



CITY OF GREENWOOD

Regular Council Meeting

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

Monday, December 11, 2023

7:00 pm

AGENDA

1. Call to Order

2. Adoption of Agenda: December 11, 2023 Regular Council Meeting Agenda

3. Adoption of the Minutes

- | | |
|--|-----------|
| a. November 14, 2023 Regular Meeting Minutes | Page 3-5 |
| b. November 28, 2023 Inaugural Meeting Minutes | Page 6-7 |
| c. November 28, 2023 Regular Meeting Minutes | Page 8-10 |

4. Correspondence for Information

- | | |
|----------------------------------|------------|
| a. Ministry of Municipal Affairs | Page 11-12 |
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5. Correspondence for Action None.

6. Councillor's Reports

7. Mayor's Report

8. Administrator's Report None.

9. Accounts Payable Report November 24, 2023 – December 7, 2023 Page 13

10. New and Unfinished Business

- | | |
|--|------------|
| a. 2024 Board Appointments | Page 14 |
| b. Responsible Conduct Guiding Principles Policy | Page 15-22 |
| c. Council Procedures Bylaw No. 997, 2022 review | Page 23-34 |
| d. Concession Policy Review | Page 35-36 |
| e. Committee of The Whole discussion | |
| f. Action Tracker discussion | |

11. Bylaws

- | | |
|--|------------|
| a. Bylaw No. 1011, 2023 Utilities Billing and Payment Schedule Bylaw | Page 37-41 |
| b. Bylaw No. 1012, 2024 Revenue Anticipation Borrowing Bylaw | Page 42-43 |

12. Notice of Motions

13. Question Period

14. In-Camera – 90(1)(c)

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**
- 3. consent of all Council members present.**

15. Adjournment



CITY OF GREENWOOD
Minutes of the Regular Meeting of Council held on November 14, 2023

PRESENT

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

NOT PRESENT

Tracy Thomas, CAO, Councillor, G. Shaw

CALL TO ORDER

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

ADOPTION OF AGENDA

Motion: J. McLean/ C. Huisman

THAT the November 14, 2023 agenda be adopted as amended to add item c. to new and unfinished business.

(312-23)

Carried

ADOPTION OF MINUTES

Motion: J. McLean/ C. Huisman

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

(313-23)

Carried

Motion: J. McLean/ C. Huisman

THAT the minutes of the August 14, 2023 Regular Council Meeting be adopted.

(314-23)

Carried

Motion: C. Huisman/ J. McLean

THAT the minutes of the August 17, 2023 Special Meeting Minutes be adopted.

(315-23)

Carried

Motion: C. Huisman/ J. McLean

THAT the minutes of the September 7, 2023 Special Meeting Minutes be adopted.

(316-23)

Carried

DELEGATION

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

**CORRESPONDENCE
FOR INFORMATION**

Motion: J. McLean/ C. Huisman

THAT Council correspondence items a. through b. be accepted as information.

(317-23)

Carried

COUNCILLOR'S REPORTS

Clint Huisman: Verbal report presented

Jessica McLean: Verbal report presented – On File

MAYOR'S REPORT: Verbal report presented

ADMINISTRATION REPORT: No Report presented

Motion: J. McLean/ C. Huisman

THAT Council receive the reports as information.

(318-23)

Carried

ACCOUNTS PAYABLE REPORTS

Motion: C. Huisman/ J. McLean

THAT Council receive the cash disbursement accounts payable report in the amount of \$150,044.94 for the period of October 18, 2023 to November 9, 2023.

(319-23)

Carried

NEW AND UNFINISHED BUSINESS

- a. DP – Wildlife
Exhibition Museum.

Motion: J. McLean/ C. Huisman

THAT Council approves the Development Permit for the Wildlife Exhibition Museum located at Lot 22-25 South Copper Ave, Greenwood BC.

(320-23)

Carried

- b. Water Infrastructure
Project Grant.

Motion: J. Bolt/ C. Huisman

THAT Council approves the Water Infrastructure Project Grant.

(321-23)

Carried

- c. Christmas Light- Up.

Motion: C. Huisman/ J. McLean

THAT Council approves the Board of Trade the use of the Ballpark, Concession & Washrooms on December 2, 2023 for the annual Christmas Light-Up. Borad of trade will take down all decorations after the New Year.

(322-23)

Carried

QUESTION PERIOD

ADJOURNMENT

Motion: J. McLean

THAT Council adjourn the Regular Council Meeting at 7:35 pm.

(323-23)

Carried

Mayor

Certified Correct

Corporate Officer



CITY OF GREENWOOD
Minutes of the Inaugural Meeting of Council held on November 28, 2023

PRESENT

Mayor J. Bolt
Councillors: G. Shaw, C. Huisman, J. McLean.
Councillor Elect: CJ Rhodes

NOT PRESENT

Tracy Thomas, CAO

CALL TO ORDER

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

OATH OF OFFICE

The Oath of Office was administered by the Chief Elections Officer.

**REPORT: 2023
BY-ELECTION RESULTS**

The Chief Elections Officer presented the 2023 Local By-Election Results report.

**ADOPTION OF AGENDA
(324-23)**

Motion: J. McLean/ C. Huisman
THAT the November 28, 2023 Inaugural Agenda be adopted.
Carried

BOARD APPOINTMENTS

THAT Council table to the next Regular Council Meeting.

**2023 SCHEDULE OF
ACTING MAYOR**

Motion: J. McLean/ C. Huisman
THAT the 2024 Schedule of Acting Mayor is Approved as follows:

Councillor CJ Rhodes: November, December, January.
Councillor Clint Huisman: February, March, April.
Councillor Gerry Shaw: May, June, July.
Councillor Jessica McLean: August, September, October.

(325-23)

Carried

**REVIEW OF
ADMINISTRATIVE
AND COUNCIL
PROCEDURES**

(326-23)

Motion: G. Shaw
THAT Councillor G. Shaw Motions to call a Committee of the Whole Meeting for December 4, 2023 at 10:00 am to discuss Board Appointments, Council Procedures Bylaw, Responsible Conduct Guiding Principles Policy.

Carried

**QUESTION
PERIOD**

ADJOURNMENT

Motion: J. Bolt

THAT Council adjourn the Inaugural Council Meeting at 7:22 pm.

(327-23)

Carried

Mayor

Certified Correct

Corporate Officer



CITY OF GREENWOOD
Minutes of the Regular Meeting of Council held on November 28, 2023

PRESENT

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

NOT PRESENT

Tracy Thomas, CAO

CALL TO ORDER

Mayor Bolt called the meeting to order at 7:23 pm.

ADOPTION OF AGENDA

Motion: G. Shaw/ J. McLean

THAT the November 28, 2023 regular council agenda be adopted as amended to add "Notices of Motion" after Bylaws but before Question Period, removed item h. from Adoption of the Minutes to send back to administration, add In-Camera under section 90 (1)(c) of the Community Charter.

(328-23)

Carried

ADOPTION OF MINUTES

Motion: G. Shaw/ C. Rhodes

THAT the minutes of September 25, 2023 Regular Council Meeting be adopted.

(329-23)

Carried

Motion: G. Shaw/ J. McLean

THAT the minutes of the September 29, 2023 Special Council Meeting be adopted as amended to fix item g) under New and Unfinished Business to say Grant in Aid – Greenwood Museum.

(330-23)

Carried

Motion: J. McLean/ G. Shaw

THAT the minutes of the October 10, 2023 Regular Meeting Minutes be adopted.

(331-23)

Carried

Motion: C. Huisman/ C. Rhodes

THAT the minutes of the October 18, 2023 Special Meeting Minutes be adopted.

(332-23)

Carried

Motion: G. Shaw. C. Huisman

THAT the minutes of the October 23, 2023 Regular Meeting Minutes be adopted.

(333-23)

Carried

Motion: C. Huisman/ C. Rhodes

THAT the minutes of the October 27, 2023 Special Meeting Minutes be adopted.

(334-23)

Carried

Motion: C. Huisman/ G. Shaw

THAT the minutes of the November 9, 2023 Special Meeting Minutes be adopted.

(335-23)

Carried

**CORRESPONDENCE
FOR INFORMATION**

None.

**CORRESPONDENCE
FOR INFORMATION**

None.

COUNCILLOR'S REPORTS

Clint Huisman: Verbal report presented – On File

CJ Rhodes: Verbal report presented

Jessica McLean: Verbal report presented – On File

Gerry Shaw: Verbal report presented

MAYOR'S REPORT: Verbal report presented – On File

ADMINISTRATION REPORT: No Report presented

Motion: J. McLean/ C. Huisman

THAT Council receive the reports as information.

(336-23)

Carried

**ACCOUNTS PAYABLE
REPORTS**

Motion: G. Shaw/ C. Huisman

THAT Council receive the cash disbursement accounts payable report in the amount of \$62,561.93 for the period of November 10, 2023 to November 23, 2023.

(337-23)

Carried

NEW AND UNFINISHED BUSINESS

- a. Regional District – Acknowledgement of Grant. THAT Council thank and gratefully acknowledge the support of Director Sharen Gibbs of RDKB Electoral Area 'E'/West Boundary.
- b. Summer/Pool Student - Canada Summer Jobs 2024. **Motion: G. Shaw/ J. McLean**
THAT Council directs administration to apply for two outside Summer students for the Public Works Department for the 2024 Summer Season through Canada Summer Jobs 2024.

(338-23)

Carried

BYLAWS

- a. Bylaw No. 1011, 2023 Utilities Billing and Payment Schedule. **Motion: G. Shaw/ J. McLean**
THAT Council give First, Second and Third Readings to Bylaw No. 1011, 2023 Utilities Billing and Payment Schedule.

(339-23)

Carried

NOTICE OF MOTIONS

QUESTION PERIOD

IN-CAMERA

No Motion

ADJOURNMENT

Motion: J. McLean
THAT Council adjourn the Regular Council Meeting at 8:24 pm.

(340-23)

Carried

Mayor

Certified Correct

Corporate Officer



December 7, 2023

Ref: 273382

Their Worship Mayor John Bolt
and Members of Council
City of Greenwood
PO Box 129
Greenwood BC V0H 1J0

Dear Mayor Bolt and Councillors:

Thank you for sending a delegation to meet with me during this year's Union of BC Municipalities (UBCM) Convention. It was a pleasure to hear from you in my first UBCM Convention experience as Minister of Municipal Affairs.

I was very interested in the issues your delegation brought forward about ambulance and fire hall resources.

I understand that you are wanting to replace the current fire hall with a new multi-purpose building for additional space, and to provide additional supports to the community and surrounding areas. It was heartening to hear that you have allocated a high-profile piece of land for the new location.

Infrastructure funding programs provide an opportunity for local governments to plan, build and develop infrastructure to deliver the services their community needs in a sustainable way, going beyond conventional approaches and considering broader issues such as climate change resilience and integrated resource/service management. Consideration of your community's Asset Management Strategies and how services will be sustainably delivered over the long term is an important component for existing and future programs.

Both the ministry's Infrastructure Planning Grant Program and the UBCM administered Asset Management Planning Grant Program (AMPG) can assist local governments in preparing for future capital programs and strengthening asset management practices. Ministry staff are pleased to answer questions on programs, projects, or sustainable infrastructure. Please contact the Infrastructure & Engineering Unit in the Local Government Division, by email at: infra@gov.bc.ca. For more information about the AMPGP, please visit: <https://www.ubcm.ca/lgps/asset-management-planning>.

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Their Worship Mayor John Bolt
and Members of Council
Page 2

I see UBCM Convention as an exceptional opportunity to hear about emerging issues, and connect local governments, such as yours, with the resources available to them. I continue to advocate to my counterpart in the federal government for further future grant funding.

UBCM administers the Canada Community-Building Fund (CCBF), which includes fire halls as eligible projects. UBCM can also answer questions about the FireSmart Community Funding & Supports Program, which supports community based FireSmart planning and activities that reduce the community's risk from wildfire. Please contact UBCM, by email at: ubcm@ubcm.ca, to learn about eligibility and criteria information for potential projects under these programs.

If you have any specific questions regarding financing options, such as development cost charges, I encourage you to contact the Infrastructure and Finance Branch by email at: LGIF@gov.bc.ca.

Thank you again to your delegation for taking the time to meet with me, I look forward to continuing to work with your Council.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anne Kang', written in a cursive style.

Anne Kang
Minister

Enclosure

pc: Tracy Thomas, Chief Administrative Officer, City of Greenwood

Cheque Register-Summary-Bank



Supplier : HERIT To ZWARN
 Cheque Dt. 24-Nov-2023 To 07-Dec-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
6093	30-Nov-2023	ACCUR	ACCURA ALARMS	Issued	231	C	73.50
6094	30-Nov-2023	ACECOUR	A.C.E. COURIER SERVICES	Issued	231	C	65.24
6095	30-Nov-2023	AMAZON	AMAZON	Issued	231	C	611.13
6096	30-Nov-2023	BBFD	BARRY BEECROFT FUEL DISTRIBUTORS LTD	Issued	231	C	2,761.50
6097	30-Nov-2023	CHARV001	CHARTIER, VANESSA DAWN	Issued	231	C	700.00
6098	30-Nov-2023	CIVICINFOB	CIVIC INFO BC	Issued	231	C	417.90
6099	30-Nov-2023	CUPE001	CUPE - LOCAL 2254	Issued	231	C	512.13
6100	30-Nov-2023	DUNDIGI	DUNHAM DIGITAL	Issued	231	C	225.00
6101	30-Nov-2023	E	ENVIRONMENTAL OPERATORS CERTIFICATE	Issued	231	C	375.90
6102	30-Nov-2023	EVERITTC	EVERITT, CHRISTOPHER	Issued	231	C	330.85
6103	30-Nov-2023	GBOT	GREENWOOD BOARD OF TRADE	Issued	231	C	6,000.00
6104	30-Nov-2023	GREE	GREENWOOD COMMUNITY ASSOCIATION	Issued	231	C	450.00
6105	30-Nov-2023	JAMSEXT	SEXTON, JAMES DANIEL	Issued	231	C	2,240.00
6106	30-Nov-2023	KETTL	KETTLE VALLEY ELECTRIC LTD	Issued	231	C	1,002.19
6107	30-Nov-2023	MILLS	MILLS OFFICE PRODUCTIVITY	Issued	231	C	217.48
6108	07-Dec-2023	ACECOUR	A.C.E. COURIER SERVICES	Issued	238	C	65.24
6109	07-Dec-2023	AMAZON	AMAZON	Issued	238	C	107.61
6110	07-Dec-2023	BLACK001	BLACK PRESS	Issued	238	C	514.36
6111	07-Dec-2023	CANCO	CANCO #106	Issued	238	C	482.87
6112	07-Dec-2023	CAROENV	CARO ANALYTICAL SERVICES	Issued	238	C	587.74
6113	07-Dec-2023	GRANT	GRANT THORNTON LLP	Issued	238	C	5,617.50
6114	07-Dec-2023	GREE	GREENWOOD COMMUNITY ASSOCIATION	Issued	238	C	100.00
6115	07-Dec-2023	GREEN	GREENWOOD SAW TO TRUCK REPAIRS	Issued	238	C	243.04
6116	07-Dec-2023	HIGASW	HIGASHI, WENDY A	Issued	238	C	3,376.33
6117	07-Dec-2023	LOGGOVM	LOCAL GOVT. MGMT. ASSOCIATION	Issued	238	C	1,575.00
6118	07-Dec-2023	LORDC001	LORDCO	Issued	238	C	389.78
6119	07-Dec-2023	PROMA	PROMAG ENVIRO	Issued	238	C	5,653.65
6120	07-Dec-2023	VADIM001	CentralSquare Canada Software Inc a CentralSq	Issued	238	C	12,417.37
6121	07-Dec-2023	YOUNG001	YOUNG ANDERSON BARRISTERS	Issued	238	C	211.94
00586-0001	30-Nov-2023	BOLTJ	BOLT, JOHN	Issued	230	E	100.00
00586-0002	30-Nov-2023	FORTI001	FORTIS BC - Electric	Issued	230	E	1,933.48
00586-0003	30-Nov-2023	HUISC001	HUISMAN, CLINTON JOSEPH	Issued	230	E	100.00
00586-0004	30-Nov-2023	MCLEJ001	JESSICA, MCLEAN	Issued	230	E	100.00
00586-0005	30-Nov-2023	MUNIP	MUNICIPAL PENSION PLAN	Issued	230	E	2,818.85
00586-0006	30-Nov-2023	SHAW	SHAW, GERRY	Issued	230	E	100.00
00586-0007	30-Nov-2023	SHAW001	SHAW CABLE	Issued	230	E	467.67
00586-0008	30-Nov-2023	TELUS	TELUS	Issued	230	E	98.56
00587-0001	07-Dec-2023	FORTI001	FORTIS BC - Electric	Issued	237	E	5,715.79
00587-0002	07-Dec-2023	FORTI002	FORTIS BC NATURAL GAS	Issued	237	E	1,839.83
00587-0003	07-Dec-2023	SHAW001	SHAW CABLE	Issued	237	E	604.72

Total Computer Paid : 47,325.25

Total EFT PAP : 13,878.90

Total Paid : 61,204.15

Total Manually Paid : 0.00

Total EFT File : 0.00

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



CITY OF GREENWOOD

2024 Council Appointments

Greenwood City Hall – 202 S. Government Ave.
PO Box 129, Greenwood, BC V0H 1J0

Council Representatives

Regional District of Kootenay Boundary Board:
Alternate:

West Kootenay Boundary Regional District Hospital Board:
Alternate:

West Boundary Community Forest:
Alternate:

1 Year Appointments

Board of Trade Liaison:

Senior's Liaison:

Greenwood Volunteer Fire Department Liaison:

Heritage Development Organization:

Boundary Citizens on Patrol / Protective Services Committee:

Boundary RCMP Consultive Group Liaison:

Parks and Recreation:

Greenwood Community Association:

Greenwood Heritage Society:

Greenwood Public Library:

Public Works Liaison / Assets:

Accessibility Committee:

Boundary Country Regional Chamber of Commerce:

Boundary Invasive Species Society Liaison:

Advisory Planning Commission:

Council

Finance:

Council

Responsible Conduct Guiding Principles Policy

(The City of Greenwood Members of Council)

ADOPTED by Council Date: April 26th 2021

Policy: The City of Greenwood members, of Council are committed to fostering and achieving high standards of responsible conduct by all members of the City of Greenwood Council.

Purpose:

1. To guide the conduct and set minimum standards as the basis for responsible behavior expected of the City of Greenwood members of Council in fulfilling their roles and responsibilities while providing good governance, for, decision-making, and service delivery.
2. To address some of the ethical issues facing many local governments today, including but not limited to:

Bias: When matters of personal interest include matters dealing with family, friends or business partners and associates.

Breach of Trust: Any act by an elected or appointed official which is in violation of the duties entrusted to them.

Bullying and Harassment: In accordance with the Anti-Bullying and Harassment Policy and relevant legislation.

Confidential Information: Such as information received at a closed meeting or marked "confidential".

Conflict of Interest: Such as, whether an elected official has a direct or indirect pecuniary interest in a matter under consideration.

Gifts: Such as when a gift or benefit that is connected to an official's performance is accepted.

Inside Influence: When an elected or appointed official uses his or her office to attempt to influence a decision of the Council.

Outside Influence: When an member of Council uses his or her office in an attempt to influence a decision of any other person or body (e.g., outside the Council)

Role Misunderstanding: A misunderstanding between council and staff regarding the roles and responsibilities of Council and staff, and more specifically about who is responsible and accountable for carrying out specific tasks and duties.

Key Principles:

Integrity: Being honest and demonstrating strong ethical principles.

- ❖ Be truthful, honest and open in all dealings
- ❖ Behave in a manner that promotes public confidence in local government, including actively avoiding any perception of conflicts of interest, improper use of office or unethical conduct.
- ❖ Uphold public interest, serving citizens diligently to make decisions in the best interests of the community.
- ❖ Ensure alignment between stated values and actions, including following through on commitments, engaging in positive communication with the community and correcting errors in a timely transparent manner.

Accountability: An obligation and willingness to accept responsibility or to account for one's actions.

- ❖ Be transparent in how an elected official individually, and a council/board collectively, conducts business and carries out duties.
- ❖ Ensure information is accessible and citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- ❖ Accept and uphold that the council/board is collectively accountable for local government decisions and that individual elected officials are responsible and accountable for the decisions they make in fulfilling their roles as council members.
- ❖ Listen to and consider the opinions and needs of the community in all decision making and allow for discourse and feedback.

Respect: Having due regard for others' perspectives, wishes, and rights. Displaying deference (respectful of both tradition and legacy enshrined in Local Government Act positions as well as their intended functions) to local government offices and officers and the role of local government in community decision making.

- ❖ Treat every person, including other members of council, staff and the public, with dignity, understanding and respect.
- ❖ Show consideration at all times for colleagues and staff, including honouring people's values, beliefs, ideas, roles, contributions and needs.
- ❖ Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- ❖ Value the role of diverse perspectives and debate in decision-making.

- ❖ Act in a way that is respectful of the roles and responsibilities of the offices of Mayor and Councillor.
- ❖ In local government considerations and operations, value the municipal roles and responsibilities of local government staff as well as the community and commit to fostering a positive working relationship between staff, the public and members of Council.
- ❖ Call for and expect respect from the community towards members of Council and staff, and their roles and responsibilities within the local government system.

Leadership and Collaboration: An ability to lead, listen to, and positively influence others, coming together to create or meet a common goal through collective efforts.

- ❖ Demonstrate behavior that builds and inspires public trust and confidence in local government.
- ❖ Calmly face challenges and provide considered direction on issues, while empowering colleagues and staff to do the same.
- ❖ Create space for open expression by others, take responsibly for one's own actions and reactions and accept the decisions of the majority.
- ❖ Accept that it is the equal responsibility of the individual council members, the council as a collective, the community and stakeholders to work together to achieve common goals.
- ❖ Be an active participant in ensuring the foundational principles are followed in all local government dealings (e.g., including among elected officials, between council members and staff, with community members, with other orders of government, in the decisions of council, and in the delivery of services and other activities of the local government).

Procedure: Application of a Code of Conduct (attached)

Statement:

As a member of the City of Greenwood Council, I agree to uphold the Responsible Conduct Guiding Principals Policy as a standard of behavior as adopted by the City of Greenwood members of Council.

I affirm that I have read and I understand the City of Greenwood's Responsible Conduct guiding principals Policy

Printed Name: _____

Signature: _____

Corporate Administration Officer: _____

Date: _____

Code of Conduct:

1. Act in the Public Interest

1.1 Recognizing that the Council strives to maintain and enhance the quality of life for all the City of Greenwood residents, through professional, effective, responsive and responsible governance, elected and appointed representatives will conduct the City of Greenwood's business with integrity in a fair, honest and open manner.

2. Comply with the Law

2.1 Members of Council shall comply with all applicable federal, provincial and local laws in the performance of their public duties.

3. General Conduct

3.1 The conduct of Council members in the performance of their duties and responsibilities with the Council must be reasonable, fair, open and honest.

3.2 Members of Council have an obligation to consider issues consistently and impartially.

3.3 Members of Council will treat one another, staff and the public with dignity and respect. They must also refrain from behavior that is an abuse of power or otherwise amounts to discrimination, harassment, personal threats, intimidating or demeaning behaviour, or verbal attacks upon the character, professionalism or motives of others.

3.4 When making decisions, members of Council must consider all relevant facts, opinions and analysis of which they should be reasonably aware.

4. Respect for Process

4.1 All duties must be performed in accordance with the procedures and rules of order established by the City of Greenwood bylaws and policies, which govern the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City of Greenwood Council. Members of committees shall be aware of the mandate of their respective committee and act in accordance with it.

5. Conduct of Public Meetings

5.1 Members of Council shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. During meetings, cell phones should be turned off, kept on silent or vibrate. Meeting attendees shall not interrupt other speakers, make personal comments or comments not relevant to the business of the meeting, or otherwise disturb a meeting.

6. Communication, Interactions with Public and Media

6.1 Members of Council will accurately communicate the decisions of the Council, even if they disagree with the majority decision of the Council and will refrain from making disparaging comments about other members of Council or the Council's decision itself.

6.2 Members of Council shall publicly share substantive information that is relevant to a matter under consideration by the Council, which they may have received from sources outside of the public decision-making process.

7. E-Mail Best Practices

7.1 The Council strives to convey a professional image of the organization at all times, and will work to ensure that all forms of communication from Council meet specific standards of professionalism, graphic standards, plain language and other best practices in organizational communication.

7.2 The City of Greenwood members of Council will attempt to use e-mail best practices as set out in this document when communicating with customers, clients, or any third party on behalf of the organization via e-mail.

7.3 The City of Greenwood members of Council are expected to ensure that all electronic communications relating to the City of Greenwood business are consistently professional.

7.4 Proof-read e-mails before sending. Use a spell-checker and grammar-checker to ensure that the message is free of mechanical and grammatical errors. In the case of very important e-mails, consider having a colleague proofread a draft before the e-mail is sent. Poor writing can tarnish the Council's reputation and credibility.

7.5 Ensure the accuracy of e-mail content. Consult the appropriate authoritative source to verify that what you are writing is correct before you hit "send."

7.6 Use appropriate language and a professional tone in e-mail messages. It is often very difficult to determine when a person is using humour, sarcasm, or irony in an e-mail. Please note that e-mails that include humour, sarcasm or irony may be misunderstood and should be avoided.

7.7 Avoid using all capital letters. Messages typed in ALL CAPITALS are the e-mail equivalent of yelling, and may be taken as offensive.

7.8 Keep messages short, simple, clear and concise.

7.9 Remember that when you send an e-mail, that e-mail becomes part of a permanent electronic record. Whatever is written in your e-mail, including content and form, will be on the public record until deleted. And is subject to the Freedom of Information Legislation.

7.10 While it's common to use short-hand for personal notes, it is unacceptable for business communication. Standard abbreviations (including: e.g., Mrs., Mr., etc.) will continue to be acceptable, however, the use of excessive or colloquial abbreviations (LOL, ROFL, TTYL, BRB, etc.) is unacceptable.

7.11 Ensure that all messages are sent only to the intended recipients. Avoid sending messages to parties that are not directly affected by the contents of the message.

7.12 Ensure that all messages include a completed, appropriate and accurate Subject line and a signature.

7.13 E-mails that contain financial information (Quotes, costs, etc.) must be checked for accuracy.

7.14 Under no circumstances should the City of Greenwood confidential business information be sent out to any third-party using e-mail, without prior written authorization from the Council.

7.15 Archive all messages that are older than 3 months.

7.16 Outgoing e-mails shall include a signature block indicating the sender's name, title and contact information and follow the City of Greenwood graphic standards. The sender shall be responsible for ensuring that paper copies of e-mail strings are kept where circumstances warrant.

8. Decisions Based on Merit

8.1 Members of Council shall base their decisions on merits and substance of a matter at hand, rather than on unrelated circumstances and information.

9. Conflict of Interest

9.1 Members of Council shall be aware of their responsibilities under the Community Charter and Local Government Act and shall fulfill the requirements of conflict-of-interest provisions set out in the Community Charter. It is expected members of Council will make decisions that benefit the City of Greenwood. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or business interests.

9.2 Members of Council must fully disclose to the Council and the Chief Administrative Officer any direct or indirect pecuniary interest, any bias or undue influence with respect to any matter they are dealing with immediately.

9.3 Any conflict or incompatibility between personal interests and the impartial performance of public or professional duties must be resolved appropriately and in accordance with statutory requirements.

9.5 Confidential information gained through official positions must not be used for securing a private benefit for the official and or anyone else.

9.6 Members of Council must not expect or request preferential treatment for themselves or their family because of their position. They must also avoid any action that could lead members of the public to believe that they are seeking preferential treatment.

10. Gifts and Personal Benefits/Favours

10.1 Members of Council must not, directly or indirectly accept a gift or personal benefit that is intended to influence the member's performance of their respective official duties related to the City of Greenwood, and never accept a gift of cash. Members of Council must ensure that their immediate family members do not receive gifts or personal benefits that could appear to an impartial observer to be an attempt to challenge this policy or to influence or secure a favour from the Community Charter and Local Government Act.

11. Confidential Information

11.1 Members of Council shall be aware of their responsibilities under the Community Charter the which sets out legislation and requirements with respect to Duty, to Respect Confidentiality and which all members of Council shall fulfill. Any collection, use and disclosure of personal and or private business information must be managed in accordance with the Freedom of Information and Protection of Privacy Act and for the purpose for which it is intended to be used.

11.2 Members of Council shall respect the confidentiality of information concerning property, personnel or legal affairs of the City of Greenwood and of information provided by a third party to the City of Greenwood on a confidential basis. The confidentiality of information concerning property, personnel, the City of Greenwood legal affairs or information provided by a third party to

the City of Greenwood on a confidential basis, must be respected and must not be disclosed without authorization, nor used to advance personal, financial or other private interests.

11.3 Members of Council shall not disclose or release to anyone, confidential information acquired by virtue of their office in either oral, electronic or written form except when required by law or authorized by the Council to do so.

11.4 The deliberations and decisions made in a closed meeting must not be released to the public until the Council approves, by resolution, that this information be released to the public.

11.5 Except in the normal course of duties, members of Council must not in any way change or alter the City of Greenwood's records or documents.

12. Use of Public Resources

12.1 Members of Council are not entitled to use public resources, which are not available to the overall public such as equipment, supplies or facilities or other private property other than for the discharge of their duly authorized duties dealing with the City of Greenwood business and in no case for private or personal gain, convenience or profit.

13. Political Activity

13.1 Members of Council must not undertake campaign related activities on Greenwood property and must not use any City of Greenwood property or staff for campaign work including, the City of Greenwood's, photocopiers, computers, and email lists etc.

14. Interactions with Members, Staff and Advisory Bodies

14.1 Members of Council must act in accordance with Councils, Procedure Bylaw and the conduct guidelines outlined in this document.

14.2 Members of Council must not direct or influence, or attempt to direct or influence any staff or advisory body member in the exercise of their duties or functions and are not to contact or issue instructions to any of the City of Greenwood's, contractors, tenderers, consultants or other service providers.

14.3 Members of Council must not make public statements attacking or reflecting negatively on the City of Greenwood staff or invoke staff matters for political purposes.

15. Implementation

15.1 The City of Greenwood's Guiding Principles for Responsible Conduct Policy and the code of conduct procedure will be provided to candidates running in the City of Greenwood elections.

Candidates elected to the City of Greenwood Council or individuals appointed to the Regional District Kootenay Boundary Board as municipal Directors and those appointed as Alternate Directors, as well as individuals appointed to other City of Greenwood bodies, committees and commissions will be requested to sign the Policy affirming they have read and understand the City of Greenwood Responsible Conduct of Conduct. The Policy and code of conduct procedure will be reviewed at orientation sessions for new and returning elected and appointed officials following each election or by-election.

16. Compliance and Enforcement

16.1 All members of Council are to abide by the requirements of the Community Charter and Local Government Act, and the Guiding Principles for Responsible Conduct Policy and shall endeavor to resolve disputes in good faith recognizing that interpersonal malice and rancor do not facilitate good governance.

16.2 The Council may impose sanctions, such as motion of censure or rescinding the appointment to a committee on those whose conduct does not comply with the City of Greenwood's policies or for breaching its code of conduct procedure.

16.3 To ensure procedural and administrative fairness, members who are accused of violating any provision of the Code of Conduct shall have a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare his or her case to respond to these allegations. Before considering a sanction, Council must ensure that a member has: (1) received a written copy of the case against him or her and (2) a minimum of one week or the time between two consecutive meetings, whichever is greater, to prepare a defense against any allegations and (3) an opportunity to be heard.

16.4 The complaints are to be submitted to the Chief Administrator Officer, who shall retain all reports or other written and electronic records pertaining to the complaint.

17. Impact on Council Decisions

17.1 A violation of this Responsibility Conduct Guiding Principles Policy shall not be considered a basis for challenging the validity of a Council decision.

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

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

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

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

CORPORATION OF THE CITY OF GREENWOOD

BYLAW NO. 997, 2022

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

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

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

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

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

Citation

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

Interpretation

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

Bylaw No. 738, (j)
2000 Amendment

Appointment of Acting Mayor

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

Council Meetings

4. (1) Regular Council Meetings

Bylaw No. 738,
2000 Amendment

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

Special Council Meetings

5. (1) Notice of Special Council Meeting

Bylaw No. 738,
2000 Amendment

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

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

In Camera Special Council Meetings

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

Opening Procedures

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

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

Council Meeting Agendas

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

(2) Notice of Regular Council Meetings

Bylaw No. 738,
2000 Amendment

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

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

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

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

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

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

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

Bylaw No. 834,
2010 Amendment

Adjournment

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

Rules of Conduct

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

Rulings and Appeals

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

Voting

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

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

Delegations and Petitions

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

Bylaw No. 834,
2010 Amendment

Question Period

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

- (2) A maximum period of 15 minutes shall be provided for considering questions from members of the public, however that maximum may be extended to 30 minutes with the unanimous consent of all Council members present.

Motions

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

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

16. Notices of Motion

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

17. Bylaws

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

Public Hearings

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

Committee of the Whole

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

Standing and Select Committees

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

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

Bylaw No. 738,
2000 Amendment

Miscellaneous

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

Repeal

24. City of Greenwood Procedure Bylaw 654 is repealed.

Effective Date

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


Read a First Time this
Read a Second Time this
Read a Third Time this
Adopted by Council this

7th day of November, 2022
7th day of November, 2022
7th day of November, 2022
28th day of November, 2022




Mayor

Certified a true copy of Bylaw No. 997, 2022
On the 8 day of Dec, 2022.



Corporate Officer

	POLICY TITLE: Concession Stand Policy 8020-20 Amendment	POLICY NO: 8020-20 (Amendment)
	AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Recreation and Cultural Services
	EFFECTIVE DATE: January 23, 2023	MOTION: 24-23
	SUPERSEDES: Policy No. 8020-20	

Purpose

The City of Greenwood's Concession Stand Policy establishes and outlines the principles of use for the City's facility, deposit, rental fees, and the expectations of users. The primary goals of the policy are:

- To protect the concession stand from damage.
- To ensure the standards for cleanliness in the facility are maintained.
- To set the rates for deposits and rental fees.

Scope

This policy addresses the Barbara Diane Colin Memorial Baseball Park located at 168 N. Kimberley Ave. in Greenwood, BC. The facility includes the concession building, washrooms, and storage shed.

Exemptions

The following groups and events are exempt from rental fees:

- City of Greenwood Community Events
- Greenwood Recreation Commission
- Greenwood Volunteer Fire Department

Deposits

- A three hundred dollar (\$300) deposit fee will be submitted to the City of Greenwood at the time of application to use the concession building.
- A fifty dollar (\$50) deposit fee will be submitted to the City of Greenwood at the time of signing out keys to access the concession building, washrooms, and storage shed.
- Deposits will be returned in full if there is no damage, cleaning required, and when keys are returned to the City of Greenwood.
- All expenses associated with repairs and cleaning will be deducted from the deposit before the City of Greenwood returns a deposit to a user. The deposit will be returned within five (5) working days after the post-event inspection.
- If expenses for repairs and cleaning exceed the deposit, the users will be billed for the excess. In case of non-payment, permission will be refused for further use of the facility.

Rental Fees

- A rental fee of seventy-five dollars (\$75) per day, or forty dollars (\$40) for up to four (4) hours of use applies to rental of the concession building.

Appropriate Use Guidelines

- A “Licence to Use and Occupy” application must be submitted to the City of Greenwood a minimum of one (1) week prior to the preceding regular meeting of Council. Liability insurance may be required as a condition of approval, at the discretion of Council.
- Users must contact the Interior Health Authority to determine if a food permit is required.

Concession Order of Inspections

- Pre-event photographs are taken.
- Facility inspection forms completed (to document the condition of the facilities).
- Equipment inspection forms completed.
- Keys will be provided two (2) working days before the event.
- Post-event photographs are taken.
- Inspections forms are reviewed (to document the condition of the facilities after use).
- Equipment inspections forms are reviewed after the event.

**CORPORATION OF THE CITY OF GREENWOOD
BYLAW NO. 1011, 2023**

UTILITIES BILLING AND PAYMENT SCHEDULE

A Bylaw to establish the Corporation of the City of Greenwood Utilities and Billing Payment Schedule for the year 2024.

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

1. Citation

This Bylaw may be cited as “Utilities Billing and Payment Schedule Bylaw No. 1011, 2023”.

2. Definitions

“City” means the City of Greenwood.

“Owner” means the homeowner or the landowner.

“User” means any person, company or corporation who is the owner or agent for the owner of any premises connected to municipal water and sewer services.

3. Regulations

3.1 Utility rates are divided into four equal payments. Utility rates include municipal water and sewer services. The annual billing periods are set out as follows:

Billing Period	Month to Expect Bill	Month of Due Date (30+ Days After Issuance)
January 1 – March 31	January	March 31
April 1 – June 30	April	June 30
July 1 – September 30	July	September 30
October 1 – December 31	October	December 31

3.2 Rates

- a) This Bylaw shall be amended annually.
- b) There shall be an annual inflation rate increase for municipal water and sewer services
- c) Council may increase the municipal water and sewer service rates above the annual inflation rate.

3.3 Sewer Rates: Municipal sewer rates are set out in Schedule A of this Bylaw.

3.4 Water Rates: Municipal water rates are set out in Schedule B of this Bylaw.

3.5 Violations and Penalties:

- a) A 2.5% penalty will be placed on all accounts not paid by the due date on the quarterly bill;
- b) Water shut off dates:
 - (i) User rates not paid by the deadline date established as the first working day after July 1st each year shall have the water shut off by the City;
 - (ii) User rates not paid by the deadline date established as the first working day after October 1st each year shall have the water shut off by the City;
- c) Shut off charges are at the owner's expense;
- d) Reconnection charges are at the owner's expense;
- e) Owners will be required to prepay the rest of the billing year; and
- f) Failure to pay invoices or fines by December 31st in any year will be added to and form part of the taxes payable on the property taxes in arrears.

3.6 Water Shut Off:

When the City or the owner shuts off the water, the owner will continue to pay for water utilities. The owner is not exempt from paying utilities.

4. Severability

If any part of this Bylaw is for any reason held invalid by a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

5. Repeal

Bylaw No. 1000, 2022, cited as "Utilities Billing and Payment Schedule Bylaw", is repealed.

6. Effective Date

The "Utilities Billing and Payment Schedule Bylaw No. 1011, 2023" will be in effect on January 1, 2024.

Read a First Time this

Read a Second Time this

Read a Third Time this

Adopted by Council this

Mayor

Certified a true copy of Bylaw No. 1011, 2023

On the day of , 2023.

Corporate Officer

**CITY OF GREENWOOD
SCHEDULE A**

UTILITIES BILLING AND PAYMENT SCHEDULE

This Schedule A of per annum Sewer Rates will apply effective January 1, 2024

	WITHIN THE CITY 2024	OUTSIDE THE CITY 2024
<u>RESIDENTIAL</u>		
Single Family or Mobile or Multi Family (per dwelling unit)	352.84	352.84
Carriage House	352.84	352.84
<u>COMMERCIAL</u>		
Apartment or Secondary Suite (per unit)	329.16	329.16
Store or Office Building	329.16	329.16
Store Front with Residence	452.00	452.00
Motel or Cabin (per unit)	540.28	540.28
Beauty Parlor or Beauty Shop	352.84	352.84
Restaurant or Dining Room	540.28	540.28
Coffee Shop	443.32	443.32
Hotel or Saloon	776.76	776.76
Church or Club	287.72	287.72
Public Garage or Service Station	443.32	443.32
Campground or RV Park: Base	352.84	352.84
- Rate per site	45.64	45.64
<u>INDUSTRIAL</u>		
Laundry or Dry Cleaner	570.40	570.40
Car Wash	546.48	546.48
Small Industries (up to 10 employees)	443.24	443.24
Small Industries (over 10 employees)	521.68	521.68
<u>INSTITUTIONAL</u>		
Schools (per classroom or gym)	117.88	117.88
<u>FORT GREENWOOD</u>		
Per Occupied Site	329.16	329.16
Clubhouse	287.72	287.72
Laundry	570.40	570.40

**CITY OF GREENWOOD
SCHEDULE B**

UTILITIES BILLING AND PAYMENT SCHEDULE

This Schedule B of per annum Water Rates will apply effective January 1, 2024

	WITHIN THE CITY 2024	OUTSIDE THE CITY 2024
<u>RESIDENTIAL</u>		
Single Family or Mobile or Multi Family (per dwelling unit)	505.92	505.92
Carriage House	505.92	505.92
Home Based Business: Greenhouse or Beauty Salon	632.40	632.40
<u>COMMERCIAL</u>		
Apartment or Secondary Suite (per unit)	348.28	348.28
Store or Office Building	306.68	306.68
Store Front with Residence	576.72	576.72
Motel or Cabin (per unit)	148.08	148.08
Beauty Parlor or Beauty Shop	413.20	413.20
Restaurant or Dining Room	740.08	740.08
Coffee Shop	385.68	385.68
Hotel or Saloon	740.08	740.08
Church or Club	312.64	312.64
Public Garage or Service Station	427.96	427.96
Campground or RV Park: Base	458.48	458.48
- Rate per site	59.72	59.72
<u>INDUSTRIAL</u>		
Laundry or Dry Cleaner	760.28	760.28
Car Wash	637.16	637.16
Small Industries (up to 10 employees)	360.00	360.00
Small Industries (over 10 employees)	430.16	430.16
<u>INSTITUTIONAL</u>		
Schools (per classroom or gym)	224.08	224.08
<u>FORT GREENWOOD</u>		
Per Occupied Site	348.28	348.28
Clubhouse	312.64	312.64
Laundry	760.28	760.28

**CORPORATION OF THE CITY OF GREENWOOD
BYLAW NO. 1012, 2024
REVENUE ANTICIPATION BORROWING BYLAW**

A BYLAW TO PROVIDE FOR THE BORROWING OF MONEY IN ANTICIPATION OF REVENUE

WHEREAS the municipality does not have sufficient money on hand to meet the current lawful expenditures of the municipality;

AND WHEREAS it is provided by Section 177 of the *Community Charter* that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year; and
- b) The whole amount of any sums of money remaining due from other governments;

AND WHEREAS there are no liabilities outstanding under Section 177;

AND WHEREAS the total amount of liability that Council may incur is four hundred forty three thousand, four hundred forty seven dollars (\$443,447), made up of the sum of four hundred forty three thousand, four hundred forty seven dollars (\$443,447), being 75% of the whole amount of the taxes levied for all purposes in prior year, and zero dollars (\$0), being the whole amount of the sum of money remaining due from other governments;

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

1. This bylaw may be cited as "Revenue Anticipation Borrowing Bylaw No. 1012, 2024".
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of four hundred forty three thousand, four hundred forty seven dollars (\$443,447).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the officer assigned the responsibility of financial administration of the municipality.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
5. That the "Revenue Anticipation Borrowing Bylaw No. 1012, 2024" will be in effect on January 8, 2024.

Read a First Time this	11 th day of December, 2023
Read a Second Time this	11 th day of December, 2023
Read a Third Time this	11 th day of December, 2023
Adopted by Council this	8 th day of January, 2024

Mayor

Certified a true copy of Bylaw No. 1012, 2024

On the day of , 2024.

Corporate Officer