



CITY OF GREENWOOD

Regular Council Meeting

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

Monday, September 25, 2023

7:00 pm

AGENDA

1. Call to Order

2. Adoption of Agenda: September 25, 2023 Regular Council Meeting

3. Adoption of the Minutes

- | | |
|--|-----------|
| a. August 14, 2023 Regular Council Meeting Minutes | Page 3-6 |
| b. August 17, 2023 Special Council Meeting Minutes | Page 7-8 |
| c. September 7, 2023 Special Council Meeting Minutes | Page 9-10 |

4. Delegation

- | | |
|---|------------|
| a. Corporal Hughs – Meet and Greet | |
| b. Doug Teramoto – RC/ Hobbies & Bicycle Play Track | Page 11-18 |

5. Correspondence for Information

- | | |
|---|------------|
| a. LGMA Newsletter | Page 19-21 |
| b. Heritage Conservation Act Transformation Project | Page 22-23 |
| c. Community Futures Boundary – WorkBC | Page 24-25 |

6. Correspondence for Action None.

7. Councillor's Reports

8. Mayor's Report

9. Administrator's Report CAO Report Page 26-27

10. Accounts Payable Report August 3, 2023 – September 19, 2023 Page 28-29

11. New and Unfinished Business

- | | |
|---|------------|
| a. Grant in Aid – Greenwood Heritage Society | Page 30-39 |
| b. Grant in Aid – Phoenix Mountain Alpine Ski Society | Page 40-48 |
| c. Grant in Aid – Greenwood Public Library | Page 49-56 |

- d. Remove Councillor Nathorst from Signing Authority – Appoint one current Councillor as new Signing Authority
- e. Memo to Council – McArthur Centre Roof Page 57-63
- f. Memo to Council – Health Centre Furnace Replacement and A/C addition Page 64-66
- g. Memo to Council – Public Sector Accounting Standard 3280- Asset Retirement Obligations Page 67-70
- h. Memo to Council - Budget Variance Report Page 71-72
- i. Memo to Council – Staff Christmas Break Page 73
- j. Memo to Council – Standby Allowance Page 74-76
- k. Camera in Office

12. Bylaws

- a. Bylaw No. 1011, 2023 - Zoning Amendment – Carriage Houses Page 77-80

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 August 14, 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/ C. Huisman

THAT the August 14, 2023 agenda be adopted as amended to move new and unfinished business items g. and h. to In-Camera.

(164-23)

Carried

ADOPTION OF MINUTES

J. Nathorst/ G. Shaw

THAT the minutes of the July 10, 2023 Regular Council Meeting be adopted.

(165-23)

Carried

DELEGATION

Nikki Csek & – TreeHaven

THAT Council and Mayor thank the delegation for their presentation and delegate to administration to provide follow up.

Boundary Women's Coalition

THAT Council and Mayor thank the delegation for their presentation and delegate to administration to provide follow up.

**CORRESPONDENCE
FOR INFORMATION**

Motion: J. McLean/ G. Shaw

THAT the correspondence items a. through d. be accepted as information.

(166-23)

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: J. Nathorst/ C. Huisman

THAT Council receive the reports as information.

(167-23)

Carried

**ACCOUNTS PAYABLE
REPORTS**

Motion: J. McLean/ C. Huisman

THAT Council receive the cash disbursement accounts payable report in the amount of \$250,610.20 for the period of July 7, 2023 to August 2, 2023.

(168-23)

Carried

**NEW AND UNFINISHED
BUSINESS**

a. DVP – Wayne Durban

Motion: J. Bolt/ C. Huisman

THAT Council approve the Development Variance Permit for a pol shed located at 655 N. Kimberley Ave.

(169-23)

Carried

b. Greenwood Recreation Association – Sponsorship.

THAT Council accepts the information as additional information.

c. Boundary Minor Hockey Association – Donation.

Motion: G. Shaw/ J. McLean

THAT Council donates a 2024 family swim pass for the Greenwood Municipal Pool to the Boundary Minor Hockey Association for their silent auction/raffle.

(170-23)

Carried

d. Boundary Community Forest – Update.

THAT Council is opposed to RDKB wanting their own Boundary Forest that might impact WBCF.

e. Boundary Invasive Species – Grant in Aid.

THAT Council requires the application to be completed in full and include the required financial reports before they can approve.

f. LUO- Greenwood Recreation Association.

Motion: J. Bolt/ G. Shaw

That Council approve the Greenwood Recreation Association use of the Tennis Court to sell hot dogs, popcorn and drinks on August 25th, 2023.

(171-23)

Carried

- g. Staff Training – Community Planning for Local Government Officials. **Moved to In-Camera.**
- h. Bylaw Enforcement Support – RDKB. **Moved to In-Camera.**
- i. Draft City of Greenwood Bylaw Enforcement Policy. **Motion: C. Huisman/ J. McLean**
 THAT Council adopt the City of Greenwood Bylaw Enforcement Policy 2023-02 effective August 14th, 2023.

(172-23)

Carried

- j. Greenwood Recreation Association – Insurance. THAT Council directs administration to look at options for the City of Greenwood to organize events with the Recreation Committee's assistance.
- k. Nikkei Legacy Park – Letter of Support- Rock Garden. **Motion: G. Shaw/ J. Nathorst**
 THAT Council directs administration to provide a letter of support to obtain \$50,000 grant to create a rock garden at Nikkei Legacy Park.

(173-23)

Carried

QUESTION PERIOD

IN-CAMERA

Motion: J. Bolt
 THAT Council move to In-Camera at 8:55 pm under Section 90 (1) (e)(g).

(174-23)

Carried

Motion: G. Shaw/ J. McLean
 THAT Council adjourn the In-Camera meeting at 10:28 pm.

(175-23)

Carried

MOTIONS OUT OF CAMERA

Motion: J. Bolt/ J. Nathorst
 THAT Council approve RDKB Bylaw Enforcement Support for the City of Greenwood.
Opposed: G. Shaw

(176-23)

Carried

Motion: G. Shaw/ J. Bolt
 THAT Council approve the Development Variance Permit for the development located at Government Ave N.

(177-23)

Carried

ADJOURNMENT

Motion: J. Bolt

THAT Council adjourn the Regular Council Meeting at 10:28 pm.

(178-23)

Carried

Mayor

Certified Correct

Chief Administrative Officer



CITY OF GREENWOOD
Minutes of the Special Meeting of Council held on August 17, 2023

PRESENT

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

ALSO PRESENT

Tracy Thomas, CAO

CALL TO ORDER

John Bolt called the meeting to order at 10:32 am.

ADOPTION OF AGENDA

(179-23)

Motion: C. Huisman/ G. Shaw
THAT the August 17, 2023 Special agenda be adopted.
Carried

ADOPTION OF MINUTES

None.

**NEW AND UNFINISHED
BUSINESS**

- a) Licence to Occupy
Extension for 1475
deadwood Street to
Route 3 Racing

(180-23)

Motion: J. Nathorst/ C. Huisman
THAT Council approve the licence to occupy be renewed for a
period of 5 years, with option to renew.

Carried

- a) HR Committee

Motion: None
Mayor Bolt announced that he has appointed all council to the HR
Committee

IN CAMERA

(181-23)

Motion: C. Huisman/ G. Shaw
Motion to move into Camera at 11:41

Carried

OUT OF CAMERA

(182-23)

Motion: J. Mclean/ G. Shaw
Motion to move out of Camera at 11:44

Carried

ADJOURNMENT

(183-23)

Motion: J.Bolt

THAT Council adjourn the meeting at 11:44 a.m.

Carried

Mayor

Certified Correct

Chief Administrative Officer



CITY OF GREENWOOD
Minutes of the Special Meeting of Council held on September 7, 2023

PRESENT

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

ALSO PRESENT

Tracy Thomas, CAO

CALL TO ORDER

John Bolt called the meeting to order at 7:01 pm.

ADOPTION OF AGENDA

Motion: C. Huisman/ J. McLean
THAT the September 7, 2023 Special agenda be adopted.
Carried

(184-23)

ADOPTION OF MINUTES

None.

**NEW AND UNFINISHED
BUSINESS**

- a) Budget Information for September 25th, 2023 **Motion: None**
THAT Council requests that a Variance report be provided that also includes staff time for capital projects , and taxes outstanding amounts.

(185-23)

- b) By-Election **Motion: None**
CAO has declined to be the Chief Election Officer. Council must appoint an alternative.

- c) Water Infrastructure Project. **Motion: None.**
Council would like to hold a Town Hall for this project by the end of September. Council would also like CAO to request an extension to signing this project. CAO advised that original project funding proposal was approved and submitted during last Council sitting.

- d) Fire Chief Proposal for Fire Department Audit. **Motion: J. Bolt/ J. McLean**
That Chief James Runciman be contracted to perform Audit.

(186-23)

IN CAMERA

(187-23)

Motion: C. Huisman/ J. McLean

Motion to move into Camera at 7:37 pm.

Carried

OUT OF CAMERA

(188-23)

Motion: C. Huisman/ J. McLean

Motion to move out of Camera at 7:48pm.

Carried

MOTION OUT OF CAMERA

(189-23)

Gerry/Jessica

That CAO be appointed Corporate Officer and Finance Officer.

Carried

ADJOURNMENT

(190-23)

Motion: J.Bolt

THAT Council adjourn the meeting at 7:49 pm.

Carried

Mayor

Certified Correct

Chief Administrative Officer

09/13/2023
(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:

OFFER OF SERVICES TO BUILD A MULTI USE
RC/HOBBIES + BICYCLE PLAY TRACK

The proposal intended to be made to Council is:

OFFER MY SERVICES TO BUILD COMMUNITY / PUBLIC
PLAY AREAS FOR RC HOBBIES + BICYCLE USE

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

DOUG TERAMOTO

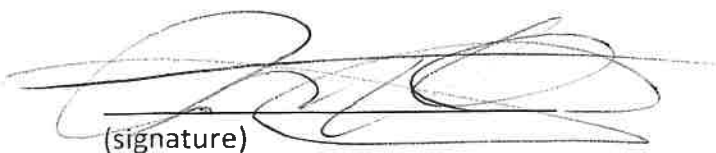
The contact person for the delegation is:

Name: DOUG TERAMOTO

Mailing Address: P.O. BOX 405
GREENWOOD B.C.

Phone: 604-346-8076

Yours Sincerely,


(signature)



BRITISH
COLUMBIA

Number: S0074470

Societies Act
CERTIFICATE OF INCORPORATION

GREENWOOD ACTIVITIES ABOUND SOCIETY

I Hereby Certify that ~

GREENWOOD ACTIVITIES ABOUND SOCIETY was incorporated under the *Societies Act* on February 19, 2021 at 03:10 PM Pacific Time.



*Issued under my hand at
Victoria, British Columbia*

CAROL PREST

REGISTRAR OF COMPANIES
PROVINCE OF BRITISH COLUMBIA
CANADA

RECEIVED
SEP 14 2023

BY: _____

GREENWOOD PUBLIC RC/BICYCLE PLAY AREA

Basic Proposal

Community Minded Goals

BUILDING A FUN BASED
RECREATION AREA FOR
ALL AGES AND SKILL
LEVELS, AS WELL AS
CREATE PROGRAMS
THAT ARE ACCESSIBLE
TO ALL LEVELS OF
INCOME



TO ADD AN EXCITING
AND INTERESTING
ACTIVITY IN A HIGHLY
VISIBLE AREA OF TOWN
AS WELL AS ENHANCE
OUR COMMUNITY
VALUE AND APPEAL



EXPAND THE VISIBILITY
AND REPUTATION OF
GREENWOOD AS AN
INTERESTING AND
EXCITING AREA TO VISIT

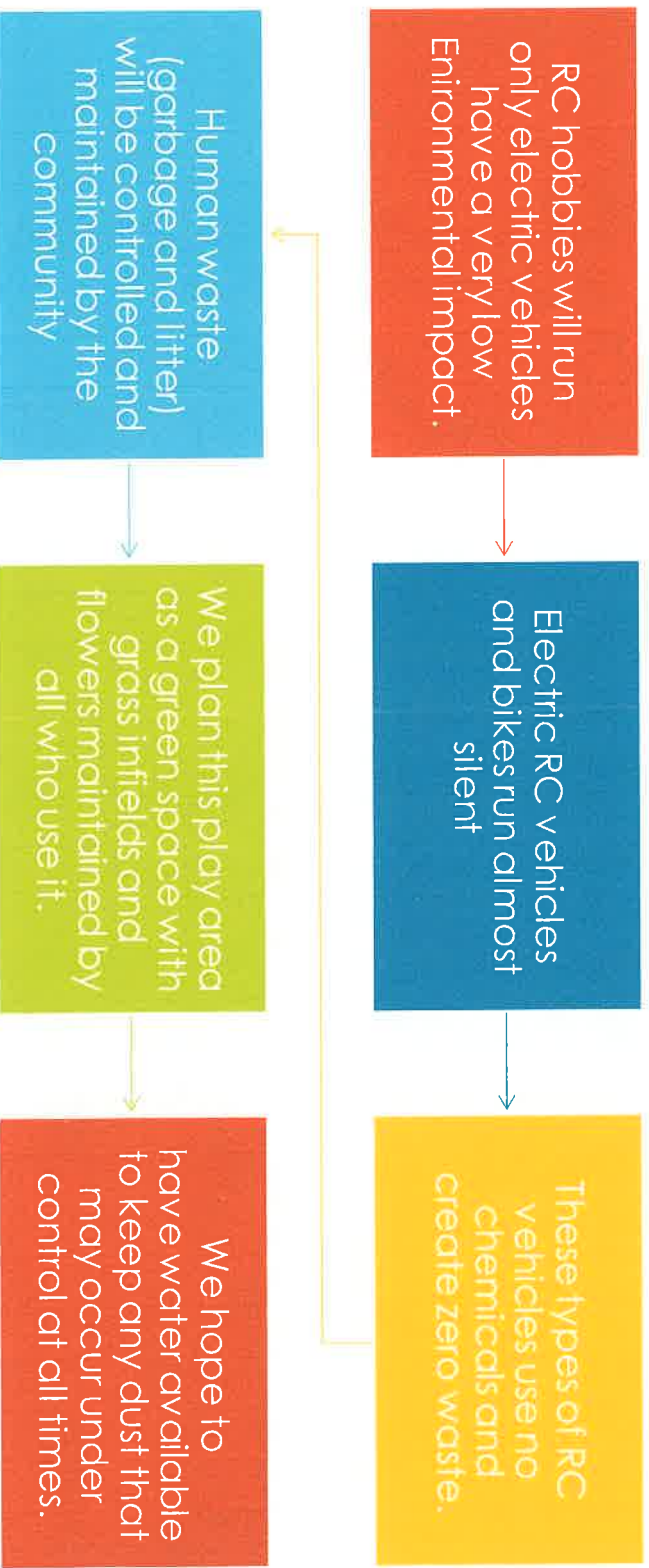
Why Greenwood Needs An RC & Bike Play area?

- RC & Bikes are the fastest growing hobbies in the world today.
- RC & Bikes are affordable for everyone.
- Hobbies build real life skills, mechanical and electrical, Great parent to child bonding.
- RC & Bikes are a family hobby for all ages, Moms, Dads Grandparents, Boys and Girls.
- RC & Bikes brings visitors and tourism dollars to Greenwood.

What Are The Costs To Build An RC&Bicycle Play Area.

- Materials needed : Unwanted Clay, or dirt.
- Basic lumber and building supplies (by Donation) ..
- Man Hours (Donated by Doug Teramoto) ..
- Track Design (Donated by Doug Teramoto) ..
- Skid Steer Machine (Donated By Roy Terashita)
- Our Goal is to have over 80% of the costs or services donated in exchange for Advertising.
- The remaining 20% raised by fund raising.

What Is The Expected Impact To The Area.






Good Clean Fun For Everyone!


- Green space designs with grass and flowers are in this design,
- Community and tourism events to help drive dollars to the community and local businesses.
- Advertising and promotions for local contributors and community events.
- Making Greenwood a more progressive and attractive place to live and play.

Brooke McCourt

From: Local Government Management Association of BC <office@lgma.ca>
Sent: September 18, 2023 11:03 AM
To: frontdesk.greenwoodcity@shaw.ca
Subject: LGMA Job Circular, News, and Program Updates - Week of September 18, 2023




LGMA
LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA


If you have trouble viewing this email, click here

Professional Development Partners:

LIDSTONE & COMPANY



STEWART McDANNOLD STUART
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 YOUNG ANDERSON
BARRISTERS & SOLICITORS

LGMA Newsletter: Week of September 18, 2023

Call for Proposals, 2024 Annual Conference

Effective leaders cultivate resilience, nurture connections, branch out, and grow.

LGMA2024, **Blooming Together**, will welcome local government leaders, experts, and partners to Victoria to collectively address emerging issues impacting communities, citizens, and local government organizations.



We invite you to share your knowledge and experience at LGMA2024, June 11-13, and support local government leaders to learn, lead, and help grow great communities! Review the [submission guide](#) outlining the conference learning tracks, session types, and presentation guidelines. Then, submit your proposal using the [online form](#) before **Friday, October 27**.

CivicInfo BC & LGMA
BC Local Government Job Board
CURRENT OPPORTUNITIES

Job Postings

LGMA Training:

Learn and connect with your peers

[Corporate Officer Connect Lunch Series](#)

September 20

Foster stellar performance

[Performance Management Online Course](#)

October 18 - November 1

Great opportunity for all levels of admin

[Admin Professionals Conference](#)

October 25 - 27

Take comprehensive and concise minutes

[Minute Taking Online Course](#)

November 14 - 28

Develop strategies to navigate change

[Change Management Online Course](#)

November 16 - 30

Complimentary lunch hour discussion

[CAO Connect Lunch Series](#)

November 17

Save the Date!

[2024 CAO Forum, Vancouver, BC](#)

Pre-Conference: February 20

Forum: February 21-22

LGMA On-Demand Courses

Learn at your own pace!

[FOI, Privacy, and Records Management](#)

Available on-demand, includes Ask the Expert

Session November 7

Enjoy this complimentary course!

[Ethics in Local Government](#)

Available on-demand

[See all Training & Workshops](#)

Additional News and Training:

Resource, tools, and other helpful information

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

Financial Assistance for Local Governments, First Nations Affected by Wildfire

[Ministry of Emergency Management and Climate Readiness](#)

More Communities Can Access Active Transportation Grants

[Ministry of Transportation and Infrastructure](#)

Capilano U Fall 2023 and Spring 2024 PADM Courses

[Local Government Administration Programs](#)

Fall courses start September 2023

Programs starting in January

[UVic Local Government Programs](#)

Applications due September 30

Scholarships available for studies in government and public policy

[LGMA Scholarship Applications](#)

Applications due October 6 and 13

You're invited to attend

[Municipal Pension Plan's Annual General Meeting](#)

October 12

First-of-its-kind conference

[Kamloops Municipal IDEA Conference](#)

November 27-28

[See all News & Opportunities](#)

**Come Volunteer with the LGMA
Committee Opportunities Now Available**

LGMA's ability to offer quality programs and training that is relevant and timely is due to the generous support of our volunteers. We are currently seeking local government employees who have skillsets that can contribute to the success of the following committees:

- Corporate Officer Forum Committee
- Elections Committee
- Foundations Learning Series Advisory Committee
- Human Resources Advisory Committee



By volunteering with the LGMA you are getting a chance to sharpen your skills, learn from colleagues, and build a network of support while contributing to learning for local government professionals. Make a difference and come join the team of LGMA volunteers.

Visit our [Volunteer Page](#) to review the Terms of Reference for each committee and submit your [volunteer application](#) **before November 1.**

Connect with the LGMA



LGMA
LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

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

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

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



August 30, 2023

RE: Invitation to upcoming sessions on the Heritage Conservation Act Transformation Project (Fall 2023)

The Joint Working Group on First Nations Heritage Conservation (JWG) is pleased to provide an update on the Heritage Conservation Act Transformation Project (HCATP) and invite stakeholders to participate in virtual engagement sessions on proposed near-term policy changes.

Beginning in July 2022, First Nations and external stakeholders (industry, heritage and archaeological professionals, local/regional governments, construction and land developers, etc.) were invited to engage on the *Heritage Conservation Act* (HCA) and its administration to identify priority areas for transformation. The outcomes of engagement have been captured in What We Heard Reports; the stakeholder report will be available shortly and accessible on the [HCATP website](#).

Informed by that feedback, a near-term suite of legislative, regulatory, policy and programmatic changes been co-developed through the JWG, with input from the Alliance of B.C. Modern Treaty Nations (ABCMTN). This work represents critical initial steps that lay a foundation for broader, long-term transformation of the HCA and its administration as envisioned in Action 4.35 of the Declaration Act Action Plan 2022-2027, which states that the Province will “work with First Nations to reform the *Heritage Conservation Act* to align with the UN Declaration, including shared decision-making and the protection of First Nations cultural, spiritual, and heritage sites and objects.”

Virtual Engagement Sessions

These two upcoming virtual stakeholder engagement sessions will provide an opportunity for meaningful discussion on the proposed suite of near-term legislative, regulatory, policy, and programmatic changes being proposed for Cabinet consideration and ultimately legislative introduction in Spring 2024.

Details are as follows:

Date	Time	TEAMS Registration Link
September 26, 2023	1:00-4:00pm PDT	September 26th Session Registration Link
September 28, 2023	1:00-4:00pm PDT	September 28th Session Registration Link

To register for the session that best works for your schedule, click the link above to receive a Microsoft Teams registration invitation and meeting link.

Materials to support the sessions are under development and will be provided in the coming weeks. In the meantime, supplementary documentation on the HCATP background and engagement to date are available on the [HCATP website](#).

Closing Comments

We appreciate you taking the time to engage on this important initiative and look forward to meeting with you. If you have any questions, concerns, or additional input regarding the HCATP, please send an email to EngageHCA@gov.bc.ca.

Sincerely,



Judith Sayers, JWG Co-Chair
President
Nuu-chah-nulth Tribal Council



Michelle Porter (a/ADM) on behalf of:
Matt Austin, JWG Co-Chair
Assistant Deputy Minister
Integrated Resource Operations Division
Ministry of Forests



Grand Forks
Box 2949, 1647 Central Ave
Grand Forks, BC V0H 1H0
Ph: (250) 442-2722
Fax: (250) 442-5311
Web: www.boundarycf.com

August 22, 2023

To: Mayor and Council, The City of Greenwood

From: Jennifer Wetmore, General Manager Community Futures Boundary

Dear Mayor and Council:

I wanted to write to you personally to advise you that the Work BC program (operated by Community Futures Boundary) will be changing its outreach schedule effective September 5, 2023, due to challenges related to securing an appropriate location in Greenwood and staffing limitations.

As you may be aware, in November 2020 Community Futures Boundary announced a move to a rotating schedule in the West Boundary, rather than a single storefront location in Greenwood. Since that time, the program has offered services 4 days a month in the Greenwood library, and 4 days a month in Rock Creek (Riverside Centre). While we are immensely appreciative of the library's willingness to work with us, challenges related to staffing required in this location have proved to be unsustainable. Despite our efforts to secure a location in Greenwood (our efforts have included a request for space at the city building as well) that would mitigate the need for two staff people to date, we have been unsuccessful.

As such, I'm writing to advise effective September 5, 2023, Work BC outreach in the West Boundary will move to 4 days a month (Wednesdays) out of the Rock Creek Riverside Centre. If an option presents itself in the future and the demand is there, we will consider offering regularly scheduled face to face services in Greenwood again.

Please note that WorkBC staff will be available to meet with clients in Greenwood on an as needed basis to ensure that those who are unable to access services virtually, or in Rock Creek will be served. It is of paramount importance to Community Futures Boundary that we ensure all citizens in Greenwood who need Work BC services are looked after in an effective and efficient manner.

To make an appointment with our WorkBC Team please call 250 442 2722 and press #1. For more information on the WorkBC program, and for options regarding virtual appointments, please visit:

<https://workbcwestkootenayboundary.kcds.ca/>

Growing communities one idea at a time.

For other Community Futures Boundary services including business consulting and lending and economic development, please call 250 442 2722 or visit www.boundarycf.com.

Of course, I am happy to answer any questions you may have. Please let me know if you'd like to schedule a meeting to discuss this or anything else related to Community Futures Boundary. We were excited to present an update on our programs and services to Council in April of this year however, were advised by the Mayor last minute of a cancellation. Please let us know if there is a date/time that works in the coming months.

Kind Regards

A handwritten signature in black ink that reads "Jennifer Wetmore". The script is cursive and fluid.

Jennifer Wetmore
Community Futures Boundary
General Manager
250 442 2722 ext 225
jennifer@boundarycf.com

MEMORANDUM TO COUNCIL

To: Mayor and Council

Date: September 25, 2023

From: Tracy Thomas CAO

Subject: CAO Report

Priorities

- 1) Asset Retirement Obligations
- 2) Collective Agreement Negotiation Preparation i.e. development of job descriptions
- 3) OCP and Zoning Bylaw Implementation
- 4) Outstanding Files including property disputes
- 5) Identified target funding proposals i.e. Fire Department equipment/training

General

- 1) Asset Retirement Obligations / Year End Services- This is a major priority for the City to complete prior to the end of the year, and will require both valuations (engineering) and the services of an accountant. See Report
- 2) RDKB Elector Area Services Committee Approved the contract between RDKB and Greenwood to provide bylaw enforcement services between October 2023 and December 2024 for \$3914.50 (2023) and \$15,971 (2024).
- 3) OCP/ZB start up and weekly meetings, reviewing and editing communication plan, reviewing website ,first public engagement session planning, etc. <https://www.greenwoodcityocpzb.ca/>
- 4) Collective Agreement- Job Description ongoing development, have several drafts completed.
- 5) Met with Chief Jim Runciman to review audit documentation requirements, and provided him with as much information as possible.
- 6) Completing outstanding reporting requirements including 2021 Flood Planning,
- 7) September 27th – Water Infrastructure Improvement Project Public Meeting at 7 pm. Both ISL and IHA will be in attendance. Just a reminder that this meeting is for the public, if Council has questions/comments , ISL and IHA will do a debrief meeting the next morning .
- 8) Halloween Night – Co sponsor with BoT Halloween Bonfire – City historically provides hot chocolate and condiments, FD volunteers to monitor bonfires etc.
- 9) Outstanding files – confidential
- 10) Budget variance reporting, project updates
- 11) Ongoing daily operations

Public Works

- 1) Replace section of Boundary Creek Lane waterline

- 2) Replace a water service on Marguerite Ave
- 3) Place new washroom on final location
- 4) Troubleshoot and replace section of Lower Togo Ave waterline
- 5) Replace bearings on rotor wheel at wastewater treatment plant
- 6) Clean wastewater treatment plant and prep for inspection
- 7) Rebuild New Holland tractor blade and mount
- 8) Service locations for water and sewer on vacant lots
- 9) Winterize swimming pool
- 10) Clean up at public works yard
- 11) Pile free fill from YRB/ ditching material
- 12) Troubleshoot sewer problem on Copper Ave.
- 13) Weekly dam inspections
- 14) Grass and weed cutting
- 15) Street tree pruning
- 16) Assist in Founder's Day and Route 3 events
- 17) Assist contractors for quotes on Community Hall roof and Emcon building door
- 18) Clean up in Emcon building
- 19) Assist in electrical change over at campsite
- 20) Fire hydrant maintenance and painting
- 21) Rebuild and replace wooden barricades
- 22) Park maintenance and repairing of picnic tables
- 23) Daily water and sewer rounds

cheque Register-Summary-Bank



Date : Sep 19, 2023

Time : 8:21 am

Supplier : HERIT To ZWARN
 Cheque Dt. : 03-Aug-2023 To 19-Sep-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
3950	17-Aug-2023	A&G SUPPLY	A&G SUPPLY LTD	Issued	157	C	296.92
3951	17-Aug-2023	ACECOUR	A.C.E. COURIER SERVICES	Issued	157	C	47.19
3952	17-Aug-2023	AMAZON	AMAZON	Issued	157	C	1,218.47
3953	17-Aug-2023	BOUND001	BOUNDARY HOME BUILDING CENTRE	Issued	157	C	70.54
3954	17-Aug-2023	BOUNDSEP	BOUNDARY SEPTIC SERVICE	Issued	157	C	385.00
3955	17-Aug-2023	BVCOMM	RALCOMM	Issued	157	C	1,699.04
3956	17-Aug-2023	CANCO	CANCO #106	Issued	157	C	1,032.15
3957	17-Aug-2023	CAROENV	CARO ANALYTICAL SERVICES	Issued	157	C	430.24
3958	17-Aug-2023	CHARV001	CHARTIER, VANESSA DAWN	Issued	157	C	640.00
3959	17-Aug-2023	DOYMICH01	DOYLE, MICHELLE	Issued	157	C	52.50
3960	17-Aug-2023	GREEN001	GREENWOOD FIRE DEPT	Issued	157	C	2,150.00
3961	17-Aug-2023	GWBUCK	GREENWOOD BUCK & UP	Issued	157	C	366.87
3962	17-Aug-2023	GWLIB	GREENWOOD LIBRARY	Issued	157	C	3,750.00
3963	17-Aug-2023	ICONIX	ICONIX WATERWORKS LP	Issued	157	C	6,261.00
3964	17-Aug-2023	KETTL	KETTLE VALLEY ELECTRIC LTD	Issued	157	C	321.56
3965	17-Aug-2023	MCMYN	McMYNN'S ACE BUILDING CENTRE	Issued	157	C	429.33
3966	17-Aug-2023	PINSCRE01	PINSNCRESTS	Issued	157	C	1,243.20
3967	17-Aug-2023	ROUTE3002	ROUTE 3 PRINT STUDIO & GIFTS	Issued	157	C	35.84
3968	17-Aug-2023	TANTA001	TANTAWY, ANWAR	Issued	157	C	1,666.64
3969	17-Aug-2023	TBSCON	TBS CONTRACTING	Issued	157	C	2,150.98
3970	17-Aug-2023	ULINE	Uline Canada Corp	Issued	157	C	64.58
3971	17-Aug-2023	WESTK001	WESTKEY GRAPHICS	Issued	157	C	616.21
3972	17-Aug-2023	Y&RSAL	Y & R SALES	Issued	157	C	300.07
3973	17-Aug-2023	YOUNG001	YOUNG ANDERSON BARRISTERS	Issued	157	C	1,644.73
3974	25-Aug-2023	ADRCON	ADR CONTRACTING LTD.	Issued	164	C	4,046.70
3975	25-Aug-2023	ASSFIRE	ASSOCIATED FIRE SAFETY	Issued	164	C	265.44
3976	25-Aug-2023	DOMIN	BRIDGE VAULT & DOMINION PRECAST	Issued	164	C	2,072.00
3977	25-Aug-2023	DUNDIGI	DUNHAM DIGITAL	Issued	164	C	982.81
3978	25-Aug-2023	ICONIX	ICONIX WATERWORKS LP	Issued	164	C	3,711.91
3979	25-Aug-2023	MINFINFOR	MINISTER OF FINANCE	Issued	164	C	918.76
3980	06-Sep-2023	ACECOUR	A.C.E. COURIER SERVICES	Issued	174	C	70.55
3981	06-Sep-2023	AMAZON	AMAZON	Issued	174	C	578.30
3982	06-Sep-2023	BATTR001	BATTRICK & SONS LOCKSMITHING	Issued	174	C	3,225.60
3983	06-Sep-2023	BOUNDSEP	BOUNDARY SEPTIC SERVICE	Issued	174	C	385.00
3984	06-Sep-2023	CAROENV	CARO ANALYTICAL SERVICES	Issued	174	C	115.24
3985	06-Sep-2023	CHARV001	CHARTIER, VANESSA DAWN	Issued	174	C	320.00
3986	06-Sep-2023	CUPE001	CUPE - LOCAL 2254	Issued	174	C	723.75
3987	06-Sep-2023	GRANDHH	GRAND FORKS HOME HARDWARE	Issued	174	C	587.87
3988	06-Sep-2023	GREEN	GREENWOOD SAW TO TRUCK REPAIRS	Issued	174	C	295.68
3989	06-Sep-2023	LORDCO01	LORDCO	Issued	174	C	570.64
3990	06-Sep-2023	SHOEST	SHOE STRING IMPORTERS	Issued	174	C	387.30
3991	06-Sep-2023	TBSCON	TBS CONTRACTING	Issued	174	C	2,507.37
3992	06-Sep-2023	THOMTRA	THOMAS, TRACY	Cancelled	175	C	0.00
3993	06-Sep-2023	WINSJ	WINSTANLEY, JUSTIN	Issued	174	C	3,221.93
3994	11-Sep-2023	PETTCS	CITY OF GREENWOOD	Issued	178	C	148.85
3995	18-Sep-2023	ACECOUR	A.C.E. COURIER SERVICES	Issued	183	C	66.12
3996	18-Sep-2023	AMAZON	AMAZON	Issued	183	C	174.80
3997	18-Sep-2023	CAROENV	CARO ANALYTICAL SERVICES	Issued	183	C	472.50
3998	18-Sep-2023	CHARV001	CHARTIER, VANESSA DAWN	Issued	183	C	320.00
3999	18-Sep-2023	GWBUCK	GREENWOOD BUCK & UP	Issued	183	C	211.45
3000	18-Sep-2023	ICONIX	ICONIX WATERWORKS LP	Issued	183	C	2,075.61
3001	18-Sep-2023	KETTL	KETTLE VALLEY ELECTRIC LTD	Issued	183	C	9,719.72
3002	18-Sep-2023	REGIO001	REGIONAL DISTRICT OF KOOTENAY BOUND/	Issued	183	C	253.20
3003	18-Sep-2023	SCHNEE	SCHNEIDER, ERICH H	Issued	183	C	60.48

Cheque Register-Summary-Bank



Date : Sep 19, 2023

Time : 8:21 am

Supplier : HERIT To ZWARN
 Cheque Dt. : 03-Aug-2023 To 19-Sep-2023
 Cheque : 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
Cheque : 01 General Bank							
0004	18-Sep-2023	TBSCON	TBS CONTRACTING	Issued	183	C	594.76
0005	18-Sep-2023	YOUNG001	YOUNG ANDERSON BARRISTERS	Issued	183	C	469.28
00574-0001	17-Aug-2023	CANAD003	CANADA REVENUE AGENCY	Issued	156	E	14,359.51
00574-0002	17-Aug-2023	FORTI001	FORTIS BC - Electric	Issued	156	E	3,445.47
00574-0003	17-Aug-2023	MUNIP	MUNICIPAL PENSION PLAN	Issued	156	E	3,714.85
00574-0004	17-Aug-2023	SHAW001	SHAW CABLE	Issued	156	E	173.26
00574-0005	17-Aug-2023	TELUS 003	TELUS	Issued	156	E	34.02
00575-0001	17-Aug-2023	MANULIFE	MANULIFE FINANCIAL	Issued	159	E	2,745.00
00577-0001	25-Aug-2023	FORTI002	FORTIS BC NATURAL GAS	Issued	163	E	951.51
00577-0002	25-Aug-2023	MUNIP	MUNICIPAL PENSION PLAN	Issued	163	E	3,729.99
00577-0003	25-Aug-2023	SHAW001	SHAW CABLE	Issued	163	E	123.37
00578-0001	31-Aug-2023	ACCUR	ACCURA ALARMS	Issued	171	E	157.50
00578-0002	31-Aug-2023	BOLTJ	BOLT, JOHN	Issued	171	E	100.00
00578-0003	31-Aug-2023	HUISC001	HUISMAN, CLINTON JOSEPH	Issued	171	E	100.00
00578-0004	31-Aug-2023	MCLEJ001	JESSICA, MCLEAN	Issued	171	E	100.00
00578-0005	31-Aug-2023	NATHJ002	JIM, NATHORST	Issued	171	E	71.06
00578-0006	31-Aug-2023	SHAW	SHAW, GERRY	Issued	171	E	100.00
00579-0001	06-Sep-2023	FORTI001	FORTIS BC - Electric	Issued	173	E	963.32
00579-0002	06-Sep-2023	MUNIP	MUNICIPAL PENSION PLAN	Issued	173	E	3,714.79
00579-0003	06-Sep-2023	SHAW001	SHAW CABLE	Issued	173	E	388.56
00579-0004	06-Sep-2023	TELUS	TELUS	Issued	173	E	200.08
00580-0001	18-Sep-2023	CANAD003	CANADA REVENUE AGENCY	Issued	182	E	24,440.32
00580-0002	18-Sep-2023	FORTI001	FORTIS BC - Electric	Issued	182	E	3,319.91
00580-0003	18-Sep-2023	SHAW001	SHAW CABLE	Issued	182	E	274.01
00580-0004	18-Sep-2023	TELUS 003	TELUS	Issued	182	E	34.02

Total Computer Paid :	66,426.68	Total EFT PAP :	63,240.55	Total Paid :	129,667.23
Total Manually Paid :	0.00	Total EFT File :	0.00		

Total No. Of Cheque(s) ...



GREENWOOD HERITAGE SOCIETY
Museum, Archives & Visitor Centre
214 S. Copper Ave.
Box 399
Greenwood, BC
V0H 1J0
Tel/Fax: (250) 445-6355
E-Mail: museum@shaw.ca
Website: www.greenwoodmuseum.com

August 17, 2023

The Corporation of the City of Greenwood
Box 129
Greenwood, BC
V0H 1J0

Attention: Mayor Bolt & Greenwood City Councillors

Dear Mayor Bolt & Councillors:

RE: Greenwood Heritage Society annual grant-in aid.

We are requesting our annual grant-in-aid in the amount of \$10,000. This is an increase of \$2,586 which was requested in January of this year and agreed upon by the city council.

We were able to hire a Visitor Counsellor/Museum Attendant this year for a period of six months. This situation is seasonal until we can secure additional funding to create a more permanent position. We have been successful with grants for two summer students and hired two local high school students.

Our dedicated volunteers continue to work year round attending to the day to day operations of the organization, researching genealogy requests, cataloguing artifacts and photographs, changing exhibits and ensuring proper maintenance of the facility.

Thank you for your consideration of a grant-in-aid.

Yours sincerely,

Doreen MacLean
President

Encl.



By: _____

The Corporation of the City of Greenwood



Policy – Grant in Aid

By: _____

- 1.) DATE: AUGUST 17, 2023
- 2.) NAME OF GROUP: GREENWOOD HERITAGE SOCIETY
- 3.) MAILING ADDRESS: BOX 399, GREENWOOD, BC V0H 1J0
- 4.) CIVIC ADDRESS: 2148. COPPER
- 5.) LEGAL DESCRIPTION: PARCEL A, BIR. 14, PLAN KAP21, DIST. LOT 597
- 6.) TAX FOLIO #: 00101.025 TAX YEAR: 2023
- 7.) CONTACT PERSON: DOREEN MACLEAN
- 8.) PHONE #: 250-445-6355
- 9.) LIST OF EXECUTIVE MEMBERS DOREEN MACLEAN, REG GOSLING,
COLLEEN LANG, CLARE FOLVIK
- 10.) GROUPS AIMS AND OBJECTIVES: The purpose of the Greenwood Heritage Society is to collect, preserve and exhibit artifacts of historical, educational and cultural value associated with the City of Greenwood, Eholt, Phoenix and other areas of the West Boundary.
- 11.) OUTLINE SERVICES PROVIDED TO OUR COMMUNITY: Repository for City's Archival records.
Repository for Community clubs & organizations' records.
Repository for Community businesses, citizens & area funds.
Public washrooms. Welcome centre for visitors. Visitor Centre.
Museum, Vital statistics database for West Boundary. Photo collections.
- 12.) OUTLINE DETAILS OF EFFORTS MADE BY YOUR ORGANIZATION TO WORK TOWARDS SELF-SUFFICIENCY: Our income comes from gift shop sales, museum admissions, membership fees, donations, advertising space rentals, photo re-productions, endowment fund established with the Vancouver Foundation, Fee for service from Destination BC for our Visitor Centre.
- 13.) IS THE FUNCTION OF YOUR ORGANIZATION:
 - A. REGIONAL IN NATURE ✓
 - B. TO SERVE THE GREENWOOD AND AREA ✓
 - C. TO SERVE THE GREENWOOD AREA ONLY
- 14.) HAS YOUR GROUP RECEIVED GRANTS AND /OR TAX EXEMPTIONS FROM THE City in the past two (2) years? ✓ amount of grant/tax exemption \$7,414.00 / \$4,189.00
- 15.) HAS YOUR GROUP EVER RECEIVED SUPPORT IN ANY FORM FROM THE City of Greenwood (grant in aid, services in kind, free use of facilities etc.) annual grant in aid; in-kind - snow plowing of our parking lot;

16.) HAS YOUR GROUP RECEIVED GRANTS FROM OTHER SENIOR GOVERNMENTS

(FEDERAL/PROVINCIAL) LOCAL GOVERNMENT, CROWN AGENCIES, REGIONAL DISTRICTS, ETC.

NAME OF CONTRIBUTOR: DESTINATION BC - VISITOR CENTRE

YEAR: 2023

AMOUNT RECEIVED: \$15,000

NAME OF CONTRIBUTOR: CANADIAN MUSEUMS ASSOCIATION - YCW

YEAR: 2023

AMOUNT RECEIVED: \$3,852 1- Summer student

NAME OF CONTRIBUTOR: CANADA SUMMER JOBS

YEAR: 2023

AMOUNT RECEIVED: \$4,502 1- Summer student

NAME OF CONTRIBUTOR: WEST BOUNDARY COMMUNITY FOREST

YEAR: 2023

AMOUNT RECEIVED: \$2,500 exterior-area Interpretative Map replacement

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

- A. THE GROUPS MOST RECENT FINANCIAL STATEMENT

Please forward application to: THE CITY OF GREENWOOD

PO BOX 129

202 GOVERNMENT AVE. S.

GREENWOOD, BC

VOH 1J0

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

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

Dated at the City of Greenwood, in the Province of British Columbia, the 17 day of AUGUST, 2023

Signature: Doreen Maclean

Name: DOREEN MACLEAN

Position: PRESIDENT

Address: Box 399, Greenwood, BC V0H 1J0

Phone#: 250-445-6355

Greenwood Heritage Society
PO Box 399
Greenwood, BC V0H 1J0

August 15, 2023

Dear Sirs:

I have completed a review of the financial records for the Greenwood Heritage Society for the fiscal year ending April 30, 2023.

After reviewing the revenue and expense information, I find that all transactions correspond to the bank account activity and all bank accounts are reconciled. The final income and expense statement presented by the Greenwood Heritage Society is accurate and complete.

After reviewing and discussing the balance sheet with the Museum manager/bookkeeper, I do recommend that the amount of the fixed asset Equipment account be reviewed to confirm current equipment values are fairly represented. All bank accounts listed on the balance sheet are confirmed to final bank statements.

Thank you,

A handwritten signature in cursive script, appearing to read "L. Moore".

Linda Moore
Big Picture Bookkeeping
250-442-7034

Greenwood Heritage Society

Income Statement 01/05/2022 to 30/04/2023

REVENUE

REVENUE

Nikkei Legacy Park	0.00
Canada Summer Jobs	7,006.00
Young Canada Works	5,485.10
Annual Social	0.00
Interest Earned	422.94
Advertising	290.00
Admission	11,258.95
Archival Research	20.00
Books and Postcards	5,526.10
Donations	2,427.25
Rock Sales	2,735.35
Exchange Profits(Losses)	0.00
Clover Debit Machine	-37.67
Special Projects	8,278.00
BC Tourism Funding	15,000.00
Grant-in-aid - City of Greenwood	7,414.00
RDKB Grant	0.00
General Revenue	77.25
125 Grant Cdn Heritage	0.00
GST Rebate	908.15
80th Reunion Grant	0.00
Gift Shop	4,739.70
Membership fees	210.00
Memorial fund donations (tax rcpt)	1,150.00
Reprinting Greenwood Brochures	0.00
Gifted Tax Receipts	800.00
125th birthday celebration	11,660.00
Photograph Reproductions	45.00
Map Sales	278.35
Raffle Revenue	0.00
Conference Recovery	0.00
TGIS Grant	3,922.74
W. Boundary Community Forest ...	765.00
Freight	0.00

REVENUE TOTAL 90,382.21

TOTAL REVENUE 90,382.21

EXPENSE

EXPENSE

Nikkei Legacy Park Expenses	0.00
Bank Charges	146.95
Cash Shortages	0.00
Brochure Reprinting	0.00
Display Costs	35.50
Clover Debit Machine	382.54
Tourism	67.39
125 Grant Cdn Heritage Expenses	0.00
80th Reunion Grant Expenses	6,995.62
RDKB Grant Special Project	0.00
125 birthday celebration expenses	11,718.74
Special Projects	5,878.17
VIC - Councillor Training	0.00
Freight	0.00
Accounting	0.00
Advertising	341.21
Computers_Repair & Maintenance	486.65
Archival Research	228.40
Archival Materials	548.59
Conference Costs	892.13
Contract Manager	0.00
Contract Curator	0.00

Printed On: 08/08/2023

RECEIVED
AUG 17 2023

By: _____

Clare Finkelstein

Greenwood Heritage Society

Income Statement 01/05/2022 to 30/04/2023

Fuel	0.00
Gift Shop	3,268.44
Books / Maps	3,201.00
GST Expenses	0.00
PST Expenses	521.36
PayPal Expenses	0.00
Insurance	4,058.00
Internet Costs	839.08
Raffle Expenses	0.00
Repairs & Maintenance	3,624.78
Membership Expenses	315.02
Memorial costs	10.00
Office Supplies	505.64
Office Equipment	4,984.77
Postage & Courier	92.55
Photocopies	541.21
Registration Due	0.00
Signage	48.15
Annual Social	0.00
Sundry Expenses	1,149.08
Photo Reproduction Expenses	0.00
Telephone	671.40
Travel	0.00
Utilities & Gas	5,140.78
Wages	26,547.08
E I Expense	587.99
CPP Expense	786.32
WCB Expense	81.00
EXPENSE TOTAL	84,695.54
TOTAL EXPENSE	84,695.54
NET INCOME	5,686.67

Cheryl Scolding
Treasurer

**Greenwood Heritage Society
Balance Sheet As at 30/04/2023**

ASSET

CURRENT ASSETS

Heritage Credit Union		43,205.87
Heritage Credit Union Share Ac		26.55
Heritage Credit Union Plan 24 Or...		0.00
Heritage CU Equity Sh Class B		0.00
T-Bill Savings - building upgrades	56,165.30	
Gaming Account #1	0.00	
Petty Cash	126.75	
Investments held by Van. Found...	20,000.00	
Payroll Advances	0.00	
CSCU - Term Deposits	0.00	
Accounts Receivable	0.00	
TOTAL CURRENT ASSETS		76,292.05
Total Current Assets		119,524.47

FIXED ASSETS

Equipment	18,908.08	
Inkind donated Artifacts (see not...	223,800.00	
TOTAL FIXED ASSETS		242,708.08
ASSET TOTAL		242,708.08

TOTAL ASSET 362,232.55

LIABILITY

LIABILITIES

Accounts Payable		411.52
Vacation Payable		0.00
E I Payable	12.83	
CPP Payable	-333.75	
Federal Income Tax	13.27	
Rec Gen Total Payable		-307.65
EHT Payable		0.00
WCB Payable		-39.00
PST Payable		2,715.56
GST Charged on Sales	-2.81	
GST Paid on Purchases	-14,582.32	
GST Adjustments	0.00	
GST Total		-14,585.13
LIABILITY TOTAL		-11,804.70

TOTAL LIABILITY -11,804.70

EQUITY

EQUITY

Fund Balance (Opening Balance)	18,281.26	
Inkind Donated Artifacts (see note)	223,800.00	
Capital Reserve for CAP	4,414.45	
CSB Int Reserve (Archival Room)	3,142.50	
Retained Earnings	118,712.37	
Current Earnings	5,686.67	
EQUITY TOTAL		374,037.25

TOTAL EQUITY 374,037.25

LIABILITIES AND EQUITY 362,232.55

RECEIVED
AUG 17 2023

By: _____

Clare Leckie
Manager

Greenwood Heritage Society

Income Statement 01/05/2022 to 30/04/2023

REVENUE

REVENUE

Nikkei Legacy Park	0.00
Canada Summer Jobs	7,006.00
Young Canada Works	5,485.10
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Grant-in-aide - City of Greenwood	7,414.00
RDKB Grant	0.00
General Revenue	77.25
125 Grant Cdn Heritage	0.00
GST Rebate	908.15
80th Reunion Grant	0.00
Gift Shop	4,739.70
Membership fees	210.00
Memorial fund donations (tax rcpt)	1,150.00
Reprinting Greenwood Brochures	0.00
Gifted Tax Receipts	800.00
125th birthday celebration	11,660.00
Photograph Reproductions	45.00
Map Sales	278.35
Raffle Revenue	0.00
Conference Recovery	0.00
TGIS Grant	3,922.74
W. Boundary Community Forest ...	765.00
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REVENUE TOTAL 90,382.21

TOTAL REVENUE 90,382.21

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Freight	0.00
Accounting	0.00
Advertising	341.21
Computers_Repair & Maintenance	486.65
Archival Research	228.40
Archival Materials	548.59
Conference Costs	892.13
Contract Manager	0.00
Contract Curator	0.00

Printed On: 16/08/2023

Clare Scollin
Treasurer

Greenwood Heritage Society

Income Statement 01/05/2022 to 30/04/2023

Fuel	0.00
Gift Shop	3,268.44
Books / Maps	3,201.00
GST Expenses	0.00
PST Expenses	521.36
PayPal Expenses	0.00
Insurance	4,058.00
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Wages	26,547.08
E I Expense	587.99
CPP Expense	786.32
WCB Expense	81.00
EXPENSE TOTAL	84,695.54
TOTAL EXPENSE	84,695.54
NET INCOME	5,686.67

Alan Lealish
Lussan

Official Donation Receipt for Income Tax Purposes

Receipt # 001

Greenwood Heritage Society
214 S. Copper Ave.
PO Box 399

Date Nov. 5, 2019

Greenwood, BC V0H 1J0

Issued in Greenwood, BC

Charitable registration #: 10745-1569-RR0001

Donated by MR. JOHN BARASKO

Address 575 SAVILLE CREO, NORTH VANCOUVER, BC V7N 3A9

Amount \$52,300.00

A

Value of Advantage to _____
(Cash/Fair Market Value of Property)

N/A

B Eligible Amount of Gift _____
(Line A Minus Line B)

N/A

C

Description of Property Received

FMV - \$223,800.00 Historical Geophysical & Geochemical Instrumentation

Fair Market Value Appraised by

STO VISSER P. GEO.

Address of Appraiser

1966 95A AVE. DELTA, BC V4C 3W2

Description of Advantage

N/A

Canada Revenue Agency - canada.ca/charities-giving

Signature

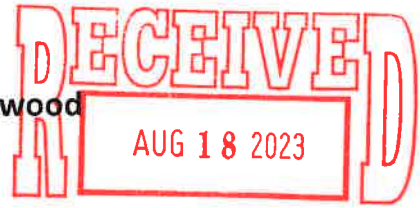
John Barasko

Title

President

See donation agreement June 17, 2019
Accession # QWM-019-007.001

The Corporation of the City of Greenwood



Policy – Grant in Aid

By: _____

- 1.) DATE: August 17, 2023
 - 2.) NAME OF GROUP: Phoenix Mountain Alpine Ski Society
 - 3.) MAILING ADDRESS: Box 2428, Grand Forks, BC, V0H 1H0
 - 4.) CIVIC ADDRESS: 8000 Phoenix Ski Hill Road, Grand Forks, BC
 - 5.) LEGAL DESCRIPTION: DL 255S, SDYD / DL2701, SDYD, surface of pts w/i Lots 1811, 976, 977, 975 & 915 as shown on map attached to license, for operation & maintenance of ski hill purposes, lease/permit/license #340472
 - 6.) TAX FOLIO #: 02100.000 / 10431.000 TAX YEAR: 2023
 - 7.) CONTACT PERSON: Cathy Astofooroff, Administrator
 - 8.) PHONE # 250-442-6928
 - 9.) LIST OF EXECUTIVE MEMBERS: Sean Routley, Bryan Pankoff, Doug Huxter, Shannon Thorpe-Frederick, Don Colclough
 - 10.) GROUPS AIMS AND OBJECTIVES: See Attached
 - 11.) OUTLINE SERVICES PROVIDED TO OUR COMMUNITY: See Attached
 - 12.) OUTLINE DETAILS OF EFFORTS MADE BY YOUR ORGANIZATION TO WORK TOWARDS SELF-SUFFICIENCY: Ticket Sales, Rental Sales, Concession Sales, Fundraising, Grant Opportunities, Sponsorships, Volunteer Programs
 - 13.) IS THE FUNCTION OF YOUR ORGANIZATION:
 - A. REGIONAL IN NATURE: Yes
 - B. TO SERVE THE GREENWOOD AND AREA: Yes
 - C. TO SERVE THE GREENWOOD AREA ONLY: No
 - 14.) HAS YOUR GROUP RECEIVED GRANTS AND /OR TAX EXEMPTIONS FROM THE City in the past two (2) years? ____ Yes ____ amount of grant/tax exemption \$600/year
 - 15.) HAS YOUR GROUP EVER RECEIVED SUPPORT IN ANY FORM FROM THE City of Greenwood (grant in aid, services in kind, free use of facilities etc.) ____ Yes. Grant In Aid
-

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

NAME OF CONTRIBUTOR: Gaming Grant

YEAR: 2022-2023

AMOUNT RECEIVED: \$ 16,000.00

NAME OF CONTRIBUTOR: Regional District of Kootenay Boundary

YEAR: 2022-2023

AMOUNT RECEIVED: \$40,000

NAME OF CONTRIBUTOR: City of Grand Forks

YEAR: 2022-2023

AMOUNT RECEIVED: \$ 10,000.00

NAME OF

CONTRIBUTOR: _____

YEAR: _____

AMOUNT RECEIVED: _____

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

A. THE GROUPS MOST RECENT FINANCIAL STATEMENT

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

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

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

Dated at the City of Greenwood, in the Province of British Columbia, the 17th day of
August, 2023

Signature:  _____

Name: Cathy Astofooroff _____

Position: Administrator _____

Address: Box 2428, Grand Forks, BC, V0H 1H0 _____

Phone#: 250-442-6928 _____

PHOENIX MOUNTAIN ALPINE SKI SOCIETY BENEFITS TO THE COMMUNITY

- With an operating season from mid-December to the end of March, we employ a total of 30 full-time and part-time workers. We purchase approximately 75% of our goods and services locally and do so whenever possible. We anticipate spending approximately \$100,000 at local businesses during the 2023-2024 ski season, and that our payroll will put another \$140,000 into the local economy – all in a four (4) month period.
- We provide an affordable family recreational facility, 30 minutes from town, with approximately 7,500 skier visits per year. The ski hill has broad spectrum appeal with its proximity to x-country ski and snowshoeing facilities and the opportunities it offers to spectators, or those who might want to come up for lunch and a beverage.
- Our growing Nancy Greene Ski League Jr. Racing Program served approximately 25 families last year, and we anticipate an increase in participation this year with our plan to broaden the scope of the program.
- Our events, such as the NGSL zone race, draw participants from out of town, who spend an estimated \$10,000 on motels, gas and meals in Grand Forks.
- By providing every school age child in from Grand Forks, Greenwood and Christina Lake with the opportunity to learn to ski and/or snowboard, we are enhancing the physical fitness of every child in the community, at a time when physical education programs are experiencing cutbacks at the provincial and school board levels, and childhood obesity is reaching levels never before seen in our society. Each child gains from this program a new or improved physical recreational skill which they can enjoy and share with their family, in the outdoors, for the rest of their lives.
- Our Snow School learn to ski program for children ages 3 and up, and skill improvement lesson program for older children build a strong base for our Nancy Greene and School programs.
- Our free Night Ski sponsored by local businesses attracted 300 skiers and boarders this season. Many participants are new to the sport or are reacquainting themselves with it after years of winter inactivity. This is a great example of community support.
- We support community programs and events with donations of lift tickets and passes.
- We serve as a “Feeder Hill” for large resorts in the Regional District, such as Baldy and Big White.

Phoenix Mountain Alpine Ski Society

Income Statement 05/01/2022 to 04/30/2023

REVENUE

REVENUE

Bottle Returns	0.00	
Concession - Food Sales	32,043.03	
Concession - Snack Sales	17,014.19	
Concession - Liquor Sales (Bar)	17,470.64	
Donations	0.00	
Events	1,130.00	
Lodge Rent	0.00	
Funding and Grants	0.00	
Fundraising	0.00	
Gift Certificates	300.00	
Hill Rental (donation)	4,000.00	
Interest	2.48	
Lift Tickets - Day Tickets	53,819.49	
Lift Tickets - Reciprocal (comped)	1,088.37	
Lift Tickets - Punch Passes	5,127.45	
Miscellaneous	80.71	
PST Commission	128.46	
Racer Program Fees	2,860.00	
Rental Equipment	13,182.51	
Retail Sales	3,658.36	
Season Passes	66,135.00	
Service (Rental Shop)	507.80	
Ski School Lessons	9,126.08	
Sponsorship	0.00	
Wage Subsidies	0.00	
Operating Revenue Total		227,674.57
Donations	28,290.86	
Funding - Gaming	16,000.00	
Funding and Grants	58,494.03	
Fundraising	45,174.55	
Insurance Claim	20,818.80	
Sponsorships	630.72	
Wage Subsidies	0.00	
Non-Operating Revenue Total		169,408.96
TOTAL REVENUE		397,083.53
TOTAL REVENUE		397,083.53

EXPENSE

EXPENSE

Accounting/Legal	0.00
Advertising/Promo	1,483.61
Bad Debts	0.00
Bank Charges	1,317.03
Branding/Signage	1,035.87
Coach Honorarium	1,700.00
Clothing	2,976.03
Covid Related Expenses	0.00
Employee Expense: EI	3,305.16
Employee Expense: CPP	6,621.79
Employee Expense: WCB	5,859.65
Employee Wages	<u>146,330.99</u>
Total Wages and Expenses	162,117.59
Equipment Purchases	4,550.98
Equipment Rentals	764.80
Event expense	649.60
Filing Fees	40.00
Food Purchases	21,971.27
Fortis (Utilities)	10,660.16
Fuel	19,295.20
Fundraising Expense	13,816.53
Global Processing Fees	0.00
Insurance	32,003.00
Interest	762.00
Internet	0.00
Lift Maintenance	4,026.48
Liquor Purchases	9,649.99
Meeting Expenses	934.10
Membership/Dues	2,363.14
Miscellaneous	50.00
Office Expenses	959.53
Operational Expenses	4,388.25
Permits, Fees, Licenses	2,314.02
Postage and Freight	306.14
Prizing	437.49
Processing Fees (CC and Dr Card)	1,707.62
Reciprocal	1,203.62
Royalty Payments	2,525.27
Ski Patrol Expenses	276.70
SnowCat	3,807.84
Snow Removal	0.00
Staff Tabs	0.00
Storage	3,192.00
Supplies	3,460.12
Suspense Account	0.00

Telephone	386.81
Tools	259.55
Training Expenses	2,372.07
Travel	0.00
Uniforms	0.00
Vehicle Maintenance	537.40
Volunteer Expenses	600.00
Website Expenses	230.48
TOTAL EXPENSES	<u>321,132.29</u>
 TOTAL EXPENSE	 <u>321,132.29</u>
 NET INCOME	 <u><u>75,951.24</u></u>

Generated On: 08/17/2023

Phoenix Mountain Alpine Ski Society

Balance Sheet As at 04/30/2023

ASSET

CURRENT ASSETS

CIBC Chequing Account	5,741.45
CIBC Gaming Account	64.14
CIBC GIC Account	0.00
CU Savings Account	101.37
CU Shares Account	25.00
Cash for Deposit	0.00
Stripe Account	0.00
Square Account	0.00
Petty Cash	0.00
Staff Tabs to Enter	0.00
Float	0.00
Accounts Receivable	2,000.00
Allowance for Bad Debts	0.00
Prepaid Expenses	11,899.02
Inventory	2,018.42
Staff Tabs	0.00
TOTAL ASSETS	21,849.40

FIXED ASSETS

Land	8,657.79
Terrain Upgrades	8,373.30
Road and Parking Lot	3,000.00
Accumm Dep: Road and Parking Lot	-3,000.00
Power Line	2,280.00
Accumm Dep: Power Line	-2,280.00
Buildings	221,917.84
Accumm Dep: Buildings	-121,719.39
Equipment	75,960.34
Accumm Dep: Equipment	-66,637.73
Auto Equipment	120,048.50
Accumm Dep: Auto Equipment	-117,298.50
Kitchen Equipment	18,791.41
Accumm Dep: Kitchen Equipment	-14,070.74
Rental Equipment	15,632.25
Accumm Dep: Rental Equipment	-15,632.25
Well 1990	4,022.79
Accumm Dep: Well 1990	-4,022.79
Miscellaneous Equipment	14,308.33
Accumm Dep: Miscellaneous Equipment	-10,625.82

Computer Equipment	1,190.88
Accumm Dep: Computer Equipment	-868.82
Snow Cat 2021-2022	105,395.00
TOTAL FIXED ASSETS	<u>243,422.39</u>

TOTAL ASSET	<u><u>265,271.79</u></u>
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LIABILITY

CURRENT LIABILITIES

Accounts Payable	3,317.26
EI Payable	158.31
CPP Payable	422.16
Income Tax Payable	425.78
CRA Penalty and Interest	0.00
Receiver General Payable	1,006.25
WCB Payable	150.91
PST Payable	9.47
GST Collected	29,623.32
GST Paid on Purchases	-27,038.14
GST Payable	2,585.18
Vacation Payable	0.00
Deferred Income	0.00
Deferred ElectricUpgrade Donation	4,031.00
Deferred FirstAid Building Donation	25,556.00
Deferred Lodge Insulation Project	57,941.33
Deferred Contribution Tractor	2,750.00
TOTAL CURRENT LIABILITIES	<u>97,347.40</u>

LONG TERM LIABILITIES

Promissory Note	25,760.95
TOTAL LONG TERM LIABILITIES	<u>25,760.95</u>

TOTAL LIABILITY	<u>123,108.35</u>
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EQUITY

RETAINED EARNINGS

Retained Earnings	66,212.20
Current Earnings	75,951.24
TOTAL RETAINED EARNINGS	<u>142,163.44</u>

TOTAL EQUITY	<u>142,163.44</u>
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LIABILITIES AND EQUITY	<u><u>265,271.79</u></u>
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Generated On: 08/17/2023



By: _____

August 17, 2023

Tracy Thomas, CAO
City of Greenwood
P.O. Box 129
Greenwood, BC V0H 1J0

Dear Ms. Thomas:

The Board of Trustees of the Greenwood Public Library Association formally requests its annual grant-in-aid from the Regional District of Kootenay Boundary be forwarded as soon as possible..

Your continued financial support enables us to supply many services and programs for the citizens of Greenwood. Information on these can be accessed via our website,
<http://greenwood.bc.libraries.coop>.

Thank you very much.

Sincerely,

Jocelyn Nega, Administrator
for the Greenwood Public Library Board of Trustees



P.O. Box 279, Greenwood, BC V0H 1J0

April 24, 2023

The City of Greenwood
P.O. Box 129
Greenwood, BC
V0H 1J0

Dear City Council members,

Enclosed please find an application for a Grant-in-Aid for the Greenwood & District Public Library Association for 2023, and our year-end financial statement for 2022.

We have seen operating expenses continue to rise over the past few years, especially the cost of hydro and postage, for example postage alone has increased 41.5 percent since 2019; while most operating revenue sources have remained stable or even decreased.

Therefore, we respectfully request that the City of Greenwood consider our application for a grant-in-aid for 2023 in the amount of eight thousand dollars (\$8000.00).

Your continued financial support enables us to supply many services and programs for the citizens of Greenwood. Information on these can be accessed via our website, <http://greenwood.bc.libraries.coop>.

Sincerely

Jocelyn Nega (Administrator)
On behalf of

Susan Harris
Library Board Chair

The Corporation of the City of Greenwood

Policy – Grant in Aid

- 1.) DATE: April 24, 2023
- 2.) NAME OF GROUP: Greenwood District Public Library Association
- 3.) MAILING ADDRESS: P.O. Box 219, Greenwood BC V0H 1S0
- 4.) CIVIC ADDRESS: 346 Copper Ave, Greenwood BC V0H 1S0
- 5.) LEGAL DESCRIPTION: _____
- 6.) TAX FOLIO #: _____ TAX YEAR: 2023
- 7.) CONTACT PERSON: Jocelyn Nega
- 8.) PHONE # 250-445 6111 or cell 250 444-1049
- 9.) LIST OF EXECUTIVE MEMBERS Susan Harris - Board Chair, Shawn Whitelegg - Vice Chair, Gerri Hollett - Treas, Dave Evans Director, Alyssa Milne, Director
- 10.) GROUPS AIMS AND OBJECTIVES: Provide services & programs to fulfill the learning & entertainment needs of the community in a supportive welcoming environment.
- 11.) OUTLINE SERVICES PROVIDED TO OUR COMMUNITY: Circulation of books, magazines, DVD & audio books - In library use of public computers free WiFi, access to databases, ebooks, audio books etc - We provide services such as photocopying, faxing, etc - Inter library loan services as well as programs for all ages.
- 12.) OUTLINE DETAILS OF EFFORTS MADE BY YOUR ORGANIZATION TO WORK TOWARDS SELF-SUFFICIENCY: As a public library we rely on financial support from all levels of government (regional, municipal, federal & provincial). We rely on donations as well as fundraising efforts (bottle drive, book sales & online auctions to raise funds for day to day operations
- 13.) IS THE FUNCTION OF YOUR ORGANIZATION:
☐ A. REGIONAL IN NATURE
☒ B. TO SERVE THE GREENWOOD AND AREA City of Greenwood & portion of Area E
☐ C. TO SERVE THE GREENWOOD AREA ONLY
- 14.) HAS YOUR GROUP RECEIVED GRANTS AND/OR TAX EXEMPTIONS FROM THE City in the past two (2) years? Yes amount of grant/tax exemption 2022 GIA - \$8000
- 15.) HAS YOUR GROUP EVER RECEIVED SUPPORT IN ANY FORM FROM THE City of Greenwood (grant in aid, services in kind, free use of facilities etc.) Yes - Annual grant in aid approved in annual budget

Copy - sent to H. & A. on April 24/23

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

NAME OF CONTRIBUTOR: RDKB - Area E

YEAR: 2022

AMOUNT RECEIVED: 3450

NAME OF CONTRIBUTOR: Prov of BC

YEAR: 2022

AMOUNT RECEIVED: 13629

NAME OF CONTRIBUTOR: Provincial Gaming Grant

YEAR: 2022

AMOUNT RECEIVED: 7000 (Book purchases only)

NAME OF CONTRIBUTOR: Prov of BC

YEAR: 2022 One time Grant Covid Recovery

AMOUNT RECEIVED: 26,417.32

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

A. THE GROUPS MOST RECENT FINANCIAL STATEMENT

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

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

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

Dated at the City of Greenwood, in the Province of British Columbia, the 24 day of
April, 2023

Signature: Jocelyn M Nege

Name: Jocelyn M Nege

Position: Administrator

Address: Box 279, Greenwood, BC V0H 1J0

Phone#: 250 445 6111 or 444-1049

Greenwood Public Library

Comparative Income Statement

	Actual 01/01/2022 to 12/31/2022	Actual 01/01/2021 to 12/31/2021
OPERATING REVENUE		
City of Greenwood	8,000.00	8,000.00
BC Government	13,629.00	13,629.00
Regional District Kootenay-Boundary	3,450.00	4,150.00
Community Futures Rent	4,800.00	4,800.00
Bank Interest	309.48	115.43
Donations	1,157.61	3,587.80
Special Donor	0.00	0.00
Reoccurring Auto Deposit	300.00	300.00
In House Services	498.50	688.10
Book & DVD Sales	1,170.40	1,376.40
Inter-Library Loan Revenue	0.00	0.00
Re-Imbursed ILL Book	29.25	0.00
Re-Imbursed	9.99	86.97
Bake Sale Fundraising	1,025.00	1,891.80
Quilt Raffle	2,552.00	0.00
Lori's Donations	740.00	1,769.00
Face Mask Donations	0.00	655.00
Bottle Drive	8,800.50	6,717.40
Online Auction	2,564.00	2,865.00
HCU - Jeans Day Donation	0.00	0.00
TOTAL OPERATING REVENUE	48,835.73	50,631.90
NON OPERATING REVENUE		
BC Gaming Commission	7,000.00	7,000.00
Human Resources Development Canada	0.00	3,515.00
CRRC - Grant - prov of BC	26,417.32	0.00
Kootenay Library Federation Grant	1,104.00	822.49
TOTAL NON OPERATING REVENUE	34,521.32	11,337.49
SPECIFIED USE REVENUE		
Law Matters	1,000.00	2,500.00
The Greenwood Improvement Society	793.17	1,323.17
West Boundary Community Forest	3,960.00	4,150.00
Heritage CU	1,250.00	0.00
TOTAL SPECIFIED USE REVENUE	7,003.17	7,973.17
Specified		
Reading Link Challenge	86.81	0.00
Specified Group Total	86.81	0.00
TOTAL REVENUE	90,447.03	69,942.56

Expenses

Wages	17,201.28	20,800.86
CPP Expense	781.00	886.64
EI Expense	380.50	460.07
Casual Labour	355.86	202.50
Administration	15,115.34	13,949.41
Covid Related Expenses	318.84	0.00
Books	7,011.24	6,962.23
Online Databases	701.46	402.15
Magazine Subscriptions	352.14	130.27
Fortis Electricity	2,104.04	1,819.61
Computer Equipment and Repair	121.07	594.84
Craft Fair Expenses	127.78	0.00
Phone	51.52	127.52
Bottle Drive Exp	270.11	0.00
Covid Related Expenses	197.70	251.49
Repairs and Maintenance	21.07	709.11
Quilt Raffle Expense	161.71	12.24
Evergreen Expense	745.50	740.54
Office Supplies	451.69	272.64
Postage Paid	1,537.00	1,707.12
Security Monitoring	308.94	299.94
Book Supplies	709.22	479.75
Dues and Memberships	300.18	246.47
Janitorial Supplies and Expense	1,120.62	1,244.80
Photocopier & Printer Expenses	519.34	179.46
Honorariums Paid	0.00	200.00
Advertising	86.94	89.82
Summer Reading Club Expense	0.00	175.10
Website Expenses	0.00	266.30
Miscellaneous Expense	0.00	0.00
WCB Expense	94.47	93.71
Shaw (Internet)	946.60	945.60
Story Time Expense	10.70	0.00
Reading Link Challenge	15.65	0.00
Interlibrary Loan Expense	5.00	0.00
Building Rent	0.00	10.00
The Greenwood Improvement Society	797.27	1,305.50
Phoenix Foundations	0.00	0.00
Law Matters	1,099.00	1,500.00
West Boundary Community Forest	6,933.41	2,100.69
Technology Grant Expenses	764.61	5,333.89
Heritage Credit Union grant expense	1,136.71	0.00
CRRC expense	3,415.84	0.00
Book Sale Expense	63.00	0.00
GST Paid	373.15	362.95
GST Paid - Books	323.98	338.81
PST Paid	0.00	0.00
TOTAL EXPENSES	65,916.83	63,101.34
TOTAL EXPENSE	65,916.83	63,101.34



NET INCOME

24,530.20

6,841.22

Greenwood Public Library
Balance Sheet As at 12/31/2022

ASSET

ASSETS

Bank - General	10,310.59
Bank - Gaming	3,177.46
Bank - High Interest Savings	50,450.49
Petty Cash	60.00
Heritage Credit Union Shares	66.60
TOTAL ASSETS	<u>64,065.14</u>

TOTAL ASSET	<u><u>64,065.14</u></u>
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LIABILITY

LIABILITIES

WCB Payable	25.81
Income Tax Payable	-0.01
CPP Payable	3.02
TOTAL LIABILITIES	<u>28.82</u>

TOTAL LIABILITY	<u>28.82</u>
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EQUITY

EQUITY

Beginning Balance Start of Year	39,506.12
Net Surplus (Defecit)	24,530.20
TOTAL EQUITY	<u>64,036.32</u>

TOTAL EQUITY	<u>64,036.32</u>
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LIABILITIES AND EQUITY	<u><u>64,065.14</u></u>
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MEMORANDUM TO COUNCIL

To: Mayor and Council

Date: September 25 2023

From: Tracy Thomas CAO

Subject: McArthur Centre Roof

Rationale

That concern regarding leaks necessitates a prompt response to address this issue, but that the overall condition of the building should be assessed, and upgrades and repairs prioritized and built into future budgets.

Current budget for 2023 is \$60,000.

Recommendations

That Council, by motion, approve the Interior Roofing quote that is within the 2023 Budget, but directs Administration to contract ISL to perform a full building assessment that will inform future work and budgets.

Background

Public Works and Administration both spent considerable effort to obtain multiple quotes for this project and only recently received two quotes.

While Interior Roofing's quote is within the budget, it is felt that Flynn Canada's quote provides significant additional value to the project that would justify the increased cost. However, budgetary restraints at this time, as well as a lack of an overall building needs assessment, would indicate that the City would be best served to address the immediate needs only.

If Council deems that Flynn's added value is preferred, there is sufficient budget in capital projects. There are several projects that have been delayed or cancelled.

Impacts

Budget \$60,000 to \$117,635

Attachments

Attachment #1 Interior Roofing Quote

Attachment #2 Flynn Canada Quote



Interior Roofing (2011) Ltd.
466 Dawson Ave. Penticton BC V2A 3N7
Phone: 250-492-7985 Fax: 250-492-7781
email:interiorroofing@shaw.ca

To:	Brooke McCourt	Quote Date:	Sept 6 2023
Title:	Receptionist/Office Clerk	Quote No:	
Company:	The City of Greenwood	Phone No:	
Address	202 S Government Ave	Fax No:	
City, Prov, Post Code	Greenwood BC	E-Mail	oc.greenwoodcity@shaw.ca

Dear Sir:

Interior Roofing is pleased to submit the following bid in response to your request for Quotation:

Bid Price*

\$

56,979.00

* GST is Extra.

Job Name:	Greenwood Community Centre	Job Site:	1355 Veterans Lane
Customer Name:	The City of Greenwood	City:	Greenwood BC

INCLUSIONS: THE FOLLOWING ITEMS ARE INCLUDED IN THIS BID:

1. Supply and Install a 2ply Torch on (SBS) roof system 4440 Sqft

* Remove and Dispose of existing roofing and metal flashings.

* Install a 180gram Base Membrane, mechanically fastened with self adhesive to prevent open flame to wood and self adhesive stripping membrane on walls to match.

* Install a 250 gram granular cap sheet membrane, fully torch applied to base sheet with stripping membrane at perimeters to match.

* Install all new drains, aluminum plumbing stacks.

* Install new 26gauge metal flashings to perimeters (standard colors) .

* All work preformed meets the Roofing Contractors Association of British Columbia Standards and Practices.

** 5 years Total System Warranty included.

*** 10 Years Manufactures Gaurantee Included.

EXCLUSIONS: THE FOLLOWING ITEMS ARE NOT INCLUDED IN THIS BID:

1. This bid does not include any cost to repair any structural, rot or mold problems.

TERMS & CONDITIONS:

1. Due to Market Volatility this quote is valid 15 days from the quote date outlined above.

2. 40% deposit payment is required prior to materials being ordered and work scheduled.

3. Projects will be periodically invoiced according to the total % of job completion.

4. Invoicing terms are due upon receipt on all progress billings and final invoice amounts.

5. Invoice amounts unpaid for more than 30 days are subject to finance charges of 24% APR applied monthly.

6. Permit(s) by Owner

Acceptance of Quote

Signature: _____

Date: _____

Submitted By:

Larry Maguire

Date:

Sept 6 2023



**FLYNN CANADA LTD.**

Unit D-1, 8775 Jim Bailey Cres · Kelowna, BC · V4V 2L7

T: 250.766.6070 · F: 250.766.3418 · W: www.flynncompanies.com

September 7, 2023

QUOTATION LETTER

To

City of Greenwood
Public Works

Attention: Rob Smith

Project

Greenwood Community Hall
1355 Veterans Lane
Greenwood, BC
Upper flat main roof

Flynn Canada Ltd. is pleased to provide the following proposal for the Roofing at the above noted project. Flynn Canada Ltd. reserves the right to review all documentation for compliance with this proposal prior to acceptance of any contract.

Scope of work Summary: NO TORCH- FLAMELESS SOLUTION!**NOTE: This scope of work is for the main upper flat roof and does not include the eyebrow roof on 2 sides of the building.**

- Complete a risk walk through of the building and complete safety paperwork.
- Remove and dispose of all loose debris on the roof system, existing perimeter metal flashings.
- Remove and save existing heat trace system.
- Mechanically fasten ¼" dens deck prime to all vertical walls and parapets.
- Mechanically ½" ISO HD board with plates and screws as per manufactures recommendations.
- NOTE: 2' x 2' will be omitted in front of all scuppers to allow for better drainage.
- Install 60 mil TPO membrane as per manufactures specifications. (grey or white)
- New membrane to extend up and over parapets.
- Install new roof hardware, drains, plumbing stacks, gas & electrical penetration to have curbs built and sealed at the top.
- Add 2 (two) additional scupper drains at the back of building. There will be 5 (five) new scuppers installed.
- Install new rainwater leaders on two new locations of scuppers. Existing downpipe to be used for existing scupper locations.
- Install new pre-painted 26-gauge flashings from a standard SMP color selection including 24-gauge wind clip.
- Remove all roofing debris on completion.
- Re-install heat trace as per existing layout, no fasteners will penetrate the new roof system.
- Provide manufacturers (Firestone) 15-year labor & materials warranty.
- Arrange to meet with the Manufactures representative for final inspection.

This sheeting increases the "R" factor of the roof, Savings on heating/cooling

COMPLETE FOR THE SUM OF.....\$117,635.00 + GST

- Additions that differ from other quote.

Similar in both quotes

Qualifications

- All workmanship completed to RCABC Standards
- All work will be completed during normal working hours.
- Any additional repairs or work not included in the above quotation will be invoiced as an extra to the contract.
- Due to the nature of the work and existing conditions, underside dust control and ceiling repairs by other
- Prior to commencing work on site, a risk assessment and asbestos survey must be completed by the building owner (or owner's representative) before conducting work where asbestos may be disturbed. Any additional costs incurred due to testing or abatement of asbestos that were not identified prior to the start of the work are not included and will be billed as an extra to the contract.
- All gas & electrical disconnects & re-connects & re-connects to be paid for by owners if required.



FLYNN CANADA LTD.

Unit D-1, 8775 Jim Bailey Cres · Kelowna, BC · V4V 2L7

T: 250.766.6070 · F: 250.766.3418 · W: www.flynncompanies.com

Terms and Conditions

- a. **Our price is valid for 30 days.**
- b. Payment terms and conditions are to be mutually agreed upon prior to acceptance of any contract.
- c. Flynn Canada Ltd does not recognize nor accept any penalty clause.
- d. Anything not referred to under the "Scope of Work Summary" as being included should not be assumed to be included, please call for clarification.

We trust that you find the above satisfactory. Should you require any additional information or clarification please contact the undersigned. Should Flynn Canada's proposal be successful we ask that this document form part of our sub-contract agreement.

~

The acceptance of this Offer shall be signified by the return of a copy duly accepted. If any of the work is proceeded with, it shall be deemed that the work is being done subject of the terms and conditions hereof even if no formal acceptance has been received. This quotation is subject to conditional acceptance. General Conditions form part of this contract.

City of Greenwood

Flynn Canada Ltd.

Accepted this _____ day of _____ A.D. 2023



Old Chimney to be confirmed if in use. If not in use, we will install a support board (plywood) and run the new membrane over the old hole.

**FLYNN CANADA LTD.**

Unit D-1, 8775 Jim Bailey Cres · Kelowna, BC · V4V 2L7
T: 250.766.6070 · F: 250.766.3418 · W: www.flynncompanies.com

General Conditions

Contract Form: Acceptance of this quote by Customer shall constitute a binding contract. In the event the Customer issues its own form of purchase order or contract, the terms and conditions contained herein shall be incorporated and form part of such purchase order or contract.

Credit: Approval of Customer's credit by Flynn is required notwithstanding Customer's acceptance of this quote.

Expiry: Notwithstanding the above, this quote shall expire unless accepted by Customer within 30 days from the date shown on first page.

Terms of Payment: All payments shall be made by Customer in Canadian funds within 30 days of invoice date payable, without set-off, deduction or back-charges other than holdbacks required by lien legislation. Where material or labour referenced in this quote forms part of a contract in which progress payments are to be made, such progress payments shall be made by the Customer to Flynn for the full amount of the labour and materials supplied by Flynn to the end of the previous month less any holdbacks required pursuant to applicable lien legislation. Holdbacks shall be paid within the timeframe and in accordance with the applicable lien legislation. Customer shall pay interest on all invoice amounts not paid within 30 days of the date of invoice at a rate of 18% per annum calculated on a daily basis from such date.

Force Majeure: Flynn is not responsible for delays in providing the material or labour caused in whole or in part from transportation tie-ups or delays, priorities, strikes, picketing, boycotts, labour disputes, accidents, riots, war, acts of God, or other causes beyond Flynn's control. Flynn shall be entitled to vary the price

quote herein in the event of unforeseen escalation in the prices of materials. Should Flynn provide notice of this occurring, the Customer shall be entitled to terminate the contract herein.

Insurance: The Customer, at its sole expense and throughout the period in which the services are performed until Flynn has been paid in full, shall maintain all risks insurance coverage for the full value of the work and materials set forth in the quote, naming Flynn as an additional insured. The Customer shall provide certified copies of any such policy of insurance upon Flynn's request. Any loss covered under such policies of insurance shall be paid to the Customer and Flynn as their respective interests may appear. Any such loss shall not affect the rights and obligations of the parties hereto, and Flynn shall be entitled to a reasonable extension of time in which to complete the work.

Default: If the Customer fails to make any payments as provided for herein or in any invoice or progress draw request of Flynn, or otherwise breaches this contract, or if this contract is frustrated, or if the Customer should become insolvent, be petitioned into or have a petition filed for the purpose of bankruptcy or other debt relief legislation, or have a receiver appointed, then Flynn may, in its sole discretion cease work immediately and shall be entitled to recover payment in full for the unpaid material and labour provided plus damages for loss of profit for the entire amount of the contract. Any failure by Flynn to insist upon a strict performance of any of the terms herein shall not be deemed a waiver of any rights or remedies that Flynn may have and shall not be deemed a waiver of any subsequent breach or default in the terms contained herein.

Liability: The Customer hereby indemnifies and holds Flynn and its employees and agents harmless from and against all liability, loss, damage, costs or expenses (including reasonable legal expenses) which Flynn may suffer relating to; (a) all loss or damage to the materials including the finished work and Flynn's equipment used to complete the services, resulting from theft, misuse, fire, water damage, flood, direct or indirect wind damage, hail, lightening, explosion, riots, impact by aircraft or other vehicles, smoke damage and any hazard or risk not caused by Flynn's employees or agents; (b) all claims, demands, actions, suits, penalties or proceedings ("Claims") arising out of or resulting from the presence of toxic or hazardous substances not previously disclosed to Flynn; and (c) all Claims for liquidated damages or otherwise by the Customer or third parties (including the owner) for incidental or consequential damages (including loss of profits) other than direct damages to physical property or injury to persons directly attributable to the sole negligence of Flynn. In no event shall Flynn's aggregate liability to the Customer and third parties for any single or series of incidents exceed \$2,000,000 for any matter for which it is not indemnified as set forth in part (c).

Installation: Flynn's method of installation shall be consistent with the specifications set out for the project by the Customer for which the materials and labour are provided. A suitable load bearing surface is not the responsibility of Flynn. The Customer hereby warrants that, once commenced, the services may be completed without interruption by Flynn and that lighting and electrical will be supplied by the Customer at no expense to Flynn except as may be specified in writing. If the Customer requires variations to the materials or labour for the project or if Flynn's work is delayed by an act or omission of the Customer or by a stop work order not attributable to Flynn, then Flynn shall be paid for such variations or the reasonable costs resulting from such delay.

Compliance with Laws: Where additional subcontractors or trades are performing work on the job site, the general contractor or the owner, as the case may be shall coordinate all activities and assume responsibility for complying with health and safety legislation. Flynn shall not be responsible for any damages or costs resulting from specifications not conforming to laws, bylaws or ordinances. Unless otherwise indicated, the contractor or owner shall be responsible for all approvals, permits and easements for the work.

Job Site Storage: Adequate access to and storage at the jobs site and operating area shall be provided to Flynn at no cost to Flynn.

Notice of Commencement of Work: Customer shall provide Flynn with at least two weeks written notice before buildings are ready for application of Flynn's materials. Such notice shall be provided after Flynn has received approval of erection detail. Customer shall be responsible for reimbursing Flynn for all additional expenses incurred by Flynn as a result of incorrect notification of readiness.

Roofing Warranty: Provided that Flynn has received full payment for the materials and labour supplied, Flynn warrants the workmanship and materials in accordance with the CRCA Standard Form of Guarantee (two years on roofing membrane and one year on related metal flashings) or the standard warranty of the local provincial roofing association, whichever is applicable.

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September 20, 2023**QUOTATION LETTER****To**City of Greenwood
Public Works

Attention: Rob Smith

ProjectGreenwood Community Hall
1355 Veterans Lane
Greenwood, BC
Upper flat main roof

Flynn Canada Ltd. is pleased to provide the following proposal for the Roofing at the above noted project. Flynn Canada Ltd. reserves the right to review all documentation for compliance with this proposal prior to acceptance of any contract.

Scope of work Summary: NO TORCH- FLAMELESS SOLUTION!

NOTE: This scope of work is for the main upper flat roof and does not include the eyebrow roof on 2 sides of the building.

- Complete a risk walk through of the building and complete safety paperwork.
- Remove and dispose of all loose debris on the roof system, existing perimeter metal flashings.
- Remove and save existing heat trace system.
- Mechanically fasten ¼" dens deck prime to all vertical walls and parapets.
- Mechanically ½" ISO HD board with plates and screws as per manufactures recommendations.
- NOTE: 2' x 2' will be omitted in front of all scuppers to allow for better drainage.
- Install 60 mil TPO membrane as per manufactures specifications. (grey or white)
- New membrane to extend up and over parapets.
- Install new roof hardware, drains, plumbing stacks, gas & electrical penetration to have curbs built and sealed at the top.
- Add 2 (two) additional scupper drains at the back of building. There will be 5 (five) new scuppers installed.
- Install new rainwater leaders on two new locations of scuppers. Existing downpipe to be used for existing scupper locations.
- install new pre-painted 26-gauge flashings from a standard SMP color selection including 24-gauge wind clip.
- Remove all roofing debris on completion.
- Re-install heat trace as per existing layout, no fasteners will penetrate the new roof system.
- Provide manufacturers (Firestone) 15-year labor & materials warranty.
- Arrange to meet with the Manufactures representative for final inspection.

COMPLETE FOR THE SUM OF.....\$117,635.00 + GST**Scope of work Summary: Eyebrow roof Along two sides of the building**

- Complete a risk walk through of the building and complete safety paperwork.
- Prime existing metal with Gaco E5320-K2 Primer
- Install Gaco Patch GP1525-2 overall seams and fasteners.
- Install Gaco High Solids Silicone S2022-5
- Remove all roofing debris on completion.
- Arrange to meet with the Manufactures representative for final inspection.

COMPLETE FOR THE SUM OF.....\$16,681.00 + GST



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MEMORANDUM TO COUNCIL

To: Mayor and Council

Date: September 25 2023

From: Tracy Thomas CAO

Subject: Health Centre Furnace Replacement and A/C addition

Rationale

Assessment on existing furnace indicated end of life and building tenants experiencing both extremes in temperature. As this building is utilized for medical patients, it is ideal to ensure that the heat/cooling systems are adequate.

Recommendations

That Council, by motion, approve the one of the attached quotes. Both are within the same price range and both are quality units, and reputable companies.

Background

Public Works and Administration both spent considerable effort to obtain multiple quotes for this project and only recently received two quotes.

There is sufficient budget to cover this cost within the capital budget.

Impacts

Budget \$15,000

Attachments

Attachment #1 Route 3 Plumbing and Heating Inc Quote

Attachment #2 Boundary Country Heating & Cooling Quote



Route 3 Plumbing and Heating INC
box 588
Greenwood BC V0H 1J0
r_yamaguchi@live.ca
GST/HST Registration No.: 740187077

Estimate

ADDRESS

City of Greenwood
Medical Center
V0H 1J0

ESTIMATE # 1080

DATE 22/08/2023

EXPIRATION DATE 22/09/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Weatherking 85K Multi	Weatherking 85K btu 2 stage Furnace Model: W96VA852521MSB	1	2,886.71	2,886.71
	Vent Pipe	Vent pipe inclusive of elbows and terminations	1	924.98	924.98
	Shop Supplies	Shop Supplies	1	150.00	150.00
	Installation	removal and replacement of furnace with new high efficient furnace and venting. utilizing old ducting with transition and gas line from old furnace.	1	2,800.00	2,800.00
	Permit	Gas permit	1	148.00	148.00
	Plenum	plenum duct transition for new furnace to connect to old	1	300.00	300.00
	Right angle MAC 2000	right angle furnace filter rack 16x25x5 high efficient filter.	1	325.00	325.00
	Air Ease 2.5 ton AC coil, condenser, line set.	2.5 Ton 13 SEER Air Conditioning coil, outside condensing unit and line set.	1	6,000.00	6,000.00

SUBTOTAL	13,534.69
GST @ 5%	676.74
TOTAL	\$14,211.43

TAX SUMMARY

	RATE	TAX	NET
GST @ 5%		676.74	13,534.69

Accepted By

Accepted Date

Make Cheque out to Route 3 Plumbing and Heating. E-Transfer r_yamaguchi@live.ca

Boundary Country Heating & Cooling

2226 North Massie Rd
Christina Lake B.C. Canada
V0H 1E2
Bradydunbar1@gmail.com
250-444-0559
BN/NE: 83529 5577 RT 0001

Estimate

Estimate No: 301
Date: 08/31/2023

For: City of Greenwood
publicworks.greenwoodcity@shaw.ca

Job Description Furenace replacment- Medical Clinic

Description	Quantity	Rate	Amount
Supply equipment materials and labour for complete installation and start up of furnace listed Equipment: 96+ 85000 BTU 5T Endeavor 2-Stage Constant CFM Multi Position Gas Furnace materials: Duct, venting, drainage misc hardware	1	\$6,748.00	\$6,748.00
Supply and install equipment materials and labour for installation of Air Conditioning system Equipment: 3 T Aluminum Cased Coil Rheem RCFT-HM3621BC 2.5 T Endeavor 13 Seer 1-Stage Air Conditioner Rheem RA13NZ Endeavor Classic RA13NZ30AJ1NA	1	\$6,320.00	\$6,320.00
Subtotal			\$13,068.00
GST 5%			\$653.40
Total			\$13,721.40
Total			\$13,721.40

Terms and Conditions

Payment is due 30 days after invoice date
2% interest on total will be applied monthly if payment is not received before due date

MEMORANDUM TO COUNCIL

To: Mayor and Council **Date:** September 25, 2023
From: Tracy Thomas CAO
Subject: Public Sector Accounting Standard 3280- Asset Retirement Obligations

Rationale

That failure to comply with this requirement will result in an adverse audit report which will impact Municipal standing, small community grants, eligibility for any government level funding etc. An experienced CPA level will need to be contracted or hired in a very short time. Engineering services will need to be utilized to assess identified assets, research similar assessed ARO's and inform the rationale for stated values.

The CPA will also be able to work with Administration to ensure that the City is set up for year end, the Budget fully inputted, and provide overall quality control for year end.

Recommendations

That Council receive this report as information and directs Administration, through motion, to contract a recommended CPA . Note that this is not an optional requirement, it must be completed prior to December 31, 2023 and time is of the essence.

Background

PSAS 3280 is the recognition of asset retirement obligations and was introduced in 2022. These obligations must be implemented for the December 31,2023 financial year end. The standard requires the City to review all tangible capital assets and identify if there is a potential retirement obligation that needs to be recorded in the future as a result of a past transaction or event giving rise to the liability occurred. The standard applies to all TCA including fully amortized TCA.

This will be a huge task for the City of Greenwood as it has not been on our radar before, and we have a lot of built assets that are past amortized useful life. Examples include the West Kootenay Power & Electric Building, the Fire Hall, McArthur Centre, City Hall etc. Typically, this is done with a combination of engineers assessing the buildings/similar valuations and CPA's providing the rationale, valuation in present value and future values, amortizations and recording entries to recognize the liability.

Administration has reached out to other municipalities to determine their methodology. Midway CAO has stated that they will be hiring a specialist to perform this. Rossland, with two CPA's on staff, has set the standard for early adoption of this standard and has provided contact information to a firm that sources short term financial support for municipalities. Administration has contacted this firm and is utilizing their services for this purpose. Administration has also spoken with ISL to determine their capacity in this field.

CAO has 3 recommended CPA's who will provide 20 hours a week from now until Christmas. CPA's focus will be to guide the ARO process and provide high level support for current compliance, reporting and year end.

Impacts

Budgetary \$25,000 estimated

Will ensure City remains in compliance

Will ensure City is able to complete all year end requirements for audit and new year.

Appendix One – Auditor Email

From: Collins, Rob

Sent: Wednesday, August 23, 2023 10:54 AM

To: cao@greenwoodcity.ca

Cc: Perehudoff, Zach <Zach.Perehudoff@ca.gt.com>

Subject: Upcoming audit

Tracy, I wanted to introduce myself, I am Rob Collins a Principal at Grant Thornton and have been overseeing the audits of the City over the last few years.

I wanted to touch base with you as there are a few things that I wanted to talk to you about. The first items relate to Grant Thornton's billings, recently we have been mandated by our National office to increase all fees by 10% and in addition, to add an Administrative fee to the billing which is 7% which was added last year and will continue. So, if everything is the same as prior year, the base fee will be around \$33,350 plus the 7% administration fee.

The second items related to new standards that have to be implemented for the December 31, 2023 year end and unfortunately, the work must be done by you or a third party you hire, we cannot do the work and audit it as that would be against the independence rules. We can review it and suggest things to improve the work, but again, can't prepare any of it. The standards that need to be implemented this year are PSAS 3450 Financial Instruments and PSAS 3280 Asset Retirement Obligation ("ARO"). The standard that will be the most work is 3280 as it requires you to review all your tangible capital assets and identify if there is a potential retirement obligation that needs to be recorded in the future as a result of a past transaction or event giving rise to the liability has occurred. This standard applies to all TCA including fully amortized TCA. I have included some snippets from the standard below however, there is a lot to this standard and there are 3 different ways to adopt the standard, retroactive, Modified retroactive or Prospective application so there are decisions that need to be made ahead of time. Some of the items that would cause an ARO are asbestos, landfill, retirement of hospital equipment, i.e. X-ray machines etc.

This is a huge task for many PSAS clients as it has never been on their radar so I wanted to bring it to your attention.

RECOGNITION OF ASSET RETIREMENT OBLIGATIONS

.09 *A liability should be recognized when, as at the financial reporting date:*

- (a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;*
- (b) the past transaction or event giving rise to the liability has occurred;*
- (c) it is expected that future economic benefits will be given up; and*
- (d) a reasonable estimate of the amount can be made.*

A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied. [APRIL 2022]

Legal obligations

- .10 A legal obligation establishes a clear duty or responsibility to another party that justifies recognition of a liability. For purposes of this Section, a legal obligation can result from:
- (a) agreements or contracts;
 - (b) legislation of another government;
 - (c) a government's own legislation; or
 - (d) a promise conveyed to a third party that imposes a reasonable expectation of performance upon the promisor under the doctrine of promissory estoppel.

Past transaction or event

- .16 A liability for an asset retirement obligation can be incurred due to:
- (a) the acquisition, construction or development of a tangible capital asset; or
 - (b) normal use of a tangible capital asset.

Initial measurement

- .33 *The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset. The estimate would include costs of tangible capital assets acquired as part of asset retirement activities to the extent those assets have no alternative use. [APRIL 2022]*

Subsequent measurement

- .49 *The carrying amount of a liability for an asset retirement obligation should be reconsidered at each financial reporting date. [APRIL 2022]*

PRESENTATION AND DISCLOSURE

- .63 *A public sector entity should disclose the following information:*
- (a) *a general description of the liability for an asset retirement obligation and the associated tangible capital asset (or a component thereof);*
 - (b) *the amortization method used for the asset retirement costs;*
 - (c) *the basis for the estimate of the liability, including the estimated total undiscounted expenditures, the time period over which the undiscounted expenditures are to be incurred, the estimated timing of settlement of these expenditures and the discount rate used;*
 - (d) *a reconciliation of the beginning and ending aggregate carrying amount of the liability showing separately the changes attributable to:*
 - (i) *the liability incurred in the current period;*
 - (ii) *the liability settled in the current period;*
 - (iii) *the change resulting from the passage of time (i.e., accretion expense); and*
 - (iv) *revisions in estimated cash flows;*
 - (e) *how any requirements for financial assurance and funding associated with asset retirement obligations, if legally required, are being met;*
 - (f) *when a reasonable estimate of the amount of an asset retirement obligation cannot be made, that fact and the reasons therefor; and*
 - (g) *the estimated recoveries. [APRIL 2022]*

The second standard 3450 will need to be looked at however it won't be as large a project as 3280 to implement. This standard deals with Financial Instruments and how they are accounted for. There are two measurement categories, the first being cost or amortized cost, which is mainly how you have been recording your FI's at and the second, Fair Value. As seen below, there are two categories where it is mandatory to record FI's at FV.

Fair value

- .020 *A government should include the following items in the fair value category:*
- (a) *derivatives; and*
 - (b) *portfolio investments in equity instruments that are quoted in an active market. [APRIL 1, 2019 *]*

This standard is implemented on a prospective basis starting on January 1, 2023. If there are Financial Instruments that have been carried on a FV basis, any adjustment to those FI's as at January 1, 2023 would flow through a new statement, the Statement of remeasurement gains and losses which will need to be included in your FS's as of December 31, 2023.

In addition to what I have mentioned above, additional disclosures are required as a result of the new standards.

In addition, as a result of these new standards, we will be required to audit your decisions/entries etc. and as a result, we will need to charge a fee over and above the regular audit fee. I am uncertain about

how much extra the bill will be as a result of auditing the implementation of these standards as it will depend largely on how much work we need to do.

Please reach out to us if you have any questions/concerns etc.

Thank you

Rob Collins | Principal

Grant Thornton LLP

200-1633 Ellis Street, Kelowna, BC, V1Y 2A8

T +1 250 712 6862 | F (125) 712-6850

E Rob.Collins@ca.gt.com | W <http://www.grantthornton.ca/>



MEMORANDUM TO COUNCIL

To: Mayor and Council

Date: September 25, 2023

From: Tracy Thomas CAO

Subject: Budget Variance Report

As of August 31st, the variance report demonstrates that currently the City is under budget in every department. This can mainly be attributed to the ongoing staff shortage which has resulted in:

- 1) Wages being underspent i.e. Admin HR is at 53%, would normally be at 67%
- 2) Projects being delayed.

Some capital projects have been delayed due to the flooding/ground water, as well as contractor availability. As at August 31st, 2023 there was \$19,536.02 in outstanding property taxes.

2023 Variance Report Summary					
		Budget	Actual Aug 31 2023	Variance	%
Revenue	Taxes	- 639,573	- 642,227	2,654	100%
	Goods & Services	- 213,226	- 184,632	28,594	87%
	Small Community Grant	- 425,000	- 401,000	24,000	94%
	Other Operational Grant	52,279	27,913	80,192	-53%
	Conditional	2,252,542	812,699		
	Water	- 262,045	- 197,328	64,717	75%
	Sewer	- 163,971	- 118,335	45,636	72%
		- 3,256,805	- 2,384,134	872,671	73%
Expenses	Administration	915,507	506,984	408,523	55%
	Parks	177,900	70,914	106,986	40%
	Protective Services	100,650	55,508	45,142	55%
	Public Works	338,820	199,988	138,832	59%
	Water	262,045	58,738	203,307	22%
	Sewer	163,971	45,105	118,866	28%
	Capital Expenditures	2,278,551	209,081	2,069,470	9%
		5,136,626	1,146,318	3,990,308	22%

Project	Budget 2023	Actual As at August 31 2023	Variance	Notes
Sani dump new pad	20,000		20,000	change in bathroom location impacted, new location TBD , 2024 budget
Generator - for lift station #2	20,000		20,000	Came in over budget but will service lift stations 2&3, and wwtp, and potentially founders day/events
FD: Fire Hall Fans and Vents	15,000		15,000	Sourcing options, audit will recommend.
FD: Tender Truck Tank Replacement	15,000	9,222	5,778	Completed
FD: 2x SCBA Units	10,000	2,400	7,600	Sourced 3 used SCBA units
City Hall Front Desk Replacement	6,500	8,046	(1,546)	Completed
New City Website	10,000		10,000	quotes secured , staff time limited to pursue.
MacArthur Centre Roof	60,000	873	59,127	Quotes recently secured - see report
PW: 1x Water Valve Exerciser	8,000	7,193	807	done
PW: Deck for Garbage Truck	5,000		5,000	deferred to 2024 or utilize funds for generator
PW: Water Service Hot Tapping Kit	2,500	2,334	166	done
PW: Service Truck with Manlift	35,000	29,809	5,191	Completed, manlift not priority, generator is
PW Site Upgrades	60,000	8,346	51,654	some work completed, rest deferred to 2024
PW Site Upgrades	30,000		30,000	some work completed, rest deferred to 2024
Lift station #3 Upgrade - New pump	55,000		55,000	still planned for 2023
GARP & Water System assessment - IHA Request	5,000		5,000	ISL completed
Downtown Garbage Cans	26,000		26,000	purchased, should arrive soon
Public Washroom Upgrade - Amendment (increase)	40,000	10,470	29,530	Underway, completion before end of October
Public Washroom Upgrade - Amendment (increase)	10,000		10,000	Underway, completion before end of October
FD: EMCOM Bay Door Replacment	20,000		20,000	ordered, will be installed by end of October
FD: Replace Furnace in Fire Hall	7,000		7,000	ordered, will be installed by end of October
Walkway and Fall Protection Upgrades to WWTP	15,000		15,000	Deferred to 2024
Sign Sponsorship Structure	5,000		5,000	? Council decision not received
Campground Improvements - 2023	29,600	20,562	9,038	Completed, remainder of funds to generator
Tree Removal - Nikkei Park	49,000		49,000	Scheduled for after campsite closes/snow on ground
Trim Height of Trees - Lions Park Fence	9,000		9,000	September/early October
Flood Protection Project - Detailed Design	27,026	69,153	(42,127)	ISL
Dike Emergency Repair	40,950		40,950	October
UBCM - FireSmart - Fuel Reduction 2022	46,923	41,050	5,873	Completed
City Hall Front Entrance Revitalization	40,000		40,000	Awaiting quote from Chima , were on site in August to assess
Greenwood Courthouse Restoration	11,867	2,021	9,846	Awaiting quote from Chima , were on site in August to assess
OCP & Zoning Bylaw Update	147,008		147,008	Underway - adjust budget for 2023/2024 ISL
UBCM - FireSmart - Fuel Reduction 2023	50,000		50,000	Cancelled in March
Asset Management - 2023	15,000		15,000	Funding was not applied for - opened in April
Asset Management - 2023	15,000		15,000	Funding was not applied for
Lind Creek Dam Decom	175,500	-	175,500	Project has received \$900,000 , but design /construction not commenced
Tunnel of Flags Restoration	10,000		10,000	deferred to 2024
Subtotal	1,146,874	211,481	935,393	

Deferred	110,000
Underspent	114,560
Available in 2023	224,560

MEMORANDUM TO COUNCIL

To: Mayor and Council

Date: September 25, 2023

From: Tracy Thomas CAO

Subject: Staff Christmas Break

Rationale

As per policy # 2021-03 The City of Greenwood's City Hall is closed between Christmas and New Year, requiring staff to use their accumulated annual leave during this time.

A holiday bonus is a gift employers may give to their employees to make them feel valued and supported as the year ends. As the staff at the city have all gone above and beyond in the last year, it would be a very positive gesture by Council to award all the regular hourly staff the 3 days off with paid leave.

Recommendations

That council, by motion, approve granting the six hourly staff members 3 paid days off between Christmas and New Years to allow them all a much-needed rest period.

Background

Budgetary impact is \$4719.

MEMORANDUM TO COUNCIL

To: Mayor and Council

Date: September 25, 2023

From: Tracy Thomas CAO

Subject: Standby Allowance

Rationale


An employee is entitled to a standby allowance when they are requested to be available for the performance of duty outside their normal working hours. Having a scheduled qualified staff member on standby for emergencies provide the City and citizens reassurance or prompt response, reduces costs of untended service breaks, and service interruption times.

Recommendations

That council, by motion, approve the Standby Policy as presented.

Background

Budgetary impact is approximately \$15,000 .

	POLICY TITLE: City of Greenwood Standby Pay	POLICY NO: 2023-03
	AUTHORITY: Council	CLASSIFICATION: Administration
	EFFECTIVE DATE: September ,2023	MOTION:
	SUPERSEDES: N/A	

DATE

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

PURPOSE

The purpose of this policy is to:

- A. set guidelines for the payment of standby allowances for Public Works Staff providing Standby Services
- B. set criteria and procedures specific to City of Greenwood after hours problems and concerns.
- D. Allow for the provision of an after-hours call out number that will be direct to the stand-by employee thus ensuring continuing service to the municipality.

POLICY

1. ADMINISTRATION

- 1.1. An employee is entitled to a standby allowance when they are requested to be available for the performance of duty outside their normal working hours.
- 1.2. Where the Employer requires an employee to be available on standby during off duty hours, the employee shall be entitled to be compensated for standby at a rate of one hour's pay at straight time for standby performed subsequent to a regular workday and one hour's pay at time and a half (1.5x) for standby performed on a day of rest or general holiday.
- 1.3. Employees on standby will be permitted to utilize a City vehicle for the duration of the standby. Use of the vehicle will be exclusively to conduct the duties required of standby.
- 1.4. An employee designated for standby duty shall be available during their period of standby at City Owned Phone and shall be required to investigate problems, notify the

supervisor if additional staff are required to become part of a work crew if necessary.

- 1.5. If an employee on standby duty is required to respond to an emergency call they shall be paid reporting pay as per Article 9.06 (Collective Agreement March 1, 2020-February 28,2023) .

MEMORANDUM TO COUNCIL

To: Mayor and Council **Date:** August 14, 2023
From: Tracy Thomas CAO
Subject: *Bylaw Amendment – Carriage House definition, Mobile Homes and Modulares addition*

Rationale

- 1) To address the lack of clarity within Zoning Bylaw 683, 1997 regarding Carriage house definition, as well as designated areas for mobile and modular homes.
- 2) A bylaw amendment that is consistent with an Official Community Plan [LGA s. 464(2)] does not require a public hearing.

Recommendations

That council, by Motion, give Zoning Bylaw Amendment 1011,2023 first and second readings.

Background

A development permit request relating to a carriage house was recently granted. The process leading up to this award brought awareness to some lack of clarity in the current zoning bylaw wording regarding carriage houses, modular homes and mobile homes.

This amendment seeks to address identified definition deficiencies.

Attachments

Attachment #1 LGA s. 464

Attachment #2 Zoning Bylaw Amendment 1011,2023

Division 3 — Public Hearings on Planning and Land Use Bylaws

Requirement for public hearing before adopting bylaw

464 (1) Subject to subsection (2), a local government must not adopt

- (a) an official community plan bylaw,
- (b) a zoning bylaw, or
- (c) a bylaw under section 548 *[early termination of land use contracts]*

without holding a public hearing on the bylaw for the purpose of allowing the public to make representations to the local government respecting matters contained in the proposed bylaw.

(2) A local government is not required to hold a public hearing on a proposed zoning bylaw if

- (a) an official community plan is in effect for the area that is the subject of the zoning bylaw, and
- (b) the bylaw is consistent with the official community plan.

Public hearing procedures

465 (1) A public hearing referred to in section 464 must be held after first reading of the bylaw and before third reading.

(1.1) Subject to subsection (1.2), a public hearing referred to in section 464 may be conducted by means of electronic or other communication facilities.

(1.2) The facilities referred to in subsection (1.1) must enable the public hearing's participants to hear, or watch and hear, each other.

(2) At the public hearing, all persons who believe that their interest in property is affected by the proposed bylaw must be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the bylaw that is the subject of the hearing.

(3) Subject to subsection (2), the chair of the public hearing may establish procedural rules for the conduct of the hearing.

(4) More than one bylaw may be considered at a public hearing and more than one bylaw may be included in a notice of public hearing.

(5) A written report of each public hearing, containing a summary of the nature of the representations respecting the bylaw that were made at the hearing, must be prepared and maintained as a public record.

(6) A report under subsection (5) must be certified as being fair and accurate by the person preparing the report and, if applicable, by the person to whom the hearing was delegated under section 469.

(7) A public hearing may be adjourned and no further notice of the hearing is necessary if the following are stated to those in attendance at the time the hearing is adjourned:

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 103. Definitions :

- 1) to replace current Carriage House definition:

Current Definition:

"CARRIAGE HOUSE" means a secondary Dwelling constructed in an Accessory Building. Specific regulations for Carriage Houses are in Section 315;

With:

CARRIAGE HOUSE means a self-contained dwelling unit, located on the same parcel of land as another dwelling unit that is separate, subordinate in size and accessory to the primary residence, and does not include a mobile home, recreational vehicle, or a storage container. Specific regulations for Carriage Houses are in Section 315.

- 2) Add the final "and to be located in identified zones only" to "MOBILE HOME" and "MODULAR/MANUFACTURED HOME" current definitions, as below.

Definitions

"MOBILE HOME" means a transportable, factory built, trailer designed and approved by C.M.H.C. to provide year round living accommodation for one family and capable of being connected to service utilities, transported on its own wheels and chassis, capable of being supported on

wheels, jacks, posts, piers, or by a permanent foundation, and is a minimum of 3.6 metres (12 feet) in width and a maximum 4.5 metres (14.7 feet) in width and contains a minimum gross floor area of 50 square metres (538.2 square feet) *and to be located in identified zones only.*

“MODULAR/MANUFACTURED HOME” means a Canadian Standards Act A277 certified factory-built buildings and bears a label of an accredited certification. The two sections must be separately towable, intended to be joined together into one integral unit and placed on a permanent foundation. Measurements between 20’ to 32’ wide and 42’ to 60’ long; *and to be located in identified zones only.*

Read a First Time this _____ day of _____, 2023
Read a Second Time this _____ day of _____, 2023
Read a Third Time this _____ day of _____, 2023
Adopted by Council this _____ day of _____, 2023

Mayor

Certified a true copy of Bylaw No. 1007, 2023
On the ____ day of _____, 2023.

Chief Administrative Officer