



CITY OF GREENWOOD

Regular Council Meeting

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

Monday, February 12, 2024

7:00 pm

We acknowledge that our gathering takes place on the unceded and traditional territory of the indigenous peoples that region as well as the Metis people whose footprints have marked these lands.

AGENDA

1. Call to Order

2. Adoption of Agenda: February 12, 2024 Regular Council Meeting Agenda

3. Adoption of the Minutes

- a. January 22, 2024 Regular Meeting Minutes Page 3-5

4. Delegation

- a. Linda Worley, RDKB Board Director,
James Chandler, Deputy CAO, Anitra Winje, Corporate Officer Page 6-7

5. Correspondence for Information

- a. Forest Enhancement Society of BC Page 8-12
- b. West Fraser Timber Co. Page 13
- c. Ministry of Public Safety and Solicitor General Page 14-15
- d. Greenwood Board of Trade – Report Page 16-17
- e. 2020 CRI FireSmart Community Funding & Supports Page 18
- f. LGMA Newsletter Page 19-21
- g. City of Campbell River – Community Safety Act Page 22-23

6. Correspondence for Action

- a. Request for resolution – RDKB Page 24
- b. Support for Bill-34 – District of Sicamous Page 25-26
- c. Memo to Council – Regional District of Kootenay Boundary Page 27-31
- d. Support for Resolution – City of Abbotsford Page 32

7. Councillor's Reports

Page 33

8. Mayor's Report

Page 34-36

9. Administrator's Report

None.

10. Accounts Payable Report January 19, 2024, – February 8, 2024

Page 37

11. New and Unfinished Business

- | | |
|--|------------|
| a. Memo to Council – Midway Volunteer Fire Department Grand in Aid Request | Page 38-44 |
| b. Occupational Health and Safety Policy | Page 45-53 |
| c. Work Alone and Incident Policy | Page 54-61 |
| d. Work Safe BC Report | Page 62-76 |
| e. Work Safe BC Report | Page 77-80 |
| f. | |

12. Bylaws

- | | |
|---|------------|
| a. Bylaw No. 1013, 2024 Good Neighbour Bylaw – Fourth & Final Reading | Page 81-89 |
|---|------------|

13. Notice of Motions

14. 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
3. consent of all Council members present.

16. Adjournment



CITY OF GREENWOOD
Minutes of the Regular Meeting of Council held on January 22, 2024

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 7:00 pm.

ADOPTION OF AGENDA

Motion: C. Huisman/ C. Rhodes
THAT the January 22, 2024 regular council agenda be adopted as amended to add "Responsible Conduct Guiding Principles Policy" under item c. new and unfinished business and "Good Neighbour Bylaw No. 1013, 2024" under item d.

Carried

(18-24)

ADOPTION OF MINUTES

Motion: C. Rhodes/ C. Huisman
THAT the minutes of December 11, 2023 Regular Council Meeting be adopted as amended to add Councillor Shaw's Report on RDKB Director On File and to remove Mayor Bolt's vote in the affirmative.

Carried

(19-24)

Motion: C. Rhodes/ G. Shaw
THAT the minutes of January 8, 2024 Regular Council Meeting be adopted.

Carried

(20-24)

**CORRESPONDENCE
FOR INFORMATION**

Motion: C. Rhodes/ G. Shaw
THAT the correspondence item a. be accepted as information.

Carried

(21-24)

**CORRESPONDENCE
FOR ACTION**

None.

COUNCILLOR'S REPORTS

Clint Huisman: Verbal report presented

CJ Rhodes: Verbal report presented

Jessica McLean: Verbal report presented – On File

Gerry Shaw: Verbal report presented – On File

Motion: G. Shaw/ J. McLean

THAT Council agree to bring 3 items to discussion when working on the Council Procedures Bylaw review – 1. Withholding Minutes from Public until council approves drafted version. 2. Take away who Motioned and Seconder. 3. Land Acknowledgement.

Carried

(22-24)

MAYOR'S REPORT: Verbal report presented

ADMINISTRATION REPORT: None.

Motion: C. Rhodes/ C. Huisman

THAT Council receive the reports as information.

Carried

(23-24)

**ACCOUNTS PAYABLE
REPORTS**

Motion: G. Shaw/ J. McLean

THAT Council receive the cash disbursement accounts payable report in the amount of \$122,685.77 for the period of January 5, 2024 to January 18, 2024.

Carried

(24-24)

**NEW AND UNFINISHED
BUSINESS**

- a. Greenwood Recreation Association.

Motion: C. Rhodes/ G. Shaw

THAT Council approves the Greenwood Recreation Association to use Council Chambers for this year's AGM on Saturday February 24, 2024.

Carried

(25-24)

- b. Girl Guides BC Council.

Motion: G. Shaw/ C. Rhodes

THAT Council directs staff to light up City Hall with Blue lights on February 22, 2024 in support of Girl Guides around the world.

Carried

(26-24)

- c. Responsible Conduct Guiding Principles Policy.

Motion: C. Rhodes/ G. Shaw

THAT Council approve the Responsible Conduct Guiding Principles Policy.

Carried

(27-24)

BYLAWS

- a. Bylaw No. 1013, 2024 Good Neighbour Bylaw.

Motion: C. Rhodes/ C. Huisman

THAT Council give First, Second and Third Readings to Bylaw No. 1013, 2024 Good Neighbour Bylaw.

Carried

(28-24)

NOTICE OF MOTIONS

None.

**QUESTION
PERIOD**

Resident asked questions regarding the status of his water since he received a letter from the City of Greenwood stating that they are waiting for more information.

Mayor and Council told resident that administration is looking into this.

IN-CAMERA

No Motion.

Motion: G. Shaw/ C. Huisman
THAT Council adjourn the In-Camera meeting at 8:57 pm.

Carried

(29-24)

ADJOURNMENT

Motion: G. Shaw
THAT Council adjourn the Regular Council Meeting at 8:58 pm.

Carried

(30-24)

Mayor

Certified Correct

Chief Administrative Officer

(date)

City Clerk,
City of Greenwood,
P O Box 129,
GREENWOOD, B. C.,
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 February 11, 2008
(date of meeting)

The subject to be dealt with by the delegation is: RDKB services and budgets as they pertain
to the City of Greenwood

The proposal intended to be made to Council is: informational purposes

The name(s) of the person(s) who will address Council is(are): Linda Worley RDKB Board Chair
James Chandler, Deputy CAO Anitra Winje, Corporate Officer

The contact persons for the delegation is:

Name: Anitra Winje

Mailing address: 843 Rossland Ave, Trail BC V1R 4S8

Phone: 250.231.4748

corporate@rdkb.com

Yours sincerely,

Anitra Winje

(signature)



THE CORPORATION OF THE CITY OF GREENWOOD

POLICY TITLE: Requests to Council

Policy No: 0550(1)

1. Anyone wishing to appear before City Council as a delegation is required to file with the City Administrator a written notice clearly setting out the following:
 - (a) the subject to be dealt with
 - (b) the proposal intended to be made to Council, and
 - (c) the name(s) of the person(s) who will address Council.
2. The written notice referred to above must be received by the Administrator not later than 12:00 pm on the Wednesday preceding the regularly scheduled meeting.
3. The requirement for advance written notice may only be waived by a resolution of Council, and this would normally be considered where it was impossible for required advance notice to be given.
4. Delegations are allowed a maximum of 10 minutes to present their submission or petition, however, this period may be extended by a resolution of Council.
5. A petition to Council must include the name of each petitioner with his or her residential address and telephone number.



Forest Enhancement
Society of BC

January 26, 2024

Dear Mayor and Greenwood (City) Council,

In January 2023 at the Truck Logger's Association convention, Premier David Eby announced that the Forest Enhancement Society of BC (FESBC) would be entrusted to administer \$50 million of funding for forest enhancement projects. These projects would have two specific purposes: to utilize more waste wood from the forest and to reduce wildfire risks for communities.

Our team at FESBC got to work right away and by late spring, that same year, rolled out a funding intake for First Nations, community forests, and communities throughout the province to apply to for funding. Just one year after the Premier's announcement, 66 projects have been approved valued at \$47.9 million and the work on the ground is active now. The enclosed report shares an overview of these newly funded projects in regions all throughout the province.

We are very proud of the various project partners who have stepped forward with creative and thoughtful projects which not only utilize more waste wood or reduce wildfire risk, but have additional benefits such as improving wildlife habitat, developing recreational opportunities, creating or maintaining forestry-related jobs often in rural communities, and improving the health and resilience of our forests.

Additionally, 39 of these 66 projects are either led by, or involve, First Nations.

The enclosed Accomplishments Update showcases three of these newly funded forest enhancement projects. Industry leaders Gordon Murray, Executive Director of the Wood Pellet Association of Canada, and Joe Nemeth, General Manager of BC Pulp & Paper Coalition, share how critical this funding has been to help address some of their members' needs to keep people working, harness innovation to help B.C.'s bioeconomy, and take action on climate change.

FESBC projects show there doesn't need to be a trade-off between the environment or the economy – it can be a win for both.

Steven F. Kozuki, RPF
Executive Director, FESBC

P.S. Keep up to date on FESBC funding and funded projects. Visit www.fesbc.ca and sign up for our monthly newsletter.

(212) MC



January 2024

Enhancing B.C.'s Forests By Using the Entire Tree

How First Nations and local communities are innovating to lead the way in the green economy



Left to Right: Daniel Persson, Forestry Superintendent with Central Chilicotin Rehabilitation; Joe Webster, Manager with Tsilalga Biomass; Philippe Theriault, General Manager with Tsilalga Enterprises; and Steve Kozak, with the Forest Enhancement Society of BC



"Over the last four years, close to one million cubic metres of fibre has been recovered in our region, and much of the recovery work was supported with funding from FESBC's fibre utilization program."

PERCY GUICHON

Executive Director
Central Chilicotin Rehabilitation Ltd.

2023-2025 Fibre Utilization & Wildfire Risk Reduction Programs*

67,765 TRUCK LOADS

An estimated 67,765 truck loads of wood fibre is being utilized instead of piled and burned in slash piles

229,382 CARS OFF THE ROAD

Avoided greenhouse gas emissions from these projects is equivalent to taking over 200,000 cars off the road

1,060,168 AVOIDED EMISSIONS

As a result of these projects, over one million tonnes of carbon dioxide equivalent, or CO₂e, will be avoided, helping take action on climate change

*as of December 2023

It's not the Environment or the Economy—it's Both

In a world where issues are increasingly being framed as being divisive and polarized, it is refreshing to see new and innovative examples of win-win solutions. Instead of rehashing the decades-old debate of jobs versus the environment, the **growing forestry bioeconomy** in British Columbia uses waste wood and biomass from the forest that otherwise would be slash burned or left behind to instead create green energy and sustainable forest products.

Slash burning of waste wood, wood left over from timber harvesting or other treatments, creates significant greenhouse gas emissions which can be avoided if waste wood is used. Using that waste wood also creates many family-supporting jobs throughout the supply chain.

Thus, the creation of sustainable jobs and taking action on climate change is the very essence of what a bioeconomy should look like.

Win/win solutions for the environment and the economy

is something the Clean BC Plan strives for.



Forest Enhancement
Society of BC

Learn more about innovative people
and projects throughout B.C.



- 1 A work crew helping with the Osoyoos Indian Band's project
Photo Credit: Rob Svendsen
- 2 A view of Central Chilcotin Rehabilitation Ltd's Pressy Lake work site
Photo Credit: Tiffany Christianson Photography
- 3 Stuwix Resources Joint Venture and Valley Carriers project is to reduce waste and enhance the utilization of fibre
Photo Credit: Stuwix Resources Joint Venture

Fibre Utilization Throughout B.C.

1

PROJECT OLIVER

This project is focused on bringing a culture change to how low value fibre is viewed in the Southern Interior. The goal is to find ways to enable the full utilization and delivery of pulp fibre in line with the traditional values and harvesting practices of the Osoyoos Indian Band

3,284 TRUCK LOADS

of fibre will be diverted from being burned

14,381 Cars off the Road

The avoided emissions as a result of the project is like taking 14,381 cars off the road

"The Osoyoos Indian Band (OIB) values the sustainable uses of natural resources throughout their traditional territory. Fibre utilization through improved forest practices results in less burning of debris piles, cleaner air and waterways and the financial benefit from processing what would normally be left behind due to uneconomic viability. Managing the larger landscape for wildfire risk reduction, climate change adaptations, and mitigating insect infestations are critical to the OIB and FESBC funding has provided the means to meet numerous management objectives on our traditional lands." —DAN MACMASTER, Forest Manager, N'Wamip Forestry, of the Osoyoos Indian Band

2

PROJECT: 70 MILE

This project contributes to the restoration of a fire damaged forest while supporting the development of capacity to efficiently utilize fibre for local facilities and support First Nation participation in the forest bioeconomy.

1,369 TRUCK LOADS

of fibre will be diverted from being burned

6,704 Cars off the Road

The avoided emissions as a result of the project is like taking 6,704 cars off the road

"By avoiding 'business as usual' pile and burn practices, we will transform the removed fibre into pulp chip and biomass resources, aligning with FESBC's mission to enhance environmental values and supporting rural economies. This project stands as a beacon of First Nations' approach to modern forestry showcasing the harmonious integration of ecological restoration, fire hazard mitigation, and forward-thinking solutions for a resilient and sustainable future." —PHILIPPE THERIAULT, RPE General Manager, Tsildelo Enterprises | Senior Advisor, Central Chilcotin Rehabilitation Ltd

3

PROJECT: MERRITT

This project represents a broad partnership between local First Nations, industry, and government to maximize the utilization of forest fibre to support local facilities and avoid the emissions associated with the burning of debris.

78 TRUCK LOADS

of fibre will be diverted from being burned

277 Cars off the Road

The avoided emissions as a result of the project is like taking 277 cars off the road

"This funding from FESBC allows us to further transport waste fibre from farther distances to ensure the maximum utilization of this important resource in our local community. Partnering with Stuwix, we are able to provide additional local jobs and fulfill the value of maximizing their resource by finding new markets for what used to be waste wood. Further, this will help us transform logging residuals into value-added products utilized by the agricultural, pulp, and clean energy industries in BC."

—BEN KLASSEN, CEG | Valley Carriers Ltd



HON. BRUCE RALSTON
Minister of Forests
@BruceRalston

Insights from the Minister

The Forest Enhancement Society of BC (FESBC) supports First Nations, community, forests, rural communities, and many others who take on projects to help strengthen forest health and ecosystems while creating good jobs in communities across the province. As we look ahead to a new year, it's vital we build on the lessons learned

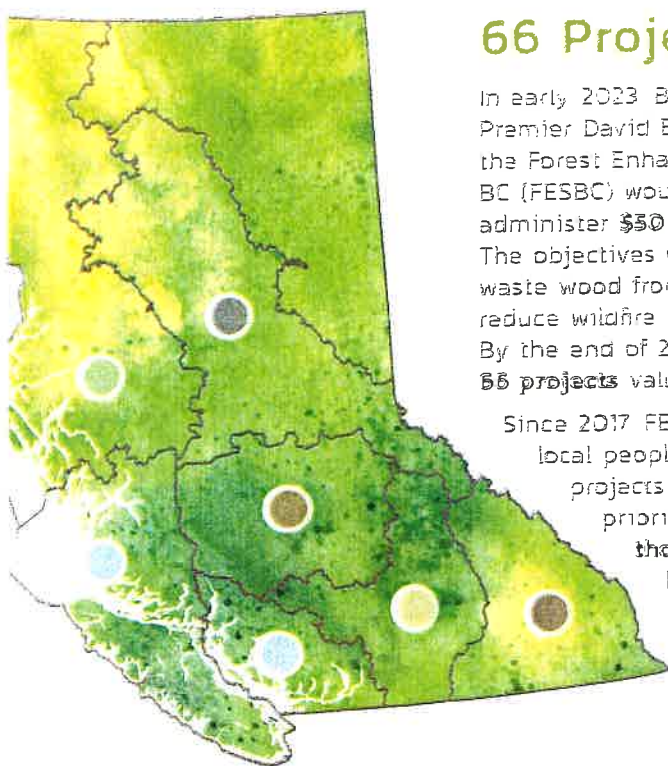
in 2023, specifically, following the worst wildfire season in our province's history with the help of the 66 projects funded in 2023, B.C. is taking necessary steps in battling climate change and becoming more resilient in the face of worsening wildfire seasons. Thank you to the entire team at FESBC for a job well done.

Connecting The Dots: 66 Projects with Multiple Outcomes

In early 2023, British Columbia Premier David Eby announced that the Forest Enhancement Society of BC (FESBC) would be entrusted to administer **\$50 million of funding**. The objectives were to use more waste wood from the forest and to reduce wildfire risks for communities. By the end of 2023, FESBC approved **66 projects** valued at **\$47.9 million**.

Since 2017, FESBC has been inviting local people to propose forestry projects that align with local priorities. The **creativity and thoughtful innovation** of local people throughout British Columbia is reflected in the projects funded

by FESBC which always achieve multiple objectives. Projects that use waste wood **reduce greenhouse gases** while at the same time **create jobs** and **reduce wildfire fuels**. Projects that reduce wildfire risks for communities are done in a manner which also **improves wildlife habitat**, **creates recreational opportunities**, and **improves the health and resilience of forests**. Overall, about 30% of FESBC projects are led by Indigenous people, which is said to **contribute to reconciliation**. Each dollar of FESBC funding works to accomplish several goals, all of which are important to British Columbians now and for future generations.



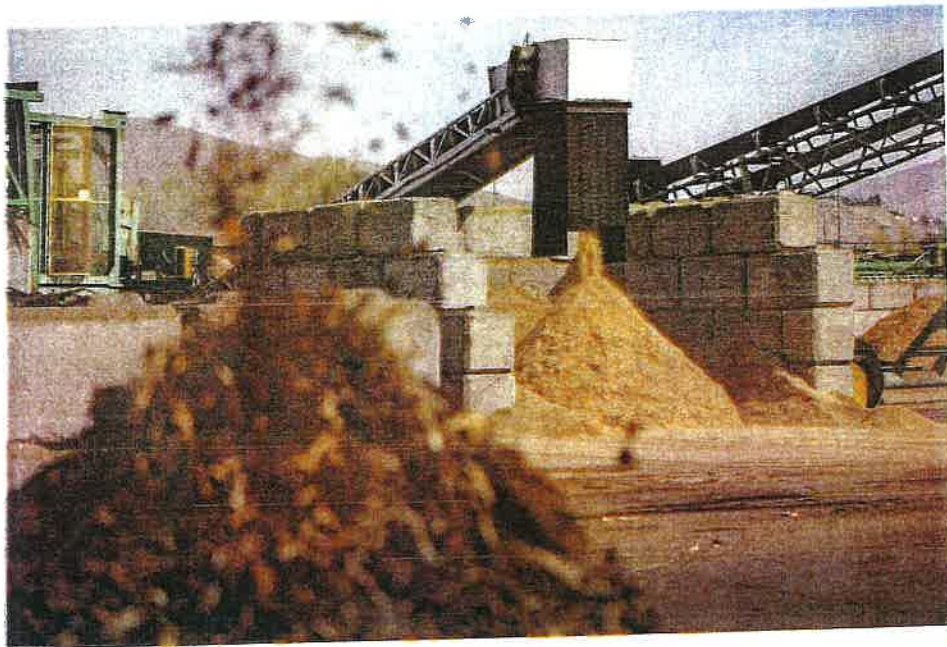
FOREST REGIONS

Overview of Newly Funded Projects

	South & West Coast	Thompson-Okanagan	Kootenay-Boundary	Cariboo	Omineca	Skeena	TOTALS
Total Number of Projects	12	17	5	16	7	9	66
Total FESBC Funds Allocated	\$5,220,334.00	\$9,364,130.00	\$3,704,808.00	\$16,205,555.00	\$8,024,861.00	\$5,354,661.00	\$47,874,349.00
Total Fibre Utilized in cubic metres	391,213	626,761	283,286	567,545	837,367	369,585	3,075,757
Total Fibre Utilized in truck loads	8,668	14,407	6,449	12,324	17,704	8,213	62,765
Total Avoided Emissions (CO2e)	144,132	193,350	123,229	197,455	257,249	144,753	1,060,168
Equivalent Number of Cars off the road (in terms of emissions)	32,101	43,063	27,445	40,594	54,341	31,838	229,382
Total Number of Hectares Treated	—	84	78	487	—	—	649
Total Number of Hectares Planned	—	—	24	410	—	—	434
Projects Led by First Nations	9	8	—	9	1	5	32
Projects that Involve First Nations	—	1	1	—	3	2	7



Funded projects are utilizing over **3 million cubic metres of fibre** normally burned. This results in the equivalent of over 225,000 cars off the road.



"Healthy forests are essential to thriving and diverse ecosystems that support healthy people, secure communities along with a sustainable B.C. economy. They also have a key role in address climate change impacts given their ability to absorb and store large amounts of carbon from the atmosphere. We are proud to work with FESBC, First Nations, and local communities to strengthen forest stewardship so forests, watersheds and our communities are more resilient to the changing climate."

HON. GEORGE HEYMAN

Minister of Environment and Climate Change Strategy

@GeorgeHeyman



GORD MURRAY

Executive Director
Wood Pellet Association of Canada

"Today B.C. is experiencing longer wildfire seasons and more extreme fire behaviour, placing growing risks on communities, critical infrastructure, economies, people's health and safety, and long-term forest health. Until recently, the role of biomass in fire mitigation has largely been overlooked. The reality is that the wood pellet sector has a critical role to play by converting excess forest floor debris from harvested areas into wood pellets. Today, what was once considered waste, is now opening new doors into the bioeconomy and providing renewable energy around the world and making our communities safer."



JOE NEMETH

General Manager
BC Pulp & Paper Coalition

"FESBC funding is allowing the forest sector to fundamentally improve the utilization of our forest resource. This includes initiatives such as recovering logging waste that would otherwise be piled and burned, salvaging fire damaged timber, and supporting the development of First Nations led bio-hubs. It's about doing more with less. And the benefits are threefold: **Environmental**—significant reduction in carbon emissions by reducing slash burning; **Social**—meaningfully engaging/employing First Nations and independent contractors from small communities whose livelihoods depend upon the forest sector and, **Economic**—without this initiative, more pulp mills would have to shut, putting thousands of people out of work."

Learn More

If you'd like to learn more about the Forest Enhancement Society of BC and how people in British Columbia's forests are helping create climate change solutions, reduce wildfire risk, and keep workers employed through our funded projects, connect with us!



Steve Kozuki
FESBC Executive Director
skozuki@fesbc.ca
or 1.877.225.2010

Subscribe to our FESBC Newsletter:

www.fesbc.ca

Follow us on:

FESBC would like to gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Forests.

PRINTED IN CANADA



FOR IMMEDIATE RELEASE

Fraser Lake, BC - January 24, 2024

RE: West Fraser Timber Co. Ltd. Announces Permanent Closure of Fraser Lake Sawmill

On January 22, 2024 West Fraser Timber declared the permanent closure of its operations at the Fraser Lake Sawmill. The decision is attributed to West Fraser's inability to access economically viable fibre in the region.

The announcement has stunned communities throughout the region, including Municipal, Regional, and First Nations governments. The substantial consequences of this development on the local community, which is impacting friends, neighbours, and families, is deeply disconcerting.

In response to this situation, the surrounding area is mobilizing efforts to explore viable alternatives that will ensure economic sustainability for the affected communities. A key focus is on preserving the fibre resources within the region.

Despite the challenges, the Fraser Lake area stands resilient and vibrant. Chief Michell of Stellat'en First Nation, Chief Louie of Nadleh Whut'en First Nation, Chair Parker (Electoral Area D Director) Regional District of Bulkley-Nechako, and Mayor Storey from the Village of Fraser Lake have engaged in discussions with Provincial and Federal Government officials, seeking various forms of government support.

The impacted communities are uniting their efforts to find solutions and resources for those most affected by the closure. This collaborative approach involves regular communication and an intensified economic partnership to address the challenges posed by this development.

As the region faces this significant change, stakeholders are committed to working together to mitigate the impacts and forge a path towards a sustainable and prosperous future. All levels of government are committed to a strong communication of relevant developments and supportive initiatives.

Together we will get through this challenging time in our history and find a pathway forward.

Sincerely,

Sarah Storey
Mayor
Village of Fraser Lake

Marten Louie
Chief
Nadleh Whut'en

Robert Michell
Chief
Stellat'en

Mark Parker
Chair/Director, Electoral
Area D, Regional District
of Bulkley-Nechako

CC: Premier David Eby
Bruce Ralston, Minister of Forests
Nathan Cullen, Minister of Water, Land, and Resource Stewardship
Brenda Bailey, Minister of Jobs, Economic Development and Innovation



January 31, 2024
Ref: 660523

His Worship John Bolt
City of Greenwood
PO Box 129
Greenwood BC V0H 1J0
Email: frontdesk@greenwoodcity.ca

Dear Mayor John Bolt:

I am writing in response to your letter of January 3, 2024. I am pleased to hear the level of service your community is receiving is one that is supportive of community safety in the City of Greenwood (the City).

Thank you for communicating the City's satisfaction with the current de-regionalized model and the desire to see it become permanent.

As you may be aware, under the *Police Act*, the Province is responsible for providing policing and law enforcement services to rural or unincorporated areas and municipalities under 5,000 population. As a municipality under 5,000 population, the City receives police services from the Provincial Police Service through the Midway Provincial RCMP Unit, which operates out of the Midway RCMP Detachment.

Ministry staff and the BC RCMP have been engaged in discussions around service delivery in the Kootenay Boundary Regional District (KBRD) and we will ensure the information the City has submitted to the Ministry will be shared with the RCMP as part of the review process. These discussions are nearing conclusion and additional information will be provided once available.

I encourage you to continue working with your Detachment Commander to ensure the City's community safety needs are addressed.

.../2

Mayor John Bolt
Page 2

Thank you once again for writing and communicating your community's satisfaction with the current organizational structure in the KBRD and, specifically, within the City of Greenwood.

Regards,

Glen Lewis
Assistant Deputy Minister
and Director of Police Services
Policing and Security Branch

pc: Katherine St. Denis, A/Executive Director, Indigenous, Core Policing and Contract
Management Division, Policing and Security Branch
Corporal Bill Hughes, Midway Detachment Commander, RCMP "E" Division



Greenwood Board of Trade

P.O. Box 430, Greenwood, B.C., V0H 1H6

Facebook: greenwoodBot

This report is part of our Service Agreement

We would like to take this opportunity to thank Mayor, Council and City Staff for all the support over the past year!

Here are some highlights of 2023's accomplishments.

Downtown Banners – Local businesses supported and invested in the development of the banner replacement for the downtown corridor. **"The art club did an amazing job"** the banners will be installed this summer for all to see.

Founders Day Parade – With the involvement and participation of our neighboring communities made for another great success, enjoyed by many not just from our community but the entire region. Having main st as the parade route really enhances the event.

Founders Day 2023 – was another well attended event, the community groups and organizations really showcase our community engagement and pride. The Fireman's competition was a hit, it looks to have started a regional interest to come and be part of this year's festivities.

Gold Rush Car Show - Even though the car show weekend was extremely smokey and the province put out a do not travel along highways warning, the attendance was pretty good considering, we had 78 registered cars, plus a couple groups that did not register, an estimate of 300+ attendees, 17 local vendors, including non-profits that were able to fundraise and educate the public, these include the GW volunteer fire department and the recreation association with the sale of hotdogs, the Boundary Historical Society, RDKB with fire smart, Association for Injured Motorcyclists and the feline society

Rock Creek Fall Fair Fundraiser - along with raising funds for the Board of Trade this event was an opportunity to promote and showcase Greenwood, to the many Fair-goers who stop by our booth. We answered many questions about our city, and encourage folks to visit and consider looking at opportunities to move to and investing in our community.

Halloween Bonfire, Hotdogs & Hot Chocolate Event - The support and co-sponsorship with The City of Greenwood, the Board of Trade hosted the annual free to the community Halloween event. We invite all, especially the young Ghouls & Goblins to come to the Ball Park after Trick or Treating to warm up with Hotdogs, Hot Chocolate and a Bonfire. It was a very well attended event.

Christmas Light Up on December 2 - Community Christmas Light Up trees at the Ball Park and along Copper Avenue. The community was invited to help decorate attend the lighting of our 25' Community Christmas Tree and take part in the festivities, from young to old everyone enjoyed the Bonfire while warming up with free hotdogs and hot chocolate, while warming their souls singing and listening to Christmas Carols performed by The Boundary Community Choir, known as "The Vocallocos". Even Santa made an appearance to help make it a memorable evening, it was a Beautiful Small-Town Christmas Ambience event.

The development and focus on a Boundary Economic Diversification Plan

Midway council applied and received a grant funding determined that a regional approach would be more beneficial. With the help of Community Futures, Lochaven Consulting has been facilitating that process.

There is amazing potential for regional investment and growth, not just for our communities but the entire region through these initiatives.

The Board of Trade will be tasked and engaged in initiatives opportunities created by this plan and we look forward to assisting in that development. It is a long-term vision and will require dedicated involvement.

2023 membership enrollment and participation has been exceptional, local businesses and community members who have supported and joined the Board of Trade have enhanced our ability to expand and providing additional services to the city. With the development of committees, we are able dedicate more people to events and capital projects incentives. As we begin 2024, there are potential opportunities for a stewardship of some city owned properties. Potentially to help maintain and utilize buildings and properties that have been neglected over the years, that require maintenance and attention. These proposals will be forth coming throughout the course of year.

2024 is The Board of Trade's 125th year of service to the City of Greenwood

We look forward to your continued support in promoting Economic Civic and Social Welfare in The Boundary

On behalf of all the Board of Trade Members and Executives

President
Barry Noll



February 7, 2023

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

**RE: 2020 CRI FireSmart Community Funding & Supports – Payment Letter (CRI-174:
PHASED FM - Greenwood Fuel Reduction Project)**

Dear Mayor Bolt and Council,

Thank you for submitting final report documentation for the above noted Community Resiliency Investment project. The CRI Working Group has reviewed your submission and the reporting requirements have been met.

The final report notes total project costs of \$54,729.73. Based on this, a payment in the amount of \$44,922.63 will follow shortly by electronic funds transfer. This represents final payment for the project and is based on one hundred per cent (100%) of total eligible costs to the grant maximum, less a progress payment of \$9,807.10 (issued September, 2021).

On behalf of the Working Group, I congratulate you on the successful completion of this project and offer best wishes for future community safety work in your community.

Sincerely,



Jonas Woodrow, Program Officer

The Community Resiliency Investment program is funded by the Province of BC

Brooke McCourt

From: Local Government Management Association of BC <office@lgma.ca>
Sent: February 5, 2024 11:03 AM
To: Brooke McCourt
Subject: LGMA Job Circular, News, and Program Updates - Week of February 5, 2024

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

Professional Development Partners:



LIDSTONE & COMPANY



STEWART McDANNOLD STUART
Barristers & Solicitors

YA YOUNG ANDERSON
BARRISTERS & SOLICITORS

Travel Grant Partner:

LIDSTONE & COMPANY

LGMA Newsletter:

Week of February 5, 2024

2024/25 LGMA New Zealand Overseas Exchange Program

In partnership with Taituarā — Local Government Professionals Aotearoa, LGMA is now accepting applications for the 2024/25 New Zealand Overseas Manager Exchange Program. This opportunity is open to LGMA regular members.

The exchange is an excellent opportunity for local government managers to focus on their management skills, competencies, and knowledge, as well as career development. Gain professional, personal, and cultural experience that can be applied back at your local government!



Submit your [application form](#) before Sunday, May 5th. Selection of the successful candidate will be made by a committee of the LGMA Board of Directors.

LGMA Training:

Meet with experienced HR knowledge holders!

HR Connect Lunch Series

February 12

A few seats remaining!

CAO Pre-Forum Workshop

February 20

Registration closing soon!

CAO Forum, Vancouver, BC

February 20 - 22

Understand issues that impact Indigenous Peoples

Indigenous Awareness Training

March 12

Registration is filling up quickly!

Supervisor Essentials Online Course

April 16 - May 14

LGMA On-Demand Courses

Enjoy this complimentary course!

Ethics in Local Government

Available on-demand

LGMA Membership

2024 Membership now available!

Update your LGMA profile to stay connected

See all Training & Workshops

Additional News and Training:

Recognizing women in BC and Alberta

Lynn Ostad Award nominations

Nominations due February 27

Connecting Communities BC funding program

Third intake now open

Open until March 14

Resource, tools, and other helpful information

Truth and Reconciliation Resources for BC Local Governments

BC Wildfire Service

Preparation for the 2024 fire season

BCMSA self-paced courses

Be a Psychologically Safe Leader

BC keeping people safe

Supports for the Implementation of Emergency Management

LGMA Chapter Activities

Save the Date!

Rocky Mountain / West Kootenay Boundary

LGMA Chapter Conference

April 24 - 26, Nelson, BC

Find your chapter today!

LGMA Chapter Membership Renewal

See all News & Opportunities

**Thank You to our 2024
Professional Development Partners
and Travel Grant Partner**

Professional Development Partners:

LIDSTONE & COMPANY



STEWART MCDANNOLD STUART



YOUNG ANDERSON

Travel Grant Partner:

LIDSTONE & COMPANY

The LGMA is proud to work alongside **Lidstone & Company** to promote excellence in BC local government.

Thank you to Lidstone & Company Law Corporation, Stewart McDannold Stuart Barristers & Solicitors, and Young Anderson Barristers & Solicitors for being 2024 Professional Development Partners. These organizations have worked closely with LGMA throughout the years, and we are grateful for their continued support which assists us in providing high quality training and networking opportunities for local government professionals.

We would also like to acknowledge Lidstone & Company Law Corporation as a 2024 Travel Grant Partner. Their support will help reduce financial barriers and improve access for participants travelling to LGMA programs.

Connect with the LGMA



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

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

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

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



City of Campbell River
From the Office of the Mayor

February 2, 2024

The Honourable Minister Farnworth
Minister of Public Safety and Solicitor General
Via email: P3343.Minister@gov.bc.ca

Dear Minister Farnworth,

Re: Community Safety Act and Community Safety Amendment Act

You recently received a letter from the Mayor of Fort St. John, Lilia Hansen, highlighting crime-related challenges in their community stemming from specific properties. Mayor Hansen recounts a specific case where a much-loved community space has become the center of frightening and unsettling incidents and asks the Province to reconsider the *Community Safety Act and Community Safety Amendment Act* to help address challenges such as these.

Mayor Hansen's letter resonated with Campbell River City Council, as we tragically see similarities within our own community. Like Fort St. John, Campbell River has experienced a rise in criminal and illegal activity and associated threats to public safety from specific properties. These properties can be a hub for organized crime and drug trafficking, opioid use and sadly deaths, and weapons-related violence, and they serve to undermine the sense of safety and wellbeing of immediate neighbors and the wider community. Despite police, bylaw and fire services interventions, the challenges with these properties persist and escalate over time if left unchecked, as we have seen here in Campbell River. As Mayor Hansen relates, the compounding risks can lead to tragedy and leave local governments wondering why there aren't more tools available.

The province of BC previously drafted the *Community Safety Act and Community Safety Amendment Act*, similar to legislation which is in force in several Canadian provinces and the Yukon. The powers within this legislation are an effective and reasonable response from provincial authorities to chronic and illegal behavior from problem properties. To echo the words of Mayor Hansen, it is frustrating and disheartening that the tools set out in this Act are not available to local governments, and as a result, we are unable to address the community safety challenges we face today.

We feel compelled to add the City's voice to the call for stronger support from the Province to better meet persistent threats of crime and disorder within our local communities. We ask you to consider bringing into force the *Community Safety Act* and *Community Safety Amendment Act* along with the necessary law enforcement resources to effectively implement such legislation. If this is not possible, we request that the Province look at other effective tools and interventions which could help us respond to problem properties in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Dahl', with a stylized, cursive flourish at the end.

Kermit Dahl
Mayor

January 17, 2024

To: Mayor and Council
City of Greenwood
PO Box 129,
202 South Government Ave.,
Greenwood, B.C. V0H-1J0

Attention: City of Greenwood Mayor and Council

Dear Mayor Bolt and Members of the City Council,

Re: Request for resolution to seek grant opportunity – UBCM 2024 CRI FireSmart Community Funding & Supports

The Union of British Columbia Municipalities is accepting grant proposals for the 2024 CRI FireSmart Community Funding & Supports program. Last year, the RDKB Emergency Program successfully secured this grant, which was used to implement FireSmart programs, conduct extensive public outreach, and develop new Community Wildfire Resiliency Plans (CWRPs) for six municipalities - a project that is due to conclude by spring 2024.

The RDKB Emergency Program is seeking the 2024 CRI FireSmart grant to sustain FireSmart regional activities. The plans include public education, execution of home assessments under the home partners program, specialized FireSmart and Wildfire readiness training for emergency services personnel, and varied community and emergency preparation.

The grant application process requires a certified resolution to confirm support for the RDKB project and approval for the Emergency Program to administer and provide overall management of the grant funding. Accordingly, we are requesting that the City of Greenwood provide a resolution in support of the RDKB's application to undertake further FireSmart work as outlined in its 2024 CRI FireSmart Community Funding & Supports grant application.

Best regards,

CPires

Carlene Pires
RDKB Emergency Program
FireSmart Coordinator

Main

202 - 343 Rossland Avenue
Trail, BC V1R 4S8
T: 250 368 9146
T/F: 1 800 355 2452
F: 250 368 3990

Grand Forks

2140 Central Avenue
Grand Forks, BC V0H 3H0
T: 250 442 2705
T/F: 1 877 520 7352
F: 250 442 2666

rdkb.com



District of Sicamous
446 Main Street
PO Box 219
Sicamous, BC
V0E 2V0

T: 250 836 2477
F: 250 836 4314
E: info@sicamous.ca
sicamous.ca



January 26, 2024

The Honourable David Eby, MLA
Premier of the Province of British Columbia
premier@gov.bc.ca

DELIVERED VIA EMAIL

Re: Support for Bill-34

Dear Premier,

District of Sicamous council would like to express its support for Bill 34 and the *Restricting Public Consumption of Illegal Substances Act*.

We are disappointed by the Supreme Court's decision to grant a temporary injunction against Bill-34, which would protect children and youth from being exposed to illicit drug use and impose fines on those who choose to use drugs openly in public parks, sports fields and beaches.

Council urges the Province to appeal the Supreme Court decision.

When decriminalization came into force, council saw that the pilot program lacked guardrails and undermined provincial legislation regulating the possession and consumption of alcohol, tobacco and cannabis in public spaces.

For Sicamous, it was important to ban drug use in our parks, aligning with existing prohibitions for smoking, alcohol and cannabis. We knew we had to keep parks safe and welcoming for families. Amending our parks regulation bylaw allowed the District to implement its own guardrails and we were pleased to see the Province taking a similar approach.

Public spaces should continue to be enjoyed and used for their intended purpose.

Decriminalization aims to reduce the stigma that prevents illicit drug users from accessing lifesaving supports and services. We fear decriminalization will not solve the toxic drug crisis. Many of us have either lost a friend or loved one from toxic drugs or know someone who has lost a friend or family member. The number of overdoses, the lives lost, in our Province is devastating.

Increased funding and immediate access to addiction supports and treatment beds are

needed to help individuals and families suffering from addiction.

When help is sought, and a glimmer of hope exists, it must be available at that moment for there to be healing and change.

Sincerely,

A handwritten signature in cursive script, appearing to read "Colleen Anderson".

Colleen Anderson, Mayor
DISTRICT OF SICAMOUS

cc. Mel Arnold, MP North-Okanagan Shuswap
Greg Kylo, MLA Shuswap
B.C. Municipalities and Regional Districts



Regional District of
Kootenay Boundary

202 - 843 Rossland Avenue
Trail, British Columbia, Canada V1R 4S8
Tel. (250) 368-9148

Memorandum

To:	City of Greenwood Mayor and Council
From:	Donna Dean, RDKB Manager of Planning and Development
Date:	January 29, 2024
Re:	Boundary Integrated Watershed Service – Requisition Limit

The purpose of this memorandum is to describe the proposed 25% increase in tax requisition for the Boundary Integrated Watershed Service (BIWS) and to seek your council's approval.

In 2018, the RDKB by Bylaw No. 1678, established the Boundary Integrated Watershed Service for the purpose of promoting and delivering watershed management planning in the Boundary Area. This was done with the assent of the electors for the following: the City of Grand Forks; the City of Greenwood; the Village of Midway; and Electoral Areas: C/Christina Lake, D/Rural Grand Forks, E/West Boundary.

The Service Establishment Bylaw caps the tax requisition at \$160,000. Due to cost pressures and the RDKB's agreements with its employees it's not possible to operate the service without increasing the requisition at this time. The Province of BC, through Regulation 113/2007, enables a Board to increase tax requisition by 25% every 5 years for services like this, which are capped. The 25% averages out to a typical 5% increase per year. Use of Regulation 113/2007 does not require the RDKB to go to referendum. The 25% increase has been in the approved 5 Year Financial Plan since approximately 2020 due to the anticipated future need. The BIWS operates under a very lean budget and has been using contributions to reserve in the earlier years of the service to smooth out taxation over the last couple years.

The BIWS, while capped at a \$160,000 tax requisition for the last 5 years, has brought in nearly \$1,000,000 in grant funding from higher levels of government, which has been a huge benefit to the Boundary

Area by enabling us to update and add to our floodplain mapping, increasing engagement with First Nations and creating drought response plans. The 2024 budget includes a further \$800,000 in grants for rural riparian projects, which if approved will also be beneficial to the entire area. Without the BIWS service, we would not be able to apply for these funds or coordinate the use of those funds.

Attached:

RDKB Draft Bylaw 1867



Regional District of Kootenay Boundary

Bylaw No. 1867

A Bylaw to amend RDKB Service Establishment Bylaw No. 1678, 2018 to increase the requisition limit

WHEREAS pursuant to the provisions of the *Local Government Act* and amendments thereto, a Board may by Bylaw and with the consent of the service participants amend a Service Establishment Bylaw;

AND WHEREAS with assent of the electors of RDKB Electoral Area C/Christina Lake, RDKB Electoral Area D/Rural Grand Forks, RDKB Electoral Area E/West Boundary, the City of Grand Forks, the City of Greenwood, and the Village of Midway, the Regional District of Kootenay Boundary has, by Bylaw No. 1678, 2018, established the Boundary Integrated Watershed Service for the purpose of promoting and delivering watershed management planning in the Boundary;

AND WHEREAS the Regional District of Kootenay Boundary wishes to amend Bylaw No. 1678, 2018 to increase the annual requisition limit from One Hundred Sixty Thousand Dollars (\$160,000) to Two Hundred Thousand Dollars (\$200,000);

AND WHEREAS, in accordance with the *Local Government Act*, the Regional District of Kootenay Boundary Board of Directors has obtained the required two-thirds consent from the service participants for the amendment;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

AMENDMENT

Section 4 of RDKB Bylaw No. 1678, 2018 is hereby repealed and replaced with the following:

The annual operating costs shall be recovered as authorized under the *Local Government* or any other Act by one or more of the following:

- (a) property value taxes on the net taxable value of land and improvements;

- (b) fees and charges imposed;
- (c) revenues raised by other means;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

The maximum amount that may be requisitioned in any one year for the service provided in Section 1 of this Bylaw and the *Local Government Act* shall not exceed \$200,000 (Two Hundred Thousand Dollars) on the net taxable value of land and improvements.

CITATION

This bylaw may be cited for all purposes as "Regional District of Kootenay Boundary Boundary Integrated Watershed Service Amendment Bylaw No. 1867, 2024."

Read a **First and Second** time this day of , 2024.

Read a **Third** time this day of , 2024.

I, Anitra Winje, Corporate Officer of the Regional District of Kootenay Boundary do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1867 cited as "Regional District of Kootenay Boundary Boundary Integrated Watershed Service Amendment Bylaw No. 1867, 2024."

as read a Third time this day of , 2024.

Corporate Officer

Approval received from Electoral Area C/Christina Lake Director

Approval received from Electoral Area D/Rural Grand Forks Director

Approval received from Electoral Area E/West Boundary Director

Approval received from City of Grand Forks Council

Approval received from City of Greenwood Council

Approval received from Village of Midway Council

Reconsidered and Adopted this day of 2024.

Chair

Corporate Officer

I, Anitra Winje, Corporate Officer of the Regional District of Kootenay Boundary do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1867 cited as "Regional District of Kootenay Boundary Boundary Integrated Watershed Service Amendment Bylaw No. 1867, 2024."

as Reconsidered and Adopted this day of , 2024.

Corporate Officer



January 31, 2024

File: 0530-003/0400-60

Via email

UBCM Member Municipalities

Dear UBCM Members:

Re: Support for Resolution

I am writing on behalf of Abbotsford City Council, requesting favourable consideration and resolutions of support for our proposed UBCM Resolution for additional detox beds to be added to the Fraser Health Region at the upcoming LMLGA Convention, in advance of the UBCM Convention this fall.

At the January 30, 2024 Council Meeting, City Council approved the following resolution:

WHEREAS the Province of BC, through their 2023 Pathway to Hope progress report committed to "eliminating gaps in the mental health care and substance use treatment system," and to "building an integrated system of care that includes access to a full spectrum of treatment and recovery options" so that "no one falls through the cracks"¹;

AND WHEREAS the Fraser Health Region which covers nearly two million people in 20 diverse communities from Burnaby to Fraser Canyon has only one publicly funded facility that offers rapid access to detox with a total of 24 beds for both youth and adults which results in wait times for persons wishing to enter detox;

AND WHEREAS wait times for detox beds are a known barrier for those seeking the option of treatment for addiction when they are ready;

THEREFORE BE IT RESOLVED that the Union of BC Municipalities lobby the provincial government in order to provide more funding to open detox centres in the Fraser Health Region where they are needed and where accessing existing ones would be difficult for individuals needing the service.

We look forward to, and appreciate your support on this matter.

Sincerely,

Ross Siemens
Mayor

c. Council members
Peter Sparanese, City Manager

¹ https://www2.gov.bc.ca/assets/gov/government/ministries-organizations/ministries/mental-health-addictions/a_pathway_to_hope_progress_report.pdf

Mayor

Ross Siemens

Councillors

Les Barkman

Kelly Chahal

Patricia Driessen

Simon Gibson

Dave Loewen

Patricia Ross

Dave Sidhu

Mark Warkentin

REPORT TO COUNCIL

TO: Mayor and Council

DATE: February 12, 2024

FROM: CJ Rhodes, Councillor

SUBJECT: *Route 3 Racing Club*

Rationale

On February 3, 2024, the club was the victim of a break and enter and the complete inventory of motorcycles was stolen. The club is a valuable member of our community, and this theft is devastating and could compromise their future operations. In addition to the race days which bring in valuable tourist dollars they provide many opportunities for the youth (some aged less than 6 years old) of our community.

Recommendation

That council provide a donation to the club in the amount of \$250.00.

Background

The club is a valuable member of our community that provides an opportunity for youth activities in Greenwood.

Budget impacts

\$250.00 donation plus staff time to prepare and issue the donation.

Other impacts

The donation will assist the club to remain viable and sustainable.

Attachments

None

MAYORS REPORT

FEBUARY 12, 2024

January 22 the West Boundary Community Forest held a meeting with 19 students enrolled in UBC's Sustainable Forest Management Program at Greenwood City Hall. The meeting was held to learn more about the WBCF's forestry practices. The group was also given a tour of City Hall.

The WBCF budget was approved by the directors, and I am happy to announce the city has received another dividend cheque from the WBCF in the about of \$200,000.

February 2 the city hosted a meeting with our local MLA Roly Russell and BC's Attorney General Niki Sharma at City Hall and Nikkei Legacy Park with the Canadian Japanese residents present, followed by refreshments at the Museum.





Cheque Register-Summary-Bank



Supplier : HERIT To ZWARN

Cheque Dt. : 01-Jan-2024 To 08-Feb-2024

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
6159	19-Jan-2024	ADTSEC	ADT SECURITY SERVICES CANADA LTD.	Issued	9	C	157.50
6160	19-Jan-2024	AKBLG	ASSOCIATION OF KOOTENAY & BOUNDARY I	Issued	9	C	205.10
6161	19-Jan-2024	AMAZON	AMAZON	Issued	9	C	119.80
6162	19-Jan-2024	CHARV001	MARIEN, VANESSA DAWN	Issued	9	C	320.00
6163	19-Jan-2024	DOMIN	BRIDGE VAULT & DOMINION PRECAST	Issued	9	C	2,077.96
6164	19-Jan-2024	DUNDIGI	DUNHAM DIGITAL	Issued	9	C	560.00
6165	19-Jan-2024	HODDM	HODDINOTT, MARK	Issued	9	C	394.31
6166	19-Jan-2024	KETTL	KETTLE VALLEY ELECTRIC LTD	Issued	9	C	698.43
6167	19-Jan-2024	LIFESAV	LIFESAVING SOCIETY	Issued	9	C	245.00
6168	19-Jan-2024	MUNICIPAL	MUNICIPAL INSURANCE ASSOCIATION OF BC	Issued	9	C	14,163.00
6185	25-Jan-2024	ACECOUR	A.C.E. COURIER SERVICES	Issued	13	C	30.96
6186	25-Jan-2024	FORTIS	FORTIS BC	Issued	13	C	3,184.25
6187	25-Jan-2024	GRANG	GRAND FORKS GLASS	Issued	13	C	1,250.66
6188	25-Jan-2024	IDRS	IDRS	Issued	13	C	1,301.89
6189	25-Jan-2024	ROUTE3002	ROUTE 3 PRINT STUDIO & GIFTS	Issued	13	C	249.27
6190	25-Jan-2024	TBSCON	TBS CONTRACTING	Issued	13	C	881.09
6191	29-Jan-2024	SHANGT	SHANGRAW, TONY	Issued	15	C	460.51
00594-0001	25-Jan-2024	CANAD003	CANADA REVENUE AGENCY	Issued	12	E	26,031.47
00594-0002	25-Jan-2024	FORTI002	FORTIS BC NATURAL GAS	Issued	12	E	294.75
00594-0003	25-Jan-2024	MANULIFE	MANULIFE FINANCIAL	Issued	12	E	3,565.57
00594-0004	25-Jan-2024	MUNIP	MUNICIPAL PENSION PLAN	Issued	12	E	3,320.46
00594-0005	25-Jan-2024	SHAW001	SHAW CABLE	Issued	12	E	876.22
00594-0006	25-Jan-2024	TELUS 003	TELUS	Issued	12	E	108.16
Total Computer Paid :							26,299.73
Total Manually Paid :							0.00
Total EFT PAP :				34,196.63	Total Paid :		60,496.36
Total EFT File :				0.00			

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

MEMORANDUM TO COUNCIL

To: Mayor and Council **Date:** February 7, 2024
From: Brooke McCourt **Date to Council:** February 12, 2024
Subject: Midway Volunteer Fire Department – Grant in Aid Requests

Rationale

The purpose of this report is to give clarification to Council on why there is two Grant in Aid requests for the Midway Volunteer Fire department.

Lat November, the Midway Fire Chief sent in a request for grant in aid, the request was scheduled to be added to the November 14, 2024 regular Council meeting. Unfortunately, this item was missed in the November 14, 2024 Agenda and never made it to Council.

I have added both the previous years request and this current year's request for Council to review.

Options

1. Council may choose to motion to approve the Grant in Aid's for the Midway Volunteer Fire Department as \$5,000.00 for 2023 and \$6,000.00 for 2024.
2. Council may choose to refer the issue back to staff for additional information.
3. Council may choose not to support the recommendation.

Recommendations

That Council Motion to approve the 2023 and 2024 Grant in Aid requests for the Midway Volunteer Fire Department.

Attachments

Attachment 1: Midway Volunteer Fire Department 2023 Grant in Aid Request

Attachment 2: Midway Volunteer Fire Department 2024 Grant in Aid Request



The Village of Midway **Fire & Rescue Services**

661 Eighth Avenue, Midway, British Columbia, PO Box 160, V0H 1M08
Telephone: (250) 449-2206 Fax: (236) 354-8011

From the Office of the Fire Chief

October 30, 2023

City of Greenwood
PO Box 129
Greenwood, BC, V0H 1J0
Attn: Mayor and Council

Dear Mayor and Council,

Midway Fire and Rescue department is in need of new equipment to assist with their Road Rescue service. The purchase of a hydraulic combination tool is for Road Rescue Vehicle Extrication. The purchase of a battery-operated unit will allow us to access long distance MVA events (such as over an embankment) without being tied to a hose system, which is restrictive. This tool will provide much faster response and will ultimately assist in saving more lives as responders can get there more readily. The purchase of the combi tool will mean that we will have an electric combi tool on both apparatus, providing a back up when we have multiple MVA's, that will provide us the ability to perform vehicle extrication and patient rescue in locations that lined tools would not reach.

The Rescue service jurisdiction goes as far as Eholt to the East, Carmi and 62km up Christian Valley to the North and to the Canyon Bridge to the West. This tool will serve the entire Boundary area and all of those who travel through year-round.

The total cost of the equipment is \$21,293 after PST. We are requesting a donation of \$5,000 from the City of Greenwood to help assist with this purchase.

Thank you for your consideration.

Sincerely,

Michael Daloise
Fire Chief
firechief@midwaybc.ca

Don't train until you get it right, train until you can't get it wrong

The Corporation of the City of Greenwood

Policy – Grant in Aid

- 1.) DATE October 30, 2023
- 2.) NAME OF GROUP: Midway Fire and Rescue
- 3.) MAILING ADDRESS PO Box 160, Midway, BC, V0H 1M0
- 4.) CIVIC ADDRESS 661 Eighth Avenue, Midway, BC
- 5.) LEGAL DESCRIPTION: _____
- 6.) TAX FOLIO # _____ TAX YEAR: _____
- 7.) CONTACT PERSON: Michael Daloise - Fire Chief/Emergency Program Manager
- 8.) PHONE # 250-449-2206
- 9.) LIST OF EXECUTIVE MEMBERS _____

- 10.) GROUPS AIMS AND OBJECTIVES: To provide expedient, skilled, removal of persons involved in motor vehicle collisions

- 11.) OUTLINE SERVICES PROVIDED TO OUR COMMUNITY:
MFR provides auto extrication services to Greenwood residents and the travelling public from Carmi in the north, to Canyon bridge in the west, and to Eholt in the east. Incidents between these points would have the road rescue team respond from Midway

- 12.) OUTLINE DETAILS OF EFFORTS MADE BY YOUR ORGANIZATION TO WORK TOWARDS SELF-SUFFICIENCY: Funding for the road rescue team to operate, purchase fuel and equipment, and training costs come from cost recover through EMCR and grants. This funding mostly covers fuel and some maintenance.

- 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? No amount of grant/tax exemption _____
- 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

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

NAME OF CONTRIBUTOR: Village of Midway

YEAR Annually

AMOUNT RECEIVED: \$8000

NAME OF CONTRIBUTOR: _____

YEAR _____

AMOUNT RECEIVED _____

NAME OF CONTRIBUTOR: _____

YEAR _____

AMOUNT RECEIVED _____

NAME OF CONTRIBUTOR: _____

YEAR _____

AMOUNT RECEIVED: _____

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

A. THE GROUP'S 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 30th day of
October, 20 23

Signature: Michael Daloise

Name: Michael Daloise

Position: Fire Chief/Emergency Program Manager

Address: 661 Eighth Avenue, Midway, BC

Phone#: 250-449-2206



The Village of Midway **Fire & Rescue Services**

661 Eighth Avenue, Midway, British Columbia, PO Box 160, V0H 1M08
Telephone: (250) 449-2206 Fax: (236) 354-8011

From the Office of the Fire Chief

February 6, 2024

City of Greenwood
PO Box 129
Greenwood, BC, V0H 1J0
Attn: Mayor and Council

Dear Mayor and Council,

Midway Fire and Rescue department is in need of new equipment to assist with their Road Rescue service. The purchase of an electric cutter is for Road Rescue Vehicle Extrication. The purchase of battery-operated unit will allow us to access long distance MVA events (such as over an embankment) without being tied to a hose system, which is restrictive. This tool will provide much faster response and will ultimately assist in saving more lives as responders can get there more readily. The purchase of the Cutter will mean that we will have an electric cutter on both apparatus, providing a backup when we have multiple MVA's, that will give us the ability to perform vehicle extrication and patient rescue in locations that lined tools would not reach.

The Rescue service jurisdiction goes as far as Eholt to the East, Carmi and 62km up Christian Valley to the North and to the Canyon Bridge to the West. This tool will serve the entire West Boundary area and all of those who travel through year-round.

The total cost of the equipment is in excess of \$22,000 after PST. We are requesting a donation of \$6,000 from the City of Greenwood to help assist with this purchase.

Thank you for your consideration.

Sincerely,

Michael Daloise
Fire Chief
firechief@midwaybc.ca

Don't train until you get it right, train until you can't get it wrong

The Corporation of the City of Greenwood

Policy – Grant in Aid

- 1.) DATE February 6, 2024
- 2.) NAME OF GROUP: Midway Fire and Rescue
- 3.) MAILING ADDRESS PO Box 160, Midway, BC, V0H 1M0
- 4.) CIVIC ADDRESS 661 Eighth Avenue, Midway, BC
- 5.) LEGAL DESCRIPTION: _____
- 6.) TAX FOLIO # _____ TAX YEAR: _____
- 7.) CONTACT PERSON: Michael Daloise - Fire Chief/Emergency Program Manager
- 8.) PHONE # 250-449-2206
- 9.) LIST OF EXECUTIVE MEMBERS _____

- 10.) GROUPS AIMS AND OBJECTIVES: To provide expedient, skilled, removal of persons involved in motor vehicle collisions

- 11.) OUTLINE SERVICES PROVIDED TO OUR COMMUNITY: MFR provides auto extrication services to Greenwood residents and the travelling public from Carmi in the north, to Canyon bridge in the west, and to Eholt in the east. Incidents between these points would have the road rescue team respond from Midway

- 12.) OUTLINE DETAILS OF EFFORTS MADE BY YOUR ORGANIZATION TO WORK TOWARDS SELF-SUFFICIENCY: Funding for the road rescue team to operate, purchase fuel and equipment, and training costs come from cost recover through EMCR and grants. This funding mostly covers fuel and some maintenance.

- 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? No amount of grant/tax exemption _____
- 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

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

NAME OF CONTRIBUTOR: RDKB

YEAR: 2024

AMOUNT RECEIVED: \$5000

NAME OF CONTRIBUTOR: Village of Midway

YEAR: Annually

AMOUNT RECEIVED: \$8000

NAME OF CONTRIBUTOR: _____

YEAR: _____

AMOUNT RECEIVED: _____

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 6th day of
February, 20 24

Signature: Michael Daloise

Name: Michael Daloise

Position: Fire Chief/Emergency Program Manager

Address: 661 Eighth Avenue, Midway, BC

Phone#: 250-449-2206



CITY OF GREENWOOD

OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES MANUAL

The City of Greenwood is committed to the Health and Safety of all our employees.

The purpose of the Health and Safety policies and procedures is to guide and direct all employees to work safely and prevent injury, to themselves and others.

All employees are encouraged to participate in developing, implementing, and enforcing Health and Safety policies and procedures.

All employees must take all reasonable steps to prevent accidents and never sacrifice safety for expedience.

Our goal is to eliminate or minimize hazards that can cause accidents.

It is the City of Greenwood's policy that all employees be given a copy of the policies manual and be familiar with its contents.

This policy will be reviewed annually.

Together we can achieve a safe and happy work environment.



CITY OF GREENWOOD

Health and Safety Policy

The City of Greenwood is committed to the goal of providing and maintaining a healthy and safe working environment, with a view to continuous improvement.

This goal is only achievable by adherence to established objectives striving to exceed all obligations under applicable legislation, and by fostering an enthusiastic commitment to health, safety and the environment within the City of Greenwood personnel, contractors, and visitors.

In particular:

- Management, working in cooperation with the Health and Safety Representative, will strive to take all reasonable steps to reduce workplace hazards to as low as reasonably achievable.
- Supervisors and managers are held accountable for the health and safety of all employees under their supervision. This includes responsibility for applicable training and instruction, appropriate follow up on reported health and safety concerns, and implementation of recommended corrective action. This accountability is integrated into the performance appraisal system.
- Supervisors, workers, and visitors are expected to perform their duties and responsibilities in a safe and healthful manner and are accountable for the Health and Safety of themselves and others.
- The City of Greenwood is committed to providing all necessary training and instruction to ensure that appropriate work practices are followed on the job, and to promote their use off the job.
- If necessary, The City of Greenwood will take disciplinary action where individuals fail to work in a healthy and safe manner, or do not comply with applicable legislation or corporate policies and procedures.
- Health, safety, the environment, and loss control in the workplace are everyone's responsibility. Loss control is the proactive measures taken to prevent or reduce loss evolving from accident, injury, illness, and property damage. The aim of the loss control is to reduce the frequency and severity of losses. Loss control is directly related to human resource management, engineering, and risk management practices.
- City of Greenwood expects that everyone will join in our efforts to provide a healthy and safe working environment on a continuous day to day basis. Only through the dedication and efforts of all individuals can the City of Greenwood succeed in providing a healthy safe working environment.



CITY OF GREENWOOD

Occupational Health and Safety in Workplaces Duties of Workers

Occupational Health and Safety and You

One of your most important responsibilities is to protect your Health and Safety as well as that of your co-workers. This booklet will discuss some of your duties under the occupational Health and Safety legislation and help you to make your workplace safer and healthier.

What the law requires

Workplaces under the jurisdiction are governed by your provincial legislation. The legislation places duties on owners, employers, workers, suppliers, the self-employed and contractors, to establish and maintain safe and healthy working conditions. The legislation is administered by your provincial legislation. Your officials are responsible for monitoring compliance.

Duties of Your Employer

The City of Greenwood is responsible for providing you with safe and healthy working conditions. This includes a duty to protect you from violence, discrimination, and harassment. You must cooperate with your employer in making your workplace safe and healthy.

Responsibilities

You must also comply with the legislation. You have responsibilities to:

- Protect your own Health and Safety and that of your co-workers.
- Not initiate or participate in the harassment of another worker.
- Co-operate with your supervisor and anyone else with duties under the legislation.

Rights

The legislation gives you three rights:

- The right to know the hazards at work and how to control them.
- The right to participate in Occupational Health and Safety.
- The right to refuse work which you **believe** to be unusually dangerous.

You may not be punished for using these rights. An employer can be required to legally justify any action taken against a worker who is active in Health and Safety.

Your Rights to Know

The Act requires your employer to provide you with all the information you need to control the hazards you face at work. For example, chemicals at the workplace must be listed. You are entitled to review this list. Your employer must train you to safely handle the chemicals you will work with. If you are inexperienced, you must receive an orientation which includes;



CITY OF GREENWOOD

- What to do in a fire or other emergency.
- First aid facilities.
- Prohibited or restricted areas.
- Workplace hazards and any other information you should know.

Your Rights to Participate

You have the right to become involved in occupational Health and Safety. The legislation encourages employers and workers to work together to maintain a healthy and safe workplace.

Your Rights to Refuse

You have the right to refuse to do work which you believe is unusually dangerous. The unusual danger may be to you or to anyone else. An unusual danger could include such things as:

- A danger which is not normal for your occupation or the job.
- A danger under which you would not normally carry out your job.
- A situation, for which you are not properly trained, equipped, or experienced.

To exercise this right, use the following guidelines.

Once you believe that the work you have been asked to do is unusually dangerous, you should inform your supervisor. Make sure that the supervisor understands that you are refusing to do the disputed job for health and safety reasons. Work with the supervisor to attempt to resolve the problem.

If the problem cannot be resolved by the supervisor to your satisfaction, your supervisor should phone the CAO and ask for advice. You also have the right to contact the CAO at any time.

The CAO has the right to assign you to other work (at no loss in pay or benefits) until the matter is resolved.

Do not leave the site without the permission of your employer.

Contact your health and safety or C.U.P.E representative and ask for help. Your supervisor should contact the CAO and ask him/her to investigate. They will try to resolve the matter. If they cannot resolve the matter to your satisfaction, they will convene for an emergency committee meeting. The committee will investigate and prepare a report on the refusal.

You have the right to continue to refuse until:

- Measures have been taken to satisfy you that the job is now safe to perform.
- Your occupational health and safety representative has investigated and ruled against your refusal.
- If the committee rules against your refusal, you have the right to appeal the ruling to an occupational health officer. The officer will investigate and prepare a report on the disputed work.
- If you disagree with the decision of the officer, you may appeal to the director of the Division.



CITY OF GREENWOOD

An employer cannot assign another worker to do the disputed job unless the replacement worker is advised in writing:

- Of the refusal and the reasons for it.
- Of the reasons why the employer believes that the replacement worker can do the disputed job safely.

The replacement worker also has the right to refuse and of the steps to follow when exercising this right.

Staff

- Comply with all Company Procedures, Safety Policy, and requirements of Occupational Health & Safety.
- Be responsible for working safely and carrying out your duties with skill and care as to not cause accidental injury to themselves, fellow employees, or the general public.
- Immediately report all injuries, near misses or potential hazards to their supervisor.
- Know the location of all fire extinguishers, fire alarms or other warning devices.
- Ensure all personal safety equipment is being used properly.
- Maintain clean and orderly work area.
- When in doubt.... ASK

General Safety Rules

All accidents, injuries or near misses, regardless of their nature, shall be promptly reported to the CAO.

- Clothing shall be appropriate to the duties being performed. Steel toed shoes are the minimum requirement for public works staff.
- Hard hats and safety vests are provided for all public works staff.
- Smoking is not permitted in any part of city buildings.
- Hand tools are to be used for their intended purpose only.
- Filing cabinet drawers are to be filled from the bottom up or the cabinet is to be securely fastened /anchored.
- Aisles are to be kept clear at **ALL** times.

Safety Tips

- If you are not sure.....ask.
- Follow instructions and don't take chances.



CITY OF GREENWOOD

- Wear your personal safety equipment.
- Avoid injury by lifting correctly. If it's heavy, ask for help. Max weight to be lifted is 60lbs.
- Make sure the job can be done safely.

Accident and Near Miss Reporting

The following protocol must be followed.

All employees must immediately report any occupational injury, accident or near miss to the safety representative or CAO.

Report all injuries for medical attention.

The purpose of this procedure is to comply with Occupational Health & Safety act, workers compensation board and to determine the cause of the accident and make recommendations to prevent further re-occurrence.

All reports of injury must be filed.

Fill out Incident report forms.

The employer must retain the records kept for 3 years from the date the incident is recorded. A person who has custody of records must ensure that no person other than the worker has access to a worker record unless:

- The record is in a form that does not identify worker.
- The worker has given written permission to the person.
- The Director of Medical Services or a person authorized by the director requires to be produced under the act.

An employer must give a worker a copy of the records pertaining to the worker if the worker asks for a copy.

Critical Injury Protocol

First and foremost, always take whatever measures are required to provide proper care of an injured worker.

Call 9.1.1. and provide necessary information asked.

If a critical injury has occurred and the worker has been cared for, the CAO must be notified. The appropriate report must be completed as soon as possible; this is to ensure that important details are not forgotten.

A critical injury is an injury that...

- Places life in jeopardy.
- Produces unconsciousness.



CITY OF GREENWOOD

- Results in substantial loss of blood.
- Involves the fracture of a leg or arm, but not a finger or toe.
- Involves the amputation of a leg, arm, hand, or foot, but not a finger or toe.
- Consists of burns to major portion of the body.
- Causes loss of sight in an eye.

Accident Investigation Policy

All accidents that result in injury or property damage or that could have resulted in serious injury or property damage (near miss) must be thoroughly investigated.

The investigation must determine the cause of the incident so that appropriate action can be taken to prevent recurrence.

The safety representative shall be responsible for conducting the investigation. The investigation report shall be completed as soon as possible after the incident and reported to the CAO. The safety representative and appropriate supervisor shall determine what steps are to be taken to prevent recurrence.

Any disputes arising from the investigation will be investigated and arbitrated by the CAO.

Alcohol and Drug Policy

It is the responsibility of all employees to ensure an alcohol and drug free environment.

If there is any awareness or suspicion that any employee, suppliers, or visitor is under the influence of illegal narcotics or alcohol, they will be removed from the premises immediately.

Should an employee report to work while under the influence of such substances, the employee will be taken home by a ride provided by the city.

This is a zero-tolerance policy.

Disciplinary Action

Careless work and irresponsible behaviour directly affect the quality of health and safety in the workplace. Even absenteeism influences safety by placing more duties on fellow employees. The following instances shall be cause for verbal or written warning and possible dismissal.

- Absenteeism without cause.
- Health and safety violations.
- Poor conduct or misconduct.
- Theft.
- Sexual harassment.



CITY OF GREENWOOD

- Racial discrimination.
- Carelessness.
- Wilful damage to City of Greenwood property.
- Wilful damage to City of Greenwood reputation.
- Drug or alcohol use.

Compliance with company and legislative safety standards is necessary to maintain a safe and healthy work environment.

As with any program noncompliance issues must be dealt with.

The following is a guideline for disciplinary actions for safety infractions based on seriousness of the offence.

***First offence**, employee will be given a documented verbal warning

***Second offence**, employee will be given a written warning and a one-day suspension without pay.

***Third offence**, employee may be suspended or terminated (suspension or termination to fit seriousness of the offence).

Hazard Warning Signs

Whenever possible, warning signs will be displayed where a potential hazard may cause injury. Warning signs must be strictly adhered to.

Warning signs must be posted where hazards exist and must not be removed unless hazard has been controlled.

Contact Information

City of Greenwood, PO Box 129, Greenwood BC, V0H 1J0, (250)445-6644
E-mail- cao@greenwoodcity.ca



CITY OF GREENWOOD

Acknowledgement & Agreement Receipt

I, _____, hereby acknowledge receipt of the City of Greenwood "**Occupational Health & Safety policy**".

I have read, understand, and agree to the terms of employment and will carry out and abide by the operational procedures and rules as outlined therein.

I agree: .

To adhere to all company policies and procedures.

To the use of safety equipment, at all times, which is required by my safe work procedures and by my clients.

Government and client regulations shall be complied with at all times.

I am responsible and accountable for my health and safety performance.

Employee's name: _____

Employee's Signature: _____ Date _____

CAO, City of Greenwood: _____

This page is to be filed at city hall.



CITY OF GREENWOOD

THE CITY OF GREENWOOD

OCCUPATIONAL HEALTH AND SAFETY PROGRAM WORKING ALONE OR IN ISOLATION PROGRAM

POLICY STATEMENT

As the Employer, the City of Greenwood is committed to ensuring the health and safety of all its Workers including those who are assigned to work alone or, who in the course of their work, are isolated from other persons who could reasonably be expected to assist them in the event of injury, illness, or other emergency situations.

To this end, the City has established a Working Alone Program that makes provision for compliance with current legislation for working alone or in isolation.

PURPOSE

The purpose of this policy is to safeguard Workers who are assigned to work alone or in isolation where assistance is not readily available to the Worker in the event of an emergency, injury, or illness.

APPLICABILITY

This policy is applicable in all City Departments where Workers are or may be assigned to work alone or in isolation.

DEFINITION

Working alone or in isolation means to work in circumstances where assistance would not be readily available to the worker a) in case of emergency or b) in case the worker is injured or in ill health.

DUTIES AND RESPONSIBILITIES OF CITY

This policy makes the City of Greenwood responsible to:

- Review all work activities they supervise and establish an inventory of Workers who are or may be assigned to work alone or in isolation.
- Identify known or reasonably foreseeable hazards associated with the work/workplace.
- Assess the hazards to determine the risks to Workers.
- Inform Workers assigned to work alone of all reasonably foreseeable hazards associated with their work.
- Develop contact procedures as applicable.
- Introduce contact procedures to Workers as it relates to their work activities.
- "Test" the contact procedures in consultation with Workers concerned.
- Establish an incident reporting and investigation process to ensure all working alone incidents and near-miss incidents are reported immediately and investigated to prevent recurrence.



CITY OF GREENWOOD

- Review contact procedures on an at least annual basis, or following an incident, or if there is a change in work arrangements, or if there are indications that procedures are not working effectively

DUTIES AND RESPONSIBILITIES OF WORKERS

This policy makes Workers at the City of Greenwood responsible to:

- Participate in all education, training, and instruction as it relates to the Working Alone Program.
- Inform his/her supervisor if he/she has any pre-existing conditions or factors that could predispose sudden onset illness while working alone.
- Participate in the hazard identification and risk assessment process.
- Cooperate with the Supervisor in the implementation process including the "testing" of contact procedures as required.
- Report any/all incidents and near miss incidents that occur while they are working alone or in isolation.
- Participate in any incident investigations initiated by the CAO.
- Follow all established safe work procedures relating to the work.
- Ensure communication devices are maintained in working order and always within reach.
- Ask questions and discuss health and safety concerns with the CAO or Health and safety representative.

DUTIES AND RESPONSIBILITIES OF THE JOINT HEALTH AND SAFETY REPRESENTATIVE.

This policy makes the Joint Health and Safety REPRESENTATIVE responsible to:

- Assist in reviewing contact procedures.
- Help review all supporting documentation.
- Assist in Periodically review of contact records (log sheets) to ensure contact procedures are being followed by Workers as required.
- Assist in working alone incident investigation reports for the purpose of identifying trends.
- Participate in the annual review process.

This policy is effective at the date signed below.

Health and safety representative

Date

Chief Administrative Officer

Date



PROCEDURE FOR REGULAR PERSON CHECKS

This section describes procedures for checking on the well-being of an employee working alone.

You will be contacted by: _____.

They will contact you: ☐ in person ☐ by phone ☐ other method _____.

They will contact you: ☐ every 30 minutes ☐ every hour ☐ every 2 hours ☐ at the end of shift.

You will attempt to call the contact person within 5 minutes if you were not available at the predetermined time.

If your contact person cannot reach you at one of these predetermined times, he or she will make another attempt within 5 minutes. If your contact person is still unable to contact you after a second attempt, he or she will do the following:

Call the neighboring business or resident (if there is one) and have someone check on you.

Call the CAO, councillors or other city employees and send someone to your location.

If necessary, call 9-1-1 and request help at your location.

EMERGENCY INFORMATION

Call 9-1-1

Record of checks

DATE	TIME	INITIALS	COMMENTS OR ISSUES



CITY OF GREENWOOD

INCIDENT REPORT SHEET

GENERAL INFORMATION

Your name: _____

Today's date: _____

Workplace Location: _____

Witness information (names and contact information):

THE INCIDENT

Date of incident: _____

Time of incident: _____

Where did the incident happen: _____

What type of incident was it (for example, physical or verbal abuse, pushing or robbery)?

Describe what happened. Include factors that led up to incident. _____

Did you receive first aid or other medical attention? ☐ Yes ☐ No

Has this incident been reported to the police? ☐ Yes ☐ No ☐ I don't know

If available: Police file #: _____



CITY OF GREENWOOD

How has this incident affected you (for example, missed work, emotional trauma, physical injury)?

The offender

Offender's name (if known): _____

Offender's relationship to you (customer, co-worker, spouse, ex-friend):

Describe the offender:

Use suspect and vehicle identification sheet.

Signature: _____

Date: _____



CITY OF GREENWOOD

**TRAINING RECORD FOR WORKING ALONE
NEW EMPLOYEES**

Date of training: _____

Employee name: _____ Position: _____

Duties: _____

Supervisor name: _____ Supervisor contact information: _____

The trainer must ensure that training includes the following procedures. Both the trainer and the employee should initial each item to indicate that it has been covered during training.

Opening and closing city office or public works building		
Handling money		
Person-check procedure		
Dealing with theft or robberies		
Dealing with irate or abusive customers		
Emergency procedures		
other		



CITY OF GREENWOOD

WORK ALONE CHECK-IN PROCEDURE WHEN TRAVELING

When traveling out of the city during regular work hours the contact person shall be someone from city hall office.

The main contact person should know the following details:

Name: _____

Date: _____ Time leaving the city: _____

Destination: _____

Estimated time of arrival: _____ Return time or date: _____

Contact information (cell phone number) _____

☐ City ☐ Personal vehicle ☐ Other: _____

If the contact person is unavailable to continue as contact person a substitute person will be required.

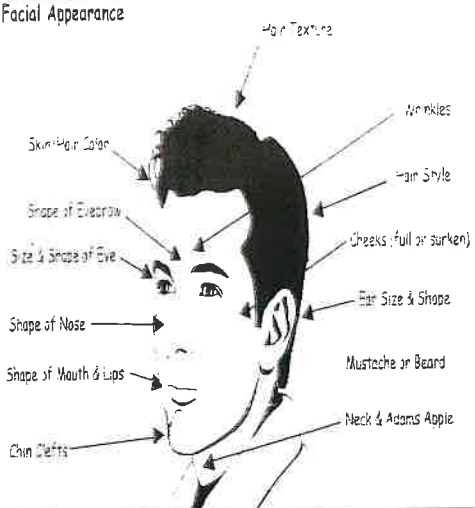
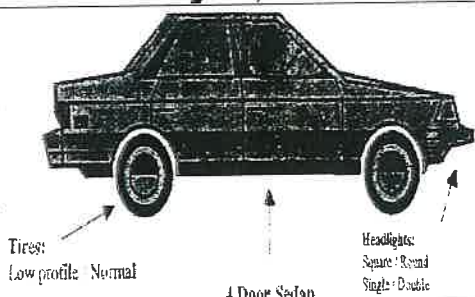
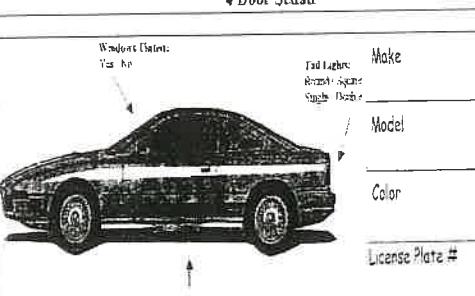
When returning after regular business hours notify CAO of your return.



CITY OF GREENWOOD

Suspect & Vehicle Description Form

(In An Emergency, Call Police First)

SEX: Male <input type="checkbox"/> Female <input type="checkbox"/>	RACE White <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/>	AGE	Facial Appearance
HEIGHT		LEFT/RIGHT HANDED	
WEIGHT		HAT (COLOR/TYPE)	
HAIR		TIE	
EYES		COAT	
GLASSES TYPE		SHIRT	
TATTOOS		TROUSERS	
SCARS/MARKS		SHOES	
COMPLEXION		WEAPON	



5951 Westminster Highway Richmond, BC
Mailing Address: PO Box 5330 Stn Terminal Vancouver BC V5B 5L5
Telephone 604 275-3100 Toll-Free 1-888-621-7233 Fax 604 275-3247

NOTICE OF COMPLIANCE REPORT
Instructions for Completion
Worker and Employer Services Division

February 02, 2024

CITY OF GREENWOOD

PO BOX 129
GREENWOOD BC V0H 1J0

Reference: Inspection Report #202417417024A

Dear John Bolt,

One or more orders cited in the above referenced Inspection Report includes a requirement for you to provide a Notice of Compliance Report (NOC) to WorkSafeBC, explaining the actions you have either taken, or plan to take to comply with the order(s)

Please note that a copy of this NOC has also been provided to your head office, along with a copy of the related Inspection Report. Coordinate completion and submission of this NOC with your head office.

Instructions

1. Complete in full the attached Notice of Compliance Report. If you prefer to submit documents in addition to or in place of this NOC, note the associated Inspection Report number on those documents
2. Submit by email, fax, or mail one copy of the NOC and any other related documents to the prevention officer identified below by the due date specified on the Notice of Compliance Report or as otherwise specified in the Inspection Report. Failure to prepare and submit a NOC Report by the date specified may result in enforcement action.
3. If compliance has not been achieved by the due date of the NOC, the employer or other person must also prepare a follow-up compliance report when compliance is achieved, and submit the report to WorkSafeBC.
4. A copy of all completed NOC reports must be posted in a conspicuous place at or near the workplace where the inspection was conducted for at least seven days, or until compliance has been achieved, whichever is the longer period.
5. Provide a copy of all completed NOC reports to the joint committee or worker health and safety representative, as applicable. If the report relates to a workplace where workers of the employer are represented by a union, send a copy of the report to the union.

Submit NOC to:

Attention: Wade Marling (Occupational Safety Officer)
Phone: (250) 354-5725
Fax: (250) 352-1816
Email: Wade.Marling@worksafebc.com
Mailing Address: Worker and Employer Services Division
WorkSafeBC
Field Svcs - Nelson
524 Kootenay Street
Nelson BC
V1L 6B4

Should you have any questions, please contact the officer identified above



5951 Westminster Highway Richmond, BC
Mailing Address: P.O. Box 5350 Stn Terminal Vancouver BC V6B 5L5
Telephone 604 275-3100 Toll Free 1-888-621-7233 Fax 604 275-3247

NOTICE OF COMPLIANCE REPORT

Worker and Employer Services Division

The *Workers Compensation Act* requires that the employer must post a copy of this report in a conspicuous place at or near the workplace inspected for at least seven days, or until compliance has been achieved, whichever is the longer period. A copy of this report must also be given to the joint committee or worker health and safety representative, as applicable. If the report relates to a workplace where workers of the employer are represented by a union, send a copy to the union.

CITY OF GREENWOOD

PO BOX 129
GREENWOOD BC V0H 1J0

Reference: Inspection Report #202417417024A

Refer to the 'Orders - Full Details' section of the Inspection Report when completing this form.

Order #	Cited	Description of actions taken to comply, or the intended actions to comply, and the estimated date of compliance
1	OHS3.2(a)	<div>24 - 2024-01-24</div>
Order #	Cited	Description of actions taken to comply, or the intended actions to comply, and the estimated date of compliance
2	OHS4.21(1)	<div>24 - 2024-01-24</div>



5351 Westminster Highway, Richmond, BC
Mailing Address: PO Box 5350 Stn Terminal Vancouver, BC V6B 5L5
Telephone 604 275-3120 Toll Free 1-888-821-7233 Fax 604 275-3247

NOTICE OF COMPLIANCE REPORT

Worker and Employer Services Division

Order #	Cited	Description of actions taken to comply, or the intended actions to comply, and the estimated date of compliance
3	OHS4.55(b)	

Order #	Cited	Description of actions taken to comply, or the intended actions to comply, and the estimated date of compliance
4	OHS4.55(c)	

Please submit the completed NOC report along with any supporting documentation, or in turn the documents that replace it no later than Sunday, March 3, 2024 or as otherwise specified in the Inspection Report.

Submit NOC to:

Attention: Wade Marling (Occupational Safety Officer)
Phone: (250) 354-5725
Fax: (250) 352-1816
Email: Wade.Marling@worksafebc.com
Mailing Address: Worker and Employer Services Division
WorkSafeBC
Field Svcs - Nelson
524 Kootenay Street
Nelson BC
V1L 6B4



5951 Westminster Highway Richmond BC
Mailing Address: PO Box 5350 Stn Terminal Vancouver BC V6B 5L5
Telephone 604 275-3100 Toll Free 1-888-921-7233 Fax 604 275-3247

NOTICE OF COMPLIANCE REPORT

Worker and Employer Services Division

For Employer Use Only			
Person Submitting this Report (Please Print)		Date Submitted	
		Month:	Day: Year:
Phone:	Email:		
For WorkSafeBC Use Only			
Person Receiving this Report (Please Print)		Date Received	
		Month:	Day: Year:

**Notice of Compliance Report
Inspection Report #202417417024A
February 8, 2024**

Order #1, Cited OHS3.2(a)

Employer must ensure that they initiate monthly health and safety meetings.

Staff has implemented a monthly health and safety meeting program. Meetings will be conducted a minimum of one per month but may also be conducted on a need or concern basis. All records will be retained on site.

See attached guidelines and tracking form.

Oder #2, Cited OHS4.2(1)

Employer must develop and implement written procedure for working alone or in isolation.

Staff have developed a 'working alone or in isolation policy'. This document will be presented to the council at the February 12, 2024, council meeting. Once the document is adopted, staff will immediately implement the program.

See attached document.

Order #3, Cited OHS4.55(c)

Employer must ensure that guards or guardrails are installed on both sides of a walkway where there is a hazard.

Staff have contacted ISL Engineering. Sean Annan will be doing a site visit on February 9, 2024. We will be asking for recommendations on appropriate guardrails.

Follow-up will be provided once the recommendations and implementations are completed

Order #4, Cited OHS4.55(c)

Employer must guard the accessible area of the clarifier tank to protect workers from falling in.

Staff have contacted ISL Engineering. Sean Annan will be doing a site visit on February 9, 2024. We will be asking for recommendations on appropriate guardrails and safety harness systems.

Staff have implemented a two-employee process. Two staff members will be present at all times until the safety requirements have been met. Staff will also be using a four-gas monitor prior to entering the building and while inside the building. The four gas monitor measures H2S, LEL, CO and O2.

Follow-up will be provided once the recommendations and implementations are completed.



City of Greenwood Safety Meetings

Safety meetings must take place monthly

Safety meetings may also be conducted if a need or concern arises.

All staff in attendance must sign in.

All records must be retained on site

Action items need to be followed up as soon as possible.

Action items that can't be completed by staff, must be reported to the CAO in writing

Ideas for Safety meeting topics

Respiratory Protection

Winter Safety

Personal Protective Equipment

Back Injuries

Chain and Sling Safety

Cold Weather and Machines

Heat Stress

Hearing Protection

Slip, Trips and Falls

Safety meeting are a contravention of the Occupational Health and Safety Regulation



City of Greenwood Safety Meeting

Date:

Staff in Attendance:

Topic Title:
Discussion Points:

Action(s):	Staff Responsible	Proposed		Date Completed
		Completion Date	Completion Date	
1)				
2)				
3)				
4)				
5)				



CITY OF GREENWOOD

THE CITY OF GREENWOOD

OCCUPATIONAL HEALTH AND SAFETY PROGRAM WORKING ALONE OR IN ISOLATION PROGRAM

POLICY STATEMENT

As the Employer, the City of Greenwood is committed to ensuring the health and safety of all its Workers including those who are assigned to work alone or, who in the course of their work, are isolated from other persons who could reasonably be expected to assist them in the event of injury, illness, or other emergency situations.

To this end, the City has established a Working Alone Program that makes provision for compliance with current legislation for working alone or in isolation.

PURPOSE

The purpose of this policy is to safeguard Workers who are assigned to work alone or in isolation where assistance is not readily available to the Worker in the event of an emergency, injury, or illness.

APPLICABILITY

This policy is applicable in all City Departments where Workers are or may be assigned to work alone or in isolation.

DEFINITION

Working alone or in isolation means to work in circumstances where assistance would not be readily available to the worker a) in case of emergency or b) in case the worker is injured or in ill health.

DUTIES AND RESPONSIBILITIES OF CITY

This policy makes the City of Greenwood responsible to:

- Review all work activities they supervise and establish an inventory of Workers who are or may be assigned to work alone or in isolation.
- Identify known or reasonably foreseeable hazards associated with the work/workplace.
- Assess the hazards to determine the risks to Workers
- Inform Workers assigned to work alone of all reasonably foreseeable hazards associated with their work.
- Develop contact procedures as applicable.
- Introduce contact procedures to Workers as it relates to their work activities.
- "Test" the contact procedures in consultation with Workers concerned.
- Establish an incident reporting and investigation process to ensure all working alone incidents and near-miss incidents are reported immediately and investigated to prevent recurrence.



CITY OF GREENWOOD

- Review contact procedures on an at least annual basis, or following an incident, or if there is a change in work arrangements, or if there are indications that procedures are not working effectively.

DUTIES AND RESPONSIBILITIES OF WORKERS

This policy makes Workers at the City of Greenwood responsible to:

- Participate in all education, training, and instruction as it relates to the Working Alone Program.
- Inform his/her supervisor if he/she has any pre-existing conditions or factors that could predispose sudden onset illness while working alone.
- Participate in the hazard identification and risk assessment process.
- Cooperate with the Supervisor in the implementation process including the "testing" of contact procedures as required.
- Report any/all incidents and near miss incidents that occur while they are working alone or in isolation.
- Participate in any incident investigations initiated by the CAO.
- Follow all established safe work procedures relating to the work.
- Ensure communication devices are maintained in working order and always within reach.
- Ask questions and discuss health and safety concerns with the CAO or Health and safety representative.

DUTIES AND RESPONSIBILITIES OF THE JOINT HEALTH AND SAFETY REPRESENTATIVE.

This policy makes the Joint Health and Safety REPRESENTATIVE responsible to:

- Assist in reviewing contact procedures.
- Help review all supporting documentation.
- Assist in Periodically review of contact records (log sheets) to ensure contact procedures are being followed by Workers as required.
- Assist in working alone incident investigation reports for the purpose of identifying trends.
- Participate in the annual review process.

This policy is effective at the date signed below.

Health and safety representative

Date

Chief Administrative Officer

Date



PROCEDURE FOR REGULAR PERSON CHECKS

This section describes procedures for checking on the well-being of an employee working alone

You will be contacted by _____

They will contact you ☐ in person ☐ by phone ☐ other method _____

They will contact you ☐ every 30 minutes ☐ every hour ☐ every 2 hours ☐ at the end of shift

You will attempt to call the contact person within 5 minutes if you were not available at the predetermined time.

If your contact person cannot reach you at one of these predetermined times, he or she will make another attempt within 5 minutes. If your contact person is still unable to contact you after a second attempt, he or she will do the following:

Call the neighboring business or resident (if there is one) and have someone check on you.

Call the CAO, councillors or other city employees and send someone to your location.

If necessary, call 9-1-1 and request help at your location

EMERGENCY INFORMATION

Call 9-1-1

Record of checks

DATE	TIME	INITIALS	COMMENTS OR ISSUES



CITY OF GREENWOOD

INCIDENT REPORT SHEET

GENERAL INFORMATION

Your name _____

Today's date _____

Workplace Location _____

Witness information (names and contact information)

THE INCIDENT

Date of incident: _____

Time of incident: _____

Where did the incident happen _____

What type of incident was it (for example, physical or verbal abuse, pushing or robbery)?

Describe what happened. Include factors that led up to incident. _____

Did you receive first aid or other medical attention? ☐ Yes ☐ No

Has this incident been reported to the police? ☐ Yes ☐ No ☐ I don't know

If available: Police file # _____



CITY OF GREENWOOD

How has this incident affected you (for example, missed work, emotional trauma, physical injury)?

The offender

Offender's name (if known) _____

Offender's relationship to you (customer, co-worker, spouse, ex-friend):

Describe the offender:

Use suspect and vehicle identification sheet.

Signature _____

Date _____



CITY OF GREENWOOD

TRAINING RECORD FOR WORKING ALONE
NEW EMPLOYEES

Date of training _____

Employee name _____ Position _____

Duties _____

Supervisor name _____ Supervisor contact information: _____

The trainer must ensure that training includes the following procedures. Both the trainer and the employee should initial each item to indicate that it has been covered during training.

Opening and closing city office or public works building		
Handling money		
Person-check procedure		
Dealing with theft or robberies		
Dealing with irate or abusive customers		
Emergency procedures		
other		



CITY OF GREENWOOD

WORK ALONE CHECK-IN PROCEDURE WHEN TRAVELING

When traveling out of the city during regular work hours the contact person shall be someone from city hall office.

The main contact person should know the following details:

Name: _____

Date: _____ Time leaving the city: _____

Destination: _____

Estimated time of arrival: _____ Return time or date: _____

Contact information (cell phone number) _____

☐ City ☐ Personal vehicle ☐ Other: _____

If the contact person is unavailable to continue as contact person a substitute person will be required.

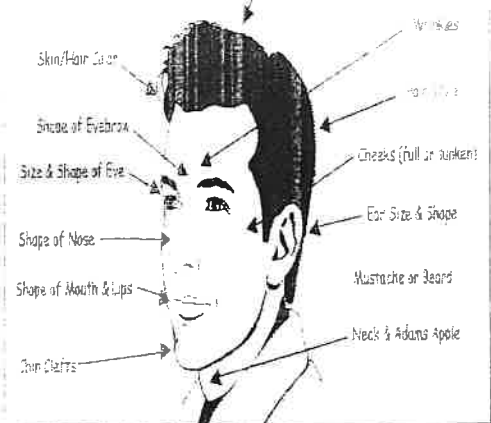
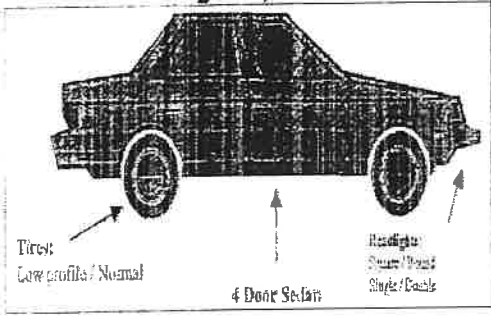
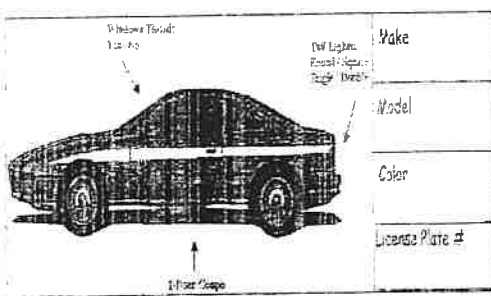
When returning after regular business hours notify CAO of your return.



CITY OF GREENWOOD

Suspect & Vehicle Description Form

(In An Emergency, Call Police First)

SEX Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	RACE White <input checked="" type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/>	AGE ____	Facial Appearance 
WEIGHT ____	LEFT/RIGHT HANDED	HAT (COLOR/TYPE)	
HAIR	TIE	COAT	
EYES	SHIRT	TROUSERS	
GLASSES TYPE			
TATTOOS	SHOES	WEAPON	
SCARS/MARKS			
COMPLEXION			



5351 Westminster Highway, Richmond, BC
Mailing Address: PO Box 5357 Stn Terminal, Vancouver, BC V5B 5L5
Telephone: 504-275-3120 Toll Free: 1-888-621-7233 Fax: 504-275-3217

NOTICE OF COMPLIANCE REPORT
Instructions for Completion
Worker and Employer Services Division

February 02, 2024

CITY OF GREENWOOD

PO BOX 129
GREENWOOD BC V0H 1J0

Reference: Inspection Report #202417417025A

Dear John Bolt,

One or more orders cited in the above referenced Inspection Report includes a requirement for you to provide a Notice of Compliance Report (NOC) to WorkSafeBC, explaining the actions you have either taken, or plan to take to comply with the order(s).

Please note that a copy of this NOC has also been provided to your head office, along with a copy of the related Inspection Report. Coordinate completion and submission of this NOC with your head office.

Instructions

1. Complete in full the attached Notice of Compliance Report. If you prefer to submit documents in addition to or in place of this NOC, note the associated Inspection Report number on those documents.
2. Submit by email, fax, or mail one copy of the NOC and any other related documents to the prevention officer identified below by the due date specified on the Notice of Compliance Report or as otherwise specified in the Inspection Report. Failure to prepare and submit a NOC Report by the date specified may result in enforcement action.
3. If compliance has not been achieved by the due date of the NOC, the employer or other person must also prepare a follow-up compliance report when compliance is achieved, and submit the report to WorkSafeBC.
4. A copy of all completed NOC reports must be posted in a conspicuous place at or near the workplace where the inspection was conducted for at least seven days, or until compliance has been achieved, whichever is the longer period.
5. Provide a copy of all completed NOC reports to the joint committee or worker health and safety representative, as applicable. If the report relates to a workplace where workers of the employer are represented by a union, send a copy of the report to the union.

Submit NOC to:

Attention: Wade Marling (Occupational Safety Officer)
Phone: (250) 354-5725
Fax: (250) 352-1816
Email: Wade.Marling@worksafebc.com
Mailing Address: Worker and Employer Services Division
WorkSafeBC
Field Svcs - Nelson
524 Kootenay Street
Nelson BC
V1L 6B4

Should you have any questions, please contact the officer identified above.



5951 Westminster Highway, Richmond, BC
Mailing Address: PO Box 3350 Stn Terminal, Vancouver BC V6B 5L3
Telephone 604 275-3100 Toll Free 1-888-821-7233 Fax 604 275-3247

NOTICE OF COMPLIANCE REPORT

Worker and Employer Services Division

The *Workers Compensation Act* requires that the employer must post a copy of this report in a conspicuous place at or near the workplace inspected for at least seven days, or until compliance has been achieved, whichever is the longer period. A copy of this report must also be given to the joint committee or worker health and safety representative, as applicable. If the report relates to a workplace where workers of the employer are represented by a union, send a copy to the union.

CITY OF GREENWOOD

PO BOX 129
GREENWOOD BC V0H 1J0

Reference: Inspection Report #202417417025A

Refer to the 'Orders - Full Details' section of the Inspection Report when completing this form.

Order #	Cited	Description of actions taken to comply, or the intended actions to comply, and the estimated date of compliance
1	OHS5.53(2)	<div>1 - 12-1-2024</div>
Order #	Cited	Description of actions taken to comply, or the intended actions to comply, and the estimated date of compliance
2	OHS6.34(1)	



6951 Westminster Highway, Richmond BC
Mailing Address: PO Box 5350 Stn Terminal, Vancouver BC V6B 5L5
Telephone: 604 273-3133 Toll Free: 1-888-621-7233 Fax: 604 273-3247

NOTICE OF COMPLIANCE REPORT

Worker and Employer Services Division

Please submit the completed NOC report along with any supporting documentation, or in turn the documents that replace it no later than Sunday, March 3, 2024 or as otherwise specified in the Inspection Report.

Submit NOC to:

Attention: Wade Marling (Occupational Safety Officer)
Phone: (250) 354-5725
Fax: (250) 352-1816
Email: Wade.Marling@worksafebc.com
Mailing Address: Worker and Employer Services Division
WorkSafeBC
Field Svcs - Nelson
524 Kootenay Street
Nelson BC
V1L 6B4

For Employer Use Only			
Person Submitting this Report (Please Print)		Date Submitted	
		Month:	Day: Year:
Phone:	Email:		

For WorkSafeBC Use Only			
Person Receiving this Report (Please Print)		Date Received	
		Month:	Day: Year:

**Notice of Compliance Report
Inspection Report #202417417025A
February 8, 2024**

Order #1, Cited OHS5.57

Employer must ensure that air sampling is conducted in the sewer wastewater building.

Staff have contacted ISL Engineering. Sean Annan will be doing a site visit on February 9, 2024. We will be asking for contacts to complete the requirement of air sampling.

Documentation will be provided once the air quality test has been completed.

Oder #2, Cited OHS4.2(1)

Employer must develop and implement an exposure control plan.

Staff have reached out to surrounding municipalities for guidance on an exposure control plan. Staff is in the process of developing an exposure control plan.

Exposure control plan will be forwarded once developed and implemented.

CORPORATION OF THE CITY OF GREENWOOD
GOOD NEIGHBOUR BYLAW NO. 1013, 2024

A BYLAW TO ENHANCE THE QUALITY OF LIFE FOR THE CITIZENS OF THE CITY OF GREENWOOD

WHEREAS, the Council of the City of Greenwood desires to protect quality of life for its citizens, and endeavors to promote civic responsibility, and further, strives to encourage good relationships between neighbours;

WHEREAS, pursuant to Section 8 the *Community Charter*, Council may, by bylaw, regulate, prohibit and impose requirements with respect to public places; nuisances, disturbances, and other objectionable situations; and public health;

THEREFORE be it resolved that the Council of the Corporation of the City of Greenwood, in open meeting assembled, enacts as follows:

1. Title

This bylaw may be cited as the “City of Greenwood Good Neighbour Bylaw No. 1013, 2024”.

2. Interpretation

2.1 Words or phrases defined in the *British Columbia Interpretation Act*, *Motor Vehicle Act*, *Local Government Act* or any successor legislation, shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

2.2 If any part of this Bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder of this Bylaw.

3. General Regulations

3.1 No person shall obstruct or interfere with a Bylaw Enforcement Officer in the exercise of their duties.

3.2 A Bylaw Enforcement Officer shall have the right to enter upon the property of any owner or occupant at all reasonable times and in a reasonable manner for the purposes of inspecting to determine compliance with the provisions of this Bylaw.

4. Definitions

In this Bylaw:

“accumulation” means a build up, growth or collection, either scattered, amassed or piled, existing at the time of inspection;

“boulevard” means that portion of highway between the curb lines or the lateral boundary lines of a roadway and the adjoining property or between the curbs on median strips or islands, but does not include curbs, sidewalks, ditches or driveways;

"Bylaw Enforcement Officer" means Chief Administrative Officer or designate, the person appointed by Council as such, and shall include members of the Royal Canadian Mounted Police;

"container" means a dumpster, garbage can, garbage bin or other receptacle designed, intended or used to hold rubbish, discarded materials and debris;

"Council" means the council of the City of Greenwood;

"crossing" means any improvement that is constructed over a boulevard or sidewalk for the purpose of allowing vehicles or pedestrians to gain access between the highway and the lane adjacent to the highway;

"derelict vehicle" means any vehicle or part of thereof, propelled other than by muscle power, which:

- 1) is physically wrecked or disabled;
- 2) is not capable of operating under its own power; and
- 3) does not have attached licence plates for the current year pursuant to the regulations of the *Motor Vehicle Act of the Province of British Columbia*;

"City" means the City of Greenwood;

"drainage facility" means boulevard drainage inlets, catch basins, grates, or culverts;

"filth" means foul or putrid matter;

"grass" shall include plants that are commonly known or referred to as grass;

"highway or other public place" includes every street, road, land, boulevard, sidewalk, lane, bridge, viaduct and any other way open to public use and any park, school grounds, building, conveyance, private place or passageway to which the public has, or is permitted to have access or is invited;

"lane" means a public thoroughfare or way which affords only a secondary means of access to a lot at the side or rear;

"noxious weed" means any weed designated by regulation to be a noxious weed pursuant to the *British Columbia Weed Control Act*;

"nuisance" means anything that annoys or gives trouble, or that which is offensive, irritating or a pest to anyone residing within the City;

"real property" means land and any property improvements such as buildings, trees, and ponds attached directly to it and entails the right of use (lawfully), control and disposition of the land and its attached objects.

"rubbish", in addition to its common dictionary meaning, shall include decaying or non-decaying solid and semi-solid wastes, including, but not limited to, both combustible and non-combustible wastes, such as paper, trash, refuse, cardboard, waste material, cans, glass, bedding, mattresses,

crates, rags, barrels, boxes, lumber not neatly piled, scrap iron, tin and other metal, scrap paving material, construction and demolition waste, vessels, tires, machinery, mechanical or metal parts, discarded or dilapidated appliances, discarded or dilapidated furniture, ashes from fireplaces and on-site incinerators, yard clippings and brush, wood, dry vegetation, dirt, weeds, dead trees and branches, stumps, and piles of earth mixed with any of the above;

“unwholesome matter” means physical objects which are detrimental to the physical or mental well being of persons.

“unsightly”, in addition to its common dictionary meaning and regardless of the condition of other properties in the neighbourhood, means any property having any one or more of the following characteristics:

- 1) the storage, location or accumulation visible to a person standing on a public highway or on nearby property, or in a building or structure situate on a public highway or nearby property, of filth, rubbish, graffiti or any other discarded materials;
- 2) the untidy storage, location or placement of building materials on a site where construction is not taking place, except where they cannot be seen from a public highway or from nearby property, or from a building or structure situate on a public highway or nearby property;
- 3) landscaping or vegetation that is dead or characterized by uncontrolled growth or lack of maintenance, or is damaged;
- 4) any other similar conditions of disrepair, dilapidation, or deterioration.

“weed” means and shall include brush, trees, noxious weeds and other growth that is allowed to come to a state of causing, or about to cause, a nuisance and any vegetation that may by its root system, limbs, shoots, or leaves intrude into a lane in a manner that may impact travel, construction, maintenance levels, longevity or esthetics of the said lane.

5. Nuisance

5.1 No person shall:

- a) Cause any nuisance within the City; or
- b) Permit real property to be used so as to cause a nuisance.

5.2 No person shall apply graffiti on walls, fences, or structures on or adjacent to any park or public place.

5.3 No owner of real property shall cause or create a nuisance, or permit a nuisance to be caused or created by allowing a vacant building on the real property to fall into such a state of disrepair that becomes unsightly or creates hazard, danger, nuisance or inconvenience to the general public.

6. Noise Regulations

6.1 General Prohibitions

- a) No person shall make or cause, or permit to be made or caused, any noise in or on a highway or other public place in the City which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of any person or persons in the

neighbourhood or vicinity of that place.

- b) No person, being the owner, occupier or tenant of real property, shall allow or permit such real property to be used so that noise or sound which occurs thereon or emanates there from, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons on the same property or in the neighbourhood or vicinity of that property.

6.2 Specific Prohibitions

Without limiting the generality of Section 6.1 herein:

- a) No person shall on any day before 07:00 a.m. or after 11:30 p.m. play or operate any radio, stereophonic equipment or other instrument or any apparatus for the production or amplification of sound either in or on private premises or on any highway or other public place in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighbourhood or vicinity of those premises or place.
- b) No person, being the owner, occupier, or tenant of real property, shall on any day before 07:00 a.m. or after 11:30 p.m. allow or permit their real property to be used by a person or persons for playing or operating any radio or stereophonic equipment or other instrument or other apparatus for the production or amplification of sound in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of any person or persons in the neighbourhood or vicinity of said real property.
- c) No person, being the owner, occupier, or tenant of real property, shall own or keep an animal which by its bark or sounds disturbs the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighbourhood or vicinity of said real property.
- d) No person in the City shall, and no owner of real property shall, on any day before 7:00 a.m. or after 8:00 p.m., construct, erect, reconstruct, alter, repair or demolish any building, structure or thing, or excavate or fill in land in any manner which causes noise or sounds in or on a highway or elsewhere in the City which disturbs or tends to disturb, the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighbourhood or vicinity.

6.3 Exemptions

Notwithstanding anything contained herein, no person shall be guilty of an infraction of this Bylaw while:

- a) Operating, or in charge of, fire department, police or ambulance vehicles while in the execution of their duties;
- b) Operating any motor vehicle, machinery or other apparatus or thing during an emergency or for a public purpose or in furtherance of the public interest including, without limiting the generality of the foregoing, snow removal, watermain and sewer main break repairs and civil defense exercises;
- c) Performing works of an emergency nature for the preservation or protection of life, health or property, provided that the onus shall be on the person performing the work to show cause that the work was of an emergency nature;
- d) Lawfully carrying on a trade or industry at a commercial, industrial or light industrial zoned area, provided that the sound or noise therefrom does not exceed the sound or

noise common to such trade or industry standards using equipment and facilities in good operating order;

- e) Operating residential household equipment including, but not limited to, pool pump motors, air conditioning units, exhaust fans, hot tub pumps, provided that the sound or noise therefrom does not exceed the sound or noise common to such household equipment when in good operating order and being used in accordance with generally accepted industry standards.
- f) The use, in a reasonable manner of an apparatus or mechanism for the amplification of human voice or music in a public park or facility in connection with an outdoor/indoor public event that has been sanctioned by the City;
- g) The use of the post office bell.

7. Property Maintenance

PRIVATE PROPERTY MAINTENANCE

7.1 Regulations

Except as permitted under Section 7.2 of this Bylaw, no owner or occupier of real property shall cause, suffer or permit:

- a) Water, rubbish, noxious, offensive, or unwholesome matter to collect or accumulate on the real property;
- b) Rubbish to overflow from or accumulate around any container situated on the real property;
- c) The real property to become or remain unsightly;
- d) The accumulation of dead landscaping, vegetation, weeds or other growths to occur or to remain on the real property; or
- e) Demolition waste, construction waste or trade waste to accumulate on the real property with the respect to real property regardless of whether a Building Permit has been issued by the City.
- f) Except where specially permitted by the City's Zoning Bylaw, no real property, may be used for the storage of derelict vehicle(s).

7.2 Exemptions

- a) Section 7 of this Bylaw does not apply to the orderly outdoor storage of goods and chattels where permitted by the City's Zoning Bylaw.

BOULEVARD & LANE MAINTENANCE

7.3 Regulations

Every owner or occupier of real property shall maintain the lane, sidewalk, boulevard, and land adjacent to their real property and in particular shall:

- a) Remove accumulations of filth, leaves, rubbish, discarded material, hazardous objects and materials which obstruct a drainage facility;
- b) In keeping with the reasonable standard of maintenance in the area, keep grassed areas trimmed and free of all weeds;

- c) Keep in good repair and up to City standards, all driveway crossings;
- d) Trim and maintain all planting;
- e) Remove all filth, leaves, rubbish, discarded materials, hazardous objects and materials from all lanes, boulevards and sidewalks;
- f) Maintain a clear and obstructed area, including snow and ice, having a radius of 1 (one) meter around a fire hydrant, as well as clear 1 (one) meter width from the front of the hydrant to the nearest roadway.

7.4 Prohibitions

No person shall:

- a) Willfully injure or damage any Boulevard or any tree, shrub, plant, bush or hedge on any Boulevard;
- b) Erect any sign, fence, wall or other structure on any Boulevard, except with written permission of the City;
- c) Apply Pesticide or Herbicide to any Boulevard;
- d) Dispose of any vegetation cuttings, rubbish, Discarded Materials or any liquid or solid waste on any Boulevard or in any Drainage Facility; or
- e) Plant trees, hedges or shrubs within 4.6 metres (15 feet) of any intersection.
- f) Plant trees, hedges or shrubs within 3 metres (10 feet) of a utility service.

SNOW REMOVAL

7.5 Regulations

- a) Every owner and occupier of real property shall remove all snow and ice from all sidewalks bordering the real property within 24 hours from the cessation of a snowfall or storm event which caused such accumulation.
- b) An owner or occupier shall not use equipment which could cause damage to the boulevard or sidewalk due to excess weight of the equipment or sharp edges which could cause abrasions or scrapes to the sidewalks or boulevard.
- c) Every owner or occupier of real property shall remove all snow and ice from the roof or other part of any structure on the property, where the location of that structure is such that it is reasonable to expect that the snow or ice on it may fall onto any sidewalk or highway, within 24 hours of the cessation of any snowfall or storm event that caused the accumulation.
- d) No persons shall deposit snow, ice or other material removed from real property onto City property or highways.

8. Compliance Orders

- 8.1 If the owner of the real property or other responsible person fails to comply with a requirement of this Bylaw, the Bylaw Enforcement Officer may issue an Order requiring that the owner or other responsible person, bring the real property into compliance with the provisions of this Bylaw within such time as the Bylaw Enforcement Officer considers appropriate in the circumstances.

- 8.2** Service of an Order referred to in Section 8.1 will be sufficient if a copy of the order is:
- a) served personally or mailed by registered mail to the owner of the real property as shown on the current year's real property assessment roll; and
 - b) either posted on the real property or delivered or mailed by regular mail to the occupier of the real property.
- 8.3** If the owner of the real property or other responsible person fails to comply with the Bylaw Enforcement Officer's compliance order within the time period specified in such Notice, the City, by its workers or others, may at all reasonable times and in reasonable manner, enter the real property and bring about such compliance at the cost of the defaulting owner or other responsible person. Such costs shall consist of all costs and expenses incurred by the City to achieve compliance with this Bylaw including, without limitation, administrative costs, costs to attend property by City employees or its contractors and the costs of removal, clean up and disposal.
- 8.4** If an owner of real property or other responsible person defaults in paying the cost referred to in Section 8.3 to the City within 30 days after receipt of a demand for payment from the City, the City may either recover from the owner or other responsible person, in any court of competent jurisdiction, the cost as a debt due to the City, or direct that the amount of the cost be added to the real property tax roll as a charge imposed in respect of work or service provided to the real property of the owner, and be collected in the same manner as property taxes.
- 8.5** Service of a demand for payment referred to in Section 8.4 will be sufficient if a copy of the demand is served personally or mailed by regular mail to the owner of the real property as shown on the current year's real property assessment roll.

9. Enforcement and Penalty

- 9.1** The provisions of this Bylaw may be enforced by any Bylaw Enforcement Officer.
- 9.2** Any person(s) who violate any provision of this Bylaw, or who causes, suffers, or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this Bylaw, shall be liable on summary conviction to a fine not exceeding fifty thousand dollars (\$50,000.00).
- 9.3** Where the offence is a continuing one, each day the offence continues shall be a separate offence.

10. Repeal

"City of Greenwood Property Maintenance Bylaw No. 928, 2018, ; Unsightly Premises Bylaw No. 890, 2015, ; Noise Control Bylaw No. 950, 2020, ; and Boulevard Regulation Bylaw No. 856, 2011 are hereby rescinded.

11. Effective Date

This Bylaw shall come into full force and effect and be binding on all persons upon adoption.

Read a First Time this	22 nd	day of January, 2024.
Read a Second Time this	22 nd	day of January, 2024.
Read a Third Time this	22 nd	day of January, 2024.
Adopted by Council this	12 th	day of February, 2024.

Mayor

I hereby certify this to be a true and correct copy of "City of Greenwood Good Neighbour Bylaw No. 1013, 2024"

On the ____ day of February, 2024.

Chief Administrative Officer