



## REGULAR MEETING OF COUNCIL AGENDA

DATE: 2023.07.25

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

### **1. Call to Order**

Land Acknowledgement  
Moment of reflection – Peter Vass  
Call to order

### **2. Adoption of the Agenda**

2.1 Adoption of the Agenda for the 2023.07.25 Council Meeting

### **3. Adoption of the Minutes**

3.1 Adoption of the Minutes of the 2023.07.11 Council Meeting  
3.2 Adoption of the Minutes of the 2023.07.18 Committee of the Whole Meeting

### **4. Delegations – Nil**

### **5. Information Items**

#### **5.1 Council Reports**

5.1.1 Mayor's Report

#### **5.2 Committee Minutes**

5.2.1 2023.07.18 Health Advisory Committee

#### **5.3 Staff Reports**

5.3.1 CAO's Report

5.3.2 Q3 Financial Report

#### **5.4 Correspondence**

5.4.1 Ombudsperson 2023.06.27

5.4.2 Rural Economic Diversification and Infrastructure Program

5.4.3 Letter from A. Ortega re: bylaw 1193

5.4.4 RCMP Quarterly Report

#### **5.5 2023.07.25 Circulation Package**

### **6. Question Period**

### **7. Business**

#### **7.1 Noise Abatement Bylaw 1290, 2023**

*To consider giving first and second reading to Noise Abatement Bylaw 1290, 2023.*

**7.2 Accessibility Committee Terms of Reference**

*To consider establishing an Accessibility Committee and adopting Terms of Reference.*

**7.3 DVP 2023-05 Spittal**

*To consider a request for a Development Variance Permit that would allow for alternate location of parking spaces.*

**7.4 DVP 2023-07 Eric's Meat Market**

*To consider a request for a Development Variance Permit that would provide relief from the parking requirements.*

**7.5 Town Architecture Inc. Sign Application**

*To consider authorizing the placement of a sandwich board sign for a Kemball Building Memorial tenant*

**7.6 Tree Removal Request – Kaslo Racquet Club**

*To consider a request for removal of trees at the Kaslo Racquet Club.*

**8. Late Items**

**9. In Camera Meeting**

**10. Raised from In Camera Meeting**

**11. Adjournment**





## REGULAR MEETING OF COUNCIL MINUTES

DATE: 2023.07.11

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

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PRESENT:	Chair:	Mayor Hewat
	Councillors:	Bird (arrived 6:02), Brown, Lang, Leathwood
	Staff:	CAO Dunlop, CO Allaway
	Public:	1

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### 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

2.1 Adoption of the Agenda for the 2023.07.11 Council Meeting

**210/2023** Moved, seconded and CARRIED

***THAT the Agenda for the 2023.07.11 Regular Meeting of Council be adopted as presented.***

### 3. Adoption of the Minutes

3.1 Adoption of the Minutes of the 2023.06.27 Council Meeting

**211/2023** Moved, seconded and CARRIED

***THAT the Minutes for the 2023.06.27 Regular Meeting of Council be adopted as presented.***

**212/2023** Moved, seconded and CARRIED

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

### 4. Delegations

4.1 RCMP

Corporal Venema provided an update on recent RCMP activities.

### 5. Information Items

5.1 **Council Reports**

5.1.1. Councillor Lang – Councillor Lang reported on the successful Rainbow Golf Tournament held over the weekend.

5.1.2. Councillor Brown – Councillor Brown advised that the Kaslo Slo-Pitch 2023 ball tournament is scheduled for the coming weekend, and a Kaslo & District Community Forest Society meeting is planned for July 20<sup>th</sup>.

5.1.3. Councillor Bird – Councillor Bird reported on the downtown area’s work to become a FireSmart neighbourhood and advised that the Kaslo Housing Society is considering their next project.

5.1.4. Mayor’s Report – Mayor Hewat provided a verbal summary of her written report and answered questions from Council.

5.2 **Committee Minutes – Nil**

5.3 **Staff Reports**

5.3.1. CAO Report – CAO Dunlop provided a written report and answered questions from Council.

5.4 **Correspondence**

5.4.1. City of Surrey

5.4.2. RDCK Board Highlights

5.5 **2023.07.11 Circulation Package**

6. **Question Period – Nil**

**213/2023** Moved, seconded and CARRIED  
***THAT Council rise without reporting from Committee of the Whole.***

7. **Business**

7.1 **Temporary Use Permit**

**214/2023** Moved, seconded and CARRIED  
***THAT the Village of Kaslo issue a Temporary Use Permit for Blocks 32, 33, 35 & 36 of DL209, KLD Plan NEP393, authorizing the operation of a campground from August 3-7, 2023 in conjunction with the 2023 Jazz Fest event, subject to receipt of a \$5,000 security deposit and appropriate insurance coverage.***

7.2 **Aerodrome Lease**

**215/2023** Moved, seconded and CARRIED  
***THAT the Village lease Kaslo Aerodrome Hangar Lot #5 (EPP116086) for a term ending December 31, 2026, at a cost of \$3,339.69 in 2024 with 2% increases in each subsequent year, to Stellar Heli-Skiing.***

7.3 **Regional District of Central Kootenay Accessibility Committee**

**216/2023** Moved, seconded and CARRIED  
***THAT the Regional District of Central Kootenay be advised that the Village of Kaslo does not wish to participate in the Regional Accessibility Advisory Committee.***

7.4 **Municipal Insurance Association of BC Voting Delegate**

**217/2023** Moved, seconded and CARRIED



***THAT Mayor Hewat be appointed as the Village of Kaslo's voting delegate for the Annual General Meeting of the Municipal Insurance Association of BC, and;***

***THAT Councillor Lang be appointed as the Village of Kaslo's alternate voting delegate for the Annual General Meeting of the Municipal Insurance Association of BC.***

**8. Late Items – Nil**

**9. In Camera Meeting**

**218/2023**

Moved, seconded and CARRIED

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

The open meeting recessed at 6:32 p.m.

The open meeting reconvened at 6:55 p.m.

**10. Raised from In Camera Meeting**

**IC76/2023**

Moved, seconded and CARRIED

***THAT resolution IC49/2023 be rescinded, and THAT the Village of Kaslo contract with 1424994 BC Ltd for waste collection services through 2025; and that the Mayor and Corporate Officer are authorized to sign the agreement.***

**11. Adjournment**

The meeting was adjourned at 6:55 p.m.

CERTIFIED CORRECT:

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Mayor Hewat





## COMMITTEE OF THE WHOLE MINUTES

DATE: 2023.07.17

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

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

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### 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

2.1. Adoption of the Agenda for the 2023.07.18 Committee of the Whole Meeting

Moved, seconded and CARRIED

***THAT the Agenda for the 2023.07.18 Committee of the Whole Meeting of Council be adopted as presented.***

### 3. Question Period

### 4. Business

#### 4.1. Municipal Ticketing Bylaw

##### 4.1.1 Review of Fine Amounts

*CAO Dunlop presented information regarding the current state of bylaw enforcement. Council discussed the range of fines being applied and asked questions about the enforcement process.*

### 5. Late Items

*Nil*

### 6. Adjournment

The meeting was adjourned at 8:15 p.m.

CERTIFIED CORRECT:

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Corporate Officer

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Mayor Hewat



## Mayors Report to Council

### Regular Council Meeting

Tuesday, July 25, 2023

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

#### July 8<sup>th</sup>

Kaslo & District Public Library – Movie Fundraiser

People were treated to a showing of Shrek which was shown on an inflatable screen. There was a concession complete with popcorn!

The movie was sponsored by Fortis BC and Kootenay Savings Credit Union.

The Library was able to earn just over \$1,000 toward the new library project.

#### July 11<sup>th</sup> - Regular Council meeting

#### July 13<sup>th</sup>

Mayor's and Chairs – Situational Update – Wildfire and Drought

During this meeting we were provided an update on the current situation in BC by Emergency Management and Climate Readiness. We were joined on the call by Minister Bowinn Ma who provided her contact information to all on the call and welcomed us to reach out to her for assistance at any time.

#### July 14<sup>th</sup>

Mercer-Celgar stakeholder's call

Climate Adaptation Garden Party at the Kemball Memorial Centre grounds

This was a good opportunity for people to learn about the fire smart program and to sign up to have a no obligation home assessment done. A member of the Central Kootenay Invasive Species Society (CKISS) was in attendance to talk about invasive species, both plant and animal.

#### July 15<sup>th</sup> – Kaslo Racquet Club Re-opening

There were about 60 to 70 people in attendance for this event.

Funders of the court improvements were invited to say a few words to those gathered to celebrate the opening of the courts. Patrick Checknita (Columbia Basin Trust), Honora Cooper (Community Fund of North Kootenay Lake) and I (Village of Kaslo) were invited to say a few words.

There was equipment available for those wishing to try their hand at either pickle ball or tennis.

A huge thank you to the members of the Kaslo Racquet Club for putting in the work on fundraising and for their work on the project.

#### July 17<sup>th</sup> – Health Advisory Committee meeting





## Mayors Report to Council

### Upcoming Meetings and Events

July 18<sup>th</sup> – Committee of the Whole meeting

July 19<sup>th</sup> - Joint Resource Recovery  
Kaslo Infonet Society AGM

July 20<sup>th</sup> - RDCK Board

July 23<sup>rd</sup> - Strategic Planning

July 24<sup>th</sup> – Imagine Kootenay Steering Committee  
Kaslo & Area D Economic Development Commission meeting

July 25<sup>th</sup>  
Kaslo Events Committee  
Regular Council Meeting

July 27<sup>th</sup> – People organized Townhall re: Climate Action in Argenta

Respectfully submitted,  
Mayor Suzan Hewat





DATE: 2023.07.17

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

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PRESENT:	Chair	Mayor Hewat
	Members	Councillor Bird, Elizabeth Brandrick, Leni Neumeier, Liz Ross, Deb Borsos
	Absent	Kate O’Keefe
	Staff	CO Allaway
	Public	2

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**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 6:03 p.m.

**2. Adoption of the Agenda**

2.1 Adoption of the Agenda for the 2023.07.17 Health Advisory Committee Meeting.

Moved, seconded and CARRIED

***THAT the agenda for the 2023.07.17 Health Advisory Committee Meeting be adopted as presented.***

**3. Adoption of the Minutes**

3.1 Adoption of the Minutes of the 2023.05.15 Kaslo and Area D Health Care Select Committee Meeting.

Moved, seconded and CARRIED

***THAT the minutes for the 2023.05.15 Health Advisory Committee Meeting be adopted as amended.***

**4. Delegations – Nil**

**5. Information Items**

5.1 Member Reports

5.1.1 Erika Bird – The committee discussed the draft letter to Lannon de Best regarding the need for improved access to dialysis services.

5.2 Correspondence

5.2.1 British Columbia Rural Health Matters – June 2023 Edition

5.2.2 British Columbia Rural Health Matters – July 2023 Edition

5.2.3 British Columbia Rural Health Matters – Urgent Call for Transparency

5.2.4 British Columbia Rural Health Matters – Keeping It Rural Conference

5.2.5 Interior Health – Lannon DeBest 2023.05.01

5.3 UBCM Meeting Request – Minister of Health

6. **Question Period** – Nil

7. **Late Items** – Nil

8. **Next Meeting**

The next Health Advisory Committee meeting will be held on September 25, 2023 at 6:00 p.m. in Council Chambers at City Hall.

9. **Adjournment**

The meeting was adjourned at 6:46 p.m.

CERTIFIED CORRECT:

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Corporate Officer

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Chair Hewat

DRAFT





REPORT TO: Mayor & Council  
FROM: Chief Administrative Officer

DATE: July 22, 2023

SUBJECT: CAO Report for July 25, 2023, Regular Meeting of Council

Good evening, Mayor Hewat and Members of Council,

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

**CAO Activities**

- CRI, WRR and FireSmart Project
  - The 2022 CRI programing is winding down. Projects included supporting the FireSmart Working Group, funding Kaslo FireSmart Coordinator role, treatments on Village land, water availability study, public events, and promoting the neighbourhood recognition program.
  - Climate Adaptation Garden Party at Kemball Building Courtyard on Friday, July 14, 1 to 3pm, with focus on climate-ready gardens. *See attached report from Kaslo FireSmart Climate Youth Coordinator.*
- Arena Project
  - There is one minor deficiency to be fixed by the contractor, along with submitting required reports and documentation to the engineer. Once complete, a final report will be prepared.
  - Project budget update:
    - The condenser and fire alarm system replacement was a project under the COVID-19 Resilience Infrastructure Stream of the Canada-British Columbia Investing in Canada Infrastructure Program.
    - Other expenditures including the compressor, scoreboard, ice-edger and dehumidifier replacement were additional project components approved by Council, which were funded through Arena Reserve funds, including generous donations in memory of Murray Pearson, and a Columbia Basin Trust grant.

EXPENDITURES		REVENUE	
Condenser (CVRIS)	\$ 131,346.96	ICIP-CVRIS Grant	\$ 224,654.00
Fire Alarm (CVRIS)	\$ 139,874.22	CBT Grant for Compressors	\$ 13,508.00
Other Expenditures	\$ 58,965.14	Reserves/Pearson Family	\$ 92,024.32
<b>TOTAL</b>	<b>\$330,186.32</b>		

- Kaslo River Dike & Bank Project
  - Waiting to hear back about permit extensions for Phase 2 completion.

- New intake announced for CEPF fund, which could be used for planning and engineering a future phase of work.
- A Avenue Watermain Project
  - Finalizing remaining costs and holdbacks with engineer and contractor.
  - PW Crew replaced fence beside the Legion parking lot as part of Village's commitment to Legion for their permission to install the A Ave Watermain.
  - Survey plans received for statutory right-of-way and easement for Legion.
  - Survey plan for road dedication has been registered with Land Titles.
- Kemball Building Renovations
  - Reviewing engineering reports.
- Planning & Development
  - RFP for planning consultant work is still in development.
  - Two development variance reports prepared for Council meeting.
- Finance
  - Q2 Budget Variance Report was prepared for this Council meeting.
- Fire
  - CAO will be attending a pump operator course next weekend.
- Asset Management
  - In progress.
- Corporate
  - Cybersecurity training for staff continuing.
  - Working on MTI and other bylaw updates as per Council direction.
  - Follow-up Jazzfest operational meeting with emergency responders to discuss ambulance/first aid, security, policing, SAR, fire access, water, parking, camping and enforcement is scheduled for this Tuesday.
  - ServiceBC City Hall lease renewal negotiations continuing.
  - New purchasing policy in draft.
  - CBC lease renewal, user agreements completed. Awaiting response from boat clubs to complete their lease renewals.
  - Radio-controlled airplane club agreements being drafted.
  - Job posting for casual on-call administrative support to help cover full-time staff leave and busy periods. Closes Aug. 4.
- Public Works
  - New job posting for full-time permanent Public Works Labourer position. Closes August 4.
  - Kemp Creek Dam water flow and reservoir levels are being monitored closely as dry, hot weather settles in.
  - Stage 2 Water Restrictions announced. Coordinating with RDCK on water conservation, as the Village operates the McDonald Creek water system we want to have consistent messaging.
  - Construction of equipment shelter is underway, with the foundations almost ready for concrete pouring. More complex job than anticipated due to engineering requirements of the timber-frame structure.
  - Backup power transfer switch is fixed and working properly at wastewater plant.
  - New public works pickup truck is at the dealer in Nelson and being fitted. Will be here next week. Purchase of the electric truck is made possible by a \$70,000 grant from Columbia Basin Trust under their Basin Charge-up Program and Village

funding of \$23,400 through the BC government's Local Government Climate Action Program fund. The vehicle replaces the 2009 Ford Ranger.

- Emergency Preparedness
  - Emergency Preparedness Committee meeting on July 27.
  - Emergency Management BC (EMBC) Southeast Fire Centre Emergency Operations Centre is at Level 2 status due to wildfires in ?aq'am/Cranbrook Area.
  - RDCK EOC is not currently active.
- Other activities:
  - Housing Accelerator Fund webinar on July 14.
  - Field visits to cemetery to investigate mapping accuracy, Wardner trailhead to investigate Community Forest kiosk placement, Legion to review A Avenue watermain works, driveway access enquiry on Balfour Ave, Golf Club regarding proposed communication infrastructure, Front Street Park regarding perimeter wall, Front Street paving east of Third St.
  - Committee of the Whole meeting on Municipal Ticketing. Direction received for updating the draft bylaw. Noise Bylaw update is also in progress, and those updated offenses and fines will be included in the new ticketing bylaw.
  - Call-out on social media for volunteers to help with Cemetery maintenance.
  - Two new level-2 electric vehicle chargers are now online on Second Street opposite A Avenue, on the outside wall of the campground washroom building. Funding was provided by Community Energy Association. Chargers will be on the Flo network, same as the Village's charger on Water St.
  - The Village's file server is being upgraded to a Microsoft Windows Server domain, which will improve security and reliability. Our IT support contractor has been busy behind the scenes getting this done and fixing the inevitable technical glitches that get encountered with such an upgrade. The new server will also help us with records management, as the new drives will be structured to follow local government standards for records management and folder naming conventions.
  - Job posting for **Manager of Strategic Initiatives** posted. This job is funded through the Rural Economic Diversification Infrastructure Program. The position will manage projects like Kaslo South and Waterfront planning, Kemball Building renovation, Water Treatment Plant upgrades, provide support for other projects involving Village-owned facilities and land, be involved in Asset Management Planning, grant writing and reporting, and other local economic development initiatives as determined by Council. The position is a one-year contract. Copy of job description is attached to this report.

### CAO Schedule

July 25	Jazzfest Operations Meeting
July 25	Regular Council Meeting
July 27	Staff Meeting
	Emergency Preparedness Committee Meeting
Aug 2	Asset Management Meeting
Aug 2	Rural Resident Attraction Partners Check-in
Aug 7	B.C. Day, Office Closed
Aug 8	Regular Council Meeting

Aug 10 Staff Meeting  
Aug 21 North Kootenay Lake Shared Services  
Aug 22 Regular Council Meeting



Village of  
*Kaslo*

## Employment Opportunity

### **MANAGER OF STRATEGIC INITIATIVES**

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REPORTS TO: Chief Administrative Officer  
TERM: 1 year full-time contract  
DATE POSTED: July 12, 2023  
CLOSING DATE: August 4, 2023, or until filled.  
START DATE: September 2023 with some flexibility

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The Village of Kaslo is the oldest incorporated community in the Kootenay region of British Columbia, located within the unceded lands of the Ktunaxa and other indigenous peoples who have traversed Kootenay Lake the Selkirk and Purcell Mountain ranges through the ages. With a rich and colourful history, this community of over 1,000 residents is also home to two National Historic Sites that are representative of the area's development during the colonial period, Kaslo City Hall and the S.S. Moyie sternwheeler. Kaslo is a progressive village with many amenities, established service organizations, a variety of arts & culture offerings and amazing outdoor recreation opportunities.

The Village has received grants for several projects but currently lacks the internal capacity to manage all of them. Through the Rural Economic Development Infrastructure Program, the Village has secured funding to hire a project manager to see these projects move forward.

#### **The Opportunity**

Reporting to the Chief Administrative Officer, you will lead, manage, and support the Village's delivery of municipal projects, including planning of municipal land and infrastructure to support new housing, waterfront redevelopment, as well as renovations and energy retrofits of existing facilities such as the Kemball Memorial Centre, asset management, and improvements to transportation networks. You will oversee the project planning and implementation process by engaging professional consultants to coordinate design, permitting, servicing, and construction contract assignments including preparation and review of procurement documents, contract administration and other project management responsibilities, to meet reporting requirements, timelines, and milestones. You will also create and track project budgets and schedules, pursue additional grant funding opportunities, ensure adherence to design, energy, environmental (i.e., regulatory, climate risk assessment), asset management and program requirements, servicing standards, bylaws, and Council's strategic objectives. You will draft summary reports, make presentations to Council, organize community engagement, research and communication. Fieldwork may also be required.

You have a degree in a related discipline and several years' experience with managing projects of a complex nature, or an equivalent combination of training and experience. Municipal experience is preferred, and a professional designation is an asset. Proven team building, communication and collaboration skills are essential in this role, along with strong organizational

skills, attention to detail, the ability to manage multiple project components of varying size and complexity, and experience with contract management. Proficiency with Microsoft Office suite and geographic information systems is also required.

During the recruitment process, applicants may be requested to provide a current Police Information Check and Driver's Abstract. Applicants may also be asked to complete a written assignment to demonstrate their skills and understanding of the role.

We offer an attractive remuneration and benefits package for this exempt position, including a flexible work schedule with a combination of in-office and remote work possible. The salary offered will be commensurate with experience and schedule.

We are looking for a dynamic, results-oriented project manager to join us as a key member of our team in this temporary full-time exempt position (1 year with potential for extension).

**Applying:**

Send your cover letter and resume to the attention of Ian Dunlop, Chief Administrative Officer, at [cao@kaslo.ca](mailto:cao@kaslo.ca).



## **LABOURER**

Hourly Wage as of April 1, 2023: \$31.16/hour

### **DEFINITION:**

Under supervision, performs heavy and light manual labour work requiring less than journey level skill using a variety of routine and common tools and equipment; and does related work as required. Labourer classification is assigned to all public works service and maintenance areas. Supervision is provided by Foreman or Acting Foreman.

### **DUTIES:**

- Performs semi-skilled tasks in connection with public works maintenance.
- Performs tasks in a variety of trades not requiring journey level skills.
- Uses tools and operates equipment not requiring a lengthy learning period or complex skill.
- Perform related duties as required.

### **QUALIFICATIONS:**

- Knowledge of common tools generally used in the building, maintenance, and construction fields.
- Ability to follow oral and written instructions.
- Ability to perform manual tasks requiring physical strength and endurance.
- Ability to establish and maintain effective working relationships with other employees and the public.

### **REQUIREMENTS:**

- A valid Class 5 B.C. Drivers License.
- Experience in manual labour work.
- Class 5 with air endorsement.

**OFFICE ASSISTANT**

Hourly Wage as of April 1, 2023: \$29.15/hour

**NATURE AND SCOPE OF WORK:**

The Office Assistant provides routine assistance to the general public and general administrative support to all staff.

**REPORTING:**

This position reports to the Corporate Officer.

**COVERAGE:**

This position provides reception coverage.

**DUTIES:**

- cash receipting
- bank deposits
- accept payments
- places orders
- updates databases, spreadsheets & other records
- front counter & telephone reception
- logistical support for meetings and events
- receives, tracks and forwards public inquiries
- prepares routine correspondence
- coordinates meetings
- maintains calendars
- updates website and social media
- books municipal facilities
- processing mail

## Event Summary

**Event:** Climate Adaptation Garden Party

**Date:** July 14, 2023

**Location:** Kemball Memorial Gardens

**Presenters / Speakers:** Jessie Lay (RDCK local Wildfire Mitigation Specialist); Joj Proctor (Central Kootenay Invasive Species Society (CKISS) Education Program Assistant)

**Number of Attendees:** Approximately 40

**Press Coverage:** The event was advertised on social media and with posters. Local Valley Voice contact, Cassandra Zdebiak, was present and is submitting an article covering the event in an upcoming publication.

### Summary / Notes:

Residents of Kaslo and area gathered at the Kemball Memorial Gardens to learn more about climate adaptive gardening practices. The event ran from 1-3pm with presentations at 2pm. Tea party style refreshments were served throughout the event.

Jessie Lay gave an informational presentation on FireSmart landscaping strategies. She discussed the zones around our homes and strategies to disrupt vertical and horizontal fuel continuity in each of these critical zones. She also discussed common indicators of highly flammable vegetation and, in contrast, fire resistive plants. Two home assessments were booked at the event.



*Figure 1: Residents engaging at FireSmart and CKISS booths prior to presentations*





Figure 2: Joj Presenting CKISS programming

Joj gave a presentation outlining what CKISS is, their programming and what native and invasive species are. He also introduced a resource that CKISS has been developing and recently released, the [Ecogarden Project](#). This resource is specific to the region and considers invasive species, fire resistant, drought tolerant, pollinator friendly and wildlife appropriate plants. This resource removes barriers to folks making informed decisions about what they're planting in their gardens and addresses gaps in existing, single program focused resources.

Attendees of this event were highly engaged, both at the booths and during the presentations and asked thoughtful questions. Kaslo Mayor and councillors were present at the event, highlighting the importance of this programming.



Figure 3: Engaged audience during presentations



Figure 4: Treats and Flowers add fun to the event

The event also inspired and strengthened collaborative energy with local groups such as the Seniors Association and Kootenay Lake Innovation Centre.

Thank you to the Seniors Association for the use of their building, mugs and cafes for tea, and to the legion ladies for their outstanding refreshments!

**Village of Kaslo Budget Variance Report**

30-Jun-23

REVENUE	BUDGET	Y-T-D	% of Budget	Notes
	2023	2023	2023	
General Tax Revenue	(732,000.00)	(732,003.07)	100.0%	Taxes paid and payable.
Grants-in-Lieu	(32,708.62)	(11,134.43)	34.0%	Federal received. Fortis and Telus payable.
Tax Penalties & Interest	(13,400.00)	(477.51)	3.6%	Penalties will be applied after July 4.
Sale of Services	(60,180.00)	(22,421.25)	37.3%	Mostly bag tag and recycling revenue to May.
Licenses & Permits	(18,236.00)	(18,059.00)	99.0%	Business licenses on target. Dog licenses lower.
Planning & Development	(11,000.00)	(3,415.00)	31.0%	More subdivision and zoning fees are expected.
Rental & Leases	(101,083.63)	(58,091.03)	57.5%	On target.
Other Income	(23,434.00)	(19,355.92)	82.6%	Includes \$15k donation from Curling Club to Arena reserve.
Investment Income	(60,000.00)	(63,528.24)	105.9%	Roughly half is income and half is due to holding accts and reserves.
Campground	(37,000.00)	(3,425.71)	9.3%	Only May income is recorded so far.
Aerodrome	(14,000.00)	(9,707.37)	69.3%	On target.
Cemeteries	(12,000.00)	(11,550.00)	96.3%	Cemetery revenue is up but also includes a payment from Area D.
Capital & Project Funding	(2,730,148.00)	(100,000.00)	3.7%	Grant received for Basin Charge-up fund. Other grants are pending.
Non-Capital Conditional Funding	(810,676.00)	(259,475.36)	32.0%	Includes funding for programs such as FireSmart, REDIP, CDP
Unconditional Funding	(365,600.00)	(351,000.00)	96.0%	Small Community Grant is \$14,400 less than expected.
Sale of Assets & Land	0.00	0.00	0.0%	None.
Transfers between Accounts	(103,501.40)	0.00	0.0%	Transfers between operating, water and sewer are recorded later.
Transfers from Reserves	(375,661.00)	(16,732.17)	4.5%	Transfers from reserve funds to date.
Transfers from Surplus	(320,844.40)	0.00	0.0%	Transfer from surplus will be determined at year end.
<b>Water Rates &amp; Charges</b>	<b>(290,140.00)</b>	<b>(283,422.96)</b>	<b>97.7%</b>	<b>Water bills paid. Connection fees and other revenue on target.</b>
Water Taxation	(75,139.00)	(75,139.52)	100.0%	Water parcel tax paid and payable.
Water Other Revenue	0.00	0.00	0.0%	
Water Capital Funding	(245,400.00)	0.00	0.0%	ICIP funding will be received in arrears.
<b>Sewer Rates &amp; Charges</b>	<b>(153,437.00)</b>	<b>(134,922.00)</b>	<b>87.9%</b>	<b>Sewer bills paid. Connection fees and other revenue is expected.</b>
Sewer Taxation	(16,764.00)	(16,764.50)	100.0%	Sewer parcel tax paid and payable.
Sewer Other Revenue	(6,950.47)	(475.00)	6.8%	Sani dump and campground fees; only May recorded so far.
Sewer Capital Funding	0.00	0.00	0.0%	No capital projects are budgeted this year.
Collections for Others	(1,365,143.19)	(1,361,541.35)	99.7%	
<b>TOTAL REVENUE</b>	<b>(7,974,446.70)</b>	<b>(3,552,641.39)</b>	<b>44.6%</b>	<b>On target.</b>

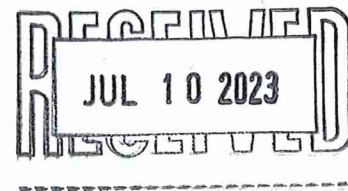
EXPENSE	BUDGET	Y-T-D	% of Budget	Notes
	2023	2023	2023	
Council & Administration	641,092.77	365,473.27	57.0%	On target.
Supplies & Services	121,181.00	99,521.09	82.1%	Audit, insurance higher. Also includes annual renewal fees.
Protective Services	330,200.48	21,276.37	6.4%	FireSmart program in progress.
Planning & Economic Development	289,059.00	45,005.54	15.6%	Planning projects in progress or not started.
Facilities	150,700.18	106,982.73	71.0%	On target. Includes annual property insurance premium.
Recreation & Culture	106,182.67	63,603.54	59.9%	On target.
PW Operations	312,379.55	134,094.52	42.9%	On target.
PW Fleet & Equipment	84,104.00	37,670.01	44.8%	Maintenance for Ranger and Dump Truck higher but overall on target.
Environmental Services	103,679.97	41,894.33	40.4%	On target.
Campground	19,335.78	17,620.74	91.1%	Campground maintenance overbudget due to electrical upgrade.
Aerodrome	13,213.45	12,075.76	91.4%	Insurance higher but expect this to be overall on target.
Cemeteries	2,360.45	2,742.00	116.2%	PW staff time is higher than budgeted part due to volunteer shortage.
Debt Servicing	26,686.00	12,982.20	48.6%	On target (dump truck financing)
Capital & Projects	2,456,104.00	517,556.99	21.1%	On target. Water treatment plant project not started.
Transfers between Accounts	61,808.90	718.08	1.2%	Adjustments are done closer to year-end
Transfers to Reserves	1,164,489.73	17,934.02	1.5%	Reserve transfers will be done between now and year-end.
<b>Water Personnel</b>	<b>110,202.32</b>	<b>26,699.34</b>	<b>24.2%</b>	<b>On target. More staff expense expected with capital project start.</b>
Water Operating	106,559.00	38,584.86	36.2%	On target.
Water Debt Servicing	0.00	0.00	0.0%	
Water Emergency Management	0.00	0.00	0.0%	
Water Capital Expenditures	245,400.00	36,206.46	14.8%	A Ave completion and start of ICIP treatment plant upgrade.
Transfer to Water Reserve	95,639.00	0.00	0.0%	Final amount to reserve depends on year-end revenue.
<b>Sewer Personnel</b>	<b>95,253.01</b>	<b>34,141.98</b>	<b>35.8%</b>	<b>On target.</b>
Sewer Operating	36,971.00	16,782.61	45.4%	On target.
Sewer Debt Servicing	0.00	0.00	0.0%	
Sewer Capital Expenditures	0.00	0.00	0.0%	
Transfer to Sewer Reserve	36,701.23	0.00	0.0%	Final amount to reserve depends on year-end revenue.
Collections for Others	1,365,143.19	0.00	0.0%	Collections for others become payable between July and year end.
<b>TOTAL EXPENDITURES</b>	<b>7,974,446.70</b>	<b>1,649,566.44</b>	<b>20.7%</b>	<b>Below target due to collections for others not yet payable, and some major projects not started.</b>



**OMBUDSPERSON**  
BRITISH COLUMBIA

June 27, 2023

Mayor Suzan Hewat  
Village of Kaslo  
PO Box 576  
KASLO BC V0G 1M0



Dear Mayor Suzan Hewat,

RE: Office of the Ombudsperson Quarterly Reports: July 1, 2022 - March 31, 2023

This package of documents details the complaint files the Office of the Ombudsperson closed for Village of Kaslo for the last three reporting quarters of the 2023 fiscal year between July 1, 2022 and March 31, 2023. No action is required on your part; however, we hope that you will find this information useful and share it within your organization.

Our office has recently migrated to a new software platform for our investigation file management, which has caused a delay in producing quarterly reports on their normal schedule. As we implemented the new software, we have updated the process by which these reports are generated. I apologize for the delay in sending these reports to you and expect that, going forward, the reports will be generated on a quarterly basis as they were in the past.

These reports provide information about the complaint files we closed regarding your organization within the last three quarters, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- If applicable: Copies of closing summaries for complaint files that were investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for investigated files only, and not for enquiries or those complaints that were not investigated.



- If applicable: A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, also include information about authority-specific and/or sector-specific topics in those complaints for your organization and/or sector. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If your organization received too few complaints to produce a summary of complaint topics but you would like further information about the complaints our office received about your organization, our Public Authority Consultation and Training (PACT) Team can provide further details upon request.

If you have questions about our quarterly reports or notice any inaccuracies in the data provided, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our PACT Team, please contact us at 250-508-2950 or [consult@bcombudsperson.ca](mailto:consult@bcombudsperson.ca).

Yours sincerely,

Jay Chalke  
Ombudsperson  
Province of British Columbia

Enclosures



Type of complaint closure for Authority: Village of Kaslo	# closed
<b>Enquiries</b> – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
<b>Complaints with No Investigation</b> – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	1
<b>Early Resolution Investigations</b> – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
<b>Complaint Investigations</b> – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	0
<b>Reason for closing an Investigation</b>	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
<b>Complaint settled in consultation with the authority</b> – When an	0





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investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.

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Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
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Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
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<b>Ombudsperson Initiated Investigations</b> – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0
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*The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.*

If you would like more information on the types of complaints we receive, please contact our Public Authority Consultation and Training Team: email us at [consult@bcombudsperson.ca](mailto:consult@bcombudsperson.ca) or call us at 250-508-2950.

### Sector-Specific Complaint Topics – All Local Government

Business Licensing	11	2%
Bylaw Enforcement	159	29%
Council Member Conduct (incl. Conflict of Interest)	42	8%
Fees/Charges (incl. Taxes)	55	10%
Official Community Plan/Zoning/Development	100	18%
Open Meetings	18	3%
Other	95	17%
Procurement	5	1%
Response to Damages Claim	10	2%
Services (incl. Garbage, Sewer, Water)	48	9%

### General Complaint Topics – All Local Government

Accessibility	25	3%
Administrative Error	20	3%
Communication	105	14%
COVID-19	4	1%
Delay	46	6%
Disagreement with Decision or Outcome	221	29%
Discrimination	3	0%
Employment or Labour Relations	10	1%
Other	54	7%



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Process or Procedure	186	24%
Review or Appeal Process	16	2%
Treatment by Staff	77	10%

# RURAL ECONOMIC DIVERSIFICATION & INFRASTRUCTURE PROGRAM (REDIP)



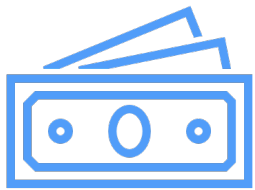
Ministry of  
Jobs, Economic Development  
and Innovation

Email: [ruraldevelopment@gov.bc.ca](mailto:ruraldevelopment@gov.bc.ca)

Website: [gov.bc.ca/REDIP](http://gov.bc.ca/REDIP)

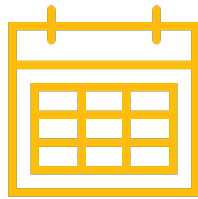
# REDIP Overview

The Rural Economic Diversification and Infrastructure Program (REDIP) supports rural economic development projects that promote economic **capacity building**, **economic diversification**, resilience, clean economy opportunities, and **infrastructure development**.



**\$33M/Year**

Fiscal Years 23/24 - 24/25



**July 4, 2023**

Intake 2 Opens



**Oct 30, 2023**

Intake 2 Closes

# Key Dates

## July 2023

Program Announcement

Intake opens July 4

Workshops delivered late July

## October 2023

Intake Close

October 30, 2023, 11:59PM PST

Application Preparation

Project idea reviews

## July – October 2023

Funding Announcements

Funds disbursed

## Spring 2024

# Funding Categories

<b>Economic Capacity (REDIP-EC)</b>	<b>Economic Diversification (REDIP-ED)</b>	<b>Forest Impact Transition (REDIP-FIT)</b>
Helps small communities <b>build internal capacity</b> for economic development.	Funds <b>infrastructure projects</b> that promote economic development in rural communities.	Supports economic recovery and transition in <b>communities impacted by changes in the forest sector.</b>

# Eligibility

- Local Governments, Regional Districts, Indigenous Governments, Indigenous Development Corporations, Not-for-profits
- All applicants must be located outside of Metro Vancouver and Capital Regional Districts

REDIP-EC	REDIP-ED	REDIP-FIT
<ul style="list-style-type: none"><li>• Non-Indigenous communities with populations of 2,500 or less</li><li>• Indigenous communities</li></ul>	<ul style="list-style-type: none"><li>• Populations of 25,000 or less</li></ul>	<ul style="list-style-type: none"><li>• No population limit</li><li>• Must be impacted by recent changes in forestry sector</li></ul>



# Applications & Prioritization

REDIP-EC	REDIP-ED	REDIP-FIT
<ul style="list-style-type: none"><li>• Application based, set intake</li><li>• Communities with <b>highest need</b> are prioritized.</li><li>• Up to 100% of eligible costs up to <b>\$100,000</b></li></ul>	<ul style="list-style-type: none"><li>• Application based, set intake</li><li>• Projects with highest economic development <b>potential</b>.</li><li>• Up to 80% of project costs up to <b>\$1,000,000</b></li></ul>	<ul style="list-style-type: none"><li>• Application based, continual intake</li><li>• Communities <b>most impacted</b> by forest sector downturn are prioritized.</li><li>• Up to 100% of project costs up to <b>\$500,000</b></li></ul>

# 2022-23 Intake Project Examples

REDIP-EC	REDIP-ED	REDIP-FIT
<ul style="list-style-type: none"><li>• Economic development officer position in Port Alice</li><li>• Entrepreneurship coordinator for Tsilhqot'in National Government</li></ul>	<ul style="list-style-type: none"><li>• Remediating a portion of a former sawmill in Port Alberni for development</li><li>• Kelp and shellfish hatchery planning for Metlakatla First Nation</li></ul>	<ul style="list-style-type: none"><li>• Airport terminal upgrades and retail space in Houston</li><li>• Forest data collection for Lil'wat Nation</li></ul>

# Application Support – Project Scoping

- Program recommendation – project idea review with staff
- Goal: Reduce number of out-of-scope applications
- Ineligible projects list available in Program Guide

## Program Staff

- Monitor inbox & phone line
- Project idea review meetings with applicants

## Regional Managers

- Regional expertise
- Strategic planning
- Project idea review meetings with applicants

# Looking Forward



## Current Intake

- July – October 2023



## Subscribe: [gov.bc.ca/REDIP](https://gov.bc.ca/REDIP)

- Program updates
- Download program materials
- Workshops and learning opportunities



## Contact

- [ruraldevelopment@gov.bc.ca](mailto:ruraldevelopment@gov.bc.ca)
- 250-356-7950



**Karissa Stroshein**

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**Subject:** to change bylaw 1193

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**From:** Angele [REDACTED]  
**Sent:** Friday, July 14, 2023 3:59 AM  
**To:** Karissa Stroshein <admin@kaslo.ca>  
**Cc:** Mayor Hewat <mayor@kaslo.ca>; Erika Bird <bird@kaslo.ca>; Matthew Brown <brown@kaslo.ca>; Rob Lang <lang@kaslo.ca>; Molly Leathwood <leathwood@kaslo.ca>  
**Subject:** to change bylaw 1193

Hello Municipal Council

I am writing to ask if you would update Bylaw 1193 which was created in Sept and Oct 2016 and has Schedule A attached.

**This was a bylaw to establish floodplain management provisions and includes** Schedule A which is **the old flood plain map dating back to the 1900's**

In 2020 the village created a NEW flood plain map but did not change the 2016 bylaw to reflect this updated floodplain map.

I am asking Council if they would kindly update bylaw 1193 to include the newer 2020 floodplain map and remove schedule A from this bylaw

I would like my request to be put on the Agenda for the next council meeting.

Please let me know if this possible.

Sincerely Angele Ortega,

[REDACTED]



**KASLO  
MAYOR'S REPORT  
QUARTER 2, 2023**

**Kaslo RCMP Detachment**

335 A Avenue

PO Box 632

Kaslo, BC V0G 1M0

Telephone (250) 353-2225 Fax (250) 353-2226

**Village of Kaslo**

Box 576

312 4th Street

Kaslo, BC V0G 1M0

July 5, 2023

Dear Mayor Hewat:

**RE: Quarterly Crime Statistics - April/ May / June**

<b>CRIME CATEGORIES</b>	<b>KASLO Q2 2022</b>	<b>KASLO Q2 2023</b>	<b>South of Kaslo to Balfour Q2 2023</b>	<b>North of Kaslo Q2 2023</b>
Homicide / Attempted Homicide	0	0	0	0
Assaults	2	1	2	1
Sexual Offences	0	0	0	0
Robbery	0	0	0	0
Auto Theft	1	0	0	2
Break and Enters	0	0	1	0
Theft From Motor Vehicle	0	0	1	0
Drug Investigations	0	0	0	0
Motor Vehicle Collisions	6	4	2	0
Motor Vehicle Collisions W Fatality	0	0	0	0
Impaired Driving - CC	0	0	0	0
Impaired Driving - MVA (IRPs)	0	2	0	0
TOTAL PERSONS/VIOLENT CC	6	2	3	2
TOTAL PROPERTY CC	23	7	9	2
TOTAL OTHER CC	16	3	6	2
TOTAL CRIMINAL CODE (CC)	45	12	18	6
TOTAL CALLS FOR SERVICE	212	97	67	21

<b>COMMUNITY</b>	<b>KASLO Q2 2022</b>	<b>KASLO Q2 2023</b>	<b>South Q2 2023</b>	<b>North Q2 2023</b>
Files with youth negative contacts	0	0	0	0
Mental Health Related Calls	32	11	12	2
Files involving Alcohol / Drugs	11	5	8	2
Domestic Violence Files	0	0	2	0

Should you have any questions or concerns, or should you wish to discuss these statistics, please do not hesitate to contact me at 250-353-2225.

Yours truly,

Harland Venema, Cpl., NCO I/C  
Kaslo RCMP Detachment



# NOTICE

Activity	Mandatory Restrictions			
	Stage 1	Stage 2	Stage 3	Stage 4
<b>Watering of lawns</b>	<b>ONLY</b> between the hours 7 pm - 10 am	<b>ONLY</b> between the hours 6 am – 10 am, and 8 pm – 10 pm	Prohibited	Prohibited
<b>Watering of new lawns</b> (seed within 45 days and sod within 21 days of installation)	<b>ONLY</b> between the hours 7 pm - 10 am	<b>ONLY</b> between the hours 6 am – 10 am, and 8 pm – 10 pm	<b>ONLY</b> between the hours 6 am – 10 am, and 8 pm – 10 pm	Prohibited (Except where permitted by the Manager)
<b>Watering of gardens, trees and shrubs</b> (excluding watering of commercial agricultural products)	<b>ONLY</b> between the hours 7 pm - 10 am	<b>ONLY</b> between the hours 6 am – 10 am, and 8 pm – 10 pm	<b>ONLY</b> between the hours 6 am – 10 am, and 8 pm – 10 pm	Prohibited
	<i>Watering using drip irrigation*, a watering can, and or hand held hose, which eliminates over-spray is permitted at any time.</i>			
<b>Watering of Commercial Agricultural Products</b> (production and sales)	Permitted	Permitted	Permitted	Permitted (Voluntary Conservation)
<b>Wash down</b> (sidewalks, walkways, driveways, exterior building surfaces, window, vehicles or other outdoor surface)	Permitted	<b>ONLY</b> between the hours 6 am – 10 am, and 8 pm – 10 pm	Prohibited (Except where critical for health and safety, & business operations)	Prohibited (Except where critical for health and safety)
<b>Filling of fountains or other decorative features</b>	Permitted	Prohibited (Except where permitted by the Manager)	Prohibited	Prohibited
<b>Filling of outdoor hot tubs and/or wading pools.</b>	Permitted	Permitted	Prohibited	Prohibited
<b>Filling of swimming pools</b>	<b>ONLY</b> between the hours 8 pm - 7 am	Prohibited (Except where permitted by the Manager)	Prohibited	Prohibited
<b>Dwelling water consuming appliances such as washing machines and dishwashers</b>	Permitted	Permitted	Permitted (Voluntary Conservation)	Permitted (Voluntary Conservation)
<b>Large commercial water use such as laundromats, washers, carwashes, etc.</b>	Permitted	Permitted	Permitted (Voluntary Conservation)	Permitted (Voluntary Conservation)

*\*Drip irrigation delivers water to the root zone of the plants where individual emitters use less than 2 gallons per hours (7.6L/hr) at less than 20psi (140Kpa). This does not include soaker hoses or micro sprayers.*

The Village of Kaslo is moving to a **STAGE 2 Water Conservation**. Restrictions include only watering of lawns between 6am-10am & 8pm – 10am. Look for further updates on the Village of Kaslo website: [www.kaslo.ca](http://www.kaslo.ca) or call the Village of Kaslo Office 250-353-2311.

**EFFECTIVE IMMEDIATELY (2023.07.19)**



# Media Release

July 19, 2023

For immediate release

## Stage 2 water conservation measures in effect for all RDCK water systems

Nelson, BC: Effective immediately, mandatory stage 2 water conservation measures are implemented across all Regional District of Central Kootenay (RDCK) water systems. These measures will remain in effect until further notice. Stricter water conservation measures may be required if demand increases significantly, hot and dry weather persists, or if the reservoir declines to critically low levels.

Stage 2 water conservation measures have been implemented, as the Province's drought level classification is at level 4 in the West Kootenay and Lower Columbia regions. The response measures for level 4 are conservation and local water restrictions. Hot, dry weather continues to be in the forecast, while stream levels are near record lows for this time of year.

### Stage 2 Water Conservation Measures include:

- Watering of lawns (including new lawns), gardens, trees, and shrubs is **ONLY** permitted between the hours of 6:00 am – 10:00 am and 8:00 pm – 10:00 pm.
- Watering by watering can or hand held hose is still permitted at anytime.

The RDCK appreciates your cooperation in adhering to the above water conservation measures. [Click here](#) for a complete description of RDCK water conservation measures stages 1 through 4, or visit [www.rdck.ca/water](http://www.rdck.ca/water).

*Incorporated in 1965, the Regional District of Central Kootenay (RDCK) is a local government that serves 60,000 residents in 11 electoral areas and nine member municipalities. The RDCK provides more than 160 services, including community facilities, fire protection and emergency services, grants, planning and land use, regional parks, resource recovery and handling, transit, water services and much more. For more information about the RDCK, visit [www.rdck.ca](http://www.rdck.ca).*



**For further information, please contact:**

**Jason McDiarmid**

Utility Service Manager

Regional District of Central Kootenay

Tel: 250.352.8196

Email: [jmcdiarmid@rdck.bc.ca](mailto:jmcdiarmid@rdck.bc.ca)

**For media enquiries:**

**Dan Elliott**

Communications Coordinator

Regional District of Central Kootenay

Tel: 250.354.3476

Email: [delliott@rdck.bc.ca](mailto:delliott@rdck.bc.ca)



for immediate release

07/10/2023

Ministry of Forests  
BC Wildfire Service

## Campfire prohibition coming to Southeast

Castlegar – Effective at **3 p.m. PDT on Monday, July 10, 2023**, Category 1 campfires will be prohibited throughout the Southeast Fire Centre to help prevent human-caused wildfires and protect public safety. This campfire prohibition will remain in effect until noon PDT on October 28, 2023, or until the orders are rescinded.

A map of affected areas is available [here](#).

On **July 10, 2023**, the following open fires are prohibited in the Southeast Fire Centre:

- Category 1 campfires as defined in the Wildfire Regulation;
- Category 2 open fire as defined in the Wildfire Regulation; and,
- Category 3 open fire as defined in the Wildfire Regulation.

In addition to open fires being prohibited, the following activities and equipment are also restricted:

- Fireworks;
- Sky lanterns;
- Burn barrels or burn cages of any size or description;
- Binary exploding targets;
- Air curtain burners;

- Tiki and similar kind of torches; and,
- Chimineas.

To learn more about the different categories of open burning, visit the [Open Burning](#) webpage.

These prohibitions apply to all public and private land within the Southeast Fire Centre jurisdiction, unless specified otherwise in an enactment (e.g., in a local government bylaw.) Always check with local government authorities to see if any other burning restrictions are in effect.

The use of outdoor stoves is not prohibited. As per the Wildfire Regulation, an outdoor stove is a CSA-rated or ULC-rated device used outdoors for cooking, heat or ambiance that burns charcoal briquettes, liquid fuel or gaseous fuel, and has a flame height that is less than 15 centimetres tall.

Anyone found in contravention of an open fire prohibition may be issued a ticket for \$1,150, required to pay an administrative penalty of \$10,000 or, if convicted in court, fined up to \$100,000 and/or sentenced to one year in jail. If the contravention causes or contributes to a wildfire, the person responsible may be ordered to pay all firefighting and associated costs.

The Southeast Fire Centre would like to thank the public for its continuing help in preventing wildfires. To report a wildfire, call 1-800-663-5555 toll-free or \*5555 on a cell phone. For up-to-date information on current wildfire activity, burning restrictions, road closures and air quality advisories, call 1-888-3-Forest or visit: [www.bcwildfire.ca](http://www.bcwildfire.ca)

People can follow the latest wildfire news:

- On the free BC Wildfire Service public mobile app, available for Apple (iOS) and Android devices
- Twitter at: <http://twitter.com/BCGovFireInfo>
- Facebook at: <http://facebook.com/BCForestFireInfo>

**Contact:**

Southeast Fire Information Officer  
BC Wildfire Service  
Southeast Fire Centre  
250-318-7715

Connect with the Province of B.C. at [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)

bcwildfire.ca | 1 888 3 FOREST | BC Wildfire Service |  BCGOVFIREINFO

This message was sent to you by [BC Wildfire Service](#)

BC  
Canada

You can [change your communication preferences or unsubscribe](#) from future mailings.

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**Subject:** KBR Drought Level Update - July 13, 2023

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**From:** Josephy, Taylor FOR:EX <Taylor.Josephy@gov.bc.ca>  
**Sent:** Thursday, July 13, 2023 11:54 AM  
**To:** 'admin@kaslo.ca';  
**Subject:** KBR Drought Level Update - July 13, 2023

Good day,

Today the [BC Drought Information Portal](#) updated drought levels across the region. Levels will continue to be updated on a weekly basis throughout the year, and this email serves to provide notice and context to the updates for the Kootenay-Boundary Region.

**Summary of Drought Conditions:**

The Kootenay-Boundary Region remains characterized by exceptionally low stream flows for this time of year. Approximately half of all stations are recording their lowest or near-lowest flows ever recorded. The East Kootenays, West Kootenays, Lower Columbia, and Kettle basins are all transitioning into the low flow period with less water available to meet socioeconomic and ecological needs. Streamflow temperatures are starting to rise, notably in the Kettle basin. While stream flows are low *for this time of year* in the Upper Columbia, general water availability remains high. In the absence of substantial and persistent rainfall, an extended and exceptionally dry low flow period is anticipated throughout the region.

**Current drought levels and associated actions:**

Due to lowering water availability and rising streamflow temperatures, the drought levels and associated conservation actions as of July 13<sup>th</sup> are listed below. Updated regional drought levels and supporting information can be found on the [BC Drought Information Portal](#) and [Stream Watch Tab](#). This six level drought scale and associated indicator thresholds, as well as other provincial drought response information can be found in the [BC Drought and Water Scarcity Response Plan](#).

Drought Basin	Drought Level	Conservation Action
<a href="#">Upper Columbia</a>	3	Use normal seasonal conservation measures
<a href="#">East Kootenay</a>	4	50% voluntary water use reduction
<a href="#">West Kootenay</a>	4	50% voluntary water use reduction
-Creston Water Management Precinct stream watch basin	4	50% voluntary water use reduction
<a href="#">Lower Columbia</a>	4	50% voluntary water use reduction
<a href="#">Kettle</a>	3	30% voluntary water use reduction
- West Kettle River stream watch basin	3	30% voluntary water use reduction
-Upper Kettle River stream watch basin	3	30% voluntary water use reduction
-Granby River stream watch basin	3	30% voluntary water use reduction
-Middle Kettle River stream watch basin	3	30% voluntary water use reduction
-Lower Kettle River stream watch basin	3	30% voluntary water use reduction

Voluntary reduction letters are currently being drafted and are anticipated be sent out to water licence holders and groundwater users next week. Additional information will be released to those on the regional drought distribution email list when these letters are distributed.

**Handling enquiries and interpreting drought levels and requests for voluntary reductions:**

The requests for voluntary reductions are intended to facilitate cooperative efforts to conserve water and are fully voluntary in nature. Each recipient of these letters should interpret them within the context of their own water supply, demands for water, and opportunities for conservation.

**I am sending this email to:**

- Make you aware of current conditions
- Establish lines of communication
- Provide you with information on where to direct public inquiries which may be outside of your scope
- Provide you with resources with drought information

**I am NOT sending this email to:**

- Request a reduction in water usage
- Request you to elevate your water use restriction levels
  - Local water user restrictions should be made based on your own supply and demand situation. Municipal or community water conservation levels do not need to match the provincial drought levels

The drought levels updated on the [BC Drought Information Portal](#) and voluntary reduction letters may be picked up by local media. Note that the public may confuse provincial drought level with municipal or community water restrictions. If you are approached by members of the public with questions related to the provincial drought level which are outside of your scope, you can direct them to FrontCounter BC at 1-877-855-3222. Additional information can be found on the Provincial [Drought Information](#) webpage.

If any water systems in your community are at risk due to drought conditions through the season, please let me know. I would be happy to answer questions you may have about how the province manages hydrological drought.

Please distribute this information as you see fit and please help me update my contact list if these emails should be directed to someone else, or if you no longer wish to receive these updates.

Regards,



**Taylor Josephy** (he/him)  
Water Authorizations Specialist  
Water Stewardship Division  
Kootenay Boundary  
*Mail: 333 Victoria St., Nelson BC, V1L 4K3*  
*Phone: 778-671-9224*  
*Email: [Taylor.Josephy@gov.bc.ca](mailto:Taylor.Josephy@gov.bc.ca)*  
**Ministry of Forests**

**For Immediate Release | July 19, 2023**

## **Temporary service interruption at Slokan Community Health Centre emergency department**

**NEW DENVER** – New Denver and area residents are advised of temporary changes to emergency department hours at Slokan Community Health Centre due to unexpected limited nursing availability.

Emergency services will be unavailable until 8 a.m. Thursday, July 20 and patients can access care at Arrow Lakes Hospital at 97 1<sup>st</sup> Ave NE, Nakusp.

People in the community who need life-threatening emergency care (i.e., chest pains, difficulty breathing, severe bleeding) should always call 911 for transport to the nearest available and appropriate facility.

Anyone unsure whether an emergency room visit is warranted can call HealthLink BC at 8-1-1, or visit [www.HealthLinkBC.ca](http://www.HealthLinkBC.ca) for non-emergency health information from nurses, dietitians and pharmacists 24 hours a day, seven days per week.

*The emergency department in New Denver is normally open 8 a.m. to 8 p.m. seven days a week while Interior Health continues to recruit to fill positions to return to 24/7 operations.*

- 30 -



10 July 2023

Attn: Village of Kaslo  
(250) 353-2311 admin@kaslo.ca

**RE: Project No. 86002-0254  
Rock Slope Stabilization Coffee Creek, Hwy 31**

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**Notice of Construction**

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Please be advised that Geo-Rope, Ltd. will be commencing work on the Rock Slope Stabilization Coffee Creek Project 17 July 2023. The site is located at the Coffee Creek Bluffs 2.5 km South of Ainsworth between Nelson and Kaslo on Highway 31.

Anticipate that there will be 20 minute delays and Single Lane Alternating Traffic, controlled by Automatic Flagger Assistance Devices or Traffic Control Personnel, between the hours of 7:00 am – 5:00 pm Monday to Friday.

Speed will be reduced to 50 km/h between the hours of 7:00 am – 5:00 pm Monday to Friday.

Between 5:00 pm, 03 August and 7:00 am, 09 August there will be two-way traffic and no speed reduction, but the area will remain a Construction Zone.

Please use caution while driving in this area.

If you require any further information, please do not hesitate to contact Director Niall McLean at 347 224 9333 or via email at nm@geo-rope.com.

Sincerely,  
Morgan Henderson.  
Geo-Rope, Ltd. Traffic Manager  
morgan.henderson@geo-rope.com  
250 551 4383





17 July 2023  
Attn: Village of Kaslo  
(250) 353-2311 admin@kaslo.ca

**RE: Project No. 86002-0254  
Rock Slope Stabilization Coffee Creek, Hwy 31  
Notice of Change of Working Hours**

Please be advised that the hours of work at the Rock Slope Stabilization Coffee Creek Project will be 5:00 am – 3:00 pm starting 18 July 2023.

The site is located at the Coffee Creek Bluffs 2.5 km South of Ainsworth between Nelson and Kaslo on Highway 31.

Anticipate that there will be 20 minute delays and Single Lane Alternating Traffic, controlled by Automatic Flagger Assistance Devices or Traffic Control Personnel, between the hours of 5:00 am – 3:00 pm Monday to Friday.

Speed will be reduced to 50 km/h between the hours of 5:00 am – 3:00 pm Monday to Friday.

Please use caution while driving in this area.

If you require any further information, please do not hesitate to contact Calum Gating at 604 404 8532 or via email at calumgating@yahoo.com.

Sincerely,  
Morgan Henderson.  
Geo-Rope, Ltd. Traffic Manager  
morgan.henderson@geo-rope.com  
250 551 4383

---

**Subject:** Proclamation Request - National Drowning Prevention Week  
**Attachments:** NDPW 2023 - Proclamation Template.docx

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**From:** Kaelan D'Sena <kaeland@lifesaving.bc.ca>  
**Sent:** Friday, July 7, 2023 2:03 PM  
**Cc:** Lenea Grace <leneag@lifesaving.bc.ca>  
**Subject:** Proclamation Request - National Drowning Prevention Week

Hello,

Canada faces a major problem – and a preventable one: Almost 500 people die every year from drowning. With summer upon us and more people flocking to our beautiful lakes, rivers, and coastlines, it is essential that we prioritize water safety. **On behalf of the BC & Yukon Branch of the Lifesaving Society, I am writing to ask that you proclaim July 16 – 22, 2023 as NATIONAL DROWNING PREVENTION WEEK in British Columbia.** Please see a proclamation template attached.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society certifies Canada's National Lifeguards and is the leading provider of swim lessons in the country.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from drinking alcoholic beverages while participating in aquatic activities.
- Wear a personal flotation device (PFD) or lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate. A proclamation from your office would give greater exposure to our lifesaving efforts to residents of British Columbia and Yukon. I hope you will consider our request.

If you have any questions, please contact Lenea Grace, Executive Director, Lifesaving Society BC & Yukon Branch at [leneag@lifesaving.bc.ca](mailto:leneag@lifesaving.bc.ca) or 604-299-5450.

Thank you for your support.

Kindly,

Kaelan D'Sena  
Communications

Lifesaving Society - BC & Yukon Branch  
604.299.5450 ext. 103 | @LifesavingBCYK  
[lifesaving.bc.ca](http://lifesaving.bc.ca)

*I respectfully acknowledge that I live, work, and learn on the unceded, traditional and ancestral xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwataʔ/Selilwitulh (Tseil-Waututh) territories.*

## **NATIONAL DROWNING PREVENTION WEEK PROCLAMATION 2023**

WHEREAS the mission of Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in [province/territory] is one too many; and

WHEREAS most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we genuinely enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS the Lifesaving Society urges Canadians and residents of [city/municipality/province] to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to always wear a lifejacket when boating; and

WHEREAS the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25<sup>th</sup> of each year as World Drowning Prevention Day; and

WHEREAS Lifesaving Society Canada has declared July 16<sup>th</sup>-22<sup>nd</sup>, 2023 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE, BE IT RESOLVED THAT, I, [Name and Title] do hereby proclaim July 16<sup>th</sup> – 22<sup>nd</sup>, 2023 **NATIONAL DROWNING PREVENTION WEEK** in [city/municipality/province] and do commend its thoughtful recognition to all citizens of our [city/municipality/province].

**Karissa Stroshein**

**Subject:** FW: CKISS is Hiring!

**From:** CKISS <info@ckiss.ca>

**Sent:** Tuesday, July 18, 2023 3:08 PM

**To:** Karissa Stroshein <admin@kaslo.ca>

**Subject:** CKISS is Hiring!

There is such a thing as a FREE lunch!

[View this email in your browser](#)

Help protect our waters from aquatic invasive species & enjoy a FREE pizza lunch!

JULY 20 9 AM - 1 PM

Register today!

Living Lakes CANADA

CKISS  
Kootenay Invasive Species Society

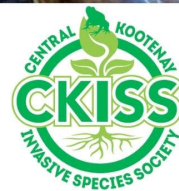
**Come Volunteer with us and get a FREE lunch & the chance to win a prize playing Jeopardy!**

Join us on the shores of beautiful Kootenay Lake and help us get rid of invasive plants! To thank you for your efforts there will be a **FREE pizza**

- 9-11 am: Weed Pulling - removing yellow flag iris and purple loosestrife on the shores of Kootenay Lake
- 11-12 am: Workshop
- 12-1 pm: Group lunch



© Don Conway





## Come Volunteer with us and get a FREE lunch & the chance to win a prize playing Jeopardy!

Join us on the shores of **beautiful Kootenay Lake** and help us get rid of invasive plants! To thank you for your efforts there will be a **FREE pizza lunch** at Lakeside Park. This is a family friendly event and all ages are welcome.

[Click here to register](#)

### Event Details:

Co-hosted by Living Lakes Canada and Central Kootenay Invasive Species Society, this half-day event will include a weed pull followed by an info session that will cover all things Aquatic Invasive Species (AIS). You will learn what

AIS are, their impacts and how they spread. We will teach you the simple actions you can make when working & playing around water to prevent the spread, and finally we will cover AIS identification, reporting, and management.

Your knowledge will then get put to the test during a **FUN game of Jeopardy**. The top scoring team will walk away with some **prizes**.

Participants will meet on the shore of Kootenay Lake at the end of Lakeside Drive 70 Lakeside Drive — meet in front of the recycling depot for the weed pull followed by a workshop and lunch at Lakeside Park.

**Date:** Jul 20, 2023

**Weed Pull Location:** 70 Lakeside Drive, Nelson BC.

**Workshop & Lunch Location:** Lakeside Park Rotary Shelter, Nelson BC.

**Time:** 9am to 1pm (including lunch time)

- 9-11 am: Weed Pulling - removing yellow flag iris and purple loosestrife on the shores of Kootenay Lake
- 11-12 am: Workshop
- 12-1 pm: Group lunch

## Karissa Stroshein

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**Subject:** You're invited: Columbia River Field School for adults Sept 8-10

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**From:** AKBLG Admin Coordinator <admin@akblg.ca>  
**Sent:** Friday, July 7, 2023 8:25 AM  
**To:** Administrative Coordinator <admin@akblg.ca>  
**Cc:** Cindy Pearce <cindypearce@telus.net>  
**Subject:** You're invited: Columbia River Field School for adults Sept 8-10

### Message from AKBLG President Keith Page:

I hope this message finds you well. As the President of the AKBLG, I have an exciting opportunity to share with you. The Columbia River Treaty Local Governments Committee has approached us with an invitation from Wildsight, an organization dedicated to the conservation and education of our natural environment. I believe this invitation will be of great interest to our members.

Wildsight is organizing this unique event called the Columbia River Conversations Field Trip, with input from the Columbia River Treaty Local Governments Committee. This immersive experience will take place from September 8th to 10th and offers a remarkable opportunity to explore the Columbia Basin River system. It is an excellent chance to deepen our understanding of the geography, history, and management of this important river.

The Columbia River Conversations Field Trip aims to bring together community leaders from various backgrounds who share a common interest in the Columbia River Basin. It will foster dialogue, information exchange, and relationship building, providing a platform to learn from one another and strengthen connections within our community.

To express your interest in participating in this incredible opportunity, please review the attached invite that includes all the specific details of the field trip and follow the instructions to sign up. **The deadline to indicate your interest is Friday, July 21st.**

Please note that there may be a small trip fee to cover a portion of the costs, but financial aid will be available for those who need it. The Columbia River Treaty Local Governments Committee and Wildsight will provide further details and address any questions you may have once you express your interest.

I encourage you to take advantage of this exceptional chance to explore the Columbia River Basin, connect with fellow community members, and contribute to the ongoing conversations surrounding its management. The AKBLG is excited to facilitate this connection and hopes to see a strong representation from our membership.

Thank you for your attention, and please don't hesitate to contact the Wildsight directly for more information.  
President Keith Page

### **Invitation:**

Dear Columbia Basin local elected officials and CAOs,

I'm writing to invite you to join a unique opportunity to gather with other people interested in the geography, history and management of the Columbia River *out on the Columbia River* this September 8th - 10th.

**We're hoping to hear if you're interested by Friday, July 21st (see more details below).**



*Columbia River Conversations* is a new offering inspired by Wildsight's [Columbia River Field School](#) and [Teach the Columbia](#) programs, as well as requests from local government leaders.

This first ever *Columbia River Conversations Field Trip* will support dialogue, information exchange, connection to place, and relationship building within the Columbia River Basin. We aim to do this by combining Wildsight's skills in organizing field trips, tools and resources we've created in our work with youth and educators, and the amazing wealth of knowledge present across our watershed in the minds of its diverse people.

*Columbia River Conversations* is motivated by both the timeless value of getting together with others on the land and the pivotal moment this region is experiencing with the modernization of the Columbia River Treaty, Indigenous-led salmon reintroduction, and other related efforts.



*Caption: Last year, after three years working directly with teenagers through the Columbia River Field School, we ran our first field trip for adults: a group of Columbia Basin educators who are using our Teach the Columbia curriculum with their own students. By popular demand, we're now adapting this offering for other kinds of groups, starting with you and others interested in the management of the watershed!*

A group of roughly 20, we will meet in Castlegar around mid-day on Friday September 8th, drive up to Deer Park, canoe across the lower Arrow Lakes Reservoir to historic Renata and camp for two nights with food provided by Simply Delicious Lodge! On Sunday September 10th, we will paddle back across the reservoir to conclude by mid-day.

There will be a TBD small trip fee to cover a minor portion of costs, though financial aid will be made available for those who need it.

The goals of this field trip are:

- Convene a diverse group of individuals interested in the management of the Columbia River to strengthen connections and learn from each other;

- Create an opportunity for participants to connect with the watershed, perhaps in a place they've never previously visited, and share their experiences in other parts of the watershed with others; and
- Share knowledge to support diverse work happening at this crucial time in the Columbia Basin's history.

We are still working to identify prospective attendees but intend to focus this opportunity on building local capacity and connections. We expect that the majority of participants will come from local governments as well as the [Columbia Basin Regional Advisory Committee](#), though there might also be others. We're also hopeful that a couple alumni of the Columbia River Field School will be able to join and contribute their youth perspectives.

We will be providing canoe equipment and instruction as well as all meals during the field trip. Participants will provide their own camping equipment and transportation to Castlegar, however we can assist with carpool arrangements.

**Please send an email (emails below) to let us know if you're interested by Friday July 21st.** After receiving expressions of interest, we will further develop and share details and next steps. We'd be very happy to discuss any questions you might have!

Please note that this field trip will serve as a test run! We expect to offer a similar opportunity again next year. The response to this invitation will give us an indication of the level of interest out there. If we receive more applicants than we can include this year, we will select participants to create a diverse group. Other applicants will be kept on a list and informed about future trips.

Graeme: [graeme@wildsight.ca](mailto:graeme@wildsight.ca), 778-899-7640

Jenna: [jenna@wildsight.ca](mailto:jenna@wildsight.ca) 403-618-8687

Thanks so much for your consideration,

**Jenna Schulhof (she/her)**

Columbia Valley Conservation Coordinator

C: 403.618.8687

[wildsight.ca](http://wildsight.ca)



**wildsight**

*I live and work in the Columbia Basin on the unceded lands of the Ktunaxa, Secwépemc, Sinixt, Syilx Okanagan and Lheidli T'enneh. I honour their past, present and future stewardship of these lands and waters.*

## Karissa Stroshein

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**Subject:** Engagement on proposed amendments to the Cannabis Control Regulation

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**From:** LCRB Outreach LCRB:EX <LCRB.Outreach@gov.bc.ca>

**Sent:** Wednesday, July 12, 2023 1:26 PM

**Subject:** Engagement on proposed amendments to the Cannabis Control Regulation

Hello,

On behalf of David Hume, General Manager of the Liquor and Cannabis Regulation Branch (LCRB), I am writing to inform you of the LCRB's engagement about proposed amendments to the Cannabis Control Regulation (CCR), which has been in force since 2018. The CCR supports the implementation and enforcement of BC's regulated cannabis activities, such as retail sales, public consumption, and protections for children and youth.

The proposed amendments to the CCR would include:

- Removing the prohibition on promoting a place to consume cannabis;
- Removing the prohibition on consuming cannabis on patios.

The engagement paper attached includes background information and considerations for proposed amendments. If you'd like to provide comment, instructions to submit your feedback are included in the paper.

As part of the engagement process, the LCRB is sending the attached paper to all local and Indigenous governments, Indigenous partners, cannabis retail licensees, and cannabis industry organizations.

We ask that you respond by **August 11, 2023**. If you have questions about this engagement, please contact [LCRB.Outreach@gov.bc.ca](mailto:LCRB.Outreach@gov.bc.ca).

Sincerely,

**Monika Laube (she/her)**

A/Director Communications and External Relations  
Liquor and Cannabis Regulation Branch  
Ministry of Public Safety and Solicitor General

*This communication (both the message and any attachments) may be confidential and protected by privilege. It is intended only for the use of the person or persons to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you have received this communication in error, please destroy the email message and any attachments immediately and notify me by telephone or by email.*



Liquor and Cannabis  
Regulation Branch

# ENGAGEMENT PAPER

Promoting Places to Consume Cannabis

July 2023

## Purpose

The Liquor and Cannabis Regulation Branch, Ministry of Public Safety and Solicitor General invites Indigenous partners and interested parties to comment on promoting places to consume cannabis. This paper provides a brief background and questionnaire.

Responses will be accepted until **August 11, 2023**

## Contact

Monika Laube  
A/Director, Communications and External Relations  
LCRB.Outreach@gov.bc.ca

## Introduction

In Spring 2022, the Province invited Indigenous partners, interested parties and anyone living in British Columbia to provide their thoughts on cannabis to help guide work to support a strong, diverse and safe legal cannabis sector across the Province. More information, including a discussion paper outlining policy considerations and a *What We Heard Report*, can be found here:

<https://engage.gov.bc.ca/govtogetherbc/engagement/cannabis-consumption-spaces/#results>.

The Province is now moving forward with gradually enabling cannabis hospitality and tourism experiences in B.C. This work will take time, and engagement with partners and local and Indigenous governments will continue to play a key role as policy adjustments are considered and implemented.

As a first step, Liquor and Cannabis Regulation Branch (LCRB) is looking at B.C.'s current prohibition around promotion of places to consume cannabis including patios.

### Who will the LCRB be engaging with?

Through this consultation, the LCRB wants to hear from:

- Cannabis retail licensees
- Cannabis industry organizations
- First Nations governments and Indigenous organizations
- Local governments

## Background

### Provincial Rules

The LCRB oversees the regulation of cannabis stores in B.C. (hereafter, "licensees").

Currently, a person [can consume cannabis anywhere](#) except where it is specifically prohibited, for example by local government bylaws, Indigenous laws, agricultural land use policies etc.

However, B.C. currently prohibits anyone from [promoting](#) a place to:

- consume cannabis or,
- spend time at after they've consumed cannabis.

B.C. also prohibits anyone from smoking or vaping cannabis on a patio even if a person already can smoke tobacco or vape in the same space.

## Federal Rules

In addition to B.C.'s rules, licensees and non-licensees are also subject to federal rules<sup>1</sup> that prohibit them from:

- promoting cannabis and a consumption space together
- requiring the purchase of cannabis to use a consumption space
- charging fees for using a consumption space
- encouraging patrons to purchase cannabis from their store to consume at a consumption space

## Local and Indigenous Government Laws and Rules

Local and Indigenous governments may have laws, bylaws and licensing authorities related to promotion and consumption.

## What is Changing?

To support the legal cannabis industry and tourism in B.C., the LCRB proposes to:

- remove the provincial restrictions on promoting places to consume cannabis or spend time at after consuming cannabis, and
- allow people in B.C. to consume cannabis on a patio where smoking and vaping is already allowed under the [Tobacco and Vapour Products Control Act](#) and [Regulation](#).

## What's not Changing?

The LCRB is not proposing to change where cannabis consumption is currently permitted, except where smoking and vaping is already allowed.

These changes will not impact current federal rules or local and Indigenous governments' oversight. It will not change any existing or future controls within Indigenous or local government jurisdiction, including the ability to regulate spaces where cannabis consumption occurs.

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<sup>1</sup> [Sections 16 and 17](#) of the federal [Cannabis Act](#) limit the promotion of cannabis, cannabis accessories and cannabis services for the purpose of selling these products and services.

Currently, cannabis consumption is [not allowed in cannabis stores](#). The LCRB is not considering changes that would allow for cannabis consumption in a licensee's establishment at this time.

## Discussion

The LCRB is seeking feedback on this proposal, how to best implement these changes and how these changes will impact businesses that may want to promote places to consume cannabis, or to spend time after consuming cannabis.

## Questions

Comments focused on the questions outlined below are much appreciated. Comments outside the scope of this paper are not able to be considered at this time. Your comments are confidential and will not be shared in a manner that identifies you.

1. How would allowing the promotion of places to consume cannabis impact you?
2. What other factors about promoting places to consume cannabis should the LCRB consider?

## Submitting your comments

Send your comments to [LCRB.Outreach@gov.bc.ca](mailto:LCRB.Outreach@gov.bc.ca) with the subject "Promoting consumption spaces engagement." Email submissions are preferred.

**Submission deadline:** August 11, 2023

When submitting your comments, please include:

- Full name of the person submitting
- Name of the business/organization and licence number, if applicable
- Municipality or regional district in which your store is located, if applicable
- Phone number, including area code and reply email address

If you wish to provide comments by mail, you can send to:

PO Box 9292 Stn Prov Govt  
Victoria, BC V8W 9J8

## Collection Notice

By submitting a response to this consultation paper, I understand that my personal information is being collected pursuant to sections 26(c) and 26(e) of the *Freedom of Information and Protection of Privacy Act* for the purposes of sharing my views or the views of my organization in response to the questions outlined in the paper. Any questions about the collection, use, disclosure and storage of my Personal Information pursuant to this engagement should be directed to the A/Director Communications and External Relations, Liquor and Cannabis Regulation Branch at PO Box 9292 STN PROV GOVT, Victoria, B.C., V8W 9J8, or by phone at 236-478-0348.



# LGCAP Year 2 Survey

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Submitted date: 2023-07-12 14:27:10 Pacific Daylight Time

Generated date: 2023-07-12 14:29:01 Pacific Daylight Time

## Introduction

Reaching net-zero emissions and adapting to a changing climate will require a whole-of-society approach. The new Local Government Climate Action Program (the Program or LGCAP) aims to catalyze the efficient flow of financial resources, data and knowledge between Modern Treaty Nations, local governments, and the Provincial Government to allow for cost effective, impactful, locally implemented climate action. For more information about the Program you can refer to the website and Program Guide.

## What is climate action?

For the purposes of this program, a climate initiative or action is one that reduces greenhouse gas (GHG) emissions and/or strengthens resilience to the impacts of climate change (adaptation). This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, and impact reduction and early warning systems.

## Information collected will:

Highlight local government and Indigenous climate leadership;  
Profile action by including local government and Modern Treaty Nation emissions, resilience and climate action performance data in the annual Climate Change Accountability Report;  
Help inform policy development and monitor progress on achieving provincial and local climate objectives; and  
Support provincial efforts to better collaborate with and support communities to advance climate action.

## The survey was informed by:

Feedback from local governments, Modern Treaty Nations and ministerial partners;  
National and international GHG reporting protocols; and  
The CDP (global disclosure system).

## Instructions

\*Please do not provide any personal information (e.g. email, phone number) in the survey.

Survey: Word Version

A survey template (i.e. a Word version) is available on the Local Government Climate Action Program webpage. The template can be used to gather information from staff across departments. Then simply cut and paste into the online version where you'll be submitting the survey.

#### Survey: Online Version

SimpleSurvey allows multiple users to access your survey, though two people cannot enter information at the same time.

For other users to contribute to your survey, simply share the unique link with your team members. Users must select "Save and continue later" when they are done updating the survey but not ready to submit.

Required fields are indicated with a red asterisk (\*). You will not be able to submit the survey and attestation form without completing these fields.

Some fields have formatting considerations (i.e. numbers only). You will not be able to submit the survey and attestation form until all required fields are completed properly. The red text error message will indicate what is needed.

#### Attestation Form

The attestation form is filled in after survey questions are completed. It is the second page of the SimpleSurvey submission.

The attestation form is where the Chief Financial Officer, or equivalent position, attest to the following:

That Local Government Climate Action Program funding has been, or will be, allocated to climate action.  
That Local Government Climate Action Program funds held in reserve will be spent by March 31, 2025.  
That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2023.

#### Requirements

##### 1. Reporting

Report on at least one project linked to objectives from the CleanBC Roadmap to 2030 and/or Climate Preparedness and Adaptation Strategy. If your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement.

Attest that funds will be allocated to climate initiatives before submitting your survey.

For communities with populations of 15,000+, measuring and reporting local government or Nation's corporate emissions is required.

Optional open-ended questions asking for one or more initiatives related to climate action may be highlighted in the LGCAP Year 2 Summary Report or other Program materials to acknowledge innovative local climate solutions.

## 2. Deadline to submit the survey & attestation form

The deadline for submitting your survey and attestation form is 4 PM PDT on July 31, 2023.

## 3. Posting the survey & attestation form publicly

The design / format of the form can be changed however all information from required questions must be included.

Optional questions and answers can be omitted.

The deadline to post the survey and attestation form publicly is September 30, 2023.

Download a copy for your records!

Once submitted, you can download a copy of the completed survey and attestation form (PDF, Excel, and Word options). If you close this window before the download link appears, please reach out for a copy of your submission.

Support

If the survey is accidentally submitted, a submitted survey needs to be revised, or if you have any questions, please reach out to us at [LGCAP@gov.bc.ca](mailto:LGCAP@gov.bc.ca). We will be happy to provide assistance.

Thank you!

The LGCAP Team

## The Survey

### Climate Action Planning

Climate Action Plans are strategic roadmaps that identify how an organization will reduce their greenhouse gas (GHG) emissions (mitigation), increase their resilience to the impacts of climate change (adaptation), or a combination of both.

To answer the following questions, consider staff that contribute to activities that reduce greenhouse gas (GHG) emissions and/or strengthen resilience and the ability to adapt to climate-induced impacts. This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, and impact reduction and early warning systems.

Question 1: How many staff in full time equivalents (FTEs) are dedicated to working on climate action?

For example: Can include staff in engineering, emergency management, sustainability, transportation, waste management, etc. If a staff member is a climate action coordinator and works 100% on climate-related issues, add 1.0. If a staff member works approximately 25% (please estimate) on climate-related issues, add 0.25. Working on climate-related issues does not need to be written into the staff member's job description to be counted here.

1
---

Question 2: Does your local government or Nation have a climate action plan or other guiding document(s)?

Yes

No

Please select the type of plan(s) from the list.

Integrated climate plan (addressing mitigation, adaptation and/or energy use)

Integrated climate plan (addressing mitigation and adaptation)

Integrated climate plan (addressing mitigation and energy)

Integrated climate plan (addressing adaptation and energy)

Standalone mitigation plan

Standalone adaptation plan

Standalone energy-related plan

Don't know

Please indicate the date the plan was adopted/approved.  
If you don't remember the month, you can enter "01" for January.

2022-09

Please include a link to the document or webpage if available.

[https://villageofkaslo2022.municipalwebsites.ca/ckfinder/connector?command=Proxy&lang=en&type=Files&currentFolder=%2FBylaws%2F&hash=c245c263ce0eced480effe66bbede6b4d46c15ae&fileName=1280%20Official%20Community%20Plan%20Bylaw%20No\\_%201280%2C%202022\(1\).pdf](https://villageofkaslo2022.municipalwebsites.ca/ckfinder/connector?command=Proxy&lang=en&type=Files&currentFolder=%2FBylaws%2F&hash=c245c263ce0eced480effe66bbede6b4d46c15ae&fileName=1280%20Official%20Community%20Plan%20Bylaw%20No_%201280%2C%202022(1).pdf)

Question 3: Has your local government or Nation declared a climate emergency?

Yes

No

Question 4: Please select the top 3 challenges impeding the advancement of climate action in your community.

Lack of jurisdiction.

Lack of staff capacity or expertise.

Lack of financial resources.

Lack of data or information.

Lack of local political support.

Lack of provincial or federal government support or collaboration.

Other.

#### Corporate Greenhouse Gas Emissions

Measuring corporate emissions is a Program requirement for all communities with a 2020 population of 15,000 and above (see population statistics here). Corporate GHG emissions are those produced by the delivery of local government or Modern Treaty Nation "traditional services" including:

Fire protection,

Solid waste management,

Recreational / cultural services,

Road and traffic operations,  
Water and wastewater management, and  
Local government administration.

Please see the following resources for guidance:

Scope Summary Document,  
Corporate Inventory Reporting Tool,  
Becoming Carbon Neutral Guidebook (Scope),  
Carbon Neutral Workbook (Scope),  
Contracted Services Emissions Guidance,  
Contracted Emissions Calculator,  
2022 BC Best Practices Methodology for Quantifying GHG Emissions, and  
Emission Factors Catalogue.

Question 5: For the 2022 calendar year, has your local government or Nation measured and reported associated corporate GHG emissions?

- Yes
- No
- No, but for a past year. (Please enter most recent year completed: YYYY)

If not, please select all that apply.

- No, due to lack of staff and technical capacity.
- No, due to lack of financial resources.
- No, due to lack of awareness regarding which GHG accounting tools are available.
- No, corporate emissions are measured but not reported.
- Measurement is in-progress.
- Corporate inventory is not developed annually.

Optional: Please provide any further comments you wish to share on corporate emissions measurement and reporting here (e.g. system or approach used to measure corporate emissions).

We have continued to track this simply by using the old CARIP reporting form.

## Community-Wide Greenhouse Gas Emissions

B.C. Climate Action Charter signatories have committed to measuring and reporting their community-wide GHG emissions generated from all GHG sources (anthropogenic) within their community boundary.

The Community Energy and Emissions Inventory (CEEI) initiative provides a provincial framework for tracking and reporting energy and GHG emissions at a community-wide scale. It is published with a two-year lag, however, raw data can be requested by local governments that wish to measure and report their community-wide emissions for the buildings and solid waste sectors ahead of publication.

The Climate Action Secretariat (CAS) is aware that some local governments are developing their own community-wide GHG emissions inventories (separate from the provincial CEEI) . A better understanding of community-wide emissions measurement across B.C. will help CAS as we upgrade CEEI.

Question 6: For the 2022 calendar year, have community-wide GHG emissions been measured for your local government or Nation?

- Yes
- In-progress
- No

If not, please select all that apply from the list.

- No, community GHG emissions were not reported because the 2022 Provincial Community Energy and Emissions Inventory data has not been released.
- No, community GHG emissions were not reported because the 2022 Provincial Community Energy and Emissions Inventory does not report transportation data.
- No, we do not measure and report community-wide emissions data due to lack of financial capacity.
- No, we do not measure and report community-wide emissions data due to lack of staff and technical capacity.
- No, we do not measure and report community-wide emissions annually. (Please indicate most recent year completed: YYYY)

If not, has your community or Nation measured and reported community-wide emissions in the past?

Yes

No

When was the last year your community or Nation reported its community-wide emissions and what is the interval for reporting (ex. every 5 years)?

2019. Kaslo intends to make this an annual activity after a climate-related committee of council is established this fall.

Question 7: Currently, the Province's legislated GHG emission reduction targets are 40% by 2030, 60% by 2040 and 80% by 2050, relative to 2007. Please state your local government or Nation's target(s).

	<b>Reduction (format: e.g., 40%)</b>	<b>Baseline Year (format: 2007)</b>
<b>2030</b>	49%	
<b>2040</b>	67%	
<b>2050</b>	71%	

If your local government or Nation's targets don't conform to the target years noted above, please enter them here. Format e.g.: target 2035 50% baseline 2010, target 2060 70% baseline 2010, ...

Question 8: The Province has also committed to introducing a target of net-zero emissions by 2050. Does your local government or Nation have a net-zero or carbon-neutral emissions target?

Yes: Net-zero (Net-zero refers to a jurisdiction achieving a balance between greenhouse gas emissions produced and removed from the atmosphere (e.g. planting trees or using carbon capture technologies))

Yes: Carbon neutral (Carbon neutral refers to a jurisdiction achieving a state of no net carbon dioxide emissions being released into the atmosphere (e.g. Reducing emissions as far as practical and purchasing offsets or other similar mechanisms))

No



Question 9: If data was provided by the Province, which three supporting indicators would be most valuable to your local government or Nation to advance climate action?

- Housing type: Private dwellings by structural type
- Floor area: Average floor area by building category and era
- Residential density: Population and dwelling units per "net" land area
- Commute by mode: Employed labour force by mode of commute
- Greenspace: Land area that is parks and protected greenspace
- Walk score: Proximity to services
- Proximity to transit: Persons, dwelling units and employment within walking distance of a "quality" transit stop/line
- Other

Transportation mode including commercial vehicles

Optional: Please provide any further comments you wish to share on community-wide emissions measurement and reporting here.

For small communities, please do it for us, do a transportation survey, or have ICBC report aggregated community data for vehicle kms.

#### Provincial Policy Alignment - Mitigation

The CleanBC Roadmap to 2030 is B.C.'s plan to meet provincial emissions reduction targets to be 40% below 2007 levels for 2030 and set on course to reach net-zero emissions by 2050.

One requirement of this Program is that you must report on a minimum of one project linked to objectives from the CleanBC Roadmap to 2030 and/or Climate Preparedness and Adaptation Strategy (CPAS). For questions 10-13, if your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement. That said, please select all that apply.

Question 10: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to the buildings sector. The buildings and communities sectoral target for the province is 59% to 64% emissions reductions by 2030.

- Zero-carbon new construction (please enter date in pop-up textbox below)

- Highest efficiency standards for new space and water heating equipment
- Topping up Provincial energy efficiency programs
- Step Code adoption
- Zero Carbon Step Code
- Zero-carbon heating requirement
- Net zero buildings commitments
- Efficiency upgrades to public buildings
- Demand-side management
- Not applicable
- Other

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to buildings.

Top-up for wood stove conversion program; began work on energy efficiency upgrades for a publicly-owned building.

Question 11: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to the transportation sector. The transportation sectoral target for the province is 27% to 32% emissions reductions by 2030.

- Demand-side management to reduce distance travelled (single-occupancy vehicle commute reduction programs, parking disincentives)
- Improving or expanding public transportation
- Mode shift targets in Official Community Plan, Regional Growth Strategy or other guiding document
- Established personal transportation target goals, and measures to reach them, in annual reports – must include target goals for vehicle kilometre reduction, mode share for active transportation and zero-emission vehicles – and report on progress

Established commercial transportation target goals, and measures to reach them, in annual reports – must include target goals for vehicle kilometre reduction, mode share for energy efficient commercial transportation and zero-emission vehicles – report on progress

Implemented zero-emission vehicle first procurement policy for all local government on and off-road vehicles purchases.

Implemented a zero-emission vehicle preference or requirement for contracted work from a service provider

Bylaws updated to prioritize energy efficient transportation hierarchy (i.e. pedestrians first)

Revising existing bylaws or implementing new ones to support active transportation

Active transportation planning

Active transportation infrastructure investments

Electric vehicle charging studies/planning

Established electric vehicle charging ready bylaws

Electric vehicle charging infrastructure investments

Streamlined hydrogen fuelling station permitting process

Required new and/or existing gasoline and card lock fuel stations to include zero-emission vehicle infrastructure development

Required green roads certification for any new or significantly modified existing roads

Not applicable

Other

Energy efficiency upgrades

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to transportation.

LED streetlight conversion program.

Question 12: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to community-wide action.

- Complete, compact communities
- Organics diversion
- Circular economy or zero waste strategy
- Sustainable procurement policy
- Energy emission plans
- Renewable energy investments (e.g. district energy, waste heat recovery, biomass)
- Green/blue carbon sequestration
- Compliance carbon offset projects
- Voluntary carbon offset projects
- Bylaws updated to allow at least three units in all single-family zones
- Other
- Not applicable

#### Provincial Policy Alignment - Resilience and Adaptation

The goal of climate adaptation is to reduce risk and vulnerability associated with climate change impacts. To manage climate impacts, local governments and Nations are integrating adaptation principles into decisions and everyday activities. One requirement of this program is to report on projects linked to one or more objectives from the CleanBC Roadmap and/or the CPAS.

One requirement of this Program is that you must report on at least one or more project(s) linked to one or more objectives from the CleanBC Roadmap to 2030 and/or Climate Preparedness and Adaptation Strategy (CPAS) in Questions 10-13. If your community reports one initiative related to one sector you have satisfied this requirement, but please select all that apply for Questions 10-13.

Question 13: Please indicate all initiatives your local government or Nation completed or had in-progress in the 2022 calendar year to adapt to and build resilience to climate impacts.

- Undertaking or completing a risk assessment or Hazard Risk Vulnerability Assessment (HRVA)

Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions.

Collaboration with other communities on resilience planning/initiatives

Hydro climatological data collection

Monitoring climate risks (floods, wildfire, etc.)

Public engagement on climate risks and actions

Providing training (adaptation and mitigation skills)

Creation of policy/procedures to affect change (putting climate considerations into decision-making processes)

Creating data systems to support climate action

Utilizing natural assets/nature-based solutions

Developing emergency/hazard response plans

Not applicable

Other

Optional: Please highlight one or more climate adaptation project(s) that were completed or in-progress in the 2022 calendar year to reduce risk and increase resilience.

Adoption of new OCP with climate change focus.

Question 14: Has a climate risk and vulnerability or similar assessment been undertaken for your local government or Nation?

Yes

No

If not, please select one or more options from the list.

No, but we are currently undertaking one and it will be complete in the next two years.

No, we are not intending to undertake due to lack of financial capacity.

No, we are not intending to undertake due to lack of staff and technical capacity.

No, we are waiting for direction from the Provincial Government before undertaking an assessment.

Question 15: What are the most significant climate hazards faced by your jurisdiction and what is the timeframe of their expected impact to your community?

For each selection, please then indicate if the timeframe of their expected impact is short, medium, long or not sure. (short [current/by 2025]; medium [2026-2050]; long [beyond 2050])

Extreme heat and heat stress

medium and long

Extreme cold, snow and ice

Water shortages

medium and long

Wildfire

short, medium and long

Overland flooding

medium and long

Coastal flooding, storm surge events and/or other coastal hazards

Wind, rain, and other storm events

short, medium and long

Ecological impacts (examples of ecological impacts include biodiversity loss and erosion)

Cultural impacts (examples of cultural impacts include threats to identities, languages, and livelihoods)

Human health impacts

short, medium and long

Not applicable/no hazards

Not sure

Other

Question 16: What information do you need to know to be able to plan effectively for the future of your community, with respect to the impacts identified in Question 15? Please select one or more of what you consider the most valuable types of information for planning.

Local observations and/or Indigenous knowledge

Localized climate modelling and projected scenarios

Assessment of potential community impacts

Assessment of community vulnerabilities

Risk assessment of hazards

Mapping of climate change impacts and hazards

Demographic information

Projected development

Adaptation planning information

Technical expertise to implement solutions

Community/stakeholder engagement and support

Information on partnership opportunities

Examples of actions taken by other communities

Not sure

Other

Question 17: Based on the hazards you indicated as most significant in Question 15, which groups are most vulnerable to the impacts of climate hazards?

Low-income households

Indigenous Peoples

- Racialized communities
- Newcomers to Canada (immigrants and refugees)
- People experiencing homelessness
- Seniors
- Women and girls
- Persons with disabilities
- LGBTQIA2S+: Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, Two-Spirit, and additional sexual orientations and gender identities
- Not sure
- Other

Question 18: Of the hazards identified in Question 15, please specify the associated adaptation measures completed or in-progress in the 2022 calendar year, if any. If entering a hazard under "Other", please also write the hazard in the "Adaption measure" textbox.

Hazard	Adaptation measure
<b>Extreme heat and heat stress</b>	
<b>Extreme cold, snow and ice</b>	
<b>Water shortages</b>	
<b>Wildfire</b>	FireSmart and Community Resiliency Investment programs
<b>Overland flooding</b>	Flood and erosion mitigation planning and construction
<b>Coastal flooding, storm surge events and/or other coastal hazards</b>	
<b>Wind, rain, and other storm events</b>	
<b>Ecological impacts</b>	
<b>Human health impacts</b>	
<b>Cultural impacts</b>	
<b>Other</b>	

Equity



Taking an equity-informed approach to climate action is about enhancing climate resilience for everyone in B.C., regardless of where and how they live and requires a just approach that integrates equity considerations into climate planning and adaptation responses.

Question 19: How does your community ensure equitable access to and distribution of climate action opportunities and benefits?

Please select all that apply.

By collecting and analyzing disaggregated and/or spatial data on the impacts of climate policy and change.

By engaging with equity seeking groups/frontline communities most impacted by climate policy and change.

By designing and implementing climate actions that remove barriers to participation in planning and programs faced by equity seeking groups/frontline communities most impacted by climate change.

There are no specific measures in place to ensure equitable access to and distribution of opportunities and benefits.

Not sure how to integrate equity into our climate action work.

Not sure if equity is being integrated into our climate action work.

#### LGCAP Year 1 Funding

The Program must be able to demonstrate the impact this funding has on greenhouse gas emissions reductions and resilience and adaptation in B.C. To substantiate the Program, we must develop a baseline understanding of where local governments and Nations are at with respect to climate action and track progress over time.

Please do your best to specify how much of your LGCAP funds was invested for each initiative undertaken without double counting.

Question 20: What did/will your local government or Nation spend its LGCAP funding on for year one of the Program (2022)? Please select all that apply and indicate the total dollar value associated with each initiative (including funding from all sources).

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25). If selecting "Other", please write both the item and the amount of funding in the textbox.

Staffing

Climate study

Energy study

- Asset management
- Risk and vulnerability assessment
- Emergency response planning
- Vulnerability and risk reduction strategy
- Climate finance planning
- Climate engagement
- Resilient infrastructure
- Green infrastructure
- Natural assets evaluation and accounting
- Buildings initiatives
- Transportation initiatives
- Community-wide initiatives
- Put in reserve for future project

48082

- Corporate emissions inventory measurement and reporting
- Leveraging funds from other sources/ grant stacking
- Other

Reserve funding - How will funds be allocated?

- Please indicate the project(s) funds have been allocated to.

Purchase ZEV

- No decision has been made.

Optional: Please highlight the initiative(s) your local government or Nation's LGCAP year one funding will support.

Approximately 24000 will go towards replacing an end-of-life public works pickup truck with a ZEV truck in 2023 and the rest will remain in the reserve for future projects. A new committee of council will be established to guide this spending.

Question 21: How much additional funding for climate action were you able to invest by leveraging your LGCAP funds? This could include matching grants as well as private investment.

Format: no dollar sign and up to two decimal places

70031.25

Question 22: Please estimate the total investment in climate mitigation your local government or Nation made in 2022, including from sources beyond your LGCAP funds. For guidance, this includes (but is not limited to): integrating climate change mitigation (i.e. GHG reduction) measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, and increasing human and institutional capacity with respect to climate change mitigation.

Format: no dollar sign and up to two decimals If no estimate is possible, please provide 0 as an answer.

0

Question 23: If estimated and available, what are the expected emissions reductions from these investments?

Format: in tonnes CO2e

0

Question 24: Please estimate the total investment in climate adaptation and resilience your local government or Nation made in 2022, including from sources beyond your LGCAP funds. For guidance, this includes all actions that strengthen resilience and the ability to adapt to climate-induced impacts. Examples include (but are not limited to): addressing climate-related hazards; integrating adaptation measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate adaptation, and impact reduction and early warning systems.

Format: no dollar sign and two decimal places If no estimate is possible, please provide 0 as an answer.

233055.46

Question 25: Does your community or Nation use a formal framework to apply a climate lens on infrastructure planning and decision-making?

This could include the Provincial preliminary GHG assessment guidance, the Federal climate lens guidance, or another climate lens framework.

Yes

No

Question 26: What is the value in the Program's continuity for your community?

Optional Note on posting the survey publicly: - Optional questions and responses such as this one can be omitted. - The Province will use the information for internal purposes only. - When posting the survey publicly, the design / format of the form can be changed. - All information from required questions must be included.

Continuity of the program, and predictable funding, is essential for financial planning.

#### Local Government Climate Action Program Attestation Form

Instructions for the Attestor (CFO or equivalent staff person):

Complete and sign this form by filling in the fields below.

I, the Chief Financial Officer, or equivalent position, attest to the following:

That Local Government Climate Action Program funding has been, or will be, allocated to climate action.

That Local Government Climate Action Program funds held in reserve will be spent by March 31, 2025.

That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2023.

Attested by (first name, last name)

Ian Dunlop

Professional title

Chief Administrative Officer

Local government or Modern Treaty Nation

Village of Kaslo

Date

2023-07-12

Attestor signature

Signature captured

**From:** [Heritage BC](#)  
**To:** [Karissa Stroshein](#)  
**Subject:** The Heritage BC Update  
**Date:** Wednesday, July 19, 2023 11:00:12 AM

[View this email in your browser](#)



## 2023 Heritage Legacy Fund Awards \$400,000

We're excited to announce that for the 2023 Heritage Legacy Fund, we are awarding an all-time high amount of \$400,000.00 to 28 projects across the province of British Columbia! This includes 12 Heritage Conservation projects, 3 Heritage Planning projects, 7 Heritage Awareness projects, and 6 Indigenous partnership projects.

Thank you to all who applied!

[View all 2023 HLF Grant Recipient Projects](#)



### ***Rural Economic Diversification and Infrastructure Program Intake is Now Open***

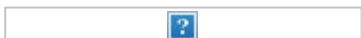
The Government of BC's second intake for the 2023-24 Rural Economic Diversification and Infrastructure Program (REDIP) is now open, starting July 4, 2023. Applications must be submitted online by **October 30, 2023 at 11:59 PM PST**. Heritage infrastructure projects in rural areas or Indigenous communities that have economic community leveraging would be eligible to apply. Learn more on their [website](#).



**Register by July 31st – UVIC's Fall Cultural Resource**

## Management Courses

University of Victoria's Cultural Resource Management Program offers online courses for professionals, volunteers and board members in museums, galleries, heritage sites, cultural centres and related organizations. Courses are designed to address the emerging needs of the sector and build your personal and organizational capacity. Courses can be taken individually towards a comprehensive diploma or focused professional specialization certificates in Collections Management or Visitor and Community Engagement. Visit [Continuing Studies at UVIC](#) to learn more about the courses.

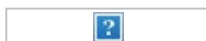


**Check out some articles & stories we find interesting!**

CBC Article - [One of Canada's longest-running steam locomotives turns 100](#)

Times Colonist Article - [New Paldi museum celebrates Punjabi Sikh history](#)

Vancouver Sun Article - [The Home Front: Historic downtown Vancouver church lovingly restored](#)



**BECOME A MEMBER**

Heritage BC is a member-based non-profit organization that supports the heritage sector across British Columbia through education, training and skills development, capacity building in heritage planning and funding through the Heritage Legacy Fund.

A strong membership is vital to our work. Support Heritage BC by becoming a member today. Membership fees start as low as \$35.

[Become a member today!](#)

#### Statement of Acknowledgement

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



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PREPARED BY: Stephanie Patience, Deputy Clerk

DATE: 2023.07.20

SUBJECT: Noise Abatement Bylaw 1290

**PURPOSE:** To consider giving first, and second reading to the Noise Abatement Bylaw 1290.

**OPTIONS:**

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

1. **Give two readings to the bylaw as presented. *Amendments to the bylaw can be considered prior to third reading, which will be scheduled for a future Council meeting.***
2. Give three readings to the bylaw as presented. *Adoption of the bylaw will be scheduled for the next Council meeting with no further amendment.*
3. Refer back to staff for further review and report.

**RECOMMENDATION:**

THAT Noise Abatement Bylaw 1290 be read a first and second time.

**ANALYSIS:**

- A. **Background:** At the 2022.04.12 meeting the following resolution was adopted by Council:

THAT staff be directed to prepare an amendment to Bylaw 1079 which includes an exemption for the horn on the SS Moyie.

At the 2023.04.25 meeting the following resolution was adopted by Council:

THAT staff draft a revised Noise Control Bylaw for Council's consideration.

A Committee of the Whole meeting was held on 2023.05.30 to discuss Council's approach to regulating noise within the Village and inform the development of a new regulatory bylaw. A draft bylaw has been prepared for Council's consideration.

- B. **Discussion:** The revised bylaw improves clarity and incorporates current best practices, which may have evolved since Bylaw 1079 was adopted in 2008. The proposed bylaw incorporates many of the suggestions made by Council and members of the public at the Committee of the Whole meeting, particularly around the rules for music. It aims to balance the importance of live music events as a tourist attraction and form of community entertainment with the desire for a calm and peaceful environment.

A summary of the changes found in the proposed bylaw is as follows:

- Clarifies that music is allowed in Kaslo.
- Establishes a "Quiet Time" from 22:00 until 08:00 the following day, when loud music is prohibited.
- Construction, excavation, motorized landscaping or loading/unloading is only permitted Monday-Saturday from 07:00 to 19:00 and Sunday from 09:00 to 17:00.

- Exemptions have been added for the horn of the SS Moyie, and the bell at City Hall.
- Additional prohibitions have been added regarding the discharging of firearms and explosives, or the operation of equipment is noisy due to disrepair.
- Interfering with enforcement of the bylaw is explicitly identified as a violation (and can be added as a ticketable offence).
- The ability to grant a variance by Council resolution is retained, although the requirement that the request must be made 30 days in advance has been removed.
- The Variance Application Form has been removed from the bylaw so that it can be updated as needed.

C. **Attachments:**

- DRAFT Noise Abatement Bylaw 1290, 2023

D. **Financial Implications:** Nil

E. **Corporate Priority:** The new Noise Bylaw supports the corporate strategic priority regarding bylaw review and enforcement policy.

F. **Environmental Implications:** Control of excessive noise improves the health and wellbeing of our residents.

G. **Communication Strategy:** A copy of the bylaw will be added to the website upon adoption.

CAO Approval: 2023.07.20

VILLAGE OF KASLO

BYLAW NO. 1290

**A BYLAW TO REGULATE NOISE**

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

**1. Title**

This Bylaw may be cited as "Noise Abatement Bylaw No. 1290, 2023".

**2. Definitions**

In this Bylaw

"**Quiet Time**" means the period from 22:00 on a given day through 08:00 on the following day.

**3. Limits on Noise**

- 3.1. No person shall make, cause or permit to be made noises or sounds in or on a highway or elsewhere within the boundaries of the Village of Kaslo, which disturb or are liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of persons in the neighbourhood or vicinity.
- 3.2. Persons are specifically prohibited from carrying out the following activities from any private or public place within the boundaries of the Village of Kaslo:
  - a. the keeping of any animal which makes sounds that disturb the peace, quiet, rest or tranquillity of the surrounding neighbourhood;
  - b. the use or operation of a motor vehicle that produces excessive sounds or noises arising from its state of disrepair or modifications to the motor vehicle's exhaust system;
  - c. the discharging into the open air of the exhaust of any stationary internal combustion engine without a muffling device;
  - d. the use or operation of any equipment that produces excessive sounds or noises arising from its state of disrepair;
  - e. the sounding of a horn or other signalling device upon an automobile, motorcycle or other vehicle while it is not in motion;
  - f. the sounding of a horn or other signalling device upon an automobile, motorcycle or other vehicle while it is in motion, except as a danger or warning signal;
  - g. the making or causing of noise or sound on a street, highway or lane adjacent to any school, church, hospital, dwelling, hotel, motel or other type of residence, if any of them are occupied by one or more persons;
  - h. the discharging of a firearm, firecracker or explosive device of any kind.

**4. Prohibitions at Specific Times**

- 4.1. Persons are specifically prohibited from carrying out the following activities from any private or public place within the boundaries of the Village of Kaslo during Quiet Time:
  - a. the playing or operation of any apparatus, equipment or device that makes, plays, reproduces or amplifies sound in a manner that can be heard on public property or neighbouring private property.
- 4.2. Except between the hours of 07:00 and 19:00 on Monday through to and including Saturday, and between the hours of 09:00 and 17:00 on Sunday, the following activities are prohibited:
  - a. the erecting (including excavating), demolishing, constructing, reconstructing, altering or repairing of any structure;
  - b. the mechanical excavation of any roads or grounds;
  - c. the loading to, or unloading from any motor vehicle or trailer in or upon any public or private place or premises; or,
  - d. the use of motorized landscaping equipment.

## **5. Exceptions**

- 5.1. This Bylaw does not apply to the following:
  - a. a motor vehicle under the control of emergency responders while responding to an emergency, including a Peace Officer while discharging their duty;
  - b. any activity that is carried on attending to an accident or emergency that threatens public health or safety, or is otherwise deemed necessary and carried out under the authority of the Chief Administrative Officer of the Village of Kaslo or their designate;
  - c. a Village of Kaslo vehicle engaged in the necessary public business of the Village;
  - d. the sounding of bells or chimes from a place of worship or Kaslo City Hall to announce a religious service or commemoration;
  - e. the horn of the S.S. Moyie;
  - f. building or vehicle security alarms or fire alarms except for repeated false alarms from the same building or vehicle.
- 5.2. The provisions of this bylaw may be varied by application to the Village of Kaslo in the form proscribed. Any variance in hours shall be made by resolution of Council adopted in Regular or Special meeting.

## **6. Enforcement**

- 6.1. No person may obstruct, interfere with, impede, hinder or prevent a Bylaw Enforcement Officer, employee of the Village or other person engaged by the Village from performing any duties or exercising any authority under this Bylaw.

## **7. Penalties**

7.1. A person who violates any provision of the Bylaw commits an offence and is liable, upon conviction, to the maximum penalties prescribed by the Community Charter and the Offence Act, plus the costs of prosecution.

**8. Repeal**

8.1. The Village of Kaslo Noise Abatement Bylaw No. 1079, 2008, is hereby repealed.

**9. Effective Date**

9.1. This bylaw shall take effect upon adoption.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, 2023.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2023.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2023.

RECONSIDERED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

Certified to be a true copy of "Noise Abatement Bylaw No. 1290, 2023"

\_\_\_\_\_  
CORPORATE OFFICER

PREPARED BY: Stephanie Patience, Deputy Clerk

DATE: 2023.07.20

SUBJECT: Noise Abatement Bylaw 1290

**PURPOSE:** To consider giving first, and second reading to the Noise Abatement Bylaw 1290.

**OPTIONS:**

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

1. **Give two readings to the bylaw as presented. *Amendments to the bylaw can be considered prior to third reading, which will be scheduled for a future Council meeting.***
2. Give three readings to the bylaw as presented. *Adoption of the bylaw will be scheduled for the next Council meeting with no further amendment.*
3. Refer back to staff for further review and report.

**RECOMMENDATION:**

THAT Noise Abatement Bylaw 1290 be read a first and second time.

**ANALYSIS:**

- A. **Background:** At the 2022.04.12 meeting the following resolution was adopted by Council:

THAT staff be directed to prepare an amendment to Bylaw 1079 which includes an exemption for the horn on the SS Moyie.

At the 2023.04.25 meeting the following resolution was adopted by Council:

THAT staff draft a revised Noise Control Bylaw for Council's consideration.

A Committee of the Whole meeting was held on 2023.05.30 to discuss Council's approach to regulating noise within the Village and inform the development of a new regulatory bylaw. A draft bylaw has been prepared for Council's consideration.

- B. **Discussion:** The revised bylaw improves clarity and incorporates current best practices, which may have evolved since Bylaw 1079 was adopted in 2008. The proposed bylaw incorporates many of the suggestions made by Council and members of the public at the Committee of the Whole meeting, particularly around the rules for music. It aims to balance the importance of live music events as a tourist attraction and form of community entertainment with the desire for a calm and peaceful environment.

A summary of the changes found in the proposed bylaw is as follows:

- Clarifies that music is allowed in Kaslo.
- Establishes a "Quiet Time" from 22:00 until 08:00 the following day, when loud music is prohibited.
- Construction, excavation, motorized landscaping or loading/unloading is prohibited Monday-Saturday from 07:00 to 19:00 and Sunday from 09:00 to 17:00.

- Exemptions have been added for the horn of the SS Moyie, and the bell at City Hall.
- Additional prohibitions have been added regarding the discharging of firearms and explosives, or the operation of equipment is noisy due to disrepair.
- Interfering with enforcement of the bylaw is explicitly identified as a violation (and can be added as a ticketable offence).
- The ability to grant a variance by Council resolution is retained, although the requirement that the request must be made 30 days in advance has been removed.
- The Variance Application Form has been removed from the bylaw so that it can be updated as needed.

C. **Attachments:**

- DRAFT Noise Abatement Bylaw 1290, 2023

D. **Financial Implications:** Nil

E. **Corporate Priority:** The new Noise Bylaw supports the corporate strategic priority regarding bylaw review and enforcement policy.

F. **Environmental Implications:** Control of excessive noise improves the health and wellbeing of our residents.

G. **Communication Strategy:** A copy of the bylaw will be added to the website upon adoption.

CAO Approval: 2023.07.20

VILLAGE OF KASLO

BYLAW NO. 1290

**A BYLAW TO REGULATE NOISE**

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

**1. Title**

This Bylaw may be cited as "Noise Abatement Bylaw No. 1290, 2023".

**2. Definitions**

In this Bylaw

"**Quiet Time**" means the period from 22:00 on a given day through 08:00 on the following day.

**3. Limits on Noise**

- 3.1. No person shall make, cause or permit to be made noises or sounds in or on a highway or elsewhere within the boundaries of the Village of Kaslo, which disturb or are liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of persons in the neighbourhood or vicinity.
- 3.2. Persons are specifically prohibited from carrying out the following activities from any private or public place within the boundaries of the Village of Kaslo:
  - a. the keeping of any animal which makes sounds that disturb the peace, quiet, rest or tranquillity of the surrounding neighbourhood;
  - b. the use or operation of a motor vehicle that produces excessive sounds or noises arising from its state of disrepair or modifications to the motor vehicle's exhaust system;
  - c. the discharging into the open air of the exhaust of any stationary internal combustion engine without a muffling device;
  - d. the use or operation of any equipment that produces excessive sounds or noises arising from its state of disrepair;
  - e. the sounding of a horn or other signalling device upon an automobile, motorcycle or other vehicle while it is not in motion;
  - f. the sounding of a horn or other signalling device upon an automobile, motorcycle or other vehicle while it is in motion, except as a danger or warning signal;
  - g. the making or causing of noise or sound on a street, highway or lane adjacent to any school, church, hospital, dwelling, hotel, motel or other type of residence, if any of them are occupied by one or more persons;
  - h. the discharging of a firearm, firecracker or explosive device of any kind.

**4. Prohibitions at Specific Times**



- 4.1. Persons are specifically prohibited from carrying out the following activities from any private or public place within the boundaries of the Village of Kaslo during Quiet Time:
  - a. the playing or operation of any apparatus, equipment or device that makes, plays, reproduces or amplifies sound in a manner that can be heard on public property or neighbouring private property.
- 4.2. Except between the hours of 07:00 and 19:00 on Monday through to and including Saturday, and between the hours of 09:00 and 17:00 on Sunday, the following activities are prohibited:
  - a. the erecting (including excavating), demolishing, constructing, reconstructing, altering or repairing of any structure;
  - b. the mechanical excavation of any roads or grounds;
  - c. the loading to, or unloading from any motor vehicle or trailer in or upon any public or private place or premises; or,
  - d. the use of motorized landscaping equipment.

## **5. Exceptions**

- 5.1. This Bylaw does not apply to the following:
  - a. a motor vehicle under the control of emergency responders while responding to an emergency, including a Peace Officer while discharging their duty;
  - b. any activity that is carried on attending to an accident or emergency that threatens public health or safety, or is otherwise deemed necessary and carried out under the authority of the Chief Administrative Officer of the Village of Kaslo or their designate;
  - c. a Village of Kaslo vehicle engaged in the necessary public business of the Village;
  - d. the sounding of bells or chimes from a place of worship or Kaslo City Hall to announce a religious service or commemoration;
  - e. the horn of the S.S. Moyie;
  - f. building or vehicle security alarms or fire alarms except for repeated false alarms from the same building or vehicle.
- 5.2. The provisions of this bylaw may be varied by application to the Village of Kaslo in the form proscribed. Any variance in hours shall be made by resolution of Council adopted in Regular or Special meeting.

## **6. Enforcement**

- 6.1. No person may obstruct, interfere with, impede, hinder or prevent a Bylaw Enforcement Officer, employee of the Village or other person engaged by the Village from performing any duties or exercising any authority under this Bylaw.

## **7. Penalties**

7.1. A person who violates any provision of the Bylaw commits an offence and is liable, upon conviction, to the maximum penalties prescribed by the Community Charter and the Offence Act, plus the costs of prosecution.

**8. Repeal**

8.1. The Village of Kaslo Noise Abatement Bylaw No. 1079, 2008, is hereby repealed.

**9. Effective Date**

9.1. This bylaw shall take effect upon adoption.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, 2023.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2023.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2023.

RECONSIDERED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

Certified to be a true copy of "Noise Abatement Bylaw No. 1290, 2023"

\_\_\_\_\_  
CORPORATE OFFICER

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: July 18, 2023

SUBJECT: Accessibility Committee Terms of Reference

**PURPOSE:** To consider Terms of Reference for the Village's Accessibility Committee

**OPTIONS:**

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

1. **Adopt the terms of reference as presented. *The role of committee members will be clearly identified. Staff will advertise for interested individuals.***
2. Adopt amended terms of reference. *The role of committee members will be clearly identified. Staff will advertise for interested individuals.*
3. Do not adopt terms of reference. *Member recruitment may be delayed.*
4. Refer back to staff for further review and report. *Member recruitment may be delayed.*

**RECOMMENDATION:**

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

**ANALYSIS:**

- A. **Background:** Under the *Accessible BC Act* all local governments must, before September 1, 2023, establish an accessibility plan, an accessibility committee, and a tool to receive feedback on accessibility. At the 2023.07.11 Council meeting the Village declined to participate in the RDCK's Regional Accessibility Advisory Committee. Instead, the Village of Kaslo will establish its own municipal Accessibility Committee. Committee Terms of Reference are adopted by Council resolution.
- B. **Discussion:** The proposed timeline for committee activities is attached, and will enable the Village to meet the legislated requirements. Provincial regulations require that the membership of an Accessibility Committee must reflect the diversity of residents of BC, and must (to the extent possible) include persons with lived experience of disability (either first-person experience, or experience as a care-giver, support worker or advocate for persons with disabilities), as well as indigenous members. These criteria will direct Council's consideration of possible appointments to the committee.  
The total number of committee members is flexible. Because this committee is established under the authority of the *Accessible BC Act* (not the *Community Charter*) the rules for "Standing" or "Select" committees regarding the number of participating elected officials do not apply. The provisions of the Council Procedure bylaw that relate to committees will apply.
- C. **Attachments:**
  - Requirements for Local Governments under the Accessible BC Regulation
  - DRAFT Accessibility Committee Terms of Reference
  - Accessibility Committee Call for Members
  - DRAFT Village of Kaslo 2023 Accessibility Committee workplan

- D. **Financial Implications:** The advertising costs associated with recruiting members are expected to be less than \$500. Committee meetings require approximately 3 hours of staff time in addition to meeting time to complete the necessary administrative processes (scheduling, notice, agenda preparation & distribution, minute preparation & filing). The assembly of information or reports for the committee's consideration and the completion of tasks arising from the meeting are not included in this figure. Possible grant funding opportunities have been identified, to offset the cost of work undertaken by the committee.
  
- E. **Corporate Priority:** Nil
  
- F. **Environmental Implications:** Nil
  
- G. **Communication Strategy:** Once adopted, Terms of Reference will be available on the Village's website. A call for interested individuals willing to serve on the committee will be advertised in the Pennywise, the Valley Voice, on the Village's website and on Facebook.

CAO Approval: [Date approved by CAO]

# Requirements for Local Governments under the Accessible B.C. Regulation

Local governments are among over 750 public sector organizations listed in the [Accessible B.C. Regulation](#) and are required by September 1, 2023 to establish:

- An accessibility committee
- An accessibility plan
- A tool to receive feedback on accessibility

These requirements are intended to get organizations planning for accessibility in a way that is informed by people with disabilities. They are flexible and there are lots of different ways to approach the requirements.

## **Accessibility Plan**

- An Accessibility Plan outlines the activities the organization plans to do to identify, remove and prevent barriers.
- Organizations can determine the content of their own plans.
- Organizations must consult with the accessibility committee, and make the plan publicly available.
- The plan must be reviewed and updated every 3 years.
- **By September 1, 2023** local governments must have a publicly available accessibility plan. This can be a draft plan, a plan that the organization is consulting on, an existing plan that is amended to include accessibility, a plan developed jointly with others, a webpage with links to strategies and plans that already exist that remove barriers, etc.

## **Strategies to comply:**

- Local governments could adapt existing plans or strategies, such as Healthy Community Plans, Disability Assessments, Age-Friendly Plans, Official Community Plans, or Diversity and Inclusion Strategies to include language on accessibility. For example, the City of Nanaimo has included an “Access for All” section in their [City Plan – Nanaimo ReImagined](#).
- Local governments could choose to work together to create plan for a wider region.

Local governments might have a web page listing next steps in developing their accessibility plan.



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## **Accessibility Committee**

- An Accessibility Committee provides advice to the organization on their accessibility plan and how to remove and prevent barriers.
- Accessibility committees should aim to have at least half of its members be persons with disabilities and/or represent a disability-serving organization.
- Membership should also aim to reflect the diversity of British Columbians and include Indigenous peoples.
- **By September 1, 2023** local governments must have an accessibility committee.

### **Strategies to comply:**

- Local governments could adapt an existing committee such as an Age-friendly committee or a Healthy Communities Network with an updated terms of reference to include accessibility.
- Local governments could work with other organizations to develop a joint committee.
- Local governments could start small with a group of employees to be their first accessibility committee.
- Local governments can list their initial actions and intent to create an accessibility committee on the local government website

## **Feedback Mechanism**

- A feedback mechanism provides a way for those in or interacting with the organization to provide feedback on barriers and the accessibility plan.
- Feedback received must be considered when updating the accessibility plan
- Feedback can be shared with the accessibility committee to support their work
- **By September 1, 2023** local governments must have a way for people to provide feedback on barriers.

### **Strategies to comply:**

- This might be an email address, a webform, a designated individual in the organization such as a social planner, etc.

For more information please visit: [Frequently Asked Questions about the Accessible B.C. Regulation for Organizations.](#)

For questions about compliance requirements please contact:  
[engageaccessibility@gov.bc.ca](mailto:engageaccessibility@gov.bc.ca)

## **Resources to Support Compliance**

1. DABC has created the [BC Accessibility Hub](#) website with shared resources that support all prescribed organizations. DABC also recently launched an [Accessibility Toolkit](#) that guides prescribed organizations through the process of establishing an accessibility committee, an accessibility plan and a feedback mechanism.



Scan the QR code on the right side of this page to access the Accessibility Toolkit.

Please reach out to DABC with your questions or requests for support:

[aop@disabilityalliancebc.org](mailto:aop@disabilityalliancebc.org)

### **Current Funding Opportunities (as of May 10, 2023)**

- Local governments are eligible to receive free workplace disability management assessments, and up to \$7,500 in funding to implement the recommendations. This initiative can help local governments meet requirements under the *Accessible BC Act* to have accessibility plans in place by September 2023. Please contact NIDMAR staff, Bill Dyer at [bill.dyer@nidmar.ca](mailto:bill.dyer@nidmar.ca) with questions about this initiative.
- Age-Friendly Planning grants. Grants open May 16, 2023. More information can be found on the [Plan H website](#)

### **Future Opportunities**

- Watch out for further announcements of funding during AccessAbility Week May 29 to June 3, 2023!



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### ACCESSIBILITY COMMITTEE

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EFFECTIVE DATE: «Effective\_Date»

RESOLUTION #: «Resolution\_»

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**PURPOSE:** The committee is an advisory body established in accordance with the Accessible British Columbia Act.

#### Mandate

The Accessibility Committee is tasked with identifying barriers to individuals in or interacting with the Village and will advise Council on how to remove and prevent such barriers. The Accessibility Committee will provide input into the creation of an Accessibility Plan and future updates to the Accessibility Plan. The Accessibility Committee will consider the following principles in making its recommendations to Council: inclusion, adaptability, diversity, collaboration, self-determination, and universal design.

#### Reporting

The committee will report to Council as required.

#### Schedule

The committee will meet on an as-needed basis, at the call of the Chair. A schedule of meetings will be established at the inaugural meeting, and at the first meeting in each calendar year.

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

#### Term

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

#### Composition

The majority of committee members shall have lived experience of disability, either as a disabled person or as an individual who supports a person with disabilities or is an employee or volunteer with an organization that supports persons with disabilities. The composition of the committee aims to reflect the diversity of the community and, to the extent possible, at least one member should be an indigenous person. All appointed members of the committee shall have voting rights.

- The Mayor of Kaslo or their designate
- 1 additional member of Council
- up to 8 members of the public

Staff may attend meetings at the discretion of the CAO, to provide procedural or subject matter advice, but will not have voting rights.

#### Quorum

Quorum shall be 4 voting members (one must be a member of Council) of the Committee.



**RESOURCING:**

The Corporate Officer or their designate will ensure that meeting notices are posted, agenda packages are distributed, minutes are recorded, and meeting materials are available for public inspection.

**PROCEDURE:**

Council may refer specific matters to the Committee at any time.

The provisions in the Council Procedures Bylaw regarding Committees will apply.

DRAFT

# CALL FOR MEMBERS

Are you interested in inclusion, diversity, equity and accessibility? Do you have time to volunteer on a committee? Would you like to help identify and remove barriers to municipal services or Village facilities? If so, you are invited to submit your expression of interest in serving on the Kaslo Accessibility Committee.

The Village of Kaslo is looking for interested volunteers to serve on the newly created committee. For more information, please see [www.kaslo.ca/opportunities](http://www.kaslo.ca/opportunities) or call us at 250-353-2311.

Submissions can be sent to:  
Village of Kaslo, PO Box 576, Kaslo,  
B.C. or [admin@kaslo.ca](mailto:admin@kaslo.ca).





# 2023 ACCESSIBILITY COMMITTEE WORKPLAN

ESTABLISH PROCESS	CALL FOR MEMBERS	APPOINT MEMBERS	INAUGURAL MEETING	DRAFT PLAN	CONSULT	REVIEW
<p><b>JULY 11<sup>TH</sup> COUNCIL MEETING</b></p> <ul style="list-style-type: none"> <li>Choose to participate in RDCK program or establish municipal committee</li> </ul> <p><b>JULY 25<sup>TH</sup> COUNCIL MEETING</b></p> <ul style="list-style-type: none"> <li>Establish Terms of Reference</li> </ul>	<p>JULY 24<sup>TH</sup> PENNYWISE</p> <p>JULY 27<sup>TH</sup> VALLEY VOICE</p> <ul style="list-style-type: none"> <li>Kaslo.ca website (Opportunities page &amp; Committees page)</li> <li>Village Bulletin Boards</li> <li>Kaslo Facebook</li> </ul>	<p><b>AUGUST 8<sup>TH</sup> COUNCIL MEETING</b></p> <ul style="list-style-type: none"> <li>Appoint committee members</li> <li>Schedule inaugural meeting</li> </ul>	<p>AUGUST 15<sup>TH</sup> COMMITTEE MEETING</p> <ul style="list-style-type: none"> <li>Committee orientation and review of Terms of Reference</li> <li>Set meeting schedule for remainder of 2023</li> </ul>	<p><b>AUGUST 22<sup>ND</sup> COUNCIL MEETING</b></p> <ul style="list-style-type: none"> <li>Present draft plan to Council</li> <li>Add draft plan and feedback mechanism to website before September 1<sup>st</sup> deadline</li> </ul>	<p>SEPTEMBER 26<sup>TH</sup> COMMITTEE MEETING</p> <ul style="list-style-type: none"> <li>Consider possible revisions to Draft Plan</li> </ul>	<p>DATE TBD</p> <ul style="list-style-type: none"> <li>Review this year's progress, make plans for next year</li> </ul>
JULY		AUGUST			SEPTEMBER	OCT-DEC

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PREPARED BY: Ian Dunlop, CAO

DATE: July 21, 2023

SUBJECT: DVP 2023-05 – 211 North Marine Dr.

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**PURPOSE:** This application requests a **Development Variance Permit** to waive the parking requirements for a change of use at 211 North Marine Drive.

**RECOMMENDATION:** That Council approve Development Permit application DVP 2023-05 to waive the requirement of Land Use Bylaw #1130 that parking spaces in residential zones must be located no closer to the front lot line than the front face of the principal building.

**ANALYSIS:**

- A. **Background:** The applicants, Benjamin & Natalie Spittal, recently applied for a business license to offer short-term rental accommodation (“AirBnB”) at the dwelling they own at 211 North Marine Drive. A change in use requires a review of zoning requirements, and any requirements that are legally non-conforming from the existing use (residential single-family dwelling) do not apply when the use changes, in this case, adding short-term rental accommodation as a permitted use.
- B. **Discussion:** Section 4.3 of Village of Kaslo Land Use Bylaw No. 1130 requires that “parking spaces in residential zones must be located no closer to the front lot line than the front face of the principal building.” The requirement for the number of parking spaces provided under Section 4.16 of the bylaw is 1 parking space for a single-family dwelling, but 2 parking spaces for short-term rental accommodation.

The intent of the number of spaces parking requirement is probably to ensure that there is one space available for the dwelling owner and one space for the rental guest available on the property, so that there is not reliance on on-street parking for the short-term rental accommodation business.

The intent of the requirement of having parking located behind the front face of the dwelling may be to minimize the visual impact of allowing vehicles to park in the front yard area. Kaslo’s Official Community Plan encourages parking to be located at the rear of residences, but specifically where rear lane access is available. There is no rear lane access for this property, and the 50’ width of the lot, existing house, and a recently constructed retaining wall in the front yard (a building permit was issued), makes it impossible to provide parking other than on the existing driveway in front of the house. The driveway is of sufficient length for two vehicles and maneuvering space between the parking and the road.

This property also is unique because there is a public road (7th Street and Hwy 31) runs across the front of the lot (see map on next page). This situation is not unusual in Kaslo because the original survey for the plan for the Village is over a hundred years old, and roads and buildings sometimes deviate from these established lines. Even though part of the road is technically on private property it is still considered a legal, public highway as defined under Section 42 of the

BC Transportation Act. The applicant should consider severing off part of your property a road dedication, as the neighbouring property (PID 026-814-480) did several years ago. Doing this relieves the property owner of liability if an accident was to happen on the part of the road that is on their private property.



**C. Conclusion**

The requested variance is minor and does not diminish the intent of the Land Use Bylaw and OCP due to the unique circumstances. No new construction is proposed as part of this permit. Given these circumstances, approval of the variance to waive the parking and loading space requirement is recommended.

**D. Attachments:**

- DVP2023-05 Application Package
- Pages from Land Use Bylaw 1130 pertaining to parking requirements.

CAO Approval: 2023.07.21



## VILLAGE OF KASLO

### Notice of an application for a Development Variance Permit in your neighbourhood.

A Development Variance Permit application was submitted by **Natalie & Benjamin Spittal** for the purpose of varying the parking requirement for a short-term rental accommodation use.

The *Local Government Act* and *Village of Kaslo Development Procedures Bylaw No.1283* requires us to give you notice that the Council of the Village of Kaslo will consider issuing the Development Variance Permit (File # DVP-2023-05) at their Regular Meeting on **July 25, 2023**, which starts at 6:00 p.m. in the Council Chambers at City Hall located at 413 Fourth Street in Kaslo.

CIVIC ADDRESS:               **211 North Marine Drive**  
PARCEL IDENTIFIER:       **031-607-233**  
LEGAL DESCRIPTION:      **PARCEL P (Being a consolidation of Lots 147 and 148 see CA9600627)  
BLOCK 2, DISTRICT LOT 208, KOOTENAY DISTRICT PLAN 559**

**The applicant is requesting relief from the requirement under Section 4.3 of Village of Kaslo Land Use Bylaw 1130 that, in residential zones, parking spaces must be located no closer to the front lot line than the front face of the principal building.**

The above variance comes as a result of the applicant requesting a business license for short-term rental accommodation, which requires that all land use requirements are met before such license can be approved.

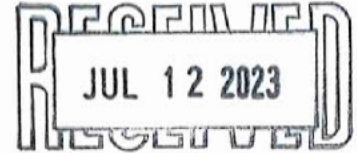
Anyone who believes that approval of DVP-2023-05 will affect their interests is invited to provide their comments to the Village. Written submissions can be sent by email, facsimile, mail or hand delivered using the contact information below. All submissions must be received by 12:00 pm on July 20, 2023, to be considered.

#### **Village of Kaslo**

PO Box 576, 413 4<sup>th</sup> Street, Kaslo, B.C. V0G 1M0  
Telephone: 250-353-2311; Facsimile: 250-353-7767  
Email: [admin@kaslo.ca](mailto:admin@kaslo.ca)



**VILLAGE OF KASLO  
DEVELOPMENT APPLICATION FORM**  
(for use with Bylaw 1283)



**TYPE OF APPLICATION**

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

Refer to the current Fees and Charges Bylaw for current application fees.  
Do not use this form for Building Permit or Subdivision applications.

**DESCRIPTION OF PROPERTY**

Civic Address: 211 Marine Drive North Kaslo PID 031-607-233

**Legal Description (from title document):**

Parcel P (being a consolidation of Lots 147 & 148, see CA960062T) Block 2  
District Lot 208 Kootenay District Plan 559

**CONTACTS**

**Applicant:**

Name <u>Natalie Spittal &amp; Benjamin Spittal</u>		Company <u>Kaslo Bay Cabin</u>	
Address <u>PO BOX [REDACTED]</u>		City <u>Revelstoke</u>	
[REDACTED]		Postal Code <u>VOE 2S0</u>	
Phone [REDACTED]	Cell [REDACTED]	Fax [REDACTED]	
Signature of Applicant [REDACTED]		Date <u>3 July 2023</u>	

**Owner, if the Applicant is not the Owner:**

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

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

**OFFICE USE ONLY**

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

## **Development Variance Permit**

Business Licence Application  
Kaslo Bay Cabin  
211 Marine Drive Kaslo

### **Report**

There is no alternative parking option for us to conform with the bylaw requirement being that parking spaces in residential zones must be located no closer to the front lot line than the front face of the principal building.

Due to the location of the building and septic system, there has never been any previous or current way to access parking alongside the building from the road and there is no rear access to this property.

The property was built in 1940. In September 2021 we engaged All Around Septic Services to evaluate the sewerage system performance and compliance. It was evaluated as close to failure, with alterations or rehabilitation not advised. Their report recommended a new engineer designed sewerage system be installed to meet the requirements of the existing residential home, and protect local groundwater and waterways.

In December 2021 we purchased the property and then engaged Highland Consulting Civil Engineer to design the new septic system. It was deemed that there was only one suitable location for the system, which was installed in the same location as the previous unit.


To conform to septic design framework a retaining wall was constructed to contain the "breakout zone", being the down grade land required for adequate absorption at the front of the property. And because the septic field and tanks are not designed to withstand vehicle traffic it was also necessary for a barrier to be placed to protect the septic system, in this case the retaining wall.

The retaining wall and fence have reduced the visibility of cars parked on the property from the street front, with only the front driveway access visible from the road. This has improved the aesthetic to be as aligned with the objectives of the current parking bylaw as possible given the building and septic layout on the lot.

The Village of Kaslo Development Application Form, Certificate of Title, Septic Design Layout from Highland Consulting are attached together with a copy of the Site Plan & Survey for your reference. Hard copies have been posted to the Village of Kaslo accompanied with the \$250 cheque for the application fee.

We sincerely thank you for your consideration of our Development Variance Permit.

Kind regards,

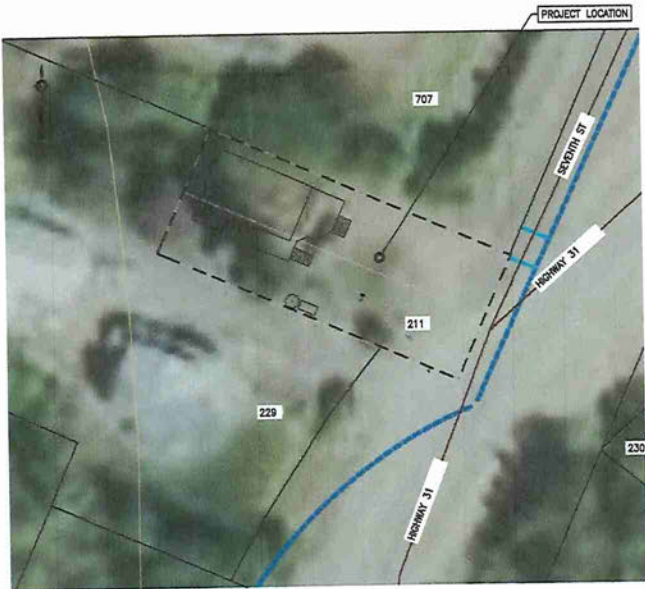


Natalie & Benjamin Spittal  
**Kaslo Bay Cabin**  
211 Marine Drive North, Kaslo

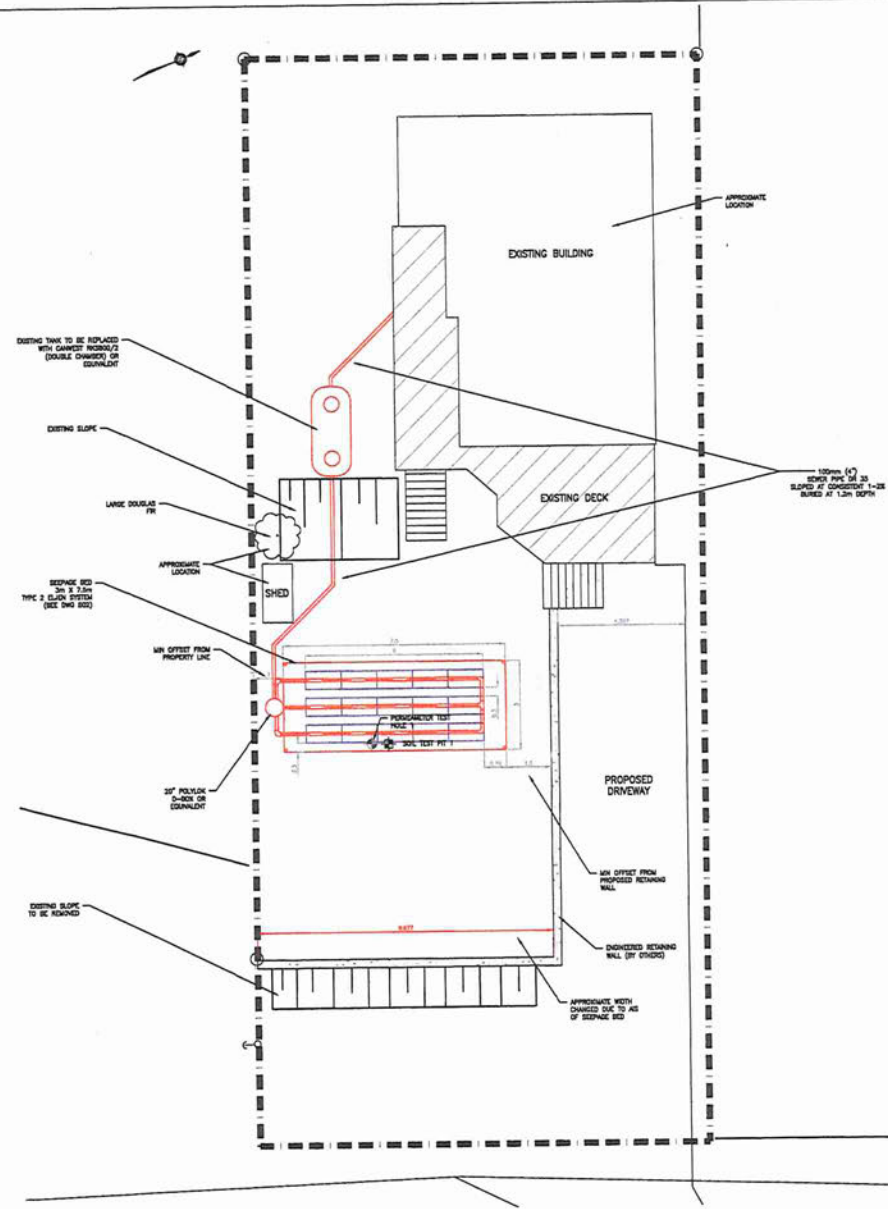




KEY MAP  
SCALE-NTS



SITE LOCATION  
SCALE-1:250



SITE PLAN VIEW  
SCALE-1:75

**LEGEND:**

- ⊗ SOL TEST PIT
- ⊕ PERMADIATOR TEST HOLE
- SURVEYORS POST
- ← EXISTING HYDRO POLE

**GENERAL NOTES:**

ALL DIMENSIONS ARE SPECIFIED IN METERS UNLESS OTHERWISE STATED.

LOT PLAN BASED ON FICD MAPPING DATA AND SURVEY CONDUCTED BY GUYSON. RE-SURVEYING IS NOT LIABLE FOR INACCURACIES IN DRAWING.

SCALE IS BASED ON ARCH DRAWING 0 (24"x36") DRAWING.

NO VARIATION TO THIS DRAWING SHALL BE FORWARDED UNLESS AUTHORIZED BY ENGINEER IN WRITING.

THIS PLAN SET IS BASED UPON THE EXISTING PLANS AND WASTE STRUCTURES PROVIDED HEREON FOR THE PURPOSE OF SERVING ONE 2 BEDROOM HOME. ANY CHANGE IN USE THAT WOULD ALTER FLOOR OR WASTE STRUCTURE REQUIRES A REVIEW BY THE DESIGNER.

ONCE A FACILITY IS PLACED INTO OPERATION, THE PLANS AND WASTE STRUCTURES TO THIS FACILITY SHOULD BE MAINTAINED TO STANDARD PRACTICE LEVELS. CLEANING OF FLOORS OR ANY OF THE WASTE STRUCTURES EXCEED THOSE LISTED IN THIS DRAWING SHOULD BE TAKEN TO REDUCE THOSE PARAMETERS TO THOSE LISTED ON THE PLAN SET. OTHERWISE ADDITIONAL THROUGH CAPACITY AND PLANT ENLARGEMENT WILL BE NECESSARY.

AT CROSSINGS WHERE THE VERTICAL SEPARATION BETWEEN THE WATER MAIN AND THE SEWER MAIN IS LESS THAN 300MM, ALL JOINTS WITH IN LINE OF THE CROSSING SHALL BE WRAPPED WITH DEDICATED TYPE OF CASING.

NO CLEANING CHEMICALS TO BE USED IN HOME CONTAINING ANTI-MOULD, CHEMICALS INCLUDING BUT NOT LIMITED TO FORMALDEHYDE, RESTAURANT CLEANERS, FLOOR WAX, STRIPPER AND OTHER TOXICS.

SEPTIC TANK TO MEET SPECIFICATIONS OF SEWAGE SYSTEMS ENGINEERING PRACTICE MANUAL AND CURRENT CSA STANDARDS.

SEWAGE SYSTEM TO BE INSTALLED BY AUTHORIZED PERSONNEL.

ALL NETWORKS TO MEET CRITERIA AS SET OUT IN STANDARD PRACTICE MANUAL 3.

ACTUAL BOUNDARY FROM BCOK PUBLIC WORKS MAP REPORTED 23 MAR, 2022.

THIS DRAWING SCALED FROM CLIENT SITE PLAN COMPLETED FEBRUARY 8, 2022.

ISSUED TO CLIENT
ISSUED
REV
DESCRIPTION
ISSUED

**HIGHLAND CONSULTING LTD**  
CIVIL ENGINEERING  
#10-821 FRONT ST  
VANCOUVER BC  
V7L 4B8  
C 250 501 1418  
p.henry@hconsulting.ca

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DATE: 24-MAR-22  
DRAWN BY: [Signature]  
CHECKED BY: [Signature]  
DATE: 24-MAR-22  
JOB NO: 22511  
DWG NO: [Signature]  
PLOT: 24-MAR-22  
FILE: \\hconsulting\shared\2022\22511\22511-01.dwg

PROJECT TITLE  
**211 MARINE DRIVE SEPTIC**

DRAWING TITLE  
**GENERAL LAYOUT**

CLIENT NAME  
**NATALIE & BENJAMIN**

SCALE: REFER TO DWG  
JOB NO: 22511  
DRAWN BY: [Signature]  
CHECKED BY: [Signature]  
DATE: 24-MAR-22  
JOB NO: 22511  
DWG NO: [Signature]  
PLOT: 24-MAR-22  
FILE: \\hconsulting\shared\2022\22511\22511-01.dwg

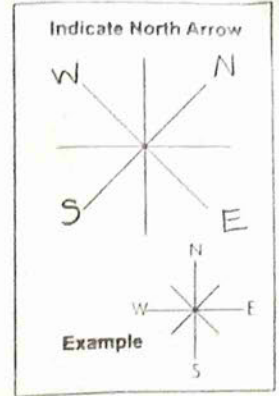
# SITE PLAN

Owner's Name: Natalie & Benjamin Spittal

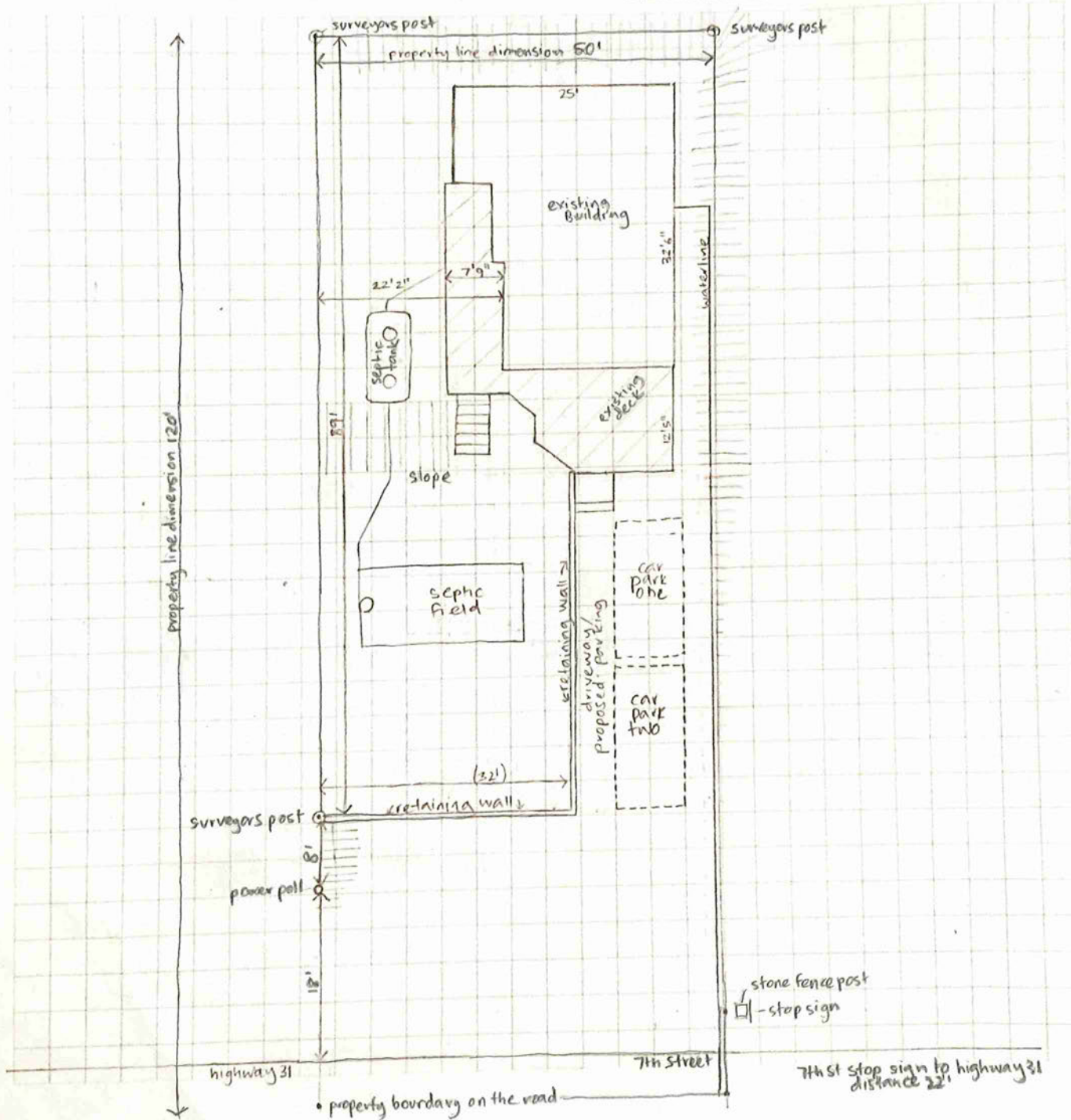
Legal Description: Parcel P (being consolidation of lots 147 and 148, (see CA 9600627) block 2, district lot 208 Kootenay Land District PLAN NEP559

Civic Address: 211 Marine Drive North, Kaslo

**AN INCOMPLETE SITE PLAN WILL DELAY YOUR PERMIT**



Scale: 1/4" = 4'



DISTRICT

STREET

MAPLE AVENUE

WASHINGTON STREET

11838

POSTING

LOT 157

(SEE XB300)

PLAN

LOT 84

LOT 85

LOT 86

LOT 87

LOT 88

LOT 89

LOT 90

LOT 91

LOT 92

LOT 93

LOT 94

LOT 95

LOT 96

LOT 97

LOT 98

LOT 99

LOT 100

LOT 101

LOT 102

LOT 103

LOT 104

LOT 105

LOT 106

LOT 107

LOT 108

LOT 109

LOT 110

LOT 111

LOT 112

LOT 113

LOT 114

LOT 115

LOT 116

LOT 117

LOT 118

Area = 0.212ha

A

LOT 156

(SEE W21607)

PARCEL

(SEE XF26656)

G

208

ROAD Area = 383m<sup>2</sup>

STREET

7TH

SEE GAZETTE NOTICE  
DATED FEB 24, 1983  
FILE NO. 34-01-43/348919

LOT 1

PLAN NEP70585

#### 4.0 OFF-STREET PARKING AND LOADING AREA REGULATIONS

4. 1 Required parking spaces, loading spaces and manoeuvring aisles must be provided and maintained on the same lot as the use or building for which they are required by this Bylaw.
4. 2 All required parking spaces and loading spaces must be completed prior to commencement of a use and prior to the issuance of an occupancy permit.
4. 3 Parking spaces in residential zones must be located no closer to the front lot line than the front face of the principal building.
4. 4 Any area of a lot used for parking or loading must be constructed so as to permit unobstructed access to and egress from each space at all times and must be developed to ensure that adequate provision is made for access by vehicles to parking spaces by means of unobstructed manoeuvring aisles as prescribed in Tables 2 and 3.
4. 5 Each parking area must be designed and constructed in accordance with accepted engineering practices, with ramp grades not exceeding 15% gradient, and parking areas not exceeding 8% gradient.
4. 6 Each parking space and manoeuvring aisle in all parking areas must be surfaced with durable dust-free material, such as but not limited to, asphalt, concrete, paving blocks, or permeable material.
4. 7 Parking areas must be graded to prevent surface drainage being directed to adjacent lands.
4. 8 The boundaries between each parking space must be clearly delineated by means of painted lines on the parking surface or by means of vehicle stops.
4. 9 On land located in the RM-1 Zone - Multiple Residential, 1 of every 4 required parking spaces must be designated and clearly marked as "Visitor Parking" and shall be available for use by non-occupants of the lot at all times.
4. 10 In any development requiring 25 or more parking spaces, Disabled Persons' parking spaces must be provided in a ratio of 1 for every 50 required parking spaces, plus 1 space for any remainder in excess of the required number of spaces divided by 50.
4. 11 Seniors' housing complexes must provide Disabled Persons' parking spaces in a ratio of 1 for every 6 required parking spaces.
4. 12 Each Disabled Persons' parking space must be a minimum of 3.7 metres in width and shall occupy the portion of the parking area nearest to the building entrance that accommodates wheelchair access.
4. 13 Drop curbs to accommodate wheelchair access must be provided on any curb between a Disabled Persons' parking space and the building entrance.
4. 14 Each Disabled Persons' parking space must have a firm, slip-resistant and level surface.

4. 15 Each Disabled Persons' parking space must be marked by signage or pavement markings to indicate usage only by vehicles displaying an approved disabled permit obtained from the Resource Centre for Independent Living (RCIL).

## NUMBER OF OFF-STREET PARKING SPACES

- 4.16 The minimum number of off-street parking spaces required for each use or building must be calculated in accordance with Table 1.

**Table 1**

<b>Residential Uses</b>	
Single Family Dwelling or Carriage House	1 space per <u>dwelling unit</u>
Two Family Dwelling	1 space per <u>dwelling unit</u>
Multiple Dwelling	1.5 space per <u>dwelling unit</u>
<b>Commercial Uses</b>	
<u>Bed and Breakfast</u>	1 space per <u>dwelling unit</u> and 0.5 space per guest room
<u>Hotel, motel, lodge</u>	1 space per sleeping unit plus spaces for any additional uses specified elsewhere in this table
<u>Hostel</u>	0.25 spaces per sleeping unit
<u>Short Term Rental Accommodation</u>	2 spaces
<u>Office</u>	1 space per 46m <sup>2</sup> (495 sq. ft) of floor area
<u>Retail, Small Scale Repair and Service</u>	1 space per 46m <sup>2</sup> (495 sq. ft) of floor area
<u>Restaurant and Liquor Licensed Establishment</u>	1 space per 5 seats
<u>Entertainment</u>	1 space per 5 seats
<u>Service Station</u>	3 spaces per service bay
<u>Wholesale, Warehousing and Storage</u>	1 space per 250 m <sup>2</sup> (2,691 sq. ft) of floor area
<u>Manufacturing, Processing, Large Scale Repair and Service</u>	1 space per 250 m <sup>2</sup> (2,691 sq. ft) of floor area
<b>Public/Institutional Uses</b>	
<u>Schools</u>	2 per classroom
<u>Day Care</u>	3 spaces
<u>Personal Care Facility</u>	0.25 space per bed or dwelling unit plus 1 staff parking space for every 10 rest home bed units
<u>Hospitals</u>	2 for each 3 patient beds
<u>Church</u>	1 space per 18.6 m <sup>2</sup> (200.2 sq. ft) of floor area used for assembly within a <u>Church Building</u>
<b>Other Uses</b>	
<u>Boat Launch Facility</u>	3 spaces
<u>Marina</u>	1 space for every 4 berths 3 spaces for each charter boat 1 space per <u>dwelling unit</u>
<u>Float Plane Facilities</u>	2 spaces for every berth
<u>Golf Course – 9 holes</u>	25 spaces
All other uses not provided for herein	1 space per 46m <sup>2</sup> (495 sq. ft) of floor area or portion thereof

4. 17 Unless otherwise provided in Table 1, if a development contains more than one use or involves collective parking for more than one building or use, the total number of spaces required must be the sum of the various classes of uses calculated separately and any space required for one use must not be included in the calculations for any other use.
- 4.18 Where the calculation of the total required spaces results in a fractional number, the required number must be rounded up to the next whole number.

## DIMENSIONS OF OFF-STREET PARKING SPACES

- 4.19 Parking spaces provided in conjunction with any single family or two family dwelling must be a minimum of 2.6 metres wide by 5.5 metres deep.
- 4.20 Parking areas provided in conjunction with any use must conform to Table 2, provided that
- up to 50% of the total required parking spaces may be designed for small cars by reducing the depth of stall for 90 degree parking from 5.5 metres to 4.5 metres; and
  - small car spaces are clearly designated for that use.
- 4.21 Despite the provisions of Table 2, where any parking space abuts any portion of a fence or structure, the minimum stall width must be increased by 0.3 metre for that parking space.

**Table 2**

Parking Angle in Degrees	Minimum Parking Space Width	Minimum Depth Perpendicular to Manoeuvring Aisle	Minimum Depth Parallel to Manoeuvring Aisle	Minimum Width of Manoeuvring Aisle
0	2.4 m	2.4 m	6.7 m	3.7 m one way
30	2.4 m	4.8 m	4.9 m	3.7 m one way
45	2.4 m	5.6 m	3.4 m	3.7 m one way
60	2.4 m	6.0 m	2.8 m	6.4 m two way*
90	2.4 m	5.5 m	2.4 m	7.9 m two way*
90	2.6 m	5.5 m	2.6 m	7.6 m two way*
90	2.75 m	5.5 m	2.75 m	7.3 m two way*

\* The minimum width for a manoeuvring aisle accessing only one bank of parking shall be 6.75 m

## NUMBER OF OFF-STREET LOADING SPACES

- 4.22 The minimum number of loading spaces required for each use or building must be calculated in accordance with Table 3.

**Table 3**

<b>C-1 and C-2 Zones</b>	1 space per 1400 m <sup>2</sup> of gross floor area
<b>M-1 Zone</b>	1 space per 2800 m <sup>2</sup> of gross floor area

PREPARED BY: Ian Dunlop, CAO

DATE: July 21, 2023

SUBJECT: DVP 2023-07 – Restaurant, Eric’s Meat Market, Front Street

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**PURPOSE:** This application requests a **Development Variance Permit** to waive the parking requirements for construction of an outdoor restaurant at 425 Front Street.

**RECOMMENDATION:** That Council approve Development Permit application DVP 2023-07 to waive the requirement of Land Use Bylaw #1130 that off-street parking and a loading space be provided for a restaurant with seating.

**ANALYSIS:**

- A. **Background:** The applicant, Bernelle, Forrest, Angus and Daniella Collier, were issued a building permit and Downtown Heritage and Commercial Core Development Permit to construct a new deck beside their business, Eric’s Meat Market at:  
PARCEL D, BLOCK 9, PLAN NEP393 DISTRICT LOT 208 KOOTENAY LAND DISTRICT  
PID: 024-736-716  
FOLIO: 533.00080.500

The plans provided with the original application did not include a kitchen on the deck, which would have changed the classification of the use to a restaurant with seating.

- B. **Discussion:** Section 4 of Land Use Bylaw 1130 specifies the parking requirements for a new use, change of use, or additional use on a property or within a structure. For a restaurant with seating, the table in Section 4.16 specifies a requirement of 1 parking space per 5 seats. Parking must be provided off-street, so on the property or on a nearby lot where dedicated parking can be provided.

The intent of the parking requirement is to control the demand for the limited public on-street parking that is available by requiring new development to provide its own off-street parking.

The Kaslo Payment in Lieu of Parking Bylaw 1228 was introduced in 2018 to “offer flexibility to property redevelopment and new development projects in areas of Kaslo with limited parcel capacity to meet off-street parking zoning regulation and conflicting heritage form and character policy considerations.” In the commercial area, a developer can pay \$5,000 in lieu of providing each off-street parking space required under Bylaw 1130. This is a one-time fee and the money is directed to the Capital Transportation Reserve Fund for future maintenance and expansion of public parking in the Village.

By permitting a variance to the parking requirement of Bylaw 1130, relief is also granted from Bylaw 1228 because the number of off-street parking spaces and/or loading space is reduced. A variance can be granted for a specific number of spaces or waive the requirement entirely. The variance is permanent and runs with the property title, including ownership transfers, but is limited the specified commercial use.

Businesses that were established prior to Bylaw 1228 being enacted are exempt from the parking requirements of the bylaw unless the business expands or the use changes. The payment also does not apply to a change in ownership of an existing business. Council may want to review this bylaw to consider whether it is unintentionally punitive to establishing new businesses or expanding existing ones, which could stifle economic development. However, new development without off-street parking can also detrimentally affect existing businesses by making it harder for patrons to find parking in the area.

The Village also has a policy allowing a limited number of on-street public parking spaces to be used as outdoor patio space for existing restaurants through a seasonal license of occupation. This policy seems to be at odds with the objectives of the parking regulations for new and expanded businesses. On-street outdoor patios were popular during the pandemic, as they helped businesses meet social distancing requirements. At their peak, 7 on-street parking spaces were occupied, and the policy allowed a maximum of 10 spaces. There were no on-street patio licenses issued this year. This policy has been in place for 5 years and should be reviewed.

#### **C. Conclusion**

The proposed outdoor restaurant is a desirable development for downtown Kaslo, particularly since there are no on-street outdoor patios this year. Eric's Meat Market is an established retail business, and it is not possible to provide off-street parking spaces or an additional loading space on their lot. Payment of an estimated \$15,000 in lieu of parking presents a hardship. Given these circumstances, approval of the variance to waive the parking and loading space requirement is recommended.

#### **D. Attachments:**

- DVP2023-07 Application Package
- Payment in Lieu of Parking Bylaw 1228
- Pages from Land Use Bylaw 1130 pertaining to parking requirements.





## VILLAGE OF KASLO

### Notice of an application for a Development Variance Permit in your neighbourhood.

A Development Variance Permit application was submitted by **Eric's Meat Market Ltd.** for the purpose of building a seasonal outdoor restaurant without parking.

The *Local Government Act* and *Village of Kaslo Development Procedures Bylaw No.1283* requires us to give you notice that the Council of the Village of Kaslo will consider issuing the Development Variance Permit (File # DVP-2023-07) at their Regular Meeting on **July 25, 2023**, which starts at 6:00 p.m. in the Council Chambers at City Hall located at 413 Fourth Street in Kaslo.

CIVIC ADDRESS: **425 Front Street**  
PARCEL IDENTIFIER: **024-736-716**  
LEGAL DESCRIPTION: **PARCEL D (KP25532) BLOCK 9 DISTRICT LOT 208 KOOTENAY  
DISTRICT PLAN 393**

**The applicant is requesting relief from the requirement under Section 4.16 of Village of Kaslo Land Use Bylaw 1130, to provide no off-street parking spaces for the new restaurant use whereas the bylaw requires 1 parking space per 5 seats.**

**Relief from the parking requirement shall also relieve the applicant from the requirement of the Kaslo Payment in Lieu of Parking Bylaw 1228, 2018 that the sum of \$5,000 be paid in lieu of each off-street parking space not provided.**

Anyone who believes that approval of DVP-2023-07 will affect their interests is invited to provide their comments to the Village. Written submissions can be sent by email, facsimile, mail or hand delivered using the contact information below. All submissions must be received by 12:00 pm on July 20, 2023, to be considered.

#### **Village of Kaslo**

PO Box 576, 413 4<sup>th</sup> Street, Kaslo, B.C. V0G 1M0  
Telephone: 250-353-2311; Facsimile: 250-353-7767  
Email: [admin@kaslo.ca](mailto:admin@kaslo.ca)



## VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

(for use with Bylaw 1283)

### TYPE OF APPLICATION

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

Refer to the current Fees and Charges Bylaw for current application fees.  
Do not use this form for Building Permit or Subdivision applications.

### DESCRIPTION OF PROPERTY

Civic Address: 425 Front Street PID 024-736-716

Legal Description (from title document):

Parcel D (KP25532) Block 9 District Lot 208 Kootenay District Plan 393

### CONTACTS

#### Applicant:

Name <b>Daniella Collier</b>		Company <b>Eric's Meat Market Limited</b>	
Address <b>425 Front Street</b>		City <b>Kaslo</b>	
Email <b>operations@ericmeatmarket.com</b>		Postal Code <b>V0G1M0</b>	
Phone <b>250-353-2436</b>	Cell [REDACTED]	Fax	
Signature of Applicant [REDACTED]		Date <b>July 7, 2023</b>	

#### Owner, if the Applicant is not the Owner:

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

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

#### OFFICE USE ONLY

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



VILLAGE OF KASLO
DEVELOPMENT APPLICATION FORM

Authorization of Owner to make an Application

Re: Civic Address 425 Front Street, Kaslo BC V0G1M0

I/We Daniella Collier

are the registered owner(s) of (legal description) Parcel D (KP25532) Block 9 District Lot 208

Kootenay District Plan 393

I/We hereby authorize Daniella Collier

(please print name)

to apply for the following:

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

and to be my/our representative in this matter.

[Redacted signature and date area]

July 7, 2023

Date

[Redacted signature area]

Signature of witness

Daniella Collier/Angus Collier

Name of Owner (print)

Stephanie McLean

Name of Witness

Address

Phone

[Redacted signature area]

Signature of witness

[Redacted signature area]

Signature of Owner

July 7, 2023

Date

[Redacted signature area]

Signature of witness

Forrest Collier/Bernelle Collier

Name of Owner (print)

Stephanie McLean

Name of Witness

Address

Phone

[Redacted signature area]

Signature of witness

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

Dear Mayor and Village Councillors,

July 7, 2023

We would like to request a variance for the Village of Kaslo Bylaw 1130 Section 4.16. With our new build now being classed as a restaurant, we have been told that we would be required to provide parking. The bylaw mentioned above requires one space per 5 seats - we planned on having 15 seats, which would require 3 parking spaces.

There are many reasons we feel as if this should not apply to our new food service. Eric's Meat Market has been in business on Front Street in Kaslo since the early 1940's, and since the implementation of Interior Health permits, the store has had a license to seat fifty people. Eric's has never taken advantage of this and has always been primarily retail while providing some ready-to-eat food. Although our new build will have seating, our customers will very likely be foot traffic from the sidewalk. They will grab a quick meal and continue.

One might ask "what about the rear of your business?" The back of our business has limited space and is currently used as parking for the residents above the store, as well as a path of transportation for goods, equipment, and staff access.

In lieu of parking spaces on the premise, we have been told that we could pay 5,000 dollars per 5 seats. As many of you know, during the summer months there is often not enough "ready-to-eat food" for tourists and locals alike. Do you think that penalizing restaurants for lack of parking space is really in Kaslo's best interest? The fact of the matter is this bylaw is not well suited for Kaslo.

Thank you for your consideration.

Forrest, Bernelle, Daniella and Angus Collier

**VILLAGE OF KASLO  
BYLAW NO. 1228**

<b>A BYLAW TO PROVIDE FOR PAYMENT IN LIEU OF OFF-STREET PARKING SPACES</b>
--

WHEREAS Council deems it expedient to offer flexibility to property redevelopment and new development projects in areas of Kaslo with limited parcel capacity to meet off-street parking zoning regulation and conflicting heritage form and character policy considerations;

BE IT THEREFORE RESOLVED that the Council of the Village of Kaslo, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the “Kaslo Payment in Lieu of Parking Bylaw No. 1228, 2018”.
2. This bylaw applies to all lands designated as being with the Commercial Centre, Tourist Commercial and Village Core Residential by the Kaslo Official Community Plan Bylaw No. 1098 (2011), as amended.
3. An owner or occupier of a parcel of land within Commercial Centre, Tourist Commercial or Village Core Residential are required under the Village of Kaslo Land Use Bylaw No. 1130 (2013), as amended or replaced from time to time, may, in lieu of providing the required off-street parking spaces, pay to the Village a sum set out in Schedule ‘A’ of this bylaw for all or any portion of the required number of off-street parking spaces.
4. Revenues raised from this bylaw shall be transferred to the Capital Transportation Infrastructure Reserve (Bylaw 1159, as amended) to fund future transportation infrastructure improvements or land acquisitions that address priority public parking and active transportation projects identified by Council.
5. This bylaw comes into full force and effect and is binding on all persons as and from the date of adoption.

READ A FIRST TIME this 4<sup>th</sup> day of September 2018

READ A SECOND TIME this 4<sup>th</sup> day of September 2018

READ A THIRD TIME this 4<sup>th</sup> day of September 2018

RECONSIDERED AND FINALLY ADOPTED THIS 18<sup>th</sup> day of September 2018

---

Mayor

---

Chief Administrative Officer

Certified a true copy:

---

Chief Administrative Officer

Bylaw No. 1228

Schedule "A"

COMMERCIAL CENTRE	\$5,000 per off-street parking space
TOURIST COMMERCIAL	\$3,500 per off-street parking space
VILLAGE CORE RESIDENTIAL	\$2,000 per off-street parking space

#### 4.0 OFF-STREET PARKING AND LOADING AREA REGULATIONS

4. 1 Required parking spaces, loading spaces and manoeuvring aisles must be provided and maintained on the same lot as the use or building for which they are required by this Bylaw.
4. 2 All required parking spaces and loading spaces must be completed prior to commencement of a use and prior to the issuance of an occupancy permit.
4. 3 Parking spaces in residential zones must be located no closer to the front lot line than the front face of the principal building.
4. 4 Any area of a lot used for parking or loading must be constructed so as to permit unobstructed access to and egress from each space at all times and must be developed to ensure that adequate provision is made for access by vehicles to parking spaces by means of unobstructed manoeuvring aisles as prescribed in Tables 2 and 3.
4. 5 Each parking area must be designed and constructed in accordance with accepted engineering practices, with ramp grades not exceeding 15% gradient, and parking areas not exceeding 8% gradient.
4. 6 Each parking space and manoeuvring aisle in all parking areas must be surfaced with durable dust-free material, such as but not limited to, asphalt, concrete, paving blocks, or permeable material.
4. 7 Parking areas must be graded to prevent surface drainage being directed to adjacent lands.
4. 8 The boundaries between each parking space must be clearly delineated by means of painted lines on the parking surface or by means of vehicle stops.
4. 9 On land located in the RM-1 Zone - Multiple Residential, 1 of every 4 required parking spaces must be designated and clearly marked as "Visitor Parking" and shall be available for use by non-occupants of the lot at all times.
4. 10 In any development requiring 25 or more parking spaces, Disabled Persons' parking spaces must be provided in a ratio of 1 for every 50 required parking spaces, plus 1 space for any remainder in excess of the required number of spaces divided by 50.
4. 11 Seniors' housing complexes must provide Disabled Persons' parking spaces in a ratio of 1 for every 6 required parking spaces.
4. 12 Each Disabled Persons' parking space must be a minimum of 3.7 metres in width and shall occupy the portion of the parking area nearest to the building entrance that accommodates wheelchair access.
4. 13 Drop curbs to accommodate wheelchair access must be provided on any curb between a Disabled Persons' parking space and the building entrance.
4. 14 Each Disabled Persons' parking space must have a firm, slip-resistant and level surface.



4. 15 Each Disabled Persons' parking space must be marked by signage or pavement markings to indicate usage only by vehicles displaying an approved disabled permit obtained from the Resource Centre for Independent Living (RCIL).

## NUMBER OF OFF-STREET PARKING SPACES

- 4.16 The minimum number of off-street parking spaces required for each use or building must be calculated in accordance with Table 1.

**Table 1**

<b>Residential Uses</b>	
Single Family Dwelling or Carriage House	1 space per <u>dwelling unit</u>
Two Family Dwelling	1 space per <u>dwelling unit</u>
Multiple Dwelling	1.5 space per <u>dwelling unit</u>
<b>Commercial Uses</b>	
<u>Bed and Breakfast</u>	1 space per <u>dwelling unit</u> and 0.5 space per guest room
<u>Hotel, motel, lodge</u>	1 space per sleeping unit plus spaces for any additional uses specified elsewhere in this table
<u>Hostel</u>	0.25 spaces per sleeping unit
<u>Short Term Rental Accommodation</u>	2 spaces
<u>Office</u>	1 space per 46m <sup>2</sup> (495 sq. ft) of floor area
<u>Retail, Small Scale Repair and Service</u>	1 space per 46m <sup>2</sup> (495 sq. ft) of floor area
<u>Restaurant and Liquor Licensed Establishment</u>	1 space per 5 seats
<u>Entertainment</u>	1 space per 5 seats
<u>Service Station</u>	3 spaces per service bay
<u>Wholesale, Warehousing and Storage</u>	1 space per 250 m <sup>2</sup> (2,691 sq. ft) of floor area
<u>Manufacturing, Processing, Large Scale Repair and Service</u>	1 space per 250 m <sup>2</sup> (2,691 sq. ft) of floor area
<b>Public/Institutional Uses</b>	
<u>Schools</u>	2 per classroom
<u>Day Care</u>	3 spaces
<u>Personal Care Facility</u>	0.25 space per bed or dwelling unit plus 1 staff parking space for every 10 rest home bed units
<u>Hospitals</u>	2 for each 3 patient beds
<u>Church</u>	1 space per 18.6 m <sup>2</sup> (200.2 sq. ft) of floor area used for assembly within a <u>Church Building</u>
<b>Other Uses</b>	
<u>Boat Launch Facility</u>	3 spaces
<u>Marina</u>	1 space for every 4 berths 3 spaces for each charter boat 1 space per <u>dwelling unit</u>
<u>Float Plane Facilities</u>	2 spaces for every berth
<u>Golf Course – 9 holes</u>	25 spaces
All other uses not provided for herein	1 space per 46m <sup>2</sup> (495 sq. ft) of floor area or portion thereof

4. 17 Unless otherwise provided in Table 1, if a development contains more than one use or involves collective parking for more than one building or use, the total number of spaces required must be the sum of the various classes of uses calculated separately and any space required for one use must not be included in the calculations for any other use.
- 4.18 Where the calculation of the total required spaces results in a fractional number, the required number must be rounded up to the next whole number.

## DIMENSIONS OF OFF-STREET PARKING SPACES

- 4.19 Parking spaces provided in conjunction with any single family or two family dwelling must be a minimum of 2.6 metres wide by 5.5 metres deep.
- 4.20 Parking areas provided in conjunction with any use must conform to Table 2, provided that
- up to 50% of the total required parking spaces may be designed for small cars by reducing the depth of stall for 90 degree parking from 5.5 metres to 4.5 metres; and
  - small car spaces are clearly designated for that use.
- 4.21 Despite the provisions of Table 2, where any parking space abuts any portion of a fence or structure, the minimum stall width must be increased by 0.3 metre for that parking space.

**Table 2**

Parking Angle in Degrees	Minimum Parking Space Width	Minimum Depth Perpendicular to Manoeuvring Aisle	Minimum Depth Parallel to Manoeuvring Aisle	Minimum Width of Manoeuvring Aisle
0	2.4 m	2.4 m	6.7 m	3.7 m one way
30	2.4 m	4.8 m	4.9 m	3.7 m one way
45	2.4 m	5.6 m	3.4 m	3.7 m one way
60	2.4 m	6.0 m	2.8 m	6.4 m two way*
90	2.4 m	5.5 m	2.4 m	7.9 m two way*
90	2.6 m	5.5 m	2.6 m	7.6 m two way*
90	2.75 m	5.5 m	2.75 m	7.3 m two way*

\* The minimum width for a manoeuvring aisle accessing only one bank of parking shall be 6.75 m

## NUMBER OF OFF-STREET LOADING SPACES

- 4.22 The minimum number of loading spaces required for each use or building must be calculated in accordance with Table 3.

**Table 3**

<b>C-1 and C-2 Zones</b>	1 space per 1400 m <sup>2</sup> of gross floor area
<b>M-1 Zone</b>	1 space per 2800 m <sup>2</sup> of gross floor area

## LOCATION, SITING, AND DESIGN OF LOADING AREAS

4.23 All required off-street loading areas must:

- a. provide loading spaces having dimensions of not less than 3.5 metres in width, 7.5 metres in length, and a minimum 4.25 metres of clearance between the surface of the loading space and any structure above;
- b. have unobstructed vehicular access and egress from a street;
- c. be graded and drained in accordance with accepted engineering standards to ensure that no drainage is directed to adjacent lands; and
- d. be clearly designated as Loading Areas.

## 4.24 EXEMPTION OF EXISTING BUILDINGS FROM PARKING AND LOADING REQUIREMENTS

The regulations contained in this section shall not apply to buildings, structures and uses existing on the effective date of this Bylaw except that:

- a. off-street parking and loading shall be provided and maintained in accordance with this section for any addition to any existing building and structure or any change or addition to such existing use including home occupations.
- b. off-street parking and loading provided prior to the adoption of this Bylaw shall not be reduced below the applicable off-street parking requirements of this section.

READ A FIRST TIME this 27<sup>th</sup> day of November 2012

READ A SECOND TIME this 27<sup>th</sup> day of November 2012

PUBLIC HEARING held on 22<sup>nd</sup> day of January 2013

READ A THIRD TIME this 24<sup>th</sup> day of January 2013

RECONSIDERED AND ADOPTED the 24<sup>th</sup> day of January 2013

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

I hereby certify that this is a true and correct copy of the Village of Kaslo Land Use Bylaw No. 1130, as adopted by Council.

\_\_\_\_\_  
Chief Administrative Officer

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: July 19, 2023

SUBJECT: Sandwich Board Sign Permit Application

**PURPOSE:** To consider authorizing the placement of a sandwich board sign for a Kemball Building Memorial tenant

**OPTIONS:**

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

1. **Authorize placement of the sign. *The applicant will be advised of Council's decision.***
2. Do not authorize placement of the sign. *The applicant will be advised of Council's decision.*
3. Refer back to staff for further review and report.

**RECOMMENDATION:**

THAT Town Architecture Inc. is authorized to place a sandwich board on the 4<sup>th</sup> Street sidewalk in front of the Kemball Memorial Building on a trial basis.

**ANALYSIS:**

- A. **Background:** Town Architecture Inc. operates their business from a suite in the Kemball Memorial Building, and would like to place a sandwich board advertising their services on the municipally-owned sidewalk in front of the building. In accordance with the Village's Sign Bylaw 1104 (2011) a Council resolution is required to authorize any signage that is placed on municipal property.
- B. **Discussion:** Three other tenants of the Kemball Memorial Centre have obtained permits for sandwich board signs. Staff supports this form of advertising for tenants of that facility – signs are not permitted on the building façade, which is a heritage element of this designated historic structure. Sandwich board signs provide an alternate means of alerting the public to the services available.

There are some identified concerns regarding the placement of the signage and the potential trip hazard that results when the public sidewalk is obstructed by objects such as signs. If staff determines that the sign is posing an unacceptable hazard on the sidewalk, the applicant will be directed to relocate the sign inside the front courtyard of the building.

C. **Attachments:**

- Sign permit application
- Sign bylaw 1104 (2011)

D. **Financial Implications:** The application fee for a sign permit is set at \$20. This amount will be charged to the applicant if the sign permit is issued.

E. **Corporate Priority:** Nil

F. **Environmental Implications:** Nil

G. **Communication Strategy:** Nil

CAO Approval: [date approved by CAO]

1. Name of applicant: Town Architecture Inc.  
(Jordan Jones) Phone: (250)353-1114  
Mailing address: PO 959 - #205 312 4th Street
2. Location of sign (street address or description): \_\_\_\_\_  
On the sidewalk of 4th Street in front of 312 4th Street (Kemball Building)
3. Type of sign:           Projecting                      Facia             
                                  Free standing                    Illuminated
4. Area of sign in square metres 24"x46" (6 SF) = (0.56 SM)
5. Sign will project:   0.56 M   metres beyond the building ~~face~~ **Fence**  
0.56 M   metres beyond the property line.
6. Vertical clearance from bottom of sign to street level will be ~0.3 metres.
7. Height of free standing sign: ~1.2 metres.

Date: 23-07-14

  
Signature of Applicant

**NOTE:**    **A sketch plan of the proposed sign, including the text or other material to be included in the sign message, must be provide on Page 2 of this form.**

SKETCH PLAN OF PROPOSED SIGN (including the text or other material to be included in the sign message)



Note: Sign panel is proposed to be 24"x36" (6 SF) = (0.56 SM)

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(for Village use only below this line)

### SIGN PERMIT

This permit is issued on the basis of the information provided in the application and accompanying sketch plan, and on the condition that the proposed sign will comply with all requirements of the Sign Bylaw and any applicable requirement of the Building Bylaw.

Receipt of the \$20.00 permit fee is acknowledged, and this permit is issued on \_\_\_\_\_, 20\_\_\_\_.

# VILLAGE OF KASLO

## BYLAW 1104

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### A BYLAW TO REGULATE SIGNS WITHIN THE VILLAGE OF KASLO

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WHEREAS Sections 8(4) and 65 of the Community Charter provides that a local government may, by bylaw, regulate the erection, placing, alteration, maintenance, demolition and removal of signs, sign boards, advertisements, advertising devices and structures;

AND WHEREAS the Council considers it necessary and in the public interest to regulate signs in the Village of Kaslo;

NOW THEREFORE the Council of the Village of Kaslo enacts as follows:

1. This bylaw may be cited for all purposes as the “Sign Bylaw” .

#### Interpretation

2. For the purpose of this Bylaw, unless the context other requires, the following definitions shall apply:

“advertising sign” means a sign advertising a product, a commodity, a business, or event of a commercial nature;

“area” in relation to the a sign means the total surface area of a sign exclusive of frame work and supporting structure and, in the case of a double-faced sign, means the area of one face only;

“awning” means a temporary shelter supported entirely from the exterior wall of a building and composed of non- rigid materials except for the supporting framework;

“backlit sign” means a sign composed of a translucent material lit from behind in the case of a single-sided sign, or from within in the case of a double or multiple-sided sign;

“banner sign” means a temporary sign composed of lightweight material mounted or suspended so as to allow movement of the sign caused by air currents:

“Building Bylaw” means the Building Bylaw of the Village of Kaslo;

“building frontage” means the linear length of a building facing a street;



“Building Inspector” means the person or person authorized by Council to administer the Building Bylaw;

“canopy” means a permanent roof- like shelter extending from part or all of the building face, and constructed of one or more durable materials;

“CAO” means the Chief Administrative Officer of the Village of Kaslo;

“community activity sign” means a sign indicating that a community activity is about to be, or is being, carried on;

“community information sign” means a sign, or a group of signs at a single location designated as a community information stop, providing information on attractions, services, and facilities available in the community and surrounding area, and includes a community entrance or welcome sign;

“Council” means the municipal council of the Village of Kaslo;

“directional sign” means a sign which serves solely to designate the location of direction of any place or area;

“directory sign” means a sign listing religious activities, service club activities, and other similar community activities;

“externally illuminated sign” means a sign lit by a spotlight;

“facia sign” means a sign displayed on the surface of a building, or attached to the building with the sign parallel to the building wall;

“flashing sign” means a sign which contains an intermittent or flashing light source, or which includes the illusion of intermittent or flashing light by means of animation or an externally-mounted intermittent light source;

“free standing sign” means a sign which is not connected in any way to a building, and is self supporting;

“home occupation sign” means a sign identifying a use which is accessory to a residential use and permitted as a home occupation under the Land Use Bylaw;

“Land Use Bylaw” means the Land Use Bylaw of the Village of Kaslo;

“Municipality” means the Village of Kaslo;

“owner” means the registered owner of real property on which a sign is located, or the owner or lessee of a sign or his authorized representative;

“political sign” means a sign erected to promote voting at an election for a particular candidate or in support of, or opposition to, a particular party or issue;

“prohibition sign” means a sign indicating a prohibition or penalty respecting the property on which it is located;

“projecting sign” means a sign projecting at an angle from a building or structure and attached to the building or structure or to a canopy or awning;

“public building sign” means a sign located on the property of a public building, including a church, library or school, and indicating thereon only the name of the building and the activities pertaining to that building;

“real estate sign” means a sign indicating only that the property on which it is located is for sale or rent, or has been sold or rented;

“scenic route sign” means a standardized blue and white sign erected by the Ministry of Transportation and Infrastructure and designed to aid motorists who wish to follow a designated scenic route;

“service and attraction sign” means a standardized blue and white sign erected by the Ministry of Transportation and Infrastructure and designed to direct motorists to specific tourist services, facilities and attractions; or any sign erected or authorized by the Village for the purpose of directing the public to specific services or historic or other attractions;

“sign” means any visual representation or attention drawing device which communicates information or advertising for any purposes, displayed out of doors or on the exterior of a building, but does not include a traffic control device;

“street” means and includes streets, roads, lanes, sidewalks, public squares, boulevard and rights-of-way open to the public;

“temporary sign” means a sign which is not permanently affixed, and includes banner signs, pennants, portable and wheeled signs, sandwich board signs, sidewalk or curb signs, and balloons or other air or gas filled figures which exceed 2 metres in any dimension other than circumference;

“third party sign” means a sign

- (a) whether on a billboard or other structure primarily intended for the display of advertising, or upon the exterior of a building, wall, fence or other structure primarily intended for other purposes; and
- (b) which advertises other than the occupants of the premises or the goods and services available on the premises of which the sign is displayed;

“tourist area sign” or “tourist region sign” means a sign erected to identify entry points into designated tourist areas or regions within the Province of B.C.;

“Travel Info sign” or “Travel InfoCentre sign” means a sign indicating the location of information of interest to travellers or the location of a travel information centre which provides information to travellers, and includes advance warning signs for travel information or a travel information centre;

“warning sign” means a sign erected by a public authority and indicating a danger or hazard; and

“zone” means one of the zones into which the Municipality is divided under the Land Use Bylaw.

#### Application and Administration

3. (1) The provisions of this Bylaw shall apply to the whole of the area within the boundaries of the Municipality.
- (2) No sign shall hereafter be erected, place, altered or moved unless in conformity with this Bylaw.
- (3) Nothing in this Bylaw shall be interpreted as relieving any person from complying with the provisions of any other bylaw of the Municipality.
- (4) Notwithstanding anything herein to the contrary, where the Municipality has established a development permit area under Section 919.1 of the *Local Government Act*, any condition with respect to the type, size, or placement of signs which is included in a development permit issued under Section 920 of the *Act* shall apply in place of the requirements set out in the Bylaw.
- (5) The CAO, or such other person as may be appointed by Council resolution to administer this Bylaw,

- (a) shall keep records of applications received, permit fees paid, sign permits issued, and such other records as he may deem necessary in relation to this Bylaw,
  - (b) shall issue permits when, to the best of his knowledge, the proposed sign complies with the requirements of this and any other applicable bylaws, and
  - (c) may revoke any permit where there is a violation of any condition under which the permit was issued, or a violation of this or any other relevant bylaw.
- (6) The CAO or the Building Inspector may
- (a) enter, at all reasonable times, upon any property on which a sign is being, or has been, erected where the sign is subject to the provisions of this Bylaw, and
  - (b) direct the immediate cessation or correction of all or any portion of the work relating to the erection or placement of a sign whenever such work is to the best of the his knowledge not in conformance with the provisions of this Bylaw.

Exemptions

4. The following signs are exempt from the provisions of this Bylaw:
- (a) signs painted on an awning;
  - (b) temporary signs authorized by Council resolution;
  - (c) signs displayed within a building or structure, except as provided for in subsection 5(4);
  - (d) signs owned or leased by the Municipality for its own purposes;
  - (e) traffic control signs as defined in the Motor Vehicle Act;
  - (f) signs required to be posted and maintained by any municipal bylaw or Federal or Provincial statute or regulation;
  - (g) signs relating to construction which are located on the land on which the construction is currently being carried on;

- (h) real estate signs not exceeding 1.0 square metre in area;
- (i) third party signs on benches located on public lands where the design and location of the bench has been approved by the Municipality, and where the sign is displayed on the face of the backrest of the bench only and does not exceed 2.5 metres in length or 0.7 metres in height;
- (j) memorial plaques, cornerstones, historical tablets, and similar signs;
- (k) on-site directional signs, not exceeding 1.0 square metres in area, intended to facilitate the movement of pedestrians and vehicles on which such signs are located;
- (l) emblems or insignia of any nation, province or territory of Canada, or of any political, civic, philanthropic, cultural, educational or religious organization;
- (m) house numbers and name plates not exceeding 0.3 square metres in area for each dwelling unit;
- (n) signs advertising garage sales or yard sales, provided such signs do not exceed 1.0 square metre in area, and are located on the premises on which the sale is to take place or is taking place; and
- (o) notice or bulletin boards not exceeding 2.0 square metres in area for medical, public, charitable or religious institutions where the same are located on the premises of the said institution.

### **Prohibitions**

- 5. (1) Except as provided elsewhere in this bylaw, the following are prohibited:
  - (a) flashing signs;
  - (b) signs located on the roof of a building, or which are attached to a building and project above the highest point of the roof of that building;
  - (c) signs in residential zones as identified in the Land Use Bylaw;

- (d) signs erected on or over Municipally owned property, or a highway under the jurisdiction of the Municipality, where such signs are not either erected by the Village or authorized by Council resolution; and
  - (e) backlit signs.
- (2) No person shall post or exhibit placards, playbills, advertising signs, writings or pictures on walls, fences, trees, electric power or telephone poles, street light standards, or on any other similar structures on or adjacent to a highway or public place.
  - (3) No sign shall be erected which, in the opinion of the CAO, by reason of its size, location, movement, content, coloring or manner of illumination, might reasonably be confused with or construed as a traffic control device, or the light of an emergency or road equipment vehicle, or which would interfere with the safe and efficient movement of vehicular or pedestrian traffic or the visibility of any traffic control device.
  - (4) No third party signs shall be permitted in residential zones except as provided for in clause (h) of Section 4. Notwithstanding the definition of a third party sign in section 2, where a sign in excess of 1.0 square metres is located within a building or structure, or on the interior of a fence, in such manner that the sign is intended to be read from off of the premises on which the sign is located, if such sign advertised other than the occupants of the premises or the goods and services available on the premises on which the sign is displayed, it shall be deemed to be a third party sign for the purposes of this bylaw.
  - (5) No person shall park any unlicensed or inoperable vehicle or trailer so as to be visible from a street or public property, if the basic purpose of the vehicle or trailer is to advertise products, services, or events located on the same or nearby property or any other premises. This clause shall not be interpreted so as to prohibit any advertising or other sign which is attached to or painted on a licensed motor vehicle and is incidental to the use and operation of that vehicle.

### **General Requirements**

- 6. (1) The signs described therein shall conform to the requirements set out in the following table.

Sign	Maximum area in sq.metres	Permitted Zones	Permitted Type
Advertising	10.0	Commercial Industrial	Facia, free standing or projecting
Community activity	2.0	All zones	Facia or free standing
Community information	None	All zones	Free standing
Directional	0.4	All zones	Free standing
Directory	6.0	All zones	Free standing
Home occupation	0.4	Residential	Facia or free standing
Political	6.0	Residential Commercial Industrial	Facia or free standing
Prohibition	0.6	All zones	Facia or free standing
Public building	2.0	All zones	Facia or free standing
Real estate	3.0	All zones	Facia or free standing
Scenic route	None	All zones	Free standing
Service & attraction	None	All zones	Free standing
Tourist area/region	None	All zones	Free standing
Travel info/infoCentre	None	All zones	Free standing
Warning	2.0	All zones	Facia, free standing or projecting

7. (2) No person shall erect any of the following signs without first obtaining a sign permit pursuant to the bylaw:
- (a) a projecting sign exceeding 0.2 square metres in area,
  - (b) a facia sign or free standing sign exceeding 3.0 square metres in area.
- (3) Notwithstanding subsection (2), where a sign permitted by this Bylaw constitutes a structure requiring a permit under the building Bylaw, a sign permit shall not be required in addition to the building permit.
- (4) Signs and sign structures shall be designed and constructed as provided for in this Bylaw, and in accordance with the Building Bylaw to resist wind and seismic and dead loads.

- (5) Canopy Signs
  - (a) A sign attached to the underside of a canopy, roof overhang, or similar structure shall have a minimum vertical clearance of 2.6 metres from the adjacent street level.
  - (b) a sign affixed to a canopy face shall not extend beyond the horizontal or vertical face of the canopy, and shall not project more than 0.3 metres from the said face.
- (6) Facia Signs
  - (a) Facia signs attached to a building wall shall not extend beyond the horizontal or vertical face of the wall, and shall not project more than 0.3 metres from the said wall.
  - (b) The total area of a facia sign or signs shall not exceed a ratio of 1 square metre for each 2 metres of building frontage on the street on which the sign or signs face.
- (7) The height of a free standing sign shall not exceed the lesser of:
  - (a) the maximum building height permitted under the Land Use Bylaw within the zone in which the sign is located; or
  - (b) 12.0 metres from the adjacent ground level.
- (8) Illuminated signs shall be connected to an electrical circuit on the premises on which the signs are located, and all electrical installations shall be approved by the Building and Safety Standards Branch of the Province of British Columbia.
- (9) Political signs shall not be located on any highway or other public lands, shall not be erected more than 45 days prior to the election to which they relate, and shall be removed within 7 days after the election. The organization or candidate on behalf of whom such signs have been erected shall be responsible for their removal.
- (10) Projecting signs shall not extend beyond the property line except in commercial zones where an overhang not exceeding 1.0 metres is permitted onto a street, providing the projection is structurally sound, the overhang has a minimum vertical clearance of 2.6 metres from the adjacent street level, and the sign is not higher than the roof line of the building or the structure to which it is attached.



**Responsibilities of Owners**

8. (1) No owner or other person shall commence the installation, nor authorize or permit the installation, of a sign unless any permit required by this Bylaw or Building Bylaw has first been obtained.
- (2) Every owner shall ensure the removal of any sign erected on his property when the purpose of the sign or the message thereon is no longer applicable.
- (3) Every owner shall ensure that all signs erected on his property are constructed and maintained in a safe and secure manner to avoid the risk of injury to any person or damage to any property.
- (4) Neither the granting of a sign permit, nor the acceptance of plans and specification, or any inspection which may be made by the Building Inspector, shall relieve the owner from responsibility for fully complying with the requirements of this Bylaw, the Building Bylaw if applicable, and any conditions attached to the sign permit.

**Application for Sign Permit**

9. (1) An application for sign permit shall be completed on the form attached hereto as Schedule A and forming a part of this Bylaw, and shall be accompanied by a permit fee of \$20.00.
- (2) In addition to the information on the application form and any requirements of the Building Bylaw, the applicant shall provide a sketch plan of the proposed sign including the text or other material to be included in the sign message.

**Sign Permits**

10. (1) Where the CAO is satisfied that an application for a sign permit, and the proposed sign, complies with the requirements of the Bylaw and any other applicable bylaw and the permit fee has been paid, the CAO shall issue a sign permit in the form prescribed in Schedule A.
- (2) A sign permit is void if construction of the sign is not completed within 6 months of the date on which the permit was issued.

**Removal of Signs**

11. (1) Council may, in accordance with Section 65 of the Community Charter, authorize the removal of a sign which contravenes the Bylaw, or which Council believes in an unsafe condition, and shall provide for 30 days' notice of the contemplated action to be given the owner, tenant or occupier of the property on which the sign is located.
- (2) Council may, in accordance with Section 250 of the Community Charter, by resolution direct and order the removal of a sign which the Council believes is so dilapidated as to be offensive to the community, and the order may provide that, in case of default by the owner, agent, lessee or occupier to comply with the order within the period named in it, the Municipality may enter and remove the sign at the expense of the person defaulting, and may further order that the charges for doing so, if unpaid on December 31 in any year, shall be added to and form part of the taxes payable on the land as taxes in arrears.

**Offences and Penalties**

12. Every person who
  - (a) violates any provision of this Bylaw, or
  - (b) causes, suffers, or permits any act or thing to be done in contravention or in violation of any provision of this Bylaw, or
  - (c) neglects or refrains from doing anything required to be done by any provision of the Bylaw, or
  - (d) fails to comply with any order, directive or notice given under this Bylaw, is guilty of an offence under this Bylaw and, upon summary conviction, is liable to a fine of not more than \$2,000.

**Effective Date of Bylaw**

13. Bylaw 811, Sign Bylaw, is hereby repealed.
14. This Bylaw shall come into full force and effect upon adoption.

READ A FIRST TIME this 12<sup>th</sup> day of April, 2011.

READ A SECOND TIME this 12<sup>th</sup> day of April, 2011.

READ A THIRD TIME this 12<sup>th</sup> day of April, 2011.

RECONSIDERED AND FINALLY ADOPTED this 26 day of April, 2011.

1. Name of applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing address: \_\_\_\_\_
2. Location of sign (street address or description): \_\_\_\_\_  
\_\_\_\_\_
3. Type of sign:            Projecting                          Facia                        
   Free standing                         Illuminated
4. Area of sign in square metres \_\_\_\_\_.
5. Sign will project:        \_\_\_\_\_ metres beyond the building face  
   \_\_\_\_\_ metres beyond the property line.
6. Vertical clearance from bottom of sign to street level will be \_\_\_\_\_ metres.
7. Height of free standing sign: \_\_\_\_\_ metres.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**NOTE:**        **A sketch plan of the proposed sign, including the text or other material to be included in the sign message, must be provide on Page 2 of this form.**

SKETCH PLAN OF PROPOSED SIGN (including the text or other material to be  
included in the sign message)

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(for Village use only below this line)

**SIGN PERMIT**

This permit is issued on the basis of the information provided in the application and accompanying sketch plan, and on the condition that the proposed sign will comply with all requirements of the Sign Bylaw and any applicable requirement of the Building Bylaw.

Receipt of the \$20.00 permit fee is acknowledged, and this permit is issued on \_\_\_\_\_,  
20\_\_\_\_.

**TABLE OF METRIC AND IMPERIAL MEASUREMENTS**

**(Note: This table is provided solely as a convenience to users in converting the metric measurements in Bylaw 1104 to approximate Imperial equivalents.)**

**Square Metres to Square Feet**

0.1 square metres	=	1.1 square feet
0.2 square metres	=	2.1 square feet
0.3 square metres	=	3.2 square feet
0.4 square metres	=	4.3 square feet
0.5 square metres	=	5.4 square feet
0.6 square metres	=	6.5 square feet
0.7 square metres	=	7.5 square feet
0.8 square metres	=	8.6 square feet
0.9 square metres	=	9.7 square feet
1.0 square metres	=	10.8 square feet
2.0 square metres	=	21.5 square feet
3.0 square metres	=	32.3 square feet
4.0 square metres	=	43.0 square feet
5.0 square metres	=	53.8 square feet
6.0 square metres	=	64.6 square feet
7.0 square metres	=	75.3 square feet
8.0 square metres	=	86.1 square feet
9.0 square metres	=	96.9 square feet
10.0 square metres	=	107.6 square feet

**Metres to Inches and Feet**

0.3 metres	=	11.8 inches
0.7 metres	=	2.3 feet
1.0 metres	=	3.3 feet
2.0 metres	=	6.6 feet
2.5 metres	=	8.2 feet
2.6 metres	=	8.5 feet
12.0 metres	=	39.4 feet

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: July 20, 2023

SUBJECT: Kaslo Racquet Club – Request for Tree Removal

**PURPOSE:** To consider a request for the removal of trees at the Kaslo Racquet Club

**SUMMARY:** The request is contrary to current policy, but the policy should be reviewed.

**OPTIONS:**

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

1. **Approve removal of the trees at the club's cost, without requiring advance notice or replanting. *The Village will work with the Club to arrange for removing the trees and landscaping to the satisfaction of the Village at the cost of the Club.***
2. Approve removal of the trees at the club's cost. Require advance notice and/or replanting. *The Village will work with the Club to arrange for removing the trees and landscaping to the satisfaction of the Village. 30 days notice will be given to properties within 60m. Two new trees must be replanted for every tree removed. Removal [and replacement] costs will be paid by the Club.*
3. Do not approve the request to remove trees. *The Club will be advised of Council's decision.*
4. Refer back to staff for further review and report.

**RECOMMENDATION:**

THAT the Kaslo Racquet Club be permitted to remove the four Douglas Fir trees between the arena parking lot and the courts, at their cost; and,  
THAT the requirement to provide advance notice of the proposed tree removal be waived; and  
THAT the requirement to replace the removed trees be waived.

**ANALYSIS:**

- A. **Background:** The Kaslo Racquet Club (KRC) has requested removal of trees located on municipal property between the arena parking lot and the courts. These trees are identified in the 2019 Tree Inventory as 4 Douglas firs (tags 278 & 279). They are described as having a height of 12m, spread of 5-6m and are in good condition with no action recommended.

The Tree Policy adopted in 2017 does not permit removal of these trees but the policy may be varied by Council resolution.

- B. **Discussion:** [This is where you say stuff...]  
C. **Attachments:** [If there are any supporting documents, list them here, use bullets if multiple]  
D. **Financial Implications:** [What costs are associated with the recommendation or alternatives]  
E. **Corporate Priority:** [What corporate priority does this further]  
F. **Environmental Implications:** [What environmental impacts have been considered]  
G. **Communication Strategy:** [Will this be advertised/posted on website or otherwise shared with the public]

CAO Approval: [Date approved by CAO]



## Kaslo Racquet Club

P.O. Box 485  
Kaslo, BC V0G 1M0  
Phone: 250-353-2258

July 4, 2023

### VILLAGE OF KASLO

Box # 576  
Kaslo, BC V0G-1M0

**Attention: CAO Ian Dunlop, CO Catherine Allaway, Mayor Suzan Hewat, Councillors**

Dear Sirs/Madams:

**RE: KASLO RACQUET CLUB / REQUEST TO REMOVE TREES**

Phase 1 Court Renovation is essentially complete with the exception of a divider net between the two sports. We hope to install that within the next few weeks.

This letter is to request for the Village to remove or give KRC permission to remove four coniferous trees currently situated between the courts and arena parking lot. Attached are some photos. These trees provide no useful function, even the provision of shade for players and limited shade for 3 or 4 vehicles.

On the other hand, these trees ....

- Provide a significant nuisance dropping cones and needles on the courts and parking lot.
- Are throwing significant roots beneath the courts which will progressively bulge the court surface.
- In addition, there is a power pole and power lines serving the lighting for the arena parking. If these power lines belong to Fortis, at least a couple of trees would have been truncated.
- Are partially obscuring one of the arena lighting.

Should you give us permission, we would invoke all necessary safety procedures concerning the power lines. And if these trees are removed, our plan is to remove the stumps and landscape the area.

We look forward to your decision. Thank you.

Yours truly,  
**KASLO RACQUET CLUB**

“signed”

Mabel Russell, President







# THE VILLAGE OF KASLO

## Resolution 68/2017

**Policy Title:** Tree Policy

**Policy Statement:**

For the Management of Trees on Village Property

**A. Purpose:**

The purpose of this Council Policy is to provide information to the public and direction to employees for the maintenance of trees on Village owned properties including, parks, rights-of-way, boulevards and other civic land, including those lands that are used by non-profit groups and organizations under tenure granted by Council (Kaslo Golf Course , Kaslo Campground, Kaslo Cemeteries, Park Pavilion (Periwinkle Daycare), Community Garden, Curling Rink, Ice Arena, Equestrian Grounds and Logger Sports Grounds). Maintenance of trees includes trimming, shaping and or removal of trees for any purpose authorized by this policy.

**B. Policy**

**1.1 Inventory Assessment and Review**

- a. A qualified professional arborist and danger tree assessor should review park and boulevard trees every 5 years, but such a contract only proceeds if the Village allocates sufficient funds to deal with all recommended danger tree removal, limbing and pruning that may result (i.e. once identified, potential liabilities must be addressed without delay).
- b. Current assessments and inventories shall be available to the public for viewing during regular office hours and days in the village office.
- c. A listing of all trees slated for removal and the proposed replacement trees (including species and location) shall be maintained and available to the public for viewing during regular office hours and days in the village office. **Exception:** Trees may be removed in emergent situations where there is an immediate risk to life, limb or property damage.
- d. Other than in the emergent situations in 1.1.c. the owners of property within a 60 meter distance of all trees slated for removal and/or planting shall be contacted by letter by the village thirty (30) days in advance to the scheduled removal or planting and invited to affirm or to provide reasons why Council should reconsider their decision.

**1.2 Protection of Trees on Village Property**

- a. It is the objective of the Village to ensure long-term sustainability of its park-like nature of the community. Preservation of existing trees is therefore a priority and is required wherever conditions permit.
- b. The management of trees on Village property is the responsibility of the Village of Kaslo or its designated agents.

- c. Only the Village's staff or designated agent is authorized to carry out work on Village trees.
- d. No other person may plant, remove, prune or otherwise undertake any activity that may affect health and welfare of a tree on Village property without first obtaining written permission or a Tree Cutting Permit as authorized from the Public Works and Parks Superintendent, or his/her designate, for the Village of Kaslo.
- e. Trees are considered joint property when any part of the tree trunk crosses a property line.

### **1.3 Bylaw Prohibitions and Penalties**

- a. Penalties for the unauthorized removal or damage of trees in Village Parks and Trails are included in the current Parks Regulatory and Municipal Ticketing Bylaws.
- b. Penalties for the unauthorized removal or damage of trees on any other Village property may be included in future bylaw regulations, but any prohibitions are limited by Sections 50-52 of the *Community Charter*.

### **2.0 Refusal to Remove Trees**

- a. Trees will not be removed from Village property for the purpose of maintaining or enhancing view corridors. Pruning work where required for the health or maintenance of trees will be carried out at the discretion of the Public Works Foreman or his/her designate.
- b. Trees will not be removed from Village property where shade becomes an issue with properties or habitat close to parks or natural areas. In a street tree situation, pruning work where required for health or maintenance of trees will be carried out at the discretion of the Public Works Foreman or his/her designate.
- c. Trees will not be removed from Village property due to issues of leaf, flower or seed litter. This is usually a naturally occurring seasonal situation and does not justify tree removal.
- d. Trees adjacent to streams will not be removed from Village property in contradiction to the applicable Provincial or Federal Acts.
- e. Trees will not be removed from Village property in contradiction with any Village of Kaslo Wildland Interface Management Reports.

### **3. Tree Removal Criteria**

Trees will only be considered for removal from Village property only when one or more of the following criteria have been met:

- a. The tree has been determined as a "Hazard Tree" and the risk of failure cannot be mitigated by pruning or other practical means and meets the recommendation from a qualified professional, meaning "Wildlife Danger Tree Assessor", "Certified Tree Risk Assessor" or "Qualified Environmental Professional" (QEP).

- b. The tree is endangering the health or stability of other trees.
- c. The tree is interfering with or inhibiting the normal development of a more desirable tree.
- d. The tree poses an extreme public nuisance due to its species, size, location or condition.
- e. The tree is encroaching into a street or walkway in such a way that visibility and pedestrian or vehicular clearance is reduced thereby causing a traffic safety problem.
- f. The tree's removal has been approved as part of a park plan.
- g. The tree is impeding the development of streets, utilities, public works and facilities.
- h. The tree is affecting overhead utility lines where pruning operations are not considered practical.
- i. The tree is undermining or risking damage to the foundations of municipally-owned buildings;
- j. Any tree removed from parks and/or boulevards will be completely removed including the stump. Where this is not practical due to possible damage to other trees and/or infrastructure, the stump shall be ground flush to grade.

Wherever possible, residents within a 60 meter radius of a tree that is proposed for removal by Village staff or approved contractor will be notified, either verbally or in writing, prior to the work being commenced. Tree removals for emergency or hazard removal purposes may be taken without notification.

#### **4. Wood Disposal**

The following shall apply to the disposal of tree wood in excess of 200 millimeters diameter from Village owned boulevards, parks and rights of way.

- a. In the case of trees to be removed by the Village on any boulevard:
  - (i) Wood shall be first available to the immediate property owner;
  - (ii) Secondly, made available to any resident who has expressed interest in writing at least Thirty (30) days in advance to the village office and;
  - (iii) Thirdly, made available to any resident expressing interest at the time the tree is being cut down.
- b. In the case of trees to be removed by others on any Village rights-of-way, at their own expense and with prior approval by the Village, wood shall be removed by the payer and completely cleaned up to the satisfaction of the Public Works Foreman.
- c. In the case of trees removed on all other Village owned property, 4.a. (ii) and 4.a. (iii) above shall apply.

- d. With respect to section 4. (a.), all wood shall be removed immediately by the recipient after cutting.
- e. With respect to section (b.), all wood shall be removed by the recipient within 24 hours of cutting or by way of alternate arrangement with the Public Works Foreman.
- f. In the event no public interest is expressed, or the cut wood is not removed within the required time frame, all wood shall be disposed of by the municipality in the most efficient and cost-effective manner.

**5. Hazard Trees**

- a. Trees on Village property that have been assessed to be a “Hazard Tree” will be removed at the Village’s expense.
- b. The cost of removal of a joint ownership “Hazard Tree” will be shared in proportion to the amount of the tree trunk situated on each property.

**6. Maintenance**

- a. Village trees shall be maintained in such a manner as to promote general good health and not to endanger, interfere, or otherwise conflict with requirements of safe public use of an area.
- b. Any Village tree that becomes a hazard to public safety due to its habit, growth, Age, condition or disease shall be maintained to correct the problem, up to and including removal. Trees that obstruct clear views of street intersections, signs, signals or other street views that may affect safety shall be maintained to correct the problem, up to and including removal.
- c. All pruning on Village property shall be completed by Village staff or approved contractors. All tree pruning shall be completed to acceptable arboricultural practices and standards (ANSI – A300 Pruning Standards)
- d. “Topping” of Village trees is not considered to be an acceptable pruning practice. Trees will only be considered for topping in the following circumstances:
  - 1. Where statutory clearance from overhead services is required and no other options are available.
  - 2. Where the decision has been made to remove a tree from a natural area, then a tree may be topped to provide habitat as a “wildlife tree”.
- e. Upon request, the Village shall complete pruning work on Village trees to ensure appropriate clearances from structures on private property.
- f. Control of insects and pests on Village trees shall receive initial consideration by physical, cultural and biological control methods. Chemical controls will only be considered where a mix of other strategies has failed and the pest level is above Village threshold levels.
- g. Trees in “natural areas” will be maintained in as natural state as possible. Tree management work will be undertaken to address the following issues:
  - 1. Safety: May involve falling or pruning. Where feasible, all resulting vegetation debris will be left on-site as habitat.
  - 2. Tree Health: Trees may be pruned or removed where they are interfering with the health of other trees growing in the immediate area.
  - 3. Management Plans: Undertaken to achieve specific objectives as part of a park plan and may involve removals, pruning or

planting.

**6. Damage to Property or Services**

- a. Where it is deemed Village trees may be responsible for damage to private property or services, residents will be requested to outline their claims in writing to the Village.
- b. Damage from tree roots is considered a nuisance and there is no liability upon Municipalities in B.C. on actions based on nuisance. Therefore, by virtue of the current Provincial Statute Law governing Municipalities, the Village of Kaslo is not responsible for such damage resulting from trees.

**7. Trees on Private Property**

- a. The Village of Kaslo governs the management of trees on Village property only.
- b. Residents are reminded that other regulations, including any Provincial and Federal Acts deemed appropriate, can affect removal of trees on private property and appropriate approvals may be required.
- c. Where residents consider themselves impacted by tree(s) located on private property, or where they consider such tree(s) to be dangerous or block views, they are to resolve their concerns with the property owner on whose property the tree(s) are located.

**8. Trees Impacted by Development**

- a. The Village of Kaslo encourages the development community to retain significant on-site trees, wherever possible, and to augment existing trees with additional trees where appropriate.
- b. Development applications requiring Council approval must give consideration to the retention of significant trees. Existing trees should be noted on submission for consideration of retention and protection through a "Tree Retention Plan", or equivalent. The "Tree Retention Plan" shall take into consideration all existing Wildfire Interface Management Reports available for the site.

**9. Environment and Natural Hazards Area**

- a. **Private land:** Kaslo's Kootenay lake frontage and the Kaslo River are both fish bearing watercourses that flow through and/or border the Village. To protect habitat sustainability, stream bank stability and lack of riparian and aquatic vegetation, this stream corridor may require a **Development Permit** for any removals and maintenance performed within a Development Permit Area (DPA) identified in the Official Community Plan. A report from a "Qualified Environmental Professional" (QEP) explaining the rationale for the work may be required.
- b. **Village land:** To protect habitat sustainability, stream bank stability and lack of riparian and aquatic vegetation, Kootenay Lake/ Kaslo River DPAs requires a Tree Cutting Permit approved by either the Chief Administrative Officer or Council. A report from a "Qualified Environmental Professional" (QEP) may first be requested by staff or Council before a permit is approved.

**10. Tree Replacement**

- a. As a condition of a Tree Cutting Permit, the Village of Kaslo may require that any tree cut down be replaced. Unless this provision is waived, any tree cut down must be replaced within one growing season at a ratio of two replacement trees for each tree removed. The minimum size of replacement

tree is 3.0 meter in height for conifers and DBH of 80mm minimum measured 1.3 meters above ground level for deciduous species.

- b. Tree species planted by the Village shall reflect both diversity to encourage good health in Kaslo's tree population, and characteristics suitable to the planting location.
- c. No fruit, berry or nut bearing trees shall be planted on any village property.
- d. Upon issuance of a permit, trees shall be planted and cared for as specified in the Tree Retention Plan.

**11. Tree Donation**

- a. Tree donations will need to meet the relevant tree policy conditions; and be subject to planting location and any other conditions determined by the Village.

THIS POLICY WAS CONSIDERED AND ADOPTED BY COUNCIL ON March 28<sup>th</sup> 2017.

RESOLUTION 68/2017

SUPERCEDES: 2008.08.26 (Tree Trimming); Tree Management and Removal Policy 2009

UBCM 2023

# BALANCING ACT

July 24, 2023

**TO: Chief & Council; Mayor & Council**  
**FROM:** Councillor Sarah Fowler, Village of Tahsis  
Small Community Representative  
**RE: Small Talk Forum 2023**

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As your Small Community Representative, I wish to advise you of the upcoming UBCM Convention, specifically the Small Talk Forum.

Date: Tues Sept 19, 2023

Time: 9:00 am – 12:00 pm

Location: Ballroom A/B (Level 1), Vancouver Convention Centre East

The Small Talk Forum, for Indigenous and local governments with a population under 5,000, continues to be one of the most popular sessions at Convention. Your direct involvement has made the Forum a repeat success, and in 2023 we encourage you to contribute your ideas. Then, come prepared to engage in discussion of these ideas, as well as issues raised by other communities.

What are one or two challenges of greatest concern facing your community? How is your community grappling with these challenges?

If you have a best practice or success story to share, please tell us about it as well. This is an opportunity for small communities to share tips and information and help one another with day-to-day challenges. For instance, has your community completed (or is undertaking) a project or initiative that you think would be informative for other small communities?

**Please submit challenges, success stories, or other discussion topics to Bhar Sihota, Senior Policy Analyst at [bsihota@ubcm.ca](mailto:bsihota@ubcm.ca) by Fri Aug 4, 2023.** *We will distribute the list of issues at the Forum and will endeavour to address some of these issues ahead of time.* We will also have a facilitator, and resource persons on hand to provide technical information.

We hope that you will be able to take part, and encourage you to submit your ideas. I look forward to welcoming you to the 2023 Small Talk Forum!

<b>Please distribute this memo to Chief &amp; Council or Mayor &amp; Council</b>
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