



**Regular Council Meeting  
Monday, February 24, 2025  
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. Land Acknowledgement**

**3. Adoption of Agenda:** February 24, 2025 Regular Council Meeting Agenda.

**RECOMMENDATION:**

*THAT the Regular Council Meeting agenda be adopted.*

**4. Adoption of the Minutes**

- a. February 10, 2025 Regular Meeting Minutes

Page 4-8

**RECOMMENDATION:**

*THAT the Regular Council Meeting Minutes of January 27, 2025 be adopted.*

**5. Correspondence for Information**

- a. LGMA Newsletter  
b. Snow Survey and Water Supply Bulletin

Page 9-11

Page 12

**RECOMMENDATION:**

*THAT Council accept items a. to b. as correspondence for information.*

**6. Committee Reports**

**7. Councillor's Reports**

**8. Mayor's Report**

**9. Administrator's Report**

**RECOMMENDATION:**

*THAT Council accept the reports as information.*

**10. Accounts Payable Report** Next report March.



## 11. New and Unfinished Business

- a. Licence to Use and Occupy Application - Lions Park

Page 13-17

### RECOMMENDATION:

*THAT Council approve the Greenwood Recreation Association a Licence to Use and Occupy for Lions Park located at 201 Copper Ave from July 26<sup>th</sup> to July 27<sup>th</sup>, 2025 to support cultures in the Boundary coming together.*

- b. Memo to Council – TUP – 355 Government Ave

Page 18-31

### RECOMMENDATION:

*THAT Council issue a Temporary Use Permit (TUP) for the use of a recreational vehicle (RV) as a temporary dwelling at 355 North Government Avenue in Greenwood, BC for a term of up to one (1) year, commencing on April 1st, 2025.*

- c. Memo to Council – Support for Regional (RDKB)  
Asset Management Staffing

Page 32-38

### RECOMMENDATION:

*THAT Council supports to find out further information on how the proposed regional asset management shared service model would be employed, including financial implications.*

*AND THAT Council is only exploring the opportunity for Regional District Kootenay's Boundary's involvement, as part of the Asset Management Leadership Team, in the developing of City of Greenwood's Asset Management Program which is being fully implemented in 2026.*

*AND FURTHER THAT this is not a commitment to participate in the proposed Regional Asset Management staffing approach.*

- d. Memo to Council – Fire Service Business Plan – 2025 Tax Requisition

Page 39-59

### RECOMMENDATION:

*THAT Council approve the 2025 Fire Service Business Plan.*

*AND THAT Council direct staff to incorporate the proposed 2025 Fire Service Business Plan budget into the 2025 PRELIMINARY BUDGET.*

*AND FURTHER THAT Council approves the recommended increased tax requisition for fire service at 1.3086 per \$1,000.00 of assessed value.*

## 12. Bylaws

- a. Council Procedures Bylaw Amendment Bylaw No. 1027, 2025

Page 60

### RECOMMENDATION:

*THAT Council give Fourth and Final Readings of the City of Greenwood's Council Procedures Bylaw Amendment Bylaw No. 1027, 2025.*



### **13. Notice of Motions**

### **14. Question Period**

#### **Excerpt from Council Procedures Bylaw 1018, Section 19**

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.

The Mayor may refer any question or enquiry to the Chief Administrative Officer to look into at a future time.

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.

### **15. Adjournment**

#### **RECOMMENDATION:**

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





**CITY OF GREENWOOD**  
**Minutes of the Regular Meeting of Council held February 10, 2025**

**PRESENT**

Mayor J. Bolt  
Councillors: C. Huisman, C. Rhodes, J. McLean, G. Shaw.  
Chief Administrative Officer: Dean Trumbley  
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**

**Moved/Seconded**

THAT the February 10, 2025 regular council agenda be adopted as amended to add items f. “stop signs”, item g. “AKBLG” h. “UBCM Discussion” under New & Unfinished Business.

(19-25)

**Carried**

**ADOPTION OF MINUTES**

**Moved/Seconded**

THAT the minutes of January 27, 2025 Regular Council Meeting be adopted.

(20-25)

**Carried**

**CORRESPONDENCE  
FOR INFORMATION**

**Moved/Seconded**

THAT Council accept correspondence a. as information.

(21-25)

**Carried**

**COMMITTEE REPORTS**

CO McCourt gave a quick update on the first informational meeting that the City conducted with the Board of Variance on February 10<sup>th</sup>, 2025.

**COUNCILLOR’S REPORTS**

Clint Huisman: Verbal report presented.

CJ Rhodes: Verbal report presented – On file.

Jessica McLean: Verbal report presented.

Gerry Shaw: Verbal report presented.

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

**Moved/ Seconded**

THAT Council direct administration to start development of the City’s Investment Policy.

**Carried**



**Moved/ Seconded**

THAT Council direct administration to reach out to Sean at ISL Engineering and schedule an update meeting with Mayor and Council.

**Carried**

**ADMINISTRATION REPORT:**

None.

**Moved/Seconded**

THAT Council accepts the reports as information.

**(22-25)**

**Carried**

**THIRD QUARTER  
FINANCIAL REPORT**

Next report – March.

**Moved/Seconded**

THAT Council direct administration to provide Council a monthly email with the Accounts Payable Report.

**Opposed: Mayor Bolt**

**Councillor Rhodes**

**(23-25)**

**Carried**

**NEW AND UNFINISHED  
BUSINESS**

- a. Memo to Council – Fire  
Inspector & Fire  
Investigator  
Designation

**Moved/ Seconded**

THAT Council designate Roy Terashita and Pat Sheppard as the City of Greenwood Fire Inspectors and Fire Investigators as per the Fire Safety Act.

AND THAT Council approve administration to enroll Roy Terashita and Pat Sheppard into two FireWise Online courses:

- Fire Investigation Origin and Cause (Level I & II).
- Company Inspection Program.

**(24-25)**

**Carried**

- b. Memo to Council - 102  
S. Government – Notice  
of Entry

**Moved/ Seconded**

THAT a written notice of entry made pursuant to Section 16 of the Community Charter is authorized to be prepared by City staff and issued to the owner and occupants of the Lands, substantially in the form attached as Schedule A to this resolution (the “Entry Notice”).

AND THAT City staff is authorized and directed to:

- a) finalize, sign and seal the Entry Notice;
- b) cause the Entry Notice to be served or delivered to the owner and occupants of the Lands (if any); or

if unable to serve or deliver the Entry Notice to the owner and occupants of the Lands (if any), have the Entry Notice delivered to the property owner by emailing the Entry Notice to the email listed on the Alberta Corporation/Non-Profit Search for the property



owner and by posting the notice of entry in a conspicuous location on the Lands.

AND FURTHER THAT The Council of the Corporation of the City of Greenwood does hereby authorize its employees, contractors and agents, including a bylaw enforcement officer, building inspector and fire inspector to enter onto the Lands during daylight hours after the service or delivery of the Entry Notice to the owner and occupants of the Lands or, alternatively, where service or delivery of the Entry Notice cannot be made to the owner and occupants (if any), twenty-four hours after the delivery of the entry notice by email to the email address provided on the Alberta Corporation/Non-Profit Search for the property owner attached hereto as Schedule B and twenty-four hours after the posting of the entry notice in a conspicuous location on the Lands.

(25-25)

**Carried**

- c. Memo to Council - FD Service Review and Master Plan Development

**Moved/Seconded**

THAT Council supports to initiate a third-party Phase I Service Review in 2025 and the development of a Phase II Master Plan in 2026 for the Greenwood Volunteer Fire Department fire protection service.

AND THAT Council direct administration to add \$15,000.00 into the 2025 budget, and if approved, initiate the procurement process to secure a consultant to execute the service plan project.

AND THAT Council direct staff to pursue grant opportunities to supplement or fully fund the Phase I Service Review of the Greenwood Volunteer Fire Department in 2025 fiscal year.

AND FURTHER THAT Council direct CAO Trumbley to reach out to the RDKB in a timely manner to touch base and notify the RDKB on the direction the City of Greenwood is moving towards in the future.

(26-25)

**Carried**

- d. Memo to Council - Partnership Agreement Negotiations – Greenwood Museum and Library.

**Moved/Seconded**

THAT Council direct City administration to conduct a series of meetings to strive towards the development of a Partnership Agreement with the Greenwood Historical Society.

AND THAT Council direct City administration to conduct a series of meetings to strive towards the development of a Partnership Agreement with the Greenwood Library.

(27-25)

**Carried**

- e. Workplace Video Surveillance Policy 2025-14.

**Moved/Seconded**

THAT Council approve the City of Greenwood's Workplace Video Surveillance Policy 2025-14.

(28-25)

**Carried**



f. Late Item - Stop Signs Discussion. **Moved/Seconded**  
THAT Council approve the installation of a four (4) way stop at the intersection located at Deadwood Street and North Government Ave.

(29-25) **Carried**

g. Late Item – AKBLG **Moved/Seconded**  
THAT Council approve Councillor Huisman to attend the 2025 AKBLG April 25-27, 2025 in Kimberley, BC.

(30-25) **Carried**

h. Late Item – UBCM Discussion. **No Motion.**

Council discussed with administration how there is potential that the City of Greenwood will be recognized for the City's new Asset Management Project at the 2025 UBCM.

Council discussed getting rooms booked for four Council members in the case that the City will be recognized, as the hotels near the Conference book up fast and prices go up as the date gets closer, and to make sure that the rooms can be canceled up to a certain date.

If the City of Greenwood is not being recognized City administration will cancel the booking for three members and only keep confirmation for one member to attend the UBCM as per the City of Greenwood's resolution made back in May 27<sup>th</sup>, 2024.

**BYLAWS** Council Procedures **Moved/ Seconded**  
Bylaw Amendment  
Bylaw No. 1027, 2025 THAT Council give First to Third Readings of the City of Greenwood's Council Procedures Bylaw Amendment Bylaw No. 1027, 2025.

**Opposed: Mayor Bolt**  
**Councillor Rhodes**

(31-25) **Carried**

## **NOTICE OF MOTIONS**

**None.**

## **QUESTION PERIOD**

Resident asked if someone explain how much additional administration work would be on the Museum and the Library by having a partnership agreement vs they way it is done now?

CAO Trumbley answered the residents question and there was no follow up questions.

## **IN-CAMERA**

**None.**



**ADJOURNMENT**

**Mayor Bolt Moved**

THAT Council adjourn the Regular Council Meeting at 8:43 p.m.

**(32-25)**

**Carried**

---

Mayor

Certified Correct


---

Corporate Officer



**Brooke McCourt**

**From:** Local Government Management Association of BC <office@lgma.ca>  
**Sent:** February 18, 2025 11:03 AM  
**To:** frontdesk.greenwoodcity@shaw.ca  
**Subject:** LGMA Job Circular, News, and Program Updates - Week of February 18, 2025

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

### Professional Development Partners:



LIDSTONE & COMPANY



STEWART McDANNOLD STUART  
Barristers & Solicitors

**YA** YOUNG ANDERSON

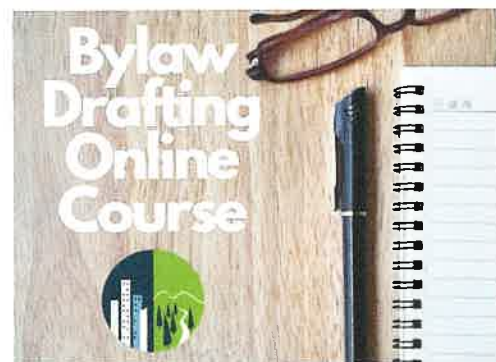
### Travel Grant Partner:

LIDSTONE & COMPANY

## LGMA Newsletter: Week of February 18, 2025

### Bylaw Drafting Online Course April 15, 22, and 29

Do you want to improve your bylaw drafting skills with practical training and hands-on exercises? Join Lisa Zwarn for an interactive online course and learn how to develop a comprehensive bylaw. This year, LGMA is excited to run two cohorts, one in the morning (10:00 - 11:30am) and one in the afternoon (1:00 - 2:30pm). Select your cohort option and engage in three 90-minute webinars with follow-up learning activities and resources that solidify your learning.



"The bylaw writing course is a great introduction for anyone who is a newbie to bylaw writing. Lisa is an engaging facilitator whose real-life experiences add content and relatability to the course. I highly recommend the LGMA Bylaw Drafting course if the fun task of writing bylaws has fallen into your lap!"

- Past participant

This course is open to B.C. local government staff whose job requirements currently include bylaw drafting and bylaw amendments. Review the [course brochure](#) and [register online](#) by April 1.



**LGMA Training:**

***Peer Connection Lunch Opportunities***

[Corporate Officers – April 16](#)

[Chief Administrative Officers – April 25](#)

[HR Practitioners – May 5](#)

***Effectively lead a high-performing team***

[Supervisor Essentials Online Course](#)

April 2-16

***Save the Date!***

**Communication Professionals Forum**

June 10, Kelowna

***LGMA Manuals Now Available!***

[- 2025 Corporate Officers Handbook](#)

[Now Available!](#)

**LGMA Chapter Membership:**

***Chapter Membership is now live!***

[Find your chapter and connect with](#)  
[peers.](#)

[See all Training & Workshops](#)

**Additional News and Training:**

***Urban and Regional Planning***

***Professional Development Series***

[University of Victoria](#)

Launches February 22

***How to Write a Long-Term Financial Plan  
for Asset Management***

[Asset Management BC](#)

February 27 - March 13

**Region Board Director Vacancy**

[International Institute of Municipal](#)  
[Clerks](#)

Deadline March 3

***Local Government Leadership Academy***

[Leadership Forum Registration Now](#)  
[Open](#)

March 12-14

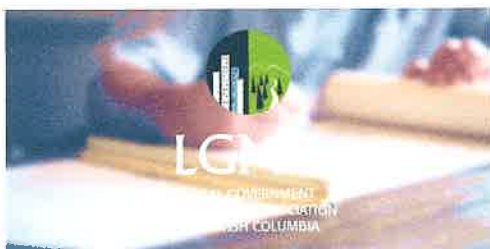
**LGMA Membership Renewal:**

***2025 Membership is now live!***

[Renew early to be entered into the](#)  
[Membership Renewal Draw!](#)

[See all News & Opportunities](#)

**Approving Officers' Workshop**  
**May 8 and 9, Online**



Approving Officers and statutory decision makers are invited to join local government experts and practitioners online for two half-day events on the mornings of May 8 and 9. Content has been specifically designed for both new and seasoned Approving Officers working in BC local government.

Receive practical training on timely topics including the latest legal updates, how Small-Scale Multi-Unit Housing has impacted Approving Officer practice, and more! Walk through a sample subdivision application review process or a refresher on financial tools. Take advantage of this opportunity to learn alongside your peers,



including connecting over the ever-popular “nuts and bolts”!

Review the [workshop brochure](#) and [register online](#) by April 24.

*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

[Forward to a friend](#)  
[Unsubscribe](#)

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



## Snow Survey and Water Supply Bulletin – February 1<sup>st</sup>, 2025

The February 1<sup>st</sup> snow survey is now complete. Data from 81 manual snow courses and 113 automated snow weather stations around the province (collected by the Ministry of Environment and Parks' Snow Survey Program, BC Hydro and partners), and climate data from Environment and Climate Change Canada (ECCC) and the provincial Climate Related Monitoring Program have been used to form the basis of the following report.

### Executive Summary

- As of February 1<sup>st</sup>, the provincial snowpack is below normal, averaging 72% of normal (28% below normal) across B.C, decreasing from 87% on January 1<sup>st</sup>.
- The snowpack is higher than Feb 1<sup>st</sup>, 2024 when the provincial average was 61%.
- Regions with near normal snowpack levels have a higher risk for spring snowmelt related flooding, especially if La Niña conditions persist through spring.
- Areas with below normal snowpack show early concerns for drought conditions amplifying in the spring and summer.
- By early February, approximately two-thirds of the annual B.C. snowpack typically accumulates.
- There are still two to three months left in the snow accumulation season and the snowpack can still change significantly based on upcoming weather patterns.

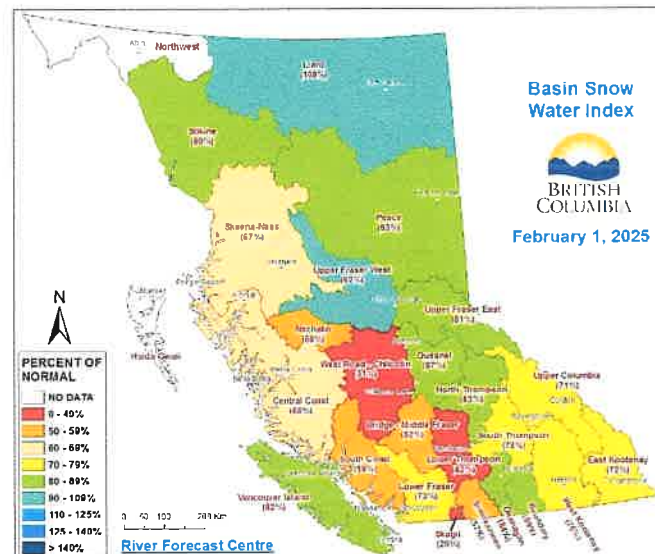


Figure 1. February 1<sup>st</sup>, 2025 Basin Snow Water Index Map of British Columbia. Larger and colour-friendly versions available in full report.

Table 1. February 1<sup>st</sup>, 2025 Snow Basin Indices in B.C.

Basin	% of Normal	Basin	% of Normal	Basin	% of Normal
Upper Fraser West	92	North Thompson	83	South Coast	59
Upper Fraser East	81	South Thompson	78	Vancouver Island	82
Nechako	58	Fraser River	72	Central Coast	60
Middle Fraser	64	Upper Columbia	71	Skagit	20
Lower Thompson*	42	West Kootenay	76	Peace	83
Bridge*	52	East Kootenay	72	Skeena-Nass	67
Chilcotin*	31	Boundary	89	Liard	108
Quesnel*	87	Okanagan	84	Stikine	80
Lower Fraser	73	Similkameen	57	Northwest	N/A*

### British Columbia 72% of Normal

\* Sub-basin of Middle Fraser    # Insufficient data to calculate a Snow Basin Index

Next scheduled snow bulletin release: March 10-11<sup>th</sup>, 2025





THE CORPORATION OF THE CITY OF GREENWOOD  
LICENCE TO USE AND OCCUPY APPLICATION

PO Box 129  
202 S. Government Avenue  
Greenwood, BC V0H 1J0  
Phone: 250-445-6644 Fax: 250-445-6441  
Email: frontdesk.greenwoodcity@shaw.ca

**APPLICANT'S INFORMATION:**

**Application Date:** February 18/2025

**Applicant's Name / Company Name:** Greenwood Recreation Association

**Mailing Address:** PO Box 707 Greenwood B.C.  
V0H 1J0

**Primary Contact Person:** Jessica McLean

**Telephone:** 250-300-8931

**Email Address:** greenwood.rec.association@gmail.com

**Applicant's Status:** ☐ Individual ☐ Municipality ☐ Company (attach Cert. of Incorporation)  
☐ Other, specify: \_\_\_\_\_

**Charitable Registration #:** \_\_\_\_\_  
(if not for profit)

**INTENDED USE OF LAND, BUILDING AND/OR IMPROVEMENTS**

**Proposed Term of Use:** 2 days  
(ie: years / months / days)

**Start Date:** July 26 **End Date:** July 27

**Civic Address (street):** 201 Copper Ave

**Legal Description:** 11 11  
(lot / block / plan)

**Property Identification #s:** 11 11  
(PIDs)

**Commonly known as:** Lions Park.  
(facility name)



THE CORPORATION OF THE CITY OF GREENWOOD  
LICENCE TO USE AND OCCUPY APPLICATION

Provide a detailed description of planned activities and/or anticipated construction:

Cultures in the Boundary coming together  
to show everyone / Teach their culture  
we will having performers, food, music, Activities.

If changes to the property are proposed, please provide specific details about the changes, including the equipment and materials that will be used:

Decorations, stage, lights, ect.

Describe all potential effects on adjacent landowners, the environment or the local area:

Loud music

Please attach additional information, as required.

By signing this application form, the signee confirms that the information disclosed on this form is accurate and complete. The signee warrants and represents that they have sufficient power, authority and capacity to sign on behalf of their company / corporation / community group.

Jessica McLean

Name (please print)

Date Feb 18/2025

  
Signature



# THE CORPORATION OF THE CITY OF GREENWOOD

## LICENCE TO USE AND OCCUPY APPLICATION

### PROCESS

A Licence to Use and Occupy Agreement is a legal agreement authorizing non-exclusive occupy of municipally owned lands, buildings and/or improvements for a specific period of time under specific terms and conditions that the City of Greenwood determines to be appropriate.

Your application will be reviewed by the Council of the City of Greenwood in consultation with administration. The review process is expected to take between 2-6 weeks and may take longer depending on the type of application.

Compliance is required with all applicable municipal, provincial and federal laws and regulations, and may include obtaining additional permits and authorizations such as: building permits, Work Safe BC and Participants Insurance, Ministry of Transportation and Infrastructure permits (signs or highway use), and Interior Health Authority permits.

### IF YOUR APPLICATION IS APPROVED

Once the application is evaluated and approved, the City of Greenwood will inform the applicant of other requirements, including:

#### Requirements that WILL be requested upon approval of the application:

- Rental fee
- Proof of liability insurance listing the Corporation of the City of Greenwood as additional insured
- Proof of additional permits and authorizations

#### Requirements that MAY be requested upon approval of the application:

- Damage deposit / security fee
- A detailed site plan

#### Licence to Use and Occupy Terms and Conditions

Other terms and conditions may apply. These terms and conditions will be included in the Licence to Use and Occupy Agreement. These terms and conditions may include:

- Temporary Use Permit Application, including payment of the associated fee
- Permissive Tax Exemption Application
- Payment of municipal property taxes (for-profit businesses)
- Payment of municipal water and sewer utilities
- Payment of other utilities (ie: electricity, gas)



**APPENDIX A**  
Licence of Use and Occupy Application

---

**THE CORPORATION OF THE CITY OF GREENWOOD  
LICENCE TO USE AND OCCUPY APPLICATION**

**SITE PLAN**

The Site Plan is a sketch describing the activities and improvements to the property. This sketch does not need to be to scale as it is meant to give a general overview of the developments.

Indicate by means of a sketch on the following page, the location of all the existing and planned activities and improvements.

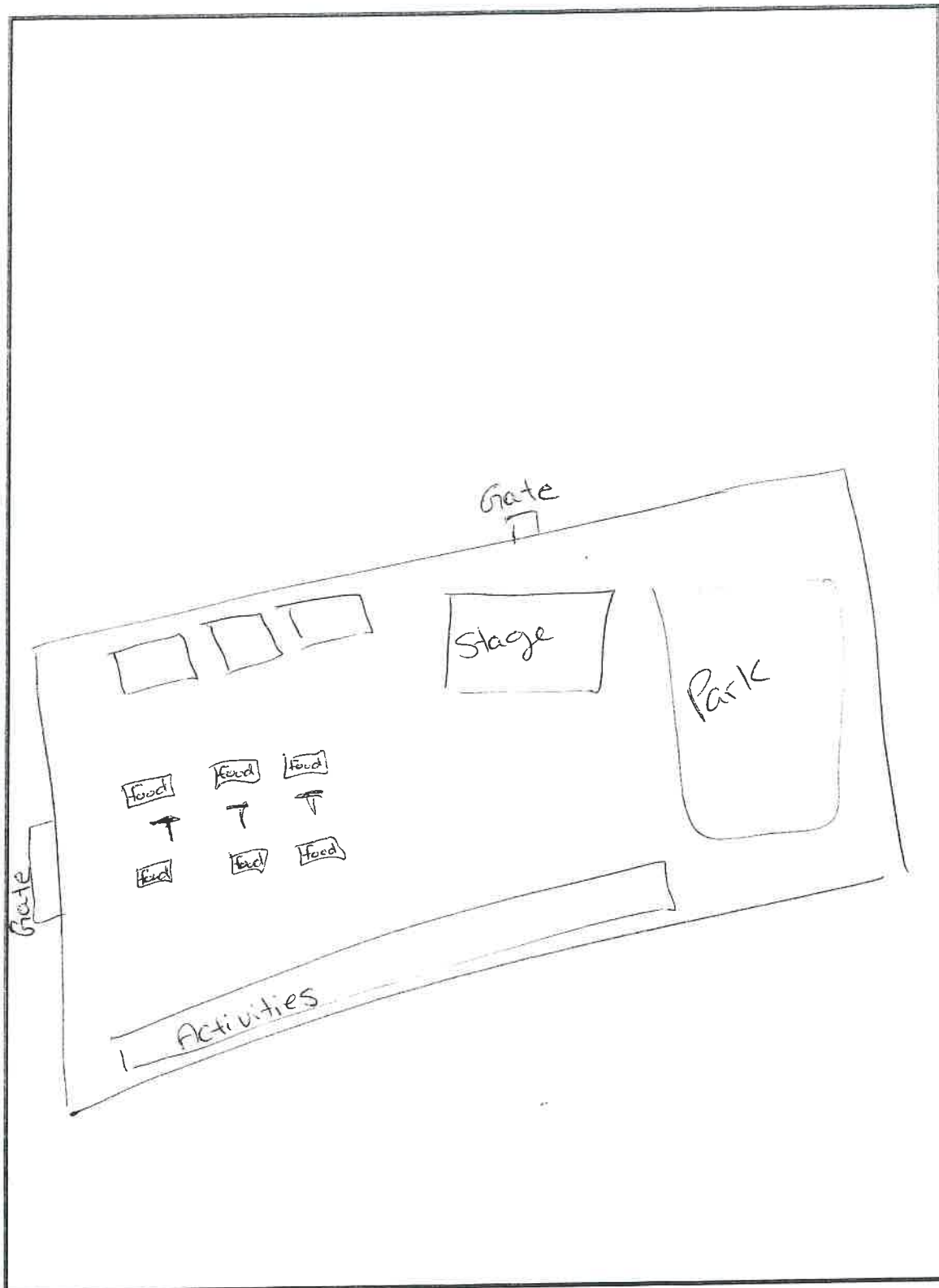
Please include the following information:

- north arrow
- property (parcel) boundaries
- anticipated construction layout (design / dimensions)
- all adjacent municipal roads (including highways and lanes)
- position of existing building, including civic (street) addresses
- position of proposed buildings, including setbacks
- position of proposed improvements, including setbacks
- proposed landscaping, fencing, berming
- location of proposed signage, including sign dimensions and setbacks from property boundaries
- location of existing and proposed parking areas, including the total number of available parking spaces



**APPENDIX A**  
Licence of Use and Occupy Application

**SITE PLAN**



Please attach additional information as required.



**MEMORANDUM TO COUNCIL - THURSDAY, FEBRUARY 20, 2025 – PAGE 1**



- (a) allow a use not permitted by a zoning bylaw;
- (b) specify conditions under which the temporary use may be carried on;
- (c) allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

#### Public Notice

A Public Hearing is not required prior to issuance of a TUP. The LGA's statutory public notice requirement is to publish at least one notice in a local newspaper at least three (3) days and not more than fourteen (14) days prior to Council's decision. A notice was published in the February 12<sup>th</sup>, 2025 edition of the local newspaper.

City of Greenwood's Development Procedures Bylaw No. 676, 1996 requires notification to adjacent property owners of the subject property. Notices were sent to adjacent property owners on February 5<sup>th</sup>, 2025. A notice was published on Greenwood's social media platforms on February 6<sup>th</sup>, 2025. Comments and questions were posted on the City's Facebook page and were answered by Staff.

#### Building Permit Application

The property owners submitted a building permit application to the RDKB on February 3<sup>rd</sup>, 2025, included as Attachment 3 of this report. The proposed residence will be 2100 square feet in floor area (36' x 60', one storey). Additional information is not available from the RDKB as they are dealing with a back-log of building permit applications. The approximate wait time for a building permit is currently up to 3 months.

#### Municipal Utilities and Maintenance

The property owners have begun the process of connecting to municipal water and sewer services. Once connected, they will be responsible for the payment of applicable municipal water and sewer utilities in accordance with Bylaw No. 1025, 2024 Water Regulations and Bylaw No. 1026 Sewer Regulations and Rates.

The property must be maintained in compliance with the City of Greenwood Bylaw No. 1013, 2024 –Good Neighbour Bylaw.

#### Site Plan

The proposed site plan complies with the following regulations of Greenwood's Zoning Bylaw:

- minimum setback requirements;
- maximum lot coverage limit; and
- maximum height limits.

#### Temporary Use Permit Application Evaluation

When evaluating a TUP application, the following considerations must be made:

- Will the proposed use have a negative impact on adjacent properties?

If occupation of the trailer as a dwelling is temporary, negative impacts to adjacent properties will not be significant.



- Will the proposed use create a significant increase and/or demand for City services?

The use will not create a significant increase and/or demand for City services. Occupancy of a Trailer will result in a similar demand for municipal water/sewer services as a dwelling.

- Will the proposed use require significant or permanent alteration of the property?

The proposed use does not require significant or permanent alteration of the property and will not result in negative impacts to the surrounding environment if the Trailer is connected properly to water and sewer services.

- Is the proposed use anticipated to be permanent or semi-permanent (i.e. longer than six years)?

The proposed use is temporary only.

- Is the proposal significantly inconsistent with the policies the OCP and other municipal bylaws?

The OCP includes only single and two family dwellings as acceptable dwellings in residential areas. The Zoning Bylaw does not permit residential occupancy of recreational vehicles in any zone.

---

#### 4. Alternatives:

N/A

---

#### 5. Staff Review:

**Prepared By:**

CO, Brooke McCourt

**Reviewed By:**

CAO, Dean Trumbley

---

**CAO Recommendation:**

That the recommendation of the staff be approved.

*Dean Trumbley, CAO*

---

**List of Attachments:**

1. Temporary Use Permit Application
2. RDKB Mapping Excerpt – Location Map and Zoning
3. Application for Building Permit
4. Draft Temporary Use Permit TUP-2025-01 (available prior to meeting)



# City of Greenwood

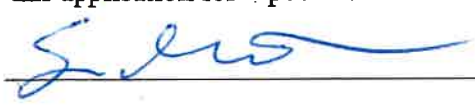
## PERMIT APPLICATION

*1 yr starting in April.*

APPLICATION FOR A:    ☐ DEVELOPMENT PERMIT  
                                 ☐ DEVELOPMENT VARIANCE PERMIT  
                                 ☒ TEMPORARY COMMERCIAL OR INDUSTRIAL  
                                 USE PERMIT

(This form is to be completed and submitted with all required information, documents, and fees to the Clerk of the City of Greenwood, Box 129, Greenwood, B.C. V0H 1J0)

### APPLICANT AND REGISTERED OWNER(S)

Applicant's Name: RON SARAH MITCHELL  
Applicant's mailing address: 943 HARRIS Ave, Coquitlam, BC  
Postal code: V3K1S2 Telephone(s): (604) 970-1578 V3K1S2  
Owners' name(s): SARAH MITCHELL  
Owner(s) mailing address: 943 HARRIS Ave, Coquitlam, BC  
Postal code: V3K1S2 Telephone(s): ( )  
As owner(s) of the land described in this application, I/we hereby authorize Ron  
MITCHELL to act as applicant  
on my/our behalf in regard to this application for a permit.  
Owners' signature(s): 

(Where the applicant is not the sole registered owner of the land described in this application, the application or the above authorization must be signed by all owners.)

I/we hereby apply for a

☐ Development Permit  
☐ Development Variance Permit  
☒ Temporary Commercial Use Permit  
☐ Temporary Industrial Use Permit



- (a) In the case of a **Development Variance Permit**, for the following variance from the requirements of Section \_\_\_\_\_ of the Zoning Bylaw:

N/A

or

- (b) in the case of a **Development Permit** or a **Temporary Commercial or Industrial Use Permit**, to permit the following development or temporary use:

Placing a mobile trailer on site for construction supervisor to live in and provide site security during new home construction  
(use a separate sheet if necessary to provide full details)

1. Current full legal description of the land: \_\_\_\_\_

2. Location of the land (street address): \_\_\_\_\_

3. Present zoning of the land: Residential

4. Description of the existing use/development of the land: vacant lots

5. Description of the proposed use/development of the land: \_\_\_\_\_

consolidate 3 - 25X107' lots into one property and build a new home (single family dwelling)

6. Are there any buildings on the land now? Yes [ ] No [X]

If yes, list the use, size, and date of construction:

	Use	Size	Date constructed
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____
(d)	_____	_____	_____

7. If applicable, provide the following information regarding the proposed building or addition:

(a) Size: Width ≈ 36' Length ≈ 60' Area ≈ 2100 sq. ft

7. (b) Proposed setback from property lines: > 20' from Hwy  
> 5' from both sides  
> 5' from back lane



Front \_\_\_\_\_ Back \_\_\_\_\_ Sides \_\_\_\_\_

- (c) Maximum roof height: \_\_\_\_\_
- (d) Use or purpose of proposed building or addition: Set Up ~ 35' Travel Trailer for Site Security and Office and Toilet
8. Reasons and comments in support of the application (use a separate sheet if necessary): Facilities  
To provide ~~inter~~ temporary infrastructure during construction of house by Sarah Mitchell in 2025.

9. The Municipal Act requires that owners and "tenants in occupation" of the subject land and of neighbouring parcels be notified of Council's intention to pass a resolution to authorize the issue of a Development Variance Permit or a Temporary Commercial or Industrial Use Permit. As it is not possible for the City to be aware of the names and mailing addresses of all tenants, the applicant for a Development Variance Permit or a Temporary Commercial or Industrial Use Permit is required to supply, with this application, a full list of all tenants (if any) of each parcel any part of which lies within 60 metres of any land covered by this application and not currently owned by the applicant.

Please print the names and mailing addresses of the tenants on a separate sheet and attach it to this application. Please note that it is **not** necessary to provide the names of **owners** of the properties, as this information is available in the City's records.

**I/We hereby declare that all statements and information contained in this application and the material submitted in support of the application are, to the best of my/our knowledge and belief, true and correct in all respects.**

Date: \_\_\_\_\_



Signature of applicant or owner(s)]

**NOTE: The following must be submitted with this application:**

1. A copy of a State of Title Certificate, or a copy of a Certificate of Indefeasible Title, dated no more than 30 days prior to submission of the application, as proof of ownership of the land covered by the application.
2. A sketch plan, with dimensions and drawn to scale, showing the parcel(s) or parts of parcel(s) covered by the application, and the location of existing and proposed buildings, structures, uses, access roads, parking, driveways, and any screening, landscaping and fences.
3. The fee prescribed for the application in Schedule C of the Development Procedures Bylaw.



## SCHEDULE OF FEES

1. For an application to amend the Official Community Plan ..... \$ 500.00  
(\$250 refunded if the application is withdrawn or rejected prior to a public hearing).
2. For an application to amend the Zoning Bylaw..... \$ 500.00  
(\$250 refunded if the application is withdrawn or rejected prior to a public hearing).
3. For an application to amend both the Official Community Plan Bylaw and the Zoning Bylaw..... \$ 800.00  
(\$400 refunded if the application is withdrawn or rejected prior to a public hearing).
- 4.. For an application for a Development Permit  
(a) where the construction value is less than \$2,000..... \$ 50.00  
(b) where the construction value is \$2,000 or more..... \$ 200.00
5. For an application for a Development Variance Permit..... \$ 200.00
6. For an application for a Temporary Commercial or Industrial Use Permit..... \$ 200.00

*e transferred  
to*



**CORPORATION OF THE CITY OF GREENWOOD  
TEMPORARY USE PERMIT APPLICATION 2025-01 (TUP-2025-01)  
PROPERTY LOCATION MAP**

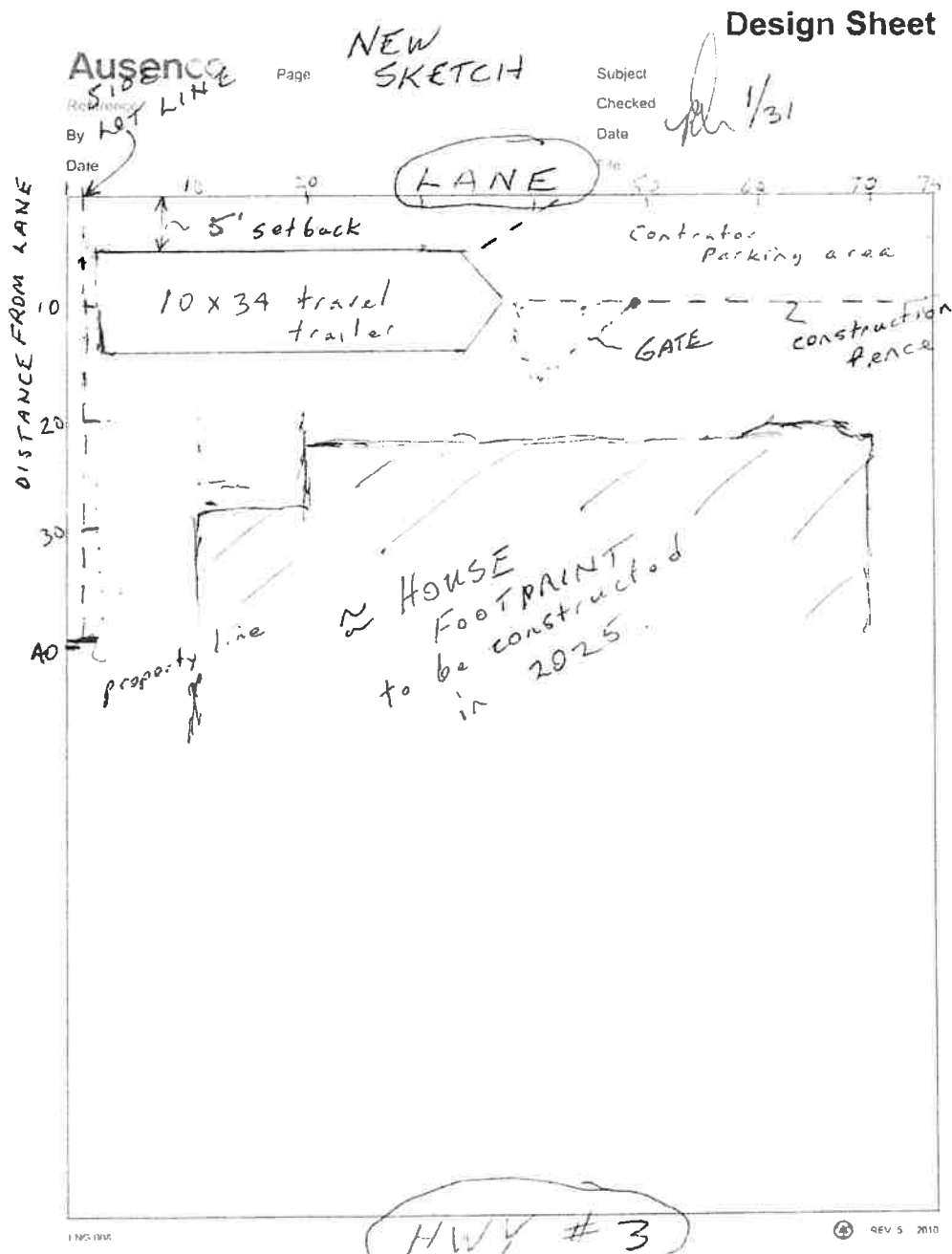
**Owner / Applicant:** Sarah Mitchell / Ron Mitchell  
**Location:** 355 North Government Avenue, Greenwood, BC  
**Legal Desc:** Lot A, District Lot 711, SDYD, Plan EPP141358  
**PID:** 032-371-870  
**Development:** Temporary Accommodation in a Recreational Vehicle (RV)  
**TUP Term:** Twelve Months (terminating April 31<sup>st</sup>, 2026)





**CORPORATION OF THE CITY OF GREENWOOD**  
**TEMPORARY USE PERMIT APPLICATION 2025-01 (TUP-2025-01)**  
**SITE PLAN (TUP APPLICATION FORM)**

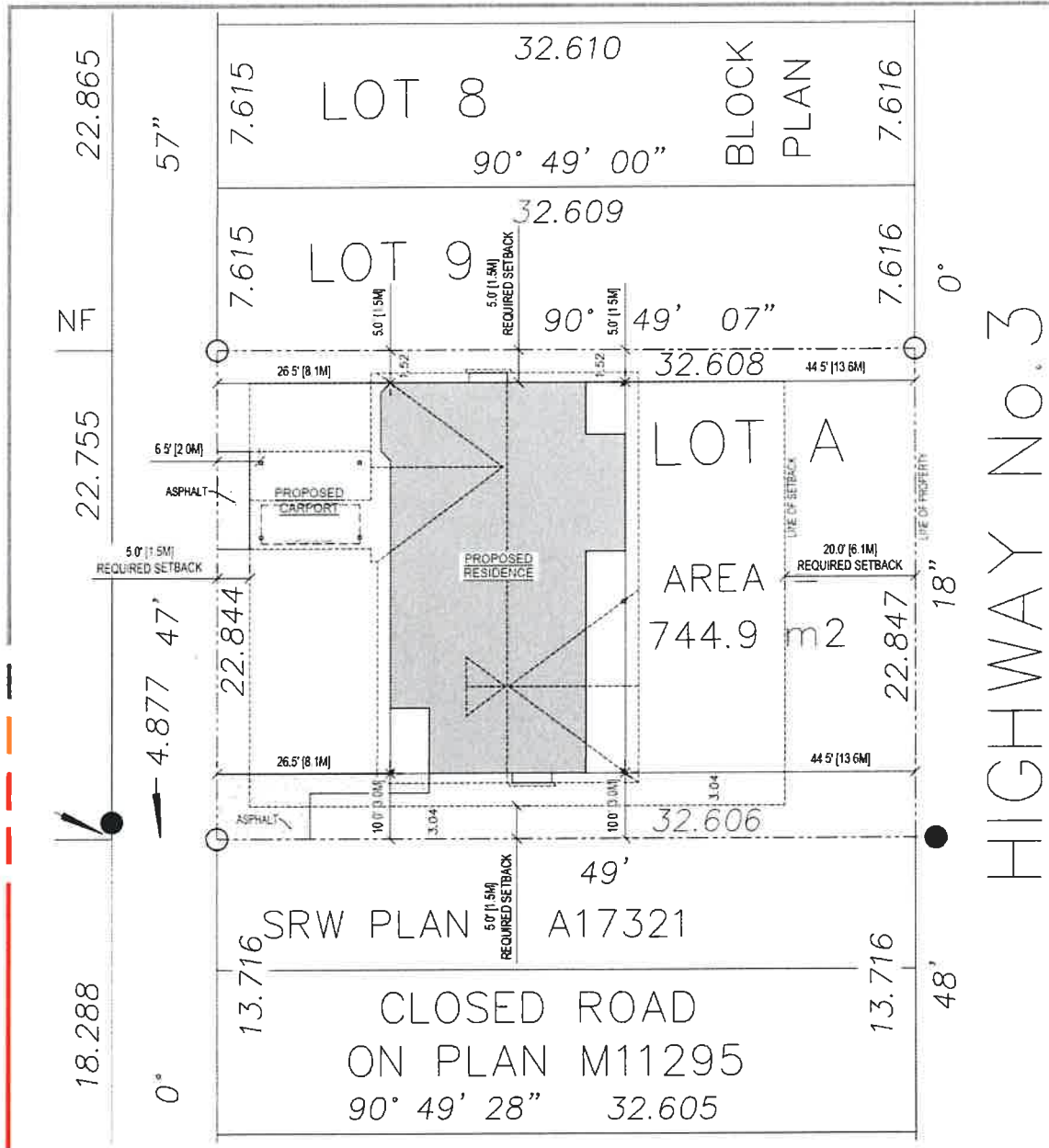
**Owner / Applicant:** Sarah Mitchell / Ron Mitchell  
**Location:** 355 North Government Avenue, Greenwood, BC  
**Legal Desc:** Lot A, District Lot 711, SDYD, Plan EPP141358  
**PID:** 032-371-870  
**Development:** Temporary Accommodation in a Recreational Vehicle (RV)  
**TUP Term:** Twelve Months (terminating April 31<sup>st</sup>, 2026)





**CORPORATION OF THE CITY OF GREENWOOD**  
**TEMPORARY USE PERMIT APPLICATION 2025-01 (TUP-2025-01)**  
**SITE PLAN (BUILDING PERMIT APPLICATION)**

**Owner / Applicant:** Sarah Mitchell / Ron Mitchell  
**Location:** 355 North Government Avenue, Greenwood, BC  
**Legal Desc:** Lot A, District Lot 711, SDYD, Plan EPP141358  
**PID:** 032-371-870  
**Development:** Temporary Accommodation in a Recreational Vehicle (RV)  
**TUP Term:** Twelve Months (terminating April 31<sup>st</sup>, 2026)





Scanned & sent  
Feb 3/25

# CITY OF GREENWOOD

## APPLICATION FOR BUILDING PERMIT

Boundary Office – Building Official  
Regional District of Kootenay Boundary 2140 Central Avenue Box 1965, Grand Forks, B.C. V0H 1H0  
Telephone: (250) 442-2703/Fax: (250) 442-2688

DATE JAN 31, 2025

This form must be submitted for all new construction, alterations, additions, repairs, demolition, or moving a mobile home or building.

To be completed by applicant:

The undersigned hereby applies for a Building Permit under all applicable bylaws according to the following specifications and accompanying plans. Please note reminders on back page.

1. Name of Owner: SARAH J MITCHELL Mailing Address: \_\_\_\_\_  
Street Address of Project: 355 GOVERNMENT AVE, GREENWOOD  
Legal Description: NEW Lot: A Block: \_\_\_\_\_ Plan: EPP141358 D.L. 711
2. Name of Contractor: RAIL HOUSE BUILDERS INC. COQUITLAM BC Mailing Address: 3-33192 1st Ave MISSION BC Phone Number: 604-832-8811
3. Name of Architect/Designer: 4th DIMENSION Mailing Address: V2V1G4 Phone Number: \_\_\_\_\_
4. Purpose of Building: Dwelling If dwelling, for how many families: 1
5. Type of Building: New Building ☒ Mobile Home ☐ Addition ☐ Repair ☐ Demolition ☐ Renovation ☐  
Moving a Building ☐ Accessory Building ☐ Home Occupation or Home-Based Business Use ☐  
Permit Renewal ☐
- Provide Details of Project: Proposed Construction April - Nov 2025
- Dimensions of Building: Main floor area 2194 sq ft. Front: 60' Depth: 37.5'  
plus carport 240 sq ft
7. No. of storeys: 1 Height from average grade to highest point of building: 19'-10 1/4"
8. Estimated cost \$ 300,000 (total cost of material and labour, exclusive of land)
9. Pre-1990 Building: Yes ☐ No ☒ [If yes, please read the New Requirements page (attached)]

In consideration of the granting of this permit, the undersigned: (a) releases the City of Greenwood and those acting on behalf of the City of Greenwood from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the City of Greenwood Bylaws or of the British Columbia Building Code; (b) indemnifies the City of Greenwood from all such claims and expenses which may be made by any other person; and (c) acknowledges that the City of Greenwood owes no duty of care to the undersigned or any one else in respect of these matters. When requesting an inspection, the owner or contractor must give 72 hours notice upon completion of the work. I/We have read the above agreement, release and indemnity and understand it.

Signature of owner or authorized representative: [Signature]  
Address: 943 HARRIS Ave Coquitlam BC Phone No. 604-970-1578  
Fax No. N/A Cell No. 604-970-1578 Email Ron@RoadRailEngs.com

Coordinating Registered Professional

Print Name: Rail House Builders INC Signature: K Dhawan  
KRUSHWANT DHAWAN  
604-441-2883





## NOTICE OF REGISTRATION

**Date of Issue:** November 18, 2024  
**Submitter's Name:** Brock Pendergraft  
**File Reference:** 1243498 CON

**Description:** Mitchell Consolidation Greenwood

---

**The following application(s) have now reached final status:**

FEE SIMPLE	CB1694834	REGISTERED
SUBDIVISION PLAN	EPP141358	FILED

Product support is available online at <https://help.ltsa.ca>. You can also call the Customer Service Centre for land title and survey practice matters, or Technical Support for all registry and product questions at 604-630-9630 or toll free at 1-877-577-LTSA (5872). Non-urgent support requests can be submitted online at <https://ltsa.ca/contact-us-0>.





## TEMPORARY USE PERMIT NO. 2025-01 (TUP-2025-01)

1. This Temporary Use Permit is issued to:

**Name:** Sarah Mitchell  
(the "Owner")  
**Mailing Address:** General Delivery  
Greenwood, BC V0H 1J0

2. This Temporary Use Permit applies to:

**Address:** 355 North Government Avenue  
Greenwood, BC V0H 1J0

3. This Temporary Use Permit applies to that real property including land, improvements and other developments thereon located in the City of Greenwood, with the legal description and civic address as follows:

Lot A, PlanEPP141358, District Lot 711, SDYD  
Parcel Identifier: 032-371-870  
355 North Government Avenue  
(the "Lands")

4. This Temporary Use Permit is issued subject to compliance with all statutes, bylaws, orders or agreements, except as specifically varied by this permit.
5. This Temporary Use Permit does not relieve an owner or occupier from obtaining any other approvals or from meeting any other applicable regulations.
6. This Temporary Use Permit authorizes the following uses on the Lands:

**Use of a recreational vehicle (RV) as a temporary dwelling.**

7. The term of this Temporary Use Permit is one (1) year, commencing from the date of issuance.
8. The Lands shall be developed strictly in accordance with the terms, provisions and conditions of this Temporary Use Permit. The Owner(s), as a condition of issuance of this Temporary Use Permit, agree to comply with the following requirements and conditions:
- No additional recreational vehicles (RVs) or similar camping vehicles are permitted on the Lands for use as a dwelling;
  - No physical structures or additions are permitted to be constructed or attached to the RV;
  - The RV must remain licensed and road-worthy (i.e. with wheels and/or hitch present on the unit);
  - The placement of the RV on the property must meet the minimum setback requirements of the Zoning Bylaw;



- Connection to municipal water and sewer services must be approved by the City, in accordance with Sewer Regulations and Rates Bylaw No. 1026, 2024, Water Regulations Bylaw No. 1025, 2024, and the *Public Health Act*;
  - The Owner must provide power (electricity) to the RV in a safe manner inspected by a registered electrician;
  - Propane tanks must be certified – the use of expired propane tanks is prohibited;
  - The RV must have functional life safety equipment including but not limited to a fire extinguisher, smoke and carbon monoxide detectors;
  - The RV must not be used for commercial purposes, home occupations (home-based business), rental accommodation (both short and long-term), or for use as a dwelling by any individual or group that is not the Owner of the property; and
  - The RV must meet the regulations and provisions of the *Safety Standards Act*.
9. The activities associated with the temporary use must cease following the expiration of the Temporary Use Permit.
10. Development of the Lands must be in accordance with Good Neighbor Bylaw No. 1013, 2024 and Waste Disposal Bylaw No. 985, 2021;
11. If the activity permitted by this Temporary Use Permit is anticipated to continue beyond the term of this permit, the Owner must apply for renewal at least two (2) months prior to the expiration of this permit.
12. This Temporary Use Permit is not a Building Permit.
13. This Temporary Use Permit is not a Development Permit.
14. This Temporary Use Permit is non-transferable and is valid only in the Owner's name in which the permit was issued and to the Lands for which the permit was issued.

Authorizing resolution passed by Mayor and Council of the City of Greenwood on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Issuance date: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_  
 Brooke McCourt, CO  
 City of Greenwood



## MEMORANDUM TO COUNCIL – STAFF REPORT



**REPORT TO:** Mayor and Council

**DATE PRESENTED:** February 24, 2025

**REPORT FROM:** CAO Dean Trumbley

**MEETING TYPE:** Regular

**SUBJECT:** Support for Regional (RDKB) Asset Management Staffing

---

### **Recommendation:**

**THAT** Council supports to find out further information on how the proposed regional asset management shared service model would be employed, including financial implications.

**AND THAT** Council is only exploring the opportunity for Regional District Kootenay Boundary's involvement, as a part of the Asset Management Leadership Team, in the developing City of Greenwood's Asset Management Program which is being fully implemented in 2026.

**AND FURTHER THAT** this is not a commitment to participate in the proposed regional Asset Management staffing approach.

---

### **1. Rationale:**

At the February 12, 2025, RDKB Board meeting, a resolution was passed to enquire as to whether member municipalities would be interested in a regional asset management service (*i.e. sharing the services of an asset management manager*). This would enable the RDKB, and those participating municipalities, to benefit from a dedicated asset manager and share the costs associated with such a position. The idea arose out of the General Government Service (001) draft budget discussion. The discussion will be returned to the Board at the end of this month; therefore, RDKB is wanting municipality response on whether we would be interested in such an initiative.

---

### **2. Acronyms:**

CoG	City of Greenwood
CAO	Chief Administrative Officer
CO	Corporate Officer
RDKB	Regional District Kootenay Boundary

---

### **3. Background:**

The City of Greenwood is well into the project implementation of the LandInfo Technologies Asset Management system that will allow the CoG to effectively plan for:

- Water treatment and distribution network (*fully mapped already*)
- Wastewater collection and treatment (*partially mapped*)
- Stormwater collection network (*fully mapped*)
- Roads, sidewalks and trails (*mapping initiated*)
- Parks, buildings and facilities (*mapping has just started*)

This process has implemented (3) three phases:

Step 1: Asset Register (City of Greenwood is well into this phase)



The first step is creating an asset register. Assets are divided into classes including water supply, wastewater collection, transportation, facilities, fleet, etc.

First, assets are recorded from existing electronic data, hard copy maps and reports. The remaining unknown assets are recorded through field surveys using Mergin Maps, an open-source mobile application. Civitas Asset Management, an open-source GIS based application together with QGIS are used to capture the data in a predefined data model.

Once the data is captured, Civitas is used to generate reports on the condition, life expectancy, replacement cost, etc. of assets. The goal is to answer the following asset management questions:

- What do we own?
- Where is it?
- What is the condition?
- What is the remaining life?

Step 2: Asset Prioritization

The second phase is prioritizing assets based on risk. This phase is intended to identify the City's critical assets. The probability of failure and consequence of failure values are collected for all assets.

- Prioritized asset registry
- Risk-based state of infrastructure reports breaking down the asset register by risk level
- Risk heat maps showing high priority assets

Step 3: Capital and Operational Strategies

The third step is to develop operational strategies and to do medium and long-term projections, focusing on high priority assets identified in Steps 1 and 2. This will support staff to identify future capital projects (*next 5 years*) and in preparing the City's operational and capital budgets.

---

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

##### **a. Asset Management:**

The City of Greenwood is well down the road on the full implementation of an Asset management system. Therefore, providing financial resources to RDKB for the purpose of supporting a regional Asset Management Manager for the City to utilize is not required. However, as per the *2024-13 Asset Management Policy*, it does indicate the City of Greenwood is to form an Asset Management Leadership Team. This team is to be comprised of management personnel to ensure that all departments are utilizing best practises and most importantly to provide advice to Council.

There would be a major benefit to having a regional Asset Management Manager as a part of this team, to bring other regional and municipal best practises to the table. It also would signal the City of Greenwood's willingness to collaborate and benefit our neighbors throughout the Boundary and West Kootenays.

##### **b. Budget:**

Unknown financial impact at this time as a funding model or concept has not been proposed by the RDKB. The Asset Management Leadership Team will commence in 2026 and will conduct quarterly meetings throughout the fiscal year. If Council supports a RDKB Asset Management Manager to be a part of the team, costs will have to be built in to cover the salary, travel and potential accommodation for participation at the quarterly meeting. This, however, would



also be contingent on the previous statement around unknown costs in the intended statement under *Section 1. Rationale*.

**c. Organizational Impact:**

Could provide a regional support network to our existing Asset Management Program, via the Asset Management Leadership Team.

**d. Governance (Bylaw and Policy):**

*Policy 2024-13 Asset Management*

**NOTE:** (*Section 3.0 fourth definition*): There could be a benefit to having an RDKB Asset Management Manager as a part of the required Asset Management Leadership Team.

**e. Strategic Plan:**

Asset Management ties into all priorities identified in the Corporate Strategic Plan, those being: Fire Protection, Water Systems, Wastewater/Sewage Systems, Building Infrastructure, Communications and Governance.

---

**5. Alternatives:**

1. Involve the RDKB Asset Management Manager in a larger capacity than recommended to help alleviate Asset Management responsibilities from current staff load.
2. To not have any participation of the RDKB in the City of Greenwood's Asset Management Program.

---

**3. Next Steps:**

1. Inform the RDKB staff on the decision and direction of Council.
2. CoG staff will proceed as directed by Council.
3. If participation is supported, Council will be updated at future Council Meetings on the RDKB activities pertaining to the proposed Asset Management Manager.

---

**4. Staff Review:**

**Prepared By:**

CAO Dean Trumbley

**Reviewed By:**

CO Brooke McCourt

---

**CAO Recommendation:**

That the recommendation of the staff be approved.


*Dean Trumbley, CAO*

---

**List of Attachments:**

1. *Policy 2024-13 Asset Management*



	POLICY TITLE: Asset Management	POLICY NO: 2024-13
	AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Engineering and Municipal Operation
	EFFECTIVE DATE: October, 15 2024	MOTION: (204-24)
	SUPERSEDES: NA	

### **1. Purpose**

The purpose of this policy is to document the City of Greenwood's commitment to asset management and provide a set of principles that guide the City's Asset Management system. This policy also demonstrates to the community that Council is being proactive in exercising good stewardship, and is committed to delivering affordable services, while maintaining the City's sustainability.

This policy does not intend to commit to any specific funding level; only to illustrate that asset management is supported at all levels of the organization, and the City works continually towards improving its asset management practices.

### **2. Scope**

The six strategic priorities identified in the City's 2024 Strategic Plan include recognition of the need for asset management for:

- a. Fire Protection
- b. Water System
- c. Sewage Treatment
- d. Building Infrastructure

The City recognizes the need for, and are committed to establishing, a long term, financially responsible, infrastructure renewal plan for all City of Greenwood assets. This is further supported as a detailed objective under "Building Infrastructure that the City will, *"Implement a "live" asset management system to establish corporate memory, long-term planning and associated costs"*. The City's overarching commitment is to develop an asset management policy to establish the organization's commitment to asset management with stable, long-term funding for the operation, maintenance, renewal, replacement or decommissioning of municipal assets. Integral to the City's Strategic Plan is the effective management and maintenance of City infrastructure assets. These assets include, but are not limited to, vehicle and maintenance fleets, a safe and reliable water distribution, drainage and sanitary sewage collection systems, and accessible parks, recreation, and municipal facilities.

The City's asset management principles and practices will provide sustainable services to support the City's residents and business needs. This Asset Management Policy directly aligns with the City's 2024 Strategic Plan priorities and detailed objectives.

### **3. Definitions**

**"Asset"** means a physical infrastructure owned by the City to enable service delivery including but not limited to buildings, appurtenances, underground utilities, roadworks, traffic signals, fleet, parks and parks facilities.

**"Asset Management"** means a systematic process to guide the planning, acquisition, operation and maintenance, rehabilitation, replacement, and disposal of assets. Its objective is to maximize asset service delivery potential, manage related risks, and minimize its life cycle cost, while delivering Council approved levels of service to the public in a sustainable manner.

**"Asset Management Framework"** means the corporate level system that sets out the principles and provides guidance for the implementation, operation, and maintenance of the Asset Management program.



**“Asset Management Leadership Team”** means an asset management committee, containing representation from all departments, intended to lead their departments through the asset management best practices and provide advice to Council.

**“Council”** mean the duly elected officials of the City, those being the Mayor and Councillors.

**“Council Policy”** means Policy statements that provide strategic direction on programs and services delivered by the City which impact or affect citizens or customers, and/or Policy statements that require Council’s approval because of legislative or regulatory requirements.

**“City”** means the City of Greenwood.

**“Policy”** means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

#### **4.0 Policy Framework**

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. To guide the City, the following policy statements have been developed. Subject to available resources and approved budget, the City will:

- 1) Maintain and manage infrastructure assets at Council approved levels of service that support public safety, community well-being and community goals;
- 2) Integrate climate change into its asset management practices and decision-making.
- 3) Monitor, review and amend as required standards and service levels to ensure that they meet/support community and Council goals and objectives;
- 4) Plan for the appropriate level of asset maintenance to extend the useful life of assets;
- 5) Develop and maintain inventories of all asset infrastructure;
- 6) Adopt risk-based decision-making processes that consider the probability and consequences of asset failure;
- 7) Establish infrastructure replacement strategies through the use of full life-cycle costing principles;
- 8) Consider asset management holistically by considering the condition of other assets in the vicinity and where appropriate replace or repair multiple assets at once to avoid inefficiencies and minimize costs;
- 9) Develop plans for the provision of stable long-term asset management funding;
- 10) Incorporate asset management into planning and development decisions;
- 11) Consider and incorporate asset management in the City’s other corporate plans; and
- 12) Report to Council and citizens regularly on the status and performance of work related to the implementation of this asset management policy.

#### **4.1 Principles and Guidelines**

To achieve the goals of this Policy, the City will incorporate asset management best practices by progressively working towards:

- 1) Utilizing a corporate (i.e., City-wide/interdepartmental) approach to asset management;
- 2) Identifying and implementing strategies to eliminate asset information/condition gaps;
- 3) Utilizing total life cycle costs of assets and risk-based assessment in decision-making processes;
- 4) Identifying critical assets and the risks associated with their failure, assessing risks periodically and monitoring and addressing these risks within available resources;
- 5) Taking the necessary steps towards becoming more resilient to climate change when an asset is due to be renewed (*type of fire truck purchased to address both municipal and wildland fire-fighting conditions*);
- 6) Establishing organizational responsibility for asset inventory, condition, use, performance and replacement;



- 7) Defining and articulating service, maintenance and replacement levels and outcomes;
- 8) Building financial plans on Council approved levels of services and acceptable risk exposure levels;
- 9) Considering the criticality of services and minimizing the risks of disruption;
- 10) Managing assets sustainably while considering the City's environmental, social and economic responsibilities and the life cycle costs of assets;
- 11) Maintaining a long-term financial plan which demonstrates that the full life cycle costs of an asset are intended to be borne equitably by current and future residents;
- 12) Considering the effects of climate change in the design, renewal and replacement of assets;
- 13) Considering asset management holistically by taking into consideration the condition of other assets in the vicinity and where appropriate replacing or repairing multiple assets at once to avoid inefficiencies and minimize costs;
- 14) Reviewing and prioritizing annual asset management and capital investment plans;
- 15) Integrating corporate, financial, business, technical and budgetary planning for assets; and
- 16) Consulting with stakeholders where appropriate.

#### **4.2 Implementation**

This policy shall be implemented by staff using accepted asset management best practices and guidelines. The City shall comply with required capital asset reporting requirements and integrate the asset management program into operational practices throughout the City.

#### **4.3 Context and Integration**

Council and staff will consider this policy and integrate it in the development of corporate documents such as:

- a. Official Community Plan;
- b. City of Greenwood Strategic Plan;
- c. City of Greenwood Financial Plan; and
- d. City of Greenwood Operational Plan.

Existing plans, policies, bylaws and procedures are to be updated to include asset management considerations when revised. All new plans, policies, bylaws and procedures are to include asset management best practices.

#### **4.4 Key Roles and Responsibilities**

Asset management must be practiced at all levels of an organization, although the responsibility for asset management varies by role. The following is a list of asset management responsibilities for key roles within the City:

<b>Actions</b>	<b>Responsibilities</b>
Adopt Asset Management Policy	Council
Implement Asset Management Policy and review at set intervals	Staff and CAO
Develop and maintain asset inventories and assess infrastructure conditions and current service levels	Staff
Establish minimum acceptable levels of service	Staff and Council
Policies and budgets to incorporate Asset Management Program findings	Staff and Council
Develop and maintain infrastructure strategies including, guidelines, practices and service plans	Staff and CAO



Actions	Responsibilities
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommission of assets	Staff and Council
Report to citizens on status of the community's infrastructure assets and Asset Management Program. The channels may include annual citizen reports, business plans, etc.	Staff and CAO
Develop and maintain: <ul style="list-style-type: none"> <li>• Plans and budgets of asset acquisition and maintenance;</li> <li>• Plans for the maintenance, rehabilitation, extension, decommissioning, and replacement of assets;</li> <li>• Infrastructure strategies including development and service plans, using full life-cycle costing principles</li> <li>• Infrastructure condition assessments and service levels</li> <li>• Asset registry</li> </ul>	All Departments
Coordinate maintenance of assets	All Departments
Establish and manage Asset Management Leadership Team (AMLT) to: <ul style="list-style-type: none"> <li>• Lead the development of corporate asset management strategy, tools and practices and oversee their application across the organization;</li> <li>• Establish levels of service;</li> <li>• Advise/assist Council in matters related to asset management; and</li> <li>• Report to citizens and Council on status of the community's infrastructure assets and Asset Management Program.</li> </ul>	CAO and Staff

#### 4.5 Implementation, Review and Reporting

The implementation, review, and reporting regarding this policy shall be integrated within the organization. Due to the importance of this policy and asset management in general, the organization's Asset Management program, including this policy, shall be reported annually to Council and the community.



## MEMORANDUM TO COUNCIL – STAFF REPORT



**REPORT TO:** Mayor and Council                      **DATE PRESENTED:** February 24, 2025  
**REPORT FROM:** CAO Dean Trumbley                      **MEETING TYPE:** Regular  
**SUBJECT:** Fire Service Business Plan – 2025 Tax Requisition

---

### **Recommendation:**

**THAT** Council approves the 2025 Fire Service Business Plan.

**AND THAT** Council directs staff to incorporate the proposed 2025 Fire Service Business Plan budget into the 2025 PRELIMINARY BUDGET.

**AND FURTHER THAT** Council approves the recommended increased tax requisition for fire service at 1.3086 per \$1,000.00 of assessed value.

---

### **1. Rationale:**

The Greenwood Volunteer Fire Department (GVFD) has been chronically underfunded compared to other fire departments of similar size and scope of services, both within the Boundary region and in neighboring areas. A detailed analysis reveals that the GVFD's current budget falls below 50% of the funding levels of comparable departments, putting them at a severe disadvantage in terms of resources, equipment, training, and personnel. To rectify this disparity and ensure the GVFD can provide the high-quality emergency services the community deserves, a tax requisition increase is being proposed.

---

### **2. Acronyms:**

CoG	City of Greenwood
CAO	Chief Administrative Officer
CO	Corporate Officer
GVFD	Greenwood Volunteer Fire Department
RDKB	Regional District of Kootenay Boundary
CPI	Consumer Price Index
CFO	Chief Financial Officer
Q4	Fourth Quarter (Oct.-Dec.)

---

### **3. Background:**

The Greenwood Volunteer Fire Department has long struggled with inadequate funding, operating on a budget that pales in comparison to those of fire departments in neighboring communities. This chronic underfunding has severely limited the department's ability to procure essential equipment, provide comprehensive training to its dedicated volunteers, and ultimately deliver the high caliber of emergency services that the residents of Greenwood deserve. Recognizing the critical importance of a well-resourced fire department to the safety and well-being of the community, the City of Greenwood staff is recommending increasing the tax requisition earmarked for the Volunteer Fire Department. This much-needed infusion of funds will enable the department to modernize its fleet of vehicles, invest in



state-of-the-art firefighting and rescue gear, and implement robust training programs that empower its volunteers to respond effectively to a wide range of emergency scenarios. By aligning the Greenwood Volunteer Fire Department's budget with the realities and demands of providing exceptional fire protection and emergency response services, the City of Greenwood is aligning with its Corporate Strategy's number one priority.

Fire Department Name	Tax Requisition	Department Budget
<b>Current Greenwood Volunteer Fire Department</b>	<b>0.4932</b>	<b>\$107,950.00</b>
<b>2025 Greenwood Volunteer Fire Department</b>	<b>1.3086</b>	<b>\$233,950.00</b>
Christina Lake Fire Rescue	0.6493	\$1,022,922
Beaverdell Fire Department	0.994	\$291,931.00
Big White Fire Department	1.0268	\$2,705,067.00
Grand Forks Rural	0.8981	\$1,042,209.00
Kettle Valley Fire Protection (Midway)	0.9739	\$187,209.00
<b>Departments Outside of Boundary but Serving Similar Sized Communities</b>		
Falkland Volunteer Fire Department	0.9003	\$273,735.00
Silver Creek Volunteer Fire Department	0.5697	\$234,663.00
Ranchero Volunteer Fire Department	1.0598	\$250,965.00

**NOTE:** the tax requisition rate is affected by the population (*number of households*) and the value of the housing market in the area (*assessed*). Therefore, to achieve a sufficient budget as compared to other equivalent sized fire departments, the City of Greenwood is proposing a higher tax requisition for fire protection. This higher rate is due to a lesser number of households and the lower market value of those households compared to other market areas (*i.e. Okanagan, Shuswap, Christina Lake and to a lesser extent Midway*).

This much-needed budget adjustment will elevate the GVFD's financial resources to be on par with other fire departments in the region, enabling them to operate effectively and efficiently. As an interim measure, the 2025 budget has been increased to meet the key priorities and objectives identified within this Business Plan but also being comparable to other departments of its size and situation. Additionally, the 2026 budget has been adjusted by applying a 4% increase to the previous year's budget (2025) to account for the Consumer Price Index (CPI) and cost increases. However, a comprehensive Master Plan is scheduled to be developed to assess the department's needs, goals, and long-term strategy in detail. Once completed, this Master Plan will provide the necessary insights and recommendations to establish a finalized budget for 2027 and beyond, ensuring the GVFD has the robust and sustainable funding required to protect and serve the Greenwood community for years to come.

#### 4. Implications:

##### a. Asset Management:

The GVFD would be fully integrated into the City of Greenwood's comprehensive asset management system. This integration, made possible by the proposed increases in the city budget, will enable city staff to efficiently track, manage, and maintain all fire department assets and equipment within the centralized system. By incorporating the fire department's operations into the asset management framework currently under development, the city can ensure optimal allocation of resources, streamlined maintenance schedules, and enhanced visibility into the department's inventory and needs. This integration will also facilitate data-driven decision making, allowing city leaders to strategically plan for future fire department investments and improvements based on detailed asset information, performance metrics and the future proposed Master Plan. Ultimately, the assimilation of the Greenwood Volunteer Fire



Department into the city's cutting-edge asset management system represents a significant step forward in modernizing emergency services and maximizing the impact of every dollar spent on protecting the community and meet the priorities identified in the Corporate Strategic Plan.

**b. Budget:**

Presently, the Greenwood Volunteer Fire Department receives funding from two sources, those being the City of Greenwood for Municipal Fire Service (\$83,436.00 or 77.3% of the budget) and the Regional District of Kootenay Boundary for Greenwood Rural Fire Service (\$24,514.00 or 22.7% of the budget) for a total of \$107,950.00.

Budget Description	2024 Budget	2025 Budget	Variance	Percent +/-
Salaries & Benefits	\$16,500	\$53,200	\$36,700	222%
Internal Charges & Other	\$7,800	\$31,300	\$23,500	301%
Operational	\$51,650	\$101,850	\$50,200	97%
Repairs & Maintenance	\$16,400	\$17,000	\$600	4%
Services & Supplies	\$15,600	\$30,600	\$15,000	96%
<i>Totals</i>	<i>\$107,950</i>	<i>\$233,950</i>	<i>\$126,000</i>	<i>117%</i>

If the tax requisition is approved the budget would be estimated at \$233,945.08 (City of Greenwood \$163,324.64 and RDKB \$70,620.00 contributions). These numbers may vary slightly depending on the assessed value within the City of Greenwood and the rural Greenwood fire service area. However, the split on budget will remain the same as 2024 between the CoG and RDKB.

**Example:**

2024 tax requisition on a \$300,000.00 home for fire protection would be  $300 \times 0.4932 = \$147.96/\text{year}$   
 2025 tax requisition on a \$300,000.00 home for fire protection would be  $300 \times 1.3086 = \$392.58/\text{year}$

**c. Organizational Impact:**

The negative effects on the Greenwood Volunteer Fire Department from being underfunded are evident in present day operations. Budget shortfalls have left the department struggling to maintain adequate volunteer levels, leading to increased response times to emergency calls. Aging and failing equipment are another major issue, with the department's fleet of fire trucks and rescue vehicles in dire need of replacement or costly repairs. Lack of funds has also hindered the department's ability to provide sufficient training for its volunteer firefighters, potentially putting them and the community at greater risk. Furthermore, the fire station itself suffers from deferred maintenance and deteriorating conditions because of the ongoing financial constraints. These compounding challenges stemming from being underfunded ultimately undermine the Greenwood Volunteer Fire Department's core mission and its capacity to provide the high level of fire protection and emergency response services the community needs and deserves. Addressing these critical funding issues must be a top priority to ensure the department can continue to operate effectively and keep the community safe.

**d. Governance (Bylaw and Policy):**

Operational Guidelines Fire/Rescue Manual (March 01, 2016)  
 Bylaw No. 842, 2010 – Greenwood Volunteer Fire Department Code of Conduct  
 Bylaw No. 486, 1983 – Greenwood Volunteer Fire Department  
 Policy - Fire Department Dress Uniforms Policy



Policy 2021-02 Fire Hydrant Maintenance and Servicing Policy  
Policy 7280-01 Greenwood Volunteer Fire Department – Training Standard  
Policy 2510 – City Crew Policy – Fire Hydrant Policy

**e. Strategic Plan:**

Fire Protection was identified as the number one priority during the Corporate Strategic Planning process conducted by City Council and staff. This 2-year contingency plan was initiated in Q4 of 2024 to update all aspects of the GVFD and strive towards meeting and exceeding a level of service offered by neighboring fire departments.

---

**5. Alternatives:**

- Decline the Fire Service Business Plan and remain with existing tax requisition, understanding that the present level of service will not change.
  - Accept the Fire Service Business Plan and adjust the tax requisition, understanding that this will have a negative impact on the level of service proposed within the document.
- 

**6. Next Steps:**

1. Forward the budget to CFO Sexton to integrate into to the 2025 proposed budget.
  2. Provide the February 24, 2025, Council meeting minutes and the accompanied Fire Service Business Plan to Councillor Shaw to present to the RDKB's Boundary Service Committee.
  3. Once the budget and tax requisition are approved by Council (*and RDKB*) a budget meeting will be held with the Greenwood Volunteer Fire Department's Fire Chief.
- 

**4. Staff Review:**

**Prepared By:**

CAO Dean Trumbley

**Reviewed By:**

CO Brooke McCourt and Fire Chief Roy Terashita

---

**CAO Recommendation:**

That the recommendation of the staff be approved.

*Dean Trumbley, CAO*

---

**List of Attachments:**

1. Greenwood Fire Service – 2025 Business Plan





# Greenwood Fire Service

2025 Business Plan







## **TABLE OF CONTENTS**

### **Department Overview**

**Page 1**

Department's Share of the Budget 2024

Department Planning Process

### **Department Budget**

**Page 4**

### **Department Organizational Charts**

**Page 6**

City of Greenwood (Municipal) Organizational Structure

Greenwood Volunteer Fire Department Organizational  
Structure

### **Strategic Plan**

**Page 8**

Level of Service

### **Present and Future**

**Page 10**

2024 Achievements

2025-26 Considerations and Opportunities

2025-26 Key Initiatives

### **2025-26 Operational Increases**

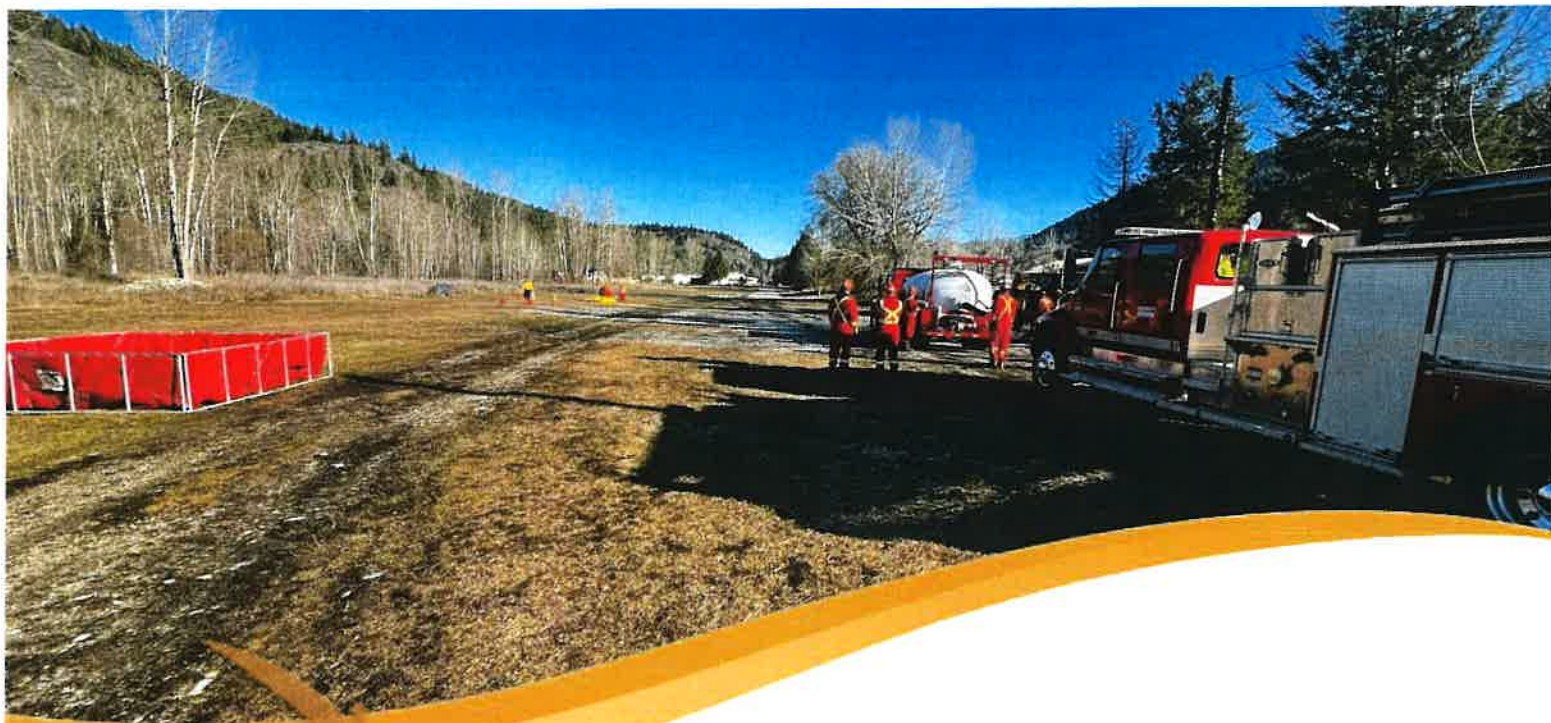
**Page 13**

2025 Budget Breakdown

Budget Category Breakdowns

Comparative Analysis of Tax Requisition for Fire Service in  
the Boundary Area





## DEPARTMENT OVERVIEW

### **The Smallest Incorporated City in Canada**

Step back in time and visit an era of early Canadian charm. A thriving mining town in the late 1800's and early 1900's, it is still a thriving city today. Our history is what draws many people to our city, with more than 60 heritage buildings that paint the landscape, each has its own story to tell.

With abundant lakes, rivers and parks, Greenwood offers year-round fun along with an interesting Japanese history that you will want to discover in our amazing Museum. Greenwood is your historic destination along the Crowsnest Highway 3, just north of the USA border.

### **Greenwood Volunteer Fire Department**

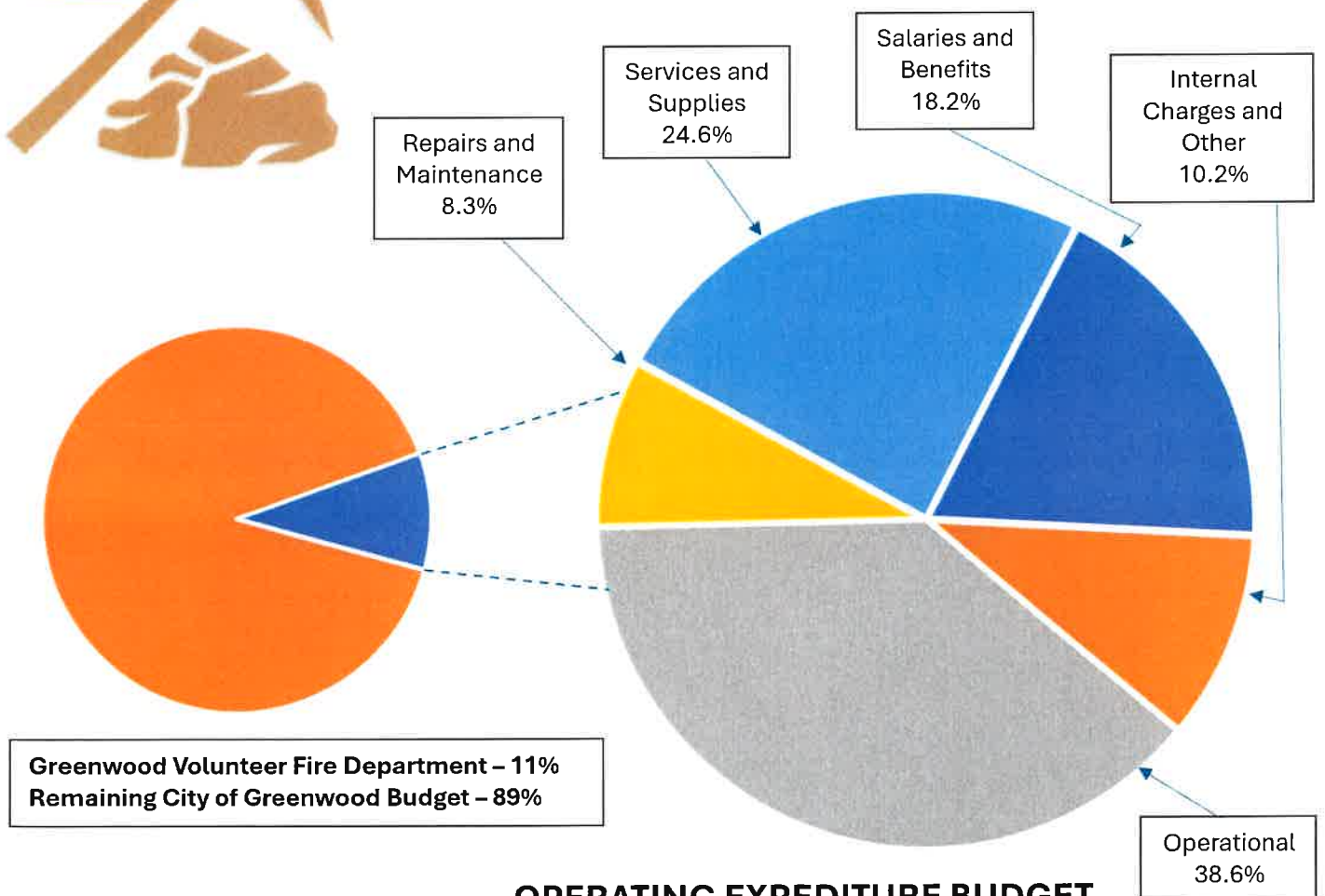
Greenwood Volunteer Fire Department (GVFD) has a dedicated crew of paid on call (volunteer) responders. GVFD provides emergency response to fires and provides support on motor vehicles accidents and natural disasters. In the future the department will play a large role in community risk reduction achieved through fire prevention programs, public education and training advocacies. The City has one main fire station and a supplemental three bay facility for additional equipment. Fire prevention is managed by the City of Greenwood in the form of burn permitting and fire code adherence. Recently, the appointment and training for fire investigations and fire inspections has been initiated with two GVFD personnel. In 2025 there will be a focus on public education activities and a community wide push of the FireSmart program completed in conjunction with the City of Greenwood and the Regional District of the Kootenay Boundary (RDKB). These services provide for the preservation of life, property and the environment, which contributes to the well-being of the community. 911 services are provided through a collaborative arrangement with the RDKB. The Core Services are:

- **Operations** – Fire Operations, Training & Education.
- **Administration** - Fire Prevention, Administration and Preplanning.





## Department's Share of the Budget 2024

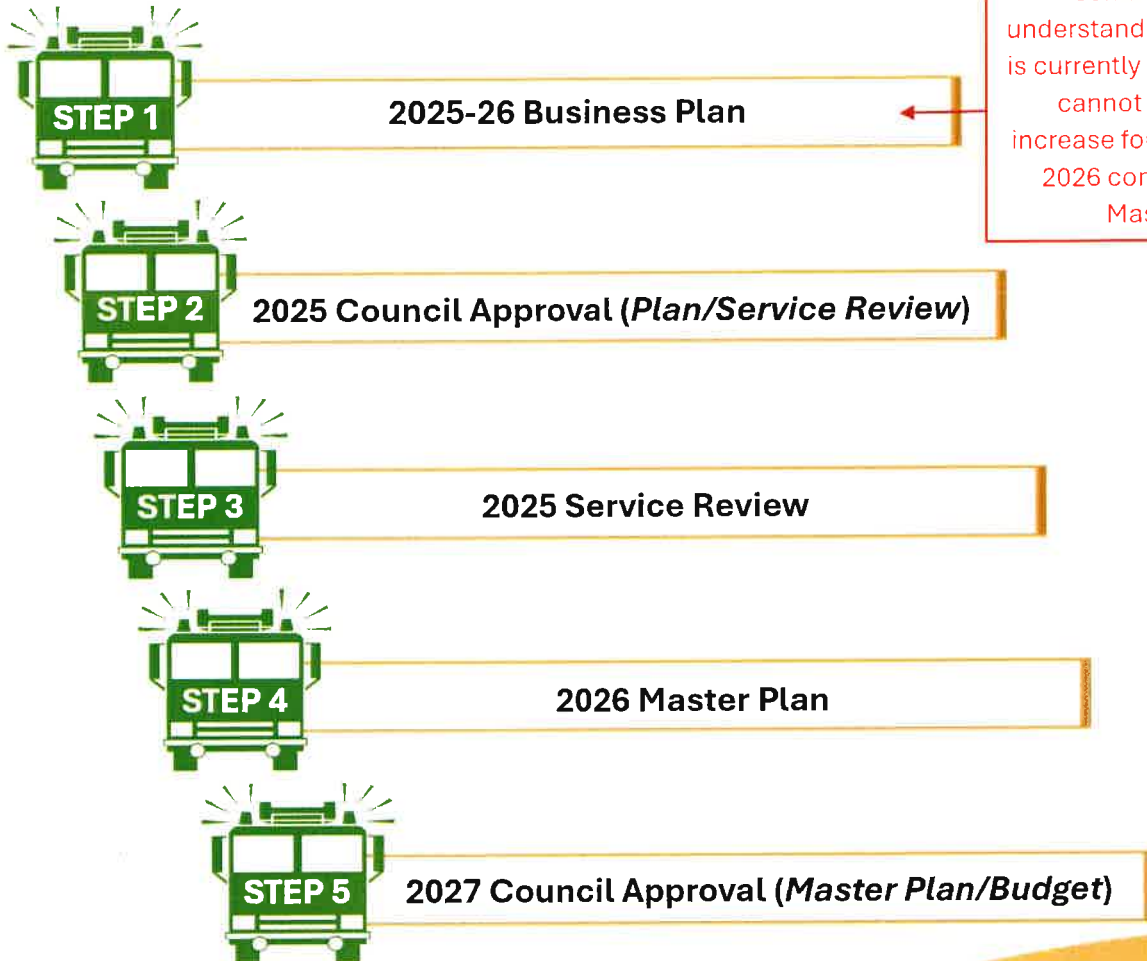


**OPERATING EXPENDITURE BUDGET**  
**\$94,746**



## Department Planning Process

The following five steps will be employed by the City of Greenwood to fully integrate the Greenwood Volunteer Fire Department into the Corporate Strategic Planning:



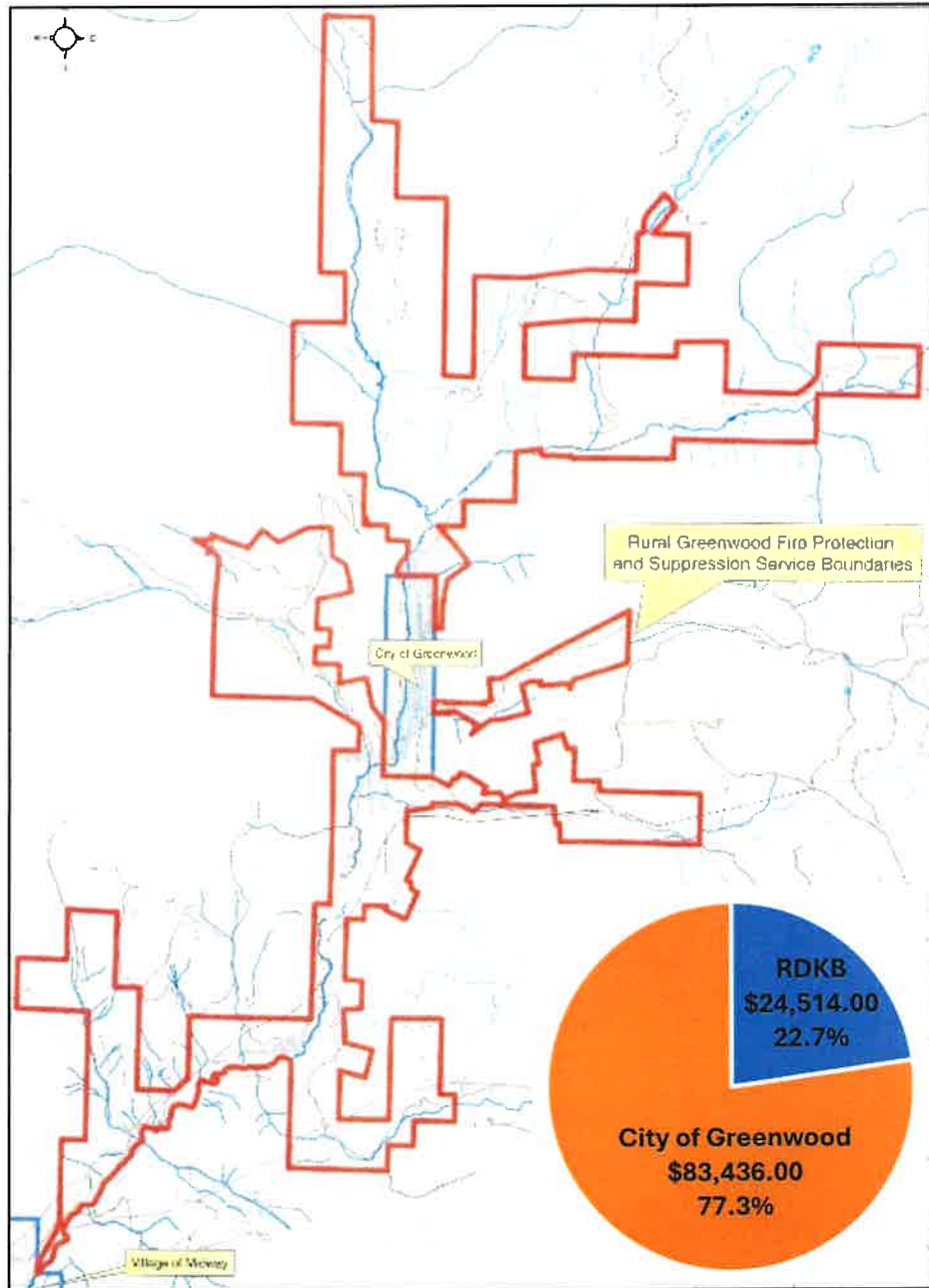
**NOTE:** This is a 2-year contingency plan, understanding that the GVFD is currently underfunded and cannot postpone tax increase for service until the 2026 completion of the Master Plan.



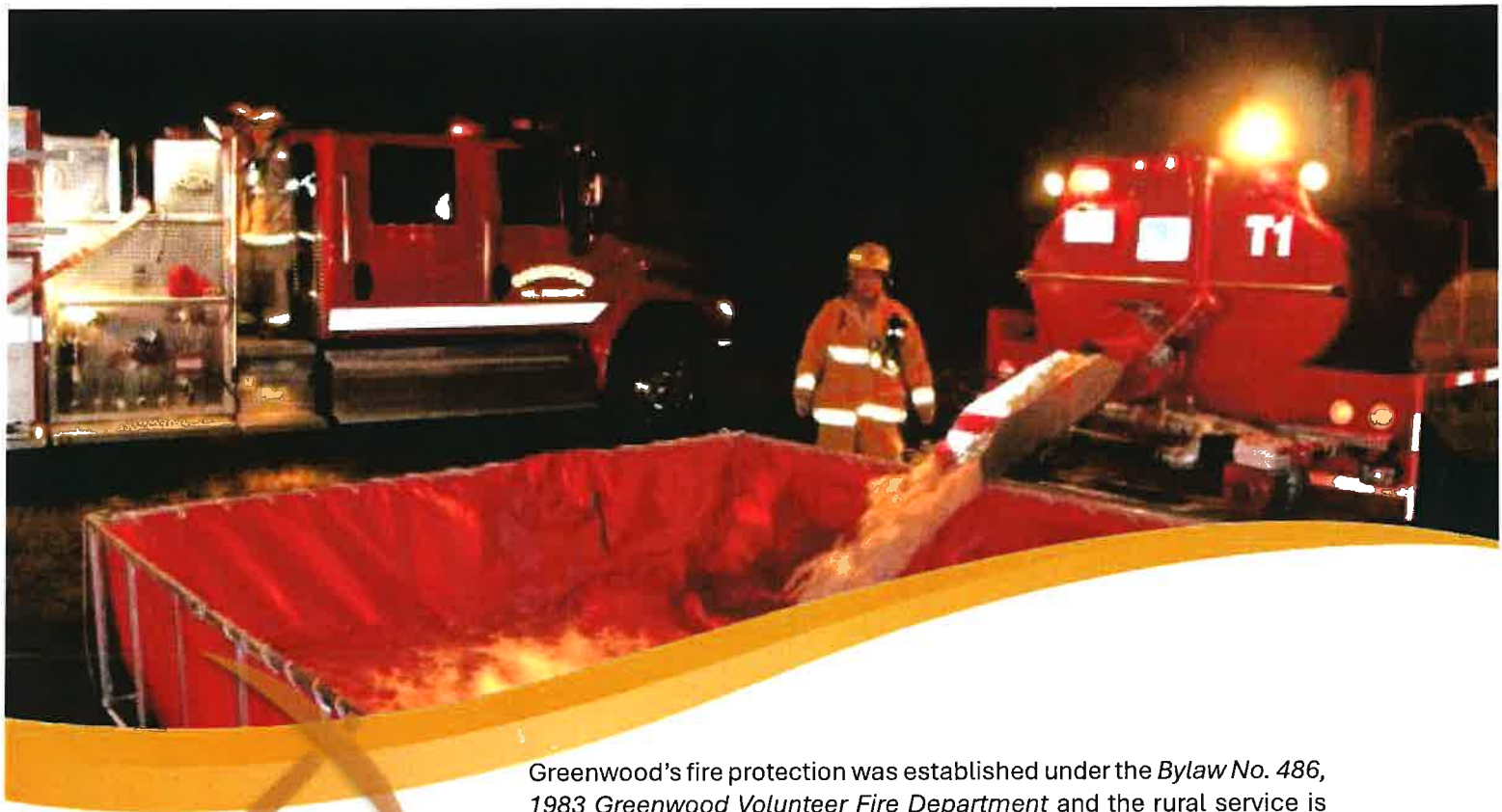


# DEPARTMENT BUDGET

The Greenwood Volunteer Fire Department receives funding from two sources, those being the City of Greenwood for Municipal Fire Service (\$83,436.00) and the Regional District Kootenay Boundary for Greenwood Rural Fire Service (\$24,514.00). The map below highlights the overall fire protection and suppression service area of the Greenwood Volunteer Fire Department.





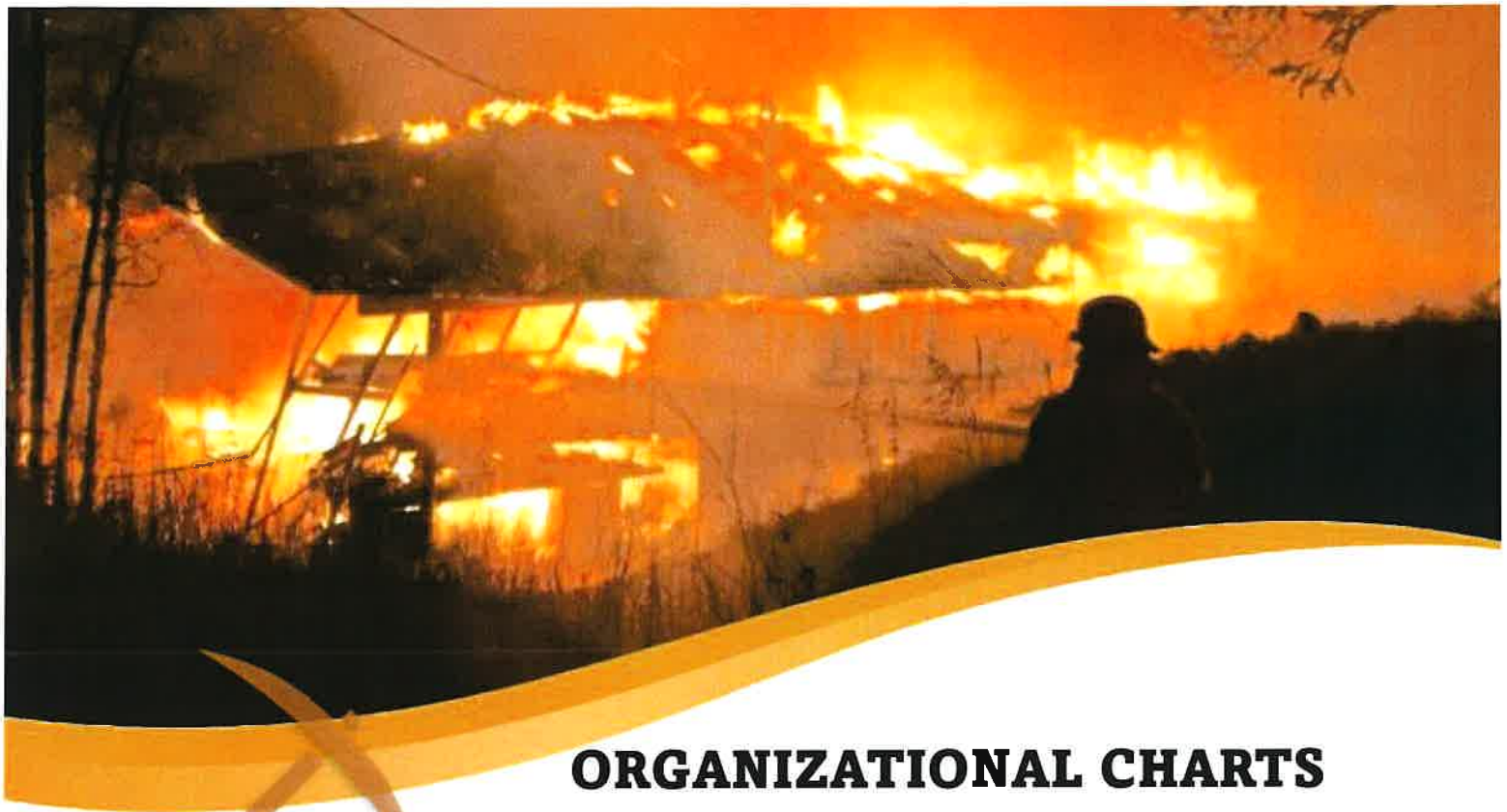


Greenwood's fire protection was established under the *Bylaw No. 486, 1983 Greenwood Volunteer Fire Department* and the rural service is established by the *Regional District of Kootenay Boundary Rural Greenwood Fire Protection and Suppression Service Establishment Bylaw No. 1395, 2008*.

Summary	2024 Approved Budget	2025 Budget	2026 Budget
Salaries & Benefits	16,500	53,200	55,328
Internal Charges & Other	7,800	31,300	44,300
Operational	51,650	101,850	101,850
Repairs & Maintenance	16,400	17,000	17,080
Services & Supplies	15,600	30,600	30,600
	107,950	233,950	249,158

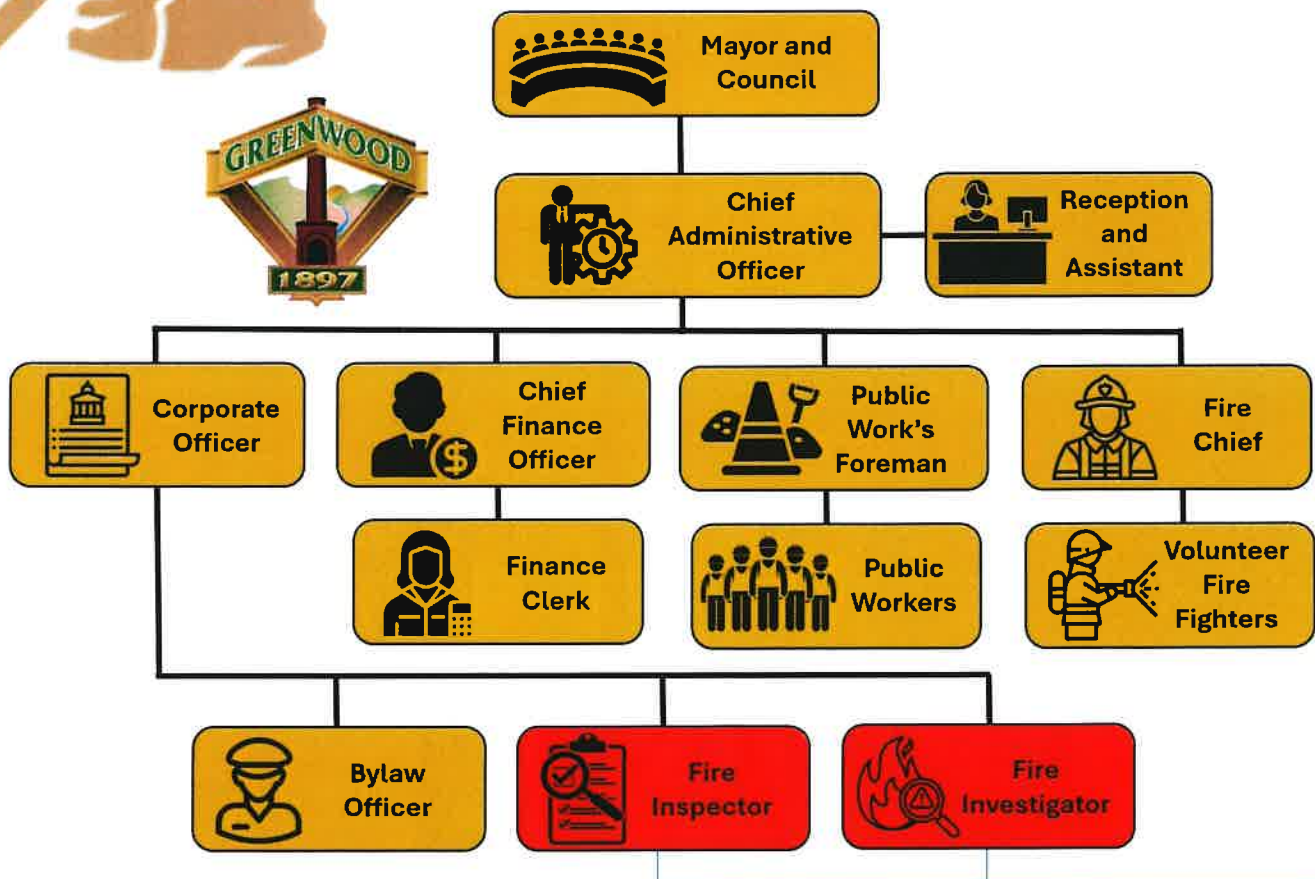
The Greenwood Volunteer Fire Department (GVFD) has been chronically underfunded compared to other fire departments of similar size and scope of services, both within the Boundary region and in neighboring areas. A detailed analysis reveals that the GVFD's current budget falls below 50% of the funding levels of comparable departments, putting them at a severe disadvantage in terms of resources, equipment, training, and personnel. To rectify this disparity and ensure the GVFD can provide the high-quality emergency services the community deserves, a tax requisition increase is being proposed. This much-needed budget adjustment will elevate the GVFD's financial resources to be on par with other fire departments in the region, enabling them to operate effectively and efficiently. As an interim measure, the 2025 budget has been increased to meet the key priorities and objectives identified within this Business Plan but also being comparable to other departments of its size and situation. Additionally, the 2026 budget has been adjusted by applying a 4% increase to the previous year's budget (2025) to account for the Consumer Price Index (CPI) and cost increases. However, a comprehensive Master Plan is scheduled to be developed to assess the department's needs, goals, and long-term strategy in detail. Once completed, this Master Plan will provide the necessary insights and recommendations to establish a finalized budget for 2027 and beyond, ensuring the GVFD has the robust and sustainable funding required to protect and serve the Greenwood community for years to come.





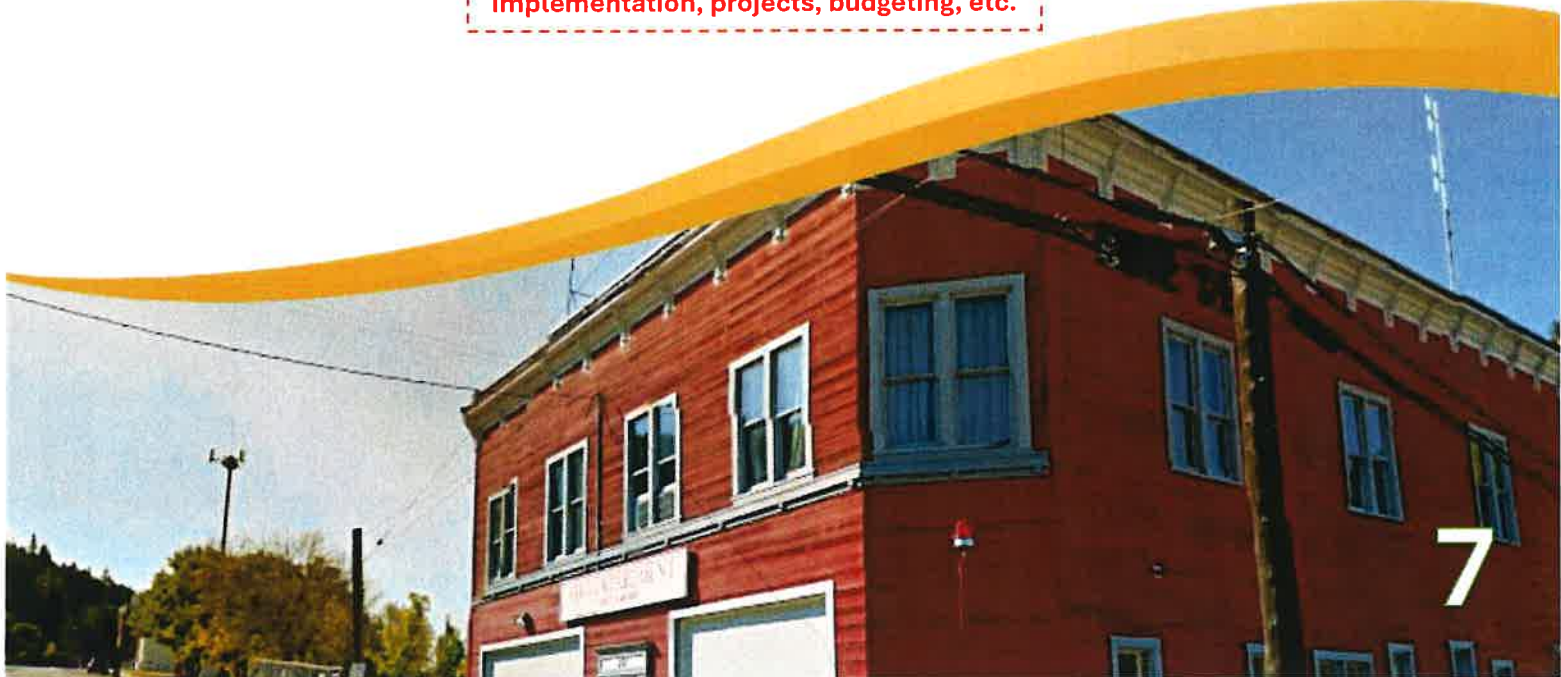
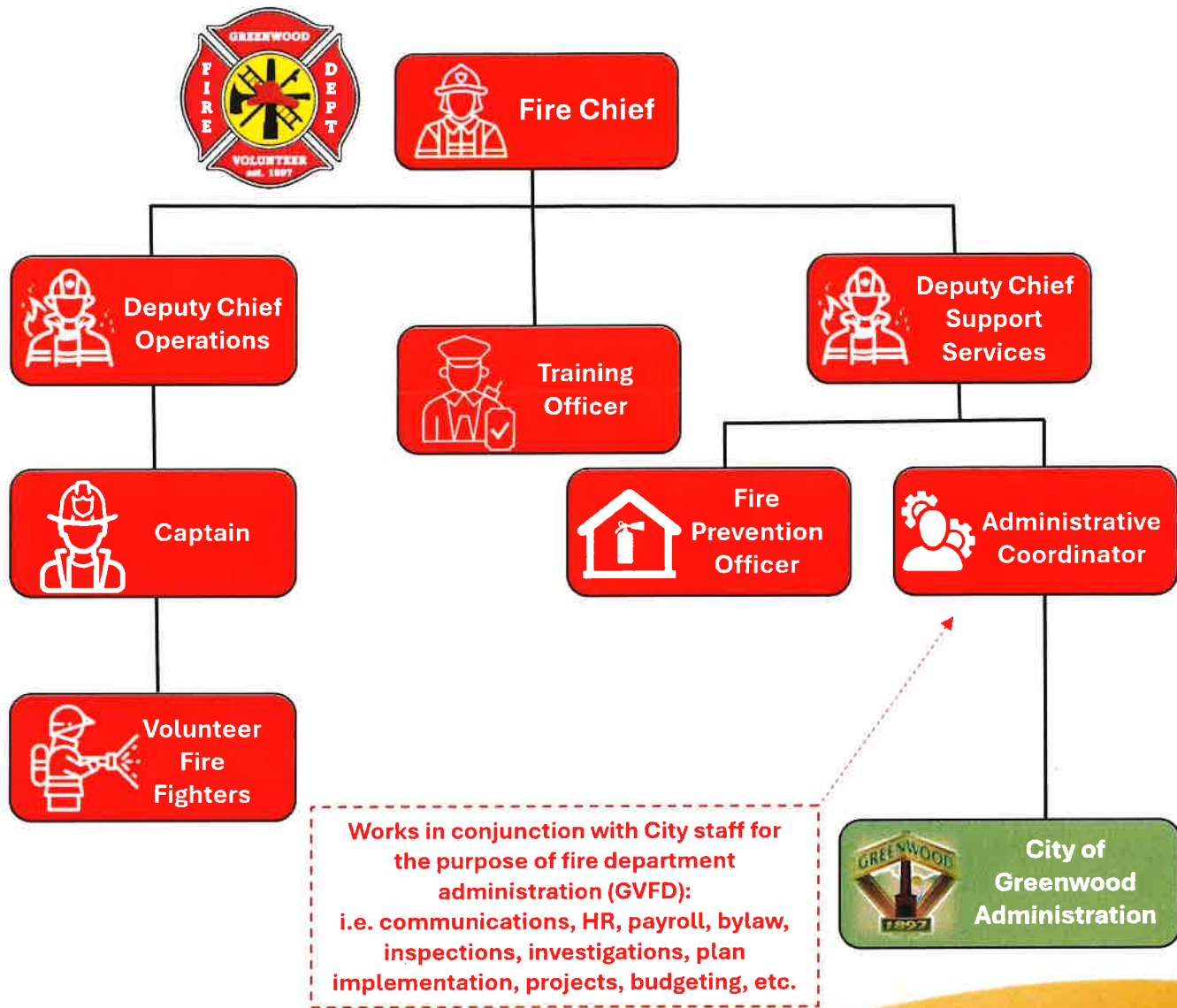
# ORGANIZATIONAL CHARTS

City of Greenwood (*Municipal*) Organizational Structure

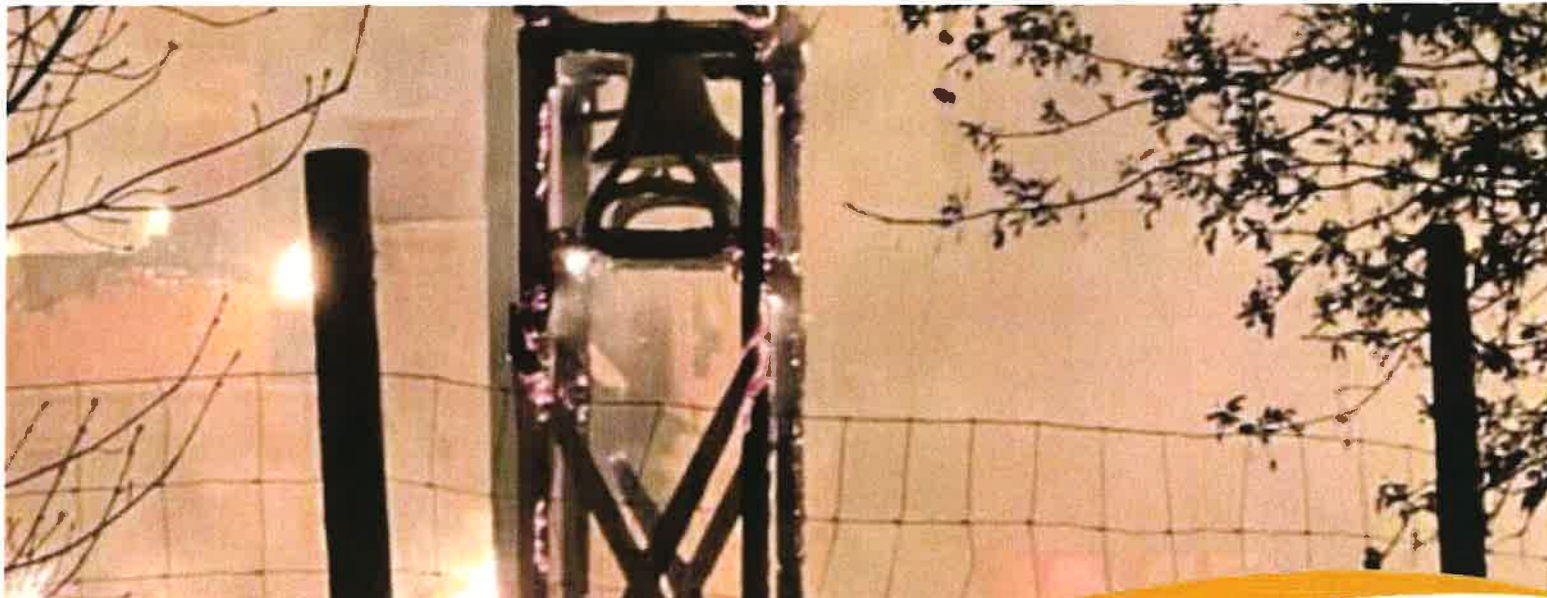




Greenwood Volunteer Fire Department Organizational Structure







## STRATEGIC PLAN



An important part of the strategic planning process is identifying key priorities that the City of Greenwood will work to achieve over the next few years. For each priority, there is a list of objectives that can help the City to achieve their goals. This helps to align resources and efforts in a way that moves the community towards its vision. The following six strategic priorities were identified by staff and Council.

### Six Strategic Priorities



1

**Fire Protection**  
*training, recruitment & equipment*



2

**Water Systems**  
*mapping & staged replacement*



3

**Sewage Treatment**  
*update, increase capacity*



4

**Building Infrastructure**  
*centralize public works & FireSmart*



5

**Communications**  
*increase, diversify and update*



6

**Governance**  
*update, OCP, asset management*

Fire Protection was identified as the number one priority during the Corporate Strategic Planning process conducted by City Council and staff. This 2-year contingency plan was initiated in Q4 of 2024 to update all aspects of the GVFD and strive towards meeting and exceeding a level of service offered by neighboring fire departments.



# LEVELS OF SERVICE

## Fire Operations

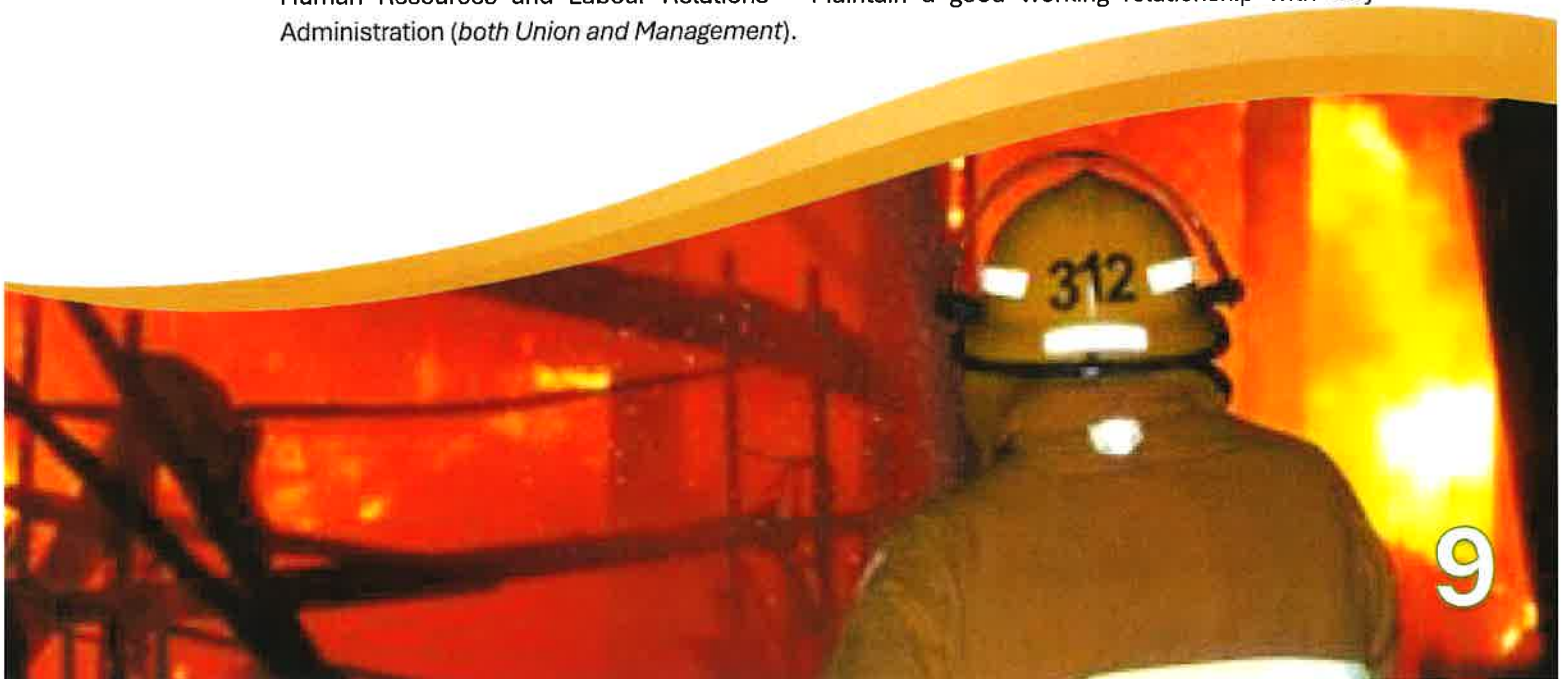
- Respond to emergency and non-emergency incidents.
- Train fire personnel for proficiencies to meet standards and efficiencies.
- 2025 - Smoke Alarm program.
- 2025 - Conduct community outreach and station tours.
- 2025 - Fire safety inspections

## Administration (City of Greenwood, GVFD Fire Chief and Officers)

- Fire prevention officers are an integral part of the business license, building development and planning review/approval process.
  - Plan check proposed commercial building plans.
  - Review and approve fire safety plans and preplans for commercial and public occupancies.
  - Review and approve new developments and new business occupancies.
- Administer requirements of the *Fire Services Act*
  - 2025 Apply the risk assessment matrix and the inspect the more than 45 commercial and public buildings.
  - 2025 Design and deliver public education to the community including the smoke alarm campaign.
  - 2025 Ensure fire code compliance and enforcement.
  - 2025 Enforce fire bylaws.
  - 2026 Conduct fire investigations.

## Fire Chief

- Respond to all emergencies.
- Manage and administer GVFD.
- Training Firefighters, Fire Officer development, Curriculum and Planning
- Fleet – maintain and facilitate.
- Recruitment and retention.
- Budget processes – maintain fiscal responsibility for the department.
- Purchasing – maintain all resources following the City of Greenwood's procurement policy.
- Human Resources and Labour Relations – Maintain a good working relationship with City Administration (*both Union and Management*).







## PRESENT AND FUTURE

### 2024 Achievements

#### Training – Wildland Fire Operations and Safety

- Structure Protection Strategies
- Incident Command 100
- First Responders Course
- Train the Trainer course

#### Education

- Elementary School student information and training sessions

#### Events

- Founders Day
- Mother's Day Pancake Breakfast
- Father's Day Pancake Breakfast
- Steller Vista Customer Appreciation Celebration
- Halloween Bonfire Night
- Weekly Bingo Nights (as required)
- Gold Rush Car Show Breakfast and Lunch

#### Department Statistics

- 18 Volunteer Fire Fighters (Officers and Administration included)
- 122 Incident Responses
- 546 Total Participants on Responses
- Average Volunteer Fire Fighters per Response is 4.5

#### Governance

- Approval for the development of a 2025 Service Review and a 2026 Master Plan
- Designate and initiate training of Fire Inspectors and Fire Investigators
- Development of a one-year contingency Business Plan
- Initialization of a bylaw and standard operating guidelines (*policy and procedural*) review.



## 2025-26 Considerations and Opportunities

### City of Greenwood Communication Strategy

The City of Greenwood recognizes the vital role that the Greenwood Volunteer Fire Department plays in serving and protecting the community. As such, the City is committed to fully integrating the Fire Department into its overarching Communication Strategy. This will ensure that residents are kept well-informed about the Fire Department's activities, initiatives, and important safety information through a variety of communication channels. The multi-generational approach will include traditional methods such as newsletters, local media outreach, Town Hall meetings, and Coffee with Council, as well as digital platforms like the City website, social media, and opt-in text/email alerts. By incorporating the Fire Department into a cohesive communication plan, the City aims to raise awareness about fire safety, foster community engagement with this essential service, and maintain transparency around the department's operations and governance. Residents will gain a deeper understanding of the Fire Department's mission and be able to more easily access critical information, strengthening the relationship between the department and the community it serves.

### RDKB FireSmart Program

The Greenwood Volunteer Fire Department recognizes the importance of fostering a strong partnership with the Regional District of Kootenay Boundary's (RDKB) acclaimed FireSmart program. While the RDKB's FireSmart initiative has achieved notable successes across the region, there is significant room for improvement in promoting and implementing the program within the City of Greenwood. The Greenwood Volunteer Fire Department is firmly committed to rectifying this situation by taking proactive steps to increase awareness, participation, and application of FireSmart principles throughout the municipality. This will involve working closely with the City of Greenwood to educate residents about the benefits of FireSmart, providing hands-on training and resources to help homeowners safeguard their properties, and working closely with the RDKB to ensure seamless integration of the program within Greenwood. By creating a more visible and engaged presence for FireSmart, the Greenwood Volunteer Fire Department aims to empower the community to take ownership of wildfire prevention and mitigation efforts, ultimately enhancing the safety and resilience of the City of Greenwood in the face of potential wildfire threats.





## 2025-26 Key Initiatives

The City of Greenwood has prioritized two critical initiatives as part of their business plan for 2025 and 2026. The first priority is the acquisition of a second hand fire engine to replace the department's aging 1983 truck, which has reached the end of its use as the second unit for the department. This new apparatus will be equipped with the required firefighting technology, enhanced safety features, and improved pumping capacity to bolster the department's emergency response capabilities. The second major undertaking is a comprehensive renovation and modernization of the city's primary fire station. This two-year project will involve significant structural upgrades, addition of a fully equipped administrative office, an upgraded fitness room and a newly renovated training/briefing room. The overhaul aims to create a more functional, comfortable, and sustainable workspace for the city's dedicated volunteered firefighters, enabling them to better serve the growing needs of the Greenwood community. These key initiatives demonstrate the City of Greenwood's unwavering commitment to public safety, the Corporate Strategic Plan and its investment in the well-being of both its residents and our volunteer fire fighters who put their lives on the line every day to protect them.

2025 Fire Service Priorities			
<i>Initiative</i>	<i>Cost</i>	<i>Funding Source</i>	<i>Strategy Priority</i>
Purchase Second Fire Engine	\$250,000.00	Surplus/Reserve	1
Structural Engineer Report (Hall)	\$10,000.00	Surplus/Reserve	1 and 4
Dress Uniforms	\$15,000.00	Surplus/Reserve	1

2026 Fire Service Priorities			
<i>Initiative</i>	<i>Cost</i>	<i>Funding Source</i>	<i>Strategy Priority</i>
Fire Hall Reinforcement	\$150,000.00	Surplus/Reserve	1 and 4
Fire Hall FireSmart Armouring	\$150,000.00	Grants & Surplus/Reserve	1 and 4
Renovate Administrative Office	\$10,000.00	Grants	1, 4 and 5
Renovate Fitness Training Room	\$10,000.00	Grants	1 and 4
Construct Training/Briefing Room	\$15,000.00	Grants	1, 4 and 5



Fire Protection



Building Infrastructure



Governance



Water Systems



Communications



Sewage Treatment







## 2025-26 OPERATIONAL INCREASES

The Greenwood Volunteer Fire Department has long struggled with inadequate funding, operating on a budget that pales in comparison to those of fire departments in neighboring communities. This chronic underfunding has severely limited the department's ability to procure essential equipment, provide comprehensive training to its dedicated volunteers, and ultimately deliver the high caliber of emergency services that the residents of Greenwood deserve. Recognizing the critical importance of a well-resourced fire department to the safety and well-being of the community, the City of Greenwood has made the judicious decision to increase the tax requisition earmarked for the Volunteer Fire Department. This much-needed infusion of funds will enable the department to modernize its fleet of vehicles, invest in state-of-the-art firefighting and rescue gear, and implement robust training programs that empower its volunteers to respond effectively to a wide range of emergency scenarios. By aligning the Greenwood Volunteer Fire Department's budget with the realities and demands of providing exceptional fire protection and emergency response services, the City of Greenwood is aligning with its Corporate Strategy's number one priority.

### 2025 Budget Breakdown

Budget Description	2024 Budget	2025 Budget	Variance	Percent +/-
Salaries & Benefits	\$16,500	\$53,200	\$36,700	222%
Internal Charges & Other	\$7,800	\$31,300	\$23,500	301%
Operational	\$51,650	\$101,850	\$50,200	97%
Repairs & Maintenance	\$16,400	\$17,000	\$600	4%
Services & Supplies	\$15,600	\$30,600	\$15,000	96%
<i>Totals</i>	<i>\$107,950</i>	<i>\$233,950</i>	<i>\$126,000</i>	<i>117%</i>





## Budget Category Breakdowns

- Salaries and benefits
  - Compensation increase (*recruitment and retention*) – bring the Greenwood Volunteer Fire Department up to an average provincial volunteer compensation hourly rate of pay.
    - from \$20.00/call to \$20.00/hour.
    - Increased stipend for training days
- Internal charges and other
  - increased cost of internet, radios upgrades, maintenance
  - GVFD integration into the City of Greenwood Communication Strategy
  - Addition of a professional consultant budgetary line item for on-going process of departmental improvements (*i.e. service review, master plan, training plan, governance updates, equipment plans, updating of all plans, etc.*)
  - Road rescue support – incorporate Midway's Road Rescue (*annual budget vs. GIA*)
- Operational increases
  - Training – major increase in budget to strive towards having all fire service members trained and competent to a sufficient operational service level.
  - Conferences and networking – significant increase in budget to provide resources for significant conference attendance (*i.e. BC Fire Expo, BCPFFA Convention, FCABC Education Summit, etc.*).
- Repairs and maintenance
  - Minor increase into the repairs and maintenance of the two halls
  - The City of Greenwood will be investing significant resources into the Fire Hall in the next two-years (*refer to section 2025-2026 Key Initiatives*)
- Services and supplies
  - Increased budget due to cost of maintenance rising and increasing preventative maintenance.
  - Fuel and insurance cost increases
  - Safety equipment – increased budget for upgrading of fire fighter safety equipment.



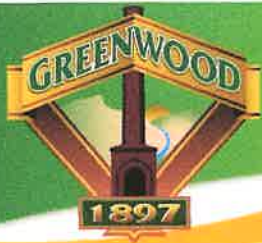
## Comparative Analysis of Tax Requisition for Fire Service in the Boundary Area *(based on cost/\$1,000.00 of assessed value)*

Fire Department Name	Tax Requisition	Department Budget
<b>Current Greenwood Volunteer Fire Department</b>	<b>0.4932</b>	<b>\$107,950.00</b>
<b>2025 Greenwood Volunteer Fire Department</b>	<b>1.3086</b>	<b>\$233,950.00</b>
Christina Lake Fire Rescue	0.6493	\$1,022,922
Beaverdell Fire Department	0.994	\$291,931.00
Big White Fire Department	1.0268	\$2,705,067.00
Grand Forks Rural	0.8981	\$1,042,209.00
Kettle Valley Fire Protection (Midway)	0.9739	\$187,209.00
<b>Departments Outside of Boundary but Serving Similar Sized Communities</b>		
Falkland Volunteer Fire Department	0.9003	\$273,735.00
Silver Creek Volunteer Fire Department	0.5697	\$234,663.00
Ranchero Volunteer Fire Department	1.0598	\$250,965.00

**NOTE:** the tax requisition rate is affected by the population (*number of households*) and the value of the housing market in the area (*assessed*). Therefore, to achieve a sufficient budget as compared to other equivalent sized fire departments, the City of Greenwood is proposing a higher tax requisition for fire protection. This higher rate is due to a lesser number of households and the lower market value of those households compared to other market areas (*i.e. Okanagan, Shuswap, Christina Lake and to a lesser extent Midway*).







**THE CORPORATION OF THE CITY OF GREENWOOD  
COUNCIL PROCEDURES AMENDMENT BYLAW NO. 1027, 2025  
A BYLAW TO AMEND COUNCIL PROCEDURES BYLAW NO. 1027, 2025**

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

**1. TITLE**

- 1.1 This bylaw may be cited for all purposes as "City of Greenwood Council Procedures Amendment Bylaw No. 1027, 2025".

**2. General**

- 2.1 "The City of Greenwood Council Procedures Bylaw No. 2018, 2024" is amended as follows under:

**Section 20 Voting**

By adding in section 20.1(i) with the following:

- (i) Names of movers and seconders of motions shall not be recorded.

**3. EFFECTIVE DATE**

- 3.1 This Bylaw shall come into full force and effect (upon adoption / specific date).

Read a First Time this	10th	day of February, 2025
Read a Second Time this	10th	day of February, 2025
Read a Third Time this	10th	day of February, 2025
Adopted by Council this	24th	day of February, 2025

\_\_\_\_\_  
Mayor

Certified a true copy of Bylaw No. 1027, 2025

On the    day of February, 2025.

\_\_\_\_\_  
Corporate Officer