

Agenda Regular Meeting of Council Tuesday, September 9, 2025

Council Chambers - City Hall 413 Fourth Street, Kaslo

Page

1. CALL TO ORDER

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

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

2. ADOPTION OF THE AGENDA

- 2.1 Addition of late items
- 2.2 Adoption of the agenda

Recommendation:

THAT the agenda for the September 9, 2025 Regular Council Meeting be adopted as presented.

3. ADOPTION OF THE MINUTES

6 - 9

Council Meeting - Aug 26 2025 - Minutes - DRAFT.pdf @

Recommendation:

THAT the minutes of the August 26, 2025 Regular Council Meeting be adopted as presented.

4. **DELEGATIONS**

4.1 A. Malik - RV Park

10 - 43

1. A Malik - RV Park_Redacted.pdf @

5. INFORMATION ITEMS

5.1 Council Reports

44 - 45

Mayor's Report @

	Councillor Reports	
5.2	Committee Meetings	
5.3	CAO Report	
5.4	Community Development Program Grants	
5.5	Correspondence 2025.08.22 - RDCK - Arena Project funding.pdf Ø	46 - 72
	2025.08.22 - RDCK - City Hall Project funding.pdf Ø	
	2025.08.22 - RDCK - Kemball Renovations funding.pdf <i>𝔻</i>	
	2025.08.25 - M. Bath - South Beach_Redacted.pdf Ø	
	2025.08.28 - B. Wells - Road Entry to Highway.pdf Ø	
	2025.08.29 - Tree Canada - National Tree Day.pdf ❷	
	2025.09.01 - Kaslo Boat Club - Boat Moorage_Redacted.pdf @	
	2025.09.01 - V & A Malik - Public access to water.pdf Ø	
	2025.09.02 - BC CiB - Newsletter.pdf <i>⊘</i>	
	2025.09.02 - CoPG 2025 UBCM Resolutions Member Support Letter.pdf ❷	
	2025.09.02 - Interior Health - Nelson Community Health Campus.pdf <i>②</i>	
	2025.09.02 - LGPS-10960 Kaslo Final Payment Letter.pdf Ø	

6. QUESTION PERIOD

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

2025.09.04 - Save Our Streets - Invitation.pdf @

7. BUSINESS

7.1	Kemball Renovations Rent Relief	73 - 79
	Staff Report - Rent Relief.pdf Ø	
	2025-08-07 Email from Vitamin Ski Redacted.pdf Ø	
	2025-08-11 Email from KLIC_Redacted.pdf Ø	
	2025-09-02 Email from Town Arch.pdf Ø	
	Recommendation:	

THAT the Village offer a credit to each tenant in the Kemball Memorial Centre that is equivalent to one (1) month of rental fees payable.

7.2 City Hall Upgrades project

80 - 83

<u>Staff Report - City Hall Upgrades Project – Widow's Walk</u>
<u>Repair.docx</u> *❷*

Recommendation:

THAT the Widow's Walk on City Hall's roof be repaired;
AND THAT the 2025 - 2029 Financial Plan Bylaw be amended
to include an additional \$25,000 for unforeseen repairs
associated with the City Hall Upgrades project, including
\$17,000 from the City Hall reserve fund and \$8,000 from the
Buildings, Machinery, Vehicles, and Equipment reserve
fund.

7.3 Official Community Plan and Zoning Bylaw Amendment (1st Reading) for Kaslo Community Services

84 - 105

Staff Report - 330 B Ave Rezoning.pdf @

<u>Draft of Offical Community Plan Amendment Bylaw No. 1320,</u> <u>2025.pdf</u> *𝔻*

<u>Draft of Land Use Amendment Bylaw No. 1321, 2025.pdf</u> **②**KCS OCP Zoning Amendment - Attachments_Redacted.pdf **②**

Recommendation:

THAT Official Community Plan Amendment Bylaw No. 1320, 2025 be introduced and read and first and second time; AND THAT Land Use Amendment Bylaw No. 1321, 2025 be introduced and read a first and second time; AND FURTHER THAT the Village provide notice of a Public Hearing for October 7, 2025 in relation to Official Community Plan Amendment Bylaw No. 1320, 2025 and Land Use Amendment Bylaw No. 1321, 2025.

7.4 Development Permit - 437 Front Street

Staff Report - Development Permit - 437 Front Street.pdf @

106 - 117

Recommendation:

THAT Council approve Heritage and Commercial Core Development Permit application DP2025-05.

7.5	Development Permit Application - 1630 Duthie St Staff Report – Development Permit Application - 1630 Duthie St.pdf Ø	118 - 120
	Recommendation: THAT Wildfire Development Permit application DP2025-04 be approved without conditions.	
7.6	Proclamation Request and Proclamation Policy Staff Report - Proclamation Request and Policy.pdf ② CO.XXX(C) - Proclamation Request Policy.pdf ② Support for Coaches Week Sept 2025 in Kaslo- Proclamation Request.pdf ② Recommendation:	121 - 128
	THAT Council adopt the Proclamation Request policy as presented; AND THAT the request from PacificSport Columbia Basin to proclaim National Coaches Week in Kaslo be approved in accordance with the new policy.	
7.7	Permissive Tax Exemptions Staff Report - PTE Bylaw.pdf Permissive Tax Exemption Bylaw No. 1325, 2025.pdf Summary of Applications Received.pdf Recommendation: THAT Permissive Tax Exemption Bylaw No. 1325, 2025 be introduced and given first, second, and third reading.	129 - 136
7.8	Freedom of Information Bylaw Staff Report - Freedom of Information Bylaw No. 1324, 2025 Freedom of Information Bylaw No. 1324, 2025 - DRAFT Sample List of Typical Records Recommendation: THAT the Village of Kaslo Freedom of Information Bylaw No. 1324, 2025 be introduced and read a first, second, and third	137 - 149
	time.	

8. LATE ITEMS

9. IN CAMERA NOTICE

Recommendation:

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

(a-o) add the section provision here;

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

The open meeting recessed at _____ p.m.

10. F	RAISED	FROM	IN CAI	MERA	MEETING
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The open meeting reconvened at _____ p.m.

11. ADJOURNMENT

Recommendation:

THAT the meeting be adjourned at ____ p.m.



Minutes of a Regular Council Meeting of the Council of the Village of Kaslo, held in Council Chambers at 413 Fourth Street, Kaslo on Tuesday, August 26, 2025 at 6:00 p.m.

Chair: Mayor Hewat Councillors: Bird, Brown, Leathwood, Lang Staff: CAO Baker, DFCS L'Heureux Public: 11

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 6:00 p.m.

2. ADOPTION OF THE AGENDA

187/25 THAT the agenda for the August 26, 2025 Regular Meeting of Council be amended to move agenda Item 9 "Business" to be discussed prior to agenda Item 7 "Information Items";

AND THAT the agenda for the August 26, 2025 Council meeting be adopted as amended.

CARRIED

3. ADOPTION OF THE MINUTES

188/25 THAT the minutes of the July 22, 2025 Regular Council Meeting and the July 30, 2025 Committee of the Whole be adopted as presented.

CARRIED

4. COMMITTEE OF THE WHOLE IN CAMERA

189/25 THAT in accordance with Section 90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following;

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

CARRIED

The Regular Council Meeting recessed at 6:05 p.m. The Regular Council Meeting reconvened at 7:08 p.m.

5. RAISED FROM IN CAMERA MEETING

The Committee of the Whole rose and reported the following list of terms and conditions that were discussed during the Closed Committee of the Whole Meeting of July 30, 2025:

- Cost/benefit/risk analysis.
- Legal opinion on section 16.1 of OCP.
- Lamp swap instead of disposing of ~5 acres.
- Limit strata titles to 50% of RV sites. Require public camping to be made available on the other 50%.
- Perform an assessment of the impact of water levels and velocities on the Village of Kaslo dike to quantify the transfer of risk.
- Construct a flood mitigation berm.
- Raise the site elevation to the flood construction levels.
- Require natural crushed products that meet CSA barrier-free design standards for use on internal roads and RV sites.
- Restrict sites within the floodplain to non-serviced sites that accommodate tents and self-contained RV units.
- Require the landowner to abide by Lakefront Protection Development Permit Area guidelines and policies.
- The Village to engage with the Ktunaxa Nation, as well as all other nations that we recognize during our acknowledgment at the open of each meeting.
- Perform a risk assessment to determine how flood mitigation on south side of river will affect north side of river.
- Village to approve of what the flood mitigation measures on the south side will look from the public's point of view while accessing the river, i.e. concrete blocks or sloped soil.

The Committee of the Whole rose and reported the following defeated motions from the Closed Committee of the Whole Meeting of July 30, 2025:

- THAT rather than the Village accepting monies for Village land, the agreement be amended to reflect a land swap; AND
- THAT the Village conduct an analysis of the economic and social impacts of the proposed RV Park prior to finalizing a purchase and sale agreement.

The Committee of the Whole rose and reported the following carried motion from the Closed Committee of the Whole Meeting of July 30, 2025:

• THAT the Village proceed with a net disposition of land as it relates to the proposed RV Park.

6.	BUSINESS		
	6.1	RV Park Proposal – Revised Purchase and Sale Agreement	
190/25		THAT staff fully execute a Purchase and Sale Agreement with Queen Property Developments Inc. as presented by way of the staff repedated August 18, 2025.	•
			CARRIED
	6.2	Road Closure and Removal of Highway Dedication	
191/25		THAT Road Closure and Removal of Highway Dedication Bylaw 1319, 2025 be given first reading.	No.
		<u> </u>	CARRIED
	6.3	Village of Kaslo Signing Authorities	
192/25		THAT Joni L'Heureux be added as an authorized signatory for the Village of Kaslo at the Kootenay Savings Credit Union, Central 1 Union, the Royal Bank and the Municipal Finance Authority.	
			CARRIED
	6.4	Council Remuneration Task Force	
193/25		THAT Steve Anderson, Jeff Davie, and Tammy Horick be appoint	ted to
		the Council Remuneration Task Force.	
			CARRIED
7.	INFORMAT	ION ITEMS	
	7.1	Council Reports	
	7.2	CAO Report	
	7.3	Staff Report – Arena Accessibility Study	
	7.4	Staff Report – Arena Kitchen Feasibility Study	
	7.5	Kaslo Housing Society	
	7.6	Kaslo and District Public Library	
	7.8	Correspondence	

The following directions to staff regarding information items were provided by Council:

- The correspondence titled "2025.08.14 PacificSport Columbia Basin RE Support for Coaches" be forwarded to the September 9, 2025 Regular Council meeting for consideration.
- The Arena Accessibility Study and the Arena Kitchen Feasibility Study as provided in the staff reports titled "Staff Report – Arena Accessibility Study" and "Staff Report – Arena Kitchen Feasibility Study" be included in Council's strategic planning for consideration.

^	ALIECTION	DEDIAD
8.	QUESTION	PERIOD

One (1) member of public asked questions of Council.

9. IN CAMERA NOTICE

194/25 THAT in accordance with Section 90(1) A of the Community Charter, part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following;

(c) labour relations or other employee relations;

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

CARRIED

The Regular Council Meeting recessed at 7:44 p.m.

The Regular Council Meeting reconvened at 8:01 p.m.

10. ADJOURNMENT

195/25 THAT the meeting be adjourned at 8:02 p.m.

CARRIED

Corporate Officer		Mayor	



DELEGATION REQUEST FORM

We are collecting your personal information under section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing your request to appear as a delegation at a Council Meeting. If you have questions about our collection of your information, please contact the Privacy Officer at corporate@kaslo.ca or 250-353-2311 x105.

Name of Applicant:	Anne Malik
On behalf of:	Vladimir + Anne Malik
Mailing Address:	Box 961 KASLO
Local Street Address:	
Phone:	
Email:	
Please describe the issue	that you would like to address: Vision for South Beach
developme embrace.	Doable through RVPark Zonine
Preferred appearance da	te: Sept. 9 2025
Please note:	
 All requests must be All supporting materials Request Form. 	pe received no later than noon on the Tuesday preceding the meeting date. erials that will be presented to Council must be submitted with the Delegation
Delegations will have after the presentations.	ve 10 minutes to present information to Council. Council may ask questions
If you have any que	estions about appearing as a delegation, or about the Council Meeting process
	Aug. 27, 2025
SIGNAT	URE DATE

PO Box 576, 413 Fourth St., Kaslo, BC VOG 1MO Tel. 250-353-2311 ext. 101 ● E-mail: admin@kaslo.ca ● Web: www.kaslo.ca August 27, 2025

Village of Kaslo

Attention: Mayor Hewat, Councillors Bird, Brown, Lang and Leathwood

Re: South Beach – A New Vision for Development

To fully appreciate a new vision for development, one must clarify two elements of the current proposal.

1. Bare land strata lot development

RV Parks are not necessarily bare land strata developments. Council does have the authority to deny this use.

- The BC Property Act Bare Land Strata Regulations do allow the refusal of a bare land strata plan if the land is subject to flooding and erosion, and/or if the development would adversely affect the natural environment to an unacceptable level.
- The Local Government Act states: "The power to regulate under subsection (1) includes the power to prohibit any use or uses in a zone."
- The Land Development Process document included in the 2025.02.11 Council meeting agenda package states: "Council can influence many aspects of the RV Park through zoning or other bylaws; i.e. whether bare land strata is permitted......"

"We are writing to express our continued commitment to working collaboratively with the Village Council in the development of a much-needed campground for the benefit of the entire community." ¹

Contrary to his words, what the developer has proposed is not a campground. A strata RV Park is a private, gated 'cottage' community. A legal opinion has determined that RV Park strata lots permitting 8-month occupancy would establish non-passive, long-term residential use of the property that does not comply with the OCP Waterfront Development Area Section 11.2.10.

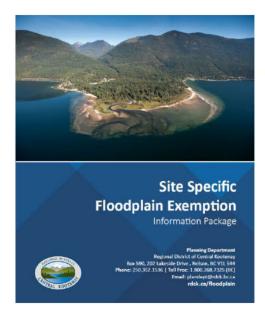
2. The Site

The South Beach floodplain is subject to two risks: high velocity debris flows from Kaslo River and inundation by flood waters from Kootenay Lake.

The proposed flood mitigation berm (concrete block wall) only serves to mitigate the risk of high velocity debris flows from Kaslo River. Given the potential for transfer of risk to municipal property and Lower Kaslo, this unsightly wall should not be permitted as support infrastructure in the Accessory Uses section of a Zoning Bylaw. The 'safety valve' role of South Beach should continue in perpetuity as it softens the impacts of catastrophic flooding.

To mitigate inundation by flood waters from Kootenay Lake the engineer has recommended that: "All permanent infrastructure on the site must be located above the 200-year Kootenay Lake Floodplain elevation of 536.5 m." ²

Staff Reports acknowledge this recommendation and state: "infrastructure would normally include roads, RV pads and utilities that are essential to the development of the RV park, yet most of the site is below the elevation of 536.5 metres." ³ Although staff have said: "It is impractical to install such infrastructure above that FCL" ⁴ the engineer's recommendation stands firm; however, a site-specific reduction in the Flood Construction Level is mentioned. So, what does the Regional District of Central Kootenay Planning department have to say about site specific floodplain exemptions?

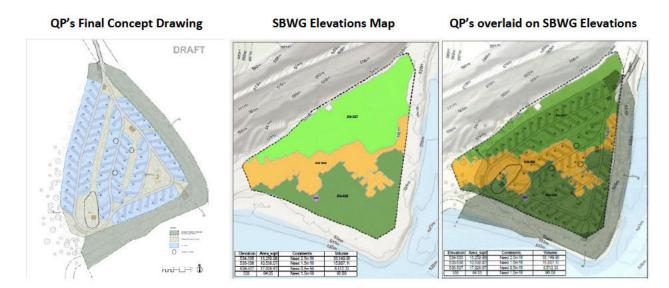


"Parts of the area below (east) of the Hwy 31 bridge are within the floodplain and within a Non-Standard Flood and Erosion Area." ⁵

"What is a Non-Standard Flood and Erosion Area (NSFEA)?

NSFEAs are areas where there are flooding and erosion hazards which require **special additional precautions**. What qualifies for an Exemption? If you want to be exempt from the floodplain regulations, you must show that a building or structure cannot meet the requirements of Bylaw with regards to setbacks, flood construction levels, or both due to topographical or other property constraints. You must demonstrate this hardship.

Siting preference and financial constraints are not considered valid considerations." ⁶ Neither is impracticality.



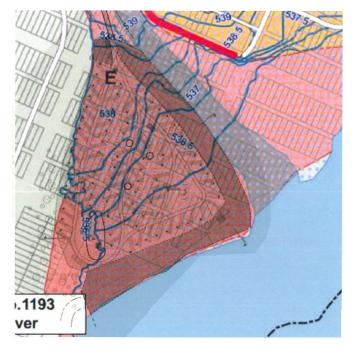
Elevations across the South Beach site vary. The SBWG Elevations map identifies three areas, varying in elevation, that would require fill to bring the area to the flood construction level.

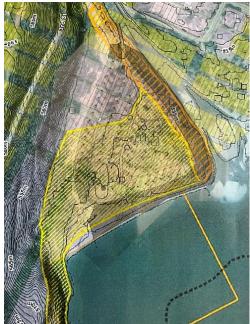
Lime Green = 536-537 metres

Orange = 535-536 metres

Avocado Green = 534-535 metres

The amount of fill required would adversely affect the natural environment to an unacceptable level. When QP Development's final concept drawing of the intended RV Park layout is overlaid on this elevations map, you can estimate the number of proposed sites in the Lime Green highest elevation area to be twenty-eight (28).





QP concept on Schedule "B" of VOK Bylaw 1193

QP concept on Lakefront Protection DPA

The same north-west corner of the property is identified as the area requiring less fill on the Floodplain Bylaw map or having less impact on the Lakefront Protection DPA map. When QP's final concept drawing is overlaid, although the number of sites vary, there is an area suitable for development.

In the area of **highest elevation**, with the least amount of fill necessary, you could accommodate 26 - 28 sites with some infringement into the Lakefront Protection DPA. This area may be appropriate for **sites with in-ground services** as the area would be spared inundation by flood waters from Kootenay Lake given its elevation.

As there appears to be **significant discrepancies** between the elevations reported on the SBWG Elevation map and Schedule "B" of the village's floodplain bylaw, a Qualified Professional should establish two distinct elevation areas.

RV Parks

RV Parks do have a significant environmental impact that cannot be ignored. The article, *The Environmental Impact of RV Parks and How to Reduce It* ⁷ provides a short overview of the issues.



Today there are **low-impact RV parks** that prioritize minimizing environmental disturbance and offer a more natural camping experience. Many such parks offer sites with no hookups, encouraging self-sufficiency and reducing reliance on park amenities. Today many RVs are self-contained units that have all the necessary facilities for living (sleeping, eating, cooking, and sanitation) within the vehicle itself, allowing it to function without external hookups.

Council's Opportunity

Through Zoning, Council has the opportunity to strike a balance between private development and community values. Rewrite Bylaw No. 1298 to shape a vision for **development that the community could embrace**.

"A zoning bylaw may make different provisions for: Uses within a zone, Locations within a zone, Standards of works and services and provisions may be different for different areas and Siting circumstances."

Create a distinct zone for Recreation – RV Camping with its purpose to be regulation of the private development of a seasonal and temporary camping facility in a floodplain.

Put the developer's words to the test: "We are writing to express our continued commitment to working collaboratively with the Village Council in the development of a much-needed campground for the benefit of the entire community." 1

Take a proactive approach, require sustainable practices and eco-friendly technologies. Just a few for example:

- Permit fully-serviced lots exclusively in the area of highest elevation
- Permit non-serviced sites in the areas of lower elevations
- Require natural crushed products and/or "hard pack base or pavers/stone for permeability" ⁹ in the construction of internal roadways and RV site pads
- Keep accessory structures and park amenities to a minimum to avoid flood debris flow material ending up in Kootenay Lake
- Emphasize "passive recreation" no beaching or overnight storage of motor boats or jet skis on the beach
- Require dark-sky friendly lighting practices

What does this re-imagined Zoning Bylaw accomplish?

- Substantially reduces the extent and impact of development within the Lakefront Protection DPA
- Eliminates the proposed flood mitigation berm (concrete block wall) the Village and the developer would share the risk of flooding and erosion
- Preserves the 'safety valve' role South Beach currently serves
- Transfer of Risk from the concrete block wall is eliminated
- Recognizes the Lakefront Protection DPA Guideline that states: "new septic systems are discouraged"
- The development would be more respectful of the Lakefront Protection DPA Guideline that states:
 "Negative visual impact of a development to the natural setting, views of the lake and landscape should be minimized."
- Aligns with the goal of Nelson Kootenay Lake Tourism stated in their 5-year strategic plan: "Although our goal is to increase the value of tourism in our region year after year, we also have the goal to ensure that the type of tourism we are promoting is aligned with the desires of the residents who live in our communities"
- Complies with OCP Waterfront Development Area Section 11.2.10
- Respects OCP Environmentally Sensitive and Hazardous Areas Section 15
- Acknowledges the environmental impact of RV Parks & respects OCP Energy & Climate Change Section 17
- Of critical importance to Council, this new vision maintains the private landowner's ability to develop a seasonal campground under Industrial zoning and negates the charge that through the land transaction and zoning, Council has provided a benefit to a business
- Provides the community and the developer the opportunity to carve out a unique niche in the highly competitive tourism market

Should the proponent argue amendments to Zoning Bylaw 1298 infringe on his property rights:

"A rezoning that narrows the uses that are permitted on a property, changes the permitted use to less valuable ones, or which reduces the permitted density of development, is often called a "down-zoning." Since down-zoning can result in lower property values or loss of development opportunity, from the owner's perspective this may seem like an unfair infringement on property rights. However, in our Common law tradition, "property rights" are subject to whatever laws are duly enacted, and down-zoning is permitted without the owners' consent. Section 458 of the LGA provides that no compensation is payable to the owner for any resulting reduction in the value of the land (provided that the zoning does not restrict the use of the land only to public uses)." ¹⁰

Given the community pushback on the developer's proposal, it behooves Council to pursue this 'new vision.' Granted, it takes two to tango. If the developer is not willing to budge it would call into question his sincerity in collaboration. Remember, a **Strata RV Park** is **not a campground**. It is a **private gated 'cottage' community that does not comply with our OCP.**

In the event the developer's position is 'my way or the highway' it would be time for Council to simply walk away from further discussion of the proponent's development proposal that is not in the best long-term interests of our community.

We also take exception to the statement made in March 24, 2025 correspondence from ctq that was included in Council's May 13th agenda package. "Robert, I believe we can keep the Bylaw that you took to FIRST READING, with some revamped provisions of the Bylaw to reflect our recent discussions, possible concerns of Council, and the attached illustrations of the final intended concept."

Far more detail is necessary in Zoning and Regulation Bylaws. Provisions of the *Interpretation Act* may have significant implications for the interpretation and enforcement of these bylaws. Commentary in regard to zoning and regulation is provided to shape a new vision for the development of a seasonal campground/RV Park.

For your consideration,

Anne & Vladimir Malik



cc South Beach Working Group

Attachments

Comparable strata RV Park lot listing comparison

Site Specific Floodplain Exemption Information Package, Planning Department Regional District of Central Kootenay

The Environmental Impact of RV Parks and how to reduce it

UBCM Local Government Fact Sheets 2022, Chapter 25 Land Use Regulation

Commentary on RV Park Zoning & Regulation Bylaws

A New Vision Slide Show

Footnotes

- 1 Correspondence to VOK from Dale Unruh, May 13, 2025 VOK Agenda Package
- 2 Watershed Engineering Flood Hazard Assessment July 2022 & May 5, 2023 Technical Memorandum
- 3 2023.11.20 Planning Report, page 6-7
- 4 2024.06.06 Planning Report, page 15
- 5 2025.08.06 email correspondence from the RDCK Planning Department
- 6 Site Specific Floodplain Exemption Information Package, Planning Department Regional District of Central Kootenay
- 7 <u>https://gatewayparkcampground.com/the-environmental-impact-of-rv-parks-and-how-to-reduce-it/</u>
- 8 https://www2.gov.bc.ca/gov/content/governments/local-governments/planning-land-use/land-use-regulation/zoning-bylaws
- 9 2023.10.10 ctq Draft Bylaw attached to Development Permit application
- 10 UBCM Local Government Fact Sheets 2022, Chapter 25 Land Use Regulation



RV Strata Lot Comparison



7298 Highway 3A Balfour

Waterfront resort 4.8-acre site with 46 RV sites
Access to sandy beach
Proximity to nearby golf courses

QP Kaslo			
Strata lot in square metres	200	ctq correspondence March 24, 202	25
Square metres/acre	4047		
Strata lots/acre	20		
Purchase price/acre	\$52,500		
Purchase price/strata lot	\$2,625		
Sale price/strata lot prorated to Balfour site	\$73,460	2698.48% increase	
Highway 3 Balfour			
Total square metres (4.8 acres * 4046.86)	19425		
Strata lots in square metres (46 sites)	422	Twice the size of QP proposed site	size
Sale price/strata lot	\$155,000	August 20, 2025	

The South Beach proposed land transaction and zoning enables the development of a strata-title RV Park. With its park setting, extensive waterfront in comparison to the Balfour site, and immediate adjacency to a golf course the sale price per strata lot may very well exceed the projected \$73,460.

ctq has maintained that "only 72 sites and are relatively large. This low density establishes a smaller footprint than many other RV Parks in BC." The proposed sites are less than half the size of this Balfour strata lot.

This photo also clearly illustrates that a strata RV Park is not a campground. A **strata RV Park is a private, gated 'cottage' community** which is **not in compliance** with Kaslo's OCP section 11.2.10.



Site Specific Floodplain Exemption

Information Package



Regional District of Central Kootenay

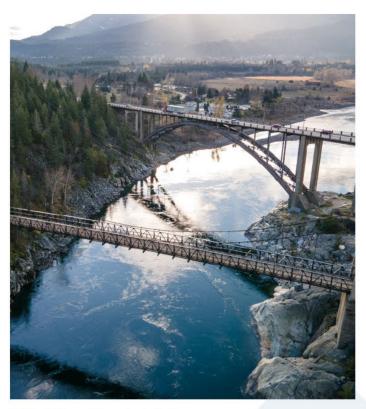
Box 590, 202 Lakeside Drive , Nelson, BC V1L 5R4

Phone: 250.352.1536 | Toll Free: 1.800.268.7325 (BC)

rdck.ca/floodplain

Email: plandept@rdck.bc.ca





What is a Floodplain?

Floodplains are areas that are susceptible to flooding from a watercourse or body of water

What is a Non-Standard Flood and Erosion Area (NSFEA)?

NSFEAs are areas where there are flooding and erosion hazards which require special additional precautions

What is a Site-Specific Floodplain Exemption?

A site-specific floodplain exemption is a process to relieve you of the requirements of the *Floodplain Management Bylaw*

Why do I need a Site-Specific Floodplain Exemption?

For safety, we require setbacks and minimum elevations for construction near watercourses as well as in NSFEAs. You can see these specific requirements in the Floodplain Management Bylaw

If you want to be exempt from the floodplain regulations, you must make a site-specific floodplain exemption application

How do I know if I am in a Floodplain?

If there is a watercourse on or near your property, you are likely in a floodplain. Sometimes, watercourses are not visible year round so be sure to check the webmap to see if there is a seasonal watercourse or if you are in an NSFEA here: www.rdck.ca/webmap

What qualifies for an Exemption?

If you want to be exempt from the floodplain regulations, you must show that a building or structure cannot meet the requirements of Bylaw with regards to setbacks, flood construction levels, or both due to topographical or other property constraints

You must demonstrate this hardship. Siting preference and financial constraints are not considered valid considerations

In addition, you must submit a report by a Qualified Professional Engineer indicating that the land may be safely used for its intended purpose

Who can apply for an Exemption?

Property owners or their authorized agent

How long does it take?

We do our best to ensure applications are dealt with promptly. Approvals typically takes two to three months. Completion of this process is required prior to issuance of a Building Permit

How much does it cost?

\$500 for the application plus associated fees for the preparation and registration of the covenant

What Documents do I need to apply?

- Application Form
- · Certificate of title
- Non-financial charges registered on title
- Application Fee
- Site Disclosure Statement
- Site Plan
- Proposal Summary
- Qualified Professional Engineers Report
- Agent Authorization (if applicable)

How do I get an Exemption?

1. Pre-Application Check in

We encourage you to check in with us before you apply. We can discuss your proposal's feasibility and review application requirements

2. Submit Application

Complete and submit the exemption application. Include required documents, plans and fees. Drop off your application in person or email it to plandept@rdck.bc.ca

3. Review and Referrals

We review the application and ensure all documents are included. Then then we refer it to other groups for their feedback such as:

- Your area's Advisory Planning and Heritage Commission (APHC)
- Other RDCK departments
- Other agencies and parties like Interior Health, Provincial Ministries, adjacent Municipalities and First Nations

4. Decision

Staff will integrate referral comments into a report for the Rural Affairs Committee (RAC). RAC will review the application and make a recommendation to the board. The Board may grant the requested site specific exemption or amendment, may refer, table or deny the application

6. Registration

If an exemption or amendment is granted, a restrictive covenant under Section 219 of the Land Title Act will be prepared and registered against the title of the property

Helpful Links

www.rdck.ca/floodplainbylaw www.rdck.ca/landusebylaws www.rdck.ca/webmap www.rdck.ca/planningproceduresbylaw www.rdck.ca/developmentapplication

Contact Information

Phone: (250)352-1536

Toll Free: 1-800-268-7325 (BC) Email: plandept@rdck.bc.ca

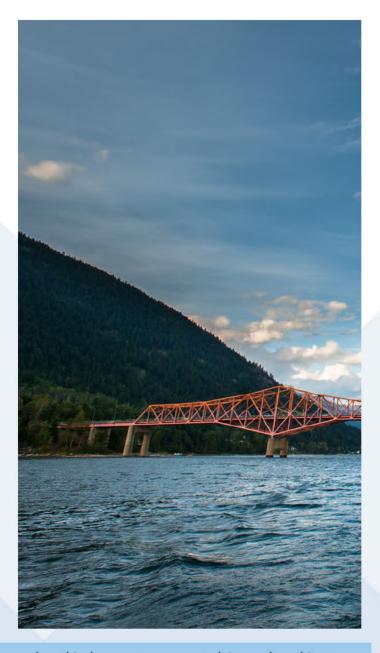
Website: rdck.ca

Address: Planning Department

Regional District of Central Kootenay

Box 590, 202 Lakeside Drive

Nelson BC V1L 5R4



This information package reflects the background and process when this document was created. It may be subject to changes at any time. For details of all regulations, and to determine whether the process has changed, please consult the relevant Bylaws, the Local Government Act and the Planning Department.



Site Specific Floodplain Exemption

Application

It is recommended that the applicant consult Planning Services staff <u>before</u> submitting an application. A pre-application meeting may be scheduled by providing the Planning Department with a detailed proposal summary and a concept plan of the proposed development.

OWNER(S) INFORMATION				
Name:	Name:			
Mailing Address:	Mailing Address:			
Phone:	Phone:			
Email:	Email:			
*If there are additional owners registered on title, please attach their information on a separate sheet				
AGENT INFORMATI	ON (IF APPLICABLE)			
Name:				
Mailing Address:				
Phone:				
Email:				

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The personal information on this form is being collected in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act (FIPPA)* and will be collected, used or disclosed only in a manner consistent with the administration of the management of development of the Regional District of Central Kootenay. If you have any questions about the collection, use or disclosure of this information, please contact the Regional District of Central Kootenay Privacy Officer at 250-352-6665 (toll free 1-800-268-7325), foi@rdck.bc.ca, or RDCK Privacy Officer, Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4

Nelson Office: Box 590, 202 Lakeside Drive, Nelson, BC. V1L 5R4 Phone: 250.352.1536 | Toll Free: 1.800.268.7325 (BC) | Email: plandept@rdck.bc.ca | Fax: 250.352.9300

APPLICATION INFORMATION				
Civic Address:		Electoral Area:		
Legal Description:		Parcel Identifier (PID):		
		(- 7		
Zoning:	Official Community Plan Desi	gnation:		
Existing Land Use and Structures:				
Are there any restrictive covenants registered on th	e subject property: No	Yes		
If yes, please ensure copies are submitted with a		<u> </u>		
 Are there any registered easements or right-of-way If yes, please ensure copies are submitted with a 		No Yes		
Is the property in the Agricultural Land Reserve:	No Yes			
Watercourse name:				
 Is the property in a Non-Standard Flood and Erosion If yes, what is the rating: 	Area (NSFEA): No	Yes		
TYPE OF FLOOR	PLAIN EXEMPTION			
Setback Flood Construction Le	vel Non-Standard	Flood and Erosion Area		
Required Setback:	Proposed Setback:			
Required Flood Construction Level:				
1	Proposed Flood Construct	ion Level:		
1	Proposed Flood Construct	ion Level:		
	Proposed Flood Construct THORIZATION	ion Level:		
AGENT AU	THORIZATION	ion Level:		
	THORIZATION I, I/we herby authorize:	ion Level:		
AGENT AU As owner(s) of the land described in this application	THORIZATION I, I/we herby authorize:	ion Level:		
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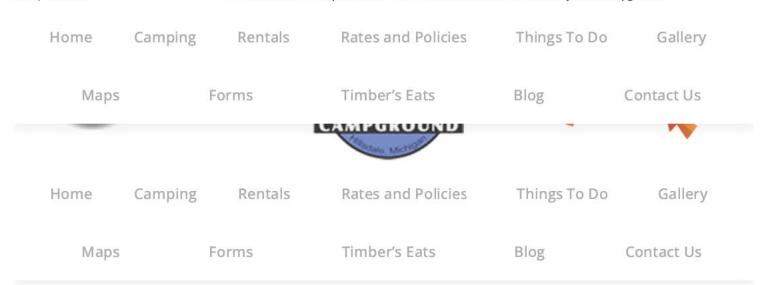
^{*}If there are additional owners registered on title, please attach their authorization on a separate sheet

	REQUIRED DOCUMENTATION
Certificate of Title	A copy of the property(s) Title, issued not more than 30 days prior to the application date. Copies of titles can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If a title is not submitted, the RDCK will obtain a copy for a fee of \$17.
Copy of Non-Financial Charges on Title (if applicable)	A copy of all non-financial charges (covenants, easements, right-of-ways, etc.) registered on the subject property(s) title. Copies of these documents can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If the documents are not submitted, the RDCK will obtain a copy for an additional fee of the cost of the documents.
Application Fee	An application fee as set out in Schedule 'A' of the RDCK Planning Procedures and Fees Bylaw. The fees are as follows: • \$500 for a Floodplain Exemption Application • Applications that arise from Bylaw Enforcement action are subject to an additional \$2,000 fee
Site Disclosure Statement or Site Disclosure Form	Review <u>Schedule 2</u> of the <i>Environmental Management Act</i> to determine whether a Site Disclosure Statement is required, or if the Site Disclosure Form is sufficient.
Site Plan	Drawn to scale and shall include the following (if applicable): North arrow and scale Address, Legal Description and PID Dimensions and boundaries of property lines, right of way, covenant areas and easements Location of the present natural boundary and the required setback Location and dimensions of existing and proposed structures and setbacks to parcel lines, present natural boundary, right of ways, covenants and easements Location of existing access roads, driveways, parking spaces, pathways, screening and fencing Natural and finished grades of site, at buildings and retaining walls Location of any physical or topographic constraints (ie: watercourses, slopes, hazard areas, etc) on or adjacent to the property Location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drainage on or adjacent to the property
Proposal Summary	The summary must include the sections and provisions of the bylaw which the exemption is being requested for, the exemption requested and the rationale for hardship.
Qualified Professional Engineers Report	Required contents of the report are outlined in the RDCKs prescribed terms of reference.

	Design Plans	Drawn to scale including the following (if applicable):
Ш	82.3	Elevation drawings
		Building sections
09		Floor plans

DECLARATION						
I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.						
Signature of Owner or Authorized Agent	Date					
Print Name of Owner or Authorized Agent						

^{*}Additional material or more detailed information may be requested by the Regional District upon review of an application.



The Environmental Impact of RV Parks and How to Reduce It



In recent years, the popularity of RV (Recreational Vehicle) parks has surged, offering travelers a convenient and flexible way to explore the great outdoors. However, with this surge comes a significant environmental impact that cannot be ignored. In this

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1. EXPANDING INFRASTRUCTURE

One of the primary concerns with RV parks is the expansion of infrastructure. As more RV parks are established, they require utilities like water, electricity, and sewage systems, which can disrupt local ecosystems and natural landscapes.

2. LAND DEGRADATION

The constant movement of RVs can lead to land degradation. The continuous wear and tear on the ground can result in soil erosion and damage to plant life, impacting the local ecosystem.

3. Energy consumption

RV parks consume a substantial amount of energy to provide amenities to their visitors. This increased energy demand contributes to carbon emissions, exacerbating climate change.

WATER USAGE AND CONSERVATION

4. WATER WASTE

RV travelers often use water indiscriminately, leading to excessive water consumption. This can strain local water resources, especially in areas where water is already scarce.

5. WATER POLLUTION

Improper disposal of wastewater in some RV parks can contaminate nearby water bodies, harming aquatic life and affecting the quality of water for local communities.

WASTE MANAGEMENT

6. TRASH ACCUMULATION

RV parks can generate a significant amount of trash, including plastic waste. 'nadequate waste management can result in littering and harm to the environment

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WILDLIFE DISTURBANCE

8. Noise Pollution

The noise generated by RVs and park activities can disrupt wildlife habitats, causing stress and disturbances to local fauna.

9. LIGHT POLLUTION

Excessive outdoor lighting in RV parks can disorient nocturnal animals and affect their natural behaviors.

HOW TO REDUCE THE ENVIRONMENTAL IMPACT OF RV PARKS

10. SUSTAINABLE INFRASTRUCTURE

RV parks can invest in sustainable infrastructure such as solar panels, energyefficient appliances, and eco-friendly wastewater treatment systems to reduce their carbon footprint.

11. EDUCATION AND AWARENESS

Educating RV park visitors about responsible travel and environmental conservation can encourage sustainable practices.

12. WATER CONSERVATION

Implementing water-saving measures, like low-flow faucets and showers, can significantly reduce water consumption.

13. WASTE MANAGEMENT

Establishing comprehensive waste management programs with recycling bins and waste reduction initiatives can minimize the environmental impact of RV parks.

4. WILDLIFE PROTECTION

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kv park operators can invest in carbon oπset programs to counteract the carbon emissions associated with their operations.

conclusion

While RV parks offer an exciting way to explore the great outdoors, it's crucial to address their environmental impact. By implementing sustainable practices, educating visitors, and adopting eco-friendly technologies, RV parks can reduce their ecological footprint and help protect the environment for future generations.

FAQS

1. ARE ALL RV PARKS EQUALLY HARMFUL TO THE ENVIRONMENT?

No, the environmental impact of RV parks can vary depending on factors like location, size, and the sustainability practices they adopt. Some RV parks are mo eco-friendly than others.

2. HOW CAN RV TRAVELERS REDUCE THEIR ENVIRONMENTAL IMPACT?

RV travelers can reduce their impact by practicing responsible camping, conserving water, properly disposing of waste, and supporting RV parks with eco-friendly initiatives.

3. ARE THERE ANY GOVERNMENT REGULATIONS FOR RV PARKS' ENVIRONMENTAL PRACTICES?

Environmental regulations for RV parks vary by region and jurisdiction. Some areas may have specific guidelines and requirements for eco-friendly operations.

4. WHAT CAN RV PARK OPERATORS DO TO PROMOTE SUSTAINABILITY?

RV park operators can invest in renewable energy sources, improve waste management, and educate their guests about sustainable practices.

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QUICK LINKS

Home

Blog

Camping

Rentals

Rates

Things To Do

Timber's Eats & Treats







OUR WEATHER







1022 mb >

55 %

3 August 77° Today

4 August
Tomorrow

5 August
Tuesday
81°

CONTACT US









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Privacy Policy | ADA Compliance Policy

25 Land Use Regulation

Legislative Framework

Parts 13, 14 and 15 of the *Local Government Act* (LGA) contain most of the legislative provisions for local governments that relate directly to planning and land use management. Part 14 is the core section, which provides the framework and tools for the local government planning system. Heritage conservation provisions are in Part 15 and Part 13 contains the enabling legislation for Regional Growth Strategies (RGS).

The Community Charter (CC) provides municipalities with most of their powers to regulate buildings and other structures, as well as other powers related to planning, such as tree protection authority and concurrent authority for protection of the natural environment. Municipalities cannot use the fundamental powers provided by the Community Charter to do anything specifically authorized under LGA Part 14 [CC s. 8(7)(c)].

Summary of Permits

Part 14 of the *Local Government Act* also provides local governments with a range of permitting powers in relation to:

Division	n Topic	LGA Section
9	Development permits	484-491
9	Development Variance Permits**	498-499
9	Temporary Commercial & Industrial Use	492-487
9	Tree Cutting	500
Part 27	Heritage Alteration	617

^{**}Issuance of these permits may not be delegated to staff.

Summary of Bylaw Powers

Part 14 of the *Local Government Act* allows local governments to adopt a wide range of planning and land use bylaws within their boundaries:

Division Topic		LGA/CC Section
2	Official Community Plans	LGA 471-478
4	Public Hearings	LGA 464-470
5	Development Approval Procedures*	LGA 460
5	Advisory Planning Commission	LGA 461
6	Board of Variance*	LGA 536-544
7	Zoning & Other Development Regulation	LGA 479-483
7	Phased Development Agreements	LGA 515-522
7	Parking	LGA 525; CC 188(2), 189, 65
7	Drainage	LGA 523
7	Signs	LGA 526; CC 8(4)
7	Screening & Landscaping	LGA 527
7	Floodplains	LGA 524

8	Farming	LGA 551-555
9	Development permit areas	LGA 488
9	Development approval information	LGA 484-487
10	Development Costs Recovery	LGA 558-570; CC 188(2)
11	Subdivision and dedications	LGA 506-514; CC 188(2)

^{*} If a community has adopted an Official Community Plan or zoning bylaw, it must adopt these bylaws.

Regional Growth Strategy

Part 25

Regional districts have authority to prepare a regional plan or Regional Growth Strategy (RGS) for the purpose of guiding both municipal and regional district decisions on growth, change and development. The Province can require a regional district to prepare a RGS if a region is experiencing rapid growth. The RGS normally covers the whole regional district, however the Minister can authorize preparation of an RGS at a sub-regional or multi-regional level.

An RGS covers a period of 20 years or more and is intended to focus on key issues that are best managed at a regional scale. Section 429 outlines five essential elements: housing; transportation; regional district services; parks and natural areas; and economic development. The RGS must also include: social, economic and environmental objectives; population and employment projections; targets for GHG emissions in the regional district; and a list of actions required to meet the projected needs for the population. The board has the flexibility to include additional matters.

Consultation with affected parties is required in accordance with section 434. Before the RGS can be adopted it must be referred to affected local governments (member municipalities and adjacent regional districts) for acceptance. Minister's approval is not required, however in the event that there is a conflict in acceptance of the plan the Minister can instruct the parties on the method used to reach agreement.

Once an RGS is adopted, each municipality has 2 years to add a "regional context statement" (RCS) to its official community plan [LGA s. 446]. The RCS sets out the relationship between the RGS and the OCP, and shows how they will become consistent over time. The municipal council refers the RCS to the regional board for acceptance, and the same processes for resolving differences apply as they do for the RGS.

Regional Growth Strategies are implemented in a variety of ways. "Implementation agreements" [LGA s.451] are partnerships between the regional district and other levels of government and other organizations which specify how certain aspects of the RGS will be carried out. For example, the agreement may relate to the construction and funding of new or upgraded highways, sewers, hospitals or regional parks.

Official Community Plan

A municipality or regional district may adopt, by bylaw, one or more Official Community Plans (OCP). The local government can decide the area the plan applies to and the number of plans it wants.

While OCPs do not require the Council or Board to proceed with any project contained in the plan, all bylaws or works undertaken by local government must be consistent with the plan. The plan is a statement of policy and does not directly regulate the use of private property; this is the role of regulatory bylaws such as the zoning bylaw (see below).

An OCP is a statement of objectives and policies to guide planning and land use decisions within the area covered by the plan. The legislation provides a list of purposes and goals that OCPs (and regional growth strategies) should work towards (s. 471 and s. 428). OCPs must contain the content listed in section 473 (s. 429 for Regional Growth Strategies) which includes approximate location, amount and type of land uses. OCPs *may* contain any of those matters listed in section 474 including policies relating to social needs, enhancement of farming and the natural environment. Section 446 provides a requirement for a regional context statement in OCPs where a Regional Growth Strategy is in place.

In addition to topics identified in the Act, the Minister can require or authorize that policies be developed on other matters.

A local government can include statements in an OCP on matters over which it does not have jurisdiction. Such statements are referred to as "advocacy policies". Advocacy policies may only state the local government's broad objective for areas within provincial jurisdiction [LGA s.474] and their context should clearly indicate that such statements differ in kind from within-jurisdiction policy statements in the plan.

Local governments can enact zoning bylaws without having an OCP in place, however an OCP is required if a local government wants to use development permits. Development permits are discussed below. They are: arguably, the second most important tool available to local government for regulating development (after zoning). The special conditions or objectives that the development permit area is intended to address, must be described in the OCP.

Section 475 requires local governments to provide one or more opportunities for consultation with persons, organizations and authorities that it considers will be affected when adopting, amending or repealing an OCP. This is in addition to the public hearing requirements. Also, at the time of preparing or amending the plan (and not less than once a year) the local government must consult with school boards regarding the planning of school facilities.

To adopt or amend an OCP, a local government must follow the procedures outlined in section 477 of the Act. Ministerial approval is required for the Resort Municipality of Whistler, the Resort Municipality of Sun Peaks, and Islands Trust. The *LGA* provides discretionary authority for the Minister to require approval of regional district bylaws (LGA s. 585).

An OCP that applies to land in the Agricultural Land Reserve must be referred to the provincial Agricultural Land Commission.

Zoning Bylaw

The principal land use regulatory bylaw, the zoning bylaw divides the area it covers into zones (and can also divide the area above sites into "vertical zones"). For each zone, local government can regulate:

- the use of land, building and structures (including prohibiting uses);
- the density of use, buildings and structures;
- the siting, size and dimension of buildings and structures; and
- the area, shape and dimensions of parcels created by subdivision (including strata title "bare land" subdivisions) [LGA s. 479].

The regulations may be different for different zones, uses within a zone, standards of works and services provided, (e.g., different parcel sizes when on sewer or septic tank) or siting circumstance (e.g., different setbacks for residences along a watercourse). Like uses must be treated similarly within a zone, (e.g., uniformly applied rules for single family dwellings in the same zone and in similar circumstances).

The zoning bylaw can include incentives for provision of amenities or affordable housing by establishing higher levels of density if the conditions are met [LGA s.482]. This is sometimes called "bonus zoning" or "density bonusing." The bylaw can only use density as an inducement; it cannot provide for additional uses if the conditions are met.

Rezoning can be initiated by a property owner or by the local government. Rezoning of individual properties, including creating a new zoning category for an individual property, is permitted. If a local government has zoning, it must also have a procedures bylaw to establish the process for owners to apply for rezoning [LGA s. 460], as well as a board of variance to whom property owners who face particular hardship can apply for minor relaxations of compliance with the regulations [LGA s. 536]. A fee to cover the cost of application processing may be charged [LGA s. 462]. Council or board must consider any rezoning applications received, but are not obliged to introduce a bylaw before turning down an application.

The process of responding to an application for a rezoning frequently involves negotiation regarding the nature of the development that the owner intends to build. If the council or board believes that it is in a strong bargaining position it might anticipate that the owner will be willing to voluntarily offer to include design features or contribute amenities to the community that are not legally required if that might help ensure a "yes" vote on the rezoning application. Great care must be taken in the wording of these discussions with developers. There is no provision in the legislation for "selling zoning," and common law tradition forbids the practice. If the provision of voluntary amenities is a consideration in rezoning separate legal contractual arrangements may be required to ensure that they are provided.

A rezoning that narrows the uses that are permitted on a property, changes the permitted use to less valuable ones, or which reduces the permitted density of development, is often called a "down-zoning." Since down-zoning can result in lower property values or loss of development opportunity, from the owner's perspective this may seem like an unfair infringement on property rights. However, in our Common law tradition, "property rights" are subject to whatever laws are duly enacted, and down-zoning is permitted without the owners' consent. Section 458 of the LGA provides that no compensation is payable to the owner for any resulting reduction in the value of the land (provided that the zoning does not restrict the use of the land only to public uses).

Developers of multi-phase projects that may take years before final completion may desire assurance that the zoning will not change in the meantime, especially if they obtained their zoning in consideration of amenities that they have offered the community. Sections 515-522 of the LGA enable phased development agreements which can provide such assurance for up to ten years, or 20 years with the approval of the Inspector of Municipalities.

Other Land Use Regulatory Bylaws Local government can, as part of a comprehensive land use bylaw or in separate bylaws, adopt regulations and requirements related to development, including:

Parking: to require that specified amounts of off-street parking, loading and handicapped parking is provided. Local government can allow the spaces to be provided on another site or can, if the owner wishes, accept cash in lieu of off-street parking which must be paid into a fund that will be used to pay for local government parking facilities or transportation infrastructure that encourages non-automotive transportation.

Drainage: to require that the runoff from a paved and/or roof areas be dealt with in accordance with the requirements of the bylaw. The bylaw can also limit area of the site that is impervious to water penetration into the soil.

Signs: to regulate the number, size, type, form appearance, and location of signs. Signs can be prohibited unless the sign identifies or relates to the use of a property on which it is located. Note that the *Community Charter* also provides municipalities with general authority to regulate and impose requirements in relation to signs and other advertising. Extra care must be taken when designing sign bylaw provisions to avoid unnecessarily infringing on persons' constitutionally-protected rights to freedom of speech.

Screening and landscaping: to regulate or require that screening or landscaping be included to mask or separate specified types of land uses, protect the natural environment, or prevent hazardous conditions.

Often, these other related regulations are combined with zoning in the same bylaw, in which case it is often called a Land Use Bylaw.

Development Permits

A local government's OCP can designate development permit areas for one of the following purposes: protection of natural environment; hazard areas; protection of farming; commercial area revitalization; form and character of intensive residential, commercial, industrial development; form and character objectives for development in resort regions; promotion of energy or water conservation; and reduction in greenhouse gas emissions [LGA s. 488]. A similar tool is available for heritage area conservation and revitalization [LGA s. 615].

Development permits are, arguably, the second most important tool for land use regulation (after zoning). Besides enabling regulation of the design of a project, and imposing conditions respecting the sequence and timing of construction, a development permit can vary or supplement a regulatory bylaw (except that it cannot vary use or density) [LGA s. 490].

Variances

Sometimes the regulations that are written apply to all general circumstances are not appropriate for a specific situation. While one way to address this would be to rezone the affected property, the legislation provides three more expeditious ways for making site-specific exceptions to the strict application of land use regulations.

The first of these has already been mentioned: a development permit can provide flexibility, provided that it is related to the purpose of the development permit area.

Alternatively, on application of an owner, a local government may, by resolution, issue a development variance permit that relaxes the provisions of a regulatory bylaw (e.g., zoning, subdivision servicing, parking, etc.). A development variance permit may not vary use, density, flood plain specifications, or a phased development agreement [LGA s. 498-499]. Notice must be given to the owners and tenants of nearby properties. Although no public hearing is required, councils and boards usually provide an opportunity for affected parties to express their views on the variance.

As a third alternative, if site circumstances create a hardship for the owner to comply with the bylaw, the owner can apply to the Board of Variance (BoV) for a variance. All local governments that have zoning must establish a BoV. The types of variances that a BoV can approve are similar to those that the council or board can approve, however, the BoV may only order minor variances that address the hardship. It is possible that as appointed volunteers, BoV members may be more prone to make their decisions based upon the merits of the proposal rather than its popularity with the neighbours.

These two latter approaches to variance are separate from each other. An owner who has been turned down by one body can go to the other for an approval.

Development Cost Charge Bylaw

Development Cost Charges (DCCs) are fees that municipalities and regional districts choose to collect from new developments to help pay for the costs of specific off-site services that are needed to accommodate growth. The fees that are charged must relate to the average actual costs the local government expects to incur in developing the off-site services.

Local governments are limited in the types of services they may fund using DCC revenues. Specifically, DCCs may be used to help offset costs associated with the provision, construction, alteration or expansion of: waterworks, sewer trunks, treatment plans and related infrastructure, drainage works and major roads.

DCCs may also be collected to assist in the acquisition and development of parkland but may not be used to pay for other types of services. DCCs may be imposed on most, but not all, development in a community (e.g., not places of public worship). Monies raised must be placed in reserves and can only be used for the purposes for which they were collected.

The Inspector of Municipalities (Ministry of Municipal Affairs and Housing) must approve DCC bylaws and local government must be able to provide information to the public on how the cost charges were determined.

Subdivision Standards & Dedications

Section 514 of the LGA includes special provisions to allow subdivision of rural lots smaller than their zoning would normally permit to build a residence for a relative. The same section includes ability for local government to establish separate minimum lot sizes for such lots that can have the effect of moderating the provision.

A subdivision servicing bylaw sets out the standards for the infrastructure that the developer builds that will later be maintained by the public. This includes roads, sidewalks, boulevards, boulevard crossings, transit bays, street lighting and underground wiring, water systems, fire hydrants, sewage collection and disposal systems, and drainage collection and disposal systems. Connection to community water, sewer or drainage systems can be required. It may also require services to be provided adjacent to the subdivision or development that is directly attributable to that subdivision or development.

Unless the local government provides otherwise, subdividers are required to dedicate lands for parkland, highways and school sites or provide cash-in-lieu as a contribution to the local government's park acquisition fund. This requirement does not apply if the subdivision would create fewer than three additional lots. By default, the legislation requires that 5% of the land being subdivided is to be dedicated for parks. Local governments can decide to accept a lesser amount of land, may specify what types of land they want included in the parkland dedication, or may limit the subdivider's options regarding provision of cash-in-lieu instead of land. They do this through a parkland acquisition policy in their community plan. In the case of regional districts, they must have the parks function and provide parks services in order to receive cash-in-lieu.

Under sections 574 and 577, a local government and school board may enter into an agreement respecting payments or the provision of land for school sites. The charges can apply to development at the time of subdivision or when building permits are issued. School site acquisition charges are set by school boards in accordance with a formula specified in sections 575-576.

Building Regulation

The BC Building Code (based on the National Building Code) sets the standards for the construction of and changes to buildings and applies across BC except on Federal lands and on First Nations reserves, unless a First Nation opts in or a treaty includes provision for the BCBC application. The BC Building Code applies to all construction whether or not the local government undertakes building inspections or requires a building permit.

Community Charter & Local Government Act

The Community Charter provides municipalities with general authority to regulate, prohibit or impose requirements related to buildings and other structures [s. 8(3)(l) and 53-58]. Regional district regulatory authority in relation to buildings is provided by the Local Government Act [s. 297-300]. Some Community Charter provisions also apply to regional districts [LGA s. 302].

Updated November 2022

Zoning Bylaw Purpose

The purpose of the Recreation – RV Camping Zone is to create a distinct zone that will regulate the private development of a seasonal and temporary camping facility in a floodplain.

Definitions in both RV Zoning and RV Regulation bylaws are clearly needed to avoid the ambiguity present in our Official Community Plan. For example:

A recreational vehicle (RV) is defined as a vehicle intended as a temporary accommodation for travel,
vacation, or recreational use and includes travel trailers, fifth wheels, motorized homes, slide-in campers,
chassis- mounted campers, and tent trailers. Recreational vehicles do not include park model trailers
which is defined as a trailer-type vehicle designed to facilitate relocation and intended to provide
accommodation.

RECREATIONAL VEHICLE means a vehicular-type unit meeting the CSA Z240 RV Series standard that is primarily designed as temporary living quarters for recreational, camping, or seasonal use; has its own motive power or is mounted on or towed by another vehicle; does not require a special highway use permit for operation on the highways; and can be easily transported and set up on a daily basis by an individual.

A recreational vehicle's overall width and length shall comply with Motor Vehicle Act and Regulations of British Columbia. All RV units must be licensed to travel on a public road in British Columbia for the current year.

A site means an area in a campground or RV Park which is rented on an overnight basis for remuneration
and which is operated and occupied during part of the year only as accommodation for travellers and
which is used for only one tent or recreational vehicle, but not for a park model trailer and does not
include sites owned or leased under the Condominium Act.

Permitted Uses

The following and no other uses are permitted in the Recreation – RV Camping Zone

- Fully-serviced recreational and seasonal/short term camping sites in Area 1
- Non-serviced recreational and seasonal/short term camping sites in Area 2
 Note: As there appears to be significant discrepancies between the elevations reported on the SBWG
 Elevation map and Schedule "B" of the village's floodplain bylaw, a Qualified Professional should establish two distinct elevation areas.
- Campground Facilities with each site restricted to a picnic table and fire ring
- Sani-Dump as it is doubtful the municipal facility could handle more effluent

Accessory Uses

- Roadways and pathways
 - Construction of internal roadways and RV site pads natural crushed products and/or hard pack base or pavers/stone for permeability
 - Walking trail surfaces and pathways should use natural crushed products to comply with CSA barrier-free design and which withstand the impact of temporary flooding
 - Pedestrian and Golf Cart pathways must be designed and located to avoid conflict with motor vehicles. Where a crossing of an internal road may need to occur, precautions with signs and speed limits must be imposed.

 Access road design shall respect Development Permit Guidelines in the Stream Protection Development Permit Area.

Accessory Buildings & Structures

- Specifics should be provided. The proponent has mentioned a caretaker/site manager residence/office, a common covered pavilion and a gateway. A lookout is also illustrated in the final draft landscape plan.
- Recreational and play structures should be defined or specified.
- Given the flood risk, accessory structures on fully-serviced RV sites such as a deck, porch, gazebo, screened storage should not be permitted as they could become debris flow material and end up in Kootenay Lake and they are not typical campground amenities.
- No ancillary structures constructed on a unit or skirting around a unit are permitted.

Boat Launch

- Although a non-motorized boat launch is permitted in the Lakefront Protection DPA, canoes, kayaks, stand-ups, dinghies and other non-motorized watercraft are launched from beaches.
- Strike from the Bylaw.

Utility structures

- Utility structures should be specified.
- Garbage disposal responsibility and requirement for recycling bins, bear-proof garbage receptacles, pet waste disposal & bags.
- Any part of a lot used or intended to be used as an outdoor storage area including the use of modular storage containers, must be closed by screening on any side not facing directly upon an RV site or adjacent municipal park and no material shall be piled to extend above such screening

Coverage

- RV Lot minimum size in Bylaw 1298 was 220 m²
 Why has this been reduced to 200 square meters in ctq correspondence of March 24, 2025?
- A minimum of xx% of the gross area of the RV Park/Campground must be provided as Private Open Space.
- All storage uses (indoor and outdoor) must not exceed xx% of the total area.
- Maximum Site Coverage (RV or Tent Site): xx%
- Maximum number of recreational vehicles and/or tents within a campsite space shall be one (1)

Other

- Campground Facilities Season
 - 6-month season to be May 1st to October 31st
- Maximum occupancy
 - The International Kootenay Lake Board of Control has recently undertaken a vulnerability assessment of the lake. "Projections indicate wetter and warmer futures. Warming increases early spring runoff and increases summer runoff, leading to higher early spring lake levels and lower late summer lake levels."

 Source: The Valley Voice May 22, 2025
 - 6-month occupancy with a definition of the occupancy season to be May 1st to October 31st
- Off-season Storage & Restrictive Covenants

"Must be included in the zoning and can be placed on title through a covenant to confirm that the park is for seasonal use only, not permanent residence or off-season storage of RV units on the sites."

Source: 2024.06.06 Planning Report, page 9

In a floodplain, in addition to no off-season storage of RV units, there should be no off-season storage of golf carts, ATV's, trailers, bicycles, and pleasure water craft including canoes, kayaks, stand-ups and dinghies. Regulatory bylaws and the Restrictive Covenant placed on title and the zoning bylaw should include this detail.

This detail is necessary because "Section 35 of BC's Property Law Act does provide a person interested in land the authority to apply to the court to modify or cancel various charges and or interests registered against the land including restrictive covenants. Further it is already settled law in B.C. that a restrictive covenant can never override a land use bylaw."

Source: UBCM Convention/Resolutions, 2018, B133

Including this detail in zoning prevents property owners over time from applying to the court to modify or cancel registered charges and interests. This detail is necessary as the property owner could entertain the long-term rental of sites.

Parking

- RVs to be parked at finished grade
- Parking currently reads 1 parking space provided at each RV stall and 1 visitor parking space per 4 RV stalls. The 1 parking space provided at each RV stall is only for a Tow Vehicle along with a RV/Camping Trailer during the 6-month occupancy.
- Others such as Golf Cart, Boat Trailer or ATV and associated carrier only if pad space permits during the 6-month occupancy.
- No parking of vehicles, trailers, boats or golf carts permitted on the access road or internal laneways.
- No parking or storage of unlicensed vehicles

'Servicing'

- Amend this section to enable both non-serviced and fully-serviced sites
- RVs on fully-serviced sites must be hooked up to common water and septic systems
- Require an on-site sani-dump as it is doubtful the municipal facility could handle more effluent.
- To minimize light pollution in an RV park, prioritize dark-sky friendly lighting practices. Use low-intensity, warm-colored lights like amber or yellow, and consider motion sensors or timers to control when lights are on. Shield outdoor lights to direct light downwards, avoiding upward or outward glare. Minimize the use of lights, especially during quiet hours, and ensure interior lights are blocked from spilling outside.

Staff should determine in which regulatory document the following issues are best fitted Safety

- Emergency access to the RV Park shall be provided and always maintained.
- Secured Access shall be provided with Village of Kaslo approved Lock or Boxes and opening devices.
- Evacuation Plan
- Fire Protection all individual campsites and camping units in compliance with the most current BC Fire Code and the most current CSA code concerning propane storage and handling. Portable fire extinguishers should be available and these devices should comply with all relevant codes and standards.
- Requirement for regular safety inspections
- Storm water management plan prepared by a professional engineer for the access road and entire site

Landscaping

- Watering restrictions
- Perimeter fences
- Landscaping regulations & Landscape screens

- except where a hazard has been identified by a suitably qualified individual (for example an Arborist) no plant material may be removed nor may any substance of which land is composed be deposited or removed from a buffer area except as part of an approved landscaping plan.
- Signage regulations

Miscellaneous

- Enforcement, prohibitions & penalties in the event an RV or other property is not removed at the end of a season who will be responsible for towing it off-site and can that expense be charged to the property owner's tax bill?
- Should sections of Kaslo Municipal Parks Bylaw No. 1162, 2025 be incorporated into an RV Park
 Regulation Bylaw as there may be land immediately adjacent which is a highway, a park, a parking lot, or
 crown land.
- How to ensure the beach remains a "public place" no beaching or overnight storage of kayaks, canoes, stand-ups, dinghies, jet skis on the beach
- Will there be a designated swimming area, a section of the waterfront marked and designated exclusively
 for swimming and wading activity; free of hazards that pose a risk to the safety of patrons; in which
 boating is prohibited?
- Signage for an unsupervised waterfront
- Fire rings on the beach?





"All permanent infrastructure on the site must be located above the 200-year Kootenay Lake Floodplain elevation of 536.5 metres"

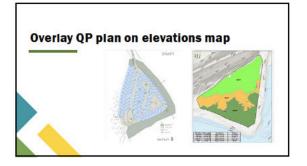
Water lines, sewerage system, electrical hookups, internal RV park roads and RV pads and yet most of the site is below this elevation

Non-Standard Flood and Erosion Area



- areas where there are flooding and erosion hazards which require special additional precautions
- siting preference and financial constraints are not considered valid considerations for an exemption





RV Park layout overlaid on elevation map

In the area of highest elevation possibly 26 to 28 sites





"We are writing to express our continued commitment to working collaboratively with the Village Council in the development of a much-needed campground for the benefit of the entire community."

Dale Unruh



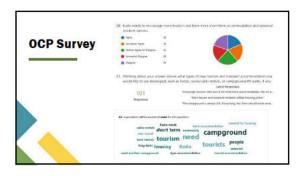




























VILLAGE OF KASLO - MAYORS REPORT

Regular Council Meeting, Tuesday, September 9, 2025 Report Date: September 2, 2025

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



Joint Resource Recovery

The resolutions that are relevant to Kaslo are covered in the Board meeting section.

Board meeting

2.5.1 Forestry Works for BC Society Delegation.

Ken Kalesnikoff and Steve Kozuki appeared on behalf of the group. They made a presentation to the board and answered questions. They will be in Victoria for

UBCM if anyone is interested in meeting with them while there.

I can provide a copy of the presentation if requested.

3.1 Director Main: FCM Committee Appointment.

Director Main was supported to apply for FCM Committee membership.

- There was considerable conversation regarding whether the Board should continue supporting 2 directors for board/committee membership. Director Page indicated that the City of Nelson passed a motion to support him submitting his name for committee work as well.

4.1.4 Joint Resource Recovery Committee: minutes August 20, 2025.

That the Board authorize staff to direct award a Service Agreement to the Kootenay Contribution for a refundable collection service at the Kaslo Recycling Depot, for the period October 1, 2025, to September 30, 2028, with the possibility of two 1-year extensions upon mutual agreement.

- Kootenay Contribution is a relatively new Not for Profit in the area. Below is a description of how the funds will be used.

Funds from the refundables will support:

Children's programs, including local sports and music.

Kaslo Food Bank, especially to support families during winter months.

Local school breakfast and nourishment programs.

Contributions to the Kaslo thrift-store and other community-serving outlets

After these priorities are supported, it is intended to expand into other impactful and meaningful community programs that align with the values of sustainability, education, and social support.

7.1.3 FCM Green Municipal Fund: Climate-Ready Plans and Process Funding Application

That the Board direct staff to apply to FCM's Green Municipal Fund for Climate Ready Plans & Processes funding up to the maximum eligible amount, and to collaborate with RDCK member municipalities, Regional District of East Kootenay and Kootenay Boundary and First Nations governments where applicable;

AND FURTHER, That the Chair and Corporate Officer be authorized to sign subject to a successful application;

AND FURTHER, approve an amendment to the 2025 year of the 2025-2029 Financial Plan for Development Services Service A108 to INCREASE External Contributions & Contracts – Specified by

VILLAGE OF KASLO - MAYORS REPORT

\$140,000 and INCREASE Professional Fees by \$71,000; Education and Training by \$30,000; Travel by \$5,000; Advertising & Communication by \$20,000; and Administration by \$14,000.

I participated in a virtual meeting with Kaylyn Gervais, Officer, Programs Outreach - Adaptation | Green Municipal Fund on August 12th.

7.4.2 Community Development

The following grants were approved:

Arena Community Readiness Project	\$20,000
City Hall Exterior Painting & A/V Equipment for Council Chambers	\$30,000
Kemball Memorial Centre Renovations	\$40,000

7.4.3 Financial Service Grant Amendment

That Resolution 344/25, being the allocation of Financial Service Grant funds, be amended by including:

Lardeau Valley LINKS Marketfest	EDC-Kaslo and D Services S109	\$6,800
Kaslo Chamber of Commerce	EDC-Kaslo and D Services S109	\$7,500

UPCOMING MEETINGS/EVENTS

Times have been included for meetings that are open for public participation. The Zoom links and agendas for the RDCK meetings can be accessed on their website.



- Sept. 10 West Transit Services Ltd @ 1:00pm.
 - 17 Joint Resource Recovery @ 1:00pm.
 - Board meeting @ 9:00am.



Sept. 11 12- 13 Annual General Meeting and Community BBQ in Radium. Board meetings in Radium.

OTHER EVENTS/MEETINGS

- Sept 4 Grand Opening Celebration for the Nelson Community Health Campus

 Meeting with Minister Ma, MLA Anderson, Director Watson and Tyler Dobie to discuss long term care beds in Kaslo.
 - 16 Celgar Stakeholders meeting and lunch.
 - 21-26 Union of BC Municipalities in Victoria.
 - 23 Municipal Finance Authority Semi-Annual meeting (held during UBCM).

Respectfully submitted, Mayor Suzan Hewat



File No. 1865-Kaslo-Village of Kaslo Board Date: 8/21/2025

Resolution: 441/25

August 22, 2025

Village of Kaslo 413 Fourth Street PO Box 576 Kaslo, BC VOG 1M0

By Email: admin@kaslo.ca

Dear: Karissa Stroshein

Funding provided for: Arena Community Readiness Project

I am pleased to advise that the following Regional District Director requested funding support be made to your organization as a contribution towards your noted project.

The Board has authorized Community Development Grant funding of \$20,000.00, and payment will be made to your organization in the coming weeks.

Director	Supporting Area	Total Amount of Grant Funding Provided	Less Holdback (10% on support of over \$5,000)	Final Report Required
Suzan Hewat	Kaslo	\$20,000.00	\$2,000.00	Yes

Grants of over \$5,000.00 are subject to a 10% holdback and organizations are required to sign and return a funding agreement prior to the release of funding.

A final report is required if noted above, and the holdback portion of funding shall be released once the applicant has submitted a completed financial report form, including copies of invoices to account for the full grant amount. A copy of the final report template is available on the RDCK website at https://www.rdck.ca/corporate-admini/administration/grants/community-development/.

Sincerely,

Ashley Grant
Grants Coordinator

cc: Suzan Hewat



File No. 1865-Kaslo-Village of Kaslo Board Date: 8/22/2025

Resolution: 441/25

August 22, 2025

Village of Kaslo 413 Fourth Street PO Box 576 Kaslo, BC VOG 1M0

By Email: admin@kaslo.ca

Dear: Karissa Stroshein

Funding provided for: City Hall Exterior Painting & A/V Equipment for Council Chambers

I am pleased to advise that the following Regional District Director requested funding support be made to your organization as a contribution towards your noted project.

The Board has authorized Community Development Grant funding of \$30,000.00, and payment will be made to your organization in the coming weeks.

Director	Supporting Area	Total Amount of Grant Funding Provided	Less Holdback (10% on support of over \$5,000)	Final Report Required
Suzan Hewat	Kaslo	\$30,000.00	\$3,000.00	Yes

Grants of over \$5,000.00 are subject to a 10% holdback and organizations are required to sign and return a funding agreement prior to the release of funding.

A final report is required if noted above, and the holdback portion of funding shall be released once the applicant has submitted a completed financial report form, including copies of invoices to account for the full grant amount. A copy of the final report template is available on the RDCK website at https://www.rdck.ca/corporate-admini/administration/grants/community-development/.

Sincerely,

Ashley Grant
Grants Coordinator

cc: Suzan Hewat



File No. 1865-Kaslo-Village of Kaslo Board Date: 8/23/2025

Resolution: 441/25

August 22, 2025

Village of Kaslo 413 Fourth Street PO Box 576 Kaslo, BC VOG 1M0

By Email: admin@kaslo.ca

Dear: Karissa Stroshein

Funding provided for: Kemball Memorial Centre Renovations

I am pleased to advise that the following Regional District Director requested funding support be made to your organization as a contribution towards your noted project.

The Board has authorized Community Development Grant funding of \$40,000.00, and payment will be made to your organization in the coming weeks.

Director	Supporting Area	Total Amount of Grant Funding Provided	Less Holdback (10% on support of over \$5,000)	Final Report Required
Suzan Hewat	Kaslo	\$40,000.00	\$4,000.00	Yes

Grants of over \$5,000.00 are subject to a 10% holdback and organizations are required to sign and return a funding agreement prior to the release of funding.

A final report is required if noted above, and the holdback portion of funding shall be released once the applicant has submitted a completed financial report form, including copies of invoices to account for the full grant amount. A copy of the final report template is available on the RDCK website at https://www.rdck.ca/corporate-admini/administration/grants/community-development/.

Sincerely,

Ashley Grant
Grants Coordinator

cc: Suzan Hewat

From: Mandy Bath				
Date: August 24, 2025 at 4:23:17 PM PDT				
To: Suzan Hewat	, Robert Baker	,		
Cc: Mandy Bath				

Having reviewed the Council Meeting Agenda for 26th August 2025 and attached correspondence relating to South Beach, it appears that my letter (below) was excluded. Please either include it as a late item, or explain to me why it was left out of the South Beach correspondence package. Thank you. Mandy Bath

Dear Mayor, Council members and CAO,

Subject: South Beach correspondence

I attended the abbreviated council meeting on Wednesday 30th July and felt disappointed that the public was given no chance to ask questions before we were ejected and the meeting withdrew In Camera. I would like to raise two particular concerns:

1. If I understood correctly, Mayor Hewat announced a new policy for dealing with public correspondence to Council; letters will henceforth be reviewed on receipt and not everything will be appended to the Agenda of the next council meeting. This raises red flags.

I agree that libellous or abusive correspondence should be withheld, but these ought to be the ONLY criteria for keeping correspondence internal. Everything else needs to be made public as attachments to the Agenda so we can see all new information and ongoing commentary on a given topic.

What will happen, of course, is that people will, in desperation, begin to send everything as Open Letters, copied to the Valley Voice for publication and as posts on the Kaslo Community Page on FaceBook. But these are not the democratic forum that Council offers. Our letters need to be visible together in one place so that everyone, including the decision-makers, can review all of them. This is the system we have relied on up to now and it should not be undermined.

I imagine that the hundreds of letters Council has received on the subject of South Beach is the reason behind your change in protocol. The quantity of mail you are receiving is a message in itself. This is probably the most controversial development proposal Kaslo Council has ever had to consider. Censoring public input to the discussion is neither healthy nor transparent and I hope you will reassure us that all our mail will continue to be made available for everyone to see.

2. The Agenda of the 30th July Council Meeting includes correspondence from Anne Malik, Steve Begg. Randy Morse, Russell Precious, Harvey Armstrong, Andy Shadrack and Dave Diplock among others. Those present in the public gallery disagreed and were deeply disappointed when Mayor Hewat asserted that the letters were "for information" and contained "nothing new." On the contrary, they contained

several important new topics and updates, but we were given no opportunity to ask questions about them and this felt wrong. I hope you will re-attach all the July 30th meeting's correspondence to the next council meeting agenda so that they can be pulled out for discussion and questions, to include:

Dave Diplock's correspondence with West Earth Sciences, raising questions as to future contaminated site liability for which the Village may be held responsible, and the urgent need for remediation prior to development.

Randy Morse's core definition of Passive Recreation, which cannot under any circumstances countenance something as "active" as an RV park.

Russell Precious's suggestion that John Cathro be hired to undertake a cost/risk/benefit analysis of the RV park proposal, and news that an anonymous donor is willing to pay for this report.

Anne Malik's several important commentaries and questions on aspects of the South Beach development proposal.

Steve Begg's calculations as to the astronomical amount of fill that will be required to raise the land high enough above lake level to permit development. Also his personal history as one who worked at the sawmill and knows how contaminants were handled, and his interest in digging new test holes for contaminant testing.

Andy Shadrack's historical analysis of high-water levels and debris flows in recent years and the importance of placing septic and RV Park infrastructure above 1760 feet, which is the flood plain level.

I hope to see a robust discussion of all new topics relating to South Beach, and ample time for public questions at the next council meeting on 26th August.

Sincerely,

Mandy Bath

Street

Kaslo

----Original Message-----From: Wells Thomson

Sent: August 28, 2025 10:16 AM

To: Admin Mailbox <admin@kaslo.ca>; Mayor Hewat; Matthew Brown; Erika Bird; Molly Leathwood; Rob

Lang; Ian Dunlop; Wells Thomson

Subject: Dangerous road entry on to Highway 31/A Avenue on a steep grade...

Attention CAO Baker and pertinent staff, Mayor and Council, Consultant on Strategic Priorities,

I write to ask if VOK has objected to the entry into a private housing development from near the middle of the 11% grade section of A Avenue between 5th Street and the Hwy 31N junction in our Village, which is also Provincial Highway 31/31A. This is a dangerous section of road in good weather, let alone in Winter. This steep roadway is frequently used by heavy truck traffic and the pedestrian sidewalk here is used by school children and many other residents. I have written to the Ministry of Transport and Transit to inquire why a road entry permit was issued for this location, but have as yet received no response.

If an objection has not yet been made about this inexplicably approved entry way, I urge you to soon see to it that this dangerous intersection is objected to and removed. I would appreciate learning about your reaction and plans to rectify the situation.

Yours truly, Bill Wells From: Tree Canada / Arbres Canada < info@treecanada.ca >

Sent: August 29, 2025 6:31 AM **To:** Geri Aasen accounts@kaslo.ca>

Subject: Celebrate National Tree Day with Your Own Community Event

A message from Tree Canada



Celebrate National Tree Day with Your Own Community Event

National Tree Day is coming, and we want Canadians to bring the celebration home!

While Tree Canada hosts events in every province, there is a special magic that happens when communities organize their own. Last year, over 40 local celebrations took place across the country. These community events mean:

- Everyone can celebrate the day. Even if there isn't a Tree Canada event nearby, locals can still join in and make a difference.
- **Stronger connections.** Events like these bring neighbours with a passion for the environment together.
- A lasting impact. You're taking action that benefits your community and environment.

We've Got You Covered

Your event doesn't have to be a tree planting. It can be anything that brings your community together and celebrates trees and nature: a litter cleanup, tree maintenance, a nature walk, a fundraiser, or more.

Not sure where to start? Our online toolkits are packed with ideas, templates, and tips to make planning your event easy and fun.

Discover the toolkits \rightarrow

Enter to Win a Free Planting Event

When you <u>register an event</u> taking place during National Forest Week (September 21–27) on Tree Canada's website and share proof that it took place by tagging us on social media or sending photos, you'll be automatically entered into a draw to win a free planting event for your community.

Learn more about the contest →

Plan your event today and be part of a nationwide movement celebrating Canada's trees.

Donate to a greener, healthier tomorrow!

Let's keep in touch!









Vous préférez recevoir nos communications en français? Il suffit de nous le dire!

Join the largest network of urban forestry professionals in Canada

Privacy Policy | Unsubscribe

<u>Tree Canada / Arbres Canada</u> 300-245 rue Cooper Street, Ottawa, ON K2P 0G2



To the CAO and the Mayor and Council of Kaslo,

September 1, 2025

I am writing this letter as the secretary for the Kaslo Boat club.

Many members of the boat club have approached the board with concern for the over-crowding of the Kaslo Bay with unauthorized boat moorage and unsafe boats.

Currently there are over 20 mooring spots with 2 more appearing in the last week, including one barge which is on the beach now at the Jazz Festival site.

Our concerns are the following:

- 1. **Access to our boat houses:** As the bay becomes more and more crowded, there is a real safety concern facing our members as we try to weave our boats through the parked boats to access our authorized boat houses.
- 2. **Parking:** The owners of some of these boats are permanently parked at the boat ramp.
- 3. **Safety:** Because the floor of the bay is clay, none of the moorage is stable. We have observed storms that blow the mooring and boats right across the bay and collide with boathouses.
- 4. Legal requirements: Who gives permission for the boats to be moored there? Are there insurance requirements and fees required that the boat house owners have to comply to in line with boat club moorage fees and insurance? At what point is access denied to these unauthorised boats and moorage? Who is liable if these boats damage our boathouses?
- 5. **Hygiene:** Currently there are 3 boats that people are living on. Many, many people love the bay beach and swim there every day. What of the sewage disposal, the grey water and the garbage. Who monitors this? How does the village ensure the health of the public?
- 6. **Clutter:** Of the 20 or so moorage sites and boats anchored in the bay, most of them are never used. They float at random creating a problem for active motorists. One boat is a floating hot tub. Another is a disco party boat. Many boats are not seaworthy and do not meet minimum safety standards.

We are happy to work with the village as you determine the next steps necessary to keep our beautiful bay hygienic and un-cluttered. Please keep us informed.

Dan Miles, Boat Club Secretary



File #: 0230-20

September 2, 2025

Dan Miles, Secretary Kaslo Boat Club via email:

Dear Mr. Miles:

RE: BOAT CLUB CONCERNS ABOUT KASLO BAY OVER-CROWDING

Thank you for bringing to our attention the Club's concerns with overcrowding in Kaslo Bay due to unauthorized boat moorage and unsafe boats. It is our understanding that these issues are beyond the jurisdiction of the Village and so in November 2024 we contacted the Province. Following is the most up-to-date information we have on these issues.

The Ministry of Forests' Integrated Resource Operations Division is investigating the suspected discharge of sewage and have recently visited Kaslo Bay. We expect to receive information from the Ministry as their investigation unfolds. Gerald Hills is the South Area Superintendent. If you'd like to have direct communication, they can be reached at gerald.hills@gov.bc.ca, 250-805-6736.

Transport Canada's Navigation Protection Program is investigating the report of unpermitted buoys. The last correspondence we received was in January, and the Village recently requested an update. For your information, our contact is Daljit Sandhu. If you'd like to have direct communication, they can be reached at daljit.sandhu@tc.gc.ca.

Thank you for your patience as we continue to work with our provincial and federal partners to have these issues addressed.

Truly,

Robert Baker

Chief Administrative Officer

cc: Council

Joni L'Heureux, Director of Finance and Corporate Services

Geoff Scott, Public Works Foreman

September 1, 2025

Village of Kaslo

Attention: Mayor Hewat, Councilors Bird, Brown, Lang and Leathwood

Re: Notice of Highway Closure and Disposition of Lands – Access to Water

The proposed access road from Highway 31 to a locked gateway in tandem with a 30-metre riparian setback associated with Kaslo River supposedly provides the required public right-of-way access to Kootenay Lake as mandated under Section 75 of the *Land Title Act*.

"Park dedication is unacceptable for access to water. There must be public road dedication."

Source: MoT Guide to Rural Subdivision Approvals Last Modified: October 2023

It is understood the 30-metre riparian setback will be zoned Park within which a public-access trail will be fitted.

• How does this public-access trail within a Park satisfy Land Title Act Access to Water requirements?

Section 76 of the *Land Title Act* does specify that relief, from requirements established by Section 75, is possible. The minister charged with the administration of the *Transportation Act* may grant relief from strict compliance on receiving an application supported by an affidavit and by the written recommendation of the municipal approving officer.

 On what basis will our municipal approving officer (CAO Baker) recommend that strict compliance requiring public road dedication to the body of water is relieved?

The Qualified Environmental Professional who evaluated the sensitivities of South Beach tells us that "this trail will cause additional disturbance within the Kaslo River riparian setback. Typically, riparian setback areas adjacent to creeks and lakes are only intended for naturalization and as functional riparian habitat. Pedestrian trails adjacent/parallel to watercourses are not allowed on private land but are more commonly permitted by municipalities as a public good. Nevertheless, public access along Kaslo River and Kootenay Lake should be highly regulated, such that the areas can function as important riparian habitat."

• Given the potential for erosion within the riparian setback and negative impact to this habitat, why would the Village seek relief from requirements established by Section 75?

We urge Council to negotiate a 60' right-of-way parallel with the riparian setback associated with Kaslo River from the terminus of the proposed access road at the RV Park locked gateway to the 30-metre setback associated with Kootenay Lake. This right-of-way would:

- provide unfettered, safe access for maintenance and emergency vehicles to the beach,
- preserve the naturalization and function of the riparian habitat, and
- secure long-term, safe, public access to the lakefront given erosion and flooding associated with Kaslo River.

For Council's serious deliberation,

Vladimir and Anne Malik

c.c. Heather Wood, Deputy Minister Ministry of Transportation and Transit
 Honorable Brittny Anderson, Minister of State for Local Government and Rural Communities
 Rajeeta Bains, District Technician, MoT West Kootenay District Office
 South Beach Working Group

B.C. COMMUNITIES IN BLOOM NEWSLETTER

IN THIS ISSUE:

- o Anniversary & Awards Dinner
- o Looking Good
 - Merritt
 - Greenwood
- o Showcase
 - Harrison Hot Springs
 - 100 Mile House
 - Berwick House Qualicum Beach
 - Sicamous
- o More Showcase t/c next month!

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www.bccib.ca

Facebook BC CiB Privacy Policy

Anniversary & Awards Dinner October 2nd



5:30pm Meet and Greet

6:00pm Introductions

Slideshow of Past Participants

Buffet Dinner

Awards Presentation & Slideshow

80 03

Earlier in the Day, from 1-3pm a small Tour is planned guided by Kelowna Parks staff

80 03

If you are still interested in registering for dinner, please contact Catherine asap <u>c.kennedy@telus.net</u>



LOOKING GOOD!

BC Communities in Bloom Ambassador's are proud of our communities. The purpose is to photograph a special space or a community enhancing project that is worthy of some recognition in our newsletter.

Merritt

Linda, a director and judge for BC Communities in Bloom, stopped in Merritt on her way home from judging other BC CiB participants this summer. She was impressed with the design, upkeep, signage and the vibrant mural and plants in Spirit Square. That led to a walk around the block exploring shops, admiring the trees and handprints of Country and Western Singers. It's a great place to stop, explore, and have lunch.



Greenwood

Darlene another BC CiB Director and Judge from the Castlegar area, was impressed with Greenwood's new Nikkei Lagacy Park. She took many photos (③) and provided many information links such as this one: Greenwood welcomes all to new Nikkei Legacy Park and garden - Castlegar News



Cumberland

Marlys Diamond remembers the 2006 Canadian Classic Partnership of the Town of Qualicum Beach with the Village of Cumberland, a neighbouring community with a rich history of coal mining.

The coal car received as a gift from Cumberland, is beautifully planted with a large variety of flowers. Its placement draws attention to a heritage area of Qualicum Beach with a background that includes the vintage train station and an old church. The town's museum is close by. The coal car is a reminder of what the Communities in Bloom program has done for the many towns that have participated in the CiB program.





Canada Day in Harrison Hot Springs and Community Planting Day

In June, the HHS CIB Committee hosted a Community Planting Day near the lagoon in Harrison Hot Springs. Members of the community came out with their garden gloves and trowels to get digging and create what has grown into a beautiful display of both Canadian and local pride. Red and white begonias in the shape of "HHS" stand out against the gorgeous backdrop of Mt. Cheam. It was a sunny morning full of gardening that brought together CIB Committee members, volunteers in the community, neighbours, Village staff and even members of council who weren't afraid to get their hands dirty!

Our community has thoroughly enjoyed watching it fill in over the summer and become a popular spot for residents and tourists alike to admire. This project is part of a larger lagoon enhancement project with newly planted trees behind this floral display. In July, the theme of Canadian pride continued when the CIB Committee decorated a utility vehicle with flowers for the Village's famous Canada Day Parade.

A lot of fun was had walking and driving in the parade, handing out candy and waving to spectators.

Thank you to everyone who organized, came out and participated in both of these events!







https://www.facebook.com/profile.php?id=61575123082134

District of 100 Mile House Community Pride and Celebrating Roots for 60 Years





https://www.facebook.com/districtof100milehouse/

As the District of 100 Mile House celebrates its 60th anniversary, we reflect with pride on our deep roots and continued growth—both as



a community and in the landscapes that define us. This milestone year has blossomed with vibrant initiatives that honour our heritage and showcase our evolving identity. New banners now line our streets, proudly featuring the iconic stagecoach logo, a nod to our storybook past. In a spirit of inclusion and collaboration, the District welcomed the 100 Mile Pride Society to unveil additional banners—celebrating diversity and designed by a talented local artist.

True to our Canadian spirit, our gardens have also been dressed for the occasion. Last fall, our dedicated District gardener laid the groundwork for a patriotic floral display, weaving red and white blooms throughout our garden beds and hanging baskets. This vivid celebration of our national colours is further enhanced by Canadian flags at the Visitor Centre along Highway 97, creating a warm welcome for all who pass through.

Over the years, our downtown has been transformed into a living canvas—lush with trees, vibrant plantings, and seasonal beauty that reflects the care and pride of our citizens. The District of 100 Mile House continues to grow in harmony with nature and community.

Mayor and Council invite you to stop and smell the flowers—right here in 100 Mile House—and take a moment to celebrate the beauty of our town, our province, and our country.



A Focus on Food as a Showcase Project

Always current,
Communities in Bloom has introduced an emphasis on Pollinator Pathways and food production. Both of these areas have been embraced by the residents and staff of the Qualicum Beach Berwick Retirement Community.



These two aspects can be found from residents' balconies to outdoor spaces where raised beds are located and assigned to residents with an itchy green thumb. These raised beds are located outside the Conservatory, as well as on our Tweeds patio, a popular outdoor coffee area.

Tomatoes have great appeal with so many varieties to try. It's not uncommon for the growers to place ripened tomatoes in bowls for everyone to sample. Vine-ripened tomatoes are especially delicious. Some say it's almost like eating candy!

Our chef, Ben, with his gardening expertise suggested using plants in the Pollinator Pathways that could complement the culinary department. Various herbs and edible flowers are often used to garnish our delicious meals. Ben loves to do "Culinary Pop-ups" featuring mystery tastings. When invited to taste something with a connection to "National Flutternutter Day" natural curiosity draws a crowd! Residents never know what the next mystery tasting might be, and the stranger the name, the more interesting the experience becomes.

Some of our staff wanted to be part of the fun and a raised bed was assigned to them. We are watching two of their plant choices with interest and wondering just how "miniature" zucchinis and a watermelon can be! We





anxiously await what we will see at harvest time! https://berwickretirement.com/qualicum-beach/overview/



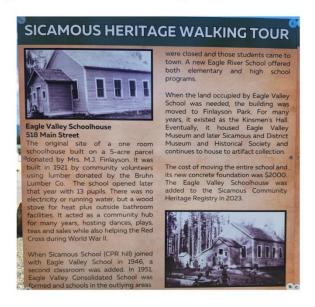
Sicamous SHOWCASE SUBMISSION

Sicamous Heritage Walking Tour

Introduction

Sicamous has always been shaped by movement, people, goods, and stories. From the Secwépemc people who first lived and traveled along the Shuswap, to the railway and paddlewheel steamships that brought settlers, to the families who built forestry, tourism, and recreation into our way of life. Each chapter has left its mark.

The Sicamous Heritage Walking Tour was created to celebrate these stories and bring them to life in a modern, interactive way. Visitors and residents can now walk through the community with history in their hands and discover how Sicamous grew into the vibrant lakeside town it is today.



About the Project

The walking tour is delivered through the On This Spot app. This digital platform combines historic photographs with present-day locations. Standing at a heritage site, visitors can 'slide' between past and present on their phone screen, giving them a new way to see history unfold.

To complement the app, there is also a printed brochure that guides participants through the sites and makes it easy for anyone to enjoy the tour at their own pace. Copies are available at local businesses, the Visitor Centre, and municipal offices.

Along the route, a series of storyboards provide context, photographs, and narratives that deepen the experience. Each stop highlights a different aspect of Sicamous' past: the railway, steamships, forestry, commerce, and community life.



This project was made possible through the collaboration of:

- The District of Sicamous and Sicamous Communities in Bloom
- The District of Sicamous Chamber of Commerce and Destination BC
- Sicamous and District Museum and Historical Society
- Splatsin
- Eagle Valley Arts Council
- · Local volunteers and historians



CASE SUBMISSION

Community Impact

The Heritage Walking Tour reflects Sicamous' pride of place in several ways:

Heritage Preservation: Local stories, archives, and photographs have been collected and shared in a permanent, accessible format.

Beautification & Identity: Storyboards add cultural richness to community spaces and streetscapes.

Tourism & Economy: The tour encourages visitors to explore downtown, dine locally, and extend their stay.

Education: Schools and families can use the tour to learn about the history of their community in a hands-on way.

Community Spirit: Volunteers, historians, and organizations worked together to ensure Sicamous' past will be remembered and celebrated.

The **Sicamous Heritage Walking Tour** is a walk through time. By blending technology, storytelling, and community collaboration, it makes our history accessible, engaging, and unforgettable.

Through this project, Sicamous demonstrates the Communities in Bloom values of heritage conservation, community involvement, beautification, and pride of place.

We are proud to share the Sicamous Heritage Walking Tour as part of our community's ongoing story.

Walking Tour Map (7).pdf - Google Drive





OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 p: 250.561.7600 | www.princegeorge.ca

UBCM Member Communities

September 2, 2025

RE: 2025 UBCM Resolutions

To our fellow UBCM members,

We write to share five (5) resolution items the City of Prince George has submitted to the annual convention, three (3) through the North Central Local Government Association (NCLGA) and two (2) through direct submission to UBCM. This year, we have again resolved to look at items that are not only of interest to our region but that also impact those across the province.

We hope we can count on you to support these items when the time comes and have included full text of each resolution with the background below for consideration.

If you would like to be involved in future advocacy, separate from the UBCM process, please reach out and our staff will work to coordinate interest with any emerging opportunities.

The items we are hoping we can work together to advocate for are:

- Adequate funding, offices and staffing of the BC Conservation Service;
- Construction of a regional secure psychiatric facility in the Prince George area;
- Increased core provincial funding for Public Libraries;
- Declaration of human trafficking, gender-based violence & intimate partner violence as an epidemic in BC and for an updated BC's Action Plan to Combat Human Trafficking; and
- Finalization of agreements between municipalities and BC Ambulance Service including a funding component to compensate local governments providing emergency medical services for related costs.

These are items we feel are a benefit to us all. We look forward to discussing these resolutions, and meeting at the UBCM Convention in a few weeks!

Thank you for your time and consideration.

Respectfully,

Mayor Simon Yu City of Prince George

Union of BC Municipalities - 2025 Resolution Submissions

Resolution #1: Conservation Officer Advocacy

UBCM reference: RR22 (refer to EB35)

Resolution Background:

A provincial government webpage, last updated in 2023, on Conservation Officer career information states, "there are over 69,000 law enforcement officers in Canada, and only 150 of them can be B.C. Conservation Officers". Having only 150 officers on the front lines of environmental law enforcement in British Columbia does not meet the need our vast geography requires. We believe further investment is needed to ensure British Columbia's treasured environment is well looked after.

Draft Resolution:

WHEREAS the provincial government is responsible for managing the conservation service, with few officers covering a geographically vast region, which has a negative impact on the ability of the BC Conservation Officer Service to meet the needs of the communities served;

AND WHEREAS the British Columbia Conservation Officer Service needs additional resources to adequately address public safety, focus on natural resource law enforcement, off road vehicle enforcement, illegal dumping, human wildlife conflicts prevention, and respond to wildlife human conflict:

THEREFORE BE IT RESOLVED that NCLGA advocates that the provincial government be required to provide adequate funding, offices and staffing to fully support the BC Conservation Officer Service to be more active and proactive in effectively managing conservation services.

Document Number: 778747 Page 65 of 149

Resolution #2: Regional Secure Psychiatric Care Facility

<u>UBCM reference</u>: Not included (this item was determined to be regional in scope and is not included in the UBCM resolution package).

Resolution Background:

The Province of British Columbia has committed to taking action to ensure people with long-term concurrent mental-health and addiction challenges get secure and dignified care by opening highly secure facilities for people under the Mental Health Act throughout the province. Prince George is well positioned to host such a facility for the region and seeks NCLGAs support in advocating for the expedient establishment of such resources.

Draft resolution:

WHEREAS the provincial government has stated an interest in establishing, throughout the province, beds under the Mental Health Act at highly secure regional facilities, where people will receive long term care and housing that is secure, safe and dignified, and as the City of Prince George recognizes its role as a regional service hub for these types of facilities.

AND WHEREAS the provincial government has stated they are working on legislation, supported by expert consultation, that would support involuntary admittance to these specialized, compassionate care facilities with a coordinated plan for both treatment and post care.

THEREFORE BE IT RESOLVED that NCLGA advocates to the Provincial Government for the construction of a standalone secure psychiatric care facility, to serve the region, in Prince George.

Document Number: 778747 Page 66 of 149

Resolution #3: Provincial Funding for Public Libraries

UBCM reference: RR25 (refer to SR3)

Resolution background:

The City of Prince George encourages NCLGA members to support the BC Public Library Partners and the Association of BC Public Library Directors in requesting the provincial government provide sustainable funding increases for public libraries. In support of this campaign the below resolution language, modeled after language shared by the BC Public Library Partners, is presented.

Draft resolution:

WHEREAS core funding for public libraries in British Columbia has remained unchanged since 2009, despite BC's population growing 29%, limiting their ability to expand and evolve their programming as demand for their services increases;

AND WHEREAS the operational requirements of public libraries increasingly require significant and diverse resources to provide front-line community services, including supporting patrons with mental health and addiction issues as well as barriers to housing, providing critical locations of refuge during extreme weather events, providing services to new Canadians, and supporting the process of reconciliation with Indigenous peoples:

THEREFORE BE IT RESOLVED that NCLGA call on the provincial government to increase core funding for public libraries on a yearly basis in line with inflation and immediately increases annual core funding for libraries to \$30 million as requested by the BC Public Library Partners and recommended by the province's Select Standing Committee on Finance and Government Services.

Document Number: 778747 Page 67 of 149

Resolution #4: Human Trafficking, Gender Based & Intimate Partner Violence Epidemic

UBCM reference: NR57

Resolution background:

Gender-based violence is defined as violence or abuse perpetrated against a woman, girl or gender-diverse individual because of their gender, gender expression, gender identity or perceived gender. Intimate partner violence is a prevalent form of gender-based violence, referring to multiple forms of harm caused by a current or former intimate partner or spouse in public, private and/or online.

BC Prosecution Service began releasing statistics about intimate partner violence files in its 2022 annual report. The 2023/2024 BC Prosecution Service report indicates that while the 5-year trend for Reports to Crown Counsel (RCCs) received under the four main categories (crimes against the person, property crimes, administration of justice, and other offences) have seen substantive decreases, crimes against the person has remained largely stable. Of these crimes against the person RCCs, the proportion of intimate partner violence RCCs have increased from 18.6% to 21.6% between 2019/2020 and 2023/2024.

Additionally, intimate partner violence and human trafficking are often related to one another. Statistics Canada reports that approximately one third (1/3) of survivors/victims of human trafficking were trafficked by an intimate partner.

Draft resolution:

WHEREAS reported cases of gender-based violence, intimate partner violence, and human trafficking are increasing across British Columbia;

AND WHEREAS BC's Action Plan to Combat Human Trafficking has not been updated since its publication in 2013;

THEREFORE be it resolved that UBCM petition the province to declare gender-based violence, intimate partner violence, and human trafficking an epidemic in British Columbia and update BC's Action Plan to Combat Human Trafficking.

Document Number: 778747 Page 68 of 149

Resolution #5: BC Ambulance Service

UBCM reference: EB7

Resolution background:

In 2023, the City of Prince George endorsed a resolution asking the provincial government to develop a funding model to compensate local governments providing emergency medical services and pre-hospital care through their fire and rescue services. The provincial response emphasized the voluntary nature of the agreements between BCEHS and the municipality, advising that costs may be managed by scaling back participation in providing lifesaving emergency medical services and pre-hospital care by fire and rescue services. The City feels this is an inappropriate and impractical response to our genuine concern.

Draft Resolution:

WHEREAS agreements between BC municipalities and BCEHS regarding municipal fire services providing pre-hospital care lapsed in 2010; and

WHEREAS provincial investment and staffing have not kept pace with the growing demand for emergency medical services and pre-hospital care causing municipalities to increasingly become involved through their fire rescue services;

THEREFORE be it resolved that UBCM petition the province to finalize agreements with BC municipalities as soon as possible and include a funding component to compensate local governments providing emergency medical services and prehospital care through their fire and rescue services for related costs including, but not limited to, medical supplies and training.

Document Number: 778747 Page 69 of 149

Nelson Community Health Campus Grand Opening Celebration

Interior Health invites you to join us in celebrating the opening of the new Nelson Community Health Campus, including Nelson Fairview Gardens long-term care home and the Community Health Services Centre

Date: Thursday, Sept. 4, 2025

Time: 12:15 p.m., lobby of Fairview Gardens

Location: 902 Eleventh Street, Nelson, BC RSVP: Gilda.McGregor@interiorhealth.ca





September 2, 2025

Mayor Hewat and Council Village of Kaslo PO Box 576 Kaslo, BC V0G 1M0

Reference: LGPS-10960

Re: 2024 CRI - FireSmart Community Funding Supports – Village of Kaslo FireSmart

Dear Mayor Hewat and Council,

Thank you for providing the final report, revised August 8, 2025, for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$92,131.80. Based on this, a payment in the amount of \$69,098.85 will follow shortly by electronic fund transfer. This represents final payment of the allocation and is based on 100% of the total reported expenditure less an initial payment of \$23,032.95 provided in October, 2024.

I would like to congratulate your community for undertaking this project and responding to the opportunity to build wildfire resiliency in your community.

If you have any questions, or if we can provide any assistance, please contact 250-356-2947 or cri@ubcm.ca.

Sincerely,

Jonas Wood

Jonas Woodrow, Program Officer

cc: Robert Baker, CAO

The CRI program is funded by the Province of BC

From: Greg Descantes < GDescantes@pacegroup.com >

Sent: September 4, 2025 10:25 AM

Subject: Invitation to Mayor and Council from Save Our Streets

Dear Mayor and Council

Re: Invitation to Save Our Streets media event at BC legislature, Sept. 24.

As a coalition that represents community and business organizations across the province, Save Our Streets (SOS) recognizes that municipalities throughout British Columbia are facing a wide array of serious challenges related to crime, violence and public disorder, much of it caused by addictions and mental illness. Just as there is widespread recognition that these issues will continue to get worse if left unchecked, there is equally widespread belief that long-term progress will only be made when senior levels of government make these challenges one of their highest priorities.

To that end, SOS is staging a media event on the front steps of the BC Legislature this month, while mayors and councillors are in Victoria for the annual UBCM convention. The goal is to stress to the provincial and federal governments and media that these issues continue to affect communities of all sizes and in all regions of B.C. and that addressing them requires an immediate, non-partisan, comprehensive, and coordinated response from all levels of government. The robust participation of municipal officials from around the province will help drive home that message home.

Our event will take place at 12:20 pm on Wednesday, September 24th, just a block away from the UBCM venue, and is expected to take no more than 30 minutes. SOS co-founder Jess Ketchum will act as MC and following a brief overview of SOS and the challenges facing B.C. communities, several mayors will briefly speak to the issues from a local perspective. Already confirmed to attend are mayors Leonard Krog (Nanaimo), Marianne Alto (Victoria), John Henderson (Sechelt), Brad West (Port Coquitlam), Simon Yu (Prince George), Surinderpal Rathor (Williams Lake), Richard Stewart (Coquitlam), Ron Paull (Quesnel) and Diana Lockwood (Salmo). Please consider joining them.

We look forward to having you join us on September 24. To confirm your attendance, or request more information, please contact Greg Descantes at 604-417-1379 or gdescantes@pacegroup.com. We look forward to hearing from you.

Jess Ketchum Co-founder Save Our Streets

Clint Mahlman
President & COO, London Drugs
Co-founder & Chair, Save Our Streets
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STAFF REPORT

DATE: September 3, 2025 FILE NUMBER: 0800-25-01

TO: Robert Baker, Chief Administrative Officer

FROM: Ian Dunlop, Manager of Strategic Initiatives

SUBJECT: Kemball Memorial Centre - Tenant Rent Relief

1.0 PURPOSE

To consider offering the tenants of the Kemball Memorial Center one month of rent relief due to the inconveniences caused by the ongoing building renovation.

2.0 RECOMMENDATION

THAT the Village offer a credit to each tenant in the Kemball Memorial Centre that is equivalent to one month of rental fees payable.

3.0 BACKGROUND

Renovation of the Kemball Building began in earnest this Spring and will continue through the end of this year. The work includes a new heating, ventilation and cooling (HVAC) system to improve air quality and climate in the building, which has been a source of concern for tenants for many years. The project also includes bathroom upgrades, sprinklers, accessibility improvements, structural repairs, lighting replacement and amenities.

The HVAC installation began in May and there have been challenges due to the design and construction of the building that have led to delays in completion. Coring and drilling through the walls for ducting, hoses, sprinkler and electrical connections have caused inconvenience and disruption to tenants as their workspaces have at times been unusable due to the related contractor activities, dust and noise. Although the contractor took steps to schedule work on weekends and keep the spaces clean, most of the work had to take place during working hours and there has been some unavoidable dust and debris in the tenant units.

A thorough cleaning of the units will be done once the installation is complete, but in the meantime, tenants have understandably become impatient with the duration of the work and ongoing inconvenience. The main floor washroom has also been out of service due to construction. We have received requests from tenants for rent relief in consideration of this situation. This staff report is intended to provide Council with an opportunity to consider their request.

4.0 DISCUSSION

Certain tenants may experience further inconvenience when structural work commences on the exterior walls of the building. The southwest and northeast corners of the building require strapping and crack repair on the inside and outside of the walls, which will result in some work needing to be done in those corner units. A further rent reduction for the affected tenants could be considered at that time on a case-by-case basis.

5.0 OPTIONS

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

- 1. THAT Council approve a credit equivalent to one month of rental fees payable for each tenant in the Kemball Memorial Centre. The credit will be applied to rent payable in the month of October to all tenants that are up to date on their applicable rent payments, fees and taxes.
- 2. Rent relief is not offered. Tenants that enquired about rent relief will be informed that no reduction in rent is offered and rent is payable when due.

6.0 FINANCIAL CONSIDERATIONS

Rental rates for the Kemball Building are specified in the Fees & Charges Bylaw, Schedule B:

Kemball Building - Upper Floor \$1.20/sq. ft. per month Kemball Building - First Floor \$1.40/sq. ft. per month Kemball Building - Basement \$1.00/sq. ft. per month

The total revenue from monthly rents as of August 2025 is \$2,892.30. The rental fee includes heat, electricity and use of common areas. The total estimated rental revenue for 2025 is \$40,000. The rental rates have remained the same for the past 10 years. This expense may be minimized by an anticipated reduction in utility costs (electricity, propane) once the new HVAC system comes online, which will improve tenant comfort and reduce energy consumption.

The renovation project is funded by grants through the Community Economic Recovery Infrastructure Program, Columbia Basin Trust, Community Development and Village funds. Compensation to tenants through rent relief is not an eligible expenditure under the grant programs. Village funds already budgeted for the project can be used to offset the loss of rental revenue.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Bylaw

Fees & Charges Bylaw 1300, as amended.

8.0 STRATEGIC PRIORITIES

Kemball Memorial Centre renovations.

RESPECTFULLY SUBMITTED

Ian Dunlop, Manager of Strategic Initiatives

Attachments:

2025-08-07 Email from Vitamin Ski (unit 105/105A)

2025-08-11 Email from Kootenay Lake Innovation Centre (unit 108/108A)

2025-09-02 Email from Town Architecture (unit 205/206)

CAO COMMENTS:

It's unfortunate that the impact on tenants could not be mitigated, and although the Village should avoid providing rent relief to tenants in general, it's probably in the Village's best interests to proceed as recommended. The lost revenue can be recovered through new lease agreements that will be established once the renovations are complete.

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer

From: Melissa Saarinen

Sent: August 7, 2025 4:52 PM

Cc: Geri Aasen <accounts@kaslo.ca>; Admin Mailbox <admin@kaslo.ca>

Subject: Re: Property tax roll 60013

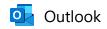
Hi Geri,

Thank you for providing the information. I have been renting this room since 2021 (without ever complaining about anything:) haha). So I hope you can appreciate the surprise and disappointment about not having any early notice of now having to pay property taxes ontop of rent.

As I work on budgeting for the following year I wanted to also ask if there will be any rent reductions for time spent enduring the renovations this spring/summer? I have had some things broken in my office that fell off a shelf during the bathroom demolitions as I share a wall there (my great grandmothers tea cups). I've also had several days working in my office with loud noises. I do my best to put on headphones and go with it as I know the guys are working hard to make improvements to the building that will be good in the end but i'd be lying if I didn't say it has disrupted my work and forced me to work elsewhere during some periods. Which is why I ask for any rent reductions you could give as I have not been able to use my office (that I pay rent for) during certain periods. There has also been alot of dust and workers coming in and out of my room frequently as alot of the infrastructure and ducting is exiting the building from my office specifically.

I also want to ask if you foresee there being any raising of rent in the next year after the renovations are finished so I can budget accordingly. I hope you take into account the length of time we have been renting and that we would love to be there long term in the future. The Kembal is such a special historic building and I really appreciate being in the space and conducting our local business out of it. Moving forward, if it made more sense for me to sign and create a separate lease agreement with the Village rather then subletting from the KLIC I would also consider that.

Thank-you, Melissa S Carlyle Lodge Vitamin Ski



Re: Follow up Re: Congratulations on the Kemball Renovation Milestone

From Kootenay Lake Innovation Centre <klic@kootenays.org>
 Date Mon 2025-08-11 12:13 AM
 To lan Dunlop <ian@kaslo.ca>; Matthew Brown <brown@kaslo.ca>; Geri Aasen <accounts@kaslo.ca>
 Cc Admin Mailbox <admin@kaslo.ca>: Alicia Sergeant ccao@kaslo.ca>; Melissa

Dear Village of Kaslo,

We need to address several unresolved matters regarding our tenancy at the Kemball building before any rent payment can be made.

1. Renovation Disruptions & Relocation

The space has now been unusable for a total of **eight full days**, with **dust raining down on many other days** and loud construction noise repeatedly disrupting our operations. Meetings have been interrupted, client calls affected, and essential work delayed. The main floor bathroom has been unavailable for over a month. The unit has never received a **full deep clean**, and dust remains on furnishings, shelving, and equipment.

Because the conditions were unhealthy and unsuitable for work, we have been forced to **rent another office for the month**.

2. Property Taxes – No Prior Notice

We have recently been informed of new property tax charges for our unit, despite KLIC, as a non-profit, having **never paid property taxes before** and not being notified of this change in advance. BC Assessment made an error by combining assessments, and the amounts billed include late penalties, even though we were not given timely notice to apply for a 2025 tax exemption or pay on time.

3. Rent Credit

We request a **full rent credit for this month** in light of the relocation costs, the prolonged and repeated disruptions, and the unhealthy conditions. We are still waiting for confirmation of the credit for earlier unusable days, as agreed in July.

Our Position

Given the above — prolonged disruption, dust on many days, lack of cleaning, relocation costs, and unnotified property tax charges with penalties — we will not be making any rent payment until these matters are resolved in full. This includes:

- A full **deep clean** of the unit, including all furnishings and equipment.
- Written confirmation of the **full rent credit for this month**, plus the earlier agreed credit for unusable days.
- Resolution of the property tax issue and removal of any unfair late penalties.

We do want to acknowledge that we value the Kemball building and enjoy operating here — and we know that once renovations are complete, the improvements will benefit all tenants. However, the way the work and communication have been handled to date has left us in an unworkable position.

If this matter cannot be resolved promptly, we may need to **escalate the issue** and would appreciate your guidance on the formal steps for doing so within Village processes.

We request a written response with clear timelines and next steps.

Sincerely,

KLIC

On Mon, Jul 7, 2025 at 4:23 PM Kootenay Lake Innovation Centre < klic@kootenays.org > wrote:

OK we will offer this month's rent (even though we cannot use the space) and await the adjustments.

KLIC

On Mon, Jul 7, 2025 at 12:23 PM Ian Dunlop < <u>ian@kaslo.ca</u>> wrote: Hi JM,

A proper cleaning is a reasonable request and I will first follow up with the contractor to confirm that no further dust-generating work affecting your unit is pending.

Withholding rent is not acting in good faith when the unit continues to be occupied. An adjustment will be made to next month's rent after we mutually agree on the number of days that the space was unusable and had to be vacated.

Thanks,

Ian Dunlop Manager of Strategic Initiatives Village of Kaslo 250-353-2311 x107

From: Kootenay Lake Innovation Centre < klic@kootenays.org>

Sent: July 7, 2025 11:50 AM

To: lan Dunlop < ian@kaslo.ca >

Cc: Village of Kaslo admin@kaslo.ca; Alicia Sergeant ; Robert Baker (CAO

Kaslo) < cao@kaslo.ca >

Subject: Re: Follow up Re: Congratulations on the Kemball Renovation Milestone

Thank you for the update and for addressing the contractor's oversight regarding access and cleaning. We appreciate your efforts to move this forward.

We want to confirm that we do intend to pay the rent, but the unit currently requires a full deep clean — including furnishings, shelves, surfaces, and equipment. The dust has settled throughout



Kemball Rental Fee Inquiry

From Jordan Jones <jjones@townarch.ca>
Date Tue 2025-09-02 9:10 AM
To lan Dunlop <ian@kaslo.ca>

Hello Ian.

I wanted to check in regarding rental fees in the Kemball Building. You previously mentioned that tenants are likely to be approved for one month of free rent due to the inconveniences of the renovation.

As you are aware, I only started renting the second office so I could have an employee in-office. That has been very challenging with basically ever corner of all three rooms under construction to the point my employee has been working from home almost exclusively. I haven't been able to have any in office meetings and have even had to remove myself from our office a number of times while work is underway. With that in mind, I think one month free is the minimum that would be reasonable for me and likely other tenants in the building. Note, in addition, tenants had to pay property taxes on their offices for the first time in years (or ever), during a time when no one is able to properly utilize their spaces. I believe mine cost ~\$700.

My original office is set up to auto deposit rent on the 1st of every month (\$451.08); that has already been sent for this month. The other is manually transferred every month (\$453.60). Would it be ok if I don't transfer for the second office this month and next month? This then allows the auto deposit to continue as-is.

Thank you,

Jordan Jones | Architect AIBC, MRAIC



Box 959, 312 4th Street, Kaslo, BC, V0G 1M0 Phone: (250) 353-1114, https://townarch.ca/



STAFF REPORT

DATE: August 25, 2025 FILE 1705-20

NUMBER:

TO: Mayor and Council

FROM: Ian Dunlop, Manager of Strategic Initiatives

SUBJEC City Hall Upgrades Project – Widow's Walk Repair

T:

1.0 PURPOSE

To request additional funding for the City Hall Upgrades project to afford unforeseen repairs.

2.0 RECOMMENDATION

THAT the Widow's Walk on City Hall's roof be repaired, AND FURTHER

THAT the 2025-2029 Financial Plan Bylaw be amended to include an additional \$25,000 for unforeseen repairs associated with the City Hall Upgrades project, including \$17,000 from the City Hall reserve fund and \$8,000 from the Buildings, Machinery, Vehicles, and Equipment reserve fund.

3.0 BACKGROUND

For 2025, Council approved \$90,000 for City Hall Upgrades. Part of the project included exterior painting and repairs to the wood facade. During painting, it was identified that balusters and railing on the roof, known as the Widow's Walk, cannot be restored. The pictures below depict the extent of deterioration.









The Widow's Walk is deemed a character defining element according to the building's registration as a National Historic Site of Canada (1984) and its Heritage Designation under the Municipal Act (1976). As a National Historic Site of Canada, the building is subject to The Standards & Guidelines for the Conservation of Historic Places in Canada which recommends that deteriorated elements not be removed if they can be repaired. The cost of repairs has been estimated at \$25,000. Council is being asked to either allocate additional funding to the project so that the cost of repairs can be afforded in 2025, defer the work to 2026, or postpone the work indefinitely.

4.0 DISCUSSION

The Widow's Walk existed at the time of construction in 1898, but was removed at some point during its long history. Approximately 15 years ago, the roof of City Hall was replaced, and the Widow's Walk was restored. Now, the balusters and railings are rotting and unsecure, which poses a risk to public safety. The contractor performing exterior upgrades has been directed by staff to remove the Widow's Walk to mitigate the risk. Notwithstanding the immediate action that has been taken, a decision of Council is required regarding the future of this building element.

The Standards & Guidelines for the Conservation of Historic Places in Canada provides guidelines for the preservation, rehabilitation, and restoration of buildings. It recommends that elements such as the Widow's Walk be replaced, however, Council may determine that the work is cost prohibitive. If this is the case, Council could refer the repairs to 2026 budget deliberations or remove the Widow's Walk indefinitely.

In 1975, Council adopted The Kaslo Heritage Building Bylaw No. 586 which designated "Kaslo Village Hall" as a Heritage Building in accordance with section 714A of the Municipal Act. In 1976, the Province of BC formally recognized the building's Heritage Designation. The Village's Bylaw does not stipulate any requirements for protecting City Hall from alterations, however the Municipal Act stated that any alterations to Heritage Buildings required the approval of Council. In 1996, the Municipal Act transitioned to the Local Government Act and section 714A of the Municipal Act became section 967 of the Local Government Act. In 2015, section 967 was transitioned to section 611. Current legislation prohibits the alteration of City Hall except as authorized by a heritage alteration permit. Whereas the Village has not established a policy regarding heritage alteration permits, it remains the will of Council whether to remove this character defining element of City Hall. If Council wishes to remove the Widow's Walk indefinitely, a resolution of Council will be required, ad hoc of a heritage alteration permit, to satisfy section 611 of the Local Government Act. Further, The Standards & Guidelines for the Conservation of Historic Places in Canada recommends the alteration be documented to help ensure there is a record for possible restoration of the Widow's Walk in the future.

5.0 OPTIONS

- 1. Council may increase the budget for the City Hall Upgrades project by \$25,000 to afford the unforeseen repairs. The 2025-2029 Financial Plan Bylaw will need to be amended through an amending bylaw before year-end, however, staff will proceed with coordinating repairs to ensure the work is completed as soon as possible.
- 2. Council may refrain from allocating funds in 2025 and either:
 - a. Defer a decision to 2026 budget deliberations, or
 - b. Direct staff to document removal of the Widow's Walk indefinitely; a resolution to alter this character defining element of City Hall will be required.

6.0 FINANCIAL CONSIDERATIONS

If Council decides to proceed with repairs in 2025, it will need to increase the project budget. Funding could come from the City Hall reserve fund or the Buildings, Machinery, Vehicles, and Equipment reserve fund. Staff would suggest \$17,000 and \$8,000 respectively, which would leave approximately \$0 and \$109,000 in these reserve funds.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

Local Government Act (LGA) section 611 [formerly Municipal Act section 714A and LGA section 967]

Bylaw

Kaslo Heritage Building Bylaw No. 586, 1975 Financial Plan Bylaw No. 1316, 2025

Policy

Procurement and Asset Disposal Policy, Village of Kaslo.

8.0 STRATEGIC PRIORITIES

Not applicable.

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED

Ian Dunlop, Manager of Strategic Initiatives

CAO COMMENTS:

If Council would like the Widow's Walk replaced in 2025, it should proceed as recommended. To ensure adequate funding is available for future City Hall projects, Council will need to increase its contributions to reserve funds.

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer



STAFF REPORT

DATE: August 26, 2025 FILE NUMBER: 3360-20

TO: Robert Baker, Chief Administrative Officer

FROM: Ian Dunlop, Manager of Strategic Initiatives

SUBJECT: Kaslo Community Services, 330 B Avenue – OCP and Zoning Amendment

1.0 PURPOSE

To consider a request from Kaslo Community Services to amend the Official Community Plan and land use zoning as it relates to for 330 B Avenue.

2.0 RECOMMENDATION

THAT Official Community Plan Amendment Bylaw No. 1320, 2025 be read a first and second time, AND,

THAT Land Use Amendment Bylaw No. 1321, 2025 be read a first and second time, AND,

THAT the Village provide notice of a Public Hearing for October 7, 2025, in relation to Official Community Plan Amendment Bylaw No. 1320, 2025 and Land Use Amendment Bylaw No. 1321, 2025.

3.0 BACKGROUND

Kaslo Community Services' (KCS) office is located at 336 B Avenue in a former residential building that they converted to office space and a residential suite that provides emergency overnight accommodation. Under Kaslo's Land Use Bylaw #1130, as amended, the property is zoned C-2 – Central Business District which allows a range of different uses along with residential subject to the RM-1 – Multiple Residential zone regulations, and transient accommodation subject to the C-1 – Waterfront Commercial regulations. The property was rezoned from C-4 – Office Commercial to C-2 in 2018. In 2024, Council approved a Development Variance Permit to reduce building setback and parking requirements for 336 B Avenue.

KCS is interested in expanding their space and has been provided with and opportunity to acquire a neighbouring residential property, 330 B Avenue. The property is zoned R-1 – Single and Two-Family Residential which does not permit the types of services that KCS offers, so rezoning of 330 B Avenue would be required to allow for KCS's proposed use. If the property is rezoned, then KCS intends to purchase the property.

The property title documents for 330 B Avenue notes a DVP was granted by the Village in 2007 for a deck extension at the front and side of the house. The front yard setback requirement was reduced to 10 feet from the bylaw requirement of 24.61 feet (7.5 metres). A second variance permitted a zero setback to the interior lot line. At the time, the property consisted of two titled lots, and the deck extension straddled the lot line, requiring this variance. The lots have since been consolidated so the interior lot line variance no longer applies.

4.0 DISCUSSION

KCS are sensitive to retaining the residential character of the street and see the opportunity to acquire and convert the neighbouring home as being more compatible with that intent than proceeding with significant expansion of their current building. Rezoning is required to permit the change in use. The Village's C-2 zoning allows for a wide range of commercial uses, including retail, restaurants and hotels, which are not compatible with the residential neighbourhood.

The Official Community Plan (OCP) provides a more general regulation for land use than zoning, but the OCP and zoning need to be compatible with each other. The OCP Land Use map designates 330 B Avenue as Core Residential, while the KCS property at 336 B Avenue is designated as Core Commercial. An amendment to the OCP Land Use map would therefore be required to extend the Core Commercial designation to 330 B Avenue.

One of the OCP's objectives for Commercial Core is:

"To encourage the highest and best use of the land through mixed-use developments that include compatible ground-floor, street-front commercial uses with offices or residences above or to the rear." (section 6.1.2)

While a Commercial Core policy is to:

"Control mixed-use development through zoning regulations." (section 6.2.3)

Rezoning the entire residential area is not practical, however, spot zoning could be applied. Spot zoning applies a set of site-specific zoning rules to a specific property, while normal zoning is intended to be applied more generally over different parts of a community. In this case, staff have identified that the normal C-2 zone may not be appropriate for this predominantly residential neighbourhood, but spot zoning with a limited sub-set of the C-2 zoning rules could be considered.

If Council is interested in considering spot zoning, staff would suggest C-2B – Central Business District Special Zone B, which is so named because it follows another spot zone in the bylaw, Special Zone A (RM-1A). The proposed C-2B zone allows the following commercial uses, which encompasses the potential uses, programs and services that could be offered by KCS now or in future:

- a) Office
- b) Service
- c) Personal Care Facility and Day Care
- d) Public Building and Use
- e) Multiple Dwelling pursuant to the regulations of the RM-1 Zone
- f) Accessory Uses and Buildings

Uses absent from the proposed C-2B zone that are allowed in C-2 include retail, recreation and entertainment, restaurant, neighbourhood pub, light industrial and uses allowed in the C-1 Waterfront Commercial zone. Residential uses are allowed, which enables a dwelling unit to be created for shelter purposes, future housing options, and recognizes the existing residential use. The C-2 zoning's allowance for residential development following the RM-1 and R-1 zoning is included in the C-2B zone. The RM-1 zone requires a minimum lot size of 1,000 square metres, which 330 B Avenue meets. Based on the density requirements for residential properties connected to municipal sewer, a maximum of 7 residential units could be permitted in future.

The setback requirements of the proposed C-2B zone recognizes the reduced front yard setback that was the subject of the Development Variance Permit. The front setback under the C-2 zone is zero metres, which would be out of character for the street.

The C-2B zoning refers to the standard parking requirements that are specified in Section 4 of the Land Use Bylaw. The site plan provided by the applicant shows 4 parking spaces will provided at the rear of the property. Drawings of the existing house indicate a total floor area of approximately 1,700 square feet, plus 768 square feet for the garage, which KCS intends to turn into program space. Section 4 requires one parking space per 46m² (495 square feet) of office space. Therefore, 5 parking spaces are required. This need was discussed with KCS staff, and they confirmed that 5 parking spaces can be provided on the property. Future construction of new or expanded buildings on the property will increase the number of spaces required.

The KCS Board considered whether they would like the C-2B zoning to be applied to their existing property at 336 B Avenue. Doing so would provide consistency and facilitate the possible consolidation the two properties in future. The more limited zoning, compared to the current C-2 zoning applied to the property, could provide local residents with further assurance that no undesirable commercial or retail uses would be permitted on either property. The KCS Board met to discuss the matter and resolved to include 336 B Avenue in their rezoning request.

It is important to consider that these bylaw amendments are permanent, unless amended again in future, which means that if arrangements for KCS to purchase the property falls through, any current or future owner of the property would have these new uses available to them if they chose to redevelop the property or adaptively reuse the existing buildings. The Community Charter prohibits tying the coming into force of an OCP amendment to the sale of a property, although rezoning can.

Consideration of any amendment to an OCP requires that a public hearing be held between the first and third readings of the amending bylaw. September is a busy month for Council and staff due to the UBCM conference, so a date of October 7, 2025, is proposed. The sign must be posted on the property at least 3 weeks prior to the public hearing, pursuant to paragraph 6.1.a.ii of the Village's Development Procedures Bylaw No. 1283.

5.0 OPTIONS

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

- 1. THAT the OCP and Land Use Bylaw amendments be read a first and second time and a public hearing be scheduled for October 7, 2025. The bylaw amendments are introduced, and staff will provide notice of Council's intent to consider approval of these bylaws and the public hearing date, time and location pursuant to legislative requirements.
- 2. Do not give the bylaws first reading. The application to amend the OCP and zoning will be denied. The applicant can reapply after 6 months.

6.0 FINANCIAL CONSIDERATIONS

The application fee for a combined OCP and zoning bylaw amendment of \$1,500 was received. Costs related to the hearing, advertising of the public notice, and erection of a sign on the property are at the expense of the applicant.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

Divisions 4 and 5 of the Local Government Act pertaining to OCPs and Zoning Bylaws

Bylaw

Development Procedures Bylaw No. 1283 Official Community Plan Bylaw No. 1280 Land Use Bylaw No. 1130, as amended

First reading tables or introduces a bylaw and second reading enables discussion in principle on the content of the bylaw. Third reading allows for final discussion, including changes. Changes can be made to a bylaw at any point during first, second or third reading. Once third reading is complete changes can still be made to the bylaw, however, third reading must be repealed and the bylaw read again a third time. Once a bylaw is adopted it may only be amended or repealed through a new bylaw.

8.0 STRATEGIC PRIORITIES

Not applicable

9.0 OTHER COSNIDERATION

None to report.

RESPECTFULLY SUBMITTED

Ian Dunlop, Planner

Attachments:

Draft of Official Community Plan Amendment Bylaw No. 1320, 2025 Draft of Land Use Amendment Bylaw No. 1321, 2025

Letter of Rationale for Rezoning Application from Kaslo Community Services

Letter of Support – Dunnett 2025.05.31

Letter of Support – Ross 2025.05.23

Site plan and floor plans of 330 B Avenue

CAO COMMENTS:

The OCP was developed based on community input at the time of its development. If Council is strongly opposed to a process that could amend the OCP or re-zoning, then it should refrain from giving the proposed bylaws first reading. Council does not necessarily need to provide a rationale for its decision. However, if Council is open to the possibility of amending the OCP or re-zoning, then it should proceed as recommended as this will trigger a Public Hearing and induce public input for Council's further consideration.

As an aside, please be aware that the proposed re-zoning does not preclude the property from being used for residential housing, rather it gives the property owner greater flexibility with how it can be used.

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer

VILLAGE OF KASLO BYLAW NO. 1320

A BYLAW TO AMEND VILLAGE OF KASLO OFFICIAL COMMUNITY PLAN BYLAW NO. 1280

Having regard for the requirements of Division 4 of the Local Government Act [RSBC 2015] pertaining to Official Community Plans,

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

- 1. This bylaw may be cited for all purposes as "Official Community Plan Amendment Bylaw No. 1320, 2025."
- 2. The map titled "Map B: Land Use" (Land Use Designations) of Official Community Plan Bylaw No. 1280 is hereby amended to change the designation of:

PARCEL E (BEING A CONSOLIDATION OF LOTS 32 TO 35 INCLUSIVE SEE LB331029) BLOCK 11 DISTRICT LOT 208 KOOTENAY DISTRICT PLAN 393;

from "Village Core Residential" to "Core Commercial", as shown in the attached Schedule A.

- 3. If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- 4. This Bylaw shall come into full force and effect on the adoption thereof.

READ A FIRST TIME this day of	_ 2025.
PURSUANT TO THE LOCAL GOVERNMENT A this and day of 2025.	CT, NOTICE WAS ADVERTISED ON
PUBLIC HEARING was held this day of	2025.
READ A SECOND TIME this day of	2025.
READ A THIRD TIME this day of	2025.

ADOPTED this day of	_ 2025.			
MAYOR	CORPORATE OFFICER			
Certified to be a true copy of "Official Community Plan Amendment Bylaw No. 1320, 2025"				
CORRODATE OFFICER				
CORPORATE OFFICER				

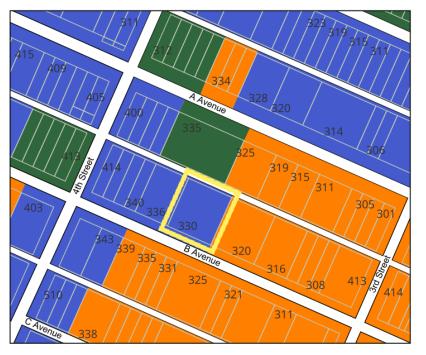
VILLAGE OF KASLO — BYLAW NO. 1320 SCHEDULE "A"

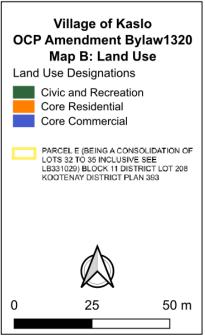
The map titled Map B: Land Use of Official Community Plan Bylaw No. 1280 is hereby amended to change the designation of:

PARCEL E (BEING A CONSOLIDATION OF LOTS 32 TO 35 INCLUSIVE SEE LB331029) BLOCK 11 DISTRICT LOT 208 KOOTENAY DISTRICT PLAN 393;

commonly known by the civic address 330 B Avenue;

from "Village Core Residential" to "Core Commercial", as shown below.





VILLAGE OF KASLO BYLAW NO. 1321

A BYLAW TO AMEND VILLAGE OF KASLO LAND USE BYLAW NO. 1130

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

- 1. This bylaw may be cited for all purposes as "Land Use Amendment Bylaw No. 1321, 2025."
- 2. Land Use Bylaw No. 1130 is hereby amended by inserting "C-2B Central Business District Special Zone B" to the list of Zones in Section 1.3.
- 3. Land Use Bylaw No. 1130 is hereby amended by inserting the Zoning Regulations for "C-2B Central Business District Special Zone B" as Section 3.7, as per the attached Schedule A.
- 4. Land Use Bylaw No. 1130 is hereby amended to sequentially renumber the Zoning Regulations that follow the inserted Section 3.7.
- 5. The map in Schedule 'B' (the "Zoning Map") of Land Use Bylaw No. 1130 is hereby amended to change the designation of:

PARCEL E (BEING A CONSOLIDATION OF LOTS 32 TO 35 INCLUSIVE SEE LB331029) BLOCK 11 DISTRICT LOT 208 KOOTENAY LAND DISTRICT PLAN NEP393;

from "R-1 Single and Two Family Residential" to "C-2B Central Business District Special Zone B", as shown in the attached Schedule B.

6. The map in Schedule 'B' (the "Zoning Map") of Land Use Bylaw No. 1130 is hereby amended to change the designation of:

PARCEL F (BEING A CONSOLIDATION OF LOTS 29, 30 & 31, SEE CA4531117)
BLOCK 11 PLAN DISTRICT LOT 208 KOOTENAY LAND DISTRICT PLAN NEP393

from "C-2 Central Business District" to "C-2B Central Business District Special Zone B", as shown in the attached Schedule B.

shall be severed a	shall be severed and the part that is invalid shall not affect the validity of the remainder.			
8. This Bylaw shall co	This Bylaw shall come into full force and effect on the adoption thereof.			
READ A FIRST TIM	E this day of	2025.		
	E LOCAL GOVERNMEN of 2025.	IT ACT, NOTICE WA	S ADVERTISED ON	
PUBLIC HEARING V	vas held this day o	f 2025.		
READ A SECOND T	IME this day of	2025.		
READ A THIRD TIM	IE this day of	2025.		
ADOPTED this o	lay of 202	5.		
MAYOF	1	C	ORPORATE OFFICER	
Certified to be a true copy of "Land Use Amendment Bylaw No. 1321, 2025"				

CORPORATE OFFICER

7. If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion

VILLAGE OF KASLO — BYLAW 1321 SCHEDULE A

3.7 C-2B - CENTRAL BUSINESS DISTRICT SPECIAL ZONE B

3.4.1 Permitted Uses

- a. Office
- b. Service
- c. Personal Care Facility and Day Care
- d. Public Building and Use
- e. Multiple Dwelling pursuant to the regulations of the RM-1 Zone
- f. Accessory Uses and Buildings

3.4.2 Site Area and Street Frontage

a.	Site area (minimum)	1000m²
b.	Street Frontage (minimum)	22m

3.4.4 Height

a. Building height (maximum) 10m

3.4.5 Setbacks and Projections

a.	Front Yard setback (minimum)	3.0m
b.	Rear Yard setback (minimum)	4.5m

c. Side Yard setback (minimum) 1.5m from an interior lot line, or

4.5m from an exterior <u>lot line</u> or a <u>lot line</u> abutting a

single-family dwelling

d. **Projections** (maximum) **0.6m** into <u>setback</u>

3.4.6 Site Coverage and Parking

a. Site coverage (maximum) 40%

b. **Parking** Subject to the regulations in Section 4.

VILLAGE OF KASLO — BYLAW 1321 SCHEDULE B

The map in Schedule 'B' (the "Zoning Map") of Land Use Bylaw No. 1130 is hereby amended to change the designation of:

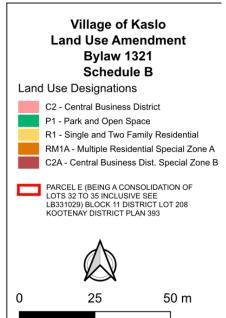
PARCEL E (BEING A CONSOLIDATION OF LOTS 32 TO 35 INCLUSIVE SEE LB331029) BLOCK 11 DISTRICT LOT 208 KOOTENAY DISTRICT PLAN 393;

from "R-1 Single and Two Family Residential" to "C-2B Central Business District Special Zone B", as shown below; and,

PARCEL F (BEING A CONSOLIDATION OF LOTS 29, 30 & 31, SEE CA4531117) BLOCK 11 PLAN DISTRICT LOT 208 KOOTENAY LAND DISTRICT PLAN NEP393

from "C-2 Central Business District" to "C-2B Central Business District Special Zone B", as shown in the attached Schedule B.







Box 546, 336 'B' Avenue, Kaslo, BC, V0G 1M0 Tel: 250 353 7691 • Fax: 250 353 7694 office@kaslo.services • www.kaslo.services

Serving the communities of North and Central Kootenay Lake and the Lardeau Valley

The Village of Kaslo

Susan Hewat, Mayor & Robert Baker, Chief Administrative Officer PO Box 576, Kaslo, BC, V0G 1M0 250-353-2311 admin@kaslo.ca

Re: Rezoning Application – 330 B Avenue PARCEL E (BEING A CONSOLIDATION OF LOTS 32 TO 35 INCLUSIVE SEE LB331029) BLOCK 11 DISTRICT LOT 208 KOOTENAY DISTRICT PLAN 393

Dear Mayor Hewat and Mr. Baker;

On behalf of Kaslo Community Services Society (KCS), we are writing to let you know that KCS has signed a Contract for Purchase and Sale (CPS) of the property at 330 B Avenue, Kaslo, which is adjacent to our current office building at 336 B Avenue. The CPS is set to complete on January 30, 2026. We respectfully submit this Development Application for Re-Zoning and an Amendment to the Official Community Plan (OCP), to permit the use of the residential property at 330 B Avenue for community services, in alignment with our expansion of KCS programming and support infrastructure. This application follows ongoing consultations, past renovation proposals, and our commitment to maintaining the unique character of the neighbourhood while addressing critical service delivery needs.

Rationale for Re-zoning

After years of discussion, growing demand has made it clear: Kaslo Community Services needs more space to continue meeting the needs of our community. KCS is a registered charity providing essential supports to families, seniors, children, youth and adults in the Kaslo area for the past 50 years. KCS serves approximately 750 individuals annually with over 8,000 client visits per year across all locations including the Food Hub, youth programs, two Family Centres, and our main office building.

Alignment with Official Community Plan

The proposed rezoning aligns with the Village of Kaslo's Official Community Plan (OCP), particularly policies supporting accessible community services, health and well-being, and resilient infrastructure. The OCP calls for land-use flexibility to allow for essential community services and supports integration of institutional uses within residential areas where compatible.

Specifically, Section 6.3.3 of the OCP Land Use Policies states: "In addition to the general commercial policies, the Village will: 1. Consider neighbourhood commercial uses that complement or expand upon...non-profit or institutional uses in the immediate vicinity" (emphasis added).

Economic, Social, and Cultural Benefits

- ✓ Social impact: KCS supports hundreds of residents annually with mental health, outreach, family, and early childhood, and senior services. Demand has grown steadily, outpacing our ability to serve clients effectively in the current space.
- ∉ Economic value: Our services reduce long-term strain on health and justice systems, while keeping vulnerable residents housed, supported, and connected to resources. KCS also contributes to the local economy through local purchasing, venue rentals and wages for staff who live locally.
- € Cultural continuity: This expansion ensures that Kaslo and the surrounding North Kootenay Lake region retain accessible, community-driven services delivered in a non-institutional and locally-owned setting.

Demonstrated Need and Site Suitability

Community consultations held during our previous renovation planning made it clear: residents were concerned about large-scale development altering the character of the neighbourhood. Since then, we have pursued a more measured, respectful alternative — the acquisition of the adjacent home. This location is uniquely suited to meet our space needs without expanding our current footprint or increasing density beyond what already exists on the street.

Infrastructure and Servicing

The proposed expansion will not place undue pressure on local infrastructure. The home is already serviced and KCSS will ensure any upgrades are completed in consultation with Village staff and local utilities. No new roads or major infrastructure additions are required.

Neighbourhood Compatibility

- The existing home will be preserved with minimal exterior changes. Interior renovations will enable use as counselling and meeting space.
- Privacy and quietude will be respected. Daily operations in the newly purchased building will not cause noticeable noise impacts and be generally limited to weekdays from 9am-5pm
- This provides a rare opportunity to address our Society's space constraints without relocation or intrusive new construction.

- To ease client access, the location is within easy walking distance of the downtown core, along major bus routes and close to other services like Village Hall, RCMP and more.
- Parking will remain consistent with existing capacity; staff and client parking is provided on-site.

Built Form and Streetscape

This proposal maintains the scale, form, and appearance of the residential streetscape. Unlike previous expansion plans that added height and new massing, this approach avoids disrupting the street's pedestrian character or neighbouring views.

In winter, KCS contracts with snow removal services to keep parking areas and sidewalks clear. In summer, landscaping services are contracted to maintain lawns and other plantings. The new building will meet the needs of persons with disabilities by including a designated accessible parking space and an accessible entryway and bathroom facility. Angled on-street parking will be available on B Avenue along with off-street parking at the rear of the property.

Environmental and Safety Considerations

Any upgrades to the building will follow Step Code energy efficiency standards and prioritize sustainable materials. Our previous expansion planning emphasized fire-resistive materials and energy efficiency, which remain top priorities in this more modest renovation.

This rezoning application reflects KCSS's commitment to serving the community in a way that honours neighbourhood character, responds to clear public needs, and advances Kaslo's planning vision. By adapting an existing home, we are investing in people — not concrete — and doing so with community voices in mind. The environmental impact on the surrounding area will be minimal. No significant landscape changes are planned, and the footprint of the building remains the same. We plan to maintain existing trees and plantings for privacy and neighbourhood continuity. Energy efficiency in the building is important to us and we will upgrade the existing heat pump and remove the wood stove Fire Smart principles will be considered in any landscaping and renovation plans, though it is worth noting the building already has a metal roof and non-combustible cement board siding on many of its exterior surfaces.

Community Consultation

We have informed neighbours of our plans and have received supportive feedback about this initiative. (See attached letters of support).

KCS is committed to public dialogue about our plans and we have created communication materials explaining our proposed expansion and are planning outreach events throughout

2025. We will actively participate in any public hearings required by the OCP amendment and re-zoning process and are always available to answer questions from Village staff or the broader community about our application.



330 B Ave proposed to be rezoned. 336 is current KCS property.

Conclusion

After 50 years of delivering services to residents in Kaslo and the North Kootenay Lake region we believe this expansion will ensure we're ready for the next 50 years of care, connection and community. Purchase and renovation of the neighbouring home is critical to help us better serve the community's needs and support the social well-being of the residents of Kaslo.

We kindly request you approve this Development Application to enable us to proceed with this project effectively. Our team is readily available for any discussions or clarifications required to facilitate the approval process.

Thank you for your time and consideration of this application. We look forward to working closely with the Village of Kaslo to bring this project to fruition and continue our commitment to serving the community.

Sincerely,

KCS Leadership Team - Patrick Steiner, Jane Ballantyne, Jana Gmur

Board Chair - Janet Mayfield

Kaslo Community Services



Re: Update on Re-zoning application - estimated cost for public hearing

From Patrick Steiner <patricksteiner@kaslo.services>

Date Wed 2025-08-27 2:15 PM

To Ian Dunlop <ian@kaslo.ca>; Jane Ballantyne <janeballantyne@kaslo.services>

Cc Jana Gmür <janagmur@kaslo.services>

Hi lan;

Our board has approved a motion to request adding our current property 336 B Ave., to the same spot zoning that you are recommending for our new property at 330 B Ave.

Below is the wording of the motion our board unanimously passed. Let me know if you need any other information to add this to the rezoning request going before council on September 9th.

"We the board recommend adding the KCS property at 336 B Avenue to the re-zoning request to Village of Kaslo, asking for the same spot zoning that will be requested for the 330 B Avenue property. We ask the Leadership Team to include this in the proposed re-zoning application to the Village of Kaslo."

Thank you,

Patrick

Patrick Steiner

Co-Executive Director - Food Security, Seniors, Community Engagement

Availability: Monday to Friday from 9am – 5pm

Preferred Pronouns: He, Him, His

Phone: Mon-Thurs. 250 353 7691 x. 401 / Fridays 250-353-7120

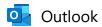
Kaslo Community Services

336 'B' Avenue Box 546 Kaslo V0G 1M0 Phone: 250 353 7691

Fax: 250 353 7694 Web: www.kaslo.services

Serving the communities of North and Central Kootenay Lake and the Lardeau Valley

Kaslo Community Services works on the stolen territories of the Ktunaxa, Sinixt and Syilx nations. We acknowledge the impacts of colonization, both past and present, and we seek to deliver our services in a manner that honours the land and the Indigenous peoples living here today.



Letter for council

From Rod Dunnett

Date Sat 2025-05-31 10:14 AM

Patrick Steiner <patricksteiner@kaslo.services>

Dear Mayor Hewat and Council,

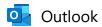
I am writing in support of the purchase of the property at <u>330 B Avenue</u>, Kaslo, and of making any necessary changes to zoning and any necessary amendment to Kaslo's Official Community Plan to allow delivery of community-based social services at that location.

KCS delivers valued and respected social services to residents of Kaslo and area and has outgrown their current office space at 336 B Avenue.

Sincerely,

Rod Dunnett

Sent from Yahoo Mail for iPhone



Letter of Support - Liz Ross

From Jane Ballantyne <janeballantyne@kaslo.services>

Date Fri 2025-05-23 6:15 PM

Patrick Steiner <patricksteiner@kaslo.services>; Jana Gmür <janagmur@kaslo.services>

Jane Ballantyne

From: Elizabeth Ross

Sent: May 23, 2025 3:55 PM

To: suzan hewat <mayor@kaslo.ca>

Cc: Jane Ballantyne < janeballantyne@kaslo.services>

Subject: Purchase of 330 B Ave by KCS

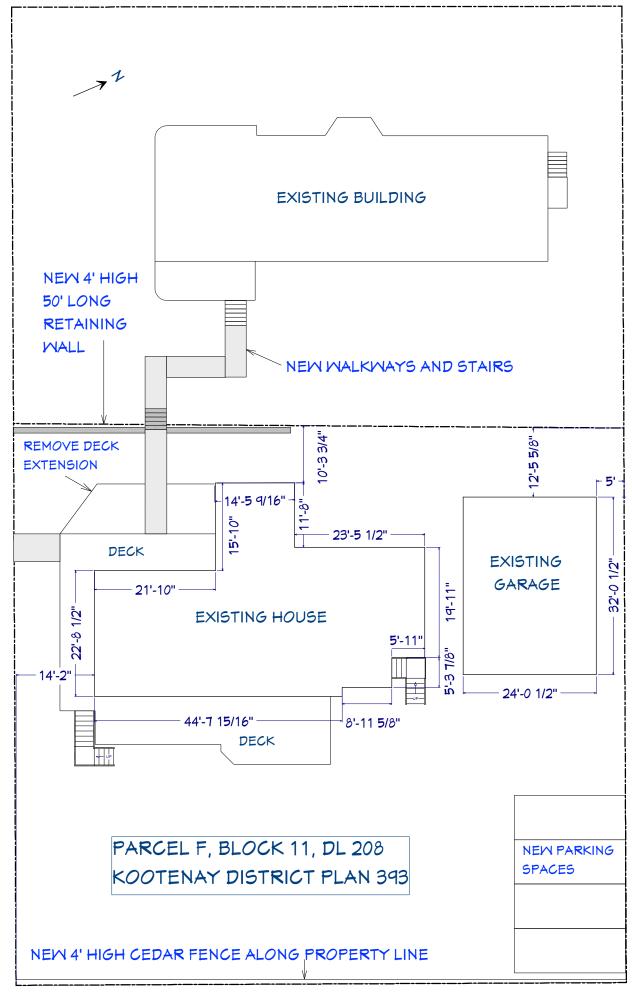
Dear Mayor Hewat and Council,

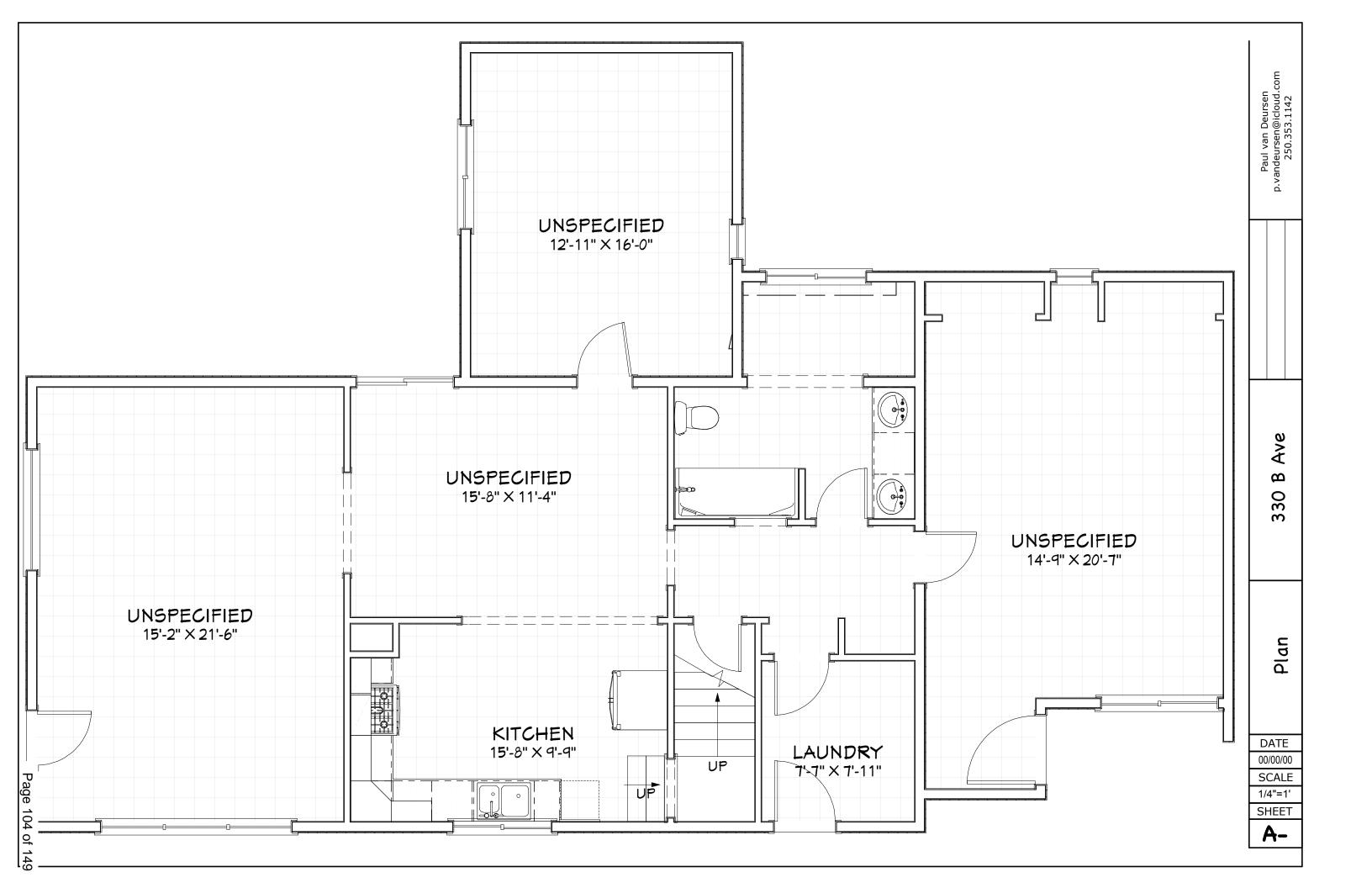
I am writing in support of the purchase of the property at 330 B Avenue, Kaslo, which adjoins my property at B Avenue, by Kaslo Community Services Society (KCS). I am in agreement with making any necessary changes to zoning and any necessary amendment to Kaslo's Official Community Plan to allow delivery of community-based social services at that location.

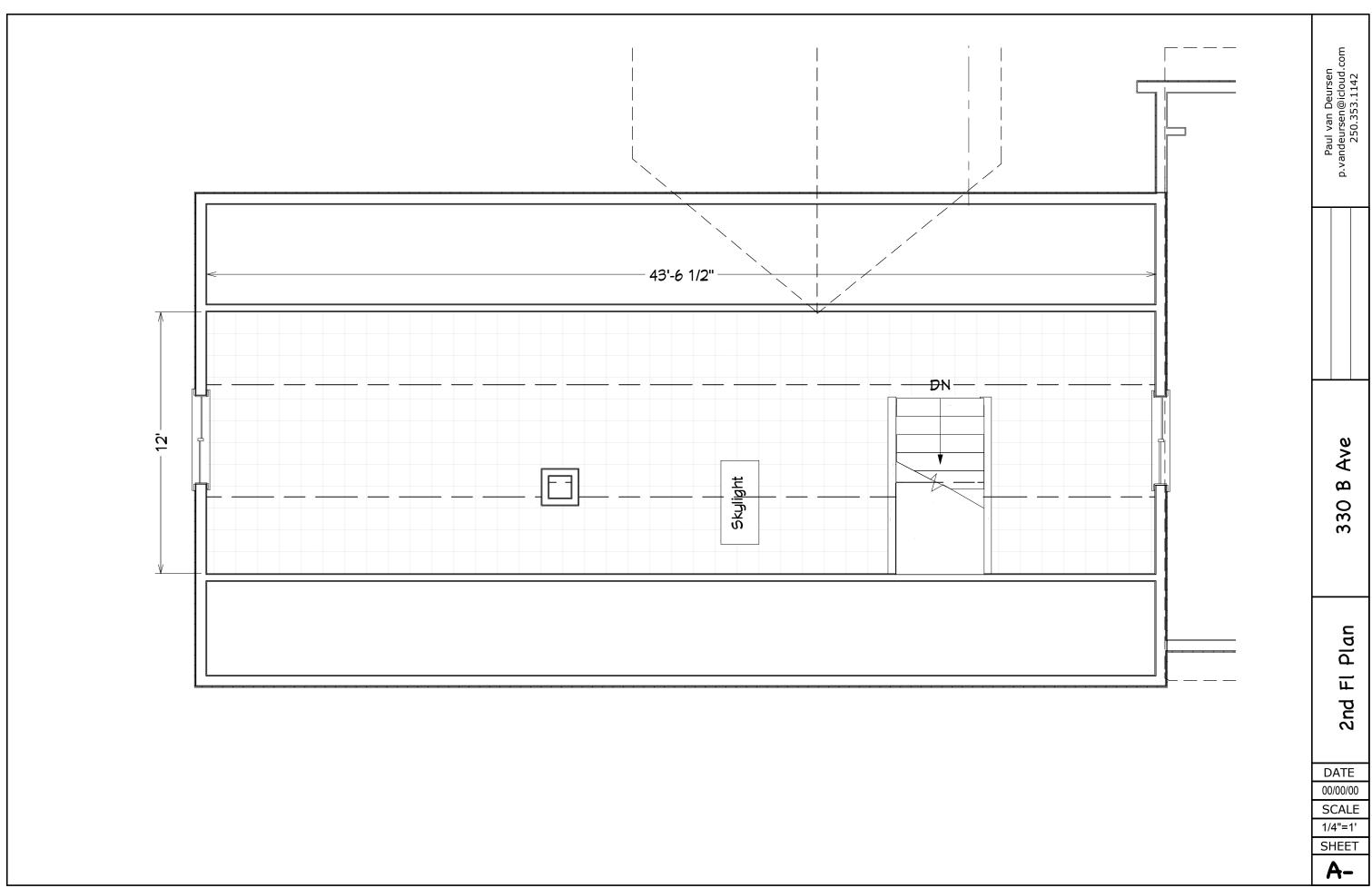
KCS delivers valued and respected social services to residents of Kaslo and area and has outgrown their current office space at 336 B Avenue.

Sincerely,

Elizabeth Ross









STAFF REPORT

DATE: August 26, 2025 FILE NUMBER: 3060-20

TO: Robert Baker, Chief Administrative Officer

FROM: Ian Dunlop, Planner

SUBJECT: Development Permit Application - 437 Front Street

1.0 PURPOSE

This application requests a Heritage and Commercial Core Development Permit review for replacement of signage and related alterations to the building facade.

2.0 RECOMMENDATION

THAT Council approve Heritage and Commercial Core Development Permit application DP2025-05.

3.0 BACKGROUND

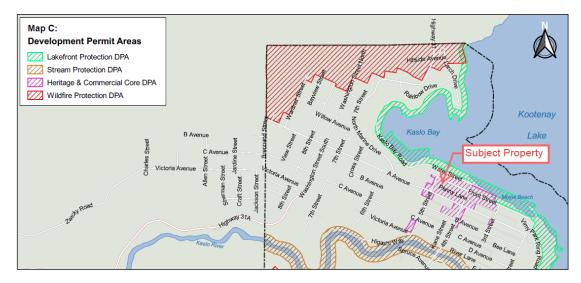
The applicant, Priority Permits Ltd. on behalf of the owner, Kootenay Savings and Credit Union (KSCU) proposes to replace exterior signage at:

Legal: Parcel E, Block 9 Plan NEP393 District Lot 208 Kootenay Land District (KP166267)

PID: 024-903-612

Civic Address: 437 Front Street Related Building Permit: BP29003

The property is within the Heritage and Commercial Core Development Permit Area, as defined in Section 16.3 and Map C of the Official Community Plan, Bylaw No. 1280. 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.



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 to 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. Construction of, addition to, or alteration of a building or structure requires a development permit.

Development within the Heritage DPA must follow the Building Design Guidelines in Appendix II of the Official Community Plan, and Appendix III, Colour Design Guidelines. A proposal that clearly follows these guidelines can be approved by Village administration in most circumstances. However, Section 16.3.5.4 of the OCP states:

"An application that proposes signage, awnings, overhangs, lighting, or decorative façade features, such as cornices, that project into or over the public street must be approved by Council."

Prior Permits:

- A Heritage and Commercial Core Development Permit was previously approved under file number DP2003-06 for the repainting of the façade of the building in August 2003 (Land title document WX2190397).
- A permit was issued for the freestanding sign when a sign for Humphries Law was installed below the existing KSCU sign in July 2001 (Land title document WX216607). The Humphries Law sign will be removed when the KSCU sign is replaced.
- Façade improvements and addition in 1998, 2001 and 2012 (KM81531, KM81531, LB505737)

4.0 DISCUSSION

The applicant provided drawings to show the proposed change to Front Street frontage. The proposal is to replace the fascia and free-standing signs with updated corporate branding. The façade of the building will not be physically by the removal of the existing banner sign over the main entrance. The signs will be illuminated by overhanging lights, as are the existing signs.



Review of the plans and an email from the applicant dated August 6, 2025, confirms that the sign overhanging the sidewalk will be replaced, and therefore the application should be referred to Council as per section 16.3.5.4 of the Official Community Plan.

The proposed colour scheme is mostly the same as was previously approved under DP2003-06 with the addition of beige over the entrance. The colour scheme is compatible with the Heritage Colours referenced in Appendix III of the OCP. The new signage reflects a rebranding of KSCU. The new design is more in keeping with Kaslo's downtown heritage form and character, as compared to the large, modern font used in the current design. The signage is illuminated from the front, as required by Sign Bylaw No. 1104, which discourages backlit signs.

The freestanding sign overhangs the sidewalk. Although this is an existing situation, replacement of the sign necessitates review of the design and the encroachment into the Front Street road allowance. There is no evidence of an encroachment agreement on file for the overhanging sign. An agreement ensures that liability for the sign is covered under the adjacent property's insurance.

5.0 OPTIONS

- 1. THAT Council approve Heritage and Commercial Core Development Permit application DP2025-05. The permit will be issued, and the applicant may begin construction.
- 2. Council refers the application to the Art and Heritage Committee for heritage design review. The application will be referred to the Committee for a recommendation and the matter will subsequently be decided by Council.
- 3. Council deny the application.

6.0 FINANCIAL CONSIDERATIONS

The development permit application fee of \$250 has been received.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

<u>Bylaw</u>

Official Community Plan Bylaw No. 1280, Heritage & Commercial Core Development Permit Area section 16.3 Development Procedures Bylaw No. 1283

Sign Bylaw No. 1104

RESPECTFULLY SUBMITTED

Ian Dunlop, Planner

Attachments:

Rationale letter from applicant's agent.

Drawing package.

CAO COMMENTS:

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer

Regional District of Central Kootenay

Planning Department Aug 14th, 2025

Re: Development Permit Rationale – 437 Front Street Heritage & Commercial Core

To Whom It May Concern,

We are submitting this letter in support of our Development Permit application for new signage at 437 Front Street, located within the Heritage & Commercial Core.

The proposed signs will replace the existing signage currently installed on the property. The new signs are **smaller in scale** than the current ones, ensuring they will be more proportionate to the building façade and consistent with the character of the surrounding streetscape.

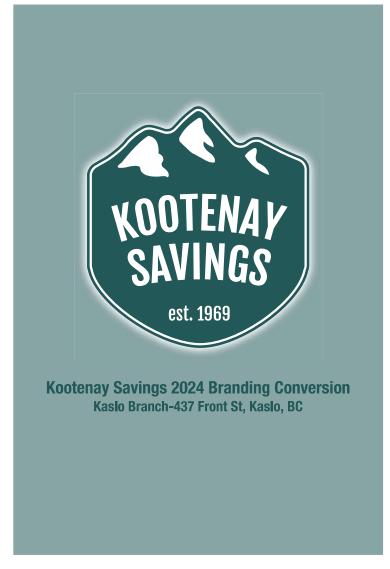
In keeping with the **Heritage Design Guidelines** for the area, the signage will be crafted using **high-quality, durable materials** and will incorporate a design that reflects the building's historic context. The overall aesthetic is intended to complement the architectural features of the property and to contribute positively to the visual appeal of the Heritage & Commercial Core.

We believe the proposed changes will:

- Respect and enhance the heritage character of the building and the streetscape.
- Improve visual harmony within the Heritage & Commercial Core.
- Maintain a professional and high-quality appearance suitable for the area's historic significance.

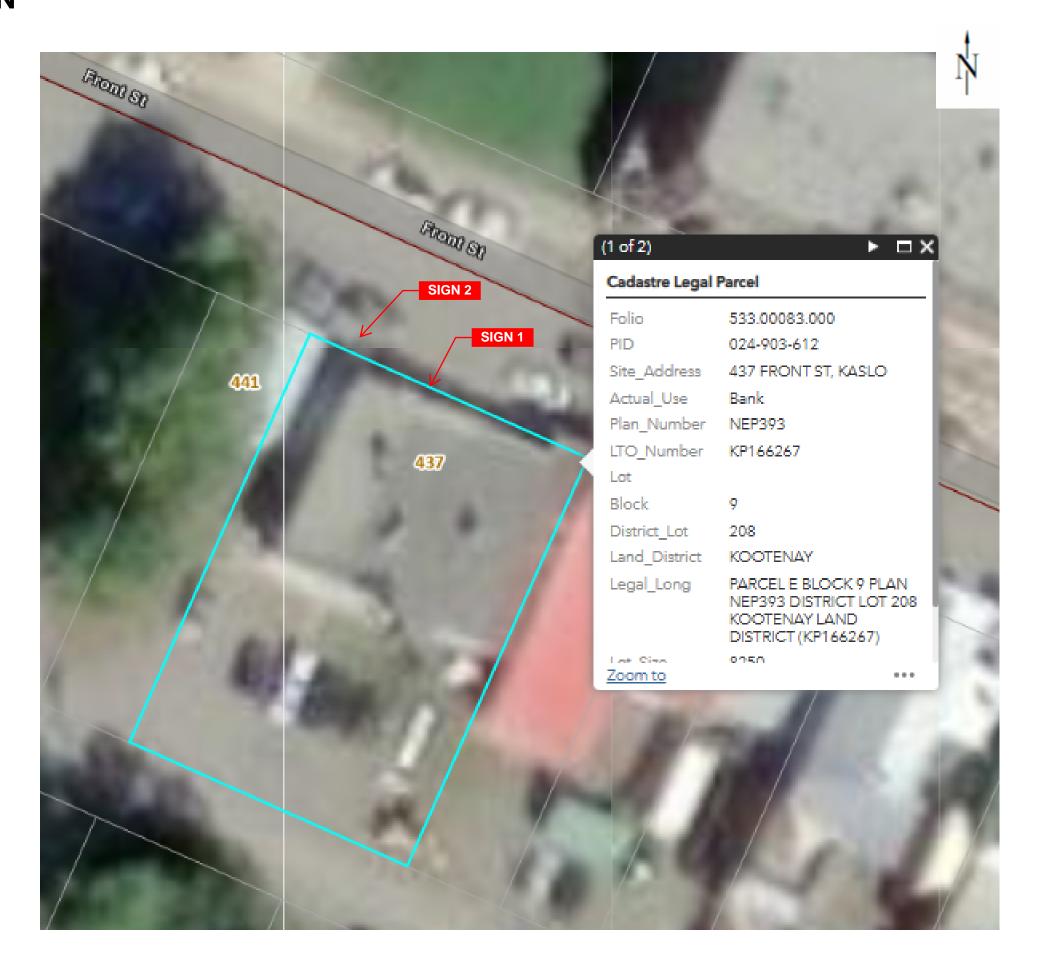
We appreciate your consideration of our application and look forward to contributing to the preservation and enhancement of this important heritage area.

Sincerely, Ryan Matthews Priority Permits Ltd 289-389-8951





SITE PLAN



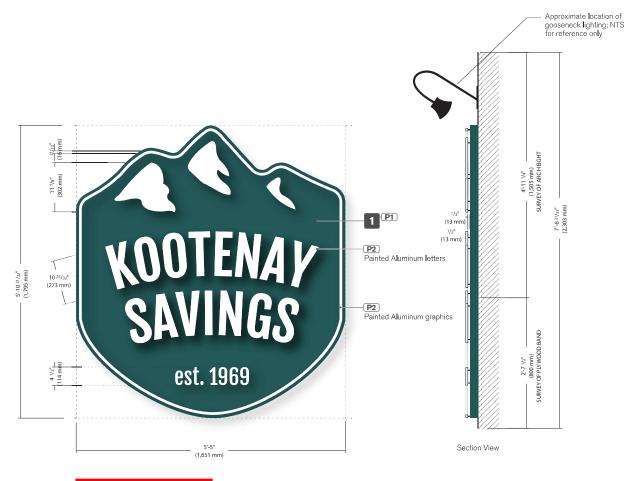
KOOTENAY SAVINGS

437 Front St Kaslo, BC

Priority Permits Ltd.
Ryan Matthews
289 389 8951
Ryan@PriorityPermits.com



SIGN 1



SIGN AREA: 2.96m²

SPECIFICATIONS

1

Sign 1- Mountain Logo

Aluminum fabricated badge sign, non-illuminated Single face, mounted on building as main fascia sign Cabinet to be 2" deep, all visible faces to be painted Teal Green;

Graphics

All white graphics (border, Snowpeaks, "EST. 1969", "KOOTENAY SAVINGS") to be made of 1/2" thick aluminum, painted white and pin mounted off cabinet by 1/2"

Note: Landlord will update lighting any exterior wall paint to be done by others Gooseneck lighting to be removed by others -Pending

COLOURS + FINISHES

Teal Green Pantone 7476 C P1 MP match approval pending White

P2 MP N202SP



Existing Signage



Project: Kootenay Savings- Kaslo Client: Kootenay Savings Quote Number: 22636-04-24-KOORG-R6

Account Manager: Roland House Drawn/Revised By: Deb / Rachelle / BZ Scale: 1:15

23-04-24

TYPEFACE
Branding
Quantity

SIGN 1 - OPTION 3
FABRICATED ALUMINUM
CABINET SIGN WITH PIN MOUNT
ALUMINUM LETTERS
NON ILLUMINATED

Rev.	Change Schedule	Date
R1	change sign 1, sign 2	05-24-24
R2	Reduce size of sign 1, move sign 2	07-06-24
R3	No change, add note	03-07-24
R4	Updated spec to match Salmo	09-07-24
R5	Change sign to option 2, remove Sign 2	15-07-24
R6	Change sign to non-illuminated; new build	25-06-25

Approved
Approved With Changes

Approval Signature:
DocuSigned by:

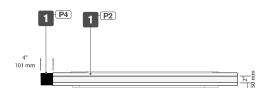
X
Bunt
Approval

-1708140AD53D45E.

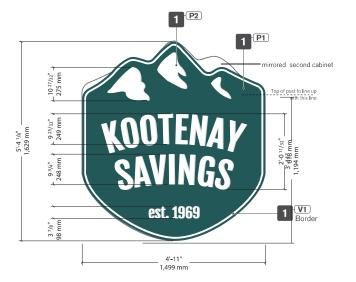
KOOTENAY SAVINGS et. 1969 437 Front St, Kaslo, BC

Page 2

SIGN 2

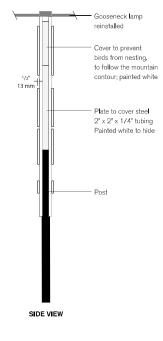


TOP VIEW



SIGN AREA: 2.44m²

COLOURS + FINISHES Teal Green White Pantone 7476 C MP match P2 MP N202SP approval pending V1 3M 7725-10 Black MP N923SP



SPECIFICATIONS

Signs 3 & 4
New (2) 1" deep shaped cabinets, face painted green, returns and backs painted white

White border to be white opaque vinyl; Logo and Letters to be 1/2" deep, cut aluminum, painted white, and mounted to face

Mounted to post with (2) horizontal steel tubing 2" x 2" x 1/4", to be hidden with plate cover painted white to match cabinet returns

Pole

Paint Pole Black 2-3 coats to cover the green Law Office Sign to be lowered as needed



This is the existing signage on building



Project: Kootenay Savings- Kaslo Kootenay Savings

22636-04-24-KOORG-R6

Quote Number

23-04-24

Account Manager Roland House Drawn/Revised By: Deb / Rachelle 1:20

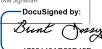
TYPEFACE Branding Quantity

SIGN 3 and 4 SHAPED ALUM CABINET WITH 1/2 " THICK ALUM LETTERS SIDE POLE MOUNTED 2 s/f signs NON ILLUMINATED

Change Schedule R1 minor change; pole pole to black 05-24-24 R2 minor change to cabinet visuals 06-10-24 R3 change cabinets size, add Side View 03-07-24 Adjust specs to match Salmo 09-07-24 No changes, add note 15-07-24 R6 No changes 25-06-25 Approved

Approved With Changes

Approval Signature:



KOOTENA*V* 437 Front St. SAVINGS Kaslo, BC

Page 3

-1708140AD53D45E..



Day view for presentation purposes only Not to scale

Note: Landlord will update lighting (pending) any exterior wall paint to be done by others

Page 115 of 149

Project: Kootenay Savings- Kaslo Client: Kootenay Savings

 Quote Number:
 Date:

 22636-04-24-KOORG-R6
 23-04-24

Account Manager: Roland House Drawn/Revised By: Rachelle Scale: NTS TYPEFACE Branding

Quantity

SIGN 1,3 and 4 DAY VIEW

	dd render to show alternative	03-07-2
R5 A	alternational form and account and	
	djusted for accuracy	15-07-
C	ption 1 removed	
R6 R	evise render	25-06-2

Approved

Approved With Changes

Approval Signature:





437 Front St, Kaslo, BC

Page

4



Page 116 of 149

Project: Kootenay Savings- Kaslo Client: Kootenay Savings Quote Number: 22636-04-24-KOORG-R6

Date: 23-04-24

Account Manager: Roland House Drawn/Revised By: Deb / Rachelle / BZ Scale: NTS

TYPEFACE

Branding

Quantity

SIGN 1,3 and 4 DAY VIEW

Rev. Chang R1 Update render R2 Update render R3 add option 2 R4 no change R5 Remove option 1 R6 Revise render Date 05-24-24 06-10-24 03-07-24 09-07-24 15-07-24 25-06-25 Change Schedule

Approved

Approved With Changes



KOOTENAY SAVINGS 437 Front St, Kaslo, BC

Page

5

-1708140AD53D45E..



Kootenay Savings

Remove and dispose of logo from building This includes retainers, panels

Pylon-remove top cabinet Maintain Gooseneck lighting for reinstall





after removal

Project: Kootenay Savings- Kaslo Client: Kootenay Savings

Quote Number: 22636-04-24-KOORG-R6 23-04-24

Account Manager: Roland House Drawn/Revised By: Deb / Rachelle / BZ Scale: NTS

TYPEFACE Branding

Quantity 3 signs SIGN 1,2, Disposal

Rev.	Change Schedule	Date
R1	No changes	05-24-24
R2	No changes	06-10-24
R3	Remove notes	03-07-24
R4	No change	09-07-24
R5	No change; add notes	15-07-24
R6	No changes	25-06-25

Approved

Approved With Changes

Approval Signature:



437 Front St, Kaslo, BC

Page

6





STAFF REPORT

DATE: August 26, 2025 FILE NUMBER: 3060-20

TO: Robert Baker, Chief Administrative Officer

FROM: Ian Dunlop, Planner

SUBJECT: Development Permit Application - 1630 Duthie St

1.0 PURPOSE

To seek approval of a Wildfire Protection Development Permit for construction of a new deck attached to a residence.

2.0 RECOMMENDATION

THAT Wildfire Development Permit application DP2025-04 be approved without conditions.

3.0 BACKGROUND

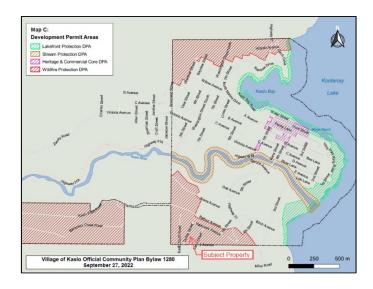
The applicant, Ben Smith of Tree to Truss Timberframing on behalf of the owners, David Critchley and Rose Grant proposes to construct a new deck at:

Legal: Lot A District Lot 209A Kootenay District Plan 18535

PID: 014-791-366

Civic Address: 1630 Duthie St Related Building Permit: BP28954

The property is within the Wildfire Protection Development Permit Area (DPA), as defined in Section 16.6 and Map C (below) of the Official Community Plan (OCP) Bylaw No. 1280. The Wildfire Protection DPA was established for the purpose of protection from hazardous conditions, pursuant to 488(1)(b) and 491(2)(a), (c) and (d) of the Local Government Act. It encourages development to be resilient to natural hazards and climate change, largely by following Fire Smart guidelines for building materials and landscaping.



The Wildfire DPA is intended to be more educational than restrictive. It raises awareness of fire-resistant building design and landscaping practices. For approval, an applicant needs to show how they have considered wildfire protection or justify why certain measures are not taken. A FireSmart Home Assessment may be required.

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.

Pursuant to section 16.6 of the OCP, Village staff shall review Wildfire Protection DPA applications and may approve a Permit if it meets the Wildfire Protection DPA requirements, and the applicant may appeal a decision of Village staff to Council.

4.0 DISCUSSION

The applicant provided plans for the proposed dwelling, which meets the requirements of Land Use Bylaw No. 1130. A FireSmart Home Assessment was completed in 2024 and a copy was provided. The applicant also explained the steps they had taken to FireSmart their property in response to the recommendations of the home assessment report.





Review of the plans and an email from the applicant dated August 8, 2025, confirms that the new deck will be wood frame construction with concrete foundation piers and footings. The deck will be a self-supporting structure. The roof will be non-combustible.

The homeowner has not had a FireSmart Home Assessment, so I visited the property and spoke with Mr. Critchley on August 14. He is actively working on improving his property by removing vegetation close to the house, creating a buffer zone around it, clearing underbrush, and has plans to improve outbuildings by removing moss growth from the roofs of structures. We discussed his house, which has a concrete foundation in contact with the surrounding ground. He plans to reclad from vinyl siding to concrete board in future, and the roof was re-shingled about 2 years ago. The underside of the deck will be over a gravel base and Mr. Critchley appreciates the need to ensure that the area under the deck remains clear and free of vegetation and combustibles to prevent fire from spreading from the ground into the deck structure and house. Sprinklers were also noticed on the roof. The property is served by municipal water.

After the visit, I am satisfied that the owner is cognisant of the importance of FireSmart principles and is taking these into consideration as development of the property progresses. I provided contact information for the RDCK FireSmart Home Assessment and rebate program so he can book an appointment with them. Approval of the Wildfire Protection Development Permit without conditions is recommended.

5.0 OPTIONS

- 1. THAT Wildfire Development Permit application number DP2025-04 be approved without conditions.
- 2. CAO provides direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

The development permit application fee of \$250 has been received.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Bylaw

Official Community Plan Bylaw No. 1280 – Wildfire Protection Development Permit Area, section 16.6. Development Procedures Bylaw No. 1283

8.0 STRATEGIC PRIORITIES

Not applicable.

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED

Ian Dunlop, Planner

DEVELOPMENT PERMIT APPROVED:

Robert Baker, Chief Administrative Officer

Page 120 of 149

Date: August 26, 2025



STAFF REPORT

DATE: September 3, 2025 FILE NUMBER: 0340-50-01

TO: Mayor and Council

FROM: Joni L'Heureux, Director of Finance and Corporate Services

SUBJECT: Proclamation Request and Draft Proclamation Policy

1.0 PURPOSE

To present the newly developed Proclamation Request Policy for Council's consideration and adoption, following the receipt of a proclamation request from PacificSport Columbia Basin regarding National Coaches Week (September 15–21, 2025).

2.0 RECOMMENDATION

THAT Council adopt the Proclamation Request policy as presented;

AND THAT the request from PacificSport Columbia Basin to proclaim National Coaches Week in Kaslo be approved in accordance with the new policy.

3.0 BACKGROUND

At the Council meeting held on August 26, 2025, a proclamation request was received from PacificSport Columbia Basin seeking recognition of National Coaches Week in Kaslo. The request highlighted the significant role of volunteer coaches in the community and included a sample proclamation for consideration.

This request prompted discussion regarding the absence of a formal process or policy to guide the receipt, evaluation, and approval of such requests. In response, staff have drafted a policy to ensure consistency, transparency, and alignment with the Village's values and statutory authority.

4.0 DISCUSSION

The proposed Proclamation Request Policy establishes a clear framework for processing proclamation requests. Key elements include:

- Authority: Based on Section 157 of the Community Charter, the Mayor or Council may proclaim a
 day of recognition.
- **Standing Proclamations**: The Mayor may issue annual proclamations for recurring causes (e.g., Pink Shirt Day, Pride Month).
- **Community Requests**: Local community groups may submit requests at least one month in advance, including proposed wording.
- **Criteria**: Proclamations must promote public awareness, charitable causes, or cultural celebrations and must not be political, religious, commercial, or divisive.
- Review Process: The Corporate Officer will assess requests and provide recommendations to Council.
- **Publication**: Approved proclamations will be posted on the Village website; external promotion is the responsibility of the requesting organization.

The policy ensures that proclamations reflect community values, avoid contentious topics, and are processed in a timely and consistent manner.

5.0 OPTIONS

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

- 1. THAT Council adopt the Proclamation Request policy as presented; AND THAT the request from PacificSport Columbia Basin to proclaim National Coaches Weed in Kaslo be approved in accordance with the new policy. Staff will have a clear process for managing proclamation requests and, in accordance with the Policy, will advertise the National Coaches Week Proclamation on the Village's website.
- 2. Council can choose to approve only the draft policy or only the proclamation request.
- 3. Adopt a policy of not issuing any proclamations.

6.0 FINANCIAL CONSIDERATIONS

There are no financial considerations to Council approving the draft policy and/or the proclamation request.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

A proclamation is a public or official announcement made by declaration. Section 157 of the *Community Charter* authorizes the Council to declare, or the Mayor to proclaim, a day of recognition that is to be observed by the municipality.

8.0 STRATEGIC PRIORITIES

None to report.

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED

Joni L'Heureux, Director of Finance & Corporate Services

Attachments: Proclamation Request Policy - DRAFT

Proclamation Request - Coaches Week Sept 2025

CAO COMMENTS:

As part of its discussion, Council is encouraged to carefully consider all the options presented, including a policy of not issuing any proclamations. The following information is provided to ensure Council is fully informed.

Legal Liability

Some local governments have chosen not to issue proclamations. There have been court cases in which local governments have been admonished for allowing proclamations for some organizations but not others. The Charter of Rights and Freedoms limits a local government's ability to refuse requests and as such a local government may have found themselves in a position where they were unable to refuse a request for an initiative that may be considered discriminatory or controversial.

There is also a risk of legal challenge if a proclamation is perceived to discriminate or violate rights (e.g., by excluding certain groups), and this could expose the Village to legal scrutiny.

Risk of Controversy or Perceived Endorsement

Proclamations may be seen as endorsements of specific causes, ideologies, or organizations. There is also the potential for divisiveness whereby even well-intentioned proclamations can spark community division if they touch on sensitive topics. To avoid political entanglement or public backlash, Council should exercise caution.

Precedence

Approving one proclamation may obligate the municipality to approve similar future requests, even if they are controversial.

Governance Philosophy and Administrative Burden

Proclamations are symbolic gestures that may not correlate to the essential functions of the Village, and yet processing requests will pull staff resources and Council attention away from strategic priorities. Further, drafting, reviewing, and issuing proclamations requires staff time and Council attention. There may be times that the Village has competing priorities and lacks the capacity to handle requests. It should also be noted that managing requests fairly and consistently can be challenging. Notwithstanding these comments, the number of requests received by the Village in recent years is low, and so this might not be a significant concern for Council. In the least, staff would like Council to be conscious of the administrative burden that managing proclamations involves.

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer



POLICY

SERVICE AREA Governance FILE NUMBER: 0340-50-01

TITLE: Proclamation Request Policy

Effective Date: Revision Date:

INTRODUCTION

The Village of Kaslo recognizes the importance of highlighting charitable causes or events, arts and cultural celebrations, and public awareness campaigns which enhance community awareness and spirit and positively impact the Village of Kaslo and its residents. It is important to note that Council's consideration of proclamations is to fulfill a request rather than take a position.

PURPOSE

To provide a standard framework for which proclamation requests received by the Village are processed.

REVISION HISTORY

No.	Date	Description
00	September 3, 2025	Original

APPLICATION & STATUTORY PROVISIONS

Section 157 of the *Community Charter* authorizes the Mayor or Council to proclaim a day of recognition that is to be observed by the municipality. This policy applies to Council as enabled by the Community Charter Part 2: Division 1 – Purposes and

Fundamental powers, and Community Charter Part 5: Division 1 – Council Roles and Responsibilities: Council as governing body, Responsibilities of council members, and Responsibilities of mayor.

PERSONS AFFECTED

The Mayor who may make **Standing Proclamations**; **Local Community Groups** who request a proclamation; Staff who receive and process requests; and **Council** who may authorize a request.

POLICY

- 1. The Mayor may make the following **Standing Proclamations** on behalf of the Village at their sole discretion:
 - a. Anti-Bullying (Pink Shirt) Day Last Wednesday in February
 - b. National Volunteer Week April
 - c. Canadian Mental Health Week May
 - d. Pride Month June
 - e. Senior's Week June
 - f. World Elder Abuse Awareness Day June 15
 - g. World Suicide Prevention Day September 10

A record of the proclamation will be communicated to Council by the Corporate Officer.

2. **Local community groups** may request that the Village make a proclamation if their request satisfies the following requirements:

- a. The request is submitted to the **Corporate Officer** at least one month prior to the date of proclamation.
- b. Their request is subject to the Proclamation Criteria outlined in this Policy.
- c. Their request includes the proposed wording of the proclamation. The Village reserves the right to edit or revise the wording of the proclamation.

The request for proclamation will be reviewed by **Council** and may be approved by resolution.

3. Proclamation Criteria

- a. Proclamations may promote a:
 - i. Public awareness campaign;
 - ii. Charitable fundraising campaign;
 - iii. Arts and culture celebration;
 - iv. Special honour for an organization or individual;
 - v. Other causes or events, at the sole discretion of Council.
- b. A proclamation will not be made if it:
 - i. Is political, personal conviction, or religious in nature;
 - ii. Has commercial or profit making purposes;
 - iii. Involves hatred, violence, discrimination, or racism;
 - iv. Is inflammatory, obscene, or supports contentiousness or divisiveness in the community;
 - v. Is contrary to Village bylaws or policies;
 - vi. Is not related to the community and does not benefit residents.
- 4. Proclamations will be posted to the Village's website. The requesting organization is responsible for any other advertising of the proclamation and associated costs.

RESPONSIBILITIES

Mayor and Council

Consider requests for proclamations in accordance with this Policy.

Corporate Officer

The **Corporate Officer** (CO) is appointed by **Council** to be responsible for receiving and reviewing proclamation requests, determining whether they comply with the proclamation criteria, and providing a recommendation to the Mayor or **Council**.

DEFINITIONS

"Corporate Officer" means the person appointed as such by Council, or their designate;

"Council" means the Mayor and Councillors for the Village of Kaslo;

"Local community groups" include, but are not limited to, nonprofit organizations operating in the Village of Kaslo or Area D of the Regional District of Central Kootenay.

"Proclamation" means a formal or official announcement or statement recognizing the importance of a charitable cause or event, a celebration, or a public awareness campaign typically on a specific day, week, or month.

"Standing Proclamations" means annual proclamations made by the Mayor on behalf of the Village at their sole discretion.

Karissa

From: Admin Mailbox

Subject: FW: Support for Coaches Week Sept 2025 in Kaslo– Proclamation Request

From: PacificSport Columbia Basin <columbiabasin@pacificsport.com>

Sent: August 14, 2025 2:41 PM

To: Admin Mailbox <admin@kaslo.ca>; Mayor Hewat <mayor@kaslo.ca>

Cc: James Brotherhood < jbrotherhood@pacificsport.com>

Subject: Support for Coaches Week Sept 2025 in Kaslo- Proclamation Request

Dear Mayor Hewat

On behalf of PacificSport Columbia Basin, I am writing to you today to request that you issue an official public proclamation recognizing National Coaches Week from September 15th to 21st, 2025 in our community.

National Coaches Week will put a spotlight on coaches and give this, largely volunteer, integral part of Canadian sport a thanks. National Coaches Week encourages Canadians to say thanks and to celebrate the tremendous positive impact coaches have on athletes and communities.

60% of children and youth in Kaslo participate in sport programs at least weekly, much higher than the provincial average of 53%. This means that in your city, a higher proportion of people are also stepping up to coach and support the multi-faceted development of the youth in your community, leading to a safer, healthier and more connected community. Please help recognize these citizens with a public proclamation of National Coaches Week, and utilizing community assets say a public thank-you.

More information on **National Coaches Week** is available at <u>www.coach.ca/nationalcoachesweek</u>.

For your convenience, a sample proclamation is included at the end of this email that can be adapted to suit your office's style and format. If approved, we would appreciate it if your office could arrange a photo opportunity with the proclamation so we can share this recognition with the community.

Mayor Hewat, thank you in advance for your consideration and support for Columbia Basin coaches.

I look forward to following up with your office in the next few days.

Sincerely,

James Brotherhood **Executive Director**PacificSport Columbia Basin

<u>www.pacificsportcolumbiabasin.com</u>

<u>jbrotherhood@pacificsport.com</u>

2025 MAYORAL Proclamation Sample - Coaches Week September 15-21st, 2025

WHEREAS: From September 15th to 21st, 2025, communities across Canada will join together to recognize National Coaches Week; and

WHEREAS: The goal of the week is to celebrate the tremendous positive impact coaches have on sport participants and their communities; and

WHEREAS: During the week, thousands of coaches will receive a #ThanksCoach message and be invited to participate is various celebratory events including free online clinics and virtual workshops; and

WHEREAS: Coaches will receive recognition for the time they devote to ensuring Canadians live active healthy lifestyles; and

THEREFORE, I, Suzan Hewat, Mayor of Kaslo, do hereby proclaim September 15th to 21st, 2025 as "Coaches Week" in Kaslo and urge all civic, social and fraternal organizations and business establishments to give this campaign the greatest possible support.

Signature:
Name:
Title:
City Seal:



STAFF REPORT

DATE: September 2, 2025 FILE NUMBER: 3900-20

TO: Mayor and Council

FROM: Joni L'Heureux, Director of Finance and Corporate Services

SUBJECT: Permissive Tax Exemption Bylaw

1.0 PURPOSE

To introduce and consider a Permissive Tax Exemption Bylaw for the tax year beginning 2026.

2.0 RECOMMENDATION

THAT Permissive Tax Exemption Bylaw No. 1325, 2025 be introduced and given first, second, and third reading.

3.0 BACKGROUND

In accordance with section 224 of the *Community Charter*, a municipal council may, by bylaw, exempt eligible land and/or improvements from taxation. The categories of eligible occupiers are specified in the *Community Charter*. The Village's bylaw determines the amount and period of the exemption (up to 10 years) and may specify other conditions. The Village's current Permissive Tax Exemption bylaw expires December 31, 2025, so for exemptions to apply in 2026 or later, a new bylaw must be adopted prior to October 31, 2025.

Council considered and adopted a Permissive Tax Exemption Policy in July of 2025. This policy outlines the criteria in which organizations must qualify to be considered for an exemption as well as the term of exemption for the different types of organizations. The Village has received exemption applications from 19 organizations representing 23 properties.

4.0 DISCUSSION

When a property receives a permissive tax exemption, the cost of providing that exemption is shared between all the other taxpayers in the community who must contribute to the resulting shortfall in municipal revenues as well as that for other taxing authorities including the Regional District of Central Kootenay ("RDCK") and the West Kootenay-Boundary Regional Hospital District.

The proposed bylaw would provide tax relief to 19 community organizations including non-profit occupiers of Village owned property, non-profit groups, service clubs, and religious organizations. It is important to note that a Permissive Tax Exemption provides relief only from assessment-based taxation, not from parcel taxes that are based on frontage.

Permissive Tax Exemption bylaws are required to be adopted and provided to BC Assessment by October 31 of each year and are valid for the following and subsequent tax years depending on the term authorized by Council. As per the Village's Permissive Tax Exemption Policy, exemptions can be granted for a five-year term with Places of Worship, Private Schools, and Hospitals not having to complete new applications for the full term of exemption and other non-profit organizations being required to complete a renewal application in each subsequent year to confirm no changes in ownership or property use.

NOTE: It should be noted that Council resolution #083/25 dated April 8, 2025 granted the Victorian Hospital of Kaslo Auxiliary Society (Thrift Store) a ten (10) year Permissive Tax Exemption. The organization will still need to abide by the criteria of the Village's policy including a confirmation each year that there has been no change in ownership or operations.

5.0 OPTIONS

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

- 1. **Move motion as recommended by staff.** All organizations that applied will receive full exemptions for the 2026 to 2030 tax years on the condition that there is no change in ownership or usage of the property during the term. (See also note above regarding Thrift Store).
- 2. Introduce and provide first reading of the bylaw and direct staff to amend the bylaw. Council will need to indicate any changes to the bylaw such as:
 - Term of exemption
 - Maximum value of all combined exemptions (dollar value, percentage of either total assessed value or total taxation)
 - Exemption applicable to only land or only improvements

Not an exhaustive list of possible changes.

6.0 FINANCIAL CONSIDERATIONS

Should Council approve full Permissive Tax Exemptions for all applicants, the Village will be foregoing approximately \$33,000 in municipal property tax revenues and approximately \$56,600 in taxes collected for other authorities for 2026. As discussed previously, this foregone revenue needs to be collected instead from other taxpayers in the community who must contribute.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

Community Charter section 224

Policy

Permissive Tax Exemption Policy

8.0 STRATEGIC PRIORITIES

Governance & Operations – Administrative Improvements: (I) Review/develop bylaws, policies, process maps, procedures, (9) Permissive Tax Exemptions

9.0 OTHER CONSIDERATIONS

Providing Permissive Tax Exemptions is a method by which the Village can support local non-profits.

RESPECTFULLY SUBMITTED

Joni L'Heureux, Director of Finance & Corporate Services

Attachments:

- Summary of applications received
- Permissive Tax Exemption Bylaw No. 1325, 2025

CAO COMMENTS:

Council should proceed as recommended.

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer

VILLAGE OF KASLO

BYLAW NO. 1325, 2025

A BYLAW TO ESTABLISH PERMISSIVE TAX EXEMPTIONS FOR THE 2026 to 2030 TAX YEARS

WHEREAS the *Community Charter* provides that Council may, by bylaw, exempt certain properties from taxation;

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

1. Title

This Bylaw may be cited as "Permissive Tax Exemption Bylaw No. 1325, 2025".

2. Definitions

Village means the Village of Kaslo.

3. Exemptions

The lands or improvements, or portions thereof, as outlined in Schedule "A" attached hereto, are hereby exempt from assessed property taxation for the 2026 to 2030 year, pursuant to section 224 of the *Community Charter*, subject to the conditions provided for in this bylaw.

4. Conditions

4.1. Where:

- a. a transfer, sale, or lease is made of property exempt from taxation under this bylaw to some person not entitled to such exemption; or
- b. property used for some purpose which would entitle it to exemption under this bylaw ceases to be so used; or
- property exempt from taxation under this bylaw ceases to meet the conditions necessary to qualify for the exemption including, but not limited to, compliance with Village policies and bylaws,

the property shall be liable to taxation from the date of the transfer, sale, lease, or change of use or conditions, as the case may be (the "Taxation Date").

- 4.2. Where the assessment roll is completed before the transfer, sale, lease or change of use or conditions described in section 3 of this bylaw comes to the attention of the collector:
 - a. the collector will provide written notice to the transferee, purchaser, lessee, or other person who, but for the exemption, would have been liable to taxation; and
 - b. the person described in (a) shall pay to the Village an amount equal to the total taxes that, but for the exemption, would have been payable on the property from the Taxation Date, together with interest compounded annually at the rate described in section 246 of the *Community Charter*.

5. Severability Clause

If any part of this bylaw is held to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder remains valid.

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Effective Date	
This bylaw shall take effect January 1, 2026.	
READ A FIRST TIME this READ A SECOND TIME this	
READ A THIRD TIME this	
Notice was given in accordance with the Comm	unity Charter this
ADOPTED this	
MAYOR	CORPORATE OFFICER

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FOLIO	PID	NAME	LEGAL
	* †		¥
533-00244.050	007-533-722	Royal Canadian Legion Kaslo District Branch No. 074	Lot 1, Plan NEP16605, District Lot 208, Kootenay Land District
533-00246.000	024-944-513	The Synod of the Docese of Kootnay (St Mark's Anglican)	Part of Block 13, District Lot 208, Kootenay District Plan NEP393A, PT
			56/100 ACRES AS DESCRIBED IN ABSOLUTE FEES PARCELS BOOK VOLUME
			11 FOLIO 479 NO992A
533-00266.010	016-881-729	Village of Kaslo	Lot 25, Plan NEP393A, District Lot 208, Kootenay Land District, Except Plan
		Kaslo Golf Club	108889I, & DL 209, & EXC PL 6363; EXC PT S & E OF HIGHWAY 31
			OCCUPIED BY KASLO GOLF CLUB
533-00280.022	013-140-825	Kaslo & District Arena Association	Lot 22, Plan NEP9499, District Lot 209A, Kootenay Land District, Except Plan
			EPP32990, PT 1 OF 4 SEE 00280.077 .078 .079
533-00280.054	013-095-382	Village of Kaslo	Lot 54, Plan NEP9499, District Lot 209A, Kootenay Land District, FOR GOLF
		Kaslo Golf Club	COURSE PURPOSES, Lease Licence # 09-2018
533-00280.076		Kaslo Search & Rescue	Lot 22, Plan NEP9499, District Lot 209A, Kootenay Land District, Except Plan
			EPP32990, PT 2 OF 4 SEE FOLIO 00280.022, 00280.078, 00280.079
533-00280.078		Kaslo Racquet Club	Lot 22, Plan NEP9499, District Lot 209A, Kootenay Land District, Except Plan
			EPP32990, PART 3 OF 4 SEE FOLIO 00280.022, 00280.077, 00280.079
533-00280.079		Kaslo & District Riding Club Society	Lot 22, Plan NEP9499, District Lot 209A, Kootenay Land District, Except Plan
			EPP32990, PART 4 OF 4 SEE FOLIO 00280.022, 00280.077, 00280.078
533-00547.000	016-744-446	Roman Catholic Bishop of Nelson (Sacred Heart)	District Lot 208, Kootenay Land District, PL AFB VOL 11 FOL 595 NO 1389A,
			PT OF RAILWAY RESERVE, CORNER A AVE & FIFTH ST
533-00551.530		Kaslo Search & Rescue	District Lot 5096, Kootenay Land District, & DL 17197, Lease/Permit/Licence
			# 403859

Summary of Applications Received

NAME	CC s.224-2	2025	2025	2025 Other
¥	▼.	Proper	Municip	~
Kootenay Lake Historical Society (SS Moyie & Visitor Info)	d	321,000	1,780.60	2,968.00
Kaslo Senior Citizens Society (Seniors Hall)	а	128,900	715.01	1,191.82
Kootenay Lake Historical Society (Archives)	d	83,000	460.40	767.43
Hospice Society of North Kootenay Lake	d	26,800	148.66	247.80
Village of Kaslo	a	100,700	558.59	931.08
Kootenay Lake Innovation Center Society				
Victorian Hospital of Kaslo Auxiliary Society (Thrift Store)	d	115,300	639.57	1,066.07
Langham Cultural Society	a	551,000	3,056.41	5,094.60
Kaslo Calvary Chapel	f	267,600	648.28	1,189.49
Kaslo Masonic Holding Society	a	219,800	532.48	977.02
Kaslo Community Services Society	a	454,000	2,518.35	4,197.73
Kootenay Lake Independent School Society (Periwinkle)	d	316,500	918.28	1,639.70
St Andrew's United Church	f	436,500	1,057.46	1,940.25
Kaslo Golf Club	d	1,753,000	6,590.12	11,392.93
Royal Canadian Legion Kaslo District Branch No. 074	i	466,100	1,400.05	2,488.08
The Synod of the Docese of Kootnay (St Mark's Anglican)	f	316,600	766.99	1,407.30
Village of Kaslo	d	81,400	451.53	752.63
Kaslo Golf Club				
Kaslo & District Arena Association	d	1,502,000	7,100.60	11,996.02
Village of Kaslo	d	169,000	409.42	751.21
Kaslo Golf Club				
Kaslo Search & Rescue	d	132,100	732.76	1,221.41
Kaslo Racquet Club	d	187,800	554.32	987.45
Kaslo & District Riding Club Society	d	189,000	457.87	840.11
Roman Catholic Bishop of Nelson (Sacred Heart)	f	570,400	1,365.20	2,483.30
Kaslo Search & Rescue	d	7,000	38.83	64.72
		8,395,500	32,901.78	56,596.15
All properties total		418,579,461	882,291.51	1,550,940.80
PTE as percentage of all properties		2.0%	3.7%	3.6%



STAFF REPORT

DATE: August 29, 2025 FILE NUMBER: 3900-02

TO: Mayor and Council

FROM: Joni L'Heureux, Director of Finance and Corporate Services

SUBJECT: Freedom of Information Bylaw No. 1324, 2025

1.0 PURPOSE

To present a new Freedom of Information Bylaw (No. 1324, 2025) and a Sample List of Typical Records for Council's consideration, replacing the outdated Bylaw No. 866.

2.0 RECOMMENDATION

THAT Freedom of Information Bylaw No. 1324, 2025 be introduced and read a first, second, and third time.

3.0 BACKGROUND

Freedom of Information Bylaw No. 866, adopted in 1994, has governed the Village's administration of the *Freedom of Information and Protection of Privacy Act*. The new Freedom of Information Bylaw No. 1324, 2025 updates definitions, designates roles, and aligns fee structures with current provincial regulations. The Sample List of Typical Records provides clarity on routine disclosures and departmental responsibilities.

4.0 DISCUSSION

The Freedom of Information and Protection of Privacy Act ("FOIPPA") states that local governments must designate a person as the Head for the purposes of the Act. It is also practice that a Privacy Coordinator is designated, to assist with the processing of Freedom of Information ("FOI") requests.

In addition, local governments are required to establish categories of records which are "routinely available". This means documents that are within the custody and control of the local government that must be made available to the public without a formal request for access. The sample list of typical records attached to this staff report is provided by the Local Government Management Association of British Columbia and is intended to be a detailed list of records that a local government may have and which of those records should be "routinely available" and which require a formal FOI request. It should be noted that not all local governments will have all the records contained in the sample list, it is meant as a guideline for the public.

5.0 OPTIONS

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

- 1. THAT Freedom of Information Bylaw No. 1324, 2025 be introduced and read a first, second, and third time.
- 2. Council provides direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

There are no direct financial implications of Council endorsing the new bylaw.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

Freedom of Information and Protection of Privacy Act (RSBC 1996, Chapter 165)

Bylaw

Freedom of Information Bylaw No. 866, 1994

8.0 STRATEGIC PRIORITIES

9.0 OTHER CONSIDERATIONS

Supports good governance, transparency, and compliance with provincial legislation.

RESPECTFULLY SUBMITTED

Joni L'Heureux, Director of Finance and Corporate Services

Attachments:

- Freedom of Information Bylaw No. 1324, 2025 DRAFT
- Sample List of Typical Records

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer

FREEDOM OF INFORMATION BYLAW No. 1324, 2025

A Bylaw for the administration of the Freedom of Information and Protection of Privacy Act

WHEREAS the Freedom of Information and Protection of Privacy Act, RSBC 1996, Chapter 165, as amended, requires that a municipality designates the Head and sets any fees for services;

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

- This Bylaw may be cited for all purposes as the "Freedom of Information Bylaw No. 1324, 2025".
- 2. In this Bylaw,

"Act" means the Freedom of Information and Protection of Privacy Act, RSBC 1996, Chapter 165, as amended from time to time;

"Commercial Applicant" means a person who makes a request for access to a record to obtain information for use in connections with a trade, business profession, or other venture for profit;

"Coordinator" means the person designated in Section 5 of this Bylaw as the Information and Privacy Coordinator;

"Council" means the Council of the Village of Kaslo;

"Head" means the person designated under Section 4 of this Bylaw;

"Municipality" means the Village of Kaslo;

"Request" means a request under Section 5 of the Act.

- 3. The definitions contained in Schedule 1 of the Act, shall apply to this Bylaw except where the context requires otherwise.
- 4. The Chief Administrative Officer is designated as the Head for the purposes of the Act.
- 5. The Corporate Officer is designated as the Information and Privacy Coordinator for the purposes of the Act.
- 6. The Head may delegate any of the Head's duties under the Act to the Coordinator.
- 7. The Schedule of Maximum Fees as established by *British Columbia Regulation 155/2012*, as amended from time to time, shall be the maximum fees charged by the Village of Kaslo as permitted under the Act.

8. Freedom of Information Bylaw No. 866, 1994, and all amendments, is hereby repealed.
READ A FIRST TIME this
READ A SECOND TIME this
READ A THIRD TIME this
ADOPTED this
Corporate Officer Mayor

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUES T REQ'D
A			
Access to Information Requests (FIPPA)	Administration		√
Accident Reports – Employees	Human Resources		V
Accident Reports – Other	Human Resources		√
Accounts Payable – General Information	Finance	√	
Accounts Payable – Individual Vendors Case Files	Finance		√
Accounts Payable – Invoices	Finance		\checkmark
Accounts Receivable – General Information	Finance	√	
Accounts Receivable – Individual Account Case Files	Finance		√
Administration – Organization Charts	Administration	√	
Advertising – Statutory Notices for Public Hearings, DVP, etc.	Administration	√	
Advertising – Other		√	
Agendas – Advisory Committees, Boards and Commissions of Council		√	
Agendas – Council, Special Committees, etc. – Open Meetings	Administration	√	
Agendas – Council, Special Committees, etc. – Closed Meetings	Administration		√
Agreements	Administration		√
Application Forms (completed) – Various			\checkmark
Agricultural Land Commission – Individual Case Files	Planning		√
Arbitration Decisions	Human Resources		√
Assessment Roll/Information – The public is to contact BC Assessment directly	Finance		
Audits/Auditor's Reports	Finance		√
Awards – Nomination Forms/Applications	Administration		V
В			
Benefits – Employee	Human Resources		√
Board of Variance – Applications and supporting documents	Planning		√
Board of Variance – Minutes and Agendas	Planning	√	

Village of Kaslo Pane 1 of 9

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Bonds and Letters of Credit	Finance		√
Budgets – General Information	Finance	√	
Budgets – Annual	Finance	√	
Budgets – Capital	Finance	√	
Budgets – Draft	Finance		√
Budgets – Operating – Final	Finance	√	
Budgets – Yearly Financial Report	Finance	√	
Building Permits (including Plumbing, Heating & Electrical, Occupancy) – General Information	Building	√	
Building Permits – Applications	Building		√
Building Permits – Inspection Reports/Notices of Rejection	Building		√
Building Plans/Drawings	Building		√
Building Regulations and General Information	Building	√	
Buildings – Individual Case Files	Building		√
Buildings – Municipally Owned – Individual Case Files			√
Burial Permits		√	
Burning Permits	Fire	√	
Business Licences – General Information	Business Licensing	√	
Business Licences – Applications	Business Licensing		√
Business Licences – Individual Case Files	Business Licensing		√
Bylaws	Administration	√	
Bylaws – Draft	Administration		√
Bylaw – Enforcement/Complaints	Bylaw Enforcement		√
C Chauffeurs' Permits – see Commercial Vehicle Licences/Permits			
Cheques/Cheque Requisitions	Finance		√
Circulars, Directives, Orders	Administration	√	
Claims – General Information	Legal	√	
Claims – Individual Case Files	Legal		√
Classifications – Jobs	Human Resources		√
Collective Agreements – Draft	Human Resources		√
Collective Agreements – Final		√	
Commercial Vehicle Licences/Permits			√

Village of Kaslo Pane 2 of 9

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUES T REQ'D
Committee Appointments – Applications	Administration		√
Committees – Internal/Staff – Agendas/Minutes			√
Committees, Commissions, Boards – Agendas/ Minutes	Administration	√	
Competitions – Jobs	Human Resources		√
Complaints			√
Contracts/Agreements/Leases	Administration		√
Council – Financial Disclosure Forms	Administration	√	
Council – Indemnities/Remuneration	Administration	√	
Council – Personal Information (i.e., home address)	Administration		√
Council Meetings – Minutes/Agendas/Reports – Closed (In Camera) Meetings	Administration		√
Council Meetings – Minutes/Agendas/Reports – Open Meetings	Administration	√	
Council Resolutions – Closed (In Camera) Meetings	Administration		√
Council Resolutions – Open Meetings	Administration	√	
Court of Revision – Elections – Agendas/Minutes	Administration	√	
Court of Revision – Frontage Tax – Agendas/ Minutes	Administration	√	
Criminal Record Checks – Staff and Volunteers	Human Resources		√
D			
Debt and Debenture	Finance		√
Demographic Data	Planning	√	
Design Guidelines	Planning	√	
Development – Individual Area Plans	Planning	√	
Development Cost Charges	Planning	√	
Development Guidelines	Planning	√	
Development Permits & Development Variance Permits	Planning	√	
Development Permits & Development Variance Permits – Applications	Planning		√
Development Permits & Development Variance Permits – Individual Case Files	Planning		√
Dog Licences			√

Village of Kaslo Pane 2 of 9

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUES T REQ'D
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants	Engineering	√	
Elections – List of Registered Electors	Administration		\checkmark
Elections – Campaign Financing Disclosure Forms	Administration	√	
Elections – Nomination Papers	Administration	√	
Elections – Results	Administration	√	
Electrical Permits/Certificates – see Building Permits	Building		
Emergency Measures – Business Recovery Plans	Emergency		\checkmark
Emergency Measures – City's Emergency Plan	Emergency		√
Employee Benefits	Human Resources		√
Employee Classification		√	
Employees – Individual Case Files – Union Employees – Current	Human Resources		√
Employees – Individual Case Files – Union Employees – Terminated	Human Resources		√
Employees – Individual Case Files – Non-Union Employees	Human Resources		V
Employment Applications/Resumes	Human Resources		√
Engineering Project Files	Engineering		√
Expense Accounts – Council/Staff	Finance	√	
Expense Claims – Council/Staff	Finance	√	
F			
Facilities – Municipally – Owned			√
Filming Permits		√	
Financial Audits	Finance		√
Financial Disclosure Forms – Council	Administration	√	
Financial Disclosure Forms – Employees	Administration		√
Financial Statements	Finance	√	
Fire Incident Reports	Fire		√
Fire Cause Determination Reports	Fire		√
Fire Inspection Reports	Fire	√	
First Aid/WCB Reports	Human Resources		√
Freedom of Information and Protection of Privacy – Individual Requests for Information/ Change of Personal Information	Administration		√

Village of Kaslo

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUES T REQ'D
G			
Garbage Collection/Recycling Calendar	Engineering	√	
Geographic Information System (GIS) – Database and Mapping Information	Engineering	√	
Government Protocols and Cost-Sharing Agreements	Administration		√
Grants from the City – General Information	Administration	√	
Grants from the City – Requests/Applications	Administration		√
Grants to the City – General Information	Administration	√	
Grievances – Individual Case Files	Human Resources		√
Н			
Heating Permits – see Building Permits	Building		
Heritage Inventory	Planning	√	
Heritage Revitalization Agreements	Planning	√	
Heritage Sites	Planning		√
Homeowner Grants – Provincial	Finance		√
Illegal Suites – Complaints	Bylaw Enforcement		√
Illegal Suites – Lists	Bylaw Enforcement		√
Inspection Reports – Building (includes Electrical, Heating and Plumbing)	Building		√
Inspection Reports – Fire	Fire		√
Inspections – Workers Compensation Board	Human Resources		√
Insurance Policies	Finance		√
Insurance – Employee Benefits	Human Resources		√
Inventories – Heritage	Planning	√	
Inventories and Asset Control	Finance		√
Invoices	Finance		√
J			
Job Descriptions	Human Resources	\checkmark	
Job Evaluations	Human Resources		\checkmark
K			
L			
Labour Negotiations	Human Resources		√
Land Sale/Options/Exchange/Transfer	Administration		√
Leases	Administration		\checkmark

Village of Kaslo Page 5 of 9

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUES T REQ'D
Legal Opinions	Legal		√
Legal Opinions – Invoices/Costs	Legal		√
Licences – General Information	Business Licensing	√	
Licences – Applications	Business Licensing		√
Licences – Individual Case Files	Business Licensing		√
Liquor Licences	Business Licensing	√	
Litigation – Individual Case Files	Legal		√
Litigation – Invoices/Costs	Legal		√
Long Term Disability – Individual Case Files	Human Resources		√
M			
Management Reviews	Human Resources		√
Minutes – Advisory Committees, Boards and Commission of Council	Administration	√	
Minutes – Council, Special Committees, etc., – Open Meetings	Administration	√	
Minutes – Council, Special Committees, etc., – Closed Meetings	Administration		√
Mission Statement	Administration	√	
N			
News/Media Releases	Administration	√	
Newsletter – City	Administration	√	
Nomination Papers – Elections	Administration	√	
Notice of Intent and Demolition	Bylaw Enforcement		√
o			
Occupancy Permits – see Building Permits	Building		
Official Community Plan (OCP)	Planning	√	
Operating Budgets – see Budgets	Finance		
Organization Reviews/Audits	Human Resources	√	
P			
Parade and Banner Permits	Engineering	√	
Parking Permits	Engineering	√	
Parking Tickets/Enforcement	Bylaw Enforcement		√
Payroll	Finance		√
Performance Planning and Review	Human Resources		√
Permits – All Types		√	
Pesticide Use Permits	Engineering	√	

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SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUES T REQ'D
Proclamations	Administration	√	
Property Taxes	Finance	√	
Proposals	Administration		√
Public Hearings – Minutes/Agendas/Notices	Planning	√	
Purchase Orders	Finance		√
Q			
Quotations	Finance		\checkmark
R			
Reclassifications	Human Resources		√
Recreation Programs – General Information	Recreation	√	
Recreation Programs – Applications/Registrations	Recreation		V
Recreation Surveys	Recreation		√
Remuneration – Council	Administration	√	
Remuneration – Staff	Human Resources	√	
Reports – Annual	Administration	√	
Reports – Financial	Finance	√	
Reports and Statistics	Administration	√	
Reports to Council – Open Meetings	Administration	√	
Reports to Council – Closed (In Camera) Meetings	Administration		√
Rezoning – Applications	Planning		√
Rezoning – General Information	Planning	√	
Rezoning – Individual Case Files	Planning		√
Rezoning – Notifications	Planning	√	
Rights of Way, Easements	Engineering	√	
S	, , ,	<u>'</u>	
Salaries – Employees	Human Resources	√	
Secondary Suites – Complaints	Bylaw Enforcement		√
Secondary Suites – List	Bylaw Enforcement		√
Sign Permits	Planning	√	
Signing Authorities – List	Finance	√	
Signs – Inspections	Planning	√	
Special Events/Occasion Permits	Administration	√	
Speeches	Administration	√	
Staff Meetings (by department) – Minutes and Agendas			V
Staff Reports – Open Meeting		√	

Village of Kaslo

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUES
			T REQ'D
Staff Reports – Closed (In Camera) Meetings			√
Street Use Permits	Engineering	√	
Street Vendor Permits	Engineering	√	
Subdivisions – Applications	Planning		√
Subdivisions – Plans	Planning		√
Survey Certificates	Engineering	√	
Т			
Tax Exemptions	Finance	√	
Taxation Assessments – General	Finance	√	
Taxes Paid	Finance	√	
Taxi Licences – see Commercial Vehicle Licences/Permits			
Telephone Bills	Finance		√
Tenders	Finance	√	
Timesheets (payroll)	Finance		√
Traffic Control – Complaints	Engineering		
Training and Development – General Information	Human Resources	√	·
Training and Development – Individual Employee	Human Resources		√
Travel Advances			√
Travel Allowances and Expenses		√	
Tree Cutting Applications	Planning		√
Tree Cutting Permits	Planning	√	
U			
Unsightly Premises – Complaints	Bylaw Enforcement		√
V			
Variance Permits – see Development and Development Variance Permits	Planning		
Vehicle Permits – see Commercial Vehicle Licences/Permits			
Vendors/Suppliers – Individual Case Files	Finance		√
W			
Wages – Staff	Human Resources	√	
Workers Compensation Board (WCB) – Claims	Human Resources		√
Workplace Inspection Reports	Human Resources		√
Workplans (by Department)			√
Works and Services Agreement	Engineering	√	

Village of Kaslo

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUES T REQ'D
X, Y, Z			
Zoning and Rezoning – General Information & Regulations	Planning	√	
Zoning and Rezoning – Individual Applications and Supporting Documents	Planning		\checkmark
Zoning and Rezoning – Individual Case Files	Planning		√
Zoning and Rezoning – Public Hearing Notices/ Agendas/Notes/Reports to council/Letters of Support or Objections	Planning	~	

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