  
PO Box 129  
Greenwood, BC  
VOH 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 August 14, 2023.  
(date of meeting)

The subject to be dealt with by the delegation is:

Review and Consideration of two Variance  
requests for the Trehaugen Development

The proposal intended to be made to Council is:

The Trehaugen proposed development

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

Nikki Csek and Rob Cupello


The contact person for the delegation is:

Name: Nikki Csek.

Mailing Address: 1600-1631 Dickson Ave  
Kelowna, BC

Phone: 250-869-5787

Yours Sincerely,

  
(signature)

Aug 04, 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 Sept 25, 2023  
(date of meeting)

The subject to be dealt with by the delegation is:

Renewing license to occupy  
1475 Deadwood St.

The proposal intended to be made to Council is:

Extension of license to occupy

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

Dale Robins, Director  
Jeff Fraser, Director

The contact person for the delegation is:

Name: Dale Robins

Mailing Address: P.O. Box 670  
Greenwood BC

Phone: 250 869 4576

Yours Sincerely,

  
(signature)



Mayor and Council  
Box 129, 202 S Government Avenue  
Greenwood, BC, V0H 1J0

Dear Mayor and Council,

**Re: Invitation to the 10<sup>th</sup> Annual Resource Breakfast Series – September 19, 21, 22, 2023**

It is my pleasure to invite you to attend the 10<sup>th</sup> Annual Resource Breakfast Series scheduled for September 19, 21 and 22, 2023 at the Terminal City Club in Vancouver, BC. Over the past decade, the Resource Breakfast Series has become a staple event bringing together Mayors, Councillors, the Resource Sector and Provincial Government for meaningful conversations that help drive progress amongst the communities in British Columbia.

**Event Details:**

<b>Date:</b>	September 19, 21, 22, 2023	<b>Location:</b>	Terminal City Club, Vancouver
<b>Time:</b>	7:00 – 8:30 am	<b>Dress Code:</b>	Business Casual
<b>Style:</b>	Plated Breakfast	<b>Price:</b>	\$31.00 + tax per breakfast

**Registration:** <https://www.eventbrite.ca/e/10th-annual-resource-breakfast-series-tickets-664748339177>

The 10th iteration of the event will provide a platform for Resource Ministers to engage and share the latest initiatives and developments from their Ministries. We are pleased to announce the following Ministers have confirmed to speak over the span of three mornings: **Honourable Josie Osborne**, *Minister of Energy, Mines and Low Carbon Innovation*, **Honourable Bruce Ralston**, *Minister of Forests* and **Honourable Nathan Cullen**, *Minister of Water, Land and Resource Stewardship*.

The Resource Breakfast Series is not affiliated with the Union of BC Municipalities but is conveniently hosted during the Annual Convention and offers a friendly and relaxed environment to discuss BC's natural resource sector and its importance to the communities and economy of the province. This is an invite only event to local area government leaders, Provincial Ministers, MLAs, and MPs.

We look forward to seeing you at the 10th Annual Resource Breakfast Series. Please reach out if you have any questions.

Sincerely,

Sarah Weber, P.Geo., MBA  
President & CEO, C3 Alliance Corp.



580 – 688 West Hastings Street  
Vancouver, British Columbia  
V6B 1P1, Canada

(604) 343-4847  
[info@c3alliancecorp.ca](mailto:info@c3alliancecorp.ca)  
[www.c3alliancecorp.ca](http://www.c3alliancecorp.ca)



August 2, 2023

Mayor Bolt and Council  
City of Greenwood  
Box 129  
Greenwood, BC V0H 1J0

Reference: AP8210

**Re: 2023 Next Generation 911 Funding – Approval Agreement & Terms and Conditions of Funding**

Dear Mayor Bolt and Council,

I am pleased to inform you that a grant in the amount of \$45,000 has been approved for the City of Greenwood under the Next Generation 911 funding program that is being administered by the Union of BC Municipalities (UBCM).

This funding is to support local preparedness for the implementation of Next Generation 911. Funding is being provided on an allocation-basis and 50% of the approved amount will be issued when the signed copy of this agreement is returned to UBCM. The balance of the grant will be available when UBCM has received and approved the required final report and financial summary.

The Ministry of Citizens' Services has provided funding for this program and the general Terms & Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM within 30 days of the date of this letter;
- (2) The funding is to be used solely for the purpose of local preparedness for the implementation of Next Generation 911;
- (3) All expenditures must meet eligibility and funding requirements as defined in the *Program & Application Guide* (refer to Sections 3 and 4);
- (4) All project activities must be completed within three years and no later than August 2, 2026;
- (5) The final report is required to be submitted to UBCM within 30 days of project end date and no later than September 2, 2026;
- (6) Any unused funds must be returned to UBCM within 30 days following the project end date;

*The Next Generation 911 program is funded by the Province of BC*

To whom it may concern,

I hope this letter finds you well. I am writing to introduce you to the Greenwood Recreation Association, a non-profit group that plays a vital role in enhancing the quality of life in our community. As an active member of the association, I am excited to share with you our mission, vision, and values, as well as some of the past and upcoming events we have organized.



The Greenwood Recreation Association is dedicated to providing diverse and accessible recreational opportunities that promote physical, social, and mental well-being for all members of our small town. Our ultimate goal is to be recognized as the leading provider of recreational activities and events, constantly striving for excellence in promoting healthy lifestyles and fostering a strong sense of community.

#### Our Values:

- ★ **Community:** We firmly believe in building a close-knit community and fostering inclusivity through all our recreational activities and events. We want to bring people together and create a sense of belonging.
- ★ **Wellness:** Promoting physical, social, and mental well-being is at the core of what we do. Our programs and events are designed to encourage healthier lifestyles for everyone.
- ★ **Accessibility:** We are committed to ensuring that all members of our community, regardless of age or ability, have access to a wide range of recreational opportunities.
- ★ **Innovation:** Adapting to the changing needs of our community is crucial. We constantly improve and evolve our programs and events to stay relevant and effective.
- ★ **Sustainability:** Environmental consciousness is a priority for us. We use eco-friendly practices and encourage sustainable behaviors in all our recreational activities and events.
- ★ **Collaboration:** We firmly believe in the power of collaboration and work closely with other community organizations and stakeholders to achieve shared goals of promoting healthy lifestyles and community well-being.
- ★ **Integrity:** Upholding the highest standards of ethical behavior and transparency is a cornerstone of our association. We strive to be accountable and trustworthy in all our activities and operations.

#### Past Events:

In the past, we have organized several successful events that have brought joy to our community:

- ★ **Mother's Day Pancake Breakfast:** A heartwarming event that celebrated the importance of mothers and provided an opportunity for families to come together.
- ★ **Summer Kick Off Event:** This fun-filled event with water games and a BBQ was a hit among families, providing a perfect start to the summer season.
- ★ **Founder's Day Tent:** We set up an exciting obstacle course that challenged participants while fostering a spirit of camaraderie.

## Upcoming Events:

We have some exciting events planned for the coming months:

- ★ Build a Hot Dog Fundraiser at the Greenwood Car Show: Join us in supporting a good cause while enjoying a delicious hot dog at the car show.
- ★ Family Movie Night at the Tennis Court: Bring your loved ones for a cozy movie night under the stars at the tennis court.
- ★ Soap Box Derby Event: Witness the thrill of homemade soapbox cars racing downhill in this adrenaline-pumping event.

As a non-profit organization, the Greenwood Recreation Association relies on the support and participation of community members like you. We encourage you to join us in our endeavors to make our community a happier and healthier place to live.

If you have any questions or would like to get involved in any of our events, please feel free to contact us at [Greenwood.rec.association@gmail.com](mailto:Greenwood.rec.association@gmail.com) or 250-300-8931 (Jessica McLean).

Thank you for taking the time to learn about the Greenwood Recreation Association. We look forward to welcoming you to our upcoming events and working together to create a vibrant and united community.

Best regards,

*Greenwood Recreation Association*

*Jessica Mclean, Clint Huisman, Rachel Yamaguchi,  
Vannessa Smythe, Helena Lasoo and Trisha Lynne*

## Brooke McCourt

**From:** Local Government Management Association of BC <office@lgma.ca>  
**Sent:** August 8, 2023 11:04 AM  
**To:** Brooke McCourt  
**Subject:** LGMA Job Circular, News, and Program Updates - Week of August 8, 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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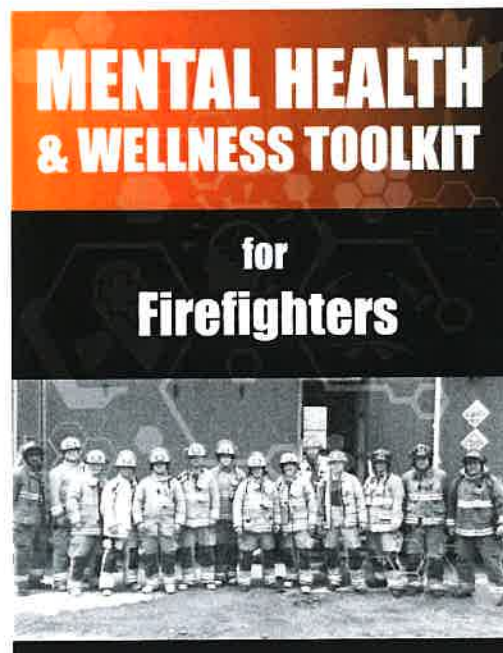
YOUNG ANDERSON  
BARRISTERS & SOLICITORS

## LGMA Newsletter: Week of August 8, 2023

**Thank you to local government  
employees working in EOCs!**

We at the LGMA want to take a moment to express our deepest gratitude and appreciation for those local government employees currently working in Emergency Operations Centers battling BC wildfires and natural disasters. Your commitment to serving your community by protecting lives and property during these times is nothing short of heroic.

Your efforts in coordinating resources, managing communications, and facilitating evacuation procedures have been instrumental in mitigating the impact of these wildfires. As we know long hours and sleepless nights can take a personal toll in crisis situations, we also want to bring awareness to [BCMSA's Firefighter Mental Health Toolkit](#) and [BC's Here to Help](#) resource page. We recognize the hard work you do and hope that these resources can be helpful.



## **LGMA Training:**

*Learn and connect with your peers*

[Corporate Officer Connect Lunch Series](#)

September 20

*Join your fellow CAOs for breakfast*

[CAO Breakfast](#)

September 21

*Connect and learn with your colleagues*

[Corporate Officers' Forum 2023](#)

October 4 - 6

*A comprehensive overview of leading project management skills*

[Project Management Fundamentals Online Course](#)

October 6 - November 17

*Enhance and manage staff performance*

[Performance Management Online Course](#)

October 18 - November 1

*"Champions of Teamwork and Performance"*

[Admin Professionals Conference](#)

October 25 - 27

*Take comprehensive and concise minutes*

[Minute Taking Online Course](#)

November 14 - 28

*Plan for the stages of change*

[Change Management Online Course](#)

November 16 - 30

*Complimentary lunch hour discussion*

[CAO Connect Lunch Series](#)

November 17

*Registration opening opening August 9!*

[MATI® Community Planning for Local](#)

## **Additional News and Training:**

*Resource, tools, and other helpful information*

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

*Federal Funding for Local Governments*

[Investing in Canada Infrastructure Program](#)

*Funding available to improve housing supply*

[Housing Accelerator Fund Info Session](#)

August 18

*Conference on Occupational Health, Safety, and Public Works*

[BCMSA & PWABC Joint Annual Conference](#)

September 26 and 27

*Scholarships available for studies in government and public policy*

[LGMA Scholarship Applications](#)

Applications due October 6, and 13, depending

*First-of-its-kind conference*

[Kamloops Municipal IDEA Conference](#)

November 27-28

*Special Report from*

*Forest Practices Board*

[Forest and Fire Management in BC](#)

## **LGMA On-Demand Courses**

*Learn at your own pace!*

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

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



[Government Professionals](#)

November 26 – December 1

[See all Training & Workshops](#)

***Enjoy this complimentary course!***

[Ethics in Local Government](#)

Available on-demand

[See all News & Opportunities](#)

## New LGMA FAQ Page!



We are happy to announce the launch of our new [Frequently Asked Questions Page](#) on our website! As we often receive questions about membership, registration, or programs, we have curated a comprehensive FAQ page to better streamline your membership experience and improve our service.

While we always encourage you to reach out to us if you have questions or issues, we want to be sure you can get the support you need any time of day! Our FAQ page includes step-by-step instructions on how to resolve common issues with your profile or membership. As always, we welcome any feedback you may have,

and please feel free to reach out to us by phone or email if you have any questions or concerns.

***Connect with the LGMA***



# LGMA

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

This email was sent to [brooke@greenwoodcity.ca](mailto:brooke@greenwoodcity.ca) when you signed up on [www.lgma.ca](http://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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## MEMORANDUM TO COUNCIL

**To:** Mayor and Council

**Date:** August 14, 2023

**From:** Tracy Thomas CAO

**Subject:** CAO Report

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### Priorities

- 1) OCP and Zoning Bylaw Implementation
- 2) Collective Agreement Negotiation Preparation i.e.: development of job descriptions
- 3) Planned and Funded project implementation, ongoing mgmt., and reporting
- 4) Identified target funding proposals i.e.: Fire Department equipment/training.
- 5) Policy review and development i.e., complaints/bylaw enforcement, venue rentals,
- 6) Fire Hall Needs Assessment/Design/Class C/D cost estimate – prepare for funding opportunities.

### General

- 1) Bylaw Infractions – ongoing enforcement
- 2) Addressing outstanding and active files and Priority WIP
- 3) Grand Forks – met with Fire Chief James Runciman, next step is council meeting to determine level of service and scope of work – Propose August 16 6 pm
- 4) Grand Forks – met with Jon Wilson, Bylaw Enforcement Officer and CAO Duncan Redfearn – good information and resources.
- 5) OCP Kick off meeting – next steps
- 6) Developing job descriptions
- 7) Reviewing past Fire Hall design work, updating costing estimates,

### Bylaws / Policies

- 1) Draft Zoning Bylaw Amendment – Carriage Houses, Mobile Homes, Modular Homes definition amendments
- 2) Draft Bylaw Enforcement Policy

### Public Works Update

1. New bathroom
  - Sort fill for site
  - Hauling and leveling site with fill
  - Assisting with install of underground power lines
  - Completed floor drains
2. Yearly fire hydrant tear downs

3. Install new equipment on new one ton truck
4. Paint curbs and no parking stalls
5. Two internments
6. Replace and repair damaged road signs
7. Water and sewer service install on Gold St.
8. EOCP water system report
9. Repair gear drive unit at sewer treatment plant
10. Repair broken water pipe at sani dump
11. Fire hydrant replacement on Gold St.
12. Make inquiries for quotes on Emcon building door and medical Centre furnace upgrade



GREENWOOD VOLUNTEER FIRE DEPARTMENT  
July 2023 Chiefs Report

Incidents:

July 2    Burn complaint    Faye, Brian, Pete, Clint  
July 5    First response    Mark, Pete  
July 11   Mutual Aid to Grand Forks structure fire  
          Pat, Mark, Gavin, Pete  
July 18   First response   Mark, Ciel, Gavin, Brian, Pete  
July 25   First response   Mark, Ciel, Derrick, Pete  
July 29   Mutual aid to Grand Forks structure fire  
          Roy, Mark, Brian, Ryan S.

Weekly Training:

July 5    Bi-monthly meeting  
July 12   Wash trucks, prep for founders day  
July 19   Wild land- portable pumps and tanks, demonstrate hand tool use  
          Digging fire guards  
July 26   Continue with portable pumps and tanks

Other Training:

Completed exterior level firefighter boot camp in Grand Forks  
Brian, Derrick, Chris, Pete, Clint and Gerry   Mark- trainer

Wild land/ interface training in Midway  
Roy, Faye, Mark, Ciel and Gavin   Walter O- Trainer

Upcoming training:

Level one first aid, First Responder train the trainer

### Membership:

Our current roster is at 18, down from 19 as one member has officially left the department.

Recruitment is on-going, hoping to get a few new members to bring the roster up. Twenty three would be a good target.

We have a former member that has agreed to return to provide driver training, he has a commercial drivers licence and has taken a driver trainer course.

Roy Terashita  
Fire Chief

A handwritten signature in black ink, appearing to read 'Roy Terashita', with a long horizontal flourish extending to the right.

## Cheque Register-Summary-Bank

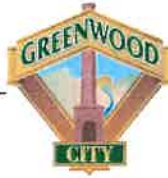


Supplier : HERIT To ZWARN  
 Cheque Dt. : 07-Jul-2023 To 02-Aug-2023  
 Bank : 01 - General Bank To 999 - Penny Rounding Suspense

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
5891	11-Jul-2023	ACCUR	ACCURA ALARMS	Issued	123	C	31.50
5892	11-Jul-2023	ACECOUR	A.C.E. COURIER SERVICES	Issued	123	C	865.14
5893	11-Jul-2023	AMAZON	AMAZON	Issued	123	C	82.61
5894	11-Jul-2023	BCASSESS	BC ASSESSMENT	Issued	123	C	49.15
5895	11-Jul-2023	BLACK001	BLACK PRESS	Issued	123	C	138.60
5896	11-Jul-2023	CANCO	CANCO #106	Issued	123	C	813.93
5897	11-Jul-2023	CAPRI	ACERA INSURANCE SERVICES LTD.	Issued	123	C	43,842.00
5898	11-Jul-2023	CAROENV	CARO ANALYTICAL SERVICES	Issued	123	C	595.61
5899	11-Jul-2023	CHARV001	CHARTIER, VANESSA DAWN	Issued	123	C	320.00
5900	11-Jul-2023	CUPE001	CUPE - LOCAL 2254	Issued	123	C	487.46
5901	11-Jul-2023	E	ENVIRONMENTAL OPERATORS CERTIFICATE	Issued	123	C	420.00
5902	11-Jul-2023	GREEN	GREENWOOD SAW TO TRUCK REPAIRS	Issued	123	C	262.50
5903	11-Jul-2023	GWBUCK	GREENWOOD BUCK & UP	Issued	123	C	373.64
5904	11-Jul-2023	ICONIX	ICONIX WATERWORKS LP	Issued	123	C	6,658.38
5905	11-Jul-2023	JBNPAINT	JBN PAINTING	Cancelled	125	C	0.00
5906	11-Jul-2023	KANWEST	KAN-WEST ROADS LTD.	Issued	123	C	3,642.98
5907	11-Jul-2023	KETTL	KETTLE VALLEY ELECTRIC LTD	Issued	123	C	939.18
5908	11-Jul-2023	LARTREE	BRANDON MILLETT	Issued	123	C	4,740.75
5909	11-Jul-2023	LORDC001	LORDCO	Issued	123	C	246.77
5910	11-Jul-2023	MILLS	MILLS OFFICE PRODUCTIVITY	Issued	123	C	640.60
5911	11-Jul-2023	REGIO001	REGIONAL DISTRICT OF KOOTENAY BOUNDARY	Issued	123	C	87,645.19
5912	11-Jul-2023	RICKPLAC	RICK'S PLACE	Issued	123	C	200.00
5913	11-Jul-2023	SCHNEE	SCHNEIDER, ERICH H	Issued	123	C	250.00
5914	11-Jul-2023	THOMTRA	THOMAS, TRACY	Issued	123	C	2,235.91
5915	11-Jul-2023	ULINE	Uline Canada Corp	Issued	123	C	455.44
5916	11-Jul-2023	WFR	WFR WHOLESALE FIRE & RESCUE LTD	Issued	123	C	2,326.42
5917	11-Jul-2023	WKBRHD	WEST KOOTENAY BOUNDARY REGIONAL HO	Issued	123	C	21,717.51
5918	11-Jul-2023	Y&RSAL	Y & R SALES	Issued	123	C	40.59
5919	11-Jul-2023	YOUNG001	YOUNG ANDERSON BARRISTERS	Issued	123	C	357.18
5920	19-Jul-2023	AMAZON	AMAZON	Issued	131	C	166.13
5921	19-Jul-2023	CUPE001	CUPE - LOCAL 2254	Issued	131	C	486.63
5922	19-Jul-2023	ICBCINS	ICBC	Issued	131	C	159.00
5923	19-Jul-2023	INNOV	INNOV8	Issued	131	C	395.93
5924	19-Jul-2023	MINI	MINISTRY OF TRANSPORTATION AND INFRA	Issued	131	C	1,134.51
5925	19-Jul-2023	PASESTRI	PASESKA, TRISHA	Issued	131	C	200.00
5926	19-Jul-2023	ROCKY	ROCKY MOUNTAIN PHOENIX	Issued	131	C	2,413.43
5927	19-Jul-2023	WINSJ	WINSTANLEY, JUSTIN	Issued	131	C	698.47
5928	24-Jul-2023	BCASSESS	BC ASSESSMENT	Issued	134	C	5,246.97
5929	27-Jul-2023	ACECOUR	A.C.E. COURIER SERVICES	Issued	138	C	30.52
5930	27-Jul-2023	AMAZON	AMAZON	Issued	138	C	42.74
5931	27-Jul-2023	AQUIF	AQUIFORM DISTRIBUTORS LTD	Issued	138	C	916.99
5932	27-Jul-2023	ASSFIRE	ASSOCIATED FIRE SAFETY	Issued	138	C	2,965.19
5933	27-Jul-2023	BBFD	BARRY BEECROFT FUEL DISTRIBUTORS LTD	Issued	138	C	2,445.57
5934	27-Jul-2023	CHARV001	CHARTIER, VANESSA DAWN	Issued	138	C	320.00
5935	27-Jul-2023	ECO/L	ECO/LOGIC ENVIROMENTAL	Issued	138	C	1,312.50
5936	27-Jul-2023	IDRS	IDRS	Issued	138	C	876.29
5937	27-Jul-2023	INTROO	INTERIOR ROOFING LTD.	Issued	138	C	916.88
5938	27-Jul-2023	MCLEJ001	JESSICA, MCLEAN	Issued	138	C	50.00
5939	27-Jul-2023	NURN-FOR	NURNDY-FORFIRE EMERGENCY GRAPHICS I	Issued	138	C	261.06
5940	27-Jul-2023	PRAXAIR	LINDE CANADA INC	Issued	138	C	533.28
5941	27-Jul-2023	PROVI	PROVIDENT	Issued	138	C	1,329.00
5942	28-Jul-2023	ICBCINS	ICBC	Issued	140	C	8,981.00
5943	02-Aug-2023	ACECOUR	A.C.E. COURIER SERVICES	Issued	150	C	68.48
5944	02-Aug-2023	AMAZON	AMAZON	Issued	150	C	285.65

## Cheque Register-Summary-Bank



AP5090

Date : Aug 02, 2023

Page : 2

Time : 9:34 am

Supplier : HERIT To ZWARN  
 Cheque Dt. : 07-Jul-2023 To 02-Aug-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
<b>Bank : 01 General Bank</b>							
5945	02-Aug-2023	GREEN	GREENWOOD SAW TO TRUCK REPAIRS	Issued	150	C	1,912.86
5946	02-Aug-2023	LORDC001	LORDCO	Issued	150	C	253.60
5947	02-Aug-2023	MILLS	MILLS OFFICE PRODUCTIVITY	Issued	150	C	295.67
5948	02-Aug-2023	ROUTE3002	ROUTE 3 PRINT STUDIO & GIFTS	Issued	150	C	166.88
5949	02-Aug-2023	VERSA	VERSA TASK SERVICES	Issued	150	C	295.00
00569-0001	12-Jul-2023	MANULIFE	MANULIFE FINANCIAL	Issued	124	E	3,027.95
00569-0002	12-Jul-2023	MUNIP	MUNICIPAL PENSION PLAN	Issued	124	E	2,922.21
00570-0001	19-Jul-2023	CANAD003	CANADA REVENUE AGENCY	Issued	130	E	10,420.49
00570-0002	19-Jul-2023	FORTI001	FORTIS BC - Electric	Issued	130	E	3,898.33
00570-0003	19-Jul-2023	SHAW001	SHAW CABLE	Issued	130	E	469.21
00570-0004	19-Jul-2023	TELUS	TELUS	Issued	130	E	98.56
00570-0005	19-Jul-2023	TELUS 003	TELUS	Issued	130	E	108.17
00570-0006	19-Jul-2023	WORKS	WORKSAFEBBC	Issued	130	E	2,327.66
00571-0001	27-Jul-2023	FORTI002	FORTIS BC NATURAL GAS	Issued	137	E	1,301.05
00571-0002	27-Jul-2023	MUNIP	MUNICIPAL PENSION PLAN	Issued	137	E	3,767.84
00571-0003	27-Jul-2023	SHAW001	SHAW CABLE	Issued	137	E	21.37
00572-0001	28-Jul-2023	BOLTJ	BOLT, JOHN	Issued	141	E	100.00
00572-0002	28-Jul-2023	HUISC001	HUISMAN, CLINTON JOSEPH	Issued	141	E	100.00
00572-0003	28-Jul-2023	MCLEJ001	JESSICA, MCLEAN	Issued	141	E	100.00
00572-0004	28-Jul-2023	NATHJ002	JIM, NATHORST	Issued	141	E	100.00
00572-0005	28-Jul-2023	SHAW	SHAW, GERRY	Issued	141	E	100.00
00573-0001	02-Aug-2023	FORTI001	FORTIS BC - Electric	Issued	149	E	5,546.58
00573-0002	02-Aug-2023	SHAW001	SHAW CABLE	Issued	149	E	661.51

Total Computer Paid : 215,539.27

Total EFT PAP : 35,070.93

Total Paid : 250,610.20

Total Manually Paid : 0.00

Total EFT File : 0.00

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

# City of Greenwood

## PERMIT APPLICATION

APPLICATION FOR A:    ☐    DEVELOPMENT PERMIT  
                                 ☒    DEVELOPMENT VARIANCE PERMIT  
                                 ☐    TEMPORARY COMMERCIAL OR INDUSTRIAL  
                                            USE PERMIT

(This form is to be completed and submitted with all required information, documents, and fees to the Clerk of the City of Greenwood, Box 129, Greenwood, B.C. V0H 1J0)

### APPLICANT AND REGISTERED OWNER(S)

Applicant's Name: Wayne Durban

Applicant's mailing address: PO Box 401 Greenwood BC

Postal code: V0H 1J0 Telephone(s): (250) 444 6645

Owners' name(s): Wayne & Donna Durban

Owner(s) mailing address: PO Box 401 Greenwood BC

Postal code: V0H 1J0 Telephone(s): (250) 444 6645 / 250 442 7569

As owner(s) of the land described in this application, I/we hereby authorize \_\_\_\_\_

\_\_\_\_\_ to act as applicant  
on my/our behalf in regard to this application for a permit.

Owners' signature(s): 



(Where the applicant is not the sole registered owner of the land described in this application, the application or the above authorization must be signed by all owners.)

I/we hereby apply for a

- ☐ Development Permit
- ☒ Development Variance Permit
- ☐ Temporary Commercial Use Permit
- ☐ Temporary Industrial Use Permit

- (a) In the case of a **Development Variance Permit**, for the following variance from the requirements of Section 402.4 of the Zoning Bylaw:

Setbacks (1) (b) 1.5 metres (5 feet)  
of an interior side lot line.

or

- (b) in the case of a **Development Permit** or a **Temporary Commercial or Industrial Use Permit**, to permit the following development or temporary use:

(use a separate sheet if necessary to provide full details)

1. Current full legal description of the land: Lot 7 / Lot 8 Block 60  
Plan KAP70 DL 711 SDYD PID# 004 836 227 / 235
2. Location of the land (street address): 655 N. Kimberley Ave
3. Present zoning of the land: R1
4. Description of the existing use/development of the land: concrete pad  
currently.
5. Description of the proposed use/development of the land: pole shed  
for trailer to park under.
6. Are there any buildings on the land now? Yes ☒ No ☐  
 If yes, list the use, size, and date of construction:
 

	Use	Size	Date constructed
(a)	<u>Residential Home</u>		
(b)			
(c)			
(d)			
7. If applicable, provide the following information regarding the proposed building or addition:
  - (a) Size: Width 14' Length 26' Area 364'
  - (b) Proposed setback from property lines:

Front 40' Back 30' Sides 4 1/2'  
 (c) Maximum roof height: 14' Roof line 2'

(d) Use or purpose of proposed building or addition: \_\_\_\_\_

8. Reasons and comments in support of the application (use a separate sheet if necessary):

Open pole shed for motorhome protection  
over cement pad  
see attached letter from neighbor  
Raymond Renaud, shingled roof so snow  
won't slide onto neighbor's property

9. The Municipal Act requires that owners and "tenants in occupation" of the subject land and of neighbouring parcels be notified of Council's intention to pass a resolution to authorize the issue of a Development Variance Permit or a Temporary Commercial or Industrial Use Permit. As it is not possible for the City to be aware of the names and mailing addresses of all tenants, the applicant for a Development Variance Permit or a Temporary Commercial or Industrial Use Permit is required to supply, with this application, a full list of all tenants (if any) of each parcel any part of which lies within 60 metres of any land covered by this application and not currently owned by the applicant.

Please print the names and mailing addresses of the tenants on a separate sheet and attach it to this application. Please note that it is **not** necessary to provide the names of **owners** of the properties, as this information is available in the City's records.

**I/We hereby declare that all statements and information contained in this application and the material submitted in support of the application are, to the best of my/our knowledge and belief, true and correct in all respects.**

Date: Aug 2, 2023

Wayne Packer  
 Signature of applicant or owner(s)

**NOTE: The following must be submitted with this application:**

1. A copy of a State of Title Certificate, or a copy of a Certificate of Indefeasible Title, dated no more than 30 days prior to submission of the application, as proof of ownership of the land covered by the application.
2. A sketch plan, with dimensions and drawn to scale, showing the parcel(s) or parts of parcel(s) covered by the application, and the location of existing and proposed buildings, structures, uses, access roads, parking, driveways, and any screening, landscaping and fences.
3. The fee prescribed for the application in Schedule C of the Development Procedures Bylaw.

## SCHEDULE OF FEES

- |    |   |                       |
|----|---|-----------------------|
| 1. | For an application to amend the Official Community Plan .....<br>(\$250 refunded if the application is withdrawn or rejected prior to a<br>public hearing).                                   | \$ 500.00             |
| 2. | For an application to amend the Zoning Bylaw.....<br>(\$250 refunded if the application is withdrawn or rejected prior to a<br>public hearing).   | \$ 500.00             |
| 3. | For an application to amend both the Official Community Plan<br>Bylaw and the Zoning Bylaw.....<br>(\$400 refunded if the application is withdrawn or rejected prior to a<br>pulbic hearing). | \$ 800.00             |
| 4. | For an application for a Development Permit<br>(a) where the construction value is less than \$2,000.....<br>(b) where the construction value is \$2,000 or more.....                         | \$ 50.00<br>\$ 200.00 |
| 5. | For an application for a Development Variance Permit.....   | \$ 200.00             |
| 6. | For an application for a Temporary Commercial or Industrial Use<br>Permit.....  | \$ 200.00             |

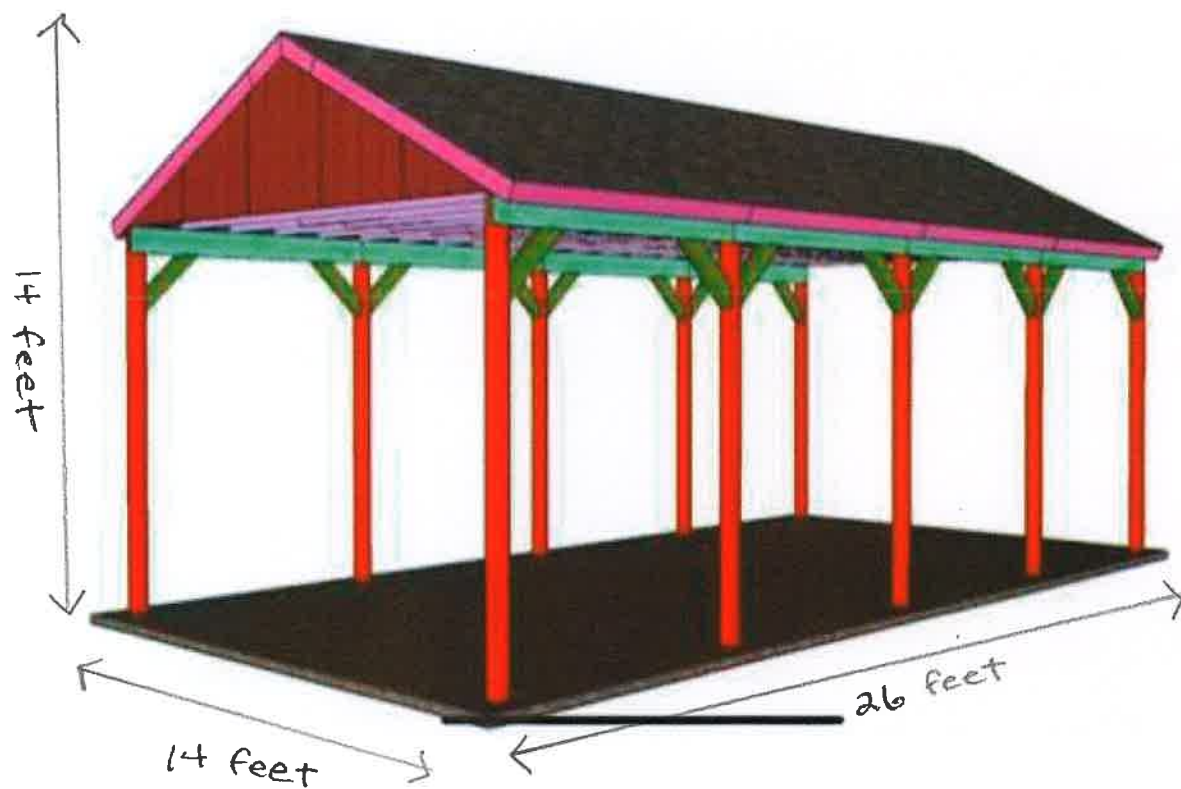


date:Aug 2,2023

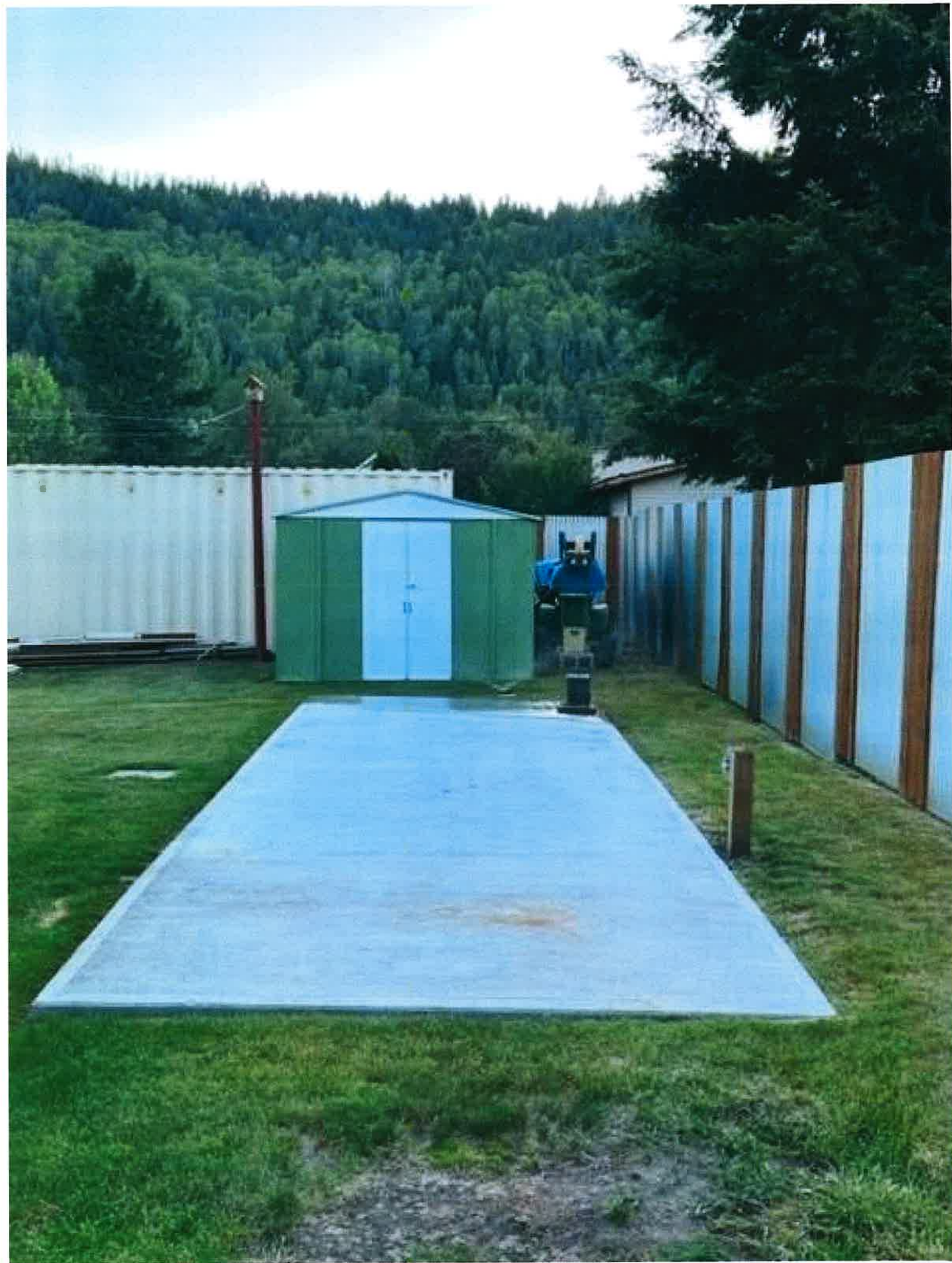
Date:Aug

2,2023 To Whom to may concern, the variance application, by my neighbors , WAYNEand DONNA DURBAN to erect a carport on the north side of their property should not pose any concerns to my wife and I, RAYMOND & KAREN RENAUD and we request the allowance to be allowed. Yours truly, Raymond Renaud 350-445-2226

*Raymond Renaud*



We will order manufactured truss' shingle roof











# RECEIPT RECORD



City of Greenwood  
202 Government Ave PO Box 129 S  
GREENWOOD, BC V0H 1J0  
Phone No. : (250)445-6644  
Fax No. : (250)445-6441

--- Item ID #0001 ---  
DVP : DEVELOPMENT VARIANCE P  
1@ 200.00 200.00  
Payment Subtotal 200.00  
PST 0.00  
GST106984040RT0001 0.00  
-----  
Payment Total 200.00  
=====

DEBIT	200.00
-------	--------

NAME: DONNA

Change	0.00
--------	------

**03-Aug-23**  
**D:0000002396**  
**CASH**

**08:41:05**  
**B:2023080301**  
**R:0000027873**

City of Greenwood  
202 S Government St.  
Greenwood, BC  
V0H 1J0



Subject: Sponsorship for Soap Box Derby

Dear City of Greenwood,

We hope this letter finds you well. We are the Greenwood Recreation Association, a non-profit organization dedicated to promoting community engagement and fostering a sense of unity in our neighborhood. We are excited to announce that on September 29, 2023, we will be bringing back Greenwood's Soap Box Derby Event, which used to be an annual event historically though stopped over a decade ago. We would be extremely grateful if you could consider sponsoring this exhilarating occasion.

The Soap Box Derby Event has become a cherished tradition in our community, bringing together families, friends, and local businesses in a day of fun-filled racing and entertainment. This year, we are striving to make the event inclusive by providing opportunities for all children to participate, regardless of their financial circumstances.

Some of the ways you can donate would be by:

- Financial contributions, which would help cover the costs of registration
- Building a soap box derby car with your logo, which would enable children who cannot afford to build a car themselves to take part in the races.
- Purchasing and donating a soap box derby kit from <https://www.soapboxes.com> for a family to use.
- Donating materials for a soap box derby car for families who cannot afford all the materials.

2 - 2"x4" @ 23"

2 - 2"x4" @ 5"

1 - 2"x4" @ 52"

1 - 1"x4" @ 14"

1 - 3/4" Plywood @ 14"x14"

1 - 3/4" Plywood @ 12"x14"

1 - 2"x2" @ 5"

1 - 2"x2" @ 14"

1 - 2"x2" @ 21"

2 - 1"x2" @ 12"

### Hardware

4 - 1/4" x 3-1/2" Lag Bolts

4 - 1/4" Fender Washers

1 - 5/16" x 5" Carriage Bolt

1 - 5/16" x 5-1/2" Carriage Bolt

3 - 5/16" Fender Washers

2 - 5/16" Stop Nuts

4 - 2-1/2" Screws

3 - 2" Screws

15 - 1-5/8" Screws

20 - 1/2" Copper Pipe Holders

40 - 1-1/4" Screws

8 - 1/2" Fender Washers

4 - 1/8" x 1-1/4" Cotter Pins

2 - 1/2" x 28" Steel Axles

4 - Wheels

2 - #4 2-5/16" - 5/8" Eyebolts

1 - Section of Rope

As a sponsor, your valuable contributions will be recognized through various channels of our media posts, event posters, acknowledgment and appreciation during the event's opening and closing statements. We kindly request you to consider contributing to our cause by sponsoring this exciting event. Your involvement will undoubtedly leave a positive impact on the lives of the children and families in our community.

If you require any additional information or have specific preferences for your sponsorship, please do not hesitate to contact us at 250-300-8931 or [Greenwood.Rec.Association@gmail.com](mailto:Greenwood.Rec.Association@gmail.com). We would be delighted to discuss the various sponsorship opportunities available and tailor them to meet your needs.

Thank you for taking the time to consider our request. We genuinely hope that you will join hands with us in making the Greenwood Recreation Association's Soap Box Derby Event an unforgettable experience for all involved.

Warm regards,

*Greenwood Recreation Association*

*Jessica Mclean, Clint Huisman, Rachel Yamaguchi,*

*Vannessa Smythe, Helena Lasoo and Trisha Lynne*

[Greenwood.rec.association@gmail.com](mailto:Greenwood.rec.association@gmail.com) 250-300-8931 Jessica McLean



**oc.greenwoodcity@shaw.ca**

---

**From:** Boundary Minor Hockey Association <bmhafundraising@gmail.com>  
**Sent:** August 3, 2023 6:17 PM  
**To:** oc.greenwoodcity@shaw.ca  
**Subject:** Minor Hockey Fundraiser

Good afternoon,

Boundary Minor Hockey will be hosting a golf tournament fundraiser in September and we were wondering if the City of Greenwood would be willing to donate one family seasons pass for the pool for next year's season as a prize for our silent auction or raffle?

Thank you for your consideration,

Sherri Cote

09 August 2023

City of Greenwood  
Box 129  
Greenwood, BC  
V0H 1J0

**Subject: Request for continued financial support for the Boundary Invasive Species Education Program for 2023-24 Fiscal.**

Dear Mayor and Councillors

On behalf of the Boundary Invasive Species Society, I would like to thank you for financially supporting the program for so many years. With your support, our Outreach and Education Program has delivered free site visit requests to landowners to discuss their invasive species concerns, attended Founder's Day weekend celebrations, and provided the Visitor's Centre with field guides. The program also answers questions from the public, provides web-based information via a website and multiple social media platforms, and attendance at markets and events throughout the West Boundary.

We hope you will continue to financially support the program. Most of the funding the Society receives is dedicated to terrestrial invasive plants, so additional funding is sought each year to enable the inclusion of aquatic invasive species information into the program. The program is region-wide and aims to increase awareness in the prevention of new introductions. For the 2023/24 fiscal year we are requesting \$900.00 towards the terrestrial invasive species program and \$200 towards continuing the aquatic invasive species education and monitoring project that is ongoing across the Boundary.

We hope you recognize the benefit of these programs to the City of Greenwood and will continue to financially support the work of the Boundary Invasive Species Society this year with the funding of \$1100 towards the invasive species program. A financial statement is currently being prepared in anticipation of our AGM this September and will be available upon request.

Please let me know if you have any questions or would like more information on the program. Thank you for your time, we look forward to your response. We also look forward to continuing to work with you on invasive plant and aquatic species programs.

Sincerely,



Stefany Rasmussen  
Chair, Boundary Invasive Species Society

*PREVENT, REPORT, PROTECT*



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:

July 20 / 23

Applicant's Name /  
Company Name:

Greenwood Recreation Association

Mailing Address:

PO Box 707 Greenwood BC

V0H 1J0

Primary Contact Person:

Jessica McLean

Telephone:

250-300-8931

Email Address:

jmclean0499@hotmail.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:

Aug 25<sup>th</sup> / 23

(ie: years / months / days)

Start Date: Aug 25 / 23

End Date: Aug 25<sup>th</sup> / 23

Civic Address (street):

233 S Government Ave

Legal Description:

Tennis

(lot / block / plan)

Property Identification #s:

(PIDs)

Commonly known as:

Tennis Court

(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:

Movie playing at 7pm at the Tennis Court.  
We will be serving hotdogs, popcorn, drinks

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

Adding chairs, BBQ, Tables, projector, screen.

★ Take down net if its up ★

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

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.

Jessica McLean

Name (please print)

Date: ★ July 20/23

  
Signature

# 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 occupancy 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**

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**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.

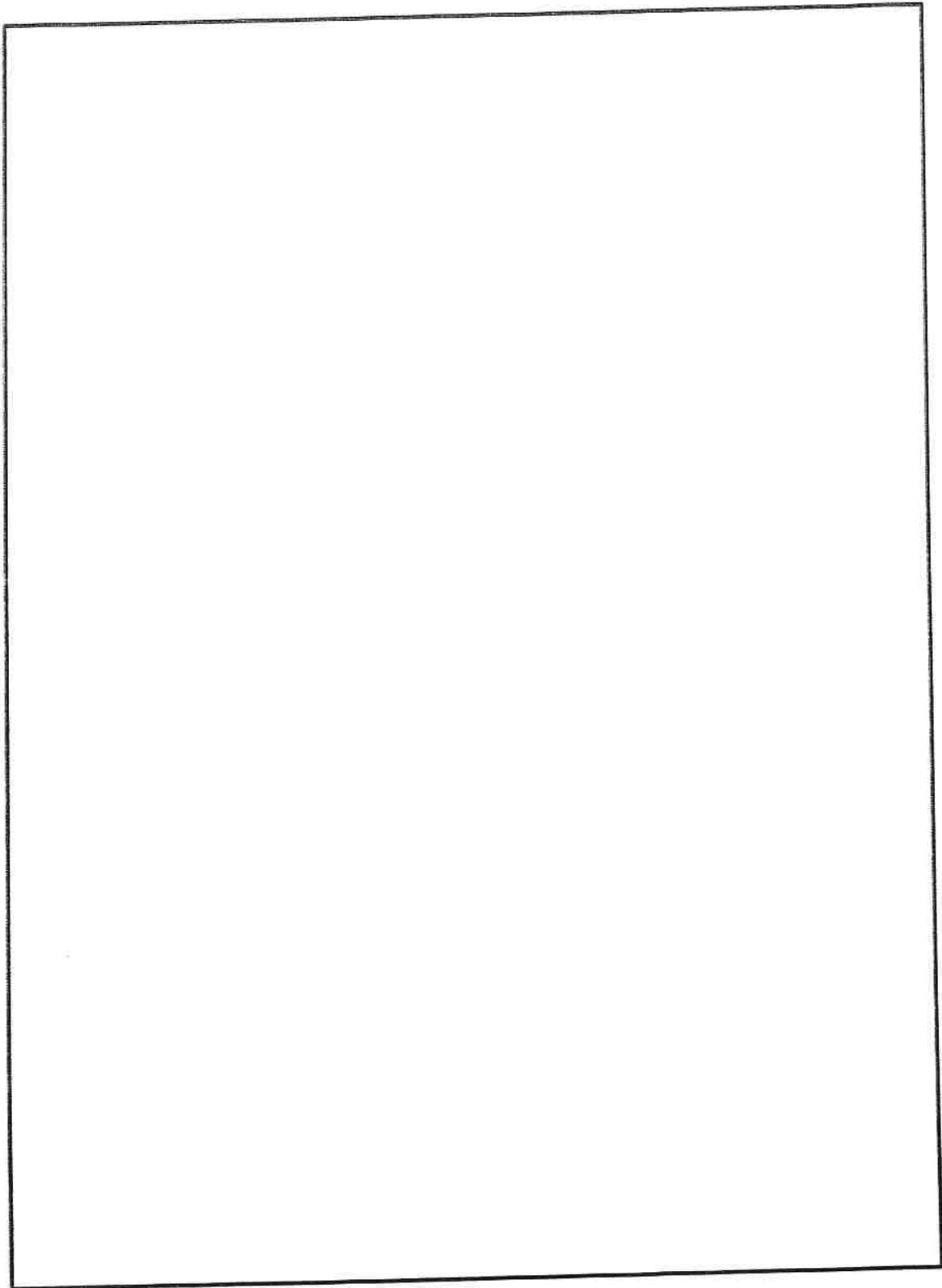
Please include the following information:

- 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.

## MEMORANDUM TO COUNCIL

**To:** Mayor and Council **Date:** August 14, 2023  
**From:** Tracy Thomas CAO  
**Subject:** Staff Training – Community Planning for Local Government Officials

---

### Rationale

Continuous learning helps the organization and the employee's grow, adapt to ever-changing social and economic environments.

With the imminent kick off to the Official Community Plan and Zoning Bylaw Update it would be ideal to have a strong, working knowledge of **BC specific** planning legislation, emerging issues in community planning, sustainability affordable housing, climate change, reconciliation and diversity.

### Recommendations

That council, by Motion, approve the CAO to attend the community Planning in Local Government Organizations Program November 26-December 1<sup>st</sup>.

### Background

As indicated during hiring phase by both CAO and council, continuous learning is a priority. While there have been other courses of interest, this program would be highest cost benefit as it is directly applicable to current needs and priorities.

The CAO has also registered for an online Foundations program, that has bi-weekly 1.5 hour online topics of relevance to City employees. See attachment. The intention with these online courses is to have both the CAO and a staff member attend these online seminars to learn together, spark conversation and further learning.

### Impacts

#### **Community planning**

**Fees** \$3250 + GST includes tuition, materials, accommodation and meals.  
Travel costs would be approximately \$1100 with mileage, ferry and meals.

**2023 Budget** for Management Training is \$9,000

### Attachments

**Attachment #1** MATI community Planning for Local government Professionals

**Attachment #2** Foundations of Local Government





**Fall 2023**

# MATI® Community Planning for Local Government Professionals PADM 208

**Register  
Today!**

November 26 - December 1, 2023  
Harbour House Hotel, Salt Spring Island

## What's it all about?

Are you making planning decisions, but have no formal planning education or little planning experience? Do you work with planners and want to understand more about this important part of local government? Do you need practical, hands-on knowledge about community planning in BC?

MATI® Community Planning is a program designed by a team of BC local government planners and educators especially for you! It will equip you with practical knowledge, tools, and techniques that you will be able to use immediately when you go back to work.

## In this weeklong residential course you will:

- Work with some of the most highly regarded planners in BC, and build a network of local government and planning colleagues
- Learn to work more effectively with Council/Board and community members on planning and development issues
- Develop a critical understanding of various planning approaches
- Learn to administer various land-use permits, regulations, bylaws, and subdivision processes
- Learn to apply the principal approving officer tools
- Learn to effectively oversee land-use planning consultants
- Bring a challenging planning issue to discuss with planning experts and colleagues
- Take home a planning "tool kit" you can use on Monday morning

**Great Teaching**

**Great Programs**

**Great Future**



# Community Planning In Local Government Organizations:

## THE SESSIONS

In this intensive and interactive six-day course, you will work with experienced planners and educators:

- Learn about the history of community planning and get familiar with planning concepts and jargon
- Explore why planning is important to manage change in communities and examine planning movements and trends
- Discuss key legislation relevant to planning in BC and learn how it applies to specific local issues
- Describe a major planning challenge (of your choice) from your community that you would like to work on during the course
- Learn about common planning tools (Official Community Plans, zoning bylaws, development permits, temporary use permits, variances, amenity zoning and more!) and how to apply them in your community
- Learn the basics of the subdivision process and what an approving officer does
- Develop an effective public engagement plan with techniques and strategies that work
- Discuss emerging issues in community planning, including sustainability, affordable housing, climate change, reconciliation, and diversity
- Learn how to find, manage, and evaluate planning consultants who are a good fit for your community

## AT ALL MATI® COURSES YOU WILL ALSO:

- Improve skills with hands-on practice and interactive discussions
- Benefit from small class sizes with focus on student participation and discussion
- Receive advice from expert practitioners on your workplace challenges and issues
- Develop a network of local government colleagues
- Have one-to-one access to BC local government leaders
- Receive a resource binder that includes materials you can use the day you go back to work
- Have fun while you are learning!

## TIME AND PLACE

**November 26 - December 1, 2023** Harbour House Hotel, Salt Spring Island.

The course will start at 4:00 pm on Sunday November 26 and end by 10:30 am on Friday December 1. Venue is easily accessible by ferries from Tsawwassen, Victoria, and Crofton, or by float plane from either Vancouver Airport (YVR) or Vancouver (Coal) Harbour.

## FEES

\$3,250 + GST (Non-member), \$2,980 + GST (LGMA member). This is an all-inclusive fee which covers tuition, course materials, accommodation, and meals. Funding assistance is available through the [Board of Examiners](#).

## CREDITS

When taken for credit, this MATI® course can be applied toward all credentials offered by the [School of Public Administration's Local Government Programs](#) at Capilano University.

## HOW TO REGISTER

Registration for this event will be through [LGMA MyAccount](#). For further information or inquiries on space availability, contact the School of Public Administration at [localgovernment@capilano.ca](mailto:localgovernment@capilano.ca)

**Register  
Today!**

**Great Teaching    Great Programs    Great Future**





# FOUNDATIONS of LOCAL GOVERNMENT Learning Series

LGMA is excited to announce a multi-part, interactive learning series, delivered from late August through December, to help you connect with your peers while exploring key areas and concepts related to local government administration. Designed to provide a high-level introduction or refresher, learn about core local government functions and topics from skilled practitioners and experts.

Broaden your knowledge, strengthen your understanding, and better equip yourself to effectively support efforts across local government departments. Topics to be covered include local government finance, ethics, regional districts, municipal law, land use zoning and planning, and more. Wherever you are, this is a great opportunity to come together as a local government community by engaging and learning together!

- Format:** Live, facilitated, interactive webinars that provide real-time feedback and the opportunity for Q&A. Each module is 90 minutes (10 – 11:30 a.m.).
- Credits:** A certificate of completion will be provided to those who complete the series. Participation may also be used as credit toward Continuous Professional Learning requirements for various professional designations including with the International Institute of Municipal Clerks.
- Cost & Financial Assistance** **Fee:** \$1,200 LGMA member, \$1,500 non-member + GST.  
**Financial Assistance:** Funding covering up to 50% of the program fee is available for eligible participants and awarded based on organizational financial need.  
[Submit your application](#) to [office@lgma.ca](mailto:office@lgma.ca) by **August 17**.
- Registration:** [Register here](#) before August 17. Log-in information will be sent to registered participants 2 weeks before the first session starts.
- Deadlines & Cancellations:** The registration and cancellation **deadline is August 17**.  
No refunds are available after this time.

LGMA gratefully acknowledges the following for financial support of this Learning Series:



**Municipal Finance  
Authority of BC**



**STEWART McDANNOLD STUART**  
Barristers & Solicitors

2023 LGMA Professional Development Partner

## MODULES, PRESENTERS, and WHAT PARTICIPANTS WILL GAIN:

<p><b>Thursday, Aug 31</b></p>	<p><b>MODULE 1 - ETHICS IN LOCAL GOVERNMENT</b>  <b>Ryan Bortolin, Stewart McDannold Stuart</b></p> <p>From this module participants will be able to:</p> <ul style="list-style-type: none"> <li>📌 define ethics and describe how they are formed</li> <li>📌 describe the importance of ethics organizational culture and public trust in local government</li> <li>📌 explain the purpose of a Code of Ethics/Conduct of Conduct and be able to apply the LGMA Code of Ethics</li> </ul>
<p><b>Thursday, Sept 7</b></p>	<p><b>MODULE 2 - HUMAN RESOURCES &amp; LABOUR RELATIONS</b>  <b>Nadine Dillabaugh, District of Central Saanich &amp; Marcia McNeil, Pulver Crawford Monroe</b></p> <p>An overview of the important principles, legislation, and management responsibilities that promote harmonious labour/management relations, effective human resource management, productive work environments, and fair and consistent treatment of staff. From this module participants will be able to:</p> <p>HUMAN RESOURCES:</p> <ul style="list-style-type: none"> <li>📌 describe the Purpose and Vision of HR management</li> <li>📌 discuss Guiding Principles: strategic, compliance (legislation/policy), tactical (best practices)</li> <li>📌 explain the relationship between the HR function and Management/Leadership</li> <li>📌 identify challenges facing this area</li> </ul> <p>LABOUR RELATIONS:</p> <ul style="list-style-type: none"> <li>📌 define labour relations and outline the legal framework governing employment relations</li> <li>📌 identify key labour law issues, including collective bargaining and agreements</li> <li>📌 identify human rights issues, including the duty to accommodate</li> <li>📌 recognize important organizational policies and procedures</li> </ul>
<p><b>Thursday, Sept 14</b></p>	<p><b>MODULE 3 - REGIONAL DISTRICTS</b>  <b>Don Lidstone, Q.C., Lidstone &amp; Company &amp; Murray Daly, Cariboo Regional District</b></p> <p>From this module participants will be able to:</p> <ul style="list-style-type: none"> <li>📌 describe why regional districts exist</li> <li>📌 identify their operations and functions</li> <li>📌 compare and contrast the characteristics of regional districts to municipalities</li> </ul>
<p><b>Thursday, Sept 28</b></p>	<p><b>MODULE 4 - LAND USE, ZONING &amp; PLANNING</b>  <b>Jarret Matanowitsch, District of Central Saanich</b></p> <p>This discussion of community planning will enable participants to:</p> <ul style="list-style-type: none"> <li>📌 describe the history and purpose of local government planning</li> <li>📌 identify roles and responsibilities of the planner</li> <li>📌 understand strategies, recent trends, and regulatory tools employed by municipalities and regional districts when planning their communities</li> </ul>
<p><b>Thursday, Oct 5</b></p>	<p><b>MODULE 5 - MUNICIPAL LAW</b>  <b>Reece Harding, Young Anderson</b></p> <p>From this overview of BC local government law participants will be able to:</p> <ul style="list-style-type: none"> <li>📌 identify the legislative framework that establishes local government form and powers, and regulates how these powers are exercised</li> </ul>

	<ul style="list-style-type: none"> <li>describe the roles of Mayor and Councils/Boards and their powers and functions</li> <li>summarize the three ways in which local governments interact with the Courts</li> </ul>
<b>Thursday, Oct 19</b>	<p><b>MODULE 6 - EMERGENCY MANAGEMENT</b>  <b>Chief Travis Whiting, City of Kelowna</b></p> <p>From this overview of emergency management principles and the roles and requirements of local government, participants will be able to:</p> <ul style="list-style-type: none"> <li>understand local authority powers and responsibilities under the <i>Emergency Program Act</i> legislation</li> <li>identify the 4 pillars of Emergency Management</li> <li>discuss best practices and lessons learned from real events</li> </ul>
<b>Thursday, Oct 26</b>	<p><b>MODULE 7 - ROLE OF THE CORPORATE OFFICER</b>  <b>Lisa Zwarn, Consultant &amp; Instructor, Capilano University</b></p> <p>Following this module participants will be able to:</p> <ul style="list-style-type: none"> <li>recognize the general powers and duties of the Corporate Officer as referenced in the <i>Community Charter</i></li> <li>describe the roles of Council and Board</li> <li>identify additional Corporate Officer functions within the organization</li> </ul>
<b>Thursday, Nov 2</b>	<p><b>MODULE 8 - RISK MANAGEMENT</b>  <b>Jacinta Wu, Municipal Insurance Association of BC</b>  <b>Roger Weetman, Resort Municipality of Whistler</b></p> <p>Participants will be able to identify the principles of managing risk and how this aligns with organizational strategy:</p> <ul style="list-style-type: none"> <li>identify the cost of risk and how it impacts the organization</li> <li>describe the evolution of risk management and the approach used today</li> <li>assess where their organization is at in the evolution of risk management</li> <li>explain what a risk manager is and recognize the role of all employees in their organization</li> <li>apply the key steps in the Risk Management Process</li> </ul>
<b>Thursday, Nov 9</b>	<p><b>MODULE 9 – LOCAL GOVERNMENT FINANCE</b>  <b>Trevor Seibel, City of West Kelowna</b></p> <p>From this examination of the Finance role in the local government organization, participants will be able to:</p> <ul style="list-style-type: none"> <li>describe its legal authority and legislated requirements</li> <li>summarize key operational functions and stakeholders</li> <li>recognize the importance of the Finance Officer as business consultant, business analyst and technical specialist</li> <li>demonstrate the strategic role in the organization and linkages to strategic decision making</li> </ul>
<b>Wednesday, Nov 15</b>	<p><b>MODULE 10 - ECONOMIC DEVELOPMENT</b>  <b>Krista Mallory, Central Okanagan Economic Development Commission</b></p> <p>Following discussion of the guiding principles, key economic strategies, and common practices to help communities be resilient and prosperous participants will be able to:</p> <ul style="list-style-type: none"> <li>define economic development and its goals</li> <li>identify typical stakeholders</li> </ul>

	<ul style="list-style-type: none"> <li>✚ explore and compare various organizational governance models</li> <li>✚ summarize the pillars and core components of Economic Development</li> <li>✚ know where to go for additional resources</li> </ul>
<b>Wednesday, Nov 22</b>	<p><b>MODULE 11 - INFORMATION &amp; PRIVACY FUNDAMENTALS</b>  <b>Andrew Geider, City of Burnaby &amp; Adriana Proton, City of Courtenay</b></p> <p>An overview of the legislation that applies to access to records and protection of personal information, along with steps to ensure better compliance with those laws. Participants will be able to:</p> <ul style="list-style-type: none"> <li>✚ understand the purpose of the FOIPPA</li> <li>✚ recognize local government responsibilities under the Act including: <ul style="list-style-type: none"> <li>○ how to process FOI requests</li> <li>○ what information can be withheld (Exceptions to Disclosure)</li> <li>○ the duty to protect privacy (Privacy Impact Assessments)</li> </ul> </li> <li>✚ describe the role of the Office of the Information &amp; Privacy Commissioner</li> <li>✚ know where to go for resources for local governments</li> </ul>
<b>Wednesday, Nov 29</b>	<p><b>MODULE 12 - RECORDS MANAGEMENT FUNDAMENTALS</b>  <b>Sharon Byrch, Capital Regional District &amp; Jing Fernandez, City of Surrey</b></p> <p>This introduction to recorded information management and its framework in the BC local government context will enable participants to:</p> <ul style="list-style-type: none"> <li>✚ define records management and explain its importance</li> <li>✚ recognize various types of types of records and their specific considerations</li> <li>✚ describe local government records management responsibilities</li> <li>✚ have an understanding of the conventions, methods, and procedural rules represented in a Classification System and Retention Schedule</li> <li>✚ know where to go for resources for local governments</li> </ul>
<b>Thursday, Dec 7</b>	<p><b>MODULE 13 – COUNCIL/BOARD-STAFF RELATIONS</b>  <b>Murray Daly, Cariboo Regional District &amp; Lisa Spitale, City of New Westminster</b></p> <p>Experienced CAOs will lead this interactive discussion on how a strong partnership and role clarity between council and administration is key to effective local government management.</p>

## THANK YOU TO OUR PROGRAM ADVISORY COMMITTEE

The Foundations Series was designed with the input of experienced local government practitioners. LGMA would like to thank:

Murray Daly, CAO, Village of Clinton

Jarret Matanowitsch, Director of Planning & Building Services, District of Central Saanich

Mauricio Plata, Manager, Continuous Improvement, City of Prince George

Lisa Spitale, CAO, City of New Westminster

Roger Weetman, Manager of Recreation, Resort Municipality of Whistler

## MEMORANDUM TO COUNCIL

**To:** Mayor and Council

**Date:** August 14, 2023

**From:** Tracy Thomas CAO

**Subject:** *Bylaw Enforcement Support - RDKB*

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### **Rationale**

Currently there is an excessive backlog of complaints and bylaw infractions that have been received, and more are received daily. There are no clear policies, procedures, or processes in place to ensure consistency in response and provide guidance to all involved. Currently staff is spending an inordinate amount of time accepting, researching and processing complaints, to the detriment of other priorities.

RDKB is willing to provide support, for as long as a term required, to assist in both addressing the backlog and creating the templates and procedures that would increase efficiencies, consistencies, and effectiveness. They currently provide the same services to Fruitvale, who has over double the population and dwellings, for a cost of \$15,000 per annum for on average 6 hours a week. These hours would be front loaded for the first while, until backlog addressed, and procedures developed, and then less support would be needed. The end goal would be to not require the support once majority of infractions and complaints addressed.

### **Recommendations**

That council, by Motion, direct Administration to enter into a one-year term support contract with RDKB for a maximum of \$15,000.

### **Budgetary Impacts**

2023 \$5, 000

2024 \$10,000

### **Attachments**

**Attachment #1** DRAFT Service Agreement



## BYLAW ENFORCEMENT SERVICE AGREEMENT

THIS AGREEMENT MADE THIS       day of       , 2022

**BETWEEN:**

The City of Greenwood  
PO Box 129  
202 S. Government Ave,  
Greenwood, B.C.  
V0H 1J0 (hereinafter called the City)

**AND:**

Regional District of Kootenay Boundary  
202-843 Rossland Avenue  
Trail, BC  
V1R 4S8 (hereinafter referred to as the RDKB)

**WHEREAS** Regional Districts are empowered to undertake any work or services for and on behalf of any member municipality within their boundaries;

**AND WHEREAS** the City is desirous of entering into a contract for the purpose of providing Bylaw Enforcement Services within the City and the RDKB is willing and able to provide Bylaw Enforcement Services on the terms, covenants and conditions hereinafter set forth;

**NOW THEREFORE** in consideration of the mutual terms, covenants and agreements herein contained the parties agree as follows:

**TERM**

1. The term (the "Term") of this Agreement shall commence on September 1, 2023 and end on August 31, 2024 unless terminated otherwise as provided for in this Agreement.
2. The Term may be renewed for a further period of three (3) consecutive years upon the same terms and conditions as contained herein save and except for the fees which shall be negotiated at the time of renewal.

**RDKB'S OBLIGATIONS**

3. The RDKB shall:
  - a) Provide the services (the "Services") described in Schedule A to this Agreement.
  - b) Keep the City fully informed about the Services performed by the RDKB on the City's behalf and permit the City at all reasonable times to inspect, review and copy the content of bylaw enforcement files that have been opened as part of its obligations under this Agreement.
  - c) Comply with all applicable municipal, provincial and federal legislation and regulations as it relates to bylaw enforcement activities.
  - d) Provide all personnel required to perform the services, ensure that such personnel are qualified to do so, and carry out the Services under this Agreement.

- e) Not assign its rights and obligations under this agreement or subcontract any of its obligations under this Agreement to any person, firm or corporation without the written consent of the City, which the City may withhold without providing reasons for doing so.
- f) Perform the Services to the standard of care, skill and diligence of an experienced and competent supplier of similar services and in accordance with applicable current practices.
- g) Ensure that all necessary arrangements are made for relief, substitutions and all other matters arising out of the relationship of employer and employee between the RDKB and its employees.
- h) Discontinue the use of an officer, employee, or agent for the purposes of providing the Services to the City if in the City's opinion that person is:
  - (i) unable to perform the Services as the City requires; or
  - (ii) in the performance of the Services is incompetent, intemperate, negligent, or dishonest.
- i) Treat as confidential, at all times, any information or material obtained by the RDKB as it performs the services and not permit the publication, release or disclosure of such information or material without the written consent of the City.
- j) Not perform any services for any other person, firm or corporation which, as determined by the City, may give rise to a conflict of interest as the RDKB provides the services.
- k) Not in any manner whatsoever commit or purport to commit the City to any financial obligation.
- l) Establish and maintain time records incurred in providing the services.
- m) Indemnify and save the City harmless from all losses, damages, claims, suits, costs and liabilities that it may suffer or incur as a result of the breach by the RDKB of any provision of this Agreement or as a result, directly or indirectly, of the wrongful acts, omissions or negligence of the RDKB, its officers, employees or agents.
- n) Maintain insurance coverage including the following:
  - a. a Comprehensive General Liability Insurance Policy (the "Policy") with coverage in an amount of not less than \$3 million;
  - b. a provision naming the City as an additional named insured in the Policy;
  - c. a cross liability clause in the Policy; and
  - d. a clause in the Policy requiring the insurer to give the City 15 days' notice of the cancellation of the Policy or lapsing of a material provision in the Policy.
- o) Maintain non-owned automobile insurance of not less than \$3,000,000 with a standard contractual liability endorsement for any vehicle used by the RDKB in performing the services.
- p) Ensure that employees assigned to provide the services shall have a valid British Columbia driver's license.

#### **CITY'S' OBLIGATIONS**

##### **4. The City shall:**

- a) Take such actions as are necessary to designate employees of the RDKB as Bylaw Enforcement Officer(s) for the enforcement of the bylaws of the City.

- b) Make available to the RDKB all available information considered by the City to be pertinent to the services to be provided by the RDKB.
- c) Give the RDKB reasonable notice of anything the City considers likely to materially affect the provision of the services by the RDKB.
- d) Examine all studies, reports or recommendations provided by the RDKB under this Agreement and render decisions pertaining thereto within a reasonable time.
- e) Provide employees of the RDKB assigned to carry out the services the information and instructions required to provide the services.
- h) Pay to the RDKB in full payment for providing the services, the amounts set out in Schedule B of this Agreement in the manner and at the times set out in Schedule B.

#### **INDEPENDENCE OF RDKB**

- 5. In providing the services to the City, the RDKB is an independent contractor and its officers, employees and agents are at all times the servants or employees of the RDKB and not the City.

#### **TERMINATION OF AGREEMENT**

- 6. Despite any other provision of this Agreement, the City may terminate this Agreement by giving 30 days written notice to the RDKB.  
Contract Agreement
- 7. If this Agreement is terminated pursuant to Section 6 of this Agreement, the RDKB and its officers, employees or agents will not have any claim or right of action against the City for the termination.
- 8. Termination of this Agreement pursuant to Section 6 will not limit any right of action the City may have against the RDKB or any of its officers, employees, or agents for a breach of this Agreement.

#### **GENERAL**

- 9. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 10. Any notice required to be given hereunder shall be delivered or emailed to the address of the RDKB and any such notice shall be deemed to be received once an emailed "Read Receipt" is received.
- 11. A waiver of any provision of this Agreement or of the RDKB's breach of this Agreement shall be effective only if it is confirmed in writing by the City.

**IN WITNESS WHEREOF** the parties hereto have duly executed this Agreement to be effective on the reference date.

The Corporate Seal of  
the City of Greenwood was hereunto  
affixed in the presence of:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Signed, Sealed and Delivered  
in the presence of:

\_\_\_\_\_  
Witness Name

)  
\_\_\_\_\_  
Position

)  
)  
)  
Regional District of Kootenay Boundary  
by its authorized signatories:

)  
)  
\_\_\_\_\_

)  
\_\_\_\_\_

## BYLAW ENFORCEMENT AGREEMENT 2022 to 2023 SERVICES

### SCHEDULE A

1. The Contractor will provide Services to the City for the enforcement of municipal bylaws, as directed by the Administrators of the City.
2. RDKB's staff designated as a Bylaw Enforcement Officer will be authorized to enforce the City's bylaws dealing with, but not limited to the bylaws, as amended from time to time and listed in the table below:


Bylaw#	Year	Name
		Regulate Parks and Public Space
		Property Standards Bylaw
		Traffic Regulation Bylaw
		Zoning Bylaw
		City of Greenwood Business License Bylaw
		Residential Boulevard Bylaw
		Anti-Noise

- **To BE REVISED**

## **BYLAW ENFORCEMENT AGREEMENT 2022 – 2023 COSTS**

### **SCHEDULE B**

1. The contract is based on an average of 6 hours per week, 52 weeks per year for 1 (one) year.
2. Due to the nature of this position, there may be the occasional need to work outside regular hours; however, this would be under exceptional circumstances.
3. Days of work and other scheduling matters will be established on a month to month basis by the respective Administrators, in consultation with the RDKB's employee(s). Such monthly schedules shall be prepared 7 days prior to the 1<sup>st</sup> day of the next month.
4. The RDKB will invoice the City:  
  
Total of \$15,554 for the entire contract to be paid in three installments on the following dates:
  - September 1, 2023
  - February 1, 2024, and
  - June 1, 2024
5. Invoices will be payable on receipt. GST will be added to the invoice total.

	<b>POLICY TITLE:</b> City of Greenwood Bylaw Enforcement Policy	<b>POLICY NO:</b> 2023-02
	<b>AUTHORITY:</b> Council	<b>CLASSIFICATION:</b> Administration
	<b>EFFECTIVE DATE:</b> August 14, 2023	<b>MOTION:</b>
	<b>SUPERSEDES:</b> N/A	

## DATE

The following was adopted as Policy by **Resolution** at the **Regular Council Meeting** held **August 14, 2023**.

## PURPOSE

The purpose of this policy is to:

- A. establish the model of enforcement of City of Greenwood (the “City”) bylaws,
- B. set criteria and procedures specific to individual contraventions,
- C. set criteria and priorities specific to receiving, investigating and enforcing all bylaw complaints and contraventions, in order to ensure a fair and consistent approach to bylaw enforcement procedures

## POLICY

### 1. ADMINISTRATION

- 1.1. Chief Administrative Officers and Bylaw Enforcement Officers, including their delegates, are generally responsible for administering this policy.

### 2. GOALS

- 2.1. The primary objective of enforcing City bylaws shall be to obtain voluntary compliance through education; information and effective enforcement based on consistency, education and fairness.
- 2.2. Enforcement of City bylaws is discretionary and not mandatory. The City has no duty to initiate or undertake enforcement action on any bylaw contravention within the municipality. Conversely, this policy in no way fetters the City’s right to enforce any or all bylaw contraventions.



2.3. The City does not have the resources to proactively monitor all areas of the municipality or to ensure all bylaws are complied with at all times. Enforcement of bylaw contraventions is primarily initiated on a complaint basis, except as contained here.

### 3. COMPLAINTS

3.1. A complaint regarding the contravention of a bylaw can be submitted by phone, fax, email, official City website Complaint form or letter. Verbal complaints may be submitted although a written complaint is preferred and may be requested.

3.2. In order for a complaint to be considered valid, it must contain:

- a) the name and address of the complainant
- b) contact information of the complainant such as phone number or email address
- c) a description of the alleged contravention, and
- d) the address or location of where the contravention is or has taken place.

Complaints that do not include the above information may not be acted upon.

3.3. Anonymous complaints will not be accepted, recorded, responded to or acted upon unless they are considered an issue of health or safety.

3.4. Vexatious or repeat complaints will be investigated to determine their validity and will not be acted upon unless the complaint is valid or contains new information or a new issue.

3.5. Staff will respond to all complaints as follows:

- a) acknowledge receipt of the complaint,
- b) provide updates if requested where applicable,
- c) upon closing of the investigation, provide the complainant a summary of the investigation including decisions and references to legislation or policies.

Responses are subject to confidentiality and will not disclose any information about the complainant. Verbal responses are acceptable where matters are routine or uncomplicated and the conversation is documented for the file.

### 4. CONFIDENTIALITY

4.1. Identities of complainants and personal information are protected under the *Freedom*

*of Information and Protection of Privacy Act* and shall not be disclosed unless required by law.

## 5. DISCRETION

5.1. Staff will exercise discretion on a case-by-case basis when evaluating contraventions and determining the best method to gain compliance or if enforcement action is appropriate.

5.2. Staff will take reasonable steps to investigate contraventions in accordance with City policy.

## 6. PRIORITY

6.1. Response to complaints will generally be determined by order received and then by the following, in order:

1. health or safety risks to people, environment or municipal property or infrastructure
2. high priority
3. low priority
4. vexatious or repeat complaints which means a complaint made for retaliatory or bad faith purposes, or a complaint that forms part of a pattern of conduct that amounts to abuse of the process.

6.2 When assessing the priority of a contravention to determine high or low priority, staff shall use one or more of, but not limited to, the following criteria:

- a) potential risk to health and safety
- b) magnitude, nature, and duration of the contravention
- c) history of non-compliance on the property or alleged offender
- d) potential impact on the community, environment, or structure
- e) legal precedents and statutory timeframes
- f) resources available to resolve or remediate the violation.
- g) potential costs and liability associated with enforcement action.
- h) likelihood of achieving desired results
- i) reasonable use of City resources

## 7. ENFORCEMENT

7.1. Education, information and warnings may not be appropriate in all situations. Immediate enforcement including issuing a penalty or stop work order may occur where a contravention:

- (a) is a health or safety risk to people, environment, municipal property or infrastructure,
- (b) is an emergency,
- (c) may result in liability to the City,
- (d) is during or following a public education campaign,
- (e) is part of an authorized or prioritized enforcement issue,
- (f) the offender should be aware, or reasonably ought to know, the conduct is a contravention, is not practical or possible to achieve voluntary compliance
- (g) is parking or a similar traffic infraction, or
- (h) is a building contravention at the discretion of a Building Official.

## 8. INVESTIGATION

8.1 Investigations are primarily initiated on a complaint basis, except where:

- (a) staff, acting in their regular course of duties, initiate an investigation,
- (b) a contravention is observed, identified or reported by staff, police or another agency, acting in their regular course of duties (e.g. roads employee observes contravention while performing regular job duties),
- (c) an enforcement program is authorized by Council or the Chief Administrative Officer.

8.2 Staff will maintain written records of all investigations.

8.3 Pursuant to section 16 of the *Community Charter*, officers or employees of the municipality or by other persons authorized by the Council, may enter on property without consent of the owner or occupier for the purposes of bylaw enforcement.

8.4 Generally, the process for investigating and enforcing bylaw contraventions will be :

1. A complaint is received, or a violation is observed
2. review details including applicable bylaw and property file.
3. determine jurisdiction (provincial, federal etc.)
4. establish priority of complaint

5. contact the complainant if possible, practical or relevant
6. investigate complaint including site visit
7. communicate contravention to offender, if possible, practical or relevant
8. provide information and education on bylaws and how compliance can be achieved, if applicable
9. provide a reasonable timeframe to achieve compliance
10. advise that non-compliance may result in a penalty, advise of penalty amount
11. if, after providing a reasonable timeframe no effort has been made, determine next steps including, but not limited to, issuing a penalty
12. with continued non-compliance and no efforts towards compliance consider other alternatives including, but not limited to:
  - i. increase frequency of penalties
  - ii. issue Municipal Ticket Information
  - iii. stop work order
  - iv. no occupancy notice
  - v. notice on title
13. consider closing the investigation pursuant to the procedures and priorities contained herein.

8.5 Further enforcement of bylaw contraventions including remedies pursuant to the *Community Charter*, shall be approved by Council resolution.

## 9. CLOSING AN INVESTIGATION

9.1. In accordance with the procedures and priorities contained herein, the Chief Administrative Officer or the Bylaw Enforcement Officer may close an investigation at any time by taking one of the following actions:

- (a) no action required
- (b) referral to another agency or government
- (c) formal warning
- (d) voluntary compliance tools or actions such as education or written request to remedy contravention

## 10. CRITERIA FOR DETERMINING NUISANCE

10.1. When determining if something is a nuisance, all facts and surrounding circumstances must be taken into consideration, including, but not limited to, the following:

1. The nature and characteristics of the location or neighborhood
2. The severity of the harm and intensity of the nuisance.
3. The sensitivity of the complainant, if abnormally sensitive, the nuisance does not exist.  
Risk associated with removing, or not removing a nuisance.
4. The historic use of a property.
5. The frequency, duration and timeframe of the occurrence.
6. The harm caused vs any social benefit.
7. Would another like-minded, reasonable person, tolerate the nuisance.

## **11. ROLES AND RESPONSIBILITIES**

11.1. Members of Council will not be involved in day-to-day bylaw enforcement matters. By resolution, Council may direct staff to investigate or enforce specific complaints or general topics. Individual members of Council may submit complaints.

11.2. Where, by resolution, Council directs staff to undertake and prioritize a specific enforcement program, the following criteria shall be considered:

- a) required staff time
- b) community education
- c) associated costs

11.3. Staff are not required or encouraged to report bylaw contraventions observed unless it is during regular work hours, within that employee's scope of duty and where the violation poses a risk to public health and safety, City liability or the environment.

11.4. Staff in various departments will generally be requested to review and make recommendations on contraventions in their area of responsibility and expertise.

11.5. Where a contravention has occurred contrary to the building regulation bylaw, the Building Inspector will proceed with the investigation and the enforcement action as appropriate.

11.6. Staff appointed to the position of Chief Administrative Officer for the City, may:

- a) set and authorize extensions to timelines set for compliance, and
- b) restrict contact with a person making vexatious or repeated complaints.

## **12. SAFETY**

- 12.1. While investigating or encouraging compliance with City Bylaws or other enactments, staff safety is paramount. Staff members may cease investigations and immediately remove themselves from the situation if being verbally or physically threatened. The Chief Administrative Officer may direct that no further action be carried out until a statement has been completed and assessed and appropriate security measures have been taken to safeguard staff.

## CORPORATION OF THE CITY OF GREENWOOD

### ZONING AMENDMENT BYLAW NO. 1011, 2023

A Bylaw to amend the Corporation of the City of Greenwood Zoning Bylaw No. 683, 1997

WHEREAS the City of Greenwood may amend the provisions of its Zoning Bylaw pursuant to the provisions of the *Local Government Act*;

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

**1. Title**

This Bylaw may be cited for all purposes as the "Zoning Amendment Bylaw No. 1011, 2023.

**2. Amendment to the Corporation of the City of Greenwood Zoning Bylaw No. 683, 1997**

The Corporation of the City of Greenwood Zoning Bylaw No. 683, 1997, as amended, (the "Zoning Bylaw") is further amended as follows:

**Amend Section 116. Carriage House (Secondary Dwelling within an Accessory Building)** to add:

12. A carriage house does not include a mobile home, recreational vehicle, or a storage container.

**3. Public Hearing**

A Public Hearing was advertised on the.

A Public Hearing was held on the.

Read a first time this	14th	day of	August , 2023
Read a second time this	14th	day of	August ,2023
Read a third time this	14th	day of	August ,2023
Read a fourth time and adopted this		day of	,2023

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Mayor

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Chief Administrative Officer