



CITY OF GREENWOOD

Regular Council Meeting

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

Monday, February 26, 2024

7:00 pm

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

AGENDA

1. Call to Order

2. Adoption of Agenda: February 26, 2024 Regular Council Meeting Agenda

3. Adoption of the Minutes

- a. February 12, 2024 Regular Meeting Minutes Page 3-6

4. Delegation

- a. Jessica McLean – Community Spaces Funding Grant. Page 7
- b. Carlene Piers - 2024 UBCM CRI Community Funding and Supports Grant Page 8

5. Correspondence for Information

- a. LGMA Newsletter Page 9-11

6. Correspondence for Action

- a. Request for resolution – RDKB Emergency Program Page 12

7. Councillor's Reports

8. Mayor's Report None.

9. Administrator's Report None.

10. Accounts Payable Report Page 13-14

February 9, 2024, – February 23, 2024

11. New and Unfinished Business

- a. Memo to Council – Midway Volunteer Fire Department Grand in Aid Request Page 15-28
- b. Work Alone and Incident Policy Page 29-37
- c. Work Safe BC Report Page 38-41
- d. Ministry of Housing – Policy Bulletin Page 42-47
- e. Exposure Control Plan for Bloodborne Pathogens Page 48-61

- f. Lease Extension Agreement – BC Emergency Health Services
- g. Coffee with Council

Page 62-67

12. Bylaws

- a. Bylaw No. 1013, 2024 Good Neighbour Bylaw – Fourth & Final Reading

Page 68-75

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.

15. Adjournment



CITY OF GREENWOOD
Minutes of the Regular Meeting of Council held on February 12, 2024

PRESENT

Mayor J. Bolt
Councillors: C. Huisman, CJ Rhodes, G. Shaw, J. McLean.
Administration: Brooke McCourt – via Zoom

NOT PRESENT

Tracy Thomas, CAO

CALL TO ORDER

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

ADOPTION OF AGENDA

Motion: G. Shaw/ C. Rhodes

THAT the February 12, 2024 regular council agenda be adopted as amended to add Delegation from Neil Brill under item b. Delegation, “Pool Cover Discussion” under item f. new and unfinished business and to move In-Camera after the regular Council meeting under section (c) of the *Community Charter*.

(32-24)

Carried

ADOPTION OF MINUTES

Motion: C. Huisman/ C. Rhodes

THAT the minutes of January 22, 2024 Regular Council Meeting be adopted as amended to add In-Camera at 7:49 p.m.

(33-24)

Carried

DELEGATION

Council thanked Neil Brill for coming and addressing Council with his concerns about section 6.2(c) in the Good Neighbour Bylaw No. 1013, 2024.

Councillor Rhodes asked Mr. Brill what he see as a solution.

Mr. Brill discussed basic noise restraints.

Councillor Rhodes Thanked Mr. Brill.

**CORRESPONDENCE
FOR INFORMATION**

No Motion to accept correspondence as information.

**CORRESPONDENCE
FOR ACTION**

Motion: J. McLean/ C. Rhodes

THAT the City of Greenwood write a letter of support for the District of Sicamous to show support for Bill-34 and the *Restricting Public Consumption of illegal Substances Act*.

(34-24)

Carried

Motion: C. Rhodes/ G. Shaw

THAT Council support the increase in tax requisition for the Boundary Integrated Watershed Service (BIWS).

(35-24)

Carried

Motion: C. Rhodes/ C. Huisman

(36-24)

THAT the City of Greenwood write a letter of support for the City of Abbotsford for the proposed UBCM resolution for additional beds to be added to the Fraser Health Region at the upcoming LMLGA Convention, in advance of the UBCM Convention this fall.

Carried

COUNCILLOR'S REPORTS

Clint Huisman: Verbal report presented – On File

CJ Rhodes: Verbal report presented – On File

Jessica McLean: Verbal report presented – On File

Motion: C. Rhodes/ G. Shaw

THAT Council approve the Greenwood Recreation Association to use of S. Government Street and the Concession stand at the Ball Park on May 4th , 2024 for the Soap Box Derby Event.

(37-24)

Carried

Gerry Shaw: Verbal report presented – On File

MAYOR'S REPORT: Verbal report presented – On File

ADMINISTRATION REPORT: None.

No Motion to accept all reports as information.

ACCOUNTS PAYABLE REPORTS

Motion: C. Huisman/ C. Rhodes

THAT Council receive the cash disbursement accounts payable report in the amount of \$60,496.36 for the period of January 19, 2024 to February 8, 2024.

(38-24)

Carried

NEW AND UNFINISHED BUSINESS

- a. Memo to Council –
Midway Volunteer Fire
Department Grand in
Aid Requests.

Deferred until next meeting.

- b. Occupational Health and
Safety Policy.

(39-24)

Motion: C. Rhodes/ G. Shaw

THAT Council approve the Occupational Health and Safety Policy (2024-03).

Carried

- c. Work Alone and
Incident Policy.

Deferred until next meeting.

- d. Work Safe BC Report **Motion: C. Rhodes/ G. Shaw**
 THAT Council accept the Work Safe BC Report.
- (40-24) **Carried**
- e. Work Safe BC Report **Item missing during meeting.**
- f. Greenwood Pool Cover **Motion: C. Huisman. J. Mclean**
 THAT Council direct staff to look at costs of a new cover and roll
 bar and also look at funding opportunities for the pool.
- (41-24) **Carried**

BYLAWS

- a. Bylaw No. 1013, 2024 **Deferred until next meeting.**
 Good Neighbour Bylaw.
- (42-24) **Carried**

NOTICE OF MOTIONS **None.**

DECLASSIFIED MOTIONS FOR PUBLIC RECORD

Councillor Rhodes read the In-Camera resolution Council made on the January 22, 2024 In-Camera meeting with Councils resolution to take out of In-camera and make public record.

Motion: C. Rhodes/ G. Shaw

THAT Council instruct staff to complete the necessary work to supply a potable water connection to the property located at PARCEL A, BLOCK 6, PLAN KAP62, DISTRICT LOT 818, SIMILKAMEEN DIV OF YALE LAND DISTRICT, PORTION (DD KJ40312).

The Hookup is to be completed by March 15, 2024.

The necessary work is similar to a typical residential hookup.

The Costs of connection from the property line will be the responsibility of the property owner.

Staff is required to report in a timely manner to Council through the CAO any extraordinary or atypical costs associated to this hookup.

George Fosbury thanked Council for their decision and asked Council who to contact for some following questions.

Councillor Shaw directed Mr. Fosbury to reach out to contact Rhonda Shangraw, Acting CAO and the Public Works Foreman.

**QUESTION
PERIOD**

Resident asked questions regarding crime rate going up around town.

Resident asked questions regarding placement of water line being connected to the Property of Mr. Fosbury.

Mayor and Council thanked all residents for the questions and for coming out to tonight's meeting.

IN-CAMERA

Motion: G. Shaw/ C. Rhodes

THAT Council move into In-Camera at 9:10 p.m. Under section 90(1)(c) – labour relations or other employee relations.

Motion: G. Shaw/ C. Rhodes

THAT Council adjourn the In-Camera meeting at 10:29 p.m. and move back into Regular Council Meeting.

(43-24)

Carried

ADJOURNMENT

Motion: C. Huisman

THAT Council adjourn the Regular Council Meeting at 10:30 p.m.

(44-24)

Carried

Mayor

Certified Correct

Chief Administrative Officer

02/23/24
(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 Feb 26th, 2024.
(date of meeting)

The subject to be dealt with by the delegation is: RDKB FIRESMART
2023/24 Program Update

The proposal intended to be made to Council is: Request for certified
resolution for RDKB to apply for UBCM CRI 2024 Firesmart grant

The name(s) of the person(s) who will address Council is(are): Carlene Pires -
RDKB EMERGENCY PROGRAM & FIRESMART COORDINATOR

The contact persons for the delegation is:

Name: CARLENE PIRES

Mailing address: 202-843 ROSSLAND AVE. TRAIL, BC V1R-4S8

Phone: 250. 231. 1277

Yours sincerely,


(signature)

Feb/21/24
(date)

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

Dear Sir / Madam:

RE: REQUEST TO APPEAR AS A DELEGATION BEFORE CITY COUNCIL

I (we) wish to appear before City Council as a delegation at the regular Council meeting to be held on Feb/26/24.
(date of meeting)

The subject to be dealt with by the delegation is:

The Community Spaces Funding Grant.

The proposal intended to be made to Council is:

A Shade Cover in Lions Park

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

Jessica McLean

The contact person for the delegation is:

Name: Jessica McLean

Mailing Address: PO Box 707
Greenwood BC V0H 1J0

Phone: 250-300-8931

Yours Sincerely,


(signature)

Brooke McCourt

From: Local Government Management Association of BC <office@lgma.ca>
Sent: February 20, 2024 11:03 AM
To: frontdesk.greenwoodcity@shaw.ca
Subject: LGMA Job Circular, News, and Program Updates - Week of February 20, 2024

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

Professional Development Partners:



LIDSTONE & COMPANY



STEWART McDANNOLD STUART
Barristers & Solicitors



YOUNG ANDERSON

Travel Grant Partner:

LIDSTONE & COMPANY

LGMA Newsletter:

Week of February 20, 2024

Winter 2024 Exchange Magazine Finding Your Path Toward Reconciliation

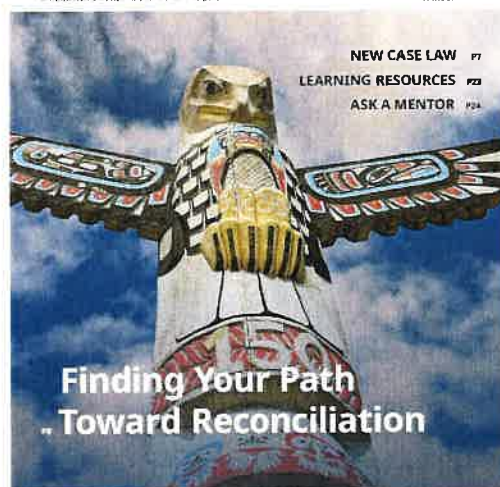
The winter 2024 issue of Exchange Magazine is available now, [Finding Your Path Toward Reconciliation](#). For the past several years, work has been done across BC to acknowledge truths, learn, and engage in relationship building with First Nations, all on a path towards reconciliation. While this work is still in its infancy, many local governments have committed to building relationships and working with First Nations, but many are wondering what the moral and legal obligations are for municipalities and regional districts under this act.

In this issue, we delve deep into understanding what the Declaration Act means for local governments and discuss with legal experts and consultants on how to lead meaningful engagement with First Nations communities, how to build lasting relationships, and overcome stumbling blocks when working together.

EXCHANGE



Winter 2024



CivicInfo BC & LGMA

BC Local Government Job Board

CURRENT OPPORTUNITIES

[Job Postings](#)

LGMA Training:

Understand issues that

impact Indigenous Peoples

[Indigenous Awareness Training \(March Session\)](#)

March 12

Become a more effective communicator

[MATI® Advanced Communications](#)

April 14 - 19

Learn to inspire, coach, foster cooperation

[MATI® Managing People](#)

May 5 - 10

Second Offering of Indigenous Awareness Training

[Indigenous Awareness Training \(June Session\)](#)

June 7

LGMA Membership

2024 Membership now available!

[Update your LGMA profile to stay connected](#)

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 Training & Workshops](#)

Additional News and Training:

Recognizing women in BC and Alberta

[Lynn Orstad Award nominations](#)

Nominations due February 27

PIBC Regional Housing Lunch & Learn

[Planning Institute of BC](#)

February 29

Connecting Communities BC funding program

[Third intake now open!](#)

Open until March 14

Peer learning network to support local government staff

[Planning Institute of BC](#)

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 On-Demand Courses

Enjoy this complimentary course!

[Ethics in Local Government](#)

Available on-demand

[See all News & Opportunities](#)

LGMA Seeking Board of Variance Volunteers

Boards of Variance are an integral part of the local government land use management system established in the Local Government Act. Local governments must appoint a Board of Variance to deal with specific applications to vary a zoning bylaw on the grounds of hardship.

The LGMA is [seeking volunteers](#) to support two upcoming activities related to local government Boards of Variance. Individuals who have experience working in local government in the areas of development and planning, and have an understanding of the training and professional development needs of Board of Variance members should apply. Individuals with experience supporting or serving on a local government board of variance are strongly encouraged to apply. Visit the [LGMA Webpage for more details](#).



Connect with the LGMA



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

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

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

[Forward to a friend](#)

[Unsubscribe](#)

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

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,



Carlene Pires
RDKB Emergency Program
FireSmart Coordinator

Main

202 – 843 Rossland Avenue
Trail, BC V1R 4S8
T: 250.368.9148
T/F: 1.800.355.7352
F: 250.368.3990

Grand Forks

2140 Central Avenue
Grand Forks, BC V0H 1H0
T: 250.442.2708
T/F: 1.877.520.7352
F: 250.442.2688

rdkb.com



Cheque Register-Summary-Bank



Supplier : HERIT To ZWARN
 Cheque Dt. 09-Feb-2024 To 23-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
6192	09-Feb-2024	A&G SUPPLY	A&G SUPPLY LTD	Issued	22	C	106.89
6193	09-Feb-2024	ACCUR	ACCURA ALARMS	Issued	22	C	267.75
6194	09-Feb-2024	ACECOUR	A.C.E. COURIER SERVICES	Issued	22	C	92.88
6195	09-Feb-2024	AMAZON	AMAZON	Issued	22	C	44.43
6196	09-Feb-2024	BBFD	BARRY BEECROFT FUEL DISTRIBUTORS LTC	Issued	22	C	2,206.39
6197	09-Feb-2024	BOUND001	BOUNDARY HOME BUILDING CENTRE	Issued	22	C	33.50
6198	09-Feb-2024	CAROENV	CARO ANALYTICAL SERVICES	Issued	22	C	538.39
6199	09-Feb-2024	CHARV001	MARIEN, VANESSA DAWN	Issued	22	C	320.00
6200	09-Feb-2024	CIVICINFOB	CIVIC INFO BC	Issued	22	C	157.50
6201	09-Feb-2024	CUPE001	CUPE - LOCAL 2254	Issued	22	C	880.53
6202	09-Feb-2024	ICONIX	ICONIX WATERWORKS LP	Issued	22	C	1,164.53
6203	09-Feb-2024	INTERIOR	INTERIOR HEALTH ACCTS RECEIVABLE	Issued	22	C	462.49
6204	09-Feb-2024	INTROO	INTERIOR ROOFING LTD.	Issued	22	C	3,589.68
6205	09-Feb-2024	MCMYN	McMYNN'S ACE BUILDING CENTRE	Issued	22	C	34.68
6206	09-Feb-2024	PROMA	PROMAG ENVIRO	Issued	22	C	893.45
6207	09-Feb-2024	PT00000124	NEUGEBAUR, JEFF CORY	Issued	22	C	1,730.60
6208	09-Feb-2024	QUICK	QUICKSCRIBE SERVICES	Issued	22	C	420.00
6209	09-Feb-2024	REGIO001	REGIONAL DISTRICT OF KOOTENAY BOUND	Issued	22	C	2,241.20
6210	09-Feb-2024	RUNCI	RUNCIMAN, JAMES	Issued	22	C	1,100.00
6211	09-Feb-2024	SHADCR	SHADOW CREEK PROPERTIES LTD.	Issued	22	C	1,143.45
6212	09-Feb-2024	ULINE	Uline Canada Corp	Issued	22	C	830.89
6213	09-Feb-2024	VADIM001	CentralSquare Canada Software Inc a CentralSq	Issued	22	C	514.50
6214	09-Feb-2024	VALHAL	VALHALLA HYDROVAC LTD	Issued	22	C	2,257.50
6215	09-Feb-2024	WESTV	WESTVAC INDUSTRIAL LTD	Issued	22	C	939.55
6216	09-Feb-2024	YOUNG001	YOUNG ANDERSON BARRISTERS	Issued	22	C	1,568.00
6217	20-Feb-2024	SUNLIFE	SUN LIFE	Issued	27	C	12,846.88
6218	22-Feb-2024	ACCUR	ACCURA ALARMS	Cancelled	53	C	0.00
6219	22-Feb-2024	ACECOUR	A.C.E. COURIER SERVICES	Cancelled	34	C	0.00
6220	22-Feb-2024	ADTSEC	ADT SECURITY SERVICES CANADA LTD.	Cancelled	34	C	0.00
6221	22-Feb-2024	BLACK001	BLACK PRESS	Cancelled	55	C	0.00
6222	22-Feb-2024	CANCO	CANCO #106	Cancelled	34	C	0.00
6223	22-Feb-2024	CHARV001	MARIEN, VANESSA DAWN	Cancelled	57	C	0.00
6224	22-Feb-2024	GREE	GREENWOOD COMMUNITY ASSOCIATION	Cancelled	34	C	0.00
6225	22-Feb-2024	KETTL	KETTLE VALLEY ELECTRIC LTD	Cancelled	59	C	0.00
6226	22-Feb-2024	KMSTOOL	KMS TOOLS & EQUIPMENT	Cancelled	34	C	0.00
6228	22-Feb-2024	RRSMI001	ROB, SMITH	Cancelled	61	C	0.00
6229	22-Feb-2024	SHOEST	SHOE STRING IMPORTERS	Cancelled	34	C	0.00
6230	22-Feb-2024	STALLI	STALLION CONTRACTING	Cancelled	63	C	0.00
6231	22-Feb-2024	Y&RSAL	Y & R SALES	Cancelled	34	C	0.00
6232	22-Feb-2024	YOUNG001	YOUNG ANDERSON BARRISTERS	Cancelled	65	C	0.00
6233	23-Feb-2024	ACCUR	ACCURA ALARMS	Issued	66	C	36.75
6234	23-Feb-2024	ACECOUR	A.C.E. COURIER SERVICES	Issued	66	C	177.50
6235	23-Feb-2024	ADTSEC	ADT SECURITY SERVICES CANADA LTD.	Issued	66	C	3.13
6236	23-Feb-2024	BLACK001	BLACK PRESS	Issued	66	C	405.14
6237	23-Feb-2024	CANCO	CANCO #106	Issued	66	C	172.45
6238	23-Feb-2024	CHARV001	MARIEN, VANESSA DAWN	Issued	66	C	320.00
6239	23-Feb-2024	GREE	GREENWOOD COMMUNITY ASSOCIATION	Issued	66	C	426.28
6240	23-Feb-2024	KETTL	KETTLE VALLEY ELECTRIC LTD	Issued	66	C	563.23
6241	23-Feb-2024	KMSTOOL	KMS TOOLS & EQUIPMENT	Issued	66	C	301.87
6242	23-Feb-2024	LORDC001	LORDCO	Issued	66	C	1,280.01
6243	23-Feb-2024	RRSMI001	ROB, SMITH	Issued	66	C	157.49
6244	23-Feb-2024	SHOEST	SHOE STRING IMPORTERS	Issued	66	C	185.67
6245	23-Feb-2024	STALLI	STALLION CONTRACTING	Issued	66	C	1,034.46
6246	23-Feb-2024	Y&RSAL	Y & R SALES	Issued	66	C	85.73

Cheque Register-Summary-Bank



AP5090

Page : 2

Date : Feb 23, 2024

Time : 10:41 am

Supplier : HERIT To ZWARN

Cheque Dt. 09-Feb-2024 To 23-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
Bank : 01 General Bank							
6247	23-Feb-2024	YOUNG001	YOUNG ANDERSON BARRISTERS	Issued	66	C	5,742.83
6248	23-Feb-2024	ROYBAN	ROYAL BANK OF CANADA	Issued	68	C	46,051.50
6249	23-Feb-2024	SIMKEN	SIMON KENT LAW CORPORATION	Issued	70	C	5,000.00
00595-0001	09-Feb-2024	BOLTJ	BOLT, JOHN	Issued	20	E	100.00
00595-0002	09-Feb-2024	FORTI001	FORTIS BC - Electric	Issued	20	E	75.99
00595-0003	09-Feb-2024	HUISC001	HUISMAN, CLINTON JOSEPH	Issued	20	E	100.00
00595-0004	09-Feb-2024	MCLEJ001	JESSICA, MCLEAN	Issued	20	E	100.00
00595-0005	09-Feb-2024	MUNIP	MUNICIPAL PENSION PLAN	Issued	20	E	3,312.51
00595-0006	09-Feb-2024	RHODCJ	RHODES, CECIL JOHN	Issued	20	E	100.00
00595-0007	09-Feb-2024	SHAW	SHAW, GERRY	Issued	20	E	100.00
00595-0008	09-Feb-2024	SHAW001	SHAW CABLE	Issued	20	E	200.45
00595-0009	09-Feb-2024	TELUS	TELUS	Issued	20	E	98.56
00596-0001	22-Feb-2024	CANAD003	CANADA REVENUE AGENCY	Issued	33	E	19,110.93
00596-0002	22-Feb-2024	COLLVISA	COLLABRIA HERITAGE CREDIT UNION	Issued	33	E	5,626.29
00596-0003	22-Feb-2024	FORTI001	FORTIS BC - Electric	Issued	33	E	10,127.88
00596-0004	22-Feb-2024	FORTI002	FORTIS BC NATURAL GAS	Issued	33	E	2,163.96
00596-0005	22-Feb-2024	MUNIP	MUNICIPAL PENSION PLAN	Issued	33	E	6,713.48
00596-0006	22-Feb-2024	SHAW001	SHAW CABLE	Issued	33	E	618.12
00596-0007	22-Feb-2024	TELUS 003	TELUS	Issued	33	E	74.14
Total Computer Paid :		98,329.70	Total EFT PAP :	48,622.31	Total Paid :		146,952.01
Total Manually Paid :		0.00	Total EFT File :	0.00			

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

MEMORANDUM TO COUNCIL

To: Mayor and Council **Date:** February 23, 2024
From: Brooke McCourt **Date to Council:** February 26, 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 as well as give more information regarding the meeting held with Roy Terashita, Greenwood's Fire Chief, Acting CAO, Rhonda Shangraw and Greenwood's Fire Department liaison and City Councillor, CJ Rhodes.

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.

This request was brought forward to Council on February 12, 2024 at the Regular Council Meeting. Council decided to defer this request until the next Regular Council Meeting to give Council an opportunity to get more information and have a meeting with Greenwood's Fire Chief Roy Terashita.

On Thursday February 22, 2024 Acting CAO, Rhonda Shangraw and Councillor Rhodes met with the City of Greenwood Fire Chief, Roy Terashita to discuss the Midway Volunteer Fire Departments Grant in Aid requests as at last Council meeting Council deferred making any resolutions on these requests and wanting to get more information on possible better uses for these funds.

Roy Terashita, from the City of Greenwood's Volunteer Fire Department discussed keeping a strong relationship between the two departments and felt it was a benefit for the City of Greenwood to give funding to the Midway's Volunteer Fire Department as both Midway and Greenwood support each other. Helping foster healthy relationships with neighbouring first responding/fire services is crucial for keeping not only Greenwood but surrounding areas safe.

Acting CAO, Rhonda Shangraw discussed the desire for the City of Greenwood's Volunteer Fire Department to look at any Grant in Aid's that the Village of Midway offers and possibly applying for those in the future.

Roy Terashita, Greenwood Fire Chief and Rhonda Shangraw, Acting CAO discussed making sure these funds will not be coming out of the Greenwood's Fire Department Budget at all, if accepted by Council resolution.

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 motion to approve the amount of \$4,000.00 to be given to the Midway's Volunteer Fire Department based on the recommendations made from Greenwood's Volunteer Fire Chief, Roy Terashita.

3. Council may choose to refer the issue back to staff for additional information.
4. Council may choose not to support the recommendation.

Recommendations

Roy Terashita, Greenwood Volunteer Fire Department Fire Chief, recommends that the City of Greenwood Council motion to approve Midway's Volunteer Fire Department's Grant in Aid's Requests in the amount of \$4,000.00.

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

FINANCE

GRANT IN AID

POLICY # 1850-01

PURPOSE: This policy is intended to provide guidance in the processing of applications for Grants in aid. A grant in aid is a means for Council to support organizations with in the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. There is no obligation on the part of Council to approve these grants.

POLICY: During the development of the Financial Plan, Council will review the estimate annual amount of revenue to forecast whether or not the budget will allow these grants following year.

Preamble: The Corporation of the City of Greenwood may support voluntary non-profit organizations within the limits set by the Annual Operating Budget in the following for the ways:

1. By providing a grant in aid to the non-profit organizations that provide benefits for the publics, and are subject to annual review by the Council.

ELIGIBILITY REVEIWS

Notwithstanding the method and /or level of support given to any voluntary non-profit organization in any year, all organizations shall be subject to an annual eligibility review, which shall consist of a request for assistance in writing, answering questions 10 thru 17 of the original application.

The Corporation of the City of Greenwood

Policy – Grant in Aid

APPLICATION PARAMETERS:

The following regulations must be adhered to by non-profit organizations applying for direct or indirect assistance from the City:

1. Only non-profit Organizations meeting the requirements are eligible for Grants.
2. All grants must be applied for in writing using the Grant application Form provided. All applicants must complete the entire application. Subsequent applications will receive one reminder notice with a list of questions to answer as outlined in the application a review process.
3. A Revenue and Expenditure Budget Statement for ensuing year must accompany all requests for grants. In specific instances, Council may require that the organizations be audited.
4. Grants are subject to availability of funds in the City's annual budget.
5. All Requests must outline details of efforts made by the non-profit organization to work towards self- sufficiency.
6. Organizations that propose to turn a portion of the grant received over to other organizations are not eligible.
7. All requests must provide aims and objectives to determine if there are overlaps with a similar agency or if a uniting of agencies for a similar purpose could occur. Such determination to be investigated by staff and recommended to the Finance Committee.
8. Requests for grant in aid for organizations whose facilities are outside the boundaries of The City of Greenwood will not be considered.

The Corporation of the City of Greenwood

Policy – Grant in Aid

APPLICATION REVIEW PROCESS:

- 1 The Finance Committee or the Council in Committee of the Whole will receive and evaluate all applications to determine whether the applicant meets all criteria and provides benefit to the citizens of Greenwood. Sections 10 thru 17 of the application will form the basis of a decision. A summary of grant in aid, grants in lieu of taxes and permissive tax exemptions allowed in the previous year will be included as information.
- 2 The Committee will recommend to Council the extent of assistance and identify constraints that should be on the funding.
- 3 Final approval on all applications will be confirmed by 2/3 majority of the Council at a regular Council meeting.

GENERAL REVIEW PROCESS:

- 1 Council, may from time to time have informational referendums to gauge public opinion on the matter of providing grant in aid to various organizations.
- 2 A general review of the policy may be undertaken:
 - A. If the financial situation of the municipality should materially change, or
 - B. If the Council receives a petition that represents between 5% and 50 of eligible electors requesting such a review. Elector's eligibility will be pursuant to the Local Government Act.
- 3 All previous resolutions and/or policies governing the matter of grant in Aid are hereby rescinded.

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, 2023

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

FINANCE

GRANT IN AID

POLICY # 1850-01

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ELIGIBILITY REVIEWS

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The Corporation of the City of Greenwood

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3. A Revenue and Expenditure Budget Statement for ensuing year must accompany all requests for grants. In specific instances, Council may require that the organizations be audited.
4. Grants are subject to availability of funds in the City's annual budget.
5. All Requests must outline details of efforts made by the non-profit organization to work towards self- sufficiency.
6. Organizations that propose to turn a portion of the grant received over to other organizations are not eligible.
7. All requests must provide aims and objectives to determine if there are overlaps with a similar agency or if a uniting of agencies for a similar purpose could occur. Such determination to be investigated by staff and recommended to the Finance Committee.
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The Corporation of the City of Greenwood

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- 2 A general review of the policy may be undertaken:
 - A. If the financial situation of the municipality should materially change, or
 - B. If the Council receives a petition that represents between 5% and 50 of eligible electors requesting such a review. Elector's eligibility will be pursuant to the Local Government Act.
- 3 All previous resolutions and/or policies governing the matter of grant in Aid are hereby rescinded.

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

16.) 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 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 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

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

Hazard Identification and Risk Assessment

A hazard is any source of potential damage, harm or adverse health effects on something or someone. Risk is the chance or probability that a person will be harmed or experience adverse health effects if exposed to a hazard.

A risk assessment identifies hazards, analyzes, and evaluates the risk and determines the appropriate ways to eliminate the hazard or control the risk when the hazard cannot be eliminated.

HAZARD ID AND RISK ASSESSMENT

Date: _____

Person Reporting: _____

Activity/Procedure being Assessed:

Known or expected Hazards and risks associated with the activity:

Possible Consequences: What are the possible consequences? How likely are those consequences to occur?
What is the severity of the harm?

Who is at risk?

Measure to be taken to eliminate the hazard or lower the level of risk:

Is there a risk of the control measures failing? What would the consequences be?

Action to be taken in an emergency:

Reporting Person Signature

Safety Representative Signature



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



CITY OF GREENWOOD

If available: Police file #: _____

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 of 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	<table border="1"> <tr> <td>Make</td> </tr> <tr> <td>Model</td> </tr> <tr> <td>Color</td> </tr> <tr> <td>License Plate #</td> </tr> </table>		Make	Model	Color
Make						
Model						
Color						
License Plate #						



8951 Westminster Highway, Richmond, BC
Mailing Address: PO Box 5350 Stn Terminal, Vancouver BC, V6B 5L5
Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

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 #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.



NOTICE OF COMPLIANCE REPORT

Worker and Employer Services Division

6951 Westminster Highway, Richmond, BC
Mailing Address: PO Box 5350 Stn Terminal, Vancouver BC V6B 5L5
Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

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)	<i>Please see attached</i>
Order #	Cited	Description of actions taken to comply, or the intended actions to comply, and the estimated date of compliance
2	OHS6.34(1)	<i>Please see attached</i>



6951 Westminster Highway, Richmond, BC
Mailing Address: PO Box 5350 Stn Terminal, Vancouver BC V6B 5L5
Telephone: 604 276-3100 Toll Free 1-888-521-7233 Fax 604 276-3247

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	
Rhonda Shangraw		Month: 02	Day: 08 Year: 2024
Phone: 236-353-8001	Email: rhonda@greenwoodcity.ca		

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.



MINISTRY OF HOUSING
POLICY BULLETIN

Issued: February 2024

Local Government Housing Initiatives
Small Scale Multi-Unit Housing - Extensions

Direction on eligible conditions and application requirements for extensions to the June 30, 2024, deadline for local governments' zoning bylaw amendments to accommodate small-scale multi-unit housing requirements.

Background

In the fall of 2023, the BC government passed *Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023*, which amends the *Local Government Act* and *Vancouver Charter* to support the supply of significantly more homes, faster, in BC. The amendments require local governments to update their zoning bylaws to allow secondary suites or detached additional dwelling units in single-family zones province-wide and three to six units of Small-Scale Multi-Unit Housing (SSMUH) on single-detached or duplex residential lots, depending on their locations.

The [SSMUH Policy Manual & Site Standards](#) have been released to support local governments in updating their bylaws and includes information on exemptions and advice on calculating anticipated uptake and infrastructure capacity.

Local governments need to amend their bylaws before June 30, 2024, and notify the Minister of Housing as soon as practicable after the last of the necessary amendments have been completed. Local governments can request time-based extensions under certain circumstances, which are detailed below.

Requests for extensions related to infrastructure must be submitted to the Minister on or before June 1, 2024. Extensions related to extraordinary circumstances must be submitted on or before June 30, 2024.

Confirmation of the passing of a resolution by the council or board directing submission of an extension application is required to ensure that the application is authorized.

Local governments seeking extensions will need to know the results of their extension application(s) *prior* to June 30th, 2024, to identify which zones they are required to bring into compliance in their SSMUH bylaw amendments (i.e., zones covered by the legislation for which no extension has been granted or sought). **We therefore recommend that extension applications be submitted to the Minister of Housing 45 days prior to anticipated council hearings for SSMUH-related bylaw amendments.**

An extension may be granted if the Minister is satisfied that the local government is unable, by June 30, 2024, to comply with the requirement to amend its bylaws because:

1. The local government is in the process of upgrading infrastructure that services the specific area or specific lots for which the extension is being requested;

2. The infrastructure that services the area where SSMUH would apply is such that compliance by June 30, 2024, is likely to increase a risk to health, public safety or the environment in that area; or
3. Extraordinary circumstances exist that otherwise prevent compliance in relation to the area.

This bulletin provides details on the criteria, application process, and the supporting documents that must be submitted as part of an application for an extension to the SSMUH compliance deadline. Note that subsequent resources may be issued by the Province to clarify or elaborate on changes to the Act. These resources will be available online on the [Local Government Housing Initiatives website](#).

Application process for extensions to compliance deadline for SSMUH zoning bylaw amendments

The steps and timeline for local government extension applications are detailed below.

1. Local governments complete the documentation for their extension request, as detailed in the appropriate section below.

Questions about submission requirements and applications should be directed to:
PLUM@gov.bc.ca.

2. Application packages should be submitted 45 days prior to council hearing for SSMUH zoning bylaw amendments. The final deadline for applications is **June 1, 2024** or **June 30, 2024**¹ (depending on the reason for the extension request) by email or mail to:

Email: PLUM@gov.bc.ca

Mail: Planning and Land Use Management Branch
PO BOX 9841 STN PROV GOVT
Victoria, BC V8W 9T2
Attn: SSMUH Extension Request Application

3. Applicants will receive confirmation of receipt of the package and date of submittal.
4. The Minister will review the package and provide a response indicating whether the extension has been granted. If the extension is granted, the Minister will indicate the new deadline for compliance, which can be no later than December 31, 2030. If applications are refused, local governments have 90 days after the date set out in the notice of refusal to provide notice that they've complied with the SSMUH legislated requirements.

¹ Packages post-marked by the deadline will be considered on-time.

5. Once the conditions that necessitated the extensions have been resolved, local governments are required to update their zoning bylaws for the area(s) where their extensions applied.
6. Local governments must notify the Minister by letter, that their zoning bylaw is updated and compliant by the extended deadline.

Extension categories and application requirements

The following section describes the conditions eligible for extensions, and the associated application requirements.

Local governments may apply for multiple extensions of the same or different extension categories, however, must complete separate application forms and packages for each infrastructure project or issue.

1. *The local government is in the process of upgrading infrastructure that services the specific area or specific lots for which the extension is being requested.*

Explanation of condition

Local governments can apply for an extension to the SSMUH compliance deadline in relation to specific areas or lots where they are in the process of upgrading infrastructure which renders them unable to comply by June 30th, 2024.

Examples of eligible ongoing infrastructure upgrades include, but are not limited to:

- Upgrades that increase capacity required to meet demands of added development – Including increasing pipe size, treatment plant upgrades, etc.

Application requirements

- Requested extension date.
- Description of the ongoing infrastructure upgrade which prevents compliance with the SSMUH zoning requirements by June 30, 2024, and explanation of why new SSMUH development cannot occur until the upgrade is complete.
- Timelines for the project.
- Map of the affected area, including the parcels for which the extension is being requested, as well as the location(s) of the infrastructure upgrade.
- Documentation to support the application which may include, but is not limited to: engineering reports, project plan, progress reports, etc.

2. Compliance is likely to increase risk to public health, safety or the environment.

Explanation of condition

Local governments can apply for an extension for areas where the infrastructure that services the area is such that compliance by June 30, 2024, is likely to increase a risk to health, public safety or the environment.

Examples of infrastructure conditions that would likely increase risks in an area include, but are not limited to:

- **Wastewater** – additional input to wastewater treatment facility and/or system servicing the area would lead to untreated wastewater backups and overflows.
- **Stormwater** – current stormwater management practices and systems would exceed capacity from additional development.
- **Drinking water quality** – additional development would be connected to a water system with current/ongoing/frequent water quality concerns (water quality advisory, boil water advisory or do not use water notice) or cause insufficient water supply concerns.

Application requirements

- Description of the infrastructure deficiency and how changing the zoning in the affected area to comply with the SSMUH requirements would pose a risk to public health, safety or the environment until an upgrade is undertaken.
- Requested extension date (this must align with existing project timelines if a project plan exists. If there is no project plan in place, an estimate may be given).
- Map of area(s) to which the extension application applies.
- Documentation supporting the application, which may include, but is not limited to engineering reports.
- Remediation plan if one exists.

Extensions vs. Exemptions

Extensions

- Areas which receive an extension for SSMUH compliance are expected to align with the SSMUH legislative requirements in the future. These areas require additional time to update the necessary infrastructure to support additional development adequately and address likely risk to health, public safety, or the environment.
- Local governments are required to apply for an extension, following the information provided in this bulletin and associated application form.

Exemptions

- Land which meets the requirements for an exemption from SSMUH legislation is not intended to align with SSMUH legislation in the future unless significant action is taken which can demonstrate the exemption is no longer applicable.
- Local governments do not need to apply for an exemption, rather they must notify the Minister of what areas in their jurisdiction meet the exemptions as provided for in the legislation and regulations.
- For exemption notification requirements, please see page 13 of the [Provincial Policy Manual and Site Standards](#).

3. Extraordinary circumstances exist that prevent compliance by June 30, 2024.

Explanation of condition

A local government is unable to update their bylaws by the deadline, due to unforeseen circumstances that divert their resources.

What is an “extraordinary circumstance”?

An extraordinary circumstance, for the purpose of an extension to comply with the requirements of the SSMUH legislation, is a situation that would result in a sufficient diversion of local government resources such that compliance with the legislation in the specified timeline would not be possible.

Examples of extraordinary circumstances that otherwise prevent compliance in relation to the area by the deadline, include but are not limited to:

- [Natural hazards](#) (flooding, forest fire);
- [State of emergency](#).

Application requirements

- Requested extension date.
- Description of the issue occurring in the community.
- Description of any work completed to comply with the SSMUH requirements up to this point, what additional work is planned to be done, an anticipated timeline when issue will be resolved and/or when compliance will be achieved.
- Documentation of extraordinary circumstances, ex: Declaration of State of Emergency.

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

INTRODUCTION

Blood and other body fluids can be contaminated with organisms known to cause diseases in human beings. These micro-organisms are known as bloodborne pathogens.

Items such as used hypodermic needles and condoms are commonly found in places such as sewers, parks, beaches, streets, public washrooms, and other places where City Workers go about their daily tasks. These items could be contaminated with disease causing micro-organisms, thereby exposing Workers to bloodborne pathogens.

Bloodborne pathogens of most concern in an 'outside' municipal operations are the Human Immunodeficiency Virus (HIV) and the Hepatitis Viruses (specifically B & C)

PURPOSE AND INTENT

The purpose and intent of the attached Exposure Control Plan is to:

1. Identify ways to minimize worker exposure to harmful viruses such as the Hepatitis Virus and Human Immunodeficiency Virus.
2. Provide a structured means for the City to comply with current legislation, while improving health and safety standards for its workers.
3. Outline individual duties and responsibilities so that all employees required to participate in the plan, have a clear understanding of their due diligence expectations.

DUTIES AND RESPONSIBILITIES

As the employer, the City of Greenwood recognizes its responsibility to ensure the health and safety of its workers. This includes taking effective steps to protect City Workers who have occupational exposure to bloodborne pathogens. To this end, the City has made provision for compliance with this part of the Occupational Health and Safety Regulation through the development of the attached Exposure Control Plan for Bloodborne Pathogens. The plan plays a vital role in the City's health and safety program.

City Supervisors are aware of their responsibility to take all reasonable steps to ensure the health and safety of the workers they supervise. To this end, they will implement and properly administrate this Exposure Control Plan in their department as it relates to the tasks and activities they supervise.

All City workers who have been identified as having occupational exposure to Bloodborne Pathogens as it relates to their work activities.

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

STAFF TRAINING

The City of Greenwood provides training opportunities for all staff members. Staff are required to complete any training assigned by management. Refresher training is provided as required.

Records of all staff training are maintained within personnel files as evidence of due diligence.

RISK CONTROL

Part 6.36 of the Occupational Safety and Health Regulations states that:

- *Personal protective equipment must be worn to shield workers from bloodborne pathogens and*
- *A system of universal precautions must be implemented for all tasks and procedures identified as having a potential for occupational exposure to bloodborne pathogens.*

To comply with the above legislated requirements, City supervisors will review the report and recommendations and, where applicable, implement controls as appropriate.

VACCINATION

Part 6.399 of the Occupational Health and Safety Regulations states that where the potential for occupational exposure to Hepatitis B has been identified, vaccination against the virus must be made available to workers at no cost.

To meet this obligation, the City of Greenwood has established a procedure to be followed by all city workers identified as having occupational exposure to bloodborne pathogens who wish to be vaccinated against Hepatitis B (Refer attached)

City Supervisors will use the Safety Meeting policy to introduce this procedure to all workers as applicable.

INFORMATION SHARING

Workers are responsible for reporting all potential exposure events to their supervisor. This includes reporting to the supervisor if: used condoms, needles, drug paraphernalia, tampons or other material that may be contaminated with human blood or other body fluids are found in areas where the city workers regularly go about their duties. This does not include locations where such items are routinely found, and workers are aware of their presence.

Such information sharing seeks to warn other workers who may be assigned to work in that area/workplace.

REPORTING AND EXPOSURE

The City of Greenwood has established a procedure to be followed by city workers in the event of an exposure event or near-miss. Supervisors will use the Safety Meeting policy to instruct workers in this procedure of Responding to an Exposure Incident.

ANNUAL REVIEW

To ensure its ongoing effectiveness, city supervisors will review the contents of this Exposure Control Plan on an at least annual basis OR following an exposure event.

CONTROLLING WORKER EXPOSURE TO BLOODBORNE PATHOGENS

HAZARD IDENTIFICATION

City Office Workers

City office workers have no occupational exposure to bloodborne pathogens when performing industry typical clerical/administrative functions. However, if in addition to these functions, they perform janitorial tasks and/or are designated First Aid attendants for the City of Greenwood and/or are firefighters, they may have occupational exposure and must participate in the City's Exposure Control Plan.

OTHER CITY WORKERS

Workers in the following job classifications have been identified as having occupational exposure to bloodborne pathogens and as such, must participate in the city's Exposure Control Plan.

Job Classification	Hazard Identification
Laborer	Picking up litter, collecting garbage, working in plant beds, sewer work.
Parks Workers	Picking up litter, working in plant beds, spring clean-up
Janitorial Activities	Cleaning public washrooms
Garbage Collection/Disposal	Working with garbage, illegal dumps and cleanups
Utility Workers	Sewer Work
Equipment Operators	Sewer Work
First Aid Attendants	Providing first aid services

RISK ASSESSMENT

An assessment of worker exposures to the risk factors identified indicates that occupation groups listed above have a **moderate to high risk** of occupational exposure to bloodborne pathogens.

NOTE: WorkSafe guidelines require the degree of risk to workers to be evaluated without regard to the availability or use of personal protective clothing and equipment.

RECOMMENDATION FOR RISK CONTROLS

It is recommended that where applicable, department supervisors implement the following risk controls to minimize worker exposure to bloodborne pathogens.

1. Consult with workers to determine if worker exposure to bloodborne pathogens can be eliminated or minimized using engineering controls.
2. Where engineering controls are not feasible, introduce administrative controls as follows:
 - a. Educate workers about bloodborne pathogens and their potential effects on the human body.
 - b. Inform at-risk workers of the hazards to which they are or may be exposed.

- c. Explain to workers what measures have been taken by the city to control their exposure to bloodborne pathogens.
- d. Provide hands-on training where applicable to ensure workers know how to properly use personal protective equipment and other tools and devices provided to protect them from exposure.
- e. Instruct workers in safe work procedures for washing hands, cleaning spills, handling garbage, removing disposable gloves, safe disposal of used hypodermic needles etc.
- f. Instruct workers in the city's procedure for requesting vaccinations, reporting incidents, sharing information, and responding appropriately to an exposure incident.
- g. Maintain an in-date inventory of all workers who have occupational exposure to bloodborne pathogens and make this information available to them.
- h. Make provision for appropriate orientation of new/returning/seasonal workers so they are aware of the hazards to which they are exposed, and the controls implemented by the city to protect them from exposure.
- i. Maintain records of all worker education, training, and instruction. Where the city's safety meeting program is used as a forum for worker instruction, activities must be recorded as part of the Safety Meeting Program.

REQUESTING VACCINATION AGAINST HEPATITIS B

1. A city worker who wishes to be vaccinated against Hepatitis B, must report to his/her supervisor.
2. The supervisor will review the Hepatitis B Fact Sheet with the worker, and both parties will sign a consent form, which is generated by the City of Greenwood.
3. The worker keeps a copy of the signed consent form and takes the original to the HR Manager, for retention in the worker's personnel file.
4. The worker reports to the local health authority to be vaccinated.
5. The worker submits receipts with a signed expense report for reimbursement.

Note: Workers must be informed that they are responsible to report for all stages of the vaccination process.

CITY OF GREENWOOD

WORKER REQUEST FOR HEPATITIS B VACCINE

(PLEASE NOTE THAT AT THIS TIME THERE IS NO VACCINATION AGAINST HEPATITIS C)

NAME	
DEPARTMENT	
JOB FUNCTION	

I, _____, hereby request the City of Greenwood to make available to me at no cost, a series of Hepatitis B vaccines to provide protection against Hepatitis B infection. I understand that a complete course of injections is required to obtain maximum protection offered by the vaccine. I understand that I will be required to sign a consent form as provided by the Health Service administering the Hepatitis B vaccines.

I have read and understood all information provided to me by the city about Hepatitis B and have had the opportunity to ask questions.

In return for the city making a series of Hepatitis B vaccines available to me without cost, I agree to release and save the city harmless from any claim or action arising from any damage, cost or loss incurred by me as a result of, or in any way connected with, the immunization process.

Signature

Date

Witness

Date

BEFORE SIGNING, PLEASE READ THE FOLLOWING INFORMATION PROVIDED REGARDING HEPATITIS B

ABOUT HEPATITIS B

Hepatitis B is an infectious liver disease caused by the Hepatitis B virus. Infections of Hepatitis B occur only if the virus enters the bloodstream and reaches the liver. Once in the liver, the virus reproduces and releases large numbers of new viruses into the bloodstream.

The Hepatitis B virus can cause the following health problems:

1. Short-term hepatitis (swelling of the liver) (in most people affected)
2. Long lasting hepatitis (in about 10% of the people infected)
3. Permanent liver damage and scarring (cirrhosis)
4. Liver cancer

Some people get infected and don't develop any symptoms when they first get the disease while others experience flu-like symptoms including stomach pains, nausea, vomiting, fatigue, jaundice, dark urine and pale stools.

Most people recover completely with time but about 1% of people die from the initial infection. There is no cure for Hepatitis B.

ABOUT THE HEPATITIS B VACCINATION

The Hepatitis B vaccination works more than 95% of the time when properly given to healthy individuals. Workers who may be exposed to blood and certain body fluids as part of their normal work should be vaccinated.

ARE THERE ANY ADVERSE REACTIONS TO HEPATITIS B VACCINE?

This vaccine is generally well tolerated but the following adverse reactions have been reported:

1. Redness and tenderness at the site of the injection for a day or two.
2. Minor gastrointestinal upset and flu-like symptoms including headache, fatigue, aches, and fever.
3. Hypersensitivity is possible as with any vaccine, but this is rare.

QUESTIONS TO ASK BEFORE RECEIVING A HEPATITIS B VACCINE

	Yes	No
Do I have an infection?		

Do I have an immunodeficiency?

Do I have a severe allergy to latex?

Am I taking any steroid or immunosuppressive medication?

Do I have a serious heart, lung or bleeding disorder?

Have I ever had a serious reaction to another vaccine?

**IF YOU HAVE ANY QUESTIONS OR REQUIRE ADDITIONAL INFORMATION, PLEASE
CONTACT YOUR SUPERVISOR**

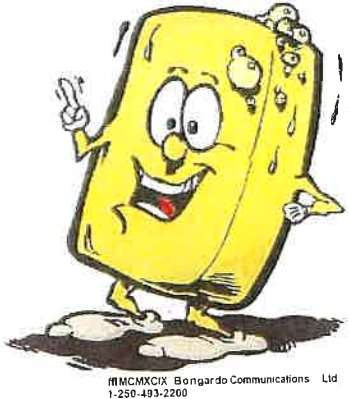
SAFE WORK PROCEDURE FOR SEWAGE TREATMENT FACILITY



To reduce the risk of sewage splashes to the face or open wounds:

1. Equip yourself with appropriate Personal Protective Equipment before entering the sewage treatment area. (gloves, face protection, boots, coveralls)
2. In the event of an exposure incident, **STOP IMMEDIATELY**.
3. Remove contaminated PPE and/or clothing
4. Wash the exposure area:
 - **SKIN** – Wash well with soap and water
 - **EYES or MOUTH** – Rinse well with clean water or Saline Solution
5. Notify your supervisor **IMMEDIATELY**

SAFE WORK PROCEDURE FOR HAND-WASHING



Handwashing is one of the most important and easiest practices used to prevent transmission of many communicable diseases such as Hepatitis A. Hands or other exposed skin should be thoroughly washed as soon as possible following an exposure incident. Use soft (liquid) soap, if possible.

Wash Your Hands:

- > Immediately after removing gloves at the end of a task, even if the gloves appear to be intact. To avoid contaminating your hands by removing gloves improperly, follow the correct procedures.
- > When you tear a glove or think a glove is leaking. Remove the gloves and follow the procedure for exposure incidents.
- > After handling or touching potentially contaminated items or surfaces.
- > After removing personal protective equipment.
- > Before eating, drinking, smoking, biting your nails, handling contact lenses, and applying personal care products such as lip balm or make-up.

When hand-washing facilities are not available:

- > Use a waterless hand cleaner or towelette.
- > Thoroughly wash your hands with soap and water in a proper facility as soon as possible after using the cleanser.

Gloves:

Waterproof, disposable gloves should be worn when:

- > Hand contact with blood or other potentially infectious materials can be reasonably anticipated.
- > Workers have skin abrasions and they may be in contact with contaminated items or surfaces.

Gloves should be changed or removed as soon as possible:

- > If they become contaminated
- > If they are torn, cut, punctured, or leaking
- > After the completion of the task requiring their use

SAFE WORK PROCEDURES FOR GARBAGE DISPOSAL

1. Handle garbage as little as possible.
2. Use waterproof bags.
3. Be alert. If possible, look for sharps sticking out of the bags. Listen for broken glass when you move the bag.
4. Don't compress garbage or reach into containers with your bare hands.
5. Don't let bags get too full. Leave enough free space at the top of the bag so that when you grab it, you grab the top of the bag only - not any of the contents. You may have to change bags more often to prevent them from getting too full. This will also make them lighter - and easier to hold away from your body.
6. Don't hold bags against your body. Hold bags by the top and away from your body.
7. Don't place one hand under the bag to support it.

Other Recommended Safe Practices

- > Do not bend, break, or shear contaminated sharps.
- > Do not put hands in sharps disposal containers, and do not open or empty such containers.
- > Keep sharps disposal containers upright. Replace them frequently (when 2/3 to 3/4 full) to prevent overfilling.

SAFE WORK PROCEDURE FOR CLEANUP AND SPILLS

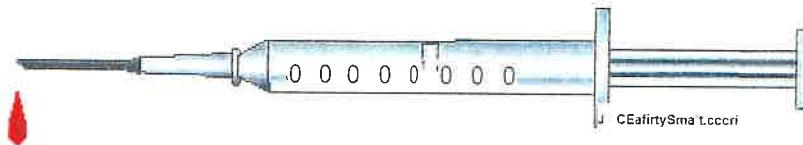


The cleanup procedure for blood and other potentially infectious fluids is as follows:

1. Equip yourself with appropriate Personal Protective Equipment before using an appropriate material to absorb excess fluid.
2. Wash the affected area thoroughly with a solution of 5.25% sodium hypochlorite (household bleach) and water. (One part sodium hypochlorite to 10 parts water)
3. Blot with absorbent, disposable material.
4. Allow the bleach solution to sit for at least ten minutes before cleaning.
5. Discard material in an appropriate bag.

Red, biohazard labeled bags should be used for potentially infectious fluids (fluids containing blood)..

SAFE WORK PROCEDURE FOR DISPOSAL OF DISCARDED HYPODERMIC NEEDLES



As a municipal employee, you may be exposed to blood or body fluids on the job. Blood and body fluids may have viruses or bacteria that may cause infections.

- > The most common exposure is Hepatitis B
- > Other less common exposures are Hepatitis C, Human Immunodeficiency Virus (HIV).

Safe working practices and personal protective equipment must be used at all times when the work activity places you at risk of exposure.

Procedures

Waste material associated with IV drug users are:

- > needle wrappers
- > caps
- > small water bottles

Be aware that needles may be present. It is common for "users" to hide needles.

It is highly recommended that something other than gloves (**gloves are not puncture-proof**) be used to pick up the needles. For example, sanitation Workers can use tongs and trades people can use pliers. Keep a small pair of tongs, or a similar tool with your sharps disposal container. It is also recommended that proper needle or sharps disposal containers be introduced and used.

Never try to recap needles. Bring the needle or container to the needle instead of bringing the needle to the sharps container. Place the sharps container on the ground beside the needle then put the needle with the point down in the container.

Municipal vehicles may need to be periodically re-supplied with needle disposal containers.

HOW TO REMOVE DISPOSABLE GLOVES (Appendix F)

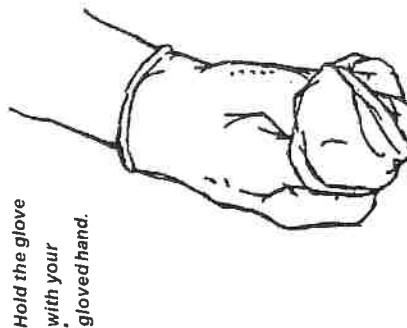
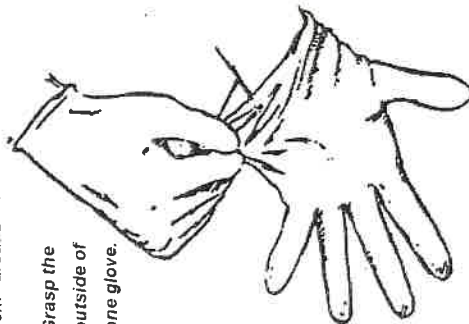
How to remove disposable gloves

Remove disposable gloves as soon as possible if they become damaged or contaminated. Remove them after you have completed the task that required gloves. Gloves should also be removed before leaving the work area. Do not wash and reuse your gloves. Use new gloves for each new task.

Follow these steps to make sure your hands do not contact any blood or body fluids left on used gloves:

1. With both hands gloved:

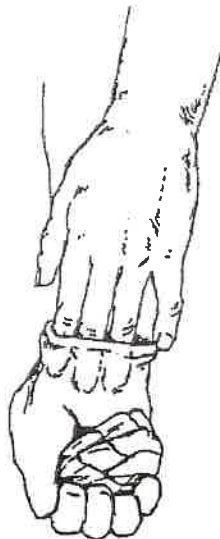
- Grasp the outside of one glove at the top of the wrist.



- Peel off this glove from wrist to fingertips while turning it inside out, as you pull the glove off your hand and away from you.
- Hold the glove you just removed in your gloved hand.

2. With the ungloved hand:

- Peel off the second glove by inserting your fingers on the inside of the glove at the top of your wrist.

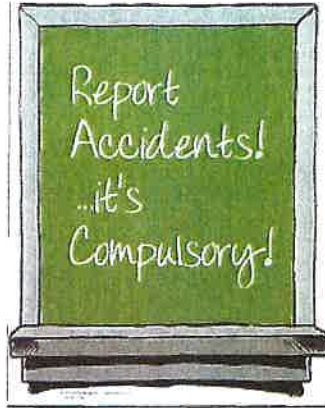


- Turn the glove inside out while pulling it away from you, leaving the first glove inside the second.



3. Dispose of the entire bundle promptly in a waterproof garbage bag.
4. Wash your hands thoroughly with soap and water as soon as possible after removing gloves and before touching non-contaminated objects and surfaces.

PROCEDURE FOR RESPONDING TO AN EXPOSURE INCIDENT



In the event blood, urine, saliva or other body fluids comes into contact with your broken skin, your eyes or mouth or is injected or punctured into your flesh, (needlestick or other "sharp") you must follow this procedure:

1. STOP WHAT YOU'RE DOING

2. CLEANSE THE SITE OF CONTAMINATION

- > SKIN: Wash well with soap and water
- > EYES OR MOUTH: Rinse well with water or Normal Saline Solution
- > NEEDLESTICK OR PUNCTURE: Wash with soap and water. Promote bleeding by milking the wound. Soak in 1:10 bleach: water solution.

3. SAVE THE EVIDENCE

- > Without washing it, put the sharp or instrument in a new, clean "sharps container" and take it with you to the hospital.

4. NOTIFY YOUR SUPERVISOR IMMEDIATELY

5. REPORT IMMEDIATELY TO THE NEAREST MEDICAL FACILITY FOR TREATMENT

- > Go to the nearest hospital emergency room. Inform the admitting clerk that the incident occurred at work and that it's a WorkSafe (WCB) case. You must get to the hospital within 2 hours.

6. OBTAIN MEDICAL ASSESSMENT

- > An assessment will be made and treatment and advice will be provided.

LEASE EXTENSION AGREEMENT

THIS AGREEMENT dated for reference, the 19th day of January, 2024

BETWEEN

CITY OF GREENWOOD

PO Box 129
Greenwood, British Columbia V0H 1J0

OF THE FIRST PART
(The "Landlord")

AND

BRITISH COLUMBIA EMERGENCY HEALTH SERVICES

c/o PROVINCIAL HEALTH SERVICES AUTHORITY
Suite 200 – 1333 West Broadway
Vancouver, British Columbia V6H 4C1

OF THE SECOND PART
(The "Tenant")

WHEREAS:

- A. Pursuant to a lease dated February 1, 2019 (the "Lease"), the Landlord leased to the Tenant certain premises, consisting of approximately **630 square feet**, (the "Original Premises") as defined in the Lease, more commonly known as **201 Government Street**, Greenwood, B.C., for a term of **two (2) years**, commencing **April 1, 2019** and ending **March 31, 2021**;
- B. The Tenant and Landlord agreed to relocate the Original Premises to ~~101 Deadwood Street~~ **196 S Government Ave.**, Greenwood, B.C. consisting of approximately _____ square feet as shown on Schedule A-1, attached hereto (the "Relocated Premises") for a holdover term of **three (3) years**, commencing **April 1, 2021** ending **March 31, 2024** (the "First Extension Term");
- C. The Landlord and the Tenant have agreed to further amend certain terms of the Lease to provide for the Relocated Premises and a further extension of Lease on the terms and conditions set out herein.

THEREFORE, in consideration of the rents, covenants, agreements and conditions contained herein, the parties agree that the Lease shall be amended effective **April 1, 2024** as follows:

1. Term

The Landlord and Tenant hereby agree to extend the Lease for an additional term of **five (5) years** commencing on the **1st** day of **April, 2024** and ending on the **31st** day of **March, 2029** (the "Second Extension Term").

2. Base Rent

The Annual Base Rent (as defined in the Lease) hereinafter referred to as "Base Rent" for the Second Extension Term shall be **\$7.43C per square foot, per annum**, or \$_____ per annum or \$_____ per month, plus applicable taxes.

Current 309 + 19.50gst = \$409.50

3. Parking

The Landlord will make available to the Tenant, for use by it and its subtenants and licensees and their respective employees, customers, agents and invitees, the parking shown on Schedule A-1, attached hereto and cross-hatched, at no additional cost to the Tenant.

4. Option to Extend

The Landlord and Tenant agree that the Tenant still has **one (1)** option to extend the Lease upon the terms and conditions as follows:

- (a) Commencing on the expiration of the Second Extension Term hereof, the Tenant may extend this Lease for an additional term of **five (5)** years (hereinafter called the "**Third Extension Term**") at a Base Rent to be negotiated at the time of extension and before the expiration of the Second Extension Term. The Base Rent shall be determined based on fair market value of the Premises and otherwise the Lease shall be extended upon the same terms and conditions as contained herein, save that of this right of extension. If the parties hereto cannot agree upon the Base Rent for the Third Extension Term before the expiration of the Second Extension Term, the parties agree to resort to binding Arbitration and the Base Rent will be predicated upon the current market value rentals for comparable space including Tenant Improvements substantially similar to any then forming part of the Premises and paid for by the Landlord (but not including any Tenant Improvements paid for by the Tenant, either directly or by way of reimbursement paid to the Landlord (whether as a lump sum or over a period of time) or any property of the Tenant).
- (b) The Tenant may exercise its option to extend only by delivering to the Landlord written notice of its intention to exercise such option not later than **THREE (3)** months immediately preceding the last day of the Second Extension Term. The current market value rental referred to above will be determined as of that day which is three (3) months immediately preceding the last day of the Second Extension Term.
- (c) The monthly Base Rent payable during each Extension Term until the Base Rent for that Extension Term is determined will be the same monthly Base Rent as was payable in the last month of the immediately preceding term. Upon the determination of the Base Rent payable in any Extension Term, the new Base Rent will be applied retroactively to the commencement of that Extension Term and any amount owing by either party to the other by virtue of this retroactive application will be paid within thirty (30) days of the determination of the Base Rent for that Extension Term.

5. Notices (if update is required)

Section 1.1(a) and (b) of the Lease is hereby deleted and replaced with the following:

"1.1(a) Landlord's:
Address for Notices:

City of Greenwood

_____, British Columbia V_____

Attention:

1.1(b) Tenant's:
Address for Notices:

c/o Provincial Health Services Authority
Suite #200 – 1333 West Broadway
Vancouver, British Columbia V6H 4C1

Attention:

Senior Director, Facilities Management"

AND

Section 12.1 of the Lease is hereby deleted and replaced with the following:

"Any notice, demand, request or other instrument which may be or is required to be given under this Lease will be in writing, and will be delivered in person via registered mail postage prepaid, by courier delivery and by electronic mail, and will be addressed to the address as set out directly above in respect of the Landlord and the Tenant, each respectively. Every such notice delivered as aforesaid will be deemed to have been received on the date of delivery, and any notice mailed will be deemed to have been received seventy-two (72) hours after the date it was postmarked. If normal mail service is impaired at the time of sending a Notice, then personal delivery or delivery by electronic mail will be the only delivery methods acceptable."

6. Schedule B

Schedule B is hereby deleted and replaced with Schedule B-1 attached hereto.

7. Interpretation

All other terms and conditions are to remain the same as the Lease, except as modified herein or by any supplemental agreement recited herein, and the Lease is hereby ratified and confirmed. Wherever the singular or masculine is used in this agreement, the same shall be deemed to include the plural or the feminine or the body corporate.

8. Binding Effect

This agreement and everything herein contained will enure to the benefit of and be binding upon the successors and assigns of the Landlord and its heirs, executors and administrators and the successors and permitted assigns of the Tenant. If the Landlord is comprised of more than one person or entity, then each such person and entity is jointly and severally bound by the representations, warranties, agreements and covenants of the Landlord herein and any notice given or deemed to have been given at any time to any such person or entity will be deemed to have been given at the same time to each other such person and entity.

9. Counterpart Signing

This Lease may be executed in any number of counterparts with the same effect as if all parties had signed the same document. All of these counterparts will for all purposes constitute one agreement, binding on the parties, notwithstanding that all parties are not signatories to the same counterpart. A fax transcribed copy, photocopy or electronically transmitted (.pdf) copy of this agreement executed by a party in counterpart or otherwise will constitute a properly executed, delivered and binding agreement or counterpart of the executing party.

IN WITNESS WHEREOF, the duly authorized signatories of the Tenant and the Landlord have executed this agreement.

LANDLORD:

City of Greenwood:

Signature

Print Name and Title

I have the authority to bind the Landlord

TENANT:

British Columbia Emergency Health Services:

Signature, Authorized Representative

Print Name and Title

Authorized Signatory

SCHEDULE "A-1"
Relocated Premises

SCHEDULE "B-1"

(A) ITEM	(B) To Be Provided by Landlord, Cost Included in Annual Base Rent	(C) To Be Provided by Landlord, Cost Borne by Tenant	(D) To Be Provided by Tenant, Cost Borne by Tenant	(E) Does Not Apply
<u>CLEANING – Common Area</u>				
Janitorial Service and Supplies				X
Window Cleaning Interior				X
Window Cleaning Exterior				X
<u>CLEANING – Premises</u>				
Janitorial Service and Supplies			X	
Window Cleaning Interior			X	
Window Cleaning Exterior			X	
<u>COMMON AREA MAINTENANCE</u>				
Maintenance of Common Area				X
Snow Removal	X			
Redecoration and Refurbishment of Common Area				X
Ambulance Bay Drain Cleaning & Clearing				
Landscaping	X			
<u>HVAC – Bay Area</u>				
Minor HVAC Repairs	X			
<u>ELEVATOR</u>				
Minor Elevator Repairs				X
<u>ELECTRICAL</u>				
Lamp and Tube Replacement-Premises	X			
Lamp and Tube Replacement-Common Areas				X
<u>NON-ENERGY UTILITIES</u>				
Garbage Removal	X			
Water and Sewage	X			
Recycling Program				X
<u>FUELS</u>				
Heating and Cooling – Premises	X			
Heating and Cooling – Common Areas				X
<u>ELECTRICITY</u>				
Electricity- Premises	X			
Electricity – Common Area				X
<u>INSURANCE</u>				
Fire and Extended Coverage Perils P.L. and P.D.	X			
Tenant Improvements	X			
<u>MANAGEMENT AND ADMIN</u>				
Management and Admin				X
<u>SECURITY SYSTEMS</u>				
Building Systems – Equipment and Monitoring	X			
Premises – Equipment and Monitoring	X			
<u>FIRE AND SAFETY</u>				
Building	X			
Premises			X	
<u>TENANT IMPROVEMENTS</u>				
Tenant Improvements (Schedule D)				X
Premises Maintenance	X			
<u>TAXES</u>				
Taxes (No Property Tax is payable)				
<u>PARKING</u>				
Parking Rent	X			
<u>OTHER</u>				
Overhead Door Maintenance				
Overhead Door Repair				

**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 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 situate 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 who violates any of the provisions of this Bylaw is, upon summary conviction, liable to the maximum fine provided in the Offence Act, plus the cost of prosecution for each offence.
- 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	26 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