



Agenda

Regular Meeting of Council

Tuesday, February 11, 2025

Council Chambers - City Hall
413 Fourth Street, Kaslo

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 Sylx People, and the Indigenous and Metis Residents of our community.

The meeting is called to order at _____ p.m.

2. ADOPTION OF THE AGENDA

2.1 Addition of late items

2.2 Adoption of the agenda

Recommendation:

THAT the agenda for the February 11, 2025 Council Meeting be adopted as presented.

3. ADOPTION OF THE MINUTES

6 - 10

[Minutes from the January 28, 2025 Regular Meeting of Council](#)

Recommendation:

THAT the minutes of the January 28, 2025 Council Meeting be adopted as presented.

4. DELEGATIONS








5. INFORMATION ITEMS

5.1 Council Reports
Mayor's Report

11 - 15

- [Feb 11 2025 Mayor's Report](#)
- [Trust Board Highlights Jan2025](#)

Councillor Reports

- 5.2 Committee Meetings 16 - 18
[Draft minutes from the January 28 2025 Liquid Waste Monitoring Committee meeting](#) 
- 5.3 Staff Reports
CAO Report (Verbal)
- 5.4 Staff Report - Road Sign and Pavement Marking Safety Review 19 - 137
To provide Council with the Road Sign and Pavement Marking Safety Review document developed for the Village of Kaslo in partnership with the Insurance Corporation of BC (ICBC).
[Staff Report - Road Sign and Pavement Marking Safety Review](#) 
[ICBC Road Sign and Pavement Marking Safety Review](#) 
[ICBC Sign and Pavement Marking Guide](#) 
- 5.5 Columbia Basin Trust - REACH Expression of Interest 138 - 140
[REACH Program Guide](#) 
- 5.6 Correspondence 141 - 171
[2025.01.22 Kaslo and Area Senior Citizens Society re Village of Kaslo Recreation Grant Fall 2024](#) 
[2025.01.27 Begg RE Steve Begg Correspondence 01-28-25-Meeting](#) 
[2025.01.27 Thomson RE Flooding impacts on Kootenay Lake](#) 
[2025.01.28 Stichel-Miles RE meeting tonight](#) 
[2025.01.28 Watson RE South Beach](#) 
[2025.01.30 Wells RE High marks for your discussion](#) 
[2025.02.02 Malik RE South Beach Waterfront Development Area](#) 

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 Appointment of Auditor 172 - 196
To appoint an auditor of Village financial statements and other related services for 2024.

[Staff Report - Appointment of Auditor](#) 

[Grant Thornton - Engagement Letter](#) 

[Grant Thornton - Audit Strategy](#) 

THAT Grant Thornton LLP be appointed to perform an audit of the Village of Kaslo's financial statements and other related services for the year ending December 31, 2024.


7.2 Kaslo Municipal Campground 197 - 218

For Council to consider the service level of the Kaslo Municipal Campground, including its bylaw and policy framework, budget, and contractor service agreement.

[Staff Report - Kaslo Municipal Campground](#) 

[Camping Policy \(2010\)](#) 

[Proposed Policy - Kaslo Municipal Campground DRAFT](#) 

[Proposed Bylaw 1311 Amendment to Kaslo Parks Regulation DRAFT](#) 

[Proposed Bylaw 1312 Kaslo Municipal Campground DRAFT](#) 

Recommendation:

THAT operating and capital improvements for the Kaslo Municipal Campground be reviewed during the Committee of the Whole meeting scheduled for February 18, 2025, AND

THAT the Village's Camping Policy be revised to become the Kaslo Municipal Campground Policy as presented in the Staff Report titled Kaslo Municipal Campground dated January 23, 2025, AND

THAT Kaslo Parks Regulation Amendment Bylaw No. 1311, 2025 receive first, second, and third readings, AND

THAT Kaslo Municipal Campground Bylaw No. 1312, 2025 receive first, second, and third readings, AND

THAT the Village renew its Agreement with Patricia Bennett to operate the Kaslo Municipal Campground for a (2) two year term with an option to renew for (1) one additional year by mutual agreement.

- | | | |
|-----|--|-----------|
| 7.3 | <p>Beer Garden License Application – Kaslo & District Arena Association</p> <p>To consider an application from the Kaslo & District Arena Association for a Beer Garden License for their Annual Scholarship Hockey Game.</p> <p>Staff Report - Beer Garden License Application – KDAA </p> <p><i>THAT a Beer Garden License be granted to the Kaslo & District Arena Association for their 2025 Annual Scholarship Hockey Game occurring February 21, 2025.</i></p> | 219 - 224 |
| 7.4 | <p>2025 Council Meeting Schedule - Revised</p> <p>To revise the schedule of Council meetings for 2025.</p> <p>Staff Report - 2025 Council Meeting Schedule - Revised </p> <p><i>THAT the 2025 Council meeting schedule be revised as detailed in the staff report titled 2025 Council Meeting Schedule - Revised, dated February 6, 2025.</i></p> | 225 - 227 |
| 7.5 | <p>Letter of Support Policy</p> <p>For Council to consider revising the Village’s Letter of Support policy.</p> <p>Staff Report - Letter of Support Policy </p> <p><i>THAT the Letter of Support policy be revised as presented within the Staff Report titled Letter of Support Policy, dated February 5, 2025</i></p> | 228 - 231 |
| 7.6 | <p>RV Park Proposal</p> <p>Staff Report - RV Park Proposal </p> <p>Attachment - Land Development Process </p> | 232 - 242 |

8. LATE ITEMS

9. IN CAMERA NOTICE

Recommendation:

THAT in accordance with Section 90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the

municipality;

THAT persons other than Council members and municipal officers be excluded from the meeting.

The open meeting recessed at _____ p.m.

10. RAISED FROM IN CAMERA MEETING

The open meeting reconvened at _____ p.m.

11. ADJOURNMENT

Recommendation:

THAT the meeting be adjourned at _____ p.m.



Council Meeting Minutes

Tuesday, January 28, 2025 at 6:00 PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair: Suzan Hewat

Councillors: Bird, Brown, Lang, Leathwood

Staff: CAO Baker, CO Allaway

Public: 47

1. CALL TO ORDER

The meeting is called to order at 6:08 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the agenda

014/25 THAT the agenda for the January 28, 2025 Council Meeting be adopted as presented.

Carried

3. ADOPTION OF THE MINUTES

015/25 THAT the minutes of the January 13, 2025 Committee of the Whole Meeting be adopted as presented.

Carried

016/25 THAT the minutes of the January 14, 2025 Council Meeting be adopted as presented.

Carried

4. DELEGATIONS

None

5. INFORMATION ITEMS

5.1 Council Reports

Mayor Hewat provided a verbal report regarding her recent activities.

Councillor Leathwood spoke about plans for Heritage Week plans.

5.2 Committee Meetings

5.3 Reports

1. CAO Report - CAO Baker provided an update on municipal activities.
2. Village of Kaslo 2024 4th Quarter Municipal Report
3. WildSafe BC Kaslo Annual Report 2024.pdf

5.4 Correspondence

1. 2025.01.07 Jones re Decision on South Beach RV Park_Redacted.pdf
2. 2025.01.07 Jones re Letter re SOUTH BEACH to Kaslo Council_Redacted.pdf
3. 2025.01.07 Sanders re Proposed South Beach RV development - feedback_Redacted.pdf
4. 2025.01.07 Watson re South Beach_Redacted.pdf
5. 2025.01.14 Mclure-Smith re Opposed to South Beach RV Park Development_Redacted.pdf
6. 2025.01.15 Malik re South Beach and Permits.pdf
7. 2025.01.15 Wells re January 14, 2025 Council Meeting_Redacted.pdf
8. 2025.01.16 Malik re South Beach & Development Permits - Stream Protection.pdf
9. 2025.01.16 Sanders re South Beach proposed land sale_Redacted.pdf
10. 2025.01.20 Woodhurst re Earth fill in South beach_Redacted.pdf
11. 2025.01.21 Heritage BC correspondence.pdf
12. Minutes from the Kaslo & District Arena Association Board Meeting 2024.11.28
13. 2025.01.02 Mattes re South Beach redacted.pdf

6. QUESTION PERIOD

5 members of the public asked questions relating to the South Beach RV Park proposal.

7. BUSINESS

7.1 Records Management Bylaw 1310, 2025

017/25 THAT Records Management Bylaw No. 1310, 2025 be adopted.

Carried

7.2 South Beach RV Park Proposal

018/25 THAT the matter of the South Beach RV Park Proposal be postponed indefinitely.

Defeated

Council recessed at 7:13 p.m.

Council reconvened at 7:21 p.m.

019/25 THAT the matter of the South Beach RV Park Proposal be referred to the February 11, 2025 Council Meeting.

Carried

7.3 Disaster Resilience Investment Fund (DRIF) Grant Application

020/25 THAT the Village submit a funding application for up to \$150,000 to the Disaster Resilience Investment Fund for “Enhancing Kaslo’s Resilience to Flooding and Geohazards” and commit to funding any project cost overruns, as detailed in the Staff Report titled DRIF Grant Application dated January 22, 2025.

Carried

7.4 2025 WildSafeBC Application

021/25 THAT the Village of Kaslo contribute \$3,000 towards the delivery of a 2025 WildSafeBC program for the area.

Carried

7.5 2025 TransRockies Event - Request for Noise Bylaw Variance

022/25 THAT an exemption from the Noise Control Bylaw be granted to TransRockies Inc. for their event on July 10, 2025.

Carried

7.6 Appointment of Corporate Officer

023/25 THAT Robert Baker be appointed as the Corporate Officer for the Village of Kaslo, effective February 1, 2025.

Carried

7.7 Canada Post Review

024/25 THAT the Village of Kaslo provide input to the Industrial Inquiry Commission on Canada Post in the form of a written submission in support of public postal service.

Carried

8. LATE ITEMS

9. IN CAMERA NOTICE

025/25 THAT in accordance with Section 90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

**(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
AND**

THAT persons other than Council members and municipal officers be excluded from the meeting.

Carried

The open meeting recessed at 7:38 p.m.

The open meeting reconvened at 9:04 p.m.

10. RAISED FROM IN CAMERA MEETING

026/25 THAT if the VHKAS wish to negotiate a lease rate below market value, then they be invited to identify any benefits that their Thrift Store provides to the community, AND FURTHER

THAT the VHKAS be advised of Council's desire to enter into a Modified Gross Lease agreement structure for a 10-year term with annual lease rates to be determined in 5-year increments, AND FURTHER

THAT staff report back to Council with the VHKAS' responses regarding the Thrift Store's community benefit and Council's desire for a Modified Gross Lease agreement structure as detailed in the staff report titled Lease Agreement - VHKAS, dated January 21, 2025.

Carried

11. ADJOURNMENT

027/25 THAT the meeting be adjourned at 9:04 p.m.

Carried

Corporate Officer

Mayor

VILLAGE OF KASLO - MAYORS REPORT

Regular Council Meeting

Tuesday, February 11, 2025

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

Please note: For RDCK meetings, I will only reference items that affect the Village of Kaslo either directly or indirectly.

I have also included a summary of the Community Development grants for the year at the bottom of my report.

COLUMBIA BASIN TRUST

January 17 CBT Finance & Audit Committee

January 23 Pre-board session with tours of the Arrow Lakes, Brilliant and Waneta power facilities.

- Since a couple of the facilities were in planned outages, we got to see some areas of the facilities that aren't normally accessible. It was fascinating to hear about the history of the facilities as well as the measures taken to protect fish species in the area.

January 24 First day of Board meetings.

- Dinner in Nelson to celebrate and thank former MLA Katrine Conroy who was the long-time Minister of all things Columbia.

January 25 Wrap up of board meetings in Castlegar.

A copy of the Board Highlights has been provided.

Reminder: Minutes of previous meetings can be found here: <https://ourtrust.org/newsroom/publications/>

REGIONAL DISTRICT OF CENTRAL KOOTENAY

January 9 Central Resource Recovery budget

- The election for Chair was held and Tom Newell was elected chair.
- Resource Recovery staff reviewed the budgets for Central Waste S187, Central Recycling A117 and Central-West Compost A120.

January 10 West Transit Services Committee

- Andrew Martin, Senior Transportation Planner – Watt Consulting Group gave a presentation on RDCK Transit Governance Values and Cost Apportionment Methods.
- Tom Dool, Research Analyst, presented the draft of the West Kootenay Transit Plan 5 Year Financial Plan.
- The schedule of meetings was set.



VILLAGE OF KASLO - MAYORS REPORT

- January 14* Community Sustainable Living Advisory Committee
- The draft of the Rural Mobility Community Advisory Committee Terms of Reference was reviewed.
 - Staff presented the 2024 CSLAC year in review.
 - The draft Committee Bylaw was received and reviewed.
 - The S105 2024 Financial Plan and draft Budget were presented and reviewed.
- January 15* Joint Resource Recovery
- The motions passed at this meeting are part of the Board meeting.
 - We received the Organics Program Report and 2025 Budget from the Healthy Community Society of the North Slokan Valley. I forwarded copies of both reports to Kaslo Community Services for information. I can provide copies of these documents if requested.
- January 16* Board Meeting
- Delegations from Sue Big Oil West Kootenay and Selkirk College to present the project they are hoping to receive grant funding for: Stories to Solutions: A Collaborative Regional Response to Rural Homelessness.
 - Joint Resource Recovery motions passed:
 - a) That the Resource Recovery Facilities Regulatory Amendment Bylaw No. 3011, 2025, with updated tipping fees aligned with the proposed Tipping Fee Cost Recovery Objectives on a 3-year schedule, be read a FIRST, SECOND and THIRD time by content to amend Resource Recovery Facilities Regulatory Bylaw No. 2961, 2025 followed by the motion to Adopt the same.
 - b) That the Board approve the proposed subsidies and supports for the Industrial, Commercial and Institutional organics diversion pilot program **in and around the City of Nelson**, including:
 1. A pilot reduction in commercial organics tipping fees from \$96.75/tonne to \$55/tonne.
 2. Provision of education and training support for participating businesses.
 3. Development of a communications program to promote and support the pilot.
 4. Rebates for up to two organic waste carts for the first 25 participating businesses.AND FURTHER that \$8,500 be included in the draft 2025-2029 Financial Plan for Service S187 Central Subregion Resource Recovery to fund portions of the communications program materials **for the pilot program**, and the rebates for the organic waste carts;



VILLAGE OF KASLO - MAYORS REPORT

AND FURTHER that \$4,000 be included in the draft 2025-2029 Financial Plan for Allocation Service A102 Resource Recovery to fund portions of the communications program materials that are more general and can be utilized for future pilot programs in other communities.

- c) That the Board direct staff to investigate the feasibility of implementing an Industrial, Commercial and Institutional organics disposal ban, and if feasible to return to the Committee in quarter three (Q3) 2025 with a framework for implementing a disposal ban for discussion.

January 20 North Kootenay Lake Services

- Members of the board of the Kaslo and District Public Library attended to discuss the New Library Project.
- RDCK staff gave an overview of the 2025 draft budget for S221- Regional Facilities, Recreation and Park Service.
- Regional Fire Chief Fehst and Kaslo & Area D Fire Chief Graham spoke regarding the 2025 draft budget for S280 – Fire Service.

January 31 Regional Invasive Species Working Group

- The Terms of Reference was reviewed, and a few changes were suggested.
- The current membership consists of 2 representatives appointed by each of the RDCK and RDKB and one member from each of the 18 municipalities in the regions in the CKISS operating area.
- There were delegations from:
 - a) Corbin Kelley, from the TNRD on Relationship Building with Government. He spoke regarding his work building and fostering relationships with all levels of government to determine the best path forward for advocacy.
 - b) Martina Beck with Ministry of Water, Land and Resource Stewardship who spoke regarding the recent finding of whirling disease in Kootenay Lake. She also spoke regarding Zebra/Quagga mussels.
 - c) Grahame Gielens, Ministry of Transportation and Infrastructure on invasive plant management in our region.

VILLAGE OF KASLO

January 13 Committee of the Whole to hear delegations regarding South Beach.

January 14 Regular Meeting of Council

January 28 Regular Council meeting

February 4 Open House at Heritage Hall



VILLAGE OF KASLO - MAYORS REPORT

OTHER MEETINGS

- January 21* Kaslo and Area Chamber of Commerce
- There was a delegation to outline the new Kaslo Events Website that he created.
 - There was discussion regarding the 2025 Membership Drive.
 - Planning will soon begin for the May Days celebrations for 2025.
- January 22* West Kootenay Boundary Regional Hospital District
- February 3* Kaslo and Area Chamber of Commerce Strategic Planning

UPCOMING MEETINGS/EVENTS

I have included the times for meetings that are open for public participation. The Zoom links for the RDCK meetings can be obtained by accessing them on their website.

- February 18 RDCK Board Workshop on Regional Local Community Needs Project
RDCK Community Sustainable Living Advisory Committee @ 1:00pm
Kaslo and Area Chamber of Commerce @ 6:30pm
- February 19 Joint Resource Recovery @ 1:00pm
- February 20 RDCK Board @ 9:00am
- February 21 RDCK Special Budget @ 9:00am
- February 24 North Kootenay Lake Services @ 10:00am
- February 25 Imagine Kootenay Steering Committee
- February 27 Kaslo & Area D Emergency Program Committee

KASLO	2023 carry forward		\$	97,748.69
	2024 Budget Allocation	21-Mar-24		22,625.00
	Kaslo Baseball and Softball Association	13-Jun-24	12,000.00	
	2024 Allocation Increase	4-Jul-24		17,708.17
	Kaslo Community Services Society	12-Dec-24	4,000.00	
	Total grants issued to date		16,000.00	
	Total Available Funds		\$	122,081.86

Respectfully submitted,
Mayor Suzan Hewat



These board highlights offer a general summary of discussion items and key decisions from the Board of Directors meeting held on **January 24/25, 2025** in Castlegar, BC. Confidential topics, including business negotiations, personnel matters and legal issues, are not included.

- The Board elected Jocelyn Carver as Chair and Owen Torgerson as Vice-Chair of the Board of Directors.

The Board welcomed Susan Clovechok, a Fairmont Hot Springs resident and nominee of the Regional District of East Kootenay, as a new Director effective January 1, 2025.

The Board approved the 2025 membership appointments to its committees and the Columbia Basin Broadband Corporation Board of Directors.

Learn more at ourtrust.org/board.

- The Board approved the 2025/26 budget, which includes \$98 million for Delivery of Benefits activities. The Trust's work is guided by the [Columbia Basin Management Plan 2024-2034](#), developed in consultation with Columbia Basin residents, to set objectives and areas of focus.

Learn more about our work at ourtrust.org/ourfocus or visit our program directory at ourtrust.org/grants.

- Here is the 2025 meeting schedule for the Trust Board of Directors:
 - April 4/5 Kimberley
 - May 23/24 Nakusp
 - July 25/26 Valemount
 - September 19/20 Radium (AGM)
 - November 28/29 Nelson
- Board meeting minutes are posted on the Trust website after approval at the subsequent meeting. View the minutes here: ourtrust.org/publications.



Liquid Waste Monitoring Committee - Jan 28 2025

Minutes

Tuesday, January 28, 2025 at 4:00 PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair: Mayor Hewat

Members Present: Anne Malik, Lynn Van Deursen, David Russell

Regrets: Councillor Lang

Staff: CAO Baker, CO Allaway, Ian Dunlop, Geoff Scott

Public: 0

1. CALL TO ORDER

The meeting was called to order at 4:07 p.m.

2. ADOPTION OF THE AGENDA

2.1 Addition of late items

2.2 Adoption of the agenda

THAT the agenda for the 2025.01.28 Liquid Waste Monitoring Committee Meeting be adopted as amended to include the following late item:

- Sewer Treatment Plant Expansion

CARRIED

3. ADOPTION OF THE MINUTES

THAT the minutes of the 2024.10.21 Liquid Waste Monitoring Committee Meeting be adopted as presented.

CARRIED

4. DELEGATIONS

None

5. INFORMATION ITEMS

5.1 Review of Terms of Reference

Ms. Malik inquired about the timing for developing a source control bylaw, and changes to the Sewer Specified Area bylaw and Parcel Tax bylaw.

5.2 Member Reports

1. Report from A Malik

Ms. Malik asked questions of staff regarding the amount of campground sewer fees and the sewer connections to the SS Moyie.

6. QUESTION PERIOD

None

7. BUSINESS

7.1 Review of Liquid Waste Monitoring Plan

THAT the committee recommend to Council that staff be directed to report back on the Liquid Waste Management Plan 5-Year Review with recommended updates or amendments to the plan within three months; and,

THAT the committee recommend to Council that a qualified consultant be engaged to work with staff to update the plan's cost estimates and identify any relevant changes to technologies, regulations and standards cited in the plan.

CARRIED

8. LATE ITEMS

8.1 Sewer Treatment Plant Upgrades

Upgrades to the sewer treatment plant were discussed earlier in the meeting.

9. Next Meeting

The next meeting will be held at 4:00 p.m. on Monday, May 5, 2025

10. ADJOURNMENT

THAT the meeting be adjourned at 4:45 p.m.

CARRIED

Corporate Officer

Mayor

Draft

DATE: January 27, 2025

FILE NUMBER: 5460-01

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Road Sign and Pavement Marking Safety Review

1.0 PURPOSE

To provide Council with the Road Sign and Pavement Marking Safety Review document developed for the Village of Kaslo in partnership with the Insurance Corporation of BC (ICBC).

2.0 RECOMMENDATIONS

No action required.

3.0 BACKGROUND

In August 2024, Council passed a resolution authorizing staff to enter into a cost-sharing agreement with ICBC for review of the Village's street signs and road markings, as well as award the contract for performance of the review to WATT Consulting. The review has been completed, and staff are providing the final report to Council as information.

4.0 DISCUSSION

The consultant performed a Road Sign and Pavement Marking Safety Review, and also developed a Sign and Pavement Marking Guide specific to the Village of Kaslo. Signs and pavement markings have a significant influence on road safety and user behavior for all travel modes. Clear, consistent application within a jurisdiction is particularly important, but also consistency with practices at a regional, provincial, and national level is desirable to ensure as many road users as possible understand and react accordingly to these road design elements. The final report summarizes the consultant's field assessment approach, the general and specific findings for issues where improvements may be required or may be beneficial along with the appropriate countermeasure(s) and develops an implementation priority hierarchy to assist the Village in addressing issues in a targeted manner that prioritizes measures with the highest safety benefit. Within the Review and Guide are high-level guidance for application of traffic calming treatments as per the Transportation Association of Canada (TAC) Traffic Calming Guide along with their benefits and disbenefits, as well as guidance for speed limit reductions on Village streets.

Implementation of the report's recommendations will be contingent upon resources as determined through the annual budget development process.

5.0 FINANCIAL CONSIDERATIONS

The review cost \$14,920 which was afforded through a cost-sharing agreement with ICBC in which the Village and ICBC each paid 50%. The Village's cost was allocated to the Roads capital improvements account. ICBC has also committed to providing any signage that is recommended by the review free of charge; the Village will pay for the cost of sign installation using staff resources. The cost of sign installation and road markings are currently unknown, but recommendations will be presented to Council by way of draft budgets, on an annual basis.

6.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

None to report.

7.0 STRATEGIC PRIORITIES

Asset Management Development Program

8.0 OTHER CONSIDERATIONS

None to report.

9.0 OPTIONS

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

1. **No action is required.** *Documentation is provided for Council's information.*

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer

ATTACHMENTS: ICBC - Road Sign and Pavement Marking Safety Review for Village of Kaslo
ICBC - Sign and Pavement Marking Guide for Village of Kaslo



VILLAGE OF KASLO / ICBC

Signs and Markings Field Review

Prepared For: Village of Kaslo / Insurance
Corporation of British Columbia (ICBC)
Date: November 15, 2024
Our File No: 3846.B01

WATT OKANAGAN
305 – 1350 St Paul St
Kelowna, BC V1Y 2E1
778-313-1014



TABLE OF CONTENTS

1.0	INTRODUCTION.....	1
2.0	ASSESSMENT APPROACH.....	1
3.0	AREAS OF CONCERN IDENTIFIED BY THE VILLAGE OF KASLO.....	3
4.0	FIELD ASSESSMENT FINDINGS.....	4
4.1	General Trends.....	4
4.2	School Areas and Zones.....	5
4.3	Other Observed Issues	5
4.4	Assessment of Specific Locations of Concern.....	6
4.4.1	Water Street	6
4.4.2	Front Street	8
4.4.3	5th Street / A Avenue Intersection	9
4.4.4	Roads Around Vimy Park (Campground, Baseball Field, and Playground).....	9
5.0	PRIORITIZATION APPROACH & RECOMMENDED IMPLEMENTATION PLAN.....	11
6.0	TRAFFIC CALMING AND SPEED LIMITS IN KASLO	13



FIGURES

Figure 1: Specific Locations of Concern	3
Figure 2: School Area and School Zone Signage	5
Figure 3: Nose-In Parking on Water Street.....	6
Figure 4: Existing Midblock Crosswalk on Water Street.....	7
Figure 5: Recommended Crosswalk Signage and Pavement Markings on Water Street.	7
Figure 6: Midblock Crosswalk with Temporary Traffic Calming Curbs	8
Figure 7: Recommended Speed and Warning Signage for the Roads Around Vimy Park	10

APPENDICES

Appendix A: Workshop Meeting Minutes.....	A
Appendix B: Field Assessment – Specific Issues.....	B
Appendix C: Field Assessment – General Issues.....	C
Appendix D: Field Assessment – School Areas and Zones.....	D
Appendix E: Field Assessment – Other Issues and Considerations	E
Appendix F: Traffic Calming Treatment Options.....	F



1.0 INTRODUCTION

WATT Consulting Group (WATT) was retained by the Insurance Corporation of British Columbia (ICBC) and the Village of Kaslo (Village) to conduct a Road Sign and Pavement Marking Safety Review, and to develop a Village of Kaslo specific signs and markings Guide. Signs and pavement markings have a significant influence on road safety and user behavior for all travel modes. Clear, consistent application within a jurisdiction is particularly important, but also consistency with practices at a regional, provincial, and national level is desirable to ensure as many road users as possible understand and react accordingly to these road design elements. This report summarizes our field assessment approach, the general and specific findings for issues where improvements may be required or may be beneficial along with the appropriate countermeasure(s) and develops an implementation priority hierarchy to assist the Village in addressing issues in a targeted manner that prioritizes measures with the highest safety benefit.

This report also provides a high-level guidance for application of traffic calming treatments as per the Transportation Association of Canada (TAC) Traffic Calming Guide along with their benefits and disbenefits, as well as guidance for speed limit reductions on Village streets.

2.0 ASSESSMENT APPROACH

The project process involved the following general steps:

1) Workshop with the Village of Kaslo

This assessment provided technical and field staff with an overview of general sign and pavement marking concepts and applications, and then solicited feedback in terms of known trouble areas or general issues that may need addressing in the community. Attendees included Dave Dean of ICBC (led the workshop), Village of Kaslo staff, and WATT staff who would undertake the field assessment.

2) Field Assessment by WATT

The field assessment was conducted on September 9th, 2024. It involved driving every public road under the jurisdiction of the Village of Kaslo with an eye for any signage or pavement marking issues, particularly as related to any safety deficiencies. Photos were



taken for many issues, with multiple photos / more in-depth field reviews for issues of particular safety concern. The review did not consider signage directly related to Highway 31 or Highway 31A (which are Ministry of Transportation & Infrastructure roads) unless there was a direct influence on signs and markings under the Village's jurisdiction as well. The review also did not assess site accesses unless an obvious issue or consideration was apparent.

3) Summarize Findings and Develop Report

The detailed findings were summarized, for each issue, in a matrix/table, which identified the location, nature of the issue, mitigation requirement, and a photo of the issue as possible. The general trends from this detailed list were identified in terms of issue and safety severity, from which a prioritization approach was developed and then a detailed implementation priority list was developed. In general, the prioritization ranges from highest-safety / conflict issues as highest, to decreasing priority based on level of safety and ease of implementation.



3.0 AREAS OF CONCERN IDENTIFIED BY THE VILLAGE OF KASLO

As part of the workshop, four specific locations of concern were identified by the Village of Kaslo staff. Specific locations of concern included:

- Water Street
- Front Street
- 5th Street / A Avenue Intersection
- Roads Around Vimy Park (Campground, Baseball Field, and Playground)

The specific locations of concern are illustrated below in **Figure 1**. All of these locations were explicitly reviewed in the field assessment and are included in **Section 4.4**. Additional details can be found in the attached Meeting Minutes in **Appendix A**.

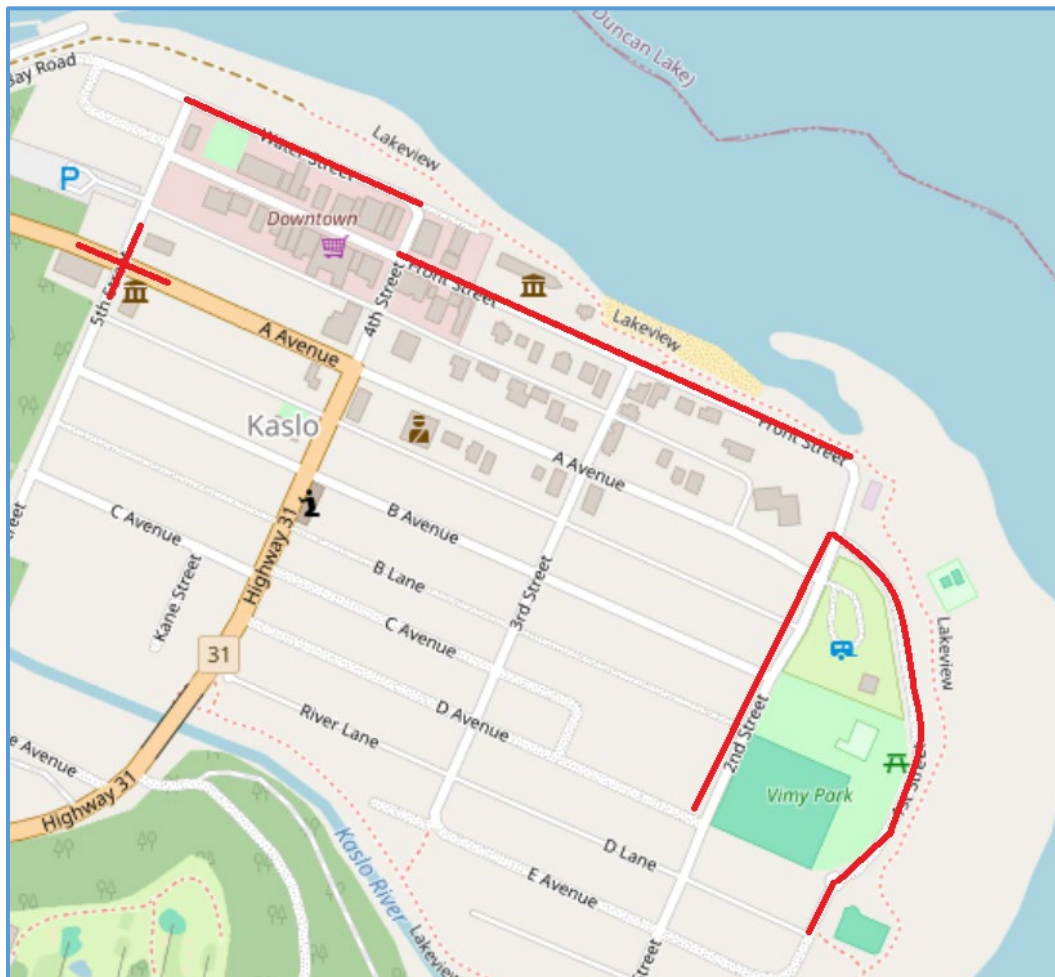


Figure 1: Specific Locations of Concern



4.0 FIELD ASSESSMENT FINDINGS

The detailed roster of field assessment findings of sign and pavement marking issues are summarized in **Appendix B**. Each issue generally includes the following:

- A photo;
- Street block and location;
- The sign or marking type and sign number;
- Issue
- Recommended action; and
- Implementation Priority ranking (from 1 to 4).

4.1 General Trends

General trends are as follows and are discussed in more detail in **Appendix C**.

Street Name Signs: Throughout the Village, the majority of the Street Name signs with white text and a green background are not a reflective grade. In addition to not being a reflective grade, they are very worn. It is recommended that the Street Name signs be replaced and upgraded to be reflective grade. With respect to placement, Street Name signs are not consistently placed at intersections, which makes it difficult to find them. All Street Name signs should be located on the same corner, for example the northeast corner could be chosen.

Service Lanes: It was discovered that some service lanes have Street Name and Traffic Control (Stop, Yield) signs while others do not. This leads to inconsistent sign installations. It is recommended to install Street Name and Traffic Control signs for all laneways.

Parking Configurations: There are a variety of on-street parking configurations throughout the Village, including parallel, reverse angle parking, and perpendicular parking. Parking that is not parallel must be indicated as such with signs. All signs should be oriented between 30 and 45 degrees to the curb/edge of the road.

Parking Stall Pavement Markings: Yellow paint is being used to indicate parking stalls throughout the Village. The correct colour to denote parking stalls is white. It is recommended that the Village upgrade the existing pavement markings to white paint when new pavement markings are required.



All-Way Stops: Throughout the Village, many intersections with all-way stop-control are missing All Way Stop (RA-1S5) tabs underneath the Stop (RA-1) signs. These tabs easily communicate to drivers that an intersection is an all-way stop. It is recommended that the RA-1S5 tab be used, and they can be used at both three-way and four-way stop-controlled intersections.

4.2 School Areas and Zones

The roads adjacent to the existing school within the Village boundary were reviewed to examine the existing signs and determine the appropriate usage.

A School Area is a section of the roadway adjacent to a school that is denoted by School Area or signing only. A School Zone is a section of the roadway adjacent to a school that is denoted by the School Area signing and a Reduced Speed Limit sign. A tab with the wording “ENDS” may be installed to indicate the end of the school area or zone. School Area and School Zone signage is shown in **Figure 2**.

Specific recommendations to the roads adjacent to the existing school are included in **Appendix D**. In general, it is also recommended that the Village undertakes a School Zone signage plan for all schools in the community by utilizing the warrant procedure outlined in the *TAC School and Playground Areas and Zones: Guidelines for Application and Implementation (2006)* shared during the ICBC Workshop and also the *Road Sign & Pavement Marking Guide (2024)* prepared by WATT.

4.3 Other Observed Issues

Appendix E summarizes additional issues that are beyond the scope of signing and marking modifications alone, but nonetheless are an important consideration going forward and that will have an influence on how to best and most safely manage all road users in certain instances through geometric or other operational reviews.

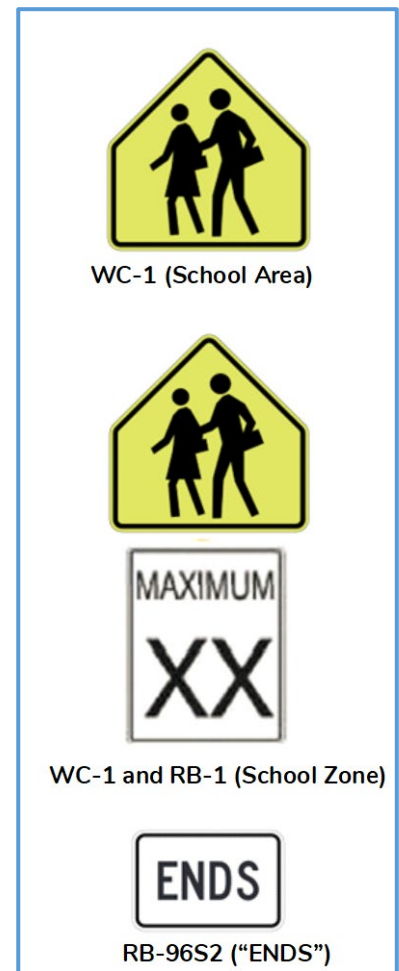


Figure 2: School Area and School Zone Signage



4.4 Assessment of Specific Locations of Concern

Additional consideration was given to the four locations identified by Village staff. Note that the mitigation figures below and in the review are conceptual only and are subject to a full functional and detailed design prior to establishing all design parameters and feasibility.

4.4.1 Water Street

Water Street is a local road that runs east-west between 5th Street and 4th Street. Water Street provides access to Downtown to the south and views of Kootenay Lake to the north. It has a cross-section with a travel lane in each direction and angle parking on the north side of the road. The Water Street / 5th Street intersection is stop-controlled on 5th Street in the northbound direction. The ICBC Workshop with Village staff and the field review identified two existing issues along Water Street.

The first issue was the reverse-in 45-degree angled parking stalls. The existing reverse parking signs are difficult to see, because they are installed parallel to the centreline of the road. Additionally, it was found that cars travelling from west to east are parking nose-in, which is shown in **Figure 3**. During the field assessment, a major issue identified with the reverse-in 45-degree angled parking stalls was that the existing signs are not standard and are badly faded, which makes them difficult to interpret and read. It is recommended that customized Parking Control (BC MoTI P-023) signs replace the existing signs. The Parking Control signs are to read “REVERSE ONLY”. The use of modified Parking Control signage may assist with those not abiding by the reverse angle parking requirement. Additionally, it is recommended that the Village consider making Water Street a one-way road. It is noted that the Village is currently undertaking an Active Transportation Network Plan (ATNP), and which may include cross-section changes to Water Street. The ATNP is currently still in the early stages of being drafted. While not finalized, consideration is being given to including a sidewalk along the north side of Water Street. This may be achieved by replacing the angle parking with parallel or 30-degree angle parking. Alternatively, the existing 45-degree angle parking may be maintained if Water Street is switched to a one-way.



Figure 3: Nose-In Parking on Water Street



The second issue was the midblock crosswalk which is shown in **Figure 4**. This crosswalk connects an existing sidewalk on the north side of the road directly to Kaslo Hotel and Front Street Park. During the field assessment, the crosswalk was confirmed to be incorrectly marked. It is recommended that the existing crosswalk is upgraded with zebra crosswalk markings. In conjunction with the zebra crosswalk markings, it is recommended that Pedestrian Crosswalk (RA-4) signs be installed at the crosswalk. A total of four signs should be installed if Water Street remains a two-way road: two RA-4R signs and two RA-4L signs. The RA-4R and RA-4L signs are to be mounted back-to-back. The signs should be installed such that the symbol shows the pedestrian walking towards the centre of the road. This means that the RA-4R signs should be placed on the right-hand side of the road and the RA-4L signs should be placed on the left-hand side of the road. The new crosswalk signage and pavement markings is illustrated below in **Figure 5**.



Figure 4: Existing Midblock Crosswalk on Water Street

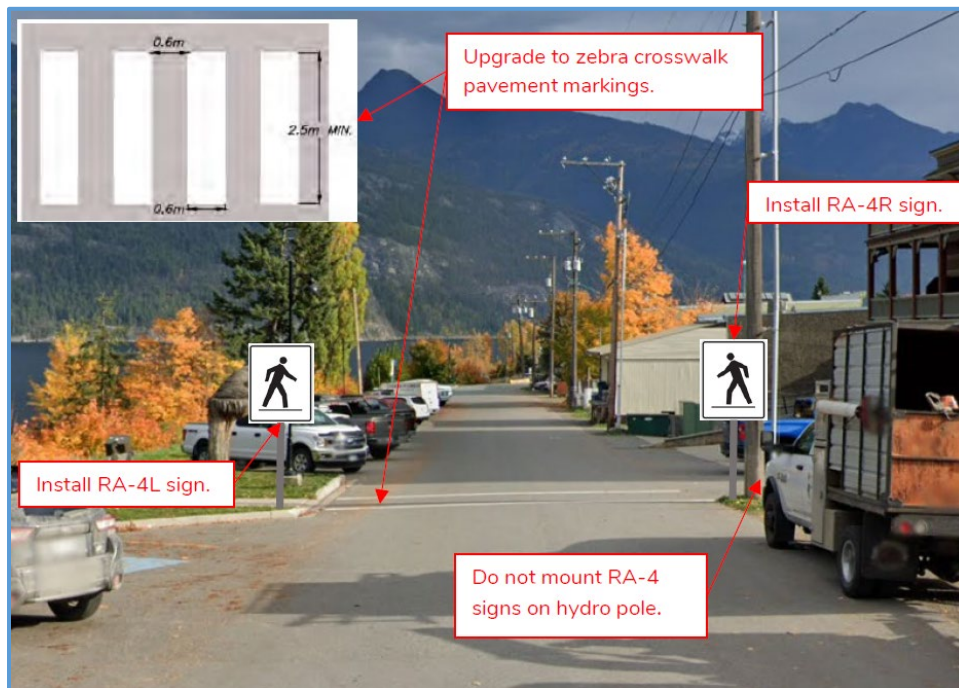


Figure 5: Recommended Crosswalk Signage and Pavement Markings on Water Street



4.4.2 Front Street

Front Street is a local road that runs east-west between 5th Street and 2nd Street. The area of concern identified by the Village is between 4th Street and 2nd Street. This portion of Front Street has a cross-section with two travel lanes and parallel parking on each side. Between 4th Street and 3rd Street, Front Street transitions from being bound by shops on both sides of the road to access to Kootenay Lake on the north side and residences on the south side.

This portion of Front Street was identified by the Village as an area of concern due to speeding concerns and parking problems involving tour buses and campers. During the field assessment, it was observed that the study portion of Front Street was generally observed to be working well. To address speeding concerns, it is recommended that the Village consider a 30km/h speed limit. This can be enforced with the installation of Maximum Speed (RB-1) signage denoting the area where the speed limit is in effect. The Village should also consider adding midblock crosswalks. Midblock crosswalks should be denoted with zebra crosswalk pavement markings and Pedestrian Crosswalk (RA-4) signs. Additionally, adding curb bulb-outs to the mid-block crosswalks can act as a traffic calming feature, that simultaneously increase the visibility of pedestrians attempting to cross the roadway and narrows the vehicle travel lanes. As a quick-win, curb bulb-outs can be achieved using temporary traffic calming curbs and paint, an example of this is shown in **Figure 6**.



Figure 6: Midblock Crosswalk with Temporary Traffic Calming Curbs



It is likely that parking concerns with tour buses and campers are arising during the summer in peak tourist season. To address these concerns, it is recommended that the two-hour parking time limit be enforced during peak summer activity. Enforcement is likely not required during the off-season.

4.4.3 5th Street / A Avenue Intersection

5th Street / A Avenue is a stop-controlled intersection in the northbound and southbound directions along 5th Street. A Avenue is Highway 31, and is under the jurisdiction of BC Ministry of Transportation and Infrastructure. West of the intersection, it has a two-lane cross-section. East of the intersection, it has a two-lane cross-section with parallel parking provided on both sides of the road. 5th Street is a local road. 5th Street has a two-lane cross-section with parallel parking provided on both sides of the road, in some cases the parking is making use of the available boulevard.

This is an intersection where pedestrians feel vulnerable. There is a steep grade in the eastbound direction on A Avenue approaching the intersection, which makes it difficult for vehicles to stop when the road is subject to snow and ice. In addition to the steep grade, there is insufficient lighting to illuminate the intersection for pedestrians to be easily seen by vehicles. While there are streetlights in the vicinity, they do not provide enough illumination. A lighting assessment is recommended for this intersection. It is also recommended that options to improve pedestrian crossings at this intersection such as a crosswalk is explored in conjunction with the Village's Active Transportation Network Plan (ATNP).

4.4.4 Roads Around Vimy Park (Campground, Baseball Field, and Playground)

The roads around Vimy Park include 2nd Street from D Avenue to 1st Street and 1st Street from 2nd Street to D Lane. 2nd Street is a two-way local road. 1st Street, locally referred to as Ring Road, is not an official road right-of-way. It was previously a gravel road but has been recently paved. It acts a two-way road that is gated on each end. During the summers, when the campground is open, the campground operator will close the gates each night at 10pm. This is done to discourage use of the waterfront and park during the night. In the fall and winter, when the campground is closed, the gates remain open. Since paving, the Village has received speeding complaints in this area. This is of particular concern due to the surrounding campground, baseball field, playground, and skatepark.



It is recommended that the existing 25km/h signs be removed and a 30km/h speed limit should be in effect for the study portions of 2nd Street and 1st Street. A 30km/h speed limit can be achieved through the installation of Maximum Speed (RB-1) signs that read 30km/h. The existing Playground Area (WC-3) sign above the existing 25km/h sign should be removed. Warning signage should be added to the curve at 2nd Street / Front Street with a Single Curve (WA-2) warning sign and an Advisory Speed (WA-7S) sign in both directions. The curve itself should be diligently delineated with Chevron Alignment (WA-9) signs. These recommendations are illustrated in **Figure 7** below.



Figure 7: Recommended Speed and Warning Signage for the Roads Around Vimy Park



5.0 PRIORITIZATION APPROACH & RECOMMENDED IMPLEMENTATION PLAN

The prioritization of sign and pavement marking mitigations is intended to assist the Village staff in addressing the noted issues in a systematic manner, since it is not feasible to address all issues at once. The general approach is to address concerns in order of risk severity (highest before lowest risk), as well as consideration for cheaper / more readily implementable measures. The suggested approach is as follows, from highest priority (Level 1) to lowest (Level 4):

1 – Conflict Locations and Highest Level Safety Concerns

These are locations where the signage and/or markings may potentially contribute to conflicts between road users. This includes vehicle-vehicle conflicts, vehicle-pedestrian conflicts, and vehicle-cyclist conflicts.

Examples include:

- Inconsistent multi-way stop sign usage on each approach to an intersection (for vehicle-vehicle conflicts), or stop signs in very poor condition.
- Lack of crosswalk signs to accompany midblock zebra crosswalk markings (vehicle-pedestrian conflicts).
- Uncontrolled intersections where one or more legs should have stop control.

2 – Relocation / Re-positioning of Regulatory and Warning Signs; Add Missing Regulatory and Warning Signs; Add New Stop Lines and Maintain Existing Faded Lane Lines Where Appropriate

This includes signs that are appropriate for the intended purpose, but are positioned in such a way that their effectiveness is compromised and could impact user safety. The existing signs could be re-used and would require repositioning only. If appropriate, add stop lines. This category also includes instances where there is no warning signage but should be (e.g. curve warning signs) as well as missing regulatory signs that may influence safety between users.



Examples include:

- Stop sign with poor base (tilted pole)
- Stop or Yield signs not placed in expected or correct location
- Yield control on an approach when Stop control should be used
- Regulatory or Warning signs obstructed by vegetation
- Absence of warning signage that may influence driver control
- Absence of speed limit signage either along a roadway (for non-50 km/h roads) or transitioning from one speed limit to another
- Prohibited turns due to one-way approaches or impossible turning movements challenged by the combination of steep road grades and intersection skew.
- Establish uniform school zones and areas.

3 – Replace or Adjust Incorrect or Ineffective Signs and Markings, (medium safety concern)

This is where signs and/or markings are provided and provide some degree of warning or regulation but are not consistent with the intended or correct message and may not reflect the safety risk as accurately as they could. This level of issue generally requires new signs to be made.

Examples include:

- A Single Curve sign is used with a 30 km/h advisory speed tab, when the actual curve is more appropriately warned with a Single Turn and 20 km/h advisory speed tab
- Use of single chevron sign or chevron plus checkerboard when a series of chevron signs plus curve warning signage is more appropriate
- S-curve warning signage indicating the wrong alignment condition
- Stop or Yield signs in poor condition
- Stop line, centreline or edge line application irregularities
- Remove incorrect, no longer relevant, and unwarranted signage
- Three or more signs on a post



4 – Correct Placement for Uniformity and Understanding and Longer Range Issues

This category covers minor improvements in signage placement that is lower risk and also includes:

- Relocate / Replace / Adjust Parking Regulation Signs
- Bus Stop related Signs and Markings
- Separating double loaded sign posts

The on-street parking signs throughout Kaslo were occasionally observed to be inconsistent in terms of pattern, appearance, and messaging. A full on-street parking strategy and plan is recommended, that develops a consistent approach to sign type, application requirements, and enforcement. In general, this was not observed to be a major safety concern but there may be some locations where parked vehicles could impact safety (e.g. in terms of sight lines, impacts to available drive lane widths, etc.).

In addition, other issues for the longer range include re-signing locations where development patterns may change (where the current signage may not be ideal but is functional, and where future road network changes will ultimately trigger the long term appropriate signage and markings approach).

6.0 TRAFFIC CALMING AND SPEED LIMITS IN KASLO

It is understood that the Village receives periodic requests for traffic calming treatments and speed management treatments such as speed humps. While speed humps are effective traffic calming treatments, these treatments can also create maintenance and operational challenges such as snow clearing. **Appendix F** provides a summarized list of select traffic calming treatments desired by Village staff from the Transportation Association of Canada (TAC) Guide to Traffic Calming which includes a set of advantages, disadvantages, and applicability considerations for Village streets.

In BC municipalities, under the provincial Motor Vehicle Act (MVA), the default speed limit is 50 km/h, and 80 km/h for highways outside municipalities. This means that, unless otherwise posted, drivers must follow the default speed limits. Under Section 146 of the MVA, municipalities may enact a bylaw that sets a different speed limit from the statutory default. The MVA requires that a speed limit sign be posted on each road with a reduced limit. As such, if the Village intends to reduce the speed limit from 50km/h to 40km/h or 30km/h on all streets then:

- A bylaw amendment will be required to adopt a municipality-wide default speed limit of 40km/h or 30km/h.



- 40km/h or 30km/h speed limit signs will need to be installed on every block of Kaslo streets.
- A communications plan will need to be developed which will identify all stakeholders associated with the impact of the speed reduction and outline an approach to inform and educate residents and identified stakeholders about the speed limit changes.

Reducing speed limits can greatly increase road safety for all road users. However, installing speed limit signs on every block of every street can be prohibitively expensive for the Village. Communities in BC such as Saanich on Vancouver Island are working towards reducing speed limits, starting with the local, residential streets. Local streets function as the start or end of a trip making journey which make them good candidate streets for initiating the process of lowering speed limits and influencing a positive road safety culture of driving at lower speeds. In the case of Village of Kaslo streets, many streets in Kaslo are already quite narrow such as Front Street which are suitable road characteristics for encouraging slower operating speeds. Speed limit reductions are recommended on these narrow streets in Kaslo through the initiation of speed limit reduction pilot projects by utilizing the following procedural steps:

- Form a Speed Limit Reduction Policy team with members from bylaw, transportation, and communications.
- Refer to the Active Transportation Network Plan (ATNP) network map for streets that have been recommended to have enhanced accommodation for people who walk and bike
- Collect speed data on the selected corridors to establish baseline statistics.
- Amend the existing Traffic By-Law to include the selected streets for a speed limit reduction to 40km/h or 30km/h.
- Communicate the bylaw amendment to residents and key stakeholders.
- Install 40km/h or 30km/h speed limit signs on the selected streets.
- Monitor speed data on the selected streets and evaluate changes in speeds at least one year after the installation of speed limit signs.



Appendix A: Workshop Meeting Minutes

MEETING MINUTES

Subject: Village of Kaslo/ICBC Sign and Marking Workshop

Location: Virtual (Microsoft Teams)

Our File #: 3846.B01

Date: September 4, 2024

Project: Village of Kaslo – Sign and Marking Review

Prepared By: Jeeshan Ahmed, P.Eng. RSP

Attendees	Organization
David Dean	ICBC
Robert Baker	Village of Kaslo
Colin Hawkins	Village of Kaslo
Geoff Scott	Village of Kaslo
Michael Skene	WATT Consulting Group
Jeeshan Ahmed	WATT Consulting Group

Introductions

Everyone introduced themselves at the start of the workshop.

Background

Dave: The Road Sign and Markings Program has been implemented in over 50 communities now since 2013. It has been received quite well especially for smaller communities.

Dave: WATT will create the Sign and Marking Guide following the workshop. WATT will also undertake a field review and identify where improvements could be made. This workshop will be a good opportunity for the Village of Kaslo (Village) to express what to include in their Guide.

Presentation

Sign/Marking Legal Authority

Dave: The Motor Vehicle Act gives the municipality (Village of Kaslo) the authority to regulate traffic with sign and marking installation.

Dave: The Village of Kaslo Street & Traffic Bylaw No. 1120 currently does not appear to delegate responsibility from Council to any Village staff for sign and marking installation. Are all signs and marking installations currently going through Council?

Geoff: In the past, if there wasn't a speed sign involved, it's basically just come down to me.

Colin: Who regulates traffic signs and markings on the highway segments in Kaslo as per the Motor Vehicle Act?

Dave: The BC Ministry of Transportation & Infrastructure is responsible for the highway segments in Kaslo.

Reference Manuals

Dave: Spoke about TAC and BC MoTI Sign and Marking Guidelines

Robert: Which guidelines should we follow for the Village? TAC or BC MoTI?

Mike: If you are working on highway segments, use BC MOTI guidelines. Otherwise, use TAC.

Dave: There are a lot of manuals and guidelines but the two most essential guiding documents the Village staff should look to use is the TAC Manual for Uniform Traffic Control Devices for Canada (MUTCDC) and the TAC Pedestrian Crossing Control Guide. If you are also getting into a lot of active transportation planning and implementation, it is also essential to reference the BC Active Transportation Design Guidelines (BCATDG).

Maintenance Agreements

Dave: Sometimes it can be confusing when a sign or a marking of concern is at the intersection of the Village road right of way and the BC MoTI road right of way. For cases like these, it will be essential for Village staff to maintain a good relationship with the BC MoTI Area Manager and

develop a maintenance agreement document to clarify who is responsible for what segments of road in the Village of Kaslo for maintenance related works (for example: broken sign replacement).

Sign Classification

Dave: Introduced and explained the differences between the different sign classifications: Regulatory Signs, Warning Signs, Guide and Information Signs, Temporary Conditions Signs and Devices.

Sign Retroreflectivity

Dave: We can help the Village upgrade to higher retroreflectivity signs. ICBC will pay for these signs and the Village will be responsible for replacing the signs. Has the Village recently upgraded any signs to higher retroreflectivity?

Robert: Not that I am aware of.

Sign Placement

Dave: Sign placement is key and guidance for lateral and vertical distances should be used for installation of signs on Village roads. Also, sight distance calculations should also be performed to ensure signs are visible to approaching drivers.

Colin: Will this guidance be available in the TAC manuals?

Dave: Yes, TAC manuals will have these guidelines. Also, WATT may include this guidance in the Sign and Marking Handbook.

Mike: We will include sign placement guidelines in the Sign and Marking Handbook.

Pavement Marking Classification

Dave: Spoke about the three types of pavement markings: longitudinal markings, transverse markings, and symbols and words.

Dave: Do you have any symbols or word markings in Kaslo?

Geoff: We do not. Some of our parking stalls do have symbols and word markings.

Road Marking Material

Dave: With water-based paint, road markings can wear out quickly. Do you have a replacement program for pavement markings?

Geoff: We typically re-paint every year with the same contractor that works for BC MoTI.

Dave: There are improved methods for pavement marking available such as inlaid thermoplastic pavement markings. These markings last longer and are effective treatments for the BC Interior regions where snowfalls and road maintenance works are common.

Dave: Nighttime retroreflectivity of the pavement markings is dependent upon how much glass beads are put in in the paint. It's good that the Village is using the BC MoTI contractor for pavement marking re-paintings. The BC MoTI contractors for pavement markings apply sufficient standards to ensure nighttime retroreflectivity.

Specific Signs and Markings

Dave: Spoke about several specific signs and markings:

- 2-Way Stop Control
 - Dave: Any locations in Kaslo where it is too steep to see the Stop sign for approaching traffic.
 - Geoff: No major issue like this anywhere.
- Stop Ahead Sign
 - Dave: Consider installing these signs in the Village if drivers cannot see the Stop sign clearly on their approach to intersections.
- Multi-Way Stop Control
 - Dave: Unlikely to meet the warrants for Multi-Way Stop Control signs in Kaslo
 - Colin: What's the average 30 second delay during peak hour?
 - Dave: You will be stopped for an average of 30 seconds at the intersection before you have a gap in intersecting traffic to proceed safely.
- Yield Control

-
- Dave: Do you have any Yield signs in Kaslo?
 - Geoff: We have two roads with Yield signs.

 - School Areas vs School Zones
 - Geoff: If there are no time zones specified in the sign, does that mean school zone speed is enforced for 24 hours?
 - Dave: In that case, it will default to the Motor Vehicle Act which is 8am to 5pm.
 - Geoff: What about Sunrise to Sunset time specifications in Alberta?
 - Dave: BC has playground zone speed limit regulations for sunrise to sunset.
 - Dave: Has Alberta changed to school/playground zones only and no school/playground areas?
 - Jeeshan: Alberta uses a matrix to determine whether the location should be a school/playground area or zone. In BC, using the vision zero principles, many municipalities are now having a 30km/h speed limit regulation at all times and all seasons near schools.
 - Dave: I wonder if Edmonton is doing something different?
 - Jeeshan: Edmonton has changed to a default 40km/h instead of default 50km/h on municipal streets.
 - Robert: If we install School Area signs with no speed limits, does that mean there is no speed reduction regulation at that location?
 - Dave: One of your schools has school zone signs adjacent to the municipal road while the same school has school area signs adjacent to the highway road network. School zone vs school area signs will be dependant on the school zone vs school area decision matrix.

 - Playground Areas vs Playground Zones
 - Dave: No specific times on these signs so if you have Playground Zone signs with 30km/h speed tabs, then it is effect from dawn to dusk as per the Motor Vehicle Act.

 - Crosswalk Signs
 - Dave: Some municipalities would use the advance warning school crossing signs (fluorescent green) even if the visibility of the crosswalk is good just to raise and emphasize the awareness of the school crossing.

 - Parallel Line or Zebra Markings for Crosswalks
 - Dave: Our general suggestion is to use Parallel Lines where motorists have to stop anyways such as at Stop signs but any through street where a motorist is not expecting to stop, install Zebra Markings at those locations.
 - Goeff: How about rainbow crosswalks?

-
- Dave: TAC has come up with guidance on rainbow crosswalks. In general, you should have the rainbow paint in between the parallel lines.
 - Robert: We have an existing Parallel Line crosswalk on a through road with no Stop sign, but we want to upgrade it to Zebra Crosswalk. Should we wait for the paint lines to wear out?
 - Dave: You can consider installing the Zebra markings in between the existing Parallel Lines.
 - Dave: What are the WATT suggestions about installing crosswalks in Kaslo as many locations might not meet TAC warrants for crosswalks?
 - Mike: Crosswalks are indicators to a driver of where to expect more pedestrians than normal. Every intersection is a legal crosswalk for a pedestrian to cross. Through our field review, we will make a generalized recommendation on what principle to use for installing crosswalks.
 - Crosswalk Control
 - Dave: You could consider installing in-street school crosswalk signs which are yield controlled school crossing signs on a flexible delineator installed on the centerline at the intersection approach.
 - Geoff: Currently no school locations where we might want to install these.
 - Mike: This is a potential good sign treatment for multi-lane approaches.
 - Geoff: Are there any regulatory Do Not Cross signs?
 - Dave: There are signs which say Cross On the Other Side and sometimes physically preventing pedestrians from crossing.
 - Dave: ICBC can support with funding for installation of Rectangular Rapid Flashing Beacons (RRFBs)
 - Dave: To WATT, the Motor Vehicle Act is yet to recognize the elephant's feet crossings so is the preferred crossing from BC MoTI to use combined elephant's feet and zebra crossing markings?
 - Mike: The BC MoTI is testing both types of treatments: separate crossing facilities for bikes and pedestrians and also combined crossing for pedestrians and cyclists.
 - Posted Speed Control Sign
 - Dave: Regulatory speed limit sign as you enter the municipality so should be a good treatment for Kaslo.
 - Geoff: We don't have any locations where the speed limit is 40km/h or 30km/h other than the school zones.
 - Mike: I noticed in Google Street View on Kaslo streets a 25km/h regulatory sign. This is not a standard sign so WATT will recommend changing this sign. It is worth considering for Kaslo staff to initiate official wording in the Kaslo Traffic Bylaw so that

-
- Kaslo staff can gain the authority from Council to install signs and markings instead of Council making these decisions.
- Dave: Many municipalities are wanting to enact a community wide 40km/h or 30km/h speed limit regulation. As per current regulations in the Motor Vehicle Act, this would require a municipality to install 40km/h or 30km/h signs on each and every street to regulate a reduced speed limit other than the standard 50km/h speed limit regulation. Any desire in the community to enact a blanket 30km/h or 40km/h speed limit?
 - Robert: I haven't heard anything from the community about that.
 - Geoff: There has been some talk about it in the past but no real traction.
 - Dave: The road characteristics and enforcement also play a big part in adjusting to lower speeds. Kaslo appears to have some narrow streets which are good locations for reduced speed limits.
- Center Line Marking
 - Geoff: Front Street has center line marking
 - Dave: WATT may not have to come up with a policy for center line markings in Kaslo unless there are some specific streets that WATT field review may identify locations which may benefit from a center line marking.

Specific Areas of Concern

1. A Avenue (Highway 31) and 5th Street Intersection
 - a. Village of Kaslo has discussed this intersection with WATT staff working on the Active Transportation Plan.
 - b. This intersection is at the bottom of a steep hill.
 - c. A Avenue is an extension of Highway 31 so logging trucks approach the intersection with high speed.
 - d. This intersection leads to the JV Humphries Elementary School so children are crossing the street.
 - e. Currently there are no crosswalks, but people are wanting to cross that intersection all the time.
2. Water Street
 - a. Water Street was an issue raised by Council
 - b. There is angled parking on the north side of the road. This is a 45-degree angled parking arrangement and there is signage for cars going from east to west which says that cars need to reverse into the parking stall. These signs are difficult to see because they are parallel to the center line

-
- c. Cars that are travelling west to east are parking nose in so Council wants to improve parking maneuvers here for a safety improvement.
 - d. There is a crosswalk here which may have incorrect marking
 - e. Is there a way to improve road safety here?
3. Front Street
- a. The parking of camper vans and tour buses is an issue.
 - b. Speeding through this segment has also been an issue.
4. Vimy Park
- a. The curved road is not actually a road allowance
 - b. It's a park area and we have recently installed some playground signs
 - c. We have not done much about speed limit signs here, but we have received complaints due to kids coming out on these streets to access the park and cars were travelling through here really fast.
 - d. We are wondering what kind of signs should we install here? What should the speed limits be around Vimy Park? What playground signs do we need here?
 - e. We are wondering if the signs we have currently installed here are standard signs or not.
 - f. Ring Road (First Street) has never been dedicated as a road. It was a gravel road but it is now paved.
 - g. On the southeast corner of Ring Road, there is a skate park and there are trails that go through the lake front so these issues are related to our Active Transportation Plan objectives.
 - h. This area is also gated. At 10pm, the campground operator will close the gates at both ends to discourage use of the lakeshore and the park at night.
 - i. During the fall and winter, when the campground is not operational, the gates stay open.

*** END OF WORKSHOP PRESENTATION ***

Questions and Discussion

Roundabouts and Speed Humps

Robert: Thoughts on a roundabout at A Avenue and 4th Street intersection? We have had comments about speeding on residential streets so one of the topics that came up was the use

of speed humps but we do snow clearing so we need to be careful and use some professional guidance on where and where not to install these speed humps?

Mike: We can include this in the Handbook.

Dave: Will you include the pros/cons of traffic calming?

Mike: We could do a popular selection of suggested traffic calming treatments with their pros/cons.

Mike: For a roundabout on roads intersecting with BC MoTI highways, it will take a lot to get the Ministry to consider roundabouts.

Dave: I have had some success with roundabout installation on Ministry roads through the Roundabout First policy in Prince Rupert on the highway so it depends on the specific personnel at the Ministry.

Speeds

Robert: For traffic entering our streets from the highway, should we install 50km/h signs to control speeds entering our community?

Dave: You could consider installing speed reader boards which can be moved around from one place to another. They are also good for darker environmental conditions.

Narrow Streets in Kaslo

Dave: As many of Kaslo streets are narrow in the central area, does WATT think if it would be appropriate to have a blanket slower speed in Kaslo?

Jeeshan: The signs can be as low as a blanket 30km/h speed limit sign but all the street names will have to be assigned with the 30km/h speed limit on the Village of Kaslo Traffic Bylaw. Saanich on Vancouver Island has done similar for a smaller area of local streets with lower speed limit signs to test how traffic operates in these types of lower speed limit conditions.

Mike: It will be important to be careful on what the motive of the reduced speed limit signs is. Changing speed limits is one thing and then monitoring and enforcing the reduced speed limits are another thing which also needs to be considered.











*** END OF MEETING ***



Appendix B: Field Assessment – Specific Issues






Appendix C: Field Assessment – General Issues

Street	Approach	Intersecting or Nearest X-street	Intersection or Midblock	Sign or Marking Type	Sign # (TAC)	Issue	Recommended Action	Implementation Priority Level	Image (If Available)
Front Street	NB & EB & WB	3rd Street	Intersection	Stop signs & All Way Stop tabs	RA-1 & RA-1S5	Faded Stop sign and intersection not identified as all way stop controlled.	<p>Replace Faded RA-1 (Stop) sign</p>  <p>Add RA-1S5 (All Way Stop) tabs underneath the RA-1 (Stop) signs on all approaches of the intersection.</p> 	1	
A Avenue	NB & SB & EB & WB	3rd Street	Intersection	All Way Stop tabs	RA-1S5	Intersection is not identified as all way stop controlled.	<p>Add RA-1S5 (All Way Stop) tabs underneath the RA-1 (Stop) signs on all approaches of the intersection.</p> 	1	
B Avenue	NB & SB & EB	6th Street	Intersection	All Way Stop tabs	RA-1S5	Intersection is not identified as all way stop controlled.	<p>Add RA-1S5 (All Way Stop) tabs underneath the RA-1 (Stop) signs on all approaches of the intersection.</p> 	1	
Front Street	NB & SB & EB & WB	4th Street	Intersection	All Way Stop tabs	RA-1S5	Intersection is not identified as all way stop controlled.	<p>Add RA-1S5 (All Way Stop) tabs underneath the RA-1 (Stop) signs on all approaches of the intersection.</p> 	1	
Victoria Avenue		Allen Rd	Intersection	Street Name sign set-up	G-7 (BC MOTI)	The Street Name sign set-up is poorly maintained and placed. The sign set-up is leaning and obstructed by foliage.	<p>Re-locate Street Name sign set-up to be more visible. Trim foliage as required.</p>	3	
4th		River Rd		Parking Stalls pavement marking	NA	Yellow paint is being used to indicate on-street parking stalls.	<p>Upgrade to white paint when new pavement markings are required.</p>	4	
A Avenue	WB	4th Street	Midblock	Parking Configuration signs	Customized P-023 (BC MOTI)	On-street parking is perpendicular and needs to be indicated as such.	<p>Add signage that indicates the parking is perpendicular using customized P-023 signs that read "PERPENDICULAR ONLY"</p>	4	





Appendix D: Field Assessment – School Areas and Zones

Street	Approach	Intersecting or Nearest X-street	Intersection or Midblock	Sign or Marking Type	Sign # (TAC)	Issue	Recommended Action	Implementation Priority Level	Image (If Available)
6th Street	NB & SB	B Avenue	Midblock	School Zone signs	WC-1 & RB-1	Misuse of school crossing tabs in advance of intersection with B Avenue.	Remove school crossing tabs and maintain WC-1 (School Area) sign. Add or maintain RB-1 (Maximum Speed) sign (as applicable) to create standard school zone sign configuration. RB-1 sign to read 30km/h 	1	
6th Street	NB & SB & EB	B Avenue	Intersection	All Way Stop tabs & Pedestrian Crosswalk pavement marking	RA-1S1	Intersection is an all way stop and is missing appropriate tabs to indicate it as such. Additionally, the pedestrian pavement markings are faded and/or non-existent	Add RA-1S1 (All Way Stop) tabs and add pedestrian crossings with two parallel solid white lines 	1	



Appendix E: Field Assessment – Other Issues and Considerations

Street	Approach	Intersecting or Nearest X-street	Intersection or Midblock	Sign or Marking Type	Sign # (TAC)	Issue	Recommended Action	Implementation Priority Level	Image (If Available)
A Avenue	EB		Midblock	Highway Information signs	Custom	Highway information signs are faded and need to be replaced.	Work with BC MOTI to replace the existing signs. It is recommended the Village undertake a wayfinding study.	4	
NA	NA	NA	NA	NA	NA	Throughout the Village, there are many signs that are installed on posts that are leaning.	Regularly monitor signs to ensure they are being maintained and remain in the correct orientation and position.	4	
Arena Ave	SB	Balfour Avenue	Intersection	NA	NA	Intersection is wide and open and needs better delimitation and improved sign placement	A sign and pavement marking plan is recommended for this intersection.	2	
NA	NA	NA	Midblock	NA	NA	Parking enforcement is done casually when an issue is presented.	Increase parking enforcement activity, especially in the summer months, through coordination with the Village's Parking Bylaw Officer.	4	



Appendix F: Traffic Calming Treatment Options

3.2.3 SPEED CUSHION



Source: City of Ottawa

Description and Purpose:

A raised area on a road, similar to a speed hump, but does not cover the entire width of the road. The width is designed to allow a large vehicle, such as a bus, to “straddle” the cushion, while light vehicles will have at least one side of the vehicle deflected upward. Speed cushions are intended to produce sufficient discomfort to limit passenger vehicle travel speeds yet allow the driver to maintain vehicle control, while allowing larger vehicles such as buses and emergency vehicles to pass without difficulty.

With speed cushions:

- ▶ The vertical deflection of the passenger vehicle produces an uncomfortable sensation for vehicle occupants travelling at speeds higher than the design speed
- ▶ Larger vehicles (transit, emergency vehicles) are minimally affected
- ▶ The design speed is determined by the dimensions of the speed hump, and the spacing between speed humps
- ▶ Sufficient pavement width should be provided on the curb side to accommodate bicycles
- ▶ Installation of WA-50 Speed Hump sign is considered mandatory

Design Details: Chapter 4, Section 4.2.3

Advantages:

- ▶ Vehicle Speeds: Reduction in 85th percentile speed up to 8 km/h⁵
- ▶ Traffic Volumes: Reduction of approximately 30%⁷⁰
- ▶ Environment: Traffic noise may be reduced due to lower speeds (benefits may be offset by increased noise due to braking and accelerating)
- ▶ Other:
 - No effect on bicycles riding at moderate speeds
 - No effect on resident access, street sweeping (small amount of debris may remain at edges of speed cushion), and police enforcement

Disadvantages:

- ▶ Emergency Response: May slightly affect emergency vehicle response times but not as much as speed humps or speed tables
- ▶ Active Transportation and Transit: May slightly affect transit routes; a series of vertical deflection measures may increase travel time
- ▶ Maintenance: Negative effects on snow plowing/removal; plow operators must use caution to avoid damaging speed cushion surface

3.2.3 SPEED CUSHION

- ▶ Other:
 - More difficult to construct compared to speed humps requiring more precise hand work
 - Increased traffic noise levels due to braking and accelerating
 - Increased gas consumption and emission levels if there are significant variations in speed, especially if there are multiple devices within close proximity on the same street
 - Pavement markings and signing could detract from the appearance of a street
 - Traffic may be diverted to parallel streets without traffic calming measures

Limited or No Data Available (Further Research Encouraged):

- ▶ Conflict reduction
- ▶ Maintenance requirements

Applicability:

- ▶ Road Classification: Local and collector streets
- ▶ Traffic Conditions: Posted speed limit ≤ 50 km/h; all traffic volumes
- ▶ Roadway: Urban cross-section – curb and gutter
- ▶ Locations to Avoid:
 - Small turning radius curves and other areas with limited sight distance, intersections, and driveways
 - Traffic signals – locate at least 75 m distance from traffic signals so that the speed cushion is not within the decision or braking zones
 - Grades over 8%

Elements to Consider:

- ▶ Allows greater access for transit and emergency services compared to other traffic calming devices
Could be considered as an alternative to speed humps on emergency routes
- ▶ Speed humps are more effective in reducing speed
- ▶ Snow removal personnel may require special training in speed cushion areas
- ▶ A series of speed cushions is more effective than a single installation; spacing can range from 60 m to 250 m depending on the desired 85th percentile speed²⁴

Cost:

- ▶ Low

3.2.4 SPEED HUMP / TABLE



Source: City of Ottawa

Description and Purpose:

A speed hump is a raised area of a roadway, which causes the vertical upward movement of a traversing vehicle. The purpose of a speed hump is to cause discomfort for drivers travelling at higher speeds and to reduce vehicle speeds.

A speed table is an elongated raised speed hump with a flat-topped section that is long enough to raise the entire wheelbase of a vehicle. They may be constructed with brick or other textured materials on the flat section.

With speed humps/tables:

- ▶ The vertical deflection of the vehicle produces an uncomfortable sensation for vehicle occupants travelling at speeds higher than the design speed
- ▶ The design speed is determined by the dimensions of the hump, and the spacing between humps
- ▶ The hump extends across the roadway, with gaps for drainage at the curbs
- ▶ Consideration should be given for maintaining hump across the width of an adjacent bicycle lane or a physical separation (median, delineator posts) could be provided to 'protect' the bicycle lane from motorists trying to avoid the hump
- ▶ Installation of WA-50 Speed Hump sign is considered mandatory

Design Details: Chapter 4, Section 4.2.4
Advantages:

- ▶ Vehicle Speeds: Reduction in 85th percentile speed between 6 and 13 km/h^{52,65}
- ▶ Traffic Volumes: Reduction between 15% and 27%⁵²
- ▶ Conflicts: Significant conflict reduction has been reported in many jurisdictions
- ▶ Environment: Traffic noise may be reduced due to lower speeds (benefits may be offset by increased noise due to braking and accelerating)
- ▶ Other:
 - No effect on bicycles riding at moderate speeds
 - No effect on resident access, street sweeping (small amount of debris may remain at edges of speed hump), and police enforcement

Disadvantages:

- ▶ Emergency Response:
 - Delay between 2.3 and 15 seconds for emergency vehicle response times⁵²

3.2.4 SPEED HUMP / TABLE

- Speed tables may slightly affect emergency vehicle response times
- ▶ Active Transportation and Transit:
 - Cyclists may experience loss of control if travelling at speeds over 40 km/h⁵²
 - Speed humps have negative effects on transit route travel times
 - Speed tables may slightly affect transit routes but not as much as speed humps; a series of vertical deflection measures may increase travel time
- ▶ Maintenance: Negative effects on snow plowing/removal; plow operators must slow and manage blade carefully to avoid damaging speed hump surface
- ▶ Other:
 - Increased traffic noise levels due to braking and accelerating
 - Increased gas consumption and emission levels if there are significant variations in speed, especially if there are multiple devices within close proximity on the same street
 - Pavement markings and signing could detract from the appearance of a street
 - Traffic may be diverted to parallel streets without traffic calming measures

Applicability:

- ▶ Road Classification: Local and collector streets
 - Speed humps are less suitable for collector streets compared to alternatives such as speed cushions and speed tables
- ▶ Traffic Conditions: Posted speed limit ≤ 50 km/h; all traffic volumes⁵²
- ▶ Roadway: Urban cross-section – curb and gutter; not effective on rural cross-sections unless obstructions (posts or bollards) are placed on roadside at speed hump location; generally two traffic lanes (one each direction) but can be used on one-way streets
- ▶ Preferred installation in a series close to/underneath street lighting and downgrade from catch basins to minimize potential for ponding
- ▶ Speed tables may be used as part of a system that includes speed humps and high-visibility crosswalks
- ▶ Locations to Avoid:
 - Designated emergency access routes
 - Small turning radius curves and other areas with limited sight distance, intersections, and driveways
 - Transit routes where articulated buses are used due to potential decoupling
 - Bus stops – locate at least 25 m in advance to minimize potential stability problems
 - Traffic signals – locate at least 75 m distance from traffic signals so that the speed hump/table is not within the decision or braking zones
 - Grades over 8%⁵²

Elements to Consider:

- ▶ Snow removal personnel may require special training in speed hump/table areas
- ▶ A series of speed humps/tables is more effective than a single installation; spacing can range from 60 m to 250 m depending on the desired 85th percentile speed²⁴
- ▶ Speed humps/tables with gentle approach and exit gradients, flush leading edges and smooth surfaces pose a less significant hazard to cyclists
- ▶ On-street parking can be permitted on speed humps, unless the measure is used in conjunction with curb extensions

Cost:

- ▶ Low – Medium for permanent humps in concrete or asphalt
 - Speed tables requires more material than speed humps

3.3.5 TRAFFIC CIRCLE / TRAFFIC BUTTON / MINI-ROUNDAABOUT



Source: Tollazzi, 2015

Description and Purpose:

A traffic circle/traffic button/mini-roundabout is an island located at the centre of an intersection, which requires vehicles to travel through the intersection in a counter-clockwise direction around the island.

Mini-roundabouts are designed in accordance with full-size roundabout design principles presenting splitter islands and deflection of vehicles on all approaches, except that they have a smaller diameter and traversable islands. A traffic circle is typically smaller than a mini-roundabout and does not have splitter islands on the approaches. A traffic button is similar to a traffic circle, however, the former is typically made of coloured asphalt while the latter is landscaped.

The turning radius for left-turning trucks, buses, or emergency vehicles may require a diameter which would be larger than the intersection space commonly available. Consequently vehicles may turn in left in front of the traffic circle or mount the centre raised island rather than travelling around it.

Yield traffic control is recommended.

Design Details: Chapter 4, Section 4.3.4

Advantages:

- ▶ Vehicle Speeds: Reduction in 85th percentile speed up to 14 km/h^{10,52}
- ▶ Traffic volumes: Reduction of up to 20%⁵²
- ▶ Conflicts: Collision rate reductions of approximately 30% compared to signalized intersections⁵²
- ▶ Environment:
 - Traffic noise reduction of 3 dBA due to lower speeds (benefits may be offset by increased noise due to braking and accelerating)⁵²
 - Environmental benefit through reduced delay, fuel consumption, and vehicle emissions
 - When landscaped, can improve the appearance of a street
- ▶ Other: No effect on resident access, street sweeping, and police enforcement

Disadvantages:

- ▶ Emergency Response: Delay between 1.3 and 10.7 seconds for emergency vehicle response times⁵²
- ▶ Active Transportation and Transit:
 - May force vehicles into crosswalk area increasing potential for pedestrian-vehicle conflicts
- ▶ Parking: May require removal of some on-street parking in vicinity of traffic circle
- ▶ Maintenance: "Minor" effects on winter maintenance by increasing snow plowing time
- ▶ Other:
 - Restricted access for trucks and longer school buses
 - Traffic may be diverted to parallel streets without traffic calming measures

3.3.5 TRAFFIC CIRCLE / TRAFFIC BUTTON / MINI-ROUNDAABOUT

Applicability:

- ▶ Road Classification: Local and collector street intersections
- ▶ Traffic Conditions:
 - Posted speed limit ≤ 50 km/h
 - < 1500 vehicles per day; Use with caution for low-volume collectors with 1500 to 5000 vehicles per day⁶⁵
- ▶ Roadway: Urban cross-section – curb and gutter; rural cross-section; maximum two traffic lanes (one each direction)
- ▶ Locations to Avoid:
 - Designated emergency access routes and transit routes
 - Intersections with high pedestrian volumes
 - Intersections where collector street traffic volumes are significantly higher than the intersecting street

Elements to Consider:

- ▶ Preferred with textured crosswalks and most effective when used in series
- ▶ Sight lines should be respected if there is landscaping

Cost:

- ▶ Traffic Circle / Traffic Button: Low – Medium
- ▶ Mini-Roundabout: Medium – High

ROAD SIGN & PAVEMENT MARKING GUIDE



November 2024

PAGE INTENTIONALLY LEFT BLANK



TABLE OF CONTENTS

1.0	INTRODUCTION	1
1.1	Purpose of Guide	1
1.2	Legal Authority	1
1.3	Acting Road Authority and Maintenance	2
2.0	ROAD CLASSIFICATION	2
3.0	TRAFFIC SIGNAGE.....	3
3.1	Classification	3
3.1.1	Regulatory Signs – Class R.....	3
3.1.2	Warning Signs – Class W.....	4
3.1.3	Guide and Information Signs – Class I.....	4
3.1.4	Temporary Conditions Signs and Devices – Class TC....	4
3.2	Reflectivity	5
3.3	Placement & Installation	5
3.4	Regulatory Signs	8
3.4.1	Stop Sign	8
3.4.2	Yield Sign.....	11
3.4.3	Maximum Speed Sign.....	14
3.4.4	Lane Designation Signs.....	15
3.4.5	Turn Control Signs	17
3.4.6	One-Way Sign.....	18
3.4.7	Keep Right Sign.....	19

3.4.8	Parking Control Signs	20
3.5	Warning Signs.....	22
3.5.1	Curve Warning Signs.....	22
3.5.2	Chevron Signs.....	24
3.5.3	Object Marker Signs.....	25
3.5.4	Checkerboard Signs	27
3.5.5	Roundabout Warning Sign	28
3.5.6	Central Island Signs.....	28
3.5.7	Speed Hump Sign.....	29
3.5.8	Railway Crossing Signs	30
3.5.9	Pavement Ends Signs	31
3.6	Pedestrian Signs	32
3.6.1	Crosswalk Sign	32
3.6.2	School Area Sign	40
3.6.3	Playground Area Sign.....	42
3.6.4	Pedestrians on Roadway Sign.....	43
4.0	PAVEMENT MARKINGS.....	45
4.1	Classification.....	45
4.2	Reflectivity & Durability.....	45
4.3	Longitudinal Marking.....	45
4.3.1	Directional Dividing Lines.....	45
4.3.2	Lane Lines (Motor Vehicle Lanes)	47

4.3.3	Intersection Guide Lines.....	48
4.3.4	Bicycle Lane Lines.....	50
4.3.5	Edge/Shoulder Lines.....	52
4.4	Transverse Markings.....	53
4.4.1	Stop Lines.....	53
4.4.2	Crosswalk Markings.....	56
4.4.3	Yield Line Markings.....	57
4.5	Symbols & Word Markings	58
4.5.1	Arrows	58
4.5.2	Diamonds	60
4.5.3	Bicycle Symbol.....	61
4.5.4	Shared Use Lane Symbol (Sharrow)	63
4.5.5	Words	65
5.0	ROUNDAABOUTS	66
5.1	Sample Roundabout Signage and Marking.....	66
6.0	REFERENCES.....	67

PAGE INTENTIONALLY LEFT BLANK

1.0 INTRODUCTION

1.1 Purpose of Guide

The purpose of this Guide is to provide the Village of Kaslo (Village) transportation officials and field staff with a handbook for guidance on road signage and pavement markings. The Guide provides the most relevant applications and practices for the Village in a manner that is consistent with other BC municipalities as well as provincial and national practices. The focus is on traffic signage and marking measures that relate to traffic safety.

1.2 Legal Authority

The Motor Vehicle Act allows the Village to act as the authority on Village roads. This includes application of traffic signage and markings and can include adoption of specific measures to the jurisdiction that may differ from provincial and/or national guidelines. As per Village of Kaslo Bylaw No. 1120 – Street and Traffic Bylaw, the Council is authorized to issue orders for the placing of traffic control devices to exercise the powers of the Village under the bylaw, or to give effect to the provisions of the Motor Vehicle Act. ICBC and WATT recommend that the Traffic and Highways Bylaw is updated to transfer authorization powers from the Council to Village staff for an improved and efficient process of sign and marking installation.

1.3 Acting Road Authority and Maintenance

The Village of Kaslo sits on the west shore of Kootenay Lake. Nearby communities include New Denver, located approximately 46 km to the northwest, and Balfour, located approximately 36 km to the south. The Village is approximately 70 km northeast of the City of Nelson. The Village operates and maintains approximately 62km of roads. This includes all roads within the Village’s boundaries, except for roads under provincial jurisdiction - Highway 31. According to discussions held between ICBC and Village staff, no specific agreement currently exists with BC Ministry of Transportation & Infrastructure (MoTI) about roles and responsibilities for road signage on provincial roads and/or municipal roads directing traffic to provincial roads. The Village staff should communicate with the Area Manager at MoTI to develop maintenance agreements addressing provincial and Village responsibilities of roads with regards to road signage maintenance, pavement markings maintenance, and road surface maintenance.

2.0 ROAD CLASSIFICATION

Signs and pavement markings should be applied in a manner that is appropriate for the classification of a given roadway. The Village’s road network includes the following five road classifications:

Highway – These are roadways (typically numbered routes) that are under the full jurisdiction and management of BC MoTI.

Local Roads – These are roads that serve primarily an accessibility function for land uses adjacent to the road. They are typically low speed and low volume. In residential areas, they typically do not serve truck movements or large buses (outside of school buses or HandyDart services). Signage and marking requirements are generally lower than for other roadway classifications.

Laneway Roads - means a narrow (generally 6 metres wide or less) road, right of way or right of carriageway, in either public or private ownership, which provides access to the side or rear of lots principally for servicing adjoining land uses and activities.

3.0 TRAFFIC SIGNAGE

3.1 Classification

Signs are classified into types based on their intended use. This manual contains signs from the following categories based on the Manual of Uniform Traffic Control Devices for Canada (MUTCDC) classification.

3.1.1 Regulatory Signs – Class R

Regulatory signs indicate an enforceable traffic regulation that applies at a specific time or place on a road. Disregarding a Regulatory sign is a violation of legislation and/or local municipal bylaws. These signs are generally black on white or white on black and rectangular in shape (except for Stop, Yield, and Railway

Crossing signs). Green and red colors are also used to denote permitted and prohibited behavior.

3.1.2 Warning Signs – Class W

Warning signs alert drivers of upcoming hazards or conditions on or adjacent to the roadway. These signs are typically diamond in shape and usually contain black messaging on a yellow background (except for school area warning signs, which are black on fluorescent yellow-green). Warning signs are not enforceable by regulation or bylaw.

3.1.3 Guide and Information Signs – Class I

Guide and information signs provide information to drivers regarding their trip. This includes route selection, location of services, and local features or points of interest. Guide signs are generally rectangular and are white on green. Information signs are generally rectangular, and may have white, green, blue, or brown backgrounds; and black, white, green, or blue text.

3.1.4 Temporary Conditions Signs and Devices – Class TC

Temporary conditions signs and devices are used to regulate, warn, and guide drivers in work zones where construction, maintenance or utility activities, or other temporary and unusual conditions are taking place on or adjacent to the road.

3.2 Reflectivity

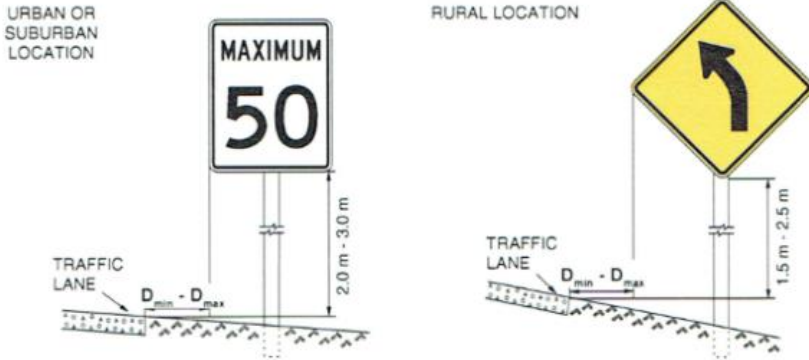
Unless otherwise stated, all signs covered in this guide must be reflective, with micro prismatic sheeting as a minimum standard for regulatory and warning signs. ICBC can help upgrade all regulatory and warning signs to Diamond Grade (DG) Reflective Sheeting through the ICBC Road Improvement Program.

3.3 Placement & Installation

Location:

- Signs must be placed within a driver's field of vision to command attention.
- Any obstructions (foliage, fencing, building, etc.) between the sign and the driver's field of vision should be removed, if possible.
- Signs must be placed to provide drivers enough time to comprehend and safely react when travelling at speed (see Sight Distance section of this Guide).
- Warning signs should be placed in advance of the conditions if the location of the sign is unable to provide adequate response time to drivers.
- Regulatory signs should be placed as close as reasonable to the location where the regulation applies.
- Signs are usually installed on the right side of the road but may be placed on channelizing islands, overhead, or on the left side of the road where necessary.

Positioning: The following diagrams and chart provide a guideline for the installation of signs on rural and urban roads.



Posted Speed (km/h)/Conditions	Lateral Placement (m)	
	D_{min} D_{max}	
60 or lower, with curb	D_{min} D_{max}	0.3 2.0 in urban 4.5 in rural
60 or lower, without curb, infrequent or no snow	D_{min} D_{max}	2.0 4.5
60 or lower, without curb, regular snow conditions	D_{min} D_{max}	2.0 6.0**
70 or higher, infrequent or no snow conditions	D_{min} D_{max}	4.0* 4.5 in urban 6.0** in rural
70 or higher, regular snow conditions	D_{min} D_{max}	4.0* 6.0**

*For speeds of 70 km/h, 4.0 metres is the recommended minimum for maintenance reasons.
 **6.0 metres is the recommended maximum to accommodate maintenance operations.

Source: Manual of Uniform Traffic Control Devices for Canada

Sight Distance is the distance between the location of a sign and the point where the approaching driver can see the sign for the first time to safely react to the message of the sign. This distance is

based on the speed of the approaching driver. Minimum sight distance of 70m should be provided for a speed of 50km/h.

URBAN ROAD

APPROACH SIGHT DISTANCE	
40 KM/H*	50m
50 KM/H*	70m
60 KM/H*	90m

TAC – TABLE 1.2.5.3 PLUS 5m
* DESIGN SPEED

RURAL ROAD

APPROACH SIGHT DISTANCE	
80 KM/H*	210m
100 KM/H*	330m

TAC – TRUCK STOPPING SIGHT DISTANCE
* DESIGN SPEED

Source: Manual of Uniform Traffic Control Devices for Canada

Installation:

- Check for conflicts with underground and overhead services.
- Each sign should be installed on separate posts unless the signs supplement each other.
- Provide at least 50m spacing between signs for different purposes.
- Avoid obstruction by foliage, structure, or other signs.
- Orient signs perpendicular to the direction of traffic it is intended to serve.
- Signs may be installed on existing facilities such as utility poles or lamp posts that meet the placement criteria providing that permission is given by the ownership agency of the facility.

3.4 Regulatory Signs

3.4.1 Stop Sign

Purpose: The Stop sign indicates to drivers that they must come to a complete stop before the intersection and wait for a safe gap in traffic before proceeding.

Sign Reference: TAC RA-1

Dimensions: 600mm X 600mm



Two-Way Stop Usage Guidelines

At a four-legged intersection, two-way stops are placed on opposing approaches of the minor road approaches. Stop signs should be placed on the road with lower volume when the intersection consists of roads of the same classification. At T-intersections, the stop control should be placed on the stem of the “T”. Private roads should be stop-controlled at intersections with public roads. Commercial or industrial accesses that intersect with arterial or collector roads should be stop-controlled. Stop signs are not required for low-volume driveways.

Stop signs should **NOT** be used:

- As a traffic calming device. Refer to TAC’s *Canadian Guide to Traffic Calming (2018)* for safe and effective measures to reduce traffic speeds.
- On a signalized intersection approach or where the sign would interfere with an existing signal.

Multi-Way Stop Usage Guidelines

- Multi-way stops may be used at intersecting roads where the traffic volumes are similar and where combined pedestrian and vehicle volumes on the minor road average 200 per hour for an eight-hour period, or where the average delay per vehicle on the minor road exceeds 30 seconds per vehicle during the peak hour.
- Multi-way stops may be used where a traffic signal is not warranted and a collision pattern of 5 or more crashes per year exists; as an interim measure prior to the installation of a traffic signal; or as an interim measure prior to switching the direction of stop control at an intersection.
- Multi-way stop signs are installed on all legs of an intersection and identified with a “4-Way” tab below the stop sign. “3-Way” tab is used at T-intersections.
 - **Tab Reference:** MoTI R-001

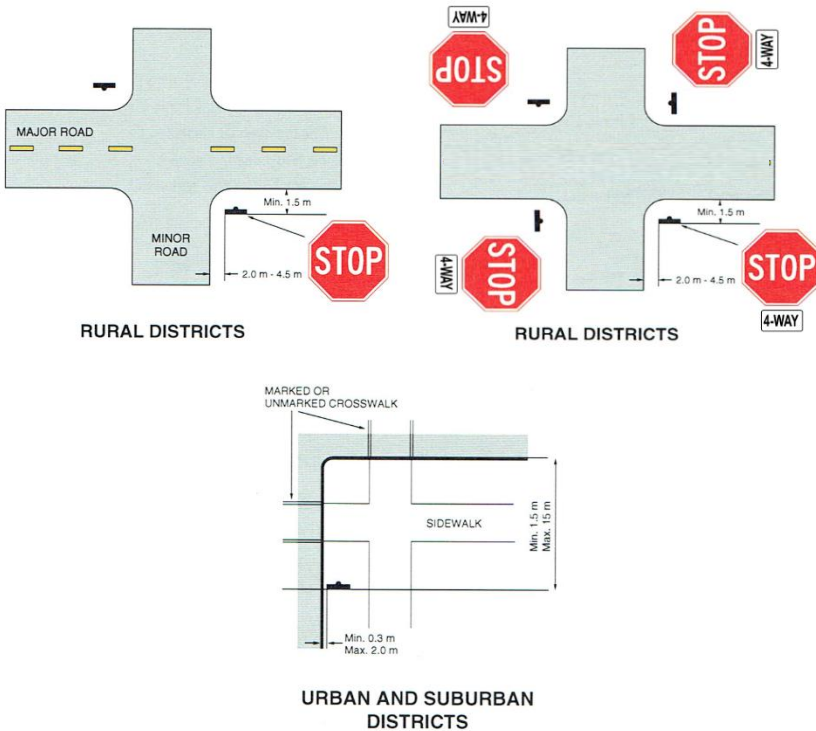


Installation Guidelines for Stop Signs

At the approach to an intersection, the Stop sign must be placed on the right side of the lane of traffic to which it applies.

1. The Stop sign should be placed between 1.5 m to 5.0 m from the edge of the intersecting road. If necessary, this distance may be increased but shall be no more than 15.0 m.
2. Install the Stop sign 2.0 m to 4.5 m from the right edge of the approaching road.

3. Where a crosswalk is present, the Stop sign should be installed before the crosswalk.
4. The Stop sign may share a post with a Turn Control sign, a One-way sign, or a Street Name sign.

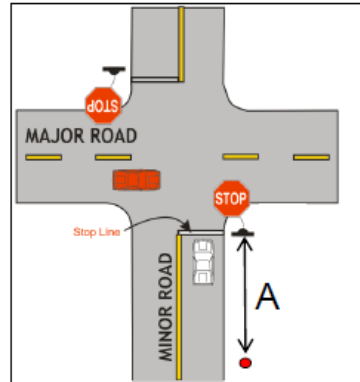


Source: Manual of Uniform Traffic Control Devices for Canada

Supplemental Treatment:

- Stop lines

- Stop Ahead warning sign (TAC WB-1). (May be considered where Sight Distance to the Stop sign is unavailable. See page 7 of this Guide for Sight Distances)



- Reflective tape on sign pole (red)
- “STOP” word pavement marking (in advance of a stop line)
- Oversized Stop Sign

3.4.2 Yield Sign

Purpose: The Yield sign indicates that the driver must yield the right of way (stopping if necessary) before entering an intersection or roundabout and must wait until it is safe to proceed.

Sign Reference: TAC RA-2

Dimensions: 750 mm sides

Usage Guidelines:

Common applications of Yield control are at channelized right turns, or one-way ramps where a fully developed acceleration lane is not provided.



Yield signs shall be used on all roundabout approaches at the interface with the circulatory roadway.

Generally, Yield signs should only be used where engineering studies indicate their usage is warranted, based on consideration of volumes, speeds, sight lines, and collision history.

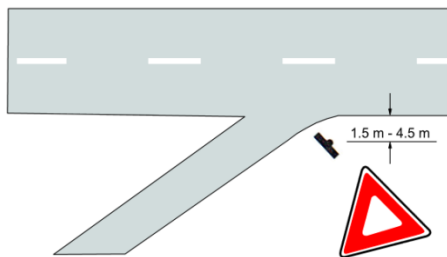
Yield signs should **NOT** be used:

- As a substitute for a Stop sign, especially at a right-angle intersection.
- To control a large volume of traffic, unless that traffic is making a right turn.
- Wherever it is apparent that the Yield sign would create a dangerous situation.

Installation Guidelines:

At the approach to an intersection, the Yield sign must be placed on the right side of the lane of traffic to which it applies.

1. The Yield sign should be placed between 1.5 m to 5.0 m from the edge of the intersecting road. If necessary, this distance may be increased but shall be no more than 15.0 m.
2. Where the visibility of the Yield sign on the right side of the road is inadequate, an additional Yield sign may be installed on the left side.
3. The Yield sign should be oriented so that it is not visible to drivers on the through road.
4. The Yield sign may share a post with a One-Way sign mounted on above the Yield sign.



Supplemental Treatment:

- Yield Ahead (TAC WB-2) signs where visibility of the Yield sign is limited.

3.4.3 Maximum Speed Sign

Purpose: Indicates the maximum legal vehicle speed, in km/h, that is permitted under ideal road surface and weather conditions.

Sign Reference: TAC RB-1

Dimensions: 600mm X 750mm



Usage Guidelines:

Section 146 of the BC Motor Vehicle Act limits the maximum speed on roadways within a municipality to 50 km/h unless otherwise posted or specified by municipal bylaws.

Maximum Speed signs must be located at the beginning of each section where the speed changes on the roadway and at appropriate locations downstream where the speed limit applies.

At the end of a speed section, a new maximum speed sign must be installed to show the succeeding speed limit.

Maximum speed is shown in multiples of 10 km/h.

Maximum speed signs should not be used where they may conflict with other speed zones, such as school and playground zones.

Installation Guidelines:

Maximum speed signs should be installed on the right side of the road at the speed change point. Signs should be installed with sufficient visibility to provide drivers with the distance necessary to safely adjust their speed.

Speed zones in opposing directions should match so that both directions of traffic travel at the same speed.

Supplemental Treatment:

- Maximum Speed Unless Otherwise Posted (MoTI R-006); used to inform drivers they are entering a blanket speed zone area.
 - This sign should be installed at road entry points from numbered highways and unincorporated (non-municipal) areas onto arterial and collector roads.
- Maximum Speed Ahead signs in black-on-yellow (TAC WB-9) may be used to indicate to drivers that they are approaching a section of road where the maximum speed limit is reduced. This sign is not typically used for school zone or playground zone speed limits.



3.4.4 Lane Designation Signs

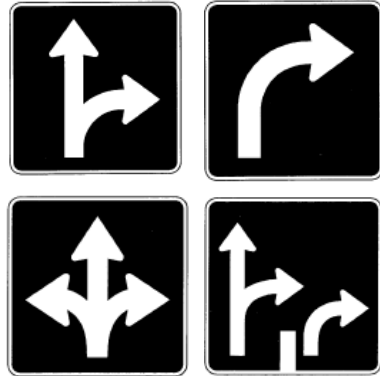
Purpose: Used at intersections or accesses where the permitted movement in one or more of the approach lanes is contrary to normal driver expectations such as permitting a movement that is normally prohibited or prohibiting a movement that is normally permitted.

Sign Reference: TAC RB-41 to RB-49

Dimensions: 600mm X 600mm, 900mm X 900mm (RB-48)

Usage Guidelines:

Install Lane Designation signs at intersections to regulate movements of a specific lane for all approaching vehicles.



Installation Guidelines:

Lane Designation signs are generally more effective when installed overhead over a specific lane or lanes where the movement is contrary to normal driver expectations. A minimum clearance of 4.5m to the road surface must be maintained and each sign should be centered over the lane it governs.

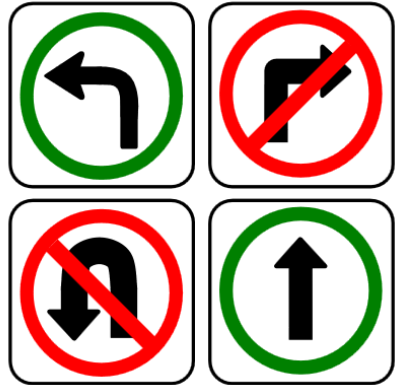
Side-mounted signs can be used where traffic speeds and volumes are low; sight distances are adequate; turning traffic patterns are well established; and where three or less lanes are regulated at the intersection approach.

Supplemental Treatment:

- Supplemental tab (TAC RB-48S, RB-48SF) must be used when RB-48 is installed in a side-mounted position.

3.4.5 Turn Control Signs

Purpose: Used at intersections or accesses to mandate or prohibit the movements indicated on the sign. Turn control signs apply to traffic in all lanes on the approach and are not to be confused with Lane Designation signs that apply to specific lanes.



Sign Reference: TAC RB-10 to RB-16

Dimensions: 600mm X 600mm

Usage Guidelines:

Install Turn Control signs at intersections to regulate movements of all lanes for all approaching vehicles.

Installation Guidelines:

At unsignalized intersections, Turn Control signs are generally installed on the right side of the road facing the approaching traffic. Supplemental signs may be installed on the left side of approaching traffic for left turn prohibition, and on the right side of approaching traffic for right turn prohibition, respectively.

At signalized intersections, Turn Control signs should be installed next to, above, or below the traffic signal heads governing the traffic to which the signs apply. A minimum clearance of 4.5 m to the road

surface must be maintained if a turn control sign is installed below a traffic signal or directly above a road.

Supplemental Treatment:

- Supplemental tabs (TAC RB-9S, RB-ssS1, RB-11S2) indicating exceptions to a regulation for specific road users (e.g., cyclists) or the specific times when a regulation applies.

3.4.6 One-Way Sign

Purpose: Used to indicate to drivers that traffic is only permitted to travel in the indicated direction.



Sign Reference: TAC RB-21

Dimensions: 900mm X 300mm



Usage Guidelines:

One-way signs should be installed on all approaches to a one-way street, these include all public roadways, alleys/lanes, and major accesses. "ONE WAY" text may be added within the arrow for emphasis.

Installation Guidelines:

One-way signs should be installed to face drivers approaching the one-way road and pointed in the direction of traffic flow.

At unsignalized intersections, the One-Way sign should be installed on the near right and far left corners. The One-Way sign may be mounted above and on the same post as a Stop sign (R-1), if present.

At signalized intersections, the One-Way sign should be installed as close as practical to the governing signal heads.

At “T” intersections or access ways, the One-Way sign should be installed facing the access and parallel to the one-way road.

Supplemental Treatments:

- Do Not Enter sign (TAC RB-23)
- Wrong Way sign (TAC RB-22)

3.4.7 Keep Right Sign

Purpose: Used to indicate that traffic is required to pass to the right of obstructions such as medians or islands.

Sign Reference: TAC RB-25

Dimensions: 600mm X 750mm



Usage Guidelines:

Keep Right signs should be used where the island introduces horizontal deflection (e.g., traffic calming islands) and at intersections where a turning vehicle must be directed appropriately.

Installation Guidelines:

Keep Right signs should be installed as close as practicable to the approach end.

Supplemental Treatments:

- Object Marker (WA-36L) may be placed below the RB-25 sign.

3.4.8 Parking Control Signs

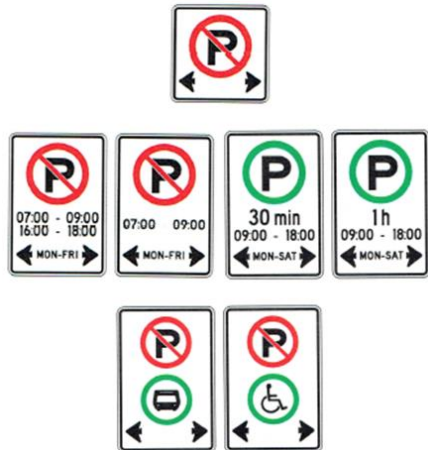
Purpose: Used to control parking and stopping and may provide exceptions to certain vehicle types, time limits, time periods, and or days of week.

Sign Reference: TAC RB-51 to RB-72

Dimensions: 300mm X 300mm or 300mm X 450mm

Usage Guidelines:

Parking Control signs should be used along the roadside or curb lane when parking and stopping restrictions are necessary for the safe and convenient movement of persons and goods.



Installation Guidelines:

Parking control signs should be installed where the restriction is in effect and should be oriented 30 to 45 degrees from the curb or edge of roadway. This ensures visibility for approaching traffic and indicates regulation of roadside activity. Parking control signs with

arrows should be repeated at 100m intervals, until the restriction no longer applies.

3.5 Warning Signs

3.5.1 Curve Warning Signs

Purpose: Curve warning signs warn drivers of an approaching change in road alignment that should be approached below the posted speed.

Sign Reference: TAC WA-1 to WA-6

Dimensions: 600mm X 600mm

Usage Guidelines:

Install Curve warning signs when the safe speed around a curve, under ideal driving conditions, is less than the posted speed.

Curve warning signs are primarily installed on roadways with higher posted speeds but may be installed in urban settings.

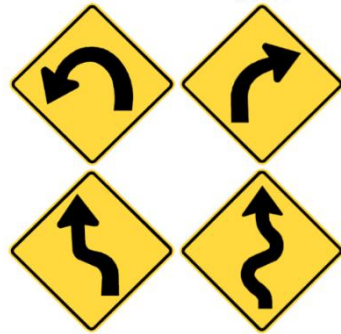
Different signs indicate the direction and severity of the curve.

Installation Guidelines:

Curve warning signs should be installed perpendicular to the roadway facing the approaching traffic.

Signs should be installed a minimum of 50m to 150m in advance of the curve.

The safe speed should be determined by a calibrated ball bank indicator.



The necessary curve warning sign for different posted speeds is shown below.

SPEED LIMIT (km/h)	ADVISORY SPEED (km/h)							
	90	80	70	60	50	40	30	20
100	WA-3	WA-3*	WA-3*	WA-2*	WA-2*	WA-2*	WA-2*	WA-2*
90		WA-3	WA-3*	WA-3*	WA-2*	WA-2*	WA-2*	WA-2*
80			WA-3	WA-3*	WA-3*	WA-2*	WA-2*	WA-2*
70				WA-3	WA-3*	WA-2*	WA-2*	WA-2*
60					WA-3*	WA-2*	WA-2*	WA-2*
50						WA-3*	WA-2*	WA-2*

* Advisory Speed tab sign is required

See MUTCD A3.2.1 and BC MoTI Sign and Marking Manual 3.1 for more guidance.

Supplemental Treatments:

- Advisory Speed tab (TAC WA-7S) signs may be mounted below the curve warning sign. The advisory speed shown should match the safe speed, rounded to the nearest 10 km/h. The Sunburst Advisory Speed tab (MoTI W-023) may be used in lieu if there is a documented history of collisions or motorist disregard.



3.5.2 Chevron Signs

Purpose: Provides additional guidance to a change in horizontal road alignment.

Sign Reference: TAC WA-36

Dimensions: 600mm X 750mm

Usage Guidelines:



Chevron signs should be used where the difference in posted speed on the approach and the advisory speed through the turn is 35km/h or greater.

Chevron signs may be used in conjunction with curve warning signs, checkerboard signs, delineation markers, and edge lines.

Consider using chevron signs where the difference in posted and advisory speed is less than 35km/h but the following conditions apply:

1. There is an off-road or head-on collision history.
2. Where engineering study indicates additional warning is necessary.
3. Where the adherence to advisory speed is low and the curve is severe.

Chevron signs should be used in the center island of neighborhood traffic calming circles, with one Chevron sign facing each approach.

Chevron signs should not be installed:

- To indicate obstructions in the roadway (except for neighborhood traffic calming circles)

- To indicate transitions in roadway width
- To indicate the end of the minor street approach to a T-intersection
- On the same pole as other signs or delineation markers

Installation Guidelines:

Install Chevron signs 1.2m above the edge of the nearest traffic lane to the bottom of the sign on the outside of a curve.

Spacing should be such that the driver always has two (2) signs within view. See MUTCD A3.2.7 for more guidance on spacing.

Chevron signs should be installed until the need is eliminated by the change in alignment.

3.5.3 Object Marker Signs

Purpose: Used to mark objects or obstructions adjacent to or within the roadway.

Sign Reference: TAC WA-36

Dimensions: 300mm X 900mm

Usage Guidelines:

The stripes of an Object Marker sign always slope downward towards the side(s) of the obstruction on which the traffic may pass.

WA-36L warns drivers of an obstruction to their left.



WA-36 warns of an object where traffic may pass on either side.



WA-36R warns drivers of an obstruction to their right.



Installation Guidelines:

Install Object Marker immediately in advance of the obstruction in the roadway. Install object markers so that the inside edge of the sign is in line with the inside edge of the object.

Object Marker signs should be installed so that the bottom of the marker is 1.0m above the level of the roadway. Mounting height may be reduced to 0.5m if the marker impairs sight distance.

Supplemental Treatments:

- Keep Right /Keep Left RB-25 sign mounted on the same pole directly above the object marker sign.

3.5.4 Checkerboard Signs

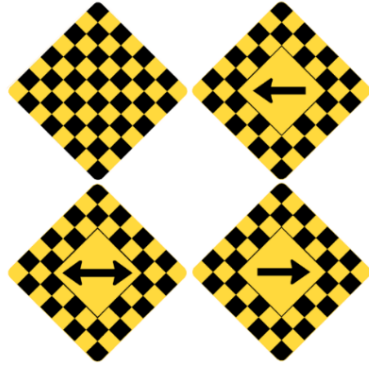
Purpose: Warns drivers that the road terminates or abruptly changes alignment.

Sign Reference: TAC WA-8

Dimensions: 750mm X 750mm

Usage Guidelines:

Install where the driver cannot proceed ahead and must turn left or right at the terminal point.



Checkerboard signs should be installed at T-intersection with the sign facing traffic approaching from the stem of the “T”.

Checkerboard signs should not be installed as a substitute for a curve warning sign or chevron sign.

Installation Guidelines:

Install checkerboard signs directly in the path of the approaching vehicle facing drivers approaching the termination point.

Mount checkerboard signs oriented in a diamond shape so that the black squares occupy the top and bottom corners.

When used for an abrupt change in alignment, the arrow should indicate the direction of the turn.

3.5.5 Roundabout Warning Sign

Purpose: To warn drivers they are approaching a roundabout.

Sign Reference: TAC WA-39

Dimensions: 600mm X 600mm

Usage Guidelines:

To be applied on approaches at all roundabouts where roundabout diagrammatic guide signs are not used. They are optional otherwise.



3.5.6 Central Island Signs

Purpose: Indicates to drivers the direction to circulate within the roundabout and provides a warning of the physical central island obstruction.



REFERENCE: TAC WA-38

Dimensions: 600mm X 1660mm

Usage Guidelines:

Install Central Island signs in the roundabout central island facing the entering traffic on all approaches. These signs are not used for neighborhood traffic calming circles.

Installation Guidelines:

Central island signs should be installed at a height of 1.2m above the near edge of the nearest traffic lane the bottom of the sign.

3.5.7 Speed Hump Sign

Purpose: To warn drivers they are approaching a vertical traffic calming deflection in the roadway.



Sign Reference: TAC WA-50

Dimensions: 450mm X 450mm

Usage Guidelines:

To be applied in conjunction with raised speed humps, raised crosswalks, or raised intersections.

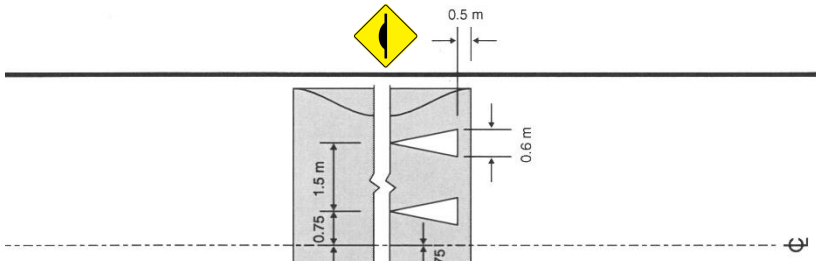
Installation Guidelines:

The sign must be installed at the location of the vertical measure.

Where the vertical measure is installed at a location controlled by other signs (e.g., Crosswalk signs), the Speed Hump sign is placed below.

Supplemental Treatments:

- An additional Speed Hump sign may be used in advance of the speed hump, with a Distance Advisory Tab (TAC WA-30S).
- Speed Hump Markings (TAC MUTCDC C3.7) may be used to indicate and enhance the conspicuity of the vertical deflection.



Speed Hump Marking and Speed Hump Sign Placement

Source: Manual of Uniform Traffic Control Devices for Canada

3.5.8 Railway Crossing Signs

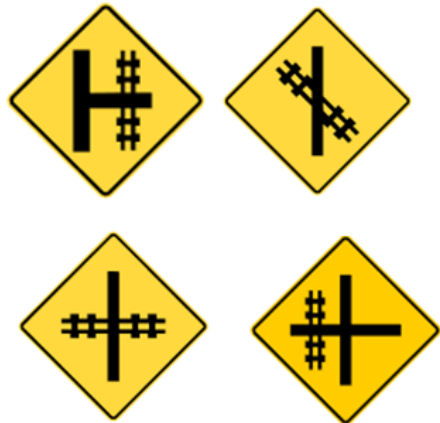
Purpose: Warn drivers in advance of all at-grade unrestricted railway crossings.

Sign Reference: TAC WA-18 to WA-20

Dimensions: 750mm X 750mm

Usage Guidelines:

Install for roads approaching an at-grade railway crossing and on parallel roads immediately adjacent to a railway where there is an intersecting road that the railway crosses.



Installation Guidelines:

Install at a minimum distance of 35m for 30 km/h, 50m for 40km/h, 65m for 50km/h approach speeds.

Signs should be clearly visible and may be moved further in advance for good approach visibility.

3.5.9 Pavement Ends Signs

Purpose: Indicate to drivers that a hard-surfaced road (asphalt or concrete) is about to end and continue with a gravel surface.

Sign Reference: TAC WA-25

Dimensions: 750mm X 750mm

Usage Guidelines:



Install in advance of where the paved road surface becomes gravel on facilities at uninterrupted posted speeds to enable the driver to adjust his or her driving behavior.

Installation Guidelines:

Install about 50m in advance of the transition between asphalt or concrete and the gravel road surface.

Install only when the transition occurs on a continuous roadway and is not interrupted by traffic control devices (stop sign, signal, etc.)

3.6 Pedestrian Signs

3.6.1 Crosswalk Sign

Purpose: Used to indicate the location of a pedestrian crosswalk.

Sign Reference: TAC RA-4

Dimensions: 600mm X 750mm

Usage Guidelines:

Marked crosswalks must be indicated by both signs or traffic signals and pavement markings.



Install crosswalk signs for crosswalks not associated with school routes or in school zones.

Crosswalk signs may be side mounted if the roadway is not more than two (2) through lanes in each direction or three (3) through lanes on a one-way road and the posted speed is less than 60 km/h.

Rectangular Rapid Flashing Beacons (RRFB) may be installed as a form of pedestrian-activated warning devices above the side mounted crosswalk signs.

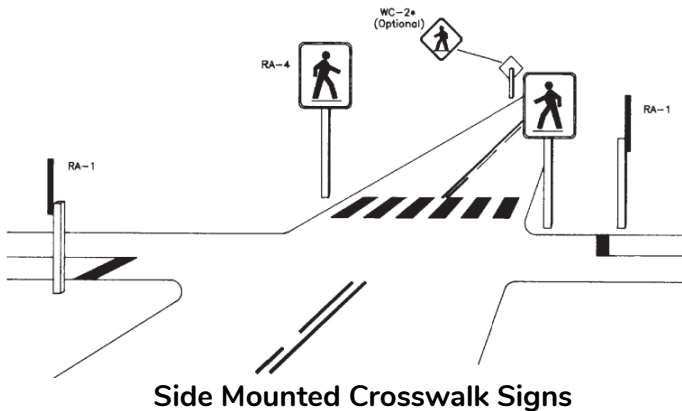
Crosswalk signs and their associated enhancement devices should **NOT** be installed:

- Unless the proper crosswalk warrants are met. See TAC *Pedestrian Crossing Control Guide* for more guidance on warrants.
- At signalized intersections.

Installation Guidelines:

Side mounting:

Crosswalk signs must be mounted in pairs with one on each side of the road so that the pedestrian symbols on the sign face the center of the roadway. The left-side crosswalk sign should be placed in the raised median if one is present (e.g., in the splitter island of a roundabout approach).

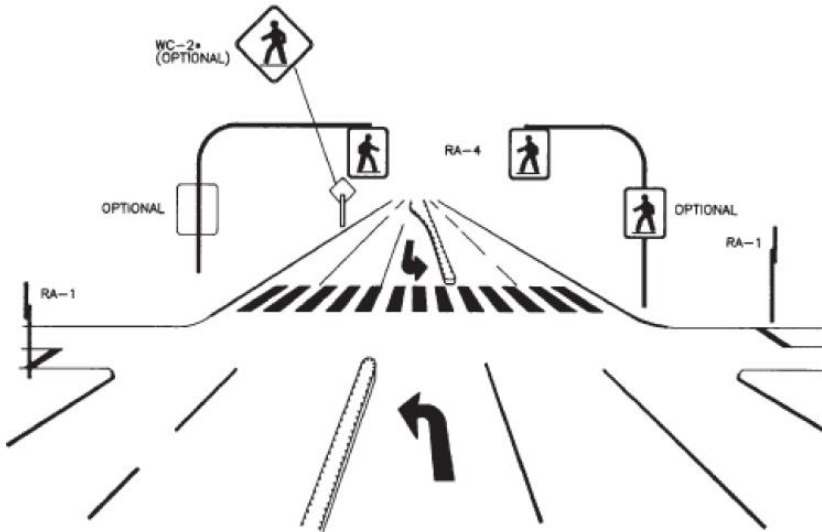


Side Mounted Crosswalk Signs

Source: Pedestrian Crossing Control Manual for British Columbia

Overhead Crosswalk Signs:

This is an enhanced version of the side mounting signs to increase the conspicuity of the crossing location at multiple lane approaches and includes overhead RA-4 signs on each side of the road so that the pedestrian symbols on the sign face the center of the roadway.



Overhead Crosswalk Signs

Source: *Pedestrian Crossing Control Manual for British Columbia*

Rectangular Rapid Flashing Beacons (RRFB):

In addition to installation guidelines for side mounted crosswalk signs, install RRFBs above the crosswalk sign.

A pedestrian pushbutton with sign (ID-21) must be installed at the crosswalk, one on the right-hand side of the roadway and one on the left-hand side of the roadway.

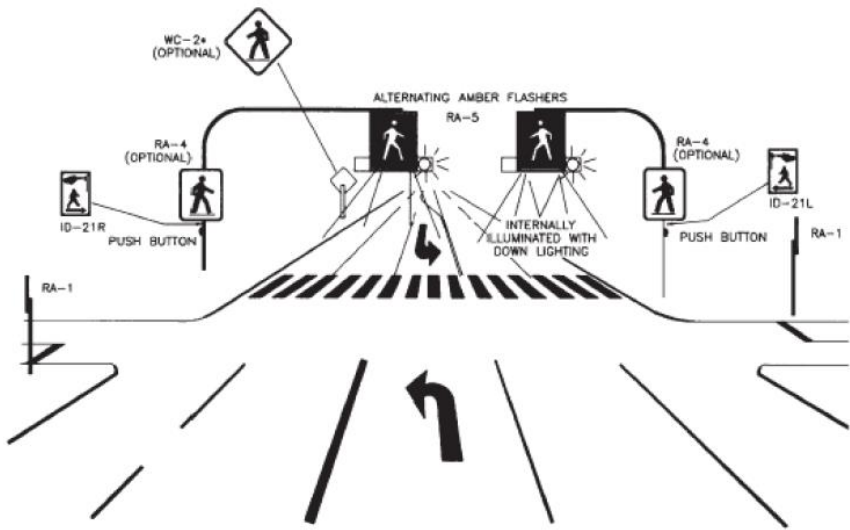


Rectangular Rapid Flashing Beacon (RRFB)

Source: City of Red Deer

Overhead Pedestrian Flashers (Special Crosswalks):

These special crosswalks are installed to enhance warning and awareness for motorists of a crosswalk at intersections and mid-block locations. The system consists of an overhead illuminated Pedestrian Crossing sign (MUTCDC RA-5) with flashing amber beacons that can be activated by pedestrians using a pushbutton with sign (ID-21) at each crossing beginning.

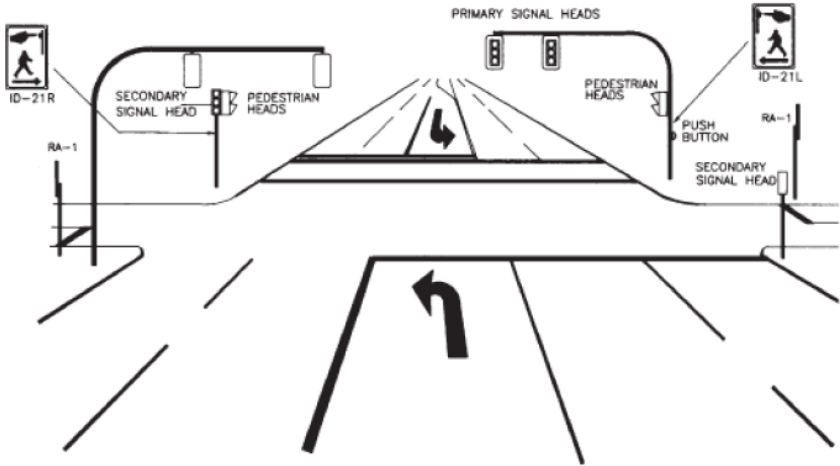


Special Crosswalk Signs

Source: Pedestrian Crossing Control Manual for British Columbia

Pedestrian Half Signals:

These are traffic signals that include all the elements of a traffic signal, except for side road vehicle indications. The activated signals are intended to facilitate crossing movements while controlling motor vehicle movements on only one road, rather than two or more roads.



Pedestrian Half Signal Signs

Source: Pedestrian Crossing Control Manual for British Columbia

Supplemental Treatments:

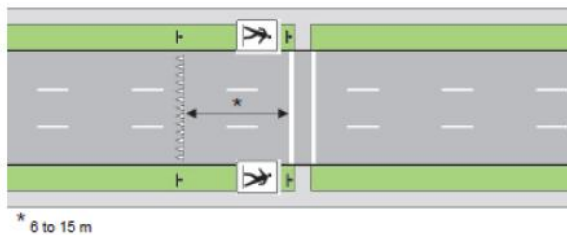
- Pavement markings such as parallel lines or zebra markings (Section 4.4.2) should be used to supplement ground mounted signs.
- Crosswalk Ahead (TAC WC-2R) signs may be used if visibility of crosswalk area is limited.



- Advance Yield to Pedestrians Line, also known as “Shark’s Teeth” may be used to discourage motorists from stopping too close to the crosswalk.



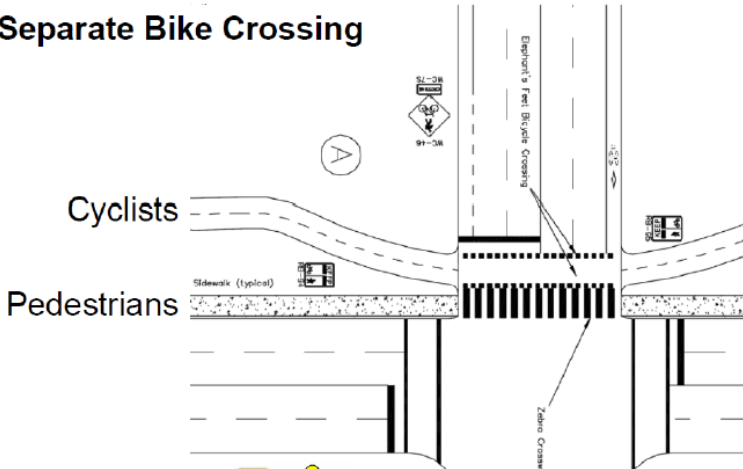
Example installation with GM2 at 4-lane, 2-way roadway



Example installation with GM1 at unsignalized midblock crosswalk on 1-way roadway

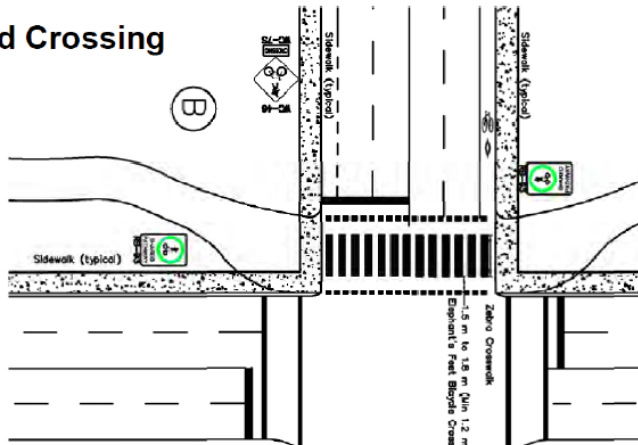
- Cross-rides, also known as “Elephant’s Feet” may be used to alert motorists of a bicycle crossing. Cross-rides can be provided as a separate bike crossing or as a combined crossing area for people cycling and walking at multi-use pathways.

Separate Bike Crossing



Trail Crossing Side Street Warning Sign and Tab

Combined Crossing



Trail Crossing Side Street Warning Sign and Tab

3.6.2 School Area Sign

Purpose: Indicates the nearby presence of a school and warns that children may be present on or near the roadway. School Area warning signs are black on fluorescent yellow-green.



Sign Reference: TAC WC-1

Dimensions: 600mm X 600mm

Usage Guidelines:

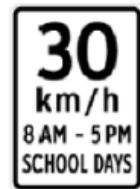
Install School Area signs where a school abuts a public roadway. For additional usage guidelines, refer to the *TAC School and Playground Areas and Zones: Guidelines for Application and Implementation* manual.




Installation Guidelines:

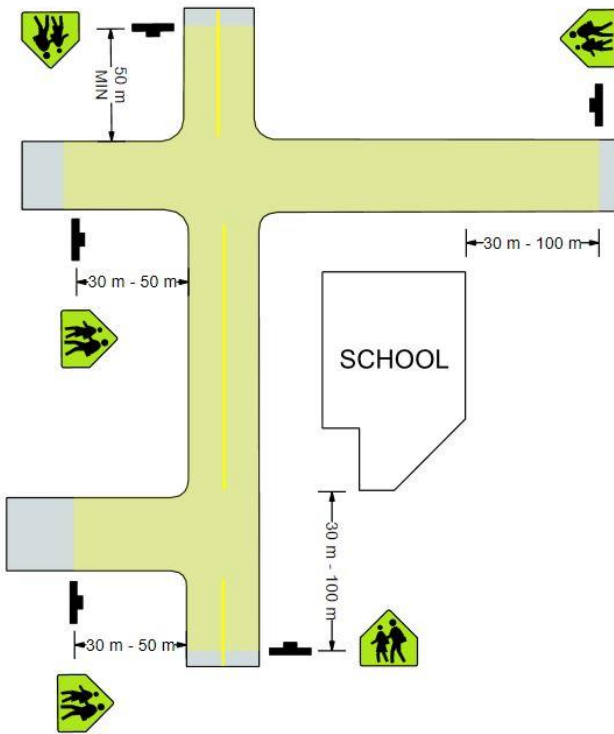
The pedestrian symbols on the signs should face the center of the roadway.

Supplemental Treatments:

- School Zones are denoted by mounting a 30 km/h Regulatory Speed Tab (MoTI PS-001-Ta) sign below the School Area sign, on the same pole. The tab should include time of day and days where school speed zone is in effect (e.g., 8AM-5PM on School Days).



- The end of a school area or zone may be signed, with a School Area sign placed above an “ENDS” tab (TAC RB-80S2). 
- Word pavement markings may be used (e.g., “SCHOOL”, “30 km/h”)
- Install School Crosswalk (TAC RA-3) signs for crosswalks within the school zone. 
- In-Street School Crosswalk sign (TAC RA-8) may be placed in middle of roadway at school crosswalks.
- School Crosswalk Ahead (TAC WC-16) signs may be used if visibility of crosswalk area is limited. (This sign color is black on fluorescent yellow-green.) 



Example School Area Layout

3.6.3 Playground Area Sign

Purpose: Indicates a nearby public playground and warns that children may be present on or near the roadway.

Sign Reference: TAC WC-3

Dimensions: 600mm X 600mm



Usage Guidelines:

Install Playground signs where a playground or other major outdoor recreational area abuts a public road. For additional usage guidelines, refer to the TAC *School and Playground Areas and Zones: Guidelines for Application and Implementation* manual.

Installation Guidelines:

The pedestrian symbols on the signs should face the center of the roadway.

Supplemental Treatments:

- Playground Zones are denoted by mounting a 30 km/h Regulatory Speed Tab (MoTI PS-001-tb) sign below the playground sign, on the same pole.



3.6.4 Pedestrians on Roadway Sign

Purpose: Warns motorists that pedestrians may be present on the roadway.

Sign Reference: MoTI W-132-2u

Dimensions: 600mm X 600mm



Usage Guidelines:

Install Pedestrians on Roadway signs where the presence of pedestrians on the road would be unexpected by motorists, or where there is an identified pedestrian desire line and demand, on roads with no pedestrian facilities.

Installation Guidelines:

Pedestrians on Roadway signs should be installed perpendicular to the roadway facing the approaching traffic.

Supplemental Treatments:

- Mount Watch for Pedestrians Warning Tab (MoTI W-132-2Tu) sign below the Pedestrians on Roadway sign.



4.0 PAVEMENT MARKINGS

4.1 Classification

Longitudinal markings are installed parallel to the roadway and serve to delineate travelled lanes.

Transverse markings are installed across the roadway, perpendicular to the edge of the road. These marking are typically white except for gore area markings and diagonal lines in medians which are yellow.

Symbols and Words installed on the pavement serve to provide regulation or guidance. They may be used alone or as supplements to standard signs.

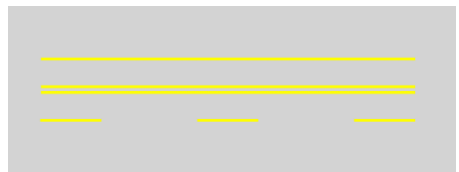
4.2 Reflectivity & Durability

All longitudinal lines must be reflectorized using glass beads. ICBC can help increase durability of pavement markings through use of thermo plastic paint material.

4.3 Longitudinal Marking

4.3.1 Directional Dividing Lines

Purpose: Used to separate traffic travelling in opposing directions. Indicates to drivers where passing may be permitted.



Marking Reference: TAC MUTCD C2.1

Usage Guidelines:

Directional Dividing lines are installed on major provincial highways, major rural roads, and on major urban streets. The following is a guideline for selecting center line markings on different roadways.

Line type	Application	Passing
Single broken	<ul style="list-style-type: none"> Two-lane roads where passing is not normally hazardous 	Permitted on both sides
Single solid	<ul style="list-style-type: none"> Urban roads posted at < 60km/h Rural roads with total pavement width of 6.0 m and ADT >200 	Not permitted
Simultaneous solid/broken	<ul style="list-style-type: none"> Two-lane roads where passing is permitted on one side only 	Permitted on broken side only
Double solid	<ul style="list-style-type: none"> All numbered highways Multilane roads 	Not permitted

A single solid yellow line may be used in the following locations:

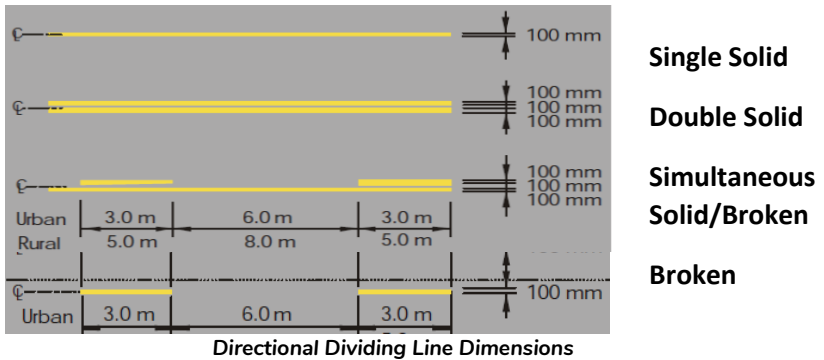
- Along the approach to vertical curves where sight distance is 150m or less
- 30m in advance and beyond any horizontal curves with a radius of less than 200 m or with a sight distance of less than 150m
- No less than 10m (rural) or 30m (urban) on the approach to the intersection of a major road (use in conjunction with stop line)

Solid Directional Dividing lines should not be installed through an intersection.

Installation Guidelines:

Directional Dividing lines are typically installed along the geometric center of the roadway. Common exceptions include:

- Through pavement width transitions
- In sections with turning or other auxiliary lanes
- Where parking is permitted on one side
 - Where the number of lanes is different in each direction.



Source: BC MoTI Manual of Standard Traffic Signs & Pavement Markings

4.3.2 Lane Lines (Motor Vehicle Lanes)

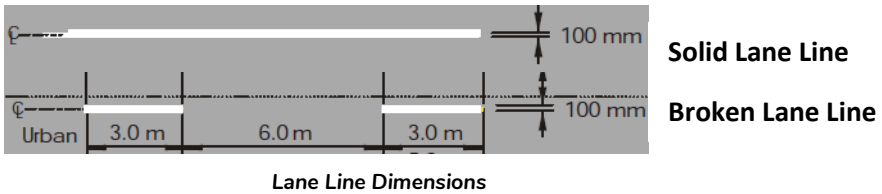
Purpose: Used to separate traffic travelling in the same direction, for all lane types. Indicates to motorists where lane change is permissible.



Marking Reference: TAC MUTCD C2.3

Usage Guidelines:

Lane lines are broken where lane changes are permitted, and solid otherwise (e.g., at intersection approaches).

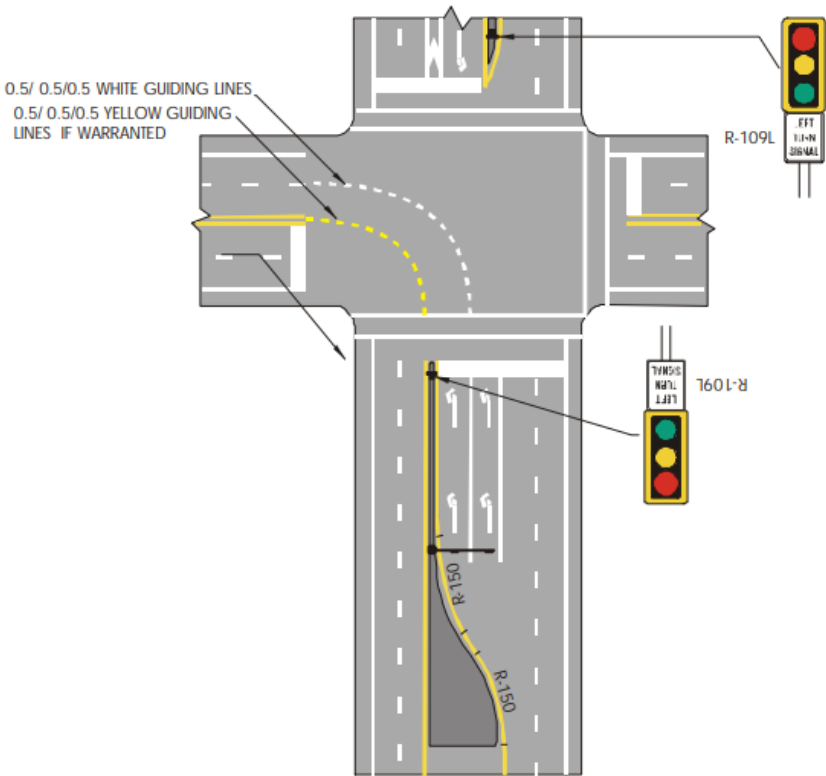


Source: BC MoTI Manual of Standard Traffic Signs & Pavement Markings

4.3.3 Intersection Guide Lines

Purpose: Used where geometry or reduced visibility makes it desirable to provide guidance through an intersection such as at offset, skewed, complex, or multi-legged intersections. Intersection Guide Lines can also be used on curved roadways, where multiple turn lanes are used, or where offset left turn lanes might cause driver confusion.

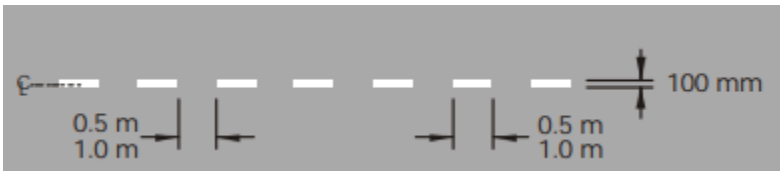
Marking Reference: BC Manual of Standard Traffic Signs & Pavement Markings



Source: BC MoTI Manual of Standard Traffic Signs & Pavement Markings

Usage Guidelines:

Extend from Directional Dividing Lines and/or Lane Lines through the intersection using 0.5m dotted lines and 0.5m gaps between lines.



Source: BC MoTI Manual of Standard Traffic Signs & Pavement Markings

4.3.4 Bicycle Lane Lines

Purpose: Used to delineate the edge of a travelled lane that is dedicated for cyclists.

Marking Reference: BC Active Transportation (AT) Design Guide 2019 Edition

Usage Guidelines:

Bicycle Lane lines may be used where a dedicated bicycle facility is desired. They provide a higher degree of delineation and separation from vehicles than shared use lanes and are more of a consideration on higher volume and/or higher speed roads. (Low volume roads may adequately accommodate cyclists with shared use lanes or unmarked / undesignated lanes.)

Installation Guidelines:

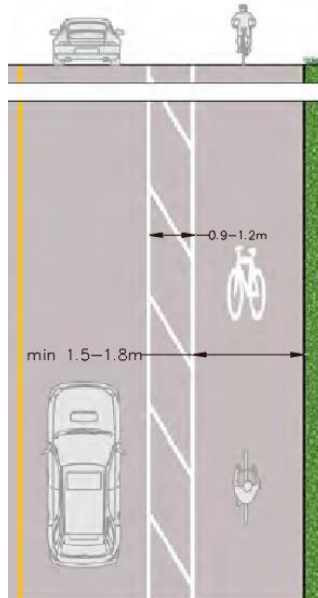
Bicycle Lane Lines are solid white, with 100-200mm stroke width. In conflict areas where motorists are permitted to move into the bike lane the line should be dashed (1.0m X 1.0m).



Source: BC Active Transportation Design Guide 2019 Edition

Bicycle lanes should not be less than 1.8m wide, however lanes as narrow as 1.5m may be used where there is limited width. Painted

buffer lines with a desirable width of 1.2m and a constrained width of 0.9m should be used between the shoulder and motor vehicle lane for higher posted speeds and/or higher motor vehicle volumes.



Source: BC Active Transportation Design Guide 2019 Edition

Supplemental Treatments:

- Diamond Symbol, Bicycle Symbol, and Shared Use Lane Symbol (see pages 61-65 of this Guide).

4.3.5 Edge/Shoulder Lines

Purpose: Used to indicate the limits of the travelled lane, typically to separate the travelled lane from the shoulder, on roads without curb and gutter.

Marking Reference: TAC MUTCD C2.4; MoTI SPMM 7.2.6

Usage Guidelines:

Edge/shoulder lines may be installed on roads without curb and gutter where extra guidance is needed due to unusual geometric conditions, such as sharp curves, narrow bridges, width transitions, merge / diverge areas, etc.

Consider traffic volume, safety, and climate conditions before installing edge/shoulder lines on lower-level roads (i.e., they are typically applied on arterial roads).

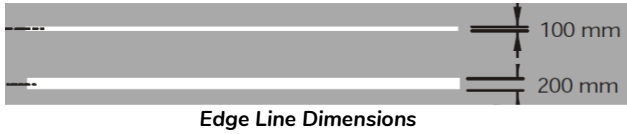
Edge/shoulder lines should not be installed if the roadway has curb and gutter or through an intersection.

Care should be taken to ensure edge lines do not demarcate a paved shoulder area of less than 1.5m in width, as this area may be perceived as a bike lane by both motorists and cyclists. If the minimum bicycle lane width (of 1.5m) cannot be accommodated, then edge line markings should not be used (unless painted at the edge of pavement on roads with no curbs).

Installation Guidelines:

Install edge/shoulder lines only where the paved or stabilized shoulder is more than 300mm when measured from the center of the edge marking. Minimum lane width requirements must be met.

Typical edge/shoulder lines are 100mm in width. 200mm lines may be installed for special conditions.



Source: BC MoTI Manual of Standard Traffic Signs & Pavement Markings

4.4 Transverse Markings

4.4.1 Stop Lines

Purpose: Supplemental device used to indicate where a vehicle must stop in compliance with a traffic signal, stop sign, or other requirements to stop.



Marking Reference: TAC MUTCD C3.2

Usage Guidelines:

Stop lines must be installed at:

- Signalized intersections (all signal-controlled lanes)
- Unsignalized intersections and approaches to numbered highways on all stop-controlled approaches

Stop lines should be installed at:

- Unsignalized intersections between arterial-arterial, arterial-collector, and collector-collector roads, on all stop controlled approaches

- At all multi-lane stop controlled approaches (including accesses).

Stop lines are not required at the intersection of local-local roads, local-collector roads, local-arterial roads, or access-arterial intersections unless required to improve safety by improving the positioning of stopped vehicles or required because there is more than one approach lane.

Installation Guidelines:

Install stop lines where traffic is expected to stop.

Stop lines must be installed so that they are perpendicular to the centerline of the roadway.

Install stop lines so that they extend from the right curb, pavement edge or edge lines, to the directional dividing line.

Stop lines should be installed a minimum of 1.2m from the edge of the intersecting roadway. This may require staggered stop lines for adjacent lanes at skewed intersections.

Where a crosswalk is present, the stop line must be installed a minimum of 1.0m from the edge of the crosswalk.



Stop Line Placement (typical)

Source: Manual of Uniform Traffic Control Devices for Canada

Supplemental Treatments:

- Stop Line sign (TAC RC-4) may be installed on the right side of the roadway, post-mounted at the intended stop line, in locations where the placement of the stop line is non-standard or where the correct stopping position may not be obvious.



4.4.2 Crosswalk Markings

Purpose: Supplemental device used to indicate the location of a pedestrian cross walk.

Marking Reference: TAC MUTCD C3.8; MoTI SPMM 7.3.4



Usage Guidelines:

Crosswalk pavement markings should always be used in conjunction with other traffic control devices such as signals or signs.

There are two variants of crosswalk markings.

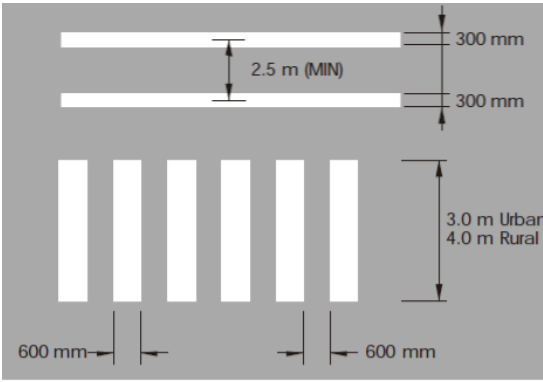
1. Twin Parallel Lines

These feature two solid parallel lines painted across the pavement width, oriented to connect sidewalks across the street or perpendicular to the center line of the roadway. Use this marking across signalized or stop controlled approaches.

2. Zebra Crosswalk

These consist of a series of evenly spaced wide white lines aligned parallel to the centerline of the roadway. Zebra markings are more easily visible than twin parallel lines. Always install zebra crosswalk markings at school crosswalks and roundabouts.

Installation Guidelines:



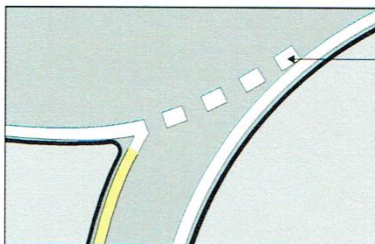
Parallel Lines

Zebra Crosswalk

Source: BC MoTI Manual of Standard Traffic Signs & Pavement Markings

4.4.3 Yield Line Markings

Yield line markings should be installed at the entrance to the circulatory lane(s) of a roundabout. The width of the yield line depends on the amount of emphasis needed, similar to a stop bar.



SINGLE LANE ENTRIES:
WIDE WHITE YIELD LINE
LINE/GAP RATIO 1:1 (0.6 X 0.6 m)
300 TO 600 mm

Source: Manual of Uniform Traffic Control Devices for Canada

4.5 Symbols & Word Markings

4.5.1 Arrows

Purpose: Indicates vehicle movements permitted in a lane.

Marking Reference: TAC MUTCD C4.1.1; MoTI SPM 7.3.5



Usage Guidelines:

Install lane use arrow markings for left turn lanes, combination lanes, and drop lanes.

For left turn and combination lanes, the minimum spacing for lane use arrow markings is 30m and preferred maximum spacing is 50m. Do **NOT** install more than three (3) arrow markings per lane.

Suggested spacing for drop lanes is as follows:

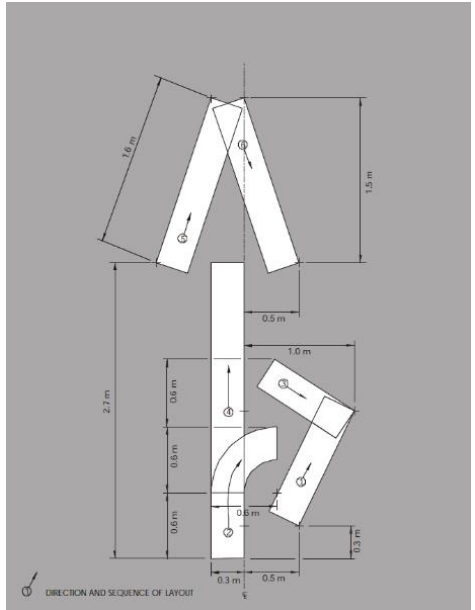
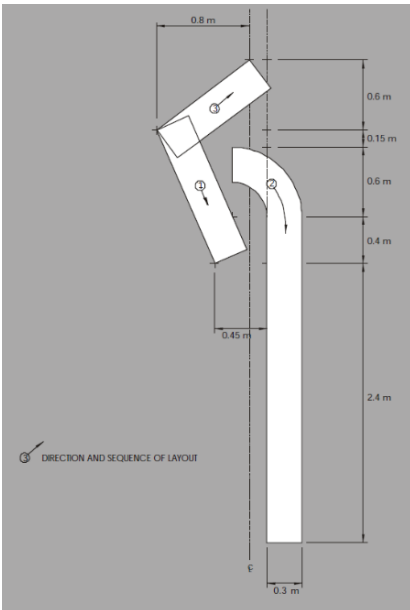
Speed (km/h)	Spacing (m)	Max # of Arrows
50	50-100	3
60	50-100	3
70	50-100	4
80	50-100	4
90	50-100	5
100	50-100	6

Source: BC MoTI Manual of Standard Traffic Signs & Pavement Markings

Installation Guidelines:

Lane use arrows should be marked with white paint.

Install lane use arrows in the center of the designated lane.



Source: BC MoTI Manual of Standard Traffic Signs & Pavement Markings

4.5.2 Diamonds

Purpose: Indicates reserved/restricted lanes such as Bike Lanes or HOV / transit lanes.

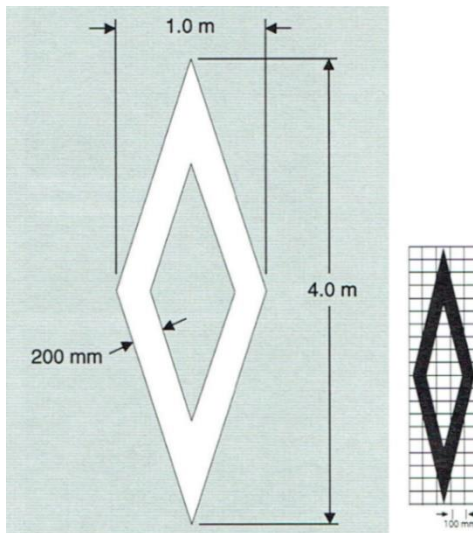
Marking Reference: TAC MUTCD C4.1.2; MoTI SPM 7.3.6

Installation Guidelines:

Diamond symbols should be marked with white paint. The white line on the diamond is a minimum of 75mm wide for bicycle lanes and is 200mm wide for vehicle lanes.



Install diamond symbols centered in the reserved lane 10m downstream from each intersection or crosswalk.



Vehicle Lane (left), Bicycle Lane (right). Source: Manual of Uniform Traffic Control Devices for Canada

Supplemental Treatment:

- Bicycle symbols (in bike lanes)
- Reserved Lane Signage (see Section 4.5.3 for Reserved Bicycle Signage)

4.5.3 Bicycle Symbol

Purpose: Identifies a bicycle facility along a roadway. The type of facility is based on complimentary symbol markings and signage (Diamond symbol for bike lanes, sharrow chevrons for shared lanes).

Marking Reference: TAC MUTCD C4.1.4

Usage Guidelines for Bicycle Lanes:

All bicycle lanes are identified by the Bicycle symbol pavement marking. The marking is elongated to be identifiable to vehicles travelling at speed. See Section 4.5.4 for Sharrow usage.

Bicycle lanes should not be carried through the circulatory roadway of a roundabout but terminated 30m in advance (which includes a 15m merge taper) to allow for cyclists to merge into the vehicle stream (or to access a bicycle bypass if provided).

Installation Guidelines:

Bicycle symbols should be marked with white paint. The symbol is 1.0m wide with an elongated length of 1.5m.

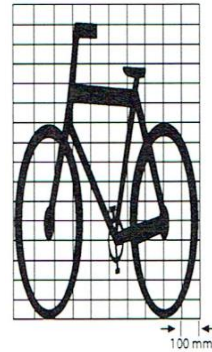


When placed on a bicycle route, symbols should be placed in advance of, and following, each intersection, and placed every 200m to remind drivers of existing bicycle facilities.

Bicycle lanes should not be less than 1.8m wide, however lanes as narrow as 1.5m may be used where there is limited width.

The Diamond symbol should be placed in conjunction with the bicycle symbol in reserved lane applications adjacent to solid bike lane lines. Diamond symbols should not be used in conflict zones adjacent to dashed bike lane lines.

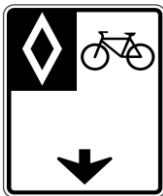
The Bicycle Symbol may be placed without additional supporting symbols in conflict zones adjacent to dashed bike lane lines. The minimum spacing in conflict zones is 1.5m.



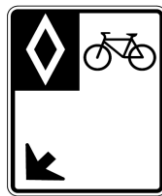
Source: *Manual of Uniform Traffic Control Devices for Canada*

Supplemental Treatment:

- Diamond symbol (in bike lanes); See Section 4.5.2
- Reserved Bicycle Lane Signage should be installed at a minimum of one sign between each intersection, with subsequent signs every 200m.



TAC RB-90



TAC RB-91



TAC RB-92

4.5.4 Shared Use Lane Symbol (Sharrow)

Purpose: Placed on the pavement in the intended area of bicycle travel, to raise awareness to both motorists and cyclists of the correct cyclist position in the lane.

Marking Reference: TAC MUTCD C4.1.5

Usage Guidelines:

Sharrows may be installed where the roadway is intended to be shared between cyclists and vehicles, particularly in areas where the road segment is part of a bicycle route. Side-by-Side applications should only be used where the posted speed is 60 km/h or less, and Single File applications should only be used where the posted speed is 50 km/h or less.

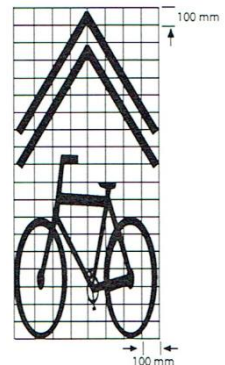


Installation Guidelines:

Sharrows should be placed immediately after an intersection and 10m before the end of a block. The longitudinal spacing of sharrows is every 75m (or less depending upon the length of the block).

The transverse placement within the lane is dependent upon the available lane width.

Side-by-side shared use lane applications are used when the available lane width is 4.0m wide or greater (4.3m shared lane width is



Source: *Manual of Uniform Traffic Control Devices for Canada*

preferred for this application). Where there is no on-street parking, they should be centered 1.0m from the edge of pavement or curb. Where the side-by-side shared use lane abuts full-time on-street parking, the sharrows should be placed 3.4m from the curb face or edge of paved shoulder so the cyclist is out of the door zone.

Single file shared use lane applications are used when the available lane width is less than 4.0m. The symbol is placed in the center of the lane.

Sharrows may be installed in conflict zone applications where there are no dashed bike lane lines. Minimum symbol spacing is 1.5m in this application.

Supplemental Treatment:

- Shared the Road (TAC WC-19 & WC-19S) or Shared Use Lane Single File (TAC WC-20 & WC-20S) signs should be used in conjunction with sharrow markings, with the selection of sign based on the lane width and sharrow placement as noted in the installation guidelines. The supplementary tab signs are mandatory.



Side-by-Side Signs
(TAC WC-19 & WC-19S)



Single File Signs
(TAC WC-20 & WC-20S)

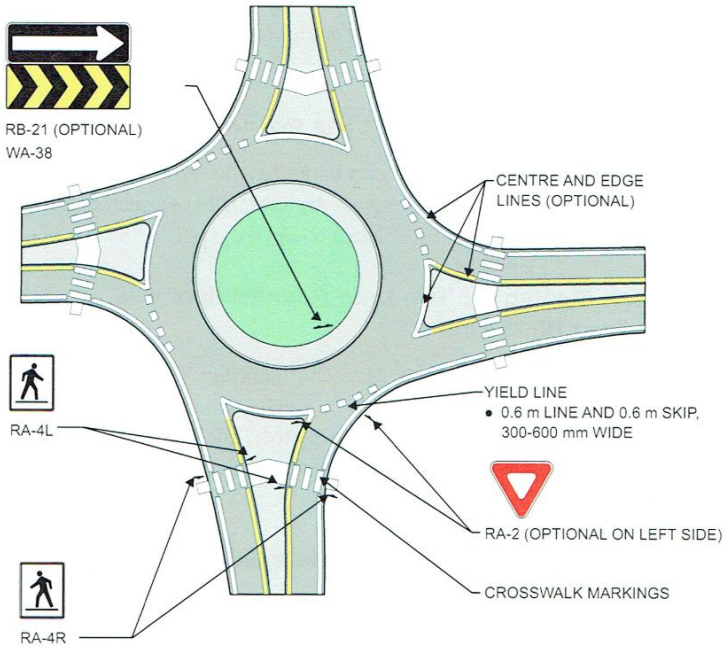
4.5.5 Words

Purpose: Word markings may be used to provide additional guidance.

Installation Guidelines: The length of the letters may be 1800mm or 1200mm when the posted speed limit is 50 km/h or less. Messages containing more than one line should be placed so that the word nearest the approaching traffic contains the beginning of the message. The lines should be separated by a distance of four to six times the height of the letters.

5.0 ROUNDABOUTS

5.1 Sample Roundabout Signage and Marking



Source: Manual of Uniform Traffic Control Devices for Canada

6.0 REFERENCES

- TAC Manual of Uniform Traffic Control Devices for Canada 6th Edition
- TAC Pedestrian Crossing Control Guide 3rd Edition, 2018
- TAC Bikeway Traffic Control Guidelines for Canada 2nd Edition, 2012
- TAC Canadian Guide to Traffic Calming 2nd Edition, 2018
- TAC School and Playground Areas and Zones: Guidelines for Application and Implementation 2006
- BC Ministry of Transportation and Infrastructure Pedestrian Crossing Control Manual for British Columbia 1994
- BC Ministry of Transportation & Infrastructure Manual of Standard Traffic Signs & Pavement Markings 2000
- BC Ministry of Transportation and Infrastructure Active Transportation Design Guide 2019 Edition

PAGE INTENTIONALLY LEFT BLANK

What is REACH?

Recreational Enhancements in Accessibility for Children (REACH) promotes improvements to existing and new public indoor and outdoor spaces to increase accessibility of recreational amenities and physical activity for children with diverse abilities with a focus on small and rural areas.

Who can apply?

Eligible applicants (Applicants) include local governments, First Nations and non-profits with recreational facilities that benefit rural and remote communities in the Columbia Basin Trust region (ourtrust.org/map).

When is the application deadline?

February 19, 2025 at 2:00 p.m. PT/ 3:00 p.m. MT.

What is the application process?

Applicants are requested to complete the Expression of Interest (EOI) [Form](#) by the deadline. A detailed budget is not required as part of the EOI submission.

What types of projects costs are eligible?

Eligible costs include the following:

Category	Examples
1. Project Planning and Design	<ul style="list-style-type: none"> Engaging with children who will access and enjoy the play space and their parents/caregivers and local disability and recreational organizations. Incorporation of Universal Design Principles (e.g. consideration of clearances and reach heights). Incorporation of the developmental needs of children with diverse abilities, respecting physical, intellectual, developmental, cognitive and neurodiversity differences. Contracted services, such as project and construction management, specialized design, architect, landscape architect, or engineering services. Construction drawings and permissions, such as site plans, installation specifications, and obtaining necessary permits.
2. Natural and Built Infrastructure improvements	<p>Outdoor improvements such as:</p> <ul style="list-style-type: none"> Earthworks (e.g. re-sloping, promoting firm, level surfaces without obstacles). Accessible surfacing materials (e.g. pour-in-place rubber surfacing, rubber tile, engineered wood fibre). Access routes and entry points connecting the play space to buildings/parking lot. Accessible signage, benches, seating areas, drinking fountains, trash cans, ramps, hand/guard rails.

	<p>Indoor improvements that:</p> <ul style="list-style-type: none"> • Create environments that are sensory-friendly. • Create spaces for children to go when experiencing sensory overload. • Create spaces for social engagement and different kinds of play (e.g. solitary, onlooker, associative, cooperative). • Create spaces that engage multiple senses (tactile, auditory, proprioceptive, visual, vestibular).
<p>3. Equipment</p>	<p>Indoor and outdoor equipment that promotes:</p> <ul style="list-style-type: none"> • Social and emotional development (e.g. play tables and huts, spinning nets, roller slide). • Perceptual motor development (e.g. adaptive play swings, inclusive basketball hoops). • Sensory development (e.g. sound/music panels, sand and water play). • Improved accessibility such as ramps, slides, wheel-chair accessible and/or adjustable features. • Inclusive physical activity such as adaptive treadmill, adaptive bicycle, low impact sports equipment. • Other inclusive recreation opportunities (e.g. wobble stools, rocking chairs, bouncy bands, kinesthetic toys, spherical pillows, bean bag chairs, puzzles, tumbling equipment, comfortable floor mats and cushions).

What types of costs are not eligible?

Costs that are not eligible include the following, but are not limited to those that:

- are incurred prior to receiving project approval;
- support projects that take place outside the Basin;
- are legislated responsibilities of public sector organizations under the *Accessible British Columbia Act*, including the requirements to establish an accessibility committee, an accessibility plan and build a feedback mechanism tool;
- building accessibility upgrades required under the BC Building Code; and
- other accessibility requirements under relevant local government plans (e.g. Official Community Plan), bylaws and policies.

How much will the Trust fund?

Up to **100 per cent** of total project costs can be requested from the Trust for natural and built infrastructure improvements.

Up to **15 per cent of** total project costs can be requested from the Trust for project planning and design.

The expected maximum amount of Trust funding for any one project is \$50,000. The Trust may be able to exceed the expected maximum amount in situations where an Applicant has multiple indoor or outdoor spaces, is ready to move forward in the stated timelines, and the program is undersubscribed.

How does the Trust select projects for funding?

The Trust often receives requests for more funding than what is available and will prioritize requests from Applicants that demonstrate:

- The organization meets the program eligibility listed above.
- The project is ready to move forward in the stated timelines.
- The benefits will be available for broad public/community use, offering barrier-free opportunities for children (defined as someone under the age of 19) with diverse abilities.

The Trust strives to distribute funds across communities, organizations and project types and will consider this a part of the adjudication of all applications.

When will organizations hear the results?

Organizations will be contacted by email, at the address provided on the EOI form, to confirm if the EOI has been approved for funding by February 26, 2025.

To finalize funding, both parties will sign a Contribution Agreement. Funds will be received, and projects may begin after both parties sign the Agreement.

When can a project begin?

Funds can only be used for approved project expenses that occur after Trust approval of funding has been received and the Contribution Agreement has been signed. Projects must aim to be completed within two years of the date of the signed Contribution Agreement.

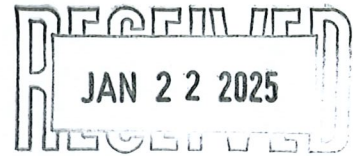
What else to keep in mind?

Even if a project meets eligibility criteria, it may not be selected for funding as the Trust often receives requests for more funding than what is available. The Trust retains the right to determine project eligibility, and the amount of funding allocated to each project; this may be all or part of what was requested.

Depending on the nature of the project, applicants may have to obtain specific permits and approvals prior to receiving Trust funds.

Ready to apply?

1. Complete the REACH Expression of Interest [Form](#).



Kaslo And Area Senior Citizens' Society
Box 925, 304 – 4th Street
Kaslo, BC V0G 1M0

Mayor Suzan Hewat and Council Members
The Village of Kaslo
Box 576, 312 Fourth Street
Kaslo, BC V0G 1M0

August 9, 2023

Re: “Village of Kaslo Recreation Grant Fall 2024”

Dear Mayor Hewat and Council,

On behalf of the Kaslo And Area Senior Citizens' Society I would like to thank the Village of Kaslo for the \$500.00 Recreational Grant cheque #24080 that we received towards the purchase of assorted size barbell-style weights, a storage rack for the equipment and for a portion of the instructors fees for our 10 session Seniors' Chair Exercise program that ran from October to December, 2024.

Those who attend this program enjoy it and due to their requests, we will repeat the program again beginning Tuesday, January 21st, 2023.

Thank you to the Village of Kaslo again for your ongoing support.

Sincerely,

Louise M. De Pape, President
Kaslo And Area Senior Citizens' Society
304 – 4th Street
Kaslo, BC V0G 1M0

[REDACTED]

From: Steve Begg <[REDACTED]>
Sent: Monday, January 27, 2025 12:28 PM
To: Village of Kaslo; Mayor Hewat; Molly Leathwood; Erika Bird; Rob Lang; Matthew Brown
Subject: Re: Steve Begg Correspondence 01-28-25-Meeting
Attachments: Staff-Report.pdf; BW-Corispodence-01-15-25.pdf

Dear Mayor and Council,

Re: January 28, 2025 Regular Council Meeting Agenda item South Beach

I would like refer back to the Committee of the whole meeting Jan 13th 2025. I enjoyed all the speakers submissions and though they brought some true community thoughts and perspective to the table. As there were 80 plus community members and speakers on hand for the presentation portion of the meeting. For me the meeting lost all enthusiasm when the question period commenced. It was like the developer “ who was not represented at the meeting ” had a voice in the room and all questions were being directed towards him. Most of the answers were broken up, hard to hear and favored the developer in all respects. It seemed to me that non-answers became the theme for the allotted question period. From my perspective the whole process became rushed and discouraging for the participants when they were receiving little to no encouraging feed back.

I have attached 2 documents in this correspondence letter

Correspondence – Bill Wells - Page 77 of the Jan 28th agenda

Staff Report - Pages 93 through 96 of the Jan 28th agenda. File # 3030-20

Note I did no attach – Pages 97 through 392 of the Staff Report as that would put me over my data limitations.

Correspondence.

It was refreshing to read in this letter that I was not alone in my interpretation of the January 13th question period and my concerns about slant of the answers and reference materials quoted, towards the interests of the developer, with little or no mention of the community's input or correspondence from others.

Staff Report.

I find this report to be very intimidating for me. Its slant toward the benefit of the developers cause and its push towards approval is blatant to me. My only hope for today is that the councillors will see through this obvious intimidation tactic and steer it towards what they believe is best for Kaslo's future. We the citizens represented by our council have all the say today. I'm hoping that your strong representation will see us through this as we move ahead with this proposal. Or option # 2, just say no !!!

Yours Truly.

Steve Begg

40 year resident of Kaslo

 Kaslo BC

DATE: January 23, 2025

FILE NUMBER: 3030-20

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: RV Park Proposal

1.0 PURPOSE

To provide Council with information and seek direction related to the RV Park proposal.

2.0 RECOMMENDATION

THAT the Village publish notice of its intention to dispose of road allowances that are subject to the RV Park land transfer proposal.

3.0 BACKGROUND

At their December 17th meeting, Council considered the conditions of a Purchase and Sale Agreement for the exchange of land that would enable QP Developments' RV Park development to proceed. A resolution was passed to postpone a decision until the January 14th Council meeting, as well as for staff to:

1. Obtain clarity with respect to the interpretation of development permit area (DPA) guidelines as they relate to the subject lands;
2. Obtain additional information about the possibility of a boat launch being permitted;
3. Invite the South Beach Working group to appear as a delegation to Council;
4. Create and make public an outline of the steps of the decision-making process and implications of Council decisions.

A Committee of the Whole meeting occurred January 13th in which 4 delegates made presentations to Council relating to the RV Park proposal, including one from the South Beach Working Group. At the January 14th Council meeting, a resolution was passed to defer a decision on the conditions of a Purchase and Sale Agreement until the additional information requested by Council has been received. The purpose of this Staff Report is to present Council with the information requested, and seek direction with respect to the RV Park proposal.

4.0 DISCUSSION

Lakefront Development Permit Area

The developer has recently received a legal opinion with respect to the interpretation of development permit area (DPA) guidelines for the subject lands, and shared it with the Village. Based on that opinion, the developer is comfortable proceeding as planned.

Staff have conferred with the Village's lawyer on the developer's legal opinion. They have noted that our Official Community Plan (OCP) and Waterfront Development Area land use designation do not prohibit zoning of the subject lands for the developer's intended purpose. Specifically, OCP 11.2 Policies section 10 states the Village will limit the development on a floodplain to passive recreational uses, which may include

seasonal campgrounds/RV Parks and require appropriate flood mitigation measures as determined by a qualified professional. It could also be argued that the current M-1 General Industrial zoning does not prohibit an RV Park. Either way, the Village's lawyer has indicated that our regulatory scheme does not prohibit the RV Park, and that legislation does not allow our Lakefront Protection DPA to prohibit development but can require a developer to meet conditions that protect the natural environment, its ecosystems and biological diversity, and development from hazardous conditions, etc. This can be achieved, for example, through an Environmental Impact Assessment (EIA) prepared by a Qualified Environmental Professional (QEP), as referenced in the Village's OCP 16.4.2(6). If the developer can satisfy the conditions imposed by a QEP, and any other development permit requirements, then the Village can approve of their development permit application. Further, the Village's lawyer has indicated that if the Village denied a development permit application for the proposed RV Park on the grounds that an RV Park is not permitted by the guidelines of the Lakefront Protection DPA, the developer could challenge that decision on a similar basis to the Wilson case that is referenced in the developer's legal opinion.

This information is intended to provide Council with the clarity it was seeking with respect to the interpretation of development permit area (DPA) guidelines. If Council is comfortable, it can continue with consideration of the RV Park proposal.

Non-motorized Boat Launch

Council is seeking to own all land within the Stream and Lake Protection Setback areas, which is 30-meters and 15-meters respectively. The developer is agreeable to Council's request to own the Stream and Lake Protection Setback areas if Council agrees to issuing a license of occupation, lease, easement or other mechanism that would allow a non-motorized boat launch to be constructed through the area and utilized by the RV Park. This might be a non-issue if a QEP deems that a non-motorized boat launch would cause sufficient harm to the lake environment, or approval is not granted by other levels of government. An Environmental Impact Assessment of this proposed amenity has not been performed as it's conceptual at this point and no design specification has been developed for a QEP to assess. None the less, QP Developments has asked whether Council would permit the amenity, if it's feasible, in exchange for land within the Stream and Lake Protection Setbacks. Allowance for the non-motorized boat launch can be included within the draft Purchase and Sale Agreement unless Council provides other direction.

Land Development Process

Council requested an outline of the land development process for the proposed RV Park, including the various steps and decisions involved. The process can be divided into two stages:

1. First Stage - land disposition, rezoning, road closure and transfer, the consolidation of the lands, and the registration of a development covenant.
2. Second Stage – development permit, subdivision, road dedication, public road/path/trail, statutory right of way, building permit, occupancy permit.

For a breakdown of the process, including detailed descriptions and a timeline, please refer to the attached document titled Land Development Process – RV Park Proposal.

5.0 OPTIONS

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

If Council does not oppose the RV Park proposal, then it can:

1. **Publish notice of its intention to dispose of road allowances that are subject to the RV Park land transfer proposal.** *This notice will prompt public input to be reviewed by Council prior to considering a resolution to approve the Purchase and Sale Agreement.*

If Council opposes the RV Park proposal, then:

2. Negotiations on the Purchase and Sale Agreement should cease and the developer should be notified that Council has declined their proposal. *The zoning amendment bylaw will die unless the developer wishes for it to proceed without land transfer. Council may choose to provide a counter-offer to purchase the developer's land in hopes of turning the property into a park or other public service. The counter-offer could come now, or at a later date. To prevent future development proposals of this nature, Council could seek to amend its regulatory scheme so that such land use is prohibited.*

Alternatively, Council may:

3. Provide directions to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

None to report.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Bylaws

#1298 C4 Commercial Recreation – RV Camping [at first reading]

#1280 Official Community Plan

#1193 Floodplain Management Provisions

Policy

Official Community Plan - Section 16.0 Development Permit Areas [DPA]

Subsection 16.4 Lakefront Protection – The guidelines for development within the Lakefront Protection DPA state that it shall be limited to passive recreational amenities, such as walking and multi-use trails, natural parks areas, non-motorized pleasure craft launches, and park benches. In a Staff Report dated December 17th, staff indicated that this “*means the developer is not permitted to construct its RV Park or a ‘motorized’ boat launch within the DPA; the boundary of the RV Park would stop at the DPA.*” The Village’s lawyer has since provided clarifying information indicating that the Lakefront Protection DPA cannot prohibit development but can require a developer to meet conditions that protect the natural environment, its ecosystems and biological diversity, and development from hazardous conditions, etc.

8.0 STRATEGIC PRIORITIES - 2023-2026

Planning & Development – campground expansion

Economy – waterfront development, land disposition, business retention & expansion

Parks & Natural Area – options for removing golf course irrigation from municipal system, Kaslo River dike and bank flood and erosion improvements

9.0 OTHER CONSIDERATIONS

Water System Capacity

As a condition of land disposition, the Village could require a water system capacity assessment to be conducted by QP Developments to determine the capacity required to operate the RV Park, verify whether the Village's system has sufficient capacity to provide the required level of service, and identify any restrictions that the Village should impose on the RV Park's water use, etc. The assessment would involve Village staff, and the findings would be scrutinized. Staff will include this condition within the Purchase and Sale Agreement, unless Council provides other direction.

Professional and Engineering Reports

As part of their rezoning application, the developer provided the Village with various reports developed by QEPs. Following the December 17th Council meeting, Letters were also received from 2 of these consultants to provide clarifying information. These reports and Letters are attached to this Staff Report for Council's reference. This information will be further scrutinized by the Village before referral to other levels of government, preliminary subdivision layout approval, adoption of bylaws, development permit approval, and the land sale closes. Staff Reports to Council will be provided as needed.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer

Attachments: 2025-01-13 - Legal Opinion
Land Development Process – RV Park Proposal
2022-05-20 - Appraisal Report
2024-07-25 - Appraisal Report
2024-10-04 - Appraisal Report - Amendment Letter
2022-06-02 - Contaminated Site - Stage 2 Detailed Site Investigation
2022-07-15 - Flood Hazard Assessment
2023-07-21 - Environmental Assessment
2023-08-03 - Traffic Impact Review
2023-08-03 - Water System Flow Test Results
2023-10-09 - Sewage Dispersal Assessment
2024-08-02 - Archaeological Overview Assessment
2024-12-06 - Archaeological Preliminary Field Reconnaissance
2024-12-27 - Letter from Ecoscape Environmental Consultants
2025-01-13 - Letter from Watershed Engineering

[REDACTED]

From: Wells Thomson [REDACTED]
Sent: Wednesday, January 15, 2025 11:57 AM
To: Village of Kaslo
Cc: Wells Thomson
Subject: January 14, 2025 Council Meeting

Re: January 14, 2025 Council Meeting

Dear Mayor Hewat and Councillors,

I joined the meeting last night on the Zoom feature.

Why is CAO Robert acting as agent for QP in this land deal? The COW meeting on Monday, January 13, was a time for Council to learn more about the proposal to amend the OCP and to trade land with the Village in order to construct an RV park on the South Beach. Presumably there was new information presented for Council to consider.

The regular Council meeting last night had on its agenda an item to discuss the South Beach situation.

At that time, Councillors raised questions about what they had learned or that were raised in their minds of the need for further information. The CAO took it upon himself to respond to these questions by speaking for the developer, many times appearing to interpret the meaning of vague aspects. When Councillors sought more objective 'second opinions' about some of these, CAO was very discouraging, and intimated that it would be a waste of money. "Trust me" he says, and trust the lawyer he consults.

Why was the developer not in attendance to answer these questions for himself? He had as much time as everyone else to know that this was on the agenda. I object to our Village of Kaslo CAO acting as agent and interpreter for QP! As of now, I do not trust that he is working in the best interests of our Village!

During the term of CAO Smith a few years ago, I chaired the Park and Outdoor Spaces Committee of the Council. At that time, the VOK undertook a shore planning project, and a fat report and plan were produced. Has this Council and CAO reviewed this?

One of the big lessons for me at that time was that our shoreline is the jurisdiction of the Provincial Government. VOK has to coordinate with the Ministry of Environment even to manage the vegetation on the lakeside of the trail around the Bay and shoreline.

The BC Government will have a big role to play in the developments at South Beach. Does Council know what that role will be? They should absolutely know as many details as possible about this deal before entering into a 'sale and purchase' agreement with QP!

Yours truly,

Bill Wells, Kaslo

PS I am waiting for a response to a question I asked in a letter sent December 19, 2024.

[REDACTED]

From: Wells Thomson [REDACTED]
Sent: Monday, January 27, 2025 12:25 PM
To: Mayor Hewat; Rob Lang; Matthew Brown; Erika Bird; Molly Leathwood
Cc: Village of Kaslo
Subject: Flooding impacts on Kootenay Lake...
Attachments: BCG Graph of K Lake flood impacts.pdf

Dear Mayor and Councillors,

I am sending this attached one page graph to you that I copied and pasted from page iv of the Kootenay Lake Flood Impacts Analysis -- Final Report from BCG Engineering, which was undertaken for the RDCK. When you see the sharp change in direction on the vertical scale it shows why Kaslo, a partner in the Kootenay Lake Partnership, identified 535m as a critical level that requires extraordinary civic concern and activity.

I have waded through the ridiculously difficult to read agenda documentation. It contains a number of the proponent's expensive looking reports from various engineers and environmental experts. None of these address the changed game that global climate change is causing. Seven of the 10 years between 2012 and 2022 the lake rose to over 534m! None of them mention that future flooding of the south beach DPA area is certain! None of them discuss or identify what the situation will be like when permanent rv positions will be under a metre or more of water.

I do note that the proponent's legal advice, backed by BC courts, is that OCPs really are not legally binding, and encourage action if restrictions in the DPA prevent the land owner from doing whatever they want. So, I guess you are powerless to follow the intent of the 2022 OCP, unless you decide that the OCP's intent should be honoured. You can turn your thumbs down on this proposed amendment to the OCP. The land deal does not require a zone change to C-4!

Finally, I am curious as to why the land owner has commented about trespassing in this area when there are Village of Kaslo owned public streets on a significant portion of it. Should not the public be free to walk on those streets?

Yours truly,
Bill Wells, Kaslo

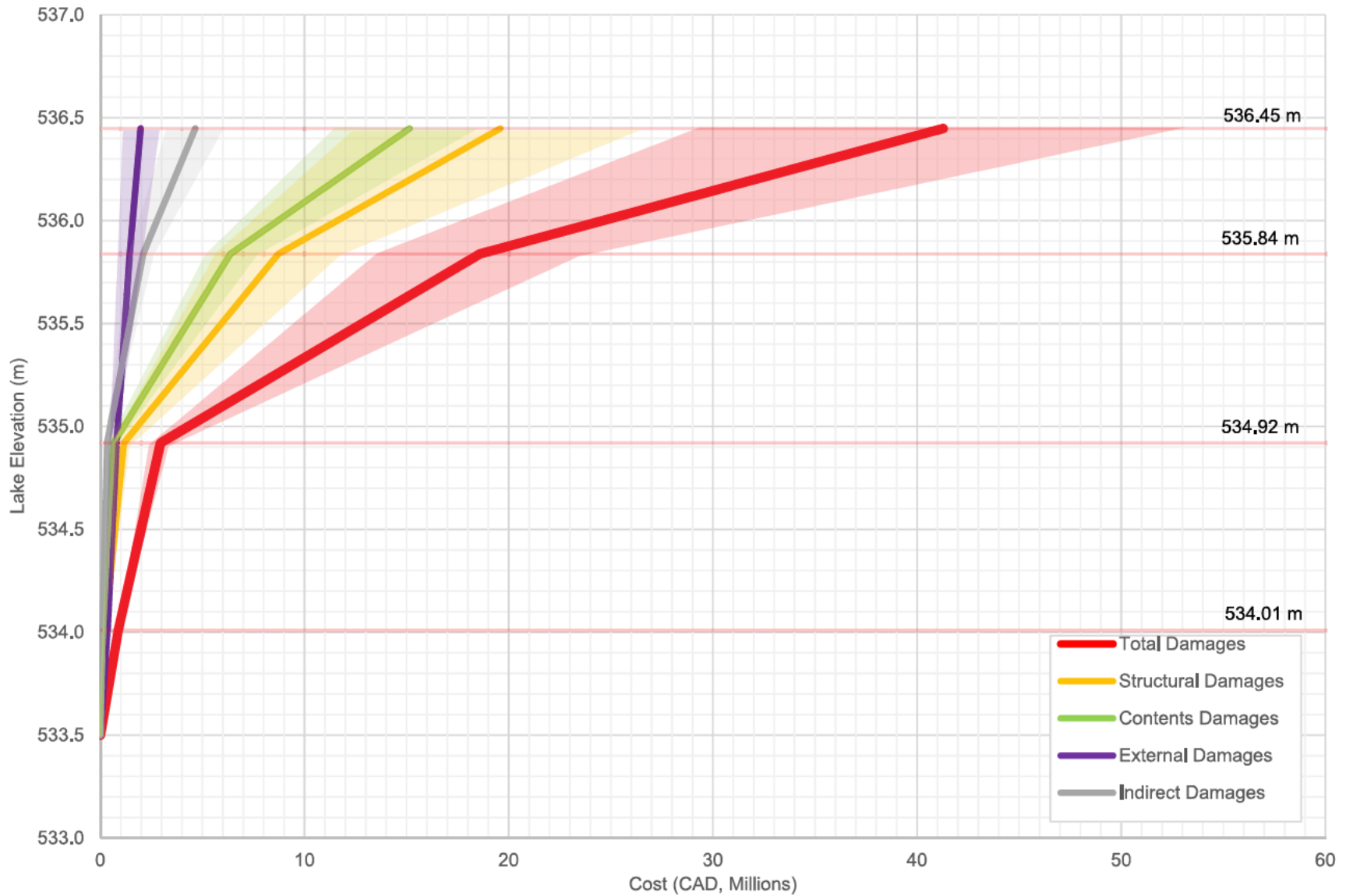


Figure E-1. Stage-damage relationships for economic losses to properties around Kootenay Lake.

[REDACTED]

From: shelley Stickel-Miles <[REDACTED]>
Sent: Tuesday, January 28, 2025 8:44 AM
To: Village of Kaslo; [REDACTED]; Doug Roberts; Russell Precious
Subject: re: meeting tonight

Dear Kaslo Council members, CAO and assistants

I respect the careful way you have been slowing down to consider the growing awareness of community members' concern and appreciation of the South Beach Property, for the attractiveness of Kaslo as a place to live for everyone. It is the sad fact of lives all around the globe that beach properties have fallen to high bidders of resort type properties. I urge you to consider the offer by the community group to purchase part of the land that would also respect the critical long term guidelines set-out by the OCP. This would mean that careful consideration of a variety of issues might be done, especially the future ramifications of the new dyke put in in the fall.

Respectfully,
Rev. Shelley Stickel

--

Peace friends, from Shelley Stickel, Ceremony Encourager
Let's assume there are no insiders or outsiders.

[REDACTED]

From: Aimee Watson <[REDACTED]>
Sent: Tuesday, January 28, 2025 12:32 PM
To: Village of Kaslo; Mayor Hewat; Erika Bird; Matthew Brown; Rob Lang; Molly Leathwood
Subject: Re: South Beach

Hello Kaslo Council

I am sending my email as an affirmation that as a resident of Kaslo, and as many others are, am adamantly opposed to the current proposal to develop South Beach. I am not opposed nor do I deny the right of a private property to develop and more importantly, respect due process. As the process outlines the ability for council to consider proposals, it also includes the ability to decline it. I will outline the reasons why this is not the right proposal and in fact, is a risk to the taxpayers and capacity of the Village to service more tourists as we continue to lack core housing and employment to serve those tourists. Cart before the horse.

1. The Village proposing to purchase the shoreline is, as far as I know, is not legally appropriate. The Shoreline is public, even with an accretion, the shoreline is considered crown land. Why the Village would consider that a part of a trade that is equitable to the residents is my biggest concern.

2. Tying the sale to a future process to approve strata, is also of questionable legal practice. A council should not be tying future commitments to a table they do not know they will be at. It is further inappropriate to erode the process that is required for strata development by including the approval in a land sale. Processes are critical to democracy, you are eroding that by including the strata commitment in the land trade. I would recommend those decisions are held at the appropriate time post the appropriate process, they should not be tied.

Further to this point, capacity to service tourists who are not participating in annual service charges, infrastructure costs for servicing and will increase demand for goods while our front line stores struggle with staffing due to lack of permanent housing, is extremely short sighted. Generally developments that increase the need for servicing should be including how they intend to pay for the cost to expand servicing, which should be tied to the strata process at the appropriate time, not to be tied to the sale without proper assessment of capacity.

3. We know the current environmental assessment inadequately addressed what the developer expects. The land deal should not be completed until all of the requirements are meant, as all property owners are required to do. This deal, as it sits, suggests a process that has been catered to the developers desires, which is unfair to all other property owners who must follow the process.

4. In conclusion, as my original letter indicated, I support private property owners having the right to develop according to the regulations that apply to their land and to apply for changes should they want to develop in a way that current regulations do not meet. Given the above points, I do not believe that they have adequately met the criteria, they appear to be getting preferential treatment that actually erodes democracy. As well, again, it is a poor use of taxpayers funds to purchase what is already deemed public land. A Licence of Occupation for the shoreline with the crown would be the appropriate process to ensure the shoreline is protected for nature and public access,, which aside from staff time for the application, is at no cost to the taxpayer.

I urge you to make the appropriate decision tonight, with your focus on the entirety of the community you represent, not only personal experiences with property in other jurisdictions. Fair processes and effective use of public funds is your duty, please apply appropriately.

Sincerely
Aimee Watson
[REDACTED]
Kaslo

On Tue, 7 Jan 2025 at 13:57, Aimee Watson [REDACTED] wrote:

Hello Mayor and Council

I am aware I missed today's deadline so it was suggested I include you all in this email. You will also note, I am not emailing from my RDCK email address to be clear this is from me as a resident.

My input is attached for your council deliberations, thank you for your time on this serious matter!

Aimee Watson

[REDACTED]

From: Wells Thomson <[REDACTED]>
Sent: Thursday, January 30, 2025 9:29 AM
To: Mayor Hewat; Rob Lang; Matthew Brown; Erika Bird; Molly Leathwood
Cc: Village of Kaslo
Subject: High marks for your discussion...

Dear Mayor Hewat and Councillors Bird, Brown, Lang, and Leathwood,

I attended Last Tuesday' Regular Council Meeting via Zoom. I want to thank you all for the high quality and sincere discussion presented by all of you. I don't necessarily agree with all of the reasoning, but each of you explained your own thoughts and reasoning very understandably and well. Keep it up. Maybe one of the best meetings so far on this, or any, topic that I have witnessed.

Yours truly,
Bill Wells, Kaslo

February 2, 2025

Village of Kaslo

Attention: Mayor Hewat, Counsellors Bird, Brown, Lang, Leathwood

Re: South Beach – *Waterfront Development Area*

The *Lakefront Protection Development Permit Area* section of our OCP has reflected community values for more than a decade and continues to do so today. That cannot be said for the *Waterfront Development Area* section of our OCP.

I ask Council to:

- a) **cease negotiations on the purchase and sale agreement and notify the developer that council has declined their proposal,**
- b) **defeat Bylaw 1298 at second reading, and**
- c) **amend its regulatory scheme so that such land use is prohibited.**

This would prevent future development proposals of this nature in Kaslo Bay which is also classified as a *Waterfront Development Area*.

In the former OCP there was a section titled *Comprehensive Development Area* and this is how the South Beach property was classified. Today's *Waterfront Development Area* section does include many of the same policies and objectives as the former *Comprehensive Development Area* section; however, it must be asked: Why were the following clauses struck from the document?

11.1.b “ensure public confidence that appropriate policies and regulations are in place prior to the potential disposition of large municipally owned lands”

11.1.d “to maximize environmental protection”

11.3.2, 7th bullet “promote the protection of environmental and scenic land values”

Over the past year the specific wording of section 11.2.10 that reads “limit development on a floodplain to passive recreational uses which may include seasonal campgrounds/RV parks” has been used to justify movement forward on this proposal.

Seems amazing that an RV park with paved roads, decks, gazebos or a boat launch that “may involve placement of fill and concrete on the foreshore”¹ can be considered compatible with either passive recreational uses or the *Lakefront Protection Development Permit Area*. It certainly does not reflect the values that the community cherishes in regard to Kaslo River and Kootenay Lake, our most significant assets.

The OCP review process was flawed in regard to the *Waterfront Development Area* section.

- At the first OCP review public meeting and open house in October 2021 a development application was mentioned as a land use planning issue.
- In April 2022 the OCP steering committee was updated. A presentation slide states: “A development application is pending for the South Beach lands which will involve an amendment to the current OCP.”
- The *Waterfront Development Area* section did not appear until August 2022 when the final draft OCP was made available. At this, their last steering committee meeting, neither a presentation nor a discussion pertaining to the *Waterfront Development Area* section was observed by this public member meeting attendee.

Surely this cannot be considered adequate engagement with the community or public members of the OCP steering committee?

Given the apparent rewrite of an entire section of our OCP with neither adequate public engagement nor OCP steering committee consideration **it would be unconscionable for council to continue consideration of the developer's proposal.**

Submitted by the Kaslo resident who attended OCP steering committee meetings,

Anne Malik

Attachment: 2022.04.21 Kaslo OCP Update Process

¹ 2024.06.06 Planning Report

KASLO OFFICIAL COMMUNITY PLAN REVIEW 2022

Ian Dunlop cao@kaslo.ca

Brian Montgomery,

OCP Coordinator ocp@kaslo.ca

April 21, 2022



KASLO OCP - TIMELINES



Q3 – 2021 June-Aug	Q4 – 2021 Sept-Dec	Q1-2022 Jan-April	Q2-2022 May-June
Kick Off			
OCP Steering Committee	OCP Steering Committee	OCP Steering Committee	New OCP Bylaw introduced
Public Engagement - Summer	Public Engagement – Fall	Public Engagement – Draft OCP	Public Hearing on the new OCP Bylaw
Review	Review	Review	Review
	Draft OCP	Draft OCP	Approval
			Final OCP

10 Months!

- Kick off
- OCP Committee Meetings
- Workshops
- Public engagement
- Draft OCP
- Review and Analysis
- Reporting back
- Approvals
- Final Updated OCP

KASLO OCP UPDATE - THEMES

<u>Theme</u>	<u>Sub-Themes</u>
Environment and Sustainability	Waste, climate change, wildfire, hazard and sensitive areas
Economic Development and Recovery	Business retention and expansion, employment, transportation, role of Village with EDC/Chamber
Housing and Future Growth	Village land development and disposition, school, childcare, health, housing needs assessment
Parks, Recreation and Natural Assets	Climate change, accessibility, governance, conservation
History and Heritage	Downtown, tourism, urban design, indigenous and cultural values
Kaslo Bay and Waterfront	Access, boating, recreation, jurisdiction, connectivity, Kootenay Lake Partnership
Land Use Plan and Special Permit Areas	Growth, property development rights, public facilities
Infrastructure , Technology and Energy	Water, sewer, internet, utilities, Renewable Kootenays Plan, GHG reduction, asset management
Social Well-being and Health	Accessibility, health facilities, ageing in community, youth/families/seniors, inclusivity, diversity, reconciliation, and environmental stress.

DRAFTING THE REVISED OCP (2ND DRAFT HIGHLIGHTS)

- Section 2:
Added the 2021-2022 OCP review to the public process section.
- Section 3:
Replaced statistics with latest available from 2016 and 2021, and updated population growth trends.
 - History section updated and reorganized
 - Residential dwelling information updated, and referenced Housing Needs Report.
 - Economy and employment updated.
 - Public services updated with notes on capacity limits for water and sewer utilities.
 - Climate Change section added along with table showing projected impacts.

DRAFTING THE REVISED OCP

- Section 4: Plans
- **Heritage and Commercial Core DPA**



Current OCP refers to this section of the Local Government Act:

488 (1) An official community plan may designate development permit areas for one or more of the following purposes:

(d) revitalization of an area in which a commercial use is permitted;

(f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development;

HERITAGE & COMMERCIAL CORE DPA

- Commercial properties within a specified revitalization area may be subject to general form and character guidelines but, under 488.1(f)
 - only in relation to the general character of the development
 - not to particulars of the landscaping or of the exterior design and finish of buildings and other structures
- 491** (8) For land within a development permit area designated under section 488 (1) (f), a development permit may include requirements respecting the character of the development, as referred to in subsection (7) of this section, but only in relation to the general character of the development and not to particulars of the landscaping or of the exterior design and finish of buildings and other structures.
- The OCP is unclear on what commercial revitalization objectives it is trying to achieve.
- Downtown revitalization programs date back to the late 1980s – early 1990s.

HERITAGE & COMMERCIAL CORE DPA

- Village could designate a **Heritage Conservation Area** under Section 614 of the Local Government Act.
- The individual properties to be included in such an area must be declared.
- Property owners must be given notice of the Village's intent to include their property within the conservation area.
- Owner may be entitled to compensation for lost property value due to designation (claim must be made within one year).
- Development within the conservation area requires a **Heritage Alteration Permit**, which could be in addition to a development permit.
- Village must give notice to the heritage minister on establishing a conservation area.

HERITAGE & COMMERCIAL CORE DPA

- Buildings in the Heritage Conservation Area will be the existing ones listed on a heritage register (municipal, provincial or federal), or already designated by a bylaw.
 - These buildings will be subject to a Heritage Alteration Permit.
 - Additions and new construction will also require a Heritage & Commercial Core Development Permit.
- Other buildings in the commercial core area will be subject to general guidelines for form and character.
 - These developments will require a Heritage & Commercial Core Development Permit.
- Developers must demonstrate how their proposed development complies with the design guidelines when making an application for a permit.



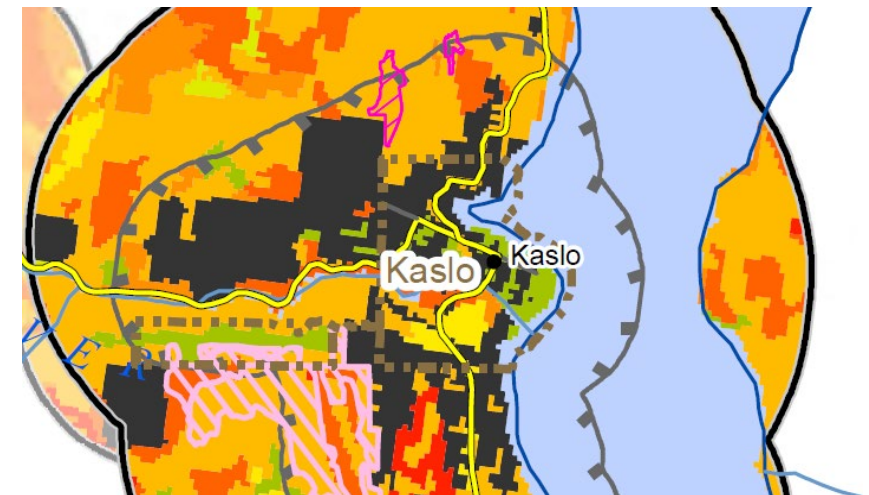
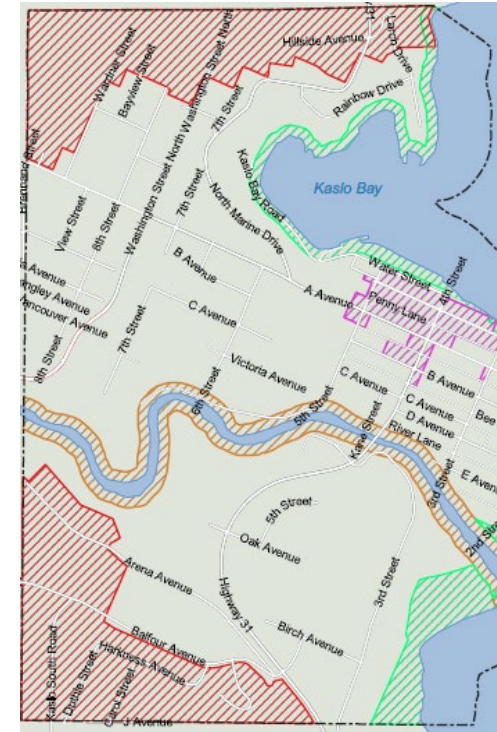
HERITAGE & COMMERCIAL CORE DPA

- Village of Kaslo Building Design Guidelines prepared by Mr. Bob Inwood, Mainstreet Consulting Associates in 1991 were thoroughly researched.
- Relevant to Kaslo's historic downtown.
- Other “heritage” colour palettes may be stylistic, i.e. biased towards what we perceive as being heritage rather than authentic to actual colours that were in use over a century ago.
- The Colour Design Guidelines document has been digitized so it is now easier to read, and you can see that the colour “wheel,” hue, tint and shade pages were meant to educate the reader, not indicative that anything goes.
- Kaslo Building Design Guidelines does need to be updated so it no longer refers to the “Downtown Revitalization Development Area” and outdated application procedure. But the design guidelines themselves are still accurate.



WILDFIRE DPA

- Goal is to control the combustible elements of buildings and the surrounding landscape to minimize potential for the spread of fire.
- DP will apply to areas near the periphery of the Village, along the wildfire interface zone.
- Cathro Consulting will do some research on this with funding provided through the Community Resiliency Initiative.
- A home FireSmart assessment could become a requirement for a development permit.
- Province provides some development and landscaping guidelines that can be easily incorporated.



DRAFTING THE REVISED OCP

- **Sections 5 through 10**
- Minor updates compared to the previous draft, incorporating some of the feedback received from the committee and public.
- **Section 11: Comprehensive Development Areas**
- Lands south of Kaslo River are designated as Comprehensive Development Areas
- The only CDA fully defined is **CDA4: Aerodrome Area**, which is in the Land Use Bylaw
- Further planning is needed for the Kaslo South Lands (west of Hwy 31)
- A development application is pending for the “South Beach” lands, which will involve an amendment to the current OCP.

DRAFTING THE REVISED OCP

- **Talisman Terrain Assessment for Settlement Suitability**
- Document digitized, except for a couple of scanned tables that need to be cleaned-up.
- Contains information about soil conditions that is still a relevant and useful reference for development planning.
- **Mainstreet Consulting's Kaslo Building and Colour Design Guidelines**
- Documents digitized and reorganized.
- Need to update the Design Guidelines with current development procedures and remove irrelevant information.

OTHER THOUGHTS

Boundary expansion – identify some options.

Indigenous reconciliation – new section on building relationships and engaging on a protocol for consultation.

Your thoughts?

DRAFTING THE REVISED OCP

- SCHEDULES
- Updated maps for:
 - A: Flood Risk Areas
 - B: Land Use Designations
 - C: Development Permit Areas
 - D: Transportation
- New maps for:
 - Terrain Analysis (1982)
 - Slope Hazard
 - Trees & Boulevards
 - Village Lands
 - Infrastructure
 - Aerodrome Planning
 - Kaslo South Planning

THANK YOU!

Contact

Brian Montgomery at ocp@kaslo.ca

Please review the current draft and email your suggestions.

Do you have appropriate photographs to contribute, or how do we get the call out for photos?

The next OCP public meeting will present a complete draft.

DATE: February 5, 2025

FILE NUMBER: 1680-20

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Appointment of Auditor

1.0 PURPOSE

To appoint an auditor of Village financial statements and other related services for 2024.

2.0 RECOMMENDATION

THAT Grant Thornton LLP be appointed to perform an audit of the Village of Kaslo's financial statements and other related services for the year ending December 31, 2024.

3.0 BACKGROUND

The Community Charter requires Council to appoint an auditor of the Village's annual financial statements. The purpose of this report is to seek Council's appointment for the year 2024.

4.0 DISCUSSION

Grant Thornton LLP has been the Village's auditor since 2018 and is familiar with our financial systems. They have begun preliminary work in preparation for the 2024 audit, and given their local government expertise and familiarity with the Village staff would recommend continuing with their services.

5.0 OPTIONS

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

1. **THAT Grant Thornton LLP be appointed to perform an audit of the Village's financial statements and other related services.** *Staff will fully execute an Agreement and prepare for the 2024 audit.*
2. Council provides direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

Audit expenses are budgeted for within the 5-year financial plan, including the audit, preparation of financial statements, and Local Government Data Entry submission. For the 2022 audit, costs were approximately \$36,000. For the 2023 audit, costs were approximately \$40,000 due to the additional reporting requirements related to asset retirement obligations. Staff expect the 2024 audit to cost approximately \$40,000. The expense will be included in the draft 2025 budget.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

Community Charter, Part 6: Division 2 - Audit

Municipal auditor

169. (1) *A council must appoint an auditor for the municipality.*
- (2) *A municipal auditor must be a person who is authorized to be the auditor of a company under section 205 of the Business Corporations Act.*
- (3) *A municipal auditor has the power and duty to conduct the examinations necessary to prepare the reports required under this Division and, for these purposes, has the same authority in relation to the municipality as the auditor of a company under the Business Corporations Act.*
- (4) *A municipal auditor who receives information from a person whose right to disclose that information is restricted by law holds that information under the same restrictions respecting disclosure that govern the person from whom the information was obtained.*

Auditor's reports

171. (1) *The municipal auditor must report to the council on the annual financial statements of the municipality.*
- (2) *The report under subsection (1) must be in accordance with the form and the reporting standards recommended by the Chartered Professional Accountants of Canada.*
- (3) *In addition to the report under subsection (1),*
- (a) *the council or the inspector may require further reports from the municipal auditor,*
- (b) *the municipal auditor may, on the auditor's own initiative, make further reports.*
- (4) *On request by the inspector, the municipal auditor must forward to the inspector copies of*
- (a) *reports under subsections (1) and (3), and*
- (b) *recorded communications in relation to those reports from the auditor to the council, a council committee or a municipal officer.*

Policy

The Village's Procurement and Asset Disposal Policy was referenced in developing this Staff Report and recommendation.

8.0 STRATEGIC PRIORITIES

None to report.

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer

Attachments: Engagement Letter, Grant Thornton LLP
Audit Strategy, Grant Thornton LLP

February 5, 2025

Village of Kaslo
PO Box 576
Kaslo, BC V0G 1M0

Doane Grant Thornton LLP
1440 Bay Ave
Trail, BC
V1R 4B1
T +1 250 368 6445
F +1 250 368 8488

Attention: Mr. Robert Baker

Dear Mr. Baker

Thank you for reappointing Doane Grant Thornton LLP (“Doane Grant Thornton”, “we”, “us”, or “our”) to perform the audit of the financial statements and other related services for Village of Kaslo (the “Village”, “you” or “your”) for the year ending December 31, 2024 (collectively, the “Services”). The purpose of this letter and the attached [Schedule A](#) (the “Engagement”) is to outline the nature of the Services and the terms under which you are engaging us to perform those Services.

Objective, scope and limitations

You have requested that we audit the financial statements of Village of Kaslo, which comprise the statement of financial position as at December 31, 2024, and the statement of operations, changes in net financial assets, cash flows, and related schedules for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. We are pleased to confirm our acceptance and our understanding of this Engagement by means of this letter agreement.

Our audit will be conducted with the objectives of obtaining reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to error or fraud, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The sole purpose of the Engagement is for us to conduct an audit of the Village pursuant to the requirements of the statute pursuant to which the Village is formed.

The audit will not be planned or conducted in contemplation of reliance by any third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

Requests for additional services may arise while we are performing the Services that are specifically identified in this Engagement, including general business advice. The provision of additional services by us does not relieve management of their responsibility for determining what actions the Village should take and performing adequate research and/or due diligence in relation to their decisions, including obtaining separate formal written advice from us in relation to complex or significant matters. Unless covered under a separate engagement letter, this Engagement will cover any such additional services we provide you, which will be billed at our standard hourly rates for the type of services requested. Notwithstanding anything to the contrary herein, we shall bear no responsibility in the event that management makes significant decisions on the basis of advice provided by us that is not formal written advice (for greater certainty, e-mail does not constitute formal written advice for the purposes of this section).

Our responsibilities

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate for our audit opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the auditor in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Management's responsibilities

Our audit will be conducted on the basis that the Village's management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a) for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards;
- b) for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c) to provide us with:
 - i. Access to all information of which the Village's management is aware, that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - ii. Additional information that we may request from the Village's management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the Village from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from the Village's management and, where appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit. Those representations will include:

Financial statements

- a) communicating that all management's responsibilities, as set out in the terms of this Engagement, for the preparation of the financial statements in accordance with Canadian public sector accounting standards have been fulfilled; in particular, responsibility for ensuring that the financial statements are fairly presented;
- b) communicating its belief that significant assumptions used in making accounting estimates, including those measured at fair value are reasonable;
- c) acknowledging that all events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed;

Completeness of information

- d) providing us with and making available complete financial records and related data, and copies of all minutes of meetings of council, directors and committees of council;
- e) acknowledging that all transactions have been recorded and are reflected in the financial statements;
- f) providing us with information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
- g) providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- h) acknowledging that all related party relationships and related party transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards;

Fraud and error

- i) the design and implementation of internal controls to prevent and detect fraud and error;
- j) an assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- k) providing us with information relating to fraud or suspected fraud affecting the Village involving:
 - i. management;
 - ii. employees who have significant roles in internal control; or
 - iii. others, where the fraud could have a material effect on the financial statements;
- l) providing us with information relating to any allegations of fraud or suspected fraud affecting the Village's financial statements communicated by employees, former employees, analysts, regulators, or others;
- m) communicating its belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. A list of the uncorrected misstatements will be attached to the representation letter;

Recognition, measurement and disclosure

- n) providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;
- o) providing us with any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- p) providing us with an assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with MEASUREMENT UNCERTAINTY, CPA CANADA HANDBOOK – PUBLIC SECTOR ACCOUNTING STANDARDS Section 2130;

- q) acknowledging that no subsequent events occurred that require adjustment to the accounting estimates and disclosures included in the financial statements.
- r) providing us with information relating to claims and possible claims, whether or not they have been discussed with the Village's legal counsel;
- s) providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the Village is contingently liable;
- t) providing us with information on whether or not the Village has satisfactory title to assets, liens or encumbrances on assets, and assets pledged as collateral;
- u) providing us with information relating to compliance with aspects of contractual agreements that may affect the financial statements;
- v) providing us with information concerning subsequent events; and

Written confirmation of significant representations

- w) providing us with written confirmation of significant representations provided to us during the Engagement on matters that are:
 - i. directly related to items that are material, either individually or in the aggregate, to the financial statements; and
 - ii. not directly related to items that are material to the financial statements but are significant, either individually or in the aggregate, to the Engagement.

The Village's management agrees to make available draft financial statements, including appropriate note disclosures and any accompanying other information in time to allow for the audit to be completed within the proposed timeframe. In addition, the Village's management agrees to inform us of any factors or circumstances that come to their attention during the period from the date of the auditor's report to the date financial statements are issued that may impact the financial statements; including their disclosures.

It is agreed that for any electronic distribution of your financial statements and our report thereon, the Village's management is solely responsible for the accurate and complete reproduction of the financial statements and our report thereon.

While the report may be sent to the Village electronically by us for your convenience, only the signed (electronically or manually) report constitutes the Village's record copy.

If the Village's management intends to publish or otherwise reproduce our report (or otherwise make reference to Doane Grant Thornton LLP) in a document(s) that contains other information (including in a document(s) that will be used in connection with a public offering of securities), the Village's management agrees to (a) provide Doane Grant Thornton with a draft of such document(s) to read, and (b) obtain our approval for inclusion of our report in such document(s), before the document(s) are finalized and distributed. The Village's management also agrees that if our name is to be used in connection with the financial statements, it will attach our auditors' report when distributing the financial statements to any third parties. The Village's management agrees to provide us with adequate notice of the preparation of such document(s).

Non-audit services directly related to the audit

We will assist the Village's management in preparation of the financial statements. However, the Village's management remains at all times responsible for the preparation and fair presentation of the Village's financial statements in accordance with Canadian public sector accounting standards.

Reporting

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council
of Village of Kaslo

Opinion

We have audited the financial statements of Village of Kaslo (the "Village"), which comprise the statement of financial position as at December 31, 2024, and the statement of operations, changes in net financial assets, cash flows, and related schedules for the year then ended, and notes to the financial statements, including a summary of significant accounting policies

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Village of Kaslo as at December 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Trail, Canada
Date

Chartered Professional Accountants

The form and content of our report may need to be amended in the light of our audit findings.

Fees

Fees are based on the time required by the individuals assigned to perform the Services defined herein. Individual hourly rates vary according to the degree of responsibility involved and experience and skill required.

Any fee estimates by Doane Grant Thornton take into account i) the agreed-upon level of preparation and assistance from your personnel; and ii) the hourly rates for our professionals that will be providing the Services. Doane Grant Thornton undertakes to advise the Village's management on a timely basis should this preparation and assistance not be provided, or should any other circumstances arise which cause actual time to exceed that estimate.

Other services

Depending on the nature and significance of requests for additional services, we may issue a separate engagement letter to cover the additional services and/or provide a fee estimate before we invest significant professional time in providing the additional services. As noted above, in the absence of such a separate engagement letter, the provisions of this Engagement shall apply to the additional services, which will be billed at our standard hourly rates for the types of services requested unless otherwise specified in a fee estimate.

Village consent to production

The Village hereby acknowledges that we may from time to time receive requests or orders from professional (provincial institutes) or other regulatory or governmental authorities (including the Canada Revenue Agency) to provide them with information and copies of documents in our files including working papers and other work-product relating to the Village's affairs. The Village consents to us providing or producing, as applicable, these documents and information without further reference to, or authority from, you.

When a regulatory authority requests access to our working papers and other work-product relating to the Village's affairs, we will, on a reasonable efforts basis, refuse access to any document over which the Village has expressly informed us at the time of delivery that the Village asserts privilege, except where disclosure of documents is required by law or requested by a provincial Institute/Order of Canadian Chartered Professional Accountants pursuant to its statutory authority in which event the Village expressly consents to such disclosure. The Village must mark any document over which it asserts privilege as privileged and inform us of the grounds for the Village's assertion of privilege (such as whether it claims solicitor-client privilege or litigation privilege).

We may also be required to provide information relating to the fees that we collect from the Village for the provision of audit services, other accounting services and non-audit services, and the Village consents to the disclosure of that information as may be required by the regulatory authority.

The Village agrees to reimburse us, upon request, at our standard billing rates for our professional time and expenses, including reasonable legal fees, incurred in dealing with the matters described above.

Release and indemnification

You agree to release, indemnify and hold harmless Doane Grant Thornton, its affiliates and their respective directors, officers, partners, principals, employees, consultants and contractors from any and all claims, liabilities, costs and expenses (including any and all legal expenses incurred by Doane Grant Thornton) arising out of or based upon:

- a) any misstatement or omission in any material, information or representation supplied or approved by you;
- b) any third party claim relating to or arising out of this Engagement; or
- c) any other matter related to or arising out of this Engagement, except to the extent finally determined to have resulted from the negligence, wilful misconduct or fraudulent behaviour of Doane Grant Thornton.

Limitation of liability

In any action, claim, loss or damage arising out of the Engagement, you agree that Doane Grant Thornton's liability will be several, and not joint and several and you may only claim payment from Doane Grant Thornton of its proportionate share of the total liability based on its degree of fault as finally determined. Any action against us must be commenced on or before the date which is the earlier of i) eighteen months from the completion of the Services; and ii) the date by which an action must be commenced under any applicable legislation other than limitation legislation.

The total liability assumed by Doane Grant Thornton, whether to you or any other party, for any claim, loss or damage arising out of or in connection with the Engagement, regardless of the form of action

damage be it tort, contract or otherwise, shall in no event exceed the aggregate of the professional fees paid to Doane Grant Thornton for the Services. In addition, Doane Grant Thornton shall not under any circumstances be liable for any special, indirect or consequential damages, including without limitation, lost profit or revenue, or similar damages.

Standard terms and conditions

This letter and our standard terms and conditions attached as [Schedule A](#), shall form the basis of the Engagement.

Survival of terms

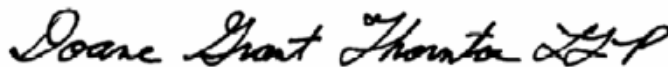
This engagement letter will continue in force for subsequent audits unless terminated by either party by written notice prior to the commencement of the subsequent audit.

Acceptance of engagement letter

Please confirm your acceptance of this Engagement by signing below and returning this letter to us.

We are proud to serve you and we appreciate your confidence in our work. If you have any questions about the contents of this letter, please raise them with us.

Yours sincerely,
Doane Grant Thornton LLP



Ashley Ruggiero, CPA, CA
Partner*

** A partner through Ashley Ruggiero Inc.*

The services and terms as set forth in this letter are agreed to.

Village of Kaslo

By:

(Signature)

(Name)

(Title)

(Date)

Schedule A

Terms and conditions

Except as otherwise specifically stated in the Engagement, the following general terms and conditions apply to and form part of the Engagement.

Responsibilities – Doane Grant Thornton shall use all reasonable efforts to complete the Services within the time-frame, if any, stipulated in the Engagement. Doane Grant Thornton shall not be liable for failures or delays in performance of the Services that arise from causes beyond its control, including the untimely performance by the Village of its obligations and responsibilities as set out in the Engagement.

In addition, Doane Grant Thornton reserves the right, in whole or in part, to decline the performance of any Service(s) if, in the sole discretion of Doane Grant Thornton, the performance of any of the Services may cause Doane Grant Thornton to be in violation of any applicable law, regulations, professional standards or obligations or which may otherwise result in damage to Doane Grant Thornton's reputation.

Information and announcements – The Village shall cause to be provided or provide Doane Grant Thornton with all material information in its possession or control or to which it has access and such other information as Doane Grant Thornton deems relevant for the purposes of the Engagement. The Village shall also provide where applicable, access to its directors, officers or professional advisers as required to complete the Services. The Village undertakes that if anything occurs after the supply of any such information or documents which would render same inaccurate, untrue, unfair or misleading it will promptly notify Doane Grant Thornton and take all such steps as Doane Grant Thornton may require to correct such information or documents.

Unless otherwise contemplated or permitted by the Engagement, any advice, reports (including the audit report), compiled or reviewed financial statements, discoveries, information or opinions, whether written or oral, rendered or provided by Doane Grant Thornton to the Village (and/or its affiliates) ("Deliverables"), or any communications between Doane Grant Thornton and the Village (and/or its affiliates) in connection with the Engagement may not be disclosed to any third party without the prior written consent of Doane Grant Thornton with the exception of any applicable Canadian taxing authorities and the Village's financial institution. Any Deliverables shall be solely for the benefit of the Village and not for the benefit of any third party and may be relied upon only for the purpose for which the Deliverable is intended as contemplated or defined within the Engagement. Doane Grant Thornton recognizes no responsibility whatsoever, other than that owed to the Village as at the date on which the Deliverable is given to the Village by Doane Grant Thornton, for any unauthorized use of or reliance on

any Deliverables. Unless otherwise expressly provided for within the Engagement or upon written consent of Doane Grant Thornton, no Deliverables shall be used or relied on by the Village as expert evidence or included as evidence in any litigation or court proceeding. Notwithstanding any term within the Engagement and by way of an exception to this paragraph, nothing within the Engagement shall prohibit the disclosure by the Village or Doane Grant Thornton to any person or to the Minister of National Revenue, or the Quebec Minister of Finance as applicable, of the details, including the tax treatment or structure of any transaction or series of transactions, contemplated by the Deliverables, if the transaction or series of transactions would be, or would otherwise be if not for this exception, i) a reportable transaction or an avoidance transaction, as defined by subsection 237.3(1) of the *Income Tax Act* (Canada) ("ITA"), or a series of transactions including an avoidance transaction under which a tax benefit to the Village results or would result but for section 237.3(1) of the ITA; ii) a notifiable transaction as defined by 237.4(1) of the ITA; iii) a confidential transaction under section 1079.8.6 of the *Taxation Act* (Quebec) ("TA"); or iv) any other type of reportable tax avoidance transaction or similar type of transaction requiring disclosure to a taxing authority as defined by any other applicable legislation or regulations.

The Village acknowledges that the Services will involve analysis, judgement and other performance from time to time in a context where the participation of the Village or others is necessary, where answers often are not certain or verifiable in advance and where facts and available information change with time. Accordingly, the Village agrees that the evaluation of the Services provided by Doane Grant Thornton shall be based solely on Doane Grant Thornton's substantial conformance with any standards or specifications expressly set forth within this Engagement and applicable professional standards, and any claim of non-conformance (and applicably of such standards) must be clearly and convincingly shown. Unless the Village or Doane Grant Thornton agree otherwise in writing, Doane Grant Thornton shall have no responsibility to update any of the Services or Deliverables after their completion, and any such updates will be billed at Doane Grant Thornton's then current hourly rates.

Independence – In the event, the Village is (i) an entity that is registered with the United States Securities and Exchange Commission; or (ii) an affiliate of a registrant, and a provision(s) contained within the Engagement would be prohibited by, or impair the independence of, any member firm of Grant Thornton International Ltd ("Grant Thornton International") under any law or regulation applying to the Village, such provision(s) shall not apply to the Engagement to the extent that is necessary to avoid the prohibition against or impairment

of the referenced independence of the respective Grant Thornton International member firm.

Independent contractor – Doane Grant Thornton shall provide all services as an independent contractor and nothing in this Engagement shall be construed as to create a partnership, joint venture or other similar relationship with the Village or any other party. Neither the Village nor Doane Grant Thornton shall have the right, power or authority to obligate or bind the other in any manner.

Subcontracting – The Village agrees that Doane Grant Thornton may authorize, allow or require its affiliates and contractors to assist in the performance of the Services and to share in Doane Grant Thornton's rights under the Engagement, including any protections available thereunder, provided that such party(ies) shall commit (as applicable) to be bound by the obligations set forth in the Engagement.

Grant Thornton International Ltd – Doane Grant Thornton is a Canadian member of Grant Thornton International Ltd., a global organization of member firms in over 100 countries. Member firms are not members of one international partnership or otherwise legal partners with each other. There is no common ownership, control, governance, or agency relationship between member firms.

Assisting Firms – Unless otherwise stipulated within the Engagement, this Engagement is with Doane Grant Thornton. In the course of providing the Services, we may at our sole discretion, draw upon the resources of or subcontract a portion of the Services to another entity (including a partnership) which may carry on business under the name which may include within its name "Grant Thornton" or be another member firm of the worldwide network of Grant Thornton International Ltd. member firms (hereinafter "GTIL Member Firms").

Unless a GTIL Member Firm is directly contracted by you to provide any of the Services which are subject to this Engagement, the provision of those Services remain the responsibility of Doane Grant Thornton and the Village agrees that it will not bring any claim, whether in contract, tort (including negligence) or otherwise against any GTIL Member Firm in respect of this Engagement or the Services defined herein. In these circumstances, any GTIL Member Firm that deals with you for the purpose of completing the Services does so on behalf of Doane Grant Thornton. The provisions of this clause have been stipulated for the benefit of GTIL Member Firms. GTIL Member Firms will have the right to rely on this clause as if they were parties to the Engagement and will have the right (subject to the discretion of the courts) to a stay in proceedings if you bring any claim against any GTIL Member Firms in breach of this clause.

Non-solicitation – The Village agrees that it shall not solicit for employment or hire any of the partners,

principals, employees or consultants of Doane Grant Thornton who are involved in the performance of the Services during the term of the Engagement and for a period of twelve (12) months thereafter.

Confidentiality – All information which Doane Grant Thornton receives from the Village or the Village's directors, officers, agents, advisors or counsel in connection with the Engagement and which is for the time being confidential ("Confidential Information"), will be held in strict confidence, provided that Doane Grant Thornton shall be free to, without the requirement to seek any further consent or authorization from the Village, make disclosures (a) as a result of any applicable law or regulation (including any disclosure, notification or other reporting obligation under the *Income Tax Act (Canada)*, *Taxation Act (Quebec)* or any other applicable legislation), court or other order binding upon it, under the laws of, or pursuant to any governmental action (including requests and orders), regulatory requirement, or professional standard obligations (including disclosure to a provincial institute of chartered professional accountants); (b) of such information to any professional advisers, consultants and contractors, including GTIL Member Firms it may consult in connection with the Engagement and the performance of the Services; and (c) as set out in the Engagement.

Doane Grant Thornton may disclose Confidential Information to GTIL Member Firms for the purposes of fulfilling its professional obligations to manage conflicts of interest and to maintain auditor independence. Confidential Information may also be disclosed as part of compliance reviews or to implement standardized performance measurement, client relationship management and documentation systems within the global Grant Thornton network. The Confidential Information disclosed may include ownership information and information about related entities and such information may be stored, processed and accessed from locations outside of Canada.

Notwithstanding anything to the contrary contained within the Engagement, Doane Grant Thornton shall not be obligated to treat as confidential, or otherwise be subject to any restrictions on use, disclosure or treatment as contained within the Engagement, of any information disclosed by the Village which, (i) is rightfully known by Doane Grant Thornton on a non-confidential basis prior to its disclosure by the Village; (ii) is independently developed by Doane Grant Thornton without reference to or use of the Village's Confidential Information; (iii) is or later becomes publicly available without violation of the Engagement; or (iv) is lawfully obtained by Doane Grant Thornton from another party.

Working papers/reports – The advice or opinions of Doane Grant Thornton, including all materials, reports, information, data, and work created, developed or

performed by Doane Grant Thornton during the course of the Engagement (“the Doane Grant Thornton Materials”) shall belong to Doane Grant Thornton, with the exception of final tax returns, original contracts, other documents of title held to the Village’s order and any documents the return of which the Village has stipulated, on or prior to their release to Doane Grant Thornton (the “Village Materials”). Notwithstanding the foregoing, (i) Doane Grant Thornton may retain a copy of the Village Materials (including Confidential Information) as required by Doane Grant Thornton, in its sole discretion, to meet any obligations imposed by professional standards; and (ii) nothing shall require the return, erasure or destruction of back-ups made in accordance with Doane Grant Thornton’s document-retention procedures.

Conflict of interest – Doane Grant Thornton, its associated entities and GTIL Member Firms are involved in a wide range of financial advisory activities out of which conflicting interests or duties may arise. Within Doane Grant Thornton, its associated entities and GTIL Member Firms, practices and procedures are maintained to restrict the flow of information and thereby manage or assist in managing such conflicts in a proper manner. Nothing within this Engagement will be interpreted to preclude Doane Grant Thornton, its associated entities and GTIL Member Firms from engaging in any transaction or representing any other party at any time or in any capacity, provided that Doane Grant Thornton shall not, knowingly provide services to another party under circumstances which would place Doane Grant Thornton in a direct conflict of interest during the term of the Engagement without the Village’s prior written consent. In the event Doane Grant Thornton becomes conflicted, as determined in its discretion, Doane Grant Thornton shall be permitted, but not obligated to, terminate this Engagement without any additional liability to the Village, upon fourteen (14) days prior written notice.

Access to and disclosure of information – Doane Grant Thornton is committed to the protection of personal information. During the course of planning, performing and reporting the result of the Services, Doane Grant Thornton, its employees, partners, contractors, consultants, and GTIL Member Firms may need to obtain, use and disclose Village information (including Confidential Information and personal information) in the possession of, or under the control of the Village. The Village acknowledges this potential use and/or disclosure and agrees that it is responsible for obtaining, where required under applicable law or regulation, a court order or consent from any third party in order to permit Doane Grant Thornton, its employees, partners, contractors, consultants, and/or GTIL Member Firms, to access, obtain, use and/or disclose Village information (including Confidential Information and personal information) accessed by us or provided to us by the Village or a party authorized by the Village for the

purposes of completing the Services, and/or other disclosure so defined within the Engagement or for those additional purposes as more fully explained within Doane Grant Thornton’s privacy policy, as it may be amended from time to time and available at www.doanegrantthornton.ca.

Electronic communication – Doane Grant Thornton and the Village may need to electronically transmit confidential information to each other and to other entities engaged by either party during the Engagement. Electronic methods include, but are not limited to telephones, cellular telephones, electronic mail and facsimiles. These technologies provide for a fast and convenient way to communicate. However, all forms of communications have inherent security weaknesses and the risks of compromised confidentiality cannot be eliminated. Notwithstanding the inherent risks, the Village agrees to the use of such electronic methods to transmit and receive information (including confidential information), between Doane Grant Thornton and the Village and between Doane Grant Thornton and outside specialists, contractors or other entities engaged by either Doane Grant Thornton or the Village. The Village further agrees that Doane Grant Thornton shall not be liable for any loss, damage, expense, inconvenience or harm resulting from the loss, delay, interception, corruption or alteration of any electronic communication due to any reason whatsoever.

The Village also agrees that Doane Grant Thornton professionals shall be authorized to connect their computers to the Village’s IT network, subject to any specific restrictions the Village provides to Doane Grant Thornton. Connecting to the Village’s IT network or the internet via this network, while at the Village’s premises, will be primarily for the purpose of conducting normal business activities, and those relating to the completion of the Services.

Expenses – If applicable, the Village will reimburse Doane Grant Thornton for all reasonable out-of-pocket expenses incurred by Doane Grant Thornton in entering into and performing the Services, whether or not it is completed, including but not limited to, travel, telecommunications costs, fees and disbursements of other professional advisers, and other disbursements customary in engagements of this nature. Normal administrative expenses are charged on the basis of a percentage of professional costs. The administrative fee is equal to 9% of the total professional fees invoiced during the Engagement. All other out-of-pocket expenses will be charged at cost as incurred by Doane Grant Thornton.

Taxes – All fees and other charges payable to Doane Grant Thornton do not include any applicable federal, provincial, or other goods and services tax or sales tax, or any other taxes or duties whether presently in force or imposed in the future. All sums payable to Doane

Grant Thornton hereunder shall be paid in full without withholding or deduction.

Billing – All invoices issued by Doane Grant Thornton hereunder are due within 30 days of the invoice date. Interest will be charged on all overdue accounts at a rate of 1.5% per month (18% per annum) until paid. Fees paid or payable to Doane Grant Thornton under this Engagement are non-refundable and shall not be subject to set-off. Unless otherwise directed by Doane Grant Thornton, all fees, expenses and other sums will be billed and payable in Canadian Dollars.

Termination – Either the Village or Doane Grant Thornton may terminate the Engagement upon fourteen (14) days prior written notice to the other party. In addition to the foregoing, Doane Grant Thornton may also terminate the Engagement in the event of a breach of any term of the Engagement by the Village which is not cured by the Village within ten (10) days of receipt of written notice as to the breach. Upon termination for any reason, the parties shall return each other's confidential information, except that Doane Grant Thornton may retain one copy for its working papers and one copy of the Village Data may also be retained by Doane Grant Thornton even if same may contain confidential information of the Village. In addition to its rights of termination provided herein and notwithstanding anything to the contrary in the Engagement, Doane Grant Thornton shall also have the right (i) upon five (5) days prior written notice to the Village, to suspend or terminate its Services in the event the Village fails to pay Doane Grant Thornton any amount due to it under the terms of the Engagement; or (ii) immediately upon written notice to the Village, terminate its Services in the event Doane Grant Thornton discovers any information which Doane Grant Thornton determines, in its sole discretion, may affect its reputation, integrity or independence. In the event of termination, the Village agrees to compensate Doane Grant Thornton for all time expended and costs incurred up to and including the date of termination.

Severability – Each provision of this Engagement is severable and if any provision (in whole or in part) is or becomes invalid or unenforceable or contravenes any applicable regulations or laws, the remaining provisions and the remainder of the affected provision (if any) will not be affected.

Assignment – No assignment shall be made by either party of their respective obligations under this Engagement without the prior written consent of the other party.

Publication – Under no circumstances without the express prior written consent of Doane Grant Thornton, shall the Village disclose, release, use, make reference to, or quote Doane Grant Thornton's name, logo or any Deliverable (whether written or verbal) within any press release, press conference, website update, media release or any other form of public disclosure

("Disclosure Document") other than for litigation purposes, but only to the extent and in the manner that such use is contemplated by the Engagement. In the event the Village wishes to seek Doane Grant Thornton's consent as required by the Engagement, the Village shall provide to Doane Grant Thornton a copy of such Disclosure Document for prior approval, which approval may be unreasonably withheld. As aforementioned, notwithstanding the terms of this paragraph, the Village is not prohibited from disclosing details, including the tax treatment or structure of any transaction, if the transaction or series of transactions would be, or would otherwise be if not for this exception, i) a reportable transaction or an avoidance transaction, as defined by subsection 237.3(1) of the ITA, or a series of transactions including an avoidance transaction under which a tax benefit to the Village results or would result but for section 237.3(1) of the ITA; ii) a notifiable transaction as defined by 237.4(1) of the ITA; iii) a confidential transaction under section 1079.8.6 of the TA; or iv) any other type of reportable tax avoidance transaction or similar type of transaction requiring disclosure to a taxing authority as defined by any other applicable legislation or regulations.

Village representations, warranties and covenants – The Village represents, warrants and covenants to Doane Grant Thornton that:

- a. the execution, delivery and performance of the Engagement has been duly authorized and does not, and with the passage of time, will not conflict with or violate any contractual, statutory, common law, legal, regulatory or other obligation by which the Village is bound; and
- b. the Engagement is the legal, valid and binding obligation of the Village, enforceable in accordance with its terms.

Doane Grant Thornton representations, warranties and covenants – Doane Grant Thornton represents, warrant and covenants to the Village that Doane Grant Thornton will provide the Services described within the Engagement in a professional and competent manner. Doane Grant Thornton makes no other representation or warranties and explicitly disclaims all other warranties and representations whether expressed or implied by law, usage of trade, course of dealing or otherwise.

Surviving provisions – The Village's obligations in respect of confidentiality, payment of fees and expenses, limitation of liability and Release and Indemnification as outlined within the Engagement and these terms and conditions shall survive termination of the Engagement.

Governing law and forum – The Engagement, including these terms and conditions shall be governed by and construed in accordance with the laws of the

Province in which the Engagement was signed by
Doane Grant Thornton.

Other matters – The failure of either party to insist on strict performance of the Engagement, or to exercise any option herein, shall not act as a waiver of any right, promise or option, but the same shall be in full force and effect. No waiver of any term or provision or of any breach or default shall be valid unless in writing and signed by the party giving such waiver, and no such waiver shall be deemed a waiver of any other term or provision or any subsequent breach or default of the same or similar nature.

Complete agreement – This Engagement, including these terms and conditions and any schedules, sets forth the entire understanding of the parties relating to the subject matter hereof and supersedes and cancels any prior communications, understandings, and agreements between the parties. This Engagement may not be amended or modified except in writing between the parties and shall inure to the benefit of and be binding upon the parties and their respective successors and assigns.

Village of Kaslo

For the year ended December 31, 2024

Report to the Mayor and Council
Audit strategy

February 6, 2025

Ashley Ruggiero, CPA, CA
Partner
T 778-274-9427
E Ashley.Ruggiero@doane.gt.ca

Jodi Silva, CPA, CA
Senior Manager
T 250-687-2024
E Jodi.Silva@doane.gt.ca

Contents

Appendices

Executive summary	1	Appendix A – Engagement letter
Audit plan and risk assessment	2	
Other planning matters	4	
Audit fees	5	
Timing and communications	6	
Technical updates – highlights	7	

Draft for discussion purposes

Executive summary

Purpose of report and scope

The purpose of this report is to engage in an open dialogue with you regarding our audit of the financial statements of Village of Kaslo (the "Village") for the year ended December 31, 2024. This communication will assist the Mayor and Council in understanding the terms of the audit engagement, our proposed audit strategy and the level of responsibility assumed by us.

The information in this document is intended solely for the information and use of the Mayor, Council and management. It is not intended to be distributed to or used by anyone other than these specified parties.

We have included our draft engagement letter in Appendix A, which outlines our responsibilities and the responsibilities of management.

Approach

Our audit approach requires that we establish an overall strategy that focuses on risk areas. We identify and assess risks of material misstatement of the financial statements, whether due to fraud or error. The greater the risk of material misstatement associated with an area of the financial statements, including disclosures, the greater the audit emphasis placed on it in terms of audit verification and analysis. Where the nature of a risk of material misstatement is such that it requires special audit consideration, it is classified as a significant risk.\

Independence

We have a rigorous process where we continually monitor and maintain our independence. The process of maintaining our independence includes, but is not limited to:

- Identification of threats to our independence and putting into place safeguards to mitigate those threats. For example, we evaluate the independence threat of any non-audit services provided to the Village
- Confirming the independence of our engagement team members

Matters to communicate – We have determined that the following information regarding our independence should be brought to your attention:

A self-review threat exists in relation to the audit due to the fact that, in addition to performing the audit engagement, we draft the financial statements and propose adjusting journal entries. This threat is mitigated by ensuring that management and those charged with governance understand, take responsibility for and approve the financial statements and journal entries.

Audit plan and risk assessment

We have planned our audit in accordance with our approach summarized above.

Materiality

The purpose of our audit is to provide an opinion as to whether the financial statements are prepared, in all material respects, in accordance with Public Sector Accounting Standards as at December 31, 2024. Therefore, materiality is a critical auditing concept and as such we apply it in all stages of our engagement.

The concept of materiality recognizes that an auditor cannot verify every balance, transaction or judgment made in the financial reporting process. During audit planning, we made a preliminary assessment of materiality for the purpose of developing our audit strategy, including the determination of the extent of our audit procedures.

During execution of the audit, we will consider whether materiality should be re-assessed due to changes or events identified. At completion, we will consider not only the quantitative assessment of materiality, but also qualitative factors, in assessing the impact on the financial statements, our audit opinion and whether matters should be brought to your attention.

Significant risks

We identified the following significant risks on which we plan to focus our attention:

Area of risk	Why there is a risk	Planned audit response
Fraud risk from revenue recognition	There is a presumed risk of fraud in revenue. The risk primarily relates to revenue recognized under government transfers.	<ul style="list-style-type: none">We will review significant grant contracts to determine whether there were restrictions on use and recalculate the portion that should be receivable or deferred based on the grant restrictions and costs incurred on the related project as at December 31, 2024.
Fraud risk from management override / segregation of duties	This is a presumed fraud risk. This risk relates to management's ability to override the controls surrounding financial reporting in order to report improved financial results, manipulate particular financial statement areas, or perpetrate other financial fraud.	<ul style="list-style-type: none">We will perform journal entry testing around potentially suspicious entries.

Other audit risks

Other areas we have identified where we plan to focus our attention are as follows:

Area of risk	Why there is a risk	Planned audit response
Accounting estimates – asset retirement obligations	There is significant estimation uncertainty surrounding the estimate for asset retirement obligations. This is the first full year since the adoption of the accounting standard PS3280 – Asset Retirement Obligations.	<ul style="list-style-type: none">• We will perform a reassessment of the obligation to determine whether management’s assumptions remain appropriate and will assess whether the current year adjustments are in-line with Canadian public sector accounting standards.

Draft for discussion purposes

Other planning matters

The following is a discussion of relevant planning matters we have considered that are specific to Village of Kaslo.

Use of experts

We intend to use the work of independent third-party specialists for the following:

- Asset retirement obligations

Our planned use of the work of experts include:

- Analyzing Colin Haskin's qualifications as it relates to his ability to prepare an appropriate ARO calculation.
- Analyzing Apex EHS Services Inc.'s qualifications as it relates to their ability to prepare an appropriate hazardous survey report for the Village's buildings.

Draft for discussion purposes

Audit fees

Estimated fees

Service	Current year fees	Prior year fees
Annual audit	\$ 39,250	\$ 38,100
Asset retirement obligations and additional time required to various adjustments proposed and discussed		6,000
Adoption of new accounting standard PS3400 (see technical updates below)	TBD	-
Total*	\$ 39,250	\$ 44,100

*before administrative costs, disbursements and applicable taxes

Deliverables

Deliverable
Communication of audit strategy
Report on the December 31, 2024 financial statements
Communication of audit results

Fee estimate considerations

Upfront and periodic discussions are central to our approach in dealing with fees. Our goal is to avoid surprises by having early and frank communication. We wish to provide you with a competitive price and fair value, while also allowing sufficient audit hours to conduct an effective audit and deliver quality service.

We have established an estimated fee for the audit for the year ended December 31, 2024 that is based on the level of activity and the anticipated complexity of the audit of the Village's financial statements. If there are any variances to the above plan, we will discuss them with management and agree on any additional fees before costs are incurred, wherever possible. Any unforeseen work outside the scope of this proposal will be billed separately after discussion with management.

The proposed fee is based on receiving the following from management:

- All working papers and schedules as outlined in our requirements letter
- Trial balance together with reconciled control accounts
- All books and records when requested
- Use of Village staff to help us locate information and provide explanations

Timing and communications

Timing and communications

We are committed to delivering exceptional client service and executing our audit in the most effective, efficient and timely manner. The planned timing of our audit work and the deliverables we will provide to the Mayor and Council are as follows:

Stage or deliverable	Timing/Status
Planning and interim procedures	Dec 2024 – Jan 2024
Performance of fieldwork	March 2025
Communication of audit results	April/May 2025

In our communication of audit results, we will report on the following matters:

- Our views on significant accounting practices
- Significant difficulties, if any, encountered during the audit
- Misstatements, other than trivial errors
- Actual or suspected fraud or illegal acts
- Significant deficiencies in internal control
- Other significant audit matters, as applicable

Draft for discussion purposes

Technical updates – highlights

Accounting

Accounting standards issued by the Accounting Standards Board that will affect the Village in the current year include:

Section PS 3400 Revenues

New Section PS 3400 *Revenue* establishes standards on how to account for and report on revenue. It does not apply to revenues for which specific standards already exist, such as government transfers, tax revenue or restricted revenues. The Section distinguishes between revenue that arises from transactions that include performance obligations (i.e., exchange transactions) and transactions that do not have performance obligations (i.e., non-exchange transactions). The main features of the new Section are:

- Performance obligations are defined as enforceable promises to provide specific goods or services to a specific payer
- Revenue from transactions with performance obligations will be recognized when (or as) the performance obligation is satisfied by providing the promised goods or services to the payer

Revenue from transactions with no performance obligations will be recognized when a public sector entity has the authority to claim or retain the revenue and identifies a past transaction or event that gives rise to an asset.

These changes will require updates to the note disclosures including disclosure of accounting policies for revenue recognition.

A public sector entity should disclose:

- (a) disaggregated revenues reported on the statement of operations by source and type, with separate disclosure of revenues that are not related to recurring activities;
- (b) typical performance obligations and the methods and policies that apply when recognizing revenues; and
- (c) the nature and amount of continuing performance obligations grouped by category of similar transactions.

Based on our review of the Village's 2023 financial statements and related records, the changes of PS 3400 should not have a material impact on the financial statements. However, we wanted to highlight the following revenue streams that will be impacted by the changes:

1. Issuance of permits – if the issuance of a building/development permit entails multiple performance obligations (i.e. review and approval of the permit, inspections at key stages of the project and final sign-off), each activity is considered a separate performance obligation and revenue should be recognized as each obligation is satisfied.
2. Penalties, interest and fines – these revenue streams are considered non-exchange transactions since the Village is not required to provide any goods or service in return. Revenue should be recognized only when the Village becomes entitled to collect (i.e. when the penalty/fine can no longer be contested). The revenues should be recognized only to the extent that they are expected to be collected.
3. Donations – if the donation is conditional, it will fall under PS 3410. If the donation is non-conditional, it will be impacted by the changes to PS 3400. A non-conditional donation is considered a non-exchange transaction. Revenue should be recognized with the Village becomes entitled to collect to the extent the donation is collectable.
4. Campground revenue – these revenue streams should be recognized over a period of time as the Village provides a service of granting access to the RV park during the time that the payor has booked the park.

We ask that management prepare an analysis of the revenue recognition process for each of the above revenue streams in advance of planning and interim procedures in December.

Assurance

There are no changes to assurance standards in the current year that will affect the nature, timing and extent of our audit procedures on the Village's financial statements.

Appendix A – Engagement letter

DATE: January 23, 2025

FILE NUMBER: 0890-20

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Kaslo Municipal Campground

1.0 PURPOSE

For Council to consider the service level of the Kaslo Municipal Campground, including its bylaw and policy framework, budget, and contractor service agreement.

2.0 RECOMMENDATION

THAT operating and capital improvements for the Kaslo Municipal Campground be reviewed during the Committee of the Whole meeting scheduled for February 18, 2025, AND

THAT the Village's Camping Policy be revised to become the Kaslo Municipal Campground Policy as presented in the Staff Report titled Kaslo Municipal Campground dated January 23, 2025, AND

THAT Kaslo Parks Regulation Amendment Bylaw No. 1311, 2025 receive first, second, and third readings, AND

THAT Kaslo Municipal Campground Bylaw No. 1312, 2025 receive first, second, and third readings, AND

THAT the Village renew its Agreement with Patricia Bennett to operate the Kaslo Municipal Campground for a (2) two year term with an option to renew for (1) one additional year by mutual agreement.

3.0 BACKGROUND

The Village of Kaslo owns property occupied by the Kaslo Municipal Campground. The Village currently provides its campground service through a contract Operator, Patricia Bennett. The Agreement between the Operator and Village expired December 31, 2024, unless extended by mutual agreement of the parties. The Agreement does not identify the term that it may be extended by. If Council is satisfied with the quality of service currently being provided by Patricia Bennett, then it can provide direction to staff to extend the contract for a defined term. If Council would like to explore proposals from other Operators, then direction should be provided to staff to issue a Request for Proposal (RFP). Whether the current Agreement is extended, or an RFP is issued, Council is being asked by way of this Staff Report to determine the level of service it wishes to provide at the Kaslo Municipal Campground.

4.0 DISCUSSION

During preliminary discussions with the Operator regarding renewal of the Agreement, they requested improvements to the Campground. Some of these requests require capital investment, whereas others are operational. Collectively, they would affect a change in the level of service currently being provided and have budget implications, and so discussion with Council is necessary. Any changes supported by Council will be included in the draft 2025 budget. The key requests are in relation to:

- Groundskeeping and grading of uneven sites
- Upgrading campsites 6-9 from 15 amp to 30 amp power, and providing power to tent sites

- Upgrading campsites 14-21 to include sewer hookups
- Utilizing the Loggers Sports area for overflow camping throughout the entire camping season
- Including janitorial fees in Village park rental fees rather than the Operator collecting janitorial fees, and remedying issues with fees being charged for cleaning the old park washrooms
- Providing potable water at the Sani-Dump, and upgrading the service to coin/card operation
- Installing speed bumps on Ring-Road

Each of these topics is discussed in detail within this Staff Report.

Groundskeeping

The grass at the campground is a concern for the Operator citing that many areas are thin and sparse. The Village does not perform any groundskeeping at the campground, and the existing Agreement with the Operator generally suggests this is their responsibility. Notwithstanding the Agreement, the Operator is requesting that the Village provide thicker and fuller grassy areas.

The Village does not have a formal groundskeeping program in place for any of its parks or green spaces. The typical activities involved with turfgrass maintenance are overseeding, aerating, fertilizing, weed control, and top-dressing. However, the campground does not have irrigation to keep grass seeds moist through germination, and so the window of opportunity to overseed would be limited to early spring when there is precipitation. Even then, the results may be minimal, particularly in areas where vehicles and trailers maneuver.

Performing turfgrass maintenance on areas where vehicles and trailers maneuvering should be avoided as the results would be negated by traffic, however, not all campsites have a gravel pad to define the maneuvering area. If the Village is going to increase its level of turfgrass maintenance at the campground, then each campsite should have a well-defined gravel maneuvering area and a designated spot for a tent. Ideally, irrigation would be installed outside of these areas so that turfgrass maintenance activities can generate the desired results.

The cost of providing a gravel maneuvering area and a tent pad is estimated at \$5,000/campsite whereby \$3,750 would be labour and equipment, and \$1,250 would be materials. Direction from Council is required if they would like to see a 2025 capital project proposal for well-defined gravel pads and tent areas to be established at the Campground.

The cost of irrigation is unknown, as well as the cost of supplies, materials, equipment, and labour to provide turfgrass maintenance. Direction from Council is required if they would like to see a 2025 capital project proposal for campground irrigation, and an operating budget increase for turfgrass maintenance to be performed by the Village.

The Operator has also requested that the Village level the grade for sites 10-12. If this work occurs, gravel pads for vehicles and designated spots for tents should be established. This may leave little room for turfgrass between sites. Cost is estimated at \$5,000/campsite. Direction from Council is required if they would like to see a 2025 capital project proposal for sites 10-12 to be graded.

Electrical Power

Not all campsites have power, water, and sewer. Some sites have 15-amp power, and some have 30-amp power. The Operator has requested that sites 6-9 be upgraded from 15-amp to 30-amp, and that power be provided to the walk-in tent sites at the concession. A rough estimate for upgrading the power supply to sites 6-9 is \$20,000, and the cost to provide power to the walk-in tent sites is unknown. Staff do not recommend providing power to walk-in tent sites as the proposed Kaslo Municipal Campground Policy designates them as overflow, and overflow sites are not intended to have any services. Direction from Council is required if they would like to see a 2025 capital project proposal for upgrading the power supply to sites 6-9.

Sewer Hookups

Sites 1-5, 12-13, and the Host Site have sewer hookup. The Operator has requested sewer hookups for sites 14-21. A construction cost estimate has not been developed for this request. Direction from Council is required if they would like to see a 2025 capital project proposal for sewer hookups.

Overflow Camping

The Operator has requested that the Loggers Sports area be made available for overflow camping throughout the entire camping season, not just special events authorized by Council (bylaw #1162). Staff do not believe it's in the community's best interest to permit camping in the Loggers Sports area throughout the entire camping season. Rather, staff recommended that camping be limited to what's presented in the Kaslo Municipal Campground Policy. The Policy identifies the boundaries of the campground and overflow areas, including the conditions when overflow camping is permitted. Further, staff would recommend that bylaw #1162 be amended to remove reference to the campground, and that a new stand-alone bylaw be adopted to regulate the Kaslo Municipal Campground. The new bylaw would state that camping is only permitted within the boundaries of the campground or overflow areas specifically authorized by Council through the Kaslo Municipal Campground Policy. This will prevent any conflicts between bylaw and policy documents.

Janitorial

The Operator currently collects janitorial fees from renters of the gazebo or picnic shelter; however, the actual facility rental fee is collected by the Village. The Operator has requested that the Village collect the janitorial fees as well as the rental fees, and then reimburse the Operator for their janitorial expense. It should be noted that the Village currently pays a portion of janitorial costs to the Operator for the old washrooms in Vimy Park. The Village's portion is collected from the Kaslo Baseball & Softball Association (KBSA) and flows through to the Operator. Staff agree that this arrangement is not ideal for the renter, Operator, or KBSA.

The Kaslo Municipal Campground Policy remedies the aforementioned janitorial issues by locating the old washrooms and (4) four walk-in tent sites outside of the Campground boundaries, and assigning janitorial responsibilities for the old washrooms to the Village. The Village would pay for janitorial services with revenue from agreements, rentals, and general taxation. Use of the old washrooms by campers in the tent sites would be limited to long weekends and Jazz Fest whereby the cost of cleaning would be negligible within the context of park usage during those times. Janitorial work would be performed by the contractor that cleans the Village's other public washrooms.

Sani-Dump

The Operator has requested that the Sani-Dump be upgraded to coin/card operation, and that potable water be provided. For this to occur, a cost estimate would need to be developed, and a cross-connection bylaw should be established to prevent water contamination. Direction from Council is required if they would like to see a 2025 capital project proposal for the Sani-Dump to be upgraded to coin/card operation, or for potable water to be provided. Staff will then develop cost estimates.

Miscellaneous

The Operator has requested that speed bumps be installed on Ring-Road. A street sign & road marking review was recently conducted in partnership with ICBC, and staff will review their recommendations as it relates to speed bumps. No action is recommended until staff have performed their review.

5.0 OPTIONS

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

1. **Council defer decision-making on operating and capital improvements to the February 18, 2025, Committee of the Whole meeting.** *Staff will identify the operating and capital improvement requests within the 2025 budget presentation to Council.*
2. **The Village's Camping Policy be revised and become the Kaslo Municipal Campground Policy.** *Staff will finalize the document.*
3. **The Kaslo Parks Regulation Bylaw be amended to remove reference to the campground, and a new stand-alone bylaw be introduced to regulate the Kaslo Municipal Campground.** *Once the bylaws are adopted, staff will administer.*
4. **The Village renew its Agreement with Patricia Bennett to operate the Kaslo Municipal Campground for a term of (2) two years with an option to renew for (1) one additional year by mutual agreement.** *Staff will develop an Agreement in accordance with applicable policies and bylaws for Council's approval.*
5. Council provides direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

The Kaslo Municipal Campground Policy reflects the existing financial arrangement between the Village and the Operator, and no changes are proposed within this Staff Report other than for the Village to assume responsibility for cleaning the old washrooms at Vimy Park. The Village would pay for janitorial services with revenue from agreements (ex. Kaslo Baseball & Softball Association), rentals, permits, and general taxation. No significant increase to the operating budget is expected, however a minor adjustment may be proposed to the draft 2025 budget.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

Council is the governing body of the Village of Kaslo and the custodian of its powers, both legislative and administrative. Council develops policies, then adopts bylaws or resolutions based on these policies, and ensures that they are executed by staff administration. Under the Community Charter, a municipality may provide any service that Council considers necessary or desirable. The Kaslo Municipal Campground which is

a service established by the Village pursuant to Community Charter Part 2: Division 1 – Purposes and Fundamental powers: *Municipal Purposes*, and Community Charter Part 5: Division 1 – Council Roles and Responsibilities: *Council as governing body, Responsibilities of council members, and Responsibilities of mayor*.

Bylaw

The Kaslo Municipal Campground Policy is intended to complement the Official Community Plan (sections 3.7, 8.1, 8.3), and the new Kaslo Municipal Campground Bylaw. These bylaws enable the Kaslo Municipal Campground Policy and its Service Objectives.

Policy

A Camping Policy was established November 9, 2010 to control camping overflow. The Kaslo Parks Regulation Bylaw No. 1162 was established in 2014 to further regulate the campground. Staff are recommending that the 2010 Camping Policy be revised to become the Kaslo Municipal Campground Policy, and that Bylaw #1162 be amended to remove reference to the campground and allow a new Kaslo Municipal Campground Bylaw to align with the revised Policy. This will prevent any conflicts between bylaw and policy documents.

8.0 STRATEGIC PRIORITIES

Vimy Park Improvements

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer

Attachments: Camping Policy (2010)
Kaslo Municipal Campground Policy [revised Camping Policy]
Kaslo Parks Regulation Amendment Bylaw No. 1311, 2025
Kaslo Municipal Campground Bylaw No. 1312, 2025

CAMPING POLICY
VILLAGE OF KASLO

Overnight camping in the Village of Kaslo is permitted only within the boundaries of designated campgrounds, with the following possible exceptions:

I Regular exceptions

Touring bicycle and motorcycle groups of 15 or more persons may tent in the Vimy Park picnic area overnight only by advance arrangement with the Municipal Campground contractor and with notice by the Contractor to the Village office.

If the use of the picnic shelter is required by a group tenting in overflow, the normal rental fee for the picnic shelter shall apply, shall be collected by the Contractor and shall be paid in full to the Village of Kaslo at the time monthly receipts are normally paid to the municipality.

II Special exceptions

Municipal campground boundaries may be extended to include beach property adjacent to the Loggers Sports area and Vimy Park ring road adjacent to the campground proper for overflow during May Day and Jazz Festival weekends only:

- By resolution of Council at least 30 days in advance of the festival weekend
- With written permission of Kaslo Loggers Sports organizers (to accompany application to Council) for the beach area and written permission of the Kaslo May Day Coordinator (to accompany application to Council) for use of the ring road
- Only when designated campground is fully reserved
- Picnic area overflow is limited to tents only
- Beach and ring road property overflow is limited to self-contained recreational vehicles only
- No recreational unit may be parked in the beach overflow area within 20 feet of the existing high water mark
- Earliest setup in overflow areas permitted is noon Thursday immediately in advance of the event, and latest breakdown permitted is noon Tuesday immediately following the event.

2010.11.09

DEPARTMENT: Buildings, Facilities, Properties

FILE NUMBER: 0340-50-01

TITLE: Kaslo Municipal Campground

Effective Date: October 28, 2008

Revision Date: February 12, 2025

INTRODUCTION

The Village of Kaslo owns property occupied by the Kaslo Municipal Campground. To determine the Level of Service provided for the campground service, the needs and expectations of users have been explored. Service objectives have been established to satisfy those needs and expectations. In turn, the service's objectives shall be achieved through Village policies, including the level of service defined within this policy and its bylaw for regulation of the Kaslo Municipal Campground. The Village provides the campground service through a contract Operator and their service plan. If the service plan is delivered in accordance with Village policies, then the service's objectives can be achieved, and user needs and expectations can be satisfied.

User Needs and Expectations

Campers at the Kaslo Municipal Campground are seeking an opportunity to escape from the day-to-day world while enjoying a scenic, natural, and cultural setting with many points of interest. They want to be close to local services, but also next to nature to view scenery and wildlife. Our Campers expect a safe, comfortable, relaxing, and convenient experience. They want to have fun and be entertained, particularly during community events. They often seek opportunities to socialize with friends and relatives, and our older customers tend to favour low-key pursuits that still provide some exercise and contribute to their well-being. Our Campers require easy access to the campsite by recreational vehicle. Many families also require space for a tent, which is often used by children. Some Campers will have disabilities and require campground services and facilities that are accessible. They expect high quality washroom facilities with electricity, running water, flush toilets and showers. Some Campers require utility services at their campsite, and sewage disposal facilities that are conveniently located.

Service Objectives

To provide a high-quality serviced camping experience which:

- Encourages Campers to understand, appreciate and enjoy the natural and cultural resources of Kaslo with a moderate mix of support services, facilities and leisure activities;
- Is in harmony with the natural and cultural resource base;
- Is safe, comfortable, and convenient;
- Offers passive recreation amenities for light exercise and relaxation, opportunities to socialize, some degree of privacy, closeness to nature, sites for recreational vehicles and tents;
- Offers easy access to emergency and day-to-day services.
- Is cost effective and sustainable.

PURPOSE

To define the Level of Service to be provided at the Kaslo Municipal Campground.

REVISION HISTORY

No.	Date	Description
1	October 28, 2008	The Village advise the Operator of special events at Vimy Park.
2	November 25, 2008	The Camping Season may be extended at the discretion of staff/operator.
3	November 11, 2010	Permit overflow camping under certain conditions.
4	February 12, 2025	Full re-write including amalgamation of all related policies.

APPLICATION & STATUTORY PROVISIONS

This policy applies to the Kaslo Municipal Campground which is a service established by the Village pursuant to Community Charter Part 2: Division 1 – Purposes and Fundamental powers: *Municipal Purposes*, and Community Charter Part 5: Division 1 – Council Roles and Responsibilities: *Council as governing body, Responsibilities of council members, and Responsibilities of mayor*. It is intended to complement the Village’s bylaw to Establish Municipal Officers, Official Community Plan 2022 (sections 3.7, 8.1, 8.3), and influence its bylaw for regulation of the Kaslo Municipal Campground. These bylaws support the campground’s Service Objectives identified in this policy.

PERSONS AFFECTED

The Level of Service defined by this policy affects Campers, the Operator, and Village staff.

LEVEL OF SERVICE

To provide a high-quality serviced camping experience which is also cost effective and sustainable, the Village has chosen to utilize a contract Operator. The following categories define the essential services to be delivered by the Operator and the Village and discretionary services that may be offered by the Operator if included in their Service Plan. The Level of Service provided is within the constraints of the Village bylaw for regulation of the Kaslo Municipal Campground.

Camping Season

The Camping Season begins May 1 and ends after Thanksgiving weekend in October, but may be extended by mutual agreement of the Administrator and Operator.

Maximum Stays

Campers can stay a maximum of 14 nights each calendar year in total (consecutive or non-consecutive). This limit applies to the reservation holder and all members of a Camping Party, as well as reservations and first come, first served camping. The Operator shall audit reservations to identify bookings that exceed the maximum stay limits. Any reservation that exceeds the limit may be cancelled without refund. The Operator may deny entry to any party found to be over the maximum stay limit. The maximum stay policy helps ensure equal camping opportunities for all visitors.

Pre-Trip

The Operator shall provide a general information package prepared and distributed through cooperative arrangements with the Village and community partners (e.g. Visitor’s Centre, Village website, etc.). They shall also provide general information to Campers upon request (e.g. regulations, reservations, services and facilities available, recreational opportunities, local attractions etc.). Specific information shall be provided to Campers when requested (e.g. current weather and trail conditions, safety issues including bears in the area, etc.). At the Operator’s discretion, they may provide an online reservation system, waiting list system, and refunds for cancellations. The Village shall provide good directional signage to the campground.

Reception

The Operator shall provide a registration kiosk or roving attendant to facilitate reception and orientation for Campers. They will make available brochures (e.g. trail maps, campground information, visitor’s guide, etc.) that include key attractions in the area (e.g. SS Moyie, library, etc.), as well as publications that promote increased appreciation and understanding of local culture and heritage, and information on other local services, events, and facilities.

Campsite Services

The Operator shall provide customer experiences consistent with the User Needs and Expectations, and Service Objectives described herein, and reflected in their Service Plan. Each campsite shall have an occupied status sign, access to centralized or dispersed garbage containers (bear-proof where necessary) and recycling bins. The Operator shall perform periodic patrols of the Campground to ensure cleanliness, identify issues, and enforce rules and regulations. At the Operator’s discretion, they may provide and set the price for WiFi and firewood.

The Village shall provide a modified natural setting that is easily accessible with excellent exposure. Motor vehicle access and drive-in parking shall be available for all sites. All roads and Campsites shall have permeable surfaces and natural drainage with a picnic table and firepit. Directional signage within the Campground shall be provided by the Village, including Campsite markers. Potable water shall be available at all Campsites. The washroom/shower building shall have hot and cold water, flush toilets, and showers. Nearby fire hydrants shall provide fire protection, and Campsites shall be accessible to emergency vehicles.

Where a Camping Party includes children 12 years of age or younger, one small tent in addition to the primary Camping Unit shall be permitted in a Campsite at no additional cost.

A Campground Map is provided in Schedule A. It depicts the location of Campsites and the boundaries of the Campground. Following is a list of the utility services available at each Campsite.

Campsite #	1	2	3	4	5	6	7	8	9	10	11
Water	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sewer	✓	✓	✓	✓	✓	x	x	x	x	x	x
Power	30 A	30 A	30 A	30 A	30 A	15 A	15 A	15 A	15 A	30 A	30 a

Campsite #	12	13	14	15	16	17	18	19	20	21	Host
Water	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sewer	✓	✓	x	x	x	x	x	x	x	x	✓
Power	30 A	30 A	30 A	30 A	30 A	30 A	30 A	30 A	30 A	30 A	30 A

Firewood

The Operator will supply firewood for sale and may set the price at their discretion. The Operator shall retain all revenue from the sale of firewood. No Elm will be used. No Pine from out of Province shall be provided, and Pine from within the Province must be free of mountain pine beetle. Wood must be safe to use for cooking (e.g. no painted or pressure treated wood). The Operator shall also provide a firewood shelter.

Overflow Camping

The Village's bylaw for regulation of the Kaslo Municipal Campground shall state that camping is only permitted within the boundaries of the Campground or overflow areas specifically authorized by Council through the Kaslo Municipal Campground policy. A Campground Map is provided in Schedule A. It depicts the location of Campsites and the boundaries of the Campground. Notwithstanding the location of Campsites, the Operator is permitted to provide camping anywhere within the boundaries of the Campground at their discretion.

Overflow Camping Areas are depicted in Schedule B, and can be used by the Operator during long weekends and Jazz Fest subject to the following conditions:

- (a) Insufficient Campsites are available within the Campground.
- (b) The length of stay is restricted to Thursday to Tuesday, however parking at the children's centre must be cleared on Monday.
- (c) Prior written permission is required from the Administrator, or designate, confirming there are no conflicts with other special events or park bookings.
- (d) Written support is required from Kaslo Loggers Sports organizers for use of the Loggers Sport area during May long weekend.
- (e) Written support is required from the Kaslo May Days Coordinator for use of Ring-Road during May long weekend.
- (f) Only self-contained units with washrooms are permitted in the Loggers Sport area and Ring-Road.
- (g) Only walk-in tent camping is permitted on the bench above the Campground.
- (h) Only walk-in tent camping for groups of 15 or more persons is permitted in the Vimy Park picnic area. In addition to camping fees, the Operator shall collect the rental fee for the picnic shelter to be paid in full to the Village with their monthly payment. Use of this area is not limited to long weekends and Jazz Fest, but conditions (a)(b)(c) apply.

Post-Trip

The Operator shall provide a system to allow Campers to advise about their camping experience (e.g. may be accomplished through comment/complaint card, survey, personal feedback to park staff, suggestion box, or other means).

Performance Measurement

The performance of the service in relation to the Service Objectives shall be assessed by staff, and may be influenced by customer feedback, asset conditions, revenue/expenses, and adherence to the Level of Service described herein.

Asset Components

The following list identifies the asset components and operational requirements to support the Level of Service provided at the Kaslo Municipal Campground.

Asset Components	Qty	Description
Campsites	21	Water (21), sewer (7), 30 amp power (17), 15 amp power (4). Permeable surfaces (gravel or grass)
Host site	1	30 A power, sewer, water
Overflow Camping	-	Refer to Schedule B.
Picnic tables	32	Located at each Campsite (21), extra available (11)
Campsite signs	22	Located at each Campsite and Host Site
Firepits	32	Located at each Campsite (21), extra available (11)
Bear proof garbage bins	4	Located at Host Site
Plastic garbage bins	-	Located throughout campground
Recycling bins	-	Located at Host Site
Information sign	1	Located at entrance to campground
Access road	1	Permeable surface located within Campground
Gates	3	Entrance to campground, ring road, and logger sports
Fence/handrail	1	Located around perimeter of campground
AED unit	1	Located at Host Site
Washroom/shower building	1	(10) toilets, (10) sinks, (6) showers.
Potable water piping and hose bibs	1	Hose bibs (22)
Sewer system hookups and piping	1	Sewer hookups (8)

FINANCIAL MATTERS

The Operator shall maintain accurate financial records, and provide a financial report to the Village on or before December 1 of each year or as otherwise agreed.

Advertising Costs

The Village will share advertising costs equally with the Operator up to a maximum of \$350 annually.

Insurance

The Operator must, at their own expense, purchase and maintain commercial general liability insurance to the satisfaction of the Village. The Operator will also ensure that any subcontractor obtains and maintains similar types of insurance relative to their obligations.

Schedule of Camping Fees

The Operator shall submit to the Village for approval, on or before March 1 of each year, a schedule of Camping Fees to be imposed by the Operator for each night of occupancy of a Campsite.

Remuneration

The Operator will collect and retain Camping Fees, as well as pay to the Village (30%) thirty percent of Camping Fees, (50%) fifty percent of Sani-Dump Fees, and (100%) one-hundred percent of Shower Fees collected.

Fee Collection

The Operator will not collect any fees, charges, or additional revenue other than Camping Fees without the prior written consent of the Village. The Operator shall collect and remit Goods and Service Tax (GST) on the full amount of Camping Fees and Sani-Dump Fees, and provide a copy of the remitted GST Return to the Village. The Village shall calculate and remit GST for Shower Fees.

Payments

The Operator will pay:

- (a) all Remuneration due to the Village on a monthly basis;
- (b) its obligations to Subcontractors; and
- (c) all charges for telephone and other utilities supplied by a third-party to the Operator.

RESPONSIBILITIES

The Village and its Operator have shared responsibility for providing the Campground's Level of Service. The Village shall define its requirements of the Operator in accordance with the Kaslo Municipal Campground Policy, and the Operator shall develop a Service Plan in accordance. An Agreement between the Village and Operator shall reflect each party's responsibilities.

Operator

The Operator will provide services in an efficient, cost-effective, consistent manner focusing on positive customer experiences. The Operator shall provide everything needed to support their Service Plan including labour, tools, equipment, materials, and sub-contracted services (ex. janitorial supplies and labour, groundskeeping, solid waste disposal, bookkeeping). This includes minor repairs and routine maintenance in which an asset does not need to be taken out of service for the work to be performed (ex. replacement of lightbulbs, and unclogging toilets).

Village of Kaslo

The Village shall provide the grounds, buildings, and facilities, water and electricity, and perform repair and maintenance within the constraints of available resources. The Village will provide materials for minor repairs and routine maintenance (ex. lightbulbs), and perform preventative maintenance and major repairs within the constraints of available resources (ex. dust control, sewer repairs). Completion of work order requests is at the sole discretion of the Administrator or designate. The Village shall track its revenue and expenses.

DEFINITIONS

“Administrator” means the employee appointed and acting as Chief Administrative Officer (CAO) of the Village of Kaslo.

“Council” means the Council of the Village of Kaslo.

“Camper” means an individual who has registered with the Operator and paid the Camping Fee to camp at a Campsite.

“Campground” means the area depicted in Schedule A.

“Camping Fee” means the fee imposed by the Operator for each night of occupancy of a Campsite.

“Camping Unit” means a tent, truck and camper, trailer, or motorhome used as a temporary sleeping quarters by travelers.

“Camping Party” means a maximum of 6 persons, with at least one, and no more than four, being over 18 years of age, occupying a single Camping Unit.

“Camping Season” is May 1 and ends after Thanksgiving weekend in October, but may be extended by mutual agreement of the Administrator and Operator.

“Campsite” means an area prepared and designated for placing of a Camping Unit and includes a Group Campsite.

“Operator” means the third-party designated by Council to be the Operator of the Kaslo Municipal Campground.

“Level of Service” is the specific parameters that describe the extent and quality of the service provided by the Village.

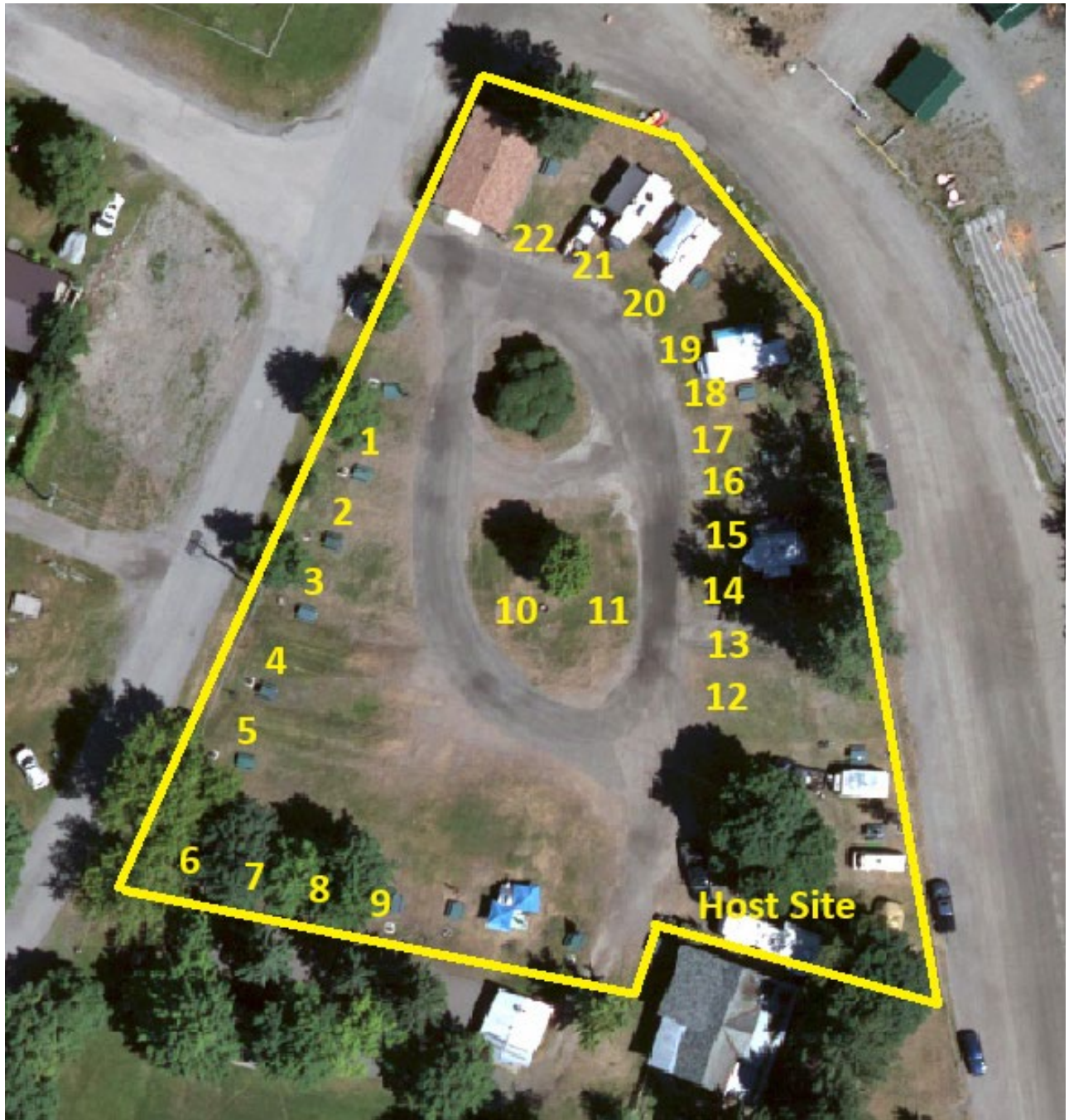
“Overflow Camping Areas” means the area depicted in Schedule B.

“Sani-Dump Fees” means the fee imposed by the Village for use of the Sani-Dump.

“Service Objectives” reflect User Needs and Expectations for a service, and are intended to guide the Level of Service.

“Service Plan” means the document developed by the Operator describing how they will satisfy their responsibilities.

Schedule A – Campground Map



Schedule B – Overflow Camping Areas



Kaslo Parks Regulation Amendment Bylaw

Village of Kaslo

Bylaw No. 1311, 2025

A bylaw to amend and consolidate the Kaslo Parks Regulation Bylaw No. 1162, 2014.

The Council of the Village of Kaslo hereby enacts as follows:

TITLE

1. This bylaw may be cited as the Kaslo Parks Regulation Amendment Bylaw.

PROVISIONS

2. Delete precis:

A BYLAW TO PROVIDE FOR THE REGULATION AND USE OF KASLO MUNICIPAL CAMPGROUND AND MUNICIPAL PARKS

Insert precis:

A BYLAW TO PROVIDE FOR THE REGULATION AND USE OF KASLO MUNICIPAL PARKS

3. Delete recital and enactment clauses:

WHEREAS the Council of the Village of Kaslo deems it advisable to regulate the use of its parks and municipal campground;

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

Insert enactment clause:

The Council of the Village of Kaslo hereby enacts as follows:

4. Delete the following definitions:

(c) "Camper" means an individual who has registered with the Operator and paid the Camping Fee to camp at a Campsite;

(d) "Camping Fee" means the fee imposed under Schedule B of this Bylaw for each night of occupancy of a Campsite;

(e) "Camping Unit" means a tent, truck and camper, trailer, or motorhome used as a temporary sleeping quarters by travellers;

(f) "Camping Party" means a maximum of 6 persons, with at least one and no more than four being over 18 years of age, occupying a single Camping Unit.

(g) "Campsite" means an area prepared and designated for placing of a Camping Unit and includes a Group Campsite;

(h) "Operator" means any person appointed from time to time by Council to be the Operator of a Park, and his or her delegate from time to time;

(i) "Group Campsite" means an area prepared and designated for placing of one or more Camping Units;

5. Delete section 3 - Camping Regulations:

(a) No person shall camp in any Park or public place except Kaslo Municipal Campground or overflow areas specifically authorized by Council for special events.

(b) No person shall occupy a Campsite except in accordance with this Bylaw.

(c) All persons intending to occupy a Campsite must register as a Camper with the Operator by providing the Operator with their name, address, expected length of stay and by paying the Camping Fee to the Operator.

(d) No person shall camp or place a Camping Unit in any Park unless that person has first paid to the Operator the Camping Fee for that Campsite, as set out in Schedule "B" to this Bylaw.

(e) Where a Camping Party includes minor children (12 years of age and younger), one small tent in addition to the primary Camping Unit shall be permitted in a Campsite at no additional cost.

(f) No person shall place a Camping Unit in any Park except at a Campsite or a Group Campsite.

(g) No person shall camp in any Park for more than fourteen (14) consecutive nights with special permission.

(h) All persons occupying a Campsite shall leave the campsite no later than 11:00 a.m. on the day of their departure.

(i) A person who is not registered with the Operator as a Camper shall not occupy a campsite outside the posted hours.

(j) All persons occupying a Campsite shall at all times keep all equipment, personal belongings and tents within the Campsite and shall keep the Campsite area in a neat and clean condition.

6. Delete section 22:

This Bylaw may be cited as the "Kaslo Parks Regulation Bylaw No. 1162, 2014"

7. Insert title:

This bylaw may be cited as the Kaslo Municipal Parks Bylaw.

8. Delete from Schedule A:

Kaslo Municipal Campground

9. Delete from Schedule B:
CAMPER FEES
Kaslo Municipal Campground

Serviced Sites:
\$30.00 per night per camper unit.

Unserviced sites:
\$25 per night per camper unit

Campsite occupancy beyond two adults: \$4 per person (children under 10 years of age are free)

Group Sites:
\$8.25 per night per person

Showers: \$1 each

Firewood: as determined by the Operator.

Sanidump fee: \$5 for campers, \$8 for all others.

Garbage fee: \$4 discretionary charge for excessive amounts as determined by the Operator.

10. Sequentially renumber all sections of Kaslo Parks Regulation Bylaw No. 1162, 2014 following the deletions and additions identified in the Kaslo Parks Regulation Amendment Bylaw.

COMING INTO EFFECT

11. The Kaslo Parks Regulation Amendment Bylaw comes into effect upon adoption.

READ A FIRST TIME this _____ day of _____, _____.

READ A SECOND TIME this _____ day of _____, _____.

READ A THIRD TIME this _____ day of _____, _____.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this _____ day of _____, _____.

Mayor

Corporate Officer

Certified a true copy of Bylaw No. 1311, 2025 as adopted.

Kaslo Municipal Campground Bylaw

Village of Kaslo

Bylaw No. 1312, 2025

A bylaw to provide for the regulation of the Kaslo Municipal Campground

The Council of the Village of Kaslo hereby enacts as follows:

TITLE

1. This bylaw may be cited as the Kaslo Municipal Campground Bylaw.

INTERPRETATION

2. Interpretation

In this bylaw:

“Administrator” means the employee appointed and acting as Chief Administrative Officer (CAO) of the Village of Kaslo.

“Camp” means to stay overnight in a tent, vehicle or other form of shelter whether on a temporary or permanent basis.

“Camper” means an individual who has registered with the Operator and paid the Camping Fee to camp at a Campsite.

“Campground” means the area depicted in Campground map within the Manual.

“Camping Fee” means the fee imposed by the Operator for each night of occupancy of a Campsite.

“Camping Unit” means a tent, truck and camper, trailer, or motorhome used as a temporary sleeping quarters by travelers.

“Camping Season” is May 1 and ends after Thanksgiving weekend in October, but may be extended by mutual agreement of the Administrator and Operator.

“Campsite” means an area prepared and designated for placing of a Camping Unit and includes a Group Campsite.

“Manual” means the system of procedures and policy for the Kaslo Municipal Campground.

“Operator” means the third-party designated by Council to be the Operator of the Kaslo Municipal Campground.

“Level of Service” is the specific parameters that describe the extent and quality of the service provided by the Village.

“Overflow Camping” means the areas depicted in the Overflow Camping Areas map.

“Public Place” means any land which is a highway, a park, a parking lot, or crown land.

“Service Objectives” reflect User Needs and Expectations for a service, and are intended to guide the Level of Service.

KASLO MUNICIPAL CAMPGROUND SERVICE ESTABLISHED

3. The Kaslo Municipal Campground service is established and authorized.

PROHIBITIONS

4. Except as permitted by the Kaslo Municipal Campground Policy, a person must not Camp or sleep overnight in any Public Place.
5. Except as provided for under section 6 of this bylaw, a person must not erect, construct or build, or cause to be erected, constructed or built, a tent, shelter, structure, or building in any Public Place.
6. Section 5 of this bylaw does not prohibit any activity on a highway, a park, or a parking lot which is:
 - (a) expressly authorized under any bylaw of the Village of Kaslo by way of a sign, permit or written agreement; or
 - (b) carried out by an employee or agent of the Village of Kaslo acting as an employee or agent of the Village of Kaslo.

ENFORCEMENT AND PENALTIES

7. This bylaw may be enforced by a bylaw enforcement officer, a police officer, or a peace officer.
8. Every person must not obstruct a bylaw enforcement officer, a police officer, or a peace officer engaged in the enforcement of this bylaw.
9. Any bylaw enforcement officer, employee or agent of the Village of Kaslo may remove or caused to be removed any tent, shelter, structure, or building in a public place which is in breach of this bylaw.
10. Any person who:
 - (a) violates or fails to comply with any provision of this bylaw;
 - (b) permits, suffers or allows any action or thing to be done in violation of this bylaw; or
 - (c) fails or neglects to do anything required to be done under this bylaw,contravenes this bylaw, and where the contravention is a continuing one, each day that the contravention continues amounts to a separation contravention.
11. Any person who contravenes this bylaw commits an offence and upon conviction by way of a proceeding under the Offence Act is liable to a penalty of not more than ten thousand dollars (\$10,000.00) for each offence and the costs of prosecution.
12. This bylaw may be enforced by the issuance of a bylaw notice or a municipal ticket.

MANUAL OF PROCEDURES AND POLICY

13. The Administrator is authorized and responsible for the creation, maintenance, and overall management of a system of procedures and policy (the "Manual") for the safe and effective operation of the Kaslo Municipal Campground.

AUTHORIZATION TO AMEND MANUAL

14. The Administrator is authorized to amend the Manual, however, Council resolution is required to amend the Kaslo Municipal Campground Policy.

COMPLIANCE WITH KASLO MUNICIPAL CAMPGROUND MANUAL

15. Management of the Kaslo Municipal Campground must comply with the Kaslo Municipal Campground Manual. All employees, management, service providers, volunteers, and Campers must comply with the Manual.

COMPLIANCE WITH LAW

16. Management of the Kaslo Municipal Campground must comply with applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.

SEVERABILITY

17. If any section, subsection, paragraph, subparagraph or clause of the Kaslo Municipal Campground 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 the Kaslo Municipal Campground Bylaw.

COMING INTO EFFECT

18. The Kaslo Municipal Campground Bylaw comes into effect upon adoption.

READ A FIRST TIME this _____ day of _____, _____.

READ A SECOND TIME this _____ day of _____, _____.

READ A THIRD TIME this _____ day of _____, _____.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this _____ day of _____, _____.

Mayor

Corporate Officer

Certified a true copy of Bylaw No. 1312, 2025 as adopted.

DATE: February 4, 2025

FILE NUMBER: 4320-50

TO: Robert Baker, Chief Administrative Officer

FROM: Lee Symmes, Legislative Assistant

SUBJECT: Beer Garden License Application – Kaslo & District Arena Association

1.0 PURPOSE

To consider an application from the Kaslo & District Arena Association for a Beer Garden License for their Annual Scholarship Hockey Game.

2.0 RECOMMENDATION

THAT a Beer Garden License be granted to the Kaslo & District Arena Association for their 2025 Annual Scholarship Hockey Game occurring February 21, 2025.

3.0 BACKGROUND

The Kaslo & District Arena Association (KDAA) has submitted an application to host a Beer Garden at the Kaslo Arena for their 2025 Annual Scholarship Hockey Game occurring February 21, 2025. Village bylaw No. 1052 Beer Garden Regulation section 2 requires:

Bona fide organizations to obtain a Beer Garden License to cover the sale of beer and wine at community and public celebrations.

The purpose of this Staff Report is to seek Council approval to issue a Beer Garden License to the applicant.

4.0 DISCUSSION

Section 1 of the Village's Beer Garden Regulation states:

A maximum of ten (10) Beer Garden Licenses may be issued by the Village of Kaslo between January and December in any one year.

To date, no Beer Garden Licenses have been issued in 2025. The applicant meets all requirements of the Village's Beer Garden Regulation and Beer Garden Policy.

5.0 OPTIONS

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

1. **Approve the license.** *A license will be issued.*
2. Do not approve the license. *The KDAA will be advised that they are not permitted to host a Beer garden for their event.*

6.0 FINANCIAL CONSIDERATIONS

There are no fees charge to the applicant for a Beer Garden License. The event is not being held in a park and there is no rental of municipal facilities. A Special Event Permit from the Village is not required and Large Event Fees do not apply.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Village of Kaslo Beer Garden Regulation Bylaw No. 1052 was adopted in 2007 and amended by Beer Garden Regulation Amendment Bylaw No. 1305 in 2024. Council has passed a resolution for a Beer Garden Policy (resolution #151/2024). In addition to complying with the bylaw and policy requirements, the applicant must obtain a liquor Special Event Permit from the Liquor and Cannabis Regulation Branch.

8.0 STRATEGIC PRIORITIES

None

9.0 OTHER CONSIDERATIONS

None

RESPECTFULLY SUBMITTED

Lee Symmes, Legislative Assistant

ATTACHMENTS:

Beer Garden License Application – Kaslo & District Arena Association, Annual Scholarship Hockey Game, February 21, 2025.

CAO COMMENTS:

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

February 5, 2025

Date



BEER GARDEN LICENCE APPLICATION FORM

We are collecting your personal information under section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing your application for a Beer Garden Licence. If you have questions about our collection of your information, please contact the Privacy Officer at corporate@kaslo.ca or 250-353-2311 x105.

Applicant Information

Name of Applicant: Maureen Leathwood

On behalf of: Kaslo and District Arena Association

Role of Applicant: President

Mailing Address: [REDACTED] Kaslo, B.C. V0G 1M0

Phone: [REDACTED]

Email: kasloarena@gmail.com

Event Information

Name of event: Annual Scholarship Hockey Game

Date(s) and time(s) of event: Friday, February 21, 2025 7-9 pm

Location of event: Kaslo Arena

Approximate number of people attending the event: 100

Use of Proceeds

Community Project or Charitable Agency that will receive the net proceeds from the event: Proceeds will go to support a scholarship to a Grade 12 student

Name(s) of Controller(s): Maureen Leathwood; Rogan East

Supporting Documentation

- Proof of Liability Insurance
- Site Plan



BEER GARDEN LICENCE APPLICATION FORM

The following regulations apply to all Beer Gardens within the Village of Kaslo.

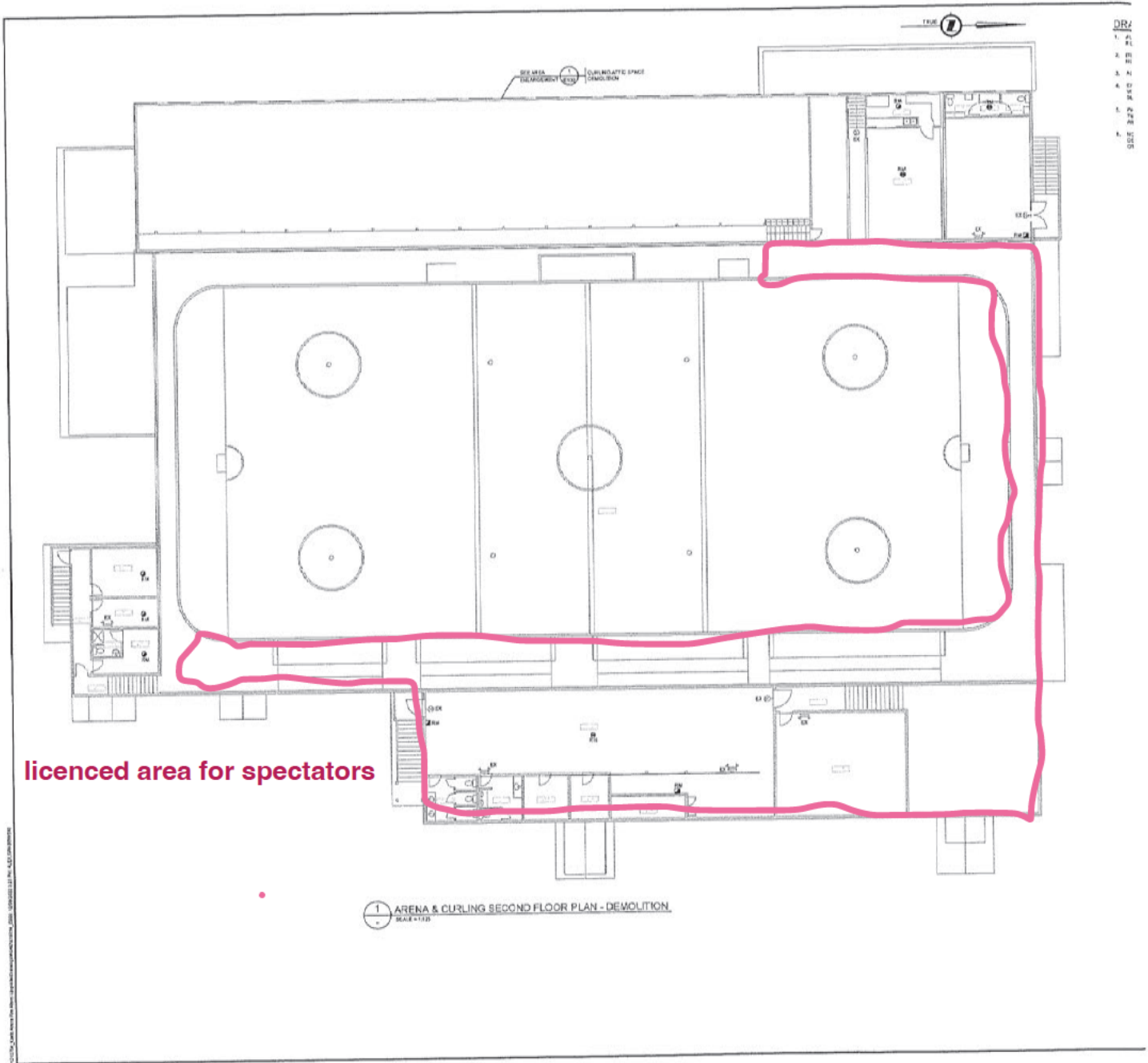
1. Proceeds from the function should be for charitable or public purposes only. Any profit accrued shall not be used by the organization to improve its own well being.
2. All applicants must comply with the rules and regulations set forth by the Province of British Columbia and the Village of Kaslo. A Special Event Permit from the Liquor and Cannabis Regulation Branch is required in addition to the Beer Garden licence.
3. All Beer Gardens must be approved by the Kaslo Detachment RCMP prior to opening.
4. Adequate fencing (as determined by the RCMP) at least 5 feet high must separate the Beer Garden from other spaces.
5. Entry and exit points must be controlled during hours of operation by a responsible adult representing the holder of the licence, to ensure that beer and wine are not taken out of the Beer Garden or passed over the fence.
6. The sponsoring organization will ensure that no minors are permitted entry to the Beer Garden. The identification of persons of questionable age must be checked and if proof of age is not provided entry must be denied.
7. The sponsoring organization will supply sufficient personnel to provide adequate security (as determined by the RCMP) for the event.
8. Beer and wine are to be served in disposable plastic or paper containers, or reusable metal cups.
9. Food must be available at all times.
10. Suitable washroom and/or any other related facilities requested by the Village must be provided. A letter or other evidence indicating that this requirement has been satisfied may be required.
11. A site plan of the designated Beer Garden area must be included with the application form.
12. Proof of adequate liability insurance, as determined by the Village, must be included with the application form.
13. If the event is cancelled for any reason, the licenced dates must be returned to the Village of Kaslo for redistribution.

I acknowledge that I have read and understood the regulations.

Maureen Leathwood

SIGNATURE

DATE



licenced area for spectators

1 ARENA & CURLING SECOND FLOOR PLAN - DEMOLITION
SCALE = 1/16"

DR/



LIQUOR LIABILITY ONLY
Certificate Of Insurance

Insurers subscribing: 100% "Lloyd's Underwriters" in Canada
through PAL Insurance Brokers Canada Ltd. Suite 200 - 1400 - 1 St SW Calgary, AB T2R 0V8
UMR # B1525PACBA240022

THIS POLICY CONTAINS A CLAUSE(S) THAT MAY LIMIT THE AMOUNT PAYABLE

Certificate #: CWL7566 Type: New: Liquor Liability Date Issued: **FEBRUARY 04, 2025**

INSURED INFORMATION

Name of insured / host: KASLO ARENA
Address: [REDACTED]
City: KASLO. BRITISH COLUMBIA Province: BC Postal Code: V0G 1M0

ADDITIONAL INSURED

VILLAGE OF KASLO BOX 576 KASLO, BC V0G 1M0
Additional insured(s) have been added only with respect to liability arising out of the operations of the named insured and excludes any liability that arises solely from acts or omissions of the additional insured.

EVENT INFORMATION

Event Type: BAR AT SPORTING EVENT
Effective date: FEBRUARY 21, 2025 17:30 PM TO FEBRUARY 22, 2025 03:00 AM
Number of attendees: 100
Name of event Location: SCHOLARSHIP GAME
Address: 517 ARENA AVENUE
City: KASLO Province: BC


COVERAGE DETAILS

Limit of liability: 2,000,000.00 per occurrence and in the aggregate
Deductible: 250.00
PREMIUM: 110.00

COVERAGE: Host Liquor Liability
SUBJECT TO: PAL Liquor Wording
Please read attached endorsement carefully

RETAIL BROKER CONTACT

PAL Insurance Brokers Ltd.
Suite 200 - 1400 - 1 St SW, Calgary, AB T2R 0V8
Phone #: 403-261-3900 or Toll Free: 1-800-661-1608 E-mail Address: alberta@palcanada.com

Signature of authorized representative: 
Per: PAL Insurance Brokers Ltd.

DATE: February 6, 2025

FILE NUMBER: 0550-01

TO: Mayor & Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: 2025 Council Meeting Schedule - Revised

1.0 PURPOSE

To revise the schedule of Council meetings for 2025.

2.0 RECOMMENDATION

THAT the 2025 Council meeting schedule be revised as detailed in the staff report titled 2025 Council Meeting Schedule - Revised, dated February 6, 2025.

3.0 BACKGROUND

Section 6 of Council Procedures Bylaw indicates that a schedule of the dates, times, and places of Regular Council meetings be made available before January 1 of each year and advertised in accordance with the Community Charter. The 2025 schedule of Council meetings was approved by Council at their November 26, 2024, meeting. By way of this staff report, revisions to the schedule are being recommended and a Council resolution is required to amend the schedule.

4.0 DISCUSSION

The schedule of Regular Council meetings typically includes meetings on the first and second Tuesday of each month. More specifically, section 5.3 of the Council Procedures Bylaw indicates that Council meetings on the second Tuesday of the month are required, whereas meetings on the fourth Tuesday of a month are optional. The first Tuesday of November 2025 falls on Remembrance Day, and the Council Procedures Bylaw section 5.2 (d) states that when such a meeting falls on a statutory holiday, it shall be held on the first or third Tuesday of the month. An error was made in the schedule presented to Council in November 2024 in that it scheduled a Council meeting for November 11th. To remedy the error, it is recommended that the 2025 schedule of Council meetings be revised to cancel the November 11th meeting and add a meeting on November 18th. It is also recommended that the November 25th meeting be cancelled to avoid meetings in back-to-back weeks. If a second Council meeting is required in November, then a Special Council Meeting can be scheduled as needed.

It is recommended that a Committee of the Whole meeting be scheduled for February 18th at 6pm for 2025 budget discussions, and April 15th at 6pm to present the 2025 draft budget.

It is recommended that a Committee of the Whole meeting be scheduled for May 6th at 6pm to discuss Permissive Tax Exemptions, including policy.

5.0 OPTIONS

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

- 1. **The Council meeting schedule be revised as presented.** *Staff will implement the schedule and provide public notice.*
- 2. Refer back to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

None to report.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

None to report.

8.0 STRATEGIC PRIORITIES

None to report.

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer

February 6, 2025

Date

ATTACHMENTS: 2025 Council Meeting Schedule (revised February 6, 2025)



2025 COUNCIL SCHEDULE

Revised February 6, 2025

REGULAR COUNCIL MEETINGS
January 14 th and 28 th
February 11 th and 25 th
March 11 th and 25 th
April 8 th and 22 nd
May 13 th and 27 th
June 10 th and 24 th
July 8 th and 22 nd
August 12 th and 26 th
September 9 th
October 14 th and 28 th
November 18 th
December 9 th
2nd & usually 4th Tuesday at 6:00 pm

2025 ACTING MAYOR SCHEDULE
Councillor Bird: Jan, Nov, Dec,
Councillor Brown: Feb, Mar, Apr
Councillor Lang: May, Jun, Jul
Councillor Leathwood: Aug, Sept, Oct

ADDITIONAL EVENTS	
Open House	6:00 p.m. Tuesday, February 4 th – Municipal Priorities
Committee of the Whole Meeting	6:00 p.m. Tuesday, February 18 th – Budget Discussions
Committee of the Whole Meeting	6:00 p.m. Tuesday, March 4 th – Budget Discussions
Committee of the Whole Meeting	6:00 p.m. Tuesday, April 15 th – Presentation of draft budget
Committee of the Whole Meeting	6:00 p.m. Tuesday, May 6 th – Permissive Tax Exemptions – Policy Options
Special Council Meeting	6:00 p.m. Thursday, May 8 th – 3 rd reading of Tax Rates & Budget Bylaws
Special In Camera Meeting	9:00 a.m. Sunday, October 19 th – Strategic Planning
<i>Additional SPECIAL MEETINGS of Council, including COMMITTEE OF THE WHOLE MEETINGS are scheduled as needed</i>	

DATE: February 5, 2025

FILE NUMBER: 0340-50-01

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Letter of Support Policy

1.0 PURPOSE

For Council to consider revising the Village's Letter of Support policy.

2.0 RECOMMENDATION

THAT the Letter of Support policy be revised as presented within the Staff Report titled Letter of Support Policy, dated February 5, 2025

3.0 BACKGROUND

Grants are a key source of funding for many local community organizations. They often seek Village support for their initiatives either because it is a requirement of the grant application or to demonstrate that there is buy-in beyond their organization. Grant applications are often worked on and filed close to a grant deadline. It's not uncommon for a request for letter of support from the Village to be received within days of a grant application deadline. When outside organizations request a letter of support from the Village near their grant deadline, it can be difficult to attain Council authorization in time. The Village's meeting schedule of two Council meetings in most months, and sometimes one meeting per month in the height of summer or December, can result in organizations making requests when there is no meeting of Council between the request being received and the application needing to be filed. In response to this issue, a Council policy exists that enables the Mayor and CAO to process requests. The policy increases the Village's efficiency by limiting the number of Staff Reports seeking authorization to provide a letter of support, makes better use of Council meeting time, and benefits organizations which could otherwise miss their grant application deadline. That policy was passed by resolution in 2016 and has not been updated since. Staff have recently reviewed the policy and would like to propose revisions.

4.0 DISCUSSION

A revised letter of support policy is attached which allows staff to write a letter of support in certain circumstances, to be signed by the Mayor, and reported to Council as information at their next Regular Meeting so that the public and Council remain informed. The policy sets out the proposed authorizations for staff, as well as circumstances in which they can provide a letter of support. Any request for resources, including financial or in-kind support, would be presented to Council as would any request that went against Council policy; for example, a group advancing political or social goals that were not aligned with Council. Furthermore, if the Village was planning to apply for the same grant stream and would be in competition with the applicant, the request would be presented to Council for its review. In all other cases, staff would have discretion to either provide the letter of support or refer the request to Council.

5.0 OPTIONS

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

1. **Adopt the revised Letter of Support Policy.** *Staff will administer requests in accordance with the revised Policy.*
2. **Council amends the proposed Letter of Support Policy.** *Staff will make the amendments and then administer requests in accordance with the Policy.*
3. Council provides direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

There would be no increase to Village costs by implementing the revised policy. Any requests for Village resources, including financial or in-kind support, would be referred to Council for review.

The letter of support policy enables the Village to issue non-controversial letters of support to local community groups and individuals, making the process much faster and more efficient relative to seeking Council authorization for all requests, which benefits the reputation of the Village and reduces staff time writing reports to Council.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

None to report.

8.0 STRATEGIC PRIORITIES

None to report.

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer

Attachments: Policy - Letter of Support REVISED

DEPARTMENT: Administration

FILE NUMBER: 0340-50-01

TITLE: Letter of Support

Effective Date: May 3, 2016

Revision Date: February 12, 2025

INTRODUCTION

The Village regularly receives requests from local community groups and individuals asking for a letter of support, often in relation to a grant application. These can be received with short notice, not long before the deadline for a grant application, which can leave insufficient time for Staff to attain Council authorization at a Regular Meeting. This Policy outlines the circumstances in which Staff can provide a letter of support without a specific resolution of Council.

PURPOSE

To ensure a timely response to requests from local community groups or individuals for a letter of support, this policy authorizes Staff to write letters of support on behalf of the Village in certain circumstances.

REVISION HISTORY

No.	Date	Description
00	May 3, 2016	Original
01	February 12, 2025	Full re-write

APPLICATION & STATUTORY PROVISIONS

This policy applies to Council as enabled by the Community Charter Part 2: Division 1 – Purposes and Fundamental powers, and Community Charter Part 5: Division 1 – Council Roles and Responsibilities: Council as governing body, Responsibilities of council members, and Responsibilities of mayor.

PERSONS AFFECTED

Local community groups and individuals who are seeking a letter of support from the Village of Kaslo; Staff who receive and process requests for a letter of support; and Council who would otherwise authorize a request for a letter of support.

POLICY

1. Staff are authorized to write a letter of support on behalf of the Village for a local community group or individual when the letter is not:
 - (a) Contrary to established policy;
 - (b) Commits Village resources; or
 - (c) Would compete with a Village application to the same grant stream.
2. Staff shall not issue a letter of support without Council authorization if the request is:
 - (a) Seeking financial or in-kind assistance from the Village;
 - (b) In opposition to an established Council policy or bylaw; or
 - (c) Competing with a Village application to the same grant stream.

3. A letter of support written by Staff on behalf of the Village shall be signed by the Mayor, or in their absence, the Acting Mayor.
4. When Staff have written a letter of support on behalf of the Village, it shall be reported to Council as an information item at the next Regular Meeting.

RESPONSIBILITIES

5. Council
Receive as information any letter of support that has been written by Staff on behalf of the Village and provided to a local community group or individual. Council maintains the ability to identify any specific circumstances that it wishes to review a request for a letter of support, particularly those that are of significant interest to the community. Staff also maintain the ability to bring to Council any request for a letter of support in which they believe Council approval is in the best interest of the Village.
6. Staff
Staff include the Chief Administrative Officer (CAO), who is appointed by Council and is responsible for ensuring employees adhere to Village Policies, as well as the Corporate Officer (CO) who is appointed by Council and is responsible for the Village's corporate administration. All other Staff who undertake administrative actions must have formal authorization to do so. They may develop a letter of support on behalf of the Village if directed to by the CAO or CO, but only in accordance with this Policy.

DEFINITIONS

"Chief Administrative Officer" means the Village Manager or their designate;

"Corporate Officer" means the person appointed as such by Council, or their designate;

"Council" means the Mayor and Councilors for the Village of Kaslo;

"Local community groups" include, but are not limited to, nonprofit organizations operating in the Village of Kaslo or Area D of the Regional District of Central Kootenay.

"Staff" means an officer or employee of the Village of Kaslo but does not include contractors.

DATE: January 23, 2025

FILE NUMBER: 3030-20

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: RV Park Proposal

1.0 PURPOSE

To provide Council with information and seek direction related to the RV Park proposal.

2.0 RECOMMENDATION

THAT the Village publish notice of its intention to dispose of road allowances that are subject to the RV Park land transfer proposal.

3.0 BACKGROUND

At their December 17th meeting, Council considered the conditions of a Purchase and Sale Agreement for the exchange of land that would enable QP Developments' RV Park development to proceed. A resolution was passed to postpone a decision until the January 14th Council meeting, as well as for staff to:

1. Obtain clarity with respect to the interpretation of development permit area (DPA) guidelines as they relate to the subject lands;
2. Obtain additional information about the possibility of a boat launch being permitted;
3. Invite the South Beach Working group to appear as a delegation to Council;
4. Create and make public an outline of the steps of the decision-making process and implications of Council decisions.

A Committee of the Whole meeting occurred January 13th in which 4 delegates made presentations to Council relating to the RV Park proposal, including one from the South Beach Working Group. At the January 14th Council meeting, a resolution was passed to defer a decision on the conditions of a Purchase and Sale Agreement until the additional information requested by Council has been received. The purpose of this Staff Report is to present Council with the information requested, and seek direction with respect to the RV Park proposal.

4.0 DISCUSSION**Lakefront Development Permit Area**

The developer has recently received a legal opinion with respect to the interpretation of development permit area (DPA) guidelines for the subject lands, and shared it with the Village. Based on that opinion, the developer is comfortable proceeding as planned.

Staff have conferred with the Village's lawyer on the developer's legal opinion. They have noted that our Official Community Plan (OCP) and Waterfront Development Area land use designation do not prohibit zoning of the subject lands for the developer's intended purpose. Specifically, OCP 11.2 Policies section 10 states the Village will limit the development on a floodplain to passive recreational uses, which may include

seasonal campgrounds/RV Parks and require appropriate flood mitigation measures as determined by a qualified professional. It could also be argued that the current M-1 General Industrial zoning does not prohibit an RV Park. Either way, the Village's lawyer has indicated that our regulatory scheme does not prohibit the RV Park, and that legislation does not allow our Lakefront Protection DPA to prohibit development but can require a developer to meet conditions that protect the natural environment, its ecosystems and biological diversity, and development from hazardous conditions, etc. This can be achieved, for example, through an Environmental Impact Assessment (EIA) prepared by a Qualified Environmental Professional (QEP), as referenced in the Village's OCP 16.4.2(6). If the developer can satisfy the conditions imposed by a QEP, and any other development permit requirements, then the Village can approve of their development permit application. Further, the Village's lawyer has indicated that if the Village denied a development permit application for the proposed RV Park on the grounds that an RV Park is not permitted by the guidelines of the Lakefront Protection DPA, the developer could challenge that decision on a similar basis to the Wilson case that is referenced in the developer's legal opinion.

This information is intended to provide Council with the clarity it was seeking with respect to the interpretation of development permit area (DPA) guidelines. If Council is comfortable, it can continue with consideration of the RV Park proposal.

Non-motorized Boat Launch

Council is seeking to own all land within the Stream and Lake Protection Setback areas, which is 30-meters and 15-meters respectively. The developer is agreeable to Council's request to own the Stream and Lake Protection Setback areas if Council agrees to issuing a license of occupation, lease, easement or other mechanism that would allow a non-motorized boat launch to be constructed through the area and utilized by the RV Park. This might be a non-issue if a QEP deems that a non-motorized boat launch would cause sufficient harm to the lake environment, or approval is not granted by other levels of government. An Environmental Impact Assessment of this proposed amenity has not been performed as it's conceptual at this point and no design specification has been developed for a QEP to assess. None the less, QP Developments has asked whether Council would permit the amenity, if it's feasible, in exchange for land within the Stream and Lake Protection Setbacks. Allowance for the non-motorized boat launch can be included within the draft Purchase and Sale Agreement unless Council provides other direction.

Land Development Process

Council requested an outline of the land development process for the proposed RV Park, including the various steps and decisions involved. The process can be divided into two stages:

1. First Stage - land disposition, rezoning, road closure and transfer, the consolidation of the lands, and the registration of a development covenant.
2. Second Stage – development permit, subdivision, road dedication, public road/path/trail, statutory right of way, building permit, occupancy permit.

For a breakdown of the process, including detailed descriptions and a timeline, please refer to the attached document titled Land Development Process – RV Park Proposal.

5.0 OPTIONS

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

If Council does not oppose the RV Park proposal, then it can:

1. **Publish notice of its intention to dispose of road allowances that are subject to the RV Park land transfer proposal.** *This notice will prompt public input to be reviewed by Council prior to considering a resolution to approve the Purchase and Sale Agreement.*

If Council opposes the RV Park proposal, then:

2. Negotiations on the Purchase and Sale Agreement should cease and the developer should be notified that Council has declined their proposal. *The zoning amendment bylaw will die unless the developer wishes for it to proceed without land transfer. Council may choose to provide a counter-offer to purchase the developer's land in hopes of turning the property into a park or other public service. The counter-offer could come now, or at a later date. To prevent future development proposals of this nature, Council could seek to amend its regulatory scheme so that such land use is prohibited.*

Alternatively, Council may:

3. Provide directions to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

None to report.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Bylaws

#1298 C4 Commercial Recreation – RV Camping [at first reading]

#1280 Official Community Plan

#1193 Floodplain Management Provisions

Policy

Official Community Plan - Section 16.0 Development Permit Areas [DPA]

Subsection 16.4 Lakefront Protection – The guidelines for development within the Lakefront Protection DPA state that it shall be limited to passive recreational amenities, such as walking and multi-use trails, natural parks areas, non-motorized pleasure craft launches, and park benches. In a Staff Report dated December 17th, staff indicated that this “*means the developer is not permitted to construct its RV Park or a ‘motorized’ boat launch within the DPA; the boundary of the RV Park would stop at the DPA.*” The Village’s lawyer has since provided clarifying information indicating that the Lakefront Protection DPA cannot prohibit development but can require a developer to meet conditions that protect the natural environment, its ecosystems and biological diversity, and development from hazardous conditions, etc.

8.0 STRATEGIC PRIORITIES - 2023-2026

Planning & Development – campground expansion

Economy – waterfront development, land disposition, business retention & expansion

Parks & Natural Area – options for removing golf course irrigation from municipal system, Kaslo River dike and bank flood and erosion improvements

9.0 OTHER CONSIDERATIONS

Water System Capacity

As a condition of land disposition, the Village could require a water system capacity assessment to be conducted by QP Developments to determine the capacity required to operate the RV Park, verify whether the Village's system has sufficient capacity to provide the required level of service, and identify any restrictions that the Village should impose on the RV Park's water use, etc. The assessment would involve Village staff, and the findings would be scrutinized. Staff will include this condition within the Purchase and Sale Agreement, unless Council provides other direction.

Professional and Engineering Reports

As part of their rezoning application, the developer provided the Village with various reports developed by QEPs. Following the December 17th Council meeting, Letters were also received from 2 of these consultants to provide clarifying information. These reports and Letters are attached to this Staff Report for Council's reference. This information will be further scrutinized by the Village before referral to other levels of government, preliminary subdivision layout approval, adoption of bylaws, development permit approval, and the land sale closes. Staff Reports to Council will be provided as needed.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer

Attachments: 2025-01-13 - Legal Opinion
Land Development Process – RV Park Proposal
2022-05-20 - Appraisal Report
2024-07-25 - Appraisal Report
2024-10-04 - Appraisal Report - Amendment Letter
2022-06-02 - Contaminated Site - Stage 2 Detailed Site Investigation
2022-07-15 - Flood Hazard Assessment
2023-07-21 - Environmental Assessment
2023-08-03 - Traffic Impact Review
2023-08-03 - Water System Flow Test Results
2023-10-09 - Sewage Dispersal Assessment
2024-08-02 - Archaeological Overview Assessment
2024-12-06 - Archaeological Preliminary Field Reconnaissance
2024-12-27 - Letter from Ecoscape Environmental Consultants
2025-01-13 - Letter from Watershed Engineering

LAND DEVELOPMENT PROCESS – RV PARK PROPOSAL

Introduction

This document identifies the land development process for the proposed RV Park, including the various steps and stages for the following eight development processes:

1. sale of municipal land
2. rezoning
3. road closure
4. road dedication
5. development permit
6. subdivision
7. building permit and occupancy permit

These processes can be divided into two stages:

1. First Stage – land disposition, rezoning, road closure and transfer, the consolidation of Lots, and the registration of a development covenant.
2. Second Stage – development permit, subdivision, road dedication, public road/path/trail, statutory right of way, building permit, occupancy permit.

At the end, a timeline is presented that merges the various steps and stages of the development process.

First Stage

Land Disposition

The steps in the land disposition include appraisal, land survey, and calculation of the net land transfer area by an independent third-party. The developer is seeking ownership of road allowances within the subject lands, and Council is seeking public ownership of all land within the Stream and Lake Protection Setback areas. In negotiating this exchange, the developer has asked Council to allow them to construct a non-motorized boat launch through the Lake Protection Setback assuming the developer can satisfy the restrictions imposed by Qualified Environmental Professionals (QEP) and secure the approval of other levels of government/ministries.

A condition of the land exchange would be that all the Lots sold to the developer be consolidated on the closing date. As this is merely a consolidation of parcels, the Land Title Act does not require approving officer approval, however, the Village's lawyer will need to confirm that a development permit application is not triggered by Lot consolidation. At this time, it's believed the development permit is not required until there is subdivision as bare land strata.

The developer wants their land to be rezoned (proposed bylaw #1298 for *C4 Commercial Recreation – RV Camping*) before it completes the purchase to ensure that it can carry out its proposed development. If the land is not rezoned, then the developer may not want to purchase the road allowances.

As the land exchange involves road allowances, the Village will need to adopt a road closure bylaw. Both parties have agreed to make rezoning and adoption of the road closure bylaw conditions

precedent to the proposed land sale. A condition precedent is an act or event that must exist or occur before a duty to perform something promised arises. In the context of a land sale, conditions precedent usually allow the buyer to do or obtain something prior to being bound to complete the transaction, such as obtaining financing or obtaining a satisfactory property inspection. In this case, rezoning and adoption of a road closure bylaw will be conditions precedent and, if the land is not rezoned by a specific date and the road closure bylaw is not adopted by a specific date, the agreement will be at an end and the parties will be able to walk away. It is important to remember that making something a condition precedent does not obligate Council to adopt any bylaw or pass any resolution, it simply means they will follow the applicable processes which could include public notice, etc.

When selling land, a local government has a great deal of control and can ask for various promises and concessions from a motivated buyer. In many cases, this may take the form of one or more development covenants, requiring the buyer to develop the land in a specific way, to carry out certain tasks by a specified date, to protect certain land features, or to grant rights of access to the public. With respect to the proposed RV Park, Council is requiring the developer to construct a public road to the RV Park and walking paths within the Stream Protection Setback that provide public access to the river and lake. Council is seeking public ownership of the Stream and Lake Protection Setback areas, but does not intend for the Lake Protection Setback area or the land necessary for the public road to be used in calculating the net land transfer area. A statutory right of way (SRW) is also being required by Council for a future raw water line from the lake to the golf course so that the golf course's irrigation system can be removed from treated water. The exact location of the SRW is to be determined.

In order to ensure that improvements to public land occur as promised, the Village will require the developer to agree to a development covenant that only permits them to subdivide the lands as shown on a proposed subdivision plan; not to subdivide the lands until it has constructed the public road and walking paths, or has provided security for such construction; and has granted a SRW in favour of the Village for the raw water line. The required covenant would be attached to the land sale agreement. The land sale agreement would require the developer to grant the covenant on the completion date, and the covenant would be registered on the affected Lots immediately following the transfer and consolidation of the lands. Following subdivision (and completion of the related improvements), covenants related to the road and paths can be released, but the SRW would remain in perpetuity.

During preliminary discussions, the Village and developer considered traffic flow from the highway. The developer conducted a Traffic Impact Review, and it was determined that a full traffic analysis was not required due to the low volumes, but that the project will need to be referred to the Ministry of Transportation & Infrastructure for review and approval.

The Village has also expressed concern with respect to environmental protection, flood hazards, indigenous consultation, site contamination, sewage dispersal, and water system capacity. A QEP has performed an Environmental Impact Assessment (EIA) and provided detailed requirements that must be adhered to for construction to occur, and various other QEPs have provided assessments specific of flood hazard, contaminated sites, and sewage dispersal. The developer has started the indigenous consultation process but has not yet heard a response. Consultation must be to the

satisfaction of the Village. As another condition of land sale, the Village may require a water system capacity assessment to occur to determine the capacity required to operate the RV Park, verify whether the Village's system has sufficient capacity to provide the required level of service, and identify any restrictions that the Village should impose on the RV Park's water use, etc.

For Council's information, QEPs may hold the following designations: agrologist, applied technologist or technician, professional biologist, professional engineer, professional forester, and professional geoscientist, registered forest technologist.

Pursuant to section 26 of the Community Charter, the Village must give notice of its intention to dispose of land before it can sign a land sale agreement. This notice must be in accordance with section 94. Once the required notice has been published and any public input received, Council will need to consider passing a resolution approving the land sale and authorizing execution of the land sale agreement.

Rezoning

The developer has requested that the subject lands be rezoned and would like to ensure that this occurs before it is bound to complete the land sale. The developer has submitted a rezoning application, and like all bylaws, a zoning bylaw must receive three readings and then be adopted. Section 135 of the Community Charter requires that there be one day between third reading of a bylaw and adoption of that bylaw. However, section 477 of the Local Government Act states that third reading and adoption of an OCP or zoning bylaw can occur at the same meeting. Generally, zoning bylaws must not be adopted unless a public hearing is held, and that hearing must be held after first reading and before third reading. Despite the general rule requiring a public hearing, it is possible for the local government to waive the public hearing if an OCP is in effect for the area that is subject to a proposed zoning bylaw and the proposed bylaw is consistent with the OCP. With respect to proposed bylaw *#1298 C4 Commercial Recreation – RV Camping*, a public hearing is not required.

Although a public hearing is not required, Council chose to have the developer conduct a public information session in November 2023. This prompted the public to raise concerns, and in response, Council can impose requirements that it wishes the developer to meet before the bylaw is considered for adoption. For example, if Council had received response to concerns of the public about increased traffic resulting from the proposed development, Council could require the developer to provide a traffic study. The developer would then obtain a study, and the consultant would conclude what needs to be done to mitigate any issues identified through assessment. With respect to the proposed RV Park, a traffic study has already been carried out, as well as environmental, archaeological, contaminated sites, flood hazard, and sewage dispersal assessments. These assessments have been performed in response to the Village's desire to protect the natural environment, its ecosystems and biological diversity, and development from hazardous conditions. Before rezoning is approved, these assessments will be further scrutinized to ensure they are to the satisfaction of the Village. Development will only be permitted in accordance with the assessments of QEPs.

Council can influence many aspects of the RV Park through zoning or other bylaws; i.e. whether bare land strata is permitted, the number of RV sites, use of permeable surfaces, months of operation, storage of RV's, decks, density, coverage, setbacks, water restrictions, etc.

The proposed rezoning bylaw requires approval of the Ministry of Transportation and Infrastructure; Under section 52 of the Transportation Act, a zoning bylaw affecting a controlled access highway requires approval. The Act states that for development near controlled access highway:

- (1) *"controlled area" means, in relation to an intersection of a controlled access highway with any other highway, land and improvements within a radius of 800 metres from the intersection;*
- (3) *A zoning bylaw of a municipality or regional district does not apply to a controlled area unless*
 - (a) *the bylaw has been approved in writing by the minister or any person designated in writing by the minister before its adoption, or*
 - (b) *the bylaw is in compliance with the terms of an agreement referred to in subsection (2) between the minister and the municipality or regional district.*

Under section 135(4) of the Community Charter, approval of the proposed rezoning bylaw must be obtained from the Ministry of Transportation and Infrastructure after third reading.

Road Closure & Lot Consolidation

The developer wishes to purchase road allowances and consolidate them with their Lots. In order to transfer the titles of road allowances, the Village must close and raise title to the road allowances, and remove its dedication as highway. Section 40 of the Community Charter allows a Council to, by bylaw, close all or part of a highway and remove its dedication. Before adopting a bylaw to close a road and remove its dedication, Council must issue public notice of its intention to adopt such a bylaw and provide an opportunity for anyone who considers they are affected by the bylaw to make representations to Council.

Section 41 of the Community Charter details restrictions in relation to the closure and disposition of a highway, particularly in relation to a highway that provides access to the ocean or other watercourse, or where closure of the highway would completely deprive an owner of access to their property. Additionally, as the road allowances are within 800 metres of an arterial highway, the bylaw may only be adopted after it has been approved by the Minister of Transportation and Infrastructure.

A municipality may only dispose of a highway if the municipality is exchanging the property for other property that Council considers will provide public access to the same body of water that is of at least equal benefit to the public, or if the proceeds of the disposition are paid into a reserve fund, with the money from the reserve fund used to acquire property that the Council considers will provide public access to the same body of water that is of at least equal benefit to the public. In the case of the proposed RV Park, Council has determined that the land transfer provides the public with access to the same body of water that is of at least equal benefit to the public. This means any proceeds do not need to be paid into a reserve.

Once a bylaw closing the road and cancelling its dedication as highway has been adopted, the bylaw must be filed in the land title office, along with a survey plan and consolidation plan, on the closing

date. The Village's Corporate Officer will also file a statement certifying that the municipality has, by bylaw, closed the road and removed its dedication; the closed road is not adjacent to a park, conservancy, recreation area, or ecological reserve; and the land is to be disposed of to an adjacent landowner for the purpose of consolidating it with the owner's adjacent parcel or parcels. Once the bylaw and plan have been filed, the registrar will raise title to the road allowances and register them in the name of the Village until the land sale closes and they become property of the developer.

Road Dedication

The Village and developer shall dedicate an interior roadway through their lands from the highway entrance to the RV Park entrance. Section 107 of the Land Title Act says that deposit of a subdivision, reference, or explanatory plan showing a portion of the land as a highway operates as an immediate and conclusive dedication to the public of that portion of land shown as highway. Upon deposit of the plan, title to the highway vests in the municipality. Once the subdivision plan is registered in the Land Title Office, the road dedication will be complete.

Development Permit

The developer's lands are in a development permit area. The Local Government Act section 488 allows lands to be designated for a variety of purposes, including but not limited to:

- (a) protection of the natural environment, its ecosystems and biological diversity;
- (b) protection of development from hazardous conditions;

The Village's OCP states that its Lakefront Protection DPA is established for the purpose of protecting the natural environment and protection from hazardous conditions, pursuant to Sections 488(1)(a) and 488(1)(b) of the Local Government Act and ensuring that development does not negatively impact the high-quality functioning of the lakefront, lake and foreshore ecosystems. Under section 489, the following prohibitions apply unless the owner first obtains a development permit:

- (a) land within the area must not be subdivided;
- (b) construction of, addition to or alteration of a building or other structure must not be started;
- (c) land within an area designated under section 488 (1) (a) or (b) [natural environment, hazardous conditions] must not be altered;

The only exception to the requirement for a development permit is if an exemption under 488(4) applies:

If an official community plan designates areas under subsection (1), the plan or a zoning bylaw may, with respect to those areas, specify conditions under which a development permit under section 489 would not be required.

As the Village's OCP does not exempt the subdivision from the requirement of a development permit, an application will be required before subdivision or land within the DPA can be altered. Section 16.4.3 of the OCP states that a development permit may not be issued before other required approvals or permits are obtained from provincial or federal authorities having jurisdiction. The Village's lawyer will need to provide guidance on the exact order of operations regarding the development permit, consolidation of Lots, and subdivision.

Section 491 of the Local Government Act details what a development permit may include.

Subdivision

The developer is seeking to subdivide their land as bare land strata to enable the sale of RV pads. To establish the bare land strata, the developer must apply to the Village's approving officer for subdivision approval. The subdivision plan must show the lots, as well as the areas that are to be dedicated as right of ways. The developer wants to ensure that the subdivision plan can be approved before it commits to grant the development covenant. The developer will likely want to submit the proposed subdivision plan to the approving officer and obtain preliminary layout approval before granting the development covenant. Pursuant to section 509 of the Local Government Act, the approving officer cannot approve the subdivision unless the owner has constructed and installed all works and services required under the Village's subdivision servicing bylaw, or the owner has entered into a servicing agreement and provided security. Assuming the developer wants subdivision approval before installing the services, the developer must enter into a servicing agreement with the Village and provide security for the services. Assuming the developer also wants subdivision approval before it constructs the public road, path and trail (required under the development covenant), the Village will include an obligation to construct the road, path, and trail as part of the servicing agreement. In this case, the Village will also require the developer to provide a statutory right of way for raw water line, and will include this in the servicing agreement. The Village will take security for all of these obligations.

The approving officer may require other conditions to be met for subdivision approval.

Building Permit

Once the subject lands have been subdivided as bare land strata, the developer will be able to apply for building permits pursuant to the RDCK's building bylaw, and, once any structures are sufficiently constructed, the developer will be entitled to apply for occupancy permits under the building bylaw. Pursuant to the terms of the development covenant, the developer will not be entitled to apply for a building permit until the public road, path and trail have been constructed, the statutory right of way has been dedicated, any other conditions have been satisfied, and a development permit has been issued.

Land Title Office Packages

Before looking at the integrated timeline of all these steps and stages, it may be useful to consider the two Land Title Office packages that would be registered:

1. First Stage

- Road closure bylaw, together with surveyed road closure plan
- Application to raise title to former road in Village's name
- Certificate of Corporate Officer to cancel Province's right of resumption
- Transfer of former roads from Village to developer
- Property Transfer Tax return, and cheque, by developer
- Transfer of land to/from Village and developer
- Property Transfer Tax return, and cheque, by developer
- Survey plan to consolidate Lots
- Development covenant registered

2. Second Stage

- Subdivision plan, dedicating internal roadway
- Utility statutory right of way together with plan (construction of utilities is secured in subdivision servicing agreement)
- Public road, path, and trail construction (construction is secured in subdivision servicing agreement)
- Discharge of development covenant

Development Timeline

The following is an integrated timeline of all the steps and stages. Please note that some steps may not occur in this exact order, and a RV Park bylaw may be required if regulations cannot be included in the rezoning bylaw.

- Preliminary discussions between developer and staff
- Negotiation of Purchase and Sale Agreement (including terms of development covenant)
- Appraisal, land survey, and calculation of the net land transfer area
- Notice of intended land disposition and road closure bylaw
- Receive input on land disposition
- Council resolution to approve Purchase and Sale Agreement
- Signing of Purchase and Sale Agreement, including deposit from developer
- Developer's application for rezoning, development permit, and subdivision
- 1st reading of rezoning application
- 1st reading of road closure bylaw
- 2nd reading of rezoning application
- 2nd reading of road closure bylaw
- Receive public input on rezoning and road closure bylaw
- Scrutinize all QEP reports
- 3rd reading of rezoning
- 3rd reading of road closure
- Ministry referrals (road closure, subdivision, etc.)
- Preliminary layout approval for subdivision
- Receipt of lawyers undertaking
- Adoption of bylaws (road closure, rezoning)
- Satisfaction of all conditions precedent (ready to close land sale)
- Registration of first stage Land Title Office package (developer now owns Lots)
- Subdivision servicing agreement
- Receipt of lawyer's undertaking
- Development permit issued
- Subdivision approval
- Registration of second stage Land Titles Office package (creation of subdivision and road dedication)
- Building permit(s) issued
- Occupancy Permits issued