



**CITY OF GREENWOOD**  
**Regular Council Meeting**  
Council Chambers – Greenwood City Hall – 202 S. Government Ave.  
**Monday, June 10, 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.*

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**AGENDA**

**1. Call to Order**

**2. Land Acknowledgement**

**3. Adoption of Agenda:** June 10, 2024 Regular Council Meeting Agenda

**RECOMMENDATION:**

*THAT the Regular Council Meeting agenda be adopted.*

**4. Adoption of the Minutes**

- a. May 27, 2024 Regular Meeting Minutes Page 4-7

**RECOMMENDATION:**

*THAT the Regular Council Meeting Minutes of May 27, 2024 be adopted.*

**5. Correspondence for Information**

- |   |            |
|---|------------|
| a. LGMA Newsletter  | Page 8-11  |
| b. Boundary Freshet Dashboard                                 | Page 12    |
| c. City of Campbell River – Letter to the Minister of Forests | Page 13-14 |

**RECOMMENDATION:**

*THAT Council accept items a. through c. as correspondence for information.*

**6. Correspondence for Action**

- a. Greenwood Recreation Association – Equipment Page 15

**RECOMMENDATION:**

*THAT Council support the placement of the recreational equipment in the Municipal Tennis Courts located beside the pool.*

**7. Councillor's Reports**

**8. Mayor's Report**

**9. Administrator's Report** None.

**RECOMMENDATION:**

*THAT Council accept the reports as information.*

**10. Accounts Payable Report**    Process being revised.

**12. New and Unfinished Business**

- a. UBCM Cabinet Minister Meeting Discussion

- b. Memo to Council - Municipal Branding – City Logo

Page 16-21

**RECOMMENDATION:**

*THAT Council direct staff to proceed with legal Council to trademark the City of Greenwood.*

- c. Memo to Council – Council Benefits

Page 22-27

**RECOMMENDATION:**

*THAT the City of Greenwood elected officials be added to the Manulife city benefit plan for the remainder of the elected term.*

*AND THAT the elected official portion of the benefit plan be added to the 2024 budget.*

*AND FURTHER THAT policy be added to have future elected officials opt into the UBCM Group Benefits Plan within 4-months of being elected or continued the City of Greenwood's Manulife plan, which ever option is deemed to be desirable.*

- d. Grant in Aid Request – Greenwood Board of Trade

Page 28-32

**RECOMMENDATION:**

*THAT Council approve the Board of Trades Grant in Aid request for \$6000.00 pending acquisition of financial documents as per the City's Grant in Aid Policy.*

- e. Greenwood Heritage Society – Greenwood Courtroom

Page 33-37

**RECOMMENDATION:**

*THAT the City of Greenwood enters into a partnership with the Greenwood Heritage Society to move forward with reestablishing the courtroom upstairs.*

*AND THAT the Council approve the removal of the old Opera/Theatre chairs currently located in the Public Gallery as it will allow the proper set up of the gallery.*

*AND FURTHER THAT the court registered desk located in the City Hall Office be moved upstairs and placed in front of the judge's bench as illustrated in the courthouse plans.*

**13. Bylaws**

- a. City of Greenwood – Business Licence Bylaw No. 1016, 2024

Page 38-45

**RECOMMENDATION:**

*THAT Council give First to Third reading of the City of Greenwood Business Licence Bylaw No. 1016, 2024.*

*RECOMMENDATION:*

*THAT Council give First to Third reading of the City of Greenwood Municipal Ticketing Bylaw No. 1017, 2024.*

**14. Notice of Motions**

**15. Question Period**

**Excerpt from Council Procedures Bylaw 674 Section 14**

- 1. Immediately prior to the adjournment of every regular meeting of Council, questions, but not statements, relating to matters dealt with at that meeting may be directed to Council by members of the public then present. All such questions shall be directed to the Mayor, and will where possible and appropriate be answered by the Mayor or a member designated by the Mayor.**
- 2. A maximum period of 15 minutes shall be provided for considering questions from members of the public; however that maximum may be extended to 30 minutes with the unanimous consent of all Council members present.**

**16. In-Camera**

*THAT: Pursuant to Section 90(1) of the Community Charter, this subject matter being considered relates to one or more of the following:*

***90(1)(c) labour relations or other employee relations;***

***90(1)(g) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.***

**17. Adjournment**

*RECOMMENDATION:*

*THAT the Regular Council Meeting be adjourned at XX:XX pm.*



CITY OF GREENWOOD  
Minutes of the Regular Meeting of Council held on May 27, 2024

**PRESENT**

Mayor J. Bolt  
Councillors: C. Huisman, C. Rhodes, J. McLean, G. Shaw  
Chief Administrative Officer: Dean Trumbley  
Acting Corporate Officer: Brooke McCourt

**CALL TO ORDER**

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

Acknowledgment 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.

**ADOPTION OF AGENDA**

(113-24)

**Motion: C. Huisman/ C. Rhodes**

THAT the May 27, 2024 regular council agenda be adopted.

**Carried**

**ADOPTION OF MINUTES**

(114-24)

**Motion: C. Rhodes/ G. Shaw**

THAT the minutes of May 13, 2024 Regular Council Meeting be adopted.

**Carried**

**DELEGATION**

**Allen Fischer, Board of Trade – 2<sup>nd</sup> gate for Lions Park**

Presentation was presented to City Council about the need for a 2<sup>nd</sup> gate at Lions Park to help with safety concerns and vehicle congestion during Founders Day. Best location for the gate was established by City Works Crew and Board of Trade members. Allen Fischer supplied Mayor and Council with 3 quotes for the gate as well.

Mayor and Council thanked the delegate for their presentation and will refer administration for further follow-up.

**CORRESPONDENCE  
FOR INFORMATION**

(115-24)

**Motion: G. Shaw/ C. Rhodes**

THAT Council accept correspondence a. through c. as information.

**Carried**

**CORRESPONDENCE  
FOR ACTION**

**Letter of Support – Proposed  
reform of the *Local  
Government Act*.**

(116-24)

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

THAT Council direct administration to send Letter of Support to the Regional District of Nanaimo as per the attached support letter.

**Carried**

**ElectroRecycle- CESA Events**

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

THAT Council partner with ElectroRecycle to hold a small collection event on Friday June 7<sup>th</sup>, 2024 to give the community an opportunity to recycle their goods without having to travel to the nearest depot.

**Carried**

(117-24)

**Air Raid Siren –  
Non-Operational**

**J. McLean/ C. Huisman**

THAT Council direct administration to look into getting the Air Raid Siren on top of City Hall repaired and report back to Council with the information.

**Carried**

(118-24)

**COUNCILLOR'S REPORTS**

Clint Huisman: Verbal report presented.

CJ Rhodes: No Report.

Jessica McLean: Verbal report presented. – On File.

Gerry Shaw: No Report.

**MAYOR'S REPORT:** Verbal report presented.

**ADMINISTRATION REPORT:** None.

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

THAT Council accepts the reports as information.

**Carried**

(119-24)

**ACCOUNTS PAYABLE  
REPORTS**

None.

**NEW AND UNFINISHED  
BUSINESS**

- a. Memo to Council –  
LGMA Attendance by  
CAO Trumbley

**Motion: C. Rhodes/ Mayor Bolt**

THAT the City of Greenwood's Mayor and Council Does not recommend for Chief Administrative Officer Dean Trumbley to attend the Local Government Management Association of British Columbia Conference located in Victoria, BC June 11-13<sup>th</sup>, 2024.

**Carried**

(120-24)

- b. Mayor and Council  
Attendance at the  
AKBLG, UBCM and  
FCM

**Motion: Mayor Bolt/ C. Rhodes**

THAT the City of Greenwood's Mayor and Council recommend the attendance of (1) one political official at the Association of Kootenay and Boundary Local Governments, Union of British Columbia Municipalities, and the Federation of Canadian Municipalities conferences annually.

AND THAT the City of Greenwood's (1) one political official attendees are alternated, over the four-year elected term, to allow all officials a chance to attend each of the conferences.  
AND FURTHER THAT staff draft a policy, to be ratified by the Mayor and Council, to reflect this motion if supported.

**Opposed: G. Shaw.  
J. McLean**

Councillor Shaw asked to have it noted in the minutes how much of a travesty this decision is and missed opportunity.

c. Benefits for Mayor and Council.

**Deferred until next Council meeting to give administration time to get some information together on other benefits options and to see the cost difference.**

d. Greenwood Board of Trade – Service discussion.

**Motion: G. Shaw/ C. Huisman**

THAT the City of Greenwood, currently, does not renew the Service Agreement with the Board of Trade and supports the organization through the grant-in-aid application process on a project-by-project basis.

**(121-24)**

**Carried**

e. Reallocation of Tree removal surplus Funds – Fire Hydrant repairs and Maintenance.

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

THAT twelve thousand dollars be reallocated from the costs saving of \$28,000.00 on the tree removal contract (Budgeted for \$49,000.00) to purchase necessary fire hydrant upgrades to be installed by Public Works.

**(122-24)**

**Carried**

f. StellerVista – 20 Years in the Boundary – Street Closure Request.

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

THAT Council approve StellerVista to close part of Centre Street in Greenwood, BC from 11:00 to 2:00 pm on June 8<sup>th</sup>, 2024 to celebrate 20 years in the Boundary and for City Public Works crew to provide the barricades for the street closure.

**(123-24)**

**Carried**

g. Setting Committee of the Whole Meeting Date and Discussion around Town Hall Meetings.

CAO, Trumbley discussed that administration will be setting up future dates with Mayor and Council to hold COTW and Town Hall meetings.

**BYLAWS**

**None.**

**NOTICE OF MOTIONS**

**None.**

**QUESTION  
PERIOD**

**Resident spoke regarding fire mitigation, and a Grant-in-aid  
“Community in Bloom” that the City should look into.**

**IN-CAMERA**

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

THAT Council move into in-camera pursuant to section 90(1) of the Community Charter, this subject matter being considered relates to one or more of the following:

*90(1)(c) labour relations or other employee relations;*

*90(1)(g) litigation or potential litigation affecting the municipality;*

**ADJOURNMENT**

**Motion: Mayor Bolt**

THAT Council adjourn the Regular Council Meeting at 8:37 p.m.

**(124-24)**

**Carried**

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Mayor

Certified Correct

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Corporate Officer

**Brooke McCourt**

**From:** Local Government Management Association of BC <office@lgma.ca>  
**Sent:** June 3, 2024 11:02 AM  
**To:** frontdesk.greenwoodcity@shaw.ca  
**Subject:** LGMA Job Circular, News, and Program Updates - Week of June 3, 2024

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

**Professional Development Partners:**



**LIDSTONE & COMPANY**



**STEWART MCDANNOLD STUART**  
Barristers & Solicitors

**YA YOUNG ANDERSON**

**Travel Grant Partner:**

**LIDSTONE & COMPANY**

**LGMA Newsletter:**  
**Week of June 3, 2024**

**National Indigenous History Month**

June is



National Indigenous History Month in Canada. This month represents an opportunity to recognize the rich history, heritage, resilience, and diversity of First Nations, Inuit and Métis. It's a time to honour the stories and achievements of Indigenous Peoples, who have lived on this land since time immemorial and whose presence continues to impact the evolving Canada.

Join us in honouring Indigenous History Month by continuing your reconciliation and learning journey and [accessing resources provided by the Canadian Government](#). Visit the [LGMA Truth and Reconciliation resource page](#) to see tools and helpful links that local governments may find useful as they work to enact the DRIPA Action Plan. If there are resources or tools that have assisted your learning, please feel free to share with the LGMA by contacting [office@lgma.ca](mailto:office@lgma.ca).



## LGMA Training:

### *Peer Connection Lunch Opportunities*

Corporate Officers - September 18

HR Practitioners - September 23

### *Learn key skills for local government administration!*

Foundations of Local Government

Learning Series

September 5 - December 5

### *Connect with colleagues during UBCM Convention*

CAO Dinner

September 15

### *Improve your writing skills*

Effective Report Writing Online Course

October 15 to November 5

### *Take your leadership to the next level!*

Advanced Supervisor Essentials Online Course

October 29 - November 12

### *Learn essential coaching skills*

New Coaching Essentials Online Course

November 6 - 27

## On-Demand Training:

Freedom of Information Fundamentals

Protection of Privacy Fundamentals

Records and Information Management Fundamentals

See all Training & Workshops

## Additional News and Training:

### *PlanH Grants Application*

BC Healthy Communities

Applications due July 4

### *Celebrate outstanding OHS*

BCMSA Annual Award Nominations

Deadline, August 9

### *Capilano U Fall 2024 and Spring 2025*

#### **PADM Courses**

Local Government Administration Programs

Fall courses start September 2024

### *Delegate registration for JAC2024*

BC Municipal Safety Association & Public Works Association of BC

October 7 - 9

### *Local Government Climate Action Dashboard*

Government of British Columbia

### *Housing legislation resources*

BC Ministry of Housing - Planning and Land Use Management

### *Connection to Care: Pre-Emptive Mental Health and Wellness Program*

BC Municipal Safety Association

## LGMA Chapter Activities

### *Join your chapter today!*

LGMA Chapter Membership Renewal

See all News & Opportunities

**Corporate Officers Forum**  
**October 2 - 4, 2024**

Ready to cultivate your skills as a trusted corporate officer? The **LGMA Corporate Officers Forum** is now open for registration! The theme for this year's Forum is *Harvesting Your Knowledge*. Get ready to connect, learn, and network alongside your peers and colleagues. This Forum was

designed specifically for Corporate Officers and Deputy Corporate Officers working in local government, with sessions led by experts in the field. Hear what a participant had to say about the Forum:



"The annual LGMA Corporate Officers Forum is the key networking event of the year for BC local government CO's and DCO's. The sessions are carefully curated to be relevant and applicable across the wide space of local governments in the province."

- Previous participant

Corporate Officers and Deputies can also take advantage of the Pre-Forum workshop on Honouring DRIPA and Building and Enhancing Relationship with First Nations. [Register online separately](#) for the pre-forum workshop.

Review the [Forum brochure](#) and [register online](#) before August 16 to catch the early bird rates.

**Connect with the LGMA**



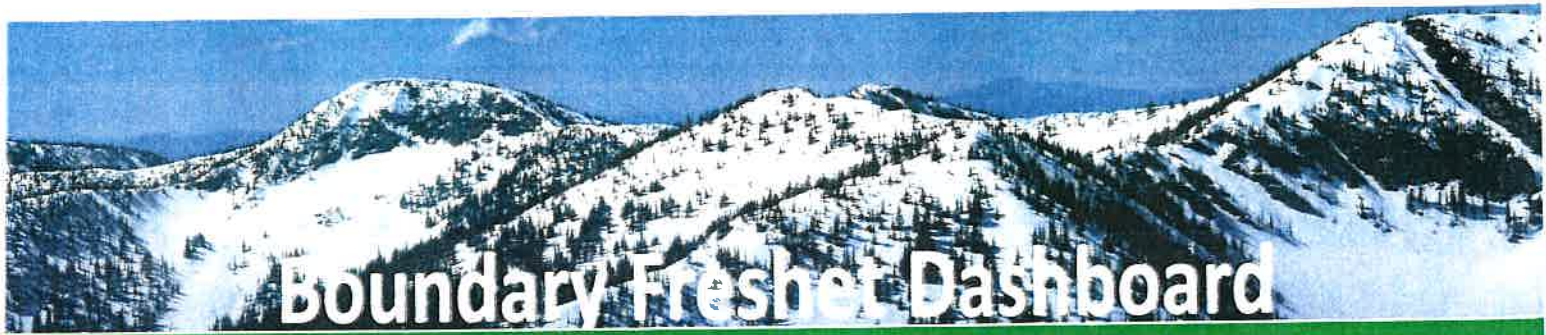
# LGMA

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

This email was sent to [frontdesk.greenwoodcity@shaw.ca](mailto:frontdesk.greenwoodcity@shaw.ca) when you signed up on [www.lgma.ca](http://www.lgma.ca) Please add us to your contacts to ensure the newsletters land in your inbox.

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

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



**May 31<sup>st</sup>, 2024**

This dashboard is created for information purposes only and is not meant to be utilized as a forecasting tool. The information provided on this report is derived from real time data noted below. Data is current to the date of the report. Click on the [blue hyperlinked text](#) below to access source data.

### SNOWPACK - Grano Creek Station Data

#### Snow Water Equivalent

295 mm ↘

#### % of Normal

Current	Previous year *
88%	88%

#### Max & Min Temperatures

7 Day Max	7 Day Min
10°C	-7 °C

#### Boundary Basin % of Normal – [May 1st Snow Survey and Water Supply Bulletin](#)

	Jan 1	Feb 1	Mar 1	April 1	May 1	May	June 10	June 20
% of Normal	58(129)*	75(116)*	87(123)*	76(120)*	76(129)*	74(88)*		

\*Previous Year Data

### WEATHER

#### 5 Day Forecast Temps (Alpine) -Grano Snow Pillow

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>Max</b>	13°C	12°C	6°C	10°C	17°C
<b>Min</b>	0°C	5°C	5°C	0°C	1°C
<b>Precp.</b>	N/A	5mm	20mm	N/A	N/A

#### 5 Day Forecast Temps (Valley) – Grand Forks

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>Max</b>	24°C	22°C	17°C	19°C	27°C
<b>Min</b>	9°C	12°C	6°C	11°C	10°C
<b>Precp.</b>	1mm	5mm	15mm	N/A	N/A

### STREAMS

Name	Prev. 7 Day Trend	Next 7 Day Trend	Avg. Discharge (3 Days)
<a href="#">W. Kettle River near McCullough</a>	↘	↗	14.40 m3 /s
<a href="#">W. Kettle River @ Westbridge</a>	↘	↗	31.9 m3 /s
<a href="#">Kettle River near Westbridge</a>	↘	↗	84.13 m3 /s
<a href="#">Kettle River near Ferry</a>	↘	↗	105.96 m3 /s
<a href="#">Granby River near Grand Forks</a>	↘	↗	75.30 m3 /s
<a href="#">Kettle River @ Laurier</a>	↘	↗	192.41 m3 /s

### MORE INFORMATION

- [Stream Flow Advisories](#) – No Current Advisories
- RDKB Flood Response Plan Stage – Not activated
- The new Prepared BC [Flood Preparedness Guide](#) is a must-read for anyone facing a potential flood.



Emergency  
Management

Follow us





City of Campbell River  
From the Office of the Mayor

May 28, 2024

The Honorable Bruce Ralston  
Minister of Forests  
Room 138 Parliament Buildings  
Victoria, BC V8V 1X4

Via email: [Bruce.Ralston@gov.bc.ca](mailto:Bruce.Ralston@gov.bc.ca)

Dear Minister Ralston,

I am writing to express my deep concern regarding the provincial government's recent management of forest practices, which are having severe repercussions on local communities and the broader provincial economy. As you may be aware, two weeks ago, Canfor Corporation announced its decision to close a sawmill in Bear Lake, curtail production at a pulp mill in Prince George, and suspend plans for a new mill in Houston, BC. This announcement has sent shockwaves through these three BC communities, resulting in hundreds of job losses that support families and sustain local economies.

The forest sector in BC is facing significant challenges, compounded by uncertainties surrounding fibre supply and the BC Government's Forest policies and directives. Our forests have supported communities and families for generations, and it is essential to maintain this legacy.

According to the BC Council of Forest Industries' 2024 report, the forest industry in BC supports approximately 100,000 jobs across the province. The industry contributes \$17.4 billion in value-added activity, with significant portions derived from forestry, logging supported activities, wood products manufacturing, and pulp and paper manufacturing. Additionally, the sector generates approximately \$9.1 billion in labour income and contributes \$6.6 billion in government revenue, benefitting provincial, federal and municipal levels.

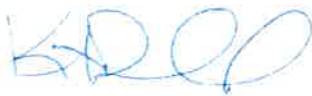
This decline in the forest sector is not just a statistic; it represents a real crisis affecting people and communities. It is imperative that all levels of government take immediate and decisive action to protect good forestry jobs and ensure a sustainable future for this vital industry.

Without significant change, announcements like the one Canfor made two weeks ago will become more frequent, affecting communities across BC, including Campbell River. It is vital that we prioritize the health and sustainability of our forest sector to protect our communities, families, and the economy. I urge you to consider the far-reaching impacts of current forest management practices and to work



collaboratively with industry stakeholders to develop policies that support the long-term viability of BC's Forest sector.

Sincerely,

A handwritten signature in blue ink, appearing to read "K Dahl", with a stylized flourish at the end.

Kermit Dahl  
Mayor

## Brooke McCourt

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**From:** Greenwood Recreation Association <greenwood.rec.association@gmail.com>  
**Sent:** June 4, 2024 4:10 PM  
**To:** Brooke McCourt  
**Subject:** Permission to use City property

Good Afternoon Brooke,

The Greenwood Recreation Association received a grant in aid from RDKB Director Area E Sharen Gibbs and we would like to use some of those funds to purchase outdoor equipment that we would like to have at the Tennis Court that is located beside the pool.

We are thinking of purchasing a multi use tennis net that is on wheels. This net can be tennis height or badminton height.

We would purchase replacement nets for both hockey nets that are currently on the Tennis Court that are without nets.

and lastly, we would get a replacement net for one of the basketball hoops and purchase another basketball hoop that is on wheels so the community can use the full Tennis Court for basketball.

Besides the hockey nets that are currently at the Tennis Court, the new equipment we purchase will be on wheels that lock in place so the community can play any sport that is available at that location.

We are aware that our equipment might get stolen, we hope that doesn't happen, but we don't put any responsibility on the City if it does. We have ideas of how we will try and prevent theft.

I appreciate your time reading this email, we hope to bring more recreation activities to our community. We look forward to hearing back from you.

Thank you,  
G.R.A President  
Jessica

## MEMORANDUM TO COUNCIL – STAFF REPORT



REPORT TO: Mayor and Council

DATE PRESENTED: June 10, 2024

REPORT FROM: CAO Dean Trumbley

MEETING TYPE: Regular

SUBJECT: **Municipal Branding and City Logo**

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### Recommendation:

**THAT** the City of Greenwood direct staff to proceed with legal counsel to trademark the City of Greenwood logo.

**AND THAT** staff develop a *Visual Identity and Logo Use Policy*.

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### 1. Rationale:

The City of Greenwood logo is not trademarked and presently there are a few renditions of the logo being utilized in the public. There have also been for-profit requests for use of the logo. All these present complications for the City of Greenwood as without a trademarked logo its difficult to control use.

A strong and consistent visual identity can help citizens and public of Greenwood recognize and remember a brand more easily. Improved public trust: The well-designed logo and visual identity can help establish trust with citizens and public and make the City of Greenwood appear more professional and credible.

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### 2. Acronyms:

CoG	City of Greenwood
CAO	Chief Administrative Officer
CO	Corporate Officer

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### 3. Background:

The City of Greenwood Logo was developed back in 1999. After the City of Greenwood won Gold for the Worlds Best Water in 2012 the then current Mayor developed a second design for the City which are seen down just off the Highway and Deadwood Street. During the Regular Council Meeting Held on January 23, 2012 Mayor and Council passed the following resolutions:

***Motion: Lang/ Noll – Resolved that the 1897 City Logo be the official logo for the City of Greenwood and City logo Policy 959-00 govern the use of that logo. Carried.***

***Staff directed to put the 1897 City Logo on the City Web Notice Page.***



**Motion: Noll/ Cudworth – Resolved that Council do not wish to proceed with copyright, official mark or trademark on the City Logos. Carried.**

City of Greenwood LOGO



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#### 4. **Implications:**

##### a. **Budget:**

As of January 2024, the cost of the application to register a trademark in Canada is \$458.00 plus legal fees as it is highly recommended for the City to obtain a lawyer for the filing and registering process.

##### b. **Organizational Impact:**

If the City of Greenwood logo is not trademarked there is no control over who uses the logo or how they use it.

##### c. **Policy:**

*Policy No. 595-00 City Logo Policy.* This policy is incredibly vague and not in a proper policy format. It is recommended once the logo is trademarked that the staff develop a comprehensive *Visual Identity and Logo Use Policy*.

##### d. **Bylaws:**

N/A

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#### 5. **Alternatives:**

Develop a new City logo and proceed with trademark process.

Proceed as normal.

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#### 6. **Next Steps:**

1. Contact lawyer to initiate the trademark process.
2. Develop a *Visual Identity and Logo Use Policy*.
  - a. Add to the September Committee of the Whole meeting for review.
  - b. Submit to Mayor and Council for ratification at a Regular Meeting.

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#### 1. **Staff Review:**

##### **Prepared By:**

CAO Dean Trumbley

##### **Reviewed By:**

CO Brooke McCourt

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**CAO Recommendation:**

That the recommendation of the staff be approved.

*Dean Trumbley, CAO*

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**List of Attachments:**

1. City of Greenwood 595-00 City Logo Policy.
2. Copy of the January 23, 2012 Regular Council Meeting Minutes.

## **CITY LOGO POLICY**

Policy No. 595-00

On October 28, 1996 the following resolution #533 was passed:

“That the Administrator and staff shall administer decisions on permission to use the City Logo.

### USE OF CITY LOGO AND OR SCENE SCAPES

1. Application must be made to the City before use of the logo or scene scapes will be allowed.
2. Your letter of application must identify what the logo or scene scape will be used for and how it will be used.
3. The logo may be reproduced in color, in varying shades of black and white or in antiquing, that is varying shades of brown as was done on the 100th Birthday Celebration invitation postcards.
4. The scene scapes may only be reproduced in the varying shades of brown.
5. The reproduction of the colors must be identical to the original colors used.
6. The logo may be used on letterheads or business cards by organizations that are arms of the City, it may be used by businesses within the City on signs, by crafters on craft items, postcards, T-shirts, hats, but cannot be placed on any item with any sort of derogatory sayings or language.
7. The scene scapes may be used on such item as placemats, marketing items such as cups, T-shirts or sweat shirts.

(027-12)

**Motion: Ashton/Noll**  
Resolved that the Administrators report be received.

**Carried**

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**SUPERINTENDENT OF PUBLIC  
WORKS REPORT**

None

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**ACCOUNTS PAYABLE  
(028-12)**

**Motion: Noll/Lang**  
Be it resolved that teller payments, auto debits and cheques #4645-4767 in the amount of \$37,596.26 be approved.

**Carried**

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**NEW & UNFINISHED  
BUSINESS**

14a) Gerry Henke, Administrator –  
Lighting for Skating Rink  
**(028-12)**

**Motion: Kettle/Lang**  
Resolved that at this time Council does not wish to invest anymore money into the Outdoor Skating Rink.

**Carried**

Council will be looking into various options for the rink

14b) Gerry Henke, Administrator –  
Berkeley Springs International Water  
Tasting Competition  
**(029-012)**

**Motion: Lang/Noll**  
Resolved that the City of Greenwood enter the Berkeley Springs International Water Tasting Competition and staff is authorized to pay the entrance fee and send the necessary samples to Berkeley Springs, West Virginia.

**Carried**

**Mayor Kettle or Councillor Ashton has volunteered to take the sample to Curlew or Danville Washington for mailing. Staff to email the date to Mayor Kettle and Councillor Ashton when the sample needs to go.**

14c) Gerry Henke, Administrator –  
Official City Logo  
**(030-12)**

**Motion: Lang/Noll**  
Resolved that the 1897 City Logo be the official logo for the City of Greenwood and City Logo Policy 595-00 govern the use of that logo.

**Carried**

Staff directed to put the 1897 City Logo on the City Web Notice Page

14d) Gerry Henke, Administrator –  
City Logos-Copyrights/Official  
Marks  
**(031-12)**

**Motion: Noll/Cudworth**  
Resolved that Council do not wish to proceed with copyright, official mark or trademark on the City Logos.

**Carried**

## MEMORANDUM TO COUNCIL – STAFF REPORT



**REPORT TO:** Mayor and Council      **DATE PRESENTED:** April 27, 2024 (original)  
June 10, 2024 (updated)  
**REPORT FROM:** CAO Dean Trumbley      **MEETING TYPE:** Regular  
**SUBJECT:** Benefits for Mayor and Council

### Recommendation:

**THAT** the City of Greenwood elected officials be added to the Manulife city benefit plan for the remainder of the elected term.

**AND THAT** the elected official portion of the benefit plan be added to the 2024 budget.

**AND FURTHER THAT** policy be added to have future elected officials opt into the UBCM Group Benefits Plan within 4-months of being elected or continued the City of Greenwood's Manulife plan, which ever option is deemed to be desirable.

### 1. Rationale:

This updated report is provided to the Mayor and Council for consideration as per an assigned Action Item for staff at the March 11, 2024, Council meeting and further direction to obtain (3) three other quotes (*including Village of Midway*), for comparison.

Elected officials are financially compensated very little for the service provided. If the City of Greenwood offered additional coverage of health and dental benefits, it would provide more incentive for citizens to run for office.

### 2. Acronyms:

CoG	City of Greenwood
CAO	Chief Administrative Officer
CO	Corporate Officer
UBCM	Union of British Columbia Municipalities
AD&D	Accidental Death and Dismemberment
EFAP	Employee and Family Assistance Program
CPAP	Continuous Positive Airway Pressure
BIPAP	Bilevel Positive Airway Pressure
APAP	Automatic Positive Airway Pressure
AMP	Anterior Mandibular Positioning Device
E&OE	Errors and Omissions Expected

### 3. Background:

#### **Manulife**

We have received pricing from Manulife to add Elected Officials to the City of Greenwood plan, and Manulife's underwriting has some restrictions:

- a) As these are Elected Officials, Extended Health Care/Dental coverage is being offered on an exception basis,
- b) Only single coverage is available,
- c) Once their "Terms in Office" has expired, they are no longer eligible.

The pricing is as follows:

### City of Greenwood

Manulife

Benefit	April Volume	Current Rates	Premium	Volume	Add Elected Officials	Premium	% Change
Life	\$700,000	\$0.434	\$303.80	\$700,000	\$0.434	\$303.80	0%
AD&D	\$700,000	\$0.064	\$44.80	\$700,000	\$0.064	\$44.80	0%
Long Term Disability	\$19,706	\$3.122	\$615.22	\$19,706	\$3.122	\$615.24	0%
<b>Pooled - Subtotal</b>			<b>\$963.82</b>			<b>\$963.84</b>	<b>0%</b>
Extended Health							
Single	0	\$45.93	\$0.00	5	\$39.04	\$195.20	-15%
Couple/ Family	7	\$108.68	\$760.76	7	\$101.40	\$709.79	-7%
Dental							
Single	0	\$122.93	\$0.00	5	\$104.49	\$522.45	-15%
Couple	2	\$227.27	\$454.54	2	\$227.27	\$454.54	0%
Family	5	\$323.90	\$1,619.50	5	\$311.59	\$1,557.96	-4%
EFAP	7	incl		7	incl		
<b>Experience Rated - Subtotal</b>			<b>\$2,834.80</b>			<b>\$3,439.94</b>	<b>21%</b>
<b>Total Monthly Premiums</b>			<b>\$3,798.62</b>			<b>\$4,403.78 /mo</b>	
<b>Total Annual Premiums</b>			<b>\$45,583.46</b>			<b>\$52,845.36 /yr</b>	
<b>Difference From Current - Monthly (\$\$)</b>						<b>\$605.16 /mo</b>	
<b>Difference From Current - Annually (\$\$)</b>						<b>\$7,261.91 /yr</b>	
<b>Difference From Current (%)</b>						<b>15.9%</b>	

E&OE

### Village of Midway

The Village of Midway currently has benefits for their Elected Officials. It costs the Village approximately \$12,000.00 per year and includes dental and medical only for Elected Officials and their families. The Village opted into the UBCM program. It was also noted that it is NOT a typical practise for the municipality to provide benefits for elected official's family members.

### Canada Life

No response.

### Alliance Income – Services Corporation

Bronze Plan Plus+ (Family Coverage)

Mayor and (3) three Councillors

\$296.87/month

\$14,249.76/year

(1) One Councillor

\$350.22/month

\$4,202.64/year

**Total \$18,452.40/year**

### Medical

Prescription Drugs 80% coverage

Hospital Accommodation 100% coverage

All Other Health Benefits 80% coverage

### Dental

Basic Services 80% coverage

Comprehensive Services 80% coverage

Major Services 50% coverage

### Travel

Maximum Number of Days per Trip 60 days

Co-insurance 100%

### **Northern Financial Group**

Cannot provide group coverage as the elected officials must work a minimum of 20 hours per week, as reflected by salary.

### **The Great-West Life Assurance Company**

No response.

### **Green Shield Health**

Zone 2 Coverage – Essential Health + Hospital Accommodation + Dental + Travel – Family Coverage

18-44 years of age	\$228.00/month	(2) Councillors	\$5,472.00 +taxes
45-54 years of age	\$238.00/month	(1) Councillor	\$2,856.00 +taxes
60-64 years of age	\$256.00/month	(1) Mayor	\$3,072.00 +taxes
65-79 years of age	\$284.00/month	(1) Councillor	\$3,408.00 +taxes
			\$14,808.00 +taxes

*Estimated*

**\$16,584.96 total**

Terms:

- **Guaranteed Acceptance**

No medical questions or exams. This plan covers pre-existing conditions.

- **Prescription Drugs**

Prescription Drugs

**Maximums**

**Not included**

- **Dental Care**

Dental Care

**Overall Maximums**

Year 1: \$500

Year 2: \$650

Year 3+: \$800 per person per year

**Recall Frequency**

9 months

**Basic Services**

Pays 80%, subject to annual maximum

**Comprehensive Basic Services**

Year 1: Pays 50%, subject to annual maximum

Year 2: Pays 70%, subject to annual maximum

Year 3+: Pays 80%, subject to annual maximum

**Major Services**

Not included

**Orthodontic Services**

Not included

- **Vision Care**

Vision Care

**Prescription eyeglasses, contact lenses, laser eye surgery**

**Maximum:**

\$150 per person every 2 years

**Eye Examination**

**Maximum:**

\$65 per person every 2 years

- **Extended Health Care**



Telemedicine	<b>Maple Online Services:</b> 4 virtual visits per family every year with a licensed general health care practitioner, available 7 days a week, 365 days a year (7 am – midnight, local time).
Professional Services / Registered Therapists	<b>Chiropractor, Physiotherapist, Massage Therapist, Acupuncturist, Chiropodist / Podiatrist, Dietitian, Naturopath, Osteopath</b> <b>Maximums:</b> \$20 per visit \$300 per person per practitioner, per year <b>Speech Therapist</b> <b>Maximum:</b> \$300 per person per year <b>Psychologist / Psychotherapist / Registered Social Worker</b> <b>Maximum:</b> \$300 per person per year, combined <b>Inkblot™ Therapy</b> Virtual counselling with the qualified Inkblot therapist of your choice; 2 hours for individual therapy, 2 hours for couples therapy, per year; additional therapy is eligible for coverage under the Psychology benefit. <b>Maximum:</b> \$5,000 per person per year Includes land and air <b>Maximums:</b> Years 1-4: \$300 per person every 4 years Years 5+: \$400 per person every 4 years
Accidental Dental	
Ambulance Transportation	
Hearing Aids	
Medical Services	<b>Diagnostic tests and x-rays, dialysis equipment, laboratory tests</b> <b>Maximum:</b> \$2,000 per person per year
Medical Items and Home Support Services (in-home nursing)	<b>Separate maximums for Medical Items and Home Support Services</b> <b>Maximums:</b> Year 1: \$2,000 Year 2: \$3,000 Year 3: \$4,000 Year 4+: \$5,000 per person per benefit category, per year Please note: CPAP, BIPAP, APAP and/or AMP machines and supplies are eligible for coverage with a max. of \$500 in Year 1 and \$500 in Year 2.

- **Travel**

Travel

<b>Multi-Trip Emergency Medical Travel Coverage out-of-province or country</b>	<b>Maximums:</b> 15 days per trip \$5,000,000 per person per year
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• **Hospital Accommodation**

Benefit pays for the difference in cost between standard ward charges and semi-private and/or private accommodation in a public general hospital in your province/territory of residence.

Medical underwriting is required

Maximum:

Up to 30 days per person per year

***NOTE: on the Green Shield Health option, the individuals would have to apply and secure the coverage and the City of Greenwood would have to do a monthly reimbursement.***

**4. Implications:**

**a. Budget:**

To add the City of Greenwood elected officials on the City's benefit plan, based on the above restrictions set by Manulife, it will be a monthly increase of \$605.16 per month or \$7,261.91 annually. This is a 15.9% increase.

**b. Organizational Impact:**

If approved, this was not budgeted for 2024 so we would require a motion to add the item and allocate to surplus funds.

**c. Policy:**

If this is going to be a permanent policy moving forward, this should be added to opt into the UBCM package available within the allotted timeframe after elections.

**d. Bylaws:**

N/A

**5. Alternatives:**

1. Not to approve benefits for the City of Greenwood Mayor and Council members.
2. Not to approve benefits for the City of Greenwood Mayor and Council members this term, however, develop Policy to initiate the UBCM plan after next election.
3. Approve quote from either Alliance Income— Services Corporation or Green Shield Health.

**6. Next Steps:**

1. If approved, contact Manulife, and add the elected officials to the benefit package as per the restrictions stated above.
2. Create a policy which opts the City of Greenwood elected officials to the UBCM Group Insurance. Elected officials who meet the eligibility requirements may participate in the following benefits:
  - Extended Health Care
  - Dental
  - Employee and Family Assistance Plan (EFAP)
  - Optional Life Insurance
  - Optional Accidental Death and Dismemberment

OR

3. Continue the City of Greenwood Group Plan via Manulife.
- 

**7. Staff Review:**

**Prepared By:**

CAO Dean Trumbley

**Reviewed By:**

CO Brooke McCourt

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**CAO Recommendation:**

That the recommendation of the staff be approved.

*Dean Trumbley, CAO*

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**List of Attachments:**

1. None

# The Corporation of the City of Greenwood

## Policy – Grant in Aid

- 1.) DATE: JUNE 5, 2024
- 2.) NAME OF GROUP: GREENWOOD FOUNDER'S DAY
- 3.) MAILING ADDRESS: BOX 443 GREENWOOD BC V0H 1S0
- 4.) CIVIC ADDRESS: \_\_\_\_\_
- 5.) LEGAL DESCRIPTION: \_\_\_\_\_
- 6.) TAX FOLIO #: \_\_\_\_\_ TAX YEAR: \_\_\_\_\_
- 7.) CONTACT PERSON: JULIA KNOPP TORGERSON
- 8.) PHONE #: 250-443-9303
- 9.) LIST OF EXECUTIVE MEMBERS JULIA KNOPP TORGERSON, TRACI RUSSELL,  
DESIREE KING, LYNN LEACH, BARRY NOLL
- 10.) GROUPS AIMS AND OBJECTIVES: TO CELEBRATE THE FOUNDING OF THE CITY OF  
GREENWOOD; PROMOTE THE CITY; PROMOTE HISTORICAL & CULTURAL  
HERITAGE; LOCAL ARTS & MUSIC; PROMOTE & SUPPORT LOCAL FIRST  
RESPONDERS
- 11.) OUTLINE SERVICES PROVIDED TO OUR COMMUNITY:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 12.) OUTLINE DETAILS OF EFFORTS MADE BY YOUR ORGANIZATION TO WORK TOWARDS SELF-SUFFICIENCY: FEES COLLECTION FROM PARTICIPATING VENDORS; GRANTS  
& DONATIONS REQUESTED FROM VARIOUS ORGANIZATIONS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 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? \_\_\_\_\_ 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: CITY OF GREENWOOD

YEAR 2023

AMOUNT RECEIVED: 6,000.-

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 GROUPS MOST RECENT FINANCIAL STATEMENT

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

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

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

Dated at the City of Greenwood, in the Province of British Columbia, the \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_

Signature: [Signature]

Name: LUNA KNOPP TORGERSON

Position: TREASURER CHAIRPERSON

Address: 817 KIMBERLEY AVE N. Box 622 GREENWOOD

Phone#: 250-443-9305

## Greenwood Founders Day



# INCOME DETAILS

	Estimated	Actual
Total income	<del>\$20,000.00</del>	\$11,072.79

hoped  
for 7 40,000.

## DONATIONS

Donor	Estimated	Actual	Column1	Estimated income	Actual income
West Boundary Comm. Forest		6000			\$6,000.00
Dave Dale Insurance		150			\$150.00
Greenwood Seniors		500			\$500.00
	0			\$0.00	\$0.00
	0			\$0.00	\$0.00
	0			\$0.00	\$0.00
Total	0	6650		\$0.00	\$6,650.00

## Exhibitors / Vendors

Type	Estimated	Actual	Price	Estimated income	Actual income
Booth W. Electricity	5		\$75.00	\$375.00	\$0.00
Booth W. No Electricity	15	3	\$50.00	\$750.00	\$150.00
		0	\$0.00	\$0.00	\$0.00
Total	20	3		\$1,125.00	\$150.00

## Sales

Type	Estimated	Actual	Price	Estimated income	Actual income
<del>T-Shirt Sales</del>				\$0.00	\$0.00
<del>Water Bottle Sales</del>				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
Total	0			\$0.00	\$0.00

# EXPENSES DETAILS

Total expenses	Estimated	Actual
	\$20,000.00	\$0.00

Site	Estimated	Actual
Park & Facilities	\$0.00	\$0.00
Site staff		
Porta Potties	\$550.00	
Security	\$2,500.00	
Total	\$3,050.00	\$0.00

Call them  
- Mr?

Permits & Insurance	Estimated	Actual
<del>Permit Fee</del>	\$0.00	\$0.00
Insurance	\$2,500.00	
Total	\$2,500.00	\$0.00

Refreshments	Estimated	Actual
Liquor license	\$0.00	
Liquor license	\$0.00	\$0.00
Water Bottles	\$0.00	\$80.00
Total	\$0.00	\$0.00

Program	Estimated	Actual
4th Street Band	\$1,000.00	\$0.00
Hillside Outlaws	\$3,500.00	\$0.00
Double Stop Creek	\$500.00	
Mary Jane's	\$2,000.00	
Booze Blenders	\$900.00	
Moving Lines	\$1,600.00	
M/C		
Total	\$9,500.00	\$0.00

Publicity	Estimated	Actual
Posters		
Radio Ads	<del>\$250.00</del>	\$0.00
<del>White Printing</del>	\$0.00	
Total	\$950.00	\$0.00

give FM free

Logistics	Estimated	Actual
Stage Rental		
Soundman	\$1,800.00	\$0.00
Total	\$1,800.00	\$0.00

Miscellaneous	Estimated	Actual
<del>T-shirt Purchase</del>	\$3,500.00	\$0.00
F.D. Prize	\$0.00	\$0.00
Total	<del>\$3,500.00</del>	\$0.00



# PROFIT + LOSS SUMMARY

Expenses summary	Estimated	Actual	Actual expenses
Miscellaneous	\$3,500.00	\$0.00	
Logistics	\$1,300.00	\$0.00	
Publicity	\$950.00	\$0.00	
Program	\$9,500.00	\$0.00	
Refreshments	\$0.00	\$0.00	
Permits & Ins.	\$2,500.00	\$0.00	
Site	\$3,050.00	\$0.00	
<b>Total</b>	<b>\$21,300.00</b>	<b>\$0.00</b>	

Income summary	Estimated	Actual	Actual income
Current Balance	\$11,072.00	\$11,072.00	
Vendors	\$1,000.00	\$200.00	
Sales of Items	\$1,500.00	\$0.00	
Donations	\$0.00	\$0.00	
<b>Total</b>	<b>\$13,572.00</b>	<b>\$11,272.00</b>	

Profit & loss summary	Estimated	Actual
Total Income	\$13,572.00	\$11,272.00
Total Expenses	\$21,300.00	\$0.00
<b>Profit or (Loss)</b>	<b>(\$7,728.00)</b>	<b>\$11,272.00</b>

## Expenses to profit (loss) ratio

Actual

## Estimated vs actual costs

Actual

Total  
Expenses





**GREENWOOD HERITAGE SOCIETY  
MUSEUM, ARCHIVES & VISITOR CENTRE**

**214 S. Copper  
Box 399**

**Greenwood, BC  
V0H 1J0**

**Tel/Fax: (250) 445-6355**

**E-Mail: [museum@shaw.ca](mailto:museum@shaw.ca)**

**Website: [www.greenwoodmuseum.com](http://www.greenwoodmuseum.com)**

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June 6, 2024

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

Attention: Mayor Bolt & City Councillors

Re: Greenwood Courtroom

Dear Mayor Bolt & City Councillors:

The Greenwood Heritage Society has a vested interest in the Greenwood Courthouse built in 1903. This impressive wooden structure is a focal point within the city and its preservation is of utmost importance. Our society members have conducted courthouse tours for many years and this has been a valuable source of extra income for our organization.

We are interested in having the courtroom replicated as much as possible to its original setting in 1903. In the past our organization has paid for signs on the Jury and Judge's room doors and also for restoration work on two tables. Chairs from the Masonic Hall, donated to the museum are now placed in the courtroom. A black gown placed at the Judge's chair is a great hit with kids and adults alike to wear for a photo-op.

We would be pleased to partner with the City of Greenwood to move forward with reestablishing this exquisite courtroom. Please see attached proposal for your consideration.

Thank you.

Sincerely,

Doreen MacLean  
President

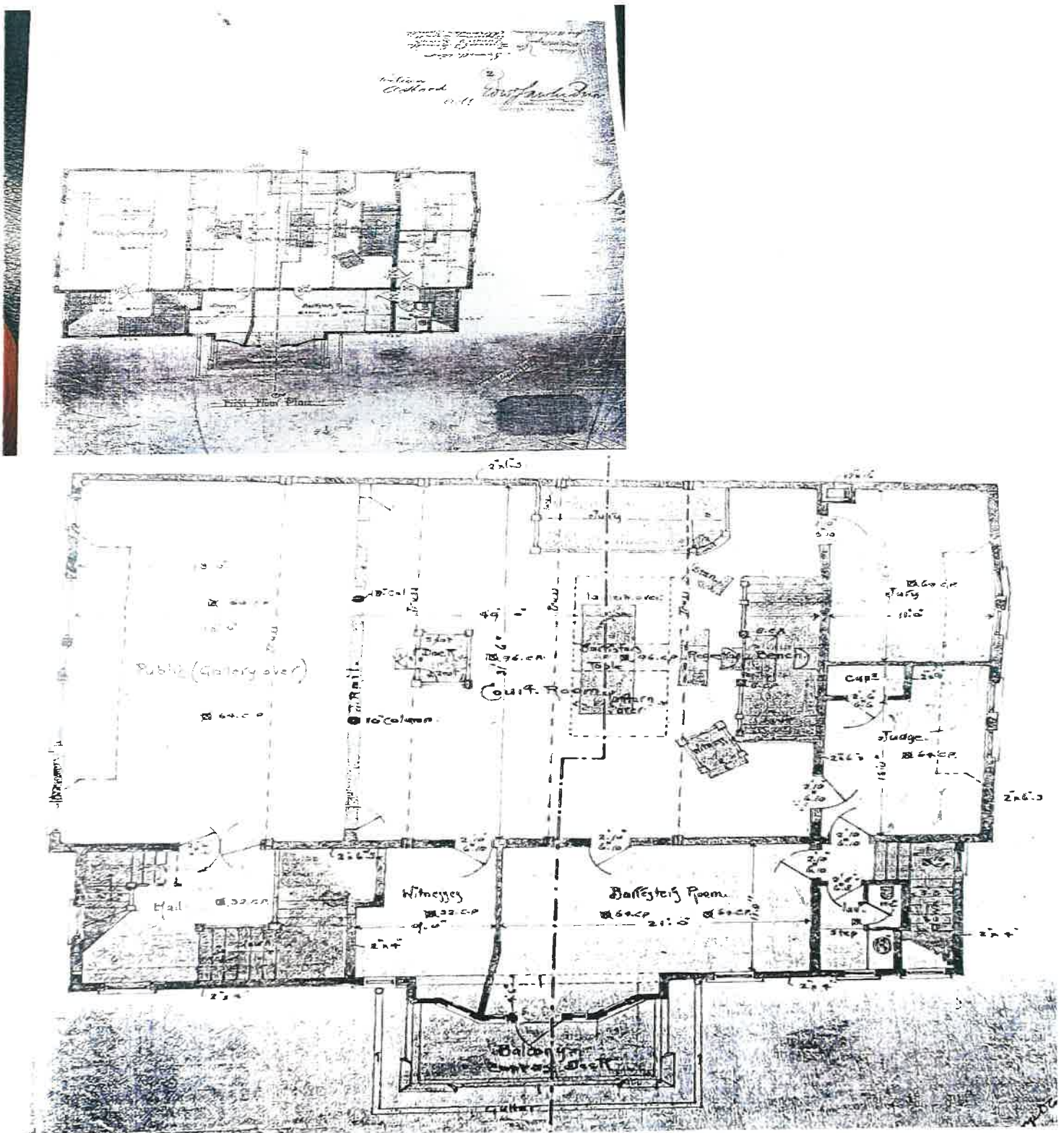
Encl.

# **Greenwood Courthouse Proposal**

**For City of Greenwood  
June 4, 2024**

**By  
Greenwood Heritage Society**

The Greenwood Heritage Society is requesting that in partnership with the City of Greenwood, we are able to set up the Courthouse located in the upstairs of City Hall as illustrated in the original Courthouse drawings from 1903.





This would require for us to move the Jury table back into the jury room and remove the barrister's desk to be placed in the back seating area. The chairs to go around the Jury table will *be supplied on loan by the Greenwood Heritage Society*.



This would also require the current RDKB Bylaw Officer to use Judges room for set up of their temporary office. The only item that would need to be moved is the computer screen located on the barrister desk.

We are also requesting for the City of Greenwood to approve the removal of the old Opera/Theatre Chairs currently located in the Public Gallery. These items were to have been disposed of in our talks with previous councils and to date has not happened. This will allow us to set up the proper sitting gallery and the barrister's desk as the Greenwood Board of Trade is currently utilizing the Barrister's room and therefore is not accessible for historical purposes.

To set up the court room space, we are requesting that we be able to move the court registered desk that is currently located in the city hall office and place it in front of the judge's bench as illustrated in the courthouse plans. Currently the city has the 5 matching chairs for this table located in the court room.

Pic: table



The purpose for this request is due to the increased popularity of the courthouse tours both from ourselves and by Greenwood Tours, both of which raise funds for the Greenwood Heritage Society as well as bring people to the City of Greenwood itself. As well the current state of the court room is cluttered and messy and takes away from the historical appeal of the Heritage Building. This will allow us to display items further highlighting the history of the building and it's meaning to the City of Greenwood.

We thank the city of Greenwood for your time and hope you will consider approving our request.

**CORPORATION OF THE CITY OF GREENWOOD  
BUSINESS LICENCE BYLAW NO. 1016, 2024**

**A BYLAW TO PROVIDE FOR LICENCING & REGULATION OF BUSINESSES IN THE CITY OF GREENWOOD**

WHEREAS, the Council of the City of Greenwood is empowered to provide for granting of business licenses, to fix and impose licence fee and regulate certain trades, occupations and businesses in the City of Greenwood;

WHEREAS, pursuant to Section 8(6) the *Community Charter*, regulate in relation to business;

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 Business Licence Bylaw No. XXXX, 2024”.

**2. Repeal**

- 2.1** “City of Greenwood Business Licence Bylaw No. 924, 2018” and all amendments thereto are hereby repealed.

**3. Interpretation**

- 3.1** Words or phrases defined in the *Community Charter*, *Local Government Act* or any successor legislation, shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.
- 3.2** 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.

**4. General Regulations**

- 4.1** No person shall obstruct or interfere with a Bylaw Enforcement Officer or Licence Inspector in the exercise of their duties.
- 4.2** A Bylaw Enforcement Officer or Licence Inspector 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:

“applicant” means any person who makes an application for a Business Licence under the provisions of this Bylaw;

“Building Inspector” means any person appointed from time to time as the Building Inspector for the City and any person acting lawfully in that capacity;

“Business” means the carrying on of a commercial or industrial undertaking of any kind or nature, or the providing of professional, personal, or other service for the purpose of gain or profit, or carrying on a home occupation pursuant to the bylaws of the City of Greenwood, but does not include any activity carried on by the government, its agencies or government-owned corporations;

“Business Licence” means carrying on a commercial or industrial undertaking of any kind or nature or the providing of a professional, personal or other services for the purpose of gain or profit, but does not include an activity carried on by the government, its agencies or government owned corporations, or registered non-profit societies for the purposes of fundraising;

“Business Licence” means a licence issued pursuant to this Bylaw and includes Regular Business Licences, Short-term Business Licences and Temporary Business Licences.

“City” means the Corporation of The City of Greenwood;

“Council” means the council of the City of Greenwood;

“Home Based Business” means any occupation or profession that is carried out in a dwelling unit or accessory building to a dwelling unit, by a person who is permanently resident in the dwelling unit, where such occupation or profession, excluding a bed and breakfast use, is clearly incidental or secondary to the use of the dwelling unit for residential purposes;

“Licence Inspector” means a person appointed from time to time as Licence Inspector by the City and includes any person lawfully acting in that capacity, including the Corporate Officer and Bylaw Services Officer;

“Mobile Vendor” means any person who, from a motor vehicle, trailer or cycle, as defined and licensed under the Motor Vehicle Act, or thing, sells, or offers for sale food or merchandise or who advertise, takes orders for goods or services, but does not include special event mobile vendors;

“Non-Resident Business” means a business, other than a resident business, carried on in the City or with respect to which any work or service is performed in the City;

“Public Market” means groups of resident and non-resident businesses offering new and used goods, crafts or produce for sale directly to the public.

“Regular Business Licence” means a Business Licence issued to run from the first day of January to the last day of December annually.

“Seasonal Business Licence” means a Business Licence issued for a one (1) to four (4) month(s) period;

“Special Event Mobile Vendor(s)” means any person who, from a motor vehicle, trailer or cycle, as defined and licensed under the Motor Vehicle Act, or thing, sells, or offers for sale food or merchandise or who advertise, takes orders for goods or services at a “Special Event” or “Public

Market” being held within the City of Greenwood for a duration not exceeding five (5) days.

**5. Licence Required**

- 5.1 Unless otherwise permitted in this Bylaw, no person shall carry on, maintain, own or operate within the City, a trade, business, profession, occupation or calling without holding a valid and subsisting Business Licence issued under this Bylaw.
- 5.2 Any person who,
- a. Advertises through any medium, whether digital, physical, or otherwise as being open for business of any kind within the City of Greenwood shall be deemed to be carrying on, engaged in, or practicing their respective profession, business, trade, occupation, employment, calling or purpose within the City and requires a Business Licence pursuant to section 5.1.
- 5.3 A holder of a licence shall apply for renewal of the Business Licence prior to the beginning of each licensing period as long as the business, for which the Business Licence is held is carried on, and shall pay to the City the annual Business Licence fee in Schedule “A”.
- 5.4 Persons holding (4) or less garage or yard sales per calendar year on their residential property are exempt for the Business Licensing requirement set out in section 5.1 of this Bylaw.
- 5.5 Persons making the occasional sale of personal/or handmade good are exempt from the Business Licensing requirement set out in section 5.1 of this Bylaw.

**6. Location, Hours, Numbers of Places of Business**

- 6.1 No person shall sell, offer for sale, or display goods or canvass or solicit business of any kind whatsoever on any highway, street, lane, sidewalk, or public parking lot within the City except as allowed by this Bylaw.
- 6.2 Any person wishing to sell, offer for sale, or display good or solicit business of any kind whatsoever on any highway, street, lane or public parking within the City must obtain the written permission of the Licence Inspector.
- 6.3 Any retailer with a valid Business Licence may exhibit, offer for sale, or display goods on sidewalks immediately abutting and within one (1) meter of their retail premises, provided that such display does not impede pedestrian traffic and or daily City functions.
- 6.4 A person who carries on more than one business from any one premise shall obtain a separate Business Licence for each business.
- 6.5 Where a business is carried on from more than one premise in the City, the business carried on from each premises will be deemed a separate business and requires a separate Business Licence.
- 6.6 No person may call at any residence between the hours of 8:00 p.m. and 9:00 a.m. for the purpose of selling, soliciting or taking orders for goods, materials, publications, or services of any kind, unless a previous appointment has been made for such call.



**7. Public Markets /Special Events**

- 7.1** Any organization(s) holding a Business Licence may make an application through the City, to host a Public Market/ Special Event, in accordance with the provisions with this Bylaw.
- 7.2** If the Public Market/ Special Event is being hosted on real property belonging to the City of Greenwood, the hosting organization shall:
- a) Obtain a Licence to Use Permit through the City of Greenwood.
  - b) Maintain comprehensive general liability insurance in the amount of Two Million Dollars (\$2,000,000). The City shall be included as additional named insured and the organization shall hold the City harmless against any claims, actions for injury, damage, loss or death arising out of the operation of the Public Market/Special Event.
  - c) Provide proof of comprehensive liability insurance and a signed liability waiver form shall be submitted to the City and be in a form acceptable to the City, prior to the issuance of a Business Licence.
  - d) Any Mobile Vendor(s) participating in the Public market/Special Event will be required to obtain their own Special Event Mobile Vendor Business Licence through the City of Greenwood.
- 7.3** Any organization(s) hosting a Public Market/ Special Event shall be responsible for any businesses within the Public Market/Special Event, including ensuring that all regulations and requirements of the City of Greenwood bylaws are adhered to.

**8. Mobile Vendors**

- 8.1** No mobile vendor shall operate within the City without first having obtained a City of Greenwood Business Licence.
- 8.2** No mobile vendor shall operate within the City of Greenwood, except for the following conditions:
- a) When the zoning on privately owned property allows for a mobile vendor;
  - b) By first obtaining written consent of the Council for the City owned property, boulevards, and highways;
  - c) By first obtaining written consent from the School District for government owned school grounds.
- 8.3** No mobile vendor shall operate on or from any municipally owned property, boulevards or highways unless and until the applicant has provided evidence of:
- a) Motor Vehicle Liability Insurance with a minimum coverage of \$2,000,000;
  - b) Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City as an additionally named insured; and,

- c) Operate within (30) meters of a business selling comparable goods or services from a City owned property, boulevard or highway unless written consent/permission from the owner of the business is first obtained.
- 8.4 Where food is being sold, the mobile vending unit (vehicle/trailer/cycle) must have a valid permit as issued by the Medical Health Officer of the Province of British Columbia.
- 8.5 Every person who operates a mobile vending unit shall be responsible to provide suitable garbage collection containers, and to keep the area around the vending location free of any waste material originating from the vendor's business.
- 8.6 Mobile vending units must be attended (staffed) at all times when on site and must be removed from the location when not staffed unless approved by the City.
- 8.7 A mobile vendor must state on the business licence application those public places where the mobile concession will be operated.
- 8.8 Where a mobile vendor wishes to operate in a Municipal Park it may be subject to certain restrictions if a Licence to Use Permit has been issued to a specific organizer of an event in that Park.
- 8.9 Where a mobile vendor is catering to or delivering to a residential site, business or construction site, such units shall not park or stop on the traveled portion of a highway and shall not be stopped at one location longer than fifteen (15) minutes at any one location.

**9. Licence Application and Fee**

- 9.1 An Applicant shall complete the application form supplied by the City for the purpose of issuing Business Licences. The application shall be signed by the owner of the business or their duly authorized agent. In the case of a partnership or multiple owners, any one of such partners or owners may apply and such partner or owner applying shall be deemed to be the duly authorized agent of all the partners or owners.
- 9.2 The City will commence processing of an application upon delivery of the application form and the applicable Business Licence application fee set out in Schedule "A". Where the proposed Business requires approval by the Public Health Inspector, or other non-municipal inspector, the Applicant is responsible for acquiring these approvals and supplying them to the City in support of the Business Licence application. Incomplete applications will not be processed.
- 9.3 At the time of issuance of a Business Licence, the Applicant shall pay for the Business Licence Fee in accordance with Schedule "A".
- 9.4 Licence application fees paid pursuant to this Bylaw are not refundable.

**10. Issuing of Licences**

- 10.1 The Licence Inspector is hereby authorized to grant, issue or transfer Business Licences where the Applicant has complied with all City and provincial legislation pertaining to the Business.

- 10.2** Where approvals are required, the Licence Inspector shall not issue a Business Licence until written approval is obtained from the Building Inspector, Fire Prevention Officer, Medical Health Officer, Technical Safety BC Inspector, or any other official concerned with the administration and enforcement of the laws referred to in section 10.1.

**11. Changes Affecting a Licence**

- 11.1** A person granted a Business Licence under this Bylaw shall:

1. Notify the Licence Inspector within ten days of any change in the Business phone number, mailing address or other contact information; and
2. Notify the Licence Inspector when the Business Licence is no longer required.

- 11.2** No person shall transfer a Business to another person without first obtaining a transfer of the Business Licence by the License Inspector. The proposed new owner must supply to the City a completed Business Licence Application form as though they were registering a new business. The fee for a transfer shall be as listed in Schedule "A".

- 11.3** A Business Licence cannot be transferred to a new premise.

**12. Licence to be Displayed**

- 12.1** The applicant shall at all times keep their Business Licence(s) prominently displayed within the view of the public at the place of Business, or on their person where the Business has no fixed premises.

**13. Inspection, Suspension and Cancellation**

- 13.1** The Licence Inspector is authorized to enter, at all reasonable times, upon any property subject to this Bylaw in order to ascertain whether this Bylaw is being observed.

- 13.2** The Licence Inspector may suspend a Business Licence for such period as they may determine, subject to the business licence authority provisions of the Community Charter.

- 13.3** The Licence Inspector may cancel a business licence for reasonable cause, subject to the business licence authority provisions of the Community Charter.

**14. Appeal Procedure**

- 14.1** Any person whose Business Licence has been suspended or cancelled, or has been refused a licence, may appeal to Council by giving notice of intention to appeal to the Licence Inspector. The appeal shall be made in writing and shall state in a concise manner the grounds upon which the appeal is made. Council shall appoint a time and place for the hearing of the appeal, which shall be within one month of the request being made and may confirm or set aside the decision made by the Licence Inspector as it deems fit.

**15. Violations and Penalties**

- 15.1** Every person who offends against any of the provisions of this Bylaw, or permits any act or thing

to be done in contravention or violation of any provisions of this Bylaw, or neglects to do or refrains from doing anything required to be done by this Bylaw, shall be deemed to have committed an offence under this Bylaw and shall be liable on conviction of a fine of not more than Two Thousand Dollars (\$2,000.00) and the costs of prosecution. Each day on which an offence continues shall constitute a separate offence.

**15.2** Schedules "A" and any regulations they set out form a part of and are enforceable in the same manner as this Bylaw.

**16. Repeal**

"City of Greenwood Business Licence Bylaw No. 924, 2018", and all associated amendments are hereby repealed.

**17. Effective Date**

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

Read a First Time this	10 <sup>th</sup>	day of June, 2024.
Read a Second Time this	10 <sup>th</sup>	day of June, 2024.
Read a Third Time this	24 <sup>th</sup>	day of June, 2024.
Adopted by Council this	24 <sup>th</sup>	day of June, 2024.

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Mayor

I hereby certify this to be a true and correct copy of "City of Greenwood business Licence Bylaw No. 1016, 2024"  
On the \_\_\_\_ day of June, 2024.

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Chief Administrative Officer

**Schedule "A"**  
**Application Fees**

1. All Applicants, except those listed in section 2 of this schedule A, shall pay \$50 at the time of application.
2. The following business types shall pay the fee as indicated in the table:

Non-Profit Organizations	\$0
Special Event Mobile Vendor	\$150
Retail Cannabis stores & Liquor Store(s)	\$350

3. The Regular Business Licence Fee in the City of Greenwood shall be \$100.00.
  - a) For Regular Business Licence renewals, the Regular Business Licence fee will be modified as follows:
    - I. Where the Applicant renews their Business Licence prior to expiry, the Regular Business Licence Fee will be \$90.00 (10% discount).
    - II. Where a Business has continued to operate but the Applicant has failed to renew their Regular Business Licence by March 1 of each year, the Regular Business Licence fee will be \$120.00 (a 20% penalty).
4. Licence Fees are pro-rated 50% for new businesses who apply after October 1<sup>st</sup>.
5. A Seasonal Business Licence fee shall be \$75.00.
6. The fee to transfer a licence to a new person shall be \$25.00.
7. Non-profit organizations will not be charged a licence fee.

**CORPORATION OF THE CITY OF GREENWOOD  
MUNICIPAL TICKETING BYLAW NO. 1017, 2024  
A BYLAW TO PROVIDE FOR BYLAW ENFORCEMENT OF DESIGNATED BYLAWS BY MEANS OF A  
TICKETING SYSTEM (MTI)**

WHEREAS the *Community Charter* authorizes Council, by bylaw, to:

- (1) Designate those bylaws which may be enforced by means of a form of ticket prescribed by regulation;
- (2) Designate Bylaw Enforcement Officers for the purpose of enforcing bylaws by means of a prescribed form of ticket;
- (3) Designate an offence against a bylaw by means of a word or expression on a ticket; and,
- (4) Set fines not greater than the amount prescribed by regulation;

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 Municipal Ticketing Bylaw No. 1017, 2024”.

**2. Repeal**

- 2.1** “City of Greenwood Municipal Ticketing Bylaw No. 960, 2020” and all amendments thereto are hereby repealed.

**3. Enforcement**

- 3.1** The bylaws, which shall include any amendment thereto, as listed in Column 1 of Schedule A to this Bylaw may be enforced by means of a ticket in the form prescribed.
- 3.2** The persons appointed to the job positions or titles listed in Column 2 of Schedule A to this Bylaw are designated as Bylaw Enforcement Officers for the purpose of enforcing the bylaws listed in Column 1 of Schedule A opposite the respective job positions.
- 3.3** The words or expressions set forth in Column 1 of the Appendices to Schedule A of this bylaw designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
- 3.4** The amounts appearing in Column 3 of the Appendices to Schedule A of this Bylaw are the fines set pursuant to the Community Charter for the corresponding offences designated in Column 1.

4. Effective Date

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

Read a First Time this	10th	day of June, 2024.
Read a Second Time this	10th	day of June, 2024.
Read a Third Time this	24th	day of June, 2024.
Adopted by Council this	24th	day of June, 2024.

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Mayor

I hereby certify this to be a true and correct copy of "City of Greenwood Municipal Ticketing Bylaw No. 1017, 2024"

On the \_\_\_\_ day of June, 2024.

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Chief Administrative Officer

## SCHEDULE A

<u>Column 1</u>	<u>Column 2</u>
<u>Bylaws including amendments thereto</u>	<u>Designated Bylaw Enforcement Officers</u>
1. Good Neighbour Bylaw No. 1013, 2024	<ul style="list-style-type: none"><li>❖ Bylaw Services Officer/ Animal Control Officer</li><li>❖ Members of the RCMP</li><li>❖ Chief Administrative Officer or Corporate Officer</li></ul>
2. Business Licence Bylaw No. 924, 2018	<ul style="list-style-type: none"><li>❖ Bylaw Services Officer</li><li>❖ Members of the RCMP</li><li>❖ Chief Administrative Officer or Corporate Officer</li></ul>
3. Building Bylaw No. 707, 1997	<ul style="list-style-type: none"><li>❖ City Building Inspector</li><li>❖ Bylaw Service Officer</li><li>❖ Chief Administrative Officer or Corporate Officer</li></ul>
4. Zoning Bylaw No. 683, 1997	<ul style="list-style-type: none"><li>❖ Bylaw Services Officer</li><li>❖ Chief Administrative Officer or Corporate Officer</li></ul>
5. Sewer Regulation Bylaw No. 911, 2016	<ul style="list-style-type: none"><li>❖ Bylaw Services Officer</li><li>❖ City Building Inspector</li><li>❖ Members of the RCMP</li><li>❖ Chief Administrative Officer or Corporate Officer</li><li>❖ Public Works Foreman</li></ul>
6. Water Regulation Bylaw No. 912, 2016	<ul style="list-style-type: none"><li>❖ Bylaw Services Officer</li><li>❖ City Building Inspector</li><li>❖ Members of the RCMP</li><li>❖ Chief Administrative Officer or Corporate Officer</li></ul>
7. Greenwood Cemetery Bylaw No. 945, 2019	<ul style="list-style-type: none"><li>❖ Bylaw Services Officer</li><li>❖ Members of the RCMP</li><li>❖ Chief Administrative Officer or Corporate Officer</li></ul>



## APPENDICES

<b>Good Neighbour Bylaw No. 1013, 2024</b>	<b>Column 2</b>	<b>Column 3</b>
• Obstruct an Officer	3.1	\$ 1,000.00
• Obstruct Entry to Property	3.2	\$ 500.00
• Cause a nuisance	5.1 (a)	\$ 500.00
• Permit nuisance from property	5.1 (b)	\$ 500.00
• Apply graffiti on property	5.2	\$ 500.00
• Disturbing noise from highway or public place	6.1 (a)	\$ 500.00
• Disturbing noise from property	6.1 (b)	\$ 500.00
• Apparatus producing noise	6.2 (a)	\$ 500.00
• Apparatus producing noise	6.2 (b)	\$ 500.00
• Accumulation of matter	7.1 (a)	\$ 100.00
• Accumulation of rubbish around container	7.1 (b)	\$ 100.00
• Unsightly property	7.1 (c)	\$ 500.00
• Accumulation of vegetation	7.1 (d)	\$ 100.00
• Accumulation of construction or demolition waste	7.1 (e)	\$ 100.00
• Storing of derelict vehicle(s)	7.1 (f)	\$ 100.00 per vehicle
• Insufficient maintenance	7.3 (abcde)	\$ 100.00
• Obstructed fire hydrant	7.3 (f)	\$ 250.00
• Failure to remove snow or ice	7.5 (a)	\$ 100.00
• Damage to boulevard or sidewalk from equipment	7.5 (b)	\$ 100.00
• Failure to remove snow or ice from the roof	7.5 (c)	\$ 100.00
• Deposit snow on highway	7.5 (d)	\$ 100.00
<b>Business Licence Bylaw No. 1016, 2024</b>		
• Obstruct an Officer or Inspector	4.1	\$ 1,000.00
• Obstruct Entry to property	4.2	\$ 500.00
• No Business Licence	5.1	\$ 100.00
• Carrying on more than one business from one premises without separate licence	6.4	\$ 100.00
• Mobile Vendor(s) operating within city limits without valid business licence	8.1	\$ 100.00
• Fail to display business licence	13.1	\$ 100.00
<b>Building Bylaw No. 707, 1997</b>		
• Building without a permit	4(1)	\$ 100.00
• Occupancy/ use contrary to permit/notice/certificate	4(2)	\$ 100.00
• Occupancy before final inspection	4(3)	\$ 100.00
• Tampering with posted notices	4(4)	\$ 50.00

• Construction at variance with plans	4(5)	\$ 100.00
• Obstruct the Building Inspector	4(6)	\$ 150.00
• Failure to obey Stop Work Order	6(d)	\$ 150.00
• Failure to obtain proper permits	9(b), (f)	\$ 100.00
• Failure to post Permit in a conspicuous place	10(a)	\$ 50.00
• Failure to keep drawings and specifications on the property	10(b)	\$ 100.00
• No Moving Permit	12 (a)	\$ 100.00
<b>Zoning Bylaw No. 683, 1997</b>		
• Obstruct Building Inspector/ Authorized person	201(1)	\$ 150.00
• Unauthorized sign	313(2)	\$ 100.00
<b>Sewer Regulation Bylaw No. 911, 2016</b>		
• First Offence	Schedule "B"	\$ 200.00
• Second Offence	Schedule "B"	\$ 500.00
• Third Offence	Schedule "B"	\$ 1,000.00
<b>Water Regulation Bylaw No. 912, 2016</b>		
• First Offence	Schedule "B"	\$ 200.00
• Second Offence	Schedule "B"	\$ 500.00
• Third Offence	Schedule "B"	\$ 1,000.00
<b>Greenwood Cemetery Bylaw No. 945, 2019</b>		
• Memorial markers not put on a plot within six months	10.03	\$ 500.00
• Constructing a fence, hedge, railing, or concrete slab	8.05 (l)	\$ 500.00
• Planting or removing trees, shrubs, plants, flowers, or putting rocks in the cemetery without proper authority.	8.05 (o)	\$ 200.00
• Damaging or defacing any memorial, headstone, marker, fence, gate, or structure in the cemetery	14.1	\$ 5,000.00
• Disturbs person(s) assembled for the purpose of an internment or commits a nuisance.	14.1	\$ 1,000.00