



SPECIAL COUNCIL MEETING AGENDA

DATE: 2024.06.04

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

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 _____ p.m.

2. Adoption of the Agenda

2.1 Addition of any late items

2.2 Adoption of the agenda

RECOMMENDATION:

THAT the Agenda for the 2024.06.04 Special Council Meeting be adopted as presented.

3. Question Period

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

4. Business

4.1 **Pride Flag**

To seek Council direction regarding a request from Kaslo Community Services/Kaslo Youth Action Network to fly the Pride flag during the month of June.

RECOMMENDATION:

THAT Council authorize flying the Pride flag at the Kemball Memorial Centre for the month of June 2024.

RECOMMENDATION:

THAT Council dissolve into Committee of the Whole to discuss preparation of the 2023 Annual Report.

4.2 **2023 Annual Report**

Discussion regarding the preparation of the 2023 Annual Report.

RECOMMENDATION:

THAT Council rise without reporting

5. Late Items (if any)

6. **In Camera Meeting** (if required)

RECOMMENDATION:

***THAT* Council now recess and reconvene in-camera with the public excluded under Section 90(1) (I) of the Community Charter to consider matters relating to preparation of the 2023 Annual Report.**

7. **Raised from In Camera Meeting**

8. **Adjournment**

The meeting was adjourned at _____ p.m.



DATE: June 3, 2024

FILE NUMBER: 0590

TO: Robert Baker, Chief Administrative Officer

FROM: Catherine Allaway, Corporate Officer

SUBJECT: Pride Flag

1.0 PURPOSE

To seek Council direction regarding a request from Kaslo Community Services/Kaslo Youth Action Network to fly the Pride flag during the month of June.

2.0 RECOMMENDATION

THAT Council authorize flying the Pride flag at the Kemball Memorial Centre for the month of June 2024.

3.0 BACKGROUND

The Village of Kaslo has historically flown the progress Pride flag on the flagpole at City Hall during the month of June to celebrate diversity and inclusion. The flagpole currently flies the Canadian flag. The Kemball Memorial Centre has two flagpoles, one of which could be used to fly the Pride flag. In the absence of policy, a Council resolution is required to authorize flying non-standard flags on municipal properties.

4.0 DISCUSSION

The organizers of the 2024 Kaslo Pride Celebration would like to raise the Pride flag at City Hall during their upcoming ceremony on June 8th. This did not form part of their original 2024 request, but has occurred each June since the Pride celebration began in 2021.

The Canada.ca website indicates "*it is improper to fly the National Flag with another flag, of any type, on the same flagpole.*" [Rules for flying the National Flag of Canada - Canada.ca](https://www.canada.ca/en/government/gen-info/info-canada-complete.aspx). In order to avoid breaching flag etiquette but still show Council's support for the values represented by the Pride flag, several options are presented.

5.0 OPTIONS

1. **Fly the Pride flag at the Kemball Memorial Centre for the month of June. This will provide a prominent display of the Pride flag on a municipal facility and will see the Canadian flag continue to fly at City Hall.**
2. Lower and remove the Canadian flag from the flagpole at City Hall and fly the Pride flag in its place for the month of June. *Flag etiquette requires that if the Canadian flag is displayed, it must be in the position of prominence, so only the Pride flag will be on display at City Hall during the month of June.*

3. Hang the Pride flag from a railing at City Hall for the month of June. *Both flags will be on display at City Hall during the month of June, with the Canadian flag continuing to fly on the flagpole.*
4. Do not display the Pride flag at a municipal facility in 2024.
5. Refer back to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

Nil

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

The options presented for Council's consideration are short-term solutions intended to address a time-sensitive issue; the eventual development of a Council policy to guide flag display at City Hall and other municipal facilities is recommended.

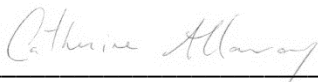
8.0 STRATEGIC PRIORITIES

Nil

9.0 OTHER CONSIDERATIONS

Nil

RESPECTFULLY SUBMITTED



Catherine Allaway, Corporate Officer

ATTACHMENTS:

- 2024.05.30 email from Shannon Isaac, Kaslo Area Youth Council Manager

CAO COMMENTS:

Council has identified that flying or displaying flags on Village property should be done in a consistent and appropriate manner, and so development of a policy is identified within the Manager of Corporate Services' work plan for 2025. The task could be completed sooner if time permits or if Council chooses to re-prioritize the Village's objectives. In the meantime, the Kemball Memorial Centre has a flagpole that can be used to fly flags of community organizations as requested. Using this flagpole is likely the best way for Council to accommodate requests in a consistent and appropriate manner, while allowing the national flag to remain prominent.

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

June 3, 2024

Date

From: [Kaslo Area Youth Council](#)
To: [Catherine Allaway](#); [Karissa Stroshein](#)
Subject: Kaslo Pride Celebration - Flag Raising
Date: May 30, 2024 6:10:27 PM
Attachments: [Flag Protocol Policy 0710-003 amended Nov 4 2019.pdf](#)

Hi Catherine,

Thanks for the clarification.

The flag raising is a meaningful and a significant part of the Kaslo Pride celebration. It demonstrates the support of the Village of Kaslo for all residents, whatever their gender or sexual orientation, particularly in light of increased discrimination that the 2SLGBTIQ+ community has faced since COVID.

We have appreciated the support of the Village of Kaslo for the last 4 years in having the Mayor or a Councillor attending the Pride celebration and raising the Progress Flag for the month of June.

We are curious to understand what specifically has changed this year, and what proper protocol the Village refers to.

We have done some research into flag-raising laws and protocols, here is what we found.

The City of Nelson has a policy that states they will raise a flag if higher levels of government have done so and support it.

The City of Nelson chooses to remove their Municipal Flag in place of the Pride flag for the month of June, in solidarity with the support of the federal government. If you would like more information contact Sonya at 250-352-8234.

I have attached the City of Nelson's flag policy with this email.

I have also included a link to the Rules for Flying the national flag of Canada which stipulated under: dimensions of the flag and pole, that it is possible to add a **yard arm** or a gaff to a simple flagpole in order to display a greater number of flags.

The manner in which flags may be displayed in Canada is not governed by legislation but established by **practice and convention** known as 'etiquette'. The current pole does have a gaff for a second flag to be raised - this is how we have done it for the past 4 years.

I have included a CBC article from one year ago highlighting the increased hate crimes and how raising the flag conveys solidarity in addressing these issues.

Parliament Hill Flag raising...

[LGBTQ Canadians facing a rising tide of hatred, Trudeau says | CBC News](#)

Here is a recap of the items we would like addressed

We would like to understand what has changed and what proper protocol the Village refers to.

We would like to see reconsideration of this matter and to raise the Progress Pride Flag this year.

We are hoping to see the Progress Pride Flag visible for the month of June at the City Hall.

If we are not raising the Progress Flag on the flagpole this year, what alternative plans does the Village have for making the Progress Flag visible for the month of June?

Below are additional links with more information about flag raising.

[As Pride flags are once again targeted, 2SLGBTQ advocates say it's as important as ever to fly them | CBC News](#)

[Progress Pride flag raised in Delta - Delta Optimist \(delta-optimist.com\)](#)

BC governments supporting PRIDE article...

[Premier's, parliamentary secretary's statement on Pride 2023 | BC Gov News](#)

Flag raising is not governed by law in Canada it is good practice or "etiquette". Reference below...

[Rules for flying the National Flag of Canada - Canada.ca](#)

About National Flag of Canada Etiquette

[About National Flag etiquette - Canada.ca](#)

[Pride Flag Raising - Canada.ca](http://PrideFlagRaising-Canada.ca)

Thank You for your re-consideration on this matter.

Please feel free to reach out at your earliest convenience.

Warmly,
Shannon Isaac (she, her)
KAYC Manager
Phone 250-353-7780
Email: kayc@kaslo.org

Living and working on the stolen traditional territory of the Sinixt, Ktunaxa and Syilx Nations and the home to many Metis people who share their teachings in humility.



Annual Municipal Report

The Village of Kaslo has prepared its Annual Municipal Report pursuant to the Community Charter Part 4 *[Public Participation and Council Accountability]* Division 5 *[Reporting]* Section 98 *[Annual municipal report]*.

Page left blank intentionally

draft

Table of Contents

Message from the Mayor.....	5
Council Select Committees and Council Appointments	6
Organizational Chart	7
Municipal Services and Operations	9
Administration	10
Finance	10
Public Works	10
Planning and Development.....	10
Protective Services.....	11
Audited Annual Financial Statements.....	13
Permissive Tax Exemptions.....	15
Progress Report of Objectives & Measures Established for 2023	17
Declaration of Disqualification.....	19
Statement of Municipal Objectives & Measures for 2024-2025	21
Other Information Council Considers Advisable.....	31

Page left blank intentionally

draft

Message from the Mayor

To be developed

draft

Council Select Committees and Council Appointments

Mayor Hewat

Photo

List of Committees and Appointments

Councillor Molly Leathwood

Photo

List of Committees and Appointments

Councillor Erika Bird

Photo

List of Committees and Appointments

Councillor Robert Lang

Photo

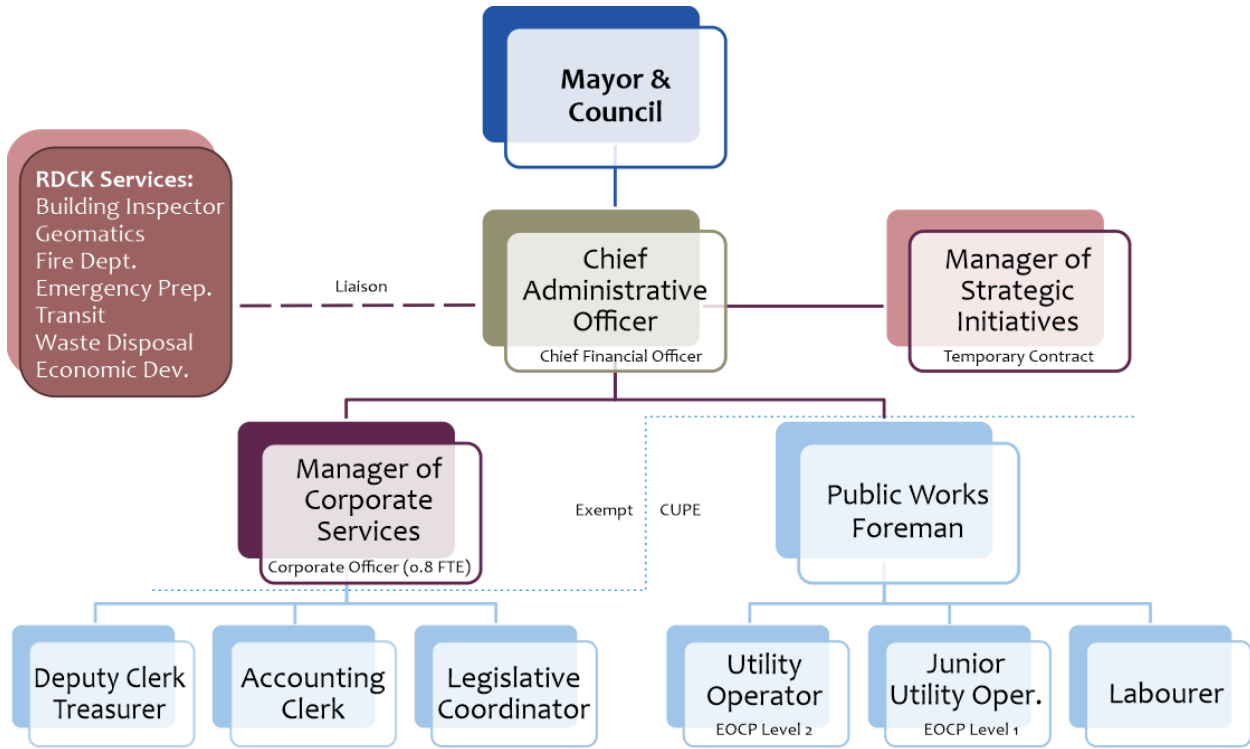
List of Committees and Appointments

Councillor Mathew Brown

Photo

List of Committees and Appointments

Organizational Chart



Page left blank intentionally

draft

Municipal Services and Operations

Council has developed a vision for the community following an extensive consultation process culminating in a Strategic Plan for 2023-2026. Within this Plan, Council has developed Focus Areas and a series of objectives and measures that it hopes will help to realize its vision.

“Kaslo supports a full, productive, and meaningful life for all citizens through policies, services and programs that respect community values of inclusivity, diversity, accessibility, and sustainable development.”

Kaslo is a diverse, inclusive, and welcoming community that aspires to be a model for a small, mountain communities across British Columbia and around the world.”

Strategic Plan 2023-2026 (Areas of Focus)	
Community Health	Parks, Recreation & Natural Areas
Arts, Culture & Heritage	Capital Projects
Planning & Land Use	Economy
Governance	Capacity

Advocacy / Partnerships	
Advocate for community health through the Health Advisory Committee	Advocate for affordable housing in partnership with the Kaslo Housing Society

In support of Council's vision and Strategic Plan, the Village provides a multitude of services through several departments and key partnerships.

Administration

The Village of Kaslo's administrative staff work closely with the Mayor and Council to ensure that Council's decisions and directives are carried out. The department also takes care of legal and administrative services such as bylaw development, policies and procedures, and provides municipal information to the Village's residents. Administration handles a diverse bundle of services including permits, communications, cultural and community services, bylaw enforcement, and information systems. The Administrative team consists of the Chief Administrative Officer, Manager of Corporate Services, and the Legislative Assistant.

Finance

The Finance Department provides support services to the municipality, as well as maintaining and communicating financial information to the public, Council and staff. Some of the services provided by the department include:

- Accurate billing and collecting of utility and property tax accounts.
- Processing of all incoming City revenues.
- Dog licences, and other applications, licenses and permits.
- Maintaining accurate tax related rolls.
- Preparing yearly financial plans and reports as required by legislation.
- Maintaining annual Operating and Capital Budgets.
- Safeguarding and administering the assets of the City through proper internal controls, risk management, accounting systems and policies and procedures.

The team consists of the Chief Financial Officer (also Chief Administrative Officer), Accounts Clerk, and Deputy Clerk Treasurer who provide accounts receivable, accounts payable, payroll and property tax account services.

Public Works

The Village's Public Works Department takes pride in operating and maintaining the Village's infrastructure while providing efficient and responsive services to our citizens. The Department maintains the xx kilometers of roads, xx hectares of parks and green spaces, xx kilometers of underground utilities, a water treatment plant, wastewater treatment plant, streetlights, parking lots, the Kaslo Cemetery, ## square feet of buildings, and a fleet of equipment and vehicles. The Department also provides support to the other Departments by maintaining the Village's maps, surveys, and geographic information system (GIS). Led by the Public Works Foreman, this 4-person crew is the backbone of our municipal services, providing safe, efficient, environmentally sensitive and cost-effective services.

Planning and Development

Planning Policy is set by Council through an Official Community Plan and is implemented through a Zoning Bylaw. The Zoning Bylaw regulates the use and development of property in the Village. Before a business locates to a commercial area or develops a plan for construction, the Planning Department can verify current zoning. The Department can also assist with information pertaining to subdividing a property,

altering the legal property boundaries, creating a bare land strata, resolving Zoning Bylaw conflicts, and varying requirements through the Board of Variance.

Protective Services

Protective services include those provided by the Royal Canadian Mounted Police, comprised of administration, crime investigation and prevention, traffic, prisoner custody and court liaison. Fire protection is provided by the Kaslo Volunteer Fire Department with support from the Village's FireSmart Coordinator providing public education on fire safety and prevention. Emergency preparedness and response is coordinated through the Regional District of Central Kootenay and the Provincial Emergency Program.

draft

Page left blank intentionally

draft

Audited Annual Financial Statements

This report includes the audited consolidated financial statements for the year ended December 31, 2023 for the Village of Kaslo pursuant to Sections 98 and 167 of the Community Charter. The preparation and presentation of the financial statements is the responsibility of the Chief Financial Officer for the Village of Kaslo. The Village maintains a system of internal controls designed to provide reasonable assurance for the safeguarding of assets and the reliability of financial records. The statements have been prepared in accordance with Canadian Public Sector Accounting Standards for local governments, as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. The Village's consolidated financial statements have been audited by Grant Thornton LLP in accordance with Canadian Generally Accepted Auditing Standards. This audit has resulted in an unqualified opinion, which is expressed in the Auditor's Report.

draft

Page left blank intentionally

draft

Permissive Tax Exemptions

The Community Charter Part 7 [Municipal Revenue] Division 7 [Permission Tax Exemptions] permits Council to provide permissive tax exemptions. Section 98(2)(b) of the Community Charter requires those exemptions to be reported, including the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt for that year. The following properties were provided permissive property tax exemptions by Council under Bylaw 1268 in 2023.

Occupier Name	Property Address	Value of Exemption
Properties owned by a non-profit, occupied for own use [Community Charter s. 224 2(a)]		
KASLO COMMUNITY SERVICES SOCIETY	336 B AVE	4,228.19
KASLO MASONIC HOLDING SOCIETY	301 A AVE	844.69
LANGHAM CULTURAL SOCIETY	447 A AVE	4,990.48
		<u>\$ 10,063.37</u>
Municipally-owned properties, non-profit occupier [Community Charter s. 224 2(d)]		
HOSPICE SOCIETY OF NORTH KOOTENAY LAKE	201 312 4TH ST	240.88
KASLO & DISTRICT ARENA ASSOCIATION	517 ARENA AVE	10,201.04
KASLO & DISTRICT RIDING CLUB SOCIETY	517 ARENA AVE	674.55
KASLO GOLF CLUB	340 H AVE, OAK AVE & HWY 31	11,116.48
KASLO HOUSING SOCIETY	334 A AVE	5,376.51
KASLO RACQUET CLUB	517 ARENA AVE	972.22
KASLO SEARCH AND RESCUE	KASLO BAY RD & ARENA AVE	6,348.72
KASLO SENIOR CITIZENS SOCIETY	304 4TH ST	1,163.77
KOOTENAY LAKE HISTORICAL SOCIETY	324 FRONT ST	8,521.72
KOOTENAY LAKE INDEPENDENT SCHOOL SOCIETY	2ND ST	1,475.79
VICTORIAN HOSPITAL OF KASLO AUXILIARY SOCIETY	409 A AVE	1,000.13
		<u>\$ 61,014.51</u>
Land surrounding buildings for public worship [Community Charter s. 224 2(f)]		
KASLO CALVARY CHAPEL (Kaslo Christian Assembly)	430 B AVE	424.92
ROMAN CATHOLIC BISHOP OF NELSON (Sacred Heart)	313 5TH ST	1,009.68
ST ANDREWS UNITED CHURCH	500 4TH ST	242.32
THE SYNOD OF THE DIOCESE OF KOOTENAY (St Marks)	601 5TH ST	687.44
		<u>\$ 2,364.36</u>
Owned by athletic or service clubs for recreation purposes [Community Charter s. 224 2(i)]		
ROYAL CANADIAN LEGION BRANCH NO. 074	403 5TH ST	\$ 2,018.33
Other levels of government [Community Charter s. 224 2 (b) & (h)]		
CENTRAL KOOTENAY (REGIONAL DISTRICT)	529 ARENA AVE	10,946.54
INTERIOR HEALTH AUTHORITY	673 A AVE	22,452.10
		<u>\$ 33,398.64</u>
TOTAL		\$ 94,960.98

Notes:

- (1) The value of each tax exemption has been calculated using the assessed value of the property and the applicable tax rate.*
- (2) These amounts include Village, Regional District of Central Kootenay, and West Kootenay Boundary Regional Hospital District taxation.*
- (3) These amounts do not include the amounts collected for other agencies such as the Municipal Finance Authority, BC Assessment, school district, and police.*
- (4) Statutory exemptions under the Community Charter Part 7 [Municipal Revenue] Division 6 [Statutory Exemptions] Section 220 [General statutory exemptions] are not listed (i.e. Victorian Community Health Centre, Kaslo & District Public Library, building and land set aside for public worship, learning institutions, land and/or improvements held by the municipality).*

draft

Progress Report of Objectives & Measures Established for 2023

In 2022, Council set the following objectives for 2023 as described within its Strategic Plan. The objectives were set following public meetings where members of the public were invited to provide input. The following is the progress that has been made on those objectives.

Area of Focus	Objective	Measures / Strategies	Achievements / Outcomes
Arts, Culture, Heritage	Improve acoustics at Front Street Park	Project completion	Complete
Community Health	Celebrate opening of Penny Lane Apartments	Project completion	Complete
Capital Projects	Submit grant application to Green and Inclusive Municipal Buildings program for Kaslo Library	Project completion	Complete (application unsuccessful)
	Complete A Avenue watermain project	Project completion	Complete
	Complete Phase 1 and 2 of Kaslo River dike and bank remediation	Project completion	Complete
	Support restoration of SS Moyie by Kootenay Lake Historical Society	Project completion	Complete
	Construct new equipment shelter at Public Works	Project completion	Complete
	Purchase electric truck	Project completion	Complete
Parks, Recreation, and Natural Areas	Improve reliability of arena refrigeration plant, and public safety	Project completion	Complete
	Continue with tree planting program	Project completion	Complete
Corporate Capacity and Governance	Create new temporary staff position to assist with planning and project management	Project completion	Complete
	Review Bylaws for noise, ticketing	Project completion	Complete

Page left blank intentionally

draft

Declaration of Disqualification

Following is a list of declarations of disqualification made under section 111 [*application to court for declaration of disqualification*] in the previous year, including identification of the council member or former council member involved and the nature of the disqualification.

None to report

draft

Page left blank intentionally

draft

Statement of Municipal Objectives & Measures for 2024-2025

Following is a statement of the municipal objectives, and measures that will be used to determine progress respecting those objectives, for the current and next year. These objectives and measures are reflective of the Areas of Focus identified within the Strategic Plan developed by Council for 2023-2026.

SI – Manager of Strategic Initiatives

CAO – Chief Administrative Officer

CS – Manager of Corporate Services

PW – Public Works Foreman

CFO – Chief Financial Officer

Services Area	Objective	Measures/Strategies	Assigned
Administration	Integrate the planning, design, construction, operation, maintenance, asset disposal and renewal functions of the Village with its financial plans. [carried from 2023]	Gather asset data, and input in registry (2024, 2025)	SI
		Perform asset condition assessments (2025)	CAO
		Perform asset Risk Assessments (2025)	CAO
		Draft an Asset Management Plan (2026)	CAO
		Develop Preventative Maintenance Program, with reference to asset-specific Plans [buildings, roads, water, parks, etc.] (2024)	CAO
	Ensure the Village has an effective organizational structure.	Perform an Organizational Review. (2024)	CAO
		Implement recommendations of the Organizational Review as funding permits. (2025)	CAO
	Develop an annual reporting system that promotes greater understanding of municipal responsibilities and priorities, fosters accountability, improves services, and enables continuous improvement in service delivery, as well as improved taxpayer awareness and knowledge of municipal services. [A Guide to Municipal Progress Reporting, Province of BC]	Develop a Governance and Operations Manual with reference to all municipal services and operations. (2024)	CAO
		Develop a Quality Assurance Program that enables the development of measurable objectives for annual municipal reporting. (2024, 2025)	CAO

	Follow industry best practices for Records Management.	Develop and adopt a Records Management Policy based on LGMA standards. (2024)	CS
		Develop process maps and procedures including naming convention standards (2024)	CS
	Improve public communication system	Develop and adopt a Correspondence Policy, process maps, and procedures (2024)	CS
		Develop policy to communicate Village initiatives through periodic newsletters and social media (2025)	CAO
		Develop opt-in email distribution system for public notices and media releases through Village website. (2025)	CAO
	Follow industry best practices to ensure fair and equitable remuneration policies for elected officials.	Review and amend Council Remuneration Bylaw based on UBCM best practices guide (2025)	CAO/CS
	Ensure people with disabilities can access Village information, services, and products without any barriers, making their lives easier and more fulfilling.	Adopt an Accessibility Plan (2025)	CS
	Establish shared expectations for how Council members should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for the Village.	Adopt Council Code of Conduct based on UBCM's model (2025)	CS
	Develop flag policy in alignment with provincial standards regarding half-masting and display of flags. (2025)	MCS	

Buildings, Facilities and Properties	Foster rural resident retention and attraction. [carried from 2023]	Plan south Kaslo development. (2026)	CAO	
	Develop Kemball Building. [carried from 2023]	Secure funding for Phase 2 of renovations (2024, 2025)	SI/CAO	
		Complete construction - Phase 2 (2026)	CAO	
		Asset Management Committee to explore opportunity to provide secure, capable, and accessible storage and data processing capacity in a secured and geographically distributed fashion. [Kemball Data Centre] (2024)	SI	
		Review lease and rental structures, processes, procedures. (2025)	CAO	
		Improve grounds at SS Moyie. [carried from 2023]	Complete amphitheater and retaining wall design (2024)	SI
	Renovate Kaslo Arena: [carried from 2023]	Complete construction (2025)	CAO	
		Develop Feasibility Study & Design (2024)	SI	
		Complete Construction (2025)	CAO	
	Make Courtroom at City Hall available for private rentals.	<ul style="list-style-type: none"> ▪ Kitchen ▪ Ventilation ▪ Accessibility 	Determine rental types and rates (2024)	CAO
			Determine janitorial needs (2024)	CAO
			Determine access control (2024)	CAO
			Develop cost estimate for acoustic treatment (2024)	CAO
			Install acoustic treatment (2025)	CAO

Support the development and implementation of an Asset Management Plan. [carried from 2023]	Develop Roof Replacement Plans and perform initial condition assessments of all buildings. (2024)	SI/PW
	Develop maintenance plans for Village owned buildings. (2025)	PW
	Perform repairs and painting to exterior of City Hall. (2024)	SI
Perform structural assessments of roofs every 5 years.	Inventory buildings, gather structural assessment data, plan for future assessments. (2024)	SI
	% of buildings with current structural assessment.	PW
Operate electrical systems in compliance with regulations, industry standards and best practices.	Comply with electrical permit requirements of Technical Safety BC under the BC Electrical Code. (2024)	SI/PW

Equipment and Supplies	-	-	-
Information Systems	Seek efficiencies in administrative and finance functions	Implement iCompass and MAIS computer software modules (2024, 2025)	CS/CFO
Finance	Adopt best practices for municipal financial management	Establish Fleet Reserve Fund (2024)	CFO/CS
		Standardize year-end audit documentation (2024)	CFO
		Define GL Accounts, breakdown standard charges, and track annual changes. (2024)	CAO
		Document financial management process and procedures, including identification of statutory requirements. (2024)	
		Review and amend Purchasing Policy, giving consideration to spending limits, delegation of authority, and digital signatures. (2024)	CFO/CS
		Review and adopt Permissive Tax Exemption Bylaw (2025)	CFO/CS
		Review and amend Parcel Tax Bylaw (2024)	CFO
	Improve communication of financial information between staff, Council, public.	Develop quarterly and year-end financial reporting (2024)	CAO

Legal Matters	Ensure licenses of occupation, lease/rental, and service agreements are valid and in accordance with industry standards and best practices.	Renew Marine Lease Agreements with Boat Clubs located in Kaslo Bay. (2024)	CS
		Renew Agreement with Service BC located at City Hall. (2024)	CS
		Renew Lease Agreement with Kaslo & District Library located at City Hall. (2024)	CS
		Renew Lease Agreement with Thrift Store located in the old fire hall building. (2024)	CS
		Renew Lease Agreement with Kaslo Racquet Club located at Kaslo Arena. (2024)	CS
		Develop an Agreement with a campground operator, including consideration of public washroom cleaning. (2024)	CS
		Renew Service Agreement with a recycling contractor, including consideration of improvements to transfer station. (2024)	CS
		Renew Water Use Agreement for MacDonald Creek area with RDCK, or pursue municipal boundary expansion. (2024)	CS
Personnel	Comply with occupational health and safety regulations.	Review and amend Workplace Bullying and Harassment Policy (2024)	CAO/CS
		Review and amend Occupational Health & Safety Program. (2025)	CAO/PW
	Follow best practices for human resource management within municipal government.	Systemize flextime as described in Collective Agreement by developing Village policy, processes, and procedures. (2024)	CAO/CS
		Develop Performance Plan & Review system for supervisory positions. (2024)	CAO
Land Administration	Update zoning bylaw to align with 2022 OCP [carried from 2023]	Project completion (2024)	CAO
	Systemize land development applications	Develop process maps and procedures for development applications (2024)	CAO

Legislative and Regulatory Services	Review and amend Bylaws to foster business retention and expansion [carried from 2023]	Review and amend Business Licensing Bylaw, giving consideration to pro-rating, cannabis, definitions, mobile vendors. (2025)	CS
		Review and amend Utilities Bylaw	
		Review and amend Zoning Bylaw (2024)	CAO
		Engage with downtown businesses, the Kaslo and Area Chamber of Commerce, and the public regarding the Temporary License of Occupation Policy for Patios in Downtown. (2025)	CS
	Develop system for processing building permit applications	Develop process maps and written procedures for building permit applications (2024)	CAO
	Develop Cemetery Master Plan	Project completion (2025)	CS
Community Services	Advocate for community health	Support Health Advisory Committee	Council
	Advocate for affordable housing	Welcome an annual delegation to Council	Council
		Plan for social housing in association with south Kaslo development. [carried from 2023]	CAO

Engineering and Public Works	Expand capacity of wastewater treatment system. [carried from 2023]	Perform enhanced effluent testing to gather data. (2024)	SI/PW
		Perform preliminary design of wastewater treatment plant capacity expansion. (2025)	SI
	Operate wastewater treatment system in accordance with industry standards and best practices.	Attain operational certificate from Ministry of Environment. [receiving environment monitoring plan] (2024)	SI
	Adopt industry best practice for street names and numberings	Review and amend sewer Bylaw, giving consideration to houseboat sewage disposal at sanitary dump.	CS
		Develop Street Naming Bylaw (2025)	CS
		Develop House Numbering Bylaw (2025)	CS
	Comply with water treatment regulatory requirements.	Review and correct street address irregularities and mapping	CAO
		Upgrade water treatment plant with electronic valves, UV treatment, and controls.	SI/PW
	Support the development and implementation of an Asset Management Plan.	Develop Pavement Management Plan and perform initial condition assessments. (2024)	SI/PW
	Maintain water distribution system in accordance with regulations, industry standards and best practices.	Perform design of pressure reducing valves due for replacement. (2024)	SI
Replace pressure reducing valves ### (2025)			

Parks Administration		Implement Tree Planting Plan and integrate existing Tree Policy into one. (2025)	CAO/CS
	Improve quality of Park services	Develop Master Plan for Vimy Park, Campground, Logger Sports area, beaches, skatepark. (2025)	CAO
		Improve signage for Dog Off-Leash Area. (2024)	CAO/PW
		Install perimeter fence at Front Street Park. [carried from 2023]	SI
Planning and Development	Develop south Kaslo. [carried from 2023]	Develop cost estimate for development plan. (2024)	CAO
		Conduct development plan. (2025)	CAO
		Implement strategy as funding permits.	CAO
Protective Services	Comply with Indigenous Engagement Requirements within the Emergency and Disaster Management Act (EDMA).	Engage with indigenous communities to build relationships and collaborate towards the requirements of the EDMA. (2024)	CAO
Recreation and Cultural Services	Support local Arts & Heritage	Explore feasibility of commissioning local artist to develop a permanent sculpture versus participation in regional program (2025)	CAO
	Support community events	Review and amend Beer Garden Bylaw to permit use of stainless-steel cups. (2025)	CS
		Plan Kaslo birthday celebration [August 16]	CS
		Participate in planning and debriefing activities for May Days and Jazz Fest.	CAO
Foster community spirit	Citizen of the Year recognition	CS	

Transportation and Transit Services	Develop Active Transportation Network Plan [carried from 2023]	Develop Active Transportation Network Plan (2024)	SI
	Improve traffic safety	Develop a Strategic Action Plan for traffic safety improvements with particular concern for Vimy Park (2024)	CAO/SI
	Maintain compliance with Aerodrome Standards & Best Practices	Perform regulatory audit and implement findings as funding permits. (2025)	CAO/SI

draft

Other Information Council Considers Advisable

draft

Page left blank intentionally

draft

End of Report

draft