



AGENDA

Regular Council Meeting

6:00 PM - Tuesday, March 10, 2026
Council Chambers, 413 Fourth Street, Kaslo, BC

Page

1. CALL TO ORDER

We respect and recognize the First Nations within whose unceded lands the Village of Kaslo is situated including the Ktunaxa, Sinixt, and Sylix People and the Indigenous and Metis residents of our community.

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

Recommendation: *THAT the agenda for the March 10, 2026 Regular Council Meeting be adopted as presented.*

3. ADOPTION OF MINUTES

3.1. Meeting Minutes

5 - 9

[Regular Council Meeting - 10 Feb 2026 - Minutes - Pdf](#)

Recommendation: *THAT the minutes of the February 10, 2026 Regular Council Meeting be adopted as presented.*

4. GENERAL MATTERS

4.1. Art at Council

No items

4.2. Presentation - Official Community Plan & Zoning Bylaw Updates

11 - 29

[OCP & Zoning Bylaw Updates - Presentation](#)

4.3. Delegation - South Kaslo Development Plan

5. PUBLIC INPUT

5.1. Verbal Submissions

5.2. Written Submissions

6. REPORTS FROM COUNCIL & STAFF

6.1. Mayor's Report

31 - 37

[Mayor's Report](#)

6.2. Councillor's Reports

6.3. CAO's Report

7. CONSENT AGENDA

No items

8. ITEMS REMOVED FROM THE CONSENT AGENDA

No items

9. BUSINESS ITEMS

- 9.1. South Kaslo Development Plan 39 - 114
[Staff Report - South Kaslo Development Plan](#)
[South Kaslo Development Plan \(with Appendices\)](#)
Recommendation: *THAT the development plan for south Kaslo be adopted as presented.*
- 9.2. Special Events Policy 115 - 167
[Staff Report - Special Events Policy](#)
[Special Events Policy](#)
[Special Event Handbook](#)
[Special Event - Application - New](#)
[Events Committee - Terms of Reference](#)
Recommendation: *THAT the Special Events Policy be adopted as presented.*
- 9.3. Notice of Motion Policy 169 - 175
[Staff Report - Notice of Motion Policy](#)
[Notice of Motion Policy](#)
[Notice of Motion Policy - Appendix 1](#)
Recommendation: *THAT Council adopt the Notice of Motion Policy as presented.*
- 9.4. Outdoor Fire Regulation Bylaw No. 1330, 2026 177 - 192
[Staff Report - Revised Outdoor Burning Regulation](#)
[Outdoor Fire Regulation Bylaw No. 1330, 2026](#)
[Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018](#)
Recommendation: *THAT third reading of the Outdoor Burning Regulation Repeal Bylaw No. 1330, 2025, be rescinded.*

Recommendation: *THAT Outdoor Fire Regulation Bylaw No. 1330, 2026, receive first, second, and third readings.*
Recommendation: *THAT the Village draft a bylaw(s) that formally declares the Fireworks Act applicable within the Village and prohibits the sale of fireworks within municipal boundaries.*
- 9.5. Kootenay Lake West Transit Service - Bylaw Amendment 193 - 198
[Staff Report - Revised Kootenay Lake West Transit Service Establishment Amendment](#)
[Revised - RDCK Transit Service Establishment Amendment Bylaw No. 3036, 2025](#)
Recommendation: *THAT the Village consent to the Board of the RDCK adopting the revised Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025.*
Recommendation: *THAT the Village request the RDCK prepare and circulate a consolidated version of the Kootenay Lake West Transit Service Establishment Bylaw No. 1783, incorporating all amendments adopted to date.*
- 9.6. Evaluation of 2026 Municipal Grant Applications 199 - 212

[Staff Report - Evaluation of 2026 Municipal Grant Applications Policy - Grants-in-Aid](#)

Recommendation: *THAT the Recreation Grants Committee be designated as the Advisory Group responsible for evaluating eligible 2026 Municipal Grant applications and providing recommendations to Council in accordance with the Grants in Aid Policy.*

- 9.7. Community Development Grant Request - Kootenay Mountain Biking 213 - 217
[Staff Report - Community Development Grant - Kootenay Mountain Biking](#)
[Request - Community Development Grant - Kootenay Mountain Biking](#)

Recommendation: *THAT the Village of Kaslo support Kootenay Mountain Biking's application to the RDCK Community Development Grant Program for \$1,500 to deliver the Everyone Rides cycling education program.*

- 9.8. Grant Application - Local Government Development Approvals Program 219 - 235
[Staff Report - Grant Application - LGDAP](#)
[LGDAP - Program and Application Guide](#)

Recommendation: *THAT the Village apply for funding from the UBCM Local Government Development Approvals Program with a maximum project value of \$200,000; AND FURTHER THAT the project be included in the draft 2026 budget with the Village to cover any project cost overruns and manage grant administration.*

- 9.9. FireSmart Service Agreement with RDCK 237 - 247
[Staff Report - FireSmart Service Agreement with RDCK](#)
[2026 - FireSmart Service Agreement - RDCK \(excl. Schedule C\)](#)

Recommendation: *THAT Council approve in principle the 2026 FireSmart Municipal Services Agreement between the Village of Kaslo and the Regional District of Central Kootenay; AND FURTHER THAT Council authorize the Chief Administrative Officer to negotiate the remaining terms of Schedule C and to execute the final agreement on behalf of the Village.*

10. OTHER BUSINESS

- 10.1. Correspondence for Action
No items
- 10.2. Motions Served
No items

11. INFORMATION ITEMS

- 11.1. Correspondence for Information
No items
- 11.2. Reports for Information 249
[Kaslo RCMP - 2025 4th Quarter Crime Statistics](#)

12. PUBLIC INPUT

- 12.1. Verbal Submissions

13. ADJOURNMENT



MINUTES
Regular Council Meeting
6:00 PM - Tuesday, February 10, 2026
Council Chambers, 413 Fourth Street, Kaslo, BC

MEMBERS PRESENT: Suzan Hewat, Mayor
Erika Bird, Councillor
Matthew Brown, Councillor
Molly Leathwood, Councillor

MEMBERS ABSENT: Rob Lang, Councillor

STAFF PRESENT: Chief Administrative Officer

1. CALL TO ORDER
The meeting was called to order at 6:00 PM.

2. ADOPTION OF THE AGENDA
- 2.1. Addition of Late Items
 - 1. *In-Camera Notice*
 - 2.2. Adoption of the Agenda

R-24-2026

THAT the agenda for the February 10, 2026 Regular Council Meeting be adopted as amended to include Late Items.

Carried

3. ADOPTION OF MINUTES
- 3.1. Meeting Minutes

R-25-2026

THAT the minutes of the January 27, 2026 Regular Council Meeting be adopted as presented.

Carried

4. DELEGATIONS
None.

5. INFORMATION ITEMS
- 5.1. Reports from Council
The Mayor's report was received as information.

- 5.2. Report from the Chief Administrative Officer
The CAO's verbal report was received as information.

6. QUESTION PERIOD

An opportunity for members of the public to ask questions or make comments regarding items on the agenda.

7. BUSINESS

- 7.1. Council Procedures Bylaw
Council considered Council Procedures Bylaw No. 1323, 2025.

R-26-2026

THAT Council Procedures Bylaw No. 1323, 2025 be adopted.

Carried

- 7.2. Council Correspondence Policy
Council considered a policy for how correspondence that is sent to Council is handled by staff.

R-27-2026

THAT the policy for Council Correspondence be adopted.

Carried

- 7.3. Public Input at Regular Council Meetings Policy
Council considered a policy for Public Input at Regular Council Meetings.

R-28-2026

THAT the policy for Public Input at Regular Council Meetings be adopted.

Carried with Councillor Leathwood opposed

- 7.4. Electronic Meeting Participation Requirements
Council considered a policy for Electronic Meeting Participation Requirements.

R-29-2026

THAT the policy for Electronic Meeting Participation Requirements be adopted.

Carried

- 7.5. Council Remuneration & Expense Bylaw
Council considered a bylaw to establish Council remuneration, benefits, supports, and expenses, effective at the commencement of the 2026–2030 Council term.

R-30-2026

THAT the draft Council Remuneration & Expenses Bylaw be amended to establish a \$100-per-day stipend for Members attending Council-approved training or development that requires the Member to take time off work, with travel days excluded.

Carried

R-31-2026

THAT the draft Council Remuneration and Expenses Policy be amended as follows:

Clause 6. The Mayor shall be paid a base remuneration of \$16,341 per year.

Clause 7. Each Councillor shall be paid a base remuneration of \$8,086 per year.

Carried

R-32-2026

THAT the draft Council Remuneration and Expenses Policy be amended as follows:

Clause 10. Each Member is eligible for a technology allowance of \$1,000 per term.

Carried

R-33-2026

THAT Council Remuneration & Expense Bylaw No. 1333, 2026 be given first, second, and third readings, as amended.

Carried

- 7.6. Grants-in-Aid Policy
Council considered a policy for Grants-in-Aid.

R-34-2026

THAT the draft Grants-in-Aid Policy be amended by deleting clause 11(c) relating to Permissive Tax Exemptions (PTE), and that consideration of PTEs be incorporated into the evaluation process.

Carried

R-35-2026

THAT the draft Grants-in-Aid Policy be amended to clarify that Recreation Grants are available to, and will be evaluated based on the benefits provided to, both Village of Kaslo and Electoral Area D residents.

Carried

R-36-2026

THAT the Municipal Grants and Non-Profit Advertising Sponsorship Policy, and the Recreation Grant Eligibility Criteria Policy be repealed, AND

THAT the Grants-in-Aid Policy be adopted as amended.

Carried

- 7.7. Council Meeting Schedule
Council discussed cancelling the February 17 Committee of the Whole meeting in order to hold an Open House to present Council's 2026 Strategic Priorities and gather public input on the 2026 budget.

R-37-2026

THAT the February 17, 2026 Committee of the Whole meeting be cancelled.

Carried

- 7.8. Chinese New Year Lantern Display
Council considered a request from the Kaslo Community Acupuncture Society (KCAS) to hang paper Chinese lanterns outside participating businesses along Front Street the week of February 17.

R-38-2026

THAT the Kaslo Community Acupuncture Society be permitted to hang paper Chinese lanterns outside participating businesses along Front Street the week of February 17.

Carried

8. LATE ITEMS

- 8.1. Closed Meeting

R-39-2026

THAT the February 10, 2026, Regular Council Meeting be closed to the public pursuant to the Community Charter provisions, section 90(1)(b); AND FURTHER

THAT persons other than Council Members and Village staff be excluded from the meeting.

Carried

R-41-2026

THAT the in-camera portion of the February 10, 2026 Regular Council Meeting be adjourned and Council reconvene in an open meeting at 8:27 PM.

Carried

9. ADJOURNMENT

- 9.1. Meeting Adjournment

R-42-2026

THAT the Regular Council Meeting be adjourned at 8:27 PM.

Carried

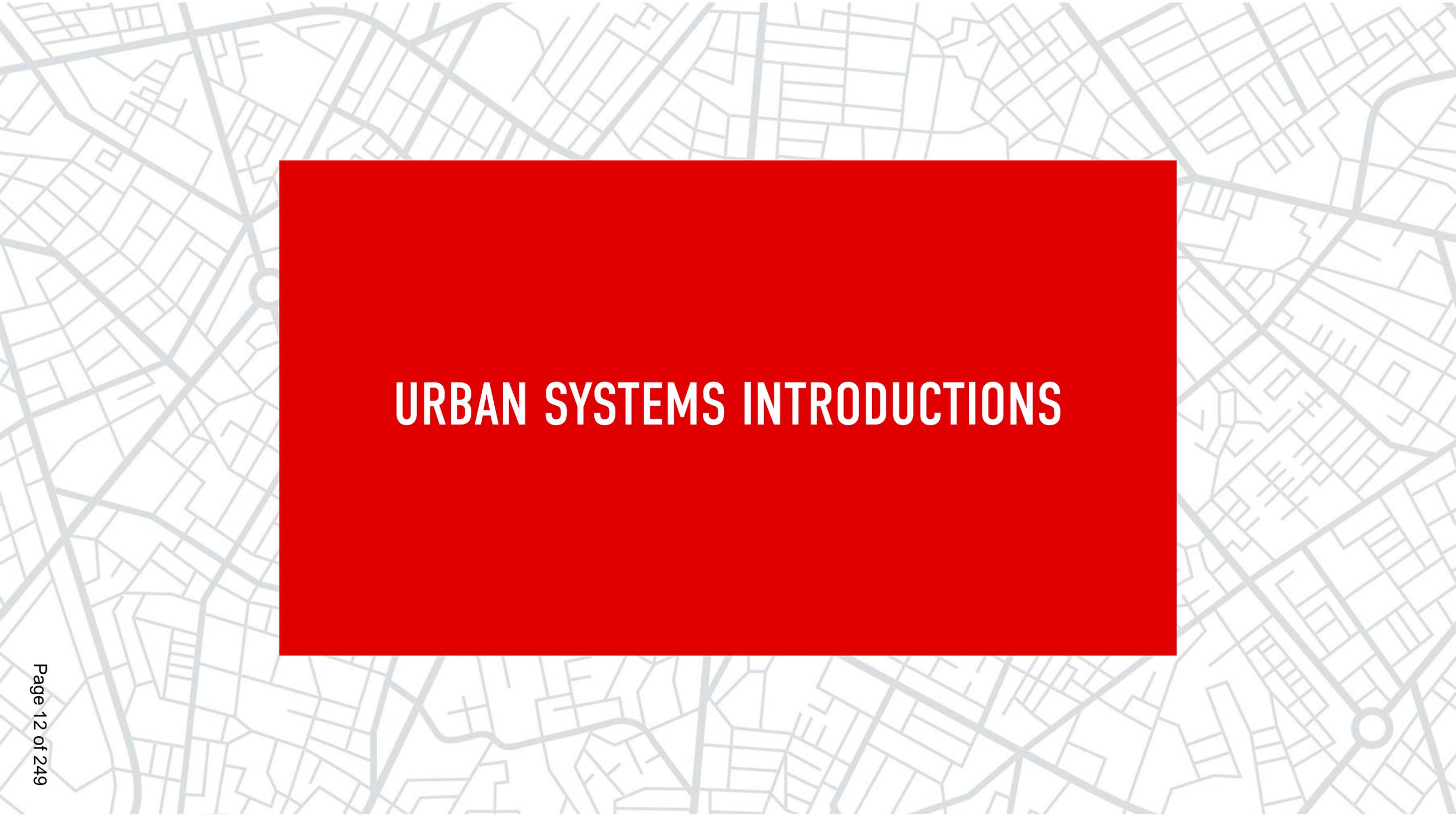
Mayor

Corporate Officer

VILLAGE OF KASLO OFFICIAL COMMUNITY PLAN AND ZONING BYLAW UPDATES

March 10, 2026

URBAN
SYSTEMS



URBAN SYSTEMS INTRODUCTIONS

OUR TEAM



Helene Miles, AICP
Community Planner
(Project Lead)



Larissa Lychenko, RPP MCIP
Community Planner
(Co-Lead)



Ben Arnold, BSC, BGIS
GIS Analyst



Kara Gross, MPlan
Community Planner



Stephanie Grondin, MCRP
Community Planner



Sierra van den Eerenbeemt, BA
Communications and
Engagement Specialist



PRESENTATION OVERVIEW

AGENDA

1. Project Overview
2. Official Community Plan Updates
3. Zoning Bylaw Updates
4. Next Steps and Council Check-Ins
5. Question Time

UPCOMING ENGAGEMENT



Community Survey

Open March 16 to April 6, 2026



Open House

March 25, 2026



Interest Holder Interviews

March 2026



Council Presentation on Engagement findings (April)



What We Learned Report

Summarizing engagement findings





PROJECT OVERVIEW

PROJECT OVERVIEW

Legislative and Compliance update to Kaslo's Official Community Plan (OCP) and Zoning Bylaw.

- **Minor OCP update** to update specific sections to be compliant and align with Legislative requirements.
- **Zoning Bylaw update** to ensure it is clear, easy to use and consistent with the OCP.

PROJECT SCHEDULE





OFFICIAL COMMUNITY PLAN UPDATES

OFFICIAL COMMUNITY PLAN (OCP) OVERVIEW

WHAT DOES THE OCP DO?

- **Sets the long-term vision, goals and policies** for the future growth and development of a community
- Provides direction on **land use, infrastructure, arts and culture, transportation, housing, economic development, community well-being, parks and recreation** and more
- **Adopted by Council** to help make land use and other decisions
- **Comprehensive OCP update in 2022** sets a clear path and vision for growth and development in for Kaslo

WHY ARE WE UPDATING THE OCP?

LEGISLATIVE REQUIREMENTS

Bill 44 Housing Status Amendment Act mandatory requirements:

- OCP and Zoning Bylaw demonstrate sufficient housing capacity to meet 20 year housing demand outlined in the Housing Needs Report
- Ensure OCP housing policies address housing need outlined in the Housing Needs Report

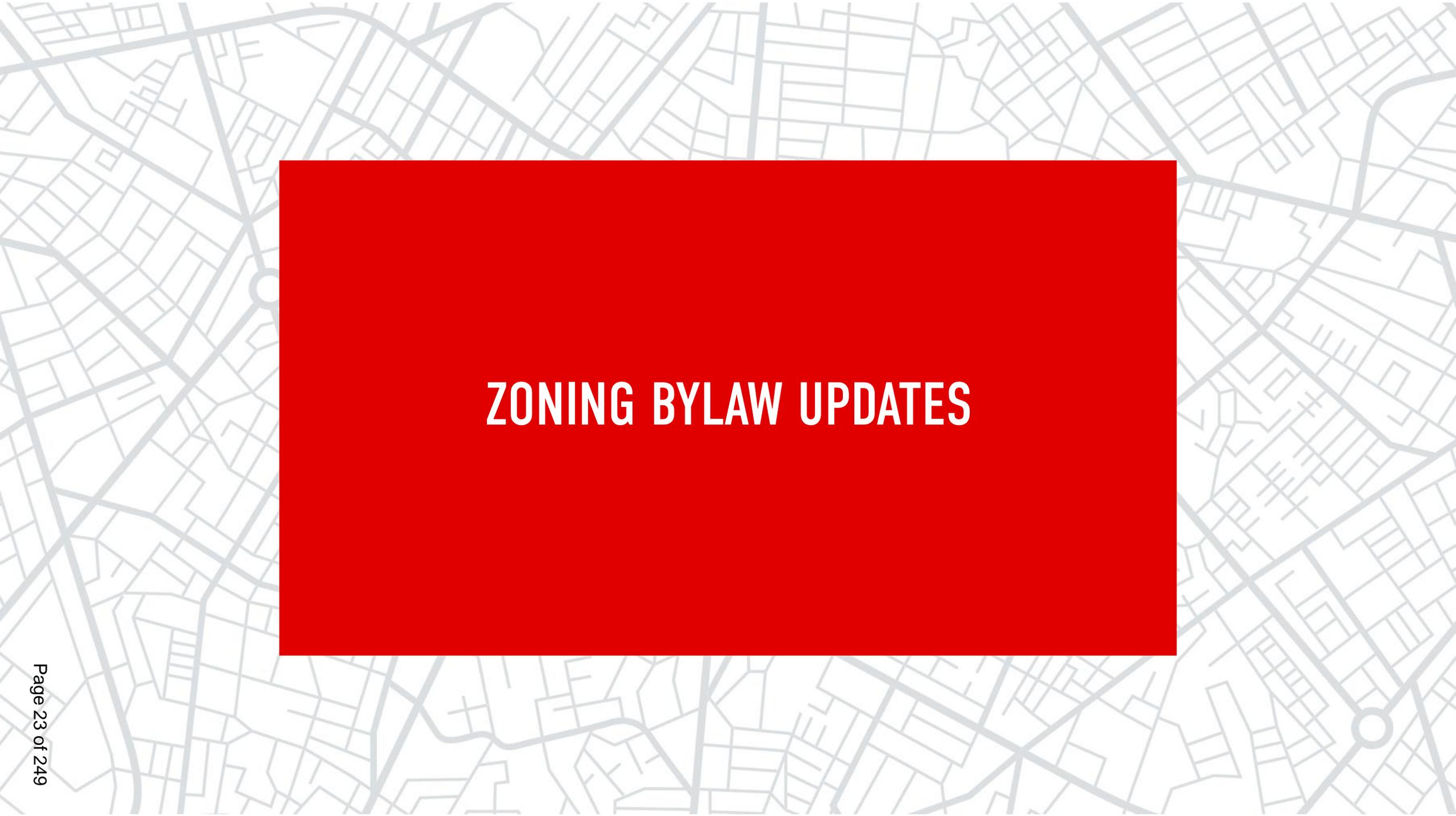
NEW MUNICIPAL PLANS

- Incorporate recently adopted municipal plans



Kaslo's Housing Needs

- **5-year** housing need for 102 units
- **20-year** housing need of 295 units



ZONING BYLAW UPDATES

ZONING BYLAW OVERVIEW

WHAT DOES THE ZONING BYLAW DO?

- **Implements the land use vision** set out in the Official Community Plan (OCP) through regulations
- **Applies to all land, buildings, and structures** within the municipal boundary
- **Divides the municipality into zones**, each with specific regulations
- Each zone:
 - Identifies **permitted land uses** (what can happen on a property)
 - Sets **development regulations** (e.g. rules that buildings must follow such as building height, density, setbacks)
- Includes **special provisions** for certain types of development or activities

WHY ARE WE UPDATING THE ZONING BYLAW?

ALIGNMENT AND CLARITY

- Comprehensive update to the OCP completed in 2022 set a clear path and vision for Kaslo
- Zoning Bylaw needs to be updated to ensure consistency and reflect current and future community needs outlined in the OCP



Goals of the update:

- Align with OCP
- Ensure it is clear, modern and easy to use



NEXT STEPS

NEXT STEPS AND COUNCIL CHECK-INS





QUESTIONS?



THANK YOU!

VILLAGE OF KASLO - MAYORS REPORT

Regular Council Meeting, Tuesday, March 10, 2026

Report Date: March 4, 2026



The following is a summary of the meetings and events that I have participated in since my last written report.

This report is intended to provide information to Council, Staff and the Public that you might find useful. As always, I am happy to answer any questions.



The resolutions below were copied from the RDCK meeting platform. Since the minutes are not approved until the meeting held the following month, they may differ from the official record. I have only included resolutions that impact the Village of Kaslo.

The Zoom links for agendas and minutes for the open RDCK meetings can be accessed here. <https://www.rdck.ca/events/>

First Nations Co-Management workshop.

I attended this workshop to learn about what co-management with Indigenous peoples looks like. I requested permission to share the materials from the presenters with Council, and these have been provided. I have provided these to CAO Baker with copies of the documentation.

Subdivision Bylaw Review Workshop – February 17.

I attended this workshop to listen to the presentation by the consultant undertaking the review of this bylaw.

Central Resource Recovery.

General Manager Uli Wolf called the meeting to order.

3 Election of the 2026 Committee Chair. Director Newell and I were nominated.

After a vote by secret ballot, I was declared Committee Chair for the year.

The agenda items on the agenda included the following:

VILLAGE OF KASLO - MAYORS REPORT

6.1 The staff report on the Ymir Transfer Station & Satellite Recycling Depot was received for information.

6.2 Nelson Leaf's Eco Depot Funding. The recommendation will be considered at the Board meeting.

6.3 A verbal report was received regarding the Lakeside Recycling Depot Licence of Occupation. The recommendation will be considered at the Board meeting.

6.4 A verbal report was received regarding the Marblehead Transfer Station Bin Wall.

7 An update was provided regarding the Central Resource Recovery Budget.

Joint Resource Recovery.

The agenda items on the agenda included the following:

3.1 A staff report was received regarding the Ootischenia Transfer Station upgrade assessment options. The recommendation will be considered at the Board meeting.

3.2 A staff report was received regarding the Request for Direction on Regionalization.

There were several reports received for information.

Board Meeting.

There were quite a few resolutions passed at this meeting which either directly or indirectly impact the Village of Kaslo.

Delegation.

There was a delegation from Samson and Senior Manager of Human Resources, Connie Saari-Heckley. They presented a report Organization Assessment.

This was a very informative report, and implementation could represent a significant shift in the way the Regional District does business. No decisions were made at this time.

A copy of the report can be provided upon request.

Committees & Commissions

3.1.7 Central Resource Recovery Committee.

1. That the Board direct staff to plan the permanent closure of the Ymir Transfer Station and Satellite Recycling Depot on December 31, 2026, as per the Ymir Transfer Station and Satellite Recycling Depot Committee Report dated February 17, 2026.

3.1.8 Joint Resource Recovery Committee.

VILLAGE OF KASLO - MAYORS REPORT

1. That the Board approve advancing with Option C for the Ootischenia Transfer Station upgrade as the preferred conceptual layout, as outlined in the Sperling Hansen Associates Inc. report Ootischenia Transfer Station Options Assessment, including a phased development approach starting with Phase 1 critical infrastructure.

2. That the Board direct staff to procure a qualified professional to prepare a Service Feasibility Study and report back to the Board on the legislative and financial implications of the amalgamation of Refuse Disposal East Subregion Service S186, Refuse Disposal Central Subregion Service S187, and Refuse Disposal West Subregion Service S188 to address inefficiencies and inequities in the sub-regional administration of the RDCK resource recovery system;

AND FURTHER, that the Board authorizes the transfer of up to a maximum of \$50,000 from Feasibility Study Reserve Fund Service S106 to Resource Recoveries Service A102 to fund the Service Feasibility Study.

3.2 Membership/Appointments.

3.2.1 Resident Directed (ReDi) Grant Local Selection.

That the Board appoint the following individuals to the ReDi Selection Committee:

AREA D/KASLO

Marco DeBortoli

Tammy White

Steve Anderson

I anticipate an additional appointment will be made at the March board meeting.

5.2 Development and Community Sustainability.

5.2.1 Local Government Development Approvals Program Funding Opportunity.

That the Board direct staff to apply to the Union of British Columbia Municipalities' Local Government Development Approvals Program (LGDAP) for funding for a regional project focused on reviewing development approval processes and developing baseline, template-based guidance, tools, and capacity-building resources;

AND FURTHER, the Board authorizes the Regional District of Central Kootenay to act as the primary applicant for the proposed regional LGDAP application and, if funding is approved, to receive and administer the grant funding in accordance with program requirements;

VILLAGE OF KASLO - MAYORS REPORT

AND FURTHER, that if funding is approved, the Board authorizes staff to proceed with the proposed project activities and to coordinate delivery of the project on a regional basis, as applicable.

A copy of the report can be provided upon request.

5.2.3 UBCM Community Emergency Preparedness Fund EOC Regional Grant Application.

That the Board authorize staff to apply for the 2026 Community Emergency Preparedness Fund – Emergency Operations Centre Equipment and Training grant from Union of BC Municipalities in the amount of \$30,000 to support and improve EOC service delivery across the regional district;

AND FURTHER, the Board direct staff to include the grant revenue in the 2026 Year of the Draft 2026-2030 Financial Plan for Service A101 - Emergency Consolidated Services with corresponding expenses, and that staff complete the current proposed activities and provide overall grant management.

A copy of the report can be provided upon request.

5.2.4 Memorandum of Understanding – City of Nelson and Regional District of Central Kootenay (HomeSave Program).

That the Board authorize the Board Chair and Corporate Officer to sign the Memorandum of Understanding with the City of Nelson for the purpose of establishing roles, responsibilities, and governance for the delivery of the HomeSave Program.

A copy of the report can be provided upon request.

5.3.1 SharePoint Migration Project Phase Three.

That the Board approve the RDCK proceed with Phase 3 of the SharePoint Migration Project; and that \$140,000 in Contracted Services for Phase 3 of the SharePoint Migration Project be included in the draft 2026 Financial Plan for service S100 General Administration;

AND FURTHER, that the Board of the RDCK authorizes up to \$140,000 be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority, for the purpose of Phase 3 of the SharePoint Migration Project;

And that the loan be repaid within Five (5) years, with no rights of renewal; AND FURTHER, that \$140,000 in Proceeds from Borrowing for Phase 3 of the SharePoint Migration Project be included in the draft 2026 Financial Plan for service S100 General Administration.

VILLAGE OF KASLO - MAYORS REPORT

5.3.3 2026 – 2030 DRAFT Financial Plan.

That the following motion BE REFERRED to the March 19, 2026 Board meeting:

The Board direct the removal of phase 2 organizational review, budgeted at \$100,000 in Contracted Services in S100 General Administration, from the 2026-2030 DRAFT financial plan.

North Kootenay Lake Services Committee.

The meeting was cancelled due to key participants being unavailable. The meeting has been rescheduled for Monday, April 13th.

RDCK Public Budget Meeting.

Yev Malloff, General Manager of Finance, IT & Economic Development travelled <https://engage.rdck.ca/wp-content/uploads/2026/02/Public-Budget-Meeting-Kaslo-and-Area-D-Feb-23-2026.pdf>



BC Caucus Meeting.

We opened with a moment of silence for Tumbler Ridge.

There was an FCM Member Campaign update when we learned which communities are not currently members of FCM. That was followed by an opportunity for members to bring up regional issues.

Environmental Issues and Sustainable Development.

The chair provided a report, giving an update on policy and advocacy.

There was a review of active of expiring resolutions.

The last item was an update on FCM programs: Green Municipal Fund (GMF), Local Leadership for Climate Adaptation (LLCA), Growing Canada's Community Canopies (GCCC) as well as outlining the Climate Misinformation Toolkit.

Social Economic Development Committee.

The chair provided a report, giving an update on policy and advocacy including homelessness, affordable housing and Immigration.

There was a review of active and expiring resolutions as well as a discussion of new resolutions.

This was supposed to be followed by a presentation on Green Municipal Fund Sustainable Affordable Housing Program, but we ran out of time due to the in-depth discussion regarding the new resolutions.

VILLAGE OF KASLO - MAYORS REPORT

OTHER EVENTS/MEETINGS

These are events and meetings that I participate in beyond those which are part of what I consider to be my official duties to show support for our local organizations.

Imagine Kootenay Steering Committee.

This meeting was cancelled because many of the participants were away at an Economic Development training session.

Meeting with Royal Canadian Legion Branch 74 Board members.

Director Watson and I met with members of the board to discuss their efforts to obtain funding for an emergency standby generator. They requested a meeting with Director Watson and I to discuss their needs. We agreed that we would like to write a letter of support on behalf of the RDCK board in support of their fundraising efforts. I also suggested that they request a letter of support from the Village of Kaslo. That request is currently being processed.

Meeting with Kootenay Lake Historical Society (KLHS).

Director of Municipal Services Mike Holden and I attended a meeting with KLHS President Sarah Sinclair and Kit Ashenhurst to discuss both the work conducted by the Society and the work they would like to do going forward. Mike will provide a report to CAO Baker on the meeting.

Meeting with Kaslo Fire Chief Mick Skuce and RDCK Regional Deputy Fire Chief Dan Zayac.

Director Watson and I met with the chiefs to discuss service levels for the Kaslo Fire Department. Director of Municipal Services Mike Holden was also in attendance.

UPCOMING MEETINGS/EVENTS.

Times have been included for meetings that are open for public participation.

Feb 28 to March 6 - At the time I am writing this report, I am in St. John's, Newfoundland for FCM Board meetings.

March 9 Kaslo Events Committee.

March 10 – 13 LGLA Forum in Richmond.

March 18 Joint Resource Recovery – may be cancelled due to a lack of agenda items.

March 19 RDCK Board meeting.

March 20 Lunch meeting with MLA Anderson.

VILLAGE OF KASLO - MAYORS REPORT

Respectfully submitted,
Mayor Suzan Hewat



MEETING DATE: March 10, 2026 FILE No: 6520-21
TO: Robert Baker, Chief Administrative Officer
FROM: Ian Dunlop, Manager of Strategic Initiatives
SUBJECT: Development Plan for South Kaslo
DATE WRITTEN: March 3, 2026

1.0 PURPOSE:

For Council to consider adopting a plan for approximately 41 acres of Village-owned land south of the Kaslo River as a guiding framework for future land use, servicing, phasing, and development.

2.0 RECOMMENDATION:

That the development plan for south Kaslo be adopted as presented by the staff report dated March 3, 2026.

3.0 BACKGROUND:

Past studies, including the 2018 Kaslo Lands Investment Attraction Program Report, highlighted significant municipally owned land south of the Kaslo River as a promising development area. That report was produced in response to Council's desire to unlock the potential value of municipal land for development. Subsequently, the province created the Rural Resident Attraction program in 2021, which sought to enable residential development opportunities in small, rural communities, like Kaslo, and the Village was successful in receiving funding to produce a development plan. The pilot provided a timely opportunity to create that plan and integrate it with the new Official Community Plan (OCP).

The need for a comprehensive planning approach was recognized. Barefoot Planning was engaged to produce the plan after a request for proposal process in 2024. Through 2025, the plan was developed with these objectives:

- Define future land uses (residential, commercial, institutional, parks)
- Assess environmental constraints
- Plan roads and transportation connections
- Analyze servicing (water, sewer, drainage)
- Protect Kaslo Airport operations
- Consider a range of housing types
- Extensive public and stakeholder consultation
- Inform future OCP and Zoning amendments

Another deliverable was to conduct an economic analysis and suggest a disposition strategy for the land that would balance risk and return for the Village.

The province has imposed legislative changes to increase the supply of housing in communities across British Columbia. An updated Housing Needs Report is part of the legislated requirement, and the report's findings must be considered in the Official Community Plan. The development plan considers how Kaslo's housing needs can be met.

4.0 DISCUSSION:

The development plan provides a comprehensive framework for developing approximately 41 acres of mostly Village-owned land south of the Kaslo River into a complete, walkable neighbourhood. The plan builds on prior studies and public engagement to outline land use, infrastructure servicing, transportation, open space, and a phased development strategy designed to align with community priorities, environmental conditions, and long-term municipal capacity.

The plan sets out how the lands can evolve into a diverse, sustainable, and connected neighbourhood that reflects Kaslo's small-town character. It aims to:

- Support a range of housing types including single-family homes, duplexes, townhomes, and attainable/affordable units.
- Protect natural features, manage slope and drainage constraints, and integrate ecological systems into neighbourhood design.
- Ensure long-term servicing feasibility with scalable water, wastewater, stormwater, and energy infrastructure.
- Guide development in phases aligned with infrastructure and market readiness.

Servicing costs range from \$4.18M (estate lots) to \$5.5M (mixed-density areas). Achievable serviced land values could yield ~15% profit margins, justifying phased municipal investment. Direct Village-led development is not recommended due to capacity limits and risk. Therefore, it is important that the Village be diligent in planning the area to ensure appropriate zoning and agreements are in place to ensure development occurs desirably before the Village disposes of the land to developers or individuals. Seeking partnerships with developers and organizations like the Kaslo Housing Society for specific sites is also key to the plan's success.

Plan implementation

- Updating the OCP, zoning, and related bylaws (Mid-2026)
- Preparing subdivision and servicing plans
- Marketing development-ready parcels to builders
- Coordinating detailed design with utilities
- Ongoing monitoring and updates through 2045 and beyond

Developing the south Kaslo lands is a long-term project that has been in the works since the area was first zoned for development in the late 1980s. Many residents felt the overall development was too large for the size of Kaslo and recommended cutting the scale down significantly or taking a slower, more phased approach, starting with a small section of affordable housing. The plan does not suggest taking on debt to fund development or creating a tax burden. Lots would be sold to generate revenue to fund development and towards other community needs.

Public feedback emphasized the need for truly affordable, attainable, and smaller homes for local workers and families, suggesting that the current Phase 1 (large lot Rural Residential) does not address the affordability crisis and should be de-prioritized or replaced by higher-density, affordable options. Many advocated for prioritizing Phase 2 and 3 housing (multi-residential, smaller homes) and incorporating tools like inclusionary zoning or a Community Land Trust to ensure long-term affordability and prevent speculation. Although the plan is divided into phases, each phase can proceed independently of the other and would occur incrementally based on market conditions and partnership opportunities.

There was also opposition to multi-residential, especially government-subsidized or low-income housing, particularly in the proposed Oak Avenue location. Concerns cited a lack of essential social services, police, and healthcare infrastructure in Kaslo to support such a development. Exploring a partnership with the

Kaslo Housing Society is noted in the plan, but this would be for a specific development site to be determined, not a large portion of the overall area. Oak Avenue was identified as having the best potential for multi-residential and mixed development due to its highway access. The area is already zoned multi-residential.

Support for the plan was mixed, with those in support applauding the clarity of the plan but having concern for the timeline and financial risks, while those opposed were concerned about the social consequences and moving too fast. The plan's timeline was edited to reflect a longer timeframe and tie it in with the OCP/zoning updates for further consideration. There is concern about the community's capacity for the overall scale of development, so it is important to recognize that adoption of the plan does not compel the Village to move rapidly and take on financial risk, but rather, to take a balanced approach towards meeting housing needs and unlocking the development potential of the land in a sustainable way.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **THAT the Kaslo South Development Plan be adopted.** *The plan will be adopted and integrated into the Official Community Plan update, as envisioned in the 2022 OCP.*
2. Council defer adoption of the development plan and provide specific direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS:

This project is funded through the Rural Resident Attraction Program, which was initiated by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development in 2021. Kaslo was one of 5 municipalities and electoral districts in RDCK to share in a pool of \$250,000. Additional funding towards staff support was provided through the 2024 Local Government Housing Initiatives grant.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Bill 44 – Housing Statutes (Residential Development) Amendment Act includes a suite of legislative changes to the Local Government Act aimed at providing additional housing in British Columbia communities.

Bylaw

Official Community Plan section 5.3.2.6 calls for developing a sub-area plan for the South Kaslo Planning Area to guide the area's development. OCP Map E identifies the Kaslo South Planning Area, outlining broad land use categories for the area that have been further defined in the new development plan.

Land Use Bylaw No. 1130 includes residential zoning for the development area. The plan provides guidance on new residential zoning specifications for the area to shape development over the next 20 years.

8.0 STRATEGIC PRIORITIES:

The development plan is identified as a NOW priority in Council's 2026 Strategic Priorities.

RESPECTFULLY SUBMITTED:

Ian Dunlop

Manager of Strategic Initiatives

Attachments:

1. South Kaslo Development Plan

CAO COMMENTS:

Council is encouraged to review the Development Plan to confirm that it reflects the outcomes originally intended when the project was initiated. If any elements require clarification or further refinement to meet Council's expectations, staff should be provided with specific direction. Should additional work be required, the necessary resources can be incorporated into the draft 2026 budget.

APPROVED FOR SUBMISSION TO COUNCIL:
Robert Baker, Chief Administrative Officer



Village of
Kaslo

South Kaslo Development Plan

The Opportunity

The South Kaslo lands represent a rare opportunity for the Village to guide meaningful, phased growth that reflects local values, addresses housing needs, and provides long-term community benefits. Located just steps from downtown and the Kaslo River trail network, the site offers scenic natural features, walkable access, and over 40 acres of mostly

Village-owned land. With the ability to establish clear zoning, manage servicing, and control the pace of development, the Village is well-positioned to shape a vibrant, complete neighbourhood that includes diverse housing, civic spaces, and small-scale commercial uses.



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Overview

1. Overview

The purpose of the South Kaslo Development Plan is to provide clear direction for how the area can evolve in a way that is practical, community-supported, and financially viable. The plan serves as a tool to guide land use decisions, support infrastructure planning, and inform future investment in the area.

1.1. Project Overview

The South Kaslo Development Plan provides a comprehensive framework to guide the future growth of South Kaslo in alignment with the Village's Official Community Plan (OCP). The project focuses on planning the extension of municipal services, identifying opportunities for diverse and affordable housing, and establishing a phased development strategy that reflects local market conditions and infrastructure capacity. It also explores investment approaches to attract interest from developers and other stakeholders. By integrating community priorities, environmental stewardship, and practical implementation tools, the plan aims to support a sustainable and inclusive approach to neighbourhood development.



1.1. The Process

The South Kaslo Development Plan was developed through a collaborative and iterative planning process that included multiple phases of engagement and analysis. Community and stakeholder input played a central role in shaping the plan's direction. Key engagement activities included:

- **Drop-in Open House** held on May 26, 2025, from 6–8 pm at St. Andrew's Heritage Hall (500 4th Street), where residents reviewed early ideas and shared feedback.
- **Stakeholder workshop** with local organizations and service providers to explore infrastructure, housing, and servicing needs.
- **Council workshop** to align the plan with Village priorities and receive early direction.
- **Early Directions Survey** conducted to gather broader public input on land use, housing types, and development preferences.
- **Draft Plan Survey** and comment period

The feedback received informed the development of the draft plan and helped ensure it reflects the needs, values, and aspirations of the Kaslo community.



Background Analysis

WINTER 2025

Analyze background information



Community Engagement

SPRING 2025

Community consultation, including virtual and in-person public events, surveys, and stakeholder workshops



Key Directions

SPRING/SUMMER 2025

Draft key directions, policies, and objectives to inform the full Development Plan



Develop, Refine and Finalize the Development Plan

FALL 2025

Develop and refine the South Kaslo Development Plan for community consideration

1.3. South Kaslo Background

Although the Kaslo South lands have been zoned for residential development, R-1 and RM-1 (multi-residential) zoning since 1989, these parcels are mostly owned by the Village and have not been unlocked for development, as successive Councils have taken a cautious approach to see that appropriate planning happens first.

The first such effort was a report produced in 2018 titled “Kaslo Lands Investment Attraction Program” that inventoried Village-owned land including Kaslo South. The area was identified as having significant residential development potential but that the Village should not to divest the land until comprehensive planning could be completed.

The 2022 Official Community Plan reiterated the Village’s interest in creating a comprehensive, long-term plan for the development of the land, which has led to the creation of this South Kaslo Development Plan. Production of the plan is supported by the provincial Rural Residential Attraction grant program, which was a pilot project to enable new residential development opportunities in small, rural and remote communities like Kaslo.

This plan is another step in a diligent, comprehensive planning process that proposes a long-term vision for the area and begins to address how the land could be phased for development, identifies associated risks and potential partnerships that the Village can consider. Once adopted the South Kaslo Development Plan sets the stage for more detailed planning about infrastructure (roads, water, drainage, etc.), economics, local housing needs, zoning, subdivision and divestment strategy.



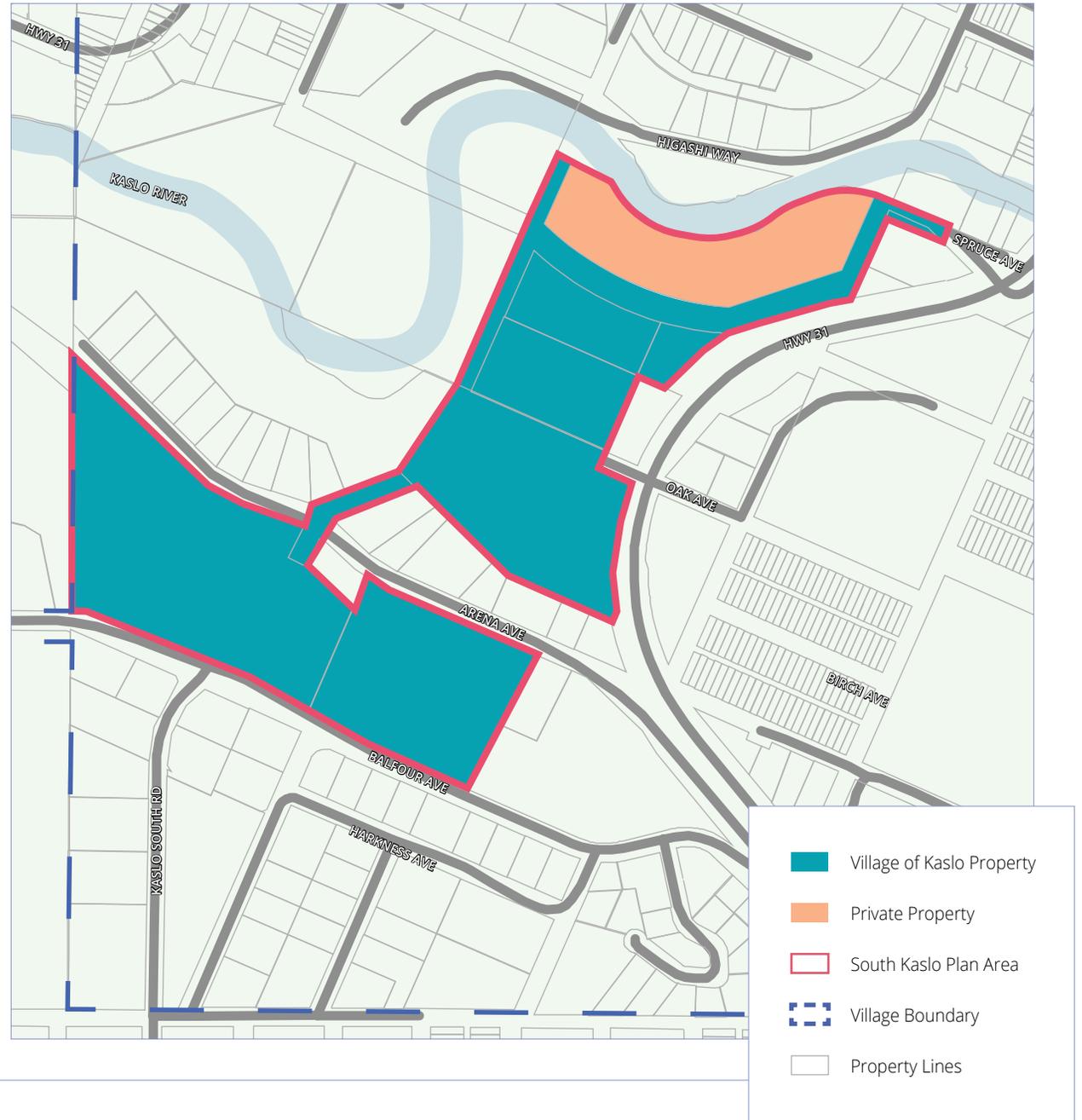
1.4. South Kaslo Context

The South Kaslo Plan Area is located south and east of the Kaslo River and is bordered by Highway 31 to the west and Arena and Balfour Ave to the south. Downtown Kaslo is less than 1km away from the plan area, connected by Highway 31 and through a pedestrian bridge (Unity Bridge) across the Kaslo River.

The total site area is approximately 41.2 Acres / 166,730 square metres / 1,794,672 square feet.

Ownership

The majority of the plan area is owned by the Village of Kaslo. However, a 5.86-acre property along the Kaslo River is privately owned.





Development Framework

2. Development Framework

The following goals and principles provide the foundation for the South Kaslo Development Plan. They reflect community priorities, site-specific analysis, and policy direction, guiding how growth should occur in a way that is viable, sustainable, and grounded in local context.

2.1. Development Goals

These goals reflect the community's aspirations and set the direction for the plan's land use, infrastructure, and design decisions.



Support Housing Diversity and Attainability

Deliver a range of housing options, including single-family, multi-unit, and attainable models, to serve residents of varying ages, incomes, and household types.



Enhance Connectivity and Mobility

Create safe, walkable, and bikeable connections within South Kaslo and to downtown, integrating trails, multi-use paths, and low-speed road networks.



Protect and Integrate Natural Systems

Conserve key natural features, respect slope and drainage conditions, and promote development that works with – not against – the landscape.



Infrastructure Readiness

Ensure servicing capacity is adequate and sustainable, and explore cost recovery and innovative servicing solutions that balance economic viability with long-term function.



Strengthen Community Well-Being

Support civic, recreational, and small-scale commercial uses that enhance quality of life, create gathering places, and contribute to a complete neighbourhood.

2.2. Planning Principles

These principles guide how development should occur and frame the design and implementation approach.



Phased and Scalable Growth

Develop in manageable phases that reflect local market absorption, minimize risk, and align with service extensions.



Compact and Contextual Design

Design buildings and landscapes to blend with the established character of Kaslo, using site-sensitive design, appropriate densities, and a human-scaled built form.



Resilience Through Low-Impact Design

Incorporate stormwater infiltration, erosion control, and climate-adapted infrastructure to build resilience and reduce environmental impacts.



Equity and Inclusion

Ensure development serves a diverse population, creates access to attainable housing, and avoids displacement or segregation.



Transparency and Collaboration

Ensure development planning and decision-making is transparent, coordinated, and community-centred, ensuring that infrastructure, amenities, and development benefits are equitably delivered.

2.3. Concept Plan

The Concept Plan and perspective illustrations that follow provide an illustration of how South Kaslo could evolve over time, based on the goals, principles, and directions established in the Development Plan. It is not a fixed design, but rather an indication of how the neighbourhood could take shape as the area develops over time.



KEY FEATURES

- 1 Create a mix of housing forms to support diverse socio-economic, age, and ability groups.
- 2 Establish connections between the plan area and the existing trail network along and across the Kaslo River.
- 3 Respect the site's natural topography and environmental conditions while incorporating opportunities for both passive and active recreation.
- 4 Develop active transportation routes through the site with multi-use trails and pedestrian connections, linking the site to downtown Kaslo and adjacent areas.
- 5 Explore the development of an affordable or supportive housing site in partnership with the Kaslo Housing Society, while mitigating potential impacts on neighbours.
- 6 Continue and expand civic and recreational (e.g., community uses) on Arena Avenue.
- 7 Encourage a commercial or mixed-use "Neighbourhood Hub" with small-scale retail and potential residential units above.

2.3.2. Perspectives



Looking west in the multi-residential area envisioned at the north end of the site



Looking east in the residential area envisioned off of Oak Ave, with a small community hub building in the background



Looking north along a new rural residential area envisioned in the upper/south part of the site

2.4. Development Pathways

South Kaslo represents a significant opportunity for the Village to deliver lasting community benefits while balancing financial considerations and the complexities of implementation. A range of potential delivery options were reviewed, reflecting varying degrees of municipal involvement, financial risk, and potential return.

A high-level overview is presented below. A detailed breakdown is presented in section 4.2.

Options	Description	Pros	Cons
Option 1: Sell Land to Developers (Low Risk / Moderate Return)	Village sets zoning and sells parcels to private developers who handle subdivision, servicing, and construction.	<ul style="list-style-type: none"> » Low municipal risk » Minimal management needs » Upfront land sale revenue » Zoning provides control 	<ul style="list-style-type: none"> » Limited share of long-term value » Less control over detailed design and build quality
Option 2: Village-Led Development (High Risk / High Return)	Village acts as the developer – coordinating servicing, design, construction, and potentially marketing and sales.	<ul style="list-style-type: none"> » Full control over development » Potential for higher returns 	<ul style="list-style-type: none"> » High financial and operational risk » Requires in-house expertise and staffing » Exposure to market shifts
Recommended: Modified Option 1	Village sets zoning and policy, subdivides land, and sells development-ready parcels to qualified builders.	<ul style="list-style-type: none"> » Balanced approach » Control through zoning and design guidelines » Developer amenity contributions and servicing secured through development agreements and covenants » Captures land value without full risk 	<ul style="list-style-type: none"> » Limited long-term revenue beyond land sales » Success depends on market uptake



Development Plan

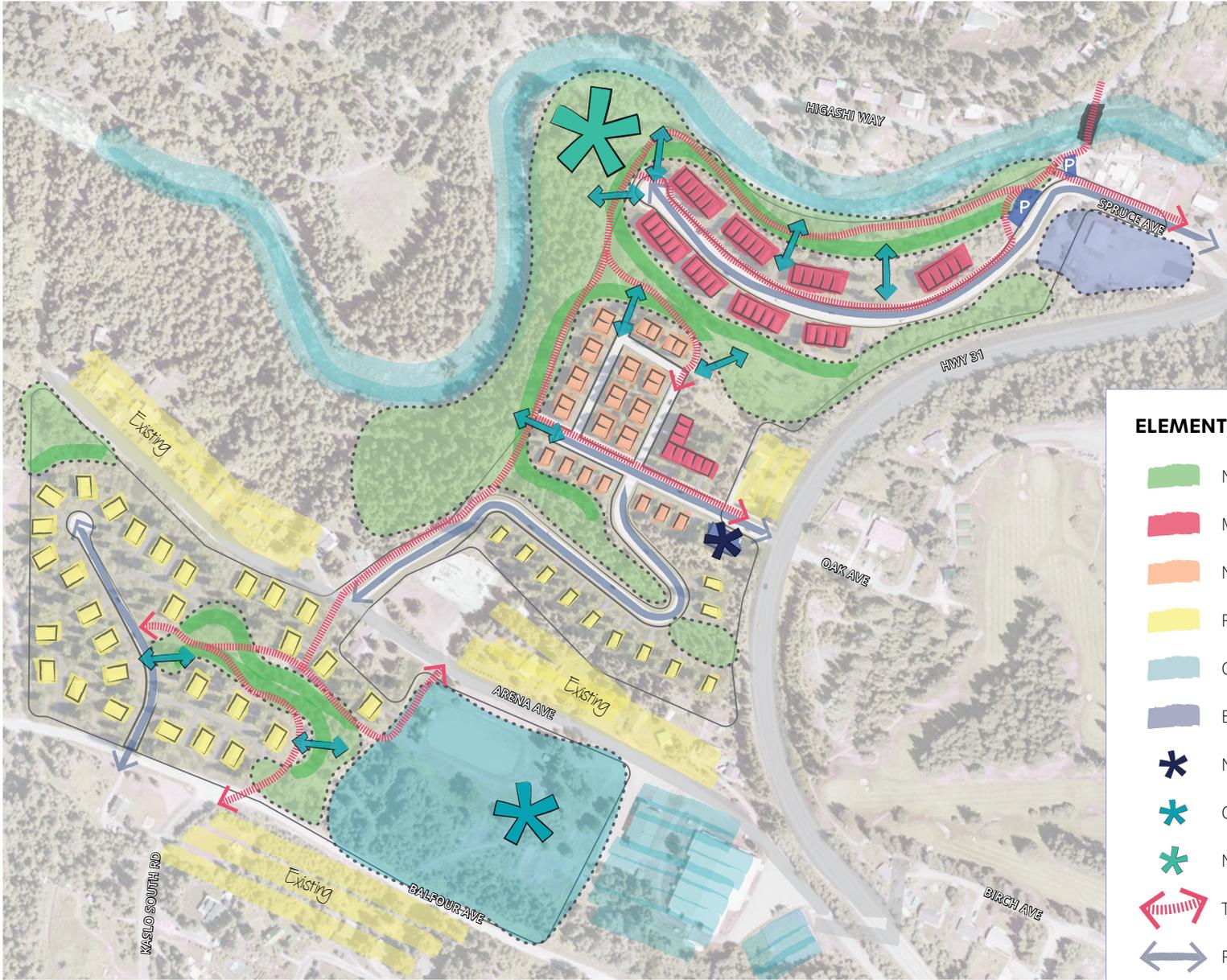
3. Development Plan

This section outlines how South Kaslo will grow into a complete neighbourhood, with homes, parks, trails, roads, and services designed to fit the land and reflect Kaslo's small-town character. The plans and directions that follow provide clear guidance to shape future development in a coordinated way.

3.1. Structure Plan

The Structure Plan is the visual guide that sets out the overall structure, character, and form of development in South Kaslo. It illustrates how land uses, housing areas, open spaces, roads, trails, and community amenities fit together to create a complete and well-designed neighbourhood.





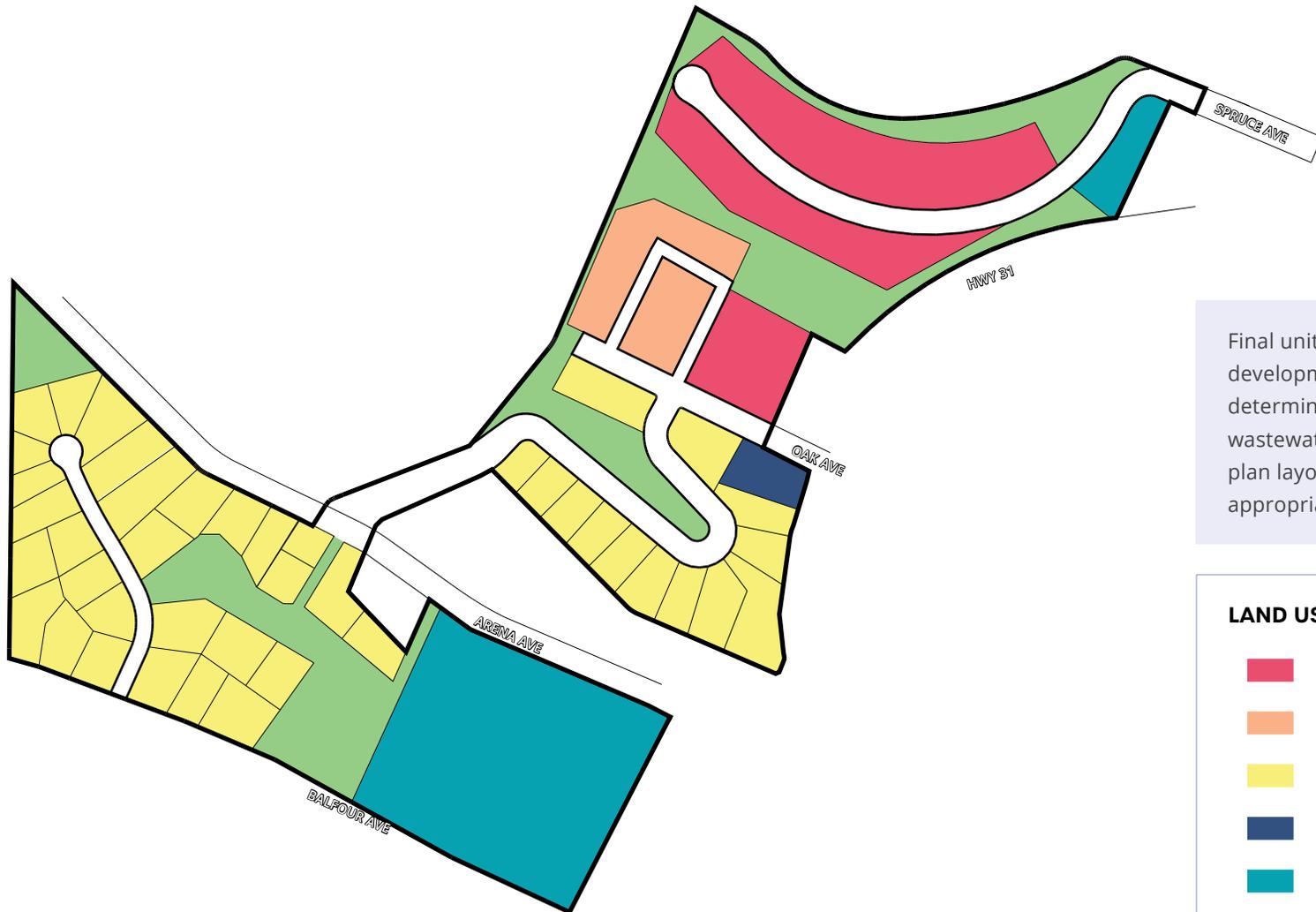
ELEMENTS

-  Natural Areas
-  Multi-residential
-  Neighbourhood / Small-lot Residential
-  Rural Residential
-  Community Use
-  Expanded Public Works Yard
-  Neighbourhood Hub
-  Community Hub
-  Natural Hub
-  Trails
-  Roads
-  Connections

STRUCTURE PLAN

3.2. Land Use Plan + Directions

The Land Use Plan and Directions guide where different types of housing, amenities, and open spaces are located, ensuring growth is organized, balanced, and consistent with community goals.



Final unit counts, lot plan, and development capacity will be determined through detailed wastewater system design and final site plan layout to ensure infrastructure is appropriately sized and sustainable.

LAND USES

-  Multi-residential
-  Neighbourhood / Small-lot Residential
-  Rural Residential
-  Neighbourhood Commercial
-  Community Use
-  Parks and Open Space

3.2.1 Housing Directions

The housing directions for South Kaslo are as follows:

1. Encourage a diverse mix of housing types and ownership models, including single-family, duplexes, townhomes, modular units, co-housing, rental, and ownership, while prioritizing attainable options for families, seniors, and local workers.
2. Work with the Kaslo Housing Society and other partners to explore affordable housing opportunities and support proposals that are carefully evaluated with community input, service capacity analysis, and appropriate siting.
3. Phase housing growth with infrastructure capacity, ensuring sewer, water, and emergency services are in place first.
4. Promote compact, low-impact housing that reduces servicing costs and protects natural features.
5. Ensure housing development delivers public benefits such as parks, playgrounds, and trail connections.
6. Focus higher-density housing near downtown, with larger-lot homes at the plan area's rural edges.
7. Support flexible, innovative housing such as live-work units, mixed-use buildings, and adaptable designs.



3.2.2 Community Design Directions

The community design directions for South Kaslo are as follows:

1. Design new neighbourhoods to respect the site's natural topography, Kaslo River, and surrounding landscape.
2. Incorporate sustainable site design and green infrastructure to manage stormwater, erosion, and climate impacts.
3. Ensure new development blends with Kaslo's small-town character through scale, form, and rural design cues.
4. Create connected trails and pedestrian networks that link the plan area to the Kaslo River and downtown.
5. Provide safe, walkable, and bike-friendly streets that balance local access with ecological sensitivity.
6. Integrate parks, natural areas, and recreational spaces as core features of neighbourhood design.
7. Support a small-scale "Neighbourhood Hub" with community gathering spaces, flexible commercial, and housing above.
8. Require civic and community-oriented spaces to be included in development to strengthen social connections.
9. Apply phased, coordinated planning to ensure design decisions align with infrastructure capacity and community needs.



3.2.2.1 Design Guidelines

Development in South Kaslo should respond to the following guidelines:

1. Orient buildings, entrances, and windows toward streets and trails to create welcoming, people-focused frontages that balance privacy with neighbourly connection.
2. Design parks, gathering areas, and play spaces to be functional and inviting, with natural landscaping and features that reflect Kaslo's character.
3. Use durable, high-quality materials and a cohesive design that reflects South Kaslo's small-town and rural setting, while allowing unique, colorful elements for wayfinding and identity.
4. Prioritize safe, walkable streets and trails, integrating parking and access in ways that support a pedestrian- and cyclist-friendly environment.
5. Preserve and celebrate existing trees, slopes, and natural rock features as defining elements of neighbourhood identity.
6. Manage rainwater on-site through green infrastructure such as rain gardens, bioswales, drainage drywells, and permeable paving, supporting both ecology and climate resilience.



Create welcoming, people-focused frontages.



Design gathering spaces to be functional and inviting.



Use durable, high-quality materials.



Prioritize safe, walkable streets and trails.



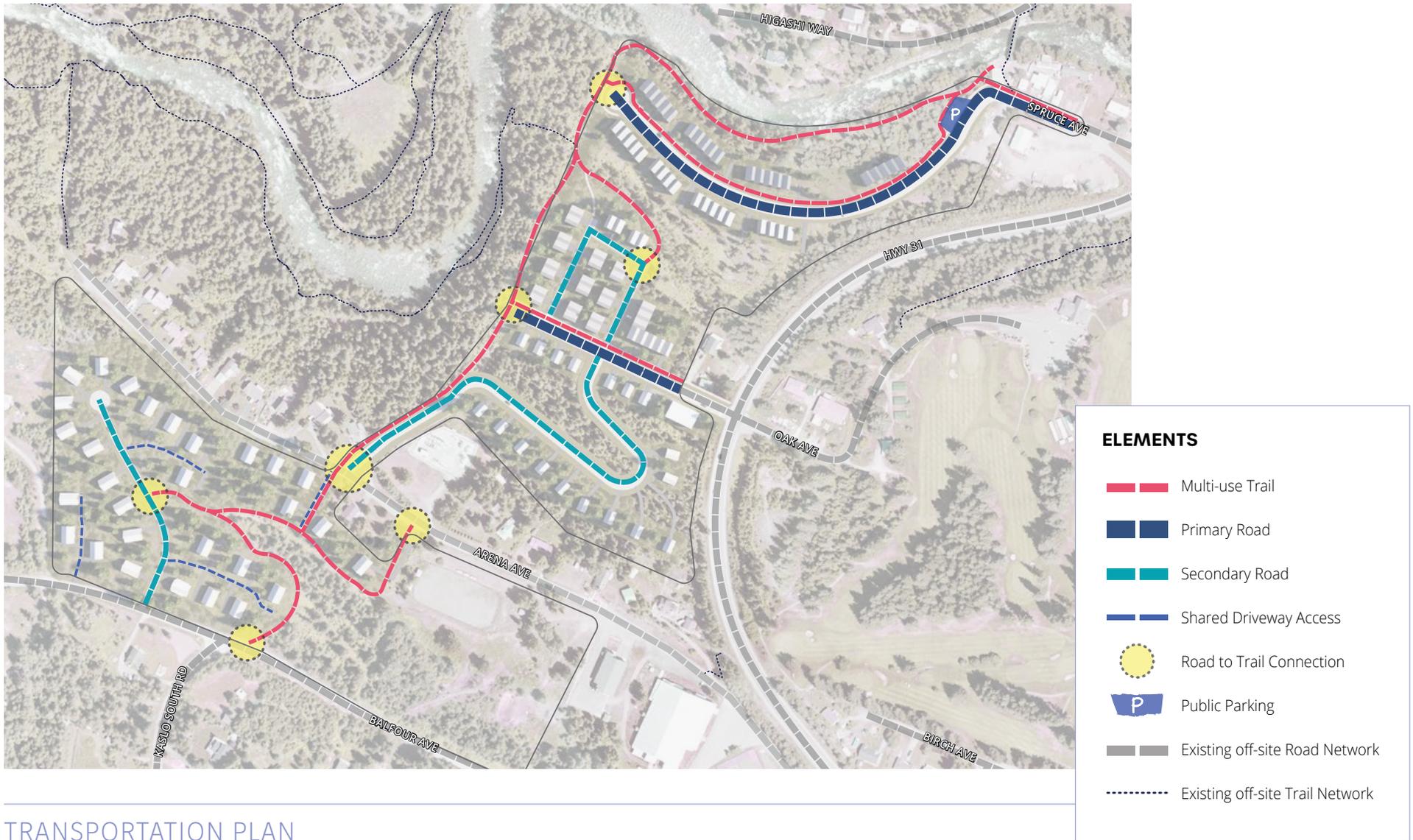
Preserve and celebrate existing trees slopes, and natural features.



Manage Rainwater on-site.

3.3. Transportation + Directions

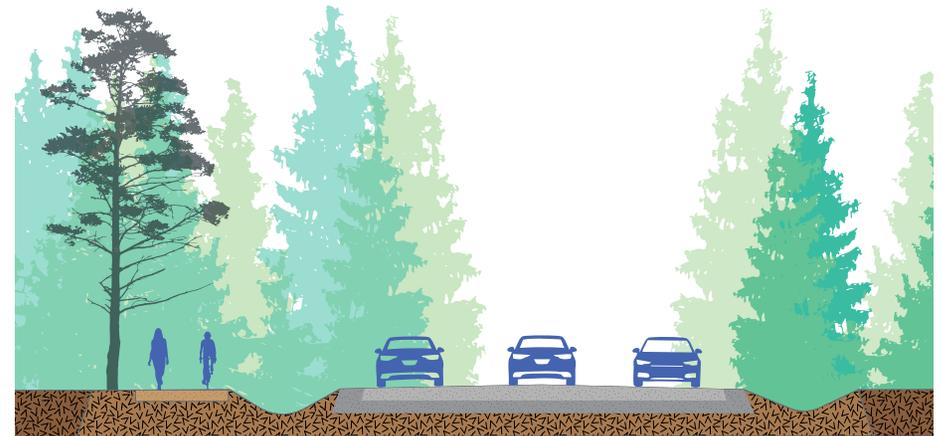
The Transportation Plan and Directions set out how roads, trails, and mobility options will connect South Kaslo to the village and riverfront, prioritizing safe, accessible, and sustainable ways of getting around.



3.3.1 Transportation Directions

The transportation directions for South Kaslo are as follows:

1. Develop a connected network of multi-use trails and pedestrian routes that link South Kaslo to downtown and the Kaslo River trail system.
2. Design the mobility network to be universally accessible, ensuring safe, barrier-free routes for people of all ages and abilities.
3. Prioritize safe, accessible walking and cycling routes, including facilities physical separate from vehicles and shared treatments on low-speed streets.
4. Design streets to balance local access with ecological sensitivity, incorporating natural stormwater management and green corridors, reducing hard paved surfaces where possible.
5. Integrate EV charging, bike parking, shared mobility options, and other sustainable transportation infrastructure to support long-term community needs.
6. Design street alignments that follow natural topography, minimizing grades to improve accessibility and walkability.
7. Manage vehicle traffic to balance neighbourhood access with sustainable mobility, maintaining low speeds and volumes to create safe, comfortable conditions for walking and cycling.
8. Manage parking to meet community needs without excess supply, using shared facilities and efficient design to maximize land for housing and open space.
9. Ensure all mobility improvements are phased with infrastructure capacity and coordinated with broader development planning.
10. Ensure shared driveway access is secured by registered easement at subdivision, unless the development proceeds as a strata plan, in which case access will be provided as common property.



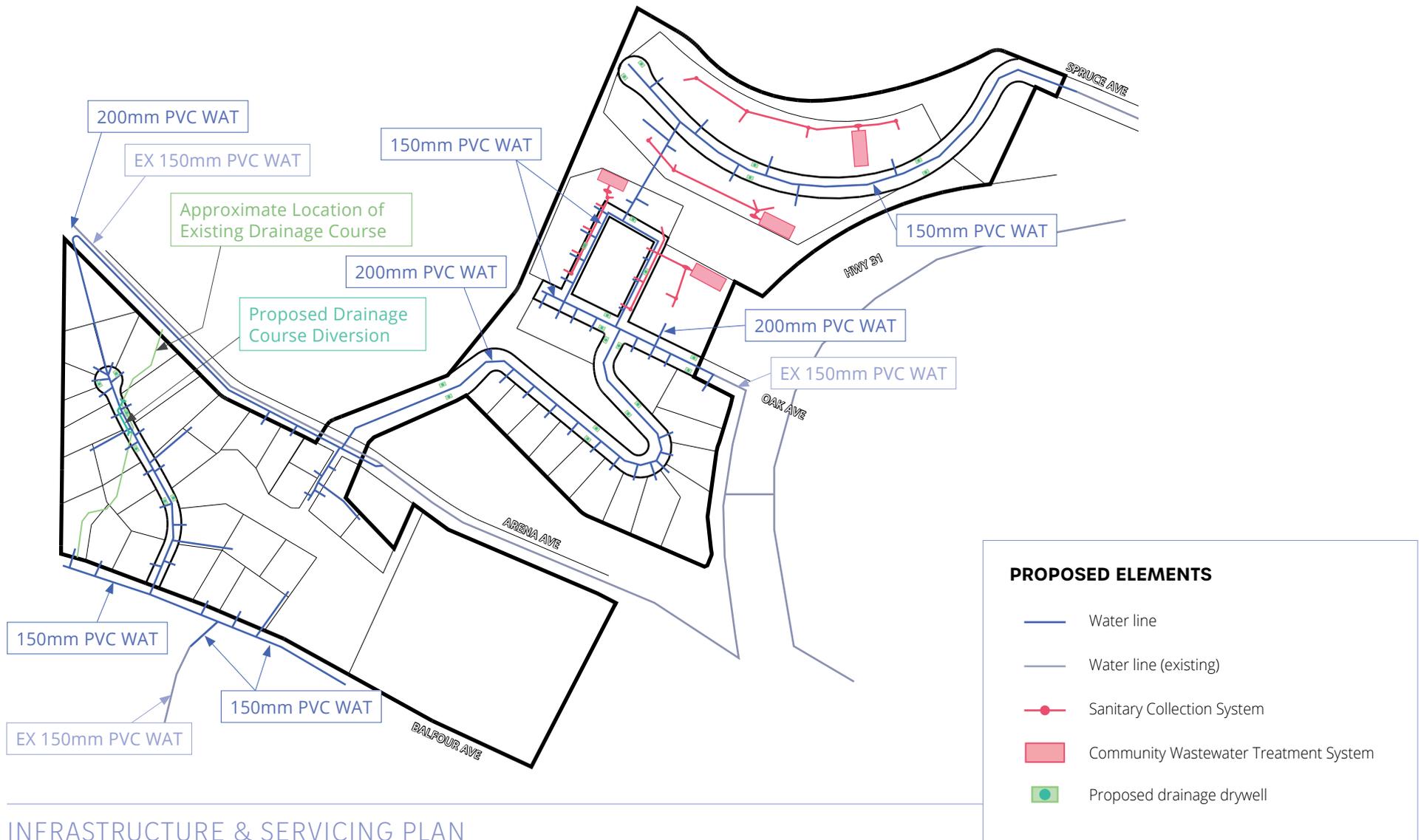
Primary Road (18m) with Multi-use Trail Section.



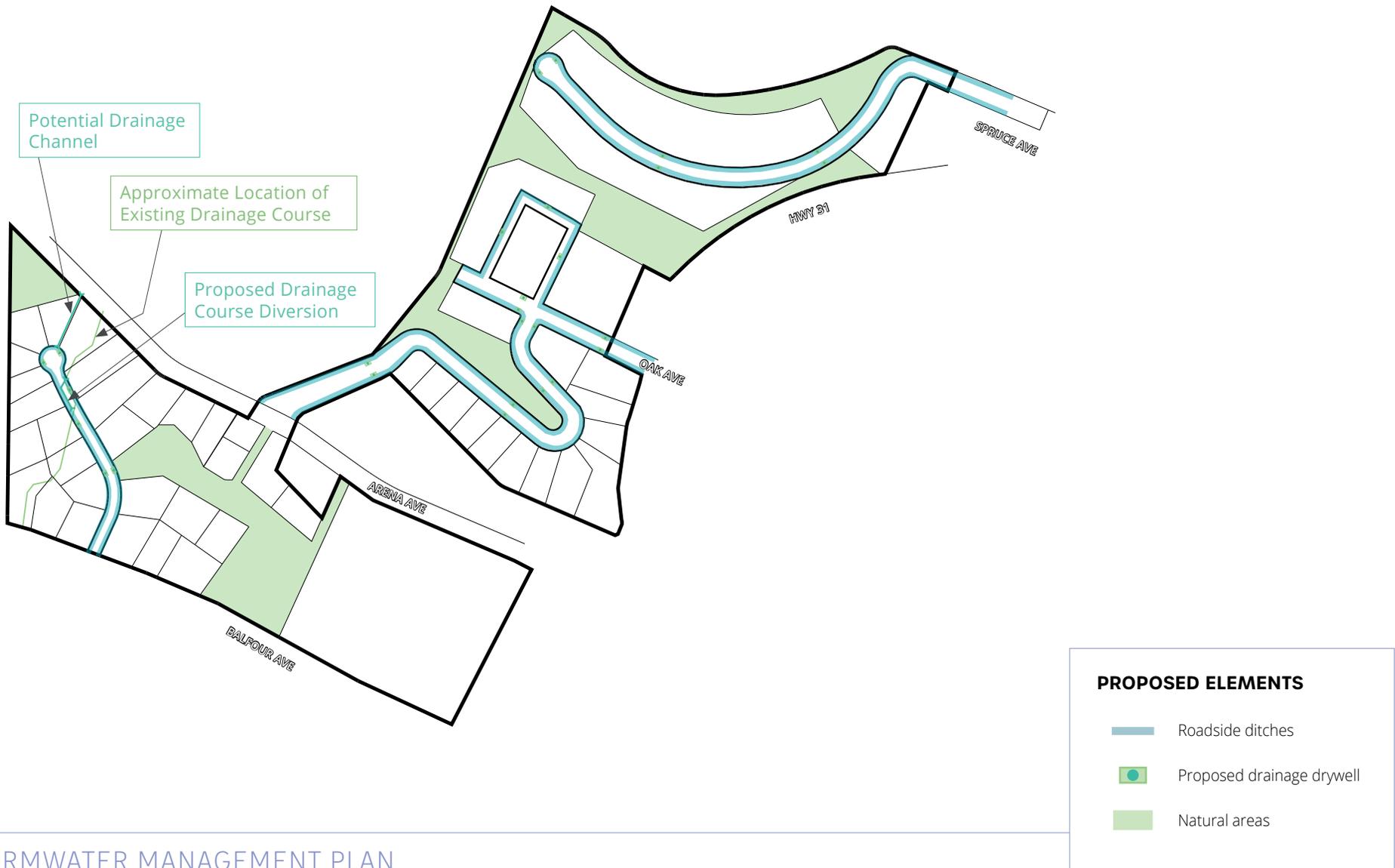
Secondary Road (12.5m) Section.

3.4. Infrastructure & Servicing Plan + Directions

The Infrastructure and Servicing Plan and Directions ensure water, wastewater, stormwater, energy, and internet systems are reliable, climate-resilient, and coordinated with neighbourhood growth.



Stormwater will be managed through a combination of roadside ditches, drywells, and natural areas that allow water to infiltrate and flow naturally. Stormwater management requires further engineering study and design prior to development.



3.4.1 Infrastructure & Servicing + Directions

The infrastructure and servicing directions for South Kaslo are as follows:

1. Incorporate infrastructure design that anticipates climate change impacts such as intense rainfall, wildfire risk, and heat events, ensuring emergency access and redundancy in critical services.
2. Encourage innovative servicing solutions such as greywater reuse, rainwater harvesting, shared geothermal loops, and community energy systems where feasible.
3. Align infrastructure improvements with fire protection, emergency response, and evacuation needs to ensure safety as the community grows.

Sewer, Wastewater, and Water

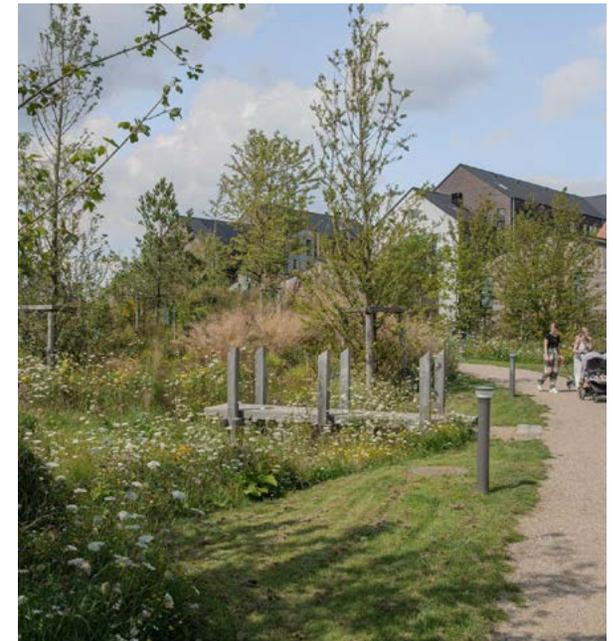
4. Require new development to use high-performance on-site wastewater systems (e.g., advanced treatment, clustered systems, or community-scale septic) that are designed for local soils, sized for seasonal fluctuations, and regularly monitored to protect water quality.
5. Final unit counts and development capacity shall be determined through detailed wastewater system design and final site plan layout to ensure infrastructure is appropriately sized and sustainable.
 - » Final unit counts and development capacity will be determined through detailed wastewater system design and final site plan layout to ensure infrastructure is appropriately sized and sustainable.
6. Ensure potable water infrastructure is secure, reliable, and phased with growth, with best practices such as water conservation measures, leak detection, and drought-resilient design.
7. Encourage water conservation in both private and public systems by promoting low-flow fixtures, drought-tolerant landscaping, and efficient irrigation practices that reduce overall water demand for the area.

Stormwater Management & Natural Systems

8. Require new development to manage rainwater on-site using green infrastructure practices such as rain gardens, bioswales, infiltration trenches, and permeable paving to reduce post-development runoff.
9. Manage stormwater within public roads and rights-of-way through ditches, drywells, and rock pits designed to promote infiltration and mimic natural drainage patterns.
10. Protect and integrate natural systems (slopes, ravines, creeks, and mature trees) as part of the servicing design, using natural buffers, erosion control, and habitat protection to enhance ecosystem resilience.
11. Explore opportunities to assess and address adjacent drainage or erosion issues through coordinated design and servicing improvements associated with new development.



Small-scale community septic system.



Protect and integrate natural systems.

Electricity & Internet

12. Ensure reliable internet and electricity service, incorporating underground servicing where possible, and encourage distributed renewable energy systems (e.g., rooftop solar, micro-hydro) to increase resilience and reduce long-term costs.

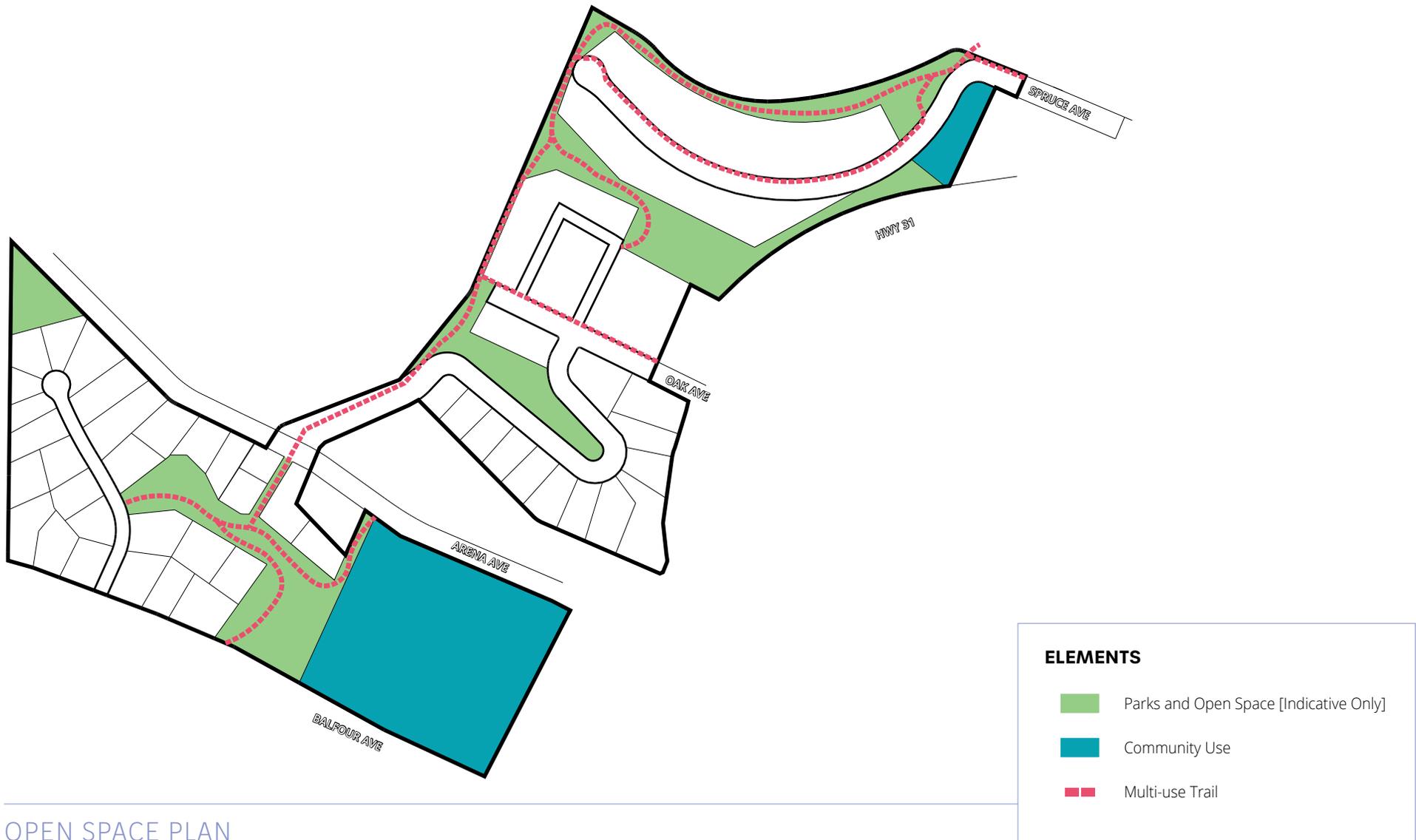
Integrated Planning

13. Establish clear policies on how servicing costs are funded, using tools such as amenity contributions, or servicing agreements, ensuring that growth does not burden existing taxpayers.
14. Coordinate water, wastewater, energy, and stormwater systems with land use and transportation planning to create efficient, complete neighbourhoods rather than piecemeal development.



3.5. Open Space Plan + Directions

The Open Space Plan and Directions provide parks, trails, and natural areas that protect the environment while creating spaces for recreation, gathering, and community life.



3.5.1 Open Space Directions

The open space directions for South Kaslo are as follows:

1. Provide a range of parks, play areas, and gathering spaces that are safe, accessible, and designed for all ages, incorporating elements such as trails, natural play structures, and small plazas or seating areas.
2. Expand and connect trails within South Kaslo to the Kaslo River corridor and downtown, using best practices like natural surfacing, wayfinding signage, and accessible design for varied mobility needs.
3. Preserve and integrate creeks, riparian buffers, and mature trees into the open space system, ensuring these natural assets serve as both ecological corridors and community amenities.
4. Explore opportunities to develop recreation spaces that can serve multiple purposes (e.g., small sports facilities, picnic areas, outdoor classrooms, community gardens) to maximize community benefit.
5. Use open spaces as part of the climate adaptation system, incorporating shade trees, drought-tolerant plantings, and areas for stormwater infiltration.
6. Strengthen and protect community access to the Kaslo River and shoreline through trails, viewing points, and picnic areas, while respecting riparian habitat values.
7. Design recreation and park spaces that are welcoming, barrier-free, and safe for all ages, abilities, and cultural practices.
8. Encourage community partnerships for stewardship, maintenance, and programming of parks and trails, involving local groups and schools to build ownership and capacity.



Community rink.



Park space using existing slopes and natural features.



Development Strategy & Actions

4. Development Strategy & Actions

The Development Strategy & Actions set out how South Kaslo will be built over time, including the subdivision layout, phasing approach, delivery options, and financial considerations. This section provides clear directions and actions to ensure growth is incremental, financially responsible, and aligned with community goals, servicing capacity, and market realities.

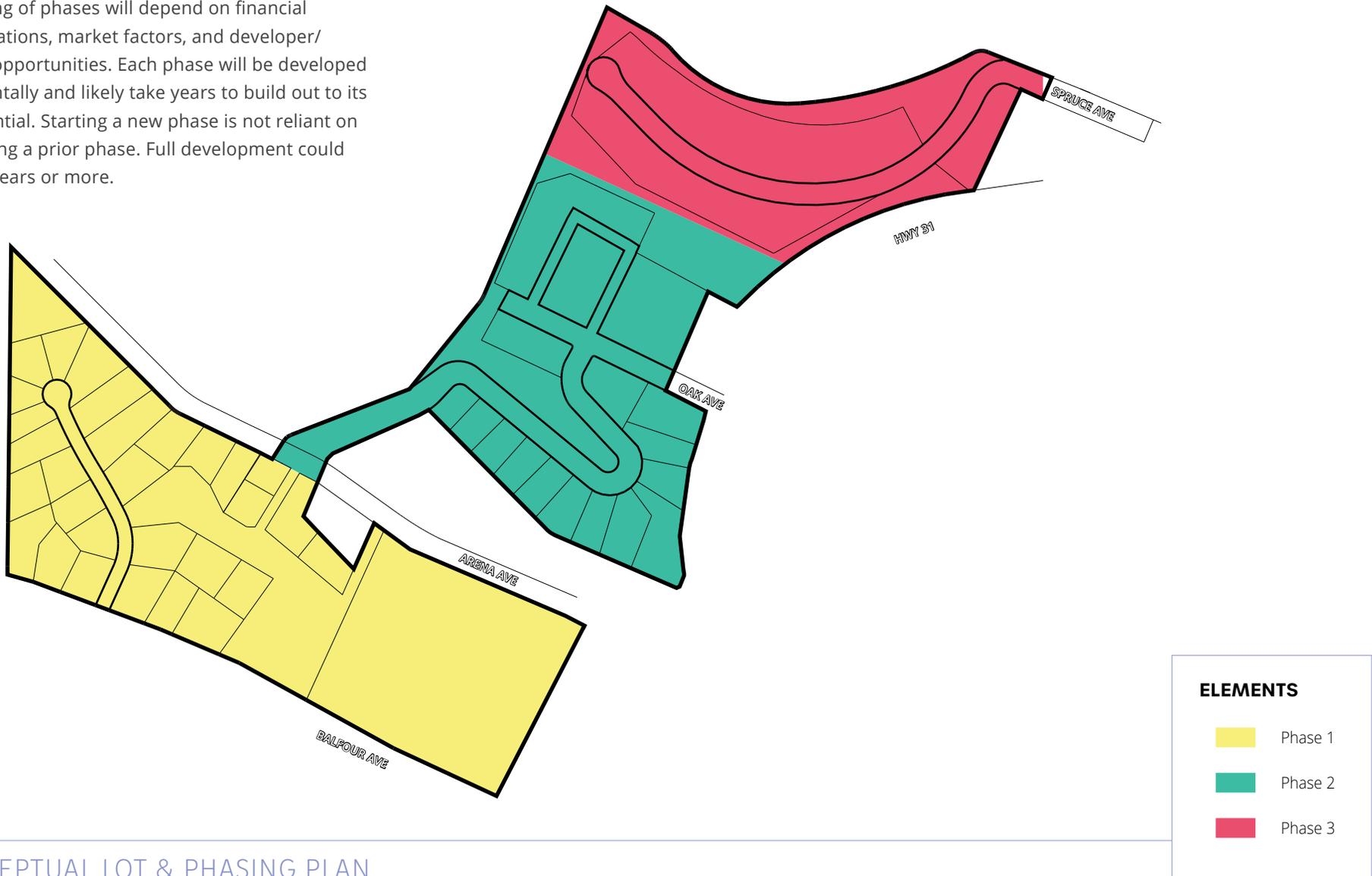
4.1. Conceptual Lot & Phasing Plan

The Conceptual Lot Plan illustrates how land could be divided into parcels, showing potential layouts for housing, amenities, and open spaces in a way that supports a complete neighbourhood. The Phasing Plan outlines the sequence of development, ensuring new housing, infrastructure, and amenities are delivered in a coordinated way that matches service capacity and community needs.



The Lot and Phasing Plan begins with lower-density areas farther from downtown to leverage existing services and market demand, setting the stage for more diverse housing in later phases.

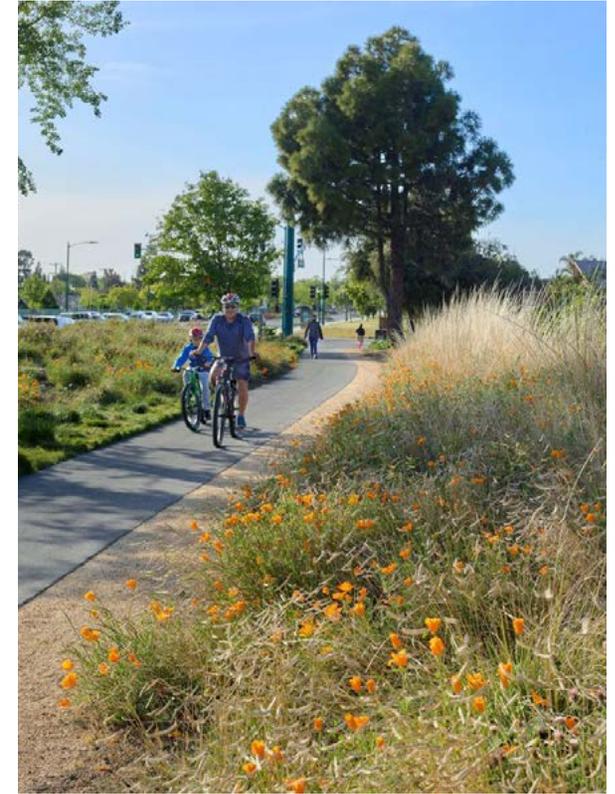
The timing of phases will depend on financial considerations, market factors, and developer/partner opportunities. Each phase will be developed incrementally and likely take years to build out to its full potential. Starting a new phase is not reliant on completing a prior phase. Full development could take 20 years or more.



4.1.1 Development Strategy & Phasing Directions

The development strategy and phasing directions for South Kaslo are as follows:

1. Align development phasing with infrastructure readiness, ensuring water, sewer, and emergency services are in place before significant growth.
2. Require completion of detailed engineering and design work prior to each phase, confirming infrastructure capacity and integration with existing municipal systems, including:
 - » Detailed design and approvals for water, sanitary sewer, drainage, and transportation networks.
 - » Integrated grading and stormwater management plans addressing site drainage, slope stability, and environmental protection.
 - » Coordination with utility providers (e.g., hydro, telecom, gas) to align servicing with road and trail extensions.
 - » Servicing or cost-sharing agreements ensuring growth funds required infrastructure before occupancy or subdivision approval.
3. Begin with areas farthest from downtown Kaslo to take advantage of market conditions and reinforce existing services and community connections before expanding inward; however, allow for flexibility in the development phasing based on market opportunities.
4. Build flexibility into the phasing strategy to adjust for market demand, servicing capacity, funding availability (e.g., for community infrastructure) and investment opportunities, and changing community priorities over time.
5. Require each phase to deliver community benefits and amenities consistent with community priorities and this plan, such as parks, trails, and usable open spaces alongside new housing.
6. Pursue partnerships, land acquisition, or access agreements to maximize the development potential of Kaslo South, including the integration of the privately owned parcel adjacent to the river into the broader development plan.



Multi-use Trail as a community amenity.

7. Pursue access agreements where required to ensure coordinated servicing, circulation, and connectivity between parcels.
8. Use servicing agreements and contributions to ensure that growth pays for required infrastructure in each phase.
9. Integrate environmental protection measures into all phases, preserving riparian areas, slopes, and natural systems as development occurs.
10. Establish a clear sequence of road, trail, and servicing extensions to avoid piecemeal or speculative development.



4.2. Development Options & Financial Considerations

The development of South Kaslo presents a unique opportunity for the Village to generate long-term community benefit while carefully managing financial risk and implementation complexity. Several delivery models were considered, each representing different levels of municipal involvement, risk exposure, and revenue potential.

For further financial considerations, see Appendix A.

Recommended Approach: Modified Option 1

A modified Option 1 is the recommended approach, where the Village prepares and subdivides the land, sets clear zoning and policy, and sells development-ready parcels to qualified builders. This option offers a balanced return with manageable risk, enabling the Village to influence outcomes through zoning and design guidelines without overextending resources.

While Village-led development is possible, it is not advised given Kaslo's small size, limited capacity, and market constraints. Without a long-term development program, the costs of acting as a developer would likely exceed the potential benefits.

4.2.1 Delivery Options

Two primary delivery models were considered for the South Kaslo lands, each offering different levels of municipal involvement, risk, and return:

Option 1: Sell Subdivided Lands to Developers <i>Low Risk / Moderate Return</i>	Option 2: Village-Led Development <i>High Risk / High Potential Return</i>
<p>Description</p> <ul style="list-style-type: none"> » The Village prepares the site through zoning, and policy clarity, then sells parcels to private builders to be subdivided. » Developers assume the cost and risk of subdivision, servicing, design, and construction. » The Village captures upfront land sale revenue and retains control over land use and form through pre-zoning and development permit requirements. 	<p>Description</p> <ul style="list-style-type: none"> » The Village acts as the developer, coordinating servicing, design, construction, and potentially marketing and sales. » Offers the opportunity to capture all development value, but requires significant financial investment and organizational capacity.
<p>Pros</p> <ul style="list-style-type: none"> » Low municipal risk » Minimal staffing and management needs » Predictable and timely returns through land sales » Enables private sector delivery aligned with Village goals 	<p>Pros</p> <ul style="list-style-type: none"> » Full control over form, phasing, and quality » Potential to capture greater long-term revenue
<p>Cons</p> <ul style="list-style-type: none"> » Limited participation in future value created through development » Less control over design and delivery beyond existing policy tools 	<p>Cons</p> <ul style="list-style-type: none"> » High financial and market risk » Requires development expertise and internal capacity » Potential exposure to sales delays and cost overruns

4.2.2. Financial & Ownership Considerations

Servicing and Market Benefits

If the Village chooses to invest in servicing the land before sale, it may realize several additional benefits:

- Higher land sale values due to reduced buyer risk
- Increased market depth, appealing to a broader pool of builders
- Faster lot absorption, reducing holding costs
- Greater certainty for buyers, thanks to visible infrastructure and lot configuration

Leasehold Option

As an alternative to fee-simple sale, the Village could explore long-term leasehold arrangements (e.g., 30-99 years). This model retains long-term municipal ownership while offering affordability and revenue stability.

Potential Benefits

- Village retains ownership and long-term value appreciation.
- Reduces land speculation.
- Provides ongoing lease revenue.
- More affordable upfront for buyers or tenants.

Considerations

- The Village will need to finance the cost of servicing through borrowing against future lease revenue instead of being to recover the full servicing costs through fee-simple sale.
- Leasehold land typically sells at a discount (approx. 15%) vs. fee simple.
- Financing and resale options are more limited.
- Fewer buyers are comfortable with leasehold arrangements, potentially slowing absorption.

Cost Recovery

Given that the Village is both the landowner and planning authority, a traditional cost recovery system (e.g., Development Cost Charges) is not recommended for this site. Introducing such a system would:

- Lower the land's market value
- Reduce flexibility in how revenues are spent
- Not generate additional income beyond what could be realized through land sales or leases

Instead, the Village can recover servicing investments directly through land disposition.

Investment Attraction Potential

South Kaslo's unique location and regional context make it well-positioned to attract buyers and builders. Key marketing advantages include:

- Natural amenities: Kaslo River frontage, potential lake views, and trail access
- Recreation access: Close to Kootenay Lake, Kokanee Glacier Park, and Ainsworth Hot Springs
- Cultural and historic identity: Kaslo's silver boom history and authentic small-town charm
- Affordability: Compared to rising costs in Nelson and broader BC markets

Marketing materials targeted at investors and builders should emphasize both the lifestyle appeal and strategic advantages of South Kaslo as a development-ready opportunity within a growing mountain community.

4.3. Action Plan

v

Action Area	Recommended Actions	Timing	Lead / Partners
1. Land Use Policy Alignment / Zoning & other Bylaw Updates	<ul style="list-style-type: none"> » Amend the Official Community Plan (OCP) to incorporate any updates needed to align with this plan » Ensure alignment with housing, servicing, and environmental goals » Update zoning to reflect the plan's land use framework (e.g., mixed residential, civic, neighbourhood commercial) » Update other plans and policies as necessary <p><i>See section 4.2.1 for more details.</i></p>	Mid 2026	<ul style="list-style-type: none"> » Village Staff » Planning Consultant
2. Subdivision Planning	<ul style="list-style-type: none"> » Undertake a site survey and prepare a preliminary subdivision plan that reflects the conceptual lot plan, phasing strategy, and infrastructure strategy of this plan » Pursue partnerships or access agreements to align private lands with the development plan. » Include access, lot layout, trail connections, and park lands 	Early-Mid 2027	<ul style="list-style-type: none"> » Village Staff » Surveyor » Civil Engineer
3. Marketing, Communications, & Partnerships	<ul style="list-style-type: none"> » Develop and Distribute marketing materials to key partners (e.g., builders, realtors, housing providers) and potential investors » Engage local builders, housing societies (e.g., Kaslo Housing Society), and non-profit developers » Provide updates through new materials and direct communication to partners and potential investors » Explore options for joint ventures or land disposition agreements 	Start in 2027, then ongoing through phases, subject to opportunities, partnerships and available funding.	<ul style="list-style-type: none"> » Village Staff » Planning/Real Estate Consultant » Housing Partners
4. Detailed Design & Implementation	<ul style="list-style-type: none"> » Prepare template servicing and development agreements defining responsibilities for infrastructure delivery, inspection, and cost recovery. » Require a final subdivision plan, detailed infrastructure and servicing design, and related commitments prior to development approvals, including lot access, lot tenure, septic, stormwater/erosion management, and water conservation measures. » Explore and pursue preferred funding models (e.g., phased investment, partnerships) » Coordinate with utility providers (e.g., FortisBC, Kaslo InfoNet) to align extensions with phasing and subdivision plans. 	Through 2045 and beyond	<ul style="list-style-type: none"> » Village Staff » Proponent » Real Estate Consultant » Civil Engineer » Finance Advisor

Action Area	Recommended Actions	Timing	Lead / Partners
<p>5. Update Phasing & Development Strategy</p>	<ul style="list-style-type: none"> » Confirm phasing approach based on market conditions and absorption rates (5-10 units/year) » Decide on sale vs. leasehold for each phase » Monitor early phases and adjust strategy as needed to reflect current conditions or lessons learned 	<p>Ongoing from launch in 2027</p>	<ul style="list-style-type: none"> » Council » Staff » Real Estate Advisor
<p>6. Monitoring & Adjustments</p>	<ul style="list-style-type: none"> » Track lot uptake, infrastructure costs, and market feedback- » Adjust phasing, servicing, or zoning as needed based on outcomes » Review and Update Development Plan 	<p>Ongoing as each developed phase is evaluated and future housing needs assessed.</p>	<ul style="list-style-type: none"> » Village Staff » Council

4.3.1. Recommended Village Policy & Regulation Updates

The South Kaslo plan area is currently guided by Neighbourhood Residential land use in the OCP, which follows the General Residential objectives and supports a diversity of housing forms. This includes multi-unit residential in appropriate areas to make efficient use of land and infrastructure, and opportunities for mixed-use development where apartments or townhouses may be located above or behind commercial uses. A portion of the site is also designated Civic and Recreation, which allows for educational, recreational, health, institutional, and cultural facilities that contribute to community well-being. Existing zoning includes Multiple Residential (RM-1), Single Family and Two-Family Residential, and Civic and Institutional.

Recommended Land Use Regulation Updates

To enable the envisioned neighbourhood hub, a Village-initiated rezoning process will be required. If the hub is strictly commercial, a shift to Neighbourhood Commercial (C-3) zoning will be necessary. If the hub combines commercial with residential, then a Waterfront Commercial (C-1) or similar mixed-use zone will be required.

Modified residential zones may also be needed to achieve the housing directions. This could be modified R-1 and RM-1 (e.g., designated R-3 and RM-2 zones) with the desired building and development attributes specified.



Community Hub.



Appendices



A.1

Financial Considerations

A.1. Financial Considerations

A high-level financial analysis was conducted to assess the viability of developing the South Kaslo lands. Two primary development typologies were considered:

- Estate-style residential lots in the upper portion of the site; and
- Mix of townhouses, duplexes, and smaller lots in the lower, more accessible portion.

Both scenarios demonstrate the potential for the Village to recover servicing costs and generate a positive financial return.

Key Findings

- Servicing Costs were estimated at approximately \$4.18 million for the upper portion (estate lots) and \$5.5 million for the lower portion (higher-density housing).
- If the Village can achieve land values of \$353,000 per acre for the upper estate lots and \$417,500 per acre for the lower, higher-density area, it would recover its servicing costs and generate a profit sufficient to justify the investment on commercial terms.
- Based on these assumptions, the Village could achieve a 15% profit margin above servicing costs for each development typology.

This level of return is commercially reasonable and would justify municipal investment in servicing, provided the market supports the projected values. However, Kaslo's small scale and limited resources make direct development impractical, as costs would likely outweigh the benefits.

These estimates are preliminary and would require confirmation through detailed civil design and cost analysis.

Table: Financial Analysis of Proposed Development Typologies

	Gross	Per Acre
Typology: Estate Lots		
Acres	19	
Unserviced Land Value	\$1,900,000	\$100,000
Estimated Servicing Cost	\$4,180,000	\$220,000
Servicing Cost Profit/Acre	\$627,000	15%
Serviced Value	\$6,707,000	\$353,000

	Gross	Per Acre
Typology: Duplex + Townhomes + Small SF Lots		
Acres	22	
Unserviced Land Value:	\$2,860,000	\$130,000
Estimated Servicing Cost	\$5,500,000	\$250,000
Servicing Cost Profit/Acre	\$825,000	15%
Serviced Value	\$9,185,000	\$417,500

This financial analysis does not assume the Village would fund all servicing upfront. Any servicing investment would be phased and incremental, proceeding only where there is clear development interest and a pathway to cost recovery. If the Village invests in servicing, it would recover costs through increased land value from sales or lease arrangements. The Village retains full control over the timing and scale of any investment.



A.2 Background Report



Background Report

South Kaslo Development Plan

APRIL 28, 2025



*Village of
Kaslo*

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Analysis Summary

Key Issues

Limited Infrastructure Capacity

- Municipal water servicing is available but may require upsizing, and no municipal sanitary system currently exists in the South Kaslo area.
- The existing wastewater treatment plant is at capacity, limiting the ability to extend municipal sewer services, which will constrain higher-density development unless a community treatment system is implemented.

Absorption and Market Constraints

- Residential absorption is low, averaging only 5-10 units per year, which limits the scale and pace of potential development.
- Commercial and industrial demand is constrained due to the small population, lack of proximity to transportation hubs, and minimal market demand for industrial space

Slope Hazards and Terrain Limitations

- Portions of the plan area have steep slopes (greater than 40%), which can complicate construction and increase development costs.
- The terrain includes bouldery gravel and glaciofluvial deposits, which may require careful engineering for foundation stability and stormwater management

Housing Affordability and Supply Gaps

- 46% of Kaslo residents are in Core Housing Need, highlighting a critical shortage of affordable rental housing.
- South Kaslo has the potential to accommodate diverse housing types, but achieving affordability remains a challenge given local income levels.

Environmental and Wildfire Risks

- Portions of the South Kaslo area fall under the Wildfire Protection Development Permit Area (DPA), requiring mitigation strategies to address fire risk.
- The proximity of sensitive ecosystems along the Kaslo River necessitates protection through the Stream Protection DPA

Key Opportunities

Phased Residential Development

- South Kaslo can accommodate low- to medium-density residential development, with a mix of townhouses and detached homes designed to match absorption rates.
- Phasing development ensures that new housing aligns with market demand, minimizing the risk of oversupply.

Expanding Housing Options and Affordability

- South Kaslo can support a mix of housing, including townhouses and rentals, to meet the needs of various income groups while aligning development with market demand.
- Partnerships, funding, and incentives can help maintain affordable housing, addressing Kaslo's high rate of Core Housing Need.

Extension of Municipal Services

- The plan area is well-positioned to benefit from logical extensions of water, sewer, and transportation infrastructure.
- Infrastructure investment in South Kaslo can unlock potential for more intensive development and contribute to the Village's long-term growth strategy.

Potential for Mixed-Use and Neighborhood Commercial Development

- Limited commercial real estate (12,000-16,000 square feet) can be incorporated to meet local needs, enhancing the area's livability while maintaining a neighborhood-scale focus.
- The site's visibility from Highway 31 offers potential for commercial uses that serve both local residents and visitors.

Environmental Stewardship and Recreation Enhancements

- The area's natural assets, including mature forests, proximity to the Kaslo River, and existing trail networks, offer opportunities for conservation and passive recreation.
- Development that preserves natural landscapes can enhance the area's appeal while supporting community well-being and tourism.

1.0 Overview

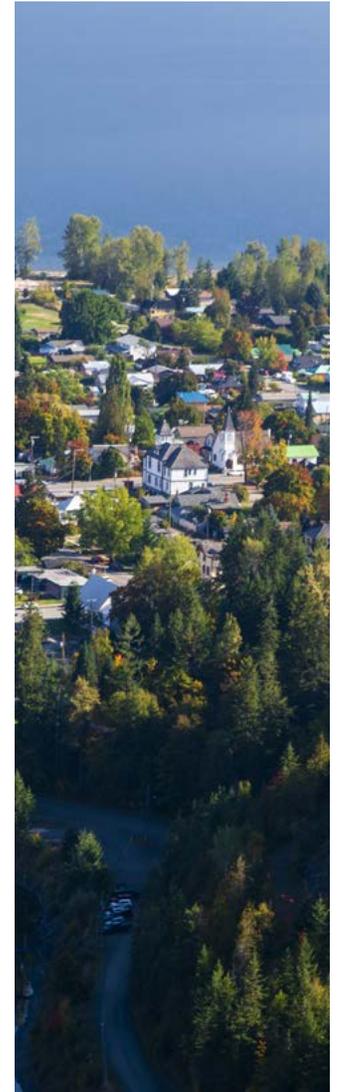
The Village of Kaslo seeks to guide the development of the South Kaslo area in alignment with its Official Community Plan (OCP). To achieve this, a comprehensive plan is required to outline the logical extension of municipal services, identify potential amendments to the OCP, and establish a phased approach to development that is both efficient, cost-effective, and reflective of community priorities.

1.1. Project Overview

The project will create a comprehensive development plan for South Kaslo to guide the extension of municipal services, align growth with the OCP, and establish phased, cost-effective development strategies. This plan will also evaluate various public and private investment models, providing the Village with insights to inform future decision-making. Beyond its planning utility, the document will serve as a marketing asset, showcasing development opportunities to potential stakeholders such as developers, builders, and realtors through the Village's website and other channels.

Key objectives of the project include:

- **Service Extension Planning:** Develop a detailed strategy for extending municipal services to South Kaslo efficiently and effectively.
- **Policy Alignment:** Identify and recommend necessary amendments to the Official Community Plan to support sustainable and aligned growth.
- **Phased Development:** Establish a logical, phased approach to development that ensures cost-effectiveness and practical implementation.
- **Investment Analysis:** Evaluate public and private funding models to support decision-making and future development.
- **Marketing and Outreach:** Create a plan that serves as a marketing resource to attract developers, builders, and realtors, showcasing South Kaslo's potential as a prime development area.



1.2. Process Overview

What is a Background Analysis and Report?

The Background Analysis and subsequent Background Report provide a basis for community consultation and subsequent phases of the project, while also acting as a repository of information for the public, stakeholders, and staff about the current conditions in the study area.



2.0 Planning and Design Analysis

2.1. First Nations

For thousands of years, Indigenous nations thrived around Kootenay Lake, living in harmony with the land and water. The name “Kootenay” reflects the people and their language, while “Kaslo” (qaᑭsu) may derive from the Ktunaxa word “kastlo,” meaning either “mountain elderberry” or “melted place between water and snow.” While evidence of long-term settlements near Kaslo is uncertain, pictographs at Powder Creek and other historical markers highlight the area’s significance as a travel route, hunting ground, and campsite for Indigenous peoples long before European contact.

2.2. Early Settlers

The colonial history of Kaslo began in the late 1800s when prospectors and settlers were drawn to the area’s rich mineral resources. Established as a town site by George Kane and George O. Buchanan, Kaslo became a bustling hub of commerce and transportation, incorporated as a city in 1893. Key developments included the Kaslo & Slocan Railway in 1895, a public telephone system, and one of BC’s earliest independent electric power plants. Over time, the economy shifted from mining to agriculture and forestry, and the population declined. By 1959, Kaslo became a Village, now known for its rich history, natural beauty, and small-town charm.



*Kaslo, BC (1890).
Photo by Eric Brighton*

2.3. Policy Analysis

2.3.1. Official Community Plan (OCP)

The Village of Kaslo's OCP (2022) outlines strategic directions for the development of the South Kaslo area, emphasizing sustainable growth, infrastructure development, and community well-being. Key policies and directions include:

- **Sustainable Development and Infrastructure**
 - » The OCP highlights the importance of extending services to South Kaslo to facilitate development. This includes planning for infrastructure such as water, sewer, and transportation networks to support anticipated growth. The OCP contains specific policies for the development of a residential development plan and sub-area plan to guide the development of South Kaslo.
- **Housing and Community Diversity**
 - » Addressing housing needs is a priority of the OCP, with a focus on creating accessible and affordable options to meet current and future demands of the community through a diversity of residential housing types and developing vacant and under-utilized lands where servicing can be extended.
- **Environmental Stewardship**
 - » The OCP illustrated the Village's commitment to environmental sustainability. This includes policies aimed at reducing greenhouse gas emissions, promoting energy efficiency, and preserving natural landscapes.
- **Community Engagement and Vision**
 - » The OCP emphasizes the importance of community involvement in shaping the future of South Kaslo. Public consultations and stakeholder engagements are integral to the planning process, ensuring that development aligns with the values and needs of residents. The OCP articulates a vision of Kaslo as a diverse, inclusive, and welcoming community, aspiring to be a model for small mountain communities.

2.3.2. Kaslo Housing Needs Report (HNR)

The Kaslo Housing Needs Report (2024), also known as the RDCK Housing Needs Report Community Profile for Kaslo, highlights significant considerations for Kaslo and South Kaslo specifically, including:

- **Population Growth**
 - » Kaslo's population is anticipated to grow by 20% by 2041 with growth concentrated among seniors and older adults (45-64 years). Youth and family-aged adults may experience a decline, signaling a need for age-inclusive housing and amenities in South Kaslo.
- **Housing Affordability**
 - » Rising home prices and affordability are challenges in the community with 36% of renters facing unaffordable housing, and 46% are in Core Housing Need—highlighting a critical need for affordable rental options., particularly for renters.
- **Housing Supply**
 - » Over the next 20 years, Kaslo will require 295 new homes, with 62% of new rental units needed to be affordable or below-market. South Kaslo, with its undeveloped land and potential for municipal service extensions, could accommodate diverse housing types to address this demand.
- **Infrastructure Readiness**
 - » The report highlights that supporting growth requires expanded services and infrastructure in Kaslo.

2.4. Village Context

The Village of Kaslo is located in the West Kootenay region of British Columbia, between the Selkirk Mountain Range and the shore of Kootenay Lake. It is part of the Central Kootenay Regional District (RDCK) and lies about 70 km north of Nelson, accessible via Highway 31.



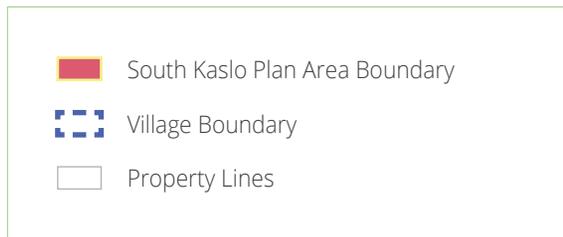
VILLAGE CONTEXT

2.5. South Kaslo Context

The South Kaslo Plan Area is located south and east of the Kaslo River and is bordered by Highway 31 to the west and Arena and Balfour Ave to the south. Downtown Kaslo is less than 1km away from the plan area, connected by Highway 31 and through a pedestrian bridge (Unity Bridge) across the Kaslo River.

Private lands along Arena Ave form a break in the north and south portions of the plan area, connected by a corridor of Village lands.

The total site area is approximately 41.2 Acres / 166,730 square metres / 1,794,672 square feet.



SOUTH KASLO CONTEXT

2.6. OCP Land Use

The OCP land use for the plan area is primarily Neighbourhood Residential, which follows General Residential land use objectives and policies, and envisions:

- A diversity of residential housing types
- High-density (multi-unit) residential housing in some areas to encourage the highest and best use of land and infrastructure
- Combined commercial and residential (e.g., mixed-use) such that residential uses will be in the form of apartments or townhouses located either above or behind a commercial use.

A portion of the plan area is designated Civic and Recreation, supporting various uses including educational, recreational, health, institutional, and cultural facilities to maintain the quality of life and well-being of residents.

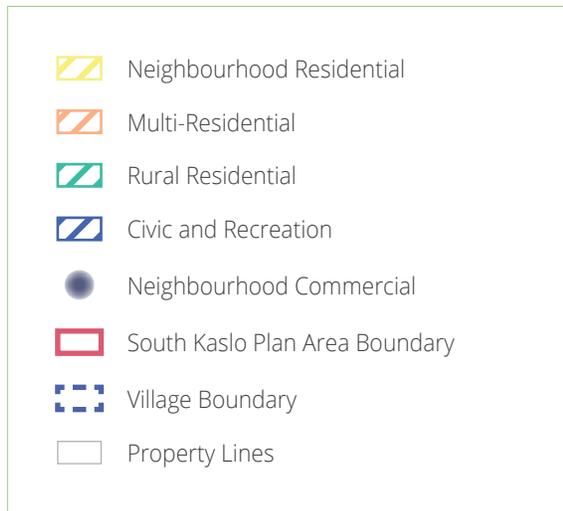
Surrounding land uses include Parks and Natural Areas, Rural Residential, Core Residential, industrial, and commercial uses.



SOUTH KASLO LAND USE

2.7. OCP Land Use Direction for South Kaslo Plan Area

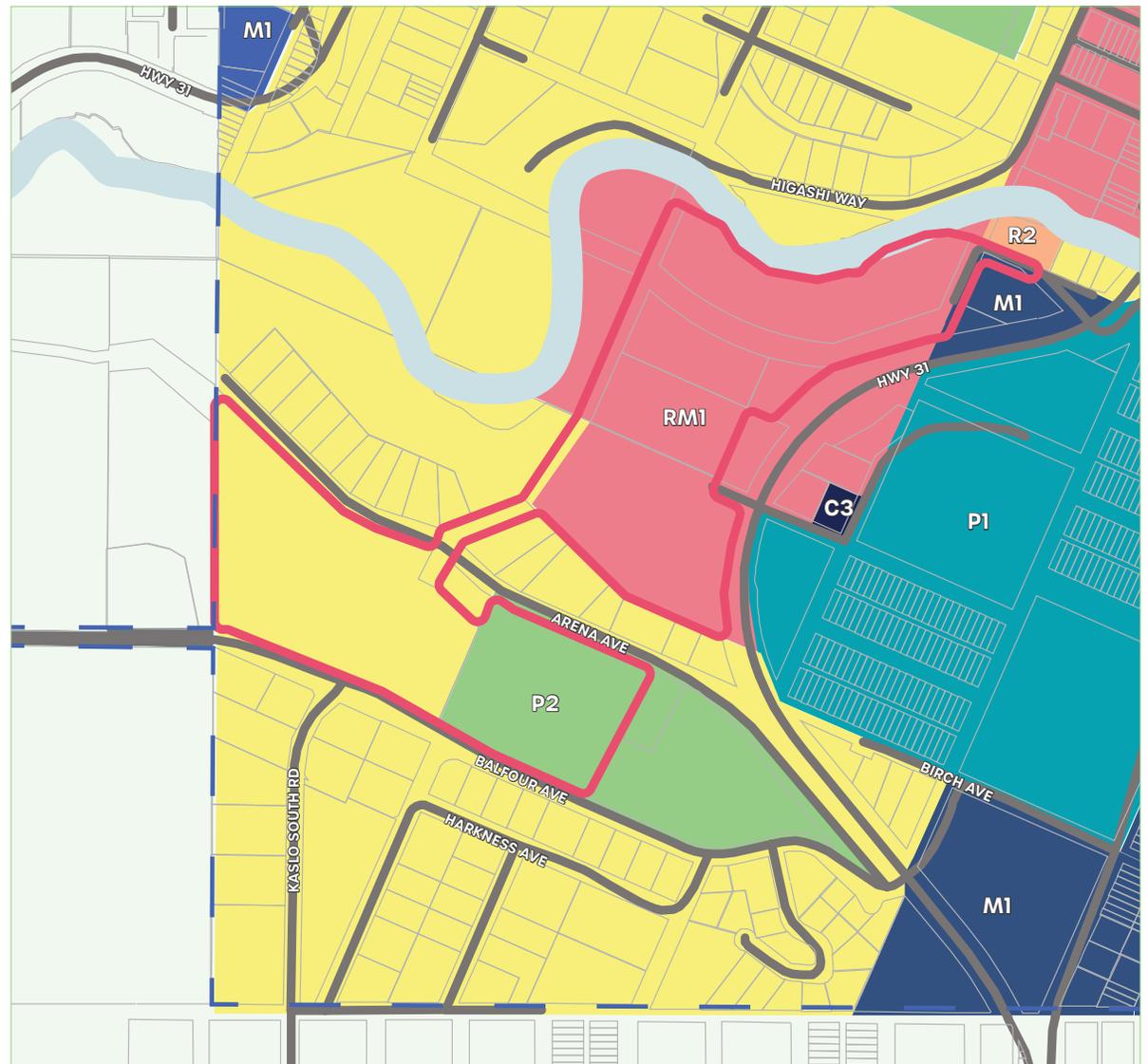
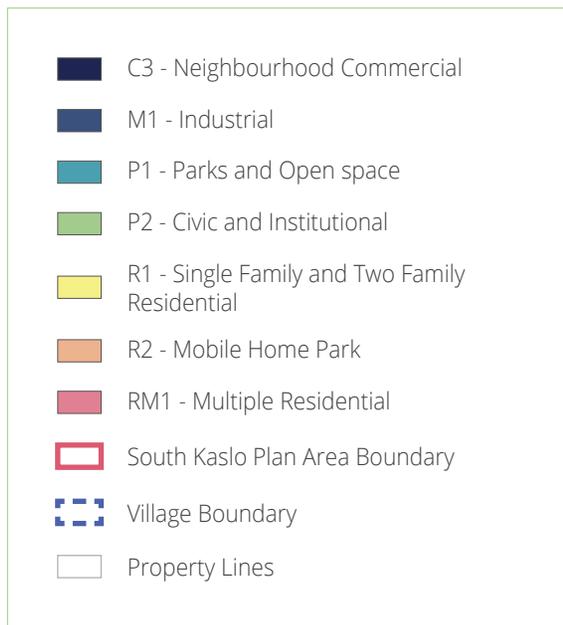
The OCP provides further high-level land use direction for the plan area, which provides the preliminary land use framework for the development plan. This includes directions for various residential uses, Civic and Recreation, and Neighbourhood Commercial.



SOUTH KASLO LAND USE DIRECTION

2.8. Zoning

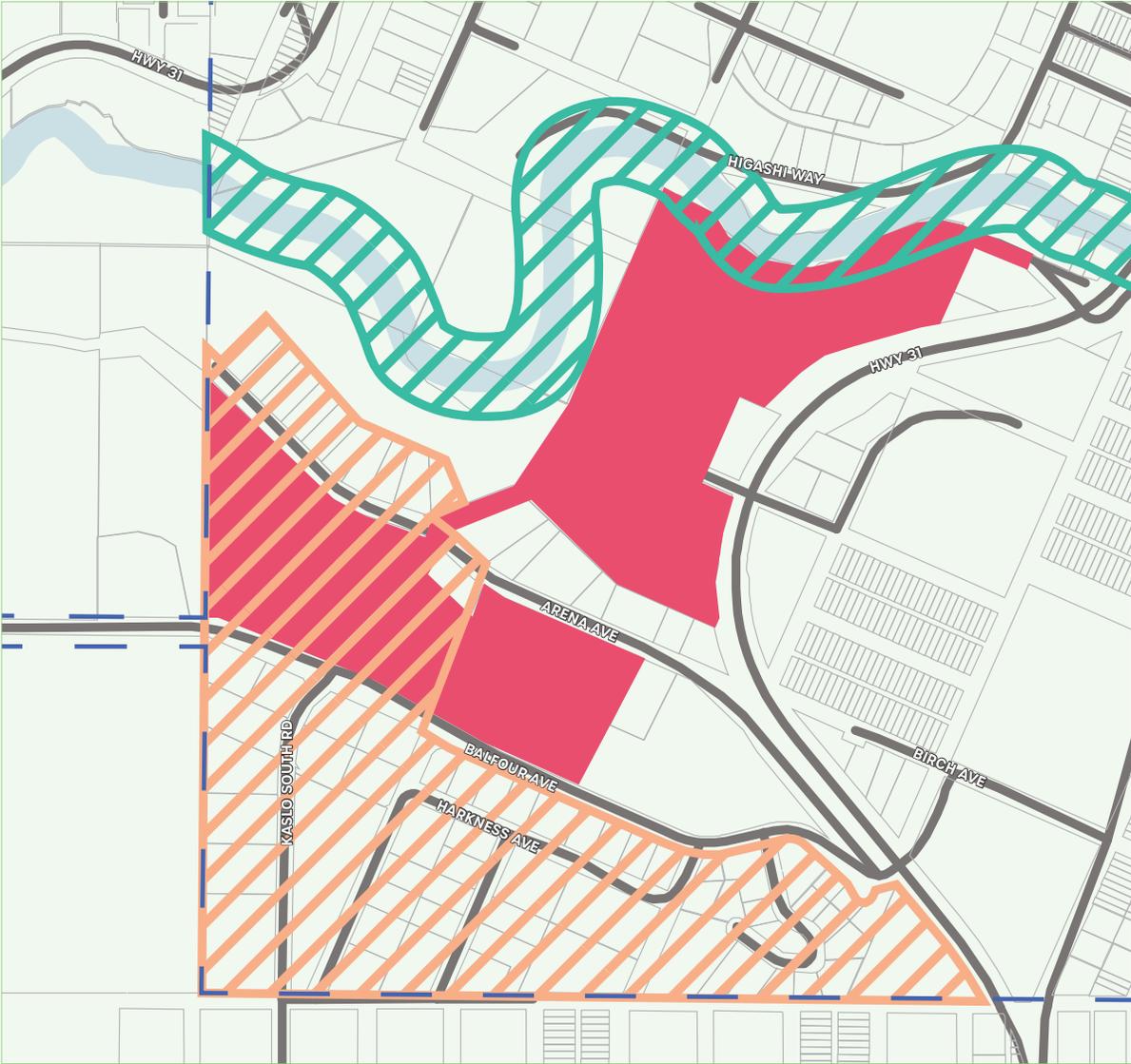
The zoning for the plan area includes Multiple Residential (RM-1), Single Family and Two-family Residential, and Civic and Institutional. Surrounding zones include Industrial (M1), Parks and Open Space (P1), Neighbourhood Commercial (C3), and Mobile Home Park (R2).



SOUTH KASLO ZONING

2.9. Development Permit Areas (DPA)

Portions of the plan area fall under two development permit areas including the Stream Protection DPA along the Kaslo River and the Wildfire Protection DPA in the southwest portion of the plan area.

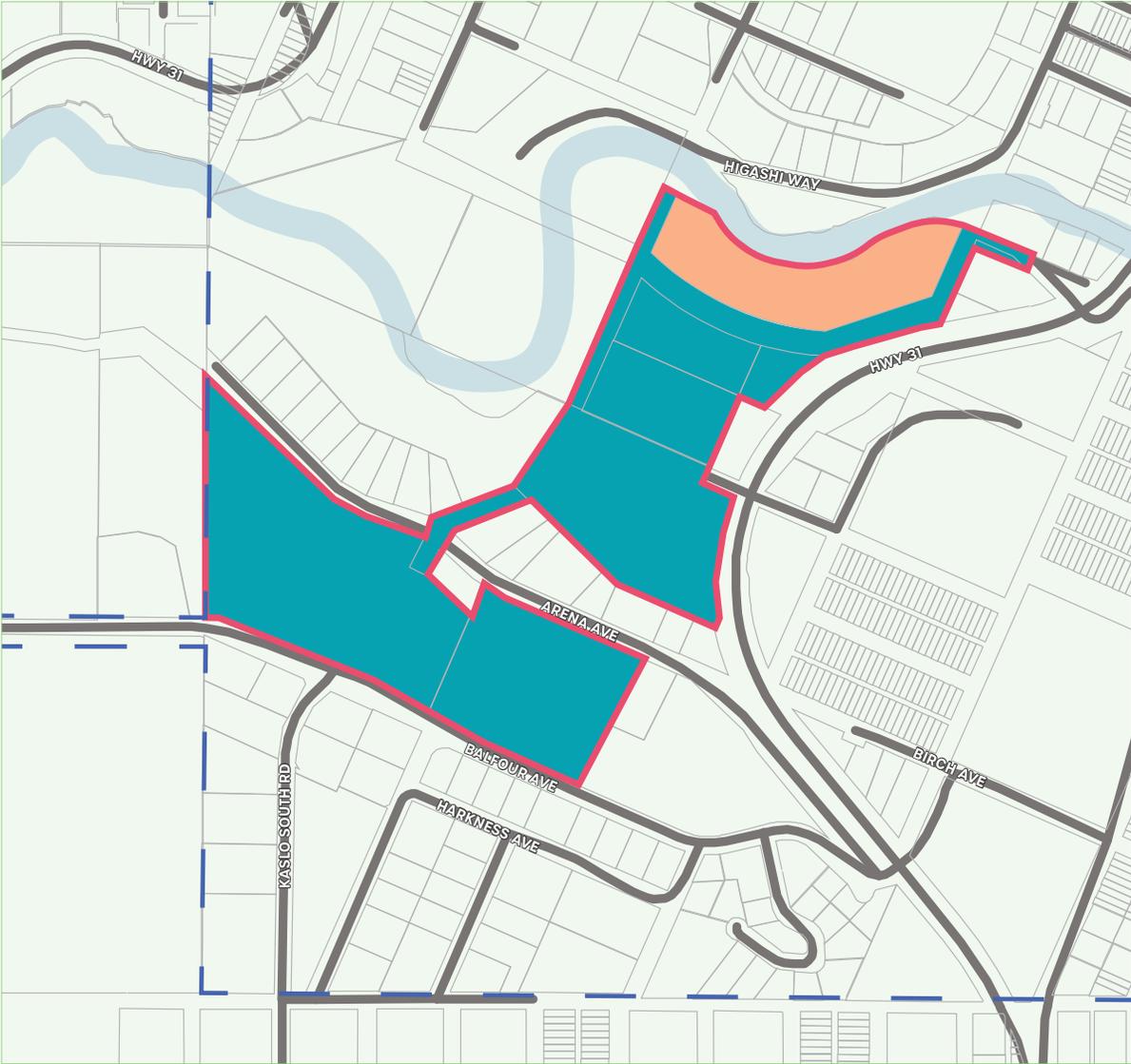


SOUTH KASLO DPA AREAS

2.10. Ownership

The majority of the plan area is owned by the Village of Kaslo. However, a 5.86-acre property along the Kaslo River is privately owned.

Through this process, the landowner will be consulted about future plans for their property and consideration will be given to different ownership scenarios in the future.



SOUTH KASLO OWNERSHIP

3.0 Transportation Analysis

Surrounding Street Network

The plan area is boarded by Highway 31 to the east including large highway road right-of-way. Local streets include Spruce Ave to the north, Oak Ave to the west, and Arena Ave and Balfour Ave to the south. Each of these roads provides access points into or runs alongside the plan area.

Existing Access Points

Several municipal road allowances are already present in the plan area that provide access points including a continuation of Spruce Ave/Railroad Ave connecting E-W across the Kaslo River and 5th Street connecting N-S.

A parcel off Arena Ave also connects north to the plan area.

Trails and Pedestrian Infrastructure

Several trails exist in the plan area that connect to a wider trail system along the Kaslo River, surrounding residential areas, and downtown via a pedestrian bridge across the Kaslo River.

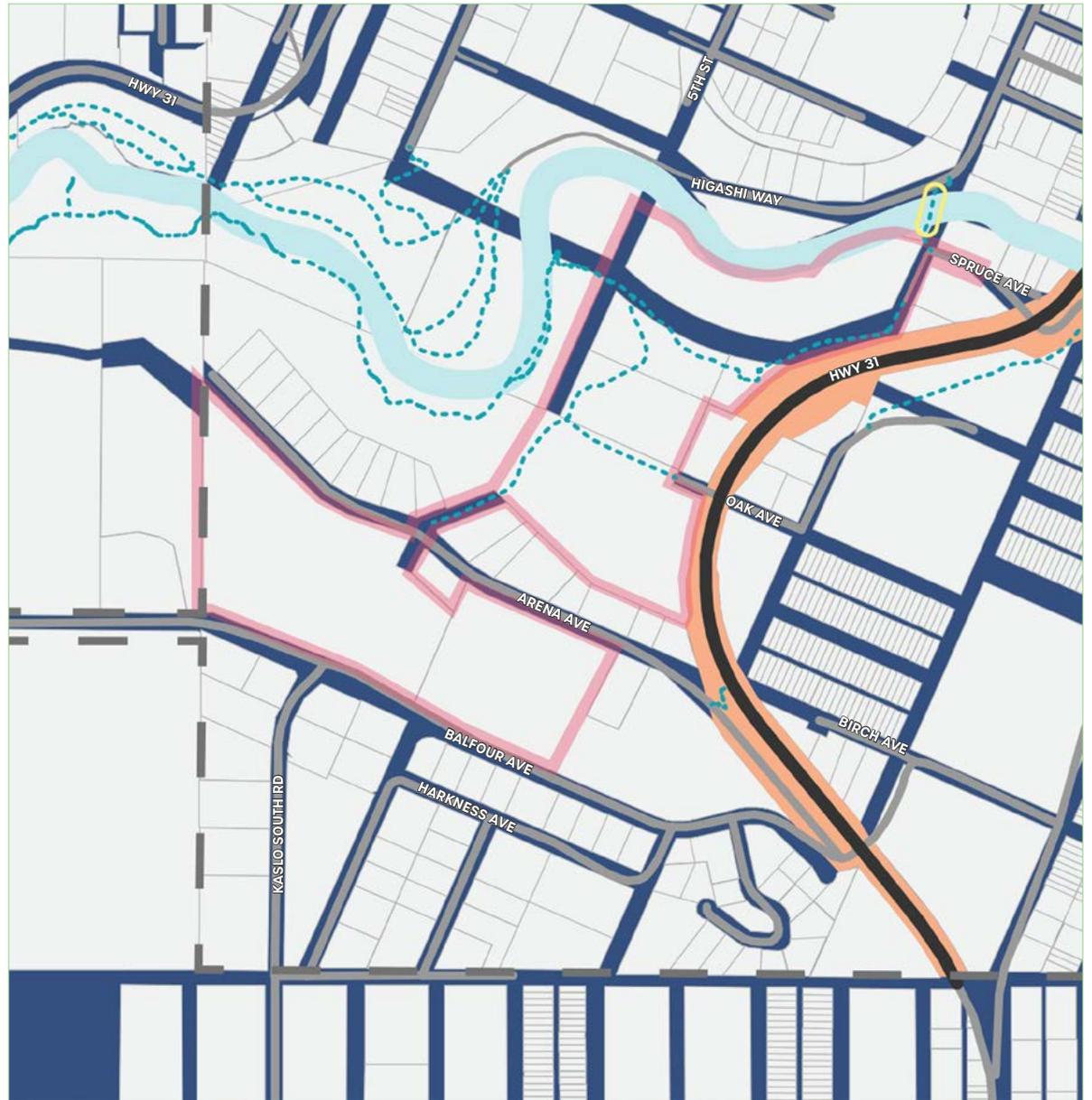
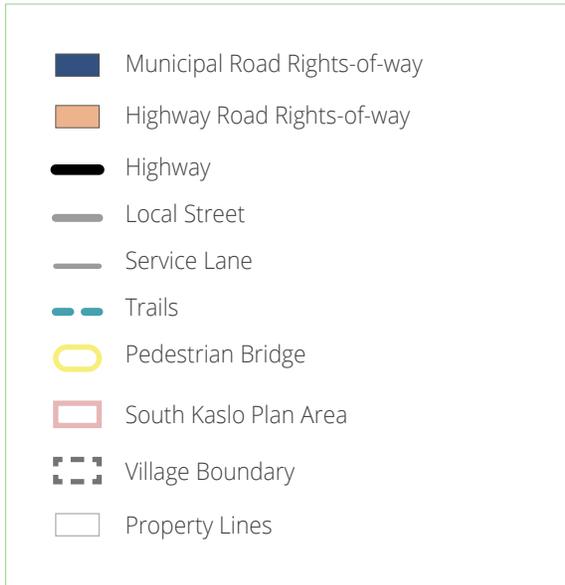
Trails are maintained by the Kaslo Outdoor Recreation & Trails Society (KORTS).



Downtown Kaslo, BC.



*Kaslo Viewpoint Trail.
Photo by Abby Wilson*



SOUTH KASLO TRANSPORTATION + MOBILITY

4.0 Infrastructure Analysis

Water Utilities

Water servicing to the South Kaslo Plan Area is available from existing 150mm PVC water mains on Arena Avenue, Oak Avenue, and Spruce Avenue. It is understood that the Village of Kaslo anticipates the existing water main in Arena Avenue will need to be upsized to facilitate servicing to the proposed developments. Information provided by the Village of Kaslo indicates available pressures range from 60-100psi, sufficient for servicing the lands north of Arena Avenue, and the lower-lying lands south of Arena Avenue. Servicing to the upper lands south of Arena Avenue will likely require a booster station to increase water main pressures.

Sanitary

There is currently no municipal sanitary system surrounding the proposed South Kaslo Plan Area, with the nearest system located in the downtown area approximately 600m away from the South Kaslo Plan Area. The Village has advised there is currently no plan to extend municipal sewer servicing to the South Kaslo area as the existing treatment plant is at capacity. Sanitary waste will therefore need to be either disposed of onsite or into a community treatment/disposal system. Individual onsite disposal will require less up-front costs, though it may result in lower lot densities.

A community system may be more appropriate if greater lot densities are required, however, it would require larger up-front costs to the development project than individual onsite disposal.

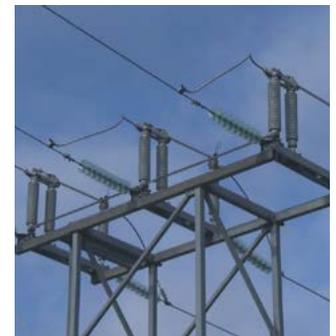
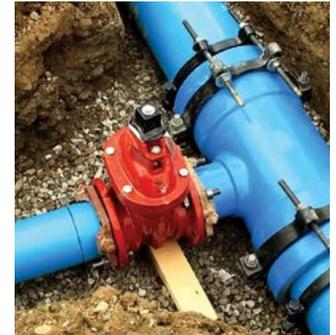
Further analysis on the types of sanitary disposal systems will be carried out once desired land use and lot densities for the South Kaslo lands are developed.

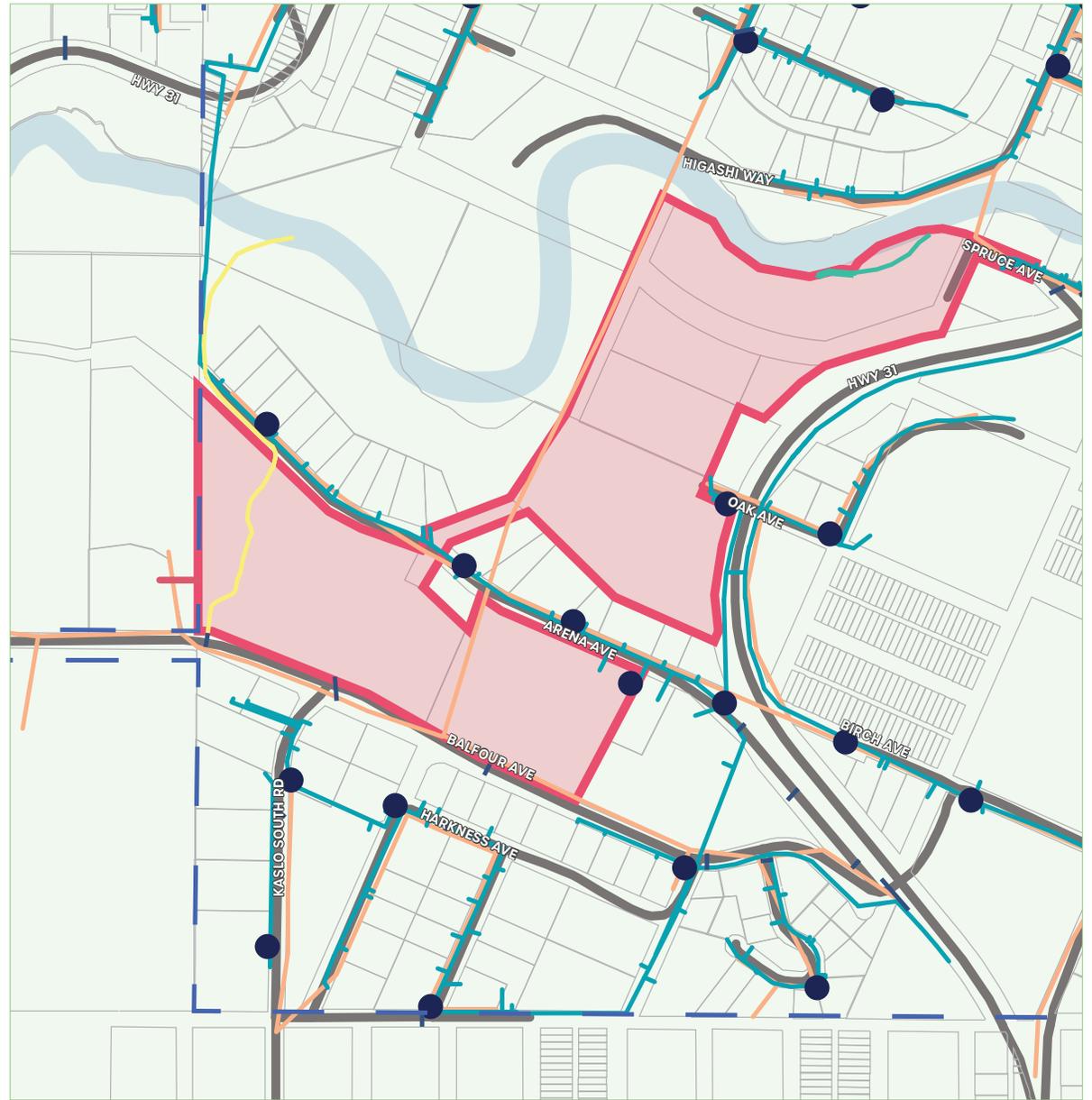
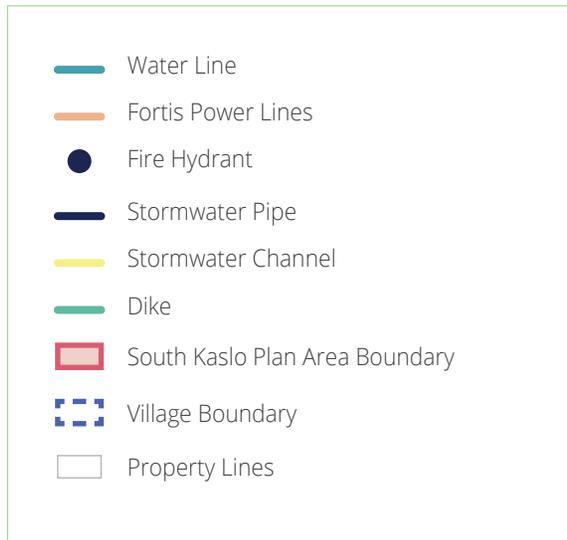
Stormwater

Based on the layout of the existing stormwater infrastructure in Kaslo, it is assumed native soils will be conducive to the disposal of stormwater drainage through below-ground infiltration. To reduce up-front costs to the development, onsite stormwater disposal at each lot should be considered, with municipal infiltration systems only collecting and disposing of runoff from road ROWs.

Power and Communications

FortisBC provides power to the Kaslo area and high-speed fiber internet is provided by Kaslo InfoNet. Servicing designs are to be completed by each utility company.





SOUTH KASLO INFRASTRUCTURE

5.0 Landscape Analysis

5.1. Overview of Conditions

The plan area is largely undeveloped, with minimal human disturbance or structures.

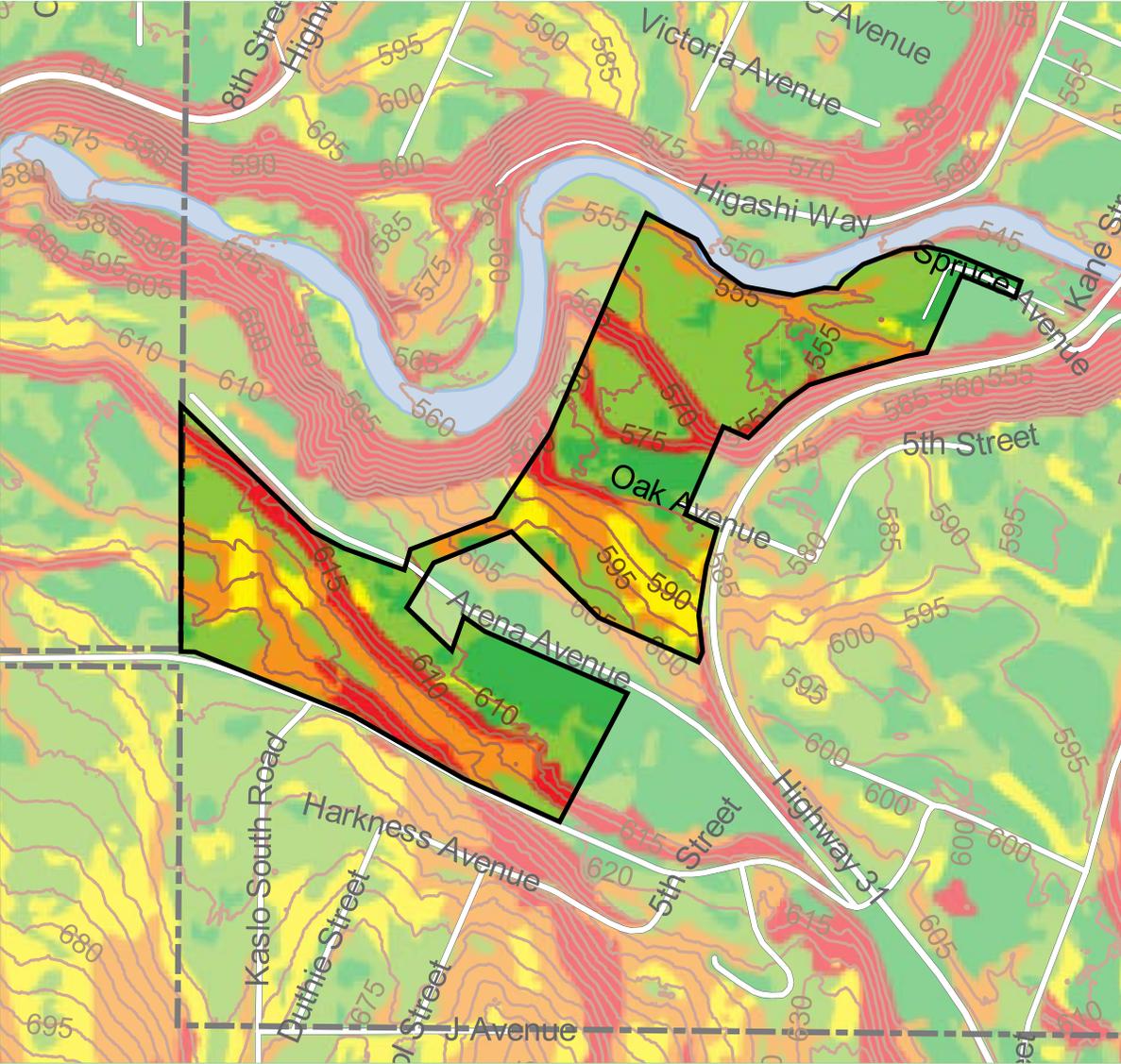
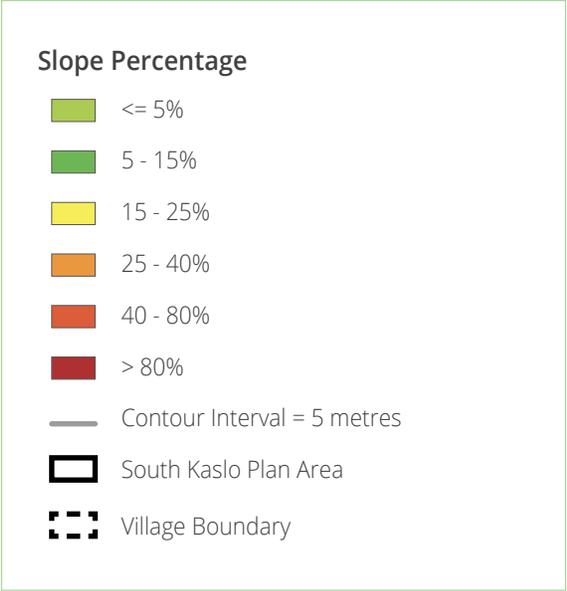
Mature forests are found along the Kaslo River, sections of Highway 31, and the eastern edge of the plan area. Meadows and semi-open spaces with fewer trees are interspersed between these forested areas.



SOUTH KASLO LANDSCAPE OVERVIEW

5.2. Slope Hazard

Four prominent ridges run east to west through the central and southern portions of the plan area. Most of the site is relatively flat, with slopes ranging from 0% to 15%, primarily in the middle to northern sections.

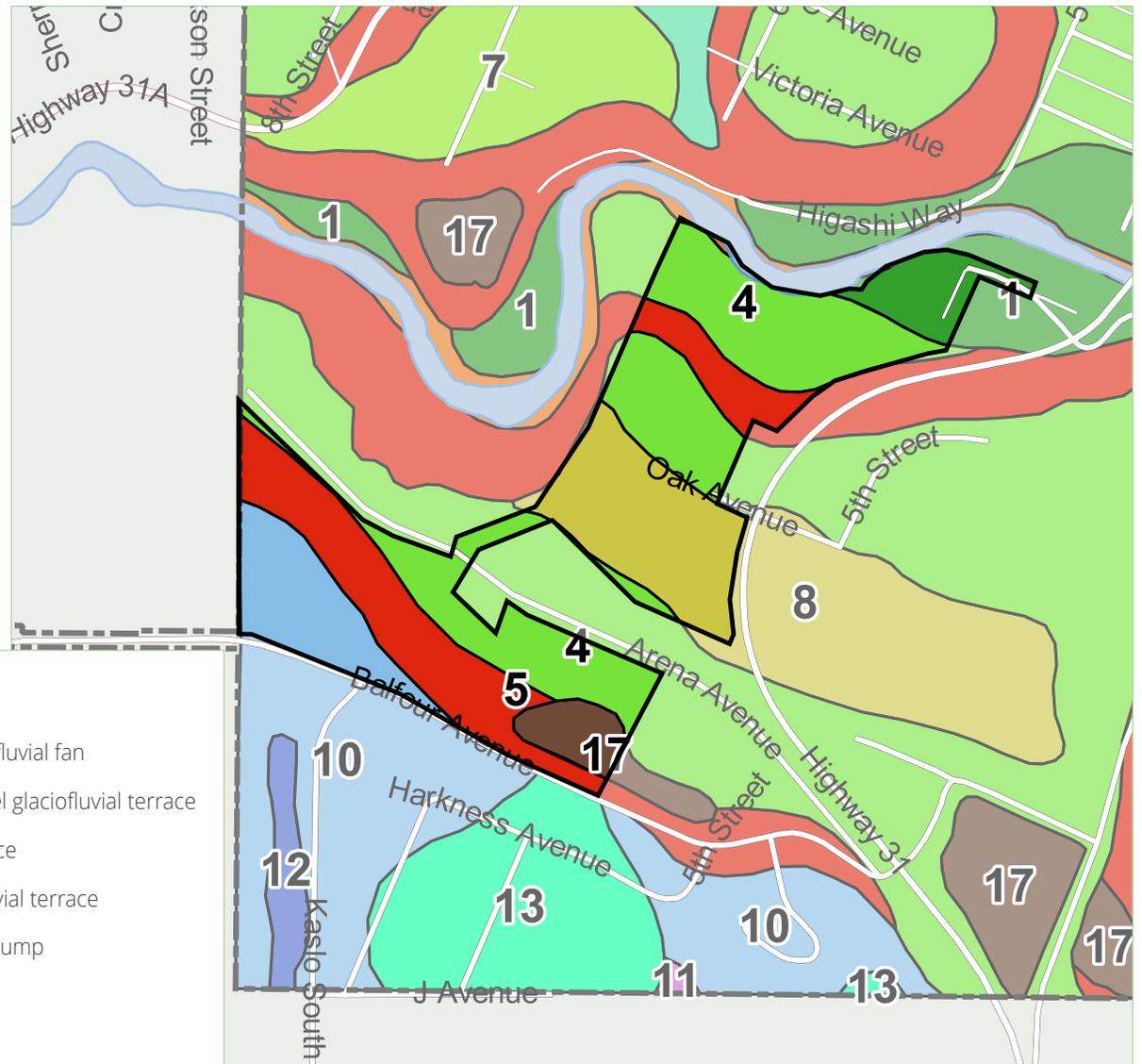


SOUTH KASLO SLOPE HAZARD

5.3. Terrain Analysis

The terrain of the plan area is mostly made up of:

- 1. Sandy loam capping over bouldery sandy gravel glaciofluvial terrace**, which can be summarized as a mix of soil, sand, silt and clay, making it moderately well-drained and suitable for plant growth.
- 2. Strongly rolling bouldery sandy gravel glaciofluvial terrace** which can be summarized as a coarse soil with undulations with moderate to steep slopes, making it more challenging for activities like farming or construction.
- 3. Bouldery gravel scarp face of a glaciofluvial terrace** which can be summarized as a mix of large boulders and gravel, indicating a coarse and well-draining composition, often unstable for construction or vegetation growth.
- 4. Loamy sand capping over bouldery sandy gravel fluvial fan** which can be summarized as a mix of sand, silt, and clay.



SOUTH KASLO TERRAIN

6.0 Economic Analysis

6.1. Current Economic Conditions

British Columbia Context

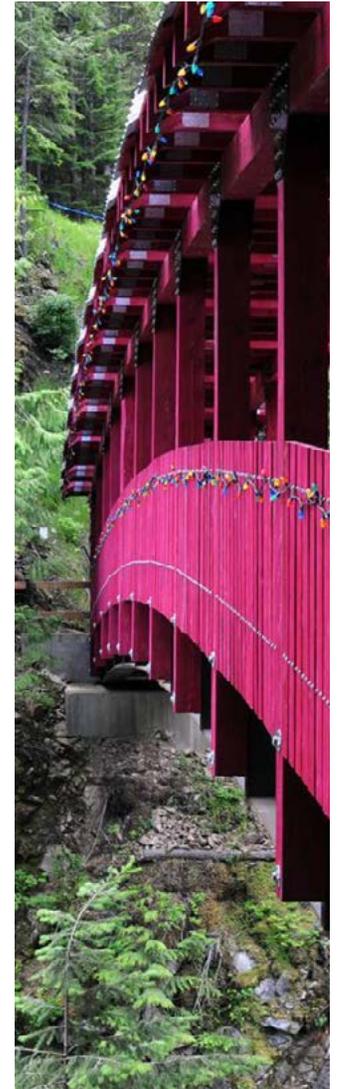
British Columbia experienced the slowest economic growth of any Canadian province in 2024, with real GDP growth at just 1.1%. However, growth is expected to improve to 2.2% in 2025. The province's economy is largely driven by finance, insurance, real estate, government, and professional services, which are less trade-exposed. Trade uncertainties, particularly US tariffs, could significantly impact GDP, potentially causing a modest recession in 2025. While BC is less reliant on US exports than other provinces, it remains vulnerable to trade-related disruptions and currency fluctuations.

Kaslo Context

Kaslo is a small but growing community with an estimated population of 1,179 in 2024, expected to reach 1,266 by 2027. The population is older than the regional and provincial averages, with a median age of 56.4. The local economy is primarily service-based, with key industries including accommodation, food service, healthcare, and education. Incomes in Kaslo are lower than the regional and provincial averages, and household expenditures exceed household incomes, suggesting financial strain. Despite lower housing costs compared to broader BC trends, affordability remains a challenge for residents.

Key considerations include:

- **Population Growth**
 - » Kaslo is experiencing steady growth, outpacing the region as a whole
- **Aging Population**
 - » Median age is 56.4, with 36% of residents aged 65 or older, affecting workforce and service demands.
- **Service-Based Economy**
 - » Dominated by accommodation, food service, healthcare, and education; primary and secondary industries comprise only 20% of the workforce.



- **Lower Household Incomes**
 - » Median household income: \$60,714 (vs. \$102,439 in the regional district and \$129,400 in BC).
 - » Only 6% of households earn over \$150,000 (compared to 14% in RDCK and 23% in BC).
- **High Expenditures Relative to Income**
 - » Average household expenditures (\$81,274) exceed household incomes.
 - » Shelter costs (\$19,859 per household) are lower than regional and provincial averages.
 - » 93% of shelter costs go to principal accommodations, with 59% on ownership costs.

Local Real Estate

Kaslo's real estate market is characterized by a mix of residential, commercial, and industrial properties with relatively high listing prices per square foot for homes, limited vacant land, and scarce commercial inventory. The hotel market has seen improvements in occupancy and revenue, while retail space has low vacancies with stable rents. The industrial market in the broader region has high vacancies and negative absorption, making Kaslo a less competitive industrial location. Multi-family housing is in short supply, with low vacancies and increasing rental rates.

Key considerations include:

- **Residential Real Estate**
 - » Listed homes average \$428 per square foot, ranging from \$339 to \$706 per square foot.
 - » Most listings are northwest of town, with limited inventory near the subject site.
 - » Only one condominium listing was available at the time of review.
- **Vacant Land**
 - » Two vacant lots for sale, one in town at \$72.30 per square foot, on the market for 260 days (suggesting overpricing).
 - » A larger unserviced lot (13,504 sq. ft.) listed at \$6.91 per square foot, also on the market for 270 days.

- **Commercial Real Estate**
 - » Limited inventory; key properties include Kaslo Motel, Kaslo Hotel, and a Home Hardware location.
 - » Hotel Market:
 - » 28-room inventory with 59.6% occupancy and an 8.2% capitalization rate.
 - » Hotels priced at approximately \$156,000 per room.
- **Retail Market**
 - » Low vacancy, modelled rents at \$24 per square foot, with a 6% capitalization rate.
- **Industrial Market (Regional)**
 - » High vacancy (about 33%) and negative absorption over the past year.
 - » Rents at \$13.59 per square foot, sale prices at \$371 per square foot, and a 5% capitalization rate.
 - » Kaslo lacks major industrial appeal due to its location off main rail routes, but highway access could offer some market potential.
- **Multi-Family Housing**
 - » Low inventory and tight vacancy (1.9%).
 - » Average rent per unit: \$1,569, with a sale price of \$239,000 per unit and a 5.4% capitalization rate.

Sources

The economic analysis draws on data from CoStar Analytics, MLS listings, and consultant-led research, including insights gathered from Facebook Marketplace and Craigslist rental listings.

6.2. Analysis Of Market Conditions As They Relate To Key Land Uses

General Market Trends

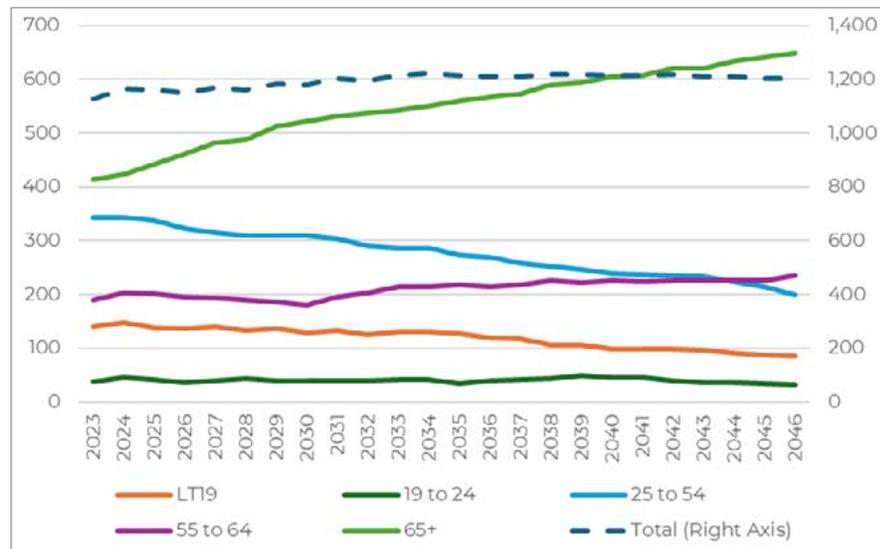
Market conditions in British Columbia and Canada have deteriorated due to rising construction, financing, and permitting costs, while price growth has been relatively restrained. Key findings include:

- Strong sectors like industrial real estate have seen demand satisfied, reducing future growth potential.
- Kaslo's market reflects constrained real estate activity, with limited absorption and growth potential across all sectors.

Population Growth and Housing Demand

BC Stats projects Kaslo's population to grow by 9% between 2023 and 2034, with a slower annual growth rate after 2029. Key findings include:

- Kaslo is expected to grow to 1,266 residents by 2027 and 1,436 by 2034.
- The median age is high (56.4 years), with 36% of the population aged 65 and over, suggesting limited future demand from younger households.



KASLO PROJECTED POPULATION, BC STATS

Local Real Estate Market Conditions

- **Residential**
Housing absorption is low, averaging 5-10 new dwellings per year. The market is characterized by relatively modest price growth, with most sales occurring northwest of the town center.
- **Vacant Land**
Two vacant lots are listed, but long time-on-market suggests weak demand. Prices for these lots are \$72.30 per square foot for a small serviced lot and \$6.91 per square foot for an unserviced larger lot, indicating minimal demand for vacant land.
- **Commercial**
Commercial real estate inventory is minimal, with limited available properties. Existing commercial spaces are priced at approximately \$440 per square foot, with modeled rents of \$24 per square foot and a capitalization rate of 6%.
- **Industrial**
Industrial space is limited, with low absorption and a third of regional industrial properties remaining vacant. Asking rents are approximately \$13.59 per square foot with sale prices of \$371 per square foot and a 5% capitalization rate. Kaslo lacks key infrastructure and access for industrial growth.
- **Hospitality**
Kaslo's hotel market has 28 rooms with 59.6% occupancy, a \$102 revenue per available room (RevPAR), and an 8.2% capitalization rate. Hotels are valued at around \$156,000 per room.

Limitations and Constraints

- **Residential Market Constraints**
Low population growth, an aging population, and limited household formation restrict residential demand.
- **Commercial and Industrial Constraints**
Kaslo's small population and lack of proximity to major transportation hubs limit demand for large-scale commercial or industrial development.
- **Absorption Concerns**
Absorption remains a primary concern, limiting the pace of future residential and commercial development.

6.3. Recommended Highest and Best Use

Summary of Recommended Land Uses

Residential
Phased, low- to medium-density development with a focus on townhouses and detached homes.

Commercial
Modest retail space to meet local demand, ideally located for highway visibility but accounting for terrain constraints.

Industrial
Not recommended due to lack of market potential and locational disadvantages.

Residential Use
Recommended with Phased Approach

Given Kaslo’s limited absorption capacity (5-10 units per year), a phased residential development is recommended to avoid market oversaturation.

- **Preferred Forms**
A mix of townhouses and detached dwellings, which offer cost efficiencies and flexibility in meeting demand.
- **Area 1**
Capable of supporting 300,000 square feet of residential space, with appropriate phasing, at a gross Floor Area Ratio (FAR) of 0.5.
- **Area 2**
Less suitable for high-density development due to infrastructure limitations, making it better suited for estate-style homes, constrained by septic system capacity.

Commercial Use
Recommended with Limited, Community-Oriented Retail

Commercial real estate should be limited to neighborhood-scale retail to meet the local population’s needs.

- **Estimated Demand**
Approximately 12,000-16,000 square feet of commercial floor space, based on the assumption of 20-25 square feet per resident.
- **Site Constraints**
The site offers highway visibility but faces challenges with topography and grade separation, making larger-scale commercial development impractical.

Industrial Use
Not Recommended

- Industrial development is unsuitable due to:
- Lack of proximity to major transportation corridors or industrial hubs.
 - Limited access to an industrial workforce.
 - Sensitivity to economic uncertainty, particularly in the global trade environment.
 - Absence of rail access and related infrastructure.

7.0 Next Steps

The data collected and related analysis and outcomes of this background analysis will inform the remaining project process, serving as important baseline information on which to build the South Kaslo Development Plan.

The next step in the process is Community Consultation, in which the outcomes of this report will directly inform the engagement materials for the upcoming **Public Ideas Fair**, which is scheduled for:

Monday May 12th, 2025 from 6 - 8pm at St. Andrew's Heritage Hall (500 4th Street)

Please, visit the **project webpage** to stay up to date on the latest news, events, and online engagement opportunities:

www.kaslo.ca/p/kaslo-south-development





MEETING DATE: March 10, 2026 FILE No: 8100-01
TO: Mayor and Council
FROM: Robert Baker, Chief Administrative Officer
SUBJECT: Special Events Policy
DATE WRITTEN: March 3, 2026

1.0 PURPOSE:

To present a draft Special Events Policy for Council’s consideration and to request that Council adopt the Policy to establish a clear, consistent, and accountable framework for reviewing, approving, and managing Special Events held on Village property or requiring Village services.

2.0 RECOMMENDATION:

THAT the Special Events Policy be adopted as presented by way of the staff report dated March 3, 2026.

3.0 BACKGROUND:

Special Events contribute significantly to Kaslo’s cultural life, tourism, recreation, and community identity. Historically, event approvals have been managed through a combination of informal practices, staff discretion, and general bylaw provisions. This approach has created challenges, including:

- Inconsistent requirements for safety, insurance, and documentation
- Unclear roles and responsibilities for organizers, staff, and Council
- Limited transparency around cost recovery and municipal service impacts
- Uncertainty for event organizers regarding timelines and expectations

The draft Special Events Policy was developed to modernize the Village’s approach and align it with best practices used in other small municipalities. The Policy is supported by a Special Event Handbook and updated application forms for new and existing events.

4.0 DISCUSSION:

The Special Events Policy establishes a comprehensive framework governing the planning, review, approval, and delivery of Special Events. Key improvements include:

Clear approval pathways

The Policy delegates authority to the Events Committee to approve most Special Events, while reserving Council approval for events with admission fees, significant community impacts, or broader policy considerations.

Defined roles and responsibilities

The Policy clarifies the responsibilities of:

- - Organizers, including safety planning, insurance, permits, and compliance
- - The Events Committee, which evaluates and approves eligible applications
- - The CAO, who administers agreements and ensures compliance
- - Village staff, who support technical review and operational oversight

Standardized application and review process

Applications must be submitted at least three months before the event and include required documentation such as site plans, safety plans, budgets, and timelines. The CAO may circulate applications to internal and external reviewers (RCMP, Fire, Operations, Finance).

Public safety and risk management

The Policy establishes minimum insurance requirements, safety planning expectations, and conditions for events involving alcohol, food service, temporary structures, or road use.

Cost recovery and transparency

Facility rentals and municipal services are charged in accordance with the Fees & Charges Bylaw unless Council approves a partnering agreement. This ensures consistent treatment of all organizers and protects municipal resources.

Final reporting and accountability

Organizers may be required to submit a final report summarizing outcomes, attendance, community benefit, and any issues encountered. This supports continuous improvement and transparency.

Overall, the Policy provides a predictable, fair, and defensible framework that supports community events while ensuring public safety, operational efficiency, and responsible use of municipal assets.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **Adopt the Special Events Policy.** *Provides a modern, consistent framework for event approvals and improves safety, transparency, and administrative efficiency.*
2. Refer the Policy back to staff for revisions. *Allows Council to request changes but may delay implementation for the 2026 event season.*
3. Status quo. *Event approvals would continue under informal processes, with ongoing risks related to safety, consistency, and administrative clarity.*

6.0 FINANCIAL CONSIDERATIONS:

The Policy does not commit the Village to increased spending. Cost recovery for facility rentals and municipal services will occur through the Fees & Charges Bylaw. Administrative responsibilities outlined in the Policy reflect existing staff functions and can be managed within current capacity.

Clearer requirements for insurance, documentation, and compliance reduce financial and liability risks to the Village.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

The Policy aligns with the *Community Charter*, including provisions related to municipal authority, liability, and use of public property. The Policy also supports compliance with FOIPPA for collection and handling of personal information.

RESPECTFULLY SUBMITTED:

Robert Baker
Chief Administrative Officer

Attachments:

1. Special Events Policy
2. Special Event Handbook - Public
3. Special Event - Application Form



SECTION:	Recreation and Cultural Services	15
SUB-SECTION	Special Events	8100
TITLE	Special Events Policy	01

RELATED DOCUMENTS

Number	Title
	Special Event Handbook
	Special Event Application – New
	Special Event Application – Existing

APPROVALS

Approval Date:	Resolution #:
Amended:	Resolution #:

INTERPRETATION

In this Policy:

- (a) any work and term that is defined in the *Community Charter* or *Freedom of Information and Protection of Privacy Act* has the same meaning in this Policy;
- (b) words importing the singular number include the plural and vice versa and words importing the neutral gender include the masculine and the feminine genders;
- (c) headings given to sections are for convenience of reference only and do not form part of this Policy;
- (d) unless expressly stated otherwise, a reference to a “clause” is a reference to a clause in this Policy, a reference to a “section” is a reference to a section in this Policy, and a reference to a “Part” is a reference to a part in this Policy;
- (e) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw or policy is a reference to a Village bylaw or policy, as amended, revised, consolidated or replaced from time to time; and
- (f) except as otherwise provided for in the *Local Government Act*, the *Community Charter*, or this Policy, reference to a resolution or vote of Council is a reference to a resolution or vote passed by an affirmative vote of a majority of Members present and entitled to vote on the matter.
- (g) a reference to the Chief Administrative Officer includes any individual acting under the Chief Administrative Officer’s delegated authority.

INTRODUCTION

The Village of Kaslo recognizes festivals and Special Events as an important part of community life. Special Events enhance community experiences, tourism, arts and culture, recreation, and education, and may provide economic benefits to local businesses. This Policy supports the safe and effective planning and delivery of Special Events held on municipal property, municipal roads, and other locations where a permit, approval, or municipal services may be required.

PURPOSE

The purpose of this Policy is to provide a fair, transparent, and consistent framework for reviewing and approving Special Events, clarifying responsibilities of event organizers and the Village, and establishing minimum requirements for documentation, safety, insurance, cost recovery, and compliance.

APPLICATION & STATUTORY PROVISIONS

This Policy applies to Special Events that take place on Village-owned property, on municipal roads or within the public right-of-way, or that require Village permits, approvals, or municipal services. Organizers are responsible for obtaining all required municipal, provincial, and federal permits and approvals. The Village will administer this Policy in a manner consistent with applicable enactments, including but not limited to the *Community Charter*, *Local Government Act*, and *Freedom of Information and Protection of Privacy Act*.

POLICY STATEMENTS

General

1. This Policy applies to all Special Events as defined in this Policy.
2. The Village will consider and, where appropriate, approve Special Events that are planned and delivered in a manner that protects public safety, reduces impacts on residents and businesses, safeguards municipal assets, and supports efficient municipal operations.
3. No Special Event may occur unless the Village approves the event and the Organizer enters into an agreement with the Village for the use of Village parks, property, streets, roadways, and/or facilities, where applicable.
4. Facility rentals and municipal services will be charged in accordance with the Fees & Charges Bylaw unless a partnering agreement is entered into.
5. Any proposal to charge admission or gate fees for a Special Event on public property requires Council approval. Events approved to charge admission or gate fees will not receive direct financial assistance from the Village.
6. An event in good standing may be given priority to book the same date or time frame the following year, subject to Village approval and scheduling considerations.
7. A completed application may take up to sixty (60) days to process, and so applications should be submitted ninety (90) days before the event.
8. Special Events may generally take place between 7:00 a.m. and 10:00 p.m. Requests to extend beyond 10:00 p.m. must be made in writing at least three (3) months prior to the event.

Delegation of Authority

9. The Events Committee is delegated the authority to review and approve Special Events that comply with this Policy and all applicable bylaws and requirements. Applications that must be referred to Council include, but are not limited to, requests to charge admission or gate fees on public property, events with significant community or financial impact, or events that raise material policy considerations.
10. The Chief Administrative Officer is delegated the authority to prepare, execute, and administer all agreements, contracts, permits, and related documents required to give effect to any Special Event approval granted by the Events Committee or Council. The Chief Administrative Officer may take any operational or administrative action necessary to ensure compliance with Village bylaws, policies, and the Special Event Handbook.

PROCEDURES

Application

11. Applications must be submitted a minimum of three (3) months prior to the event date(s). Applications are not considered complete until all required information has been submitted.
12. Applicants must use the Village-supplied application form and include the following information:
 - (a) Contact information of the event Organizer and Event Coordinator(s);
 - (b) Event type, purpose, and size;
 - (c) List of dates, locations, and times;
 - (d) Description of the event;
 - (e) Timeline of activities;
 - (f) Preliminary plans for public safety, security, waste management,
 - (g) Preliminary site plan or route map; and
 - (h) A detailed budget.
13. Upon receipt of a completed application, requested date(s) may be placed on hold by the Village during review, subject to availability.
14. To avoid miscommunication, all event-related correspondence should be directed through the Village's designated staff lead.

Review

15. The Chief Administrative Officer may circulate applications for review to relevant internal and external stakeholders, including the Fire Department, RCMP, Corporate Administration, Operations, or Finance.
16. The Chief Administrative Officer will forward qualifying Special Event applications to the Events Committee for evaluation. The Committee shall approve, deny, or refer the application to Council within 30 days of the completed application being accepted by the Village.
17. To mitigate the risks of conflicts of interest:
 - (a) Prior to considering applications, Events Committee members must disclose any actual, potential, or perceived conflict of interest related to an applicant or application.

(b) Where a conflict is declared, the member must not access non-public application materials beyond what is necessary to identify the conflict, must not participate in the evaluation of that application, and must not influence other reviewers.

(c) Declared conflicts and related recusals shall be documented in meeting minutes.

Approval

18. The Chief Administrative Officer shall notify applicants of the decision to approve or deny the application within 30 days of the decision being made, including any terms or conditions attached to the approval. The Events Committee or Council may impose any terms or conditions it considers appropriate, including but not limited to final reporting.
19. The Village may impose terms and conditions on any approval, and may refuse, suspend, or revoke an approval where public safety, compliance, documentation, insurance, timelines, or integrity requirements are not met, or where material changes are made without prior approval.
20. Organizers must indemnify and hold harmless the Village of Kaslo and its officers, employees, agents, and elected officials from claims arising from the event, as set out in the application materials and agreement.
21. Applicants may be required to:
 - (a) Obtain a minimum \$2,000,000 Commercial General Liability naming the Village as additional insured; max deductible \$5,000; coverage from set-up through clean-up; host liquor liability if alcohol is served; All-Risk property insurance for Organizer property. The Village may require higher limits depending on activities;
 - (b) Obtain, as applicable, a Special Event Permit (liquor), Temporary Food Premises Permit (Interior Health), Special Event Business Licence (for vendors), Highway Use Permit (street use), Temporary Building Permit (tents >10'×10' or stages >2' high), Electrical/Amusement Device permits, and any Transport Canada authorization (e.g., drones);
 - (c) Provide, as applicable, at least 1 month prior to the event a Final Site Plan, Emergency Response Plan, Production Schedule, Waste Management Plan;
 - (d) Coordinate with RCMP and Fire as directed;
 - (e) Commit to obtaining all approvals, manage safety and incident reporting, comply with Village bylaws and OHS expectations where event activities create a workplace, and pay all licensing/SOCAN/performance fees.

Event Operations

22. Organizers must provide an on-site Event Coordinator and comply with all conditions of approval during set-up, event operations, and clean-up.
23. Organizers must promptly report incidents, injuries, and any damage to property or the environment to the Village.
24. Organizers are responsible for clean-up and waste removal by the agreed upon time following the event.

Final Reporting

25. As a condition of approval, applicants may be asked to provide a final report of the event. The Chief Administrative Officer is delegated with the authority to administer final reporting requirements, subject to any specific directions issued by the Events Committee or Council.

26. When required, the final report shall be provided on the Village-supplied final report form and may include the following information:
- (a) A summary of the event, and confirmation that the event occurred within the terms and conditions that were approved.
 - (b) A summary of outcomes achieved, description of community benefits delivered, number and type of participants or attendees, and how the event benefited Village residents.
 - (c) A summary of how the project supported the objectives identified in the application, contribution to community well-being, accessibility, inclusion, or engagement, volunteer involvement and community participation
 - (d) A list of challenges encountered, with lessons learned or recommendations for future events.
 - (e) Photos or media from the event.

RESPONSIBILITIES

Council

Council establishes the policy framework for Special Events and makes decisions on applications referred by the Events Committee, including those involving admission fees, significant impacts, or broader policy considerations. Council may impose terms and conditions on approvals and is responsible for approving any amendments to this Policy.

Events Committee

The Events Committee reviews and approves eligible Special Event applications, referring those beyond its delegated authority to Council. It must consider applications within thirty (30) days, and members must declare conflicts of interest, refrain from participation where a conflict exists, and ensure recusals are documented.

Chief Administrative Officer (CAO)

The CAO administers the Special Events Policy, screens and circulates applications for review, forwards qualifying applications to the Events Committee, and notifies applicants of decisions. The CAO prepares, executes, and administers all agreements and related documents and may take any administrative action needed to ensure compliance with Village bylaws, policies, the Handbook, and approval conditions.

Village Staff

Village staff support policy administration by participating in interdepartmental reviews, assisting the CAO in assessing applications, and undertaking operational or technical review. Staff may also help monitor event operations, respond to incidents, and support enforcement of approval conditions.

Organizer

Organizers are responsible for planning and managing all aspects of the event, ensuring the location or route is suitable, obtaining all required permits, and submitting necessary documentation, such as insurance, safety plans, site plans, schedules, and waste management plans within required timelines. They must comply with all Village bylaws, policies, OHS requirements, and approval conditions, and are accountable for public safety, incident reporting, payment of fees, and post-event clean-up.

Event Coordinator

The Event Coordinator is the primary contact between the Organizer and the Village, must be on-site for the duration of the event, and is responsible for coordinating compliance with conditions of approval and implementing approved plans and operational requirements.

DEFINITIONS

“Event Coordinator” means the point person for the event and the primary contact between the Organizer and the Village and the on-site contact during the event.

“Existing Event” means an event that has taken place in the Village of Kaslo for at least three consecutive years.

“New Event” means an event taking place in the Village of Kaslo for its first, second, or third time.

“Organizer” means an individual, community organization, or company that has overall responsibility for the Special Event management duties.

“Special Event” means a gathering of people for the purpose of celebrating, selling, performing, consuming, displaying, and sharing experiences, including festivals, performances, exhibits in public spaces, fitness events, and fun runs.

“Special Event Handbook” means the Village of Kaslo Special Event Handbook, as amended from time to time, which sets out detailed requirements and guidance for the planning and delivery of Special Events.



Village of Kaslo

SPECIAL EVENT HANDBOOK

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PART 1 - INTRODUCTION

The Village of Kaslo recognizes festivals and special events as an important part of Kaslo's quality of life. Festivals and special events enhance community experiences, tourism, arts and culture, recreation, and education as well as providing an economic benefit to businesses in the Village of Kaslo.

Successful events do not just happen; they are a result of:

- responsible leadership;
- careful planning;
- good organization;
- provisions against the unexpected; and
- methodical 'follow through' and evaluation.

No special event may occur unless the Village approves of the special event, and the event organizer enters into an agreement for the use of the Village's parks, property, streets, roadways, and facilities.

The information contained in this handbook is designed to help event organizers plan and execute successful festivals and special events. It lays out the Village's expectations of an event organizer as well as informs the organizer of how the Village may be able to assist.

PART 2 - WHAT YOU NEED TO KNOW AS THE EVENT ORGANIZER

2.1 Responsibility

This Handbook is not intended to be an instructional manual on how to organize an event. As the event organizer, it is your responsibility to ensure that you have the necessary knowledge, experience, and resources required in order to successfully organize your event.

As the event organizer, you assume the responsibility of all aspects of your event and event planning. You may choose to delegate, assign, or contract out certain aspects of your event; however, you are ultimately responsible for ensuring that all aspects of your event comply with Provincial Laws, Village Bylaws, Village Policies, Village Permits, and information provided in this handbook.

As the event organizer, it is expected that you will not be participating in any aspect of the event (apart from official ceremonies, such as opening ceremonies), and that you will be available to liaise with Village staff at all times. During longer events, this responsibility may be shared with a co-event Coordinator. Contact information for the co-event Coordinator must be provided to the Village in advance of the event along with a schedule of shifts.

2.2 Communicating with the Village

We know that Kaslo is a small community and that you likely know many staff at the Village and may have conversations with others about your event. To ensure that your event is successful, it is important that all communication related to your event is done through our Municipal Services Clerk, or that the Clerk is copied on all correspondence that you may have with other staff. Commitments and details relating to your event that are not directly communicated to the Clerk will not be guaranteed as they may not comply with the criteria outlined in this handbook.

PART 3 – APPLICATION PROCESS

Please read this document in its entirety prior to submitting your application.

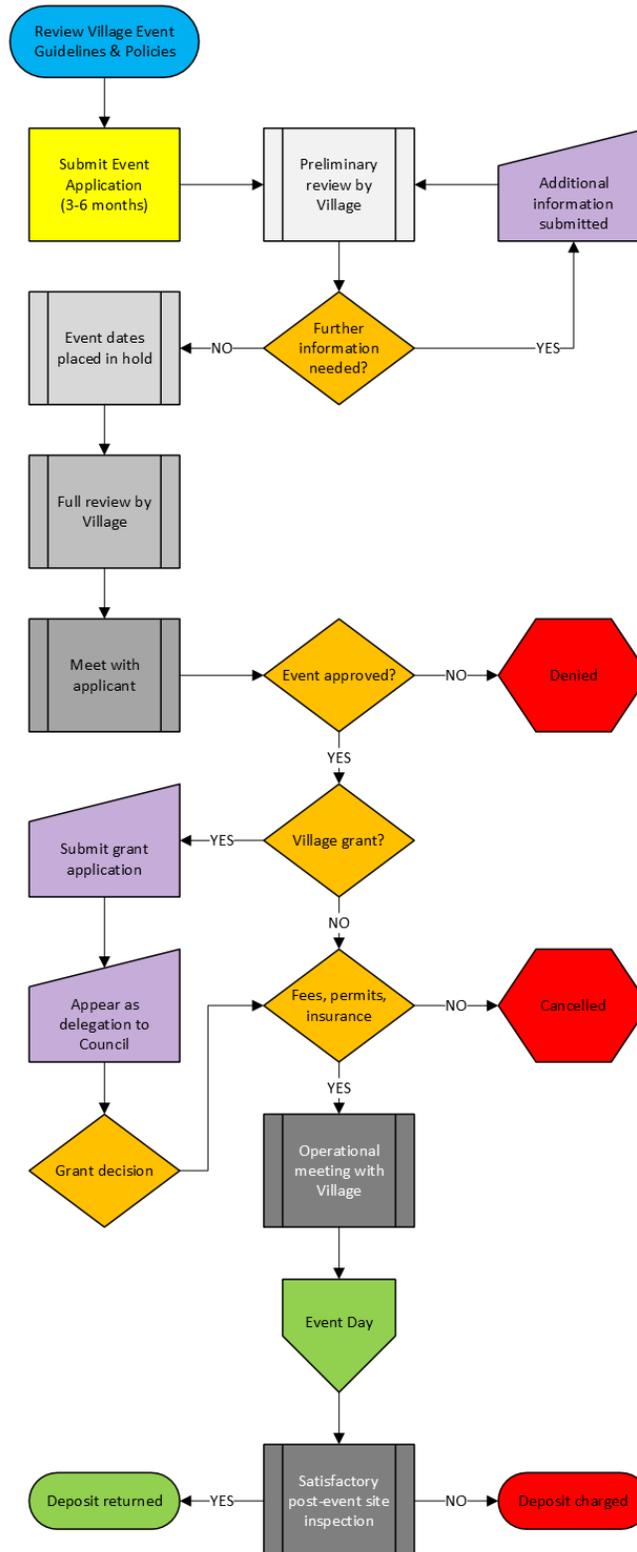
Requests to hold a festival or special event in Kaslo can be made by submitting a completed event application form to the Village of Kaslo. There are two (2) event application forms, which can be found at kaslo.ca:

- 1) Application for a New Festival and Special Event – used for a first time event; and
- 2) Application for an Existing Festival and Special Event – used for a returning event.

Applications are not considered complete until all required information has been submitted. Once a completed application has been received, the requested date(s) will be placed on hold to ensure that the date is kept available during the review process. If the requested date is not available, the applicant will be notified and another date may be selected.

3.1 Application Process Flowchart

Event applications must be submitted a minimum of three (3) months prior to the event date. Please refer to the chart in section 3.2 for a complete list of due dates for permits, fees, and insurance.



3.2 Application Submission Deadlines

In order to allow sufficient time for the review of your application, the following deadlines will be enforced:

- an application must be submitted no later than three (3) months prior to the event; and
- for events of a larger magnitude, it is recommended that event organizers submit applications approximately one year in advance.

Please use the following chart to assist in planning your event. It is the event organizer's responsibility to ensure that each document and fee that may be required for the event is received by the Village of Kaslo by the required time noted below. Delays in receiving these items will delay the approval process and may result in an event being cancelled. Depending on the scope and complexity of your event, these items may need to be received sooner than the minimum time requirement.

Component	Minimum Time Required
Event Application Form	3-6 months (please see guidelines outlined above)
Signed Copy of Preliminary Rental Agreement	Within 1 month of event approval
Payment of Security Deposit	Within 1 month of event approval
Insurance Certificate	1 month prior to event
Approved Special Event Permit	1 month prior to event
Approved Food Permit	1 month prior to event
Approved Highway Use Permit (if applicable, include Traffic Control Plan)	1 month prior to event
Operational Plan <ul style="list-style-type: none"> ▪ Emergency Response Plan ▪ Final Site Plan ▪ Production Schedule 	1 month prior to event
Waste Management Plan	1 month prior to event
Neighbourhood Notification Letter	1 month prior to event
Signed Copy of Final Rental Agreement	1 month prior to event
Payment of Rental Fees and Fees for any Village Services	1 month prior to event
Confirmation of Special Event Business Licence (basic business licence)	1 month prior to event

3.3 Site Plan

A site plan is an important part of an application and provides a visual reference for your event. A detailed site plan is not required with your application, but will be required prior to final approval of your event.

A draft site plan is required with your application and may include larger areas of where you plan to cluster certain activities. For example, a large circle to show where food vendors will be located or where an art activity might be set up.

For more information on what to include in your final site plan, please refer to section 17. For example site plans, please refer to Appendix A.

3.4 Approval

Completed applications will be reviewed by staff from various Village divisions, which depending on the nature and location of the event may include:

- (a) Fire Department;
- (b) RCMP;
- (c) Clerk's Office
- (d) Operations;
- (e) Finance;
- (f) Corporate Administration.

Once your event has been approved, you will enter into a signed agreement with the Village. The approval for the event is only valid for the dates listed on the agreement. By signing the agreement, you agree to abide by all the requirements set out in this handbook.

3.5 Conditions of Approval

The Village of Kaslo may require an event organizer to retain one or more Village staff, at the organizer's expense, for the duration of the event as a condition of approval. The Village of Kaslo may refuse to issue an approval, or may revoke or suspend an approval, or impose a term or condition on an approval, on the following grounds:

- (a) the event endorses views and ideas that are likely to promote discrimination, contempt, or hatred for any person or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
- (b) there is another event booked at the venue;
- (c) the event conflicts with the Village's core values, vision, or strategic goals, or adversely impacts on the Village's identity;
- (d) in the opinion of the Village, event participants and patrons have not been or will not be adequately safeguarded;
- (e) in the opinion of the Village, the security and protection of all venues have not been or will not be adequately safeguarded;

- (f) in the opinion of the Village, activities which are contrary to Village policies or bylaws, or provincial or federal laws will be conducted or promoted;
- (g) all regulatory approvals have not been obtained (i.e. Special Event Permit, lottery licence, etc.);
- (h) the application was not submitted in a timely manner, as determined by the Village;
- (i) the applicant or organizer does not have or will not provide evidence of required insurance;
- (j) the applicant or organizer will not provide documentation or information as may be required in any other part of this handbook or by the Village;
- (k) the conduct of the applicant, or any partner, officer, director, employee, or agent of the applicant, affords reasonable cause to believe that the applicant will not carry on his or her business in accordance with the law or with honesty or integrity;
- (l) there are reasonable grounds to believe that an application or other documents provided to the Village by or on behalf of the applicant contains a false statement;
- (m) any information contained in the original application form, or any other information provided to the Village, has ceased to be accurate and the organizer has not provided up-to-date accurate information to the Village to allow the Village to conclude that the approval should continue;
- (n) the applicant, organizer, or any partner, officer, or director has been convicted of an offence, for which a pardon has not been granted, pursuant to any one or more of Parts V (Sexual Offences), VII (Offences Against Persons), or IX (Offences Against Property) of the Criminal Code of Canada, R.S.C. 1985, c. C-46, as amended, or any other criminal convictions in the preceding five (5) years;
- (o) the applicant or organizer has been convicted of any other criminal offence for which, in the opinion of the Village, it would not be in the interest of public safety to issue an approval; or
- (p) the applicant or organizer implements one or more changes to the scope of the event, once approved, without prior approval from the Village for the changes.

All event organizers are expected to read and adhere to the required procedures set out in the Village's special event policies, which can be found at www.kaslo.ca.

Notwithstanding any other provision of this handbook, the Village may impose terms and conditions on any approval at any time during the term of the approval, including special conditions, as are necessary in the opinion of the Village.

The Village reserves the right to refuse to enter into an agreement with respect to any application for an event on Village property.

PART 4 – FEES FOR FACILITIES AND SERVICES

Most Village owned facilities, including park space, are subject to a rental fee. For a complete fee structure, please refer to the Village's Fees & Charges Bylaw which can be found at www.kaslo.ca.

If you require any services from the Village, the associated fee(s) is based on cost recovery for the services being provided. Village services that are available for events include waste management (rental of bins, removal and disposal of waste, etc.), Operations staff time, and additional site preparations (e.g., additional landscaping or cleaning). The fee for these services will be determined depending on the needs of the event.

PART 5 - PARKS

5.1 General

Event Organizers' set-up on grassed areas must ensure turf is not affected or damaged by the setup, non-vehicular booths, tents, and pre-approved vehicular traffic (see section 5.3).

In order to reduce the environmental impacts of balloons released into the atmosphere, the release of balloons at events hosted on Village properties (parklands, parking lots, streets) is not permitted. Helium filled balloons are not permitted at outdoor festivals and special events.

The Village does not permit the attachment of art, garden displays, or hammocks to trees located on Village properties (parklands, parking lots, streets) during a permitted Special Event.

All run/trail markers must be removed within five days after the event has taken place. Any run/trail markers not removed after five days will be subject to a removal fee which will be the responsibility of the event organizers.

The Village will provide all normal maintenance services to its current routine standards including but not restricted to grass cutting, snow and ice clearing, and any regular housekeeping/janitorial supplies and services at the event location before and during the event. Any additional maintenance required by the special event organizer prior to or during the event, shall be at the sole cost and responsibility of the event organizer.

5.2 Liquor & Beer Gardens

An area to serve alcoholic beverages may be allowed in Village parks under the following conditions:

- (a) the application is approved by the Village;
- (b) the event organizer will work with staff to identify pre-approved locations for the beer garden(s) in the park;
- (c) a Special Event Permit (SEP) has been obtained through the BC Liquor Control & Licensing Branch;
- (d) the appropriate insurance for serving alcohol has been obtained; and
- (e) the event organizer has provided to the Village a copy of the Special Event Permit and insurance at least two (2) weeks prior to the event.

It is important that you apply for your Special Event Permit early on to ensure sufficient time for the approval process. An SEP application is reviewed by the Kaslo RCMP and BC Liquor Control & Licensing Branch and may require one or more meetings to receive approval.

5.3 Driving

As a general rule, driving is not permitted on grass areas in Village parks. Exceptions may be made for specific vehicles that require access to specific areas in a park, given the proper weather conditions. Examples of this may include food trucks or production equipment trucks. In some cases, heavy rainfall will result in no vehicular access without exception. It is important to have a rain plan for your event (see section 5.4).

The event organizer will be subject to additional fees for turf remediation required from vehicle damage.

All vehicular traffic must cease within the park one half hour before the start of any part of the event (e.g. sale by vendors, opening of exhibits, etc.). Any vehicles in the park without permission from the Village may be subject to ticketing through Bylaw Enforcement.

5.4 Rain Plan

In the event of heavy rain, driving is no longer permitted in the parks. Items must be carried in or out. Relocating portions of the event into the parking lot may be possible; however, it must be planned for in advance and have Village approval. Activation of the rain plan will be done under Village direction or with Village approval.

5.5 Vimy Park

[PLACE HOLDER FOR PARK MAP]

Picnic Shelter –The covered picnic shelter can be rented.

Parking – There is limited parking that can be reserved for event organizers. All posted public parking regulations will remain in effect during your event. Please see section 5.6 for further details.

Electrical – There is an electrical kiosk located around the general park area.

Water – There is a water hook up located close to the general park area.

5.6 Front Street Park

Performance Stage – This elevated concrete stage is covered and has an electrical kiosk adjacent to the stage. Mats are required to cover any electrical cables on the public pathway between the stage and electrical kiosk. There are no rigging points under the stage cover.

5.6 Parking

All posted parking regulations will remain in effect during your event and are enforced by bylaws.

PART 6 – TENTS & STRUCTURES

There are many forms of tents and temporary structures available for special events. Please note that tents larger than 100 square feet require a temporary building permit – please see section 6.2.

6.1 Tent Types

Pop-up Tents

Pop-Up tents are easy to set-up tents that require no assembly. These tents are readily available and come in various sizes starting at 10' x 10'. These lighter weight tents use a shorter tent style peg (approximately 8") for anchoring to the ground. These tents can be used almost anywhere in a Village park. Please ensure that the manufacturer's installation instructions are followed when using a pop-up tent.

Marquee Style Tents

Marquee style tents are those that are assembled on site. This style of tent uses longer tent stakes or weights for anchoring to the ground. Due to the potential for damage (electrical conduit and irrigation systems), approval for each location for this style of tent must be obtained prior to installation. In many instances, stakes are not permitted and weights must be used.

6.2 Building Code Requirements

A temporary building permit is required for tents larger than 100 square feet (i.e., 10'x10'), or for any stage constructed to be over 2 feet above the ground.

For any questions regarding building permit requirements, you must contact the RDCK Building Department.

Please contact the RDCK Building Department at least two (2) months prior to your event to ensure sufficient time.

PART 7 – WASTE MANAGEMENT

A waste management plan is required for all special events regardless of size. The plan should ensure that waste is collected and sorted by type, is free of contamination, and is disposed of appropriately. Vendor-generated waste must also be considered in the plan. Event Organizers must submit their waste management plan to the Village at least two (2) weeks prior to the event.

PART 8 – WASHROOMS & PORTABLE TOILETS

You are required to provide adequate washrooms at your event. Although there may be public washrooms at the event site that may be used by your attendees, you may need to rent additional portable toilets and hand wash stations.

The event organizer is responsible for ensuring the cleanliness, supplying, and security of the portable toilets.

For events longer than seven hours, servicing of portable toilets should be scheduled prior to the seventh hour.

If hand wash stations are rented, bins to collect used paper towels must be provided at each station. Used paper towels are to be collected and disposed of in the compostable/organic materials waste stream.

The following quantities are the suggested standards for toilet requirements at events:

- 1 toilet per 140 people – family event;
- 1 toilet per 180 people – adult audience; and
- 1 accessible toilet per 280 people (at least one accessible unit provided at event).

Please use the following table to determine how many public toilets can be considered in your calculation for events at Vimy Park:

Date	Percentage	# of stalls
Between June 1 to September 30	30%	
Between October 1 to May 31	100%	

PART 9 – VENDORS, SALES, FUNDRAISING

A Business Licence for your special event is required if your event will have vendors that do not already hold a Village or Inter-Municipal Business Licence. One licence is valid for the duration of the event and covers all vendors. A list of all vendors taking part in the event must be provided before the licence can be issued.

All vendors will be required to ensure:

- the use of all outdoor electrical cords are in good operating condition;
- the use of only manufactured extension cords with a three wire configuration or two (2) wire polarized outdoor rated cords (no modifications to cords or equipment is permitted); and
- any non-waterproof equipment used in display enclosures (tents, gazebos, etc.) shall be protected from rain.

Failure on the part of the event organizers to comply will result in the shutting down of the offending exhibitor and any associated costs will be billed back to the event organizer.

9.1 Food Trucks and Food Vendors

Food Trucks and Food Vendors must display a Declaration Form with a valid Fire Chief's Association decal. This is issued during the fire inspection.

Vendors using heating or cooking units shall provide for their own use at least one portable multi-purpose extinguisher (minimum 10 lb 4A-60B:C rated). Fire extinguishers must be visible, accessible, and may not sit on the ground. 10 lb fire extinguishers are not available from regular hardware stores and must be purchased from a speciality fire equipment store.

Where electrical hook ups are not available, a CSA approved generator and CSA approved fuel may be utilized with permission from the Village.

If your event will include vendors cooking and selling food on site, you must obtain approval and/or a permit from Interior Health. For information on the requirements specific to your event, please go to www.interiorhealth.ca.

When sourcing food vendors, please keep in mind that the products sold by event food vendors may not directly compete with any permanent business in the local area. For example, vendors engaged for events at Vimy Park may not sell products that directly compete with the concession operator located in the park.

9.2 Grey Water

Holding tanks must be provided for washing stations and caution must be taken to ensure they do not overflow. Self-contained holding tanks belonging to food trucks must also be inspected periodically to ensure that they will not overflow. Food truck operators often become very busy at events and forget to monitor their grey water tank levels. Event organizers will work with food truck operators to ensure that grey water is properly contained.

Vendors are prohibited from depositing grease or waste water directly into the Village's storm or sanitary sewer. In special cases, access to a sanitary sewer may be possible; however, a proper hook-up by a licensed plumber paid for by the event organizer and inspected by the Village prior to use is required. Fees will apply. Offenders are subject to prosecution under Village Bylaws and/or Provincial or Federal legislation.

9.3 Solicitation of Funds

Any business or commercial activity in a Village park must have prior written authorization from the Village. Groups are not permitted to actively solicit funds from passive park users.

PART 10 – RIDES & ATTRACTIONS

When having any ride or attraction, such as inflatables, at a special event, the organizer must show copies/proof of the following insurance and licences from the provider to the Village two (2) weeks prior to their event.

1. evidence of \$5 million in general liability insurance, including bodily injury and property damage. The coverage contains no exclusionary clauses with respect to the use of the device(s) at the event and is valid throughout the date of the event;
2. copy of British Columbia Amusement Device Licence which is valid throughout the date of the event;
3. copy of British Columbia Amusement Device Permit (one permit per device) which is valid throughout the date of the event; and
4. copy of British Columbia Amusement Devices Mechanic Certificate, with an ADM-I Certification, issued under the Technical Standards and Safety Act, which is valid throughout the date of the event.

Amusement devices will be installed by the provider by a licensed mechanic or by a mechanic-in-training under the supervision of the licensed mechanic.

Supervision of inflatable amusement devices will be provided on site for each device operated, from set-up until tear-down by trained attendants provided by the provider of the device.

All employees of the provider must be covered under WorkSafe BC. It is understood and agreed that the representative of the Village has the right to shut down any amusement device if compliance of any of the above conditions is not evident during the event.

Vehicles and trailers associated with amusement devices/inflatables will not be permitted to park inside the park (must be parked on the road or in parking lot).

PART 11 – LIVE & RECORDED MUSIC

If you are planning on having performing or playing music as part of your event, you'll need to contact the Society of Composers, Authors and Music Publishers of Canada (SOCAN) to obtain the rights for the performance of the music. A SOCAN license will give you the right to play or perform virtually any music and ensures that the music creators are compensated.

PART 12 – PERMITS & LICENCES

It is the event organizer's responsibility to ensure that any required permits and licences are approved prior to the event and available at the event site for review by inspectors or Village staff, if requested.

It is recommended that you apply for all necessary permits and licences early in the event planning process as there could be delays in approvals depending on the scope and complexity of your event.

Event Aspect	Permit or Licence	Organization
Will you be serving alcohol?	Village Approval and a Special Event Permit	BC Liquor Control and Licensing Branch (www.specialevents.bcldb.com)
Will you be serving food?	Temporary Food Premises Permit	Interior Health (www.interiorhealth.ca)
Will you have vendors who do not already have a Village or Inter-Municipal Business License?	Special Event Business License (basic business license)	Village of Kaslo (www.kaslo.ca)
Will you be closing a street?	Highway Use Permit	Village of Kaslo (www.kaslo.ca)
Will you have a tent larger than 10'x10' or a constructed stage higher than 2ft above ground?	Temporary Building Permit	RDCK Building Department
Will you have live or pre-recorded music?	Performing Rights Licence	Society of Composers, Authors, and Music Publishers of Canada (SOCAN) (www.socan.ca)
Will you have gaming or raffles?	Gambling Event Licence Fundraising	The Gaming Policy and Enforcement Branch (www.gov.bc.ca)
Will you be using generators or an electrical supply greater	Electrical Permit	Technical Safety BC (www.technicalafetybc.ca)

than 5 kVA, or hiring an electrician to connect to the Village’s electrical service?		
Will you be having inflatable or other amusement devices that require licensing, inspection, or special operating requirements?	Amusement Devices Operating Permits	Technical Safety BC (www.technicalafetybc.ca)
Will you have activities on the water?		Province (www.gov.bc.ca)
Will you have any aerial activities (e.g. use of a drone)	Village approval and Transport Canada permit may be required.	

PART 13 – INSURANCE & INDEMNIFICATION

13.1 Insurance

The Village requires that the Organizer have a Two Million Dollar (\$2,000,000) Commercial General Liability Insurance policy in place, naming the Village as additional insured. The maximum insurance deductible shall be \$5,000. The policy must cover all activities taking place at the event and may not list any exclusions relating to activities being presented as part of the event. The policy must be in place from the first day of set-up to the last day of clean-up. If any alcohol is being served at the event (such as a beer garden or vendor tasting), the insurance policy must include host liquor liability.

All Risk Property Insurance must be in place for Organizer’s property. The maximum insurance deductible shall be \$5,000.

The Village reserves the right solely at its discretion to set higher insurance limits. This may be required depending on the type of activity planned during the event (e.g. Fireworks displays, amusement rides, sale of alcoholic beverages).

Additional provisions:

- The Village must be provided with 30 (or 60) days written notice of cancellation or material change resulting in reduction of coverage, except for policy cancellation due to non-payment of insurance premium, in which case the written notice of cancellation shall follow the applicable statutory insurance conditions. The duration of written notice required may vary in accordance with the term of the contract. If the term of the contract is one year or less, 30 days written notice is adequate. If the term of the contract exceeds one year, 60 days written notice may be required.
- If the Village has an insurable interest in the insured property, the Village must be added as a “Named Insured” and “Loss Payee” under the property insurance policy in respect to its interests.

- All property insurance policies must contain a Waiver of Subrogation in favour of the Village whereby the insurer, upon payment of any claim(s), waives its right to subrogate against the Village for any property loss or damage claim(s).
- The insurance policy (policies) carried by the Organizer will be primary in respect to the operation of the named insured pursuant to the contract with the Village. Any insurance or self-insurance maintained by the Village will be in excess of such insurance policy (policies) and will not contribute to it.

13.2 Indemnification

Village facilities are maintained on a regular basis. It is up to the event organizer to inspect the event site(s)/facility(ies) and ensure that it is suitable for the activities being presented at the event. The Organizer is required to hold and save harmless the Village of Kaslo for all losses including bodily injury, death, and property damage arising out of the event. By signing the special event application, the event organizer indemnifies the Village.

13.3 Vendor Insurance

As the Village's relationship is with the overarching event organizer, the Village will not accept insurance certificates directly from event vendors or activities.

The Village does suggest that the event organizer consider obtaining insurance certificates, naming the event's presenting organization or persons, from each of the vendors and activities brought onsite.

PART 14 – VOLUME, NOISE, CURFEW

Special events may take place between 7am and 10pm. Requests to extend an event past 10pm must be made in writing at least three (3) months prior to the event.

The Village representative is authorized to extend the hours of amplified sound for a special event beyond 10pm to a maximum extension of 45 minutes, if one or more of the following has caused a delay to the start of the performances:

- (a) a power failure delay occurs on the day of the special event; or
- (b) other uncontrollable circumstances (evaluated on a case by case basis) occur on the day of the special event.

The sound for special events will be limited to the hours of 9am to 10pm allowing for a 15-minute grace period to end at 10:15pm. The grace period is allowed for late starts of performances only.

PART 15 – FIRST AID

When planning your special event there are important aspects to consider in order to determine your first aid needs, including:

- the number of people attending the event;
- the length of the event;

- the time of day the event is being held (day-time or night-time);
- the demographics of those attending/participating;
- the time of year and associated temperature and weather (very hot or very cold);
- the location(s) the event is taking place; and
- the specific activities taking place (strenuous).

Even though calling 911 will be a part of any first aid plan, it is important to carefully consider the specifics of your event and provide the appropriate level of first aid onsite. At a minimum it is recommended that you have at least one person trained in first aid and CPR, and a basic first aid kit, onsite at all times. For larger events, a first aid tent with trained personnel will be required, and your first-aid plan may be forwarded by the Village to Emergency Services for review and comment.

PART 16 – POLICE & SECURITY

In order to mitigate the potential for aggressive behavioral issues that might arise at special events booked through the Village, the RCMP in conjunction with the event organizer and the Village may develop security strategies appropriate for the event. The Village may require the event organizer to hire, at the organizer's expense, paid uniformed police officers and/or licensed security personnel in numbers reflecting the risk level established in the event evaluation.

PART 17 – OPERATIONAL PLAN

17.1 Final Site Plan

Your final site plan should clearly identify where everything will be located, including but not limited to barricades, beer garden, fire access lane, first aid station, food vendors, generators, signs/banners, temporary stage, waste station(s), and any other temporary structures or event elements. A site plan should optimize placement of food and beverage services and minimize site impacts associated with tree and turf health.

Please refer to Appendix A for example site plans.

17.2 Production Schedule

The production schedule contains details of the event activities that are required to manage your event from load in to load out. Listed below is key information you should consider including in your production schedule:

- details of operating hours for load in, the event, and load out;
- vehicle delivery schedule for suppliers;
- other key dates and times such as:
 - sound checks and rehearsals;
 - walk/run/race start and finish times;
 - event opening and closing times;

- food and beverage and beer garden operating times;
- amplified sound operational times; and
- vehicle lock down times (all vehicular traffic must cease within the park one half hour before the start of any part of the event); and
- details of any entertainment scheduled for the event.

17.3 Emergency Response Plan

As an event organizer, you may be required to provide an Emergency Response Plan (ERP) that will be reviewed by the Fire Department, the RCMP, and Village staff.

The ERP will be specific to your event and should include the following information:

- emergency contact numbers for organizers of the event;
- Communication Plan:
 - ensure contact lists and numbers are readily available for all event organizers, as well as emergency coordination and first response personnel;
 - determine what public communication systems will be used and how emergency communications will be delivered at the event; and
 - the event plan should clearly identify the roles and responsibilities of staff including municipal staff to ensure accurate and timely information flows; and
- what to do in case of an emergency (fire or medical).

17.4 Site Inspection

The Fire Department may conduct a site inspection at any time during your event to ensure that your event meets all code and safety requirements. Please review Appendix D – Outdoor Event Requirements for more information.

PART 18 – USE OF STREETS

The Village requires a Highway Use Permit (HUP) when a person, business, or organization is performing an action that may disrupt the normal flow of pedestrian or vehicle movement or interfere with parking, sidewalks, or bike path access, regardless of how long the disruption is required.

A completed HUP application must be submitted two (2) weeks in advance of the event date. This provides staff the necessary time to review the application and associated traffic control plans or sketches, review public communication requirements and provide appropriate notification to Operations, Emergency Services, and the Bylaws Department. For more information about the Highway Use Permit process, please contact City Hall.

The province also requires event organizers to apply for permission to hold an event on or along a provincial public highway, including any street, road, trail for which the Ministry of Transportation and Infrastructure (MoTI) is responsible. Please refer to the Motor Vehicle Act for more information.

PART 19 – ADMISSION CHARGES

The request to charge an admission or gate fee for a special event on public property must be approved by Village Council, and may be considered under the following criteria:

- an admission/gate fee will only be considered for local registered charities or not-for-profit groups or organizations; and
- a business plan may be required demonstrating why an admission/gate fee charge is required to support the event.

Any event that is permitted to charge an admission/gate fee will not receive any direct financial assistance from the Village.

Village staff working the event require unrestricted access at all times.

PART 20 – VILLAGE SUPPORT FOR MARKETING & PROMOTION

The Village is able to provide several opportunities to promote your public event free of charge. These opportunities are provided where possible at the Village's discretion:

- display posters or rack cards in designated Village facilities;
- place a banner on Village streets. This request must be submitted through the Village Banner Placement Request Form;
- repost social media messaging on the Village's social media channels when possible; and
- you can request that your event be posted on the Village website calendar;

Additionally, if your event is focused on the arts, a Cultural Event Sign Permit may be taken out that will allow you to install signs in designated areas in the Village.

PART 21 – GENERAL TERMS & CONDITIONS

- (a) The event organizer is responsible for the clean-up of the park and the removal of all garbage by an agreed upon time following the end of the special event.
- (b) Advertising of the event is to include parking and public transit options. Large events should have a bike valet service available.
- (c) The Village reserves the right to have a tent/booth at any special event held on public land.
- (d) The event organizer shall ensure that their employees, hired services, vendors, or contractors comply with the Occupational Health and Safety Act, regulations, codes, guidelines, and standards associated with their work.
- (e) The event organizer shall document and correct any incidents of non-compliance with the Occupational Health and Safety Act, regulations, codes, guidelines, and standards associated with their work.

- (f) The event organizer shall appoint a competent person as a supervisor on site during the event to liaise with hired services, contractors, and the Village.
- (g) The event organizer shall inform the Village of any injury, incident, or any event that results in damage to property or the environment.
- (h) The event organizer must read and comply with Village policies.
- (i) The event organizer must maintain, at all times during the event, unrestricted and unimpeded public access to all public pathways and bike paths that run through Village parks.
- (j) The event organizer must notify the Village immediately should the event get cancelled at any time during the planning process. The Village will update any Village-supported advertising with the cancellation message.

PART 22 – HOLDING AN ANNUAL EVENT

An event in good standing will have priority to book the same date or time frame the following year.

In the event that a special event is sold or discontinued and a new special event organizer wants to purchase or revive the event, the property and date(s) are not automatically transferred to the new special event organizer. The new special event organizer must make a new application for the event. The special events review process will take into consideration the new special event organizer's request to continue on the same date and location.

PART 23 – WHO TO CONTACT

Do you have questions about this document or about your event? Please email admin@kaslo.ca

PART 24 – DEFINITIONS

In this Manual:

“Black Water” means unclean waste water containing urine and/or fecal matter.

“Established Event” means an event that has taken place in the Village of Kaslo for at least three consecutive years.

“Festival” means an organized set of special events, such as musical performances.

“Grey Water” means relatively clean waste water generated from washing hands, dishes, food, surfaces, etc. Grey water at an event is generally generated through hand wash stations, food preparation, water used in face painting, etc.

“New Event” means an event taking place in the Village of Kaslo for its first, second, or third time.

“Special Event” means a gathering of people for the purpose of celebrating, selling, performing, consuming, displaying, and sharing experiences. Examples include, but are not limited to, trade shows, musical performances, exhibits in public spaces, fitness events, and fun runs.

Appendix A – Example Site Plans

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Appendix B – Food Truck & Vendor Declaration Form

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Appendix C – Outdoor Event Requirements (Fire Department)

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End of Document

Application for a New Special Event

- This form is for proposing a new special event for Kaslo.
- Please review the Village’s *Special Event Handbook* prior to submitting your application.
- Applications are due a minimum of three (3) months prior to requested date.

Name of Event: _____

Applicant Information:

The “Organizer” is an individual, community organization, or company that has overall responsibility for the special event (“event”) management duties.

Organizer: _____

Contact Person: _____ Email: _____

Phone: _____ Cell: _____

Mailing Address: _____

Website: _____

This event is being organized by:

Registered non-profit Reg. Number: _____

Private/Commercial/Business

Individual or group of individuals

Other Specify: _____

The “Event Coordinator” is the point person for the event and the primary contact between the Organizer and the Village of Kaslo (“Village”) and is the onsite contact during the event.

Event Coordinator: _____ Email: _____

Phone: _____ Cell: _____

Alt. Coordinator: _____ Email: _____

Phone: _____ Cell: _____

Event Details:

Type of Event:

- Cultural/Community Event Run/Walk Multi-Sport/Fitness Other

If other, please specify: _____

What is the primary purpose of the event?

- Community Celebration Fundraising Revenue Generation Promotional

This event is:

- Free to the public Paid Entry Entry by Donation

Expected number of participants: Overall _____ Peak _____

Desired frequency

- Annual Event One-time Event

Desired date(s), Location(s), and Time(s)

Date	Location	Set-Up		Event		Clean-Up	
		Start	End	Start	End	Start	End

Describe the portion(s) of the location you wish to use or the route your event will take. For events at Vimy Park, please specify if you are requesting use of open grass area, gazebo, or the picnic shelter. Please attach a preliminary site plan or map.

Event Details continued

Please provide a timeline of key activities including set-up, the event itself, and clean-up.
Please complete the table or provide a separate schedule.

Date	Time	Activity Details

Please indicate if your event will include any of the following and provide details:

- Temporary structures (e.g. tents)
- Amplified sound (music or announcements)
- Sales of any kind (e.g. vendors)
- Fundraising activities
- Food vendors
- Alcohol (e.g. beer garden)

Please provide details:

Public Safety

List public safety considerations or event content that the Village should be made aware of:

Security

A detailed security plan may be required prior to approval of your event. The security plan may be submitted at a later date. Should you have any details on how you will manage security, please include them now.

Waste Management

A detailed waste management plan may be required prior to approval of your event. The waste management plan may be submitted at a later date. Should you have any details on how you will manage waste, please include them now.

Organizer Responsibilities

- Assume responsibility for planning, organizing, leading, and controlling the event;
- Assume responsibility for ensuring that the proposed location or route is suitable and appropriate for the planned activity;
- Obtain all necessary municipal, provincial, and federal permits;
- Provide the Village with all necessary documentation by the required deadlines;
- Take responsibility for safety and incident reporting and recording;
- Abide by all municipal bylaws; and
- Promptly pay all licensing, SOCAN, and performance fees.

Insurance

The Village requires that the Organizer have a Two Million Dollar (\$2,000,000) Commercial General Liability Insurance policy in place, naming the Village as additional insured. The maximum insurance deductible shall be \$5,000. The policy must cover all activities taking place at the event and may not list any exclusions relating to activities being presented as part of the event. The policy must be in place from the first day of set-up to the last day of clean-up. If any alcohol is being served at the event (such as a beer garden or vendor tasting), the insurance policy must include host liquor liability.

All Risk Property Insurance must be in place for Organizer's property. The maximum insurance deductible shall be \$5,000.

The Village reserves the right solely at its discretion to set higher insurance limits. This may be required depending on the type of activity planned during the event (e.g. Fireworks displays, amusement rides, sale of alcoholic beverages).

Additional provisions:

- The Village must be provided with 30 (or 60) days written notice of cancellation or material change resulting in reduction of coverage, except for policy cancellation due to non-payment of insurance premium, in which case the written notice of cancellation shall follow the applicable statutory insurance conditions. The duration of written notice required may vary in accordance with the term of the contract. If the term of the contract is one year or less, 30 days written notice is adequate. If the term of the contract exceeds one year, 60 days written notice may be required.
- If the Village has an insurable interest in the insured property, the Village must be added as a "Named Insured" and "Loss Payee" under the property insurance policy in respect to its interests.
- All property insurance policies must contain a Waiver of Subrogation in favour of the Village whereby the insurer, upon payment of any claim(s), waives its right to subrogate against the Village for any property loss or damage claim(s).
- The insurance policy (policies) carried by the Organizer will be primary in respect to the operation of the named insured pursuant to the contract with the Village. Any insurance or self-insurance maintained by the Village will be in excess of such insurance policy (policies) and will not contribute to it.

Initial

_____ I have read and understand the responsibilities assumed by me as the Organizer.

_____ I have read and understand the insurance requirements.

_____ I have read and understand the Village's *Special Event Handbook*.

Indemnification

The Organizer is required to hold and save harmless the Village of Kaslo for all losses including bodily injury, death, and property damage arising out of the event.

By signing below, the Organizer agrees to indemnify and hold the Village of Kaslo and its respective officers, employees, agents, and elected officials harmless from and against any and all actions, causes of action, claims, losses, debts, or demands as may be made at any time hereafter in respect of any negligent acts or omissions of the Organizer in the carrying out or intended carrying out of the special event as detailed in this application.

Organizer (organization or individual) _____

Signatory Name: _____ Date: _____

Signature: _____

Unsigned applications will not be accepted.

Fees & Charges are in accordance with Village bylaws and policies.

A decision on your application may take up to sixty (60) days.

Submit your completed application to admin@kaslo.ca

The personal information collected on this form is collected, used, retained, disclosed, and disposed of in accordance with the *Freedom of Information and Protection of Privacy Act*. Should you have any questions or concerns about the collection of your personal information, please contact the Information and Privacy Coordinator at 250-353-2311 or admin@kaslo.ca.

Office Use Only

Date application was accepted: _____

Staff Name: _____

Reviewed by: (check all that apply) Fire Department Clerk Finance RCMP Operations Corporate Officer

Applicant is not in default of a previous year's application (e.g. failure to submit a final report)

Referred to Events Committee Date of meeting: _____

Referred to Council Date of meeting: _____

Event Approved: Yes No

Reason for denial (if applicable): _____

Applicant notified of decision Date: _____

Special Event agreement executed Date: _____

Village of Kaslo
KASLO EVENTS SELECT COMMITTEE
TERMS OF REFERENCE

November 24, 2020 (REGULAR DRAFT)

INTRODUCTION:

The purpose of the committee will be to encourage residents, businesses, and community organizations to show pride in their community and to coordinate events for the entire community to participate in.

BOARD MANDATE

To plan and participate in community events throughout the year and develop partnerships with existing organizations.

ROLES AND REPOSIBILITIES

Develop partnerships and collaborate with external organizations in the staging of community events.

Communications with external organizations as required.

Development of all promotional materials and advertising content and coordination of Social Media marketing of events and communicating this information to staff for posting on Village of Kaslo platforms.

Co-ordinate with advertisers, if authorized to do so, to minimize staff workload.

Communicate any approvals that may be required to municipal staff in a timely manner and ensure that municipal policies are adhered to.

Provide updates to council and staff on planned events and seek Council participation.

Council may assign or modify matters for consideration by the committee at any regular meeting by resolution as per Sec. 45 of the Procedure Bylaw. The committee may not expand its own remit or number without the approval of Council.

MEMBERSHIP:

Membership in the committee shall consist of the Mayor and one Councillor – one of whom will act as chair and the other as secretary.

SCHEDULE:

Meetings shall be scheduled by mutual agreement of the members and agendas will be forwarded to staff for posting.

BUDGET

An annual budget be allotted in the amount of \$5,000, which may be reconsidered by Council during the annual budget planning process.

The budget includes fees, Village resources and staff support, and the costs related to hosting the events that are not covered by other grants, donations, partner organizations, fundraising or other means.

RESOURCES AND STAFF SUPPORT

Office staff will support the committee with the following:

- Creation of electronic meeting invitations for committee meetings
- Placement of ads in paid publications
- Updating Village website and official social media feeds
- Printing letters and posters
- Payment of accounts
- Reporting, recommendations, or attendance at meetings, if requested.
- Assisting with park and facility bookings and any necessary street closure notifications.

Public Works staff will assist with the following:

- Supply, placement, and collection of garbage and recycling receptacles and barricades as necessary
- Other tasks as assigned and agreed by council resolution.

The committee will use the Kaslo Now Facebook page as their primary Social Media presence and will work with Nelson Kootenay Lake Tourism to promote events.

Requests shall be made well in advance so there is adequate time to schedule the work and minimize staff overtime costs.

REPORTING

Communicate any approvals that may be required to municipal staff so that they may be considered by Council or other authorities having jurisdiction in a timely manner and ensure that municipal policies are adhered to.

FOR INFORMATION BUT NOT PART OF THE TERMS OF REFERENCE

Events may include but are not limited to:

- Participation in Light Up
- Heritage Week event(s) – February
- Participation in Winter in the Forest
- Earth Day community litter clean-up
- Participation in Kaslo May Days parade and events
- Front Street Park Opening
- Kaslo's Birthday Celebrations
- September/October – Fall Fair

Additional guidance:

- The budget for this committee is not a grant stream to fund events by others.
- Fundraising is not intended to approach the business community for donations, but events should provide an opportunity for increased commerce by attracting visitors.
- Partner organizations can choose whether they participate and may use the event as a fundraising opportunity provided there is no implication that the Village endorses them.



MEETING DATE:	March 10, 2026	FILE No:	0530-07
TO:	Mayor and Council		
FROM:	Robert Baker, Chief Administrative Officer		
SUBJECT:	Notice of Motion Policy		
DATE WRITTEN:	March 2, 2026		

1.0 PURPOSE:

To present a draft *Notice of Motion Policy* for Council's consideration and adoption.

2.0 RECOMMENDATION:

THAT Council adopt the Notice of Motion Policy as presented within the staff report dated March 2, 2026.

3.0 BACKGROUND:

Council recently adopted *Council Procedures Bylaw No. 1323, 2025*, which modernized the Village's meeting procedures and clarified expectations for how Council business is introduced, debated, and advanced. One of the key updates in the bylaw is the formalization of the "Notice of Motion" process, including the definition of a Motion Served and the requirement that motions introduced through notice must return to a subsequent meeting for consideration.

While the bylaw establishes the procedural framework, it does not prescribe the operational details needed to support consistent application; specifically, how Notices of Motion must be documented, what information must accompany them, and how they are to be submitted for agenda preparation. To support the updated bylaw and ensure a clear, transparent, and predictable process, staff have prepared the *Notice of Motion Policy*. The policy introduces a standardized memo template, submission timelines, and expectations for the level of background information required. This approach aligns with best practices in local government governance and ensures that Council motions are introduced in a manner that supports informed decision-making and efficient use of staff resources

4.0 DISCUSSION:

The policy introduces a required memo template that ensures each Notice of Motion is accompanied by concise, high-level background information, and a clear rationale. This approach helps Council evaluate proposed initiatives at an early stage without requiring staff to conduct research or prepare reports before Council has expressed interest in pursuing the matter. It also ensures that staff resources are only engaged when directed by Council, supporting efficient workload planning and alignment with strategic priorities.

The submission deadline, noon on Tuesday of agenda week, aligns with existing agenda preparation timelines and ensures that motions served are included in the next meeting package in a timely and predictable manner. This improves transparency for both Council and the public and reduces the risk of late or incomplete submissions.

The policy also reinforces procedural fairness by requiring that the motion presented in the memo matches exactly the motion for which notice was served. Any changes must be made through formal amendments at the meeting, ensuring that all Council members and the public have clarity on what is being considered.

Overall, the policy strengthens governance by creating a clear, repeatable process that supports informed decision-making, reduces ambiguity, and ensures that Council’s strategic direction is supported by appropriate administrative processes.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **The Village adopt the *Notice of Motion Policy* as presented.** *Staff will provide support to Council Members, as needed, to ensure effective implementation.*
2. Council may direct staff to make specific amendments to the draft policy and return a revised version for consideration at a future meeting.
3. Council can defer consideration of the *Notice of Motion Policy* to a future meeting date, or indefinitely.
4. Council can receive the draft policy for information only. *No procedural improvements will be implemented.*

6.0 FINANCIAL CONSIDERATIONS:

There are no direct financial impacts resulting from adoption of the policy; however, the policy may improve financial stewardship indirectly by ensuring that staff time is only allocated to research, analysis, or report preparation after Council has formally directed it. The standardized submission process supports more predictable workload planning, which helps staff manage resources efficiently within existing budgets

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Community Charter [procedure bylaws], [authority of presiding member], [officer positions], duties of the [corporate officer].

Bylaw

Council Procedures Bylaw No. 1323, 2025

8.0 STRATEGIC PRIORITIES:

None to report.

RESPECTFULLY SUBMITTED:

Robert Baker
Chief Administrative Officer

Attachments:

1. Notice of Motion Policy

SECTION:	Administration	01
SUB-SECTION	Council – General	0530
TITLE	Notice of Motion	07

RELATED DOCUMENTS

Number	Title
1323, 2025	Council Procedures Bylaw

APPROVALS

Approval Date:	Resolution #:
Amended:	Resolution #:

INTERPRETATION

In this Policy:

- (a) any work and term that is defined in the *Community Charter* or *Freedom of Information and Protection of Privacy Act* has the same meaning in this Policy;
- (b) words importing the singular number include the plural and vice versa and words importing the neutral gender include the masculine and the feminine genders;
- (c) headings given to sections are for convenience of reference only and do not form part of this Policy;
- (d) unless expressly stated otherwise, a reference to a “clause” is a reference to a clause in this Policy, a reference to a “section” is a reference to a section in this Policy, and a reference to a “Part” is a reference to a part in this Policy;
- (e) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw or policy is a reference to a Village bylaw or policy, as amended, revised, consolidated or replaced from time to time; and
- (f) except as otherwise provided for in the *Local Government Act*, the *Community Charter*, or this Policy, reference to a resolution or vote of Council is a reference to a resolution or vote passed by an affirmative vote of a majority of Members present and entitled to vote on the matter.

PURPOSE

This policy provides clear guidance for how members of Council may bring forward Notices of Motion for consideration at Council or Standing Committee meetings. Its purpose is to ensure a consistent, transparent, and efficient process that supports good governance, enables informed decision-making, and clarifies the expectations for background information accompanying motions served. By outlining submission requirements, timelines, and the role of supporting memos, the policy helps Council focus on strategic direction while ensuring staff involvement is appropriately triggered only when needed.

APPLICATION

This policy applies to all members of Council when they wish to bring forward a Notice of Motion for consideration at:

- a Regular Council Meeting, or
- a Standing Committee Meeting.

Its application is operational and procedural. It governs:

- how a Notice of Motion may be introduced (verbally at a Regular Council Meeting),
- what must accompany it (a background memo using the required template),
- when supporting materials must be submitted (by noon on Tuesday of agenda week),
- what content the memo must include (rationale, strategic alignment, brief background),
- how the motion proceeds to the next meeting (as a “motion served”),
- what options Council has when considering it (receive, refer to staff, or other),
- how amendments must be handled (only through formal amendments at the meeting).

In short, the policy applies whenever a Council member initiates a motion through the Notice of Motion process, and it ensures consistency, transparency, and procedural fairness in how motions are introduced and considered.

STATUTORY PROVISIONS

The policy is grounded in the *Community Charter* [procedure bylaws] and the *Council Procedures Bylaw*.

PROCEDURES

Members may submit agenda items for Council consideration through the following Notice of Motion process:

1. Any Council Member may provide a Notice of Motion during a Regular Council Meeting. This would typically occur during the “Reports from Council and Staff” portion of the meeting.
2. After a Notice of Motion has been made, the recommendation becomes a “motion served”, and the Council Member must bring forward a memo that introduces the motion served, provide the rationale, and identify the desired timeline for response. The memo should summarize background information in 500 words or less and indicate alignment with Council’s strategic priorities. Council Members should not be conducting research or providing in-depth information at this stage. The goal at this point is for Council to consider a proposed idea generally and, if so desired, direct staff to prepare a staff report or project proposal for an upcoming meeting.
3. All memos from members of Council must be submitted to the Corporate Officer on the “Council Memo for Motions Served” template (Appendix 1) no later than noon on Tuesday of the week in which the agenda is being published.

4. The motion discussed in the memo and at the subsequent meeting must match exactly the motion for which notice was served. Any desired changes must be in the form of proposed amendments to be voted on by Council as a body.
5. The background memo and proposed motion will appear on the agenda of the next Regular Council Meeting or Standing Committee Meeting, as appropriate, where Members will move the motion as served, and then may consider one of the following recommendations as next steps:
 - (a) Receive for information;
 - (b) Refer to staff for a response (staff will determine if the nature of the work warrants a project proposal or a staff report and will include considerations with respect to feasibility, resources, funding source, timeline, strategic plan alignment, and legislative analysis); or
 - (c) Other.
6. All fields included on the “Council Memo for Motions Served” template must be completed. Housekeeping amendments to the memo may be made by staff and any updates to the template must be forwarded to Council via email for their information.
7. Section 5 may not apply if the CAO indicates that a report is not necessary.

RESPONSIBILITIES

Council Members

Under this policy, Council Members are responsible for initiating Notices of Motion during Regular Council Meetings, preparing and submitting the required background memo using the approved template, ensuring the memo is concise and limited to high-level rationale, and submitting it to the Corporate Officer by the stated deadline. They must ensure that the motion presented in the memo matches exactly the motion for which notice was served, and any changes must be brought forward as formal amendments at the meeting.

Corporate Officer

The Corporate Officer is responsible for receiving the memos, ensuring they meet the submission requirements, placing the motion and memo on the appropriate meeting agenda, and making any housekeeping amendments to the template as needed. They are also responsible for administering and monitoring the policy to ensure consistent application and for supporting Council and staff in meeting the procedural requirements

Chief Administrative Officer (CAO)

The CAO is responsible for determining when a staff report is not required, and for directing staff resources appropriately when Council refers a motion for further analysis.

Staff

Staff, when directed by Council, are responsible for preparing a report or project proposal that addresses feasibility, resources, funding, timelines, strategic alignment, and legislative considerations.

APPENDIX 1 – COUNCIL MEMO FOR MOTION SERVED



MEETING DATE: Click or tap to enter a date.

FILE No: XXXX-XX

SUBJECT: Brief, what would someone search for

1.0 MOTION SERVED

Notice of the following motion was provided at the [Enter date of meeting], Regular Council meeting:

[Enter motion for which notice was provided]

2.0 BACKGROUND:

Summarize background information in 500 words or less. Do not conduct research or provide in-depth information at this stage. The goal at this point is for Council to consider your proposed idea generally and, if so desired, direct staff to prepare a staff report or project proposal for an upcoming meeting.

3.0 REQUESTED TIMELINE

Level	Criteria	Staff Turnaround Time
<input type="checkbox"/> Urgent	<ul style="list-style-type: none"> ▪ Regulatory requirement ▪ High and immediate risk, including financial risk 	< 3 months
<input type="checkbox"/> Time-sensitive	<ul style="list-style-type: none"> ▪ Moderate impact to the community ▪ Moderate financial risk 	3-6 months
<input type="checkbox"/> Non-urgent	<ul style="list-style-type: none"> ▪ All other work 	< 12 months
<input type="checkbox"/> Other		

Note: If your motion requires a staff report or project proposal, please indicate your requested turnaround time based on the criteria above.

4.0 STRATEGIC PRIORITIES:

This motion aligns with the following Council Strategic Priorities:

- [insert Strategic Priority Name]; and
- [insert Strategic Priority Name].

5.0 OPTIONS:

1. Receive as information only.
2. THAT the memo titled _____ and dated _____ be referred to staff for further review and report. *[staff will determine if the nature of the work warrants a project proposal or a staff report, and will consider feasibility, resources, timeline, strategic priority alignment, and legislative analysis]*
3. Other.



MEETING DATE: March 10, 2026 FILE No: 3900-20
TO: Mayor and Council
FROM: Robert Baker, Chief Administrative Officer
SUBJECT: Revised Outdoor Burning Regulation
DATE WRITTEN: February 19, 2026

1.0 PURPOSE:

To correct inaccuracies contained in the previous staff report titled “Outdoor Burning Regulation” dated November 20, 2025, and to present a replacement bylaw titled “Outdoor Fire Regulation Bylaw No. 1330, 2026” that aligns the Village’s regulation with provincial wildfire frameworks and preserves municipal enforcement authority.

2.0 RECOMMENDATION:

THAT third reading of the Outdoor Burning Regulation Repeal Bylaw No. 1330, 2025, be rescinded; AND
THAT Outdoor Fire Regulation Bylaw No. 1330, 2026, receive first, second, and third readings; AND
THAT the Village draft a bylaw(s) that formally declares the Fireworks Act applicable within the Village and prohibits the sale of fireworks within municipal boundaries.

3.0 BACKGROUND:

The November 20, 2025, staff report recommended repealing the Village’s 2018 outdoor burning bylaw on the premise that provincial legislation renders it redundant. Subsequent review of the *Wildfire Act* and *Regulation* has confirmed that sections of the *Act* and *Regulation* do not apply to all municipalities, and the Village should adopt equivalent standards that it enforces locally.

Staff have prepared *Outdoor Fire Regulation Bylaw No. 1330, 2026* which incorporates the *Act* and *Regulation* by reference, ensures consistency with provincial bans, and sets out enforcement and cost-recovery tools.

4.0 DISCUSSION:

The *Outdoor Fire Regulation Bylaw* incorporates provincial open-fire requirements, stating they apply within Kaslo and are enforceable as municipal requirements. This ensures the *Act* and *Regulation* apply locally.

The bylaw establishes enforcement, penalties, and cost recovery for Village response. Authority has been delegated to “Officers” for administration, inspections, orders, and suspensions.

Staff have met with the local Fire Department to review the proposed Bylaw and confirm that it meets their expectations.

Repealing *Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018* without replacing it would significantly limit the Village’s ability to regulate outdoor fires, which runs contrary to the cooperative approach envisioned by the Province and the Village’s commitment to mitigating the risks associated with open burning within municipal boundaries.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **Rescind third reading of the *Outdoor Burning Regulation Repeal Bylaw No. 1330, 2025*, and then give first, second, and third readings to *Outdoor Fire Regulation Bylaw No. 1330, 2026*.**
2. **Draft a bylaw(s) that formally declares the *Fireworks Act* applicable within the Village and prohibits the sale of fireworks.** *Staff will prepare draft bylaw(s) for Council's review, with the intention of bringing them forward for consideration and potential adoption following the repeal of Outdoor Burning Regulation Bylaw No. 1213, 2018.*
3. Status quo, no action will be taken by staff.

6.0 FINANCIAL CONSIDERATIONS:

The *Outdoor Fire Regulation Bylaw No. 1330, 2026* identifies the penalties that may be imposed for violation(s) and provides authority to recover Village suppression/response costs related to contraventions.

The Village's Fees & Charges Bylaw includes a \$30 fee for burn permit applications. This will be deleted from the bylaw when other amendments to that Bylaw are required.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Community Charter: Section 8 – Fundamental powers

- (3)(d) A council may, by bylaw, regulate, prohibit and impose requirements in relation to...firecrackers, fireworks and explosives

Community Charter: Section 15 – Licensing and standards authority

Bylaw

Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018

8.0 STRATEGIC PRIORITIES:

None to report.

9.0 OTHER CONSIDERATIONS:

None to report.

10.0 RESPECTFULLY SUBMITTED:

Robert Baker

Chief Administrative Officer

Attachments:

1. Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018
2. DRAFT Outdoor Fire Regulation Bylaw No. 1330, 2026

Village of Kaslo

Bylaw No. 1330, 2026

A bylaw to apply provincial wildfire open-fire requirements within the Village and to regulate, prohibit and impose requirements in relation to outdoor fires.

BE IT ENACTED by the Council of the Village of Kaslo as follows:

Citation and Repeal

1. This bylaw shall be known and cited as the “Outdoor Fire Regulation Bylaw, No. 1330, 2026.”
2. The *Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018*, and all amendments thereto are hereby repealed on the date the *Outdoor Fire Regulation Bylaw, No. 1330, 2026*, comes into force.

Application

3. The requirements of the *Wildfire Act* and the *Wildfire Regulation*, including, without limitation, the provisions governing open fires, required precautions, prohibitions, and restrictions, apply within the Village as if fully set out in this Bylaw. These provisions are incorporated by reference and enforceable within the Village as municipal law.
4. This Bylaw does not regulate emissions or burning activities governed under the *Environmental Management Act* or its regulations, including the *Open Burning Smoke Control Regulation*, except to the extent that such activities intersect with municipal authority over nuisances, safety, and the use of open fires within the Village.

Authority

5. This Bylaw is enacted pursuant to the *Community Charter*, including but not limited to the following municipal powers:
 - (a) the broad authority of Council to regulate, prohibit and impose requirements in relation to the protection of persons and property, public health, and the protection of the natural environment,
 - (b) the authority of Council to regulate nuisances, disturbances and other objectionable situations,
 - (c) the authority of Council to enter onto property for the purposes of inspection and bylaw enforcement,
 - (d) the fundamental powers of a municipality to pass bylaws for the good government of the community, the protection of the natural environment, and the stewardship of public assets.
6. This Bylaw relies on the statutory framework set out in the *Wildfire Act* and *Wildfire Regulation*.

Interpretation

7. In this Bylaw:
- (a) any work and term that is defined in the *Community Charter* has the same meaning as in the *Community Charter*;
 - (b) words importing the singular number include the plural and vice versa and words importing the neutral gender include the masculine and the feminine genders;
 - (c) headings given to sections are for convenience of reference only and do not form part of this Bylaw;
 - (d) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw is a reference to a Village bylaw, as amended, revised, consolidated or replaced from time to time; and

Definitions

In this Bylaw:

“Act” means the Wildfire Act, SBC 2004, c. 31, as amended;

“Regulation” means the Wildfire Regulation, B.C. Reg. 38/2005, as amended;

“Open fire” has the same meaning as in the *Act* or *Regulation*;

“Officer” means a person designated by the Village as a bylaw enforcement officer, the Fire Chief or designate, or another person authorized to enforce bylaws.

General

8. The purpose of this Bylaw is to apply provincial wildfire requirements within the Village and to regulate, prohibit and impose requirements in relation to outdoor fires.
9. All open fires must comply with:
- (a) the requirements of the *Act* including open-fire precautions and restrictions;
 - (b) the requirements of the *Regulation* respecting fire categories, equipment, registration numbers, and restrictions;
 - (c) the additional local requirements contained in this Bylaw.

Application of the Act and Regulation within the Village

10. The provisions of the *Act*, including sections 5 and 6, and the *Regulation*, including sections 4 to 13, 16 and 18 to 27, are hereby adopted and incorporated by reference and deemed to be provisions of this Bylaw, as amended from time to time.
11. For certainty, the categories of open fire, required precautions, fire bans and restrictions, registration numbers, equipment and personnel requirements, and offence provisions in the *Act* or *Regulation* apply within the Village as municipal requirements and may be enforced by the Village under this Bylaw.

12. If the Province issues an order, notice or restriction under the *Act* or *Regulation* that is more restrictive than this Bylaw, the provincial requirement prevails, and no person may light, fuel, use or maintain an open fire contrary to that provincial requirement.

Municipal Regulations

13. No person shall light, fuel, use or maintain an open fire except in compliance with the *Act*, the *Regulation*, and this Bylaw.
14. No person may cause or permit smoke, sparks, ash, soot or cinders from an open fire that unreasonably interferes with the use and enjoyment of property, constitutes a nuisance, or impacts public health, having regard to provincial air quality guidance and the *Open Burning Smoke Control Regulation*.
15. Council or the Fire Chief may by order prohibit all open fires or impose additional restrictions Village-wide or within specified areas, in alignment with any provincial bans or advisories.
16. The Village may recover all costs incurred responding to, controlling, or extinguishing a fire caused by non-compliance with the Bylaw or negligent use of fire.

Delegation of Authority

17. Council hereby delegates to the Officers the authority to administer and enforce this Bylaw, including the authority to:
 - (a) interpret and apply the provisions of this Bylaw;
 - (b) enter onto property at reasonable times to inspect and determine Bylaw compliance in accordance with the *Community Charter*;
 - (c) issue orders, notices, and directions necessary to achieve compliance; and
 - (d) take any other action authorized by this Bylaw or necessary to carry out its intent.

Offences and Penalties

18. A person who contravenes this Bylaw or a provincial order incorporated under this Bylaw commits an offence.
19. Without limiting provincial penalties under the *Act* or *Regulation*, a person convicted of an offence under this Bylaw is liable to a fine of not less than \$250 and not more than \$10,000; each day that a contravention continues constitutes a separate offence. Ticketable amounts may be set in the municipal ticket information bylaw.
20. The Village may recover from the person responsible all costs the Village reasonably incurs to respond to, control, or extinguish a fire arising from a contravention of this Bylaw, in addition to any costs recoverable by the Province under the *Act*.

Emergency Powers

21. Nothing in this Bylaw limits the authority of the Province under the *Act* or of the Fire Chief to take emergency action necessary to prevent or suppress fire or to protect life and property.

Severability

22. If any section, subsection, paragraph, subparagraph or clause of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

Effective Date

23. This Outdoor Fire Regulation Bylaw, No. 1330, 2026, shall be effective on the date of approval and adoption below.

First Reading:

This Wildfire Act Application & Outdoor Fire Regulation Bylaw, No. 1330, 2026, was read a first time at the Council meeting held on the ___ day of _____, 2026.

Second Reading:

This Wildfire Act Application & Outdoor Fire Regulation Bylaw, No. 1330, 2026, was read a second time at the Council meeting held on the ___ day of _____, 2026.

Third Reading:

This Wildfire Act Application & Outdoor Fire Regulation Bylaw, No. 1330, 2026, was read a third time at the Council meeting held on the ___ day of _____, 2026.

Approval and Adoption by Council:

This Wildfire Act Application & Outdoor Fire Regulation Bylaw, No. 1330, 2026, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Signatures

Mayor

Corporate Officer

VILLAGE OF KASLO

BYLAW NO. 1213, 2018

Being a bylaw to regulate outdoor burning and fireworks
in the Village of Kaslo

The Council of the Village of Kaslo in open meeting assembled, enacts as follows:

Title

1. This bylaw may be cited as the “Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018”.

Interpretation

2. In this bylaw;

“Category 1 Fire” is a cooking fire or fire for ceremonial purposes contained within a barbecue pit or fire pit not exceeding .5 m by .5 m; or within a manufactured gas, coal or electric barbecue;

“Category 2 Fire” is an outdoor fire which occurs in garden waste consisting of non-toxic garden materials stored on a parcel of land, and includes grass clippings, leaves and branches pruned from trees and shrubs in piles not exceeding 1 m in height and 1.5 m in width;

“Category 3 Fire” is an outdoor fire which occurs in combustibles which are in piles exceeding 1 m in height and 1.5 m in width, but not exceeding 2 m in height and 3 m in width;

“Category 4 Fire” is an outdoor fire which occurs in waste resulting from the demolition or construction of a building or structure, or a land clearing fire.

“Consumer Fireworks” means outdoor, low-hazard recreational fireworks (Canadian Class 7.2.1) such as showers, fountains, golden rain, Roman Candles, volcanoes as may be designated under the provisions of the Natural Resources Canada “Display Fireworks Manual”, but excludes sparklers.

“garden refuse fire” means an outdoor fire in which garden refuse is deliberately burned for disposal;

“High Hazard fireworks” means those fireworks defined as such under the Explosives Regulations made under the current federal legislation;

“land clearing fire” means an outdoor fire of trees, bushes and other indigenous growth piled together by machine in order to clear land in preparation for construction or planting;

“noxious material” includes tires, oil, tar asphalt, shingles, batteries, plastic and other substances which produce heavy black smoke, noxious odours or toxic residue when burned;

“officer” means that person duly appointed by Council to lawfully act upon enforcing the bylaw, including the RCMP, Kaslo and Area ‘D’ Fire Chief, Kaslo and Area ‘D’ Deputy Fire Chief, Bylaw Enforcement Officer, Public Works Crew and Chief Administrative Officer;

“outdoor fire” means a fire that burns outdoors in the open air that is not enclosed in a fireplace, fire pit, furnace or other such device;

“permit” means a permit required or issued under this bylaw.

General Regulations - Outdoor Fires

3. No person shall
 - (a) except as expressly permitted by this bylaw, start or maintain any outdoor fire or permit any outdoor fire to burn on property owned or occupied by that person;
 - (b) burn any noxious, explosive, corrosive or toxic material, pesticide or herbicide in an outdoor fire;
 - (c) burn, in an outdoor fire, material brought from another location;
 - (d) light, ignite or start or allow or cause to be lighted, ignited or started, an outdoor fire without first obtaining a permit if required by this bylaw;
 - (e) burn for more than twenty-four (24) consecutive hours.
 - (f) burn outdoor fires contrary to Government of British Columbia fire bans announced Province-wide or regionally without the written consent of Council and the Regional District of Central Kootenay (Kaslo & Area ‘D’) Fire Department.

4. The following types of outdoor fires may be started and maintained at any time without a permit, subject to regulation under Section 8(d) of this bylaw:
 - (a) Category 1 Fires; and
 - (b) fires started and maintained by the Regional District of Central Kootenay for fire department training purposes or to prevent commencement or spreading of fire; and
 - (c) Category 2 and 3 fires required by the Village of Kaslo for municipal operations or contracted activities when the venting index is favourable and the forest fire threat level is low.

General Regulations - Category 2 Fires

5. No person shall start or maintain a Category 2 Fire
 - (a) except between October 1st to May 15th inclusive, yearly.
 - (b) within thirty (30) feet of any building, structure, overhead wires or cables;
 - (c) unless a person nineteen (19) years of age or older is, at all times, present at the burning site when the fire is burning, and until the fire is totally extinguished, for the purposes of supervising and extinguishing the fire;
 - (d) unless a water hose, connected to an adequate water supply, and shovel is present for the duration of the fire and until it is extinguished.

General Regulations - Category 3 and Category 4 Fires

6. No person shall start or maintain a Category 3 or Category 4 Fire
 - (a) except between October 1st to May 15th inclusive, yearly.
 - (b) within thirty (30) metres from neighbouring residences and businesses, and five-hundred (500) metres from schools in session, hospital and facilities used for continuing care as defined under the Continuing Care Act;
 - (c) unless a person nineteen (19) years of age or older is, at all time, present at the burning site when the fire is burning and until the fire is totally extinguished, for the purposes of supervising and extinguishing the fire;

- (d) unless a water hose, connected to an adequate water supply, shovel and/or excavation machine is present at the burning site;
- (e) unless it is permitted under the Southern Interior Ventilation Index as prescribed in Schedule “B” of this bylaw.

Permits

7. (a) No person shall start Category 3-4 outdoor fires, other than those excepted from the bylaw in section 4, hereof, without first obtaining a permit. The form of application for a permit and the form of permit shall be substantially in the form of Schedule “A”, attached to and made a part of this bylaw.
- (b) No person shall start a Category 3 or Category 4 Fire without first paying a permit fee identified in the Village of Kaslo fees and Charges Bylaw. The maximum time a permit may be issued for shall be three days.
8. An Officer may
- (a) issue a permit in the form attached to this bylaw as Schedule “A”, from 8:00 a.m. to 4:00 p.m. at the Village of Kaslo Municipal Office, and;
 - (b) prior to issuing a permit, any Village of Kaslo Officer may inspect the proposed site of the fire and direct that actions be taken to comply with the provisions of this bylaw and;
 - (c) without limiting the generality of the foregoing, specify in the permit
 - (i) fire fighting equipment to be provided on the site of the fire or;
 - (ii) requirements to consult with the Kaslo and Area ‘D’ Fire Department;
 - (iii) any other precautions.
 - (d) limit any burning within the municipality, including Categories 1, 2, 3 and 4, to meet or exceed Province of BC restrictions in place at the time.
9. A permit shall state the dates on which a permitted outdoor fire may burn.
10. An Officer may refuse to issue a permit when the Officer considers that it is not safe for the proposed fire to be started or maintained and may, without limiting what the Officer may take into account, consider weather conditions, site conditions and availability of Fire Department personnel to extinguish the proposed fire.
11. An Officer may

- (a) suspend or cancel a permit issued pursuant to Section 8 when, in the opinion of the Officer, the fire conditions relevant to the fire become unsafe or a nuisance, and;
 - (b) may reissue the permit at a later date.
12. The permit holder shall inspect the fire site following the permit expiration date and, within four (4) hours of the cessation of the fire, ensure that the fire is extinguished.

Other Legislation

13. In addition to the requirements of this bylaw, all burning must meet the requirements of applicable regional bylaws and provincial legislation.

Fireworks

14. No person or organization shall:
- (a) Sell fireworks in the Village of Kaslo;
 - (b) Possess, light, hold, distribute to another person or persons, set off or explode any firework at any time within the Village of Kaslo, unless that person is over the age of 18;
 - (c) Set off or explode any High Hazard Fireworks within the Village of Kaslo unless they are a holder of an appropriate Fireworks Operator Certificate providing a service for a Village sanctioned public occasion or special event;
 - (d) Set off or explode any Consumer Fireworks within the Village of Kaslo to the effect of causing a public hazard, danger or nuisance;
 - (e) Set off or explode any Fireworks within the Village of Kaslo contrary to Government of British Columbia fire bans announced Province-wide or regionally.

Inspections and Orders

15. An Officer may
- (a) enter on any property that is subject to the requirements or regulations of this bylaw, to ascertain whether the regulations in this bylaw or directions made under this bylaw are being observed;

- (b) inspect premises for conditions which may cause a fire or increase the danger of a fire or increase the danger to persons;
- (c) order that the fire be immediately extinguished because of a contravention of this bylaw, and without immediate compliance, may dispatch the Regional District of Central Kootenay (Kaslo & Area 'D') Fire Department to extinguish the fire at the applicable call-out rate at the cost of the property owner or occupier;
- (d) make orders directing the owners or occupiers of property to bring their premises or a fire into compliance with this bylaw.
- (e) by their own forces or those of a contractor, immediately enter on a property and carry out the work described in bylaw compliance orders at the expense of the owner or occupier and, whether the order was directed at the owner or the occupier of the property, or both, recover the costs in the same manner and with the same remedies as ordinary taxes on land and improvements under the *Community Charter*.

16. A person who contravenes this bylaw commits an offence and is liable on conviction to the penalties prescribed in the "Offence Act".

Offences

17.

- (a) No person shall commit any act or permit any act or thing to be done in contravention of this bylaw.
- (b) Every person who violates any provision of this bylaw, or who permits any act or thing to be done in contravention of this bylaw, or who fails to do any act or thing required by this bylaw, shall be deemed to have committed an offence against this bylaw and:
 - (i) Shall be liable to any conditions set out in the Village of Kaslo Municipal Ticket Information (MTI) Bylaw; or,
 - (ii) Shall be liable, upon summary conviction, to the penalties provided under the Offence Act; or
 - (iii) Any combination of the above.
- (c) Each day that an offence against this bylaw continues shall be deemed a separate and distinct offence.
- (d) If any person fails to comply with the terms of any notice served pursuant to this bylaw,

the Village by its employees or other persons authorized to act on its behalf may enter the property and carry out such work as is required in order to bring the property into compliance with this bylaw at the expense of the person given such notice.

- (e) If the person given notice in accordance with the bylaw does not pay the costs of any action taken by Village employees or authorized persons on or before December 31 in the year in which the costs were incurred, the costs shall be added to and form part of the taxes payable on the real property as taxes in arrears.
- (f) Any penalty imposed pursuant to this bylaw shall be in addition to, and not in substitution for, any other penalty or remedy imposed pursuant to any other applicable statute, law or legislation.

Severability

- 18. If any section, subsection or clause of this bylaw is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of this bylaw shall be deemed to have been adopted without the invalid and severed section, subsection or clause.

Schedules

- 19. Schedules “A” and “B” form a part of and are enforceable in the same manner as this bylaw.

REPEAL

- 20. BYLAW 1207 is hereby repealed.

IN FORCE AND EFFECT

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

READ A FIRST TIME this 9th day of January 2018;

READ A SECOND TIME this 9th day of January 2018;

READ A THIRD TIME this 9th day of January 2018;

RECONSIDERED AND ADOPTED this 23rd day of January 2018.

Mayor S. Hewat

CERTIFIED CORRECT:

Chief Administrative Officer

Chief Administrative Officer

SCHEDULE "A" - BURNING PERMIT

Authority is hereby granted to _____

Address _____ Phone _____

To set out fire upon the following described lands:

during the period of _____, 20__ to _____, 20__
subject to the provisions of the current adopted Outdoor Burning bylaw.

Date _____, 20__

Officer: _____ Permit Holder: _____

PERMIT HOLDER

Class of Fire: Category 2 _____ Category 3 _____ Category 4 _____

CONDITIONS OF PERMIT:

1. The permit holder shall be liable for all damages and costs of fire suppression caused by any fire set under this permit.
2. The permit holder shall be responsible to extinguish all fires by the expiry date of this permit.
3. No permit holder shall, on or in any fire, burn any oil, tar, batteries, plastic materials, tires, construction waste, or any other materials which produce heavy black smoke.
4. The permit holder shall place and keep an adult person at all times in charge of such fire while the same is burning or smouldering, and until such fire is completely extinguished and shall provide that person with efficient appliances and equipment required by the bylaw e.g. hoses, shovels, water supply, etc. in order to prevent the fire from getting beyond control or causing damage or becoming dangerous to life and property.
5. An Officer may revoke this permit if, in his/her opinion, weather conditions are such as to render the lighting of fires in open air hazardous.
6. The permit holder has been instructed to consult the Kaslo and Area 'D' Fire Department with respect to this permit if a Category 3 or Category 4 permit has been requested and, as such, understands that the the officer consulted may rescind this permit for any reason with the full support and authority of the Village of Kaslo.
7. All open air burning permits are subject to Provincial Fire Bans.

FOR STAFF: *Signed copy of this permit is to be sent to the Kaslo and Area 'D' Fire Department.*

SCHEDULE “B”

AIR QUALITY VENTILATION INDEX FOR THE KOOTENAYS

Before you burn:

1. The permit holder shall check the current Southern Interior ventilation index by calling 1-888-281-2992 for the most localised information available.
2. The current ventilation index must be “Good” for the first day and “Good” or “Fair” for the next two days of burning.
3. It is your responsibility to check the index on a daily basis. If the contact information on this schedule is out of date, please contact the Ministry of Environment for an updated information source.
4. You may be required to extinguish your fire if smoke and/or ash is deemed to be excessive or if the smoke and/or ash adversely impacts on surrounding areas.



MEETING DATE: March 10, 2026 FILE No: 1970-06
TO: Mayor and Council
FROM: Robert Baker, Chief Administrative Officer
SUBJECT: Revised Kootenay Lake West Transit Service Establishment Amendment Bylaw
DATE WRITTEN: March 3, 2026

1.0 PURPOSE:

To present the revised version of the Regional District of Central Kootenay's (RDCK) Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036 and seek Council's consent as required under the *Local Government Act*.

2.0 RECOMMENDATION:

THAT the Village consent to the Board of the RDCK adopting the revised Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025; AND FURTHER

THAT the Village request the RDCK prepare and circulate a consolidated version of the Kootenay Lake West Transit Service Establishment Bylaw No. 1783, incorporating all amendments adopted to date.

3.0 BACKGROUND:

On November 18, 2025, Council provided consent to the RDCK's original version of Amendment Bylaw No. 3036, which proposed changes to the apportionment formula for the Kootenay Lake West Transit Service. At the request of the Ministry, the RDCK has since revised the bylaw to update the maximum annual requisition amount and to clarify the bylaw sections being amended.

The RDCK is requesting renewed consent from participating municipalities, including Kaslo, before the revised bylaw proceeds to Inspector approval and adoption.

4.0 DISCUSSION:

The revised bylaw (attached) includes two substantive changes:

1. Updated Maximum Requisition:

The maximum annual requisition is increased from \$678,000 to \$1,040,000, or \$0.066 per \$1,000 of net taxable value, whichever is greater.

This change appears in Section 4(1) of the revised bylaw.

2. Clarified Amendment Sections:

The revised bylaw replaces Section 2 and Section 4 of the original 2005 service establishment bylaw, rather than Section 5 as shown in the earlier draft.

This aligns the amendment with the correct structure of Bylaw No. 1783.

The five-year cost apportionment schedule remains unchanged from the version Council previously reviewed. For Kaslo, the apportionment increases from 4.2% in 2025 to 5.8% in 2030, consistent with the hybrid model developed by Watt Consulting.

The increase to the maximum requisition aligns the fixed dollar limit with the rate-based limit. Because the maximum requisition is always the greater of the two, the updated cash amount ensures the service can still be fully funded even if assessed values decline in a future assessment cycle.

The apportionment percentages previously reviewed by Council remain intact.

Under Section 333 of the *Local Government Act*, the RDCK must obtain consent from at least two-thirds of participating municipalities before adopting an amendment to a service establishment bylaw. The revised bylaw requires new consent because the content has changed since the original request.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **Consent to the revised Bylaw No. 3036.** *Staff will notify the RDCK that the Village consents to the adoption of the revised bylaw.*
2. **Request that Bylaw No. 1783 and its amendments be consolidated.** *Staff will communicate the request to the RDCK.*
3. Decline consent to the revised Bylaw No. 3036.
4. Request that RDCK staff attend a Council meeting to provide additional information before a decision is made.

6.0 FINANCIAL CONSIDERATIONS:

Kaslo's share of the service cost remains based on the apportionment schedule previously reviewed. The revised maximum requisition of \$1,040,000 represents the upper taxation limit but does not commit the RDCK to levy that amount. Actual annual contributions will depend on RDCK budget decisions and the Village's apportionment percentage.

The RDCK has indicated that timely consent is required to maintain its adoption schedule and implement the updated requisition authority and apportionment model for the 2026 budget cycle.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Local Government Act - Consent required for services outside regional district

Section 333 indicates that before the Regional District can establish a service affecting the Village, their board must obtain the Village's consent, and after receiving that consent, obtain the approval of the Lieutenant Governor in Council.

8.0 OTHER CONSIDERATIONS:

The parent Bylaw, No. 1783, was adopted in 2005 and subsequently amended in 2006 by No. 1794, in 2013 by No. 2354, in 2021 by No. 2707, and now in 2026 by No. 3036. A service establishment bylaw that has been amended repeatedly becomes increasingly difficult for councils to interpret, staff to administer, the public to understand, auditors and inspectors to review, and future amendments to be drafted cleanly. Each amendment replaces different sections of the parent bylaw. Over time, this creates a "patchwork" effect where the operative bylaw is technically the original plus four separate amending bylaws. Consolidation would produce a single, clean, up-to-date version. Staff suggest that in addition to providing consent for Bylaw No. 3036, 2025, the Village also request that Bylaw No. 1783 and its amendments be consolidated.

RESPECTFULLY SUBMITTED:

Robert Baker
Chief Administrative Officer

Attachments:

1. RDCK - Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025 REVISED

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 3036

A Bylaw to amend Kootenay Lake West Transit Service Establishment Bylaw 1783,2005 for the purpose of changing the method of apportionment.

WHEREAS the regional district may, by bylaw, establish a service under the provisions of the *Local Government Act*;

AND WHEREAS the Board of the Regional District of Central Kootenay has established the Kootenay Lake West Transit Service by bylaw, being the Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005, as amended;

AND WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to further amend Bylaw 1783 to update the method of apportionment;

AND WHEREAS pursuant of the *Local Government Act* participating area approval has been obtained by consent of 2/3 of the service participants.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Kootenay Lake West Transit Service Establishment Bylaw No 1783, 2005 as amended, is hereby further amended as follows:
- 2 Section 2 of Bylaw No. 1783 shall be deleted in its entirety and replaced with the following:

The participants to the service established under Section 1 of this bylaw include Electoral Areas A, D, E, F, G, H, I, J, K, and the municipalities of Castlegar, Kaslo, Nakusp, Nelson, New Denver, Salmo, Silverton, and Slocan.
- 3 Section 4 of Bylaw No. 1783 shall be deleted in its entirety and replaced with the following:
 - (1) The maximum amount of money that may be requisitioned annually shall be \$1,040,000 or \$0.066/\$1000 of net taxable value of land and improvements within the service area, whichever is greater.
 - (2) The apportionment of costs for the service shall be assigned to service participants as a percentage of the total cost of the service as described below. The apportionment of costs as defined in 2030 shall persist beyond 2030 unless further amended by bylaw.

5 Year Cost Apportionment

Participant	2025	2026	2027	2028	2029	2030
Castlegar	8.6%	7.9%	7.3%	6.7%	6.1%	5.5%
Kaslo	4.2%	4.5%	4.8%	5.2%	5.5%	5.8%
Nakusp	12.6%	11.2%	9.8%	8.3%	6.9%	5.5%
Nelson	20.2%	20.3%	20.5%	20.7%	20.9%	21.0%
New Denver	4.5%	4.0%	3.6%	3.2%	2.7%	2.3%
Salmo	1.0%	1.6%	2.2%	2.8%	3.4%	4.0%
Silverton	3.4%	3.2%	2.9%	2.7%	2.4%	2.2%
Slocan	0.4%	0.7%	1.0%	1.3%	1.6%	1.9%
Area A	1.7%	1.5%	1.3%	1.1%	0.9%	0.8%
Area D	8.5%	8.0%	7.5%	7.0%	6.5%	6.0%
Area E	7.9%	10.4%	12.9%	15.4%	17.9%	20.4%
Area F	7.4%	6.8%	6.1%	5.4%	4.7%	4.1%
Area G	3.2%	3.5%	3.7%	3.9%	4.1%	4.4%
Area H	7.6%	7.2%	6.8%	6.3%	5.9%	5.5%
Area I	1.9%	2.0%	2.1%	2.3%	2.4%	2.6%
Area J	2.5%	2.7%	2.9%	3.1%	3.3%	3.5%
Area K	4.6%	4.6%	4.6%	4.6%	4.6%	4.6%

4 This Bylaw may be cited as **“Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2026.”**

READ A FIRST TIME this 19th day of June, 2025.

READ A SECOND TIME this 19th day of June, 2025.

READ A THIRD TIME this 18th day of September, 2025.

REREAD A THIRD TIME this 19th day of February, 2026.

I hereby certify that this is a true and correct copy of the **“Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2026”** as read a third time by the Regional District of Central Kootenay Board on the 19th day of February, 2026.



 Mike Morrison, Corporate Officer

CONSENT RECEIVED as per the Local Government Act-consent on behalf of the participating areas.

APPROVE by the Inspector of Municipalities on the _____ day of _____, 2026.

ADOPTED this

day of

, 2026.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer



MEETING DATE:	March 10, 2026	FILE No:	1850-20
TO:	Mayor and Council		
FROM:	Robert Baker, Chief Administrative Officer		
SUBJECT:	Evaluation of 2026 Municipal Grant Applications		
DATE WRITTEN:	March 3, 2026		

1.0 PURPOSE:

To request that Council designate the Recreation Grants Committee as the Advisory Group responsible for evaluating eligible 2026 Municipal Grant applications under the Grants-in-Aid Policy.

2.0 RECOMMENDATION:

THAT the Recreation Grants Committee be designated as the Advisory Group responsible for evaluating eligible 2026 Municipal Grant applications and providing recommendations to Council in accordance with the Grants in Aid Policy.

3.0 BACKGROUND:

Council adopted the Grants-in-Aid Policy on February 10, 2026 (R-31-2026). The policy establishes a unified framework for all Village grant streams and sets out clear roles for staff, advisory bodies, and Council.

The policy requires that:

“The Chief Administrative Officer will forward qualifying Municipal and Recreation grant applications to a Council Advisory Group for evaluation.” (Clause 22)

The policy defines an Advisory Group as:

“a Council-appointed committee or body tasked with reviewing and making recommendations on eligible grant applications.”

The Village currently has one committee with experience reviewing community-based grant requests: the Recreation Grants Committee. No other Advisory Group exists for this purpose, and the policy requires Council to designate one.

To ensure the 2026 Municipal Grant intake proceeds in accordance with the new policy, Council must assign an Advisory Group to evaluate applications and provide recommendations.

4.0 DISCUSSION:

Designating the Recreation Grants Committee as the Advisory Group for 2026 Municipal Grants would:

- Ensure compliance with the Grants-in-Aid Policy, which requires advisory evaluation prior to Council decision-making.
- Leverage existing committee experience in reviewing community benefit, organizational capacity, and alignment with Village priorities.

- Support a consistent, transparent evaluation process using the policy’s criteria and optional scoring matrix.
- Maintain Council’s final authority, as the Committee provides recommendations only.
- Improve administrative efficiency, with staff screening applications for eligibility before Committee review.

This approach provides a practical and policy-aligned structure for the 2026 intake while allowing Council to consider whether a broader Community Grants Committee should be established in future years.

If Council approves this assignment, staff will prepare application packages, coordinate meeting logistics, and ensure recommendations are returned to Council within the timelines required by the policy.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **Designate the Recreation Grants Committee as the Advisory Group for 2026 Municipal Grants.** *Ensures compliance with the policy and provides a structured evaluation process.*
2. Council evaluates 2026 Municipal Grant applications directly. *Increases Council workload and bypasses the advisory review contemplated by the policy.*
3. Establish a new Municipal Grants Advisory Committee for 2026. *Provides a dedicated body but requires recruitment, orientation, and additional administrative support.*

6.0 FINANCIAL CONSIDERATIONS:

There are no new financial impacts associated with assigning the evaluation role. Staff support for the Committee is already included within existing workloads. Grant funding remains subject to Council approval through the 2026 budget.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Policy

- Clause 22 of the Grants-in-Aid Policy requires that qualifying Municipal Grant applications be forwarded to a Council Advisory Group for evaluation.
- Council must designate the Advisory Group, as none is named in the policy.
- The Recreation Grants Committee is the only existing Council-appointed body capable of fulfilling this role.
- Council retains final decision-making authority under clause 29

RESPECTFULLY SUBMITTED:

Robert Baker
Chief Administrative Officer

Attachments:

1. Grants-in-Aid Policy



SECTION:	Finance	05
SUB-SECTION	Grants to Organizations	1850
TITLE	Grants-in-Aid	01

RELATED DOCUMENTS

Number	Title
	Municipal Grant Application
	Recreation Grant Application
	Special Event Financial Assistance Application

APPROVALS

Approval Date: February 10, 2026	Resolution #: R-31-2026
Amended:	Resolution #:

INTERPRETATION

In this Policy:

- (a) any work and term that is defined in the *Community Charter* or *Freedom of Information and Protection of Privacy Act* has the same meaning in this Policy;
- (b) words importing the singular number include the plural and vice versa and words importing the neutral gender include the masculine and the feminine genders;
- (c) headings given to sections are for convenience of reference only and do not form part of this Policy;
- (d) unless expressly stated otherwise, a reference to a “clause” is a reference to a clause in this Policy, a reference to a “section” is a reference to a section in this Policy, and a reference to a “Part” is a reference to a part in this Policy;
- (e) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw or policy is a reference to a Village bylaw or policy, as amended, revised, consolidated or replaced from time to time;
- (f) except as otherwise provided for in the *Local Government Act*, the *Community Charter*, or this Policy, reference to a resolution or vote of Council is a reference to a resolution or vote passed by an affirmative vote of a majority of Members present and entitled to vote on the matter, and
- (g) a reference to the Chief Administrative Officer includes any individual acting under the Chief Administrative Officer’s delegated authority.

INTRODUCTION

The Village is committed to enhancing the quality of life of all residents through services it considers necessary or desirable. One way this commitment is demonstrated is through providing grants to organizations that are based in, or deliver services to, Local residents.

PURPOSE

The purpose of this Policy is to provide a fair, transparent, and consistent framework for awarding grants to eligible non-profit organizations delivering measurable community benefits that are aligned with Council's priorities and Village plans.

APPLICATION & STATUTORY PROVISIONS

This Policy is pursuant to the *Community Charter* [fundamental powers] and [restrictions on providing assistance].

POLICY STATEMENTS

General

1. This Policy applies to in-kind services and cash grants. It does not apply to:
 - (a) Fees established by partnering agreements or leases;
 - (b) Advertising or sponsorship;
 - (c) Third-party grant programs (e.g. RDCK Community Development Grant Program).
2. The Village shall administer three (3) grant-in-aid streams:
 - (a) Municipal
 - (b) Recreation (spring and fall intakes)
 - (c) Special Event Financial Assistance
3. Municipal and Recreation grants shall not be awarded for more than 10% of the total annual grant budget for each stream.
4. 10% of the total annual budget for the Municipal grant stream shall be set aside for Emergency Grant requests.
5. Only one application per organization is permitted, per grant intake. Spring and fall Recreation grants are considered separate intakes.
6. When an applicant is not Local, any grant awarded will reflect the proportion of the project or activity that directly benefits Local residents.
7. Individuals involved in the grant process must avoid actual, potential, or perceived conflicts of interest and declare any such conflict immediately. Anyone with a conflict must not participate in the consideration or decision-making on the affected application.

Eligibility

9. To be eligible to apply for a Municipal grant, an applicant must fit into one of the following categories:
 - (a) Non-profit organizations, societies, or community groups that are based in the Village of Kaslo or that deliver programs, services, or activities that directly benefit residents of the Village;
 - (b) Organizations located outside the Village of Kaslo, provided that the application clearly demonstrates that a defined portion of the proposed project or activity directly benefits Village residents, in which case funding may be limited to that proportion;
 - (c) Public schools or school districts serving Village of Kaslo students, for the purpose of scholarships, citizenship awards, or recognized student achievement programs; and
10. To be eligible to apply for a Recreation grant, an applicant must be a non-profit organization, society, or community group that delivers Recreation programs, services, or activities that directly benefit residents of the Village of Kaslo or Area D.
11. The following expenses are not eligible for a Municipal or Recreation grant:
 - (a) administrative costs,
 - (b) prizes,
 - (c) food,
 - (d) signage,
 - (e) advertising,
 - (f) ancillary amenities (benches, garbage cans).
12. Special Event Financial Assistance is limited to in-kind services (e.g. facilities, equipment, staff support) and cash grants.
13. Special Events that charge an admission/gate fee are not eligible for a cash grant from the Village.
14. To be eligible for Special Event Financial Assistance, applications must be submitted at least three (3) months before the event and fit into one of the following categories:
 - (a) Non-profit organizations, societies, or community groups that are based in the Village of Kaslo or that deliver programs, services, or activities that directly benefit residents of the Village;
 - (b) Organizations located outside the Village of Kaslo, provided that the application clearly demonstrates that a defined portion of the proposed project or activity directly benefits Village residents, in which case funding may be limited to that proportion;
15. The following are not eligible for any Village grant under this Policy:
 - (a) For-profit businesses or individuals, except where explicitly authorized under this Policy;
 - (b) Political parties or political advocacy organizations;
 - (c) Organizations that are in default of any term or condition under a previous year's grant-in-aid, including failure to submit a final report;
 - (d) Requests to waive fees established through bylaw; and
 - (e) Requests that are more appropriately addressed through another Village program or external funding source.
16. Applicants that do not meet the qualification requirements will be notified as such by the Chief Administrative Officer, without further review.

PROCEDURES

Call for Applications

17. A call for applications for Municipal and spring Recreation grants shall be issued by the Chief Administrative Officer prior to January 15 of each year in accordance with the Public Notice Bylaw. The application period will close February 28.
18. Applications for Municipal grants received after February 28 will only be considered if the need for funding could not reasonably have been anticipated before the deadline. Such submissions will be treated as Emergency Grant requests.
19. A call for applications for fall Recreation grant applications shall be issued by the Chief Administrative Officer prior to July 15 of each year in accordance with the Public Notice Bylaw. The application period will close August 31.
20. Applications for Special Event Financial Assistance will be received on an on-going basis.

Application Form

21. Applicants must use the Village-supplied application form and include the following information:

- (a) the purpose of the grant request;
- (b) the amount of funding requested;
- (c) the geographic area served by the organization;
- (d) the estimated proportion of the grant's benefit that will accrue to Local residents;
- (e) how the organization will recognize the grant contribution;
- (f) the organization's most recent financial statements (preferably from the previous fiscal year);
- (g) the organization's current-year budget; and

For Special Event Financial Assistance,

- (h) an event description,
- (i) list of dates and locations,
- (j) timeline,
- (k) preliminary site plan or route map, and
- (l) a detailed budget that separates in-kind and cash requests.

Evaluation

22. The Chief Administrative Officer will forward qualifying Municipal and Recreation grant applications to a Council Advisory Group for evaluation. The Advisory Group shall make recommendations to Council within 30 days of the application period closing.
23. The Chief Administrative Officer will forward qualifying Special Event Financial Assistance applications to the Events Committee for evaluation. The Committee shall make recommendations to Council within 30 days of the application being accepted.
24. The following principles shall be considered when evaluating grant applications:
 - (a) availability of grant stream funds;
 - (b) the extent to which a demonstrated need in the community will be addressed;

- (c) alignment with Council’s priorities and Village plans;
- (d) the degree to which the grant will promote the well-being and quality of life of Local residents;
- (e) the degree to which funding will be used for the community as a whole;
- (f) the extent to which the organization has attempted to obtain other sources of funding (e.g., corporate sponsorships, fundraising campaigns, etc.);
- (g) the extent to which the funds will be expended Locally;
- (h) the needs of the organization requesting funding;
- (i) the extent to which any benefits will be directed to support equity, diversity, inclusion, and indigenous reconciliation initiatives;
- (j) the extent to which volunteers are involved and community spirit is fostered;
- (k) the value of any Permissive Tax Exemption (PTE) granted to the organization for that year;
- (l) accessibility; and

For Recreation grants,

- (m) applications that benefit Active Recreation shall be given priority over applications that benefit Passive Recreation.

25. Grants for the purpose of scholarships, citizenship awards, or recognized student achievement programs for high school students will be evaluated based on, but not limited to, the following criteria:
- (a) Village resident;
 - (b) continuing to post-secondary education;
 - (c) leadership and contributions to the school and/or community;
 - (d) excellence in academics, athletics, arts, or technical education;
 - (e) financial need; and
 - (f) good academic standing (‘B’ average)

Payments for scholarships, citizenship awards, or recognized student achievement programs for high school students will be made to students upon demonstration of enrolment into a recognized post-secondary institution.

26. To support consistent evaluation, eligible grant applications may be assessed using the scoring matrix set out in Schedule “A”, which reflects the evaluation principles established in this Policy.
27. To mitigate the risks of conflicts of interest:
- (a) Prior to considering applications, Advisory Group or Events Committee members must disclose any actual, potential, or perceived conflict of interest related to an applicant or application.
 - (b) Where a conflict is declared, the member must not access non-public application materials beyond what is necessary to identify the conflict, must not participate in the evaluation of that application, and must not influence other reviewers.
 - (c) Declared conflicts and related recusals shall be documented in meeting minutes.

Award

28. Council members must disclose any conflict of interest in accordance with applicable legislation and must not participate in Council discussion or decision making on any grant application where a conflict exists.
29. Council shall make the final decision on the award of grants-in-aid within 30 days of receiving the Advisory Group or Events Committee recommendations.
30. The Chief Administrative Officer shall notify applicants of Council's decision within 30 days of the decision being made, including any terms or conditions attached to the grant. Council may impose any terms or conditions it considers appropriate, including but not limited to final reporting.
31. As a condition of receiving a grant, successful applicants must agree to the Village's terms and conditions. The Chief Administrative Officer is delegated the authority to administer these terms and conditions, subject to any specific directions issued by Council.
32. In addition to the other requirements of this section, applicants for Special Event Financial Assistance may be required to:
 - (a) Obtain a minimum \$2,000,000 Commercial General Liability naming the Village as additional insured; max deductible \$5,000; coverage from set-up through clean-up; host liquor liability if alcohol is served; All-Risk property insurance for Organizer property. The Village may require higher limits depending on activities;
 - (b) Obtain, as applicable, a Special Event Permit (liquor), Temporary Food Premises Permit (Interior Health), Special Event Business Licence (for vendors), Highway Use Permit (street use), Temporary Building Permit (tents >10'x10' or stages >2' high), Electrical/Amusement Device permits, and any Transport Canada authorization (e.g., drones);
 - (c) Provide, as applicable, at least 1 month prior to the event a Final Site Plan, Emergency Response Plan, Production Schedule, Waste Management Plan;
 - (d) Coordinate with RCMP and Fire as directed;
 - (e) Commit to obtaining all approvals, manage safety and incident reporting, comply with Village bylaws and OHS expectations where event activities create a workplace, and pay all licensing/SOCAN/performance fees.

Final Reporting

33. As a condition of receiving a grant, applicants may be asked to provide a final report after the grant funding has been expensed. The Chief Administrative Officer is delegated the authority to administer final reporting requirements, subject to any specific directions issued by Council.
34. When required, the final report shall be provided on the Village-supplied final report form and may be required to include the following information:
 - (a) A summary with brief description of the funded project or activity, confirmation that the project was completed as approved, dates and location(s) of delivery.
 - (b) A description of key activities carried out and any deviations from the approved scope, timeline, or budget (with explanation).
 - (c) A summary of outcomes achieved, description of community benefits delivered, number and type of participants or attendees, and how the project benefited Village residents.

- (d) A summary of how the project supported the objectives identified in the application, contribution to community well-being, accessibility, inclusion, or engagement, volunteer involvement and community participation
- (e) A summary of how grant funds were spent, comparison of approved budget versus actual expenditures, identification of any unspent funds (and confirmation of return, if applicable).
- (f) The Village may ask for copies of receipts, invoices, or proof of payment.
- (g) A description of how the Village's financial support was acknowledged.
- (h) A list of challenges encountered during implementation, with lessons learned or recommendations for future projects.
- (i) Confirmation that funds were used only for the approved purpose.
- (j) Photos or media from the project.

RESPONSIBILITIES

Council

Council is responsible for:

- Establishing the overall policy framework and funding priorities for Grants-in-Aid.
- Making final decisions on the approval, denial, or modification of grant applications.
- Approving grant amounts and imposing any terms or conditions it considers appropriate.
- Approving any amendments to this Policy.
- Declare conflicts and recuse from discussion and voting on affected applications.

Council Advisory Group

The Advisory Group is responsible for:

- Reviewing eligible Municipal and Recreation grant applications referred by staff.
- Evaluating applications against the criteria set out in this Policy.
- Making written recommendations to Council within the timelines established by the Policy.
- Declaring any conflicts of interest and refraining from participating where a conflict exists.
- Declare conflicts prior to evaluation; refrain from accessing non-public information and from influencing evaluation where a conflict exists; ensure recusals are recorded.

Chief Administrative Officer (CAO)

The Chief Administrative Officer is responsible for:

- Administering and overseeing the Grants-in-Aid program in accordance with this Policy.
- Issuing calls for applications in compliance with the Public Notice Bylaw.
- Receiving and screening applications for eligibility and completeness.
- Notifying applicants who do not meet eligibility requirements.
- Referring qualifying applications to the Advisory Group, where applicable.
- Communicating Council's decisions to applicants, including any terms and conditions.
- Administering grant agreements, including enforcing terms and conditions approved by Council.
- Authorizing the release of grant funds in accordance with Council decisions and policy requirements.
- Monitoring compliance, including receipt and review of final reports and financial documentation.
- Taking administrative action where recipients fail to comply with grant conditions, subject to Council direction where required.
- Provide guidance on conflicts of interest at the beginning of each grant intake and remind reviewers of disclosure requirements.
- Maintain a record of declared conflicts and recusals for the grant intake file.

Village Staff

Village staff may be responsible for:

- Providing administrative support to the CAO and Advisory Group.
- Reviewing applications for technical completeness or compliance.
- Monitoring funded projects for compliance with approved terms and conditions.
- Assisting with record-keeping, reporting, and public transparency requirements.

Applicants

Applicants are responsible for:

- Reviewing and understanding this Policy prior to submitting an application.
- Submitting complete and accurate applications using the Village-supplied form.
- Demonstrating eligibility and measurable community benefit to Village residents.
- Providing truthful financial and organizational information.
- Submitting applications by the stated deadlines, unless applying for an Emergency Grant.
- Acknowledging that submission of an application does not guarantee funding.

Grant Recipients

Grant recipients are responsible for:

- Using grant funds solely for the purpose approved by Council.
- Complying with all terms and conditions of the grant.
- Maintaining accurate financial records related to the grant.
- Submitting required reports and documentation within specified timeframes.
- Acknowledging the Village's financial support as required.
- Obtaining and maintaining any required permits, insurance, or approvals.
- Notifying the Village in advance of any material changes to the approved project.
- Returning any unspent or improperly used funds to the Village.
- Understanding that failure to comply may result in repayment, suspension of funds, or ineligibility for future grants.

DEFINITIONS

“Active Recreation” means recreation activities that involve physical exertion or movement by participants and contribute to physical fitness, health, or skill development. Examples include, but are not limited to, sports, fitness classes, hiking, cycling, swimming, and organized physical activities.

“Advisory Group” means a Council-appointed committee or body tasked with reviewing and making recommendations on eligible grant applications.

“Community Benefit” means a demonstrable positive outcome arising from a funded activity that serves Village of Kaslo residents, including social, cultural, recreational, environmental, or economic benefits.

“Conflict of Interest” means a situation in which a person’s private interests, relationships, or obligations could influence, or be perceived to influence, the impartial performance of their duties under this Policy. Conflicts may be actual, potential, or perceived.

“Emergency Grant” means a grant request submitted outside of regular intake periods where the need for funding could not reasonably have been anticipated and is time-sensitive.

“Immediate Family” means spouse/partner, parent, child, sibling, and any person living in the same household, and may include any other relationship defined in applicable enactments.

“Local” means Village of Kaslo or Area D, as applicable to the grant stream.

“Material Change” means a significant change to the approved project scope, budget, timeline, location, or purpose that may affect the community benefit or compliance with Council’s approval.

“Passive Recreation” means recreation activities in which participants are primarily observers or engage in minimal physical activity, and which emphasize enjoyment, cultural participation, or social engagement rather than physical exertion. Examples include, but are not limited to, attending performances or events, arts and cultural activities, festivals, and spectator activities.

“Perceived Conflict of Interest” means a situation where a reasonable person could conclude that a person’s private interests could improperly influence their duties, whether or not that influence actually occurs.

“Private interest” includes financial interests and non-financial interests such as family relationships, close personal relationships, board membership, employment, contracting relationships, or other affiliations with an applicant.

“Recreation” means an activity undertaken voluntarily during leisure time for enjoyment, relaxation, physical activity, social connection, or personal well-being, and may include cultural, artistic, athletic, educational, or social pursuits.

“Special Event” means a time-limited, organized activity open to the public that provides social, cultural, recreational, environmental, or economic community benefit to Village residents. A Special Event may be new or recurring, but must occur within Village limits.

“Village” means the municipal boundaries of the Village of Kaslo.

Schedule A
Grant-in-Aid Evaluation Criteria

Applications must first meet all eligibility requirements in the Policy. Ineligible or incomplete applications are screened out by staff and not scored.

Community Need & Benefit

Assesses the extent to which the proposal delivers a measurable benefit to Village residents.

Score Range	Description
0–5	Minimal or unclear community benefit; limited relevance to Village residents
6–15	Demonstrated benefit to a defined group of residents
16–25	Clear, well-defined, and measurable benefit to the broader Village community

Alignment with Council Priorities & Village Plans

Measures how well the proposal aligns with Council priorities, Village plans, and strategic objectives.

Score Range	Description
0–5	Weak or no alignment identified
6–10	General alignment stated but limited detail
11–15	Strong, explicit alignment with clear references to Village priorities or plans

Scope of Benefit & Inclusivity

Evaluates who benefits and how accessible the activity or project is.

Score Range	Description
0–5	Benefits a narrow or limited audience
6–10	Benefits a defined segment of the community
11–15	Broad, inclusive benefit with attention to accessibility, equity, or reconciliation

Organizational Capacity & Financial Need

Assesses the applicant’s ability to deliver the project and the appropriateness of Village funding.

Score Range	Description
0–5	Limited capacity; unclear budget or financial need
6–10	Adequate capacity; reasonable financial rationale
11–15	Strong governance, clear financial need, and demonstrated capacity to deliver

Use of Funds & Local Impact

Considers how and where funds will be spent.

Score Range	Description
0–3	Limited detail or limited benefit within Village
4–7	Majority of funds spent Locally
8–10	Clear, efficient use of funds primarily within Village limits

Leveraging & Other Funding Sources

Evaluates efforts to secure other funding and maximize impact.

Score Range	Description
0–3	No other funding sources identified
4–7	Some fundraising or external funding attempted
8–10	Strong leveraging of other funds, partnerships, or sponsorships

Volunteer Involvement & Community Engagement

Assesses community participation and volunteer contribution.

Score Range	Description
0–3	Minimal volunteer involvement
4–7	Moderate volunteer engagement
8–10	Strong volunteer participation and community building

Total Possible Score: 100 points



1

MEETING DATE: March 10, 2026 FILE No: 1850-20
TO: Mayor and Council
FROM: Robert Baker, Chief Administrative Officer
SUBJECT: Community Development Grant - Kootenay Mountain Biking
DATE WRITTEN: March 3, 2026

1.0 PURPOSE:

To present a request from Kootenay Mountain Biking for the Village's support in applying to the RDCK Community Development Grant Program for \$1,500, and to seek Council approval of the required resolution to accompany the application.

2.0 RECOMMENDATION:

THAT the Village of Kaslo support Kootenay Mountain Biking's application to the RDCK Community Development Grant Program for \$1,500 to deliver the Everyone Rides cycling education program.

3.0 BACKGROUND:

The RDCK Community Development Grant Program provides funding to support initiatives that advance the social, economic, or environmental well-being of regional residents. Under RDCK Policy 300-09-12:

- Municipal applications must include a Council resolution approving the grant application.
- Applications must be signed by the applicable elected official from whose designated funds the grant will be awarded.
- Municipalities under 1,000 population (such as Kaslo) receive a dedicated allocation of Community Development funds.

Kootenay Mountain Biking, in partnership with HUB Cycling and the RDCK Rural Mobility Working Group, is coordinating delivery of the Everyone Rides Grade 4–5 cycling education program to rural schools in spring 2026. The program teaches cycling safety, road awareness, and active transportation skills.

The group is requesting \$1,500 from the Village of Kaslo, paired with \$1,500 from RDCK Area D, to fully fund the \$3,000 cost of delivering the program at JV Humphries School.

4.0 DISCUSSION:

The Everyone Rides program provides direct benefit to Kaslo students by:

- Delivering hands-on cycling safety training
- Promoting active transportation and physical literacy
- Supporting youth confidence and independence
- Reducing barriers for rural schools through shared equipment and instruction

The program is primarily funded by the Ministry of Transportation & Transit, but rural support is limited. The requested contribution would leverage provincial funding and regional partnerships to ensure JV Humphries students can participate.

The request aligns with the RDCK Community Development Grant Program purpose:

- Social well-being — youth safety, health, and active transportation
- Economic well-being — reducing long-term transportation barriers and promoting cycling culture
- Environmental well-being — encouraging low-carbon transportation habits

The Village's support does not create administrative burden beyond signing the application and providing a Council resolution.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **Support Kootenay Mountain Biking's application to the RDCK Community Development Grant Program.** *This will demonstrate Council's support for a youth-focused safety and active transportation program with clear community benefit.*
2. Deny the request. *The program may not proceed at JV Humphries without the Village's contribution.*
3. Request additional information. *May delay the application and affect the program's spring 2026 delivery timeline*

6.0 FINANCIAL CONSIDERATIONS:

The request is for \$1,500 from the Village's RDCK Community Development Grant allocation. Funds are drawn from Kaslo's dedicated share of RDCK Community Development Program revenues, consistent with Policy 300-09-12. No Village operating funds or in-kind contributions are required.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Policy

RDCK Policy 300-09-12 requires a Council resolution for all municipal applications. The Village is an eligible applicant under the policy. The request aligns with the program's purpose of supporting social, economic, and environmental well-being. A Funding Agreement is not required unless the grant exceeds \$5,000. The Village assumes no liability for program delivery.

8.0 STRATEGIC PRIORITIES:

Not applicable

RESPECTFULLY SUBMITTED:

Robert Baker
Chief Administrative Officer

Attachments:

1. Request - Community Development Grant - Kootenay Mountain Biking



kootenay mountain biking



Your **Cycling** Connection

Feb 12th 2026

To: Director Hewat, Village of Kaslo

RE: \$1500 Funding for in school Programming

Project Description:

In collaboration with HUB Cycling and the RDCK Rural Mobility Working Group, Kootenay Mountain Biking will be delivering the Everyone Rides Grade 4-5 cycling education program to a series of rural schools in the region this spring of 2026. With an overarching goal of reaching all 24 regional public schools in the next two years, this effort will include the following schools: JV Humphries, Crawford Bay, Brent Kennedy and Salmo elementary schools.

Everyone Rides is a Provincial program that teaches elementary students about cycling road safety and related topics. Kootenay Mountain Biking arrives at the schools with a fleet of bicycles and delivers the training over 1-2 days depending on student numbers. While this program is primarily funded by the Ministry of Transportation & Transit, support for rural areas is minimal and dwindling. On the back of our successful 2025 pilot program, we hope to advocate for increased rural support and make a case for long-term funding to be more evenly equitably distributed across the Province. Kootenay Mountain Biking has been delivering this program for 5 years to Kootenay schools already, and has adapted the program to better suit smaller schools by accommodating a wider range of student ages, and when feasible, combining schools. This helps break down cost and other barriers for these smaller communities to participate.

Other Funding:

For 2026, the Rural Mobility Working Group aligned our timeline with HUB Cycling's application to the Ministry of Transportation & Transit. HUB has applied for funding to deliver the program to 5 schools this Spring of 2026. By working with rural area Directors, we aim to have commitments from 4 electoral areas (D, A, H, G) and two municipalities (Salmo and Creston). This will cover 50% of the costs and effectively double the number of schools that can participate. This means we are able to deliver this great program to even more schools in our local area.

Proposed Budget

This budget would be split between The Community Development Stream for Area D, and the Village of Kaslo to bring us \$3000 total.

Planned Budget - JV Humphries	Cost
Program Delivery - course coordination, instructor wages, insurance, certificate printing, bicycle fleet/equipment use.	\$2,200
Accommodation	\$300
Travel - Mileage/Wages	\$300
LOA	\$200
Total	\$3,000

About HUB Cycling

HUB Cycling is a charitable non-profit that delivers cycling education to schools across British Columbia. Programming is designed to encourage kids and families to use active transportation to get to and from school and for other tasks. Kootenay Mountain Biking has the contract to fulfil this goal for HUB Cycling in the Kootenays.

HUB Board of Directors

List of Board of Directors

Name	Role	Email
Jeff Leigh	President	board@bikehub.ca
Victoria Grey	Vice-President	
Esther Holobuwich	Treasurer	
Alexandra Flynn	Secretary	
Luke Gillies	Directors at Large	
Esther Holobuwich	Directors at Large	
Anne Murray	Directors at Large	
Mairin Shields-Brown	Directors at Large	
Philippe Alvarenga	Directors at Large	
Amir Hassanpour	Directors at Large	



MEETING DATE:	March 10, 2026	FILE No:	1855-03
TO:	Mayor and Council		
FROM:	Robert Baker, Chief Administrative Officer		
SUBJECT:	UBCM Local Government Development Approvals Program 2026		
DATE WRITTEN:	March 2, 2026		

1.0 PURPOSE:

To seek Council approval to apply for funding under the 2026 Union of British Columbia Municipalities (UBCM) Local Government Development Approvals Program (LGDAP) to support improvements to the Village of Kaslo's development approvals processes.

2.0 RECOMMENDATION:

THAT the Village apply for funding from the UBCM Local Government Development Approvals Program with a maximum project value of \$200,000; AND THAT the project be included in the draft 2026 budget with the Village to cover any project cost overruns and manage grant administration.

3.0 BACKGROUND:

The LGDAP was established following the Province's 2019 Development Approvals Process Review (DAPR). This program, administered through the UBCM, funds local government-initiated projects to improve the efficiency, clarity and effectiveness of development approvals for quicker housing delivery and increasing housing supply. The 2026 LGDAP is the third intake of the program.

The 2026 program continues to focus and support projects that streamline development approvals, modernize regulatory tools, and improve transparency and predictability for applicants and decision-makers. The program can fund up to 100% of eligible project costs, to a maximum of \$200,000. The Program application deadline is March 13, 2026, and requires a resolution of Council in support of the grant application and grant administration if the application is successful.

4.0 DISCUSSION:

The third intake of the LGDAP is well timed for the Village of Kaslo. The Village is experiencing housing pressures, a growing number of complex development applications, and recent changes to its organizational structure that have shifted staff responsibilities for development application processes. Collectively, these factors position the Village to make a strong and well-supported application under this program.

With the establishment of new staff roles and departmental responsibilities related to development services, the LGDAP presents a timely opportunity to formalize and create internal development approval processes. Grant funding would support the preparation of standardized procedures, templates, application review checklists, and related internal tools to ensure development applications are reviewed in a consistent, efficient, and transparent manner. These tools will support staff capacity, reduce reliance on ad hoc interpretation, and improve overall service delivery.

In addition, the LGDAP would enable the development of clear, accessible external materials, including application guides, forms, and informational brochures. The Village currently has information on the Planning Permits Portal of the Village website however, there is opportunity to expand on existing information develop new materials to improve clarity for applicants, guide applicants through the

development approvals process, and support the submission of complete applications. Improved external guidance is expected to reduce administrative burden on staff, minimize repeated application revisions, and contribute to more predictable and streamlined approval timelines for applicants.

While much of the Village's recent development activity has been incremental, several larger and more complex proposals have required rezoning, development permits, subdivision approvals, and extensive coordination with external agencies. As development complexity increases, the need for clear processes, up-to-date regulatory tools, and well-defined approval pathways becomes increasingly important. The proposed LGDAP funded grant would support the Village in delivering housing while maintaining local planning and policy objectives.

The Village has undertaken several foundational initiatives recently to establish a strong policy planning base for growth and development in Kaslo. These initiatives include the completion of a comprehensive Official Community Plan update in 2022, amendments to the Development Procedures Bylaw, and the initiation of a legislative and compliance review of the Zoning Bylaw. While these updates are essential, several key development approval tools remain outdated such as the Subdivision Bylaw which was adopted in 2006.

Although comprehensive at the time of adoption, the Subdivision Bylaw reflects development practices and engineering standards that are outdated and no longer relevant to modern best practices. Subdivision approval is a critical gateway for housing and development projects in the Village. Unclear or outdated subdivision servicing requirements can result in increased reliance on assumptions, site-specific conditions, and repeated application revisions. These issues have contributed to longer timelines and increased staff workload.

The proposed LGDAP funded project will focus on streamlining development approvals through targeted process, procedural, and regulatory review. The project would identify areas requiring clarification or modernization and develop practical, implementable improvements to support efficient, transparent, and consistent decision-making. Anticipated activities include:

Internal process Improvements and Tools

- Conducting a detailed review of existing development approvals workflows across application types, including development permits, development variance permits, zoning amendments, and subdivisions mapping current end-to-end approval processes.
- Facilitating staff workshops and training to clarify internal responsibilities, identify streamlining opportunities, and improve consistency in application review.
- Developing standardized internal tools, including process guides, workflow diagrams, checklists, referral templates, and applicant correspondence.

Regulatory Review and Recommendations

- Reviewing the Subdivision Bylaw and associated servicing standards to identify outdated requirements, recurring variances, and misalignment with current infrastructure conditions.
- Prepare recommended bylaw amendments aligned with current engineering practices, updated development forms and the updates to the Official Community Plan and Zoning Bylaw.
- Gather feedback from internal departments, local builders, developers, and non-profit housing providers on proposed subdivision regulation updates to ensure clarity, feasibility and simplicity of implementation.
- Reviewing the Development Procedures Bylaw to assess alignment with current staffing capacity, Council practices and development complexity.
- Preparing recommendations and draft amendments to support a more efficient, proportionate, and transparent approvals framework.

Applicant and Development Information Materials

- Preparing clear, applicant-facing guides and application forms outlining approval sequencing, submissions requirements, roles, and typical timelines for all application types.
- Publishing materials on the Village’s website to improve communication about the development application process

This project is anticipated to be primarily consultant-led in collaboration with staff to minimize impacts on daily operations and is expected to have a total project cost of \$190,000, fully funded through LGDAP.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

- 1. Submit an application to the 2026 UBCM Local Government Development Approvals Program.**
Staff will submit an application and, if approved, manage the project through to completion while providing Council with quarterly updates.
2. Status quo. *The Village’s development process will remain as-is which could inhibit economic and housing development, as well as the Village’s ability to effectively provide planning services.*

6.0 FINANCIAL CONSIDERATIONS:

The LGDAP can fund up to 100% of eligible costs, to a maximum of \$200,000. The application will be structured so **that** the project can be fully grant-funded. Staff time will be required to manage the project and will be accommodated within existing operational resources. If the request for full funding is not successful, staff may return to Council with an alternate funding strategy.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

If funding is approved, any recommended amendments to the Development Procedures Bylaw, Subdivision Servicing Bylaw, or related policies will be brought forward to Council for consideration through separate staff reports, in accordance with applicable legislative and public notification requirements.

8.0 STRATEGIC PRIORITIES:

The proposed LGDAP grant supports the following Council Strategic Priorities:

- Modernization of the Village’s Subdivision Servicing Bylaw
- Next Steps for development of Village land in south Kaslo

The proposed LGDAP grant also supports the following themes of the Village’s Official Community Plan (OCP):

- Housing and Future Growth
- Land Use Plan and Special Permit Areas
- Economic Development and Recovery

RESPECTFULLY SUBMITTED:

Robert Baker
Chief Administrative Officer

Attachments:

1. UBCM LGDAP 2026 – Program & Application Guide

CC: Mike Holden, Director of Municipal Services
Maxime Dumoulin, Municipal Services Clerk

Local Government Development Approvals Program

2026 Program and Application Guide

Applications will be accepted January 5, 2026 to March 13, 2026
using the [LGPS Online Application Tool](#)

1. Introduction

In 2019, the Province of BC initiated the Development Approvals Process Review (DAPR). Extensive local government and stakeholder engagement produced a comprehensive list of informed ideas for streamlining and speeding up the development approvals process, outlined in the [DAPR Report](#). The Local Government Development Approvals Program provides support to local governments to address the findings and adopt the recommendations in the DAPR Report.

To support getting the homes people need approved, built, and available effectively and efficiently, local governments, the development sector, and the Province all have a role to play in improving current development approvals processes.

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

Local Government Development Approvals Program

The development approvals process refers to all operational steps and decision making in relation to a local government's consideration of approving development, from the pre-application phase to the issuance of the building and/or occupancy permit. The local government's review process ensures that development applications conform to policies, plans, and regulations for building and development.

The intent of the Local Government Development Approvals Program is to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives.

The 2026 intake has been expanded to include eligible activities that support:

- Alignment with [BC Building Permit Hub](#);
- Use of **modern methods of construction**, such as **offsite construction**, **prefabricated construction**, and **modular construction**;
- Implementation of **standardized designs** for housing.

Approximately \$9.0 million is available for the 2026 intake. The Local Government Development Approvals Program is administered by the Union of BC Municipalities and funded by the Ministry of Housing and Municipal Affairs.

2. Eligible Applicants

All local governments (municipalities, regional districts, and the Islands Trust) in BC are eligible to apply. Eligible applicants can submit one application per intake. This includes applying as a **sub-applicant** in a regional application.

3. Grant Maximum

The Local Government Development Approvals Program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$200,000.00. For regional projects, the funding maximum is \$800,000.00 regardless of the number of **sub-applicants** included in the application.

The Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Local Government Development Approvals Program.

4. Eligible Projects

To qualify for funding, proposed activities must meet the intent of the program and be:

- A new or subsequent phase of a project (retroactive funding is not available);
- Capable of completion by the applicant within two years of the date of grant approval;
- For projects that are dependent on external partnerships, provide evidence that external partners (e.g., development community, provincial Ministry, First Nations, other local governments, BC Hydro) are willing to participate.

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

For the purpose of the Local Government Development Approvals Program, regional projects may include applicants that are not located in the same region but instead that are collaborating on, and will all benefit from, an eligible project. For all regional projects, the project must result in new or updated development approval processes or outcomes for all applicants included in the **approved project**.

The **primary applicant** submitting the application for a regional project is required to submit a resolution as outlined in [Section 7](#) of this guide. Each **sub-applicant** is required to submit a resolution that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf.

For regional projects, the funding maximum is \$800,000.00 regardless of the number of **sub-applicants** included in the application.

5. Requirements for Funding

As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, support harmonization of land use planning, and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, **approved projects** must meet the following requirements for funding:

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.
- Where applicable, to qualify for funding, for any professional activities required to obtain authorizations or permits, be developed and signed by a qualified professional as per the *Professional Governance Act*.

6. Eligible and Ineligible Costs and Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Table 1 identifies examples of activities that are eligible for funding. Please note that an internal review of current development approvals may be valuable before undertaking specific projects, but is not a pre-requisite for funding. However, evidence of readiness and/or rationale to undertake proposed activities is required in the application form and may contribute to higher application scores.

It is expected that proposed activities may involve internal or external partnerships. Please refer to [Section 4](#) for funding requirements for working with external partners. Eligible activities must be cost-effective.

Table 1: Activities Eligible for Funding

- A. Developing, reviewing, and/or updating internal development approvals processes to improve efficiency and effectiveness. For example:
- Planning, training, and facilitating to improve collaboration between departments to improve development approvals process.
 - Planning and making recommendations for triaging development applications at the submission stage to identify incomplete, straight forward, complex, or high priority (e.g., aligned with council priorities on affordable and rental housing) applications and have a different process for acting on each kind.
 - Reviewing and updating building permit application forms to align with the [Province’s standardized permit checklist](#).
 - Reviewing and updating internal approvals processes, including guidelines and bylaws, to support the efficient approval of projects using **standardized designs** from a variety of sources, including the [B.C. Standardized Housing Designs Catalogue](#), Canadian Mortgage and Housing Corporation’s [Housing Design Catalogue](#), or others.
 - Identifying opportunities to support the adoption of **modern methods of construction** such as **offsite construction** methodologies including volumetric **modular** or panelized construction, including review of bylaws or permit processes relating to standards such as CSA A277, especially in connection with standardization of permitting and approvals.

Table 1: Activities Eligible for Funding (continued)

- B. Developing, reviewing, and/or updating development approvals guidance for staff and/or applicants. For example:
- Creating guides, templates, webinars, and/or checklists for applicants and/or staff.
 - Creating guidelines that define what constitutes a major or minor amendment change.
 - Change management training and capacity building for staff or elected officials.
 - Process improvements to support the use of **standardized designs** or **modern methods of construction** and updates to guidelines, policies, procedures, and bylaws.
- C. Reviewing and making recommendations to improve development approval procedures bylaw. For example:
- Delegating authority to staff to make decisions where appropriate, including delegating technical development permits to staff.
- D. Reviewing zoning bylaw(s) and providing recommendations to improve development approval processes. For example:
- Reducing the need for commonly requested variances.
 - Simplifying and expediting the use of **standardized design** catalogues.
 - Supporting the use of **modern methods of construction** including **offsite construction**, **prefabricated construction**, and **modular construction**.
- E. Reviewing other land use bylaw(s) and providing recommendations to improve the development approval process. For example:
- Reviewing official community plans or regional growth strategies to identify opportunities to improve development approval process.
 - Reviewing community plans, zoning, and development processes to support the use of **modern methods of construction**, such as ensuring that **modern methods of construction** are not restricted through zoning.
- F. Facilitating collaboration or coordination with external partners (e.g., development community, provincial Ministry, First Nations, other local governments). For example:
- Developing communication materials, user guidelines, and/or training modules for development approvals.
 - Establishing a pre-application process and/or guidelines (e.g., pre-application developer meetings; pre-application public engagement).
 - Training external partners on the development approvals process.
 - Coordinating with neighbouring communities to increase consistency across jurisdictions.
- G. Improving information technology to facilitate uptake and/or alignment with Building Permit Hub. For example:
- Working with existing software provider(s) to establish/update application programming interfaces (APIs), software, and workflows to enable integration with Building Permit Hub.
 - Change management and/or staff training on Building Permit Hub adoption and associated updates to internal processes, workflows, or information technology (IT) systems.

Table 1: Activities Eligible for Funding (continued)

- Publishing of policies and bylaws into a machine-readable format that is consistent with the Province’s approach to publishing the BC Building Code in machine readable format.
- H. Other activities that enable local governments to make use of **modern methods of construction** and **standardized designs**.
- I. Other activities that support the improvement of the local government development approval process and that meet the intent of the program may be considered for funding.

Additional Eligible Costs and Activities

The following expenditures are also eligible provided they relate directly to eligible activities identified in Table 1:

- Incremental applicant staff (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- Consultant costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., event planning) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Public information costs (e.g., FAQs, webinars for the public, guidance on how to participate in the public process, role of the decision-maker in the process).
- Honoraria for equity-denied populations or service organizations that support equity-denied populations.
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Reporting on **approved projects** (to Board or Council, other levels of government, etc.).

Ineligible Costs and Activities

Any activity that is not outlined in Table 1 or the ‘Additional Eligible Costs and Activities’ section, or is not directly connected to activities approved in the application, is not eligible for grant funding. This includes:

- Purchasing, developing, or implementing new or upgraded digital platforms (hardware) or software that are not directly tied to the adoption of Building Permit Hub or digitization of bylaws.
- Development or update of housing needs reports, official community plans, regional growth strategies, local area plans, master plans, zoning bylaws, etc.
- Routine or ongoing operating costs or activities (e.g., heating, cooling, and lighting; security; software or service subscriptions; or membership fees).
- Routine or ongoing planning costs or planning activities that are not incremental to the project (e.g., costs related to bylaw adoption).
- Regular salaries and/or benefits of **primary applicant** or **sub-applicant(s)** staff or partners.
- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities.
- Major capital improvements or major renovations to existing facilities, and/or construction of new, permanent facilities.

- Audit fees, legal fees, interest fees, or fees to incorporate a society.
- Fundraising, lobbying, or sponsorship campaigns.
- Project-related fees payable to the **primary applicant** or **sub-applicant(s)** (e.g., permit fees).
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members.

7. Application Requirements and Process

The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 2](#) for full information.

Application Deadline

The application deadline is **March 13, 2026**. Applicants will be advised of the status of their applications within 90 days of the application deadline.

Required Application Contents

All applicants are required to complete the LGPS Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Council, Board, or Local Trust Committee resolution **OR** a letter of support from the CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget that indicates the proposed expenditures from the Local Government Development Approvals Program grant and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or **in-kind contributions** expenditures must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#);
- For projects with external partners: written confirmation from the external partner confirming their role and willingness to participate.
- For regional projects only:
 - Council, Board, or Local Trust Committee resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
 - Council, Board, or Local Trust Committee resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 2](#) for more information on the new process and the information that will be required to be submitted during each step.

Worksheets and required attachments should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials should be submitted to Local Government Program Services, Union of BC Municipalities by email: lgps@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of all applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Higher application review scores will be given to projects that:

- Demonstrate alignment with intent of the Local Government Development Approvals program.
- Are outcome-based and include performance measures.
- Provide evidence of readiness to undertake proposed activities.
- Where applicable, demonstrate transferability to other local governments in BC.
- Include internal local government cross-departmental collaboration and/or collaboration with one or more external partners (e.g., development community, provincial Ministry, First Nations, other local governments, BC Hydro etc.).
- Where applicable, are in alignment with other local governments' digitization efforts.
- Are cost-effective.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous funding. Recommendations will be made on a priority basis.

All application materials will be shared with the Province of BC.

8. Grant Management and Applicant Responsibilities

Grants are awarded to approved applicants only. The approved applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Approved applicants are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision and Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM and the remainder when the project is complete and UBCM has received and approved the required final report and a financial summary.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

To request a progress payment, approved applicants are required to submit the [Interim Report Form](#). The form will require the following information:

- Description of activities completed to date;
- Description of funds expended to date (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)); and
- Written rationale for receiving a progress payment.

Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the **approved project**. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

To propose changes to an **approved project**, applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)), and an updated Council, Board, or Local Trust Committee resolution;
- For regional projects only, evidence of support from **sub-applicant(s)** for proposed amendments will be required; and
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extensions request over six months. Extensions will not exceed one year from the date of the original final report deadline.

Recognition of Funding and Funders

When recognizing funding, please state that the Local Government Development Approvals Program is administered by the Union of BC Municipalities and funded by the Province of BC. UBCM is active on X, Bluesky, LinkedIn, and Facebook. When possible, please mention or tag UBCM on social media posts that are related to projects that are funded by programs that UBCM administers.

Guidelines on using Province of BC logos, including downloadable files, are available [here](#).

9. Final Report Requirements and Process

All funded activities must be completed within two years of notification of funding approval and the final report is due within 30 days of project completion.

Final Reports

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments;
- Detailed financial summary that indicates the actual expenditures from the Local Government Development Approvals Program grant and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#);
- Copies of any materials that were produced with grant funding (e.g., guidance material, reports on results of performance measurement);
- Photos of funded activities and/or completed projects; and,
- Links to media directly related to the funded project.

Submission of Final Reports

Final reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All final reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: lgps@ubcm.ca.

Review of Final Reports

UBCM will review all final reports to ensure the required report elements have been submitted.

All final report materials will be shared with the Province of BC.
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10. Additional Information

Union of BC Municipalities

Email: lgps@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Approved Project: Activities included in the approved application and costs included in the approved budget.

Cash Expenditures: Direct costs properly and reasonably incurred and paid for with money by the approved **primary applicant** or **sub-applicant(s)** as part of **the approved project**. For example, catering and consultant fees can be cash expenditures.

In-Kind Contribution: The use of resources of the approved **primary applicant** or **sub-applicant(s)** for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved **primary applicant** or **sub-applicant(s)** can be an in-kind expenditure.

Modern methods of construction: Use of newer construction methodologies including **modular construction**, **offsite construction**, or other forms of **prefabricated construction** that moves construction activities into industrialized settings instead of the development site, allowing for more rapid and efficient construction.

Modular construction: Design and construction methodologies that construct building designs in large, volumetric modules, including elements of walls, floors, and fittings, that move construction into factory settings with modules delivered onto building sites and assembled into the final building form.

Offsite construction: Design and construction methodologies that move some construction methodologies off of the eventual development site and into factories or industrialized settings to maximize on efficiencies.

Prefabricated construction: Use of design and construction methodologies that maximize the use of components that are prefabricated (such as trusses, wall assemblies, floor cassettes, mechanical modules, etc.) and not “stick built” on the development site.

Primary Applicant: Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management, and all reporting requirements.

Standardized Designs: pre-approved, customizable residential building plans or designs for housing that can help streamline the permitting process, including the [B.C. Standardized Housing Designs Catalogue](#), Canadian Mortgage and Housing Corporation’s [Housing Design Catalogue](#), or others.

Sub-Applicant(s): In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

Appendix 2: LGPS Online Application Tool

As outlined in [Section 7](#), Applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: full name, position, email, phone.
4. Primary applicant mailing address.
5. For regional projects only: name of sub-applicant(s) and rationale for regional project.
6. Project title. Project titles should be brief but include key project activities, the area where the work will be undertaken, and the intended outcome/deliverable.
7. Proposed start and end date.
8. Estimated total project budget.
9. Estimated total grant request.
10. Other funding amount and source.
11. Project summary (provide a brief summary, no more than 500 characters).
12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
13. Certification that the information is complete and accurate.
14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Name of Primary Applicant (local government).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).

3. Type of Project: identify the type of project that best describes what the funding will be used for. Check all that apply:
 - Digitization (i.e., alignment with BC Building Hub)
 - Modern methods of construction
 - Standardized design
 - Streamlining of development approval processes)
4. Local Development Context:
 - a) Description of the development trends in your community in last 5 years. This could include scale and typical type of developments, number and type of applications and permits, and/or type of applicants (large developers, builders or contractors, property owners).
 - b) General community awareness or engagement regarding development processes.
5. Rationale for Proposed Activities: based on the local development context identified in Question 4, identify the current challenges facing your local government regarding development approvals.
6. Evidence and Readiness: based on the challenges identified above provide an overview of any additional evidence for making changes to the development approval processes. This may be derived from existing internal development approval process review, strategic plan, other relevant staff report, increase in development applications, projected increase in housing need based on recent housing needs assessment.
7. Proposed Activities:
 - a) Description of the proposed specific activities that will be undertaken.
 - b) Description of how the proposed activities meet the intent of the funding program (support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives), and the challenges identified in Question 5.
8. Outcomes and Performance Measures: describe the proposed outcomes and performance measures
 - a) What outcomes will indicate project success (addressing challenges identified in Q5)?
 - b) What performance measures will be used to assess these outcomes?
9. Internal and External Partnerships: indicate how you intend to consult, engage, or collaborate with the following and what specific role they will play in the proposed activities. If possible, identify the specific agencies or organizations you intend to work with.
 - a) Internal partners (i.e., local government departments).
 - b) External partners (i.e., development community, provincial Ministry, First Nations, other local governments).
 - c) Other.
10. Additional Information: Any other information you think may help support your submission.

Required Attachments

The following attachments will be required to be submitted with the completed Application Worksheet:

- Council, Board, or Local Trust Committee resolution **OR** a letter of support from the CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant

management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

- Detailed budget that indicates the proposed expenditures from the Local Government Development Approvals Program grant and that aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#).
- For projects that include collaboration with external partners: written confirmation from the external partner confirming their role and willingness to participate.
- For regional projects only:
 - Council, Board, or Local Trust Committee resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
 - Council, Board, or Local Trust Committee resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

**Documents should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,
Union of BC Municipalities by email: lgps@ubcm.ca**

Please note “2026 LGDAP” in the subject line.



MEETING DATE:	March 10, 2026	FILE No:	2240-20
TO:	Mayor and Council		
FROM:	Robert Baker, Chief Administrative Officer		
SUBJECT:	FireSmart Service Agreement with RDCK		
DATE WRITTEN:	March 3, 2026		

1.0 PURPOSE:

To present the draft 2026 FireSmart Municipal Services Agreement between the Village of Kaslo and the Regional District of Central Kootenay (RDCK) for Council's consideration, and to seek Council approval in principle so that staff may negotiate the remaining terms in Schedule C and execute the final agreement

2.0 RECOMMENDATION:

THAT Council approve in principle the 2026 FireSmart Municipal Services Agreement between the Village of Kaslo and the Regional District of Central Kootenay; AND FURTHER THAT Council authorize the Chief Administrative Officer to negotiate the remaining terms of Schedule C and to execute the final agreement on behalf of the Village.

3.0 BACKGROUND:

The Village of Kaslo and the RDCK have collaborated on FireSmart program delivery since 2024. The RDCK has provided administrative oversight, program management, and rebate processing, while the Village has employed the FireSmart Coordinator and delivered services within both the Village and Electoral Area D.

The RDCK has provided a new Municipal Services Agreement for the 2026 season, covering the period from April 1 to November 15, 2026. The agreement outlines roles, responsibilities, cost-sharing, and program delivery expectations. Schedule C (Supplemental Terms and Conditions) remains under negotiation.

4.0 DISCUSSION:

The draft agreement formalizes the shared-service model for FireSmart program delivery. Key elements include:

Service Delivery Structure

The RDCK will manage and administer the FireSmart Program, including the Wildfire Mitigation Program, rebate program, and Local FireSmart Collective Program. The Village will continue to employ the FireSmart Coordinator and provide a workstation and employer-related obligations .

Program Period

The Village must provide a FireSmart Coordinator from April 28 to October 9, 2026, with the RDCK providing operational supervision during this period.

Cost-Neutral Administrative Arrangement

The agreement is structured so that RDCK Basic Services equal the Municipality's Basic Services in cost, resulting in a cost-neutral arrangement for administration.

Rebate Program

The RDCK will reimburse eligible residents up to \$5,000 per applicant, not exceeding \$57,600 total, and will invoice the Village for rebates issued within Village boundaries.

Schedule C

Schedule C (Supplemental Terms and Conditions) is not yet finalized. Staff are requesting Council's authority to negotiate these terms to ensure alignment with Village policies, risk management, and operational needs.

Approving the agreement in principle allows staff to complete negotiations efficiently and ensures the FireSmart program can proceed for the 2026 season without delay.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **Approve the agreement in principle and authorize the CAO to negotiate Schedule C and execute the final agreement.** *This supports timely program delivery and maintains continuity of FireSmart services.*
2. Direct staff to return with further revisions or analysis. *This may delay program implementation and coordination with RDCK.*
3. Decline to proceed with the agreement. *This would require the Village to independently administer FireSmart programming for 2026.*

6.0 FINANCIAL CONSIDERATIONS:

The agreement is designed to be cost-neutral for administrative services. The Village remains responsible for wages and employer obligations for the FireSmart Coordinator. The Village must reimburse the RDCK for rebates issued within Village boundaries within 30 days of invoicing.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

- Local Government Act – authority for intergovernmental service agreements.
- Community Charter – provisions related to municipal service delivery and contracting.
- Freedom of Information and Protection of Privacy Act – RDCK retains custody and control of program records and must process FOI requests accordingly .

8.0 STRATEGIC PRIORITIES:

Not applicable.

9.0 OTHER CONSIDERATIONS:

The agreement includes dispute resolution provisions, insurance requirements, and confidentiality obligations that align with standard intergovernmental agreements. Execution of Schedule C will ensure operational clarity and risk mitigation for both parties.

RESPECTFULLY SUBMITTED:

Robert Baker
Chief Administrative Officer

Attachments:

1. 2026 - FireSmart Service Agreement - RDCK



Municipal Services Agreement

Contract #: 2025-410-CS_VILLAGE-OF-KASLO
Project: Village of Kaslo FireSmart Program
GL Code: OPR507-107 43505
Board Resolution(s):

THIS AGREEMENT executed and dated for reference the:

____ day of _____, ____
(Day) (Month) (Year)

BETWEEN

REGIONAL DISTRICT OF CENTRAL KOOTENAY
(hereinafter called the “RDCK”)
at the following address:
Box 590, 202 Lakeside Drive
Nelson, BC V1L 5R4

AND

VILLAGE OF KASLO
(hereinafter called the “Municipality”)
at the following address:
413 4th Street,
Kaslo, BC, V0G 1M0

Agreement Administrator: Nora Hannon
Telephone: 250-352-8177
Email: NHannon@rdck.bc.ca

Agreement Administrator: Robert Baker
Telephone: 250-353-2311 x201
Email: cao@kaslo.ca

FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS CONFIRMED, THE MUNICIPALITY AND THE RDCK AGREE AS FOLLOWS:

KEY TERMS

- 1 The parties agree that the RDCK shall provide the Services detailed in Schedule A of this Agreement (the “Services”).
- 2 Notwithstanding the date of execution of this Agreement the RDCK shall provide the Services described in Schedule A hereof commencing on 1 April 2026 (the “Start Date”) and ending on 15 November 2026 (the “Term”), unless terminated earlier in accordance with Section 9 or 10 of this Agreement. The agreement may be renewed annually under the same terms for the next three years, if both parties agree.
- 3 The Location for delivery of the Services shall be Village of Kaslo and Electoral Area D.
- 4 For the provision of Services, the Municipality shall pay the RDCK the amounts and rates described in Schedule B. The RDCK shall invoice the Municipality for the Services every month during the Term and the Municipality shall pay the RDCK within 30 days of receipt of each invoice.

DEFINITIONS

- 5 In this Agreement, words and phrases shall have the following meanings:

- (a) **“AGREEMENT”** means this Agreement;
- (b) **“BASIC SERVICES”** means those Services identified as Basic Services in Schedule A;
- (c) **“CLAIMS”** referred to in Section 11 and 12 hereof, means collectively: claims, demands, actions, suits, losses, damages, costs (including legal costs), fines, penalties, charges and expenses, including those for bodily injury or death;
- (d) **“DEFAULT”** has the meaning described in Section 9;
- (e) **“DEFAULTING PARTY”** has the meaning described in Section 9;
- (f) **“ENACTMENT”** has the same meaning as defined in section 1 of the British Columbia Interpretation Act;
- (g) **“ENHANCED SERVICES”** means those Services identified as Enhanced Services in Schedule A;
- (h) **“FORCE MAJEURE”** has the meaning described in Section 36;
- (i) **“SERVICES”** means the Basic Services and the Enhanced Services listed in Schedule A provided by the RDCK under this Agreement;

6 The following Schedules are attached, incorporated into, and form part of this Agreement:

- Schedule A: Description of Services
- Schedule B: Payment Terms
- Schedule C: Supplemental Terms and Conditions

THE RDCK’S OBLIGATIONS

7 The RDCK shall:

- (a) undertake all work and supply all materials necessary to perform the Services, unless stipulated otherwise in Schedule A;
- (b) upon the request of the Municipality fully inform the Municipality of the Services done by the RDCK in connection with the provision of the Services and permit the Municipality at all reasonable times to inspect and review all works, data, specifications, drawings, reports, documents and materials, whether complete or otherwise, that have been produced, received or acquired by the Municipality as a result of this agreement;
- (c) comply with all applicable municipal, provincial and federal legislation and regulations, including, without limitation, the legislation and regulations governing the protection of information and privacy applicable to the Municipality;
- (d) exercise a standard of care, skill and diligence that could reasonably be expected of and observed in persons engaged in the performance of work or services similar to Services provided in similar local or provincial governments workplaces in British Columbia;
- (e) at its own expense, obtain Workers Compensation coverage for itself and all workers and agents employed or engaged in the execution of the Services; and
- (f) at all times, treat as confidential all records, data, information and material supplied to or obtained by the RDCK as a result of this Agreement, including that of the Municipality’s elected officials, appointed officers and employees, and the Municipality’s ratepayers, businesses and other members of the public, and not permit the publication, release or disclosure of the same without the prior written consent of the Municipality or in accordance with the applicable “enactment” (as defined in the British Columbia Interpretation Act);
- (g) respond to all requests made under section 5 of the Freedom of Information and Protection of Privacy

Act in respect of the Municipality's records in the possession of the RDCK by transferring the requests to the Municipality, as the initiator and primary custodian of the records, in accordance with section 11 of that Act;

- (h) not in any manner whatsoever commit or purport to commit the Municipality to the payment of any money except the payment as set out in Schedule B of this Agreement for the Services.

THE MUNICIPALITY OBLIGATIONS

8 The Municipality shall:

- (a) subject to the provisions of this Agreement, pay the RDCK in full for the Services which are provided under this Agreement at the rates and amounts detailed in Schedule B and as otherwise provided under this Agreement;
- (b) make available to the RDCK all available information pertinent to the Services;
- (c) give the RDCK reasonable notice of anything likely to materially affect the provision of the Services;
- (d) examine all studies, reports, sketches, proposals and documents provided by the RDCK under this Agreement, and render decisions pertaining thereto within a reasonable time;
- (e) at all times, treat as confidential all information and material supplied to or obtained by the Municipality as a result of this Agreement and not permit the publication, release or disclosure of the same without the prior written consent of the RDCK or in accordance with the applicable enactment;
- (f) accept instructions from the RDCK in relation to the Services, and that the Municipality shall not be subject to the control of the RDCK in the manner in which such instructions are carried out;
- (g) comply with all applicable municipal, provincial and federal enactments;
- (h) abide by the requirements set out in Schedule C;
- (i) not in any manner whatsoever commit or purport to commit the RDCK to the payment of any money.

TERMINATION OF AGREEMENT

- 9 A failure by a party to perform its obligations under this Agreement constitutes a default (the "Default") and upon a party committing Default (the "Defaulting Party"), the other a party may provide written notice to the Defaulting Party and require the Defaulting Party to rectify the Default within 60 days of the notice, failing which the party providing notice may immediately terminate this Agreement.
- 10 Either party may in its absolute discretion terminate this Agreement on not less than 180 days' written notice to the other party.

INDEMNITIES AND INSURANCE

- 11 The Municipality releases, indemnifies and saves harmless the RDCK and its elected officials, officers, employees and agents from and against all Claims which the RDCK may incur, suffer or be put to arising out of or in connection with this Agreement or the provision of the Services, directly or indirectly, arising from any negligence, act or omission of the Municipality or any breach by the Municipality of any of its obligations, representations, warranties or covenants under this Agreement, unless such Claims arise in whole or in part by any negligence, act or omission of the RDCK or any breach by the RDCK of any of its obligations, representations, warranties or covenants under this Agreement.
- 12 The RDCK releases, indemnifies and saves harmless the Municipality and its elected officials, officers, employees and agents from and against all Claims which the Municipality may incur, suffer or be put to arising out of or in connection with this Agreement or the provision of the Services, directly or indirectly, arising from any negligence, act or omission of the RDCK or any breach by the RDCK of any of its obligations, representations, warranties or covenants under this Agreement, unless such Claims arise in whole or in

party by any negligence, act or omission of the Municipality or any breach by the Municipality of any of its obligations, representations, warranties or covenants under this Agreement.

- 13** The indemnities in Sections 11 and 12 survive the expiration or termination of this Agreement.
- 14** Under no circumstances will the RDCK be liable for any delay, failure, damage, loss, cost or injury caused by or resulting from:
- (a) services supplied to the Municipality by or on behalf of a third party, whether under the direction of the RDCK or otherwise;
 - (b) the Municipality's errors, including incorrect instructions or information from the Municipality or the Municipality's failure to provide relevant information or documentation;
 - (c) the requirements of any civil or governmental authority, or service, communication or utility supplier;
 - (d) Release of personal information as defined in the BC Freedom of Information and Protection of Personal Privacy Act by the Municipality or a third-party;
 - (e) Any fines and penalties levied against the Municipality resulting from a privacy breach resulting from 14(d).
- 15** Each party shall take out and keep in force during the Term comprehensive general liability (including bodily injury, death, property damage, and damage or loss) insurance on an occurrence basis of not less than \$ 2,000,000 occurrence (or such greater reasonable amount as the parties may agree to from time to time), which insurance shall include the other party as an additional insured and shall protect the other party in respect of claims as if that party were separately insured.
- 16** The insurance required to be maintained by each party shall be on terms and with insurers to which the other party has no reasonable objection and shall require the insurer to provide to the other party six months prior written notice of cancellation or material alteration of its terms.
- 17** At the time of execution of this Agreement and at other reasonable times requested by a party, the other party shall furnish evidence of insurance to the requesting party, either by means of a certified copy of the policy or policies of insurance with all amendments and endorsements or a certificate from that party's insurer which, in the case of comprehensive general liability insurance, shall provide such information as the other party reasonably requires.

DISPUTE RESOLUTION

- 18** If a dispute arises between the parties regarding this Agreement or any matter arising hereunder, the parties agree to avail themselves to the following procedures:
- (a) Either party (the "Sender") may give written notice (the "Notice") to the other party that it wishes to resolve the dispute through the procedures set out in this section;
 - (b) The Notice shall set out in reasonable detail the matter the Sender wishes to resolve, and the position of the Sender in respect to the disputed matter;
 - (c) Upon either party receiving a Notice, the Chief Administrative Officer of the Regional District and the Chief Administrative Officer of the Municipality shall meet and, in good faith, attempt to settle the dispute through negotiation;
 - (d) If the dispute cannot be settled by negotiation within thirty (30) days of receipt of the Notice, the parties will attempt to resolve such dispute by mediation with each party paying one-half of the costs of the mediation;
 - (e) If the dispute cannot be settled by mediation within a further thirty (30) days, either party may serve an Arbitration Notice upon the other party to submit the dispute to arbitration in accordance with the Arbitration Act (B.C.) by a single arbitrator agreed upon by the parties;

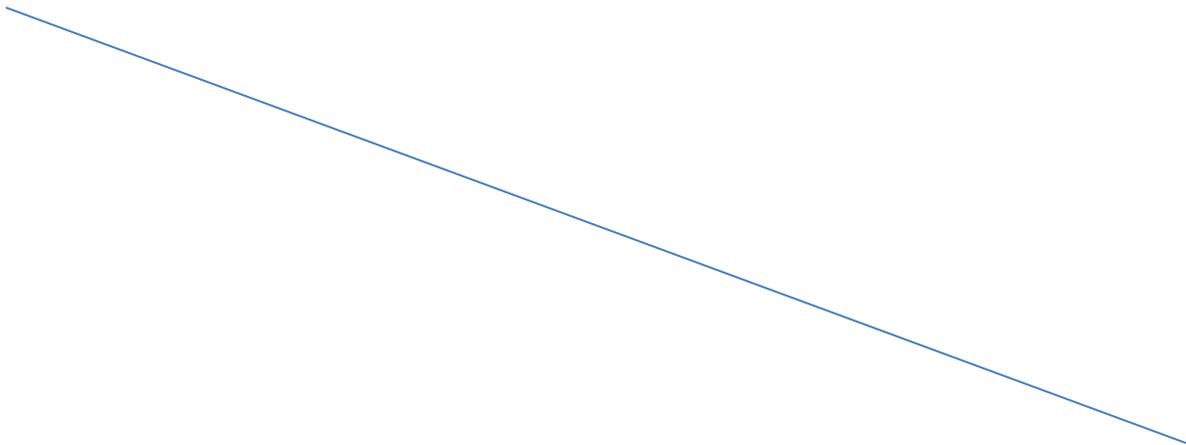
- (f) The decision of an arbitrator appointed pursuant to this Agreement is final and binding on the parties and shall be handed down within sixty (60) days of the arbitrator's appointment and shall contain detailed reasons for the decision;
- (g) Each party shall bear its own costs of any arbitration and pay one-half of the arbitrator's fee and expenses, including the cost of the site of the arbitration, unless otherwise ordered by the arbitrator.

GENERAL TERMS

- 19 The RDCK and the Municipality both acknowledge and agree that the printed, electronic and other records produced and maintained by the RDCK in connection with the Services are, for the purpose of compliance with the Freedom of Information and Protection of Privacy Act (B.C.) ("FIPPA"), under the custody and control of the RDCK. The RDCK agrees that it shall meet its statutory requirements and obligations under FIPPA. It shall process any requests under FIPPA in a timely fashion and copy the Municipality on any such response in relation to requests which affect or involve the Services described in Schedule A of this Agreement.
- 20 Any amounts due and owing under this Agreement and unpaid within 60 days shall bear interest at the prime lending rate of the RDCK's financial institution, calculated and compounded monthly not in advance, from the date due until paid.
- 21 The Municipality certifies that the Services purchased pursuant to this Agreement are for the use of and are being purchased by the Municipality and are therefore subject to the *Excise Tax Act* (Canada). The Municipality is registered for Goods and Services Tax ("GST") purposes and shall be responsible for and account for all GST payable in connection with the Services.
- 22 This Agreement may be amended by mutual agreement of the parties evidenced in writing, duly signed by their authorized signatories.
- 23 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 24 Time shall be of the essence of this Agreement.
- 25 The RDCK may provide similar Services to other municipalities or entities during the Term of this Agreement, provided such Services do not reasonably give rise to a conflict of interest with respect to the RDCK's duties under this Agreement or diminish the level of the Services available to the Municipality under this Agreement.
- 26 The Municipality and the RDCK expressly acknowledge that they are independent contractors and no agency, partnership, joint venture or employer-employee relationship is intended or created by this Agreement.
- 27 Any notice required to be given hereunder shall be delivered or mailed by prepaid certified or registered mail to the addresses above (or at such other address as either party may from time to time designate by notice in writing to the other), and any such notice shall be deemed to be received 72 hours after mailing.
- 28 This Agreement shall be binding upon the parties and their respective successors, heirs and permitted assigns.
- 29 A waiver of any provision or breach by either party of any provision of this Agreement shall be effective only if it is in writing and signed by both parties.
- 30 A waiver under Section 29 shall not be deemed to be a waiver of any subsequent breach of the same or any other provision of this Agreement.
- 31 This Agreement has been duly authorized by the requisite proceedings to enter into and execute this Agreement by each party.

- 32 Except as expressly set out in this Agreement, nothing herein shall prejudice or affect the rights and powers of either party in the exercise of its powers, duties or functions under the *Community Charter* or the *Local Government Act* or any of its bylaws, all of which may be fully and effectively exercised as if this Agreement had not been executed and delivered.
- 33 The parties will execute such further and other documents and so such further and other things as may be necessary to carry out and give effect to the intent of this Agreement.
- 34 There are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement, save as expressly set out in this Agreement and this Agreement constitutes the entire agreement between the parties and may not be modified except by subsequent agreement in writing executed by the parties.
- 35 All sections of this Agreement are severable one from the other. Should a court of competent jurisdiction find that any one or more sections herein are void the validity of the remaining paragraphs hereof will not be affected.
- 36 The RDCK does not warrant that the Services provided by the RDCK pursuant to this Agreement will be free from interruptions caused or required by, strikes, riots, insurrections, labour controversies, accidents or other causes beyond the commercially reasonable control of the RDCK ("**Force Majeure**") and the Municipality releases the RDCK from any loss or expenses rising therefrom.
- 37 If the RDCK is rendered unable, wholly or in part, by Force Majeure to provide the Services then the RDCK shall provide to the Municipality notice of the Force Majeure as soon as reasonably possible, and to the extent that the RDCK's performance is impeded by the Force Majeure it shall not be in breach of its obligations under this Agreement. The parties acknowledge and agree that during an event of Force Majeure, the RDCK's obligations pursuant to this Agreement shall be reduced or suspended as the case may be, but not longer than the continuance of the Force Majeure, except for a reasonable time period after if required by the RDCK to resume its obligations.

(Continued on next page)



38 This Agreement may be executed in counterparts, in which case the counterparts together shall constitute one agreement and communication of execution by fax or electronic transmission shall constitute good delivery.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the day and year first above written.

REGIONAL DISTRICT OF CENTRAL KOOTENAY	VILLAGE OF KASLO
<hr/> <p>(Signature of Authorized Signatory)</p>	<hr/> <p>(Signature of Authorized Signatory)</p>
<hr/> <p>(Name and Title of Authorized Signatory)</p>	<hr/> <p>(Name and Title of Authorized Signatory)</p>
<hr/> <p>(Signature of Authorized Signatory)</p>	<hr/> <p>(Signature of Authorized Signatory)</p>
<hr/> <p>(Name and Title of Authorized Signatory)</p>	<hr/> <p>(Name and Title of Authorized Signatory)</p>
<hr/> <p>(Name and Title of Authorized Signatory)</p>	<hr/> <p>(Name and Title of Authorized Signatory)</p>

SCHEDULE A: DESCRIPTION OF SERVICES

1 The Kaslo FireSmart Coordinator remains at all times an employee of the Municipality;

THE MUNICIPALITY BASIC SERVICES

2 The Municipality will provide the following Basic Services (the “**Municipality Basic Services**”) included in the service cost:

(a) For the purposes of the deliverables, The Municipality will provide a Kaslo FireSmart Coordinator from April 28, 2026 to October 9, 2026, the “Seasonal Program Period”;

- i. The Municipality is solely responsible for all employer obligations, including wages, benefits, statutory remittances, and WorkSafe BC coverage, for the term of this Agreement;
- ii. The Municipality is responsible for coordinating and the provision of a workstation for the Kaslo FireSmart Coordinator at the Kaslo Village Office;

(b) The Municipality will provide the following services within Area D during the Seasonal Program Period;

- i. The Kaslo FireSmart Coordinator will deliver the FireSmart Wildfire Mitigation Program;
- ii. Follow up inspections associated with the Wildfire Mitigation residential rebate program;
- iii. Local FireSmart Collective Program (formerly Neighborhood Recognition Program).

THE RDCK BASIC SERVICES

3 The RDCK will provide the following Basic Services (the “**RDCK Basic Services**”) included in the service cost;

(a) The RDCK shall manage and administer the Kaslo FireSmart Program on behalf of the Municipality in accordance with this Agreement including the following;

- i. The FireSmart Wildfire Mitigation Program;
- ii. Wildfire Mitigation residential rebate program;
- iii. Local FireSmart Collective Program (formerly Neighborhood Recognition Program); and
- iv. Facilitating or supporting the facilitation of the Kaslo FireSmart Committee;

(b) Direct operational supervision of the Kaslo FireSmart Coordinator during the Seasonal Program Period;

- i. The RDCK’s operational direction does not create an employment relationship, and all employer authority remains with the Municipality.

SCHEDULE B: CONTRACT PAYMENT TERMS

- 1** The service cost for RDCK Basic Services will be calculated in accordance with the following formula:

The RDCK Basic Services will equal the Municipality Basic Services in terms of all service costs. The intent of this calculation is to result in a cost-neutral administrative arrangement between the parties.
- 2** For work conducted by the Kaslo FireSmart Coordinator within RDCK Area D and all other electoral areas, the RDCK will provide reimbursement expenses as follows;

 - (a) The RDCK will reimburse all mileage;
 - (b) Prior to purchase, per diems or other expenses must be submitted to the RDCK FireSmart Coordinator for review and approval for reimbursement;
 - (c) Expense allocation shall be determined by RDCK based on the geographic area in which the work is performed;
 - (d) All expense forms for reimbursement will be completed by Kaslo FireSmart Coordinator and submitted to RDCK FireSmart Coordinator for review, approval and processing on a monthly basis;
 - (e) There is no mileage, per diems and expenses reimbursement for work conducted by the Kaslo FireSmart Coordinator within Village of Kaslo boundaries.
- 3** Payments for Residential Rebates;

 - (a) The RDCK will reimburse residents for eligible rebates;
 - i. The maximum residential rebate amount available for the Municipality to be dispersed by the RDCK is up to \$5,000.00 per applicant and not to exceed a total of \$57,600 during the term of this Agreement;
 - (b) The RDCK will invoice the Municipality following the end of the Seasonal Program Period and before the end date of the Term of this agreement;
 - (c) The Municipality agrees to reimburse the RDCK for any rebates issued to residents under the Wildfire Mitigation program in the Village of Kaslo.
- 4** Payment will be made by the Municipality to the RDCK for all residential rebates within thirty (30) days of receipt of invoices.



**KASLO
MAYOR'S REPORT
QUARTER 4, 2025**

Kaslo RCMP Detachment

335 A Avenue

PO Box 632

Kaslo, BC V0G 1M0

Telephone (250) 353-2225 Fax (250) 353-2226

Village of Kaslo
Box 576
312 4th Street
Kaslo, BC V0G 1M0

January 7, 2026

Dear Mayor Hewat:

RE: Quarterly Crime Statistics - October/ November/ December

CRIME CATEGORIES	TOTAL Q4 2024	KASLO Q4 2025	South of Kaslo to Balfour Q4 2025	North of Kaslo Q4 2025	Total Q4 2025
Homicide / Attempted Homicide	0	0	0	0	0
Assaults	3	0	3	0	3
Sexual Offences	0	1	1	0	2
Robbery	0	0	0	0	0
Auto Theft	2	0	0	0	0
Break and Enters	0	1	0	0	1
Theft From Motor Vehicle	1	0	0	0	0
Drug Investigations	0	0	0	0	0
Motor Vehicle Collisions	4	3	2	1	6
Motor Vehicle Collisions W Fatality	0	0	0	0	0
Impaired Driving - CC	3	2	0	0	2
Impaired Driving - MVA (IRPs)	0	0	0	0	0
TOTAL PERSONS/VIOLENT CC	9	7	2	0	9
TOTAL PROPERTY CC	16	7	6	3	16
TOTAL OTHER CC	12	3	3	2	8
TOTAL CRIMINAL CODE (CC)	37	17	11	5	33
TOTAL CALLS FOR SERVICE	170	81	50	25	156

COMMUNITY	TOTAL Q4 2024	KASLO Q4 2025	South Q4 2025	North Q4 2025	Total Q4 2025
Files with youth negative contacts	0	0	0	0	0
Mental Health Related Calls	25	18	7	2	27
Files involving Alcohol / Drugs	12	17	3	1	21
Domestic Violence Files	0	0	1	0	1

Should you have any questions or concerns, or should you wish to discuss these statistics, please do not hesitate to contact me at 250-353-2225.

Yours truly,

Harland Venema, Cpl., NCO I/C
Kaslo RCMP Detachment