



REGULAR MEETING OF COUNCIL AGENDA

DATE: 2023.01.10

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

1. Call to Order

The Chair will call the meeting to order.

2. Adoption of the Agenda

2.1 Adoption of the Agenda for the 2023.01.10 Council Meeting

3. Adoption of the Minutes

3.1 Adoption of the Minutes of the 2022.12.13 Council Meeting

4. Delegations

Nil

5. Information Items

5.1 Mayor's Report

5.2 Council Reports

5.3 CAO Report

5.3.1 CBT Seniors Tech Grant Final Report

5.3.2 CBT Wildfire Risk Reduction Final Report

5.3.3 REDIP Grant Application

5.3.4 CBT ChargeUp Grant Application

5.3.5 CBT CRI Wildfire Resiliency Grant Application

5.4 Correspondence

5.4.1 2023.01.03 ArtScape Mural Update

5.4.2 2023.01.03 Streetlights

5.5 2023.01.10 Circulation Package

6. Question Period

The public may ask questions and provide comments regarding items on the agenda.

7. Business

7.1 Development Procedures Bylaw 1283

To consider adoption of Development Procedures Bylaw 1283, a bylaw to establish procedures for OCP or Zoning bylaw amendments, DPs, DVPs and TUPs.

7.2 Remuneration and Expense Amendment Bylaw 1284

To consider three readings of a bylaw to update regulations for the reimbursement of expenses for Council and staff.

7.3 Local Government Leadership Academy Training

To authorize attendance at the 2023 LGLA sessions for Council members, with expenses paid.

7.4 Association of Kootenay Boundary Local Government Convention

To authorize attendance at the 2023 AKBLG Convention for the CAO and Council, with expenses paid.

7.5 Council Liaison Policy

To consider adoption of a policy to define the role of Council Liaison positions.

7.6 Terms of Reference – Art & Heritage Committee

To consider adoption of Terms of Reference for the Arts & Heritage Committee.

7.7 Terms of Reference – Asset Management Committee

To consider adoption of Terms of Reference for the Asset Management Committee.

7.8 Terms of Reference – Health Advisory Committee

To consider adoption of Terms of Reference for the Health Advisory Committee.

7.9 Terms of Reference – Liquid Waste Monitoring Committee

To consider adoption of Terms of Reference for the Liquid Waste Monitoring Committee.

7.10 Terms of Reference – Recreation Grant Committee

To consider adoption of Terms of Reference for the Recreation Grant Committee.

8. Late Items

Consideration of late items that have been added to the agenda.

9. In Camera Meeting

Council will reconvene In Camera under section 90(1) of the Community Charter.

10. Raised from In Camera Meeting

Any resolutions brought forward from closed to open meeting.

11. Adjournment





REGULAR MEETING OF COUNCIL MINUTES

DATE: 2022.12.13

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

PRESENT:	Chair:	Mayor Hewat
	Councillors:	Bird, Brown, Lang
	Regrets:	Leathwood
	Staff:	CAO Dunlop, CO Allaway
	Public:	3

1. Call to Order

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

The meeting was called to order at 6:06 p.m.

2. Adoption of the Agenda

2.1. Adoption of the Agenda for the 2022.12.13 Council Meeting

366/2022 Moved, seconded and CARRIED

THAT the Agenda for the 2022.12.13 Regular Meeting of Council be adopted as presented.

3. Adoption of the Minutes

3.1. Adoption of the Minutes of the 2022.11.22 Council Meeting

367/2022 Moved, seconded and CARRIED

THAT the Minutes for the 2022.11.22 Regular Meeting of Council be adopted as presented.

368/2022 Moved, seconded and CARRIED

THAT Council now dissolve into Committee of the Whole to receive delegations, information, and questions from the public.

4. Delegations

4.1. Lisa Thomson, WildSafe BC – 2022 Program Summary

Ms. Thomson provided an overview of the WildSafe BC program delivered in the Kaslo area in 2022.

4.2. John Cathro, Cathro Consulting – FireSmart Program

Mr. Cathro provided an overview of the activities that have been undertaken as part of the local FireSmart program.

5. Information Items

5.1. Mayor's Report

Mayor Hewat answered questions from Council regarding the activities covered in her written report, including her attendance at the FCM meetings in Ottawa and yesterday's Chamber of Commerce meeting.

5.2. Council Reports

Councillor Lang reported on his attendance at recent RDCK meetings.

5.3. CAO Report

CAO Dunlop provided an update on municipal activities including progress reports on current projects and a report on streetlight conversion to LED.

5.4. Board of Variance Report

5.5. 2022.12.13 Circulation Package

6. Question Period

Nil

369/2022 Moved, seconded and CARRIED
THAT Council rise without reporting from Committee of the Whole.

7. Business

7.1. Fees & Charges Amendment Bylaw 1281, 2022

370/2022 Moved, seconded and CARRIED
THAT Fees & Charges Amendment Bylaw 1281, 2022 be finally adopted.

7.2. Budget Amendment Bylaw 1282, 2022

371/2022 Moved, seconded and CARRIED
THAT Budget Amendment Bylaw 1282, 2022 be finally adopted.

7.3. Development Procedures Bylaw 1283, 2022

372/2022 Moved, seconded and CARRIED
THAT Development Procedures Bylaw 1283, 2022 be given first and second reading.

373/2022 Moved, seconded and CARRIED
THAT Development Procedures Bylaw 1283, 2022 be amended to require the CAO to report to Council on any DVPs or DPs approved by staff.

374/2022 Moved, seconded and CARRIED
THAT Development Procedures Bylaw 1283, 2022 be given third reading as amended.



7.4. Development Variance Permit Application 2022-05 (311 D Ave)

- 375/2022** Moved, seconded and CARRIED
THAT Development Variance Permit application DVP 2022-05 to vary the requirements of the Village of Kaslo's Land Use Bylaw #1130 is approved to permit a decrease in the required front yard setback from 7.5 metres to 4.5 metres to permit construction of a carport attached to the existing dwelling.

7.5. Appointment of Auditor

- 376/2022** Moved, seconded and CARRIED
THAT Grant Thornton be appointed as the auditor for the Village of Kaslo and engaged to report on the fiscal year ending December 31, 2022.

7.6. A Avenue Watermain Project Closeout

- 377/2022** Moved, seconded and CARRIED
THAT Council receives the report on the A Avenue Watermain Project and authorizes the additional engineering expenses of up to \$25,300 to close out substantial completion of the project.

7.7. Reserve Transfers

- 378/2022** Moved, seconded and CARRIED
THAT Council approves the reserve transfers as presented.

7.8. 2023 Council Meeting Schedule

- 379/2022** Moved, seconded and CARRIED
THAT the 2023 Council Meeting Schedule be adopted as presented.

7.9. Holiday Hours & Staff Gratuity

- 380/2022** Moved, seconded and CARRIED
THAT the Village Office close from noon on Friday, December 23, 2022, until 10:00 a.m. on Tuesday, January 3, 2023; and
THAT Christmas gratuities in the amount of \$100.00, in Chamber Bucks if available, be provided to each Village staff member.

7.10. Councillor Appointments

- 381/2022** Moved, seconded and CARRIED
THAT Councillor Brown be appointed to represent the Village of Kaslo on the Ktunaxa Kinbasket Treaty Advisory Committee, with Mayor Hewat serving as the alternate appointee.



382/2022 Moved, seconded and CARRIED
THAT Councillor Leathwood be appointed to represent the Village of Kaslo on the Board of the Kaslo & District Public Library

7.11. RDCK Fire Inspection Contract

383/2022 Moved, seconded and CARRIED
THAT the Village of Kaslo enter into an agreement with the Regional District of Central Kootenay for the provision of Fire Inspections within Kaslo's municipal boundaries in 2023.

Councillor Bird declared a conflict of interest in the matter at hand as she is organizing the event, and absented herself from the meeting at 7:55 p.m.

7.12. Winter in the Forest

384/2022 Moved, seconded and CARRIED
THAT the Village provide support in principle for the 2023 Winter in the Forest event; and,
THAT the Village provide in-kind assistance from the Public Works crew to prepare the site.

Councillor Bird returned to the meeting at 7:57 p.m.

7.13. Polar Plunge

385/2022 Moved, seconded and CARRIED
THAT the Village not provide a grant-in aid to the Langham Cultural Society to offset costs associated with the Kaslo Polar Plunge on January 1, 2023.

7.14. REDIP Grant Application

386/2022 Moved, seconded and CARRIED
THAT Council approves applying for a grant under the Rural Economic Diversification and Infrastructure Program; and,
THAT the Village of Kaslo agrees to cover its share of the costs and any cost overruns if the application is successful.

7.15. CBT Basin Charge Up Grant Application

387/2022 Moved, seconded and CARRIED
THAT the Village of Kaslo apply to the Columbia Basin Trust 2023 Basin Charge-up Grant program to purchase an electric Public Works pickup truck; and,
THAT the Village of Kaslo commits to covering 25% of the purchase cost and any shortfall of the approved grant.

7.16. CSJ 2023 Grant Application

388/2022 Moved, seconded and CARRIED



THAT the Village of Kaslo apply to the 2023 Canada Summer Jobs program.

7.17. Lease Agreement – Bell Media

389/2022 Moved, seconded and CARRIED

THAT the Village lease municipal lands at the Kaslo Golf Club to Bell Media for a 5 year term starting January 1, 2023 and ending December 31, 2027, at a cost of \$900/year for 2023, with 2% annual increases in each subsequent year of the term.

8. Late Items

Nil

9. In Camera Meeting

390/2022 Moved, seconded and CARRIED

THAT Council now recess and reconvene in-camera with the public excluded under Sections 90(1) (a), (b), (e), (f), (i) and (j) of the Community Charter.

The open meeting recessed at 8:14 p.m.

The open meeting reconvened at 9:29 p.m.

10. Raised from In Camera Meeting

10.1. Council Benefits

Moved, seconded and CARRIED

IC113/2022 ***THAT the Council Remuneration Bylaw be revised so that insurance, extended health, and dental benefits for Council may be provided at the municipality's cost.***

10.2. CBC Lease

Moved, seconded and CARRIED

IC114/2022 ***THAT notice be given of the Village's intent to lease municipal lands legally described as Lots 19 and 20, Block 28 Plan 393, District Lot 208, Kootenay District (100 block of E Ave) Kaslo BC to CBC for a 5 year term starting February 1, 2023 and ending January 31, 2028, at a cost of \$1000/year for 2023, with 2% annual increases in each subsequent year of the term.***

10.3. Appointments

i. Kaslo & District Community Forest Society

Moved, seconded and CARRIED

IC115/2022 ***THAT Councillor Brown be appointed to represent the Village of Kaslo on the board of the Kaslo & District Community Forest Society.***

ii. Health Advisory Committee



IC116/2022 Moved, seconded and CARRIED
THAT Councillor Bird be appointed to represent the Village of Kaslo on the Health Advisory Committee.

iii. Economic Development Commission

IC117/2022 Moved, seconded and CARRIED
THAT Councillor Lang be appointed to represent the Village of Kaslo on the Kaslo & Area D Economic Development Commission.

10.4. Rogers Tower Proposal

IC118/2022 Moved, seconded and CARRIED
THAT Rogers Communications is invited to submit a development application to establish a communications tower near the Kaslo Golf Course.

11. Adjournment

The meeting was adjourned at 9:30 p.m.

CERTIFIED CORRECT:

Corporate Officer

Mayor Hewat





Mayors Report to Council

Regular Council Meeting

Tuesday, January 10, 2023

The following is a summary of the meetings/activities that I have participated in since my last written report as well as a list of upcoming meetings. If you have any questions, please don't hesitate to ask.

Attached documents:

- December 9th - Mayors Roundtable Presentation – I was unable to attend this meeting since I was away for FCM Advocacy Days
- South-East Regional meeting: Minister of Municipal Affairs – agenda
- Invest Kootenay January 2023 Meeting package

December 12th

CAO Dunlop and I met with Corporal Venema and Staff Sargent Jason Burndred.

- Discussed our continued asks at UBCM for either the addition of a 4th member to the Kaslo Detachment or the elimination of Balfour from their service area.
- We also discussed a possible new request to have Kaslo no longer being a Limited Duration Posting detachment. This could allow officers stay beyond the 3 or 4 year current posting limit.

North Kootenay Lake Services Committee

The budgets for the following services were reviewed and referred to the next meeting for consideration.

- **S194 – Kaslo & Area D Library Service**
- **S150 – Jaws of Life (Kaslo Search & Rescue)**
- **S 221 - Regional Facilities, Recreation and Park Service**

There was discussion regarding pausing the following commissions:

- **Recreation Commission #2** – due to being inactive for a number of years
- **Glacier Park Commission** – due to a lack of commission members

There was discussion regarding the following items:

- MacDonald Creek Weir
- Fire Inspections
- Museum Service
- Planning Matters
- Transit

The meeting schedule was discussed and approved for 2023 as follows:

January 23, 2023;

February 6, 2023;

August 21, 2023;

October 23, 2023;

December 4, 2023.

The minutes of this meeting will be available as part of the RDCK agenda on January 19, 2023.

As with any meeting of the RDCK and Village of Kaslo, these meetings are open to the public. Members of Council are also able to attend and may be given freedom of the floor if time allows.





Mayors Report to Council

Kaslo & Area D Economic Development Commission

Agenda items included:

- A delegation from Sarah Sinclair providing an update on the Rural and Northern Immigration Pilot
- Discussion regarding a scope change for the CERIP grant.
- Imagine Kootenay – signing the Memorandum of Understanding as a partner community, inclusion of the \$2,500 membership fee for April 1, 2023 to March 31, 2024 and appointment of myself as the elected official to the Steering Committee.
- The 2023 meeting schedule was discussed. It was noticed after the meeting that a couple of the meetings were scheduled on Statutory Holidays so those dates will need to be changed.

Kaslo & Area Chamber of Commerce

I attended this meeting. Once approved at the January 17th meeting, I will provide a copy of the minutes.

- The new administrator Alana Jenkins was introduced.
- There were updates provided on the very successful Christmas Light-Up and Kaslo Artscape. A new design for 'Chamber Cash' was also reviewed and discussed.

December 13th

RDCK Training Session: Community Services: Recreation and Parks

RDCK Board Climate Actions workshop

Regular Meeting of Council

December 15th

RDCK Training Session: Corporate Administration/Finance/Information Technology/Human Resources

December 16th

South East Regional meeting: Minister of Municipal Affairs, Anne Kang, BC Mayors and RD Chairs

- We were given the opportunity to meet the new minister and put forward any issues in our communities/areas.

Kaslo Fire Department Christmas Dinner

December 19th - Kaslo Search and Rescue Christmas Dinner

January 3rd – SS Moyie 125 meeting

Upcoming Meetings

January 9th – Imagine Kootenay Steering Committee meeting

January 11th – RDCK Central Resource Recovery Budget meeting

January 17th

RDCK Regional Housing Workshop

Kaslo & Area Chamber of Commerce





Mayors Report to Council

January 18th – RDCK Joint Resource Recovery meeting

January 19th – RDCK Board meeting

January 20th – RDCK Budget meeting

January 23rd

North Kootenay Lake Services Committee meeting

Kaslo & Area D Economic Development Commission

Kaslo Health Advisory Committee (tentative)

January 24th

Indigenous Relations Workshop @ the RDCK Board Office

Regular Meeting of Council

January 25th

FCM – Municipal Asset Management Program Steering Committee meeting

West Kootenay Boundary Regional Hospital District meeting

January 26th – Emergency Preparedness meeting

January 31st – Columbia Basin Trust Orientation Webinar

Respectfully submitted,

Mayor Suzan Hewat





Interior Health Mayors & RHD Chair Roundtable

December 9, 2022



Land Acknowledgement

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dǎkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and T̓silhqot'in Nations where we live, learn, collaborate and work together.



Medical Health Officers



Medical Health Officers

- Medical Health Officers (MHOs) are physicians trained in the specialty of Public Health and Preventive Medicine.
- MHOs have responsibility for advising and reporting on local public health issues, and for directing the public health response to local public health threats.
- Our role also includes advocating for the health of the population, and providing decision makers with evidence-based guidance and recommendations on a wide variety of health issues.
- MHOs derive a number of powers and duties from the Public Health Act, and have legislated responsibilities under a number of other Acts and regulations.



Interior Health's Medical Health Officers

- Our team of MHOs are assigned specific geographical areas:
 - Dr. Carol Fenton – Thompson Cariboo
 - Dr. Jonathan Malo – North Okanagan Shuswap
 - Dr. Silvina Mema – Central Okanagan
 - Dr. Sue Pollock – South Okanagan and Kootenay Boundary
 - Dr. Fatemah Sabet – East Kootenay
 - One vacant MHO position
- Dr. Martin Lavoie, Interim Chief Medical Health Officer



Respiratory Season Status Update

Dr. Martin Lavoie, Interim Chief Medical Health Officer



Respiratory virus season Status update – all ages

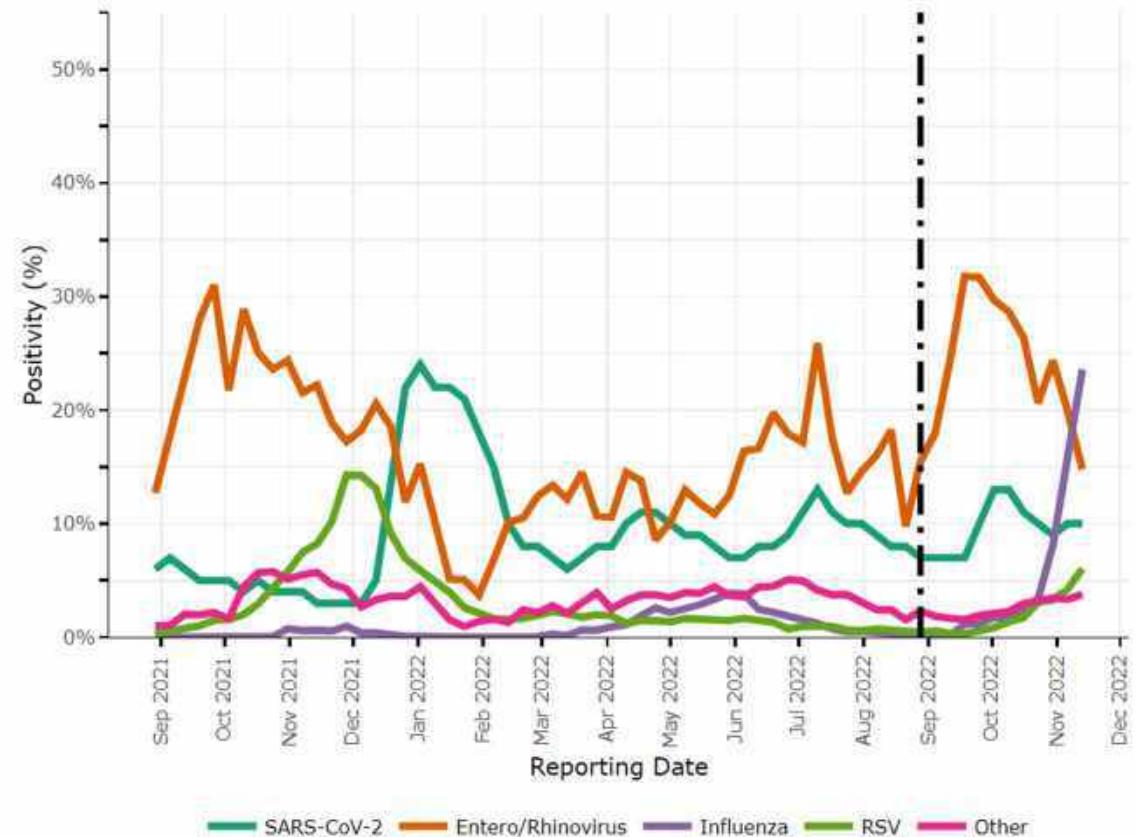
COVID-19: Omicron waves of smaller size since its first appearance but still fairly active in our communities. Severity seen with advanced age (age is the single most important risk factor for severe disease). Immunization greatly reduces the risk, more so with more doses (i.e., booster doses)

Influenza: very quick recent increase. Affects the very young, the very old, and people with chronic medical conditions more severely.

Respiratory Syncytial Virus (RSV): continues to increase. Affects the very young and the very old more severely.

Other respiratory viruses: contribute to sickness, and to some extent to severe disease.

Positivity of respiratory viruses since 2021-2022 Season, in BC



Respiratory virus season

Status update – COVID-19

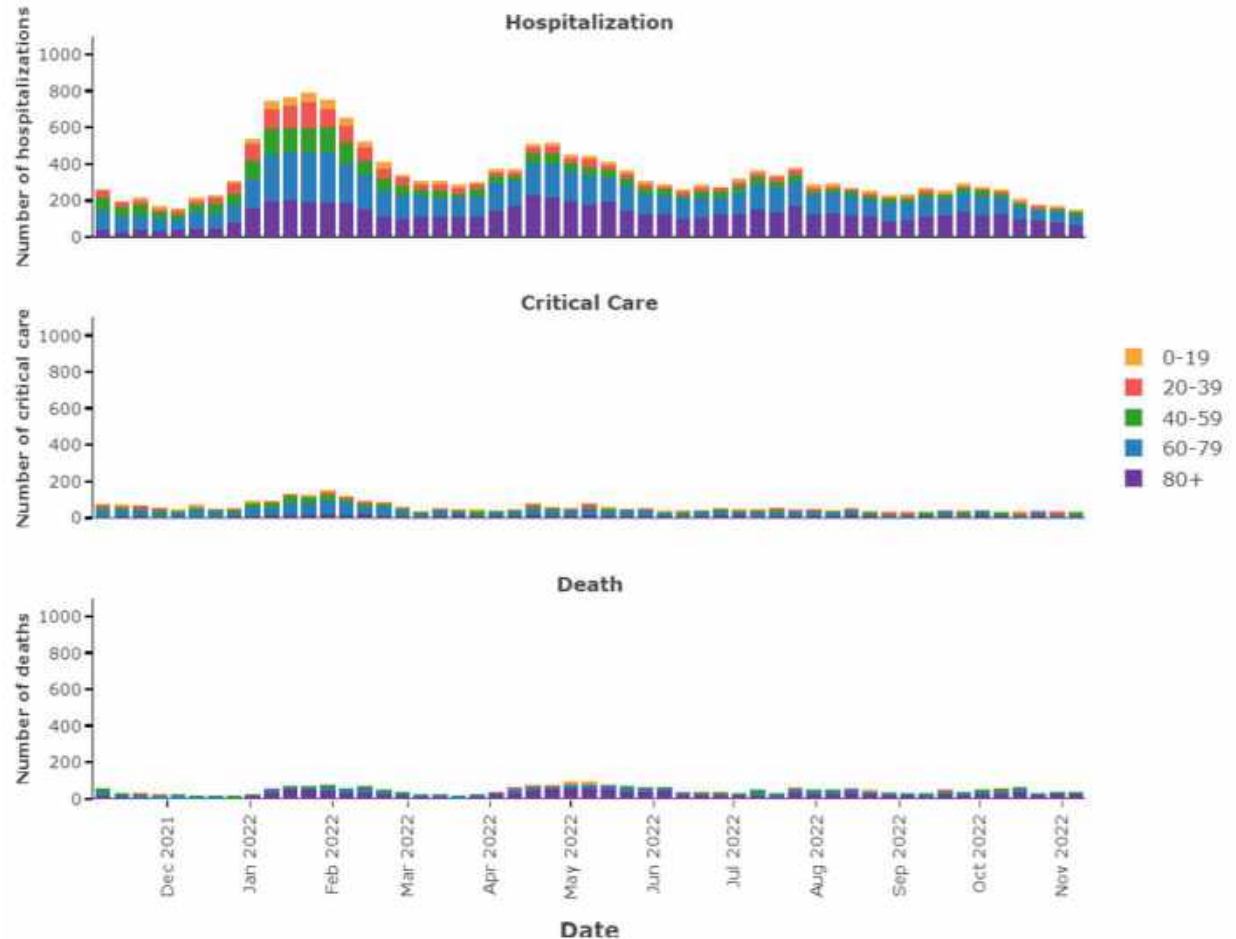
Omicron waves since winter 2021 have decreased in size and severity.

We now have a mix of many different Omicron “siblings” circulating in our communities.

Critical care numbers are getting smaller.

Number of deaths continues to be relatively low.

Weekly number of COVID-19 new hospital admissions, new critical care admissions, and deaths by age group



Respiratory virus season Status update - children

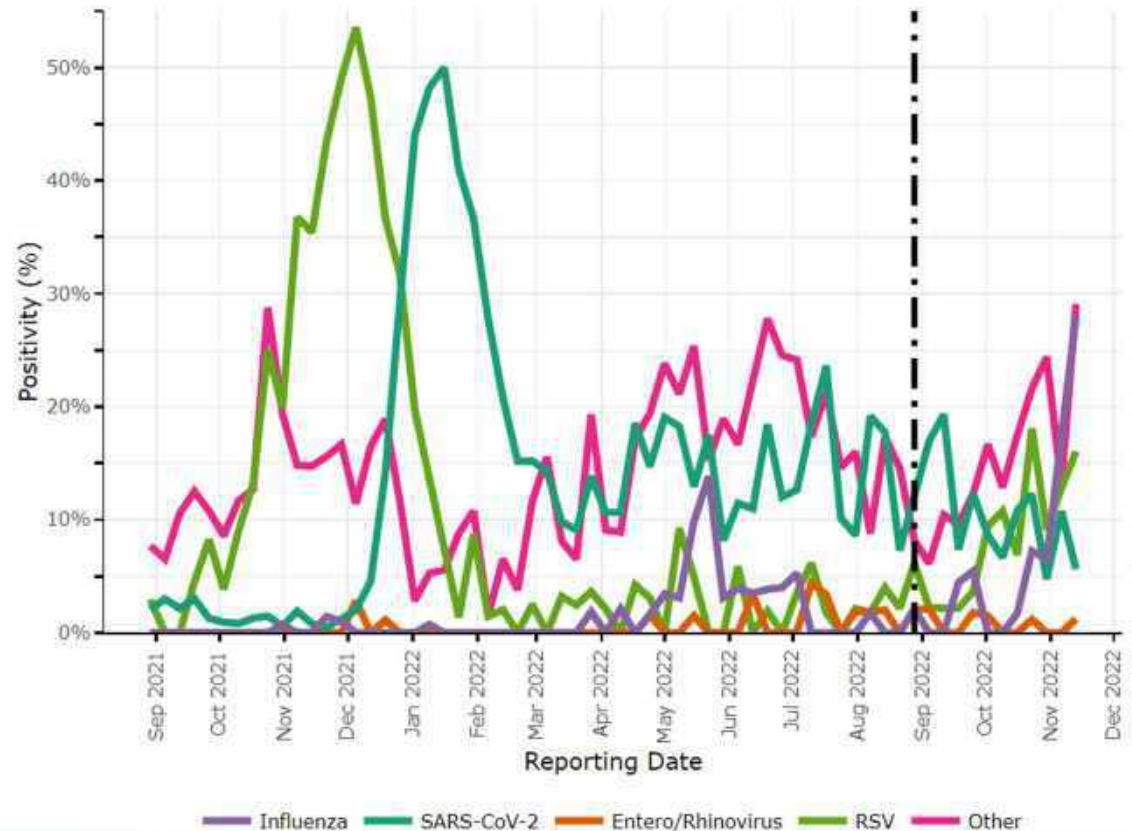
COVID-19: similar pattern to situation for all ages, but severity decreases with younger age. Those numbers reflect continued spread of COVID-19 in the community.

Influenza: similarly, a very quick increase in the number of cases is being seen.

RSV: quick increase in number of cases, which reflects more children seeking medical care.

Other respiratory viruses: children are impacted by the spread of many other respiratory viruses.

Positivity of respiratory viruses since 2021-2022 Season among children
BCCH Laboratory



Respiratory virus season

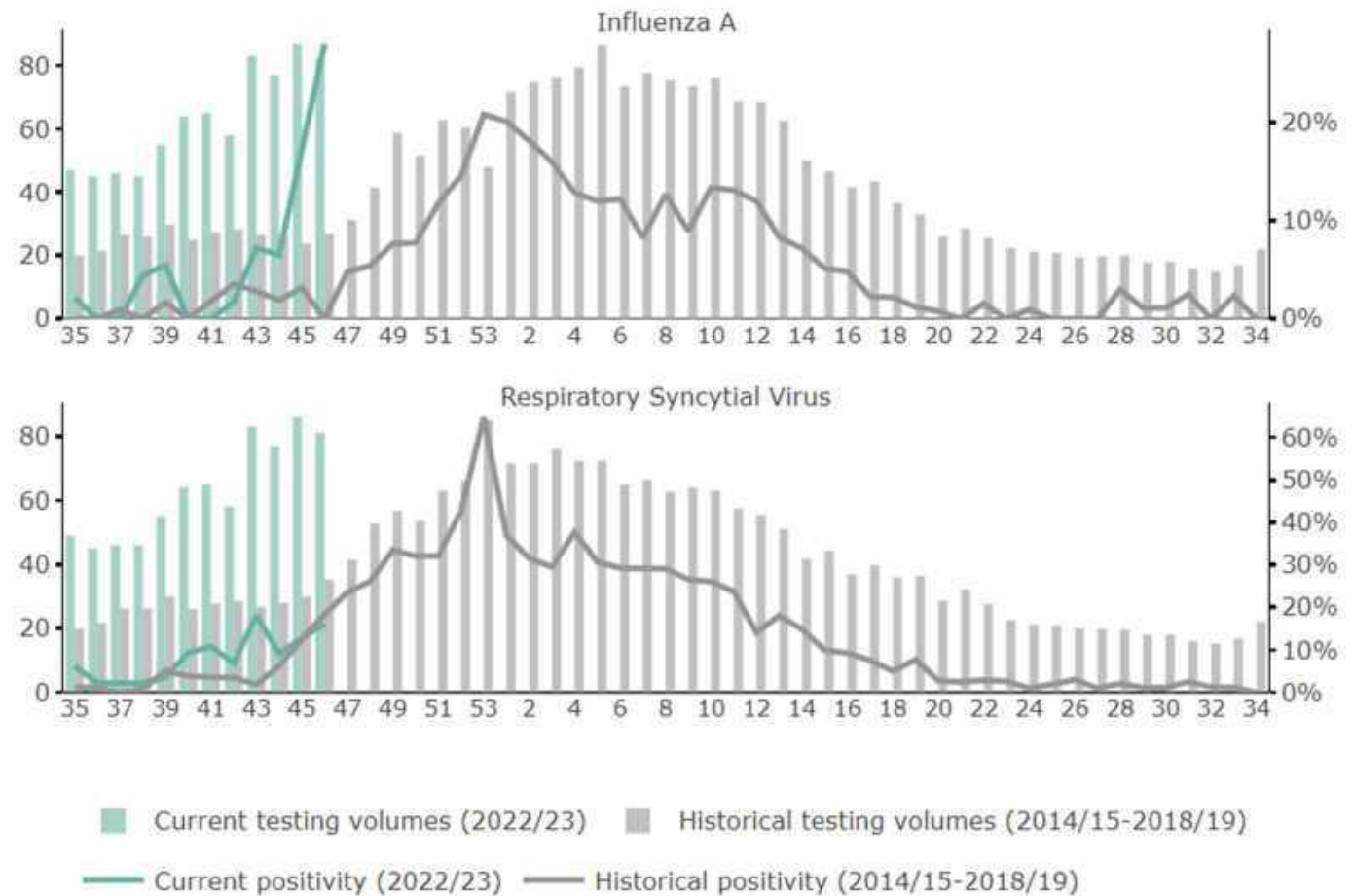
Pre-pandemic vs. this year

**** Note that we test more often than we used to.**

Focus on two viruses:

Influenza: the speed at which influenza is spreading is much faster than before. An abrupt resurgence.

RSV: While we test more often than before, the speed at which the wave is coming in is similar to what we usually see.



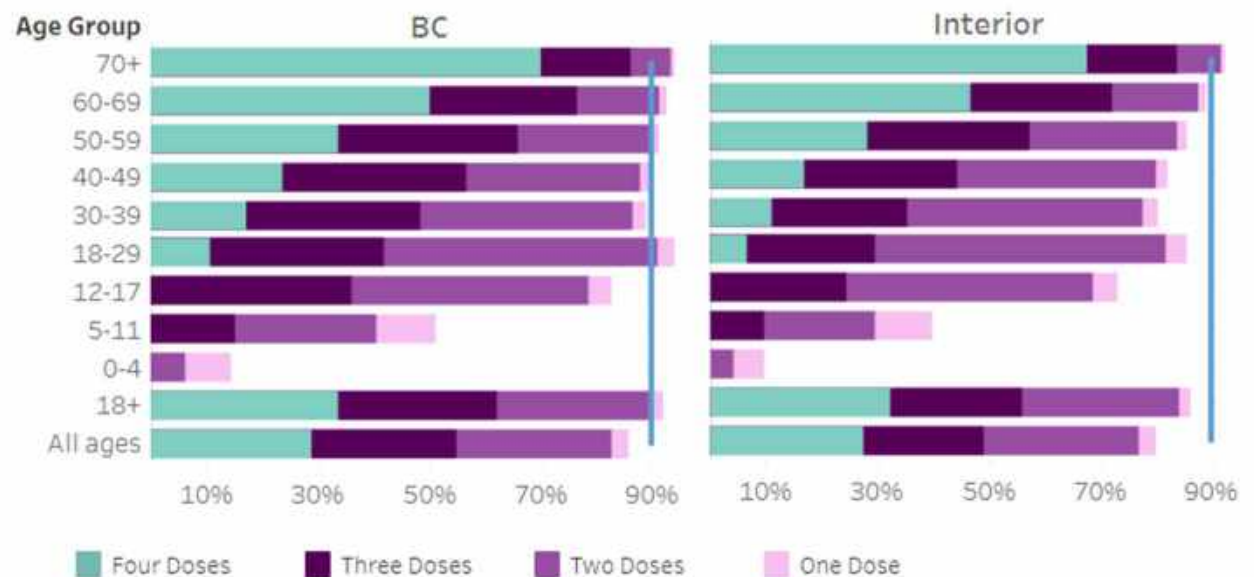
Respiratory virus season Status update

Vaccine Coverage – COVID-19

COVID-19 Vaccines:

- **Highly effective** at reducing risk of severe disease
- **Booster doses** are very important
- **Coverage** decreases with age
- **Omicron evades immunity** – can't prevent all infections, particularly true for asymptomatic and mild infections.
- **Risk** if not vaccinated vs. partially vaccinated vs. fully vaccinated with boosters is very different

Vaccination Coverage Progress in BC by age and by Health Authority, 20 Nov. 2022



Respiratory virus season

Are predictions possible?

COVID-19: we continue to monitor the situation globally. This is possibly the slow “fizzing out” period... or just a lull until another variant of concern emerges – situation in China is concerning.

Influenza: very quick recent increase. This might be more rapid and also maybe shorter-lived. But we are in a very unusual and new immunologic situation at the population level... so an exact prediction is difficult to make. Vaccine effectiveness expected to be moderately good but too early for first estimates.

RSV: continues to increase. The wave has not peaked yet, so we probably have many more weeks of RSV activity.

Other respiratory viruses: the increase will probably continue for many more weeks.

What should we remember?

- it's not over. The respiratory virus season continues very actively.
- We can reduce the impact with key preventative measures: reduce transmission, and reduce risk of severe disease.
- Handwashing, staying home when sick, use of mask, vaccines, antivirals (old and new), etc.





Questions & Answers





Homelessness & Health

Dr. Silvina Mema, Medical Health Officer



Our Perspective

While many different sectors are impacted and involved with homelessness issues, the focus of this presentation is on health, and impacts to health system.



Homelessness & Health

Homelessness can worsen physical and mental health. Mortality is 2 to 8 times higher than the general population

Some causes:

- Lack of stable and safe housing (i.e. shelter from weather)
 - Cold: frostbite, respiratory and cardiovascular, carbon monoxide, toxic drug
- Stress (assault, theft, enforcement)
- Racism, discrimination, stigma (trauma)
- Lack of access to adequate food, water, shower, sanitation
- Limited effectiveness of social and health services
- Substance use



Interior Health Data on Emergency Department Visits by Unhoused Patients: Kelowna General Hospital & Royal Inland Hospital



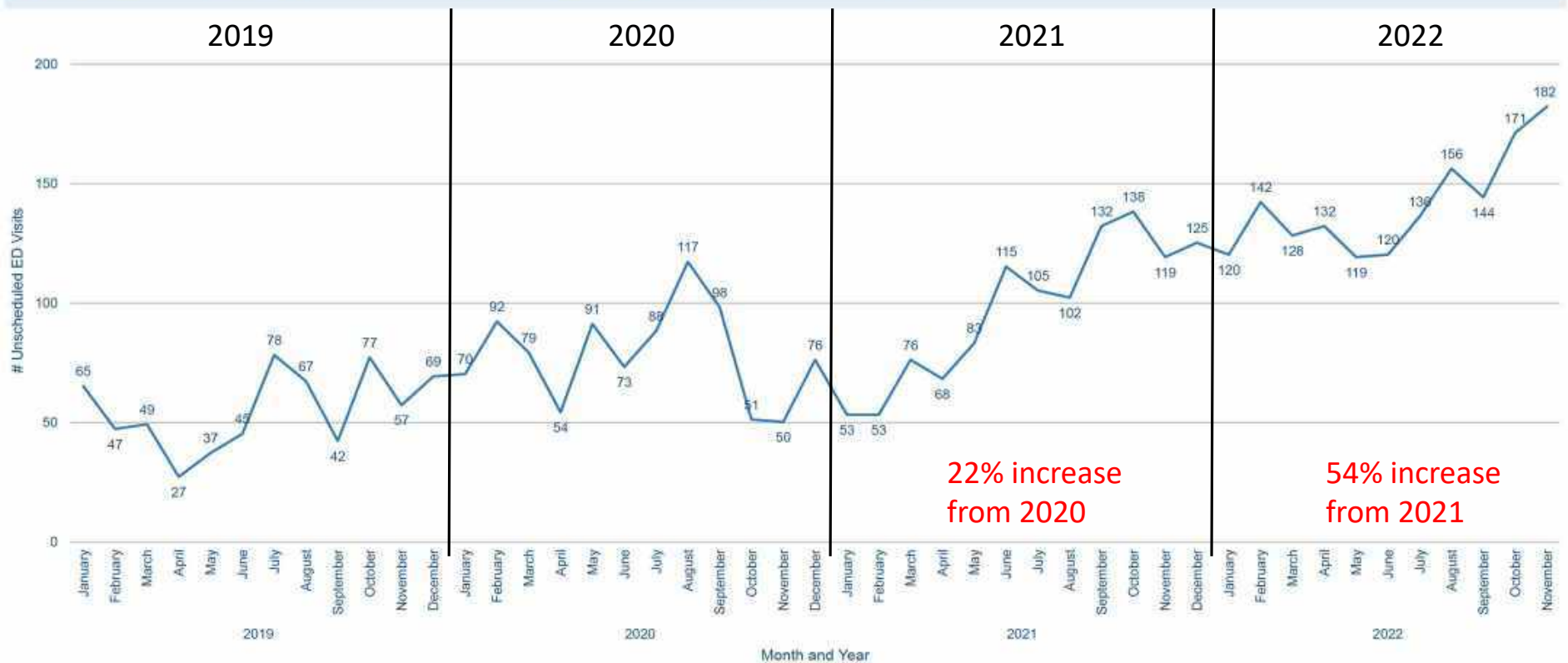
Data Notes and Limitations

- The data presented here is for patients who voluntarily disclose to an Emergency Department Registration Clerk that they do not have a fixed address while registering their visit.
- As this information is voluntarily disclosed, and alternative responses such as the address of a friend, family member, or emergency shelter may be given instead, this data is an underrepresentation of Emergency Department visits by unhoused.
- Data is current as of November 2022



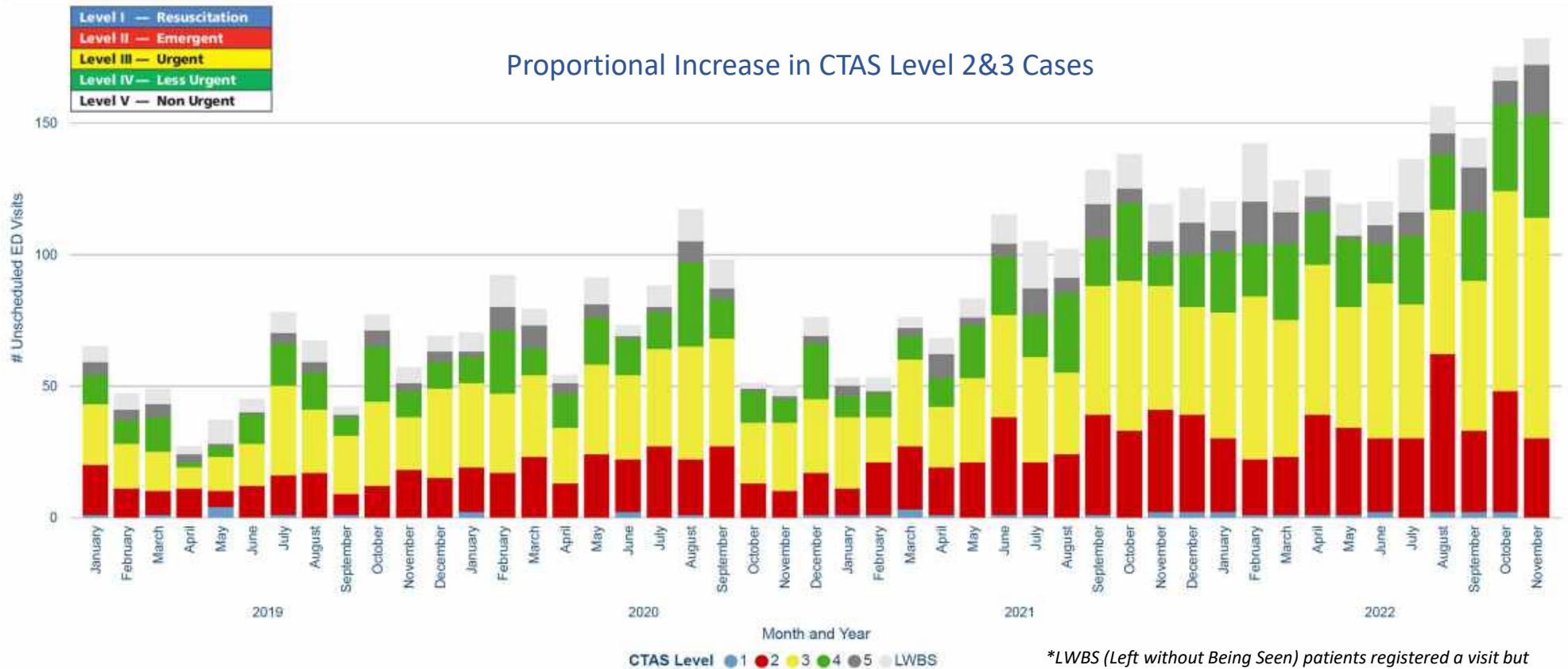
Kelowna General Hospital Unhoused Patients

Figure 1: Unscheduled ED Visits to Kelowna General Hospital by Patients with No Fixed Address, Last 48 Months



Kelowna General Hospital Unhoused Patients

Figure 3: Unscheduled ED Visits to Kelowna General Hospital by Patients with No Fixed Address, by CTAS Level, Last 48 Months

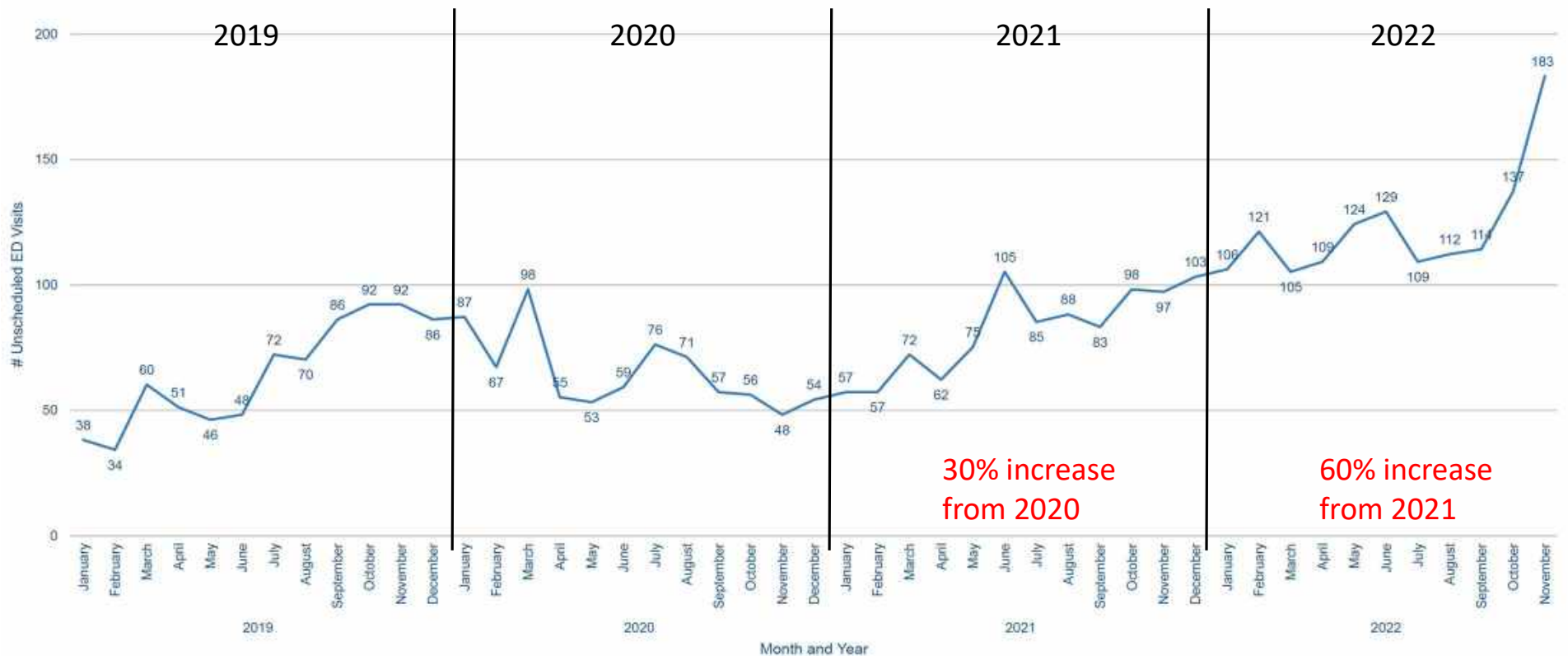


*LWBS (Left without Being Seen) patients registered a visit but did not see a triage nurse and were not assigned a CTAS Level



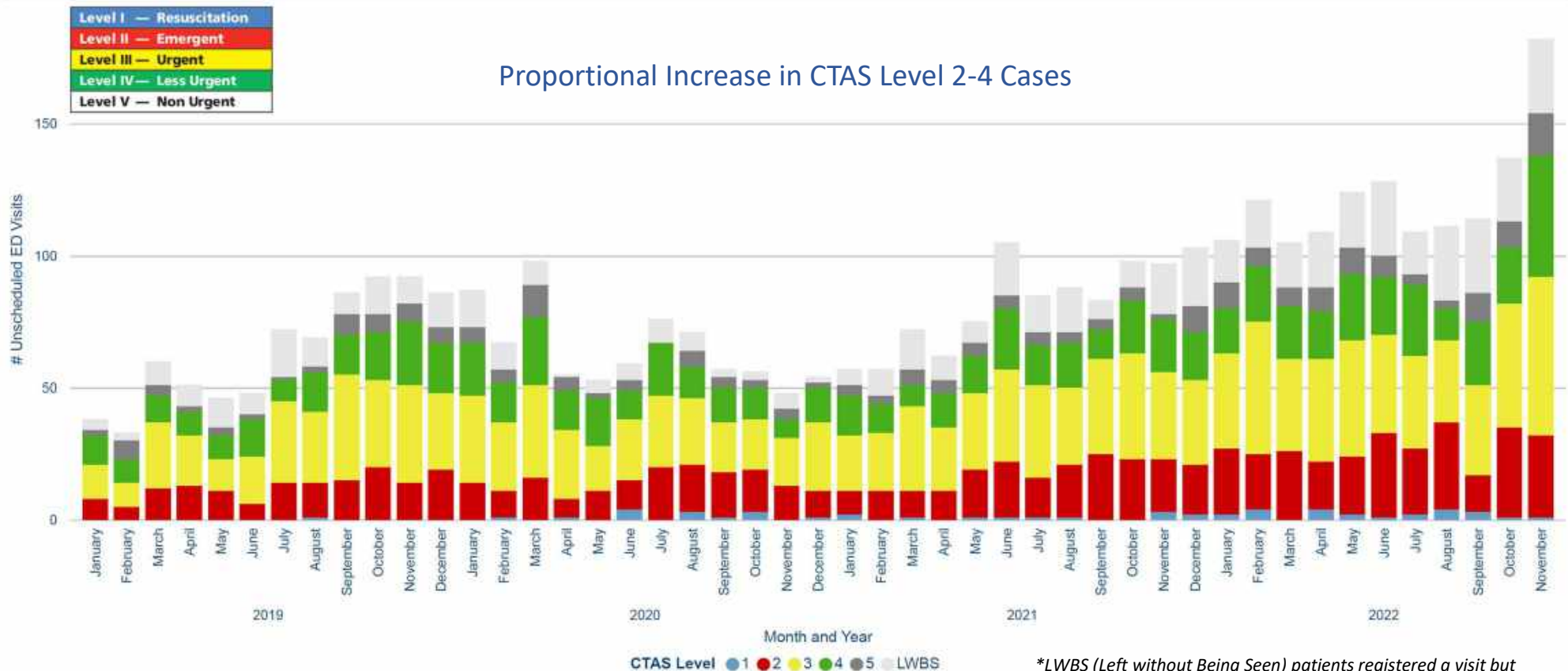
Royal Inland Hospital Unhoused Patients

Figure 2: Unscheduled ED Visits to Royal Inland Hospital by Patients with No Fixed Address, by CTAS Level, Last 48 Months



Royal Inland Hospital Unhoused Patients

Figure 4: Unscheduled ED Visits to **Royal Inland Hospital** by Patients with No Fixed Address, by CTAS Level, Last 48 Months



*LWBS (Left without Being Seen) patients registered a visit but did not see a triage nurse and were not assigned a CTAS Level



Summary of ED Visits by Unhoused Patients:

- Increased by 54-60% between 2021 and 2022 at Interior Health's two Tertiary Hospitals: Kelowna General and Royal Inland.
- October and November 2022 were both record-setting months for the number of ED visits by unhoused patients, at both hospitals.
- Mental Health and Substance Use related visits account for a significant portion of ED Visits by unhoused patients.
 - 50% at KGH
 - 30% at RIH
- Most ED Visits by unhoused patients are in the Urgent (CTAS 3) category



Cold Weather & Homelessness Preparedness and Response Across Interior Region Communities



Cold Weather & Homelessness

- Homelessness issues are escalating across the Interior Region
- Insufficient indoor space to accommodate individuals in cold weather in many communities
- This is a recurrent issue every year
- More individuals experiencing homelessness as per PiT count
- Drawing from the Heat Alert Response System, communities can help coordinate surge activities to respond to cold weather



Cold Weather Preparedness and Response

How is your community supporting a coordinated approach to address issues related to homelessness?

- Who are the key partners in your community?
- Do you/they meet regularly to plan ahead, coordinate, and respond to issues like cold weather?
- Are you/they aware of funding streams available?





Questions & Answers



South East Regional Meeting – December 2022
Minister of Municipal Affairs, BC Mayors and RD Chairs

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 215 943 625 254

Passcode: AS9UW9

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 778-401-6289,,174565722#](#) Canada, Victoria

Phone Conference ID: 174 565 722#

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AGENDA

Date: December 16, 2022

Time: 1:00PM – 1:45PM

**Please do not call in until 5 min
prior to the start of your meeting.**

Event Summary	MS Teams meeting with Minister Anne Kang, BC Mayors and Regional District Board Chairs
Key contacts	Minister Kang's Office: James McNish 250 387-2283 Hailey Walters 250 580-8880
Time	Agenda Items:
5 mins	Minister Kang- Opening Remarks and Introduction
35 mins	Mayors and Chairs Questions and Comments for Minister Kang*
5 mins	Minister Kang– Next Meeting and Closing Remarks

*As there are only 35 minutes to hear from everyone, we request that you keep your remarks focused to one or two items to give as many of your colleagues as possible a chance to speak.

IMAGINE KOOTENAY MEETING PACKAGE

JANUARY 2023



imaginekootenay



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imaginekootenay



AGENDA

Imagine Kootenay

Regional Steering Committee Meeting Agenda

Monday, January 09, 2023

9:00 am – 10:30 am PST, 10:00 am – 11:30 am MST

Meeting will be held by zoom:

<https://us02web.zoom.us/j/81012097577?pwd=Z21WcUtkbndxTW8vMjBhMERJK1AzQT09>

1. Welcome and Introductions
2. Election of Chair and Vice-Chair
3. Approval of January 09, 2022 agenda
4. Approval of Minutes from October 03, 2022
5. Management Report
6. Financial Review
7. Looking Ahead
8. 2023-24 Meeting Schedule



MINUTES

Imagine Kootenay Partnership
Regional Steering Committee Strategic Planning Session Meeting
Minutes
October 3, 2022

In Attendance

Clara Reinhardt - **Chair**
Suzan Hewat
Tom Thomson - **Vice Chair**
Sarah Sinclair
Garry Jackman
Andrea Wilkey
Sandy Elzinga
Marloes Van Lent
Eric Burton
Leah Kleinhans
Aaron Gregory
Pete Bourke
Aidan McClaren-Caux
Karen Cathcart
Catherine Moffat

Columbia Valley
Kaslo & Area D
Nelson
Kaslo & Area D
Creston
Community Futures
Boundary & Area
Golden & Area
Factor 5
Creston
Factor 5
Columbia Valley
Nakusp & Area
Golden & Area
Revelstoke & Area

Regrets

Ron Oszust
Ingrid Bron
Corinne Tessier

Golden & Area
Revelstoke & Area
Nakusp & Area



1. Welcome & Introductions

2. Approval of the Oct 3, 2022 Agenda

Motion: Approve the Oct 3, 2022 agenda

Moved by Tom Thomson **seconded by** Garry Jackman
Agenda Approved.

3. Approval of July 11, 2022 meeting minutes

Motion: Approve the July 11, 2022 meeting minutes

Moved by Tom Thomson **seconded by** Sandy Elzinga
Minutes Approved

Community Roundtable

Nelson (Tom, Andrea)

Municipal elections are coming up. Over the last year, over 100 units of housing have been built. This includes assisted housing and workforce housing. A seniors project breaking ground and a new condo development. There has been lots of interest for investment attraction - Pacific Insight building has been sold. A few sector roundtables have been completed.

With the rising interest rates - still challenges with supply chain, workforce, and housing. Businesses will need to adjust to a smaller workforce. For IK succession planning it is important to watch for granting opportunities.

Community Futures holds the contract for the Rural and Northern Immigration Pilot Program. It may be an opportunity to tag IK communities that are a part of it. The pilot runs until February 2024.

Boundary (Sandy)



The Okanagan Indian Band has a partnership with the City of Grand forks to relocate homes on the floodplains to the City. Homes on the market have decreased, not as many sold signs out which is a normal trend this time of the year. Working on a project funded by ETSI-BC which includes sector roundtables in health care, hospitality, and agriculture. We have been successful in having surveys and business walks.

Creston (Garry, Aaron, and Leah)

Not seeing the qualified tradespeople working in the East Shore due to the troubles of coordinating permits, flooding, and engineering. The Town of Creston has begun Market park which is a permanent farmers' market and other green space. We have started a housing committee - working to help the developers build bigger projects - secondary homes, carriage homes, etc.

The Town of Creston is busy developing the downtown revitalization plan. This is a vision and roadmap for future land use and urban design in Downtown Creston. Our doctor recruitment has done very well - we've recruited a few doctors over the summer.

We have many new residents in our valley and they are becoming more integrated into the community which includes running for council, starting new businesses.

The Affordable Housing Committee has discussed a project that will be spearheaded by the housing society. We have also made progress on child care - new child care spaces funding. Creston will be a part of the rural immigration pilot program - employers can get skilled workers from anywhere in the world.

Kaslo (Suzan, Sarah)

Several local businesses have changed hands - younger people have purchased businesses from long time residents. No vacant buildings. A 10-unit housing complex will be occupied this spring 2023.

We are working hard on developing the workforce. Investigating co-op housing as a solution for some workers. Kaslo and Area D are now a part of the Rural & Northern Immigration Pilot (RNIP) boundary expansion.

The Kaslo Jazz Fest was a great success. There was a $\frac{2}{3}$ crowd instead of a full crowd. 2,500+ people attended and two local non-profits (KLIC and Kaslo Housing) raised funds



by organizing temporary campsites. The event sold out in 15 minutes. The community and festival goers were pleased with a smaller event. Including later gate opening to allow festival goers to spend time in the shopping options within the community.

The community non-profits are working together in a collaborative effort to avoid competing for funding and to share capacity where possible. Kaslo Outdoor Recreation Trails Society (KORTS) is working as a leader/umbrella organization for our

outdoor recreation organizations, this methodology is working well. They are successfully completing a \$250k trail project on Mount Buchanan.

Agriculture is going strong in the Lardeau Valley - with Farmgate + research and initiatives taking shape. Looking into meat storage options for hanging slaughtered meat and a Biovator for composting the offal (with exception of the parts that need to be incinerated in Alberta due to regulations)

Nakusp (Aidan)

School district enrollment numbers have increased. In Burton, they opened a school recently and went from 5 students to 40. Nakusp is also a member of the Rural and Northern Immigration Pilot Program. More people are moving to Nakusp to seek the amazing Kootenay lifestyle. Our area (Kootenays/boundary) can compete on our lifestyle - hiking, biking, ski hills, parks, mountains.

Revelstoke (Catherine)

Revelstoke has created a housing action plan. The community is working on putting together a tiny home community. Busy working on a tech plan which focuses on recruiting potential tech entrepreneurs to their idea factory and then running programming to help assist the new entrepreneurs.

The city has been approved to build carriage houses now. The Ski hill is working on permits for staff accommodations.

Columbia Valley (Clara, Pete)

Housing for staff is an ongoing battle. Columbia Valley is working with the government of BC on a backcountry plan. Need to educate the public /tourists on safe use of the backcountry.



Columbia Valley has legally formed a housing society in June. Pete is happy to chat with anybody about this. A new strategic plan for Columbia Valley Economic development has been created.

Golden (Karen, Marloes)

Golden is having their aquatic center referendum. The Louisiana pacific mill has been sold. A new housing project in the regional district consisting of 56 single family homes will be underway. A large group of new people are running in the election. Golden CED had a presentation last week on their strategic plan excited to work with them in the community. There are still new businesses coming to town. Real estate is slow and prices are still high with no sign of them decreasing.

Eric

Various meetings with people in different communities. The workforce theme has come up multiple times. We are seeing big structural changes that are contributing to the shortage of workers - baby boomers are retiring, not enough young people are entering the workforce. These have been challenges for decades - shortages in healthcare, trades, education and the pandemic was the "perfect storm."

IK Sustainability Strategy Review

The high level vision for the program is that the partner communities have the workforce and investment needed to support their economic development plans.

Imagine Kootenay provides partner communities with a cost effective and easy to implement strategy for attracting, retaining and expanding workforce, business and investment in their communities.

Our core audience must understand what Imagine Kootenay is and we need to ensure that we are communicating that effectively to the stakeholders.

Our lead management system makes IK a unique program. We regionally support each community to attract investors and workers. We need to leverage our collaborative approach when getting government grants.



Imagine Kootenay SWOT

Strengths	Weaknesses
<ul style="list-style-type: none"> ● Product - Kootenay Lifestyle ● Factor 5 management - expertise and national perspective ● Investment marketing ● Website platform ● Leadership ● Collaboration ● Community Independent Identity ● Lead Management 	<ul style="list-style-type: none"> ● Tracking KPIs <ul style="list-style-type: none"> ○ Community Specific ● Lean budget ● Perceptions of inequity ● Differing economic development capacity ● Timeliness of information ● Limited volunteer capacity ● No IK elevator pitch - can be difficult to “sell” IK
Opportunities	Threats
<ul style="list-style-type: none"> ● Leveraging regional partners in marketing (i.e. Kootenay Rockies Tourism) ● Packaged content for distribution ● BRE Loyalty Program/referrals ● Rural Northern Immigration Pilot Program ● New Electoral Leadership ● Increased partnership fees ● Enhanced engagement online - Imagine Canada program 	<ul style="list-style-type: none"> ● Competition for public resources ● Scope creep ● Competition for mandate ● Expectations of public ● Perceptions of stagnation ● Competitions with other communities, regions, provinces ● Bureaucracy in BC - provincial regulations impeding investment attraction



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Strategic Priorities

The top priorities from the SWOT Analysis were:

- 1) Imagine Kootenay Elevator Pitch
- 2) Investment Marketing
- 3) Tracking KPIs - community specific
- 4) New Electoral Leadership (opportunity to promote IK to newly elected officials)
- 5) Packaged Content for distribution
- 6) Rural Northern Immigration Pilot Program
- 7) Web Platform



MANAGEMENT UPDATES

Management Update

The Imagine Kootenay program had \$5.45 million in sales and 6 sold listings this quarter. The team has officially wrapped up the Imagine Canada project that featured a foreign direct investment workshop with economic development stakeholders from across the region. The workshop focused on highlighting the IK program, sharing FDI priorities, and discussions on future collaboration. The management team has made some internal changes to the website management process to streamline the clean up of the site and prepare for fresh content in the new year. The focus in the final quarter of the fiscal year from January to March will be to develop the annual budget for the upcoming year to reflect the priorities identified at the Fall strategic planning workshop. A key challenge continues to be the financial capacity of the program. Looking ahead, the team will be seeking innovative ways of leveraging regional collaboration and exploring funding opportunities.



Q3 HIGHLIGHTS

1. Strategic Planning

In October, we held our annual strategic planning session in Kaslo. The session was focused on high level community updates to foster collaboration between the partners. A SWOT analysis was conducted for the Imagine Kootenay program to determine the strategic priorities for the program going forward. Some of the key strategic priorities included an Imagine Kootenay elevator pitch, investment marketing, and tracking key performance indicators.

2. Chair Vacancies

A new chair will be elected since it was the last term of our previous Chair Mayor Clara Reinhardt. An election of Chair and Vice-Chair will happen at the January meeting. In the meantime, Vice-chair Tom Thomson has provided constructive feedback, positive encouragement and experienced insight to the management team through the fall and in preparation for the new year.

3. Municipal Elections

In October 2022, municipal elections were held across British Columbia. In most of the municipalities, there was a considerable change of elected officials. This presents a great opportunity for Imagine Kootenay to present to the new elected officials about the program and what it can offer to their municipality.

Special Welcome Back to former IK Chair Susan Clovechuk who will be supporting new Columbia Valley representative Roberta Schnider as their alternate. It is great to see a combination of new and experienced leaders around the table.

4. Foreign Direct Investment Workshop

As part of the Imagine Canada project, we hosted a Foreign Direct Investment (FDI) Workshop. This workshop was part of an Imagine Canada project focused on attracting investors from around the world by telling the Kootenay Region's story to an international audience of investors looking for business opportunities in the Kootenays. We had 9 participants in the workshop who spoke about their FDI



Priorities and how we can work together on promoting FDI in the Kootenay region.

5. Kaslo and North Kootenay Lake - Memorandum of Understanding (MOU)

Kaslo and North Kootenay Lake have passed a motion to sign the MOU completing the MOU signing process for the partnership. This Memorandum of Understanding (MOU) aims to support the continued development of strong and effective working relationships between Imagine Kootenay partners. This Memorandum of Understanding will remain in effect until March 31, 2025, or until such time as all parties agree to undertake to modify its contents.

6. CanExport Project Completion

The CanExport project has been completed. The project gave us the opportunity to identify a range of markets that we have not targeted previously. Through our initial research, Imagine Kootenay has a database of over 300 foreign investors. We conducted an audit of our lead management with our First Points of Contact (FPC) in each Imagine Kootenay Community. Imagine Kootenay has identified 6 countries for attracting foreign investors according to our investor registry: United States, India, United Kingdom, Australia, China, and the Netherlands. The sectors that Imagine Kootenay has available are in alignment with the country's FDI goals which include: Agriculture, Manufacturing, and Tourism.



WEBSITE TRAFFIC + DATA

***Last quarter numbers have been updated**

	LAST QUARTER	THIS QUARTER ACHIEVED
New Users	11,173	7,911
Sessions	15,740	12,075
Page views	34,223	27,463
New investors	26	21
Business inquiries	177	176
Job Board visit	4,897	2,224

SOCIAL MEDIA

Sustainability Plan

PERFORMANCE INDICATOR	TARGET
Marketing Audience growth	5% increase /quarter
Engagement rate	5% increase /quarter
Impressions	5% increase /quarter
Page views	5% increase /quarter
Ads	1/week

Social Media Breakdown

SOCIAL MEDIA	FOLLOWERS	ENGAGEMENT RATE	IMPRESSIONS	REACH
Facebook	2,881	↑1,555	↑157,181	↑59,281
Instagram	2,598	↑670	↑53,617	↑28,668
Twitter	1,777	18	↑2,909	N/A
LinkedIn	268	36	713	↑300
Youtube	10	0	↑402	↑38
TikTok	54		17	2,008



2022 Q3 INVESTMENT SUCCESSES

BUSINESS	COMMUNITY	VALUE
Organic Farm and Agritourism Business	Nelson	\$1,990,000
Nakusp Glass Ltd.	Nakusp	\$198,000
100% Shares in Home Support Business	Nakusp	\$105,000
Hotel in Revelstoke	Revelstoke	\$2,600,000
Space for Lease	Columbia Valley	\$2,000
Boardroom Café	Boundary	\$650,000
TOTAL		\$5,545,000



FINANCIALS

Consolidated Budget

Revenue	Year To Date	Q4	Total
Membership Fees	\$55,000.00	\$0.00	\$55,000.00
Grants	\$80,750.00	\$8,000.00	\$88,750.00
Special Project Contributions	\$0.00	\$0.00	\$0.00
Set Up Fees	\$2,500.00	\$0.00	\$2,500.00
Subtotal Revenues	\$138,250.00	\$8,000.00	\$146,250.00
Expenses	Year To Date	Q4	Total
Partnership Development	\$3,090.00	\$3,390.00	\$6,480.00
Community Engagement	\$4,452.75	\$5,831.25	\$10,284.00
Marketing	\$21,833.63	\$8,797.88	\$30,631.50
Lead Management	\$20,145.38	\$6,715.13	\$26,860.50
Special Project Development	\$4,836.00	\$3,720.00	\$8,556.00
Research, Analysis and Planning	\$42,500.00	\$0.00	\$42,500.00
Training	\$14,000.00	\$0.00	\$14,000.00
Administration	\$4,938.00	\$2,000.00	\$6,938.00
Total Expense	\$115,795.75	\$30,454.25	\$146,250.00
Balance	\$22,454.25	-\$22,454.25	\$0.00



Detailed Revenue Breakdown

Revenue	Budget	Year to Date	Pending
Partnership Fees			
Nelson (+ RDCK Areas E,F)	\$10,000.00	\$10,000.00	
Creston Valley-Kootenay Lake (Creston+RDCK Areas A,B,C)	\$10,000.00	\$10,000.00	
Lower Columbia (Trail, Fruitvale, Rossland, RDKB Areas A,B)			
Boundary (Grand Forks, Midway, Greenwood, RDKB Areas C,D,E)	\$7,500.00	\$7,500.00	
Columbia Valley (Invermere, Radium Canal Flats, RDEK E,F)	\$7,500.00	\$7,500.00	
Revelstoke (+ CSRD Area B)	\$7,500.00	\$7,500.00	
Golden (+ CSRD Area A)	\$7,500.00	\$7,500.00	
Nakusp	\$2,500.00	\$2,500.00	
Castlegar			
Kaslo and North Kootenay Lake	\$2,500.00	\$2,500.00	
Grants			
CanExport	\$48,750.00	\$48,750.00	
ETSI-BC	\$40,000.00	\$32,000.00	\$8,000.00
Other Revenues			
Kaslo Set Up Fee	\$2,500.00	\$2,500.00	
Total Revenue	\$146,250.00	\$138,250.00	\$8,000.00



Detailed Expense Breakdown

Expenses	Tactic	Budget	YTD	Q4
Partnership Development	Steering Committee Meetings (3)	\$1,224.00	\$816.00	\$408.00
	Strategic Planning Workshop (1)	\$1,152.00	\$1,152.00	\$0.00
	Annual Report and Plan	\$1,860.00	\$0.00	\$1,860.00
	Prospective Partner Outreach	\$2,244.00	\$1,122.00	\$1,122.00
	Administration (CFCK)	\$2,500.00	\$2,500.00	\$0.00
Community Engagement	Quarterly Community Reports (4)	\$3,672.00	\$2,409.75	\$1,262.25
	Community Workshops	\$3,888.00	\$0.00	\$3,888.00
	Prospective Stakeholder Outreach	\$2,724.00	\$2,043.00	\$681.00
Marketing	Website Management	\$15,559.50	\$9,794.63	\$4,784.88
	Social Media Management	\$3,672.00	\$6,000.00	\$2,000.00
	Market Research	\$2,040.00	\$1,530.00	\$510.00
	Content Development	\$1,116.00	\$837.00	\$279.00
	Graphic Design	\$3,672.00	\$2,754.00	\$918.00
	Paid Advertising	\$1,224.00	\$918.00	\$306.00
Lead Management	Listing Coordination	\$10,248.00	\$7,686.00	\$2,562.00
	Coordination w FPC's	\$7,800.00	\$5,850.00	\$1,950.00
	Conversion Tracking	\$6,000.00	\$4,500.00	\$1,500.00
	Lead Response Support	\$2,812.50	\$2,109.38	\$703.13
Special Project Development	Opportunity/Need Assessment	\$372.00	\$1,116.00	\$0.00
	Funding Research and Analysis	\$372.00	\$372.00	\$372.00
	Project Concept Outline	\$744.00	\$744.00	\$744.00
	Stakeholder Consultation	\$744.00	\$744.00	\$744.00
	Steering Committee Review	\$744.00	\$744.00	\$744.00
	Grant Application	\$1,116.00	\$1,116.00	\$1,116.00
Imagine Canada Project	Research, Analysis and Planning	\$35,750.00	\$42,500.00	\$0.00
	Training	\$24,000.00	\$14,000.00	\$0.00
	Lead Management	\$9,000.00 *		
	Admin Financing Fee (CFCK)	0	\$2,438.00	\$2,000.00
Total		\$146,250.00	\$115,795.75	\$30,454.25



Expense Allocation by Funder

Expenses	CanExport	ETSI-BC	Partners	Note
Partnership Development			\$6,480.00	
Community Engagement			\$10,284.00	
Marketing		\$25,000.00	\$5,631.50	
Lead Management	\$9,000.00	\$5,000.00	\$12,860.50	
Special Project Development			\$8,556.00	
Research, Analysis and Planning	\$33,750.00		\$8,750.00	\$25K allocated in 21-22
Training	\$6,000.00	\$8,000.00	\$0.00	
Administration		\$2,000.00	\$4,938.00	
Total Expense	\$48,750.00	\$40,000.00	\$57,500.00	



LOOKING AHEAD - Q4 PRIORITIES

1. **Annual Operations Planning** - Development of the 2023-24 annual budget
2. **Community Marketing Strategy** - Explore ways to leverage community marketing materials and regional collaboration to keep the IK Website content fresh, relevant and compelling.
3. **Sustainable Financial Capacity** - Examine options to improve the ongoing financial capacity of the program, including available grants, fee-for-service opportunities and project specific funding contributions from community partners.

2023 MEETING SCHEDULE

The management team proposes to adjust the meeting dates to allow more time to complete quarterly reports in advance of the meeting. At present, there is often only one week between the end of the quarter and the date of the meeting, creating difficulty in delivering reports in a timely manner.

Proposed Schedule:

1. Monday, April 24, 2023 - Annual Budget Review and Approval
2. Monday, July 24, 2023 - Marketing Strategy and Plans
3. Monday, October 23, 2023 - Strategic Planning Workshop
4. Monday, January 29, 2024 - Partnership Development



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*Village of
Kaslo*

Regular Meeting of Council

Chief Administrative Officer's REPORT

REPORT TO: Mayor & Council
FROM: Chief Administrative Officer

DATE: January 6, 2023

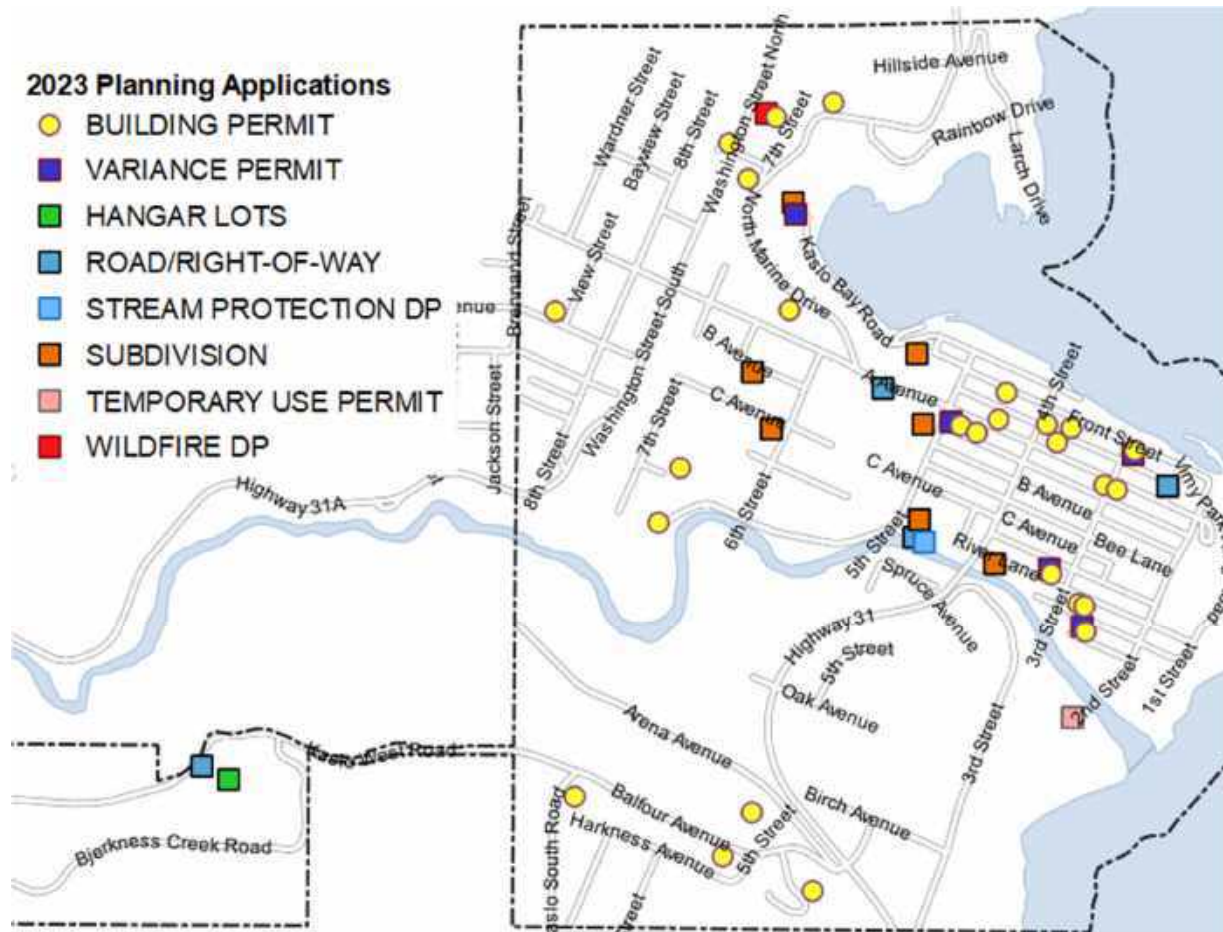
SUBJECT: CAO Report for January 10, 2023, Regular Meeting of Council

Good evening, Mayor Hewat and Members of Council,

This report provides an update on current Village projects and initiatives that staff are working on or involved with since the last Council meeting. I am happy to answer any questions you have, or to follow up with further information on any of these matters.

CAO Activities

- CRI, WRR and FireSmart Project
 - The 2023 UBCM CRI grant program has an ongoing intake. I will be meeting with Cathro and the Wildfire Working Group on Wednesday to discuss the upcoming projects. The final application will come to Council for consideration in at the January 24, 2023 or next in February.
- Arena Project
 - Contractor is mobilizing to start the project. Still some delays getting components.
- Kaslo River Dike & Bank Project
 - Will be taking a soil test from site 1 to see if the native soil can be used as fill for the project instead of hauling from the pit.
 - Phase 1 unlikely to start until mid-March due to persistent cold weather.
- Kemball Building Renovations
 - Met with energy consultant on site on January 3rd to see if we can apply for funding for energy efficiencies through CBT's Basin Charge Up program.
 - Meeting with North Mountain Construction on January 11th to review project planning and next steps for procurement.
- Planning & Development
 - Wildfire Development Permit for a new home on Washington Street will be issued after the Development Procedures Bylaw is adopted.
 - New building permit application for aircraft hangar at Aerodrome.
 - Approval of subdivision 621 C Ave
 - Map on next page shows the locations of the planning applications received in 2023 including building permits
- Other activities:
 - Year-end financial reconciliation, utility billing audit, and 2023 budget planning.
 - Rural Resident Attraction Pilot virtual meeting (Kaslo South project)
 - Rural Economic Diversification and Infrastructure Program application (attached)
 - CBT Basin Charge-up Grant application (attached)



CAO Schedule

Jan 10	Regular Council Meeting
Jan 11	Fire Smart Working Group Kemball Building
Jan 12	Weekly Staff Meeting
Jan 16	Basin Charge Up Grant Deadline
Jan 24	Regular Council Meeting

SUBMISSION INFORMATION

Project Title	Kaslo Senior Centre Tech Space
Project Number	18,408
Report Contact Name	Catherine
Report Contact Last Name	Allaway
Organization Name	Village of Kaslo
Organization Phone Number	250-353-2311 x105
Email Address	allaway@kaslo.ca

SECTION 1

Did you complete your Project? Summarize the activities that were carried out and note anything that changed or evolved as compared to your Contribution Agreement and Application.

Yes. Laptops, iPads, a printer/scanner, a metal storage cabinet with lock, iPad cases, and screen protectors, thumb drives, Windows 365 for five laptops, antivirus software, mouse and mouse pads were purchased. Laptops and iPads were configured by technicians and software was installed on the laptops. Laptop orientation classes were taught and board members learned how to set up profiles and email addresses, share documents, manage files, download and use images, organize photos, and more.

<p>How did you use Trust funds? List the aspects of your Project that Trust funds were directed toward and note anything that changed or evolved as compared to your Contribution Agreement.</p>	<p>The funds were used to purchase the technical and computer equipment needed for our classes, which were geared to a modest pace so that all participants were encouraged to ask questions, and have our instructor repeat sequences so that no one was left behind or made to feel uncomfortable. We hope to be able to share this knowledge with other individuals who want to learn basic computer skills, do online research or even write their own stories. Our laptop instructor developed a template for us to use for a newsletter which all members will be encouraged to contribute to.</p>
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Project Expenses and Revenue

Actual Project Expenses

Description	Amount (\$)
Computer equipment, programs, technical support and instructors.	\$10,140
Total Project Expenses	\$10,140.00

Funding Sources

Source	Amount (\$)
Columbia Basin Trust	\$8,112
RDCK Area D	\$2,028
Total Funding Sources	\$10,140.00

In-Kind Contributions

Description	Amount (\$)
Kaslo Senior Citizen's Association	\$810

Total In-Kind Contributions		\$810.00
Supporting Documents		
SECTION 2		
What are your Project's key outcomes so far? Summarize how you're seeing your Project make a difference in relation to your organization, community, or target group.		<p>Our main objectives are to familiarize senior citizens with computer programs and technology that they may not have access to in their own homes or communities. We hope that the new skills that they acquire will be both useful to them and that we encourage them to share what they are learning with others. The difference we see is that when computer skills are acquired by seniors that they are excited and want to share what they know with younger members of our community.</p>
How many staff, volunteers or community partners were trained to support the public to utilize the equipment:		12
PROGRAMMING		
Technology Supported		<p>This grant enabled us to purchase 4 laptops, 2 iPads, 1 printer and ink refill, 1 locking metal storage cabinet, 5 mouse devises and mouse pads, anti-virus programs, Windows 365 in addition to Laptop - orientation and introduction to basic computer skills. Learning how to cast from the laptops to our large screen TV. Learning how to manage email , develop batch email format, how to research images and save them for use in advertising, developing newsletters and more.</p>

Program Type	Classes & workshops
Delivered by	WREN Consulting - John Addison technician and instructor.
Total # of participants	6
# of times it occurred	6
Skills Developed	<p>Prior to our classes, Mr. Addison did a lot of research to ensure he was prepared for our sessions. We had a need to communicate with our membership, so he developed a newsletter template that gives us another way of communicating with each other. We hope the students will begin to submit articles and suggestions for our newsletter. They have also learned how to search for and download graphics that can be used in our newsletters, posters or on our Facebook page. We discussed working with other seniors and helping them write their personal history, which can then be shared with all of our community. We hope that we will receive funding so that we can begin to learn the Office 365 programs, such as Word and Excel.</p>
Technology Supported	<p>We were able to purchase 2 x iPads, iPad cases, and screen protectors. iPad orientations and classes for beginners regarding safety of personal information.</p>
Program Type	Classes & workshops
Delivered by	Barb Szuta
Total # of participants	6

# of times it occurred	4
Skills Developed	Due to construction in our senior's hall, the iPad classes have been rescheduled to January 2023 and will run for 4 consecutive Tuesdays. We have paid for this course to cbal.
Total program participants	12

Reasonably estimate the number of jobs that your Project supported.
Use the closest definition(s) of those provided below.

Description	Existing Jobs	New Jobs
Full-time		
Part-time		2
Seasonal		
Contract		Laptop and iPad instructors

SECTION 3

Do you have any feedback on working with the Trust, the Community Technology Program, and/or the support you received from the Program Advisor?	We have only just begun to feel comfortable in this new technical environment. Participants want to have this instruction continue and by participating they can see the potential of what other skills they can develop themselves and ultimately share with others. There is a sense of excitement during the classes. As the saying goes "you are never too old to learn".
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Do you have any feedback on working with the Trust and/or our funding process?	<p>Yes. This program adds another dimension to our lives, by providing the equipment and knowledgeable instructors who pace their classes to the needs of the students.</p> <p>In a remote, rural community this is exactly the type of program that helps us connect with other communities across BC. We can share information and learn from each other. The funding we receive from the Trust enables us to access equipment and programs we would not have be able to afford otherwise.</p>
I have read and agree to the declaration above.	I Agree
Date	December 9, 2022
Applicant Name	Catherine Allaway
Applicant Title	Corporate Officer, Village of Kaslo

SUBMISSION INFORMATION

Project Title	Kaslo
Project Number	Kaslo Wildfire Risk Reduction Program
Final Report Contact	Ian
Last Name	Dunlop
Organization	Village of Kaslo
Phone Number	(250) 353-2311
Email Address	cao@kaslo.ca

SECTION 1

Did you complete your Project? Summarize the activities that were carried out and note anything that changed or evolved as compared to your Contribution Agreement and Application.

Yes, we completed the project. We revised the prescription for the Airport East Treatment Unit, tendered the work, acquired cutting authority, implemented the treatment and burned the debris piles. We also completed a youth-led video about what youth are doing in Kaslo about climate change and wildfire. We had our world premier of this video at the Kaslo FireSmart Open House November 21 -- very well received, link provided to Natasha on November 22. We still need a CBT logo to show our gratitude. And we have used the honorariums for the volunteer members of the FireSmart Committee - the three volunteer members have contributed a great deal to our Committee over the past 18 months.

How did you use the Grant from the Trust? List the aspects of your Project that the Trust Grant was directed toward and note anything that changed or evolved as compared to your Contribution Agreement.	We used this grant to support the projects in our application. There were no significant changes or modifications -- apart from the change in timelines that was approved in October 2022.
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Project Expenses and Revenue

Actual Project Expenses

Expense Item	Amount
Airport East Mechanical Treatment	\$13,030
Airport East Hand Treatment	\$14,040
Aiport East FMP	\$5,000
Airport East Supervision	\$3,108
Video	\$6,500
Educational Material	\$1,000
FireSmart Committee Honoraria	\$6,600
Total Project Expenses	\$49,278.00

Funding Sources

Source	Amount
Columbia Basin Trust	\$49,278
Total Funding Sources	\$49,278.00

In-Kind Contributions

Contribution Item	Amount
Village of Kaslo Administrative support (7% of project total)	\$3,450
Total In-Kind Contributions	\$3,450.00

SECTION 2

What are your Project’s key outcomes so far? Summarize how you’re seeing your Project make a difference in relation to your organization, community, or target group.

The project has three main components, with the following outcomes:

1. Fuel Management

The area treated is very high profile, with popular trails and high visibility adjacent to the community. The treatment had 2 phases: (1) a mechanical treatment where primarily low value pulp was removed and surface debris piled and burned; and (2) a hand treatment where small diameter dead and dying trees were removed, retained trees were pruned, and debris was piled and burned. This work was completed safely and consistent with prescriptions. Project signage has been developed and will be put up in the spring.

2. FireSmart Committee Honoraria. 3 volunteer members of the Kaslo FireSmart Committee were provided with modest honoraria for their participation. In each case these individuals flowed the honoraria back to their respective organizations.

These individuals made significant contributions to the FireSmart Committee, making sure more voices were involved in discussions, planning and community outreach. This inclusivity adds to the scope of the Committee. We have applied for a continuation of this funding to ensure

	<p>continuity on the Committee in 2023.</p> <p>3. Youth Video. This was the most exciting part of our work on this grant this year. In spite of the pandemic and difficulties we all encountered gathering, convening and getting work done, we were able to bring in a local videographer to mentor 4 local youth in the preparation, filming and post production of a 5 minute video. We were able to do a high profile FireSmart job on the Kaslo Village Hall with the Youth Climate Corps. The Briggs Creek wildfire south of Kaslo started while we were making this video, and the wildland crew and local reaction played a part in the video. The world premier is at the November 21 Open House – hosted by the FireSmart Committee.</p>
What were the most significant challenges experienced during this project and what solutions did you find to resolve them?	<p>The pandemic made the completion of this project difficult. The youth video and the FireSmart Committee were both significantly impacted by the public health measures. Thankfully we were able to get extensions to the project and complete all elements of the project</p>
Prescription What was the total area of land included in the final prescription?	<p>4.3</p>
Treatment What was the total area of land treated?	<p>4.3</p>
<p>Reasonably estimate the number of jobs that your Project supported. Use the closest definition(s) of those provided below.</p>	

Type of position	Number of positions created	Number of person-hours of work completed
Planning/Prescription Development	1	68
Treatment – Manual (e.g., pruning, hand raking)	12	45
Treatment – Mechanical (e.g., mechanical thinning, processing)	3	32
Training and skills development	4	16

If there are significant variations between the information in this table and the one provided in the Application, please explain:

These numbers more accurately reflect actual positions and person-hours.

SECTION 3

Do you have any feedback on working with the Trust, its partners, wildfire advisors and/or our funding process?

While modest in the big picture, this funding has been very important. The youth video came together very well after much head scratching – and all youth involved learned a great deal about video, communications, and teamwork. This was such an important project for them that we have applied for funding to do a follow up video this year – with even more of a focus on youth talking to youth about climate change and wildfire resiliency.

I have read and agree to the declaration above.

I Agree

Date

November 29, 2022

Applicant Name

Ian Dunlop

Applicant Title

Village Administrator

✓ Success! Thank you for your submission.



This application was completed on **2023-01-05 07:33:39 UTC** and is now read-only.



Rural Economic Diversification and Infrastructure Program

PLEASE READ THE RURAL ECONOMIC DIVERSIFICATION AND INFRASTRUCTURE PROGRAM (REDIP) INFORMATION GUIDE before completing this application form. You can download the program guide here [🔗](https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27) (https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27). It is important to review the eligibility and selection criteria and submit a fully completed application online by January 4, 2023 (11:59 pm PST).

NOTE: This application will auto-save while you work on it, even if you close

your browser window. We recommend bookmarking this link for easier access to your in-progress application.

Using the Share/Collaborate feature at the top right of this page can result in work being overwritten or lost. At this time the REDIP program asks applicant not to use this feature to avoid any lost work or inconvenience for system users.

If you clear your browser history or select “Start Over” (bottom left of this page) progress will be lost. To ensure progress is not lost, we recommend saving a back-up of your answers in an MS Word/PDF version of the application.

This application form is dynamic, meaning you can use the navigation bars at the top to go back and forth through sections prior to submitting. Some questions are responsive: additional questions will appear based on your responses.

ALL TEXT-BASED QUESTIONS CAN BE ANSWERED IN BULLET FORM.

If you have questions about the application questions or eligibility criteria, please contact:

Rural Policy and Programs Branch

(250) 356-7950 or ruraldevelopment@gov.bc.ca
([mailto:ruraldevelopment@gov.bc.ca?subject=REDIP Application Form Question](mailto:ruraldevelopment@gov.bc.ca?subject=REDIP%20Application%20Form%20Question))

If you are experiencing technical issues, please navigate to the “Help” button at the bottom right of the screen to submit a support request to Benevity.

Eligibility Criteria

Let's make sure you're in the right place. Start by answering these basic eligibility questions.

REDIP Funding Streams

REDIP is comprised of three distinct funding streams. Each stream has a specific purpose and targets different project types and communities.

Economic Capacity: Building capacity in small rural communities and Indigenous communities. Max \$50,000/year over 2 years, 100% of project costs.

Economic Diversification: Development and implementation of projects aimed at local economic diversification and development. The Development sub funding stream has a maximum of \$100,000, 80% of project costs and the Implementation sub funding stream has a maximum of \$1,000,000, 80% of project costs.

Forest Impact Transition: Supporting economic recovery and transition in areas impacted by changes in the forest sector. Max \$500,000, 100% of project costs.

Which funding stream are you applying for?

- ☒ Economic Capacity
- ☐ Economic Diversification
- ☐ Forest Impact Transition

Eligible Target Communities for the Economic Capacity Funding Stream:

Communities with populations of 2,500 or less outside Metro Vancouver and the Capital Regional District.

Indigenous communities and organizations.

Is the target community for this project eligible for this funding stream?

- ☒ Yes
- ☐ No

Eligible Lead Applicants for the Economic Capacity Funding Stream are:

Local Governments.

Indigenous communities and organizations.

Indigenous Dev. Corps.

Not-for-profits.

Additionally:

All applications must have one lead applicant identified for contact purposes.

Applications can have multiple partner organizations (eligible partners outlined below).

All applicants (lead and partners) must have a physical or service presence in the area of the proposed activity/project.

Ineligible lead applicants are:

Federal entities, including federal Crown Corporations.

Applicants not operating within the Province of British Columbia.

Businesses.

A political party, political action group or lobby group.

Registered charities.

Please click to expand the definitions for the eligible applicants above.

Is the lead applicant for this project eligible for this funding stream?

☒ Yes

☐ No

Partnership applications are intended to support collaboration between communities and organizations to pursue regional economic development and diversification projects. Are you partnering with any other organizations for this project?

☐ Yes

☒ No

Eligibility Criteria (continued)

Let's make sure you're in the right place. Start by answering these basic eligibility questions.

Eligible Projects for the Economic Capacity Funding Stream:

A broad range of potential activities based on local needs. Examples of activities include:

- Assessment of community needs and opportunities.
- Assessment of economic development capacity and identification of strategic options.
- Build local economic development capacity through targeted coaching.
- Build in house resources and capacity.
- Reduce staff turnover, enhance stability, and increase capacity.

Is your project eligible for this funding stream?

- ☒ Yes
- ☐ No

Please note, this application asks for the following documents.

Required

Budget Form (templates can be downloaded from [gov.bc.ca/redip \(https://www2.gov.bc.ca /gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27\)\)](https://www2.gov.bc.ca/redip/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27)

For partnerships: Partnership letters/emails

Optional

- Project quotes and plans
- List of required/anticipated permits
- Evidence of Funding Confirmation
- Letters of support

Please do not provide community plans or feasibility studies.

ALL TEXT BASED QUESTIONS CAN BE ANSWERED IN BULLET FORM.

Applicant Information

Legal Name of Lead Applicant

Village of Kaslo

If applicable, please provide your valid BC Registration Number.
(optional)

Address

413 Fourth St

Address (line 2) (optional)

PO Box 576

City

Kaslo

Postal Code

V0G 1M0

Please provide contact information for the primary contact for this request.

First name

Ian

Last name

Dunlop

Title

Chief Administrative Officer

Phone number

250-353-2311

Email

cao@kaslo.ca

Please confirm your email

cao@kaslo.ca

Who is the lead applicant for this project?

- ☒ Local Government
- ☐ Regional District
- ☐ Indigenous Community
- ☐ Indigenous Development Corporation
- ☐ Not-For-Profit Organizations

Please tell us about your organization and describe any key economic development priorities or goals the organization has for the community. (Max 250 words)

Housing and infrastructure are burgeoning issues for Kaslo as the economy struggles to become more diversified and attracts remote workers due to its internet connectivity and idyllic setting.

Project Information

Project Title

Kaslo Economic Infrastructure Acceleration Project

Please briefly describe your project in 1-2 sentences. This answer may be used for public communications. (Max 100 words)

The Kaslo Economic Infrastructure Acceleration Project will kickstart implementation of planning and economic development projects, community and Indigenous consultation through local capacity building.

What project type best describes your project?

Capacity building

Select the BC Economic Development Region [↗](https://www2.gov.bc.ca/gov/content/data/geographic-data-services/land-use/administrative-boundaries/census-boundaries) (https://www2.gov.bc.ca/gov/content/data/geographic-data-services/land-use/administrative-boundaries/census-boundaries) where the project will take place:

Kootenay

Select the Kootenay Regional District where the project will take place.

Central Kootenay

Which Central Kootenay community(ies) will be directly served by the project? (Select all that apply.)

Kaslo

Central Kootenay D

Please tell us about the community(ies). In particular, what are the key economic sectors or drivers within the community(ies)? (Max 250 words)

The Village of Kaslo is located on the western shore of the north arm of Kootenay Lake, within the unceded lands that have been traversed for centuries by the Ktunaxa, Sinixt, and Syilx people. Today, Kaslo is also home to many Indigenous and Metis residents.

Kaslo is a remote community providing services to its resident population of 1,050 (2021) and roughly 2,000 residents of Regional District of Central Kootenay Electoral Area D. The tourism sector has seen growth in recent years, with the Village home to two National Historic Sites and becoming a hub of winter recreation. The Village harnesses the knowledge and creativity of its citizens to ensure that challenges, including food security, shelter, a safe water supply, climate change, and economic sustainability, are met with confidence and enthusiasm. Other economic drivers include IT, small-scale manufacturing and artisans.

What community need or opportunity are you trying to address? (Max 200 words)

- Lack of capacity to move planning and economic development projects forward
- New Official Community Plan implementation
- Provide education and training opportunities - Village staff, business and Non-profit organizations
- Improve digital and technological supports to promote innovation and efficiency
- Attracting and retaining talent to fill workforce needs
- Start the process of consultation and reconciliation with our nearby Indigenous communities.

What are the intended outcomes of the project? (Max 200 words)

- Build awareness of opportunities, supports, and partnerships
- Support new Official Community Plan implementation through community engagement.
- Initiate Indigenous relationship building starting with Yakan Nukiy (Lower Kootenay Band).
- Move forward with various planning projects, for which we already have funding to complete, to create shovel-ready housing and economic infrastructure projects for future funding opportunities to build.

How will the project achieve its aims and desired outcomes? (Max 300 words)

- Hiring a person either directly or under contract to work on achieving these outcomes and build the Village's capacity.
- Direct engagement with businesses and non-profit organizations.
- Coordinating with these local organizations to leverage resources more efficiently
- Developing training opportunities and partnerships
- Strategic consultant assignments, coordinated by the new hire, as needed to fill the gaps in expertise and resources.

Project Timeline

Indicate the estimated start and end dates of the project. Please refer to the Program Guide for additional information on project timelines. https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/economic-development/find-support-organizations/rural-economic-development/photos/redip_program_guide.pdf

When will the project start?

2023-04-03



When is the project expected to be complete?

2024-12-31



Please provide a project timeline with up to ten project milestones. If your project require obtaining permits and approvals, include the time required to obtain them in the project timeline.

Description of milestone (Max 100 words)

Community Engagement
- Continuing the work of the recent Official Community Plan to look at local economic development opportunities, engage businesses and organizations such as the Chamber of Commerce regarding business supports and needs. The engagement will help inform the rest of the Kaslo Economic Infrastructure Acceleration project.

Estimated completion of milestone

2023-08-31



Would you like to include another project milestone?

- ☒ Yes
- ☐ No

Description of milestone (Max 100 words)

Infrastructure and housing implementation plans

- This milestone involves getting our regional development projects to investigate development of Kaslo's surplus land for housing and waterfront planning underway. Those projects have separate funding but we currently lack the internal capacity to coordinate and manage them. These are keys to Kaslo's future prosperity and therefore an important outcome of the Kaslo Economic Infrastructure Acceleration project.

Estimated completion of milestone

2023-12-15	
------------	---

Would you like to include another project milestone?

- ☒ Yes
- ☐ No

Description of milestone (Max 100 words)

Capacity Building

- throughout the Kaslo Economic Infrastructure Acceleration project; includes ongoing training to build long term internal capacity

Estimated completion of milestone

2024-12-20	
------------	---

Would you like to include another project milestone?

- ☒ Yes
- ☐ No

Description of milestone (Max 100 words)

Indigenous relationship building


- throughout the Kaslo Economic Infrastructure Acceleration project; we need to get this process started, as identified in the new OCP, and this project helps provide the capacity needed to do so, which may also benefit the Indigenous communities we engage with

Estimated completion of milestone

2024-12-20	
------------	---

Project Budget

Please complete and submit the separate detailed Budget Form, available on the REDIP website [🔗 \(https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27\)](https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27) including eligible and ineligible costs, application contributions and other sources of funding.

 **budget_form_redip-ec_2022_kaslo.xlsx** (<https://forms.benevity.org/api/upload/L>)
40.60 kB

Total Project Cost

\$150,000

Funding Request from REDIP

\$100,000

Other sources of Government Funding (if applicable)

\$50,000 from Village of Kaslo, which may include surplus, reserves or other eligible program funds.

Project Risk & Feasibility

Please provide any relevant details about how the budget was prepared (e.g. from where did you receive quotes, how recent are the quotes etc.). (Max 200 words)

The budget is based on hiring or contracting a person who will be responsible for managing and implementing the project, along with an allowance for additional staff costs or contractors/consultants as needed. If funding is approved, the budget for the program will be integrated into the Village's 2023-2027 Financial Plan, to be approved by Council in May, 2023.

How will you address any potential overruns in project costs? (Max 200 words)

Village has surplus, reserve and community development funds available in the 2023 and 2024 fiscal year that could be allocated to this project. The capacity brought by this project will leverage work on other funded projects, which will not impact the budget. Rather, it will enable us to spend that money effectively and locally.

Please identify any potential project risk factors (such as permit delays, timeline changes, troubles getting materials or finding staff) and your plan to mitigate and address them if they occur. (Max 300 words)

Finding an individual with a comprehensive skill set to complete the project may be challenging. Therefore, duties may be shared among more than one new, part-time and existing staff, or even temporary co-op students, with time spent on the project tracked accordingly. We hope to minimize the use of consultants, except for specific tasks that can be funded through other commitments, to maximize the benefits to the Village's own internal capacity and team building. Ultimately, the biggest risk is whether or not we can find the right person or people locally, or to relocate here temporarily, to help with this.

Community Support/Planning

How does the project support existing community or economic plans? (Max 200 words)

Kaslo completed a new Official Community Plan in 2022. Economic Development and Recovery is one of the themes in the new OCP, focusing on Business retention and expansion, employment, transportation, role of Village with EDC/Chamber. The top theme in the OCP is Housing and Future Growth, which includes development of vacant and under-utilized municipal land, housing needs assessment, health and childcare supports, which are essential for new economic growth to occur. Providing a range of housing and commercial development to meet current and future needs are main objectives for land use planning. The shortage of industrial land is also identified, along with new opportunities at the airport and waterfront areas. We need the capacity to thoughtfully explore, plan and implement these goals. The Kaslo and Area D Economic Development Commission has also been working on a community-based economic development strategy called Coordinated Leadership: Community Led Economies of Scale. We do not intend to duplicate or add to that work, as the intent of the Kaslo Economic Infrastructure Acceleration Project is to set the stage to achieve practical and tangible outcomes.

Is there community support for the project either through public consultation or letters of support?

- ☐ Yes
- ☒ In progress
- ☐ No

Please describe this community support and how it is demonstrated. (Max 200 words)

Kaslo Village Council has endorsed this project by resolution at their December 13, 2022 meeting. We will follow up with letters of support from local groups in the next few days. Further community consultation will be also be part of this project going forward. Having recently completed the new OCP, there is a great opportunity to continue that community momentum and harvest the desire to roll-up our sleeves and get to work on implementation.

**If you have acquired letters of support please attach them now.
(optional)**

Additional Documentation

Do you have any additional documentation that you would like to add?

- ☐ Yes
- ☒ No

Applicant Self-Assessment

What barriers have you experienced or anticipate experiencing in accessing funding and delivering programs/projects/services? (Max 200 words)

We have not had a barrier getting funding for planning and economic development projects. We lack the capacity to get these projects going and, if the projects cannot be adequately coordinated locally, we risk wasting money on vague consultant assignments that do not achieve the desired outcomes. That's where we need help, and what we will use this funding for - to deliver on the programs/projects/services that have already been identified as priorities.

The REDIP office currently has a Co-op research student studying this question as part of a Master's Thesis. Do you consent to the use of your answer for research purposes? All answers will be confidential.

- ☒ Yes
- ☐ No

Would you like to receive additional information about the research?

- ☐ Yes
- ☒ No

Please describe your staff and volunteer capacity. How many people are involved, in what way and what are their skill sets? (Max 200 words)

Village of Kaslo currently has an administrative staff of 3 full-time employees plus 2 management positions (CAO/CFO and Corporate Officer). We also have one additional temporary staff person for relief. Administrative staff focus on general admin and finance. The managers are the professional staff with generalist skill sets. CAO has education and experience in urban planning, economic development, engineering and finance. Kaslo has a very active and robust volunteer community but most are already maxed out with their existing commitments.

Please describe your ability to retain staff, volunteers and those in leadership positions. Do you have current vacancies, a high turnover rate or troubles with succession planning? (Max 200 words)

In-house training capacity is limited due to time and resources, so most training is done online or by going out of town. Succession planning is improving with the recent addition of the second management position, and we are undergoing a job description review for the admin/finance staff. Leadership turnover is a challenge for all small municipalities, as vacancies usually need to be filled by recruiting from outside the community.

Forest-Sector Impacts

Economic Capacity and Economic Diversification: Forest-Sector Impacts questions will not affect the scoring. Some projects submitted under these streams may be considered for funding under Forest Impact Transition.

How dependent is your community on the forestry sector?

- ☐ Not at all dependant ☒ Somewhat dependant ☐ Dependant
- ☐ Very Dependant ☐ Completely Dependant

Applicant Feedback

We are always looking for ways to improve our grant application process and our communication with applicants. This section is optional, but your answers will help us improve the services we provide.

How did you learn about REDIP?

- ☐ Press/Media Announcement
- ☐ Regional Economic Trust
- ☐ Community Organization
- ☒ Government of BC Regional Manager
- ☐ Word of Mouth
- ☐ Other

If applicable, select the provincial rural economic development programs you have applied to in the past. (Select all that apply.)

Rural Dividend Program

Community Economic Recovery Infrastructure Program

Were you successful in receiving funding?

- ☒ Yes
- ☐ No

How long did this application take you to complete (hours)?

15

Do you have any additional comments about the application process? (Max 250 words)

Thank you for this opportunity. It is appreciated. It was a scramble to get the application completed and some of the program's criteria seemed to be at odds with its intentions. The project budget template is very detailed considering the short turnaround and I chose not to make up stuff to fill in the blanks. Hope this simplified approach is okay!

Almost Done!

First, here's some information about our grant review process.

What's next?

Before submitting your application, please use the tabs at the top of the screen to review your responses. Once you click submit, you will receive an email notification that we have received your application. Following internal review, we'll let you know if your request has been approved or declined, provided no additional information is required.

Applicant Attestation

By submitting this application, I confirm that I have the authority to submit this request and agree to the conditions described below.

All information contained herein is correct and complete to the best of my knowledge;

Awarding of funding to successful applicants will be conditional upon finalization of a grant agreement that sets out the terms and conditions of the funding;

I consent to receiving email notifications regarding this application and any subsequent emails from the Rural Economic Diversification and Infrastructure Program or those working on behalf of the Rural Economic Diversification and Infrastructure Program that relate to this application.

Applications submitted under the program are subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of administering the program and will be used for the purpose of evaluating eligibility under the program.

Information collected through the application process may be disclosed to Government of British Columbia staff outside the Rural Policy and Programs Branch in order to conduct due diligence on this application.

In addition, the applicant organization's name, location, funded activity and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.

☒ I have read the Attestation above and agree to all the terms therein.

☒ I would like to be informed about future funding opportunities via email communications. (optional)

**Rural Economic Diversification and Infrastructure Program - Economic
(REDIP-EC)**



Detailed Cost Estimate

Applicant Name: VILLAGE OF KASLO

Project Title: Kaslo Economic Infrastructure Acceleration Project

Funding Stream: Economic Capacity

Cost Estimate Developed By: Ian Dunlop, CFO

Date of Cost Estimate (DD-MM-YYYY): 04-01-2023

ELIGIBLE COSTS						
	Description	Total Quantity	Per Unit Amount	Year 1 Cost	Year 2 Cost	Total Cost
Salary and Wages						
Salaries and other employment benefits specifically related to the project (up to 100% of total project costs). Provide job title, wage rate, number of hours or months of employment.	Salary and benefits - Project Coordinator	2,000.00	50.00	50,000.00	50,000.00	100,000
		est. hours	inc. benefits			0
						0
						0
Salary and Wages Sub-Total:				\$50,000	\$50,000	\$100,000
Training						
Training activities as part of the Eligible Project or to support the project.						0
						0
						0
Training Sub-Total:				\$0	\$0	\$0
Project Planning						
For example, costs associated with environmental assessment, engagement and consultation, climate lens assessments, community employment benefit plans						0
						0
						0
						0
Planning Sub-Total:				\$0	\$0	\$0
Consulting and Professional Fees						
List any costs associated with project management, business studies, and project-related professional fees.						0
						0
						0
						0
Consulting and Professional Fees Sub-Total:				\$0	\$0	\$0
Marketing and Promotion						
Marketing or promotion-related costs or speaker stipends.						0
						0
						0
						0
Marketing and Promotion Sub-Total:				\$0	\$0	\$0
Capital Purchases						
Capital purchases up to 35% of total project costs that are essential to project implementation, including: office equipment, software and new technology.						0
						0
						0
Capital Purchases Sub-Total:				\$0	\$0	\$0
Travel and Meetings						
Meals and travel-related expenses must be based on government per diem rates: https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf						0
						0
						0
Travel and Meetings Sub-Total:				\$0	\$0	\$0
Other Eligible Costs						
Any eligible costs that do not fit under the above categories.	Aggregate of the above categories, which may include salary & benefits top-up if needed. These costs will be covered by the Village of Kaslo as our contribution to the project. Actual costs will be determined and approved through our annual financial plan process if the provincial funds are secured.			25,000.00	25,000.00	50,000
						0
Other Eligible Costs Sub-Total:				\$25,000	\$25,000	\$50,000
TOTAL ELIGIBLE COSTS*:				\$75,000	\$75,000	\$150,000

INELIGIBLE COSTS						
	Description	Source of Funding	Funding Confirmed(Y/N)?	Year 1 Cost	Year 2 Cost	Total Cost
Infrastructure Costs						0
Land Acquisition Cost						0
Leasing Land, Building and Other Facilities						0
Financing Charges						0
Legal Fees						0
In-kind Contribution						0
Tax Rebate						0
Other						0
TOTAL INELIGIBLE COSTS*:				\$0	\$0	\$0
TOTAL GROSS PROJECT COSTS (Eligible + Ineligible)*:				\$75,000	\$75,000	\$150,000

*Totals must match totals in the Budget section of the Application Form.

APPLICANT INFORMATION	
Organization Legal Name	Village of Kaslo
Mailing Address	PO Box 576
City	Kaslo
Province	BC
Postal Code	V0G 1M0
Signing Authority Name	Ian
Last Name	Dunlop
Phone Number	(250) 353-2311
Email Address	cao@kaslo.ca
Primary Contact Name	Ian
Primary Last Name	Dunlop
Phone Number	(250) 353-2311
Email Address	cao@kaslo.ca
Organization Mandate	The Village of Kaslo is a municipal government providing services to a resident population of 1,050. The Village is also an important hub and service centre for north Kootenay Lake and RDCK Electoral Area D. Kaslo is a diverse, inclusive, and welcoming community that aspires to be a model for small, mountain communities across British Columbia and around the world.
User ID	cao@kaslo.ca
Is the population of your community 2,000 or under?	Yes

PROJECT DETAILS SECTION

Project Title	Public Works Electric Utility Vehicle
Project Location	Village of Kaslo
Estimated Start Date	January 3, 2023
Estimated End Date	December 31, 2023
Project Description	The Village of Kaslo will work towards its commitment to being 100% renewable by 2050 by replacing a gasoline-powered pickup truck with a fully electric pickup truck.
What are you applying for? Check all that apply.	Electric Vehicle

ELECTRIC VEHICLE

Are you planning on replacing an existing vehicle?	Yes
How many vehicles does your organization currently own?	3
Why does your organization need to purchase a vehicle?	We currently have an 11-year-old Ford Ranger that is at the end of its service life that we would like to replace with an electric pickup truck.
Which government rebate program(s) will you also be applying for?	CleanBC Go Electric program
Who will be involved in implementing the project?	Village of Kaslo Council and staff

PROJECT BUDGET SECTION

Electric Vehicle

Cash Budget Item	Total Amount Required
New Electric Pickup Truck	\$93,375
Electric Vehicle Eligible Funding	\$70,031.25

Total Project Cash Budget		\$93,375.00
Maximum Eligible Funding		\$70,031.25
REVENUE SOURCES		
Source Name	Confirmed (Y/N)	Amount
Columbia Basin Trust	No	\$70,031
Village of Kaslo	No	\$23,344
TOTAL CASH REVENUE		\$93,375.00
UPLOADS & ADDITIONAL INFO.		
1.	Kaslo Council Resolution to apply for the grant	
2.	Price estimate of electric F-150 truck	
Before uploading your supporting document, ensure the file name is clear and identifies the content.	https://forms.ourtrust.org/wp-content/uploads/formidable/1222/Kaslo-Resolution-2022.12.14-CBT-Basin-ChargeUp.pdf https://forms.ourtrust.org/wp-content/uploads/formidable/1222/Electric-F-150-Estimate.pdf	
Is there anything else you would like to add that has not already been mentioned?	The Village of Kaslo was the first community to sign on to the West Kootenay 100% Renewable Energy Plan. Kaslo's new Official Community Plan includes a policy for the Village to purchase electric vehicles when it is practical to do so (sec. 14.3.12).	
What is the main, and first, way you heard about this program?	Trust Staff	
Would you like to receive email correspondence from the Trust?	Yes	

Please enter your email address	cao@kaslo.ca
Facebook	https://www.facebook.com/KasloBC
I have read and agree to the declaration above.	I Agree
Date	December 14, 2022
Applicant Name	Ian Dunlop
Applicant Title	Chief Administrative Officer

APPLICANT INFORMATION SECTION

Organization Legal Name	Village of Kaslo
Mailing Address	413 4th St
City	Kaslo
Province	BC
Postal Code	V0G 1M0
Signing Authority Name	John
Last Name	Cathro
Phone Number	(250) 505-3513
Email Address	cathro.john@gmail.com
Is Signing Authority same as the Project Contact?	Check if Signing Authority information is the same as the Project Contact information.
Primary Contact Name	John
Primary Last Name	Cathro
Phone Number	(250) 505-3513
Email Address	cathro.john@gmail.com

PROJECT DETAILS SECTION

Project Title (Limit of five words)	Kaslo Youth FireSmart Program
Project Location	Village of Kaslo
Estimated Start Date	March 6, 2023
Estimated Completion Date	December 15, 2023
What Project Category does your project fit? (select all that apply)	4. skills development related to Categories 1, 2 and 3 above.
What will your project do to build wildfire resiliency and reduce wildfire risk in your community? How will this be achieved and how will the proposed activities support your community(ies)' longer-term capacity to manage wildfire risks and solutions?	This project will build on past communities efforts to strengthen capacity, in particular with youth, to reduce the risk of wildfire in our community. This includes supporting the continuation of the FireSmart Committee with honoraria to volunteers (recreation group reps, FireSmart neighbourhood reps), supporting our Youth FireSmart Coordinator fees and expenses and focusing on youth involvement, in the community and in the high school.

Why is your organization best suited to deliver this project?	Kaslo has been working in FireSmart and fuel management activities since 2010, and with considerable focus since 2018 to raise awareness, build partnerships and engage the community to reduce the risk of wildfire. This includes fuel management projects on Municipal land, community engagement, FireSmart Assessments, starting our own FireSmart Committee and involving local youth in doing a video on wildfire and climate change. In the past 4 years we have developed strong relationships with other local governments, provincial agencies and regional organizations to become more fire resilient.
Describe any partnerships (government, non-profit or private) that supported the development of your project, or that will support its implementation.	For the past 4 years we have been strengthening relationships with RDCK, BCWS, local trail user groups, local FireSmart Neighbourhoods, the JVH school and the Kaslo Community Forest. These groups and organizations are all on the Kaslo FireSmart Committee and are coordinating wildfire risk reduction activities in the community.
Describe how the communities benefiting from this project were involved in identifying priorities and plans for wildfire risk mitigation, and how this project will address these priorities/plans.	The Kaslo FireSmart Committee has met over the past two years to discuss and identify priority activities. These include focusing on a updated CWRP (CRI 2023 funding), assessing the water flow and availability adjacent to the community, continuing with fuel mitigation projects on municipal land, partnering with the Kaslo Community Forest on training and youth mentorship and expanding then Kaslo FireSmart Committee to include all of Area D (2023 CRI).
Does your project address any identified wildland urban interface (WUI) risks (e.g. adjacent to critical infrastructure, within 1km of valued assets, within 2km of community, easily accessible)? Explain.	All activities in this application are within the Kaslo WUI and risks identified through the 2016 CWPP, through discussions with then FireSmart Committee and through community engagement.
Have you applied/are you applying to other Community Resiliency Investment (CRI) programs (within the last year) for any activities that are also included in this application?	Yes

COMMUNITY RESILIENCY

CRI Program	Activities for which you have requested funding
FireSmart Community Funding & Supports (FSFC)	Development of a CWRP, FireSmart Coordinator, Fuel management implementation, FireSmart Committee, Outreach and education
UBCM BCWS FireSmart Economic Recovery Initiative	

Community Forest Association BCWS Economic Recovery Initiative	We are working closely with the Kaslo and Area Community Forest who are applying for funds through this initiative to develop a tactical plan on then south face of Mount Buchanan along the Fire Access Trail.
Crown Land Wildfire Risk Reduction / Forest Employment Program	
Forest Enhancement Society of BC	We are working closely with the Kaslo and Area Community Forest who are applying for funds through this initiative to develop a tactical plan on then south face of Mount Buchanan along the Fire Access Trail.
Apart from activities not covered by the CRI programs, are there any other ways in which this project will address known gaps in provincial supports?	The main focus here is to ensure that the Village has the capacity to continue to engage with the community, particularly the youth. This includes funding for a Youth FireSmart Coordinator, honoraria for volunteers on the FireSmart Committee and the development of a youth engagement program, specifically a video made by, and starring, youth. The focus on youth is a recommendation from the outreach and engagement of the FireSmart Committee over the last two years -- the idea is that we need to recruit youth to be involved and get interested in the spectrum of work available through FireSmart across all 7 disciplines.
Does your project include creating or updating a fuel management prescription?	No
Does your project include creating or updating a burn plan for local government-owned or First Nations land?	No
Does your project include treatment of wildfire fuel accumulation?	No
How will the project be evaluated and how will you know if it has been successful?	The project will be managed by the Village of Kaslo and overseen by the FireSmart Committee. Through ongoing engagement with the community the activities of this project will be tested and modified to make sure we are achieving our objectives. Key performance indicators will be: staying on budget and on time, the number of people we interact with in person and specifically the number of youth that are engaged.

JOB INFORMATION

Job Category	Number of positions created	Type of position	Number of person-hours of work completed
Seven FireSmart disciplines	4	Part-time	800
Planning/Prescription Development (Fuel Management and Cultural / Prescribed Fire)			

Treatment – Manual (e.g., pruning, hand raking)			
Treatment – Mechanical (e.g., mechanical thinning, processing)			
Treatment - Cultural or Prescribed Fire			

WORKPLAN

Activity	Overseen by	Start Date	End Date
Develop a Youth involvement Program	Youth FireSmart Coordinator	March 13, 2023	December 15, 2023
Youth FireSmart Coordinator	Project Manager	March 13, 2023	December 15, 2023
Youth FireSmart Fils	Youth FireSmart Coordinator	March 31, 2023	December 15, 2023
FireSmart Committee	Project Manager	March 27, 2023	December 15, 2023

PROJECT BUDGET SECTION

Contract Fees Budget Details

Cash Budget Item	Total Amount Required
FireSmart Youth Coordinator	21600
FireSmart Committee Honoraria	6750
Subtotal Contract Fees Budget	\$28,350.00

Marketing and Communications Details

Cash Budget Item	Total Amount Required
Video Production	9500
Outreach Material	2500
Subtotal Marketing and Communications Budget	\$12,000.00

Training Budget Details

Cash Budget Item	Total Amount Required
Subtotal Training Budget	\$0.00

Capital Costs Details

Cash Budget Item	Total Amount Required
Subtotal Capital Budget	\$0.00

Other Costs Budget Details

Cash Budget Item	Total Amount Required
Subtotal Other Cost Budget	\$0.00

TOTAL PROJECT CASH BUDGET

\$40,350.00

REVENUE SOURCES

Source Name	Confirmed (Y/N)	Amount
Columbia Basin Trust	No	40350
CRI	No	
TOTAL CASH REVENUE		\$40,350.00

FINAL STEPS SECTION

Describe what contributions are being made to the project other than cash. In-kind contributions are goods or services donated to your project from another organization or individual that you would have otherwise had to pay for.	<p>The Village of Kaslo will provide staff time for administration in kind, estimated to be about 10% of the project value or \$3,180.00.</p> <p>The CRI budget is expected to be about \$180,000 for 2023, and the application will be submitted in mid November. Funding from this pram will provide additional support for the Youth FireSmart Coordinator with additional education and outreach materials, the continuation of the FireSmart Committee and the development of an updated CWRP</p>
Before uploading your supporting document, ensure the file name is clear and identifies the content.	<p>https://forms.ourtrust.org/wp-content/uploads/formidable/898/2022_10_24_Kaslo_CBT_Letter-of-Support-RDCK.pdf</p> <p>https://forms.ourtrust.org/wp-content/uploads/formidable/898/KDCFS-Letter-of-Support_VOK.pdf</p>
Is there anything else you would like to add that has not already been mentioned?	Thank you to Tove and others on your team for helpful advice during the preparation of this application.
What is the main, and first, way you heard about this program?	Trust Staff
Would you like to receive email correspondence from the Trust?	Yes
How do you like to receive news and hear about updates from the Trust?	Email from staff
I have read and agree to the declaration above.	I Agree

Date	October 31, 2022
Applicant Name	John Cathro
Applicant Title	Village of Kaslo Wildfire Risk Reduction Project Manager

From: Dana Blouin

Sent: Tuesday, January 3, 2023 2:12 PM

To: cfnkls info

Cc: Kaslo Administration <admin@kaslo.ca>; Kaslo & Area Chamber

Subject: ArtScape 2022 grant

Hello!

On behalf of Village of Kaslo and the Kaslo and Area Chamber of Commerce, we thank the Community Fund of North Kootenay Lake for their 2022 grant towards the ArtScape project to repaint the Kaslo pharmacy mural. Although we had fully intended to complete this in 2022 and we have a draft design completed, the muralist was not able to complete the project in fall 2022 so this has been moved to 2023 to complete. I am just writing to confirm that CFNKLS is OK with us moving forward on this project and spending the grants funds in 2023 instead of 2022 as originally planned. Thank you,

Dana Blouin

Secretary

Kaslo and Area Chamber of Commerce

Received: January 3, 2023

Hello Ian and Village Council,

Thank you for your reply.

I am aware that the Village is limited to what it can do because of the Fortis-owned poles. There are other options available, such as solar, which need to be explored. It would be to our advantage to be as independent of Fortis as possible. Their only interest is profit driven as opposed to providing service and conforming to Village mandates. Even though they refuse to provide streetlights that have external shades, there are many options available with internal shades and are designed to point downwards, rather than polluting the night sky. The only thing stopping Fortis is that it might have an effect on their bottom line.

Trying to understand the issue about who owns which poles, it sounds like if you live in a part of town with Fortis poles you will have to put up with those harsh blue lights, but if you are fortunate enough not to, you can expect relief when the Village supplies new lights. Hardly fair or equitable.

And while on the subject of LED streetlights, you mention that “people get used to the new light colour and intensity.” I have not come across any information that suggest this in the least. I have found that there is more information and studies that show that people and wildlife do not get used to the lights, and furthermore, there are health impacts associated with these lights, especially when the light is broadcast over a large area. I would greatly appreciate it if you could send me the source of your information regarding these lights.

Regarding the streetlight at 5th and Water. The heritage light fixtures provide enough light to satisfy safety concerns at the intersections of Front St. and 5th, as well as at Front St. and 4th. Those two intersections see as much, and maybe more vehicle and pedestrian traffic than at 5th and Water, without any additional safety issues. The introduction of a three-way stop at that intersection would provide a much safer alternative, as well as lowering the speed limit in the downtown core to 30 kilometers per hour, such as Nakusp, and other larger urban centres have done. What are the standards for minimum and maximum illumination in the VOK and who sets them?

Reviewing the Streetlight Report submitted to council, there are before and after photos of Front St. The difference is impressive. What is missing is a third photo showing the negative effect of the Front Street stage lights. It really seems counter-intuitive to go to the trouble and expense of darkening the street, only to light it up again. No doubt there should have been better communication between the Village and Design Committee regarding the streetlight mandate. There is no doubt that the streetlights atop the stage should be subject to the same regulations as any other streetlights in the Village.

At the end of my previous letter I asked a question which has still not been answered: Is it possible to restrict the two stage lights to being on only when there is a performance taking place?

Yours truly,

Hayward

Hayward Kirsh

From: Ian Dunlop <cao@kaslo.ca>
Date: Friday, December 16, 2022 at 12:08 PM
To: Hayward
Subject: RE: Kaslo Streetlights Redux

Good morning Hayward,

The attached report was presented to Council on December 13th in response to the concern raised in your letter about what actions the Village has taken since 2015 to address streetlight concerns and how we have been limited in what we can do because the lights are on Fortis-owned poles.

Regarding the two specific concerns near your home, the light at the intersection of 5th & Water was recently replaced with LED as you noted. The heritage fixture on Water St, on its own, does not provide adequate illumination for the intersection so the light on the Fortis pole is still needed. The configuration of the intersection and location of the pole limit options on what could be done there.

The decorative lights atop the stage structure were a result of the Front Street Park Design Committee's recommendations and the approved design from the heritage consultant. The installed light bulbs are low wattage LED consuming such a low amount of electricity that it is actually much more costly to have an electrician install a photo-sensor than to have the lights on. There may be some other things we can do in the Spring. Your letter will be shared with the committee next time they meet.

All the best to you and your family for the holiday season.

Kind regards,

Ian Dunlop
Chief Administrative Officer
Village of Kaslo
250-353-2311 x201

From: Hayward
Sent: Tuesday, November 22, 2022 9:23 AM
To: Mayor <mayor@kaslo.ca>; Bird <bird@kaslo.ca>; Mathew Brown <brown@kaslo.ca>; RLang

<lang@kaslo.ca>; Molly Leathwood <leathwood@kaslo.ca>; Kaslo Administration <admin@kaslo.ca>
Subject: Kaslo Streetlights Redux

Village of Kaslo

Mayor Hewat, Councillors Bird, Brown, Lang and Leathwood

To begin, I would like to congratulate the newly elected and re-elected members to the Village of Kaslo Council. Thank you for the contribution of your time and energy.

I started writing this letter on a cloudy day, around 10:00 o'clock in the morning. Like most days, the two lights mounted at either end of the new Front Street stage remain turned on. As they do most every day. In the summer months, the lights would come on several hours before any other streetlights, about 6:30 p.m., and in the morning, would remain on for several hours more, until about 8:30 a.m., while the streetlights would have been off for hours.

Somewhat wasteful and pointless. However, the most annoying aspect of these lights, is that they trespass directly into the window of our living space, which prior to this installation, was the only part of the house that was not polluted by outdoor lighting.

I even wonder of the necessity of these lights, as the downtown area is already illuminated like a 24/7 industrial park. I can understand the lights being on if there is an evening presentation being staged, but most of the time, there is nothing going on, and yet the lights remain.

Looking at another light standard, about one hundred feet or less from the stage, there is a Fortis streetlight at the corner of 5th Street and Water Street, almost directly above one of the village's antique light standards. It is redundant and serves no purpose. Nonetheless, it was recently replaced with a LED bulb. However, the light fixture was not replaced so that it projects exclusively onto the street below – it still pollutes the dark in all directions. There are numerous examples (and complaints) regarding these replacement lights.

Which comes around to the bigger issue of why Village council and staff are not implementing the policy resolutions regarding street lighting that were passed at the Council Meeting of January 13, 2015. Mayor Hewat was present at that meeting, as was Councillor Lang, who seconded the relevant motions. And yet the indifference and inaction by council and staff is almost palpable. How long does it take to implement these agreed upon changes? It is almost eight years ago that this was discussed.

I would appreciate answers to the following two questions:

1. Is it possible to restrict the two stage lights to being on only when there is a performance taking place?
2. When will Village Council and Staff honour the commitment that was made to the residents of Kaslo, and in particular to the work and dedication of Holley Rubinsky and others who brought this issue forward?

In closing, I hope that Council will review the attached minutes of the meeting of January 13, 2015, Page 3, Item 9, New Business, and also refer to the news release attached to this email, <https://www.todayinbc.com/news/kaslo-addresses-light-pollution/>
I would also direct your attention to the website <https://www.darksky.org> There is an excellent database of dark sky-friendly lighting.

Following my signature are the names of Kaslo residents who endorse this letter to Council.

Yours truly,

Hayward Kirsh

REGIONAL DISTRICT OF CENTRAL KOOTENAY

MEDIA RELEASE

December 14, 2022
For immediate release

BOARD MEETING – DECEMBER 2022 HIGHLIGHTS

[Click here](#) to view on the RDCK website

2023 appointments for external committees

The Board appointed RDCK Directors to external committees for varying terms. These appointees represent regional interests on external bodies that deal with specific matters and issues relevant to local stakeholders. These committees include:

- Municipal Finance Authority – *Director Tom Newell*
- Municipal Insurance Association of British Columbia – *Director Andy Davidoff*
- Regional Agriculture Liaison Services Steering Committee – *Director Kelly Vandenberghe*
- Selkirk College Regional Innovation Chair for Rural Economic Development – *Director Aidan McLaren-Caux*
- Southeastern BC Regional Connectivity Committee – *Directors Garry Jackman & Walter Popoff*
- Central Kootenay Food Policy Council – *Directors Henny Hanegraaf & Aidan McLaren-Caux*
- Columbia Basin Regional Advisory Committee – *Directors Garry Jackman & Teresa Weatherhead*
- Columbia River Treaty Local Governments Committee – *Directors Aimee Watson & Aidan McLaren-Caux*
- Creston Valley Tourism Society – *Director Kelly Vandenberghe*
- Kootenay Cannabis Council – *Director Keith Page*
- West Kootenay Transit Committee – *Directors Maria McFaddin, Diana Lockwood & Walter Popoff*

Columbia Basin Trust introduces Resident Directed Grants

Columbia Basin Trust President and CEO Johnny Strilaeff, along with Board Chair Jocelyn Carver appeared as a delegation. Columbia Basin Trust completed a full review of its Community Initiatives and Affected Areas Programs and have now combined both into the Resident Directed Grants (ReDi) program. While it has a new name the grants will still have the same purpose to support local projects that provide additional value to Basin communities. There is no change to the funding allocation to communities, however, there will be increased funding to the RDCK for grant program administration and an increased presence from Columbia Basin Trust in the community public input processes for grant awards. Applications for ReDi Grants within the RDCK will be accepted starting January 9, 2023. For more information go to www.rdck.ca/ReDi.

Long term service awards

The Board recognized and thanked 17 employees for their long term service to the RDCK.

- Shari Thederahn - 25 years
- Bronwen Wetter - 25 years
- Karol Clockner - 20 years
- Shanna Eckman - 20 years
- Joseph Feit - 20 years
- Jason Craig - 15 years
- Jim Crockett - 15 years
- Edward Gregorich - 15 years
- Christy VanRuyskenveld - 10 years
- Ann Gillender - 10 years
- John Southam - 10 years
- Rene Groenhuysen - 10 years
- Cary Gaynor - 15 years
- Amy Maddess - 5 years
- Travis Barrington - 5 years
- Chad Voykin - 5 years
- Nora Hannon - 5 years

Whitewater ski resort: BC Destination Development Fund

In partnership with Whitewater Ski Resort Ltd., the RDCK will submit two grant applications on behalf of the ski resort to funding programs recently announced by the Province of British Columbia aimed at fostering resort destinations and building year-round visitor economies. A \$750,000 application will be submitted for the Hummingbird Lodge and Campground Phase Two Project. A \$1,000,000 will be for civil works infrastructure to support resort development. If the grant applications are successful, the RDCK will administer the funding, while Whitewater will be responsible for delivering the project.

In early 2021, the RDCK assisted Whitewater Ski Resort Ltd. in obtaining a \$1,000,000 grant from the Province to assist with building the Hummingbird Lodge, a campground for RV's and tents, and an accessible mountain biking trail.

New Denver Fitness Centre

The Board approved the New Denver Fitness Centre remains a multi-use facility with a full open floor gymnasium dedicated for multipurpose use, including full court sport activity. Open gym will officially return on December 17.

Invasive plant management

The Board direct staff to enter into a sole-source agreement with the Central Kootenay Invasive Species Society for invasive plant management on RDCK owned/leased properties, as outlined in the 2022 RDCK Invasive Plant Management Plan up to a maximum cost of \$48,230 plus GST. The objectives of the program is to control invasive species in the most cost-efficient manner through education management and outreach; ensure the program is efficient, region-wide and continues over the long term; and multi-jurisdictional coordinated planning and treatment.

Director Code of Conduct

The Board direct staff to initiate a review of the Director's Code of Conduct in accordance with the Community Charter requirements and to be brought back to the Board at the April 2024 Board meeting. The RDCK's current Directors Code of Conduct was adopted by the Board in 2016. The policy review will involve an assessment of best practices from other local governments, while taking direction from the newly developed Model Code of Conduct from the Union of BC Municipalities.

Director's Reports

RDCK Directors provide monthly reports explaining what they have been working on. [Click here](#) to read the December reports in the Board minutes (agenda item 4.6, pg. 354).

Discretionary Grants

[AREA B](#)

Creston Curling Club – Doug Bothamley Memorial Bonspiel	\$500
KRSS Senior Boys Volleyball – Senior boys volleyball trip to provincials	\$500

[AREA C](#)

Creston Curling Club – Doug Bothamley Memorial Bonspiel	\$500
KRSS Senior Boys Volleyball – Senior boys volleyball trip to provincials	\$500

[AREA E](#)

Balfour Senior Citizens Branch #120 – Hot meals and social function	\$950
Kootenay Christian Fellowship – Food for Meals	\$500

[AREA G](#)

Salmo & Area Supportive Housing Society – Age Strong	\$1,100
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Ymir Community Association – Snow blower	\$6,000
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Community Development Grants

AREA D

Lardeau Fire Prevention Association – FireSmart Neighbourhood Recognition	\$1,350
Lardeau Valley Historical Society – General Maintenance for 2023	\$5,000

AREA G

Salmo Valley Trail Society – Salmo Valley Trail Society 2023 Season	\$5,000
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AREA H

Passmore Public Hall Association – Passmore Hall Capital Renovations	\$5,000
Slocan Valley Rail Trail Society – Trail Upgrade & Resurfacing	\$5,000

AREA I

Castlegar Hospice Society – Celebrate a Life	\$1,000
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AREA J

Castlegar Hospice Society – Celebrate a Life	\$1,000
Deer Park and Area Communications Society – Essential Society Operating Equipment	\$1,439.66
Deer Park and Area Communications Society – High Speed Lower Arrow Lakes	\$3,556.50

Community Works Grants

AREA B

Yahk-Kingsgate Fire Hall – Extraction System Supply	\$66,899.32
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Recreation Commission No. 6 – New Denver, Silverton and Area H

Hills Recreation Society	\$700
Slocan Solutions Society	\$880
Silverton Community Club	\$250
Lucerne Elementary Secondary School	\$2,000
Pavilion Bluebird Volunteers	\$400
New Denver Lantern Festival	\$210

Recreation Commission No. 7 – Salmo and Area G

Salmo Valley Youth and Community Centre – Salmo Snowboard Club	\$1,227.32
School District No. 8 –Upgrades to basketball courts at Salmo Community Courts	\$5,000

Dan Elliott | Communications Coordinator

Regional District of Central Kootenay

Phone: 250.352.1531 | **Cell:** 250.354.3476

Follow us on [Facebook](#)

rdck.ca



Interior Health Mayors & RHD Chair Roundtable

December 9, 2022



Land Acknowledgement

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tâilhqot'in Nations where we live, learn, collaborate and work together.



Medical Health Officers



Medical Health Officers

- Medical Health Officers (MHOs) are physicians trained in the specialty of Public Health and Preventive Medicine.
- MHOs have responsibility for advising and reporting on local public health issues, and for directing the public health response to local public health threats.
- Our role also includes advocating for the health of the population, and providing decision makers with evidence-based guidance and recommendations on a wide variety of health issues.
- MHOs derive a number of powers and duties from the Public Health Act, and have legislated responsibilities under a number of other Acts and regulations.



Interior Health's Medical Health Officers

- Our team of MHOs are assigned specific geographical areas:
 - Dr. Carol Fenton – Thompson Cariboo
 - Dr. Jonathan Malo – North Okanagan Shuswap
 - Dr. Silvina Mema – Central Okanagan
 - Dr. Sue Pollock – South Okanagan and Kootenay Boundary
 - Dr. Fatemah Sabet – East Kootenay
 - One vacant MHO position
- Dr. Martin Lavoie, Interim Chief Medical Health Officer



Respiratory Season Status Update

Dr. Martin Lavoie, Interim Chief Medical Health Officer



Respiratory virus season

Status update – all ages

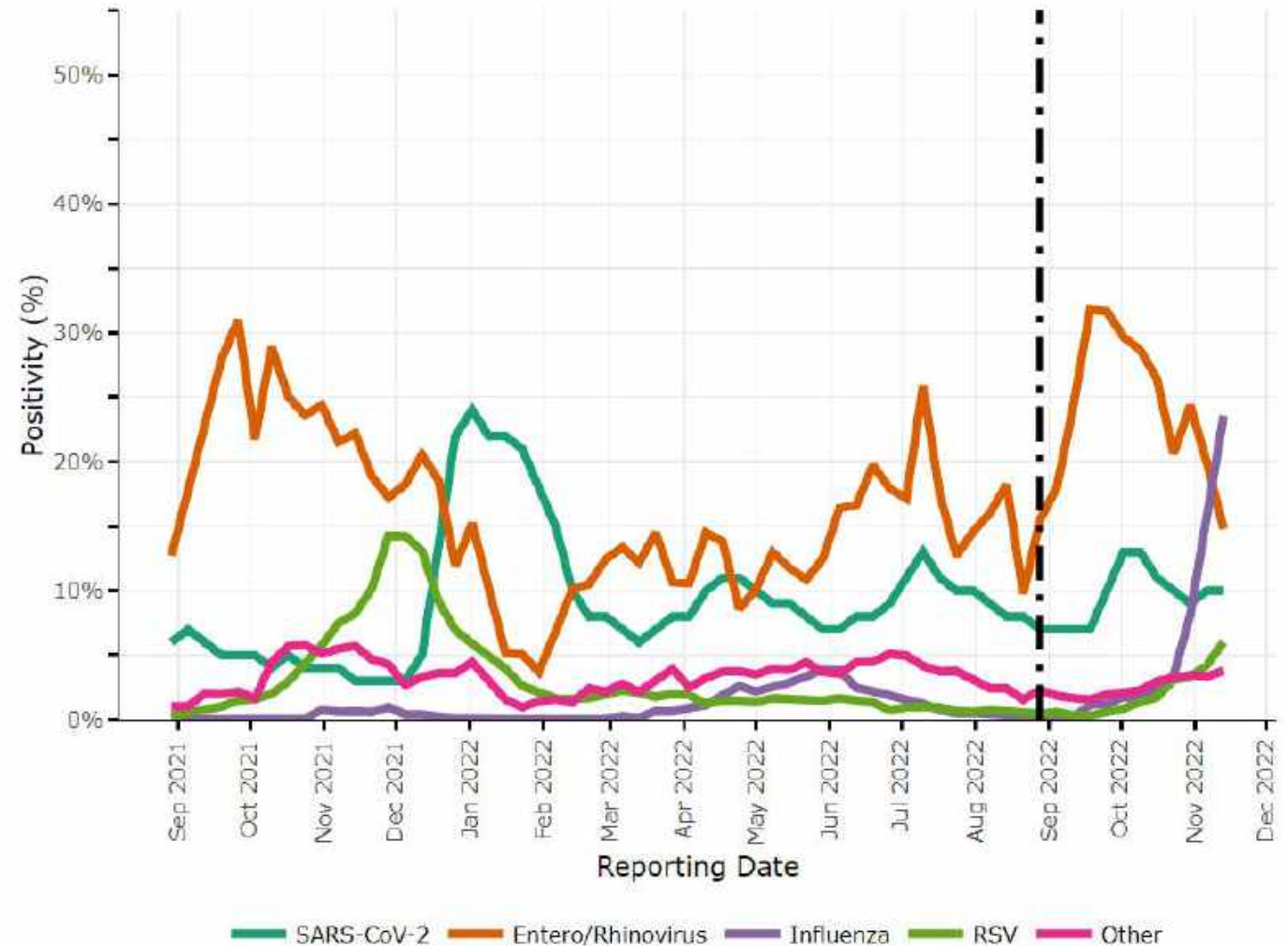
COVID-19: Omicron waves of smaller size since its first appearance but still fairly active in our communities. Severity seen with advanced age (age is the single most important risk factor for severe disease). Immunization greatly reduces the risk, more so with more doses (i.e., booster doses)

Influenza: very quick recent increase. Affects the very young, the very old, and people with chronic medical conditions more severely.

Respiratory Syncytial Virus (RSV): continues to increase. Affects the very young and the very old more severely.

Other respiratory viruses: contribute to sickness, and to some extent to severe disease.

Positivity of respiratory viruses since 2021-2022 Season, in BC



Respiratory virus season

Status update – COVID-19

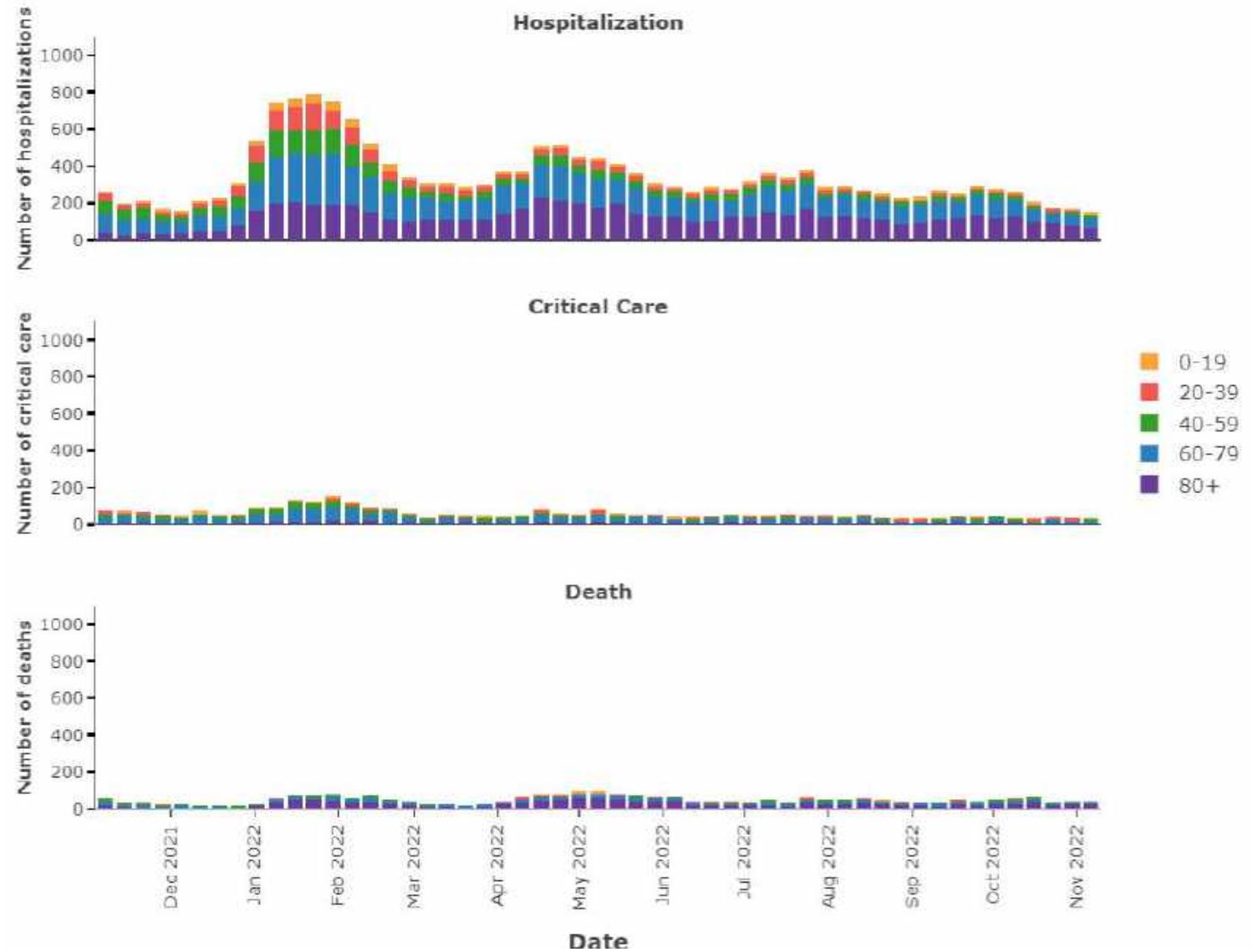
Omicron waves since winter 2021 have decreased in size and severity.

We now have a mix of many different Omicron “siblings” circulating in our communities.

Critical care numbers are getting smaller.

Number of deaths continues to be relatively low.

Weekly number of COVID-19 new hospital admissions, new critical care admissions, and deaths by age group



Respiratory virus season

Status update - children

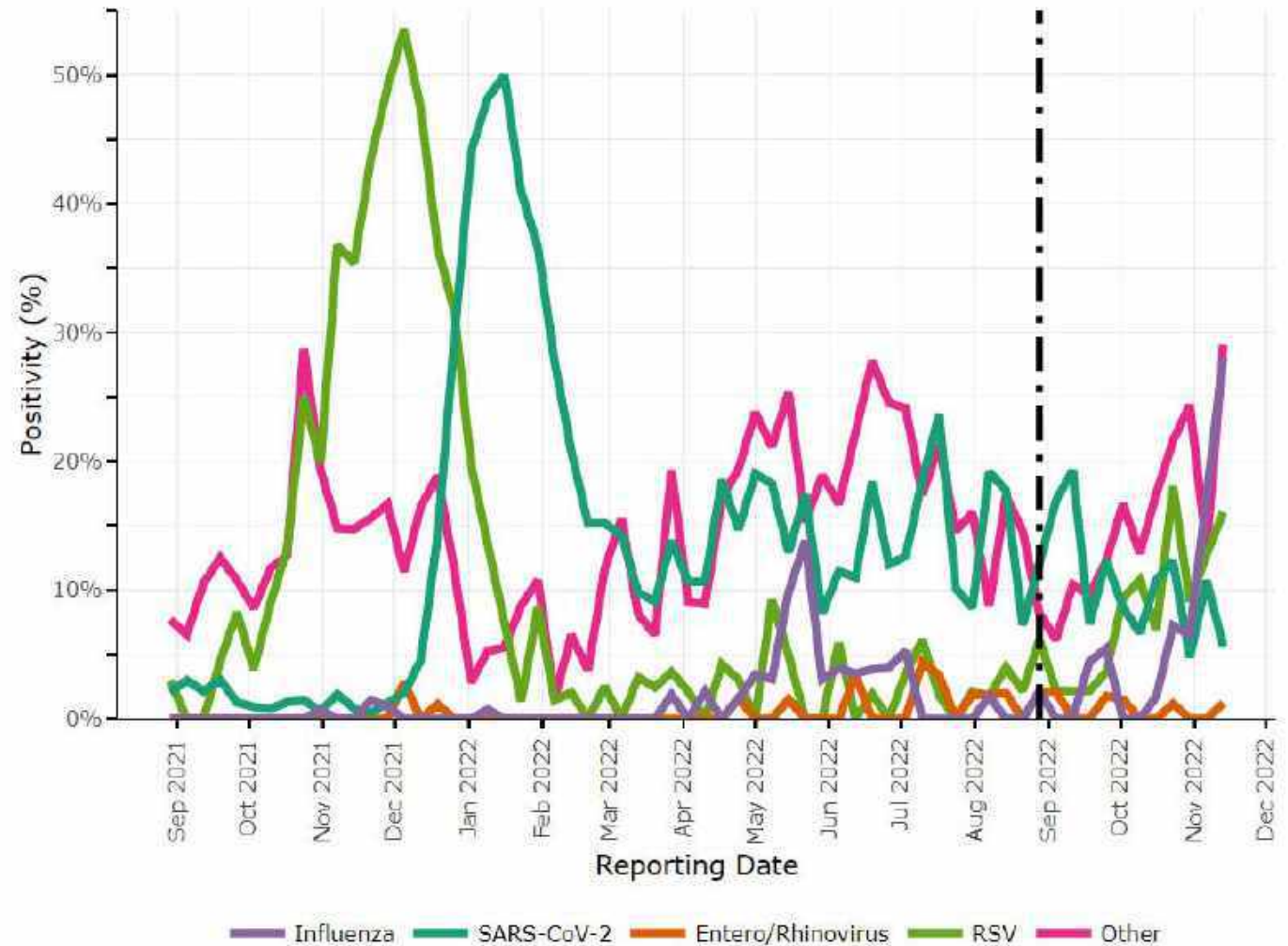
COVID-19: similar pattern to situation for all ages, but severity decreases with younger age. Those numbers reflect continued spread of COVID-19 in the community.

Influenza: similarly, a very quick increase in the number of cases is being seen.

RSV: quick increase in number of cases, which reflects more children seeking medical care.

Other respiratory viruses: children are impacted by the spread of many other respiratory viruses.

Positivity of respiratory viruses since 2021-2022 Season among children
BCCH Laboratory



Respiratory virus season

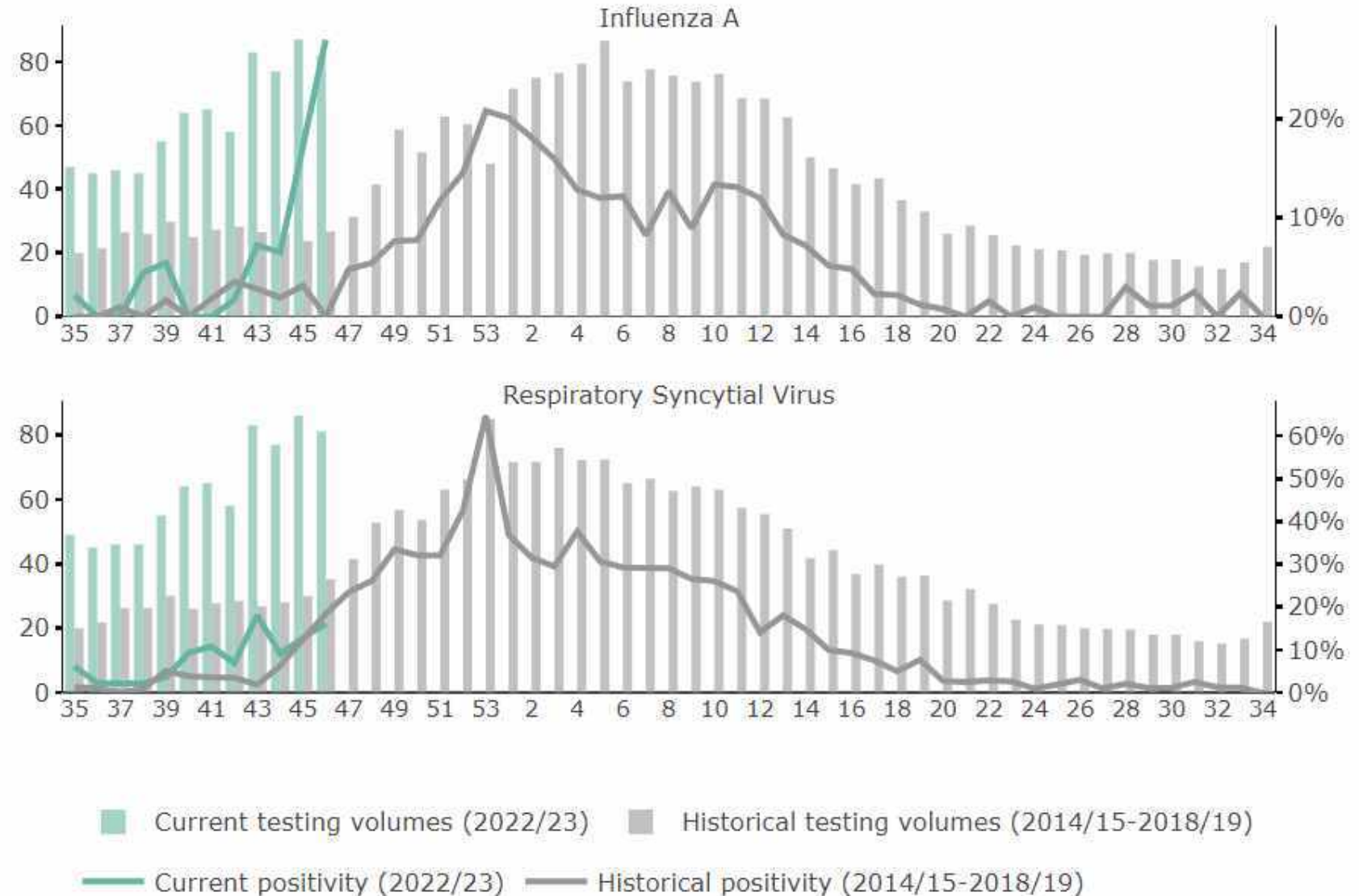
Pre-pandemic vs. this year

**** Note that we test more often than we used to.**

Focus on two viruses:

Influenza: the speed at which influenza is spreading is much faster than before. An abrupt resurgence.

RSV: While we test more often than before, the speed at which the wave is coming in is similar to what we usually see.



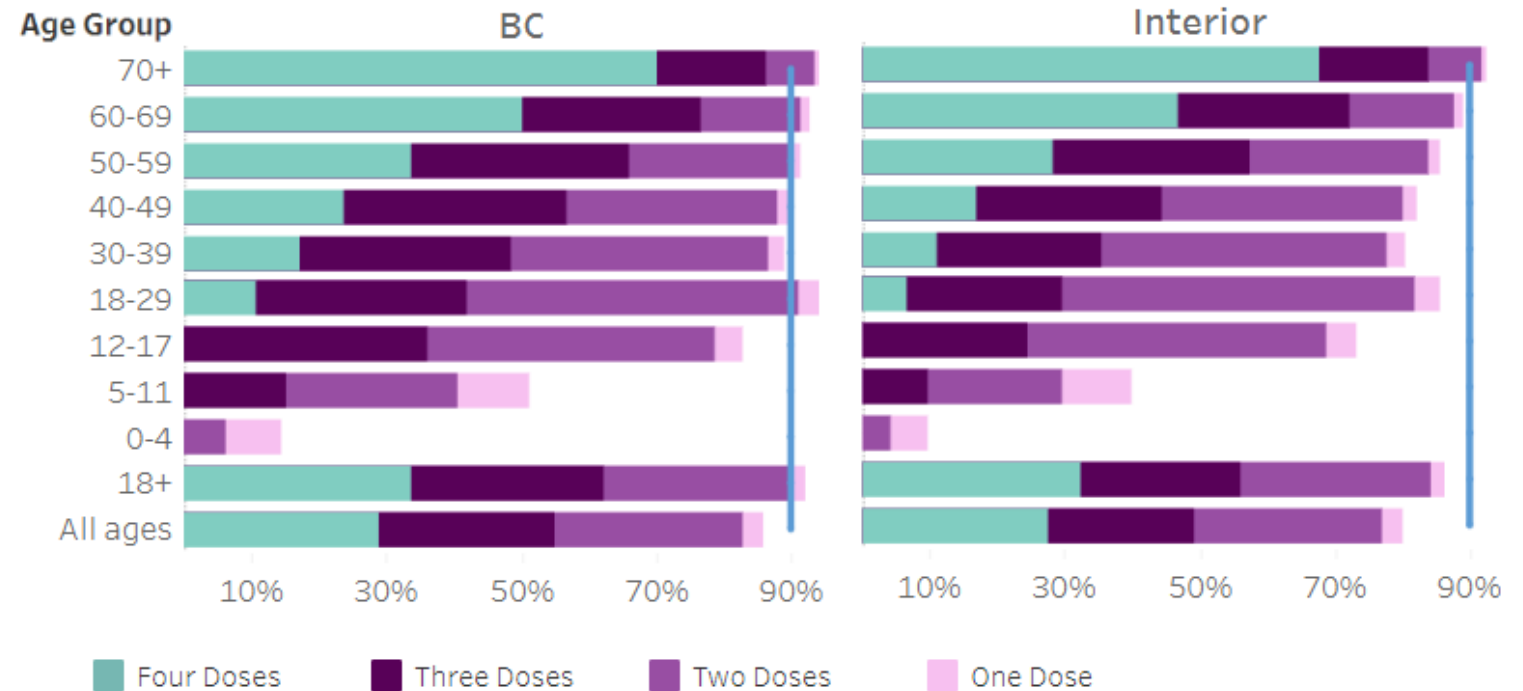
Respiratory virus season Status update

Vaccine Coverage – COVID-19

COVID-19 Vaccines:

- **Highly effective** at reducing risk of severe disease
- **Booster doses** are very important
- **Coverage** decreases with age
- **Omicron evades immunity** – can't prevent all infections, particularly true for asymptomatic and mild infections.
- **Risk** if not vaccinated vs. partially vaccinated vs. fully vaccinated with boosters is very different

Vaccination Coverage Progress in BC by age and by Health Authority, 20 Nov. 2022



Respiratory virus season

Are predictions possible?

COVID-19: we continue to monitor the situation globally. This is possibly the slow “fizzing out” period... or just a lull until another variant of concern emerges – situation in China is concerning.

Influenza: very quick recent increase. This might be more rapid and also maybe shorter-lived. But we are in a very unusual and new immunologic situation at the population level... so an exact prediction is difficult to make. Vaccine effectiveness expected to be moderately good but too early for first estimates.

RSV: continues to increase. The wave has not peaked yet, so we probably have many more weeks of RSV activity.

Other respiratory viruses: the increase will probably continue for many more weeks.

What should we remember?

- it's not over. The respiratory virus season continues very actively.
- We can reduce the impact with key preventative measures: reduce transmission, and reduce risk of severe disease.
- Handwashing, staying home when sick, use of mask, vaccines, antivirals (old and new), etc.



A stylized logo consisting of a dark blue circle at the top, with two large, curved, dark blue lines below it that sweep upwards and outwards, framing the text.

Questions & Answers





Homelessness & Health

Dr. Silvina Mema, Medical Health Officer

Our Perspective

While many different sectors are impacted and involved with homelessness issues, the focus of this presentation is on health, and impacts to health system.



Homelessness & Health

Homelessness can worsen physical and mental health. Mortality is 2 to 8 times higher than the general population

Some causes:

- Lack of stable and safe housing (i.e. shelter from weather)
 - Cold: frostbite, respiratory and cardiovascular, carbon monoxide, toxic drug
- Stress (assault, theft, enforcement)
- Racism, discrimination, stigma (trauma)
- Lack of access to adequate food, water, shower, sanitation
- Limited effectiveness of social and health services
- Substance use



Interior Health Data on Emergency Department Visits by Unhoused Patients: Kelowna General Hospital & Royal Inland Hospital



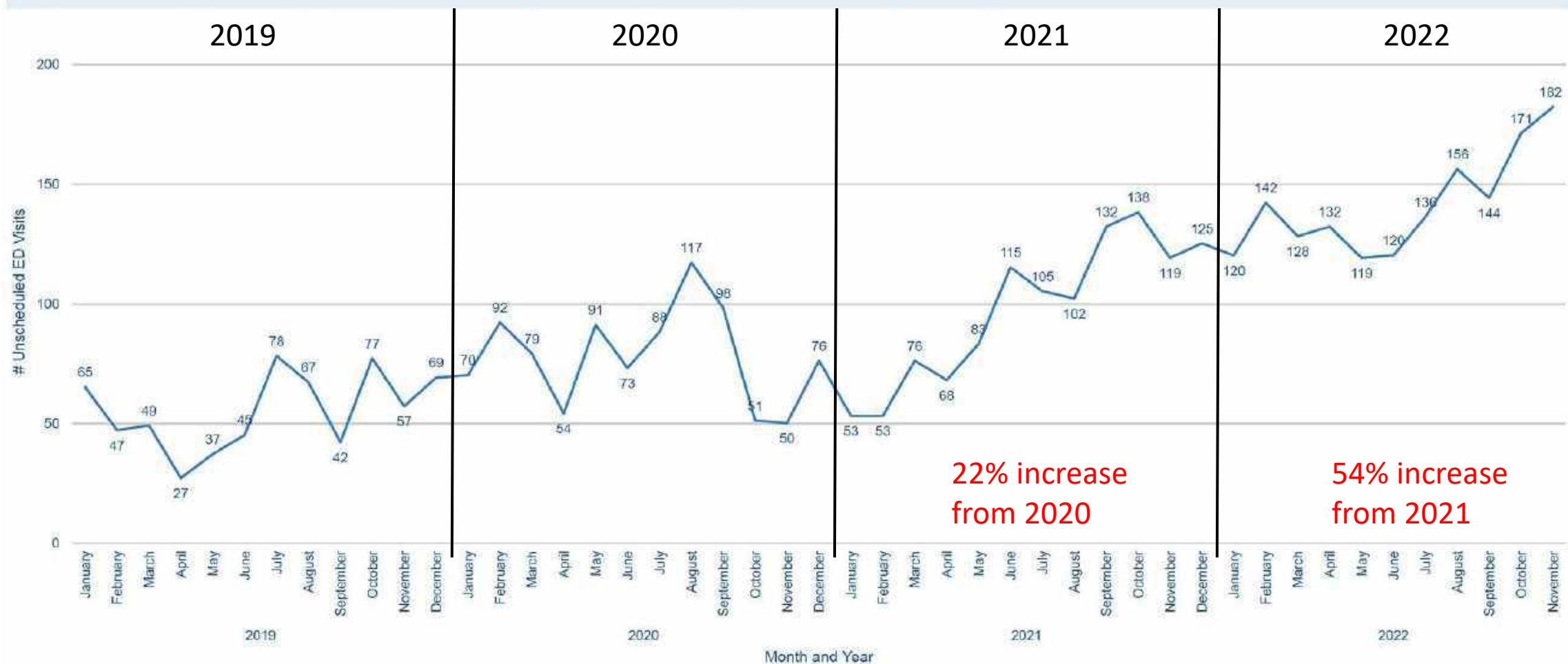
Data Notes and Limitations

- The data presented here is for patients who voluntarily disclose to an Emergency Department Registration Clerk that they do not have a fixed address while registering their visit.
- As this information is voluntarily disclosed, and alternative responses such as the address of a friend, family member, or emergency shelter may be given instead, this data is an underrepresentation of Emergency Department visits by unhoused.
- Data is current as of November 2022



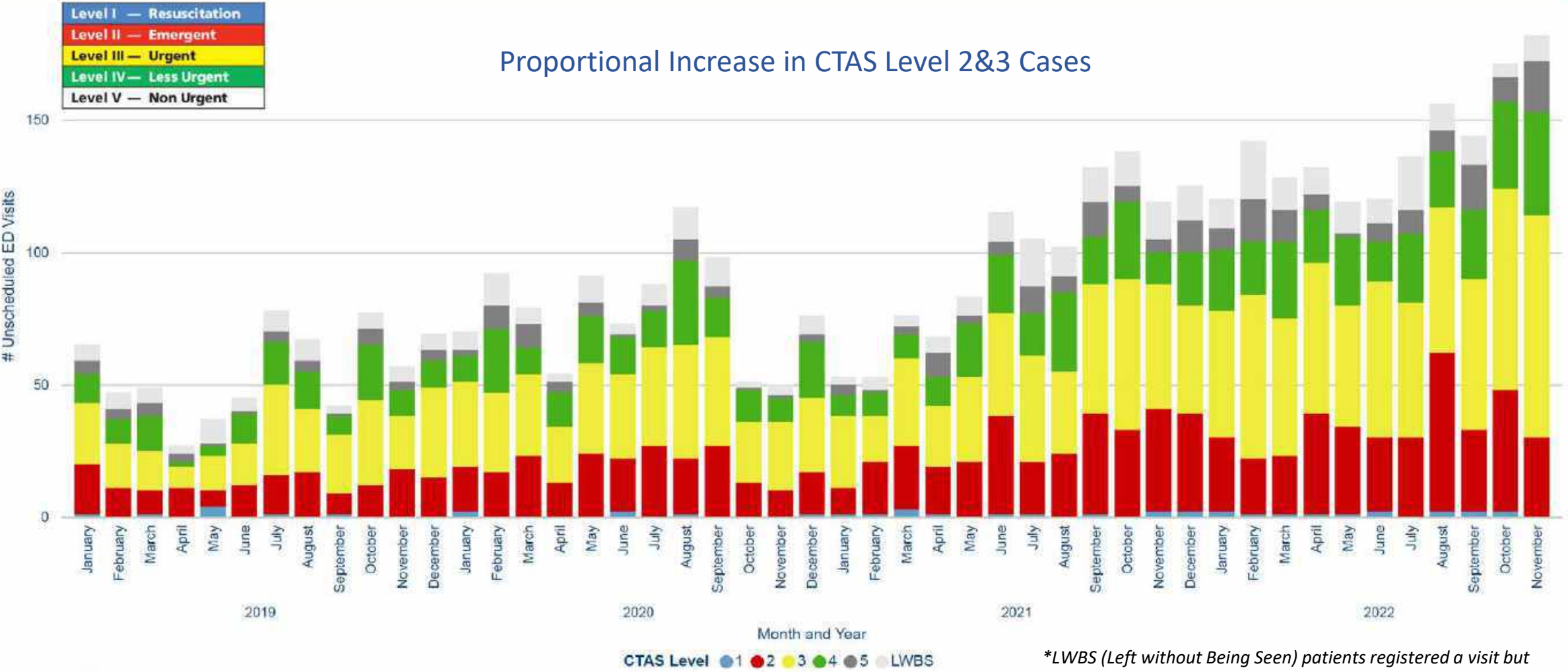
Kelowna General Hospital Unhoused Patients

Figure 1: Unscheduled ED Visits to Kelowna General Hospital by Patients with No Fixed Address, Last 48 Months



Kelowna General Hospital Unhoused Patients

Figure 3: Unscheduled ED Visits to Kelowna General Hospital by Patients with No Fixed Address, by CTAS Level, Last 48 Months

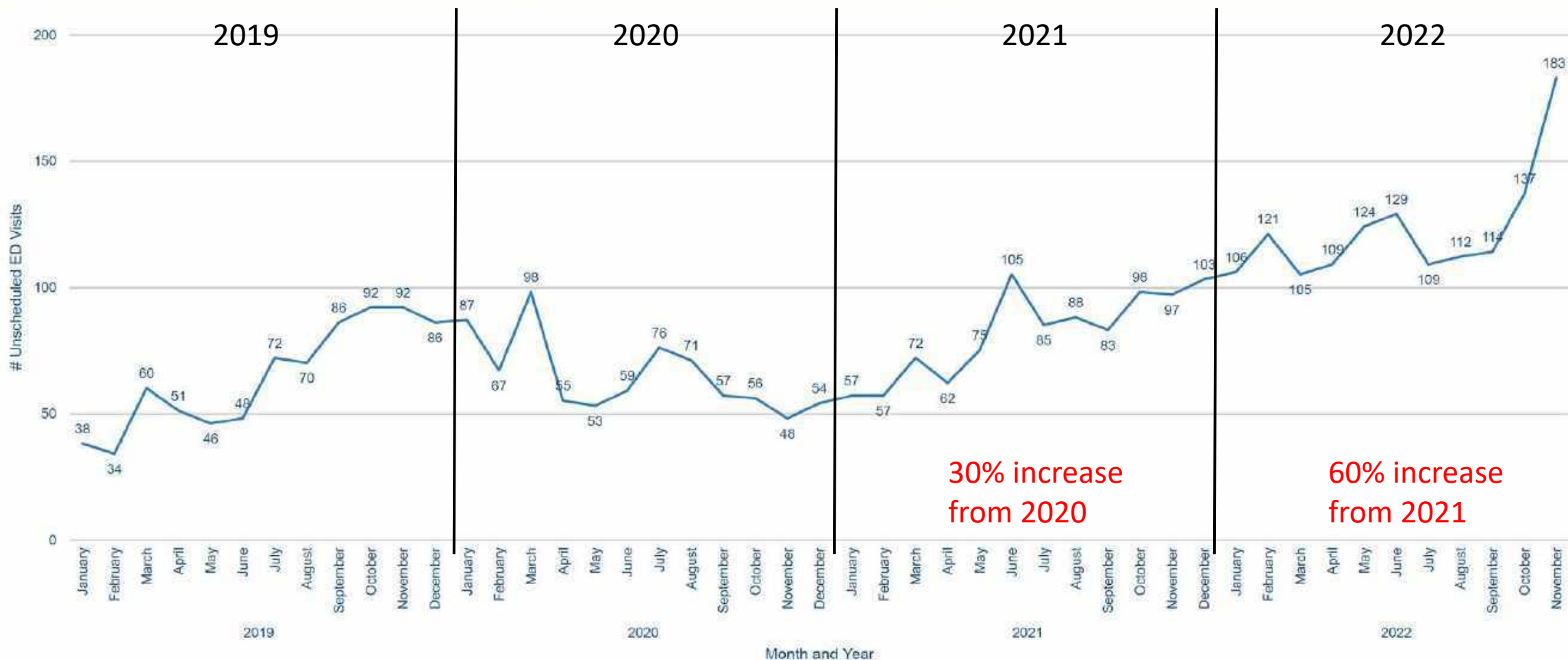


*LWBS (Left without Being Seen) patients registered a visit but did not see a triage nurse and were not assigned a CTAS Level



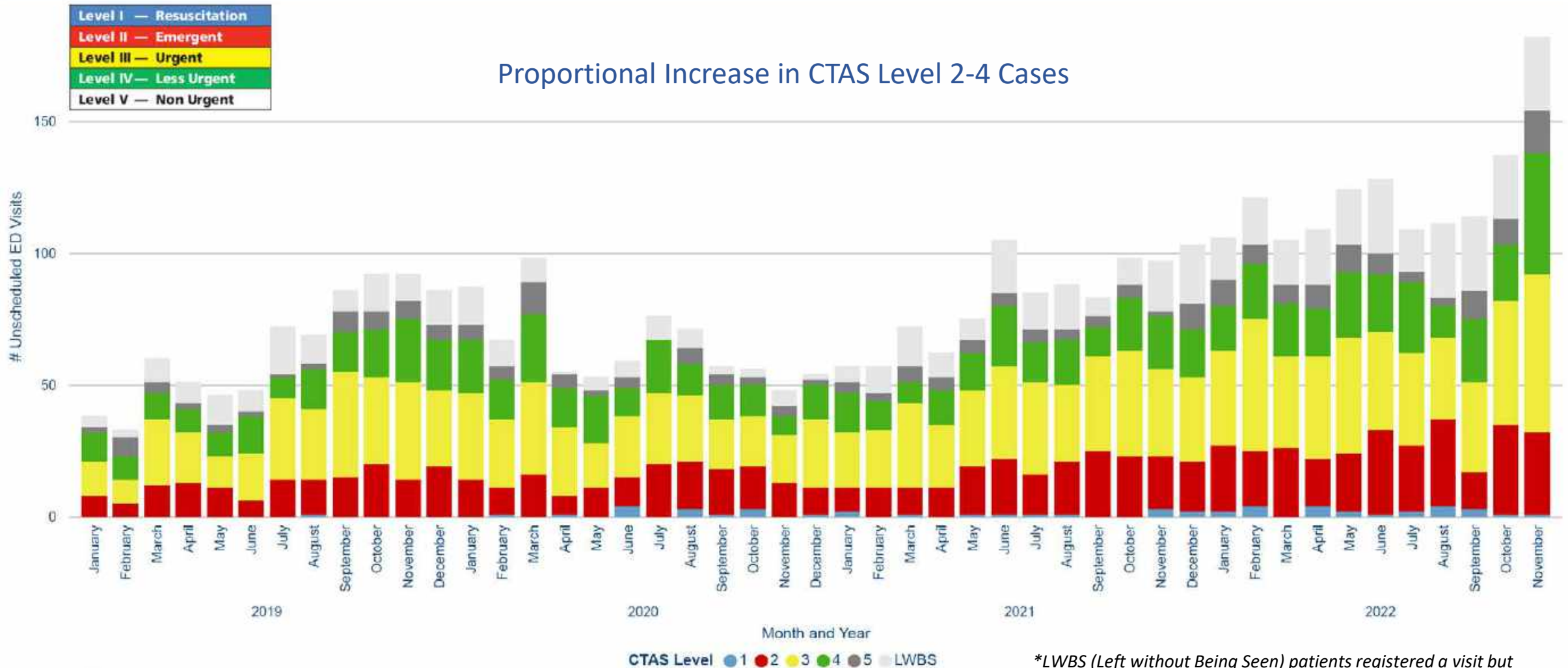
Royal Inland Hospital Unhoused Patients

Figure 2: Unscheduled ED Visits to Royal Inland Hospital by Patients with No Fixed Address, by CTAS Level, Last 48 Months



Royal Inland Hospital Unhoused Patients

Figure 4: Unscheduled ED Visits to **Royal Inland Hospital** by Patients with No Fixed Address, by CTAS Level, Last 48 Months



*LWBS (Left without Being Seen) patients registered a visit but did not see a triage nurse and were not assigned a CTAS Level



Summary of ED Visits by Unhoused Patients:

- Increased by 54-60% between 2021 and 2022 at Interior Health's two Tertiary Hospitals: Kelowna General and Royal Inland.
- October and November 2022 were both record-setting months for the number of ED visits by unhoused patients, at both hospitals.
- Mental Health and Substance Use related visits account for a significant portion of ED Visits by unhoused patients.
 - 50% at KGH
 - 30% at RIH
- Most ED Visits by unhoused patients are in the Urgent (CTAS 3) category



Cold Weather & Homelessness Preparedness and Response Across Interior Region Communities



Cold Weather & Homelessness

- Homelessness issues are escalating across the Interior Region
- Insufficient indoor space to accommodate individuals in cold weather in many communities
- This is a recurrent issue every year
- More individuals experiencing homelessness as per PiT count
- Drawing from the Heat Alert Response System, communities can help coordinate surge activities to respond to cold weather



Cold Weather Preparedness and Response

How is your community supporting a coordinated approach to address issues related to homelessness?

- Who are the key partners in your community?
- Do you/they meet regularly to plan ahead, coordinate, and respond to issues like cold weather?
- Are you/they aware of funding streams available?





Questions & Answers





Moyie 125 Committee

Meeting Tuesday November 15, 2022 at 4:00pm at the Visitor Centre

MINUTES

Present: Sarah Sinclair, Kit Ashenhurst, Suzan Hewat, Elizabeth Scarlett

Call to order: 4:09pm

1. Approval of Agenda **Motion** by Sarah/Kit/carried
2. Approval of the minutes of the meeting of 2022 October 18 **Motion** to approve Suzan/Kit/carried.
3. Moyie 2023 calendar:
 - a. Delivered around the lake; advertising in Valley Voice, Lardeau Valley Links and soon in East Shore Mainstreet. Figments has sold 10 and ordered 20 more. Sell at Dec 3rd craft fair at the Legion.
4. Review events tentatively planned and assign tasks.
 - a. **February Heritage Week** Feb 20 - 26 Paul at Langham interested; select movies. Check Heritage BC website and APTN (Indigenous) for a feature film. Archives to have a table to sell surplus old history books.
 - b. **March/April work days.** TBD depending on weather and Moyie project.
 - c. **Mother's Day Opening** Sunday May 14th Tea: Interior Health guidelines? Sarah to follow up.
 - d. **Indigenous Peoples Day June 21** or a day that week. Contact Ktunaxa. Sarah to send the Nation the Moyie 125 calendar of preliminary events for the whole year to see what they wish to take part in. ? Demonstration of foods, merchandise, music, stories. Sturgeon-nosed canoe/teepee loan.
 - e. **July 1st Canada Day** Invite guests? Pennants for line between hog posts. Kit has quote from a flag company for 12 pennants. See attached file. Victorian dress with photographers available to take photos. Barkerville may have suitable costumes. Food, cake, entertainment, music.
 - f. **Pirate Day Sat 12th or Sunday August 13.** ? Recreation funding from VOK. Mark Krivy and Scream dimension. Need volunteers to plan and lead events. Ask Youth Centre to see if would like to be involved - Shannon Isaac.
 - g. **September Afternoon Teas.** Select dates. Food, drink, servers, etc.
 - h. **October 22nd Dinner at Kaslo Hotel.** Book with Hotel; Who to invite? Program; print tickets and sell early.
 - i. Letter sent to Village re invitation to PM Trudeau. Council passed motion to invite.

5. Funding

- a. CFNKLS (up to \$4,000 available June 2023)
- b. CBT
- c. Canadian Heritage - Building Communities Through Arts and Heritage –
Legacy Fund.

Items needing funding:

Pennants, Travel costs for dignitaries, swag items,.

6. Merchandise - ideas - Special items from: Nelson chocofellar Angry Hen special brew,
Honey candles, Marianne's soaps.

8. **Next Meeting:** Tuesday December 20 4:00pm at Visitor Centre **Note meeting postponed due to weather and conflicts. Rescheduled for 3rd January, 2023.**

9. Adjournment 5:35pm

Minutes approved at the Moyie 125 Committee of 2023 January 3.

Elizabeth A. Scarlett, Secretary

[View email in browser](#)

December 13, 2022



COMMUNIQUÉ



Le français suit l'anglais

Call for Nominations: Vacancies for British Columbia representatives on the FCM Board of Directors

Dear Chief Administrative Officer,

As an [FCM](#) member municipality, we would appreciate your cooperation in sharing the following information with your elected council members regarding vacancies on the FCM Board of Directors.

Vacancies on the FCM British Columbia Caucus

There are two vacancies on the FCM Board of Directors for British Columbia representatives for the remainder of the 2022-2023 term, until the Annual General Meeting in May 2023:

- One (1) vacant seat representing one (1) elected official from two (2) of its three (3) largest (by population) Municipal Members, and
- one (1) vacant seat at large.

Eligibility Criteria

In accordance with FCM's bylaws British Columbia elected municipal officials eligible to serve as Directors on FCM's Board of Directors must meet the following criteria:

1. Be an elected official of an FCM member municipality from British Columbia -- for one position the elected official must represent one (1) of its three (3) largest (by population) Municipal Members;
2. Complete the [consent form](#) and submit it to FCM as indicated on the form; and
3. Submit an official resolution ([see this example](#)) endorsed by their member municipality **authorizing them to seek a position** on FCM's Board of Directors, and **agreeing to cover the**

costs of their attendance at meetings of FCM's Board of Directors.

The deadline for submitting the consent form and resolution to FCM is **Monday, January 30th at 5:00pm EST**.

About FCM's Board of Directors

FCM's Board of Directors is comprised of 74 elected municipal officials and affiliate members representing each province and territory in Canada. British Columbia is allotted eight (8) Directors. Full details can be seen in the FCM [bylaws](#).

The full term of office of Board Directors is from one AGM until the next AGM (the current term will end on May 28, 2023). During their term of office, Directors are expected to attend all meetings of the Board of Directors and the Annual Conference. During the remainder of this term, one Board meeting will be held in March (in Durham, ON), and one meeting will be held virtually in May. FCM's Annual Conference (in Toronto, ON) will take place in May 2023.

If you have any questions, please [contact the FCM Elections Team](#) or British Columbia Regional Caucus Chair, [Leah Main](#) Councillor, Village of Silverton.

Best regards,
FCM Elections Team

Appel de candidatures : postes de représentants de la Colombie-Britannique à pourvoir au conseil d'administration de la FCM

Chers directeurs généraux, chères directrices générales,

En tant que municipalité membre de [la FCM](#), nous aimerions votre collaboration afin de partager l'information suivante concernant les postes vacants au sein du Conseil d'administration de la FCM avec les élu(e)s de votre conseil municipal.

Postes vacants au sein du caucus de la Colombie-Britannique de la FCM

Deux (2) poste sont à pourvoir au conseil d'administration de la FCM par des représentants de la Colombie-Britannique pour le reste du mandat 2022-2023, soit jusqu'à l'assemblée générale annuelle de mai 2023 :

- Un (1) siège vacant représentant un (1) élu de deux (2) de ses trois (3) membres municipaux les plus importants (par la population), et
- un (1) poste de la catégorie « hors cadre ».

Les critères d'éligibilité

Conformément au règlement de la FCM, les élus municipaux de la Colombie-Britannique éligibles à un poste d'administrateur du conseil d'administration de la FCM doivent remplir les critères suivants :

1. Être un élu ou une élue d'une municipalité membre de la FCM en Colombie-Britannique -- pour l'un des postes, cet élu ou élue représentera une des trois (3) municipalités les plus importantes (par la population) ;
2. Remplir le [formulaire de consentement](#) et le faire parvenir à la FCM comme indiqué sur le document ; et
3. Soumettre une résolution officielle ([voir l'exemple](#)) approuvée par sa municipalité membre, **l'autorisant à poser sa candidature** au conseil d'administration de la FCM et **acceptant de couvrir les coûts** de sa participation aux réunions du conseil.

Vous devez soumettre le formulaire de consentement et la résolution à la FCM d'ici le **lundi 30 janvier 2023 à 17 h (HE)**.

À propos du conseil d'administration de la FCM

Le conseil d'administration de la FCM compte 74 membres et comprend à la fois des élus municipaux et des membres affiliés qui représentent chaque province et territoire du Canada. Huit (8) administrateurs proviennent de la Colombie-Britannique. Les détails complets peuvent être consultés dans les [règlements](#) de la FCM.

La durée du mandat des membres du conseil d'administration s'échelonne d'une assemblée générale annuelle à la suivante (le mandat en cours se terminera le 28 mai 2023). Pendant leur mandat, les administrateurs sont tenus de participer à toutes les réunions du conseil prévues ainsi qu'au congrès annuel de la FCM. Pour le reste du mandat actuel, une réunion du CA aura lieu en mars (Durham, Ont.) et une réunion se tiendra virtuellement en mai. La conférence annuelle de la FCM (à Toronto, Ont.) aura lieu en mai 2023.

Pour toute question, veuillez communiquer avec [l'équipe des élections de la FCM](#) ou avec la présidente, Caucus régional de la Colombie-Britannique, [Leah Main](#), conseillère, Village de Silverton.

Cordialement,
L'équipe des élections de la FCM



24 Clarence Street
Ottawa, Ontario K1N 5P3

T. 613-241-5221 | F. 613-241-7440

fcm.ca

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emma

Kaslo Administration

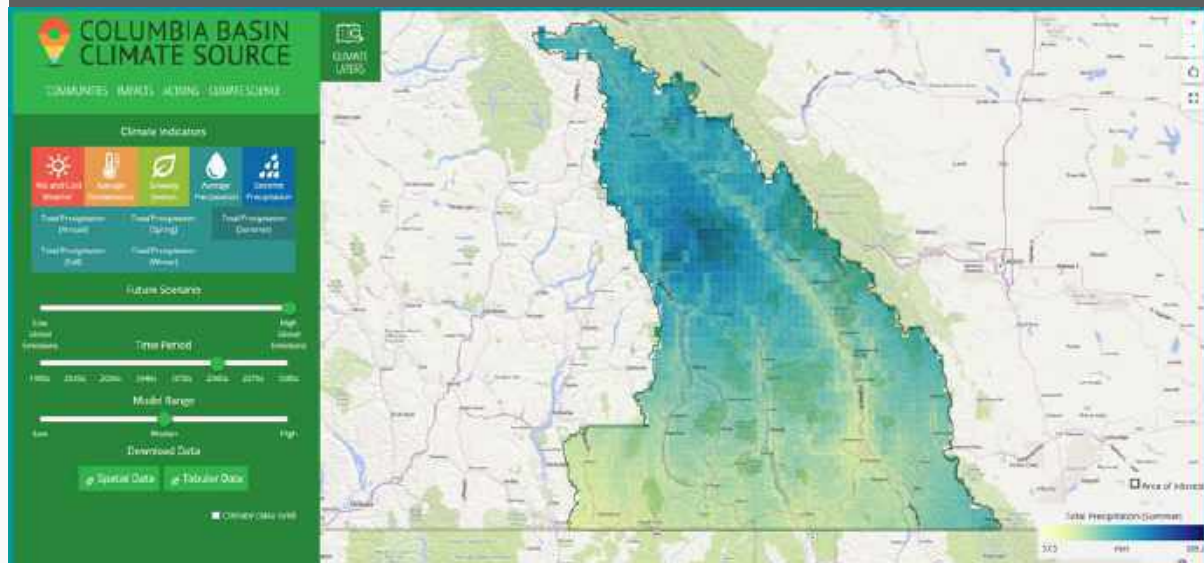
From: Selkirk Innovates <jjones1@selkirk.ca>
Sent: Tuesday, December 13, 2022 8:02 AM
To: Kaslo Administration
Subject: State of the Basin Focus - New Climate Change Data Helps Columbia Basin-Boundary Communities Prepare and Take Action



State of the Basin Focus

Stories of well-being in our region

2022 - Issue 10



New Climate Change Data Helps Columbia Basin-Boundary Communities Prepare and Take Action

This fall, new climate change projections were added to [Columbia Basin Climate Source](#), our region's one-stop source for locally-relevant climate data and impacts information. The new projections are based on findings from the [Sixth Phase of the Coupled Model Intercomparison](#)

[Project](#) and analysed using a method developed by the [Pacific Climate Impacts Consortium](#). They represent the latest and most scientifically-robust climate change data available for our region.

The projections tell a sobering tale. Climate change is already happening in our region and is expected to get worse with time, bringing wide-ranging impacts on our societies, economies, and the environment. In general, the region's climate is trending toward hotter, drier summers, warmer, wetter winters, and more extreme weather. By the 2030s, mean annual temperature will have increased by about 2 degrees Celsius in Columbia Basin-Boundary communities—a shift that may seem small but actually [produces dramatic impacts](#) in terms of weather. Total annual precipitation is expected to increase for most communities, but the trend does not ring true across seasons. Summer precipitation is projected to decrease and the change will be significant in some parts of the region like the Boundary and South Country. For example, Grand Forks will see about 10-20% less summer rain in the 2060s as compared to 100 years earlier, depending on the trajectory of global greenhouse gas emissions.

The good news is that organizations in our region are ramping up the pace and scale of action. New climate action plans released by Columbia Basin-Boundary local governments set ambitious greenhouse gas reduction targets and outline a pathway to regional climate resilience (such as [Nelson Next](#) and the [Regional District of Kootenay Boundary's Climate Action Plan](#)). Columbia Basin Trust's Climate Resilience and Community Readiness programs are supporting Basin organizations to reduce emissions and prepare for emergencies (such as the [Yaqit ʔa·knuqʔiʔit Community Readiness](#) project). Individual businesses are also showing leadership. For example, Teck has [set a goal](#) to achieve net-zero emissions by 2050, a pace that matches the target set by the world's leading climate scientists to avoid catastrophic climate change.

To read more about the climate change indicator visit the [State of the Basin website](#), and to explore detailed projections for your community visit the [Columbia Basin Climate Source](#).

To learn more about other indicators of well-being, please visit the
State of the Basin website stateofthebasin.ca.

2021 Census of Population Data Fully Released

Statistics Canada has now released all the data from the [2021 Census of Population](#), with some additional [related releases](#) scheduled for next year. Community-level data can be acquired through the [Census Profiles](#). State of the Basin indicators will continue to be updated with the latest information. Stay tuned!

Holiday Greetings from Selkirk College

Sending warm holiday wishes from our team at Selkirk Innovates, the applied research and innovation division of Selkirk College. We extend our gratitude to all the decision-makers, community service providers, organizations, and residents in the Columbia Basin-Boundary Region and beyond.



We want to hear from you! Your feedback matters to us.

[Click here to share your feedback!](#)



Selkirk Innovates gratefully acknowledges the support of Columbia Basin Trust.

State of the Basin Focus is a monthly e-newsletter highlighting stories of well-being in our region. You are receiving this email because you have attended a Selkirk College event, are a Selkirk College stakeholder, or have subscribed to receive updates on the State of the Basin.

Selkirk College acknowledges the First Nations of the West Kootenay and Boundary regions on whose traditional territories we are honoured to operate: the Sn̓ɬay̓čkstx (Sinixt), the Syilx (Okanagan), the Ktunaxa, and the Secwépemc (Shuswap). The State of the Basin initiative also extends to the traditional territory of the Lheidli



Interior Health

TO Office of the Mayor; Chief Administrative Officers

FROM Interior Health Medical Health Officers

DATE December 21, 2022

RE: Decriminalization of Some Illegal Substances – January 31, 2023

As a vital community partner, this letter is to inform you about Interior Health's role in the exemption under subsection 56(1) of the *Controlled Drugs and Substances Act* to allow for personal possession of some illegal substances in the province beginning January 31, 2023, for a three-year period.

While initiatives such as Take-Home Naloxone, supervised consumption sites, medical treatment, and recovery services have saved lives, drug-related deaths and harms remain unacceptably high. Decriminalization is an important, necessary step to break down the stigma associated with substance use and connect people to services and the health system.

Interior Health is dedicated to being a part of shifting the approach to people who use substances from a criminal response to a public health response and is supporting regional implementation of decriminalization. As the January 31, 2023 start date of the exemption approaches, we are communicating to stakeholders and helping to answer questions about this change.

Our team has hired two Decriminalization Leads who will act as a resource for RCMP enforcement. In addition, they will continue to build connections with local government, health providers and community organizations. Interior Health's regional Medical Health Officers will continue to be a resource to answer questions about a public health approach to substance use.

Please share this message within your organization to relevant staff or department as well as the [provincial website](#) for information and updates.

If you have questions or concerns please reach out to decriminalization@interiorhealth.ca or your inbox for more information as January 31 approaches.

Kaslo Administration

From: KOOTENAY ROCKIES TOURISM <info@kootenayrockies.com>
Sent: Tuesday, December 13, 2022 1:06 PM
To: Kaslo Administration
Subject: Happy Holidays

[View Online](#)

HAPPY HOLIDAYS



CEO Message

It sounds cliché to say, "where did 2022 go?", but I do wonder if the earth is spinning faster or are we all moving at a break neck pace now that we have the pandemic mostly in our rear view mirror. I haven't spoken to anyone lately who hasn't indicated how crazy busy they are and how 2022 seems to have gone by in a blink.

A big positive note about 2022 was the high season of this past summer and early fall which surpassed most projections and expectations in terms of visitors embracing the return of travel and once again travelling to our region. We were relieved when the lifting of the border restrictions and the ARRIVCAN app requirement, made Canada available again for international guests to visit more easily. Travelling is back in a big way.

While that is positive, there are still many issues and barriers facing our sector and preventing a full recovery from occurring quickly. We still have significant labour shortages and a lack of affordable housing for those working in our sector which presents a barrier for employers.



Some issues such as the speed of some international markets recovery and the continued restrictions in China are beyond our control. In the meantime, we can focus on providing the best visitor experiences we can to the folks who are travelling to our destination.

Climate change has also caused the province to face major emergencies over the past 5 years or so; wildfires, floods, road closures and droughts are all things beyond our control and certainly affecting visitors and residents alike. And, we have learned how critically important it is for destinations to have emergency management protocol in place especially in areas such as communication to aid with reputation management.

Premier David Eby has prioritized some of these issues including housing, but we know solutions will take time and will not resolve any immediate problems.



We welcome and congratulate our new Minister of Tourism, Arts, Culture and Sport, Lana Popham to the file. Kootenay Rockies Tourism has a strong positive relationship with the

Ministry and look forward to working closely with the Minister & her team to help ensure the health and stability of our sector, well into the future.

We will seek the Ministry's continued support of our work in destination development, stewardship and sustainability, all of which make the fabric upon which the future of tourism lies. As British Columbia residents, we must ensure that our beautiful surroundings, eco-systems and outdoor activities are here for future generations to come.

Please join us in welcoming Minister Popham!

For further information or connection, her public email is

Lana.Popham.MLA@Leg.BC.ca

I invite you to review our [Research page on KRTourism.ca](#) for information on recovery and visitation trends to the region during and post-pandemic. We continue to work closely with [Destination BC](#) on research gaps and also with Symphony Tourism Services for much of the data. Kootenay Rockies Tourism publishes a dedicated Research Newsletter, each month, displaying the latest visitor highlights, travel dashboard and key opportunities.

And, we also publish a monthly Sustainable Tourism Newsletter to inform our stakeholders what Kootenay Rockies Tourism and other organizations are doing in this realm.

Kootenay Rockies Tourism held the first in-person tourism conference, since 2019, in Castlegar in early November. Our theme was: *Pathways for Positive Change in Tourism*, which built off of this quote by Zurab Pololikashvili, UNWTO Secretary - General, regarding the pandemic:

"The crisis is an opportunity to rethink the tourism sector and its contribution to the people and planet; an opportunity to build back better towards a more sustainable, inclusive and resilient tourism sector that ensure the benefits of tourism are enjoyed widely and fairly."

This season as we embrace all the winter activities our region has to offer and in particular a busy ski season, we are confident that the numbers of visitors to the Kootenay Rockies will surpass 2019 records.

We know the Powder Highway is on many skiers' must visit lists and with our resorts being able to operate without restrictions this year, we anticipate a return to a more normal season of operations.

***On behalf of our Board of Directors, our team & myself,
we hope that you have a healthy, happy and fulfilling season,
both personally and at your place of business.
And that recovery of our sector will continue along a positive
pathway into 2023 and beyond.***

MORE NEWS & ANNOUNCEMENTS

East Kootenay communities receive over \$2 million in funding to revitalize public spaces and enhance tourism experiences.



The Government of Canada is making investments across British Columbia to refresh community spaces, attract new visitors and stimulate local economies.

Safe and inclusive public spaces and dynamic tourism attractions are key to vibrant communities. They bring together people of all ages and abilities, in turn supporting businesses and boosting economic vitality.

The Honourable Harjit S. Sajjan, Minister of International Development and Minister responsible for Pacific Economic Development Agency of Canada (PacifiCan), announced over \$2 million in PacifiCan funding for ten projects throughout the East Kootenay.

The District of Sparwood is receiving \$485,000 in funding through the Canada Community Revitalization Fund to revitalize Centennial Plaza by creating an accessible park environment with added seating and event space. Other communities benefiting from this announcement include Elkford, Cranbrook, Fernie, Kimberley, Radium Hot Springs and TaTa Creek.

Link [here](#) for the full list of projects.

[READ FULL NEWS RELEASE](#)

OPPORTUNITIES

Business SMART Grants



Columbia Basin Trust has launched Business SMART Grants which aims to help small- and medium-sized businesses reduce greenhouse gas emissions and prepare for and adapt to the impacts of climate change. Businesses with annual revenues of at least \$75,000 and 2-50 full-time employees are eligible. Up to 50% of project costs can be covered, to a total grant amount of \$100,000.

Applications close January 18, 2023.

Interested businesses are encouraged to get in touch as early as possible to obtain the support of an advisor.

[LEARN MORE](#)

Indigenous Tourism BC

"Spark" Mentorships & Grants Program



Whether you are an individual, a start-up or an established small business or non-profit organization, there can be many challenges and barriers to bringing a new tourism idea or partnership to fruition.

The goal is to inspire Indigenous entrepreneurs, small businesses and non-profit organizations to come forward with creative ideas that will generate new tourism opportunities, experiences and partnerships in the area.

Apply by January 18, 2023.

Selected applicants will receive:

- 3 month mentorship with a tourism innovator and/or sector expert
- \$5,000 "Spark" grant to support tourism idea development activities
- Access to a support network of tourism innovators and leaders
- Ongoing guidance on resources & support services provided by partners.

MORE INFORMATION

Canada Summer Jobs Program



The Canada Summer Jobs Program is under the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market.

The program provides wage subsidies to employers from not-for-profit organizations, the public sector and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years.

Applications close January 12, 2023.

LEARN MORE

Last Call for 1-on-1 Support to Hire Students



The [Talent MATCH](#) and [Talent 4 Non-Profits](#) programs have been supporting museums, arts, tourism, culture, hospitality and non-profit organizations since early 2021 with resources and one-on-one support on the process of hiring students as well as information on wage subsidy

programs and HR tips. Sadly the programs will be coming to a close at the end of the year. **Resources will continue to be available on the Talent Match sites; one-on-one consultations will conclude on Dec 23.**

Want assistance with your short or long-term planning? Book a meeting with the Program Manager.

BOOK AN APPOINTMENT



**Celebrate BC Heritage Week and
Attract local visitors & Reach new audiences.**

Heritage BC invites you to plan an event or activity that highlights heritage in your community. Whether you work with culture, arts, history, nature and wildlife, parks, experiences or run a business with a long history in your community - Heritage Week is an opportunity to highlight the history and heritage that makes your community unique.

There are many ways to participate - Make a display that highlights local heritage or plan an event around a craft or activity, post photos online from the early days of your organization or share the story of a treasured tradition.

**If your Heritage Week plan involves community participation,
submit it to the Heritage Week Events Calendar.**

**During Heritage Week, use #bcheritageweek
and the Heritage Week graphic to show
how you are celebrating. Your posts will be reshared.**

MORE INFORMATION

Questions? Contact [Nathalie Picard](#), Heritage Program Coordinator

East Kootenay Career and Job Fair

Wednesday, March 1, 2023



[Registration is Open](#)

[Career Fair Guide for Employers](#)

Questions?

CareerFair@COTR.bc.ca

Industry Events



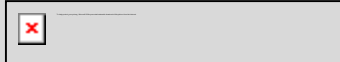
Professional Development



Kootenay Rockies
Online Imagebank



Research
Data & Insights



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Kootenay Rockies Tourism (KRT) is one of British Columbia's five official Regional Destination Management Organizations (RDMO).

**The Kootenay Rockies Tourism staff are here to help
with all tourism industry services. Contact us any time:**

Kathy Cooper, CEO

Kathy@KootenayRockies.com

Wendy Van Puymbroeck

Director, Industry Development & Destination Marketing

Wendy@KootenayRockies.com

Shannon Harrison

Manager, Digital Content

Shannon@KootenayRockies.com

Karen Cook

Manager, Stakeholder & Corporate Communications

Karen@KootenayRockies.com

Heidi Korven

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Rhiannon Paterson

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Rhiannon@KootenayRockies.com

Sylvia O'Connor

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Sylvia@KootenayRockies.com

Bonnie Castle-Dixon

Finance & HR

Accounting@KootenayRockies.com

CONNECT WITH US



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Kaslo Administration

From: Heritage BC <info@heritagebc.ca>
Sent: Wednesday, January 4, 2023 11:10 AM
To: Kaslo Administration
Subject: The Heritage BC Update

[View this email in your browser](#)



Happening at Heritage BC



***Introducing Imogen Goldie, our new
Heritage Grant Administrator &
Heritage Planner***

Imogen has spent several years in heritage, supporting both government and non-profit organizations while living and learning across Canada. With her background in architectural history and design, and an MA in Community Planning, she appreciates the beauty of buildings, the power of community and the importance of story. Outside of work she spends her time drawing, making art and watching scary movies.

***Conference Proposal Submission
Deadline is Today***

We are still accepting submissions for our upcoming conference in May. Submit a topic, idea or challenge we are facing in the sector that you believe should be addressed. Or submit a session proposal. Proposals should focus on the opportunity that we have to leverage heritage as an agent for positive change in our communities. **Get your submissions in Today!**



Submit a Proposal



Nominations Opening Today!

Nominations for the 2023 BC Heritage Awards officially open today! Celebrate the outstanding achievements and best practices that have impacted and strengthened all forms of heritage as a valued cultural resource in your community. Recognize the achievements of individuals, organizations, groups, businesses, and local and regional governments.

Submit a Nomination

Submit Your Heritage Week Events

Our goal is to see more Heritage Week events in more communities in BC than ever before! Celebrate and highlight heritage in your community during Heritage Week. You can lead a heritage walking tour, make a scavenger hunt, host a lecture or cultural performance. Make sure you submit your events or programs so we can share it! We'll also include it in our [event calendar](#).



Event Submission Form

Get Involved



National Trust's Gathering of the Heritage Sector: Taking Action on Bill C-23

Your advocacy on federal Bill C-23 is needed!

[Register](#) for the National Trust's Gathering on **January 11 at 2:30 PM - 3:30 pm (ET)** to ask your questions about the sector's response to this proposed new Bill, how you can sign the heritage sector's response, and learn how you can be part of ongoing efforts to ensure that our sector's recommended improvements to the Bill get traction! Attend this event online for free.

Funding Programs

National Cost-Sharing Program for Heritage Places

The [National Cost-Sharing Program for Heritage Places](#) is open to owners and eligible lessees of national historic sites, heritage lighthouses and heritage railway stations. Applications must be submitted by **Friday, January 6 by 5:00pm (ET)**.

For more information or to apply visit their [website](#).



BECOME A MEMBER

Heritage BC is your provincial service organization supporting heritage conservation across British Columbia through education, training and skills development, capacity building in heritage planning and funding through the Heritage Legacy Fund.

Support your provincial heritage organization by becoming a member today. Membership fees start as low as \$35.

[Become a member today!](#)

Statement of Acknowledgement

As an organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members and all people to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage. [Learn more about whose land you live on.](#)



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Our mailing address is:

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PO Box 846
Ladysmith, BC V9G 16A
Canada

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Kaslo Administration

From: Continuing Education <continuingeducation@ufv.ca>
Sent: Monday, December 19, 2022 10:46 AM
Subject: Register Today for UFV's Panel on Fostering Connections That Last: Conversations in Civic and Indigenous Relationship Building
Attachments: Toward Collaborative Governance and Shared Innovation.jpg

Good morning,



Join us in the new year for the first online panel session in a three-part series titled Towards Collaborative Governance and Shared Innovation.

In this session titled **Fostering Connections That Last: Conversations in Civic and Indigenous Relationship Building**, panelists from local First Nations and municipal leaders will come together online to share their perspective on the roots and evolution of municipal relationship with Indigenous governments. From conversations about the root of current relationships, to historical and present-day barriers, and emerging opportunities, this event will explore the past, the present, and the future of Indigenous and local government relationships.

Panelists include:

- Heidi Martin, Development Coordinator with Aquilini Indigenous Developments and Adjunct Professor at UBC's Sauder School of Business
- Ken Christian, former Mayor of Kamloops
- Jason Campbell, Executive Director Seabird Island Band
- Chris Gruenwald, Director of Forestry for the City of Mission

Moderated by Dr. Keith Carlson Director of UFV's Peace and Reconciliation Centre

Get your free ticket today by going to bit.ly/3j0dw8W

If you have any questions, please email continuingeducation@ufv.ca

This event is sponsored by UFV's Civic Governance and Innovation Certificate Program. For more information about the program, [click here](#).

We look forward to your participation!

Continuing Education

University of the Fraser Valley

T. 604-851-6324

E. continuingeducation@ufv.ca



UFV is located on the unceded territory of the Stó:lō peoples. We gratefully acknowledge our ability to live and work on their traditional land.

Follow us!



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December 2022 Newsletter



Best wishes for a wonderful holiday.

New Minister of Forests and BC Cabinet

On December 7th, the new BC Government Cabinet was sworn in, and MLA

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Nathan Cullen (Stikine) is the new Minister of Water Land and Resource Stewardship, taking over from Josie Osborne, who is now the Minister of Energy Mines and Low Carbon Innovation. Katrine Conroy, formerly the Minister of Forests, is now Minister of Finance.

[Minister Ralston's Mandate Letter](#)

[Minister Cullen's Mandate Letter](#)

[read the news release](#) for the full list of the new cabinet posts

2023 BCCFA Conference and AGM

June 6-9, 2023 in Kamloops

The annual BCCFA event will be moving back to the spring... Save the dates!

More information will be coming in the new year



Who knew that there is actually a footwear of choice for community forestry folks? The choice was obvious at the 2022 event in Nakusp!

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Important Announcements and Meeting Notes

Commercial Thinning Operational Trials Webinar

Community forest managers are invited to join in a Zoom meeting on January 6th to learn about the provincial commercial thinning project. Jennifer has been contacted by the Project Team, which includes MOF, UBC, and industry members to see if there are community forests that might be interested in participating in operational trials. Please contact jgunter@bccfa.ca if you are interested and have not received the meeting invite.



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The [West Boundary Community Forest](#) featured BCCFA Executive Director, Jennifer Gunter in their ***Friends of the Community Forest*** series. [read more](#)



[Watch the new video celebrating 20 years of the BCCFA](#)

Canadian Biomass Magazine - BC community forests get funding for wildfire risk reduction projects [read more](#)

Forest Operations Maps - do your onboarding now!

Yes - here is another reminder! The Forest Operations Map (FOM) depicting the approximate geographic location of proposed cutblocks and roads will soon be required. Once regulations have been approved, there will be a transition period. An online platform has been developed to facilitate licensee FOM submissions and community review and comment. George Brcko, our president and manager of the Wells Gray CF, has done the onboarding process. With his 1 CP, he reports that the uploading process was seamless. He recommends getting going now since that will make it easier when it is required. contact Julius.Huhs@gov.bc.ca

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We are pleased to announce that the Sunshine Coast and the Lower North Thompson Community Forests will each host 2 undergraduate students for the summer months in 2023. The BCCFA/UBC program is funded to support employment opportunities for undergraduate students in the Faculty of Forestry, and to support community forestry.

Conference Reporting

Check out the [sessions summary](#) for photos and condensed reporting.

The [detailed notes](#) have more information on the sessions.

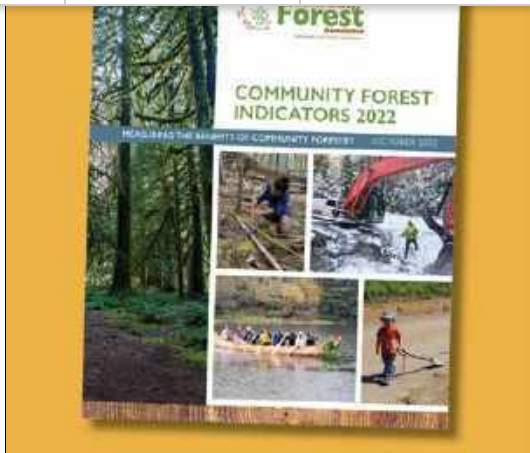


New Community Forest Collaboration

More than 20 years of work culminated in a historic signing on Nov. 21. Representatives of the Shuswap Band, Town of Golden and Columbia Shuswap Regional District Area A Rural Golden met at the Shuswap Band office near Invermere to sign a historic memorandum of understanding regarding a possible community forest. [read more](#)

Want to Learn about Thinning Practices in Finland?

If you are interested in a guided tour, email Ken Day at j.kenneth.day@gmail.com.

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[2022 Community Forest Indicators Report](#)

The data and stories gathered in this year's report provide tangible evidence of the success and significance of community forestry in BC.

The Forest Enhancement Society of BC Announces New Board

Dave Peterson will be the new board chair. Current FESBC Directors Sarah Fraser and Brian Banfill will return to the board and five new Directors have been appointed: Trish Dohan, Ian Meier, John Massier, Ken Day, and Michael Kelly. [read more](#)

Events

78th Annual Truck Loggers Association Convention and Trade Show

Vancouver, January 18 – 20, 2023 [more information](#)

Western Forestry Contractors Association 2023 Conference

Victoria, February 1-3, 2023 - a combination of virtual and in-person.

[registration](#)

Association of BC Forest Professionals 2023 Conference and 75th Anniversary

Prince George, February 8-10, 2023. The event will be a combination of in-person and live-streaming. [registration](#)

2023 SISCO Winter Workshop - Silviculture For Future Forest

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2023 Northern Interior Silviculture Winter Conference

Prince George, March 7-8, 2023 [more information](#)

BC Council of Forest Industries - Annual COFI Convention

Prince George, April 12-14, 2023 [registration information](#)



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Kaslo Administration

From: PAC SAR / LEP PAC (DFO/MPO) <DFO.PACSAR-LEPPAC.MPO@dfo-mpo.gc.ca>
Sent: Tuesday, January 3, 2023 2:32 PM
Subject: Proposed Recovery Document for the White Sturgeon to be posted on the Species at Risk Public Registry

Dear Sir/Madam,

Fisheries and Oceans Canada will post the proposed version of the following document on the [Species at Risk \(SAR\) Public Registry](#) in the coming weeks:

- Action Plan for the White Sturgeon (*Acipenser transmontanus*) in Canada

This document will be open for a 60-day public comment period on the SAR Public Registry. Fisheries and Oceans Canada will review comments and integrate them as appropriate, after which the final version will be posted on the SAR Public Registry.

Yours sincerely,

Nicole McCutchen
Manager, Pacific Region Species at Risk Program
Fisheries and Oceans Canada
200-401 Burrard Street
Vancouver, BC V6C 3S4

DFO.PACSAR-LEPPAC.MPO@dfo-mpo.gc.ca



REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: January 6, 2023

SUBJECT: Development Procedures Bylaw 1283, 2022

PURPOSE: *To consider adoption of Development Procedures Bylaw 1283, a bylaw to establish procedures for OCP or Zoning bylaw amendments, DPs, DVPs and TUPs.*

OPTIONS:

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

1. **Adopt the bylaw. *The bylaw will take effect immediately.***
2. Refer back to staff for further review and report.

RECOMMENDATION:

THAT Development Procedures Bylaw 1283, 2022 be adopted.

ANALYSIS:

- A. **Background:** Village of Kaslo Development Procedures Bylaw 1131 was adopted in 2012 and requires updating. A draft of Development Procedures Bylaw 1283, 2022 was presented at the 2022.12.13 Council Meeting. A change to the bylaw to include a requirement for reporting to Council about any Development Permits approved by staff was requested, and the bylaw received three readings as amended. Further changes to the bylaw are not permitted prior to adoption (unless third reading is rescinded).
- B. **Discussion:** The current bylaw outlines the process for obtaining amendments to the Official Community Plan (OCP) and/or Zoning/Land Use bylaw and provides direction regarding the process for obtaining a Development Permit (DP), Development Variance Permit (DVP) or Temporary Use Permit (TUP), beyond what is specified in the OCP. The new bylaw aligns with the provisions of the new OCP and provides greater clarity for residents and developers.

The following comments provide a summary of the differences between Bylaw 1131 and Bylaw 1283:

The purpose of the bylaw has been moved from the preamble into Section 2. This has advanced all other section numbers by one – the section references below correspond to the numbering in the new bylaw.

Section 5 has been expanded to address incomplete applications and withdrawn applications and ensure alignment with the provisions of the new OCP.

Section 6 has been amended to ensure that required signs are posted well in advance of consideration of a request for a bylaw amendment, whether or not Council chooses to hold a public hearing.

Section 7 has been amended to recognize that referral to outside agencies may be required.

Section 8 now includes provisions that reflect the ability to delegate certain Development Permit (DP) approvals to staff and provides a 15-day timeframe for this process. The OCP specifies the circumstances where a Heritage and Commercial Core DP or a Wildfire DP can be approved by staff.

This section now includes subsection 8.3 which reads as follows:

The Chief Administrative Officer or their designate shall promptly report to Council summarizing any permits that have been approved by staff.

Section 9 has been updated to align with the changes to the *Local Government Act* allowing Council to waive the public hearing requirements for Zoning/Land Use bylaw amendments where the proposed use is consistent with the OCP. This section has also been expanded to provide guidance for requiring the applicant to hold a conducting a Public Information Session, if required to do so by Council.

Section 12 has been updated to clarify the conditions and process for reapplication, including in the case where authority to approve a DP has been delegated to the CAO, or where an appeal of Council's decision regarding a DVP can be made to the Board of Variance.

Section 13 delegates to the CAO authority specify information that must be provided as part of an application. The application form is no longer a part of bylaw no longer specifies the design and layout of the form – this provides greater flexibility for staff so that the CAO can authorize revisions to application forms as required.

Section 14 has been added to clearly specify the penalties that apply if provisions of the bylaw are violated.

C. **Attachments:**

- Development Procedures Bylaw 1283, 2022 DRAFT
- Development Application Form
- Official Community Plan Section 16 – Development Permit Areas

D. **Financial Implications:** The costs associated with applications governed by the Development Procedures Bylaw are outlined in the Fees and Charges Bylaw 1271, as amended. The current bylaw does not make changes to the applicable fees.

E. **Corporate Priority:** The new Development Procedures Bylaw is required to ensure permit application procedures are consistent with the new Official Community Plan.

F. **Communication Strategy:** Copies of the updated bylaw and associated application form will be available on the Village's website.

CAO Approval: [date]

VILLAGE OF KASLO
BYLAW No. 1283

A BYLAW TO ESTABLISH PROCEDURES FOR DEVELOPMENT APPLICATIONS

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

1. Citation

This bylaw may be cited for all purposes as the “Development Procedures Bylaw No. 1283, 2022”.

2. Purpose

The purpose of this Bylaw is to establish application procedures for amendments to the Official Community Plan or the Zoning Bylaw or the issuance of a Development Permit, Development Variance Permit or Temporary Use Permit and to provide for notification regarding these applications.

3. Definitions

In this Bylaw, unless the context otherwise requires

“Applicant” means an Owner, or a person authorized by the Owner, who applies for a bylaw amendment or a permit under this Bylaw.

“Chief Administrative Officer” means the Chief Administrative Officer for the Village of Kaslo or their designate.

“Council” means the elected council of the Village of Kaslo.

“Owner” means the registered owner(s) of a parcel as identified on the Land Title Certificate.

“Parcel” means an area of land consisting of a lot, or two or more abutting lots, that are the object of an application submitted by an Applicant.

4. Scope

4.1 This Bylaw applies to an application for an amendment to the Village of Kaslo’s:

- a. Official Community Plan;
- b. Land Use (Zoning) Bylaw;

Or the issuance of:

- c. a Development Permit;
- d. a Development Variance Permit; or
- e. a Temporary Use Permit.

4.2 An enactment referred to in this bylaw is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated, or replaced from time to time,

and any bylaw referred to herein is a reference to an enactment of Council as amended, revised, consolidated, or replaced from time to time.

5. Application Submission Procedure

- 5.1 An application under this bylaw shall be made to the Chief Administrative Officer and, to be considered complete and accepted, must be:
- a. signed by the owner(s) of the land involved or by a person authorized in writing by the owner(s) to act as their agent and make the application on their behalf;
 - b. made on the prescribed application form available from the Village of Kaslo;
 - c. accompanied by any supplementary information required by the Chief Administrative Officer, and;
 - d. accompanied by the application fees prescribed in the current Fees and Charges Bylaw.
- 5.2 If the Chief Administrative Officer determines that an application is incomplete, the Applicant will be requested to provide the required information so that the application can be duly considered.
- 5.3 If the requested information is not provided within 6 months of the request the application will be considered withdrawn and fees paid will be refunded pursuant to the Fees and Charges Bylaw.
- 5.4 Where the Official Community Plan specifies certain guidelines and procedures for development permit applications, such requirements shall take precedence over the requirements of this bylaw.

6. Posting of Application Signs

- 6.1 Where an application is submitted to amend a bylaw, the applicant must prepare and post notification signs on the lands subject to the application at their expense and must:
- a. erect one sign on each street frontage of the proposed development by the earlier of:
 - i. 5 weeks of the application being submitted;
 - ii. 3 weeks prior to the date of the public hearing, if a hearing has been called by Council or required by legislation; or,
 - iii. 3 weeks prior to the Council meeting at which Council will consider the second reading of the proposed bylaw amendment.
 - b. prepare and post the signs in accordance with the sign specifications prescribed by the Chief Administrative Officer and verify to the Chief Administrative Officer that the signs have been erected;
 - c. maintain and/or replace signs as necessary; and

- d. remove the signs within one week of the application being approved or refused by the Municipal Council or within one week of the application being withdrawn by the applicant.

7. Application Fees

- 7.1 The applicant must pay the fees prescribed in the current Fees and Charges Bylaw.
- 7.2 The Chief Administrative Officer may refer applications to either Village staff, external agencies, organizations, or levels of government for review and comment.
- 7.3 For applications requiring professional expertise for which the Village does not have in-house resources or capacity the Chief Administrative Officer will require the applicant to pay additional fees based on the estimated costs of third-party contractors and consultants retained by the municipality to assist the Chief Administrative Officer and Council to evaluate the application. Such fees may be estimated at any time during the application process prior to approval. Estimated fees paid in advance will be adjusted for the actual cost incurred by the Village, pursuant to the Fees and Charges Bylaw. Issuance of a permit may be withheld until outstanding fees are paid by the applicant.

8. Procedures for Bylaw Amendment and Permit Applications

- 8.1 The Chief Administrative Officer must consider applications under section 4 of this bylaw and provide a report to Council with a recommendation to approve, deny or approve the application with specific conditions.
- 8.2 Where authority to approve a Development Permit has been delegated to Village staff, the Chief Administrative Officer will provide a decision in writing to the Applicant within fifteen (15) business days of receipt of a complete application unless additional information under 7.2 or 7.3 is required.
- 8.3 The Chief Administrative Officer or their designate shall promptly report to Council summarizing any permits that have been approved by staff.

9. Council Consideration

- 9.1 Council must hold a public hearing and give notice to the public in accordance with the provisions of the Local Government Act for any proposed amendment:
 - a. to the Official Community Plan; or,
 - b. to the Zoning Bylaw that is not consistent with the Official Community Plan.
- 9.2 Council must give notice to the public and may hold a public hearing in accordance with the provisions of the Local Government Act for a proposed amendment to the Land Use Bylaw that is consistent with the Official Community Plan.
- 9.3 Council is not required to hold a public hearing but must give notice in accordance with the Local Government Act to consider:
 - a. a Development Variance Permit; or,

- b. a Temporary Use Permit.
- 9.4 Council may require that the applicant hold a Public Information Session that includes an opportunity for stakeholders, persons potentially affected by the application, and the general public to ask questions and provide comment for the purpose of providing an additional opportunity for the public to access information and inquire about the application. The applicant shall:
- a. pay all costs associated with the Public Information Session;
 - b. ensure that those most affected by the proposal are invited as well as Village staff to the public information session;
 - c. within 10 days following the public information session, the Applicant shall submit a report to the Chief Administrative Officer summarizing the meeting including:
 - i. the location, date, time;
 - ii. number of attendees;
 - iii. description of how the meeting was advertised and how those potentially affected by the application were notified;
 - iv. a copy of the notification materials;
 - v. description of the information provided at the meeting;
 - vi. a summary of questions raised, discussions, and other input received during the meeting; and,
 - vii. identification of any changes to the application that the Applicant is making in response to comments or concerns raised at the session.

10. Notices, Filing on Title, Lapse of Permit

- 10.1 For applications where the Local Government Act requires a municipality to give notice, the Village shall mail or otherwise deliver the notice to:
- a. the owners of parcels, as shown on the assessment roll, within 60 metres from the boundary of the parcel or parcels that are the subject of the application;
 - b. the owners and occupiers of real property within the parcel or parcels that is the subject of the application.
- 10.2 The requirements for publication and content of a notice of public hearing, for notice of applications where no public hearing is necessary, and for filing notice of a permit in the Land Title Office are as specified in the Local Government Act and the Public Notice Bylaw.
- 10.3 A permit lapses if construction is not substantially started in accordance with the provisions of the Local Government Act.
- 10.4 Prior to the lapse of a permit, the Applicant may apply to renew or amend the permit.

11. Council Decision

- 11.1 Council may approve or refuse an application made under section 4 of this bylaw.

12. Reapplication

- 12.1 If an application is denied, a person is not permitted to reapply for the same amendment, rezoning, permit or agreement until six months has elapsed from the date on which the denial was made.
- 12.2 The six-month restriction in 12.1 is waived for:
- a. an appeal under 12.3 or 12.4; or,
 - b. by an affirmative vote of at least 2/3 of its members that are eligible to vote on the reapplication, the Council may permit a person to reapply sooner.
- 12.3 Denial of a Development Permit or the conditions of the approval of a development permit by the Chief Administrative Officer, for permits where approval authority is delegated to staff by bylaw:
- a. may, at no charge, be appealed by the Applicant by filing a notice setting out the grounds for appeal with the Corporate Officer within ten (10) business days of the Applicant being notified in writing of the decision; and
 - b. Council shall consider the appeal within thirty (30) days of the filing and the decision of Council is final.
- 12.4 Denial of a Development Variance Permit by Council may be appealed by application to the Board of Variance, with regard for the procedures and fees for application to that body, and a decision of the Board of Variance is final.

13. Delegation

- 13.1 The Chief Administrative Officer shall designate the form and content of application forms, including identifying what supporting documents are required, and in so doing may prescribe different forms for different categories of applications based on the nature or complexity of the application.
- 13.2 The Chief Administrative Officer, Corporate Officer, a Bylaw Enforcement Officer, a Building Official, and any other authorized representative of the Village under their direction may enter, or attempt to enter, at all reasonable times upon any premises to ascertain whether the regulations and provisions of this bylaw and any permits issued pursuant to this bylaw are being, or have been, met.

14. Penalties and Enforcement

- 14.1 A person shall not alter a building or land in a Development Permit Area as designated in the Official Community Plan unless the work is exempt under the Official Community Plan or the Owner holds a valid Development Permit issued in accordance with this bylaw.
- 14.2 Every person who violates a provision of this bylaw commits an offence and is liable on summary conviction to a penalty not exceeding Fifty Thousand Dollars (\$50,000.00) and the costs of prosecution.
- 14.3 Each day a violation of the provisions of this bylaw exists or is permitted to exist will constitute a separate offence.
- 14.4 A person shall not interfere with or obstruct the entry of a Bylaw Enforcement Officer or any authorized Village representative onto any land or into any building to which entry is made or attempted.

15. Repeal

- 15.1 The Village of Kaslo Development Procedures Bylaw No. 1131 and all amendments thereto are hereby repealed.

READ A FIRST TIME this ____ day of _____ 2023

READ A SECOND TIME this ____ day of _____ 2023

READ A THIRD TIME this ____ day of _____ 2023

ADOPTED on the ____ day of _____ 2023

Mayor

Corporate Officer

I hereby certify that this is a true and correct copy of the Village of Kaslo Development Procedures Bylaw No.1131, as adopted by Council.

Corporate Officer



VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

(for use with Bylaw 1283)

TYPE OF APPLICATION

<input type="checkbox"/>	Rezoning/Land Use Bylaw Amendment	<input type="checkbox"/>	Type of Development Permit
<input type="checkbox"/>	Official Community Plan Amendment	<input type="checkbox"/>	Heritage & Commercial Core
<input type="checkbox"/>	Development Permit _____	<input type="checkbox"/>	Lakefront Protection
<input type="checkbox"/>	Development Variance Permit	<input type="checkbox"/>	Stream Protection
<input type="checkbox"/>	Temporary Use Permit	<input type="checkbox"/>	Wildfire

Refer to the current Fees and Charges Bylaw for current application fees.

Do not use this form for Building Permit or Subdivision applications.

DESCRIPTION OF PROPERTY

Civic Address: _____ PID _____

Legal Description (from title document):

CONTACTS

Applicant:

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	
Signature of Applicant		Date	

Owner, if the Applicant is not the Owner:

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

The "Authorization of Owner" form signed by the owner(s) is also required.

OFFICE USE ONLY

Date	Dev. File No.
Received By	Folio No.
Receipt No.	Fees \$



VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

Authorization of Owner to make an Application

Re: Civic Address _____

I/We _____

are the registered owner(s) of (legal description) _____

I/We hereby authorize _____
(please print name)

to apply for the following:

- ☐ **Rezoning/Land Use Bylaw Amendment**
- ☐ **Official Community Plan Amendment**
- ☐ **Development Permit**
- ☐ **Development Variance Permit**
- ☐ **Temporary Use Permit**

and to be my/our representative in this matter.

Signature of Owner

Date

Signature of Witness

Name of Owner (print)

Name of Witness

Address

Phone

Signature of Witness

Signature of Owner

Date

Signature of Witness

Name of Owner (print)

Name of Witness

Address

Phone

Signature of Witness

This form must be signed by all persons named on the title certificate.



VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

A complete application for Rezoning and or Development Permit contains:

- ☐ Fully completed application form
- ☐ Letter explaining details of the proposal, rationale, and justification (see attached "Rationale for your proposal" sheet for guidance)
- ☐ Copy of current Certificate of Title, no older than 30 days, including any title restrictions e.g. restrictive covenants, easements, rights of way.
- ☐ Site, Servicing and Landscape Plans (see attached "Plan Submission Details" sheet for guidance)
- ☐ Plan of survey or BC Land Surveyors Certificate (BCLS) confirming current parcel size, location of existing and proposed buildings and if subdivision is proposed, the lot layout and sizes
- ☐ Floor Plans and elevations of proposed construction.
- ☐ One complete sets of the above plans in hardcopy form printed at a clearly legible size
- ☐ One complete set of the above plans in electronic PDF document format.
- ☐ Application Fees (the appropriate fees must be submitted at the time of application although additional fees or securities may be assessed later and must be submitted prior to issuance of a permit)

Village staff can assist you with obtaining a certificate of title and plan documents, photocopying, and scanning documents to PDF for set fees. Depending on the nature of your application, a hand-drawn sketch may be accepted in some cases, or we may require drawings professionally prepared by a surveyor, architect, or engineer. An application is not considered complete until all of the documents necessary to review the application are submitted.

Supplementary Information (to be determined based on the development size and permit type)

- ☐ Archaeological Impact Assessment
- ☐ Environmental Impact Assessment
- ☐ Geotechnical Engineering Report
- ☐ Infrastructure Impact Study (i.e. transportation, parking, water, sewer, drainage)
- ☐ Contaminated Sites Information if required under the Environmental Management Act
- ☐ Three-Dimensional scale renderings showing the massing and siting of the proposed development in relation to neighbouring buildings
- ☐ FireSmart Assessment
- ☐ Other information specified in the Official Community Plan guidelines for specific permit areas.



VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

Plan Submission Details *(all plans must be submitted in metric)*

Site Plan Data Table

- owner/applicant's name,
- civic and legal address,
- project description,
- site area and site coverage (net after dedication of road and park),
- total floor area ratio (FAR/FSR),
- all setbacks,
- number of units by type and size,
- parking requirements and calculations,
- height of building,
- total impervious surface area (building footprints, paved and covered areas),
- ratio of open space to total site area; and
- notation of any requested variances

Site and Servicing Plan

- North arrow and scale
- Dimensions of property lines, rights of way, easements
- Dimensions and setbacks of proposed and existing buildings and structures; separation to all buildings on and off site
- Projections/overhands into setback areas
- Location of existing and proposed access, sidewalks, curbs, boulevards, edge of pavement and transit stops at grade
- Location, numbering and dimensions of all vehicle and bicycle parking, disabled persons' parking, maneuvering aisles, vehicle stops and loading at grade
- Natural and finished grades of site at buildings and retaining walls (indicate source of grade data)
- Existing and proposed contour intervals of 0.5 m
- Elevations at parcel corners and spot elevations along property lines, at curb, at building corners and other key locations
- Locate all existing water lines, wells, septic fields, sanitary sewer and storm drain facilities, including sizes
- Location and dimensions of all free-standing signs
- Dimensions of area meeting Open Space requirement
- Existing and proposed covenant/easement areas
- Conceptual servicing both on and off-site (water, sewer, storm drains, hydro, telephone, cable, gas, including water flows according to Fire Underwriters Survey)
- All site and boulevard trees within the area to be developed with numbers referencing numbered metal tree tags affixed to trees; show protected root zone or critical root zone

Floor Plans, Elevations and Sections (min. scale 1:100)

- Uses of spaces and building dimensions
- Building finishes, materials and colours (including product numbers and sample colour chips of exterior finishes)
- Natural, average and finished grades; elevations of finished floor(s), roof & building height
- Locations and sizes of roof mechanical equipment, stairwells and elevator shafts that protrude above the roof line
- Building sign details (location, type, dimension, illumination)
- Minimum of 2 sections of site and building (from curb/property line to curb, as applicable); in perpendicular directions (e.g. N-S, E-W)
- Sections to include portions of building dedicated to vertical circulation of people and vehicles



VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

(e.g. stairwells, ramps etc.)

- Location of sections to be shown on the Site and Servicing Plan

Landscape Plan (same scale as Site Plan)

- Conceptual Landscape plan showing location, size, species of proposed plantings and trees, and existing vegetation to be retained; installation as per BCLNA/BCSLA standards noted on plans
- Major topographical features (e.g. watercourse, outcrops)
- Surface storm water management features (rain gardens, swales, permeable paving)
- Rare or endangered species or habitats
- Existing and proposed covenant areas
- All screening (garbage/refuse collection), paving, retaining walls, fencing and other details
- Cost estimate for hard and soft landscaping
- Contour intervals of 0.5 m
- Elevations at parcel corners and spot elevations along property lines, at curb, at building corners and other key locations
- Extent of underground structures in dashed line

Contaminated Sites Information

Under section 40 of the *Environmental Management Act*, an applicant for some matters referred to in this Bylaw must submit to the municipality a Site Profile in respect of properties that are or were used for commercial or industrial purposes, as defined in the *Environmental Management Act* and the Contaminated Sites Regulation, Schedule 2 - Activities. For specific requirements see the Act and Regulation.

Site profile and other forms are available at:

<http://www.env.gov.bc.ca/epd/remediation/forms/index.htm>

More information is available at <http://www.env.gov.bc.ca/epd/remediation/cs101.htm>

Please indicate if the subject property qualifies for any of the exemptions from requiring a Site Profile under section 4 of that Regulation and state your reasons:

Signature of Applicant

Date



VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

Rationale for Your Proposal

A complete application includes a letter addressed to Mayor and Council, or a report, explaining details of the proposal that also provides a rationale and justification for the application. This information is required to assist Council, staff, and the community in the review of your proposal. The following questions are provided to guide you in the preparation of your letter and application (some or all may be applicable):

- ☐ Does the proposal conform to the recommendations of the Official Community Plan and any other relevant municipal policies?
- ☐ What are the economic, environmental and social/cultural benefits of your proposal e.g. increased tax base, number of jobs, housing affordability etc.?
- ☐ What is the demonstrated public need or demand for the proposal? Does the location meet a demand or need which is not met in this location?
- ☐ Is the public infrastructure (e.g. sewer, storm sewer, water, roads, sidewalks, parks etc.) adequate in this area to meet your proposal? If not how does your proposal address infrastructure and service requirements?
- ☐ Does your proposal complement or improve conditions existing in the surrounding area? What other effects would this proposal have on the immediate neighbours? Consider traffic, noise, activity levels, odours, removal of natural landscape and trees, privacy, views etc?
- ☐ How well does the proposed development relate to the community? Is the design in keeping with existing or anticipated development in the community? Consider building height, massing, orientation, setbacks and streetscape. Consider also historical and heritage features in the area and whether they are addressed in Kaslo's Official Community Plan.
- ☐ How does your proposed development consider energy efficiency, the use of fire-resistive building materials and landscape practices so it is less susceptible to environmental hazards and the impacts of climate change.
- ☐ If you are applying for a Development Variance Permit, why is it not possible or practical for your proposed development to conform with the bylaw requirements? Have you considered alternatives that would reduce the variances needed?
- ☐ If you are applying for a Heritage and Commercial Core Development Permit, please indicate the Heritage Design Guidelines and Colours applicable to your development or why it is not possible or practical to comply with certain guidelines.

16.0 Development Permit Areas

16.1 Application and Intent

This OCP includes four Development Permit Areas (DPAs) that further prescribe the qualities of the public realm, safety, amenities, and an effectively functioning local ecosystem desired in specific parts of the village. The DPAs are outlined in the Development Permit Area Plan Map (Map C). The guidelines describing specific conditions for development within each area are provided in Sections 16.3 to 16.6.

Section 488 of the Local Government Act, 2015 (LGA) authorizes the establishment of Development Permit Areas (DPAs) in which the Village must issue a development permit prior to the subdivision of land, the construction or alterations of a structure, or the alteration of land. Land use zoning regulations do not always provide the right balance between flexibility and control in certain circumstances where OCP objectives need to be more carefully considered.

In this OCP, DPAs are designated for:

- The stewardship of the natural environment, with regard to the environmental services it provides;
- The protection of development from hazardous conditions;
- The revitalization of a commercial use area; and,
- The establishment of objectives for the form and character of certain residential, commercial, industrial, and multi-family residential development.

Development permits have limitations. They must not vary the use or density of the land, or flood plain specifications. Care must be taken not to create other site-specific problems when varying setbacks. Development permits may only be issued according to the guidelines set out in the OCP or Zoning Bylaw, meaning that the OCP or Zoning

Bylaw guidelines must comprehensively state what conditions will be protected or enhanced and the process by which that will occur, such as specifying requirements for an environmental assessment or design review.

For each DPA designation, the types of regulated development activities are specified.

An application for a development permit shall be made by a property owner or their authorized agent pursuant to the Development Procedures Bylaw. For all developments subject to a DPA, a building permit shall not be issued until a development permit has been approved.

16.2 Designations

The following Development Permit Areas are established and apply to properties within the areas shown on the Development Permit Areas map, Map C.

- Heritage and Commercial Core: 16.3
- Lakefront Protection Area: 16.4
- Stream Protection Area: 16.5
- Wildfire Protection Area: 16.6

16.3 Heritage and Commercial Core DPA

16.3.1 Context and Purpose

The Heritage and Commercial Core DPA is established for the purpose of revitalizing the commercial core and preserving the general form and character of commercial and multi-family development in the designated areas, pursuant to Sections 488(1)(d) and 488(1)(f) of the Local Government Act.

The lands within the Heritage and Commercial Core DPA are defined in Map C. This DPA also includes properties that are designated in municipal, provincial, or national heritage registries, including two National Historic Sites.

This area is the historical commercial centre of Kaslo and the primary focus of pedestrian-scale retail, commercial and institutional services. The Heritage and Commercial Core DP is intended preserve Kaslo's historical, artistic, and architectural features, and encourage new development to follow design guidelines that are respective and complimentary to those historical attributes.

16.3.2 Regulated Development

Within the Heritage and Commercial Core DPA, land shall not be subdivided and construction of, addition to, or alteration of a building or structure shall not be commenced unless the owner first obtains a development permit.

16.3.3 Guidelines

1. The design guidelines for the Heritage and Commercial Core DPA are specified in Appendix II: Heritage Design Guidelines, and Appendix III: Colour Design Guidelines. These documents were originally produced by heritage designer Robert Inwood in 1991 through careful research into Kaslo's colonial period architecture and historic streetscape of

the 1890s through 1930s, which resulted in a successful Heritage Area Revitalization Program that restored and revitalized several downtown buildings in the 1990s.

2. Developments in this area should also enhance the pedestrian experience by engaging the street both visually and physically and highlight the views and connections to the surrounding landscape.
3. Development of commercial and multi-family residential properties within the Heritage and Commercial Core DPA are subject to general form and character guidelines but not necessarily to particulars of the landscaping or of the exterior design and finish of buildings and other structures.
4. A development permit issued in the Heritage and Commercial Core Development Permit Area may include conditional requirements respecting the character of the development including the siting, massing, general landscaping, form, exterior design and colour choices of buildings and structures, and the design and installation of signage.

16.3.4 Exemptions

1. Development permits are not required within the Heritage and Commercial Core DPA for:
 - a. internal alterations that do not affect the outer appearance of a building, or
 - b. for routine exterior maintenance, including painting provided that the paint colour is compatible with the Colour Design Guidelines.
2. Single-family dwelling and duplex residential development are not subject to the Heritage and Commercial Core DPA.
3. Street patios and chattels placed in public space shall be subject to regulation by bylaw or policy.

16.3.5 Application and Review Procedure

Committee to review the application and make a recommendation before deciding.

1. An application for a Heritage and Commercial Core DP should include a statement or report describing the design rationale and how the Building Design Guidelines and Colour Design Guidelines have been considered in the proposed development.
2. After receipt of a complete application, village staff shall review the application and, within 10 business days, may:
 - a. approve the application if it clearly meets the Heritage and Commercial Core DPA requirements;
 - b. approve the application with conditions relating to general form and character;
 - c. request additional design details or professionally rendered drawings from the applicant;
 - d. refer the application to Council, or;
 - e. may deny the permit if the development is not compatible with the Heritage and Commercial Core DPA requirements.
3. A denial, or conditions of approval, may be appealed to Council by the applicant.
4. An application that proposes signage, awnings, overhangs, lighting, or decorative facade features, such as cornices, that project into or over the public street must be approved by Council.
5. If an application is referred or appealed to Council, the village shall notify property owners within 60 metres of the property of Council's intention to consider the application at least seven days before the Council meeting.
6. When first considering the application, Council may assign a Heritage Design Review
7. The Heritage Design Review Committee must provide its recommendation to Council within 21 days of Council's first consideration of the application.

16.4 Lakefront Protection DPA

16.4.1 Context and Purpose

The Village is located adjacent to an important water ecosystem (Kootenay Lake) that is used by residents and visitors. The Lakefront Protection DP Area is designated to protect the natural beauty of Kootenay Lake's shoreline, protect the area as a natural resource and as a water source for many users.

The 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.

The lands within the Lakefront Protection DPA are defined in Map C. This DPA generally includes properties that are within 30 metres of the natural boundary of Kootenay Lake and certain upland areas beyond this threshold that are integral to the lakeshore ecosystem, at risk of erosion or inundation, as shown on Map C. The DPA also includes village properties and tenures within the lake and Kaslo Bay.

The Kootenay Lake Partnership, which includes the Village, developed the Shoreline Guidance Document to advance sustainable management of the lake and our natural surroundings (see <http://kootenaylakepartnership.com/>). The document is a key reference for preparing an environmental impact assessment and evaluating proposed development within the Lakefront Protection DPA.

16.4.2 Regulated Development

Within the Lakefront Protection DPA, no change of land use, subdivision, or site alteration is allowed without a Development Permit.

The Lakefront Protection DPA regulates the following activities:

- i. disturbance of soils;
- ii. aquatic vegetation removal;
- iii. construction, erection or alteration of buildings and structures, including boat launches, floating structures, docks and boat houses;
- iv. creation of non-structural impervious or semi-pervious surfaces;
- v. construction or maintenance of flood and erosion protection works;
- vi. preparation for or construction of roads, trails, docks, boat launches, wharves and bridges;
- vii. provision of sewer and water services;
- viii. drawing or discharge of water;
- ix. development of drainage systems;
- x. development of utility corridors;
- xi. blasting and pile driving; and
- xii. moorage.

16.4.3 Guidelines

1. A development permit under this section may not be issued before other required approvals or permits are obtained from provincial or federal authorities having jurisdiction.
2. New roads and septic systems are discouraged but, if necessary, the design and construction of the road or septic system shall be supervised by a qualified professional to ensure that the DPA objectives are met.
3. Areas for a motorized and non-motorized boat launch area are permitted if boat launch ramps are located on stable, non-erosional banks, but no motorized boat launch shall be permitted east and south of Moyie Beach to the mouth of Kaslo River.
4. Development in the DPA, from Moyie Beach, east and south to beyond the mouth of Kaslo River except for the Logger Sports ground, 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.

5. Negative visual impact of a development to the natural setting, views of the lake and landscape should be minimized.
6. An Environmental Impact Assessment prepared by a qualified professional is required for all new development and should include the following information:
 - a. An assessment of ecological, cultural values and archaeological potential following the Shoreline Guidance Document and mapping (see <http://kootenaylakepartnership.com/>).
 - b. Identification of mitigation options and design alternatives to minimize and avoid potential negative impacts of the proposed development on ecology, cultural values and archaeology, including post-construction restoration.
 - c. A geotechnical analysis of slope stability for slopes of 30% or more.
 - d. Measures to maintain or improve the integrity and function of the riparian area.
 - e. A revegetation plan to improve natural control erosion, protect banks, and protect riparian and fish habitat may also be required.
7. Design of buildings should respect the Village of Kaslo Building Design Guidelines and the Colour Design Guidelines and be constructed of high-quality, stable materials, including finishes and preservatives, that will not degrade water quality.
8. Docks should be constructed so that they do not rest on the bottom of the foreshore at low water levels.

9. The village may require security from the applicant in excess of the estimated cost of post-construction mitigation or habitat restoration as surety the work is completed.

16.4.4. Exemptions

1. Within the existing boat club and public dock Crown lease area:
 - a. An Environmental Impact Assessment is not required for construction or alteration of a dock, or boathouse.
 - b. A Lakefront Protection DP is not required for moorage.
2. Maintenance of existing works and infrastructure.

16.4.5 Application and Review Procedure

1. An application for a Lakefront Protection DP shall include a plan of the development along with an Environmental Impact Assessment, and other information or professionally prepared reports requested by the village.
2. The village may obtain independent professional advice or peer review of the reports submitted with application at the expense of the applicant.
3. Issuance of a Lakefront Protection DP shall be decided by Council within a reasonable time after the village has received a complete application, which should include all required permits and approvals from other authorities having jurisdiction.

16.5 Stream Protection DPA

16.5.1 Context and Purpose

Within the Stream Protection DPA, no change of land use, subdivision, or site alteration is allowed without a Development Permit.

The Stream Protection DP Area 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 functioning of the riparian ecosystems.

The lands within the Stream Protection DPA are defined in Map C. This DPA includes properties that are within 30 metres of the natural boundary of Kaslo River, as shown on Map C.

The Kaslo River is a significant water resource traveling through the village and entering Kootenay Lake. The river is also a spawning river. The intent of this DPA is to prevent development and other activities in areas that will negatively affect the functioning of the riparian ecosystem.

16.5.2 Regulated Development

Within the Stream Protection DPA, no change of land use, subdivision, or site alteration is allowed without a Development Permit.

The Stream Protection DPA regulates the following activities:

- i. disturbance of soils;
- ii. construction, erection or alteration of buildings and structures;
- iii. creation of non-structural impervious or semi-pervious surfaces;
- iv. flood and erosion protection works;
- v. removal of vegetation other than removal of hazard trees;
- vi. preparation for or construction of roads, trails, docks, wharves and bridges;
- vii. provision and maintenance of sewer and water services;
- viii. development of drainage systems;
- ix. development of utility corridors; and
- x. blasting and pile driving.

16.5.3 Guidelines

1. A Stream Protection Development Permit may not be issued before other required approvals or permits are obtained from provincial or federal authorities having jurisdiction.
2. To protect aquatic and riparian habitat and to maintain flow capacity, maintain flood control structures, and reduce the risk of flooding.
3. No person shall do anything that would, directly or indirectly, foul, obstruct, redirect, or impede a watercourse, bank, dike, or waterfront.
4. An Environmental Impact Assessment, completed by a qualified professional, shall be required for all properties where the riparian area is affected by the development to evaluate the impacts of a proposed development on the natural environment. The Environmental Impact Assessment shall include the following information:
 - a. Information regarding potential impacts of the proposed development, mitigation options and design alternatives;
 - b. Evidence that the development will not result in harmful alterations, disruption or destruction of riparian areas;
 - c. Indicate that the slope stability will not be jeopardized if the area has a slope of 30% or more; and
 - d. Specify measures to restore and maintain the integrity of the riparian system, which may include native plantings and riparian habitat enhancements beyond the developed area.

LAND USE PLAN

5. Development of structures, other than flood protection structures and erosion mitigation measures, public recreation trails, or access necessary for maintenance, shall have a minimum setback from the natural boundary of the watercourse, as specified in the Floodplain Management Bylaw or as determined by a qualified environmental professional.
6. A drainage plan must be completed and include recommendations for implementation with the proposed development. The drainage plan must also minimize and mitigate the impact on the riparian area during construction, which may include temporary measures that will be removed after the proposed development is completed. The drainage plan must include recommendations that address the following factors:
 - a. Water quality;
 - b. Water quantity;
 - c. Erosion control;
 - d. Impact on fish habitat; and
 - e. Physical riparian functions.
7. The village may require security from the applicant exceeding the estimated cost of post-construction mitigation, riparian or habitat restoration as surety the work is completed.
8. Where the proposed development impacts a portion of the riparian area owned by the village, or mitigation measures are required on village land other than dikes, Council approval of the development permit may be deemed permission from the village for such work to take place at the risk and expense of the applicant.

16.5.4 Exemptions

A development permit is not required for council-approved maintenance or construction of flood

control dikes or riverbank erosion control measures by the village, where the village has completed an environmental impact assessment and obtained permits from provincial and federal authorities having jurisdiction for the work, or for work undertaken during a local state of emergency due to flooding.

16.5.4 Application and Review Procedure

1. An application for a Stream Protection DP shall include a plan of the development along with the required Environmental Impact Assessment, and other information or professionally prepared reports requested by the village.
2. The village may obtain independent professional advice or peer review of the reports submitted with application at the expense of the applicant.
3. Issuance of a Stream Protection DP shall be decided by Council within a reasonable time after the village has received a complete application, which should include all required permits and approvals from other authorities having jurisdiction.

16.6 Wildfire Protection DPA

16.6.1 Context and Purpose

The Wildfire Protection DPA is established for the purpose of protection from hazardous conditions, pursuant to 488(1)(b) and 492(2)(a), (c) and (d) of the Local Government Act, by encouraging development to be resilient to natural hazards and climate change.

The lands within the Wildfire Protection DPA are defined in Map C. This DPA includes properties that are within the realm of the wildland-urban interface, and developed areas with a significant forest canopy, where mitigation efforts to reduce the risk of wildfire can help prevent, reduce, or slow the spread of fire between structures and the forests surrounding Kaslo. The adoption of these development guidelines is a key step towards making Kaslo a more resilient, fire-adapted community.

16.6.2 Regulated Development

Within the Wildfire Protection DPA, no new construction of a dwelling, addition, or accessory structure for which a building permit is required is allowed without a Wildfire Protection Development Permit.

A permit issued under this section in relation may include:

1. requirements respecting the character of the development, including landscaping, and the siting, form, exterior design and finish of buildings and other structures, and;
2. establishing restrictions on the type and placement of trees and other vegetation in proximity to the development.

16.6.3 Guidelines

1. Applicants may be required to provide a FireSmart Assessment Report prepared by a

Wildfire Mitigation Specialist before or after construction.

2. New buildings or structures and associated accessory buildings and structures should be located as far away from any wildfire risk areas as is reasonably possible or feasible.
3. Fire resistive materials and construction practices should be required for all subject development in the Wildfire Protection DPA:
 - a. fire retardant roofing materials should be used, and asphalt or metal roofing given preference;
 - b. decks, porches and balconies should be sheathed with fire resistive materials;
 - c. all eaves, attics, roof vents and openings under floors should be screened to prevent the accumulation of combustible material, using 3mm, non combustible wire mesh, and vent assemblies should use fire shutters or baffles;
 - d. exterior walls should be sheathed with fire resistive materials;
 - e. fire-resistive decking materials, such as solid composite decking materials or fire-resistive treated wood, should be used;
 - f. all windows should be tempered or double-glazed to reduce heat and protect against wind and debris that can break windows and allow fire to enter the building or structure.
4. The following landscape and service conditions should be required in respect of subject development:
 - a. a defensible space of at least 10 metres, where practical, should be managed around buildings and structures with the goal of eliminating fuel and combustible debris, reducing risks from approaching





LAND USE PLAN

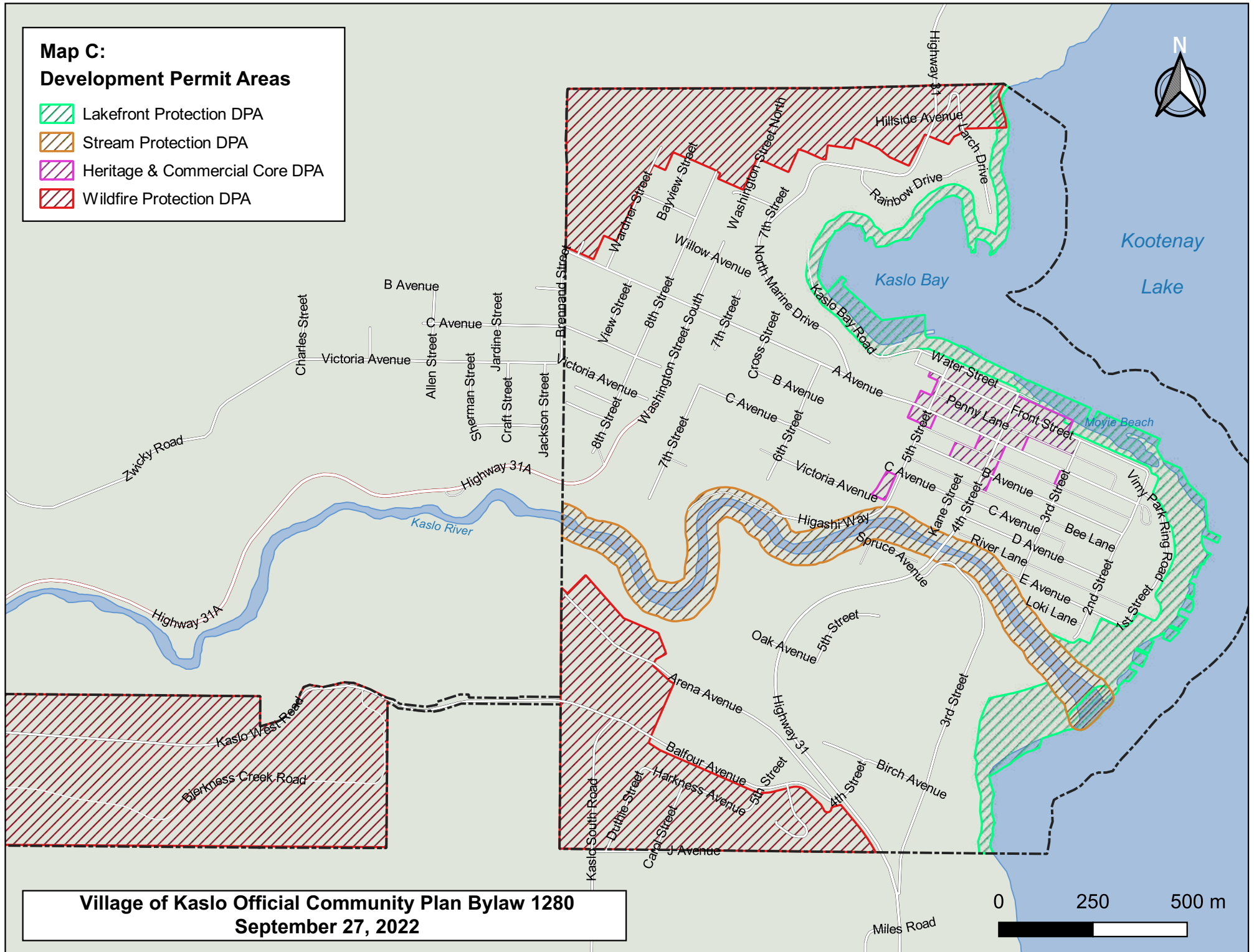
- wildfire and reducing the potential for building fires to spread to the forest;
 - b. the defensible space should be larger in areas of sloping ground where fire behaviour creates greater risk, and;
 - c. avoid the use of highly combustible landscaping materials, such as wood chips.
5. Applicants may be required to submit a tree assessment and retention/restoration plan completed by a qualified professional.
- d. request additional information, such as a FireSmart Assessment, a report prepared by a Wildfire Mitigation Specialist, Fire Chief or other professional;
 - e. refer the application to Council, or;
 - f. may deny the permit if the development is not compatible with the objectives of the Wildfire Protection DPA requirements.
3. A denial, or conditions of approval, may be appealed to Council by the applicant.

16.6.4 Application and Review Procedure

1. An application for a Wildfire Protection DP shall include:
 - a. a sketch or site plan of the parcel showing the location of existing and proposed structures, vegetation and landscaping within 30 metres of the structures, nearest fire hydrant, driveways, roads and general topography, and;
 - b. an exterior sketch or elevation plan the building or structure that indicates the fire resistive materials and features to be used in the construction.
2. After receipt of a complete application, village staff shall review the application and, within 20 business days, may:
 - a. approve the application if it meets the Wildfire Protection DPA requirements;
 - b. approve the application with conditions relating to character of the development, including landscaping, and the siting, form, exterior design and finish of buildings and other structures;
 - c. establish restrictions on the type and placement of trees and other vegetation in proximity to the development;

Map C: Development Permit Areas

-  Lakefront Protection DPA
-  Stream Protection DPA
-  Heritage & Commercial Core DPA
-  Wildfire Protection DPA



Village of Kaslo Official Community Plan Bylaw 1280
September 27, 2022

0 250 500 m



REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: January 6, 2023

SUBJECT: Remuneration and Expense Amendment Bylaw 1284

PURPOSE: *To consider three readings of a bylaw to update regulations for the reimbursement of expenses for Council and staff.*

OPTIONS:

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

1. **Give three readings to the bylaw. Adoption will be considered at the 2023.01.24 meeting.**
2. Give first and second reading to the bylaw. *Third reading will be considered at the 2023.01.10 meeting.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT Remuneration and Expense Amendment Bylaw 1284, 2023 be read a first, second and third time.

ANALYSIS:

- A. **Background:** Remuneration and Expense Bylaw 1199 was adopted in 2017, and was amended in 2017 and 2018 (to adjust stipend amounts and reflect taxation rule changes). The following resolution was adopted at the 2022.12.13 Council Meeting:

THAT the Council Remuneration Bylaw be revised so that insurance, extended health, and dental benefits for Council may be provided at the municipality's cost.

- B. **Discussion:** The proposed bylaw includes changes as follows:

Section 3.2 – Council Remuneration

Language has been adjusted to clarify that Council members that are absent from the community but continue to participate in meetings electronically, as per the Procedure Bylaw, will not have their remuneration reduced.

Section 4 – Benefits Coverage

The words "at the member's expense" have been removed, and "will be made available" has been replaced with "may be made available". This change enables (but does not require) the Village to share the cost of providing benefits packages to Council.

Section 5.6 – Electronic Devices

In section 5.6 (a) the term of office for Councillors has been updated to reflect a 4 year term (formerly a 3 year term).

Section 7 – Expense Reimbursement Form

This section has been removed, along with Appendix A so that the form can be modified by staff (to reflect updated reimbursement rates) without requiring a bylaw amendment.

C. **Attachments:**

- DRAFT Remuneration and Expense Amendment Bylaw 1284, 2023
- Remuneration and Expense Bylaw 1199, as amended (current consolidation)

D. **Financial Implications:** Amending the bylaw does not trigger any costs. The estimated cost of providing a benefits package to Council is approximately \$12,000. Proceeding with this expenditure would require a further resolution from Council as it is above the threshold established in the purchasing policy.

E. **Corporate Priority:** Nil

F. **Communication Strategy:** Nil

CAO Approval: [Date approved by CAO]

VILLAGE OF KASLO

BYLAW NO. 1284

A BYLAW TO AMEND REMUNERATION AND EXPENSE BYLAW 1199, 2017

NOW, THEREFORE, Council of the Village of Kaslo, in open meeting assembled, ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as "Remuneration and Expense Amendment Bylaw No. 1284, 2023".

2. Substantive Provisions

2.1 Remuneration and Expense Bylaw 1199, 2017 is amended by deleting Section 4 and inserting the following in its place:

3.2 In the event of any member of Council being physically absent from the municipality, or otherwise unable to discharge the duties of office, for any 16 days or more in any one month, the remuneration that would otherwise be due to that member shall not be paid to that member for that month in which the member is absent unless the member was able to participate by electronic means pursuant to the Procedure Bylaw.

2.1 Remuneration and Expense Bylaw 1199, 2017 is amended by deleting Section 4 and inserting the following in its place:

4. Standard elected official health, dental and insurance group benefit plans may be made available for member(s) provided that there are sufficient participating members for group plan enrolment.

2.2 Remuneration and Expense Bylaw 1199, 2017 is amended by deleting Section 5 (6) (a) and inserting the following in its place:

5(6) (a) In the first year only of a four-year term of elected office, or upon by-election in the first year of any service as a Council member, Council members will be reimbursed for the purchase of an electronic device suitable to conduct the business of Council meetings to a maximum of Five hundred dollars (\$500.00) upon provision of receipt. The electronic device becomes the property of the Council member upon acquisition, and the member is responsible for all costs of maintaining the device in working order.

2.3 Remuneration and Expense Bylaw 1199, 2017 is amended by deleting Section 7.

2.3 Remuneration and Expense Bylaw 1199, 2017 is amended by deleting Schedule 'A'.

3. Effective Date

This bylaw shall take effect January 1, 2023.

READ A FIRST TIME this ____ day of _____, 2023.

READ A SECOND TIME this ____ day of _____, 2023.

READ A THIRD TIME this ____ day of _____, 2023.

RECONSIDERED AND ADOPTED this ____ day of _____, 2023.

MAYOR

CORPORATE OFFICER

Certified to be a true copy of "Remuneration and Expense Amendment Bylaw No. 1284, 2023"

CORPORATE OFFICER

VILLAGE OF KASLO

BYLAW NO. 1199, 2017 As Amended. Consolidated to 2023.01.05

VILLAGE OF KASLO REMUNERATION BYLAW NO 1199

WHEREAS Council may provide for the payment of remuneration and benefits to Council members for discharge of the duties of office;

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

1. This Bylaw may be cited as “Remuneration and Expense Bylaw No. 1199, 2017” as amended.
2. In this Bylaw ***Municipality*** means the Village of Kaslo
3.
 - 3.1. There shall be paid in monthly installments out of annual revenue, an annual remuneration to Council members as follows:
 - a. to the Mayor, the amount of \$12,613.78 (January 1, 2019);
 - b. to the Councillors, the amount of \$6,627.69 (January 1, 2019)
 - c. to the Acting Mayor, when called upon to chair a Regular or Special in camera Council meeting in the absence of the Mayor, 10% of the monthly Mayor’s stipend as set out in subsection (a) in addition to the monthly remuneration paid to all Councillors as set out in subsection (b); and
 - d. to the Chairperson of a Standing Committee, for discharge of the duties of office in each month where a Standing Committee meeting is held, 10% of the monthly Councillor’s stipend as set out in subsection (b) in addition to the remuneration paid to all Councillors.
 - e. the amounts set forth in subsections (a) and (b) shall receive an annual adjustment based on the British Columbia Consumer Price Index (CPI) for the twelve month period January to December of the previous year. If the CPI is a negative amount, indemnity will not be reduced and will remain at the previous year’s level.
 - 3.2. In the event of any member of Council being physically absent from the municipality, or otherwise unable to discharge the duties of office unless by electronic means, for any 16 days or more in any one month, the remuneration that would otherwise be due to that member shall not be paid to that member for that month in which the member is absent.
4. Standard elected official health, dental and insurance group benefit plans will be made available for member(s) at their own expense provided that there are sufficient participating members for group plan enrolment.

5. Council members, while representing the Municipality, engaged in municipal business or attending a meeting, course or convention away from the Municipality, will be paid by the Municipality, at cost, including applicable taxes unless otherwise specified for:

5.1. Private car transportation

- a. Mileage shall be reimbursed at rates published twice yearly by the National Joint Council of the Public Service of Canada (Federal Treasury Board).
- b. Reimbursement for parking essential to the business may be claimed, receipts are required, and parking machine tickets marked with the total paid and signed by the member are required.
- c. Members are responsible for ensuring the proper vehicle use is insured on the individual's own motor vehicle, and the Municipality accepts no responsibility for motor vehicle insurance.
- d. Should Council members elect to travel together in a private motor vehicle, only one mileage allowance shall be payable per vehicle.
- e. Whenever there is a choice of mode of transportation and the Council member elects to travel by use of a private motor vehicle, an allowance equal to the lesser of mileage or the most economical airfare available and connections, shall be paid.

5.2. Public Transportation

- a. Plane reservations required will be made through the Village of Kaslo office. Air travel is the accepted method of transportation except where the use of a private motor vehicle is more economical or seasonal risk of flight cancellation or diversion is considered elevated by the Chief Administrative Officer.
- b. Reimbursement of actual expenses for the member only incurred through the use of buses, ferries, taxis and tolls. Receipts are required.
- c. Car rentals, corporate rates where available. Receipts are required.

5.3. Accommodation

- a. Reservations are made, wherever possible, through the office.
- b. Accommodation expenses may be reimbursed based on single occupancy rates. Receipts are required for commercial accommodation.
- c. A member of Council who uses private accommodation may be reimbursed at the rate of \$25 per day.

5.4. DELETED

5.5. **Meal and Incidental Allowance**

- a. Reimbursement will be provided at the rates published by the National Joint Council of the Public Service of Canada (Federal Treasury Board) for each 24 hour period he/she attends meetings on behalf of the municipality. The allowance is intended to compensate for all meal and incidental expenses incurred while representing the municipality and are calculated as follows:

	DEPART PRIOR TO	RETURN AFTER	
BREAKFAST	7:00am		NTB RATE
LUNCH	12:00 noon	12:30pm	NTB RATE
DINNER	6:00pm	6:00pm	NTB RATE

- b. Advance allowance requests must be formally approved by the Chief Administrative Officer at least one week in advance of authorized travel or meeting attendance.
- c. Receipts are not required for approved meal and incidental allowance reimbursement.
- d. Where a meal is provided without charge or is paid from municipal funds, no claim can be made for that meal.

5.6. **Electronic devices for paperless Council meetings, available to Council members only**

- a. In the first year only of a three year term of elected office, or upon by-election in the first year of any service as a Council member, Council members will be reimbursed for the purchase of an electronic device suitable to conduct the business of Council meetings to a maximum of Five hundred dollars (\$500.00) upon provision of receipt. The electronic device becomes the property of the Council member upon acquisition, and the member is responsible for all costs of maintaining the device in working order.
- b. In the event of resignation by a Council member prior to expiration of the full term of office, the pro-rated value remaining of the electronic device is payable to the Municipality.

5.7. **Per Diem, available to Council members only**

- a. A per diem allowance, when on authorized Council business outside of the Municipality, of \$75 is allowable when absence from the Municipality exceeds Eight (8) hours.
6. Following attendance by Council members at meetings and/or conferences, a written or oral report shall be submitted to Council in a timely fashion. A written report of highlights in point form is acceptable.

7. In addition to the above, the template form for Council meeting and expenses is contained in Schedule 'A' attached hereto.
8. Section 5 shall stand as the meeting and expense policies that govern the same for municipal employees, where applicable, in the execution of municipal business.
9. This Bylaw shall come into full force and effect retroactively on 1st January 2017.
10. Bylaws 1138 and 1169, Council Member Remuneration and Expense Bylaws, are hereby repealed.

READ A FIRST TIME this 14th day of February, 2017.

READ A SECOND TIME this 14th day of February, 2017.

READ A THIRD TIME this 14th day of February, 2017.

RECONSIDERED AND ADOPTED this 28th day of February, 2017.

LAST AMENDED March 26, 2019.



REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: January 6, 2023

SUBJECT: Local Government Leadership Academy Training

PURPOSE: *To authorize attendance at the 2023 LGLA sessions for Council members, with expenses paid.*

OPTIONS:

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

1. **Authorize attendance. Council members will be registered.**
2. Do not authorize attendance. *No Council members will receive training.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT Councillors _____ be authorized to attend the Local Government Leadership Academy 2023 Elected Officials Seminar, from March 8-10, 2023 in Kimberley, with expenses paid.

ANALYSIS:

- A. **Background:** Following each general local election, the Local Government Leadership Academy (LGLA) hosts 3 day Elected Officials Seminars around the province. The session for AKBLG is being held in Kimberley from noon on Wednesday, March 8 through noon on Friday, March 10. A Council resolution is required to authorize expense reimbursement.
- B. **Discussion:** Attendance is strongly encouraged. Sessions are available on alternate dates in other parts of the province (Richmond – Feb. 8-10; Nanaimo – Feb. 15-16; Kelowna – March 1-3; Prince George – March 15-17). The deadline for registration is March 3rd but accommodation selection is best if arranged early.
- C. **Attachments:**
 - LGLA 2023 EOS event program
- D. **Financial Implications:** Registration costs are \$450 per person and are fully refundable through February 21st. Council members are eligible for reimbursement of transportation, accommodation and meal costs and can receive a Per Diem allowance of \$75/day, as per Remuneration & Expense Bylaw 1199 (as amended).
- E. **Corporate Priority:** Nil
- F. **Communication Strategy:** Nil

CAO Approval: [Date approved by CAO]



LOCAL GOVERNMENT LEADERSHIP ACADEMY

Proudly Presents:

Traditions and Tides

...Leadership in an Uncharted Frontier

Elected Officials Seminar Series (EOS) 2023

LMLGA - Richmond, February 8/9/10 * AVICC - Nanaimo, February 15/16/17

SILGA - Kelowna, March 1/2/3 * AKBLG - Kimberley, March 8/9/10 * NCLGA - Prince George, March 15/16/17

The Local Government Leadership Academy invites all newly elected and returning elected officials and senior staff to the Elected Officials Seminar Series. The EOS - held every four years in each of UBCM's 5 Area Associations - is a unique opportunity to connect, to learn...to empower.

Each session will begin at noon on Wednesday and wind up at noon on Friday

Cost: \$450 + GST per delegate

Register through CivicInfo by visiting the LGLA Event Page for your choice of venue

EOS 2023 - Standard Program-At-A-Glance

Day One: Wednesday

12:00-1:00 pm	Registration -Program begins at each venue with registration. Delegates can also pick up any handouts at this point and place their names into a bucket for the grand prize draw at the end of their session.
1:00-1:15 pm	Welcome – Session chair, LGLA President Laurey-Anne Roodenburg will be welcoming the delegates. She will be joined by a representative of the local First Nation, the host city's Mayor and the President of the Association.
1:15-1:45 pm	Intro – The Election is Over...What Next UBCM Executive Director, Gary MacIsaac The workload is immense: returning delegates know from experience, and newly elected officials have come to discover, that the elections were just the tip of the iceberg. The Focus of this session is on moving beyond the campaign and into governance.
1:45-2:45 pm	Keynote LMLGA/SILGA/AKBLG/NCLGA Ian McCormack: "Who Is Driving the Grader" AVICC: Andrea Reimer
2:45-3:15 pm	Refreshment Break
3:15-4:15 pm	The Fine Art of Disagreeing – Working Group on Responsible Conduct Introduction of Codes of Conduct, responsible conduct principles, and examples to illustrate disagreeing in practice with finesse and decorum.
4:15-5:15 pm	Roles & Responsibilities The functioning Council/Board – CAO model, role clarity and decision making Dr Gordon MacIntosh – Richmond, Nanaimo Frank Leonard – Kelowna, Kimberley, Prince George
5:15-6:30 pm	Networking Reception
~End of Day One~	

Day Two-Thursday

7:30-8:30 am	Breakfast Buffet
8:00-8:30	BC Assessment Presents: Property Assessment and Real Estate Trends in BC
8:30-9:30 am A	Newly Elected Stream: Local Government Financial Management 101 – Fundamentals of local government revenues and expenses, setting the financial plan, and financial controls and transparency.
8:30-9:30 pm B	Returning Elected Stream: MFABC - Municipal Finance Authority of BC Presentation An overview of MFA's role in the local government system, followed by a presentation on how Environmental, Social, and Governance issues are being integrated into MFA's processes and how this will impact Local Governments. The session gives a good general overview of ESG issues that face both Local Governments and MFA.
9:30-10:15am A	Newly Elected Stream: Meeting Procedures 101 – LGMA – Local Government Management Association - Process, roles and rules of order to share perspectives, move discussion along, conclude debate, and make decisions together.
9:30-10:15am B	Returning Elected Stream: AMBC – Asset Management BC Strategies for long term sustainable service delivery in your community.
10:15-10:45 am	Refreshment Break
10:45am-12:00 A	Newly Elected Stream: Local Government Law 101 Lidstone and Company Law Corporation Young Anderson Barristers and Solicitors Stewart, McDannold Stuart Overview of the legislative framework for local governments, authorities and obligations.
10:45am-12:00 B	Returning Elected Stream: Setting Priorities: Dynamic Decision Making Tracey Lorenson – Paragon Strategic
12:00-1:00 pm	Lunch Buffet
1:00-1:15 pm	UBCM President's Welcome – Councillor Jen Ford
1:15-2:15 pm A	Newly Elected Stream: Municipalities and Regional Districts (RD) – MUNI Overview of RD structure, roles, relationships, and opportunities.
1:15-2:15 pm B	Returning Elected Stream: Emergency Response: Roles and Responsibilities in Practice: Real life stories of response; Roles of elected officials; Update on EPA modernization
2:30-2:45 pm	Refreshment Break
2:45-4:00 pm	"More than Halfway, More than Half of the Time" - The long-term strategy of building meaningful, functioning relationships for local governments and Indigenous Nations working together. Director John Jack and Dianna Porter, MUNI, with various First Nations panelists – for local, relevant content.
4:00-5:15 pm	Local Government Planning – Beyond the Basics – PIBC and Planners This session will touch on the basic concepts such as OCP's, Local Area Plans and Public Hearings, and also take a look at the challenges of Community Consultations, and interpreting their results.
5:15-5:45 pm	Local Governments in the Decade of Climate Action - Maya Chorobik, Director of Climate Leadership, Community Energy Association -Local government roles in climate action, levers and influences -Connecting climate action to other community priorities such as the health and well-being of residents, economic development, improved air quality, biodiversity
5:45-6:45 pm	Local Government Mentoring Panel – Gary MacIsaac, UBCM Executive Director is joined by a panel of experienced local leaders-TBA by location
6:45-7:45 pm	Second Day Reception
~End of Day Two~	

Day Three - Friday

7:00-8:30 am	Breakfast Buffet
8:00-8:15 am	Area Association Welcome and Intro Representative from LMLGA, AVICC, SILGA, AKBLGA, NCLGA – by location
8:15-8:45 am	CivicInfo Presents: Post-Election Assessment - Results, Turnout and Trends Todd Pugh – Executive Director CivicInfo
8:45 am-9:30 am	Tourism – Destination BC Presentation Transportation – BC Transit Presentation
9:30am-10:45 am	Communications: Beyond Dodging the Bullet – Jan Enns The basic principles of local government communications. Strategies & timing to coordinate your personal message, while representing your team.
10:45-11:15 am	MIABC Presents: Loose Lips Sinks Townships: Risk Management Tips for Reducing Liability Arising from Communications Staff from the MIABC will outline the top three ways in which MIABC members can get themselves into hot water for their communications, illustrate the consequences by sharing stories of real claims, and provide practical risk management tips to reduce your liability exposure.
11:15-11:30 am	Minister of Municipal Affairs
11:30-12:00 pm	Closing comments, grand prize draw and adjournment ~End of Conference~



LOCAL GOVERNMENT LEADERSHIP ACADEMY



REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: January 6, 2023

SUBJECT: 2023 AKBLG Convention

PURPOSE: *To authorize attendance at the 2023 LGLA sessions for Council members, with expenses paid.*

OPTIONS:

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

1. **Authorize attendance. Registrations will proceed.**
2. Do not authorize attendance. *No registrations will occur.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT CAO Dunlop, Mayor Hewat and Councillors _____ be authorized to attend the Association of Kootenay Boundary Local Governments Convention in Cranbrook from April 21-23, with expenses paid.

ANALYSIS:

- A. **Background:** The annual AKBLG (Association of Kootenay Boundary Local Governments) convention is being held in Cranbrook from Friday, April 21 through Sunday, April 23. A Council resolution is required to authorize expense reimbursement.
- B. **Discussion:** Attendance is encouraged. The annual AKBLG Convention is an important event on the local government calendar. Rotating between different host communities provides an opportunity for elected officials to engage in learning opportunities, network with their peers, and collaborate to raise regional concerns to the provincial level at the UBCM Convention.
- C. **Attachments:** Registration information is not yet available.
- D. **Financial Implications:** Registration information is not yet available. Council members are eligible for reimbursement of transportation, accommodation and meal costs and can receive a Per Diem allowance of \$75/day, as per Remuneration & Expense Bylaw 1199 (as amended).
- E. **Corporate Priority:** Nil
- F. **Communication Strategy:** Nil

CAO Approval: [Date approved by CAO]



REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: January 6, 2023

SUBJECT: Council Liaison Policy and Select Committee Terms of Reference

PURPOSE: *To consider adoption of a policy defining the role of a Council Liaison, and Terms of Reference for the Board of Variance and several Select Committees of Council.*

OPTIONS:

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

1. **Establish the committees and adopt Terms of Reference as presented. *Staff will advertise for individuals interested in filling any vacancies. Once appointments have been made, meetings will be arranged.***
2. Explore the matter at a future Committee of the Whole meeting. *A meeting will be scheduled.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT the Council Liaison Policy be adopted as presented.

THAT an Art and Heritage Committee be established, and the Terms of Reference adopted as presented.

THAT an Asset Management Committee be established, and the Terms of Reference adopted as presented.

THAT a Health Advisory Committee be established, and the Terms of Reference adopted as presented.

THAT the Terms of Reference for the Liquid Waste Management Committee be adopted as presented.

THAT the Terms of Reference for the Recreation Grant Committee be adopted as presented.

ANALYSIS:

- A. **Background:** The *Community Charter* (s.142) authorizes Council to establish a select committee "to consider or inquire into any matter and to report its findings and opinion to the council." The establishment of a select committee, adoption of terms of reference and the appointment of committee members are all done by Council resolution.
- In addition to the use of select committees to assist Council in carrying out their duties, Council has, historically, appointed liaisons to several community organizations. Appointments of this nature are common but are not recognized in the *Community Charter*.

B. **Discussion:**

Council Liaisons

The proposed Council Liaison Policy outlines what is expected of individuals fulfilling the role, including limitations on authority, and clarifies the appointment process. It can be shared with community organizations to assist them in understanding the relationship parameters.

Select Committees

The use of select committees can be an effective way of increasing citizen involvement in municipal government. Committee members assist Council by providing additional perspective on issues facing the Village, and improved representation can lead to greater inclusivity. Committees are not empowered to act on behalf of the municipality, they are limited to making recommendations to Council. Committees do require resources (time, personnel, wages) in order to function, so they should be used only as long as they benefit Council. To ensure their effectiveness, clear Terms of Reference (outlining the mandate, composition, reporting requirements, available resources, and applicable procedures) are helpful.

Art & Heritage Committee: A new committee that absorbs the functions of the Public Art Committee and the Heritage Design Review Committee.

Asset Management Committee: A new committee that absorbs the functions of the Aerodrome Advisory Committee and the Utilities Coordination Committee.

Health Advisory Committee: A new committee that absorbs the functions of the Health Select Committee.

Liquid Waste Monitoring Committee: An existing committee, required by the province.

Recreation Grant Committee: An existing committee.

C. Attachments:

- DRAFT Council Liaison Policy
- DRAFT Art & Heritage Committee Terms of Reference
- DRAFT Asset Management Committee Terms of Reference
- DRAFT Health Advisory Committee Terms of Reference
- DRAFT Liquid Waste Monitoring Committee Terms of Reference
- DRAFT Recreation Grant Committee Terms of Reference

- D. Financial Implications:** At a minimum, select committee meetings require approximately 3 hours of staff time in addition to meeting time to complete the necessary administrative processes (scheduling, notice, agenda preparation & distribution, minute preparation & filing). The assembly of information or reports for the committee's consideration and the completion of tasks arising from the meeting are not included in this figure.

- E. Corporate Priority:** Nil

- F. Communication Strategy:** Terms of Reference that are adopted will be available on the Village's website. A call for interested individuals willing to serve on committees with vacancies will be advertised on the Village's website and on Facebook.

CAO Approval: [Date approved by CAO]



POLICY TITLE: Council Liaison Positions

EFFECTIVE DATE: upon adoption

RESOLUTION #:

POLICY STATMENT: A Council member may be appointed by the Mayor as a non-voting liaison to a board or committee of a Community Group where the role is deemed to be strategic in achieving the Village's goals.

POLICY SCOPE: This policy applies to all Council Liaison appointments to external organizations.

POLICY PURPOSE: The purpose of this policy is to

- a. Define the process by which Council Liaison appointments are identified and assigned;
- b. Define the roles and responsibilities of the Council Liaison;
- c. Differentiate between Council Liaison roles and other appointments made by Council to various Boards and Agencies; and
- d. Provide Community Groups with clarity as to the role and expectations of a Council Liaison.

DEFINITIONS:

Community Group means an agency, board, committee or other Community organization that requests a Council Liaison appointment.

Council means the duly elected Council of the Village of Kaslo

Council Liaison means a member of the Village of Kaslo Council appointed by the Mayor as a non-voting member to a Community Group to attend meetings and provide updates to Council on strategic priorities and community initiatives. The Council Liaison serves as a communication channel between Council and the Community Group, conveying information and providing clarification as required.

Alternate means a Council member appointed by the Mayor to represent the Council Liaison at a Community Group event or meeting when the Council Liaison is unable to attend.

PROCEDURE:

- 1.0 Council Liaison appointments are determined by the Mayor. These appointments are considered at the request of a Community Group, staff member and/or Council member.
- 2.0 The Mayor will take into consideration the following parameters when making decisions regarding new liaison appointments:
 1. Alignment of the Village's overall mandate with the Community Group's mandate and/or goals (i.e. identification of mutual interest);
 2. Impact of liaison appointment on the Village's ability to deliver on corporate strategic priorities;
 3. Availability/capacity of Council to accommodate additional liaison appointments; and
 4. The need for more frequent and robust communication between Council and the Community Group than can be accomplished through annual delegations to a regular meeting of Council.

3.0 Council Liaisons have the following responsibilities:

1. Facilitate communication between the Community Group and Council on matters of mutual interest;
2. Provide updates to Council regarding recent events and community initiatives at regular Council meetings;
3. Attend meetings of the Community Group as time and scheduling permits, and where agenda topics are of mutual interest;
4. Engage in conversation at the Community Group meetings, providing information and context from a Village perspective;
5. Notify the Alternate when they are unable to attend a Community Group meeting so that the Alternate may attend in their place.

4.0 Council Liaisons will not make commitments on behalf of the Village outside of current policy or previously approved levels of service. Council Liaisons may take requests to municipal staff for follow up.

5.0 Council Liaisons are non-voting members of Community Groups and, as such, play an advisory role only. Council Liaisons are not expected to participate in discussion and debate on matters being considered by the Community Group but rather to provide information as required from a Village perspective.

6.0 Community Groups that have a Council Liaison appointment must meet the following expectations:

1. The Community Group must be appropriately constituted and in good standing with their respective governing body and will function in accordance with good governance guidelines including, but not limited to:
 - i. Providing agendas in advance of meetings;
 - ii. Maintaining minutes of meetings;
 - iii. Managing meetings in accordance with appropriate rules of order;
 - iv. Holding regular elections as relevant;
 - v. Maintaining proper financial records as relevant.
2. The Community Group will provide the appointed Council Liaison with any relevant terms of reference or other guiding documents to help the Council Liaison understand the purpose and mandate of the group.
3. The Community Group will provide the appointed Council Liaison with at least one month's notice of each meeting, and will provide a copy of the meeting agenda in advance of the meeting.
4. The Community Group will provide the appointed Council Liaison with advance notice if there is an expectation that the Council Liaison address a particular topic of interest at an upcoming meeting, to allow adequate time to investigate and research the required information.



ART & HERITAGE COMMITTEE

EFFECTIVE DATE:

RESOLUTION #:

PURPOSE: The committee is a Select Committee, established by Council resolution to consider or inquire into any matter and to report its findings and opinion to the council. (CC s.141)

Mandate

The Art & Heritage Committee is a Select Committee of Council which is responsible for making recommendations to Council regarding public art selections and the application of Heritage Design Guidelines for buildings in the downtown area.

The committee will make recommendations to Council regarding Heritage and Commercial Core DPA applications where the proposed development does not align with existing Heritage Design Guidelines.

Reporting

The committee will report annually to Council regarding public art selections.

The committee will report to Council following consideration of a DPA application.

Schedule

The committee will meet annually to consider public art issues.

The committee will meet within 15 business days of a Heritage and Commercial Core DPA application being referred by Council.

MEMBERSHIP: All appointments to voting positions must be made by resolution of Council.

Term

Appointments shall be for a 4 year term. Appointments may be rescinded at any time by Council and vacancies may be filled by Council resolution.

Composition

The voting members of the Committee shall be:

- The Mayor of Kaslo or their designate
- 1 additional member of Council
- up to 5 members of the public

Staff may attend meetings at the discretion of the CAO, to provide procedural or subject matter advice, but will not have voting rights.

Quorum

Quorum shall be 4 voting members (one must be a member of Council) of the Committee.

RESOURCING:

The Corporate Officer or their designate will ensure that meeting notices are posted, agenda packages are distributed, minutes are recorded, and meeting materials are available for public inspection.

PROCEDURE:

Council may refer specific matters to the Committee at any time.

The provisions in the Council Procedures Bylaw regarding Committees will apply.

DRAFT



ASSET MANAGEMENT COMMITTEE

EFFECTIVE DATE:

RESOLUTION #:

PURPOSE: The committee is a Select Committee, established by Council resolution to consider or inquire into any matter and to report its findings and opinion to the council. (CC s.141)

Mandate

The committee provides leadership and engagement activities to ensure public assets are managed in a proactive and sustainable manner for current and future generations. The committee will make recommendations to Council regarding municipal infrastructure, including the water and sewer utilities, buildings, Aerodrome and other physical and natural assets. The Asset Management Committee will also function as a Utilities Coordination Committee, advising Council on broadband connectivity matters, including fibre optic infrastructure installation along Village rights-of-way.

Reporting

The committee will report to Council at least annually.

Schedule

Meetings shall be held at the call of the Chair.

MEMBERSHIP: All appointments to voting positions must be made by resolution of Council.

Term

Appointments shall be for a 4 year term. Appointments may be rescinded at any time by Council and vacancies may be filled by Council resolution.

Composition

The voting members of the Committee shall be:

- The Mayor of Kaslo
- 1 additional member of Council
- up to 5 members of the public

Staff may attend meetings at the discretion of the CAO, to provide procedural or subject matter advice, but will not have voting rights.

Quorum

Quorum shall be 4 voting members (one must be a member of Council) of the Committee.

RESOURCING:

The Corporate Officer or their designate will ensure that meeting notices are posted, agenda packages are distributed, minutes are recorded, and meeting materials are available for public inspection.

PROCEDURE:

Council may refer specific matters to the Committee at any time.

The provisions in the Council Procedures Bylaw regarding Committees will apply.

DRAFT



HEALTH ADVISORY COMMITTEE

EFFECTIVE DATE:

RESOLUTION #:

PURPOSE: The committee is a Select Committee, established by Council resolution to consider or inquire into any matter and to report its findings and opinion to the council. (CC s.141)

Mandate

The committee is responsible for investigating and making recommendations to Council regarding options for improving health care services and access for residents of Kaslo and the surrounding area.

Reporting

The committee will report to Council at least annually.

Schedule

Meetings shall be held at the call of the Chair.

MEMBERSHIP: All appointments to voting positions must be made by resolution of Council.

Term

Appointments shall be for a 4 year term. Appointments may be rescinded at any time by Council and vacancies may be filled by Council resolution.

Composition

The voting members of the Committee shall be:

- The Mayor of Kaslo
- One member of Council
- Up to 5 members of the community
- The RDCK Area D Director

Staff may attend meetings at the discretion of the CAO, to provide procedural or subject matter advice, but will not have voting rights.

Quorum

Quorum shall be 4 voting members (one must be a member of Council) of the Committee.

RESOURCING:

The Corporate Officer or their designate will ensure that meeting notices are posted, agenda packages are distributed, minutes are recorded, and meeting materials are available for public inspection.

PROCEDURE:

Council may refer specific matters to the Committee at any time.

The provisions in the Council Procedures Bylaw regarding Committees will apply.

DRAFT



LIQUID WASTE MONITORING COMMITTEE

EFFECTIVE DATE:

RESOLUTION #:

PURPOSE: The Liquid Waste Monitoring Committee (LWMC) is required by the Village of Kaslo's Liquid Waste Management Plan (LWMP).

Mandate

The role of the LWMC is to ensure that the commitments of the LWMP are carried out in accordance with the Implementation Schedule (Section 7.1 of the LWMP), which include:

- Advancing long term community goals
- Project cost recover
- Monitoring & sampling of the receiving environment
- Monitoring & documentation of private septic system performance
- Incremental expansion of the system and service areas
 - Assisting with public initiatives and public education

Reporting

The committee will report to Council at least annually.

Schedule

The committee will meet at least annually each November or at the call of the Chair

MEMBERSHIP: All appointments to voting positions must be made by resolution of Council.

Term

Appointments shall be for a 4 year term. Appointments may be rescinded at any time by Council and vacancies may be filled by Council resolution.

Composition

The voting members of the Committee shall be:

- The Mayor of Kaslo or their designate
- 1 additional member of Council
- 5 members of the public, 2 of whom must own property within the sewer service area

Staff may attend meetings at the discretion of the CAO, to provide procedural or subject matter advice, but will not have voting rights.

Quorum

Quorum shall be 4 voting members of the Committee.

RESOURCING:

The Corporate Officer or their designate will ensure that meeting notices are posted, agenda packages are distributed, minutes are recorded, and meeting materials are available for public inspection.

With the approval of the CAO, municipal staff will prepare reports and analysis as requested by the committee.

PROCEDURE:

The Mayor shall act as Chair of the committee. If the Mayor is not present, staff will call for a chair to be selected by the members present at the meeting.

The following non-voting members may have privilege of the floor on any matter before the committee:

- The CAO and Foreman or their designates
- A representative of IHA
- A representative of the RDCK
 - A representative of the Ministry of Environment



RECREATION GRANTS COMMITTEE

EFFECTIVE DATE:

RESOLUTION #:

PURPOSE: The committee is a Select Committee, established by Council resolution to consider or inquire into any matter and to report its findings and opinion to the council. (CC s.141)

Mandate

The Recreation Grants Committee will review and evaluate applications from eligible community organizations seeking Spring Recreation Grants and Fall Recreation Grants. The committee will make recommendations to Council regarding the allocation of the funds budgeted by Council for Recreation Grants.

Reporting

The committee will report to Council twice per year, following consideration of the spring and fall grant applications.

Schedule

The committee will meet in the Spring, within 10 business days of the close of applications for Spring Recreation Grant funding.

The committee will meet in the fall, within 10 business days of the close of applications for Spring Recreation Grant funding.

MEMBERSHIP: All appointments to voting positions must be made by resolution of Council.

Term

Appointments shall be for a 4 year term. Appointments may be rescinded at any time by Council and vacancies may be filled by Council resolution.

Composition

The voting members of the Committee shall be:

- The Mayor of Kaslo or designate
- 3 additional members of the public
- Preference is given to applicants unaffiliated with groups that regularly apply for Recreation Grant funding.

Staff may attend meetings at the discretion of the CAO, to provide procedural or subject matter advice, but will not have voting rights.

Quorum

Quorum shall be 3 voting members of the Committee.

RESOURCING:

The Corporate Officer or their designate will ensure that meeting notices are posted, agenda packages are distributed, minutes are recorded, and meeting materials are available for public inspection.

PROCEDURE:

Council may refer specific matters to the Committee at any time.

The provisions in the Council Procedures Bylaw regarding Committees will apply.

DRAFT