

## Agenda Regular Meeting of Council Tuesday, July 22, 2025

Council Chambers - City Hall 413 Fourth Street, Kaslo

Page

#### 1. CALL TO ORDER

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

The meeting is called to order at \_\_\_\_\_ p.m.

#### 2. ADOPTION OF THE AGENDA

2.1 Adoption of the agenda

**Recommendation:** 

THAT the agenda for the July 22, 2025 Council Meeting be adopted as presented.

#### 3. ADOPTION OF THE MINUTES

7 - 13

2025.06.24 Minutes DRAFT @

**Recommendation:** 

THAT the minutes of the June 24, 2025 Council Meeting be adopted as presented.

#### 4. **DELEGATIONS**

Nil

#### 5. INFORMATION ITEMS

5.1 Council Reports

14 - 18

Mayor's Report @

**Councillor Reports** 

5.2 Committee Meetings

19 - 25

	2025.07.14 Health Advisory Committee	
	2025.06.25 Kaslo Events Committee @	
5.3	Staff Reports CAO Report	
5.4	Correspondence	26 - 28
	2025.06.25 Farmers market Nutrition Program	
	2025.06.20 Invitation to the Mining, Energy & Forestry Resource  Breakfast Series	
	2025.07.11 Shadrack - Sidewalks @	
5.5	2nd Quarter - Municipal Progress Report ❷	29 - 60
5.6	<u>Director of Financial &amp; Corporate Services</u> <i>𝕏</i>	61
5.7	Proposed RV Park - For the Record    Ø	62 - 67
5.8	South Kaslo Development Plan - What We Heard Report @	68 - 82
	ty for members of the public to ask questions or make comments ms on the agenda.	
7.1	DVP2025-01 405 4th Street	83 - 88
	2025.07.16 Staff Report <i>⊘</i>	
	Public Notice @	
	This application requests a permit to renovate existing signs and install new signs for the rebranding of the gas station at 405 4th Street. A variance is required to permit backlit signs, contrary to Sign Bylaw 1104.	
	Recommendation:	
	THAT a Development Variance Permit be issued as	
	recommended in the staff report titled DVP 2025-01 -	
	Backlit Signs at 405 Fourth Street, dated July 16, 2025.	
7.2	DVP2025-02 331 Front Street	89 - 93
	2025.07.16 Staff Report <i>∅</i>	

6.

7.

#### Public Notice @

To present a Development Variance Permit request that relieves the property owner from parking requirements for a restaurant with outdoor seating under Land Use (Zoning) Bylaw No. 1130.

#### **Recommendation:**

THAT a Development Variance Permit be issued as recommended in the staff report titled DVP2025-02 – Parking Variance at 331 Front Street, dated July 16, 2025.

## 7.3 Community Development Grants

94 - 96

Staff Report - RDCK Community Development Grant Program

\*\*Description\*\*

To seek authorization from Council to apply to the RDCK's Community Development Grant Program for funding towards projects included in the Village's 2025 budget.

#### **Recommendation:**

THAT the Village apply to the RDCK's Community Development Grant Program for \$20,000 towards the Kaslo & District Arena upgrades project.

#### **Recommendation:**

THAT the Village apply to the RDCK's Community Development Grant Program for \$30,000 towards the painting of City Hall and purchase of audio/visual equipment for Council Chambers.

#### **Recommendation:**

THAT the Village apply to the RDCK's Community Development Grant Program for \$40,000 towards the Kemball Memorial Centre renovations.

## 7.4 2025.07.11 RDCK OCP Bylaw Amendment Ø

97 - 147

For Council to consider the potential effect's of the RDCK OCP Bylaw Amendment on the Village of Kaslo.

#### **Recommendation:**

THAT staff review the Regional District of Central Kootenay's Land Use bylaw amendment for potential effect's on the Village of Kaslo and provide a response to the RDCK prior to August 15, 2025.

7.5 2025 Community Resiliency Investment FireSmart

148 - 152

## 

For Council to consider authorizing the Corporate Officer to sign the 2025 Community Resiliency Investment FireSmart Community Funding agreement.

#### **Recommendation:**

THAT staff fully execute the 2025 CRI FireSmart Community Funding and Supports Allocation-based Approval Agreement and Terms of Conditions of Funding.

#### 7.6 Council Renumeration Task Force

153 - 198

Staff Report @

Terms of Reference @

UBCM Council & Board Remuneration Guide @

To provide Council with options for performing a Council remuneration review.

#### **Recommendation:**

THAT a call for membership be issued for a Council Remuneration Task Force based on the Terms of Reference presented in the staff report titled Council Remuneration Review dated June 24, 2025.

7.7 Financial Officer and Corporate Administrator

To appoint Joni L'Heureux as Chief Financial Officer and Corporate
Administrator.

#### **Recommendation:**

THAT Joni L'Heureux be appointed as the Village's Chief Financial Officer and Corporate Officer effective August 20, 2025 and that Robert Baker cease to be the Village's Chief Financial Officer and Corporate Officer effective August 20, 2025.

## 7.8 Permissive Tax Exemptions

199 - 212

2025.06.26 Staff Report @

Permissive Tax Exemption Policy @

Financial Plan - The Use of Permissive Tax Exemptions @
Permissive Tax Exemptions under section 225-226 of the
Community Charter @

For Council to consider adopting a Permissive Tax Exemption Policy under section 224 of the Community Charter.

#### **Recommendation:**

THAT the Permissive Tax Exemption Policy drafted June 26, 2025 be adopted.

#### 8. LATE ITEMS

8.1 Kaslo Jazz Etc. Society 2025 Festival Requests

213 - 225

Staff Report @

2025.05.02 Kaslo Jazz Etc Summer Music Festival 2025 @

2025.06.23 Noise Variance Bylaw Request 🔊

Agreement - Kaslo Jazz Etc Society - 2023-2025 Ø

For Council to consider requests from the Kaslo Jazz Etc Society for the 2025 Jazz Fest event and identify any conditions that must be met.

#### **Recommendation:**

THAT for the 2025 Jazz Fest event, the Village close portions of Kaslo Bay Road to non-event traffic from 8am Wednesday, July 30, 2025 until 8am Monday, August 4, 2025, AND

THAT Kaslo Bay Park hours be extended until midnight on August 1-3, 2025, AND

THAT amplified music be permitted from 10pm until midnight on August 1-3, 2025, AND

THAT a License of Occupation be issued to the Kaslo Jazz Etc Society for use of Village land to operate a campground from July 31 - August 4, 2025 as detailed in the staff report titled Kaslo Jazz Etc Society - 2025 Event Requests, dated July 21, 2025.

#### **Recommendation:**

THAT for the 2025 Jazz Fest event, the Kaslo Jazz Etc Society be charged a daily land use fee of \$30/day, and camper fees that are 50% of the Village's Large Event Fees, as part of the License of Occupation for use of the Village's south beach lands as a campground.

#### **Recommendation:**

THAT major community events, including those organized by the Kaslo Jazz Etc Society and Chamber of Commerce, be

### referred to the Village's Events Committee.

#### 9. IN CAMERA NOTICE

**Recommendation:** 

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

(a-o) add the section provision here;

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

The open meeting recessed at \_\_\_\_\_ p.m.

10.	RAISED	FROM	IN CAMERA	A MEETING
TU.	RAISED	INUM		7 M L L I IIV U

The open meeting reconvened at \_\_\_\_\_ p.m.

#### 11. ADJOURNMENT

**Recommendation:** 

THAT the meeting be adjourned at \_\_\_\_ p.m.

## **Regular Council Meeting - Jun 24 2025 Minutes**



Tuesday, June 24, 2025 at 6:00 PM Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair: Mayor Hewat

Councillors: Bird, Brown, Leathwood, Lang

Staff: CAO Baker

Public: 11

#### 1. CALL TO ORDER

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

The meeting is called to order at 6:00 p.m.

#### 2. ADOPTION OF THE AGENDA

- 2.1 Addition of late items
  - Council Procedures Bylaw Review
  - RV Park Proposal Process
    - Correcting misinformation
    - Open House
    - Purchase and Sale Agreement
- 2.2 Adoption of the agenda

152/25 THAT the agenda for the June 24, 2025 Council Meeting be adopted as amended with the addition of late items.

CARRIED

#### 3. ADOPTION OF THE MINUTES

2025.06.10 Minutes DRAFT

153/25 THAT the minutes of the June 10, 2025 Council Meeting be adopted as presented.

**CARRIED** 

#### 4. **DELEGATIONS**

4.1 Take Action on Radon

Draft Kaslo Community Report 2025

Radon Test Kit Challenge Community Follow up Presentation

- Mayor and Council Kaslo

#### 5. INFORMATION ITEMS

5.1 Council Reports

Mayor's Report

**Councillor Reports** 

5.2 Committee Meetings

None

5.3 Staff Reports

**CAO Report** 

5.4 Correspondence

2025.06.03 Szucs RE Penny Lane

2025.06.04 Kaslo Maypole RE Spring Rec Grant Report

2025.06.05 Destination Canada RE Village of Kaslo TourismScapes Profile

2025.06.12 Pump RE Letter of Complaint

2025.06.16 Walker RE no parking request

2025.06.19 Save the Date - 2025 Ktunaxa Nation Annual General Assembly

154/25 THAT the Mayor be authorized to attend the 2025 Ktunaxa Nation Annual General Assembly with expenses paid pursuant to Municipal Policy.

**CARRIED** 

Councillor Lang left the meeting at 6:46 p.m, and returned to the meeting at 6:48 p.m.

5.5 2025 UBCM Convention – Provincial Appointment Book & MACC Staff Meeting Request Process
 2025 UBCM Convention - Email
 2025 UBCM Convention Provincial Appointment Book

155/25 THAT the Village request a meeting with appropriate Ministries for the 2025 UBCM to discuss expansion of the Kaslo Health Centre, and improved rural health care transportation.

**CARRIED** 

#### 6. QUESTION PERIOD

Three members of the public asked questions of Council.

Council recessed at 7:24 p.m. and reconvened at 7:32 p.m.

#### 7. BUSINESS

7.1 2024 Annual Report

For Council to consider the Village of Kaslo's 2024 Annual Report in accordance with section 99 of the Community Charter.

Staff Report - 2024 Annual Report

Village of Kaslo - Annual Report 2024

156/25 THAT the Village of Kaslo's 2024 Annual Report be adopted.

**CARRIED** 

7.2 2024 Statement of Financial Information

For Council to consider the Village of Kaslo's 2024 Statement of Financial information in accordance with the Financial Information Act and Regulation.

Staff Report - 2024 Statement of Financial Information

2024 Statement of Financial Information

# 157/25 THAT the Village's 2024 Statement of Financial Information be adopted.

**CARRIED** 

7.3 Temporary Licenses of Occupation – Kaslo Saturday Market
For Council to consider authorizing a Temporary License of
Occupation to Kaslo Community Services for use of 445 Front
Street to accommodate overflow vendors during their
Saturday Market on the August long weekend.

Staff Report - Temporary License of Occupation – Kaslo Saturday Market

158/25 THAT a Temporary License of Occupation be issued to Kaslo Community Services for use of 445 Front Street to accommodate overflow vendors during their Saturday Market on August 2, 2025.

CARRIED

7.4 Contract Award - Ultraviolet Treatment System Installation For Council to consider awarding the contract for the construction and installation of the UV treatment system and related upgrades to the water treatment plant control systems.

Staff Report - Contract Award - Ultraviolet Treatment Installation

2025.06.09 Tender Award Recommendation Letter from KWL

159/25 THAT Filtrum Inc. be awarded the tender for the Water Treatment Plant Ultraviolet Disinfection Upgrade, all for the tendered price of \$377,400 (excluding applicable taxes), AND FURTHER, that staff be authorized to execute the contract.

CARRIED

7.5 Purchasing Policy - Local Supplier Engagement Requirement For Council to consider an amendment to the Village's Procurement and Asset Disposal Policy.

Staff Report - Purchasing Policy - Local Supplier Engagement Requirement

Procurement and Asset Disposal Policy

RFP Language - Social Value and Local Supplier Engagement

160/25 THAT the Village's Procurement and Asset Disposal Policy be amended to include Local Supplier Engagement Requirements as presented in the staff report titled Purchasing Policy - Local Supplier Engagement Requirement dated June 19, 2025.

**CARRIED** 

#### 8. COMMITTEE OF THE WHOLE

161/25 THAT Council now resolve itself into the Committee of the Whole.

CARRIED

Council resolved into Committee of the Whole at 7:48 p.m.

8.1 Dog Control BylawBriefing Notes - Dog Control Bylaw1147 Dog Licensing Bylaw

THAT enforcement of the Village's Dog Licensing Bylaw be referred to Council's Strategic Priorities planning sessions in the fall of 2025.

**CARRIED** 

- 8.2 Council Procedures Bylaw Review
- 8.3 RV Park Proposal Process
  - Correcting misinformation
  - Open House
  - Purchase and Sale Agreement

THAT the Village issue a public facing document to correct some of the misinformation regarding the RV Park proposal.

**CARRIED** 

THAT the Village schedule an open house for the RV Park proposal.

**CARRIED** 

8.4 Rise and Report

162/25 THAT the Committee of the Whole now rise and report.

CARRIED

Council reconvened at 8:54 p.m.

#### 10. RAISED FROM COMMITTEE OF THE WHOLE

- 163/25 THAT enforcement of the Village's Dog Licensing Bylaw be referred to Council's Strategic Priorities planning sessions in the fall of 2025.
- 164/25 THAT the Village issue a public facing document to correct some of the misinformation regarding the RV Park proposal.
- 165/25 THAT the Village schedule an open house for the RV Park proposal.

**CARRIED** 

#### 11. IN CAMERA NOTICE

- 166/25 THAT in accordance with Section 90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following;
  - (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

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

**CARRIED** 

The open meeting recessed at 8:41 p.m. and reconvened at 8:54 p.m.

12.	None	<b>J</b>	
13.	ADJOURNMENT		
167/25	THAT the meeting be adjourned at	8:54 p.m.	
		CARRIED	
Co	orporate Officer	Mayor	

## Report Date: July 15, 2025 Regular Council Meeting

**Tuesday, July 22, 2025** 

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

This report covers items reported on since the June 10<sup>th</sup> meeting.

#### VILLAGE OF KASLO



#### Events Committee.

At this meeting we discussed planning for Kaslo's Birthday event which will be held on Friday, August 15<sup>th</sup> in Legacy Park. The 2025 Citizen of the Year presentation will occur at the event.

The minutes of this meeting are part of the agenda package.

#### Heath Advisory Committee.

This was our first meeting since November 2024.

We had Suzanne Lee from Interior Health attend to provide an update on the Victorian Health Centre. Tyler Dobie, President of the Victorian Hospital Auxiliary Society attended to report on the meeting with Interior Health regarding the expansion of Long-Term Care in Kaslo.

Dr. Musaji emailed a report on the services at the Victorian Community Health Centre.

The minutes of this meeting are part of the agenda package.



#### West Transit Services Committee Meeting.

Research Analyst Tom Dool gave a report on Apportionment and Service Levels for the transit service. With the new model Kaslo's requisition would increase. I can provide a copy of the report, or it can be accessed on the RDCK website.

#### First Nation Consultation Update & 2026 Budget Workshop.

We received an update from Wayne Giles with the Ministry of Indigenous Relations and Reconciliation on First Nations consultation. The was followed by a presentation by Yev Malloff regarding the 2026 budget process.

#### Joint Resource Recovery

The committee received a report on the staff investigation on controlled scavenging at select Resource Recovery sites.

The following is the comment on the Kaslo reuse shed: *Popular with customers, but often cluttered with undesirable items, lots of broken or unclean items.* 

#### Board meeting

There weren't many items that affected Kaslo, but for those that do, the following are the motions that were passed at the meeting.

#### 3.1.4 West Transit Services Committee.

That Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025 be read a FIRST and SECOND time.

#### 3.1.6 Joint Resource Recovery Motion.

That the Board direct staff to undertake the Pilot Sales Plan in 2025 at the Central Transfer Station and Ootischenia Landfill for screened Class A compost produced from the Central Compost Facility, and that compost be made available for purchase by customers at a rate of \$20 per cubic meter for loads equal to or less than 1.5 cubic meters, and by weight at a rate of \$35 per tonne for loads greater than 1.5 cubic meters, and that the minimum charge will be \$5 for all loads less than 0.25 cubic meters, with incremental pricing for each 0.25 cubic meter;

AND FURTHER, that the revenue from the Pilot Sales Plan go to Service A120 Organics Program – Central & West Subregions for compost sold at the Central Transfer Station and Ootischenia Landfill. That the Board direct staff to provide at no charge an estimated 280 cubic meters of Class A compost at the Creston Compost Facility to the Creston Fields Forward Society for its own sale and distribution in 2025, and that the Creston Fields Forward Society be responsible for transportation and all other logistics and costs associated with collection, use, distribution and sale of the donated compost.

#### 6.4.4 2025 Financial Service Grants

That the Board authorize the release of funding for the following Financial Grant Services as of August 1, 2025 subject to the receipt and staff review of society and non-profit organization financial statements, minutes of the most recent annual general meeting, and a list of active officers as per the attached 2025 Financial Service Grant list.

The grants for Kaslo and Area D are listed below.

S150 - SEARCH & RESCUE	30,000.00	Kaslo Search and Rescue Society
S194 - KASLO & DISTRICT LIBRARY	130,825.00	Kaslo & District Public Library
Association		
S221 - COMM FACILITY - REC & PARKS	11,000.00	Ainsworth Recreation Association
S221 - COMM FACILITY - REC & PARKS	9,515.00	Argenta Community Association
S221 - COMM FACILITY - REC & PARKS	12,800.00	Johnson's Landing Community Association
S221 - COMM FACILITY - REC & PARKS	56,000.00	Kaslo & District Arena Association
S221 - COMM FACILITY - REC & PARKS	10,000.00	Village of Kaslo (Kaslo & District Arena
Association Reserves)		
S221 - COMM FACILITY - REC & PARKS	10,000.00	Village of Kaslo - Regional Park
S221 - COMM FACILITY - REC & PARKS	10,000.00	Kaslo Curling Club
S221 - COMM FACILITY - REC & PARKS	40,789.00	Lardeau Valley Community Club

#### North Kootenay Lake Shared Services.

At the meeting, we discussed the following topics.

<u>Transit Services</u> – Area D & Kaslo – People are experiencing issues with getting adequate service for their needs.

<u>Kaslo Search and Rescue</u> – The discussion was around formalizing the lease and coming to agreement around sharing of space. There was also discussion regarding whether there would be enough space for their new building that they are currently raising funds for.

<u>MacDonald Creek Contract</u> – We received an update regarding the status of the contract terms and renewal.

<u>Imagine Kootenay</u> – As a member of the Steering Committee, I provided a verbal update on the grant that had been applied for by the new program coordinator.

#### Community Sustainable Living Advisory Committee

We had a delegation from Chelsey Jones, from Lardeau Valley Opportunity LINKS Society who presented the Grid Stability Pilot Project to the Committee.

The Staff Update dated July 15, 2025, from Paris Marshall Smith, Sustainability & Resilience Supervisor, on the Projects and Areas of Interest was received.

The minutes of the June 16, 2025, Invasive Species Working Group meeting were received for information.

#### **OTHER EVENTS/MEETINGS**

#### Kaslo Pride Crosswalk painting, parade and event.

Due to work commitments, I was only able to attend on Saturday, which took place in Legacy Park.

#### Selkirk College Community Consultation Session.

I made a last-minute change in plans to prioritize this meeting over the Invasive Species Working Group meeting due to its importance to Kaslo and Area residents.

The meeting was coordinated to discuss the closure of the campuses in both Kaslo and Nakusp.

There was a short presentation which provided the background on how and why this decision was reached.

There were representatives from various organizations within the community who are either impacted or could be part of a solution to keep some college services available in the community.

#### Kaslo & Area Chamber of Commerce.

I attended both the June and July meetings.

At the July meeting, Peter Moynes from Nelson Kootenay Lake Tourism attended and gave an overview of the work that they have been doing in the past several months.

They have been creating a lot of video footage for the communities served. Peter will send me the link to video that was done for Kaslo once they have a chance to add some additional footage.

They are trying to coordinate a first aid course as well as another Lunch & Learn.

#### JV Humphries School Graduation Ceremony.

I attended the ceremonies and was able to present the bursaries on behalf of the Village of Kaslo and Columbia Basin Trust/Columbia Power Corporation.

#### JV Humphries School Book Launch

Teachers at the school obtained a grant to facilitate the students writing and publishing a book based upon interviews with citizens of Kaslo and Area D. The launch of "Deep Diving into the People of Kaslo" was held at the Langham.

#### Kaslo & District Senior Citizens Shelter Society AGM.

I attended their AGM which was held at the Kaslo Senior Citizens Association Hall. There were a couple of long-time board members who stepped down. Their contributions to the Society have been greatly appreciated. Several of the prior year board members put their names forward for re-election and a couple of new members put their names forward and were elected.

#### Mercer-Celgar Stakeholders Update Call.

An update was provided regarding the recent shutdown of the mill as well as information on how the US tariffs are affecting them.

#### West Kootenay Boundary Regional Hospital District Meeting.

Our special guests for this meeting were the Honourable Brittny Anderson, Minister of State for Local Governments and Rural Communities/MLA Kootenay-Monashee, Steve Morissette Parliamentary Secretary for Rural Development/MLA Kootenay-Monashee and MLA Donegal Wilson, Boundary-Similkameen.

Some Board members submitted questions for the MLAs in advance. They then agreed to take questions from the floor. Below are the questions that I submitted in advance.

- 1. Will you support our asks and join us for our Minister meeting at UBCM in Victoria as well as providing ongoing support for these asks?
- 2. Will you work with us to advocate for seniors living in rural areas in the following areas?

  a) The construction and staffing of additional assisted living facilities and long-term care beds for rural seniors so they can stay closer to their family and friends to prevent social isolation as they age?
  - b) Will you assist in advocating for better rural health care transportation options, including but not limited to a funding increase to the Health Connections funding program through BC Transit, with the funding being targeted specifically at residents living in the more rural and remote parts of our region? There is not enough service being provided outside of the main transportation routes.

This was followed by the delegation from Interior Health from Todd Mastel, Corporate Director, Business Operations, Matt Wilkie, Corporate Director, Business Operations, Lannon DeBest, Executive Director, Clinical Operations – Kootenay Boundary, Jaymi Chernoff, Chief Operation Officer, IH South.

The page numbers listed after the topics reference the page number in the agenda which I believe you may find of interest. The agenda can be found here:

https://www.rdck.ca/corporate/wkbr-hospital-district/

Todd Mastel provided the Capital Project Status Report (page 22) and Lannon DeBest provided the Clinical Operations update (page 32).

Chair Baker provided a verbal report then spoke about the UBCM meeting priority topics arising from the Executive Committee Meeting (page 41).

This was Todd Mastel's last WKBRHD meeting before retirement. I wish him well, whatever his future may hold.

#### **UPCOMING MEETINGS/EVENTS**

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



July 16 Joint Resource Recovery @ 1:00pm

July 17 Board meeting @ 9:00am

August 19 Workshop placeholder

August 20 Joint Resource Recovery @ 1:00pm

August 21 Board meeting @ 9:00am

#### **COLUMBIA BASIN TRUST**



July 18 Finance and Audit Committee (virtual)

July 23 – 26 Board meetings in Valemount

#### VILLAGE OF KASLO



July 21 RV Park Proposal Open House @ 6:00pm

July 22 Regular meeting of Council @ 6:00pm

August 15 Kaslo's Birthday Celebration and Citizen of the Year Award Presentation

August 20 We welcome Joni L'Heureux as our Director of Finance & Corporate

Services

August 26 Regular meeting of Council @ 6:00pm

#### OTHER EVENTS/MEETINGS

August 1 – 3 Kaslo Jazz Etc. Festival

August 17 S.S. Moyie Pirate Day

August 19 Kaslo & Area Chamber of Commerce

Respectfully submitted, Mayor Suzan Hewat



## Health Advisory Committee Minutes Monday, July 14, 2025

Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair: Mayor Hewat

Members Councillor Bird, Elizabeth Brandrick, Jana Gmur,

Victoria McAllister, Leni Neumeier, Liz Ross,

**Patrick Steiner** 

Staff: CAO Baker

Public: 0

#### 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 6:01 p.m.

#### 2. ADOPTION OF THE AGENDA

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

THAT the agenda for the July 14, 2025 Health Advisory Committee Meeting be adopted as presented.

**CARRIED** 

#### 3. ADOPTION OF THE MINUTES

2024.05.13 Minutes DRAFT *@* 

<u>2024.11.18 Minutes DRAFT</u> *Ø* 

THAT the minutes of the May 13 and the November 18, 2024 Health Advisory Committee Meetings be adopted as presented.

**CARRIED** 

#### 4. **DELEGATIONS**

4.1 Suzanne Lee, Interior Health
Suzanne Lee of Interior Health gave a verbal update on the
Kaslo Primary Health Centre.

4.2 Tyler Dobie, Victorian Hospital of Kaslo Auxiliary Society

Tyler Dobie gave an update on the Victorian Hospital of Kaslo
Auxiliary Society.

#### 5. INFORMATION ITEMS

5.1 Member Reports
2025.05.06 Kaslo Community Acupuncture Society
Kaslo Community Services Society

Jana Gmur gave a verbal update on Kaslo Community Services
Society.

5.2 Correspondence

2025.04.01 BC Rural Health Network April Edition
2025.06.01 BC Rural Health Network June Edition
2025.07.01 BC Rural Health Network July Edition
2024.10.01 National Institute on Ageing - Health Care Access
Among Older Canadians

## 6. QUESTION PERIOD

Nil

#### 7. BUSINESS

7.1 Update on Kaslo Primary Health Center

#### 8. LATE ITEMS

Nil

## 9. Next Meeting

ADJOURNMENT	
THAT the meeting be adjourned	l at 7:25 p.m.
Corporate Officer	Mayor

Unless otherwise specified the next meeting will be held at the call of the

Chair.



# Kaslo Events Committee Minutes Wednesday, June 25, 2025 at 4:00PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair: Mayor Hewat

Members: Councillor Leathwood

Public: None

#### 1. CALL TO ORDER

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

#### 2. ADOPTION OF THE AGENDA

2.1 Adoption of the agenda

THAT the agenda for the June 25, 2025 Kaslo Events Committee Meeting be adopted as presented.

**CARRIED** 

#### 3. ADOPTION OF THE MINUTES

3.1 Kaslo Events Committee – March 31, 2025 - Minutes

THAT the minutes of the March 31, 2025 Kaslo Events Committee Meeting be adopted as presented.

**CARRIED** 

#### 4. **DELEGATIONS**

None

#### 5. BUSINESS

5.1 Citizen of the Year Update

The Citizen of the Year Committee met and made the selection for 2025. The recipient's information was passed along to staff so the plaques could be ordered.

#### 6. QUESTION PERIOD

None

#### 7. BUSINESS

#### 7.1 Citizen of the Year

THAT the Committee recommend to Council that starting in 2025, any unsuccessful nominations be carried forward to the next year, AND THAT a notice be placed on the Village of Kaslo website and Facebook Page, indicating the change in procedure.

**CARRIED** 

#### 7.2 Kaslo's Birthday Celebration

- Kaslo's Birthday Celebration will take place in Legacy Park from noon to 2:00pm.
- The Citizen of the Year presentation will take place at 1:30pm.
- Cake, lemonade and water will be provided.
- There will also be some entertainment and Councillor Leathwood will investigate who might be available to provide entertainment.
- Multiple groups will have tables at the event, i.e. Firesmart, and Wildsafe BC
- Cups, napkins and lemonade need to be purchased.
- MLA Brittny Anderson has been invited to attend.
- There's potential for the Victorian Hospital of Kaslo Auxiliary Society to do a Heritage Walking Tour either before or after the Birthday Celebration.
- An advertisement to be placed in the Valley Voice late in July and posters are to be printed and put up on bulletin boards around town.
- Copies of the poster to be placed on the Village website and Facebook page.
- Request assistance from Public Works and any members of Council who are available for set up and take down.

• Tables to be borrowed from the Kaslo & District Arena Association again and 3 to 4 tents from Kaslo's Saturday Market.

#### 7.3 Pollinator Garden Seed Packs

Councillor Leathwood reported that she has sourced Pollinator Garden Seed Packs. The committee would like to purchase enough packages of seeds, to provide to the first 50 people who come to the Birthday Party with a pack.

THAT the Committee Recommend to Council that to place an order for 50 Pollinator Seed Packs, to hand out at Kaslo's Birthday Celebration.

**CARRIED** 

#### 7.4 Community Development Grant

The Kaslo Event's Committee received a report on the Community Development Grant received for the Volunteer Fair.

THAT the Committee Recommend to Council that we request a change in scope for the remaining funds (if necessary) to help cover the cost of Kaslo's Birthday Celebration and Citizen of the Year Award costs.

CARRIED

## 7.5 Kaslo's Birthday Celebration

The Committee discussed and agreed to invite the members of the delegation from the Kaslo Community Garden Society and the Climate Action Team to have a table to provide education and information on pollinators and pollinator gardens.

#### 8. LATE ITEMS

Nil

9.	<b>Next Meeting</b>
•	HONE HICCEILLS

The next meeting will be held at the call of the Chair.

## 10. ADJOURNMENT

THAT the meeting be adjourned at 4:46 p.m.

	CARRIED
Corporate Officer	Mayor



June 25, 2025

1309156

Via email: <u>lee@kaslo.ca</u>

Their Worship Suzan Hewat Mayor of the Village of Kaslo

Dear Mayor Hewat,

Thank you for your letter of January 8, 2025, regarding the Farmers' Market Nutrition Coupon Program (FMNCP). I appreciate hearing directly from you about the positive impact this program has had on local farmers, the agricultural sector in the Regional District of Central Kootenay, and households with lower incomes over the past year.

I'm pleased to share that the BC Association of Farmers' Markets has received \$4.25 million from the Ministry of Health to continue delivering the FMNCP this year. This funding will help over 8,500 lower-income households in approximately 90 communities across the province access nutritious foods at local farmers' markets.

Thank you again for taking the time to write and share your perspective.

Sincerely,

Josie Osborne Minister



Mayor and Council Village of Kaslo Box 576, 413 Fourth Street Kaslo, BC V0G 1M0

Dear Mayor and Council,

June 20, 2025

## Re: Invitation to the 12th Annual Resource Breakfast Series - September 23, 24, and 25, 2025

It is my pleasure to invite you to the 12<sup>th</sup> Annual Resource Breakfast Series scheduled for September 23, 24, and 25, 2025 at the Union Club of British Columbia in Victoria, BC. The Resource Breakfast Series promises an exceptional experience, bringing together B.C. Resource Ministers, Local Area Governments, and natural resource sector leaders for insightful discussions on the latest news, advancements, and future strategies in BC's natural resource sectors.

**Event Details:** 

Date:	September 23, 24, and 25	Location:	Union Club of British Columbia,
	E .		Victoria
Time:	7:00 – 8:30 am	<b>Dress Code:</b>	Business Casual
Style:	Buffet Breakfast	<b>Government Pricing:</b>	\$27.00 + tax per breakfast

<u>Registration:</u> https://www.eventbrite.ca/e/12th-annual-resource-breakfast-series-tickets-1325280552809?aff=oddtdtcreator

As a cornerstone event, the annual Resource Breakfast Series has a long tradition of fostering a welcoming atmosphere conducive to facilitating meaningful exchanges. The series features engaging presentations containing valuable insights into the newest resource initiatives and developments. Speaker announcements to follow shortly. This exclusive event provides a unique platform for elected officials and sponsoring companies to engage in insightful conversations about BC's natural resource sector in a focused and intimate environment. Though operated independently from the UBCM convention, Local Area Government, Provincial Government officials, and select sponsors are invited to attend the series. General tickets are not available for purchase.

Tickets must be purchased to each individual breakfast. To support and encourage participation from a broad spectrum of leaders from across the Province, we are encouraging that local government limit themselves to 2 seats per Municipal Council or Regional District at any or all of the breakfasts.

We look forward to seeing you at the 12th Annual Resource Breakfast Series. Please reach out to <a href="mailto:events@c3alliance.ca">events@c3alliance.ca</a> if you have any questions.

Sincerely,

Sarah Weber, P.Geo., MBA President & CEO, C3 Alliance



## Box Kaslo British Columbia, V0G 1M0



Phon E-Mail:

Mayor & Council Village of Kaslo Box 576 BC, V0G 1M0 JUL 1 1 2025

July 8th, 2025

Dear Mayor & Council,

We have been living in the Village since 1987, 38 years, and are now 75 and 67. The sidewalk in front of our home at Avenue is in need of repair, because the breaking up concrete fills up with water in winter and is extremely difficult to navigate when it freezes. A similar situation exists for our friends Rick Korens and Debra Barrett at Street.

We also wish to point out that our sidewalk on the 3<sup>rd</sup> block of D is the only sidewalk on that block as is the sidewalk on 5 block of 3rd and the next block are the only sidewalks between there and Front Street. We are not sure how your sidewalk repair and renewal program works, but we would prefer to walk along sidewalks in winter than in the roadway instead.

Respectfully,



# 2025

2<sup>nd</sup> Quarter Municipal Progress Report



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## **Municipal Objectives & Measures**

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

MSI – Manager of Strategic Initiatives

CAO - Chief Administrative Officer

DFCS – Director of Finance & Corporate Services

PW – Public Works Foreman

FSC – FireSmart Coordinator

Objective	Measure/Strategies	Assigned	Status	Anticipated Completion	Notes
Kemball Memorial Centre Renovation	Award construction contracts for renovations to Kemball Memorial Centre	MSI	25%	3 <sup>rd</sup> quarter	Architectural, haz-mat, windows, structural in 3 <sup>rd</sup> qtr.
Remball Memorial Centre Renovation	Complete renovations at Kemball Memorial Centre	MSI	15%	4 <sup>th</sup> quarter	HVAC, electrical, sprinkler work in progress.
Water Treatment Blant Ungrades	Award construction contracts for water treatment plant upgrades	MSI	100%	2 <sup>nd</sup> quarter	Equipment on order, installation contract awarded
Water Treatment Plant Upgrades	Complete construction of water treatment plant upgrades	MSI	0%	2026	To be upon delivery of equipment
Front Street Park Landscaping	Complete landscaping project at Front Street Park	MSI	95%	3 <sup>rd</sup> quarter	Water fountain to be installed
South Kaslo Development Plan	Develop development plan for south Kaslo	MSI	60%	3 <sup>rd</sup> quarter	Data and public input have been received
South Rasio Development Plan	Adopt development plan for south Kaslo	Council	0%	4 <sup>th</sup> quarter	
	Gather & input data for Water Treatment Plant assets	MSI / PW	10%	4 <sup>th</sup> quarter	
Asset Management Program Development	Gather & input data for Wastewater Treatment Plant assets	MSI / PW	10%	4 <sup>th</sup> quarter	
	Establish a Building Maintenance Program (inventory, condition assessments)	CAO	0%	4 <sup>th</sup> quarter	Work to begin once inventory data is gathered
Wastewater Treatment Plant Design	Perform design for wastewater treatment plant upgrades and develop construction budget estimate	MSI	0%	4 <sup>th</sup> quarter	Engineer hired. Meetings with Ministry in progress.  Design to be developed in time for fall grant application
Consider Proposed RV Park	Council to consider the Purchase and Sale Agreement that would enable the RV Park development to proceed	Council	25%	3 <sup>rd</sup> quarter	
Development	Draft an RV Park zoning bylaw for review	CAO	0%	3 <sup>rd</sup> quarter	
Arena Mechanical Upgrades	Issue RFP & award contract for arena HVAC-R	MSI	0%	3 <sup>rd</sup> quarter	Competitive bid process to begin ASAP
Arena Wechanical Opgrades	Complete arena HVAC-R construction	MSI	0%	4 <sup>th</sup> quarter	
Arena Accessibility Upgrades – Feasibility Study	Finalize Feasibility Study for arena accessibility upgrades	MSI	90%	3 <sup>rd</sup> quarter	To be received by Council in 3 <sup>rd</sup> quarter
Arena Kitchen – Feasibility Study	Finalize Feasibility Study for arena kitchen upgrades	MSI	90%	3 <sup>rd</sup> quarter	To be received by Council in 3 <sup>rd</sup> quarter
Arena Back-up Power	Issue RFP and award contact for arena back-up power	MSI	0%	3 <sup>rd</sup> quarter	Competitive bid process to begin ASAP
Arena back-up rower	Install arena back-up power	MSI	0%	4 <sup>th</sup> quarter	
Accessibility Plan	Finalize Accessibility Plan	CAO	0%	4 <sup>th</sup> quarter	
Accessibility Pidil	Adopt Accessibility Plan	Council	0%	4 <sup>th</sup> quarter	
Zoning Bylaw – Review & Adoption	Draft amendment to zoning bylaw that aligns OCP with Housing Needs Report	MSI	0%	4 <sup>th</sup> quarter	



	Adopt amendment to zoning bylaw that aligns OCP with Housing Needs Report	Council	0%	4 <sup>th</sup> quarter	
Subdivision Servicing Bylaw – Review &	Draft amendment to subdivision servicing bylaw that aligns OCP with Housing Needs Report	MSI	0%	4 <sup>th</sup> quarter	Competitive bid process to begin ASAP
Adoption	Adopt amendment to subdivision servicing bylaw that aligns OCP with Housing Needs Report	Council	0%	4 <sup>th</sup> quarter	
Records & Information Management	Develop processes and procedures, including naming conventions, for Records & Information Management System	DFCS	0%	4 <sup>th</sup> quarter	Work to begin after hiring of DFCS
System - Development	Provide staff training on Records & Information Management System	DFCS	0%	4 <sup>th</sup> quarter	Work to begin after hiring of DFCS
	Purchase and implement Work Management & Scan modules in MAIS	DFCS	0%	4 <sup>th</sup> quarter	Work to begin after hiring of DFCS
	Replace IT equipment at end of life	CAO	20%	4 <sup>th</sup> quarter	Meeting is scheduled with IT consultant to develop plan
	Develop and implement staff training plans	CAO	0%	4 <sup>th</sup> quarter	
	Document permit approval processes and procedures	CAO	0%	4 <sup>th</sup> quarter	Work to begin after hiring of DFCS
	Document subdivision approval processes and procedures	CAO	0%	4 <sup>th</sup> quarter	
	Ensure regulatory compliance with the conditions of permits for Water Treatment Plant	PW	5%	4 <sup>th</sup> quarter	
	Ensure regulatory compliance with the conditions of permit for Wastewater Treatment Plant	PW	0%	4 <sup>th</sup> quarter	
	Ensure regulatory compliance with building's electrical permits	MSI / PW	25%	4 <sup>th</sup> quarter	
Governance & Operations – Administrative Improvements	Implement Computerized Maintenance Management System for buildings, roads & grounds, parks, utilities, and fleet	CAO	0%	4 <sup>th</sup> quarter	Work to begin once inventory data is gathered
, , , , , , , , , , , , , , , , , , ,	Renew Lease Agreement with Thrift Store	CAO	50%	3 <sup>rd</sup> quarter	Notice of disposition to be issued ASAP
	Renew Agreement with campground operator	CAO	50%	3 <sup>rd</sup> quarter	
	Review/develop bylaws, policies, process maps, procedures for Sewer Source Control	MSI	0%	4 <sup>th</sup> quarter	Competitive bid process to begin ASAP
	Review/develop bylaws, policies, process maps, procedures for Water Cross Connection	MSI	0%	4 <sup>th</sup> quarter	Competitive bid process to begin ASAP
	Review/develop bylaws, policies, process maps, procedures for Aerodrome	CAO	50%	4 <sup>th</sup> quarter	
	Review/develop bylaws, policies, process maps, procedures for NG911	MSI	0%	2026	
	Review/develop bylaws, policies, process maps, procedures for Fleet reserve fund	DFCS	0%	4 <sup>th</sup> quarter	Work to begin after hiring of DFCS
	Review/develop bylaws, policies, process maps, procedures for Fees & Charges	CAO	0%	4 <sup>th</sup> quarter	Work to begin after hiring of DFCS



	Review/develop bylaws, policies, process maps, procedures for Council Correspondence	CAO	10%	3 <sup>rd</sup> quarter	
	Review/develop bylaws, policies, process maps, procedures for Grants-in-Aid	CAO	0%	4 <sup>th</sup> quarter	Work to begin after hiring of DFCS
	Review/develop bylaws, policies, process maps, procedures for Permissive Tax Exemptions	CAO	25%	3 <sup>rd</sup> quarter	Call for applications issued. Bylaw to be adopted in fall.
	Review/develop bylaws, policies, process maps, procedures for Sidewalk Maintenance & Repair	CAO	0%	4 <sup>th</sup> quarter	
	Review/develop bylaws, policies, process maps, procedures for Flags	CAO	15%	4 <sup>th</sup> quarter	
	Determine how to proceed with Manager of Strategic Initiatives position	Council	0%	4 <sup>th</sup> quarter	
	Determine scope of Moyie amphitheater/slope stabilization project	MSI	0%	3 <sup>rd</sup> quarter	
Moyie Amphitheatre/Slope	Perform design & cost estimate for Moyie amphitheater/slope stabilization project	MSI	0%	3 <sup>rd</sup> quarter	
Stabilization	Issue RFP & award contracts for Moyie amphitheater/slope stabilization project	MSI	0%	4 <sup>th</sup> quarter	
	Complete construction for Moyie amphitheater/slope stabilization project	MSI	0%	2026	
	Perform design and develop budget estimate for pressure reducing valves project	MSI	0%	3 <sup>rd</sup> quarter	
Pressure Reducing Valves	Issue RFP & award contract for pressure reducing valves project	MSI	0%	4 <sup>th</sup> quarter	
	Complete construction for pressure reducing valves project	MSI	0%	2026	
	Apply for permit and determine budget estimate for wharf demolition	MSI	40%	3 <sup>rd</sup> quarter	Permit approved by Ministry.
Waterfront Development [wharf	Establish funding for wharf demolition	MSI	0%	2026	Seek grant in 2026
demolition]	Issue RFPs & award contracts for wharf demolition	MSI	0%	2026	Pending award of grant
	Complete wharf demolition	MSI	0%	2027	
Course Water Dust estima Diag	Develop scope, issue RFP, award contract(s) for source water protection plan	MSI	0%	3 <sup>rd</sup> quarter	Competitive bid process to begin ASAP
Source Water Protection Plan	Develop and adopt a source water protection plan	MSI	0%	4 <sup>th</sup> quarter	
McDonald Creek Water Supply Contract	Negotiate terms with Regional District for McDonald Creek water supply contract	CAO	15%	4 <sup>th</sup> quarter	Meetings are underway

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### **Projects**

MSI – Manager of Strategic Initiatives

CAO - Chief Administrative Officer

DFCS – Director of Finance & Corporate Services

PW – Public Works Foreman

FSC – FireSmart Coordinator

Area of Operations	Project	Assigned	Status	Budget	YTD	Year-End Projection	Anticipated Completion	Notes
Administration	Asset Management Plan	MSI /PW	25%	\$60,000		\$60,000	4 <sup>th</sup> quarter	
	Arena Upgrades	MSI	0%	\$237,590		\$237,590	4 <sup>th</sup> quarter	Competitive bid process to begin ASAP
Buildings, Facilities, Property	City Hall	MSI	15%	\$90,000		\$90,000	3 <sup>rd</sup> quarter	Painting in progress. Audio/Video complete
	Kemball Building Renovation	MSI	20%	\$1,316,041		\$1,316,041	4 <sup>th</sup> quarter	Construction in progress. More contracts to be awarded
Equipment & Supplies	Mower	PW	95%	\$25,000	\$23,937	\$25,000	3 <sup>rd</sup> Quarter	Miscellaneous parts on order.
Information Systems	Hardware & Software Upgrades	DFCS	0%	\$18,500		\$18,500	4 <sup>th</sup> quarter	Work to begin after hiring of DFCS
Land Administration, Legislative & Regulatory Services	Zoning bylaw, subdivision servicing bylaw, Bill 44 requirements	MSI	0%	\$135,640		\$135,640	4 <sup>th</sup> quarter	Competitive bid process to begin ASAP
	SS Moyie Amphitheatre	MSI /PW	0%	\$55,000		\$55,000	4 <sup>th</sup> quarter	
	Flood & Erosion Planning	MSI /PW	5%	\$69,500		\$69,500	4 <sup>th</sup> quarter	Competitive bid process to begin ASAP
	LED Streetlights	PW	0%	\$40,000		\$40,000	4 <sup>th</sup> quarter	
	Water Treatment Plant Upgrades	MSI /PW	25%	\$969,718		\$969,718	2026	Equipment ordered. Installation contract awarded.
Engineering & Public Works	Pressure Regulating Valves	MSI /PW	0%	\$230,000		\$230,000	4 <sup>th</sup> quarter	Competitive bid process to begin ASAP
	Source Water Protection Plan	MSI /PW	5%	\$90,500		\$90,000	4 <sup>th</sup> quarter	Competitive bid process to begin ASAP
	Wastewater Treatment Plant Upgrades	MSI /PW	0%	\$60,000		\$60,000	4 <sup>th</sup> quarter	Engineer hired. Meetings with Ministry in progress.  Design to be developed in time for fall grant application
	Groundwater Testing	MSI /PW	20%	\$14,700		\$14,700	4 <sup>th</sup> quarter	
Parks Administration	Front Street Park Landscaping	MSI	95%	\$60,963		\$60,963	3 <sup>rd</sup> quarter	Water fountain to be installed
Planning & Dayslanmant	Kaslo South	MSI	60%	\$60,000		\$60,000	4 <sup>th</sup> quarter	Data and public input have been received
Planning & Development	Waterfront (wharf demo)	MSI	40%	\$79,700		\$79,700	4 <sup>th</sup> quarter	Permit approved. Budget estimate to be determined
Protective Services	FireSmart	FSC	0%	\$386,313		\$386,313	4 <sup>th</sup> quarter	Position to be filed once grant funding is confirmed
Protective services	Next Generation 911	MSI	0%	\$40,000		\$40,000	2026	
Recreation & Cultural Services	Library	-	-	\$368,000	-	-	-	Contingent upon grant funding
	Active Transportation Network Plan	MSI	100%	\$23,892		\$23,892	2 <sup>nd</sup> Quarter	Complete
Transportation & Transit Services	Paving	MSI	%	\$800,000		\$800,000	4 <sup>th</sup> quarter	Competitive bid process to begin ASAP
	Street Signs & Road Markings	MSI	100%	\$14,920		\$14,920	1 <sup>st</sup> Quarter	Complete



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# **Variance Report**

REVENUE	<b>Budget Amount</b>	Year-to-Date	Percent	Remaining	Comments
General Tax Revenue	(852,380)	(852,568)	100%	188	
Grants-in-Lieu	(33,639)	(32,417)	96%	(1,222)	
Tax Penalties & Interest	(15,696)	(15,258)	97%	(438)	
Sale of Services	(67,100)	(29,059)	43%	(38,041)	Garbage tag and recycling revenue
Licenses & Permits	(18,555)	(21,207)	114%	2,652	Business license fees
Planning & Development	(12,250)	(5,852)	48%	(6,398)	
Rental & Leases	(83,000)	(60,810)	73%	(22,190)	Leases and rent
Other Income	(8,625)	(52,100)	604%	43,475	Library donation \$45,000
Investment Income	(88,000)	(32,173)	37%	(55,827)	
Campground	(39,500)	(12,600)	32%	(26,900)	
Aerodrome	(13,000)	(10,589)	81%	(2,411)	Leases and license fees
Cemeteries	(10,750)	(2,100)	20%	(8,650)	
Capital & Project Funding	(1,753,300)	(135,845)	8%	(1,617,455)	Grant funding is received as projects progress
Non-Capital Conditional Funding	(513,947)	(19,154)	4%	(494,793)	Grant funding is received as projects progress
Unconditional Funding	(381,400)	(344,000)	90%	(37,400)	Small Communities Grant
Sale of Assets & Land	0	(1,634)		1,634	
Transfers between Accounts	(80,000)	0	0%	(80,000)	Transfers between operating, water, and sewer occur by year-end
Transfers from Reserves	(1,953,328)	(121,830)	6%	(1,831,498)	Transfers from reserves occur as projects progress
Transfers from Surplus	(272,132)	0	0	(272,132)	Transfer from surplus occur by year-end
Water Rates & Charges	(344,228)	(314,569)	91%	(29,659)	Water user fees recieved. Connection fees and other revenue on target.
Water Taxation	(92,314)	(98,731)	107%	6,417	Water parcel taxes received
Water Other Revenue	(127,963)	(76,500)	60%	(51,463)	
Water Capital Funding	(1,154,255)	(67,481)	0	(1,086,774)	
Sewer Rates & Charges	(148,782)	(161,571)	109%	12,789	Wastewater user fees received. Connection fees and other revenue on target.
Sewer Taxation	(20,871)	(21,729)	104%	858	Wastewater parcel taxes received
Sewer Other Revenue	(6,000)	(1,705)	28%	(4,295)	
Sewer Capital Funding	(85,000)	0	0	(85,000)	
Collections for Others	(1,521,575)	(1,516,446)	100%	(5,129)	
TOTAL REVENUE	(9,697,590)	(4,007,928)	41%	(5,689,662)	



EXPENSE	Budget Amount	Year-to-Date	Percent	Remaining	Comments
Council & Administration	814,992	382,372	47%	432,620	
Supplies & Services	209,167	148,947	71%	60,220	Includes annual insurance premiums.
Protective Services	473,776	95,140	20%	378,636	FireSmart funding is received as project progresses
Planning & Economic Development	349,282	84,872	24%	264,410	
Facilities	170,420	138,809	81%	31,611	Includes annual insurance premiums.
Recreation & Culture	133,467	59,749	45%	73,718	
PW Operations	309,465	127,254	41%	182,211	
PW Fleet & Equipment	69,750	31,125	45%	38,625	
Environmental Services	111,723	54,823	49%	56,900	
Campground	20,865	5,361	26%	15,504	
Aerodrome	18,310	14,072	77%	4,238	
Cemeteries	2,310	2,662	115%	(353)	
Debt Servicing	0	0		0	
Capital & Projects	3,029,384	193,011	6%	2,836,373	
Transfers between Accounts	190,000	1,073	1%	188,927	Transfers between operating, water, and sewer occur by year-end
Transfers to Reserves	308,692	100,440	33%	208,252	Transfers from reserves occur as projects progress
Water Personnel	116,523	50,593	43%	65,931	
Water Operating	176,250	54,571	31%	121,680	
Water Debt Servicing	0	0		0	
Water Emergency Management	0	0		0	
Water Capital Expenditures	1,189,718	168,377	14%	1,021,342	
Transfer to Water Reserve	221,269	0	0%	221,269	Reserve transfers occur at year-end
Sewer Personnel	100,956	33,685	33%	67,271	
Sewer Operating	47,670	19,610	41%	28,060	
Sewer Debt Servicing	0	0		0	
Sewer Capital Expenditures	60,000	0	0%	60,000	
Transfer to Sewer Reserve	52,027	0	0%	52,027	Reserve transfers occur at year-end
Collections for Others	1,521,575	0	0%	1,521,575	Collections for others become payable between July and year-end.
TOTAL EXPENDITURES	9,697,590	1,766,544	18%	7,931,045	
TOTAL VARIANCE		(2,241,384)			[Total expenditures / by total revenue]



## **Revenue Report**

		2025 Budget	2025 YTD	%	\$ Remaining
COLLECTIONS FOR OTH	HERS				
11-453-6400-490	School Tax Collection	(621,441)	(620,754)	100%	(686)
11-453-6400-491	Police Tax Collection	(85,492)	(84,435)	99%	(1,057)
11-453-6400-492	RDCK Tax Collection	(715,212)	(715,370)	100%	158
11-453-6400-493	Hospital District Collection	(59,261)	(59,274)	100%	13
11-453-6400-494	MFA Collection	(76)	(76)	99%	(0)
11-453-6400-495	BCAA Collection	(14,279)	(14,435)	101%	156
11-453-6400-496	Other Collections (PILTs)	(25,814)	(22,101)	86%	(3,713)
	Collections for Others	(1,521,575)	(1,516,446)	100%	(5,129)
OFNEDAL TAY DEVENU	1-				
<b>GENERAL TAX REVENU</b> 11-452-6000-450	Residential Class 1	(720,038)	(718,792)	100%	(1,246)
11-452-6000-451	Utilities Class 2	(18,004)	(18,781)	104%	777
11-452-6000-452	Light Industry class 5	(2,412)	(2,621)	109%	209
11-452-6000-453	Business class 6	(110,719)	(111,126)	100%	407
11-452-6000-454	Rec/Non profit - Class 8	(1,194)	(1,236)	104%	
11-452-6000-455	Supportive Housing - Class 3	0	0		
11-452-6000-456	Farm Class 9	(13)	(13)	96%	(1)
	General Tax Revenue	(852,380)	(852,568)	100%	188
GRANTS IN LIEU	5   1005	(44.250)	(40.000)	240/	(4, 222)
11-452-6200-483	Federal PILT	(14,250)	(13,028)	91%	(1,222)
11-452-6200-484	LGA 1% Telus	(2,211)	(2,211)	100%	0
11-452-6200-485	LGA 1% Fortis	(17,178)	(17,178)	100%	0
11-452-6200-487	Other 1%	(22,520)	(22.447)	0.00/	(4.222)
	Grants-in-Lieu	(33,639)	(32,417)	96%	(1,222)
TAX PENALTIES & INTE	REST				
11-452-6000-459	Tax Penalties	(13,080)	(14,099)	108%	1,019
11-452-6000-460	Arrears Interest	(2,180)	(950)	44%	(1,230)
11-452-6000-461	Delinquent Interest	(436)	(209)	48%	(227)
	Tax Penalties & Interest	(15,696)	(15,258)	97%	(438)



SALE OF SERVICES					
11-102-7000-544	Internal Revenues - Committees/Projects	0	(225)		225
11-103-7300-600	Sales Other	(350)	(108)	31%	(242)
11-152-7300-600	Public Works Sales OTHER	(300)	0	0%	(300)
11-153-7300-552	EV Charging Station Revenue	(950)	(463)	49%	(487)
11-153-7300-600	Public Works Sales GRAVEL	0	0		
11-201-6900-536	Tipping fees	(25,000)	(12,791)	51%	(12,209)
11-201-7300-600	Recycling contract revenue	(27,000)	(12,433)	46%	(14,567)
11-352-7300-426	Memorials & Donations	(13,500)	(3,040)	23%	(10,460)
	Sale of Services	(67,100)	(29,059)	43%	(38,041)
CAMPGROUND					
11-352-7100-551	Campground Revenue	(39,500)	(12,600)	32%	(26,900)
	Campground	(39,500)	(12,600)	32%	(26,900)
LICENSES & PERMITS					
11-452-6900-525	Business Licenses	(17,500)	(20,000)	114%	
		(17,500)	(20,000)	114/0	2,500
11-452-6900-528	Sign Permit Fees	(30)	(250)	833%	2,500 220
11-452-6900-528 11-303-6800-520	Sign Permit Fees Bylaw Enforcement Fine				•
		(30)	(250)	833%	220
11-303-6800-520	Bylaw Enforcement Fine	(30) (100)	(250)	833% 0%	220 (100)
11-303-6800-520 11-303-6900-530	Bylaw Enforcement Fine Burning Permit Fees	(30) (100) (50)	(250) 0 (60)	833% 0% 120%	220 (100) 10
11-303-6800-520 11-303-6900-530 11-303-6900-534	Bylaw Enforcement Fine Burning Permit Fees Dog Licenses Licenses & Permits	(30) (100) (50) (875)	(250) 0 (60) (897)	833% 0% 120% 103%	220 (100) 10 22
11-303-6800-520 11-303-6900-530	Bylaw Enforcement Fine Burning Permit Fees Dog Licenses Licenses & Permits	(30) (100) (50) (875)	(250) 0 (60) (897)	833% 0% 120% 103%	220 (100) 10 22
11-303-6800-520 11-303-6900-530 11-303-6900-534	Bylaw Enforcement Fine Burning Permit Fees Dog Licenses Licenses & Permits	(30) (100) (50) (875)	(250) 0 (60) (897)	833% 0% 120% 103%	220 (100) 10 22
11-303-6800-520 11-303-6900-530 11-303-6900-534 PLANNING & DEVELOI	Bylaw Enforcement Fine Burning Permit Fees Dog Licenses Licenses & Permits	(30) (100) (50) (875) (18,555)	(250) 0 (60) (897) <b>(21,207)</b>	833% 0% 120% 103% <b>114%</b>	220 (100) 10 22 <b>2,652</b>
11-303-6800-520 11-303-6900-530 11-303-6900-534 PLANNING & DEVELOI 11-452-6900-527	Bylaw Enforcement Fine Burning Permit Fees Dog Licenses Licenses & Permits  PMENT Building Permits	(30) (100) (50) (875) (18,555)	(250) 0 (60) (897) <b>(21,207)</b>	833% 0% 120% 103% <b>114%</b>	220 (100) 10 22 <b>2,652</b>
11-303-6800-520 11-303-6900-530 11-303-6900-534 PLANNING & DEVELOI 11-452-6900-527 11-251-6900-529	Bylaw Enforcement Fine Burning Permit Fees Dog Licenses Licenses & Permits  PMENT Building Permits Subdivision and Zoning Fees	(30) (100) (50) (875) (18,555) (450) (7,500)	(250) 0 (60) (897) <b>(21,207)</b> (1,000) (2,852)	833% 0% 120% 103% <b>114%</b> 222% 38%	220 (100) 10 22 <b>2,652</b> 550 (4,648)



RENTAL & LEASES					
11-103-7100-552	Contract Lease - City Hall only	(11,250)	(9,515)	85%	(1,735)
11-152-7100-551	Public Works Rental	(850)	(544)	64%	(306)
11-353-7100-553	License of Occupation Fees	(1,600)	(2,099)	131%	499
11-352-7100-552	Park Rental Fees	(13,350)	(8,505)	64%	(4,845)
11-353-7100-125	Kemball Rent & Leases	(40,000)	(27,241)	68%	(12,759)
11-353-7100-551	Rental of Municipal Buildings and Rooms	(150)	0	0%	(150)
11-353-7100-552	Building & Property Leases	(11,000)	(10,930)	99%	(70)
11-356-7100-552	Boat Club Leases	(4,800)	(1,976)	41%	(2,824)
	Rental & Leases	(83,000)	(60,810)	73%	(22,190)
AERODROME					
11-601-7100-552	Aerodrome Lease & Commercial Use Fees	(13,000)	(10,589)	81%	(2,411)
	Aerodrome	(13,000)	(10,589)	81%	(2,411)
OTHER INCOME					
OTHER INCOME 11-452-7200-570	BC Streetlighting Grant	(900)	(474)	53%	(426)
	BC Streetlighting Grant Library Building & Land Donations	(900) O	(474) (45,000)	53%	(426) 45,000
11-452-7200-570		, ,	, ,	53%	, ,
11-452-7200-570 11-353-7300-426	Library Building & Land Donations	0	(45,000)	53%	, ,
11-452-7200-570 11-353-7300-426 11-353-7300-600	Library Building & Land Donations Building sales/ donations	0	(45,000)		45,000
11-452-7200-570 11-353-7300-426 11-353-7300-600 11-452-7300-600	Library Building & Land Donations Building sales/ donations Other Misc. Revenue	0 0 (5,000)	(45,000) 0 (6,626)		45,000
11-452-7200-570 11-353-7300-426 11-353-7300-600 11-452-7300-600 11-452-7300-604	Library Building & Land Donations Building sales/ donations Other Misc. Revenue Logging Revenue-Firesmart Project	0 0 (5,000)	(45,000) 0 (6,626)	133%	45,000 1,626
11-452-7200-570 11-353-7300-426 11-353-7300-600 11-452-7300-600 11-452-7300-604	Library Building & Land Donations Building sales/ donations Other Misc. Revenue Logging Revenue-Firesmart Project School Tax Administration Fee Other Income	0 0 (5,000) 0 (2,725)	(45,000) 0 (6,626) 0	133%	45,000 1,626 (2,725)
11-452-7200-570 11-353-7300-426 11-353-7300-600 11-452-7300-600 11-452-7300-604 11-453-7000-542	Library Building & Land Donations Building sales/ donations Other Misc. Revenue Logging Revenue-Firesmart Project School Tax Administration Fee Other Income	0 0 (5,000) 0 (2,725)	(45,000) 0 (6,626) 0	133%	45,000 1,626 (2,725)
11-452-7200-570 11-353-7300-426 11-353-7300-600 11-452-7300-600 11-452-7300-604 11-453-7000-542	Library Building & Land Donations Building sales/ donations Other Misc. Revenue Logging Revenue-Firesmart Project School Tax Administration Fee Other Income	0 0 (5,000) 0 (2,725) (8,625)	(45,000) 0 (6,626) 0 0 (52,100)	133% 0% <b>604%</b>	45,000 1,626 (2,725) 43,475



CAPITAL & PROJECT FU	JNDING				
11-152-7500-615	Borrowing proceeds for a vehicle	0	0		
11-304-7200-567	Grant UBCM - Protective Services	(367,345)	(67,345)	18%	(300,000
11-353-7200-564	Building Grant	(75,000)	0	0%	(75,000
11-401-7200-561	Grants- Emergency Measures	(69,500)	(68,500)	99%	(1,000
11-452-7200-568	Grants - CBT	(105,600)	0	0%	(105,600
11-452-7200-572	Canada Community Building Fund (CCBF)	(116,735)	0	0%	(116,735
11-452-7200-574	Grants - ICIP Federal Infrastructure	(845,238)	0	0%	(845,238
11-452-7200-575	Grants - CBT - Buildings	(104,148)	0	0%	(104,148
11-452-7200-576	Grants - CBT - Parks	(69,734)	0	0%	(69,734
11-452-7200-578	Grants - Other Federal	0	0		
	Capital & Project Funding	(1,753,300)	(135,845)	8%	(1,617,455
NON-CAPITAL CONDIT	IONAL FUNDING				
11-251-7200-563	Planning Grant	(292,119)	0	0%	(292,119
11-252-7200-170	Provincial Economic Development Grant	0	0		
11-252-7200-564	Grants - Other	(8,960)	(7,460)	83%	(1,500
11-252-7200-567	Grants - UBCM	(65,000)	306	0%	(65,306
11-354-6500-566	RDCK Parks and Recreation	(31,500)	0	0%	(31,500
11-452-6500-565	RDCK Community Development Program	(94,000)	(4,000)	4%	(90,000
11-452-7200-569	Climate Action Grant	0	0		
11-452-7200-571	Grant - Federal	(3,400)	0	0%	(3,400
11-452-7200-577	Grants - CBT - Other	(18,968)	(8,000)	42%	(10,968
	Non-Capital Conditional Funding	(513,947)	(19,154)	4%	(494,793
JNCONDITIONAL FUN	DING				
11-452-7200-562	Small Community Protection Grant	(381,400)	(344,000)	90%	(37,400
	Unconditional Funding	(381,400)	(344,000)	90%	(37,400



ATER RATES & CHAF	RGES				
21-504-6100-470	Water user rates	(339,228)	(329,772)	97%	(9,456)
21-504-6100-472	Water connection fees	(14,000)	(5,208)	37%	(8,792)
21-504-6100-473	Water Discount	26,000	27,161	104%	(1,161)
21-504-6100-476	Water Connection Construction Charges	(14,000)	(5,362)	38%	(8,638)
21-502-6100-470	Campground Shower Fees	(2,500)	(824)	33%	(1,676)
21-504-6600-510	Water Utility Interest (Late Fees)	(500)	(564)	113%	64
	Water Rates & Charges	(344,228)	(314,569)	91%	(29,659)
ATER TAXATION					
21-504-6100-471	Parcel Tax Water	(92,314)	(98,731)	107%	6,417
	Water Taxation	(92,314)	(98,731)	107%	6,417
ATER OTHER REVEN	UE				
21-502-7400-561	Emergency Funding	(90,500)	(76,500)	85%	(14,000)
21-504-7200-500	RDCK Water Utility Support	(35,463)	0	0%	(35,463)
21-504-7600-617	Transfer from General to Water	(2,000)	0	0%	(2,000)
21-504-7600-619	Prior Year Surplus/Deficit (WU)	0	0		
	Water Other Revenue	(127,963)	(76,500)	60%	(51,463)
ATER CAPITAL FUND	DING				
21-504-7200-568	Grants - CBT	0	0		
21-504-7200-571	Federal & Provincial Grants	(630,464)	(67,481)	11%	(562,983)
21-504-7600-618	Transfer from Water Reserve	(408,791)	0	0%	(408,791)
21-554-7600-572	Transfer to Water Utility from Community Works	(115,000)	0	0%	(115,000)
	Water Capital Funding	(1,154,255)	(67,481)	6%	(1,086,774)



WASTEWATER RATES	& CHARGES				
31-554-6100-470	Sewer User Rates	(140,782)	(152,137)	108%	11,355
31-554-6100-472	WWTP Access Fee	(8,000)	(9,434)	118%	1,434
31-554-6100-476	Sewer Connection Installation Charges	0	0		
	Sewer Rates & Charges	(148,782)	(161,571)	109%	12,789
WASTEWATER TAXAT	ON				
31-554-6100-471	Parcel Tax Sewer	(20,871)	(21,729)	104%	858
	Sewer Taxation	(20,871)	(21,729)	104%	858
WASTEWATER OTHER	REVENUE				
31-352-7100-551	Sani Dump & Campground	(6,000)	(1,705)	28%	(4,295)
31-552-7100-551	Other fees	0	0		
	Sewer Other Revenue	(6,000)	(1,705)	28%	(4,295)
WASTEWATER CAPITA	L FUNDING				
31-554-7200-571	Federal/Provincial Grant (Sewer)	(9,850)	0	0%	(9,850)
31-554-7600-619	Transfer from Sewer Capital Reserve	(4,850)	0	0%	(4,850)
31-554-7600-617	Transfer from General to Sewer	(10,300)	0	0%	(10,300)
31-554-8800-764	Transfer from General to Sewer (Community Works)	(60,000)		0%	(60,000)
	Sewer Capital Funding	(85,000)	0	0%	(85,000)



<b>METERIES</b>					
11-202-6900-535	Cemetery Open/Close Fees	(4,250)	(450)	11%	(3,800)
41-352-7300-535	Cemetery Other Income & Donations	(2,500)	0	0%	(2,500)
41-202-6900-535	Cemetery Maintenance Fees	(4,000)	(1,650)	41%	(2,350)
	Cemeteries	(10,750)	(2,100)	20%	(8,650)
ANSFER FROM RESE	RVES				
11-401-7600-619	Transfers from other Reserves	(55,000)	0	0%	(55,000)
11-452-7600-510	Transfers from other Reserves (Interest)	(100,000)	(55,440)	55%	(44,560)
11-452-7600-572	Transfer from Community Works Reserve Transfer from Growing Communities	(445,000)	0	0%	(445,000)
11-452-7600-780	Reserve	(823,000)	0	0%	(823,000)
11-452-7600-600 11-452-7600-609	Transfer from Transportation Reserve Transfer from Buildings, Vehicles,	(172,460)	(7,460)	4%	(165,000)
	Equipment Reserve	(25,000)	(22,904)	92%	(2,096)
11-452-7600-611	Transfer from Library Reserve	0	0		
11-452-7600-612	Transfer from Climate Action Reserve	(107,113)	0	0%	(107,113
11-452-7600-613	Transfer from Public Arts Reserve Transfer from Parks, Recreation, Open	0	0		
11-452-7600-614	Spaces Reserve	(41,229)	0	0%	(41,229
11-452-7600-766	Transfer from City Hall Reserve Transfer from Arena, Curling, Racquet	(60,000)	0	0%	(60,000
11-452-7600-770	Courts Reserve Transfer from Cemetery Maintenance	(121,026)	(36,026)	30%	(85,000
11-452-8800-378	Reserve	0	0		
11-603-7600-619	Transfer from Aerodrome Reserve	(3,500)	0	0%	(3,500
41-452-7600-619	Transfer from Cemetery Reserve	0	0		
	Transfers from Reserves	(1,953,328)	(121,830)	6%	(1,831,498
NSFERS FROM SUF	RPLUS				
11-452-7200-601	Safe Restart/COVID-19 Grant	0	0		
11-452-7600-400	Transfer from Surplus	(150,929)	0	0%	(150,929
11-452-7600-617	Prior Year Surplus/Deficit	(121,203)	0	0%	(121,203
	Transfers from Surplus	(272,132)	0	0%	(272,132
ANSFERS BETWEEN	ACCOUNTS				
11-504-7600-618	Transfer from Water Service Charges Transfer from Water Fund (Addn Admin	(40,000)	0	0%	(40,000
11-504-7600-620	Fees)	(15,000)		0%	(15,000
11-554-7600-619	Transfer from Sewer Service Charges	(25,000)	0	0%	(25,000
11 334 7000 013			_		100 000
11 334 7000 013	Transfers between Accounts	(80,000)	0	0%	(80,000



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# **Expense Report**

		2025 Budget	2025 YTD	%	\$ Remaining
REMITTANCE TO OTHE	RS				
12-453-8700-750	School Tax Collection	621,441	0	0%	621,441
12-453-8700-751	Police Tax Collection	85,492	0	0%	85,492
12-453-8700-752	RDCK Tax Collection	715,212	0	0%	715,212
12-453-8700-753	Hospital District Collection	59,261	0	0%	59,261
12-453-8700-754	MFA Collection	76	0	0%	76
12-453-8700-755	BCAA Collection	14,279	0	0%	14,279
12-453-8700-756	GIL/PILT Collections for other agencies	25,814	0	0%	25,814
	Collections for Others	1,521,575	0	0%	1,521,575
<b>COUNCIL &amp; ADMINIST</b>	RATION				
12-101-8000-621	Council Indemnity/Stipend	34,787	17,250	50%	17,537
12-101-8000-622	Mayor Indemnity/Stipend	16,508	8,218	50%	8,290
12-101-8000-623	Mayor Travel	2,500	1,212	48%	1,288
12-101-8000-624	Council Travel	15,000	2,550	17%	12,450
12-101-8000-643	Council Benefits	24,000	13,298	55%	10,702
12-102-8000-620	Staff Salaries	573,391	265,311	46%	308,080
12-102-8000-643	Benefits - General Admin. Dept.	121,805	55,822	46%	65,984
12-102-8000-625	Staff Travel and Training	5,000	825	17%	4,175
12-102-8000-641	Committee Expenses	4,500	2,792	62%	1,708
12-102-8000-646	Management Travel & Training	17,500	15,093	86%	2,407
12-452-8000-644	Employer Health Tax (EHT) Prov.	0	0		0
	Council & Administration	814,992	382,372	47%	432,620



SUPPLIES & SERVICES					
12-102-8000-627	General Advertising	5,000	2,650	53%	2,350
12-102-8000-628	Insurance - Liability, MIABC, Crime, Associate, etc	23,000	17,711	77%	5,289
12-102-8000-630	Postage	2,750	5,270	192%	(2,520)
12-102-8000-631	Office supplies	6,250	4,432	71%	1,818
12-102-8000-632	Sundry	3,200	475	15%	2,725
12-102-8000-633	Telephone	4,200	2,225	53%	1,975
12-102-8000-634	Office Utilities and Internet	9,717	4,986	51%	4,731
12-102-8000-635	Lease Fees	2,150	1,724	80%	426
12-102-8000-636	Computer Hardware and Software	31,500	10,710	34%	20,790
12-102-8000-639	Other	50	0	0%	50
12-102-8000-640	Usage fees	350	354	101%	(4)
12-102-8100-660	Audit	50,000	35,425	71%	14,575
12-102-8100-661	Legal Services	5,000	2,991	60%	2,009
12-102-8100-664	IT Support and AMais software Support	37,500	28,163	75%	9,337
12-102-8100-665	Professional Services Other	25,000	28,343	113%	(3,343)
12-103-8000-639	Memberships and Promotional	3,500	3,489	100%	11
	Supplies & Services	209,167	148,947	71%	60,220
PROTECTIVE SERVICES					
12-251-8500-707	CBT Project - Building Renovation	17,526	0	0%	17,526
12-251-8500-708	Project - UBCM (CRI)	253,445	48,625	19%	204,820
12-251-8500-713	CBT Project - FireSmart	18,968	10,395	55%	8,573
12-251-8000-620	Staff Salaries - FireSmart	92,500	26,181	28%	66,319
12-251-8000-643	Benefits - FireSmart	21,400	5,833	27%	15,567
12-301-8100-665	Fire Inspection Services	0	0		
12-302-8000-620	Staff Salaries - Dike	355	0	0%	355
12-302-8000-643	Benefits - Dike	82	0	0%	82
12-302-8100-662	Dike Engineering Advisory Services	66,000	4,000	6%	62,000
12-303-8400-680	Bylaw Enforcement	500	105	21%	395
12-304-8200-665	Special Protective Services (Wildsafe)	3,000	0	0%	3,000
12-304-8600-740	Wood Stove grant	0	0	-,-	2,220
12-304-9100-810	Logging Expense - Firesmart Project	0	0		
<del></del>	Protective Services	473,776	95,140	20%	378,636
		-,	-, -		7,110



PLANNING & ECONON	AIC DEVELOPMENT				
12-251-8100-643	Asset Management Coordinator - Benefits	0	0		
12-251-8100-663	Planning/Development	270,340	55,779	21%	214,561
12-251-8100-003	Project - Asset Management	45,000	0	0%	45,000
12-252-8500-720	CDP & Flow-Through Grants	1,500	0	0%	1,500
12-252-8600-740	Municipal Grants	7,500	3,899	52%	3,601
12-252-8600-742	Chamber of Commerce Grant-in-aid	4,050	4,050	100%	0
12-252-9100-708	Community Grant Flow-thru	4,030	4,030 0	100/0	O .
12-401-8100-662	Infrastructure Planning Project	20,892	21,144	101%	(252)
12 401 0100 002	Planning & Economic Development	349,282	84,872	24%	264,410
	ramming & Economic Sevenopment	343,202	04,072	2470	204,410
FACILITIES					
12-102-8000-674	Insurance - Property	98,712	109,322	111%	(10,610)
12-102-8200-674	Janitorial and Other Services	10,500	5,206	50%	5,294
12-103-8600-640	City Hall Sewer User Fee	2,500	2,720	109%	(220)
12-353-8000-673	Kemball Hydro, Propane, Janitorial	33,828	16,150	48%	17,678
12-353-8200-670	Other Buildings Maintenance & Repairs	6,500	85	1%	6,415
12-353-8200-671	Kemball Maintenance & Repairs	2,800	108	4%	2,692
12-353-8200-674	City Hall Maintenance & Repairs	10,500	118	1%	10,382
12-353-8600-640	Municipal Property Sewer User Fees	5,080	5,101	100%	(21)
	Facilities	170,420	138,809	81%	31,611
DECREATION 9 CHILL		170,420	138,809	81%	31,611
RECREATION & CULTU	JRE				
12-351-8000-620	JRE Staff Salaries - Parks & Recreation	39,037	26,272	67%	12,766
12-351-8000-620 12-351-8000-643	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation	39,037 8,979	26,272 6,308	67% 70%	12,766 2,671
12-351-8000-620 12-351-8000-643 12-352-8200-676	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance	39,037 8,979 23,500	26,272 6,308 8,568	67% 70% 36%	12,766 2,671 14,933
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance	39,037 8,979 23,500 10,000	26,272 6,308 8,568 5,183	67% 70% 36% 52%	12,766 2,671 14,933 4,817
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670 12-352-9000-804	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance Parks and Boulevard Minor Capital	39,037 8,979 23,500 10,000 14,500	26,272 6,308 8,568 5,183 0	67% 70% 36% 52% 0%	12,766 2,671 14,933 4,817 14,500
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670 12-352-9000-804 12-353-8000-620	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance Parks and Boulevard Minor Capital Staff Salaries Buildings	39,037 8,979 23,500 10,000 14,500 3,549	26,272 6,308 8,568 5,183 0 1,138	67% 70% 36% 52% 0% 32%	12,766 2,671 14,933 4,817 14,500 2,411
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670 12-352-9000-804 12-353-8000-620 12-353-8000-643	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance Parks and Boulevard Minor Capital Staff Salaries Buildings Benefits - Buildings	39,037 8,979 23,500 10,000 14,500 3,549 816	26,272 6,308 8,568 5,183 0 1,138 337	67% 70% 36% 52% 0% 32% 41%	12,766 2,671 14,933 4,817 14,500 2,411 479
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670 12-352-9000-804 12-353-8000-620 12-353-8000-643 12-353-8000-634	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance Parks and Boulevard Minor Capital Staff Salaries Buildings Benefits - Buildings Power (Buildings and Parks)	39,037 8,979 23,500 10,000 14,500 3,549 816 2,750	26,272 6,308 8,568 5,183 0 1,138 337 1,171	67% 70% 36% 52% 0% 32% 41% 43%	12,766 2,671 14,933 4,817 14,500 2,411 479 1,579
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670 12-352-9000-804 12-353-8000-620 12-353-8000-643 12-353-8000-634 12-353-9000-804	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance Parks and Boulevard Minor Capital Staff Salaries Buildings Benefits - Buildings Power (Buildings and Parks) Memorial Monuments & Projects	39,037 8,979 23,500 10,000 14,500 3,549 816 2,750 13,500	26,272 6,308 8,568 5,183 0 1,138 337 1,171 1,648	67% 70% 36% 52% 0% 32% 41% 43% 12%	12,766 2,671 14,933 4,817 14,500 2,411 479 1,579 11,852
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670 12-352-9000-804 12-353-8000-620 12-353-8000-643 12-353-8000-634 12-353-9000-804 12-354-8600-740	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance Parks and Boulevard Minor Capital Staff Salaries Buildings Benefits - Buildings Power (Buildings and Parks) Memorial Monuments & Projects Spring & Fall Recreation Grants	39,037 8,979 23,500 10,000 14,500 3,549 816 2,750 13,500 10,000	26,272 6,308 8,568 5,183 0 1,138 337 1,171 1,648 3,750	67% 70% 36% 52% 0% 32% 41% 43% 12% 38%	12,766 2,671 14,933 4,817 14,500 2,411 479 1,579 11,852 6,250
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670 12-352-9000-804 12-353-8000-620 12-353-8000-643 12-353-8000-634 12-353-9000-804 12-354-8600-740 12-355-8200-670	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance Parks and Boulevard Minor Capital Staff Salaries Buildings Benefits - Buildings Power (Buildings and Parks) Memorial Monuments & Projects Spring & Fall Recreation Grants Landscaping and Tree maintenance	39,037 8,979 23,500 10,000 14,500 3,549 816 2,750 13,500 10,000 2,500	26,272 6,308 8,568 5,183 0 1,138 337 1,171 1,648 3,750 2,311	67% 70% 36% 52% 0% 32% 41% 43% 12% 38% 92%	12,766 2,671 14,933 4,817 14,500 2,411 479 1,579 11,852 6,250 189
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670 12-352-9000-804 12-353-8000-620 12-353-8000-643 12-353-8000-634 12-353-9000-804 12-354-8600-740 12-355-8200-670 12-355-8500-711	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance Parks and Boulevard Minor Capital Staff Salaries Buildings Benefits - Buildings Power (Buildings and Parks) Memorial Monuments & Projects Spring & Fall Recreation Grants Landscaping and Tree maintenance Downtown Gardening/Basket Expenses	39,037 8,979 23,500 10,000 14,500 3,549 816 2,750 13,500 10,000	26,272 6,308 8,568 5,183 0 1,138 337 1,171 1,648 3,750	67% 70% 36% 52% 0% 32% 41% 43% 12% 38%	12,766 2,671 14,933 4,817 14,500 2,411 479 1,579 11,852 6,250
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670 12-352-9000-804 12-353-8000-620 12-353-8000-643 12-353-8000-634 12-353-9000-804 12-354-8600-740 12-355-8500-711 12-355-8500-720	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance Parks and Boulevard Minor Capital Staff Salaries Buildings Benefits - Buildings Power (Buildings and Parks) Memorial Monuments & Projects Spring & Fall Recreation Grants Landscaping and Tree maintenance	39,037 8,979 23,500 10,000 14,500 3,549 816 2,750 13,500 10,000 2,500 100	26,272 6,308 8,568 5,183 0 1,138 337 1,171 1,648 3,750 2,311 411 0	67% 70% 36% 52% 0% 32% 41% 43% 12% 38% 92% 411%	12,766 2,671 14,933 4,817 14,500 2,411 479 1,579 11,852 6,250 189 (311)
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670 12-353-8000-620 12-353-8000-643 12-353-8000-634 12-353-9000-804 12-354-8600-740 12-355-8500-711 12-355-8500-720 12-356-8000-620	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance Parks and Boulevard Minor Capital Staff Salaries Buildings Benefits - Buildings Power (Buildings and Parks) Memorial Monuments & Projects Spring & Fall Recreation Grants Landscaping and Tree maintenance Downtown Gardening/Basket Expenses Landscaping project Staff Salaries Boat Launch & Wharf	39,037 8,979 23,500 10,000 14,500 3,549 816 2,750 13,500 10,000 2,500 100	26,272 6,308 8,568 5,183 0 1,138 337 1,171 1,648 3,750 2,311 411 0	67% 70% 36% 52% 0% 32% 41% 43% 12% 38% 92% 411%	12,766 2,671 14,933 4,817 14,500 2,411 479 1,579 11,852 6,250 189 (311)
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670 12-352-9000-804 12-353-8000-620 12-353-8000-643 12-353-8000-634 12-353-9000-804 12-354-8600-740 12-355-8500-711 12-355-8500-720	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance Parks and Boulevard Minor Capital Staff Salaries Buildings Benefits - Buildings Power (Buildings and Parks) Memorial Monuments & Projects Spring & Fall Recreation Grants Landscaping and Tree maintenance Downtown Gardening/Basket Expenses Landscaping project Staff Salaries Boat Launch & Wharf Benefits - Boat Launch & Wharf	39,037 8,979 23,500 10,000 14,500 3,549 816 2,750 13,500 10,000 2,500 100 0 355 82	26,272 6,308 8,568 5,183 0 1,138 337 1,171 1,648 3,750 2,311 411 0 114 20	67% 70% 36% 52% 0% 32% 41% 43% 12% 38% 92% 411%	12,766 2,671 14,933 4,817 14,500 2,411 479 1,579 11,852 6,250 189 (311)
12-351-8000-620 12-351-8000-643 12-352-8200-676 12-352-9000-670 12-352-9000-804 12-353-8000-620 12-353-8000-643 12-353-8000-634 12-353-9000-804 12-355-8200-670 12-355-8500-711 12-355-8500-720 12-356-8000-643	Staff Salaries - Parks & Recreation Benefits - Parks & Recreation Public Washroom Maintenance Park and Boulevard Maintenance Parks and Boulevard Minor Capital Staff Salaries Buildings Benefits - Buildings Power (Buildings and Parks) Memorial Monuments & Projects Spring & Fall Recreation Grants Landscaping and Tree maintenance Downtown Gardening/Basket Expenses Landscaping project Staff Salaries Boat Launch & Wharf	39,037 8,979 23,500 10,000 14,500 3,549 816 2,750 13,500 10,000 2,500 100 0	26,272 6,308 8,568 5,183 0 1,138 337 1,171 1,648 3,750 2,311 411 0	67% 70% 36% 52% 0% 32% 41% 43% 12% 38% 92% 411%	12,766 2,671 14,933 4,817 14,500 2,411 479 1,579 11,852 6,250 189 (311)



CAMPGROUND					
12-352-8100-665	Campground Operation and Maintenance	10,000	4,284	43%	5,716
12-352-8200-670	Campground Minor Capital	0	0		
12-352-8000-620	Staff Salaries - Campground	3,549	878	25%	2,670
12-352-8000-643	Benefits - Campground	816	199	24%	617
12-452-8800-763	Fees due to Water from Campground	2,000	0	0%	2,000
12-452-8800-764	Fees due to Sewer from Campground	4,500	0	0%	4,500
	Campground	20,865	5,361	26%	15,504
PW OPERATIONS					
12-151-8000-620	Staff Salary - PW	131,307	52,158	40%	79,148
12-151-8000-643	Benefits - PW	30,201	12,661	42%	17,539
12-151-8000-625	Staff Travel and Training	1,000	0	0%	1,000
12-151-8000-631	Public Works Shop, Office Supplies	200	15	7%	185
12-151-8000-633	Public Works Telephone and Mobile Communications	1,550	1,074	69%	476
12-151-8000-634	Public Works Utilities	9,750	5,413	56%	4,337
12-151-8000-636	Computer Hardware and Software	0	0		
12-152-8000-620	Staff Salary - Vehicle & Equipment Maintenance	8,872	3,305	37%	5,567
12-152-8000-643	Benefits - Vehicle & Equipment Maintenance	2,041	1,144	56%	897
12-152-8000-638	Public Works rental fees	500	610	122%	(110)
12-152-8200-670	Public Works Safety Gear & Safety Equipment	1,800	964	54%	836
12-152-8200-672	Public Works Supplies, Materials, Small Tools	4,500	2,409	54%	2,091
12-153-8000-620	Staff Salary -Transportation	21,293	16,127	76%	5,166
12-153-8000-643	Benefits -Transportation	4,897	5,285	108%	(388)
12-153-8200-670	Transportation Maintenance/Gravel Pit	500	0	0%	500
12-153-8200-674	Municipal Streetlight Service and Power	19,000	9,311	49%	9,689
12-153-8200-675	Roads and Sidewalks Maintenance	40,000	9,949	25%	30,051
12-153-8320-620	Staff Salary - Snow Removal	24,842	5,108	21%	19,734
12-153-8320-643	Benefits - Snow Removal	5,714	1,532	27%	4,182
12-153-8330-674	Fortis Streetlight Maintenance	1,500	189	13%	1,311
12-153-8340-674	Drainage Maintenance	0	0		
	PW Operations	309,465	127,254	41%	182,211



				0,00,0019)	
PW FLEET & EQUIPME	NT				
12-151-8000-628	Fleet Insurance	10,000	10,306	103%	(306)
12-152-8300-674	Dump Truck and Sander Maintenance	2,500	524	21%	1,976
12-152-8301-674	Mower Maintenance	750	0	0%	750
12-152-8303-674	Trailer Unit Maintenance	0	0		
12-152-8304-674	Backhoe Maintenance	2,000	0	0%	2,000
12-152-8305-674	Lift Truck Maintenance	5,000	1,065	21%	3,935
12-152-8306-674	Loader and Sweeper Maintenance	8,000	2,039	25%	5,961
12-152-8307-674	Bobcat, ClubCar & Sweeper Maintenance	2,750	914	33%	1,836
12-152-8308-674	Grader Maintenance	750	1,206	161%	(456)
12-152-8309-674	Ford Ranger Maintenance	1,500	119	8%	1,381
12-152-8310-674	4x4 Pickup Maintenance	2,000	455	23%	1,545
12-152-8311-674	Small Equipment Maintenance	1,500	403	27%	1,097
12-152-8312-674	Ford Lightning Pickup (EV)	2,000	0	0%	2,000
12-152-9000-802	Public Works Minor Asset Purchase	0	0		
12-153-8200-672	Lubricants and Fluids	1,000	572	57%	428
12-153-8200-673	Fuel	30,000	13,520	45%	16,480
	PW Fleet & Equipment	69,750	31,125	45%	38,625
ENVIRONMENTAL SER	VICES				
12-201-8000-620	Staff Salaries - Garbage & Recycling	710	0	0%	710
12-201-8000-643	Benefits - Garbage & Recycling	163	0	0%	163
12-201-8000-639	Recycling Services	29,000	14,492	50%	14,508
12-201-8000-640	RDCK Tipping fees	20,250	9,351	46%	10,899
12-201-8000-641	Recycle Bins	600	0	0%	600
12-201-8200-674	Solid Waste Services	61,000	30,981	51%	30,019
	Environmental Services	111,723	54,823	49%	56,900
AERODROME					_
12-601-8000-620	Staff Salaries Aerodrome	1,065	0	0%	1,065
12-601-8000-643	Benefits - Aerodrome	245	0	0%	245
12-601-8000-628	Aerodrome Insurance	13,000	13,994	108%	(994)
12-602-8200-674	Aerodrome Maintenance & Resurfacing	4,000	78	2%	3,922
	Aerodrome	18,310	14,072	77%	4,238



DEBT SERVICING					
12-451-8900-790	Debt servicing Interest	0	0		
12-451-8900-792	MFA Debt Servicing: Leasing, loans and short term	0	0		
	Debt Servicing	0	0		
CAPITAL & PROJECTS					
12-401-8500-700	Project - Kaslo City Hall	90,000	100	0%	89,900
12-401-8500-720	Project - Other	1,292,041	110,028	9%	1,182,013
12-401-9000-801	Capital Improvements - Building	212,434	0	0%	212,434
12-401-9000-804	Capital Improvements - Parks	115,963	1,451	1%	114,512
12-401-9000-805	Capital Improvements - Drainage	0	0		
12-401-9000-806	Capital Improvements - Roads	854,920	14,920	2%	840,000
12-401-9000-811	Capital Improvements - Vimy Park	0	6,060		
12-401-9000-812	Capital Improvements - Leased Buildings	71,026	36,026	51%	35,000
12-401-9000-851	Capital Purchase - PW Vehicles & Equipment	25,000	24,426	98%	574
	Capital & Projects	3,029,384	193,011	6%	2,836,373



WATER PERSONNEL	Wages & Salaries				
00 504 0000 600	Wages & Salaries				
22-501-8000-620		58,556	37,606	64%	20,949
22-501-8000-643	Benefits	13,468	9,947	74%	3,521
22-501-8000-625	Staff Training & Development	4,500	3,039	68%	1,461
22-501-8000-639	Administration	40,000	0	0%	40,000
	Water Personnel	116,523	50,593	43%	65,931
WATER OPERATING					
22-501-8000-634	Utilities	25,000	11,457	46%	13,543
22-501-8000-635	Water leases and licenses	2,000	887	44%	1,113
22-501-8100-661	Water survey and legal	500	0	0%	500
22-501-8200-671	PRV Repair & Maintenance	250	3,257	1303%	(3,007)
22-501-8350-670	Water Treatment Plant Maintenance	6,000	3,405	57%	2,595
22-501-8350-671	Water Treatment Plant Supplies	18,000	5,100	28%	12,900
22-501-8350-672	Water Treatment Plant Hardware	2,500	0	0%	2,500
22-502-8000-628	Insurance Deductible - Dam Flood	0	0		
22-502-8100-665	Water professional services	6,000	3,036	51%	2,964
22-502-8200-670	Water Utility General Maintenance	8,500	3,254	38%	5,246
22-502-8200-674	Water operational contingency	0	0		
22-503-8100-662	Professional services Engineering	87,000	4,992	6%	82,008
22-503-8200-674	Service Connections and Backflow Prgm	12,500	6,057	48%	6,443
22-504-8000-628	Water Utility Insurance	8,000	9,477	118%	(1,477)
	Water Operating	176,250	54,571	31%	121,680
WATER CAPITAL EXPE	NDITURES				
22-505-9000-808	Water Capital Infrastructure Project	1,189,718	168,377	14%	1,021,342
	Water Capital Expenditures	1,189,718	168,377	14%	1,021,342
TRANSFER TO/(FROM)	WATER				
22-504-8800-780	Transfer to Water Capital Infrastructure Reserve	221,269	0	0%	221,269
	Transfer to Water Reserve	221,269	0	0%	221,269



WASTEWATER PERSO	NNEL				
32-551-8000-620	Wages & Salaries	60,330	25,425	42%	34,905
32-551-8000-643	Benefits	13,876	7,902	57%	5,974
32-551-8000-625	Staff Training & Development	1,750	358	20%	1,392
32-551-8000-639	Administration	25,000	0	0%	25,000
	Sewer Personnel	100,956	33,685	33%	67,271
WASTEWATER OPERA	TING				
32-551-8000-628	Insurance	3,200	3,186	100%	14
32-551-8000-631	Sewer office supplies	100	0	0%	100
32-551-8000-634	Utilities	10,570	6,756	64%	3,813
32-551-8000-635	Sewer Leases and Licenses	0	50		
32-551-8000-672	Safety Gear & Supplies	1,300	696	54%	604
32-551-8100-661	Legal	0	0		
32-551-8100-665	Sewer Professional Services	19,200	6,860	36%	12,340
32-552-8200-670	Sewer Maintenance	7,000	2,062	29%	4,938
32-552-8200-672	Lift Station Maintenance	1,500	0	0%	1,500
32-552-8200-674	Sewer maintenance servicing	4,300	0	0%	4,300
32-552-8200-807	Sewer Connection Parts & Supplies	500	0	0%	500
	Sewer Operating	47,670	19,610	41%	28,060
WASTEWATER CAPITA		_			
32-555-9000-802	Sewer Capital Equipment	0	0		
32-555-9000-808	Sewer Capital Infrastructure	60,000	0	0%	60,000
	Sewer Capital Expenditures	60,000	0	0%	60,000
TRANSFER TO/(FROM	) WASTEWATER				
32-554-8800-781	Transfer to the Sewer Capital Infrastructure Reserve	52,027	0	0%	52,027
	Transfer to Sewer Reserve	52,027	0	0%	52,027



				(Rooks 19)	
CEMETERIES					
42-202-8000-620	Staff Salary - Cemetery	1,065	2,235	210%	(1,170)
42-202-8000-643	Benefits - Cemetery	245	427	175%	(183)
42-202-8200-670	Cemetery Maintenance	1,000	0	0%	1,000
	Cemeteries	2,310	2,662	115%	(353)
TRANSFER TO RESERV	'ES				
12-452-7600-783	Transfer to Reserve (interest)	100,000	55,440	55%	44,560
12-353-8800-770	Transfer to Arena, Curling, Racquet Courts Reserve	10,000	0	0%	10,000
12-452-8800-766	Transfer to City Hall Reserve	0	0		
12-452-8800-767	Transfer to Transportation Reserve	21,140	0	0%	21,140
12-452-8800-768	Transfer to Buildings, Vehicles, Equipment Reserve	46,627	0	0%	46,627
12-452-8800-770	Transfer to Parks, Recreation, Open Spaces Reserve	10,000	0	0%	10,000
12-452-8800-772	Transfer to Contingency Reserve	0	0		
12-452-8800-773	Transfer to Sick Leave Bank & Settlement Reserve	0	0		
12-452-8800-774	Transfer to Climate Action Reserve	0	0		
12-452-8800-777	Transfer to Community Works Reserve	116,735	0	0%	116,735
12-452-8800-778	Transfer to Kemball Memorial Centre Reserve	0	0		
12-452-8800-779	Transfer to Public Arts Reserve	0	0		
12-452-8800-780	Transfer to Growing Communities Reserve	0	0		
12-452-8800-784	Transfer to Library Reserve	0	45,000		(45,000)
12-603-8800-776	Transfer to Aerodrome Reserve	0	0		
42-202-8800-783	Transfer to Cemetery Reserve	4,190	0	0%	4,190
	Transfers to Reserves	308,692	100,440	33%	208,252
TRANSFERS BETWEEN	ACCOUNTS				
12-452-7600-400	Transfer to(from) Surplus	0	0		
12-504-8800-780	Transfer from General to Water Operating (rename)	115,000	0	0%	115,000
12-554-8800-764	Transfer from General to Sewer Operating	60,000	1,073	2%	58,927
22-504-8800-760	Transfer to General Operating from Water	15,000	0	0%	15,000
22-554-8800-618	Transfer from Water Reserve to Other Utility	0	0		
32-554-8800-764	Transfer from Sewer Operating to General	0	0		
	Transfers between Accounts	190,000	1,073	1%	188,927
		9,697,590	1,766,544	18%	7,931,045



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### **Municipals Services and Operations**

Building, Development, and Variance Permits

Туре	2022	2023	2024	2025
Building Permits	31	16	23	5
Development Permits	5	8	8	3
Development Variance Permits	5	7	5	0
Board of Variance Requests	0	0	0	0



End of Document



#### FOR IMMEDIATE RELEASE

#### Village of Kaslo announces new Director of Finance & Corporate Services

June 26, 2025 - We are delighted to announce the appointment of Joni L'Heureux as our new Director of Finance & Corporate Services, effective August 20, 2025.

Joni L'Heureux brings extensive experience in municipal administration, financial leadership, and strategic governance. Most recently, she served as the Chief Financial Officer and Corporate Administrator at the District of Lillooet, where she led initiatives in budget optimization, corporate planning, and interdepartmental collaboration.

"We led an extensive search in order to find the right candidate," said Robert Baker, Chief Administrative Officer. "Mrs. L'Heureux's strong financial leadership and deep understanding of municipal operations make her an excellent fit for this role. We're excited to welcome someone who not only has talents, but who will help shape the culture of our organization and be a part of our community."

As Director of Finance & Corporate Services, Joni L'Heureux will oversee key functions including financial planning and reporting, legislative services, communications, and information technology. Her leadership will be instrumental in supporting council's vision and ensuring that municipal operations are efficient, transparent, and aligned with our community's priorities.

"I'm thrilled to be joining the Village of Kaslo" says Mrs. L'Heuruex. "I will be joined by my husband and our two dogs, one of whom has been my daily office companion, and she is ready to take on her role of Kaslo's newest (and cutest) office mascot."

We look forward to the expertise and fresh perspective Joni L'Heureux will bring to our organization and invite everyone to extend a warm welcome when she settles into this important role.

For more information, please contact:
Robert Baker
CAO, Village of Kaslo
cao@kaslo.ca



#### An Overview of the Process To-Date and Next Steps for the Proposed RV Park

#### **Road Allowances**

- 1. A road allowance is a strip of land reserved for the Government by a Crown Surveyor, for the purposes of servicing lots. The lands subject to the proposed RV Park development were divided by Crown Surveyors in the late 1800's without consideration for the topography. As a result, roads cannot be built in the pattern that was established. To remedy the issue, the owner of land adjacent to these road allowances has requested that the strips of land be consolidated with their lots and a new road allowance be established that enables practical access to the property. Their intent is to develop an RV Park within the consolidated area and their request is for the Village to dispose of approximately 1,447 m² of parcels of land and 19,307 m² of road allowances. This equates to 5.13 acres. In June 2024, Council passed a resolution to issue a Notice of Disposition to inform the public of their intent to dispose of these lands.
- 2. If Council declines the landowner's proposal for land exchange, the issue created by the Crown Surveyors in the late 1800's with respect to topography and unworkable road allowances will persist. Regardless of land use designation or development of an RV Park, removal of road allowances and consolidation of lots remedies the surveying issue.
- 3. These road allowances can only be used to service the adjacent land or be consolidated with the adjacent land. In this instance, they cannot be dedicated as park because of the requirements and restrictions that apply to closure or disposal of municipal highways. It is worth noting that approval of the Province is required for municipal highway closures within a specified distance of arterial highways. This means that a condition of completing the transaction will be approval from the Province to close the road allowances, raise title, dispose of the land, and remove the Province's right of resumption.

#### Purchase and Sale Agreement

4. The two parties must reach an agreement on the terms and conditions of a Purchase and Sale Agreement. Some of the conditions that must be met are a water system capacity review that verifies there is sufficient capacity to serve the RV Park during peak demand, and detailed archaeological, environmental, flood hazard, and sewerage dispersal assessments performed by qualified professionals and scrutinized by a third-party acting on behalf of the Village. The developer will be required to abide by the requirements of these assessments. There will also be indigenous consultation to the satisfaction of the Village, referrals to Ministries, and the development of a regulatory scheme for the proposed RV Park including



re-zoning, development permits, and covenants on title, etc. If any of these conditions cannot be met, then the transaction will not be completed. Acceptance of the Purchase and Sale Agreement does not guarantee the proposed RV Park will be developed; only if the conditions are met will the transaction be completed.

5. One of the reasons for using a Purchase and Sale Agreement as the mechanism for this development proposal is to ensure Council acts without any conflict of interest at each step of the process, and to ensure both parties act in good faith. There are many examples of case law in which development's have gone sideways for a municipality or landowner when a sound process wasn't followed. For example, if the land is sold by the Village and then Council considers the landowners re-zoning application, Council could be in a conflict of interest in which they might feel obliged to adopt the re-zoning bylaw because it has already sold the land. By making the re-zoning a condition of the land disposition Council can make that decision without having any obligation to the landowner, thereby avoiding a conflict. The Village's lawyer specializes in land use planning and is helping to guide this process.

#### Official Community Plan

- 6. Through 2022, the land use designation within the Village's Official Community Plan (OCP) for the subject lands was a Comprehensive Development Area (CDA). The CDA allowed for a variety of land uses, including zoning as M1 General Industrial which reflects its historical use as a lumber sawmill that operated at the lakefront for approximately two decades, as well as a ferry building site in 2018. As an industrial site, the land is subject to the Environmental Management Act and its Contaminated Sites Regulation. The landowner and Village will need to comply with the Act and Regulation as a condition of the Purchase and Sale Agreement, including site disclosure statements.
- 7. In 2022, the Village's OCP was reviewed and amended. As part of this process, the Waterfront Development Area (WDA) land use designation was expanded beyond Kaslo Bay to include the subject lands. The WDA designation recognizes the importance of Kaslo's waterfront and includes objectives and policies that "balance development of sustainable tourism and recreational amenities, the need for attainable housing, environmental and cultural stewardship, prevention of unregulated marine development, and mitigation of climate change impacts." Whereas the subject lands are on a floodplain, not all of the objectives and policies of the WDA apply. The OCP identifies that development on a floodplain within the WDA is further restricted to "passive recreational uses, which may include seasonal campgrounds/RV parks."



- 8. Some members of the public have questioned the reason, and process that was followed by the Village, for changing the land use designation from CDA to WDA. The reason for the change was to recognize the importance of protecting Kaslo's waterfront. Expansion of the WDA to include the subject lands was influenced by Council's themes for the OCP which were established before a steering committee was appointed in the spring of 2021. In the fall of 2021, an Open House for the OCP was conducted in which the public was informed that the WDA may be expanded outside of Kaslo Bay to include the subject lands and that the landowner of the subject lands was interested in developing their property. A public survey also conducted which generated feedback on waterfront development, campground/RV Parks, tourism, and short-term accommodations. Further research and discussions on the WDA occurred through the spring of 2022, and a draft with highlighted text and maps of the WDA was provided to the steering committee in July. A final draft was reviewed by the steering committee in August. Council gave the OCP bylaw first reading on August 23<sup>rd</sup> followed by second reading on September 6<sup>th</sup>, a Public Hearing on September 26th, and third reading and adoption of the bylaw on September 27th. From the time that expansion of the WDA became public information in October 2021, to the time that the OCP was adopted through bylaw in September 2022, 11 months had passed. During this time there was an Open House and survey to gather public input, committee discussions and reviews, multiple drafts of the OCP document highlighting changes, a Public Hearing, and three readings by Council.
- 9. The landowner could have developed their lands under the old CDA land designation in a variety of ways including industrial or commercial uses, such as an RV Park. Expansion of the WDA to include the subject lands applies constraints that the CDA did not include. The landowner must work within these constraints which recognizes the importance of protecting Kaslo's waterfront and limits development to passive recreational uses, including seasonal campgrounds/RV parks. Council believes it is in the public's best interest for the subject lands to remain within the WDA rather than for it to revert to a CDA that is less restrictive.

#### Re-Zoning

10. In 2023, the landowner applied for re-zoning of the subject land, and Council requested that they conduct a Public Information Session to inform and educate the public. It also provided the landowner with an opportunity to obtain feedback and identify possible issues early in the development process. A Public Information Session allows the public to learn more about a proposal than from a Public Hearing process. It allows for potential issues or concerns to be brought up and addressed, strengthening the proposal and demonstrating to



Council that residents are informed. In contrast, a Public Hearing is a formal meeting required by law to obtain public input on a legal decision. It's typically held after a proposed bylaw has been read and before third reading. It's a one-way conversation in which the public presents their views to the elected officials, and a decision is then made without any further discussion. Council opted for a Public Information Session to ensure there was a two-way conversation.

11. The current zoning of M1 – General Industrial permits RV Park development, however, Council believes it is in the Village's best interest to re-zone the land so that it can regulate permitted uses, apply building regulations, as well as RV lot size, parking, and setback requirements. As part of the Village's regulatory scheme, it will also need to consider seasonal usage and water restrictions. If a Purchase and Sale Agreement is signed, the Village will develop a regulatory scheme that must be adopted by Council before the sale can close.

#### Access to the River and Lakeshore

12. There is privately owned land along the Kaslo River where Third Street meets Highway 31, as well as on Kootenay Lake. The public does not have unencumbered access to the river or lakeshore, or practical access to Village-owned lots within the subject lands. Currently, public access involves trespassing on private land. To provide unfettered public access along the river the landowner has agreed to sell the Village all their land within the 15-meter riparian area of the river and give \$269,325, in exchange for the Village's road allowances and lots. The dollar value equates to 5.13 acres of net land exchange x \$52,500/acre. As part of the negotiation, the landowner has also agreed to give the Village all their land within 30meters of the lake's natural boundary at no cost. This arrangement will provide the public with legal and unfettered access along the entire river and lakeshore. The 30-meter width along the lakeshore is intended to align with the Kootenay Lake Shoreline Guidance Document and is a result of a comprehensive Sensitive Habitat Inventory Mapping project that involved an inventory and assessment of ecological, archaeological and Ktunaxa cultural values along the shoreline of Kootenay Lake. The resulting Shoreline Guidance Document directs shoreline development such as docks, retaining walls, or dredging activities to protect high value shoreline habitats. The 15-meter width along the river is intended to align with provincial riparian management area guidelines.



#### Flood Hazard Mitigation

13. In 2024, the Village performed flood control and erosion mitigation work on Village-owned land along the Kaslo River upstream of the proposed RV Park. As part of the project, the proposed RV Park landowner contributed \$60,000 to have work performed that would help protect their property from flood damage and erosion. The work had been identified in 2018, but could not be afforded within the Village's budget. Without the private landowner's contribution, the work would not have been performed by the Village in 2024. As such, the proposed RV Park lands would have remained unprotected and so it was in the landowners' best interest to provide the contribution. It is part of the public record that the landowner understands their contribution was provided without prejudice as it relates to their property development or any other expectation of benefit. The sole purpose of the contribution was for the landowner to protect their property.

#### Assessment and Engineering by Qualified Professionals

14. Assessments performed to-date indicate to the landowner that their proposed development is viable. Final design of environmental, flood hazard, and sewerage dispersal requirements have not been performed yet because the terms and conditions of a Purchase and Sale Agreement have not been finalized. Once an Agreement is reached, further assessment and engineering will be performed and must meet the Village's requirements for Lakefront Protection and Stream Protection Development Permit Areas. If the assessments and engineering indicate that the development is not viable, or the landowner cannot meet the Village's requirements, then the conditions of the Purchase and Sale Agreement won't be met, and the land transaction will not be completed.

#### Response to Public Input

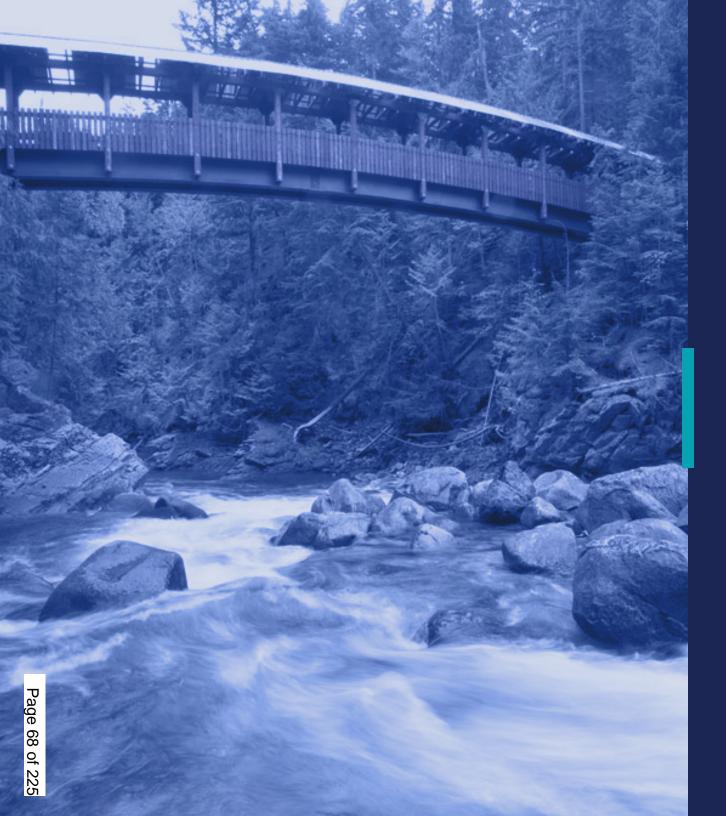
15. It has been almost 2 years since the 2023 Public Information Session in which there has been over 30 Council meetings for the public to provide input to Council. In addition, a special meeting was hosted in January 2025 for individuals and groups to present their perspectives where 4 presentations were made. Council has discussed the public's concerns in open meetings throughout the process and invited the landowner to a meeting in May 2025 to discuss ways in which they could help address the public's concerns. In response, they've indicated that the RV Park will be operational for a maximum 8 months per year and occupy approximately 10.4 acres of which 25% will be green space and play area. If we account for all naturalized areas, then greenspace will be 46%. There will be a maximum of 20 RV units/hectare [~8 units/acre]. RV lots will occupy approximately 6 acres which is less than 60% of the RV Park. The landowner has indicated the size of RV lots will be a minimum of



200 m<sup>2</sup> which is relatively large compared to the typical 92 m<sup>2</sup>. Public parking will be available at the entrance to the PV Park so that the public can access the river and lake. There will be no parking of vehicles, trailers, boats or golf carts permitted on the RV Park's laneways and tow vehicles must be parked within the RV lots. With regards to structures such as decks and gazebos on RV lots, this will be regulated through the Village's zoning and development permit processes that must be developed as a condition of the Purchase and Sale Agreement.

#### Next Steps

16. The next step in the process is for Council to finalize a Purchase and Sale Agreement. Following that, the Village and landowner can begin working on the conditions. Again, if the conditions cannot be met, then the land transaction will not occur.



# South Kaslo Development Plan: Early Directions

# What We Heard Report

JUNE 202!

# 14. We Want to Hear From You



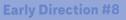






**Early Direction #7** 

Encourage a commercial or mixed-use "Neighbourhood Hub" with small scale retail and potential residential units above.



Construct a new road connecting Kaslo South Road to Oak site connectivity and providing an alternative access route







# **Summary**

#### **Support for Overall Vision and Land Use Approach**

Broad support for the proposed land uses and overall vision, including a mix of housing types, community spaces, and low-impact development that reflects local needs and character.

# Strong Support of Diverse and Attainable Housing Options / Mixed Views on Supportive Housing

There is strong support for attainable and affordable housing options (e.g., microhomes, modular units, co-ops) and a mix of housing types, including family-sized homes. However, some respondents have concerns about incorporating low-income and supportive housing in this location.

#### **Infrastructure Capacity and Costs Are Concerns**

Many are worried about Kaslo's capacity to support new development, including water, sewer, roads, and emergency services. There are repeated calls to prioritize infrastructure upgrades and clarify who pays before approving growth.

#### Desire for Sustainable, Low-Impact Development

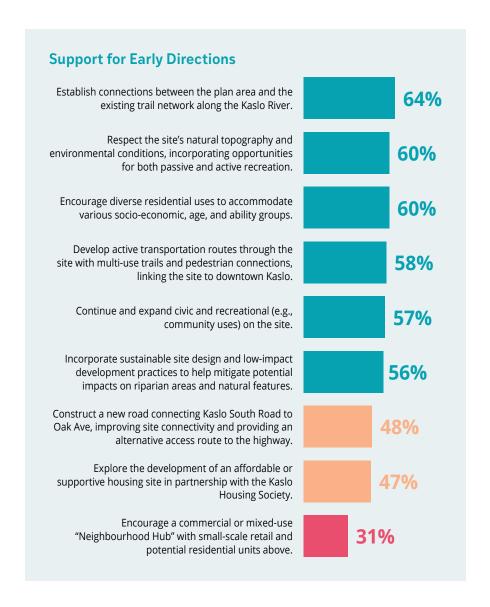
Respondents support growth that is environmentally sensitive, climate-resilient, and designed to blend with Kaslo's natural landscape. Priorities include green infrastructure, erosion control, compact growth, and the protection of trails and waterways.

#### Small-scale Commercial spaces are Supported, but not Large-scale

Many respondents support small-scale or flexible commercial spaces, but some are skeptical about larger retail and potential impacts on the downtown core.

#### **Call for Community-Centered, Coordinated Planning**

There's strong interest in transparent, inclusive planning that delivers public benefits (like parks and trails), prevents speculation, and avoids land use conflicts. Tools like land trusts, development cost charges (DCCs), and site-specific studies are seen as important to ensure responsible development.



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# Introduction

### **Project Overview**

The Village of Kaslo seeks to guide the development of the South Kaslo area in alignment with its Official Community Plan (OCP). To achieve this, a comprehensive plan is required to outline the logical extension of municipal services, identify potential amendments to the OCP, and establish a phased approach to development that is efficient, cost-effective, and reflective of community priorities.



#### **Consultation Overview**

The first round of engagement focused on Early Directions developed by the project team. These were informed by community input from the Official Community Plan process, background analysis, site constraints, and industry best practices.

#### **Engagement Activities**

Engagement activities included:

#### South Kaslo Development Plan In-person Open House - May 26, 2025

Approximately 30 attendees

#### Early Directions Survey - May 16th to June 9th, 2025

• 60 responses (digital & physical)

#### In-person Stakeholder Workshop – May 26th, 2025

Five attendees

#### In-person Council Workshop – May 27th, 2025

Four attendees

Additionally, various other feedback was sent to the project team via emails and phone calls.

#### Methodology

The engagement results were organized by consultation event or by the early direction, and then were analyzed as follows:

#### **QUANTITATIVE ANALYSIS**

- Descriptive Statistics
  - » Frequency counts for categorical data are presented in percentages

#### **QUALITATIVE ANALYSIS**

- Thematic Analysis
  - » Identify and categorize themes or patterns in open-ended responses, which were then ranked from most common to least common

Finally, validation through a thorough review of the results between peers (e.g., peer review) was undertaken to ensure the reliability and validity of the analysis.



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# **Engagement Analysis**

# Workshops

Key themes from both the Stakeholder and Council workshops are below:

- Support for higher density near town and larger-lot housing further out
- · Desire for community amenities such as parks and playgrounds to be delivered through development
- Priority on attainable housing, river protection, and maintaining public trail access
- Support for alternative housing types, including small-lot homes
- Interest in flexible housing forms and a broader range of permitted uses
- Support for maintaining community-oriented uses near the arena
- Need for coordinated development to prevent speculation











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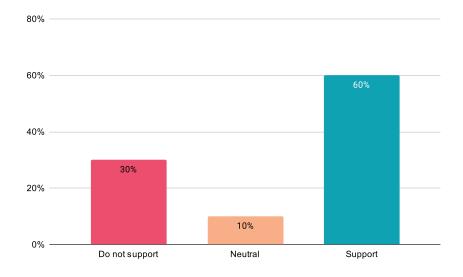
# **Early Directions Survey & Open House**

To analyze the results of the early directions survey and open house, both sets of data were aggregated to provide a comprehensive summary.

#### **Early Direction 1**

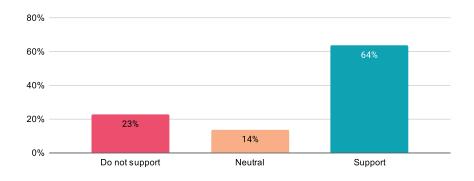
Encourage diverse residential uses to accommodate various socio-economic, age, and ability groups, including:

- Rural Residential Large lot homes
- Neighbourhood Residential Single-family and two-family homes
- Ground-oriented Multi-Residential Multi-family homes (e.g., Townhomes)



- Prioritize affordable and supportive housing, including co-ops, low-income, micro, and modular options.
- Support for a mix of housing types, from single-family homes to multi-family and co-housing models.
- Concern about infrastructure capacity, especially water and sewer systems during peak times.
- Calls for thoughtful, inclusive planning that avoids segregation and supports community diversity.

Establish connections between the plan area and the existing trail network along the Kaslo River.

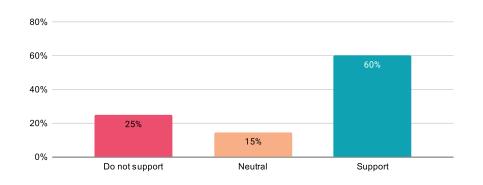


#### THEMES FROM COMMENTS

- Desire for trail connections that link to existing networks and consider topography.
- Emphasis on environmentally sensitive design, such as natural materials and climate-adapted infrastructure.

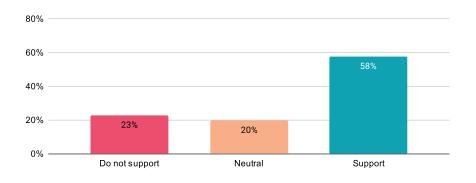
#### **Early Direction 3**

Respect the site's natural topography and environmental conditions, incorporating opportunities for both passive and active recreation.



- Concerns about over-development and tax impacts, with some preferring minimal change or no new development.
- Calls for thoughtful integration of green infrastructure, including gardens, food forests, and natural play areas.
- Emphasis on maintaining or enhancing existing assets, recognizing that many recreational resources already exist.
- Desire for accessible, low-cost recreational amenities, such as free municipal tennis courts in park settings.

Develop active transportation routes through the site with multi-use trails and pedestrian connections, linking the site to downtown Kaslo.

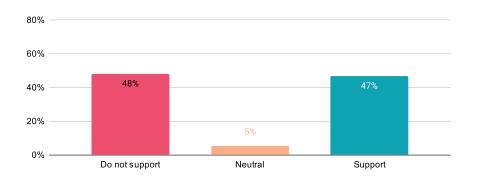


#### THEMES FROM COMMENTS

- Need for detailed site analysis, especially terrain and hydrology, before planning development or infrastructure.
- Support for active transportation, including safe bike routes and covered bike parking.
- Calls for appropriate trail use, with suggestions to limit motorized vehicles and preserve pedestrian-only paths.

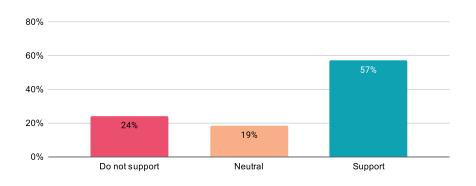
#### **Early Direction 5**

Explore the development of an affordable or supportive housing site in partnership with the Kaslo Housing Society.



- Deep concern about local capacity, with many stating that Kaslo lacks the health, policing, and social services to support more lowincome or supportive housing.
- Strong opposition to supportive housing from some, tied to fears about crime, addiction, and impacts on community safety and character.
- Support for affordable housing, especially for young families and local workers, with emphasis on ownership and a range of housing types.
- Mixed views on location and land use, with concern about siting near valued public assets like trails or using prime land for nonmarket housing.

Continue and expand civic and recreational (e.g., community uses) on the site.

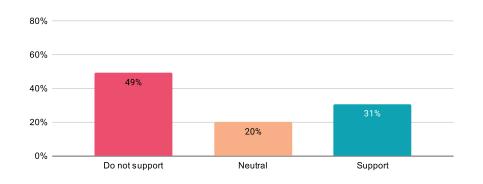


#### THEMES FROM COMMENTS

- Support for innovative, flexible community spaces, including sustainability-focused uses.
- Mixed views on who should decide land use, with some advocating for new landowners to have control.

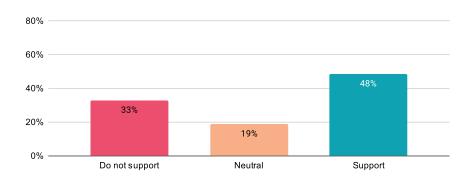
### **Early Direction 7**

Encourage a commercial or mixed-use "Neighbourhood Hub" with small-scale retail and potential residential units above.



- Strong support for protecting and strengthening the existing downtown core as the heart of Kaslo's economy and community life.
- Skepticism about the need for a new commercial area, with many questioning whether there is enough demand or customer base.
- Calls to prioritize housing over new retail, especially given infrastructure limitations and community needs.
- Concern that new commercial development could harm existing businesses by spreading limited resources too thin.
- Interest in small-scale or flexible commercial options, such as shared office spaces or small shops.

Construct a new road connecting Kaslo South Road to Oak Ave, improving site connectivity and providing an alternative access route to the highway.

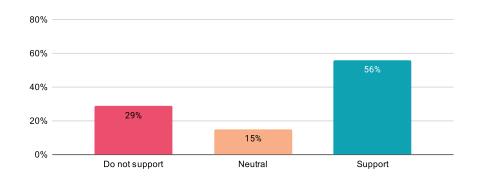


#### THEMES FROM COMMENTS

- Mixed views on new road development, with some strongly opposing it and others conditionally supportive based on need and design.
- Desire to prioritize ecological values, including natural stormwater management and preserving ecological corridors.
- Calls to focus on affordable housing over road expansion, citing community needs and land use priorities.
- Concern about overbuilding and loss of quiet character, especially in residential neighbourhoods like Oak Avenue.
- Support for sustainable transportation options, including shared mobility, EV infrastructure, and safe low-speed zones.

### **Early Direction 9**

Incorporate sustainable site design and low-impact development practices to help mitigate potential impacts on riparian areas and natural features.



- Calls for sustainable building practices, such as natural materials, composting toilets, and greywater systems.
- Concerns about environmental conditions, especially terrain challenges and the need for erosion and dyke improvements.

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# **Final Thoughts from Respondents**

#### **Additional Early Directions from Respondents**

#### Themes from comments:

- Calls to prioritize infrastructure readiness, particularly sewer capacity, before approving further development.
- Support for smaller, more attainable housing types, such as prefab homes, microhomes, and infill on alreadyserviced lots.
- Concerns about Kaslo's capacity to support large-scale development, including limited emergency, medical, and social services.
- Desire for stronger policy tools and public accountability, such as development cost charges, referendums, and land trusts.

#### **Final Thoughts for the Project Team from Respondents**

#### Themes from comments:

- Divide over low-income housing, with strong support from some and strong opposition from others, citing concerns about long-term maintenance, service demands, and community character.
- Broad concern about infrastructure costs and capacity, especially relating to water, sewer, and road upgrades, with some wanting clarity on who will pay for services.
- Support for attainable, family-oriented housing options, such as large lots, microhomes, modular units, and ownership models that meet community needs.
- Skepticism about economic benefits, with some questioning the viability of development and potential benefits to the community.
- Recognition of the opportunity for well-planned, sustainable growth, especially when focused on low-impact design, local partnerships, and climate resilience.



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# **Next Steps**

The next step in the process is for the Project Team to develop a draft South Kaslo Development Plan.

After that, the community will be invited to comment on the Plan, and from that, final changes will be made before the draft Development Plan is presented to Council, which is scheduled for late 2025.



South Kaslo Development Plan: Early Directions
WHAT WE HEARD REPORT
JUNE 2025



## STAFF REPORT

DATE: July 16, 2025 FILE NUMBER: DVP-2025-01

TO: Mayor and Council

FROM: Ian Dunlop, Planner

SUBJECT: DVP 2025-01 – Backlit Signs at 405 Fourth Street

#### 1.0 PURPOSE

This application requests a permit to renovate existing signs and install new signs for the rebranding of the gas station at 405 4<sup>th</sup> Street. A variance is required to permit backlit signs, contrary to Sign Bylaw 1104.

#### 2.0 RECOMMENDATION

THAT Council approve Development Variance Permit application DVP 2025-01 to allow backlit signs at 405 4<sup>th</sup> Street with the condition that the signage is not illuminated between the hours of 21:00 and 06:00 Pacific Time.

#### 3.0 BACKGROUND

The applicant, Five Star Permits on behalf of the owner, Kaslo Mohawk 1987 Ltd., proposes renovate existing signs and install new signs for the rebranding of the gas station at 405 4<sup>th</sup> Street:

405 4th Street

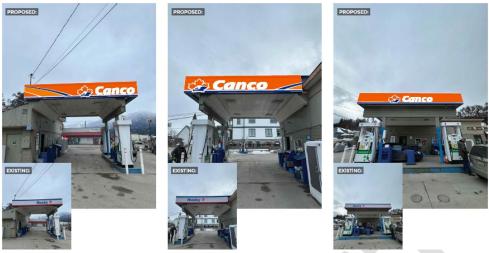
Legal: Lot 1, Block 10, District Lot 208 Kootenay District Plan 393, except Parcel A.

PID: 007-840-942

The property is zoned C-2 and is within the Heritage & Commercial Core Development Permit Area (DPA. The DPA regulations do not cover signage other than in general ways in conjunction with the alteration of a building or structure. Sign Bylaw 1104 specifically regulates the erection of signage in the Village, and applies to canopy, facia and free-standing signs. Where different regulations overlap in their jurisdiction, planning approvals are based on the more restrictive regulation, and thereby this application is most appropriately handled through the lens of Sign Bylaw 1104. Whether this application is considered under the Heritage and Commercial Core Development Permit, or as a Development Variance Permit to the Sign Bylaw, a decision on the matter has to be approved by Council in either case.

The attached artwork prepared by Selkirk Signs illustrates the three types of signage proposed, which is a mix of re-branding the existing canopy and free-standing sign, and new signs added to the façade and free standing signpost.

Canopy Sign – update existing signage with new branding



Free-standing Sign – Rebrand and add a second fuel price sign



Facia Sign – New sign over front door, under the canopy





#### 4.0 DISCUSSION

The canopy sign proposal replaces the Husky branding of the existing backlit canopy sign with their new brand, Canco. Bylaw 1104 specifies that canopies must have a minimum vertical clearance of 2.6m. This canopy exceeds the requirement because it allows for vehicular clearance. The bylaw also requires that the canopy sign not extend 0.3m (1 foot) from the canopy face. The sign complies with this requirement.

The existing free-standing sign has an overall height of 214.5" or approximately 5.5 metres according to the plan provided. The maximum height allowed in Bylaw 1104 is 12 metres. The existing sign cabinets and pole will remain and be rebranded. The proposal is to add a new sign cabinet below the existing cabinets to display the price of diesel fuel. According to the plan, the bottom of this cabinet will be just 7' 5-1/4" (2.27m) above the ground. Although the bylaw does not specify a minimum clearance for free standing signs, other references to facia and projecting signs require 2.6m clearance. The ground below the sign includes part of the asphalt apron of the gas station, so there is a risk that a larger vehicle could collide with the bottom corner of the sign. The applicant should consider increasing the overall height of the sign to improve ground clearance and reduce the risk of collision or arrange landscaping so that a vehicle cannot drive under the sign. But this is not a bylaw requirement.

The proposed facia sign to be erected above the front door of the store is a new addition. Bylaw 1104 specifies a maximum size ratio of 1 square metre for each 2 metres of building frontage on the street. The proposed facia sign is 2.5 square metres. The building frontage is approximately 13 metres, so the size is compliant.

Bylaw 1104 prohibits backlit illuminated signs (sec. 5(e)). This bylaw came into force in 2011. The existing illuminated signs predate the bylaw and therefore are legally non-compliant. Non-compliant signage can be maintained and that may be interpreted to include a change in branding as proposed.

The proposed facia sign and expansion of the free-standing sign to include a second fuel price cabinet are new and therefore subject to the requirements of Bylaw 1104. Permitting of a backlit sign contrary to the bylaw requires a Development Variance Permit to be approved by Council.

The applicant applied for a Heritage and Commercial Core Development Permit. This application may be changed to a Development Variance Permit application with the rationale explained in the background section of this report. These permits have the same fee of \$250. Public notice in the form of written notice to properties within 60 metres of the proposed development is required pursuant to the Development Procedures Bylaw and Section 499 of the Community Charter at least 10 days before the Council meeting. Notices were sent out on July 8<sup>th</sup>.

The overall proposal is to rebrand the gas station by modifying the existing signage, which does not conform with the current bylaw, and adding two new illuminated signs. The two new signs are minor additions to the already non-compliant situation. Without a variance to allow backlit signage contrary to Bylaw 1104, the existing signage may be updated with the new branding without a sign permit. As the fascia sign is under the canopy, the additional light will primarily illuminate the gas bar area.

The business currently operates between the hours of 06:00 and 21:00. The illuminated signs are turned off when the business is closed. A condition of approval can be added to make it a requirement that the signs be turned off between 21:00 and 06:00, to minimise the impact of the illumination and eliminate spillage

of light to neighbouring properties in the middle of the night. This condition was forwarded to the applicant's agent prior to the meeting. Council may consider entering Committee of the Whole during the meeting to hear from the applicant, their agent or other interested parties.

#### **5.0 OPTIONS**

- 1. THAT Council approve Development Variance Permit application DVP 2025-01 to allow backlit signs at 405 4th Street with the condition that the signage is not illuminated between the hours of 21:00 and 06:00 Pacific Time. A sign permit and variance will be issued as applied for.
- 2. Deny the application. The applicant may update the <u>existing</u> backlit signage with the new branding but cannot erect new illuminated signs.
- 3. Direct staff for further review and report.

#### **6.0 FINANCIAL CONSIDERATIONS**

The development permit application fee of \$250 has been received. A sign permit fee of \$20 also applies.

#### 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Bylaw

OCP Bylaw 1280 – Heritage & Commercial Core Development Permit Area (Section 16.3)

Sign Bylaw 1140

Bylaw 1283 – Development Procedures

#### **8.0 STRATEGIC PRIORITIES**

n/a

RESPECTFULLY SUBMITTED

Ian Dunlop, Planner

Attachments:

Conceptual artwork provided with the application.

Rationale letter from applicant.

Correspondence from interested party(ies).

### **CAO COMMENTS:**

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer

Date

#### VILLAGE OF KASLO

#### Notice of an application for a Development Variance Permit

The Village of Kaslo has received an application for a Development Variance Permit for the property located at **405 4**<sup>th</sup> **Street** (Husky/Canco Gas Station).

The Local Government Act and Village of Kaslo Development Procedures Bylaw 1283 require us to give you notice that the Council of the Village of Kaslo will consider issuing the Development Variance Permit (File DVP2025-01) at their Regular Meeting on Tuesday, July 22, 2025, which starts at 6:00 p.m. in Council Chambers at City Hall, 413 4<sup>th</sup> Street.

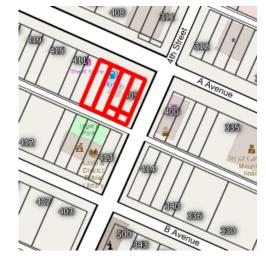
CIVIC ADDRESS: 405 4<sup>th</sup> Street PARCEL IDENTIFIER: 007-840-942

LEGAL DESCRIPTION: Lot 1, Block 10, District Lot 208

Kootenay District Plan 393, except Parcel A

The applicant is requesting a variance to the following provisions of the *Village of Kaslo Sign Bylaw 1104*, as amended:

1. To allow backlit signs, contrary to Section 5(e) of Sign Bylaw 1104.



#### Summary:

The applicant proposes to update existing signage for rebranding the gas station and add two new backlit signs. The existing backlit signage was in place prior to the enactment of Bylaw 1104 and does not require a permit. The new signage consists of a second fuel price sign cabinet under the existing freestanding sign, and a new backlit sign over the store entrance, under the existing canopy.

Details of the application and the proposed permit are available for inspection at the Village Office in City Hall between the hours of 10AM and 3PM, weekdays except statutory holidays.

Anyone who believes that approval of will affect their interests is invited to provide their comments to the Village. Written submissions can be sent by email, mail or hand delivered using the contact information below. All submissions must be received no later than noon on the Tuesday prior to the Council Meeting in order to be included in the agenda package.

Village of Kaslo 413 Fourth Street PO Box 576, Kaslo, BC, V0G 1M0 250-353-2311 admin@kaslo.ca www.kaslo.ca



## STAFF REPORT

DATE: July 16, 2025 FILE NUMBER: DVP-2025-02

TO: Mayor and Council

FROM: Ian Dunlop, Planner

SUBJECT: DVP2025-02 – Parking Variance, 1896 Building, 331 Front Street

#### 1.0 PURPOSE

This application requests Development Variance Permit to relieve them of the parking requirements for a restaurant with outdoor seating under Land Use (Zoning) Bylaw 1130.

#### 2.0 RECOMMENDATION

THAT a Development Variance Permit to vary the number of parking spaces required under Bylaw 1130 for outdoor restaurant seating to zero be approved for 331 Front Street.

#### 3.0 BACKGROUND

The applicant, Town Architecture on behalf of the owner, Cassidy Jakovickas, propose to construct an outdoor patio and second-storey deck on the east side of the 1896 Building on Front Street:

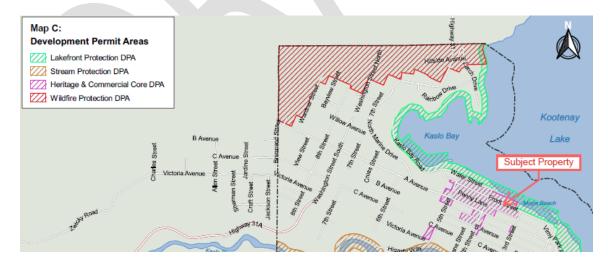
331 Front Street

Legal: Parcel G, District Lot 208 Kootenay District Plan 393, being a consolidation of Lots 16 & 17.

PID: 029-477-000

Related Building Permit: BP28913

The property is within the Heritage & Commercial Core Development Permit Area, as defined in **Section 16.3** and **Map C** (below) of the Official Community Plan, Bylaw 1280. The Heritage & Commercial Core DPA is established for the purpose of revitalizing the commercial core and preserving the general form and character of commercial and multi-family development in the designated areas, pursuant to Sections 488(1)(d) and 488(1)(f) of the Local Government Act.



The proposed development was considered compatible with the Building Design Guidelines and thereby approved by staff on June 6, 2025 as per authority delegated by the OCP. A further review of the building permit application at the time to confirm compliance with the Village's Land Use (Zoning) Bylaw 1130 revealed that the seating on the patio under the proposed deck would be seasonal seating for the existing take-out restaurant within the building.



#### 4.0 DISCUSSION

Section 4 of Bylaw 1130 requires that parking be provided on site at the ratio of 1 space per 5 seats. The proposed patio seating would require that 3 parking spaces be provided on the property, which is not possible. Kaslo Payment in Lieu of Parking Bylaw No. 1228 imposes a fee of \$5,000 be paid in lieu of each commercial core parking space not provided for a development.

Although parking spaces are available on the property, they are already allocated to the existing residential units, and the existing residential and commercial uses of the building were considered legally non-compliant to the current parking requirements because the situation existed prior to the adoption of the bylaw. However, the construction of the patio and deck is a new development, and therefore subject to the current parking requirements.

The Hazey Daze Parlour operates primarily as a take-out establishment, rather than a full-meal restaurant, catering to a mostly walk-in clientele in the morning and afternoon. The outdoor patio provides customers with a place to briefly sit to enjoy their purchase with a view of the SS Moyie and Kootenay Lake. People driving to the business tend to be "grab and go" customers, or people with other business to attend to in the downtown area, so the demand generated for on-street parking by this establishment is likely much less than for a traditional restaurant. Further, lack of off-street restaurant parking is commonplace in

downtown Kaslo, so the provision of parking or payment in lieu may be considered an undue hardship in this situation.

A variance to relieve of the parking requirement under Bylaw 1130, to reduce the required parking for the patio seating, also relieves the payment in lieu of parking requirement.

#### **5.0 OPTIONS**

- 1. THAT a Development Variance Permit to vary the number of parking spaces required under Bylaw 1130 for outdoor restaurant seating to zero be approved for 331 Front Street. The variance will be granted, and the applicant will not be required make a payment in lieu of parking.
- 2. Deny the application or approve a lesser variance. The applicant will be required to make a payment in lieu of parking for each required parking space or permanently reduce, eliminate or close-off the seating on the patio so it cannot be used as seating for the restaurant.
- 3. Council provides direction to staff for further review and report.

#### **6.0 FINANCIAL CONSIDERATIONS**

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

Payments in lieu of parking under Bylaw 1228 are deposited to the Capital Transportation Infrastructure Reserve to fund future transportation infrastructure improvements or land acquisitions that address priority public parking and active transportation projects identified by Council. Because the payment amount is set by bylaw, Council cannot set a reduced fee without first amending Bylaw 1228. However, Council could opt to provide only partial relief of the parking requirement, such as reducing the requirement to one parking space, and thereby the payment in lieu of parking would be for one parking space instead of three.

#### 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Bylaw

Bylaw 1280 – Official Community Plan

Bylaw 1130 – Land Use

Bylaw 1228 – Payment in lieu of parking

Bylaw 1283 – Development Procedures

#### **8.0 STRATEGIC PRIORITIES**

n/a

**RESPECTFULLY SUBMITTED** 

Ian Dunlop, Planner

Attachments:

Application and related correspondence.

CAO COMMENTS:	
Robert Baker, Chief Administrative Officer	Date

#### VILLAGE OF KASLO

#### Notice of an application for a Development Variance Permit

The Village of Kaslo has received an application for a Development Variance Permit for the property located at **331 Front Street** (1896 Building).

The Local Government Act and Village of Kaslo Development Procedures Bylaw 1283 require us to give you notice that the Council of the Village of Kaslo will consider issuing the Development Variance Permit (File DVP2025-02) at their Regular Meeting on Tuesday, July 22, 2025, which starts at 6:00 p.m. in Council Chambers at City Hall, 413 4<sup>th</sup> Street.

CIVIC ADDRESS: 331 Front Street PARCEL IDENTIFIER: 029-477-000

LEGAL DESCRIPTION: Parcel G Plan NEP393 District

Lot 208 Kootenay Land District, being a consolidation of Lots 16 & 17

The applicant is requesting a variance to the following provisions of the *Village of Kaslo Land Use Bylaw 1130*, as amended:

 To reduce the off-street parking requirement under Section 4.16 of Bylaw 1130 for the commercial use to zero.



#### Summary:

The applicant proposes to construct an outdoor patio under a deck on the east side of the property that will have seating for the existing take-out restaurant. Bylaw 1130 requires that off-street parking be provided for a restaurant based on 1 parking space per 5 seats. The variance to reduce the off-street parking requirement to zero will also relieve the applicant from a prescribed payment in lieu of parking under Bylaw 1228.

Details of the application and the proposed permit are available for inspection at the Village Office in City Hall between the hours of 10AM and 3PM, weekdays except statutory holidays.

Anyone who believes that approval of will affect their interests is invited to provide their comments to the Village. Written submissions can be sent by email, mail or hand delivered using the contact information below. All submissions must be received no later than noon on the Tuesday prior to the Council Meeting in order to be included in the agenda package.

Village of Kaslo 413 Fourth Street PO Box 576, Kaslo, BC, V0G 1M0 250-353-2311 admin@kaslo.ca www.kaslo.ca



## STAFF REPORT

DATE: July 17, 2025 FILE NUMBER: 1855-03-25

TO: Mayor and Council

FROM: Ian Dunlop, Manager of Strategic Initiatives

SUBJECT: RDCK Community Development Grant Program – 2025 Applications

#### 1.0 PURPOSE

To seek authorization from Council to apply to the RDCK's Community Development Grant Program for funding towards projects included in the Village's 2025 budget.

#### 2.0 RECOMMENDATION

THAT the Village apply to the RDCK's Community Development Grant Program for \$20,000 towards the Kaslo & District Arena upgrades project.

THAT the Village apply to the RDCK's Community Development Grant Program for \$30,000 towards the painting of City Hall and purchase of audio/visual equipment for Council Chambers.

THAT the Village apply to the RDCK's Community Development Grant Program for \$40,000 towards the Kemball Memorial Centre renovations.

#### 3.0 BACKGROUND

The Village of Kaslo currently has over \$5 million in projects currently underway and planned in the 5-year financial plan that was approved by Council in May. Funding from grant sources is critical to the success of these projects, leveraging other grant programs, and minimizing the burden on the local tax base. The RDCK's Community Development Grant Program is funded by grants-in-lieu of taxes from BC's Crown corporations. Funds are allocated to each municipality and electoral area in the RDCK, with Kaslo eligible to receive 3.48% of the total annual grant-in-lieu.

From the RDCK's Community Development Grant Program policy no. 300-09-12, "The purpose of the community development grant program is to support initiatives that further the social, economic and/or environmental wellbeing of regional district residents and organizations and/or to reduce regional district tax requisitions." Societies, organizations, municipal councils and RDCK services are eligible to be recipients of grants through the program.

There are three projects in the 2025 budget that identify funding from the Community Development Grant Program. These are the Kaslo & District Arena upgrades, painting of City Hall and purchase of audio/visual equipment for Council Chambers, and Kemball Memorial Centre renovations.

#### 4.0 DISCUSSION

Funding from the Community Development Grant Program for the following projects is specified in the Village's 5-Year Financial Plan.

#### Kaslo & District Arena

The arena upgrades project includes installation of a new heating, cooling and ventilation system for the upstairs lounge area that will support a future commercial kitchen, and a backup power generator. A feasibility study for the kitchen and design of the HVAC system were completed in 2024. The total cost of the project in the 2025 budget is \$237,590, with \$20,000 expected to come from the Community Development Grant Program, \$104,148 from the Columbia Basin trust Community Readiness program, \$13,442 from surplus, and \$100,000 from reserves.

#### City Hall

Painting of City Hall and audio/visual improvements in Council Chambers are planned for 2025. The painting will cost \$72,820, plus an allowance of \$8,000 for exterior repairs or replacement of rotted and weathered wood components. The total project budget for 2025 is \$90,000, with \$30,000 expected from the Community Development Grant Program and \$60,000 from reserves.

#### Kemball Memorial Centre

Progress is being made on the Kemball Memorial Centre project, with the installation of a new HVAC system, fire suppression, bathrooms, and electrical all underway. The total budget for 2025 is \$1,316,041. The budget includes a \$75,000 grant through ETSI Economic Development Capacity grant which we've recently learned is not an eligible project under that grant program. Other funding includes \$845,238 from the Investing in Canada Infrastructure Program, \$105,600 from a Columbia Basin Trust Charge-Up Grant, \$40,000 from the Community Development Grant Program, \$145,203 from surplus, and \$105,000 from reserves.

#### **5.0 OPTIONS**

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

Three separate resolutions are recommended as a separate application to the Community Development Grant Program will be required for each project.

1. THAT the Village apply to the RDCK's Community Development Grant Program for \$20,000 towards the Kaslo & District Arena upgrades project.

THAT the Village apply to the RDCK's Community Development Grant Program for \$30,000 towards the painting of City Hall and purchase of audio/visual equipment for Council Chambers.

THAT the Village apply to the RDCK's Community Development Grant Program for \$40,000 towards the Kemball Memorial Centre renovations.

Staff will prepare and submit the applications to the RDCK and fully execute the funding agreements, if approved.

#### **6.0 FINANCIAL CONSIDERATIONS**

The balance of funds available to the Village through the RDCK's Community Development Grant Program was \$118,081.86 as of March 2025. This is prior to receipt of the 2025 allocation. The estimated 2025 allocation is \$40,000, so the remaining balance after paying out funds for 2025 projects is anticipated to be approximately \$68,000.

No applications to the RDCK's Community Development Grant Program were made by the Village in 2024.

#### 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

#### **Policy**

RDCK Policy 300-09-12 – Community Development Program Grants

#### **Bylaw**

Five Year Financial Plan Bylaw No. 1316, 2025

#### **8.0 STRATEGIC PRIORITIES**

The 2025 projects planned for the arena, City Hall, and Kemball Memorial Centre are "NOW" priorities in Council's Strategic Priorities for 2025-2026.

#### **RESPECTFULLY SUBMITTED**

Ian Dunlop, Manager of Strategic Initiatives

#### **CAO COMMENTS:**

APPROVED FOR SUBMISSION TO COUNCIL

Robert Baker, Chief Administrative Officer



# **Bylaw Amendment Application**

Referral Form

Amendment to Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013,

Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013

Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013

Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016

Electoral Area 'F' Official Community Plan Bylaw No. 2214, 2011

Electoral Area 'G' Land Use Bylaw No. 2452, 2018

Kootenay - Columbia Rivers Official Community Plan Bylaw No. 1157, 1996

Electoral Area 'K' - The Arrow Lakes Official Community Plan Bylaw No. 2022, 2009

Date: July 11, 2025

You are requested to comment on the attached Bylaw Amendment for potential effect on your agency's interests. We would appreciate your response WITHIN 30 DAYS (PRIOR TO August 15, 2025). If no response is received within that time, it will be assumed that your agency's interests are unaffected.

#### **PURPOSE OF THE BYLAW AMENDMENT:**

The purpose of the proposed bylaw amendments is to implement the requirements of Provincial Bill 44 – Housing Statutes (Residential Development) Amendment Act, which introduces provisions to permit Small-Scale Multi-Unit Housing (SSMUH) throughout British Columbia. Under this legislation, the Regional District of Central Kootenay (RDCK) is mandated to allow a minimum of one (1) secondary suite and/or one (1) detached accessory dwelling unit on all parcels within restricted residential zones across all Electoral Areas. Additional information regarding the provincial legislative requirements is available here.

The intent of the amendment bylaws is to amend the Official Community Plans to align with recent zoning bylaw amendments and to support the implementation of SSMUH policies as required by the Province.

Amendment Bylaw	Official Community Plan Bylaw
Electoral Area 'A' Comprehensive Land Use Amendment Bylaw	Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315,
No. 3041, 2025	2013
Electoral Area 'B' Comprehensive Land Use Amendment Bylaw	Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316,
No. 3042, 2025	2013
Electoral Area 'C' Comprehensive Land Use Amendment Bylaw	Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317,
No. 3043, 2025	2013
Electoral Area 'D' Comprehensive Land Use Amendment Bylaw	Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435,
No. 3044, 2025	2016
Electoral Area 'F' Official Community Plan Amendment Bylaw	Electoral Area 'F' Official Community Plan Bylaw No. 2214, 2011
No. 3045, 2025	
Electoral Area 'G' Land Use Amendment Bylaw No. 3046, 2025	Electoral Area 'G' Land Use Bylaw No. 2452, 2018
Kootenay - Columbia Rivers Official Community Plan	Kootenay - Columbia Rivers Official Community Plan Bylaw No.
Amendment Bylaw No. 3047, 2025	1157, 1996
Electoral Area 'K' - The Arrow Lakes Official Community Plan	Electoral Area 'K' - The Arrow Lakes Official Community Plan
Amendment Bylaw No. 3048, 2025	Bylaw No. 2022, 2009

Nelson Office: Box 590, 202 Lakeside Drive, Nelson, BC. V1L 5R4

Phone: 250.352.6665 | Toll Free: 1.800.268.7325 (BC) | Email: info@rdck.ca | Fax: 250.352.9300 | Page 97 of 225

Link to the full text of existing bylaws: https://www.rdck.ca/development-sustainability/development-community-sustainabilityservices/community-planning/official-community-plans-comprehensive-land-use-bylaw-zoning-bylaws/ Enclosed with this referral package are the following documents: Drafts of the proposed bylaw amendment; Concurrence Tables, which present a side-by-side comparison of the current policies and the proposed amendments, including rationale; and A map identifying Electoral Areas within the RDCK that are currently subject to Official Community Plans (OCPs). The proposed amendments are intended to: Clarify and modernize land use terminology; Update land use policies including those applicable to residential designations to reflect recent zoning bylaw changes; **LEGAL DESCRIPTION & GENERAL LOCATION:** The proposed bylaw amendments apply to the communities in Electoral Area 'A', 'B', 'C', 'D', 'F', 'G', 'J', and 'K' of the Regional District of Central Kootenay (RDCK), which are subject to the Official Community Plans. The area includes various communities, as illustrated in Attachment C. AREA OF PROPERTY AFFECTED **ALR STATUS** n/a The proposed amendments apply to properties both within and outside the ALR. APPLICANT/AGENT: **RDCK Planning Department** Please provide your response via email. If your agency's interests are 'Unaffected' no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this permit. If you are an RDCK commission member, do not respond via email. Your response is the commission's recommendation which staff will collect from the meeting minutes. Rishab Gaba, PLANNER 2 **REGIONAL DISTRICT OF CENTRAL KOOTENAY** TRANSPORTATION West Kootenay **FIRST NATIONS** KTUNAXA NATION COUNCIL (ALL REFERRALS) HABITAT BRANCH FRONT COUNTER BC (FLNRORD) YAQAN NU?KIY (LOWER KOOTENAY) AGRICULTURAL LAND COMMISSION ?AKINK'UM‡ASNUQ‡I?IT (TOBACCO PLAINS) REGIONAL AGROLOGIST **?AKISQNUK (COLUMBIA LAKE)** ENERGY & MINES ?AQ'AM (ST. MARY'S) MUNICIPAL AFFAIRS & HOUSING OKANAGAN NATION ALLIANCE C'ƏC'ƏWIXA? (UPPER SIMILKAMEEN) INTERIOR HEALTH HBE Team, Nelson KOOTENAY LAKES PARTNERSHIP K+K'ƏR'MÍWS (LOWER SIMILKAMEEN) SCHOOL DISTRICT NO. 8, 10, 20 SNPÍNTKTN (PENTICTON) STQA?TKWƏ+WT (WEST BANK) UTILITIES (FORTIS, BC HYDRO, NELSON HYDRO, COLUMBIA SUKNAQÍNX (OKANAGAN) POWER) Swíws (osoyoos) REGIONAL DISTRICT OF CENTRAL KOOTENAY SPAXOMƏN (UPPER NICOLA) **DIRECTORS FOR:** SHUSWAP NATION TRIBAL COUNCIL  $\boxtimes$  A  $\boxtimes$  B  $\boxtimes$  C  $\boxtimes$  D  $\square$  E  $\boxtimes$  F  $\boxtimes$  G  $\square$  H  $\square$  I  $\boxtimes$  J  $\boxtimes$  K KENPÉSQT (SHUSWAP) ALTERNATIVE DIRECTORS FOR: QW?EWT (LITTLE SHUSWAP) igtimes A igtimes B igtimes C igtimes D igtimes E igtimes Figtimes G igtimes H igtimes I igtimes J igtimes K SEXQELTQÍN (ADAMS LAKE) APHC AREA A, B, C, D, G, J SIMPCW ((SIMPCW) RDCK FIRE SERVICES SKEMTSIN (NESKONLITH) RDCK EMERGENCY SERVICES SPLATSÍN (SPLATSÍN FIRST NATION) **RDCK BUILDING SERVICES** SKEETCHESTN INDIAN BAND

Nelson Office: Box 590, 202 Lakeside Drive, Nelson, BC. V1L 5R4

Phone: 250.352.6665 | Toll Free: 1.800.268.7325 (BC) | Email: info@rdck.ca | Fax: 250.352.9300

RDCK UTILITY SERVICES	☐ TK'EMLUPS BAND
RDCK REGIONAL PARKS	SINIXT CONFEDERACY

The personal information on this form is being collected pursuant to *Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015* for the purpose of determining whether the application will affect the interests of other agencies or adjacent property owners. The collection, use and disclosure of personal information are subject to the provisions of FIPPA. Any submissions made are considered a public record for the purposes of this application. Only personal contact information will be removed. If you have any questions about the collection of your personal information, contact the Regional District Privacy Officer at 250.352.6665 (toll free 1.800.268.7325), <a href="mailto:info@rdck.bc.ca">info@rdck.bc.ca</a>, or RDCK Privacy Officer, Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4.

RETURN TO: **RISHAB GABA**, PLANNER 2

DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES REGIONAL DISTRICT OF CENTRAL KOOTENAY

BOX 590, 202 LAKESIDE DRIVE

NELSON, BC V1L 5R4 Ph. 250-352-8153

Email: rgaba@rdck.bc.ca

Nelson Office: Box 590, 202 Lakeside Drive, Nelson, BC. V1L 5R4 Phone: 250.352.6665 | Toll Free: 1.800.268.7325 (BC) | Email: info@rdck.ca | Fax: 250.352.9300

#### REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3041

A Bylaw to amend Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013

WHEREAS it is deemed expedient to amend the Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

#### **APPLICATION**

- 1 That Multi-Family Residential in Table 1: Land Use Consistency Table be amended to: Multi-Unit Residential
- That Schedule 'A' Official Community Plan of *Electoral Area 'A' Comprehensive Land Use Bylaw No.* 2315, 2013 be amended as follows:
  - A. That the Background subsection of section 5.0 Residential be amended as follows:

This section outlines the objectives and policies for Suburban Residential, Country Residential, Rural Residential, Multi-Unit and Mixed Use Residential designations in the Plan Area.

- B. That the Suburban Residential (RS) Policies subsection of section 5.0 Residential be amended as follows:
  - 20. Directs that the principal use shall be single detached or duplex housing.
  - 21. Directs that the recommended minimum lot size should be 4000 square metres of site area where serviced by a community water system, unless a lot is serviced by a community sewer system whereby the minimum lot size should be 1000 square metres.
  - 22. In areas where there is no associated zoning, the minimum lot size may vary if the area needed for an on-site septic system is less. In areas with associated zoning, the maximum density shall be 2 dwelling units per lot; only one single detached housing or duplex housing is permitted per lot.
- C. That the Country Residential (RC) Policies subsection of section 5.0 Residential be amended as follows:
  - 25. Directs that the principal use shall be single detached or duplex housing.

- 26. Directs that single detached or duplex housing should be permitted, with a maximum density of two (2) dwelling units per lot; only one single detached housing or duplex housing is permitted per lot.
- 28. Encourages the clustering of strata lots, subject to density requirements and the protection of green-space through issuance of a Development Permit.
- D. That the Rural Residential (RR) Policies subsection of section 5.0 Residential be amended as follows:
  - 29. directs that the principal use shall be single detached or duplex housing.
  - 32. Directs that single detached or duplex housing should be permitted, with a maximum density of two (2) dwelling units per lot; only one single detached housing or duplex housing is permitted per lot.
  - 35. Supports that the clustering of development of single detached housing subject to the maintenance of buffers will be considered and encouraged upon application to the Regional Board and subject to density requirements.
- E. That the Multi-Family Residential (RM) Policies subsection of section 5.0 Residential be amended as follows:

Multi-Unit Residential (RM) Policies

- 36. Directs that the principal use be single detached, duplex or multi-unit housing.
- 37. Supports that Multi-Unit Residential includes developments consisting of more than five (5) units per hectare in seniors housing developments, co-operative housing, apartments, fractional, strata and row housing developments; and that the density provisions for manufactured home parks coincide with the applicable RDCK Manufactured Home Park Bylaw for developments consisting of more than three (3) units.
- 38. Directs that all Multi-Unit Residential developments shall be serviced by a community water system and community sewer system.
- 39. Supports that Multi-Unit Residential may include fractional interest and strata developments that may also include an accessory or incidental commercial use.
- 40. Will require that applications for new Multi-Unit Residential developments shall require the establishment of an appropriate Development Permit area for the form and character of Multi-Unit residential development.
- F. That the Natural Environment Policies subsection of Section 10.0 Natural Environment be amended as follows:
  - 18 b. development acceptable on private land designated 'Environmental Reserve' shall include: trails, interpretive signs, benches and similar types of development. Caretaker

suite may be considered subject to compliance where necessary with Section 56 of the Community Charter;

G. That the Development Permit Area #2: Residential Cluster Development Permit (RCDP) Area subsection of Section 16.0 Development Permit Areas be amended as follows:

Area

The RCDP Area is comprised of all privately owned or leased lands designated as Suburban Residential (RS), Country Residential (RC), Multi-Unit Residential (RM), and Mixed Use Residential (RMU) on Schedule 'A.1'.

3 This Bylaw shall come into force and effect upon its adoption.

#### **CITATION**

This Bylaw may be cited as "Electoral Area 'A' Comprehensive Land Use Amendment Bylaw No. 3041, 2025."

READ A FIRST TIME UIIS	[Date]	day or	[INIOHIH]	, ZUXX.		
READ A SECOND TIME this	[Date]	day of	[Month]	, 20XX.		
WHEREAS A PUBLIC HEARI	NG was held this	[Date] day of	[Month]	,20XX.		
READ A THIRD TIME this	[Date]	day of	[Month]	, 20XX.		
[Controlled Highway or Ex Act this [Date] da	ceeds 4500 sq.m] ny of	APPROVED unde [Month]	er <b>Section 52 (3)(a) of the</b> , 20XX.	Transportatio	n	
Approval Authority, Ministry of Transportation and Infrastructure						
ADOPTED this	[Date]	day of	[Month]	, 20XX.		
Name of Board Chairl, Bo	ard Chair		Name of COl. Corpo	rate Officer		

#### REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3042

A Bylaw to amend Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013

WHEREAS it is deemed expedient to amend the Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

#### **APPLICATION**

- 1 That Schedule 'A' Official Community Plan of *Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013* be amended as follows:
  - A. That the Suburban Residential (RS) Policies subsection of section 4.0 Residential be amended as follows:
    - 14. Directs that the principal use shall be single detached or duplex housing.
  - B. That the Country Residential (RC) Policies subsection of section 4.0 Residential be amended as follows:
    - 18. Directs that the principal use shall be single detached or duplex housing.
  - C. That the Rural Residential (RR) Policies subsection of section 4.0 Residential be amended as follows:
    - 21. Directs that the principal use shall be single detached or duplex housing.
  - D. That the Multi-Unit Residential (RH) Policies subsection of section 4.0 Residential be amended as follows:
    - 24. Directs that the principal use be single detached, duplex or multi-unit housing.
  - E. That the Erickson subsection of section 14.0 Community Specific Policies be amended as follows:
    - 6. Supports the provision of alternative housing in the form of accessory dwelling unit, to allow for greater flexibility and affordability of housing choice, subject to approval by the Agricultural Land Commission, where required.

- F. That the Canyon subsection of section 14.0 Community Specific Policies be amended as follows:
  - 15. Supports the provision of alternative housing in the form of accessory dwelling unit, to allow for greater flexibility and affordability of housing choice, subject to approval by the Agricultural Land Commission, where required.
- G. That the Lister, Rykert, Riverview and Huscroft subsection of section 14.0 Community Specific Policies be amended as follows:
  - 24. Supports the provision of alternative housing in the form of accessory dwelling unit, to allow for greater flexibility and affordability of housing choice, subject to approval by the Agricultural Land Commission, where required.
- 2 This Bylaw shall come into force and effect upon its adoption.

#### **CITATION**

This Bylaw may be cited as "Electoral Area 'B' Comprehensive Land Use Amendment Bylaw No. 3042, 2025

[Name of Board Chair], Board Chair			[Name of CO], Corporate Officer		
ADOPTED this	[Date]	day of	[Month]	, 20XX.	
Approval Authority, Ministry of Transportation a	nd Infrastructu	re			
[Controlled Highway or Exce Act this [Date] day		APPROVED under <b>S</b> o [Month]	ection <b>52 (3)(a) of the</b> , 20XX.	e Transportation	ì
READ A THIRD TIME this	[Date]	day of	[Month]	, 20XX.	
WHEREAS A PUBLIC HEARIN	G was held this	[Date] day of	[Month]	,20XX.	
READ A SECOND TIME this	[Date]	day of	[Month]	, 20XX.	
READ A FIRST TIME this	[Date]	day of	[Month]	, 20XX.	

#### REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3043

A Bylaw to amend Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013

WHEREAS it is deemed expedient to amend the Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

#### **APPLICATION**

- 1 That Multi-Family Residential in Table 1: Land Use Consistency Table be amended to: Multi-Unit Residential
- That Schedule 'A' Official Community Plan of *Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013* be amended as follows:
  - A. That the Background subsection of section 4.0 Residential be amended as follows:

This section outlines the objectives and policies for Suburban Residential, Country Residential, Rural Residential and Multi-Unit Residential designations in the Plan area.

- Zoning types applicable to this section include Suburban Residential (R1), Country Residential (R2), Rural Residential (R3), Rural Resource (R4), Manufactured Home Park (R5) and Multi-Unit Residential (R6).
- B. That the Suburban Residential (RS) Policies subsection of section 4.0 Residential be amended as follows:
  - 10. Directs that the principal use shall be single detached or duplex housing.
- C. That the Country Residential (RC) Policies subsection of section 4.0 Residential be amended as follows:
  - 13. Directs that the principal use shall be single detached or duplex housing.
  - 14. Supports a minimum lot size of 1.0 hectare, with a maximum density of two (2) dwelling units per lot; only one single detached housing or duplex housing is permitted per lot.
- D. That the Rural Residential (RR) Policies subsection of section 4.0 Residential be amended as follows:

- 17. directs that the principal use shall be single detached or duplex housing.
- E. That the Multi-Unit Residential (RH) Policies subsection of section 4.0 Residential be amended as follows:
  - 20. Directs that the principal use be single detached, duplex or multi-unit housing.
  - 21. Supports that multi-unit residential includes developments consisting of more than five (5) units per hectare (2.47 acres) in manufactured home parks, seniors housing developments, co-operative housing, apartments, fractional, strata and row housing developments.
  - 22. Directs that multi-unit residential developments be restricted to a maximum of two-stories and be subject to the provision of community water and/or waste water disposal.
  - 23. Encourages that multi-unit residential developments may include accessory or incidental commercial use.
  - 24. recognizes that multi-unit residential policies will be applicable to both manufactured home Park Zoning (R5) and Multi-Unit Residential Zoning (R6).
- F. That the Natural Environment Policies subsection of Section 9.0 Natural Environment be amended as follows:
  - 19 b. development acceptable on private land designated 'Environmental Reserve' shall include: trails, interpretive signs, benches and similar types of development. Caretaker suite may be considered subject to compliance where necessary with the Local Government Act.
- 3 This Bylaw shall come into force and effect upon its adoption.

#### **CITATION**

This Bylaw may be cited as "Electoral Area 'C' Comprehensive Land Use Amendment Bylaw No. 3043, 2025."

READ A FIRST TIME this	[Date]	day of	[Month]	, 20XX.
READ A SECOND TIME this	[Date]	day of	[Month]	, 20XX.
WHEREAS A PUBLIC HEARING	was held this [Da	ite] day of	[Month]	,20XX.
READ A THIRD TIME this	[Date]	day of	[Month]	, 20XX.

Act this [Date]	day of	[Month]	, 20XX.	e Transportation
Approval Authority, Ministry of Transporta	tion and Infrastructu	re		
, c		. •		
ADOPTED this	[Date]	day of	[Month]	, 20XX.
[Name of Board Chair], Board Chair		[Name of CO], Corporate Officer		

#### REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3044

A Bylaw to amend Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016

WHEREAS it is deemed expedient to amend Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

#### **APPLICATION**

- 1 That Multi-Family Residential in Table 1: Land Use Consistency Table be amended to: Multi-Unit Residential
- That Schedule 'A' Official Community Plan of *Electoral Area 'D' Comprehensive Land Use Bylaw No.* 2435, 2016 be amended as follows:
  - A. That the Background subsection of section 7.0 Residential be amended as follows:
    - This section outlines the objectives and policies for Suburban Residential, Country Residential, Rural Residential, Remote Residential and Multi-Unit Residential designations in the Plan area.
  - B. That the Suburban Residential (RS) Policies subsection of section 7.0 Residential be amended as follows:
    - 15. Directs that the principal use shall be single detached or duplex housing.
  - C. That the Country Residential (RC) Policies subsection of section 7.0 Residential be amended as follows:
    - 17. Directs that the principal use shall be single detached or duplex housing.
  - D. That the Rural Residential (RR) Policies subsection of section 5.0 Residential be amended as follows:
    - 21. Directs that the principal use shall be agricultural, single detached or duplex housing.
  - E. That the Multi-Family Residential (RM) Policies subsection of section 7.0 Residential be amended as follows:

Multi-Unit Residential (RM) Policies

- 23. Directs that the principal use be single detached, duplex or multi-unit housing.
- 24. Supports that multi-unit residential includes developments consisting of more than five (5) units per hectare in manufactured home parks, seniors housing developments, co-operative housing, apartments, fractional, strata and row housing developments.
- 25. Directs that multi-unit developments be restricted to two-stories and be subject to the provision of community water and/or sewage.
- 26. Encourages that multi-unit developments may include accessory or incidental commercial use.
- F. That the Ainsworth subsection of Section 18.0 Community Specific Policies be amended as follows:
  - 4. Recognizes that single detached residential land use will remain the dominant form of land use within the town-site, with the exception of designated commercial and resort commercial areas.
- G. That the Woodbury subsection of Section 18.0 Community Specific Policies be amended as follows:
  - 17. Recognizes that Woodbury will remain primarily single detached residential with opportunity for appropriate home-based business and commercial use.
- H. That the Fletcher Creek subsection of Section 18.0 Community Specific Policies be amended as follows:
  - 23. Recognizes that Fletcher Creek will remain primarily single detached residential with opportunity for home-based businesses within residential areas and designated areas for light industry.
- That the Mirror Lake subsection of Section 18.0 Community Specific Policies be amended as follows:
  - 28. Recognizes that Mirror Lake will remain primarily a single detached residential and rural community.
  - 32. Requires that home-based businesses, including tourist accommodation be restricted as accessory to single detached residential use.
- J. That the Pineridge and 0 Avenue subsection of Section 18.0 Community Specific Policies be amended as follows:
  - 38. Recognizes that Pineridge and 0 Avenue will remain primarily single detached residential, with water availability being considered at the time of zoning.

- K. That the Allen Division subsection of Section 18.0 Community Specific Policies be amended as follows:
  - 60. Recognized that Allen Division will remain primarily suburban residential with a mix of housing types, primarily oriented toward single detached and duplex housing.
- L. That the Schroeder Creek subsection of Section 18.0 Community Specific Policies be amended as follows:
  - 86. Recognizes that Schroeder Creek will remain primarily single detached residential.
  - 87. Supports that home-based businesses and accessory tourist accommodation be restricted as an accessory to single detached residential use, and that decisions regarding land use amendments or development applications be considered based on the existing history, peaceful and private character, and social characteristics of the community.
- 3 This Bylaw shall come into force and effect upon its adoption.

#### **CITATION**

This Bylaw may be cited as "Electoral Area 'D' Comprehensive Land Use Amendment Bylaw No. 3044, 2025

READ A FIRST TIME this	[Date]	day of	[Month]	, 20XX.	
READ A SECOND TIME this	[Date]	day of	[Month]	, 20XX.	
WHEREAS A PUBLIC HEARING	G was held this	[Date] day of	[Month]	,20XX.	
READ A THIRD TIME this	[Date]	day of	[Month]	, 20XX.	
[Controlled Highway or Exceed Act this [Date] day of		APPROVED unde [Month]	r <b>Section 52 (3)(a) of the</b> , 20XX.	Transportation	
Approval Authority, Ministry of Transportation ar	nd Infrastructu	re			
ADOPTED this	[Date]	day of	[Month]	, 20XX.	
[Name of Board Chair] Board	d Chair		Name of CO1 Corpo	nata Office n	
iname oi Board Chairl Board	1111111		INAME OF COLUMN	TATE CHICEE	

#### REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3045

A Bylaw to amend Electoral Area 'F' Official Community Plan Bylaw No. 2214, 2011

WHEREAS it is deemed expedient to amend the Electoral Area 'F' Official Community Plan Bylaw No. 2214, 2011, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

#### **APPLICATION**

- 1 That Schedule 'A' of *Electoral Area 'F' Official Community Plan Bylaw No. 2214, 2011* be amended as follows:
  - A. That the section 11.5 High Density Residential be amended as follows:
    - .1 h. encourages entry level and affordable housing choices through various mechanisms including secondary suite, duplexes in appropriate locations, and small house/small lot options;
    - .7 Directs that High Density Residential designations provide for multi-unit housing such as triplexes, fourplexes, townhouses, condominiums, and apartments.
  - B. That the section 20.1 Background be amended as follows:
    - 6. establishment of objectives for the form and character of commercial, industrial or multi-unit residential development
  - C. That the Designation subsection of the section 20.3 Commercial, Industrial, and High Density Residential Development Permit (CIHDRDP) Area be amended as follows:
    - The CIHDRDP Area is designated under Section 488(1) (f), (h) and (e) of the Local Government Act to establish objectives for the form and character of commercial, industrial and multi-unit residential development, and the promotion of energy and water conservation.
- 2 This Bylaw shall come into force and effect upon its adoption.

#### **CITATION**

3

3045, 2025"

This Bylaw may be cited as "Electoral Area 'F' Official Community Plan Amendment Bylaw No.

READ A FIRST TIME this	[Date]	day of	[Month]	, 20XX.	
READ A SECOND TIME 1	this [Date]	day of	[Month]	, 20XX.	
WHEREAS A PUBLIC HE	ARING was held this	[Date] day of	[Month]	,20XX.	
READ A THIRD TIME thi	s [Date]	day of	[Month]	, 20XX.	
[Controlled Highway or <b>Act</b> this [Date]	Exceeds 4500 sq.m] day of	APPROVED under <b>S</b> [Month]	Section 52 (3)(a) of the , 20XX.	Transportation	
Approval Authority, Ministry of Transportat	ion and Infrastructur	e			
ADOPTED this	[Date]	day of	[Month]	, 20XX.	
[Name of Board Chair],	Board Chair		[Name of CO], Corpo	rate Officer	

#### REGIONAL DISTRICT OF CENTRAL KOOTENAY

#### Bylaw No. 3046

A Bylaw to amend Electoral Area 'G' Land Use Bylaw No. 2452, 2018

WHEREAS it is deemed expedient to amend the Electoral Area 'G' Land Use Bylaw No. 2452, 2018, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

#### **APPLICATION**

- 1 That Schedule 'A' Official Community Plan of *Electoral Area 'G' Land Use Bylaw No. 2452, 2018* be amended as follows:
  - A. That the General Residential Policies subsection of section 3.0 Residential be amended as follows:
    - 10. Will increase housing diversity and choice in the community through allowing for accessory dwelling unit to increase the number of dwellings available for rental occupancy and to single occupancy households.
  - B. That the Town-site Residential (RS) Policies subsection of section 3.0 Residential be amended as follows:
    - 17. Directs that the principal use be single detached, duplex or multi-unit housing.
    - 18. Will allow for accessory buildings and structures, accessory dwelling unit, accessory tourist accommodation, home-based business, horticulture and the keeping of farm animals as accessory uses.
  - C. That the Country Residential (RC) Policies subsection of section 3.0 Residential be amended as follows:
    - 22. Directs that the principal use shall be single detached or duplex housing.
    - 23. Will allow for accessory buildings and structures, accessory dwelling unit, accessory tourist accommodation, home-based business, horticulture and the keeping of farm animals as accessory uses.
  - D. That the Rural Residential (RR) Policies subsection of section 3.0 Residential be amended as follows:

- 25. Directs that the principal use shall be single detached or duplex housing, horticulture or portable sawmills.
- 26. Will allow for accessory buildings and structures, accessory dwelling unit, accessory tourist accommodation, home-based business, horticulture, keeping of farm animals, kennels and small scale wood product manufacturing as accessory uses.
- E. That the Multi-Unit Residential (RH) Policies subsection of section 5.0 Residential be amended as follows:
  - 29. Directs that the principal use shall be multi-unit housing or manufactured home parks.
- 2 This Bylaw shall come into force and effect upon its adoption.

#### **CITATION**

3 This Bylaw may be cited as "Electoral Area 'G' Land Use Amendment Bylaw No. 3046, 2025

READ A FIRST TIME this	[Date]	day of	[Month]	, 20XX.
READ A SECOND TIME th	nis [Date]	day of	[Month]	, 20XX.
WHEREAS A PUBLIC HEA	RING was held this [	Date] day of	[Month]	,20XX.
READ A THIRD TIME this	[Date]	day of	[Month]	, 20XX.
	Exceeds 4500 sq.m] Aday of	APPROVED und [Month]	ler <b>Section 52 (3)(a) of the</b> , 20XX.	Transportation
Approval Authority, Ministry of Transportation	on and Infrastructure	2		
ADOPTED this	[Date]	day of	[Month]	, 20XX.
[Name of Board Chair]. F	Board Chair		[Name of CO]. Corpor	rate Officer

#### REGIONAL DISTRICT OF CENTRAL KOOTENAY

#### **Bylaw No. 3047**

A Bylaw to amend Kootenay - Columbia Rivers Official Community Plan Bylaw No. 1157, 1996

WHEREAS it is deemed expedient to amend the Kootenay - Columbia Rivers Official Community Plan Bylaw No. 1157, 1996, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

#### **APPLICATION**

- 1 That Schedule 'A' of *Kootenay Columbia Rivers Official Community Plan Bylaw No. 1157, 1996* be amended as follows:
  - A. That the 3.2.2 Suburban Residential Policies subsection of section 3.2 General Residential Policies be amended as follows:
    - 3.2.2.3 The maximum density shall be two (2) dwelling units per lot; only one single detached housing or duplex housing is permitted per lot. Except one dwelling unit and one secondary suite shall be permitted on Lot 2 District Lot 4598 Kootenay Land District EPP75763 (PID 030-260-191).
    - 3.2.2.5 In areas where individual septic systems are adversely affecting the environment or the quality of water, a sewer system may be required where the minimum lot size for a single detached housing shall be 700 square metres.
  - B. That the 3.2.3 Country Residential 1 Policies subsection of section 3.2 General Residential Policies be amended as follows:
    - 3.2.3.2 The maximum density shall be two (2) dwelling units per lot; only one single detached housing or duplex housing is permitted per lot.
    - 3.2.3.4 The clustering of development in either single detached or multi-unit housing subject to the maintenance of buffers on non agricultural lands will be considered and encouraged by the Board of the Regional District.
  - C. That the 3.2.4 Country Residential 2 Policies subsection of section 3.2 General Residential Policies be amended as follows:
    - 3.2.4.2 one single detached or duplex housing shall be permitted per lot. the maximum density shall be two (2) dwelling units per lot. In addition, if a lot is developed with a single

detached housing, a manufactured home may be placed on the lot to provide temporary accommodation for a relative of the occupant of the principal dwelling. Lands within the Agricultural Land Reserve shall comply with the Agricultural Land Commission Act, Regulations and Orders.

- D. That the 3.2.5 Rural Residential Policies subsection of section 3.2 General Residential Policies be amended as follows:
  - 3.2.5.2 The maximum density shall be two (2) dwelling units per lot; only one single detached housing or duplex housing is permitted per lot.
  - 3.2.5.5 The clustering of development in either single detached or multi-unit housing subject to the maintenance of buffers on non agricultural lands will be considered and encouraged by the Board of the Regional District.
- E. That the 3.2.6 Remote Residential Policies subsection of section 3.2 General Residential Policies be amended as follows:
  - 3.2.6.3 Lands designated Remote Residential shall have a minimum lot size of two (2) hectares. The maximum density shall be two (2) dwelling units per lot; only one single detached housing or duplex housing is permitted per lot.
  - 3.2.6.5 The clustering of development in either single detached or multi-unit housing subject to the maintenance of buffers on non agricultural lands will be considered and encouraged by the Board of the Regional District.
- F. That the section 3.4 Agricultural Policies be amended as follows:
  - 3.4.14 The clustering of development in either single detached or multi-unit housing subject to the maintenance of buffers on agricultural lands will be considered and supported by the Board of the Regional District through zoning regulation.
- G. That the 3.7 Parks and Recreation be amended as follows:
  - 3.7.3.3 Private development acceptable on land designated Environmental Reserve include trails, interpretive signs, benches and similar types of development. Caretaker suite may be considered subject to compliance with Section 734 of the Municipal Act.
- H. That the 3.10.10 Deer Park and Little Cayuse Creek subsection of section 3.10 Specific Community Policies be amended as follows:
  - 3.10.10.10 For land designated CR2SA Country Residential (South Arrow) and RRSA Rural Residential (South Arrow), the maximum density shall be two (2) dwelling units per lot; only one single detached housing or duplex housing is permitted per lot. In addition, subject to the requirements of the zoning bylaw, one guest cabin with a maximum gross floor area of 75 m2 (807 sq. ft.) per cabin shall be allowed. In this context a 'guest' includes a family member or others occupying a cabin at the invitation of the owner. A guest cabin shall not be used as rental accommodation.

I. That the 3.10.11 Renata, Brooklyn and Coykendahl subsection of section 3.10 Specific Community Policies be amended as follows:

3.10.11.6 For land designated RRSA - Rural Residential (South Arrow) the maximum density shall be two (2) dwelling units per lot; only one single detached housing or duplex housing is permitted per lot. In addition, subject to the requirements of the zoning bylaw, one guest cabin with a maximum gross floor area of 75 m2 (807 sq. ft.) per cabin shall be allowed. In this context a 'guest' includes a family member or others occupying a cabin at the invitation of the owner. A guest cabin shall not be used as rental accommodation.

J. That the 4.1.1 Designation Category subsection of section 4.1 Development Permit Area #1 be amended as follows:

All lands designated Commercial, Comprehensive Development, Gravel Extraction, High Density Residential and Industrial as shown of Schedule B, Maps 1 of 3, 2 of 3 and 3 of 3 of Bylaw No. 1157, are designated as a Development Permit Areas pursuant to Sections 879(1)(a) & 879(1)(e) of the Municipal Act, for the purpose of providing guidelines for the protection of the natural environment, and for the form and character of commercial, industrial and multi-unit housing uses.

K. That the 4.1.2 Justification subsection of section 4.1 Development Permit Area #1 be amended as follows:

The OCP recognizes the distinct residential character of these communities and also recognizes that there is the opportunity for commercial, industrial and multi-unit housing development provided that such development is compatible with existing uses.

The overall objective of this designation then is to ensure that new commercial, industrial or multi-unit housing development is compatible with its surrounding residential and rural character, that it be aesthetically pleasing and environmentally sensitive.

- L. That the 4.1.4 Exemptions subsection of section 4.1 Development Permit Area #1 be amended as follows:
  - 4.1.4.2 single detached and duplex housing and accessory buildings and structures;
- 2 This Bylaw shall come into force and effect upon its adoption.

#### **CITATION**

This Bylaw may be cited as "Kootenay - Columbia Rivers Official Community Plan Amendment Bylaw No. 3047, 2025

READ A FIRST TIME this	[Date]	day of	[Month]	, 20XX.
READ A SECOND TIME this	[Date]	day of	[Month]	, 20XX.

WHEREAS A PUBLIC HE	ARING was held this	[Date] day of	[Month]	,20XX.	
READ A THIRD TIME thi	s [Date]	day of	[Month]	, 20XX.	
[Controlled Highway or <b>Act</b> this [Date]	Exceeds 4500 sq.m] day of	APPROVED unde [Month]	r <b>Section 52 (3)(a) of the</b> , 20XX.	Transportatio	on
Approval Authority, Ministry of Transportat	ion and Infrastructur	e			
ADOPTED this	[Date]	day of	[Month]	, 20XX.	
[Name of Board Chair]	Roard Chair		Name of CO1 Corno	rate Officer	

#### REGIONAL DISTRICT OF CENTRAL KOOTENAY

### Bylaw No. 3048

A Bylaw to amend Electoral Area 'K' - The Arrow Lakes Official Community Plan Bylaw No. 2022, 2009

WHEREAS it is deemed expedient to amend the Electoral Area 'K' - The Arrow Lakes Official Community Plan Bylaw No. 2022, 2009, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

#### **APPLICATION**

- 1 That Schedule 'A' of *Electoral Area 'K' The Arrow Lakes Official Community Plan Bylaw No. 2022,* 2009 be amended as follows:
  - A. That the Country Residential (R2) Policies subsection of section 7.0 Residential be amended as follows:
    - 1. Directs that the principal use shall be single detached or duplex housing.
  - B. That the Rural Residential (R3) Policies subsection of section 7.0 Residential be amended as follows:
    - 1. Directs that the principal use shall be single detached or duplex housing.
  - C. That the Burton subsection of section 18.0 Community Specific Policies be amended as follows:
    - Discourages industrial development in the community aside from home based business and cottage industries in association with the principal use of single detached residential
  - D. That the Category subsection of section Development Permit Area #3 –Resort Commercial Development Permit (RCDP) Area be amended as follows:
    - All lands designated Tourist Commercial (C2) as shown in Schedule B, are designated as a Development Permit Areas pursuant to Section 488(1)(f) of the Local Government Act, for the purpose of providing guidelines for the form and character of commercial and multi-unit housing uses.
- 2 This Bylaw shall come into force and effect upon its adoption.

#### **CITATION**

This Bylaw may be cited as "Electoral Area 'K' - The Arrow Lakes Official Community Plan Amendment Bylaw No. 3048, 2025"

[Name of Board Chair], Bo	ard Chair		[Name of CO], Corpo	rate Officer	
ADOPTED this	[Date]	day of	[Month]	, 20XX.	
Approval Authority, Ministry of Transportation	and Infrastructur	·e			
[Controlled Highway or Ex <b>Act</b> this [Date] da	ceeds 4500 sq.m] ay of	APPROVED under [Month]	Section 52 (3)(a) of the , 20XX.	Transportation	
READ A THIRD TIME this	[Date]	day of	[Month]	, 20XX.	
WHEREAS A PUBLIC HEAR	ING was held this	[Date] day of	[Month]	,20XX.	
READ A SECOND TIME this	[Date]	day of	[Month]	, 20XX.	
READ A FIRST TIME this	[Date]	day of	[Month]	, 20XX.	

### Amendments to Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013

Section Number	Existing Item / Wording	Change	Rationale
TABLE 1: LAND USE CONSISTENCY TABLE	Multi-Family Residential	AMEND Multi-Unit Residential	Clarify and modernize.
Residential Designations:			

#### Amendments to Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013 Schedule 'A' Official Community Plan

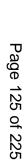
Section	Existing Item / Wording	Change	Rationale
5.0 RESIDENTIAL		AMEND	Clarify and modernize.
	This section outlines the objectives	This section outlines the objectives and	
Background	and policies for Suburban Residential,	policies for Suburban Residential,	
	Country Residential, Rural	Country Residential, Rural Residential,	
	Residential, Multi-family and Mixed	Multi-Unit and Mixed Use Residential	
	Use Residential designations in the	designations in the Plan Area.	
	Plan Area.		
5.0 RESIDENTIAL		AMEND	Clarify and modernize.
	20. Directs that the principal use shall	Directs that the principal use shall be	
Suburban	be one-family or two-family	single detached or duplex housing.	
Residential (RS)	dwellings.		
Policies			
5.0 RESIDENTIAL		AMEND	In accordance with Zoning Regulations
	21. Directs that the recommended	21. Directs that the recommended	
Suburban	minimum lot size should be 2000	minimum lot size should be 4000	
Residential (RS)	square metres of site area where	square metres of site area where	
Policies	serviced by a community water	serviced by a community water system,	
	system, unless a lot is serviced by a	unless a lot is serviced by a community	

	community sewer system whereby the minimum lot size should be 700 square metres.	sewer system whereby the minimum lot size should be 1000 square metres.	
5.0 RESIDENTIAL  Suburban Residential (RS) Policies	22. Directs that one-family or two-family dwelling units should be permitted per 2000 square metres of site area where serviced by community water supply. In areas where there is no associated zoning, this minimum lot size may vary if the area needed for an on-site septic system is less.	AMEND  22. In areas where there is no associated zoning, the minimum lot size may vary if the area needed for an on-site septic system is less. In areas with associated zoning, the maximum density shall be 2 dwelling units per lot; only one single detached housing or duplex housing is permitted per lot.	Clarify and modernize. In accordance with Zoning Regulations.
5.0 RESIDENTIAL  Country Residential (RC) Policies	25. Directs that the principal use shall be one-family or two-family dwellings.	AMEND 25. Directs that the principal use shall be single detached or duplex housing.	Clarify and modernize.
5.0 RESIDENTIAL  Country Residential (RC) Policies	26. Directs that a one-family or two-family dwelling should be permitted per lot and one additional dwelling shall be permitted for every one (1) hectare of lot area over one (1) hectare.	AMEND 26. Directs that single detached or duplex housing should be permitted, with a maximum density of two (2) dwelling units per lot; only one single detached housing or duplex housing is permitted per lot.	Clarify and modernize. In accordance with Zoning Regulations.
5.0 RESIDENTIAL  Country Residential (RC) Policies	28. Encourages the clustering of strata lots subject to density that should not exceed one unit per hectare of total lot area and subject to the protection of green-space through issuance of a Development Permit.	AMEND  28. Encourages the clustering of strata lots, subject to density requirements and the protection of green-space through issuance of a Development	In accordance with Zoning Regulations.

5.0 RESIDENTIAL		AMEND	Clarify and modernize.
3.0 RESIDENTIAL	29. Directs that the principal use shall	29. directs that the principal use shall	clarity and modernize.
Rural Residential	be one-family or two-family	be single detached or duplex housing.	
(RR) Policies	dwellings.	be single detached of duplex housing.	
5.0 RESIDENTIAL		AMEND	Clarify and modernize.
3.0 KESIDEIVIIAE	32. Directs that one-family or two-	32. Directs that single detached or	In accordance with Zoning Regulations.
Rural Residential	family dwelling unit should be	duplex housing should be permitted,	in decordance with 2011ing Regulations.
(RR) Policies	permitted per lot and one additional	with a maximum density of two (2)	
(my romores	dwelling should be permitted for	dwelling units per lot; only one single	
	every two (2) hectares of lot area over	detached housing or duplex housing is	
	two (2) hectares.	permitted per lot.	
5.0 RESIDENTIAL		AMEND	Clarify and modernize.
	35. Supports that the clustering of	35. Supports that the clustering of	
Rural Residential	development of single detached	development of single detached	
(RR) Policies	dwellings subject to the maintenance	housing subject to the maintenance of	
	of buffers will be considered and	buffers will be considered and	
	encouraged upon application to the	encouraged upon application to the	
	Regional Board and subject to density	Regional Board and subject to density	
	requirements.	requirements.	
5.0 RESIDENTIAL		AMEND	Clarify and modernize.
	Multi-Family Residential (RM) Policies	Multi-Unit Residential (RM) Policies	
5.0 RESIDENTIAL		AMEND	Clarify and modernize.
	36. Directs that the principal use be	36. Directs that the principal use be	
Multi-Family	single family, two-family or multi-	single detached, duplex or multi-unit	
Multi-Unit	family residential.	housing.	
Residential (RM)			
Policies			
5.0 RESIDENTIAL		AMEND	Clarify and modernize.
	37. Supports that Multi-family	37. Supports that Multi-Unit	
Multi-Family	Residential includes developments	Residential includes developments	
Multi-Unit	consisting of more than five (5) units	consisting of more than five (5) units	
Residential (RM)	per hectare in seniors housing	per hectare in seniors housing	
Policies	developments, co-operative housing,	developments, co-operative housing,	
	apartments, fractional, strata and row	apartments, fractional, strata and row	

	1	T	
	housing developments; and that the	•	
	density provisions for manufactured	density provisions for manufactured	
	home parks coincide with the	home parks coincide with the	
	applicable RDCK Manufactured Home	applicable RDCK Manufactured Home	
	Park Bylaw for developments	Park Bylaw for developments	
	consisting of more than three (3)	consisting of more than three (3) units.	
	units.		
5.0 RESIDENTIAL		AMEND	Clarify and modernize.
	38. Directs that all Multi-family	38. Directs that all Multi-Unit	
Multi-Family	Residential developments shall be	Residential developments shall be	
Multi-Unit	serviced by a community water	serviced by a community water system	
Residential (RM)	system and community sewer system.	and community sewer system.	
Policies			
5.0 RESIDENTIAL		AMEND	Clarify and modernize.
	39. Supports that Multi-family	39. Supports that Multi-Unit	,
Multi-Family	Residential may include fractional	Residential may include fractional	
Multi-Unit	interest and strata developments that	interest and strata developments that	
Residential (RM)	may also include an accessory or	may also include an accessory or	
Policies	incidental commercial use.	incidental commercial use.	
5.0 RESIDENTIAL		AMEND	Clarify and modernize.
	40. Will require that applications for	40. Will require that applications for	,
Multi-Family	new Multi-family Residential	new Multi-Unit Residential	
Multi-Unit	developments shall require the	developments shall require the	
Residential (RM)	establishment of an appropriate	establishment of an appropriate	
Policies	Development Permit area for the	Development Permit area for the form	
	form and character of multi-family	and character of Multi-Unit residential	
	residential development.	development.	
10.0 NATURAL		AMEND	Clarify and modernize.
ENVIRONMENT	18 b. development acceptable on	18 b. development acceptable on	
	private land designated	private land designated 'Environmental	
Natural	'Environmental Reserve' shall include:	Reserve' shall include: trails,	
Environment	trails, interpretive signs, benches and	interpretive signs, benches and similar	
Policies	similar types of development. One	types of development. Caretaker suite	
	single detached dwelling may be	may be considered subject to	

	considered subject to compliance	compliance where necessary with	
	where necessary with Section 56 of	Section 56 of the Community Charter;	
	the Community Charter;		
16.0		AMEND	Clarify and modernize.
DEVELOPMENT	The RCDP Area is comprised of all	The RCDP Area is comprised of all	
PERMIT AREAS	privately owned or leased lands	privately owned or leased lands	
	designated as Suburban Residential	designated as Suburban Residential	
Development	(RS), Country Residential (RC), Multi-	(RS), Country Residential (RC), Multi-	
Permit Area #2:	Family Residential (RM), and Mixed	Unit Residential (RM), and Mixed Use	
Residential	Use Residential (RMU) on Schedule	Residential (RMU) on Schedule 'A.1'.	
Cluster	'A.1'.		
Development			
Permit (RCDP)			
Area			
	,		
Area			



### Amendments to Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013

Amendments to Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013 Schedule 'A' Official Community Plan

Section	Existing Item / Wording	Change	Rationale
4.0 RESIDENTIAL  Suburban Residential (RS) Policies	14. Directs that the principal use shall be single-family or two-family dwellings.	AMEND  14. Directs that the principal use shall be single detached or duplex housing.	Clarify and modernize.
4.0 RESIDENTIAL  Country Residential (RC) Policies	18. Directs that the principal use shall be single-family or two-family dwellings.	AMEND  18. Directs that the principal use shall be single detached or duplex housing.	Clarify and modernize.
4.0 RESIDENTIAL  Rural Residential (RR) Policies	21. Directs that the principal use shall be single-family or two-family dwellings	AMEND 21. Directs that the principal use shall be single detached or duplex housing.	Clarify and modernize.
4.0 RESIDENTIAL  Multi-Unit Residential (RH) Policies	24. Directs that the principal use be single-family, two-family or multi-unit residential	AMEND 24. Directs that the principal use be single detached, duplex or multi-unit housing.	Clarify and modernize.
14.0 COMMUNITY SPECIFIC POLICIES Erickson	6. Supports the provision of alternative housing in the form of accessory dwellings, such a garage suites and carriage housing, to allow for greater flexibility and affordability of housing choice, subject to approval by the Agricultural Land Commission, where required.	AMEND 6. Supports the provision of alternative housing in the form of accessory dwelling unit, to allow for greater flexibility and affordability of housing choice, subject to approval by the Agricultural Land Commission, where required.	Update term.

14.0		AMEND	Update term.
COMMUNITY	15. Supports the provision of	15. Supports the provision of	
SPECIFIC	alternative housing in the form of	alternative housing in the form of	
POLICIES	accessory dwellings, such a garage	accessory dwelling unit, to allow for	
	suites and carriage housing, to allow	greater flexibility and affordability of	
Canyon	for greater flexibility and affordability	housing choice, subject to approval by	
	of housing choice, subject to approval	the Agricultural Land Commission,	
	by the Agricultural Land Commission,	where required.	
	where required.		
14.0		AMEND	Update term.
COMMUNITY	24. Supports the provision of	24. Supports the provision of	
SPECIFIC	alternative housing in the form of	alternative housing in the form of	
POLICIES	accessory dwellings, such as garage	accessory dwelling unit, to allow for	
	suites and carriage housing, to allow	greater flexibility and affordability of	
Lister, Rykert,	for greater flexibility and affordability	housing choice, subject to approval by	
Riverview and	of housing choice, subject to approval	the Agricultural Land Commission,	
Huscroft	by the Agricultural Land Commission,	where required.	
	where required.		

# Amendments to Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013

Section Number	Existing Item / Wording	Change	Rationale
TABLE 1: LAND		AMEND	Clarify and modernize.
USE	Multi-Family Residential	Multi-Unit Residential	
CONSISTENCY			
TABLE			
Residential			
Designations:			

#### Amendments to Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013 Schedule 'A' Official Community Plan

Section	Existing Item / Wording	Change	Rationale
4.0 RESIDENTIAL		AMEND	Clarify and modernize.
	This section outlines the objectives	This section outlines the objectives and	
Background	and policies for Suburban Residential,	policies for Suburban Residential,	
	Country Residential, Rural Residential	Country Residential, Rural Residential	
	and Multi-Family Residential	and Multi-Unit Residential designations	
	designations in the Plan area.	in the Plan area.	
4.0 RESIDENTIAL		AMEND	Clarify and modernize.
	Zoning types applicable to this section	Zoning types applicable to this section	
Background	include Suburban Residential (R1),	include Suburban Residential (R1),	
	Country Residential (R2), Rural	Country Residential (R2), Rural	
	Residential (R3), Rural Resource (R4),	Residential (R3), Rural Resource (R4),	
	Manufactured Home Park (R5) and	Manufactured Home Park (R5) and	
	Multi-Family Residential (R6).	Multi-Unit Residential (R6).	
4.0 RESIDENTIAL		AMEND	Clarify and modernize.
	10. Directs that the principal use shall	10. Directs that the principal use shall	
Suburban	be one-family or two-family	be single detached or duplex housing.	
Residential (RS)	dwellings.		
Policies			

4.0 RESIDENTIAL		AMEND	Clarify and modernize.
4.0 KESIDENTIAL	13. Directs that the principal use shall	13. Directs that the principal use shall	Clarity and modernize.
Country	be one-family or two-family	be single detached or duplex housing.	
Residential (RC)	dwellings.	be single detached of duplex flousing.	
Policies			
4.0 RESIDENTIAL		AMEND	In accordance with Zoning Regulations.
4.0 NESIDENTIAL	14. Will allow for one dwelling unit	14. Supports a minimum lot size of 1.0	in accordance with zoning regulations.
Country	per parcel and one additional	hectare, with a maximum density of	
Residential (RC)	dwelling shall be permitted for every	two (2) dwelling units per lot; only one	
Policies	one (1) hectare of lot area over one	single detached housing or duplex	
- Choics	(1) hectare.	housing is permitted per lot.	
4.0 RESIDENTIAL		AMEND	Clarify and modernize.
	17. Directs that the principal use shall	17. directs that the principal use shall	
Rural Residential	be one-family or two-family dwelling.	be single detached or duplex housing.	
(RR) Policies			
4.0 RESIDENTIAL		AMEND	Clarify and modernize.
	20. Directs that the principal use be	20. Directs that the principal use be	
Multi-Unit	one-family, two-family or multi-family	single detached, duplex or multi-unit	
Residential (RH)	residential.	housing.	
Policies			
4.0 RESIDENTIAL		AMEND	Clarify and modernize.
	21. Supports that multi-family	21. Supports that multi-unit residential	
Multi-Unit	residential includes developments	includes developments consisting of	
Residential (RH)	consisting of more than five (5) units	more than five (5) units per hectare	
Policies	per hectare (2.47 acres) in	(2.47 acres) in manufactured home	
	manufactured home parks, seniors	parks, seniors housing developments,	
	housing developments, co-operative	co-operative housing, apartments,	
	housing, apartments, fractional,	fractional, strata and row housing	
	strata and row housing	developments.	
	developments.		
4.0 RESIDENTIAL	22 Directs that would formily	AMEND	Clarify and modernize.
	22. Directs that multi-family	22. Directs that multi-unit residential	
	residential developments be	developments be restricted to a	
	restricted to a maximum of two-	maximum of two-stories and be subject	

	1		
Multi-Unit	stories and be subject to the provision	to the provision of community water	
Residential (RH)	of community water and/or waste	and/or waste water disposal.	
Policies	water disposal.		
4.0 RESIDENTIAL		AMEND	Clarify and modernize.
	23. Encourages that multi-family	23. Encourages that multi-unit	,
Multi-Unit	residential developments may include	residential developments may include	
Residential (RH)	accessory or incidental commercial	accessory or incidental commercial	
Policies	use.	use.	
	use.		
4.0 RESIDENTIAL	24 Person that we life fourth	AMEND	Clarify and modernize.
	24. Recognizes that multi-family		
Multi-Unit	residential policies will be applicable	residential policies will be applicable to	
Residential (RH)	to both Manufactured Home Park	both manufactured home Park Zoning	
Policies	Zoning (R5) and Multi-Unit	(R5) and Multi-Unit Residential Zoning	
	Residential Zoning (R6).	(R6).	
9.0 NATURAL		AMEND	Clarify and modernize.
ENVIRONMENT	19 b. development acceptable on	19 b. development acceptable on	,
	private land designated	private land designated 'Environmental	
Natural	'Environmental Reserve' shall include:	Reserve' shall include: trails,	
Environment	trails, interpretive signs, benches and	interpretive signs, benches and similar	
Policies	similar types of development. One	types of development. Caretaker suite	
Tolleies	single detached dwelling may be	may be considered subject to	
	considered subject to compliance	,	
		,	
	where necessary with the Local	Local Government Act.	
	Government Act.		

# Amendments to Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016

Section Number	Existing Item / Wording	Change	Rationale
TABLE 1: LAND USE CONSISTENCY TABLE	Multi-Family Residential	AMEND Multi-Unit Residential	Clarify and modernize.
Residential Designations:			

#### Amendments to Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016 Schedule 'A' Official Community Plan

Section	Existing Item / Wording	Change	Rationale
7.0 RESIDENTIAL		AMEND	Clarify and modernize.
	This section outlines the objectives	This section outlines the objectives and	
Background	and policies for Suburban Residential,	policies for Suburban Residential,	
	Country Residential, Rural	Country Residential, Rural Residential,	
	Residential, Remote Residential and	Remote Residential and Multi-Unit	
	Multi-Family Residential designations	Residential designations in the Plan area.	
	in the Plan area.		
7.0 RESIDENTIAL		AMEND	Clarify and modernize.
	15. Directs that the principal use shall	15. Directs that the principal use shall be	
Suburban	be single detached or duplex	single detached or duplex housing.	
Residential (RS)	dwellings.		
Policies			
7.0 RESIDENTIAL		AMEND	Clarify and modernize.
	17. Directs that the principal use shall	17. Directs that the principal use shall be	
Country	be single detached or duplex	single detached or duplex housing.	
Residential (RC)	dwellings		
Policies			

7.0 RESIDENTIAL  Rural Residential (RR) Policies	19. Directs that the principal use shall be single detached or duplex dwellings.	AMEND  19. Directs that the principal use shall be single detached or duplex housing.	Clarify and modernize.
7.0 RESIDENTIAL  Remote Residential (RR) Policies	21. Directs that the principal use shall be agricultural, single detached or duplex dwellings.	AMEND 21. Directs that the principal use shall be agricultural, single detached or duplex housing.	Clarify and modernize.
7.0 RESIDENTIAL	Multi-Family Residential (RM) Policies	AMEND Multi-Unit Residential (RM) Policies	Clarify and modernize.
7.0 RESIDENTIAL  Multi-Family  Multi-Unit  Residential (RM)  Policies	23. Directs that the principal use be single family, duplex or multi-family residential.	AMEND 23. Directs that the principal use be single detached, duplex or multi-unit housing.	Clarify and modernize.
7.0 RESIDENTIAL  Multi-Family Multi-Unit Residential (RM) Policies	24. Supports that multi-family residential includes developments consisting of more than five (5) units per hectare in manufactured home parks, seniors housing developments, co-operative housing, apartments, fractional, strata and row housing developments.	AMEND 24. Supports that multi-unit residential includes developments consisting of more than five (5) units per hectare in manufactured home parks, seniors housing developments, co-operative housing, apartments, fractional, strata and row housing developments.	Clarify and modernize.
7.0 RESIDENTIAL  Multi-Family  Multi-Unit  Residential (RM)  Policies	25. Directs that multi-family developments be restricted to two-stories and be subject to the provision of community water and/or sewage.	AMEND 25. Directs that multi-unit developments be restricted to two-stories and be subject to the provision of community water and/or sewage.	Clarify and modernize.

7.0 RESIDENTIAL  Multi-Family  Multi-Unit  Residential (RM)  Policies	26. Encourages that multi-family developments may include accessory or incidental commercial use.	AMEND  26. Encourages that multi-unit developments may include accessory or incidental commercial use.	Clarify and modernize.
18.0 COMMUNITY SPECIFIC POLICIES Ainsworth	4. Recognizes that single family residential land use will remain the dominant form of land use within the town-site, with the exception of designated commercial and resort commercial areas.	AMEND  4. Recognizes that single detached residential land use will remain the dominant form of land use within the town-site, with the exception of designated commercial and resort commercial areas.	Clarify and modernize.
18.0 COMMUNITY SPECIFIC POLICIES Woodbury	17. Recognizes that Woodbury will remain primarily single family residential with opportunity for appropriate home-based business and commercial use.	AMEND  17. Recognizes that Woodbury will remain primarily single detached residential with opportunity for appropriate home-based business and commercial use.	Clarify and modernize.
18.0 COMMUNITY SPECIFIC POLICIES Fletcher Creek	23. Recognizes that Fletcher Creek will remain primarily single family residential with opportunity for home-based businesses within residential areas and designated areas for light industry.	AMEND 23. Recognizes that Fletcher Creek will remain primarily single detached residential with opportunity for homebased businesses within residential areas and designated areas for light industry.	Clarify and modernize.
18.0 COMMUNITY SPECIFIC POLICIES Mirror Lake	28. Recognizes that Mirror Lake will remain primarily a single family residential and rural community.	AMEND 28. Recognizes that Mirror Lake will remain primarily a single detached residential and rural community.	Clarify and modernize.

18.0 COMMUNITY SPECIFIC POLICIES Mirror Lake	32. Requires that home-based businesses, including tourist accommodation be restricted as accessory to single family residential use.	AMEND  32. Requires that home-based businesses, including tourist accommodation be restricted as accessory to single detached residential use.	Clarify and modernize.
18.0 COMMUNITY SPECIFIC POLICIES Pineridge and 0 Avenue	38. Recognizes that Pineridge and 0 Avenue will remain primarily single family residential, with water availability being considered at the time of zoning.	AMEND  38. Recognizes that Pineridge and 0 Avenue will remain primarily single detached residential, with water availability being considered at the time of zoning.	Clarify and modernize.
18.0 COMMUNITY SPECIFIC POLICIES Allen Division	60. Recognized that Allen Division will remain primarily suburban residential with a mix of housing types, primarily oriented toward single family residential and duplex dwellings.	AMEND 60. Recognized that Allen Division will remain primarily suburban residential with a mix of housing types, primarily oriented toward single detached and duplex housing.	Clarify and modernize.
18.0 COMMUNITY SPECIFIC POLICIES Schroeder Creek	86. Recognizes that Schroeder Creek will remain primarily single family residential.	AMEND  86. Recognizes that Schroeder Creek will remain primarily single detached residential.	Clarify and modernize.

18.0		AMEND	Clarify and modernize.
COMMUNITY	87. Supports that home-based	87. Supports that home-based	
SPECIFIC	businesses and accessory tourist	businesses and accessory tourist	
POLICIES	accommodation be restricted as an	accommodation be restricted as an	
Schroeder Creek	accessory to single family residential	accessory to single detached residential	
	use, and that decisions regarding land	use, and that decisions regarding land	
	use amendments or development	use amendments or development	
	applications be considered based on	applications be considered based on the	
	the existing history, peaceful and	existing history, peaceful and private	
	private character, and social		
	characteristics of the community.	the community	

# Amendments to Electoral Area 'F' Official Community Plan Bylaw No. 2214, 2011

Amendments to Electoral Area 'F' Official Community Plan Bylaw No. 2214, 2011 Schedule 'A'

Section	Existing Item / Wording	Change	Rationale
11.5 High Density Residential	.1 h. encourages entry level and affordable housing choices through various mechanisms including carriage houses (accessory dwelling, typically above garages), duplexes in appropriate locations, and small	AMEND .1 h. encourages entry level and affordable housing choices through various mechanisms including secondary suite, duplexes in appropriate locations, and small	Update term.
	house/small lot options;	, and a spanning	
11.5 High Density Residential	.7 Directs that High Density Residential designations provide for multi-family residential dwellings such as triplexes, fourplexes, townhouses, condominiums, and apartments.	AMEND .7 Directs that High Density Residential designations provide for multi-unit housing such as triplexes, fourplexes, townhouses, condominiums, and apartments.	Clarify and modernize.
20.1 Background	6. establishment of objectives for the form and character of commercial, industrial or multi-family residential development	AMEND 6. establishment of objectives for the form and character of commercial, industrial or multi-unit residential development	Clarify and modernize.
20.3 Commercial, Industrial, and High Density Residential Development	The CIHDRDP Area is designated under Section 488(1) (f), (h) and (e) of the Local Government Act to establish objectives for the form and character of commercial, industrial and multi-	AMEND The CIHDRDP Area is designated under Section 488(1) (f), (h) and (e) of the Local Government Act to establish objectives for the form and character of commercial, industrial and multi-unit	Clarify and modernize.

Permit	family residential development, and	residential development, and the	
(CIHDRDP) Area	the promotion of energy and water	promotion of energy and water	
	conservation.	conservation.	
Designation:			



### Amendments to Electoral Area 'G' Land Use Bylaw No. 2452, 2018

Amendments to Electoral Area 'G' Land Use Bylaw No. 2452, 2018 Schedule 'A' Official Community Plan

Section	Existing Item / Wording	Change	Rationale
3.0 RESIDENTIAL		AMEND	Update term.
	10. Will increase housing diversity and	10. Will increase housing diversity and	
General	choice in the community through	choice in the community through	
Residential	allowing for accessory dwellings such	allowing for accessory dwelling unit to	
Policies	as: secondary suites, cottages,	increase the number of dwellings	
	carriage houses and garage suites to	available for rental occupancy and to	
	increase the number of dwellings	single occupancy households.	
	available for rental occupancy and to		
	single occupancy households.		
3.0 RESIDENTIAL		AMEND	Clarify and modernize.
	17. Directs that the principal use shall	17. Directs that the principal use be	
Town-site	be one-family, two-family or multi-	single detached, duplex or multi-unit	
Residential (RS)	family dwellings.	housing.	
Policies			
3.0 RESIDENTIAL		AMEND	Update term.
	18. Will allow for accessory buildings	18. Will allow for accessory buildings	·
Town-site	and structures, accessory dwellings,	and structures, accessory dwelling unit,	
Residential (RS)	accessory tourist accommodation,	accessory tourist accommodation,	
Policies	home-based business, horticulture	home-based business, horticulture and	
	and the keeping of farm animals as	the keeping of farm animals as	
	accessory uses.	accessory uses.	
3.0 RESIDENTIAL		AMEND	Clarify and modernize.
	22. Directs that the principal use shall	22. Directs that the principal use shall	,
Country	be one-family or two-family	be single detached or duplex housing.	
Residential (RC)	dwellings.	C I I I I I I I I I I I I I I I I I I I	
Policies			

3.0 RESIDENTIAL		AMEND	Update term.
	23. Will allow for accessory buildings	23. Will allow for accessory buildings	
Country	and structures, accessory dwellings,	and structures, accessory dwelling unit,	
Residential (RC)	accessory tourist accommodation,	accessory tourist accommodation,	
Policies	home-based business, horticulture	home-based business, horticulture and	
	and the keeping of farm animals as	the keeping of farm animals as	
	accessory uses.	accessory uses.	
3.0 RESIDENTIAL		AMEND	Clarify and modernize.
	25. Directs that the principal use shall	25. Directs that the principal use shall	
Rural Residential	be one-family or two-family	be single detached or duplex housing,	
(RR) Policies	dwellings, horticulture or portable	horticulture or portable sawmills.	
	sawmills.		
3.0 RESIDENTIAL		AMEND	Update term.
	26. Will allow for accessory buildings	26. Will allow for accessory buildings	
Rural Residential	and structures, accessory dwellings,	and structures, accessory dwelling unit,	
(RR) Policies	accessory tourist accommodation,	,	
	home-based business, horticulture,	home-based business, horticulture,	
	keeping of farm animals, kennels and	keeping of farm animals, kennels and	
	small scale wood product	small scale wood product	
	manufacturing as accessory uses.	manufacturing as accessory uses.	
3.0 RESIDENTIAL		AMEND	Clarify and modernize.
	29. Directs that the principal use shall	29. Directs that the principal use shall	
Multi-Unit	be multi-family dwellings or	be multi-unit housing or manufactured	
Residential (RH)	manufactured home parks.	home parks.	
Policies			

# Amendments to Kootenay - Columbia Rivers Official Community Plan Bylaw No. 1157, 1996

Amendments to Kootenay - Columbia Rivers Official Community Plan Bylaw No. 1157, 1996 Schedule 'A'

Section	Existing Item / Wording	Change	Rationale
3.2 General Residential Policies  3.2.2 Suburban Residential Policies	3.2.2.3 One dwelling unit shall be permitted per 2000 square metres of site area except one dwelling unit and one secondary suite shall be permitted on Lot 2 District Lot 4598 Kootenay Land District EPP75763 (PID 030-260-191).	AMEND 3.2.2.3 The maximum density shall be two (2) dwelling units per lot; only one single detached housing or duplex housing is permitted per lot. Except one dwelling unit and one secondary suite shall be permitted on Lot 2 District Lot 4598 Kootenay Land District EPP75763 (PID 030-260-191).	Clarify and modernize. In accordance with Zoning Regulations.
3.2 General Residential Policies  3.2.2 Suburban Residential Policies	3.2.2.5 In areas where individual septic systems are adversely affecting the environment or the quality of water, a sewer system may be required where the minimum lot size for a single detached dwelling shall be 700 square metres.	environment or the quality of water, a sewer system may be required where the minimum lot size for a single	Clarify and modernize. In accordance with Zoning Regulations.
3.2 General Residential Policies  3.2.3 Country Residential 1 Policies	3.2.3.2 One dwelling unit shall be permitted per lot and one additional dwelling shall be permitted for every one (1) hectare of lot area over one (1) hectare.	AMEND 3.2.3.2 The maximum density shall be two (2) dwelling units per lot; only one single detached housing or duplex housing is permitted per lot.	In accordance with Zoning Regulations.

3.2 General	1	AMEND	Clarify and madarniza
	3.2.3.4 The clustering of development		Clarify and modernize.
Residential		3.2.3.4 The clustering of development	
Policies		in either single detached or multi-unit	
	multiresidential dwellings subject to	housing subject to the maintenance of	
3.2.3 Country	the maintenance of buffers on	buffers on non agricultural lands will be	
Residential 1	nonagricultural lands will be	considered and encouraged by the	
Policies	considered and encouraged by the	Board of the Regional District.	
	Board of the Regional District.		
3.2 General		AMEND	In accordance with Zoning Regulations.
Residential	3.2.4.2 One single detached dwelling	3.2.4.2 one single detached or duplex	Clarify and modernize.
Policies	or duplex shall be permitted per lot. In	housing shall be permitted per lot. the	
	addition, if a lot is developed with a	maximum density shall be two (2)	
3.2.4 Country	single detached dwelling, a	dwelling units per lot. In addition, if a	
Residential 2	manufactured home may be placed	lot is developed with a single detached	
Policies	on the lot to provide temporary	housing, a manufactured home may be	
	accommodation for a relative of the	placed on the lot to provide temporary	
	occupant of the principal dwelling.	accommodation for a relative of the	
	Lands within the Agricultural Land	occupant of the principal dwelling.	
	Reserve shall comply with the	Lands within the Agricultural Land	
	Agricultural Land Commission Act,	Reserve shall comply with the	
	Regulations and Orders.	Agricultural Land Commission Act,	
		Regulations and Orders.	
3.2 General		AMEND	In accordance with Zoning Regulations.
Residential	3.2.5.2 One dwelling unit shall be	3.2.5.2 The maximum density shall be	5 5
Policies	permitted per lot and one additional	two (2) dwelling units per lot; only one	
	dwelling shall be permitted for every	single detached housing or duplex	
3.2.5 Rural	two (2) hectares of lot area over two	housing is permitted per lot.	
Residential	(2) hectares.	The same of the sa	
Policies			
3.2 General		AMEND	In accordance with Zoning Regulations.
Residential	3.2.5.5 The clustering of development	3.2.5.5 The clustering of development	accordance with Lorning Regulations.
Policies	in either single detached or	in either single detached or multi-unit	
. Shores	multiresidential dwellings subject to	housing subject to the maintenance of	
	the maintenance of buffers on	buffers on non agricultural lands will be	
	the manifestation of barrers off	Dancis on non agriculturarianus will be	

	T	T	
3.2.5 Rural	nonagricultural lands will be	considered and encouraged by the	
Residential	considered and encouraged by the	Board of the Regional District.	
Policies	Board of the Regional District.		
3.2 General		AMEND	In accordance with Zoning Regulations.
Residential	3.2.6.3 Lands designated Remote	3.2.6.3 Lands designated Remote	Clarify and modernize.
Policies	Residential shall have a minimum lot	Residential shall have a minimum lot	
	size of two (2) hectares. One single	size of two (2) hectares. The maximum	
3.2.6 Remote	detached dwelling or duplex is	density shall be two (2) dwelling units	
Residential	permitted and one additional single	per lot; only one single detached	
Policies	detached dwelling or duplex shall be	housing or duplex housing is permitted	
	permitted per every additional four	per lot.	
	(4) hectares of lot area.		
3.2 General		AMEND	Clarify and modernize.
Residential	3.2.6.5 The clustering of development	3.2.6.5 The clustering of development	
Policies	in either single detached or	in either single detached or multi-unit	
	multiresidential dwellings subject to	housing subject to the maintenance of	
3.2.6 Remote	the maintenance of buffers on	buffers on non agricultural lands will be	
Residential	nonagricultural lands will be	considered and encouraged by the	
Policies	considered and encouraged by the	Board of the Regional District.	
	Board of the Regional District.		
3.4 Agricultural		AMEND	Clarify and modernize.
Policies	3.4.14 The clustering of development	3.4.14 The clustering of development in	
	in either single detached or multi-	either single detached or multi-unit	
	residential dwellings subject to the	housing subject to the maintenance of	
	maintenance of buffers on	buffers on agricultural lands will be	
	agricultural lands will be considered	considered and supported by the Board	
	and supported by the Board of the	of the Regional District through zoning	
	Regional District through zoning	regulation.	
	regulation.		
3.7 Parks and		AMEND	Clarify and modernize.
Recreation	3.7.3.3 Private development	3.7.3.3 Private development	
	acceptable on land designated	acceptable on land designated	
	Environmental Reserve include trails,	Environmental Reserve include trails,	
	interpretive signs, benches and	interpretive signs, benches and similar	
	similar types of development. One		

	T		
	single detached dwelling may be	types of development. Caretaker suite	
	considered subject to compliance	may be considered subject to	
	with Section 734 of the Municipal Act.	compliance with Section 734 of the	
		Municipal Act.	
3.10 Specific		AMEND	In accordance with Zoning Regulations.
Community	3.10.10.10 For land designated CR2SA	3.10.10.10 For land designated CR2SA -	
Policies	- Country Residential (South Arrow)	Country Residential (South Arrow) and	
	and RRSA - Rural Residential (South	RRSA - Rural Residential (South Arrow),	
3.10.10 Deer	Arrow) the maximum number of	the maximum density shall be two (2)	
Park and Little	dwellings per minimum site area shall	dwelling units per lot; only one single	
Cayuse Creek	be one single detached or one duplex	detached housing or duplex housing is	
	dwelling. In addition, subject to the	permitted per lot. In addition, subject	
	requirements of the zoning bylaw,	to the requirements of the zoning	
	one guest cabin with a maximum	bylaw, one guest cabin with a	
	gross floor area of 75 m2 (807 sq. ft.)	maximum gross floor area of 75 m2	
	per cabin shall be allowed. In this	(807 sq. ft.) per cabin shall be allowed.	
	context a 'guest' includes a family	In this context a 'guest' includes a	
	member or others occupying a cabin	family member or others occupying a	
	at the invitation of the owner. A guest	cabin at the invitation of the owner. A	
	cabin shall not be used as rental	guest cabin shall not be used as rental	
	accommodation.	accommodation.	
3.10 Specific		AMEND	In accordance with Zoning Regulations.
Community	3.10.11.6 For land designated RRSA -	3.10.11.6 For land designated RRSA -	
Policies	Rural Residential (South Arrow) the	Rural Residential (South Arrow) the	
	maximum number of dwellings per	maximum density shall be two (2)	
3.10.11 Renata,	minimum site area shall be one single	dwelling units per lot; only one single	
Brooklyn and	detached or one duplex dwelling. In	detached housing or duplex housing is	
Coykendahl	addition, subject to the requirements	permitted per lot. In addition, subject	
	of the zoning bylaw, one guest cabin	to the requirements of the zoning	
	with a maximum gross floor area of 75	bylaw, one guest cabin with a	
	m2 (807 sq. ft.) per cabin shall be	maximum gross floor area of 75 m2	
	allowed. In this context a 'guest'	(807 sq. ft.) per cabin shall be allowed.	
	includes a family member or others	In this context a 'guest' includes a	
	occupying a cabin at the invitation of	family member or others occupying a	

	the owner. A guest cabin shall not be used as rental accommodation.	cabin at the invitation of the owner. A guest cabin shall not be used as rental accommodation.	
4.1 Development Permit Area #1  4.1.1 Designation Category	All lands designated Commercial, Comprehensive Development, Gravel Extraction, High Density Residential and Industrial as shown of Schedule B, Maps 1 of 3, 2 of 3 and 3 of 3 of Bylaw No. 1157, are designated as a Development Permit Areas pursuant to Sections 879(1)(a) & 879(1)(e) of the Municipal Act, for the purpose of providing guidelines for the protection of the natural environment, and for the form and	AMEND All lands designated Commercial, Comprehensive Development, Gravel Extraction, High Density Residential and Industrial as shown of Schedule B, Maps 1 of 3, 2 of 3 and 3 of 3 of Bylaw No. 1157, are designated as a Development Permit Areas pursuant to Sections 879(1)(a) & 879(1)(e) of the Municipal Act, for the purpose of providing guidelines for the protection of the natural environment, and for the form and character of commercial,	Clarify and modernize.
	character of commercial, industrial and multi-family uses.	industrial and multi-unit housing uses.	
4.1 Development Permit Area #1  4.1.2 Justification	The OCP recognizes the distinct residential character of these communities and also recognizes that there is the opportunity for commercial, industrial and multifamily development provided that such development is compatible with existing uses.  The overall objective of this designation then is to ensure that new commercial, industrial or multifamily development is compatible with its surrounding residential and rural character, that it be aesthetically	The OCP recognizes the distinct residential character of these communities and also recognizes that there is the opportunity for commercial, industrial and multi-unit housing development provided that such development is compatible with existing uses.  The overall objective of this designation then is to ensure that new commercial, industrial or multi-unit housing development is compatible with its surrounding residential and rural character, that it be aesthetically pleasing and environmentally sensitive.	Clarify and modernize.

## Attachment B

## **Concurrence Table**

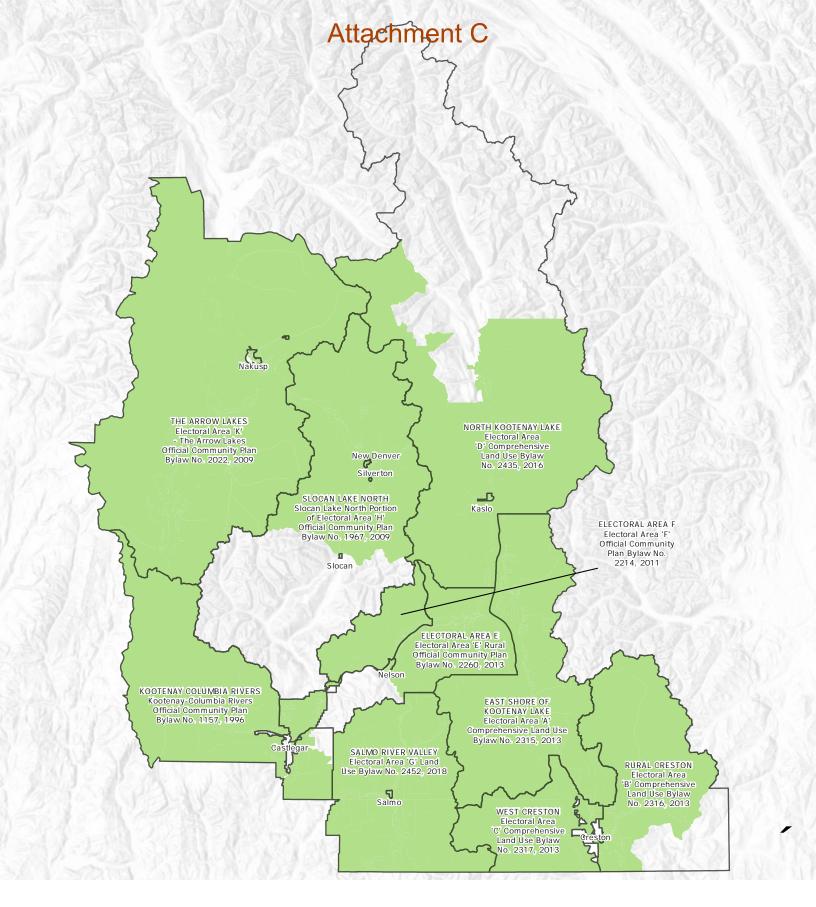
	pleasing and environmentally sensitive.		
4.1 Development		AMEND	Clarify and modernize.
Permit Area #1	4.1.4.2 single family and two family	4.1.4.2 single detached and duplex	
	dwellings and accessory buildings and	housing and accessory buildings and	
4.1.4 Exemptions	structures;	structures;	



#### **Concurrence Table**

# Amendments to Electoral Area 'K' - The Arrow Lakes Official Community Plan Bylaw No. 2022, 2009 Amendments to Electoral Area 'K' - The Arrow Lakes Official Community Plan Bylaw No. 2022, 2009 Schedule 'A'

Section	Existing Item / Wording	Change	Rationale	
7.0 RESIDENTIAL  Country Residential (R2) Policies	Directs that the principal use shall be single detached or duplex dwellings.	AMEND  1. Directs that the principal use shall be single detached or duplex housing.	Clarify and modernize.	
7.0 RESIDENTIAL  Rural Residential (R3) Policies	Directs that the principal use shall be single detached or duplex dwellings.	AMEND  1. Directs that the principal use shall be single detached or duplex housing.	Clarify and modernize.	
18.0 COMMUNITY SPECIFIC POLICIES Burton	Discourages industrial development in the community aside from home based business and cottage industries in association with the principal use of single family residential	<ul> <li>AMEND</li> <li>Discourages industrial development in the community aside from home based business and cottage industries in association with the principal use of single detached residential</li> </ul>	Clarify and modernize.	
Development Permit Area #3 – Resort Commercial Development Permit (RCDP) Area Category	All lands designated Tourist Commercial (C2) as shown in Schedule B, are designated as a Development Permit Areas pursuant to Section 488(1)(f) of the Local Government Act, for the purpose of providing guidelines for the form and character of commercial and multifamily uses.	AMEND All lands designated Tourist Commercial (C2) as shown in Schedule B, are designated as a Development Permit Areas pursuant to Section 488(1)(f) of the Local Government Act, for the purpose of providing guidelines for the form and character of commercial and multi-unit housing uses.	Clarify and modernize.	





### RDCK Areas with OCP

Electoral Areas

Official Community Plan Coverage



Thursday, February 8, 2024 Datum/Projection: NAD83/UTM Zone11N Created By: Chenoa McLean

The map data shown are approximate representations for reference purposes only. The Regional District of Control Knotenay is not liable for any errors or Page 1477 of 225

dama

Page 147 of 225



July 16, 2025

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

Reference: LGPS-11604

## Re: 2025 CRI FireSmart Community Funding and Supports Allocation-based Approval Agreement and Terms of Conditions of Funding

Dear Mayor Hewat and Council,

Thank you for submitting an allocation-based funding request under the Community Resiliency Investment program for 2025 FireSmart Community Funding and Supports funding.

I am pleased to inform you that your project, *Village of Kaslo FireSmart 2025*, has been recommended for allocation-based funding. A grant in the amount of \$400,000.00 has now been approved (up to \$200,000.00 per year to a maximum of two years).

Funding under the FireSmart Community Funding & Supports program is based on annual maximum amounts. Timelines (including approved project start date and approved project end date) and annual funding for the Village of Kaslo under the 2025 program is as follows:

- Year 1: July 16, 2025 to July 15, 2026; \$200,000.00. Interim report for Year 1 activities and expenditures is required by August 16, 2026
- Year 2: July 16, 2026 to July 15, 2027; \$200,000.00. Final report for Year 2 activities and expenditures is required by August 16, 2027

The Village of Kaslo will be eligible to apply for future funding after the approved project end date or, <u>if approved by UBCM</u>, after the complete final report is submitted. Please refer to the Program and Application Guide for the reporting that is required in order to support future applications.

As outlined in the Program and Application Guide, an initial payment in the amount of \$100,000.00 or twenty-five per cent (25%) of the total approved grant will follow by electronic funds transfer after the signed Approval Agreement has been returned to UBCM. The remainder of the grant will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

Please note the following requirements for fuel management, CWRPs and/or additional funding:

The Community Resiliency Investment program is funded by the Province of BC

Eligible fuel management activities within First Nations land or publicly owned land within municipal boundaries or regional district parks must be applied for under the application-based program but are required to be funded with allocation-based funds. Worksheet 2 must be submitted in order to apply for fuel management activities.

Recipients with an acceptable plan that would like to amend/develop a CWRP must contact UBCM before commencing the project. Projects that include an amendment/development of a CWRP must use the 2024 CWRP Template and follow the 2024 CWRP Supplemental Instruction Guide, including the guidance for establishing an area of interest and determining the wildland-urban interface. **Worksheet 3 must be submitted in order to apply for a new or updated CWRP.** 

To request additional funds for recipients impacted by the 2024 wildfire, recipients must submit separate application materials. Please refer Table 3 in the Program and Application Guide for Allocation-based funding for additional information. **Worksheet 4 must be submitted in order to apply for additional funds for recipients impacted by the 2024 wildfire.** 

The Ministry of Forests has provided funding for this program and the general Terms and Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO, Band Manager or designate and returned to UBCM within 30 days;
- (2) A post-grant approval meeting with the local BCWS Wildfire Prevention Officer or FNESS Mitigation Specialist <u>must be completed</u> prior to commencing work. Please contact Adriana Burton at the Southeast Fire Centre to schedule this meeting.
- (3) The funding is to be used solely for the purpose of the above-named project and all expenditures must meet eligibility and funding requirements as defined in the Program and Application Guide for Allocation-based Funding (refer to Sections 5 and 6);
- (4) All project activities must be completed within two years of the date of this letter and no later than July 15, 2027;
- (5) Interim reporting, using the <u>Allocation Claims Form</u>, will be required at 12 months for all two-year projects.
- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than August 16, 2027. Refer to Attachment 1 for final report requirements;
- (7) For projects that include the purchase of FireSmart structure protection equipment, the requirements identified in Appendix 5 of the Program and Application Guide for Allocation-based Funding must be met;

- (8) For projects that include a FireSmart project for Culturally Significant Sites and Green Spaces, the requirements identified in Appendix 8 of the Program and Application Guide for Allocation-based Funding must be met and the Checklist for CRI Requirements for Fuel Management Prescription is completed before the assessment is started;
- (9) For projects that include a FireSmart rebate program and mitigation work for Seniors, Elders, people with limited mobility or vulnerable populations, the requirements identified in Appendix 9 of the Program and Application Guide for Allocation-based Funding must be met;
- (10) Local FireSmart Representative training workshops are virtual this year and do not have a registration fee. Only costs related to travel due to access to Internet or required technology will be considered for funding;
- (11) FireSmart<sup>™</sup> and FireSmart logos are registered trademarks of the Canadian Interagency Forest Fire Centre, and FireSmart BC is governed by the BC FireSmart Committee. Use of the word FireSmart and associated logos is administered through licensing agreements. Any products/materials that are created using FireSmart brands must be reviewed and approved by the BC FireSmart Committee as the provincial agency representing FireSmart Canada. Request permission to use FireSmart brands here.

Please review the attached FireSmart BC Information Sheet. It is expected that recipients will make use of available and free FireSmart Resources which can be found at FireSmartBC.ca or by reaching out to <a href="mailto:info@firesmartbc.ca">info@firesmartbc.ca</a>

Please note that descriptive information regarding successful recipients will be posted on the UBCM and/or provincial government websites, and all interim, progress and/or final report materials will be made available to the provincial government.

I would like to congratulate you for responding to this opportunity to reduce the risk and impact of wildfires in your community.

If you have any questions, please contact Community Resilience Investment at 604-270-8226 ext. 220 or <a href="mailto:cri@ubcm.ca">cri@ubcm.ca</a>.

Sincerely,

Jonashoud

Jonas Woodrow, Program Officer

Encls.

cc. Robert Baker, CAO

Reference: LGPS-11604

Approval Agreement (to be signed by the CAO, Bar	nd Manager, or designate)
I,, authorized designate of and agree to the general Terms and Conditions, requirements (Attachment 1).	irements for funding under the
Signature, Title  An original or certified digital signature is required	Date

Please return a scanned copy of the signed Approval Agreement within 30 days to <a href="mailto:cri@ubcm.ca">cri@ubcm.ca</a>

#### **Attachment 1: Interim Reporting and Final Reporting Requirements**

Reporting requirements do not apply to any product, data or information which may include Indigenous knowledge. The Ministry of Forests respects the First Nations principles of OCAP®.

#### **Interim Reporting Requirements**

#### **Interim Reports**

An interim report, using the <u>Allocation Claims Form</u>, will be required at 12 months for all two-year projects.

Refer to Appendix 4 of the Allocation-based Program and Application Guide for Allocation-based Funding for complete interim reporting requirements.

#### **Final Report Requirements**

Applicants are required to submit an electronic copy of the complete final report, as outlined below:

Required Final Report Contents and Related Attachments				
Required Submissions				
FireSmart Activities	FireSmart Activities • Refer to Allocation Claims/Final Report Form			
CWRP Updates	P Updates • Copy of the amended CWRP			
	<ul> <li>Maps and spatial data as outlined in Appendix 11 of the Program and Application Guide for Allocation-based Funding</li> </ul>			
Copies, excerpts and/or links to all materials produced with grant funding				
Photos of funded activities and/or completed projects and links to media directly related to the funded project				

#### **Submission of Interim and Final Reports**

Interim and final reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All interim and final reports should be submitted to Union of BC Municipalities through <a href="mailto:cri@ubcm.ca">cri@ubcm.ca</a>.

## **Council Renumeration Task Force**

#### **Terms of Reference**

#### **Purpose**

To provide an independent, objective review of the current remuneration, benefits, and expense policies for the Mayor and Council, and to make recommendations for the next term of office.

#### **Objectives**

The Task Force will recommend a fair and transparent compensation package, including:

- Mayor and Council Renumeration
- Expense policy(s)
- o Vehicle and other allowances
- Travel policy
- Training and conferences
- Liability coverage
- o Health, dental, and accidental insurance

#### Recommendations shall be based on the following:

- Comparisons with BC municipalities of similar size and structure.
- Consideration of the functions and responsibilities of Mayor and Council.
- Consideration of public expectations, workload, and responsibilities of elected officials.
- Analysis of relevant policies (e.g., travel, conference attendance, expense reimbursement).
- Evaluation of the impact of remuneration on attracting qualified candidates.

#### Membership

- 3 members including one (1) representative of the Chamber of Commerce, one (1) from a community association, and one (1) member at large.
- Members must not be current municipal employees or elected officials.
- Members must not have a direct or indirect pecuniary interest in the outcome of the recommendation.
- Selection by Council resolution.
- A Chairperson shall be appointed by consensus of the Task Force at the first meeting. The Chairperson shall be responsible for scheduling meetings and will be the chief liaison with the CAO.
- Members shall serve without remuneration but may be paid reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with Village policies. Expenses must be pre-approved by the CAO.

#### Meetings

Meetings open to the public and held in accordance with the Council Procedures Bylaw.

#### Reporting

- Submit a final report with recommendations to Council within 3 months of convening.
- The Task Force is advisory and disbands after submitting its report.

#### Support

• Staff liaison assigned to provide administrative and research support.

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UNION OF BC MUNICIPALITIES

## **COUNCIL & BOARD REMUNERATION GUIDE**

FIRST EDITION SEPTEMBER, 2019

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#### INTRODUCTION

In British Columbia, local governments are responsible for providing a broad range of local services to address infrastructure needs, regulate land use, move people and goods, tackle challenging social issues, promote active living, protect the natural environment, and deal with a host of other issues. The elected officials that sit on the municipal councils and regional district boards collectively make, and accept responsibility for, the funding, policy, and service delivery decisions that are required in order for local government to work. Local elected officials also have responsibility for ensuring that the councils and regional district boards themselves function effectively as democratic, representative governing bodies.

Effective governance requires the elected officials to make decisions regarding the structure and operation of the governing bodies. One of the more difficult decisions that must be made by the officials involves the setting of their own remuneration.

Local elected officials in BC endorsed a resolution at the 2018 Union of BC Municipalities (UBCM) Convention that tasked UBCM with developing a resource to support local decision makers in the development of remuneration packages that are defensible and fair. This *Council & Board Remuneration Guide* presents best practices for local governments to consider.

#### **Development of Guide**

The Guide was developed through a five-stage process:

- > Stage 1: Background Research Research was conducted to identify and understand the challenges faced by local governments in setting remuneration levels for council members and board directors. Remuneration approaches for elected officials in other orders of government were briefly explored as part of the research.
- > Stage 2: Survey A survey was sent to every municipality and regional district in the province to understand elected official remuneration policies and practices in place today, to learn about approaches that appear to work well, and to understand lessons learned. A total of 75 local governments responded to the survey, which translates into a response rate of 39%. Included in the list of respondents were eleven of the twenty largest municipalities (by population), five

#### LOCAL GOVERNMENT AUTONOMY

The best practices set out in the Guide recognize that local aovernments have autonomy to develop approaches to remuneration that reflect local needs and circumstances. The Guide offers practical advice. based on research findings and the experiences of municipalities and regional districts, for local governments to consider. Each local government will need to determine, based on its own review of the information, its preferred course of action.



of the smallest municipalities, and twelve regional districts. All regions of the province were well represented (see sidebar).

- > Stage 3: Interviews Approximately twenty follow-up interviews were conducted with a subset of the municipalities and regional districts that responded to the survey. Written materials from these local governments were obtained and reviewed; materials from other places identified through the research were also reviewed.
- > Stage 4: Best Practices Based on the background research, survey results, and discussions with individual local governments, a set of best practices was developed for the *Guide*.
- > Stage 5: Guide The UBCM Executive approved the scope and approach for the Guide. The final draft, complete with recommended best practices, was reviewed by UBCM's Presidents Committee. Input provided by the Presidents Committee was used to finalize the document.

#### Organization of Guide

The Council & Board Remuneration Guide is organized into six separate sections. Section 1 sets the stage by exploring why remuneration for elected officials is important, and why local governments need to review remuneration levels periodically. Sections 2, 3, and 4 then focus on remuneration reviews themselves. Section 2 begins by considering who should conduct such reviews. Three options are identified and assessed. Section 3 addresses the question of "when" — specifically, when to review remuneration, and when to implement the results of a review. The distinction between a full review and an adjustment is explained in this section. Section 4 examines how to conduct a review. The development of comparison groups, the collection of data, and the use of simple formulas are all topics that are addressed the text. Advice on expenses and benefits is also provided. Section 5 addresses the importance of communication. Information to communicate, audiences to reach, and methods of communication to consider are outlined.

Best practices for local governments to consider in addressing remuneration for elected officials are presented throughout the *Guide*. Section 6 brings the practices together into one summary table.

## SURVEY OF LOCAL GOVERNMENTS

In total, 75 municipalities and regional districts participated in the survey on elected official remuneration. As illustrated in the accompanying chart, all regions of the province (identified using UBCM Area Associations) were represented.





#### Use by Local Governments

It is important to emphasize that the *Guide* does not prescribe or suggest specific levels of remuneration or particular expense and benefits packages for local elected officials. The *Guide* is focused, instead, on helping local governments develop approaches that can be used by decision-makers to establish compensation programs that are fair both for elected officials and local taxpayers.

It should be noted, as well, that the *Guide* recognizes the autonomy of local governments in the development of approaches that reflect local needs and circumstances. The *Guide* offers practical advice for local governments to consider, based on research findings and the experiences of municipalities and regional districts around the province. Each local government, however, will need to determine, based on its own review of the information, its preferred course of action.

On a related note, the *Guide* recognizes that there is significant variability among local governments in British Columbia. Considerable differences in population, area, scope of services, size of administration, location, growth rate, local economy, and other factors mean that local governments will need to apply the best practices in ways that respond to local needs and are sensitive to local conditions. To assist local governments in this task, care has been taken to provide advice that can be applied in a variety of local settings.

#### **Key Terms**

Certain terms are used repeatedly throughout the *Guide*. Key terms and their meanings are presented in Figure I.1 in alphabetical order.

## VARIABILITY AMONG LOCAL GOVERNMENTS

Considerable differences among local governments in population, area, scope of services, size of administration, location, economy, growth rate, and other factors mean that jurisdictions will need to apply the best practices in ways that respond to local needs and are sensitive to local conditions. Care has been taken to provide advice that can be applied in a variety of local settings.



Figure I.1 Key Terms in the Guide

Term	Meaning
Benefits	Benefits are the incentives, services and protections provided to local government elected officials during their time in office.
Expenses	Expenses are charges incurred by local government officials in the course of their duties, and are necessary in order to perform their duties.
Local Governments	Local governments include municipalities, governed by councils, and regional districts, governed by boards of directors.
Local Government Elected Officials	Local government elected officials include members of municipal councils, and directors of regional district boards. Members of council include mayors and councillors. Regional district directors include chairs and vice chairs.
Remuneration	In a narrow sense, the term remuneration in the <i>Guide</i> refers specifically to money that is paid to local elected officials as compensation for the duties they perform. Remuneration in this sense includes base salaries, but also supplemental payments that typically take the form of per-meeting stipends. Remuneration is also used in a broader sense to include expenses and benefits packages, in addition to money. The exact usage of the term throughout the text is context-specific.
Remuneration Adjustment	This term refers to increases that are automatically applied, usually on an annual basis, to an elected official's base salary. The level of adjustment is determined by a pre-determined index (e.g., consumer price index), or combination of indices.
Remuneration Review	A remuneration review is a formal assessment of existing remuneration provided to elected officials. In most cases, reviews include a consideration of pay, expenses, and benefits.



# SECTION 1 IMPORTANCE OF REMUNERATION

Most people who seek election to a municipal council or regional district board are driven, first and foremost, by a strong sense of public service and a desire to make their communities better. Remuneration is not, in most cases, an important motivating factor. Individuals who do make the commitment to serve as local elected officials, however, should be able to expect fair and reasonable compensation. This section of the *Guide* explains why remuneration is both warranted and important.

#### **FACTORS TO CONSIDER**

#### Time Commitment

Local government elected officials are expected to commit considerable time (and energy) to their roles on municipal councils and regional district boards. In larger municipalities and in some regional districts, the roles of mayor and chair are full-time positions in which incumbents typically work more than full-time hours. Even in places where such positions are part-time in nature, the time requirements can be significant, as they are for councillors and directors. Time must be spent reviewing comprehensive agenda packages, attending council or board meetings and public hearings, engaging with residents, participating in civic events, and handling a variety of other tasks. For elected officials who serve on more than one governing body, on committees and commissions, and as appointees to external agencies and associations, the time commitment is even greater.

Councils and boards need people who are willing and able to commit the time needed to serve. Remuneration reflects and compensates individuals for the time they must spend to do the job.

#### **Employment and Financial Impacts**

The time required to serve on a municipal council or regional district board will reduce the amount of time available to spend on other paid work. For individuals who are mid-career, this reality can negatively impact their current employment situation, as well as their total earned income. In some cases the impact may extend to affect future career development and earning potential, since time spent on a council or board translates into less time available to apply to building a career path.

#### TIME COMMITMENT

"Municipal politics is different than the rest in that Council members are always on the clock. Businesses close at the end of a day, people go home from work and provincial and federal politicians have staff and deputies to assist with their very demanding schedules. City Council members are on their own and take ownership of all issues and concerns from the community. They are never off the clock."

Remuneration Task Force City of Kamloops



Remuneration for local elected officials will not fully offset the employment and financial impacts experienced in every case. In keeping with the public service motivation of people who choose to run for local office, there is arguably a tacit acceptance by those in office of some level of sacrifice. Remuneration should, however, be fair as well as sufficient in order to mitigate any sacrifice required. Unfair and insufficient remuneration may render elected office off-limits to a variety of prospective candidates.

#### Responsibility

Municipal councils and regional district boards are responsible for increasingly broad and complex portfolios of local government services. The elected officials who sit on these governing bodies contribute to and accept responsibility for funding, policy, and service delivery decisions that are taken to meet infrastructure needs, promote land use goals, tackle social issues, provide opportunities for sport and recreation, protect sensitive environments, regulate activities, and deal with a host of other issues. These decisions, which even in small jurisdictions can be weighty and contentious, affect the lives of residents and the long-term prosperity of communities. Fair remuneration for persons who are willing to accept such responsibility is warranted.

#### Representative Government

As representative governing bodies, it is important that municipal councils and regional district boards reflect, to the extent possible, the diversity of the communities they serve. Inadequate remuneration, either in terms of pay and/or benefits, stands as a potential barrier to participation for people who are without other sources of income. Fair remuneration is important in helping to reduce barriers, and in attracting capable people from a variety of backgrounds, demographic groups, socio-economic classes, and employment types.

#### IMPORTANCE OF REVIEWS

The factors outlined thus far help to explain why remuneration for local government elected officials is both warranted and important. The factors also highlight the need for local governments to regularly review their elected official remuneration programs in order to ensure that they remain fair over time as expectations and circumstances change. Remuneration levels that are left static in the face of changing circumstances, including shifts in the cost-of-living, risk becoming barriers to participation.

#### **GOVERNING BODY DIVERSITY**

Municipal councils and regional district boards are representative governing bodies. Their legitimacy is strengthened when they reflect the diversity of the communities they serve. Inadeauate remuneration is a potential barrier to participation for individuals who may wish to serve, but who lack other sources of income and/or benefits. In these cases, diversity in the membership of local governing bodies may be difficult to achieve.



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# SECTION 2 WHO SHOULD CONDUCT REVIEWS?

In an effort to ensure that remuneration levels for local elected officials remain fair over time, local governments undertake remuneration reviews. Reviews are the focus of Sections 2, 3, and 4 of the *Guide*. Section 2 — this section — begins by exploring who should conduct a review.

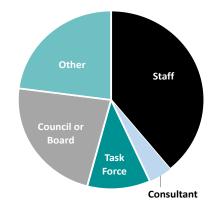
#### **OPTIONS TO CONSIDER**

In some jurisdictions, elected official remuneration is reviewed by the municipal council or regional district board itself, or by a committee of the council or board. In most places, however, reviews are assigned to other parties in order to relieve elected officials from the difficult task of having to develop their own levels and terms of compensation. The three most common options are local government staff, an independent task force, and experienced consultants.

- > Local Government Staff According to the survey of local governments that was conducted for the Guide, the use of local government staff to review elected official remuneration is the most popular option.<sup>1</sup> Most of the jurisdictions that reported using their own staff, it is worth noting, are small in size.
- > Experienced Consultant This decision to assign a review to an outside, external consultant is less common, but is used in certain communities. Under the approach, a consultant is hired to conduct the relevant research, examine options, and recommend remuneration and benefit levels.
- > Independent Task Force This option of an independent task force, comprised largely or entirely of local residents, is used by some local governments across the province, including large cities, small villages and towns, and regional districts.<sup>2</sup> The size and composition of the task force are important points to consider; so, too, is the mandate of the committee, its methodology, and the support it is provided.

#### ASSIGNMENT OF REVIEWS

The accompanying chart based on the survey results shows that many jurisdictions today assign local elected official remuneration reviews to local government staff.





<sup>&</sup>lt;sup>1</sup> In all, 39% of responding local governments reported using local government staff to conduct reviews.

<sup>&</sup>lt;sup>2</sup> The body is referred to as a Working Group, Advisory Group, Panel, Task Force, or Committee.

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#### **Pros & Cons**

The choice of option may be informed by past experiences, and by local expectations and views regarding elected official compensation. The choice will also be influenced, however, by an assessment of the pros and cons that are associated with each of the alternatives. Figure 2.1 presents some of the key pros and cons that local governments may wish to consider.

Figure 2.1
Options to Consider

Options	Pros	Cons		
Local Government Staff	<ul> <li>understand roles, responsibilities, and workload of elected officials</li> <li>understand local context</li> <li>easy access to data from other communities, particularly where benchmark group exists</li> <li>cost effective</li> </ul>	<ul> <li>perceived as being less-than-independent from governing body</li> <li>may be perceived or actual conflict of interest in cases where linkage         (formal or informal) between elected official and staff remuneration</li> </ul>		
Experienced Consultant	<ul> <li>independent from elected officials</li> <li>familiar with use of data and metrics, and with local government practices</li> <li>option enables decision-makers to point to and rely on expert advice</li> </ul>	<ul> <li>may not understand or be sensitive to local context</li> <li>may be costly</li> </ul>		
Independent Task Force	<ul> <li>independent from elected officials</li> <li>places in hands of community (members from community)</li> <li>understands local context</li> <li>cost effective</li> <li>different perspectives involved</li> <li>potential to raise profile of local government, and importance of remuneration</li> </ul>	<ul> <li>may lack understanding of the roles, responsibilities, and workload of elected officials</li> <li>relies on credibility of committee members</li> <li>governing body may have difficulty rejecting recommendations</li> </ul>		

#### INDEPENDENT TASK FORCE

The use of an independent task force provides for a high degree of separation for elected officials from the development of their own remuneration packages.



#### PREFERRED APPROACH

The independent task force emerges in Figure 2.1 as the preferred option for undertaking elected official remuneration reviews. The task force's independence from decision-makers, as well as staff, enables it to operate in a way that is free of local government involvement and — more importantly — perceived to be free of such involvement. This freedom adds to the credibility of recommendations that come forward, and protects elected officials and their staff from conflict of interest issues and other controversies. The independence also allows the task force to speak to the roles, responsibilities and expectations of elected officials, and the importance of appropriate remuneration, in ways that the elected officials and staff would find difficult to do.

It is worth noting that the use of independent task forces and panels to determine elected official remuneration is widespread at the provincial and federal government levels in Canada. These jurisdictions recognize the value of the approach in protecting elected officials from challenges related to conflict of interest that inevitably arise in the development of their own remuneration.

#### SUCCESS FACTORS

The choice of the independent task force option will not, on its own, guarantee a successful outcome. Careful attention needs to be given to the appointment of members to the task force, the development of task force terms of reference, and the provision of support to the task force's work.

#### Membership

To the extent possible, diversity in the membership of the task force is important. A common practice is to include, at a minimum, representation from the local business community, as well as the non-profit or public sector. Many governments also find the appointment of an individual with past experience in local government as an elected official or senior staff person to be advantageous. These individuals bring a local government perspective, and can help ensure a clear understanding on the task force of the roles and responsibilities of elected officials. Individuals with human resources experience or a legal background are considered to add value in some places. Citizens-at-large are included on many task forces.

#### SUCCESS FACTORS

The choice of the independent task force option will not, on its own, guarantee a successful outcome. Careful attention needs to be given to the appointment of members to the task force, the development of task force terms of reference, and the provision of support to the task force's work.



Other considerations related to membership are as follows:

- > Size Some places (e.g., Tofino, Metro Vancouver, Alberni-Clayoquot Regional District) limit the number of members to three; others (e.g., Abbotsford) allow for a maximum of five; still others (e.g., Kamloops) appoint seven. Larger bodies allow for greater diversity and a broader range of perspectives; smaller groups may be more nimble and able to reach consensus more easily. In relatively small jurisdictions, smaller task forces may be more practical to assemble given the smaller number of candidates relative to the situation in larger centres.
- > Appointment In most jurisdictions that use independent task forces, members are appointed by the Chief Administrative Officer of the local government. This approach reinforces the group's independence from the governing body whose remuneration the task force is reviewing.

#### Terms of Reference

As with any advisory body, formal terms of reference for the task force are important. Task force terms should set out:

- > the purpose of the task force
- > the task force's membership, including number and qualifications of members, and the designation of a chair
- > the method and term of appointment
- > the task force's mandate, or scope of review, including the specific items (e.g., base remuneration, expenses, benefits, annual adjustments) on which the task force is expected to provide recommendations
- > a methodology to guide the task force, including any specific factors, bases of comparison, and criteria for the task force to consider in developing its recommendations
- > expectations regarding consultation, including consultation with the public
- > the expected number of task force meetings, and the meeting procedures to follow
- > support resources available to the task force in conducting its work
- > the task force's reporting schedule

#### GUIDANCE TO TASK FORCE

Even when task forces are free to choose their own approaches, it is useful for jurisdictions to provide guidance on methodology, and identify specific items for task forces to consider in their work.

The terms of reference for Abbotsford's Council Remuneration Citizen Task Force state that "the Task Force will research and consider all aspects of compensation that it believes are relevant to making its recommendations, but will specifically consider [certain] matters..."



> policies, bylaws, and other documents of the local government that govern the task force's work and conduct

To underscore the importance of autonomy, some jurisdictions allow their task forces to themselves choose the data, factors, and criteria to use in developing recommendations. Even in these cases, however, jurisdictions will provide guidance on methodology or, more commonly, identify specific items for task forces to consider in addition to any others that the task forces determine to use.

#### **Task Force Support**

The primary value of a remuneration task force is its independence from the local government. The elected officials who receive and who are affected by the task force's recommendations benefit from this independence. The task force is not expected, however, to conduct its work completely on its own, without assistance from the organization. Indeed, for the task force to succeed, it must be able to rely on staff to collect and analyze data, organize meetings, conduct research, and draft the task force's report. It is important for local governments to assign a senior manager as a liaison to the task force, and sufficient staff resources to give the task force the support it needs to fulfill its mandate.

Another form of support for the task force is education. To make meaningful recommendations that reflect the duties, workload, and expectations of elected officials, task force members need to have a good understanding of local government, and of the roles and responsibilities of mayors/chairs, and councillors/directors. Local government staff can assist by providing an orientation to task force members at the beginning of their mandate. Alternatively, or in addition, task force members can be given reference materials such as the booklet available online at the Ministry of Municipal Affairs, titled *Thinking About Running for Local Office?* 

#### **BEST PRACTICE**

> Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.

#### TASK FORCE SUPPORT

"The District Chief Administrative Officer and Director of Financial Services shall serve as non-voting resources to the [citizen] Advisory Group."

> Council Remuneration Advisory Group District of Tofino



# SECTION 3 TIMING AND FREQUENCY OF REVIEWS

Local governments interviewed for the *Guide* highlighted the need to consider timing and frequency in the review of elected official remuneration. These issues are explored in this section of the text. Also explored is the question of timing as it relates to the implementation of the outcomes of reviews.

#### **TIMING OF REVIEWS**

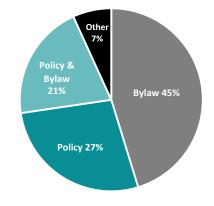
Local governments do not follow a single common practice with respect to the timing of remuneration reviews. An examination of existing approaches over the past decade shows that some councils and boards (e.g., Vancouver) have conducted reviews early in their terms, whereas others (e.g., Comox Valley Regional District, Oak Bay, Esquimalt, Prince George) wait until the final year of their mandate. Some local governments (e.g., Kamloops, Abbotsford, Metro Vancouver) initiate reviews closer to the middle of their terms. In general, most councils and boards that undertake reviews initiate them in the second half of their terms.

The preferred timing for a review will depend on a number of factors, including local economic conditions, reliance on established policy, the election cycle, and tax system changes over which local governments have no control. Each of these points is considered, as follows:

- > Local Conditions In all of their initiatives, remuneration reviews included, councils and boards need to be sensitive to local economic conditions. Elected officials' compensation and benefits, it is important to remember, are paid for by local taxpayers. In times of economic growth and optimism, when local employment is strong and consumer confidence is high, news of a remuneration review for elected officials will be greeted much differently than during periods of economic stress. A council or board would be well-advised, for example, to postpone a review, no matter how warranted one may be, in a single-industry community that is dealing with the loss of a major employer.
- > Established Policy The survey conducted for the Guide found that 27% of responding local governments have a formal policy in place on elected official remuneration, 45% have a remuneration bylaw, and 21% have both (see sidebar). Several of these policies and bylaws

#### ESTABLISHED POLICY

Most local governments that responded to the survey have either a formal policy in place on elected official remuneration, a bylaw, or both. Several policies and some bylaws address the timing and frequency of reviews.





speak to the timing of future remuneration reviews. When such schedules are applied consistently, local governments are perceived to have less discretion over the question of when to review. The issue of timing in these cases tends to attract less attention that it would otherwise.

- > Election Cycle Change to elected officials' remuneration is an item of interest and discussion in many communities across the province. It is important for local governments to recognize remuneration as a legitimate issue for scrutiny and discussion, and to allow opportunities for discussion to occur. It may not be useful, however, for remuneration to dominate public discourse, particularly in the lead-up to an election when other important issues also deserve attention. To avoid this situation, local governments should consider conducting reviews, and reporting results, at least one year before the next election.
- > Tax System Changes Changes to the Federal Income Tax Act were introduced by the federal government in 2017 to eliminate a long-standing federal tax exemption for local government elected officials, effective January 1, 2019. This change resulted in substantial changes to the after-tax income for elected officials, and prompted many local governments to adjust elected officials' 2019 pre-tax compensation in order to maintain after-tax 2018 remuneration. The need to review remuneration and change base amounts to maintain after-tax compensation was driven by changes that were beyond local government control. The timing of the review to initiate the changes was also driven by events outside of local government.

#### **BEST PRACTICE**

> Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.

#### FREQUENCY OF REVIEWS

Regular reviews of elected official remuneration levels should be undertaken in order to ensure that remuneration remains fair over time as job conditions, expectations, and circumstances change.

#### **ELECTION CYCLE**

Change to elected officials' remuneration is a legitimate issue for public scrutiny and discussion. To avoid having remuneration dominate public discourse in the lead-up to elections, however, at the expense of other important issues, local governments should consider conducting reviews, and reporting results, at least one year before the next election.



Failure to do so may undervalue the time spent by elected officials, and the level of responsibility associated with the job. Failure could also result in remuneration becoming a barrier to participation, and make it difficult for a diverse range of individuals to stand for election.

As noted earlier, several local governments that responded to the survey have policies or bylaws that set out schedules for formal reviews of base remuneration levels. In some of these documents the frequency of reviews is set out — once-per-term appears to be the most commonly prescribed schedule in these documents. Regular adherence to these schedules ensures that reviews happen on a regular basis, and helps to ensure that remuneration does not become a barrier to elected office. Local governments with policies and/or bylaws that do not identify a specific frequency typically experience longer intervals between reviews.

Relying on policies and bylaws to automatically trigger a review, in keeping with a prescribed frequency, is a useful practice to follow. It relieves councils and boards — as well as their individual members — from having to take the politically-difficult decision to request a review.

#### **BEST PRACTICES**

- > Local governments should consider conducting remuneration reviews once per term.
- > Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.

#### **Annual Adjustments**

Local governments undertake remuneration reviews to assess the fairness of elected officials' pay, expenses, and benefit packages. When done properly, reviews take time, energy, and other resources to complete. A best practice, identified earlier, is to conduct a full review once per term — it is neither necessary nor reasonable to schedule reviews more frequently.

In the years between reviews, it is common for councils and boards with policies and/or bylaws in place to automatically adjust elected official pay to reflect changes in the cost of living. In almost

#### **ANNUAL ADJUSTMENTS**

It is common for municipalities and regional districts with policies and/or bylaws in place to automatically adjust remuneration to reflect changes in the cost of living. The year-over-year change to the consumer price index is the default adjustment factor.



every case, the previous year's Consumer Price Index (CPI) for British Columbia, Vancouver, or Victoria is the adjustment factor applied by local governments, depending on their location within the province.<sup>3</sup> Automatic adjustments, defined and set out in policies and/or bylaws, ensure that the real value of elected officials' remuneration remains stable between formal reviews, and can help to reduce the need for more significant increases at the time of review. Failure to make annual adjustments may place a burden on future councils and boards to address remuneration levels that have been left to stagnate in the face of regular cost-of-living increases. For these reasons, annual adjustments using a CPI index is a best practice.

#### **BEST PRACTICE**

> Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.

#### IMPLEMENTATION OF CHANGES

When considering the issue of timing as it relates to the implementation of changes, it is important to distinguish among the types of changes being put forward. The three key types include: changes to base remuneration that emerge from full reviews; changes that are prompted by shifts in the tax system; and annual adjustments to reflect increases in the cost of living.

> Base Remuneration — Councils and boards have full control over the timing of their remuneration reviews, even in cases where timing is prescribed by policy and/or bylaw. Similarly, councils and boards have full authority to choose when to implement any changes that emerge from reviews. In general, it is preferable to have such changes take effect at the beginning of the following term. This best practice is particularly important to follow when reviews conclude the that significant increases to base pay and/or benefit packages are warranted. A decision to implement changes immediately, or even during the existing term, can create perceived conflicts of interest.

It is preferable for councils and boards to implement the outcomes of remuneration reviews at the beginning of the following council or board term. A decision to implement changes earlier, during the existing term, can easily create perceived conflicts of interest.



**IMPLEMENTATION** 

<sup>&</sup>lt;sup>3</sup> Other indices include annual increases to general wages in BC, and increases to unionized or exempt staff wages.

There will be some cases where implementation during the existing council or board term is considered necessary, perceptions of conflict notwithstanding. Consider the situation in which a council or board entered office following an election in which stagnant compensation was portrayed as a barrier to participation. The council or board could decide that implementation of changes that emerged from a review conducted early in the new term is necessary.

- > Tax System Councils and boards have no control over changes to the income tax system the elimination of the federal tax exemption for local government elected officials that took effect on January 1, 2019, is an example of one such change. In anticipation of this change it was announced in 2017 some local governments designed remedies, before the 2018 local general election, to take effect on January 1, 2019, in the new term. Several local governments, however, delayed taking action until after the federal tax change came into force. Immediate implementation of changes designed to protect elected officials from financial loss is considered reasonable and defensible by most.
- > Annual Adjustments As explained earlier, annual adjustments to remuneration are designed to protect base rates from erosion as a result of inflation. These adjustments, which result in nominal rather than real increases, are expected to be implemented immediately.

#### **BEST PRACTICES**

- > Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term.
- > Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.
- Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.

#### FEDERAL TAX SYSTEM

Local governments have no control over shifts in the federal income tax system. Offsetting changes to base remuneration levels that are designed to protect council and board members from financial loss are reasonable. Local governments should consider implementing such changes immediately.



## SECTION 4 SETTING REMUNERATION

On a regular or periodic basis, local governments undertake remuneration reviews to determine the remuneration, expense payments, and benefits to provide to elected officials. The previous two sections of the *Guide* tackled a number of issues related to remuneration reviews, including:

- > who should conduct the reviews
- > when, during an elected body's term of office, reviews should be initiated
- > how frequently reviews should occur
- > when changes to remuneration that result from reviews should be implemented

This section of *Guide* — Section 4 — explores the factors that local governments should consider using in their reviews to determine remuneration levels that are fair and defensible. The text deals separately with the three main components of a complete remuneration package, namely remuneration (i.e., pay), expenses, and benefits.

#### **REMUNERATION**

Remuneration consists, first and foremost, of a base amount of pay for mayors, board chairs, councilors, municipal directors, and electoral area directors. Base amounts are intended to reflect the expectations and duties associated with the specific roles, and for that reason are expected to differ by role. Remuneration also includes any payments that are made to elected officials, on top of base pay, for attending different types of meetings, leading committees, sitting as appointees on external bodies, preforming the roles of deputy mayor or deputy chair, and undertaking other duties. These supplemental payments, where offered, recognize differences in workload and responsibility among elected officials in the same role.

#### **Bases of Comparison**

For many jobs in our economy, wages and salaries are set through a process of comparison — that is, a process that takes into account remuneration associated with other jobs that are deemed to be comparable. The approach to setting remuneration for local elected officials is no different. The most common basis of comparison used by local governments across the province is remuneration paid to



elected officials in other, similar local governments. Some councils and boards, however, look to additional bases for guidance. Four bases to consider, including remuneration paid in similar jurisdictions, are as follows:

- > Similar Jurisdictions Remuneration levels paid to elected officials across a set of other, similar local governments can be used to approximate an "industry rate". The use of comparable remuneration data, as noted, is widespread across municipalities and regional districts, and is considered a defensible approach. The challenge faced by those who use the approach, however, comes in choosing jurisdictions that are truly comparable. Population, the most common factor, goes some way toward establishing similarity, but may not be adequate on its own. Other factors may need to be combined with population to establish a more valid comparison group. Such factors could include location, geographic size, scope of services provided, growth rate, the urban (vs. suburban or rural) nature of a jurisdiction, economic make-up, tax base, average house price, size of operating budget, and number of staff (full-time equivalents).
- > Local Labour Force A few jurisdictions in the province determine remuneration for council and board members using local earnings data collected by Statistics Canada specifically, the average employment income earned by individuals aged 15 and over, who work year-round and full-time.
- > Provincial MLAs Only one of the local governments in the survey pointed to remuneration paid to Members of the Legislative Assembly as a basis for determining local elected official pay. A few other jurisdictions, however, believe the comparison may be useful.
- > Local Government Staff Changes to staff pay are used in some jurisdictions as an index to adjust council and board pay each year. Base pay for staff, however, is not generally used to help set elected official pay.

Each of the four bases identified here — as well as others not identified — has both strengths and shortcomings. Figure 4.1 highlights some of the pros and cons.

#### COLLECTING DATA

It is important to ensure that data on other local governments are comparable. Care must be taken to confirm that data have been collected using similar methodologies, and that data sets measure the same factors. Sources of data include CivicStats (accessed through CivicInfo), and Statistics Canada. Direct contact with comparison group local governments may be warranted in some cases to produce "apples to apples" comparisons.



Figure 4.1 Pros and Cons of Alternative Bases

Alternative Bases	Pros	Cons		
Similar Jurisdictions	<ul> <li>jobs of local elected officials in similar jurisdictions, while not identical, are comparable ("apples to apples")</li> <li>large enough comparison set can neutralize outliers</li> </ul>	<ul> <li>difficult to establish truly comparable set of jurisdictions (may be subject to accusations of "cherry picking")</li> <li>potential for salary escalation if other places in comparison set initiate significant increases</li> </ul>		
Local Labour Force	<ul> <li>attempts to create strong linkage to local community that pays elected body's remuneration</li> <li>sensitive to local economic conditions</li> </ul>	<ul> <li>jobs of elected officials not comparable to majority of other jobs in the community in terms of time commitment, duties, responsibility</li> <li>not clear that average salary of entire workforce reflects value of elected officials' work</li> </ul>		
Provincial MLAs	> remuneration reflects need in both orders of government to attract diversity of people to serve in elected office	<ul> <li>role of MLA considerably different than roles of mayor and chair (much different than councillor/director)</li> <li>invites linkage to full MLA remuneration and benefits package</li> </ul>		
Local Government Staff	<ul> <li>both groups (elected officials and staff) involved in same organization</li> <li>comparison to staff used in other orders of government to help set elected official remuneration</li> </ul>	<ul> <li>roles of staff considerably different than roles of elected officials</li> <li>perceived conflict on part of elected officials who approve staff salaries</li> <li>invites linkage to full staff remuneration and benefits package</li> </ul>		

Arguably, there may be no single best basis of comparison to use in setting council and board remuneration. As suggested in Figure 4.1, however, some bases are better than others.



Remuneration levels paid to elected officials in similar local government jurisdictions represents the preferred basis, and the best practice for local governments.

#### **BEST PRACTICE**

> Local governments should consider using base remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.

#### **Comparison Group**

In establishing a valid comparison group of similar jurisdictions, local governments will need to give careful thought to the most important measures to use. Population is a good starting point in every case — it is a useful proxy for elected official workload, and is easy to explain. As well, data on population are easy to obtain. Other measures can be combined with population to make the comparison set more defensible. Factors that influence elected officials' workload and level of responsibility are particularly useful to consider. The list of such factors will vary by jurisdiction, but may include:

- > location
- > geographic size
- > scope of services
- > growth rate
- > operating budget

Finally, local governments will need to give some thought to the number of jurisdictions to include in the comparison set. Larger sets will allow for a more robust comparison, and will make it easier to neutralize the impact of outliers (i.e., jurisdictions that have significantly high or low pay levels, relative to those of other places). If the set is too large, however, it may be difficult to obtain the necessary comparative data, especially in cases where a range of measures, in addition to population, are used. Given these points, a practicable and defensible minimum size is five to seven jurisdictions. The maximum size will depend on the number of factors being considered, and the capacity of the body conducting the remuneration review. Comparison set sizes vary considerably across local

#### SIZE OF COMPARISON GROUP

The size of comparison groups that are used to help determine elected official remuneration varies considerably across local governments. The City of Prince George uses a peer review group of ten municipalities for the purposes of its quadrennial review. The group includes cities with similar populations — Chilliwack, Kelowna, Saanich, Langley Township, Delta, Kamloops, North Vancouver District, Nanaimo, Victoria, and Coquitlam.



governments. Kamloops has used 14 municipalities; Comox Valley Regional District recently used nine. Metro Vancouver bases the salary of its Chair on the median salary of mayors in 21 municipalities (all Metro municipal jurisdictions).

#### **BEST PRACTICE**

- > Local governments should consider establishing comparison groups using population, combined as deemed necessary with other factors that influence elected official workload and level of responsibility.
- > Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.

#### Using the Data

Once the remuneration data from comparable jurisdictions have been obtained, local governments need to determine how to best use the data to determine pay levels for the range of elected officials in place. It is useful at this stage to make the exercise as straightforward as possible so that it can be undertaken easily (and relatively quickly), and so that it is easy to explain and understand. Simple formulas can be effective in meeting these goals.

For municipal councils, the following formula-based approach — or variations of it — is used in a number of places:

> Set the salary for the mayor as the median value of all mayors' salaries from the comparison set of municipalities. Calculate the salary for councillors as a percentage (e.g., 40%) of the mayor's salary to reflect the part-time nature of the councillor position, as well as its lower workload and level of responsibility relative to those of the mayor.

Figure 4.2 illustrates, using hypothetical data from a comparison set of seven municipalities, how this formula works in practice. To be clear, all numbers, including the percentage factor, are hypothetical examples only, presented solely for the purpose of illustration.

#### SIMPLICITY

When determining how to use comparison data to calculate remuneration levels, it is preferable to apply simple formulas. Formulas allow the exercise to be undertaken easily and relatively quickly.

Approaches based on formulas are easy to explain, easy to understand, and defensible.



Figure 4.2 Sample Formula for Municipal Elected Officials

Comparison Set		Subject Municipality			
Mayors Median Value		Mayor's Salary	%	Councillor Salary	
\$ 101,000 \$ 92,000 \$ 100,500 \$ 90,000 \$ 72,500 \$ 93,000 \$ 83,000	\$ 92,000	\$ 92,000	40	\$ 36,800	

In applying the formula, local governments should consider the following points:

- > Percentage Factor The percentage factor that is applied to identify an appropriate councillor salary needs to be set after careful consideration of the position's workload, time commitment, and level of responsibility relative to those of the mayor. In municipalities where the mayor's role is full-time (or greater), the difference between the positions may be greater, and the percentage factor may be lower than 40%. Jurisdictions that use this formula (or variations of it) tend to apply percentages that range from 30% to 50%, depending on local conditions. Forty percent is a reasonable starting point.
- > Median Value The median value effectively neutralizes low and high outliers, and is therefore preferable to the average value.
- > Applying the Outcome It is possible, particularly if a new comparison set is used, that the resulting, recommended salaries for mayor and councillor will be lower than the actual salaries being paid. If the difference is significant, local governments may choose to "red circle" existing salaries for a period of time. In the calculated salaries are higher than those being paid, either a one-time adjustment, or a phased increase may be required.



> Alternative Percentile — The median value represents the 50<sup>th</sup> percentile in the comparison set. Some local governments may determine, based on local circumstances, that remuneration should be set higher — for example, at the 75<sup>th</sup> percentile. In this situation, careful thought would need to be given to the rationale for such an approach.

While less common among regional districts, formulas may be just as useful in providing a relatively simple, easy to understand, defensible approach. In developing a formula for regional boards, provision needs to be made for a greater number of elected roles. In most cases, four specific roles should be considered, including the chair, vice chair, electoral area director, and municipal director. The distinction between electoral area and municipal directors is particularly important to recognize. Regional districts are the local government for electoral areas, responsible for providing all basic local services. Electoral area directors are accountable directly to their local electors, and are expected to consult directly with electors on local service and other topics. Many electoral area directors represent vast geographic areas, often with numerous small communities or settlements to serve. The time commitment required to provide proper contact and representation can be considerable. Electoral area directors' full local government salary comes from their regional districts.

The role of municipal director is also important and can be demanding. Municipal directors, however, are accountable to their councils and do not face the same expectations as their electoral area counterparts regarding consultation with residents on regional district matters. Residents of municipalities receive most of their local services from their municipal councils. Municipal directors sit on these councils, and are paid separately as council members to perform municipal duties.

A reasonable formula that takes into account the differences between electoral area and municipal directors, as well as the unique duties, expectations, and responsibilities of the chair and vice chair, is as follows:

> Set the salary for municipal director based on the median value of all municipal directors' salaries from the comparison set of regional districts. Calculate the salary for electoral area director by applying a multiplier (e.g., 2.0). Calculate a stipend for the chair by applying a multiplier (e.g., 2.5) to the municipal director salary. Use a separate multiplier (e.g., 0.5) to determine a stipend for vice chair.



Figure 4.3 illustrates how this formula works in practice, using hypothetical data for a comparison set of seven regional districts. All numbers, including the multipliers, are examples only.

Figure 4.3
Sample Formula for Regional District Elected Officials

Comparison Set		Subject Regional District					
Municipal Director	Median Value		Mun Director Base Salary	Χ	EA Director Base Salary	Chair Stipend*	Vice Chair Stipend*
\$ 17,000 \$ 11,000 \$ 12,200 \$ 9,000 \$ 12,500 \$ 15,000 \$ 16,500	\$ 12,500	<b>→</b>	\$ 12,500	2.0 2.5 0.5	\$ 25,000	\$ 31,250	\$ 6,250

<sup>\*</sup> These stipends would be paid in addition to the base director pay.

The considerations raised for municipal council remuneration formulas regarding percentage factor, median value, applying the outcome, and alternative percentile apply to the regional board formula as well. In addition, it is important in the regional district context to consider the need for supplemental payments, over and above the base salary amounts.

#### **BEST PRACTICE**

Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.



### **Regional District Supplemental Payments**

On a municipal council, the expectations on a councillor in terms of workload, time commitment, and responsibilities, are, in general, the same for all councillors. Almost all councils, as a consequence, pay councillors the same base salary without additional payments for committee meetings. Supplemental fees may be paid in some cases to councillors who participate in external agencies on behalf of council; however, these payments are the exception rather than the rule. Approximately 25% of municipalities that responded to the survey pay stipends to council members for time spent as deputy mayor or acting mayor. In most cases, these stipends tend to be nominal in value.

The situation for regional district directors is different. As noted already, the base remuneration for role of electoral area director is typically greater than the base remuneration paid to the municipal director role — the gap is intended to reflect the inherent differences in the roles. Differences in workload, time commitment, and level of responsibility, and level of interest also exist, however, among individual directors. Some directors may represent large jurisdictions that participate in a broad range of regional district services, some of which may have committees or commissions in place. These directors may be compelled to play, or be interested in playing, an especially active role in regional district service governance. Other directors will represent jurisdictions that are less involved in, or reliant on, their regional districts. These directors may not be involved in regional district matters to the same degree as others.

To account for differences among individual directors, regional districts may choose to provide supplemental payments, over and above base remuneration levels. Where provided, payments take the form of per-meeting stipends that are paid to directors who attend specified regional district meetings, as well as external meetings to which directors are sent to represent their local governments. The amounts of the supplemental payments vary; most regional districts, however, pay between \$75 and \$200 per meeting.<sup>4</sup>

Fifteen of the 24 regional districts that pay base remuneration to directors also provide supplemental payments for board, committee of the whole, and all other meetings. Nine of the regional districts provide supplemental payments for non-core meetings only.





SUPPLEMENTAL PAYMENTS

<sup>&</sup>lt;sup>4</sup> An exception is Metro Vancouver, which pays \$397 to each director for every board, committee and other approved meeting attended. For all Metro Vancouver directors other than the (sole) electoral area director, board chair, board vice chair, committee chairs, and committee vice-chairs, however, the meeting stipend constitutes the entire remuneration (i.e., there is no base amount). Central Coast Regional District and Peace River Regional District also pay higher per-meeting rates in lieu of base salaries for directors.

The use of supplemental, per-meeting payments is not uniform across regional districts. A review of the 24 regional districts in the province that pay base remuneration to directors shows that, while almost all provide payments to attend meetings of external agencies, 15 of the 24 also provide payments to attend board and committee of the whole meetings. Nine (9) regional districts provide no supplemental payments for these "core" regional district meetings — remuneration for attendance at these meetings is included in the directors' base salaries.<sup>5</sup>

Supplemental payments are intended to reflect workload differences among individual directors. It is not clear that such payments are also intended, however, to provide additional compensation to directors for attending core regional district meetings of the board, including committee of the whole meetings. Indeed, it may be argued that all board members are expected to attend these meetings as a basic requirement of their roles as directors.

In setting regional district board remuneration, careful attention needs to be given to the use of supplemental payments. Regional districts may wish to consider targeting such payments to non-core meetings, and structuring base levels to include attendance at board, committee of the whole, and any other core meetings.

#### **BEST PRACTICE**

> Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.

#### Alternate Directors

It is important to note that all regional districts use per-meeting payments to remunerate alternate directors for attendance at all meetings, including core meetings, that the director would normally



<sup>&</sup>lt;sup>5</sup> Travel expenses for all meetings are paid (see later).

attend. These payments are the only form of remuneration for alternate directors; alternates do not receive a base salary.

#### **EXPENSES**

Local government elected officials regularly incur expenses to travel to meetings, attend conferences and sanctioned events, communicate with residents and the local government office, and deal with the broad variety of other duties associated with the job. It is both important and legitimate that expenses which are incurred by council and board members on the job, and in order to do the job, be reimbursed by the local government. Policies and bylaws on expenses are used to set out the types of expenses that are eligible for reimbursement, the conditions under which reimbursements will be made, and the procedures that must be followed to obtain reimbursement.

A guiding principle for councils and boards on the matter of expenses is as follows:

> Local elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.

A related principle, however, is that compensation paid to elected officials for expenses incurred on the job should not be viewed as an additional source of remuneration. This point requires local governments, first, to identify the specific types of expenses for which elected officials can expect reimbursement.

## **Eligible Expenses**

Local governments have similar, but not identical, lists of expenses that are eligible for reimbursement. In the case of municipalities, expenses that are reimbursed by councils tend to be limited to those that are incurred by members on out-of-town business. Such expenses include:

- > travel by personal automobile (paid as a rate per kilometre) to out-of-town meetings
- > travel by taxi, bus, train, ferry, rental car, or air to out-of-town meetings
- > accommodation
- > conference fees
- > per diem payments for meals and incidentals

# GUIDING PRINCIPLES (EXPENSES)

Local elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.
Compensation paid to elected officials for expenses incurred on the job should not, however, be considered or pursued as an additional source of remuneration.



Some councils also provide funding for a smartphone, tablet, and/or computer (or provide the hardware itself), and the associated communications plan. Some will provide transportation costs within the municipality, including a mileage rate for personal car use, taxi and/or transit fees, and parking. Monthly car allowances for mayors are common; similar allowances for councillors are less common but do exist in some centres.

Regional district boards, similar to councils, reimburse members for smartphones and for attendance at out-of-town meetings. Most regional districts also, however, pay for travel, travel time, meals, and accommodation for attendance regional district board and committee meetings. These additional items reflect the large geographic size of many regional districts, and the need for directors to spend considerable time to travel to core meetings. Monthly transportation allowances provided by some regional districts to electoral area directors also reflect geographic realities.

Most local governments provide additional expense amounts for their mayors or chairs. A monthly car allowance, noted earlier, is standard for mayors and is becoming common for chairs. Hosting allowances are also recognized by several jurisdictions.

Regional district expense policies should anticipate and provide special direction to municipal directors to avoid instance of "double dipping". In some cases, expenses that are incurred by municipal directors can and should be reimbursed by the directors' municipal councils, not charged to the regional district. An example of such an expense is attendance at the UBCM annual conference. Council members who serve as municipal directors attend the annual conference, first and foremost, as representatives of their municipalities.

#### **Local Considerations**

Lists of eligible expenses are common across most jurisdictions, as noted earlier. When developing expense policies and bylaws for a specific local government, however, it may be important to explore particular types of expenses that, while less widespread, are appropriate given the local context. Some regional districts (e.g., Squamish Lillooet) provide differential mileage rates to account for travel on unpaved roads. Others (e.g., Cariboo) provide reimbursement to replace car windshields that are damaged during regional district travel on winter roads. Parking in many urban centres is expensive.

#### FEDERAL TAX SYSTEM

Changes to the Federal Income Tax Act were introduced by the federal government in 2017 to eliminate a long-standing federal tax exemption for local government elected officials, effective January 1, 2019. The exemption was in place to recognize that, in the course of their duties, elected officials incur various expenses for which they may not be reimbursed (e.g., home office costs, meals while meeting with constituents, etc.). This change resulted in substantial changes to the aftertax income for elected officials, and prompted many local governments to adjust elected officials' 2019 pre-tax compensation in order to maintain after-tax 2018 remuneration.



Municipalities and regional districts in these centres may feel it necessary to reimburse parking costs to elected officials.

## **Evolving Lists**

Finally, local governments should not view eligible expense lists as static documents. Indeed, in order to ensure that costs do not become barriers to participation, it is incumbent on local governments to periodically consult elected officials and review eligibility considerations. One potential expense that stands out is childcare. Councils and boards that have, or that seek to attract, young parents as members may find it both fair and necessary to reimburse child care expenses that are incurred to attend council and board meetings.

#### **BEST PRACTICES**

- > Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments.
- > Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.
- > Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.
- > Local governments should ensure that lists of eligible expenses reflect unique local conditions.
- > Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.



#### **BENEFITS**

Medical services plan premiums, extended health and dental plans, employee and family assistance programs, and life and accidental death insurance are common examples of benefits that local governments may choose to make available to all or some of their elected officials. Current practices across the province vary with respect to the provision of benefits. Some local governments provide full benefits to all elected officials at no cost to the members. In a number of places, benefits are made available only to the mayor, since this position is the only one considered full-time. Councillors and directors in some of these places may opt-in to packages, but only at their own cost, or on a cost-share basis with the municipality. Certain regional districts provide benefit packages at the local government's cost to electoral area directors, but require municipal directors to pay all premiums. Other regional districts pay 50% of the cost of packages for all directors who opt-in. Family members of elected officials are entitled to join benefit programs in some jurisdictions, but must pay the full cost. Almost all local governments provide personal accident insurance to elected officials who are traveling on local government business.

#### **Provision of Benefits**

The provision of benefits to elected officials is becoming an increasingly important topic of consideration in local governments, particularly because of the potential barriers — real or perceived — that a lack of benefits pose for some. In an effort to avoid this situation, local governments may wish to consider making benefits available. Eligibility and responsibility for cost are two factors to include in any such consideration.

> Eligibility — There is a strong rationale for providing benefits to mayors, and to other elected officials who occupy what are considered to be full-time positions. Many individuals who may wish to put their names forward for these positions would need, upon election to office, to leave other full-time employment in which they may receive benefits coverage. The prospect of giving up such coverage, and facing four or more years without replacement benefits, would prevent some from running.

The argument for benefits may not be as strong for elected positions that are structured and paid as part-time roles. In these cases, there is an assumption that individuals with access to benefits through their employment will be able to retain at least some access to those benefits



simply because they will not be need to leave their existing employment entirely. This reasoning fails in cases where existing benefits would be lost as a result of an individual being converted to part-time status with their employer after being elected to office.

An additional point in the discussion on eligibility concerns the position of municipal director on regional district boards. Municipal directors are, first and foremost, municipal councillors. The municipalities, as the local governments to which the councillors are elected to serve, should be responsible for addressing the benefits issue with these elected officials. Electoral area directors, by contrast, are directly elected to the regional district boards. Electoral area directors should look to these bodies for benefits.

> Responsibility for Cost — Local governments should consider paying for elected official benefits on a pro-rated basis. Using this approach, municipalities would pay 100% of the benefit premiums for mayors, and 50% of the premiums for councilors. Regional districts would pay 50% of the cost of benefits for electoral area directors. Regional districts could also choose to pay 100% of the cost of premiums for regional district chairs who are deemed to occupy full-time roles, irrespective of whether the chairs are also electoral area or municipal directors.

In all, the principle governing the provision of benefits is that, in an effort to reduce barriers to participation, local governments should make benefits available to their elected officials, and should contribute to the cost of associated premiums on a pro-rated basis, in accordance will the full- or part-time nature of the positions.

#### **Smaller Jurisdictions**

Smaller local governments who wish to provide some level of benefits coverage for their elected officials may have concerns regarding the cost of premiums. In an effort to minimize costs, local governments may consider extending existing staff programs to include elected officials, or joining with other local governments to create larger beneficiary pools. To that end, UBCM offers comprehensive group insurance coverage to all local government elected officials in the province. To join the plan, however, at least three officials from a local government must opt-in to the coverage.



### **Evolving Range of Benefits**

Finally, as with expenses, the list of benefits provided to local elected officials will change over time in response to local needs, societal trends, and other forces. In many jurisdictions today, standard benefits such as extended health and dental coverage, counselling services, and accidental death and dismemberment insurance will address needs. Some other local governments, however, may be under pressure to provide some form of parental leave, RRSP contributions, education allowances, and other benefits that prospective candidates for election receive in their existing careers. In the coming years, the number of local governments that will need to consider these types of benefits is likely to increase. And, to the extent that failure to provide them creates barriers to participation, local governments may need to consider taking action.

#### Transition Payments

One specific benefit that may receive greater attention in the coming years is a transition allowance for local elected officials who leave office at the end of a term, either through their own choice, or as the result of an unsuccessful re-election bid. This benefit, which may be referred to as a retirement allowance, a separation payment, a pension, deferred remuneration, or a retraining and adjustment payout, is not offered in many jurisdictions today in the province — indeed, there are only eight municipalities that provide the benefit, and all of them are within Metro Vancouver. The benefit is provided to local elected officials on a broader basis, however, in other parts of Canada, namely Quebec and Ontario.

In some of the BC jurisdictions that offer a transition allowance, the benefit is intended as a bridge to help individuals re-enter the workforce, either in a new occupation, or back into a career that may have been placed on hold. In other cases, the benefit is presented in lieu of pension contributions that would have been paid by an employer if the elected officials had been considered employees and eligible for the existing municipal pension plan. Some transition allowances are intended to achieve both purposes. Consider some current examples:

> The City of Vancouver provides one week of salary for every year of office served (provided that the departing council member served his or her full term). This benefit translates to 1.9% of the member's annual salary, and is intended to help facilitate the member's return to the workforce.

#### TRANSITION ALLOWANCES

Elected official transition allowances — referred to in some places as retirement allowances, separation payments, pensions, deferred remuneration, or adjustment payouts — are not common in British Columbia's local government system today. Experiences in other provinces and in the Metro Vancouver area, however, suggest that the benefit may become a matter for greater attention, at least for larger cities, in the coming years. The lack of transition and pension-like benefits could be a barrier to participation for different groups of individuals (e.g., mid-career professionals).



- > The City of Port Coquitlam provides one month of salary for every year in office to the departing mayor (persons who served as councillors are not eligible). The benefit payment is capped at six months.
- > The City of New Westminster provides the equivalent of 10% of the annual indemnity for each year of service, to a maximum of 12 years of service. This benefit is a form of pension.
- > The City of Burnaby structures its benefits as an ongoing, annual payment to service council members. The payments reflect the employer contributions to the municipal pension plan that would be made if the council members were eligible for the plan. Payments can be invested by members as annual RRSP contributions.

Transition allowances may be most relevant and defensible in local governments with elected officials in roles that require a *de facto* full-time commitment (even though some roles may be paid at part-time rates). Individuals in these positions place their existing careers and jobs on hold while in office, and may not, as a consequence, be able to participate in a work-related pension or savings program. Individuals in full-time elected positions may also have more difficulty than others in transitioning back into the workforce following their time in elected office.

Experience in Ontario and Quebec supports the view that such benefits may be of most interest to positions that require significant time commitments. In Ontario, the majority of municipalities with populations over 100,000 offer pensions to elected officials, whereas only 7% of centres with populations under 10,000 provide the benefit.<sup>6</sup> It is generally the case that elected positions in larger centres are more demanding in terms of time than the same positions in smaller centres. In Quebec, the municipal pension plan is made available to all municipalities; however, local governments in centres with populations under 20,000 may choose to provide the benefit to the position of mayor only — the one position that typically requires a greater time commitment than others.



<sup>&</sup>lt;sup>6</sup> Metro Vancouver, *Board Remuneration Review Findings and Recommendations*, Board Remuneration Independent Review Panel, April 17, 2019, Page 9.

This *Guide* does not provide advice to local governments on whether or not to provide a transition allowance to departing, or serving, elected officials. The *Guide* recognizes, however, that the lack of such a benefit may discourage some individuals from considering public office, and may become more of a barrier in future years, at least in some centres. Local governments that wish to explore the development of a transition allowance, may want to consider the following questions:

- > Does the lack of a transition benefit stand as a significant barrier to participation? Which groups of individuals may view the benefit as being particularly important?
- > What is the primary purpose of the benefit? Is it to provide a bridge for departing elected officials to re-enter the workforce? Or is it to provide pension contributions in lieu of contributions that elected officials could earn outside of office?
- > What is a reasonable cap on the benefit, expressed either in terms of benefit paid, or eligible service time?
- > Is there any rationale for regional districts to provide the benefit to municipal directors, or should the issue of transition allowance to municipal elected officials be addressed directly by the local governments (i.e., the municipalities) to which the officials are elected?

## **BEST PRACTICES**

- > Local governments should consider providing access to extended health, dental, vision and insurance benefits to all local elected officials.
- > Local governments should consider contributing to the cost of benefit premiums on a prorated basis, in accordance will the full- or part-time nature of elected positions.
- > Local governments should consider extending benefits coverage to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage.
- > Local governments should periodically re-examine the benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.



# SECTION 5 COMMUNICATION

Local governments in British Columbia have long recognized the importance of strong communication in local governance. Municipalities and regional districts regularly communicate in proactive ways with their communities on a broad range of public policy, service, and governance matters. Remuneration for elected officials is one additional item on which clear communication is necessary. This section of the *Guide* highlights information that is important to communicate, identifies audiences with which to communicate, and provides advice on how to communicate.

As in all communication efforts, information on elected official remuneration is provided, in part, as a way to report on actions and decisions that are underway or that have been taken. Communication is also undertaken, however, to explain why initiatives are important to take, and to promote transparency in local government.

#### INFORMATION TO COMMUNICATE

The pieces of information that are important to communicate have been identified in the earlier sections of the *Guide*. In all, the key pieces are as follows:

- > Nature of Elected Official Roles The level of knowledge in communities on the roles of local elected officials is not uniformly high across the province. Information to help residents understand the duties and responsibilities of the roles, the expectations on council members and regional board directors, and the time required to perform the jobs properly may provide important context for reviews of remuneration, and may help to pave the way for broad acceptance of their outcomes.
- > Purpose of Remuneration The reasons for providing remuneration to elected officials, and the factors that inform the setting of remuneration levels, are important to communicate. Residents and prospective candidates, in particular, may find it helpful to understand the importance of representative decision-making bodies, and the need to identify and reduce barriers to participation that some groups in the community may encounter.

#### **EXPLAINING IMPORTANCE**

The Cariboo Regional District opens its Directors'
Remuneration and Expenses
Bylaw with a statement of principles. The statement begins as follows:

"It is important for local governments to ensure their elected official positions are compensated fairly and equitably to attract and encourage a variety of citizens from different economic and demographic backgrounds... to run for office and represent their communities..."



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- > Guiding Principles The communication of principles to guide council and board decisions on remuneration can help to speak to the purpose of remuneration, and can also minimize any suggestion of arbitrariness in the remuneration levels selected.
- > Remuneration Details —Clear and complete listings of base remuneration levels, supplemental payments, the situations in which supplemental payments are made, annual adjustments, eligible expenses and the process for claiming them, and benefit programs are important to communicate. Such details bolster transparency.
- > Remuneration Reviews Where determined, the process and timing of remuneration reviews, along with any guiding principles for reviews to follow, can help to de-politicize the efforts. Details on reviews underway, as well as the results of such reviews, are also important.
- > Expenditures Made Finally, efforts above and beyond basic statutory reporting requirements to make available information on remuneration received and expenses claimed can enhance transparency and build trust.

#### **AUDIENCES TO REACH**

Residents in the community constitute the primary audience for communication efforts on elected official remuneration. Other audiences that may be targeted in communication strategies include ratepayer associations, business associations, and any other defined group that has expressed, or that may express, strong views on remuneration. An additional audience is the pool of prospective candidates for upcoming local government elections. This group should clearly understand the nature and level of the work involved, and the remuneration that is provided for the work.

#### **COMMUNICATION TOOLS**

Many local governments regularly make use of a range of different tools to connect with different audiences. For information on remuneration, councils and boards may find a combination of written materials, presentations, and information meetings to be most effective. Consider the following points:

#### **UNDERSTANDING ROLES**

Prospective candidates for local government elected office should clearly understand the nature and level of the work involved, and the remuneration that is provided for the work.

Resources such as "Thinking About Running for Local Office?" can help.





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- > Written Materials Providing information in writing is a useful way to ensure accuracy of message, and to promote transparency. Written materials can also be made available in a number of formats in order to allow for distribution to various audiences. Examples of written materials to provide include:
  - remuneration policies and bylaws, complete with user-friendly introductions to explain the purpose and contents of the documents
  - information pamphlets on the reasons for, importance of, and principles in place to guide elected official remuneration
  - education booklets on the duties and responsibilities of local elected officials, as well as the time commitment involved
  - terms of reference to guide remuneration reviews
  - reports on the outcomes of remuneration reviews
  - regular disclosure of remuneration and expenses paid

Public surveys represent an additional written item that can be used not only to solicit public views on remuneration, but also to communicate the reasons for remuneration, and the existing remuneration, expense, and benefit programs in place.

- > Presentations Public presentations (i.e., at open council and board meetings) of the results of remuneration reviews are effective communication methods, particularly when reviews have been completed by an independent panel, and presentations are made by the panel chair.
- > Information Meetings Information meetings are used in several local governments to help prospective candidates understand the duties and responsibilities of the elected official jobs. Where not already the case, these meetings could include a component on remuneration. The reasons for remuneration, and the principles guiding remuneration, would be important to communicate in addition to the remuneration levels.

#### PUBLIC INVOLVEMENT

Kamloops' Council
Remuneration Task Force
solicited input from the public
through a carefullyconstructed and -implemented
engagement program. Five
community events were
attended by Task Force
members. A survey was also
provided for all interested
residents.



Information meetings can also be used as part of remuneration reviews. Such meetings are held in some centres to educate audiences on elected official remuneration, and to solicit views on appropriate packages to provide.

#### **BEST PRACTICES**

- > Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.
- > Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.



# SECTION 6 BEST PRACTICES SUMMARY

This *Guide* has presented a series of best practices to assist local governments in setting elected official remuneration. Figure 6.1 pulls the best practices together into one table.

Figure 6.1
Remuneration Best Practices

Section	Topic	Best Practices
Section 2: Conducting Reviews	Independent Task Force	<ul> <li>Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.</li> </ul>
Section 3: Timing and Frequency	Timing of Reviews	<ul> <li>Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.</li> </ul>
	Frequency of Reviews	<ul> <li>Local governments should consider conducting remuneration reviews once per term.</li> <li>Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.</li> </ul>
	Annual Adjustment	<ul> <li>Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.</li> </ul>
	Implementation of Changes	<ul> <li>Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term.</li> <li>Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.</li> </ul>



Section	Topic	Best Practices
Section 3: Timing and Frequency	Implementation of Changes	<ul> <li>Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.</li> </ul>
Section 4: Setting Remuneration	Bases of Comparison	<ul> <li>Local governments should consider using remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.</li> </ul>
	Comparison Group	<ul> <li>Local governments should consider establishing comparison groups using population, combined — as deemed necessary — with other factors that influence elected official workload and level of responsibility.</li> <li>Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.</li> </ul>
	Using the Data	<ul> <li>Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.</li> </ul>
	Regional District Supplemental Payments	Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.
	Eligible Expenses	<ul> <li>Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.</li> <li>Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.</li> </ul>



Section	Topic	Best Practices
Section 4: Setting Remuneration	Eligible Expenses	<ul> <li>Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments.</li> <li>Local governments should ensure that lists of eligible expenses reflect unique local conditions.</li> <li>Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.</li> </ul>
	Benefits	<ul> <li>Local governments should consider providing access to extended health, dental, vision and insurance to all local elected officials.</li> <li>Local governments should consider contributing to the cost of benefit premiums on a pro-rated basis, in accordance will the full- or part-time nature of elected positions.</li> <li>Local governments should consider extending benefits to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage.</li> <li>Local governments should periodically re-examine the range of benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.</li> </ul>
Section 5: Communications	Information to Communicate	> Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.
	Methods of Communication	<ul> <li>Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.</li> </ul>





# STAFF REPORT

DATE: June 26, 2025 FILE NUMBER: 2000-04

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Permissive Tax Exemption Policy

#### 1.0 PURPOSE

For Council to consider adopting a Permissive Tax Exemption Policy under section 224 of the Community Charter.

#### 2.0 RECOMMENDATION

THAT the Permissive Tax Exemption Policy drafted June 26, 2025 be adopted.

#### 3.0 BACKGROUND

Statutory tax exemptions are automatic exemptions from property value taxes provided by federal or provincial legislation, meaning the council has no discretion in granting them. These exemptions are directly applied to eligible properties by BC Assessment. Statutorily exempt properties are usually government properties or properties that provide some equivalence to government services, for example:

- Hospitals and health facilities
- Universities
- Colleges and other institutions
- Public schools
- Libraries
- Municipal properties
- Emergency facilities
- Sewage treatment plants

In addition, there are some specific legacy exemptions:

- Cemeteries
- Places of public worship
- Certain farm fixtures

In contrast, permissive tax exemptions are discretionary and granted by a municipality's Council at its discretion. They are provided to eligible properties that contribute to residents' well-being and improve the quality of life in the community. Council must approve these exemptions through a bylaw by a specific date, and they relieve the designated property from municipal, regional district, and other provincial agency taxes. Both types of exemptions are designed to support specific community goals, but statutory exemptions are more rigid and automatic, while permissive exemptions are more flexible and depend on Council's decision. This staff report focuses solely on permissive tax exemptions.

Council may use permissive tax exemptions to accomplish a wide variety of economic, social and environmental objectives for the Village in accordance with Division 7 of Part 7 sections 224-226 of the *Community Charter*. Sections 224-226 provide municipalities with three categories of exemptions. General authority for permissive tax exemptions is granted under section 224, whereas permissive exemptions for partnering, heritage, riparian and other special circumstances are granted under section 225, and permissive exemptions for revitalization are granted under section 226.

The Village's Financial Plan includes statements with respect to the Village's use of permissive tax exemptions under section 224. These statements do not capture the full extent of the Village's current practices, and so staff would encourage Council to consider adopting a formal policy. By way of this staff report, Council is presented with a draft policy that reflects industry standards and best practices for permissive tax exemptions that fall under section 224 of the Community Charter.

#### 4.0 DISCUSSION

The draft policy identifies that Council may designate all or a portion of land or improvements as exempt, that it may impose conditions on the applicant organization, and that it may impose penalties on an exempted organization for knowingly breaching conditions of an exemption.

The process for applying for an exemption is detailed in the draft policy and identifies that Places of Worship, Private Schools, and Hospitals that have not been granted a statutory tax exemption may receive a permissive tax exemption from the Village for up to 5 years. More specifically, the Village would administer its exemptions for Places of Worship, Private Schools, and Hospitals on a 5-year cycle and at the end of the cycle the organization would apply for the next 5 years. The reason for recommending a 5-year period is to align with Council's 5-year Financial Plan. Notwithstanding this cycle period, Council may deviate from its policy through a resolution; for example, Council has committed to providing the thrift store property with a 10-year exemption through negotiation of its Lease Agreement.

Exemptions for Other Non-Profit Organizations would also be administered on a 5-year cycle and would be required to complete a Comprehensive Non-Profit Application for the first year of a 5-year period. To approve the Organization for the next tax year, they would be required to submit a short renewal application. This would occur every year for the next 4 tax years of the cycle. The renewal application is confirmation that ownership and use of property has not changed and will be reviewed by staff and adopted by Council through a bylaw before a permissive tax exemption is granted for each subsequent year.

The draft policy also specifies eligibility criteria that an organization must comply with, including the applicable section of the Community Charter, municipal policies, plans, bylaws, and regulations, and that it must be a Non-Profit Organization.

The Village would issue a public notice once in the month of June to call for applications. Application forms would be downloaded from the Village of Kaslo website or picked up at City Hall. Staff will prepare a summary report of applications and bylaw for presentation to Council by the first week of October for approval and adoption prior to October 31<sup>st</sup> of each year.

#### **5.0 OPTIONS**

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

- 1. **THAT the Permissive Tax Exemption Policy be adopted, as presented.** Staff will implement the policy and prepare a summary report of applications and bylaw for presentation to Council by the first week of October for approval and adoption prior to October 31st of each year
- 2. Council may direct changes to the draft policy and then adopt it as amended.
- 3. Council may opt to refrain from adopting a policy and continue to rely solely on the statements included in its annual financial statements with respect to permissive tax exemptions.

#### **6.0 FINANCIAL CONSIDERATIONS**

It was reported to Council that in 2024 the Village provided \$50,878.99 in permissive tax exemptions under Permissive Tax Exemption Bylaw 1268, 2024 and in accordance with section 224 of the Community Charter. Upon recent review, it was discovered that some of the properties included in the Bylaw may have received statutory tax exemptions and so the value of permissive tax exemptions reported to Council may have been inaccurate. Moving forward, staff will ensure that properties receiving statutory tax exemptions are excluded from the Village's permissive tax exemption bylaw, and that the value of exemptions are accurately reported to Council. Regardless of whether there was a statutory or permissive tax exemption granted to organizations in 2024 or 2025, the cost of the exemptions is carried by general taxation, and so any miscalculation would be financially immaterial.

#### 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

Community Charter sections 224-226

Under section 224 of the *Charter*, municipalities are given general authority to provide discretionary tax exemptions to land and improvements that are held by a charitable, philanthropic or other not for profit corporation, and Council considers are used for a purpose that is directly related to the purpose of the corporation. This includes real property owned or held by charitable or non-profit corporations, municipalities, regional districts or other local or public authorities, corporations providing services to the municipality under a partnering agreement, religious organizations, athletic or service clubs and persons or organizations operating private licensed private hospitals or community care facilities. For most of the exemptions permitted under section 224, the interest in land must be used for the public, non-profit or public service purposes of the person or organization holding the interest in the property. An exemption would not be available, however, for a property or a portion of a property used by the charitable corporation for commercial purposes or for purposes unrelated to the charity. Likewise, exemptions for land or improvements owned or held by athletic associations under subsection 224(2)(i) would only be available if the land or improvements is used as a public park or recreation ground or for public athletic or recreational purposes.

Exemptions under section 224 may be for a period of up to ten (10) years and may only be granted by bylaw which must be preceded by public notice of the proposed bylaw in accordance with section 227. The notice must identify the property that would be subject to the bylaw, describe the proposed exemption, state the number of years that the exemption may be provided and provide an estimate of the amount of taxes that would be imposed on the property if it were not exempt for the year the proposed bylaw is to take effect and the following two (2) years. A permissive tax exemption under section 224 or an exemption under section

225 or 226 does not apply to taxation in a calendar year unless it comes into force on or before October 31<sup>st</sup> in the preceding year.

Council will be reminded of this legislation when it is presented with a summary report of applications and a bylaw closer to October.

#### 2025-2029 Financial Plan Bylaw No. 1316, 2025.

Under section 165(3.1)(c) of the *Charter*, a municipality's financial plan must set out the objectives and policies with respect to the use of permissive tax exemptions and our Council should consider the use of permissive tax exemptions within the context of those objectives and policies. Before enacting a permissive tax exemption, our Council should carefully consider the results they hope to achieve through the exemptions as well as the effect the exemptions will have on the overall economic, social and environmental well-being of the community. In particular, before developing a permissive exemption policy under section 225 or 226, a Council may wish to consider the municipality's goals, values and needs, how effectively they would be addressed through the exemptions, and the immediate and long-term implications for the municipal budget and ratepayers. The permissive tax exemptions in sections 224-226 of the *Charter* provide great flexibility with respect to the degree, duration and conditions of the exemptions and Council will want to carefully consider how to achieve the proper balance in granting them.

#### **8.0 STRATEGIC PRIORITIES**

Governance & Operations - (w) review/develop policies, process maps, procedures for permissive tax exemptions.

#### 9.0 OTHER CONSIDERATIONS

Permissive tax exemptions are discretionary instruments that should be used carefully by municipalities. The issue of discretion was raised in *Westwood Congregation of Jehovah's Witnesses v. Coquitlam (City)*, (2006), 272 DLR (4th) 675 (BCSC). In that case, the petitioners applied for an order in the nature of mandamus directing the City of Coquitlam to include certain property in its Permissive Tax Exemption Bylaws. The petitioners, among other things, alleged that the refusal to grant such an exemption was ultra vires City Council. Addressing this issue, the court concluded that the municipality had broad discretion to not grant a permissive tax exemption under section 224; however, the court also found that in refusing the petitioner's requests to make submissions to Council in respect of the exemption and in not providing reasons for the refusal, Council had breached the requirements of procedural fairness and the matter was remitted to Council for reconsideration. Given the judgment in *Westwood Congregation of Jehovah's Witnesses v. Coquitlam (City)*, it would be advisable for our Council to give applicants for permissive tax exemptions who are at the higher level of *Charter* rights (such as churches) a reasonable opportunity to make submissions.

RESPECTFULLY SUBMITTED

Robert Baker, Chief Administrative Officer

Attachments: DRAFT Policy - Permissive Tax Exemptions, Village of Kaslo

Permissive Tax Exemptions under sections 225-226 of the Community Charter

Financial Plan – The Use of Permissive Tax Exemptions, Village of Kaslo



# **POLICY**

DEPARTMENT: Finance FILE NUMBER: 0340-50-01-03

TITLE: Permissive Tax Exemptions

Effective Date: Revision Date:

#### INTRODUCTION

The Village of Kaslo recognizes the significant value of volunteers, volunteer groups and agencies to the spiritual, educational, social, cultural, and physical well-being of the community. A permissive tax exemption is a means for Council to support organizations within the community that further Council's objective to enhance the quality of life while delivering services economically to the citizens of Kaslo.

#### **PURPOSE**

The Permissive Tax Exemption Policy is intended to provide clarity, consistency and certainty to the municipality, the public, and prospective applicants.

#### **REVISION HISTORY**

No.	Date	Description

#### **APPLICATION & STATUTORY PROVISIONS**

Section 224 – Community Charter

#### **PERSONS AFFECTED**

- (a) Local nonprofit organizations who may be eligible to apply for a permissive tax exemption.
- (b) Taxpayers who will carry the cost of any tax exemption provided to applicant organizations.
- (c) Village staff who will implement the policy.

#### **POLICY STATEMENTS**

- 1. Council will consider permissive tax exemption applications from Eligible Properties. Places of Worship, Private Schools, and Hospitals may receive an exemption for a period of up to 5 years, and other Non-Profit Organizations will be considered annually.
- Council may designate only a portion of land or improvements as exempted where the following circumstances exist:
  - (a) A portion of the land or improvements is used by the private sector or an organization not meeting Council's exemption criteria.
  - (b) The applicant already receives a grant in aid from the municipality, provincial or federal government.
  - (c) The applicant meets all eligibility criteria, however Council may at its discretion grant a partial exemption.

- 3. Council may impose conditions on the exempted land/improvements with the applicant organization, including but not limited to:
  - (a) Registration of a covenant restricting use of the property.
  - (b) An agreement committing the organization to continue a specific service or program
  - (c) An agreement committing the organization to have a field or facilities open for public use for specific times or a total amount of time
  - (d) An agreement committing the organization to offer use of the field or facility to certain groups free of charge or at reduced rates.
  - (e) An agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipated revenue (i.e. receives large operating grant from senior government)
- 4. Council may impose penalties on an exempted organization for knowingly breaching conditions of an exemption, including but not limited to:
  - (a) Revoking exemption with notice.
  - (b) Disqualifying any future application for exemption for a specific time.
  - (c) Requiring repayment of monies equal to the foregone tax revenue.
- 5. The opportunity to apply for a permissive tax exemption will be advertised in the local newspaper once in the month of June. Application forms can be downloaded from the Village of Kaslo website or picked up at City Hall.

#### **Application Forms**

6. Places of Worship, Private Schools, and Hospitals are required to complete the Place of Worship, Private School, and Hospital 5 Year Application. The Village of Kaslo will administer these applications on a 5-year cycle. If the application is approved the organization will be exempt for the number of years remaining in the cycle. At the end of the 5-year cycle all organizations must complete an application for the next 5 years. It is the organization's responsibility to notify the Village of Kaslo of any changes in property ownership and/or use of the property.

#### For example:

Application Period	Numbers of Years Exempt	Application Due Date
2026-2030	5 years	August 15, 2025
2027-2023	4 years	August 15, 2026
2028-2030	3 years	August 15, 2027
2029-2030	2 years	August 15, 2028
2030	1 year	August 15, 2029

7. Other Non-Profit Organizations will be required to complete a Comprehensive Non-Profit Application. If the application is approved, the organization will be required to submit a short renewal application every year for the next 4 tax years. The renewal application is confirmation that ownership and use of property has not changed and will be reviewed and approved before a permissive tax exemption is granted.

- 8. The Place of Worship, Private Schools, and Hospital applications and the Comprehensive Non-Profit applications must have the following information attached before consideration of a 5-year permissive tax exemption:
  - (a) Copy of last Registered Charity Information Return or Non-Profit Organization Information Return submitted to the CRA
  - (b) Copy of most current Audited Financial Statements
  - (c) Financial Budget (pro-forma Balance Sheet and Income Statement) for the current 12 months
  - (d) Scale Drawing of Property, that includes buildings, parking lots, landscaping, playgrounds, fields, etc.
  - (e) Copy of Lease Agreement, if applicable
- 9. Applications with required supporting information must be submitted prior to August 15<sup>th</sup> of each year to be considered for the next permissive tax exemption year or cycle.

#### **Additional Information**

- 10. Council may request a presentation from the applying organization.
- 11. The Village of Kaslo may request additional information.
- 12. The Village of Kaslo reserves the right to review records or property to verify information provided in support of an application.
- 13. Successful applicants may be asked to publicly acknowledge the exemption.
- 14. Council may, at its discretion, reject any or all applicants in any given year.
- 15. This policy does not apply to permissive tax exemptions for heritage revitalization, riparian, and other special exemptions.

#### **Eligibility Criteria**

- 16. To be eligible for a permissive tax exemption, a Non-Profit Organization must comply with all the Eligibility Criteria. The application forms and supporting documentation are an integral part of this policy. There is no obligation on the part of Council to grant permissive tax exemptions in any given year.
- 17. The applicant(s):
  - (a) must qualify for an exemption under the provisions of the Community Charter, general authority for permissive exemptions. (Part 7, Division 7, Section 224); and
  - (b) be in compliance with municipal policies, plans, bylaws, and regulations (i.e. business licensing, zoning); and
  - (c) be a Non-Profit Organization.
- 18. Tax exemptions will only be granted to registered Non-Profit Organizations.

The intent of this requirement is to ensure that municipal support is not used to further activities of an organization or individual that, if not for its not-for-profit status would otherwise be considered business, i.e. an organization that is operating as a Non-Profit; although it charges market value for

- services available, and would be comparable in operations and perception to public as a For Profit Business.
- 19. Non-Profit Organizations conducting retail or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit businesses and will not be eligible for a tax exemption.
- 20. The Non-Profit Organization must provide services or programs that are compatible or complementary to those offered by the Village of Kaslo. When a service or program is offered by a Non-Profit Organization, the Community may benefit from a more cost-effective provision of services.
- 21. Services provided by a Non-Profit Organization should fulfill some basic need, or otherwise improve the quality of life for residents of Kaslo.
- 22. The principal use of property must meet Council's objectives. The principal use of the property refers to the use related directly to the principal purpose of the Non-Profit Organization owning the property. Permissive tax exemptions will be based on the principal use of the property, not on the nonprofit or charitable services of the organization.
- 23. The Non-Profit Organization must provide benefits and accessibility to the residents for Kaslo. Specifically, members of the public, within the appropriate age range, are able to join a club or organization and participate in its activities for a nominal rate or fee. Kaslo residents must be the primary beneficiaries of the Non-Profit Organization's services. The services provided on the property must be accessible to the public. Council may at its discretion provide partial exemptions.
- 24. Non-Profit Organizations that provide liquor and/or meal services as their primary function and/or source of revenue will not be eligible for permissive tax exemption.
- 25. Non-Profit Organizations that provide short-term housing with length of stay up to a maximum of two years are eligible.

This would include: emergency shelters, transitional housing, supportive housing for people with special needs, and group homes.

- 26. Non-Profit Organizations that have a residence in the building or on the property will only be exempt if a caretaking function is performed and the property owner (Non-Profit Organization) can provide a copy of an agreement demonstrating:
  - (a) rent is not collected on the residence, and
  - (b) there is a caretaker agreement in place.

#### Administration

- 27. City Hall staff will review all applications for completeness and contact the applicant if additional information is necessary.
- 28. City Hall staff will prepare a summary report of applications and bylaw for presentation to Council by the first week of October for approval and adoption prior to October 31<sup>st</sup> of each year.

- 29. A public notice of the proposed bylaw will be placed in the local newspaper. The notice will include:
  - (a) Property subject to bylaw
  - (b) Description of the proposed exemption
  - (c) Number of years the exemption will be provided
  - (d) Estimate of the amount of taxes that would be imposed on the property if it were not exempt for the year of exemption and following 2 years.
- 30. Public notice will be in accordance with Section 94 of the Community Charter.
- 31. Places of Worship, Private Schools, and Hospitals that have been approved for permissive tax exemption will be exempt for up to 5 years.
- 32. Other Non-Profit Organizations that have been approved will be exempt for 1 year. To be considered for future years a renewal application must be submitted prior to August 15<sup>th</sup> of each year of the next 4 tax years. A comprehensive application must be submitted at least every 5 years.

#### Late Application

33. Applications that meet the qualification requirements for permissive tax exemption that are received after the August 15<sup>th</sup> application deadline may be considered for inclusion in the Permissive Tax Exemption Bylaw to be presented to Council in October of the same year. No further consideration will be given to applications received after the current year's Bylaw has been presented to Council.

#### RESPONSIBILITIES

#### Council

Council has the following responsibilities with respect to this Policy.

- (a) Policy Adoption Council has adopted a clear policy outlining the types of properties eligible for exemption, the duration, and the criteria for approval. This ensures consistency and transparency in decision-making.
- (b) Strategic Alignment Council uses permissive tax exemptions to support community goals—such as encouraging non-profit services, preserving heritage properties, or promoting affordable housing. These exemptions are a tool to advance social, cultural, and environmental priorities.
- (c) Application Review & Decision-Making Council reviews staff recommendations and makes the final decision on which applications to approve. They may approve full or partial exemptions, or deny them altogether, based on alignment with policy and community benefit.
- (d) Bylaw Enactment Exemptions must be formalized through a bylaw passed by October 31<sup>st</sup> of the year prior to the exemption taking effect. This bylaw is then submitted by staff to BC Assessment for implementation.
- (e) Oversight & Accountability Council may impose conditions on exemptions—such as requiring public access to facilities or financial reporting—and can revoke exemptions if conditions are breached.

#### Finance Staff

The Village's finance staff have the following responsibilities with respect to administration of this Policy.

(a) Policy Development & Review: Finance staff have drafted, and can revise with Council direction, the Policy to align with Council's strategic goals—such as supporting non-profits, heritage conservation, or affordable housing. They ensure the policy is clear, consistent, and legally compliant.

- (b) Application Management: They oversee the intake and evaluation of exemption applications from eligible organizations (e.g., charities, religious institutions, community service groups). This includes verifying eligibility, assessing financial impact, and ensuring applications meet deadlines.
- (c) Financial Analysis: Staff analyze the fiscal implications of granting exemptions, including how much tax revenue would be foregone and how it affects the broader tax base. This helps Council make informed decisions.
- (d) Reporting & Recommendations: Finance staff prepare reports for Council with recommendations on which applications to approve, often including rationale and alignment with policy objectives.
- (e) Bylaw Preparation & Compliance: Finance staff draft the necessary bylaw and ensure its adopted and submitted to BC Assessment for coding into the property assessment roll.
- (f) Public Transparency: They may also be responsible for publishing exemption lists and ensuring transparency about the beneficiaries and costs of the program.

#### **Eligible Applicants**

Eligible applicants have the following responsibilities with respect to this Policy.

- (a) Initiate the Process: Applicants must submit a formal application to the Village and
  - Demonstrate eligibility under Section 224 of the Community Charter
  - II. Provide documentation on property use, ownership, and organizational status (e.g., registered charity or society)
- (b) Meeting Criteria: Successful applications must align with the Village's priorities, such as
  - Advancing community well-being
  - II. Supporting vulnerable populations
  - III. Preserving heritage or environmental assets
- (c) Maintaining Compliance: Once an exemption is granted, an organization may be asked to provide
  - I. Annual renewal applications or attestations that property use has not changed
  - II. Periodic comprehensive applications
  - III. Prompt notification to the municipality if there are changes in ownership or use
- (d) Contributing to Transparency

Applicants help ensure transparency and accountability by:

- I. Submitting complete and timely applications
- II. Providing accurate financial and operational information
- III. Participating in public reporting if required by the municipality

#### **DEFINITIONS**

"Permissive Tax Exemption" means a discretionary exemption from property taxation granted by a municipal council under Section 224 of the Community Charter.

"Statutory Exemption" means an automatic exemption provided by provincial legislation (e.g. section 220 of the *Community Charter*), not subject to council discretion.

"Eligible Property" means land or improvements that may qualify for exemption, such as those owned or used by Non-Profit Organizations.

"Non-Profit Organization" means a society, charity, or other organization incorporated under provincial or federal legislation that operates for community benefit and does not distribute profits to members.

"Place of Worship" means a building used primarily for religious worship and activities, which may be eligible for statutory exemption, with surrounding lands potentially eligible for permissive exemption.

"Partnering Agreement" means a formal agreement between a municipality and a service provider (which may be a private or non-profit entity) to deliver municipal services, potentially qualifying the property for exemption.

"Community Benefit" means a measurable contribution to the social, cultural, environmental, or economic well-being of the municipality and its residents.

"Revitalization Tax Exemption" means a separate form of exemption under Section 226 of the Community Charter, used to encourage economic, social, or environmental revitalization.

"Council" means the elected municipal council with authority to grant or deny permissive tax exemptions by bylaw.

"Applicant" means the individual or organization submitting a request for a permissive tax exemption.

# Financial Plan - The Use of Permissive Tax Exemptions Information Only

The Village of Kaslo believes that permissive tax exemptions are an appropriate way to recognize the value of services provided to the community by non-profit organizations.

The Village's policy is to ensure that permissive tax exemptions are utilized to maximize the benefit of non-profit organizations for residential quality of life, with the following caveats:

- Where the Village leases property to the recipients of permissive or statutory tax exemptions, the Village expects these partners to recognize that this assistance, combined with nominal lease charges, can contribute to the inability of the Village to adequately fund capital reserves that support maintenance and capital repairs to those properties. These partners are expected to partner with the Village in pursuing grants for capital projects, as appropriate.
- The Village will not consider permissive tax exemption requests for Local Service Area or Parcel Taxes with respect to the water and sewer utility as the full cost of such exemptions would have to be covered by a balancing transfer from general operating to the sewer utility or by an increase in taxation to all other users within the service area.
- The tax exemption bylaw was renewed in 2024 for one year. Beneficiaries of the permissive tax exemption were required to fill out an application form, demonstrate the benefit they provide to the community, and provide financial statements.

## Permissive Tax Exemptions under sections 225-226 of the Community Charter Information Only

Section 225 provides special exemption authority for certain eligible properties which are defined in subsection 225(2) as partnering properties, heritage properties, riparian properties, cemetery properties and golf course properties. Eligible partnering properties are properties owned by a person or public authority providing a municipal service under a partnering agreement that are used in relation to the municipal service provided. Eligible heritage properties are protected heritage properties, those properties subject to heritage revitalization agreements under section 966 of the Local Government Act or subject to a section 219 covenant that relates to the conservation of heritage property. Eligible riparian properties are riparian lands that are subject to section 219 covenants relating to the protection of riparian property and granted to the municipality providing the permissive tax exemption.

Exemptions under section 225 are granted by the enactment of a bylaw that must be preceded by notice under section 227 in the same manner as the general exemptions under section 224. In addition, the bylaw may only be adopted by an affirmative vote of at least two-thirds of all council members. The bylaw exempts eligible property to the extent provided in the bylaw and subject to the conditions that may be established by an exemption agreement between the municipality and the owner of the property subject to the exemption. The exemption agreement may require the eligible property to be subject to a section 219 covenant in favour of the municipality and provide that the exemption is subject to certain conditions that, if not satisfied, will result in the property owner paying an amount determined by the agreement. Unlike exemptions under section 224 or 226, there is no time limitation for permissive tax exemptions granted under section 225.

The third category of permissive tax exemptions for revitalization purposes are dealt with in section 226 of the Community Charter. Revitalization tax exemptions are flexible enough to be used by municipalities to achieve a wide range of municipal objectives in a wide range of areas. Their most obvious use is to encourage economic development and investment; however, they may also be used as a tool by municipal governments to accomplish other objectives. For example, in the environmental context, revitalization exemptions may be used by municipalities to encourage green building or brown field development. In the context of social development, revitalization exemptions can be used to encourage the development of rental or affordable housing. Revitalization exemptions may also be used for other municipal objectives such as heritage preservation, increasing density or beautification of neighborhoods.

A revitalization tax exemption under section 226 may only apply if a revitalization program bylaw is enacted, the municipality enters into an exemption agreement with the property owner and an exemption certificate for the property is issued for the property. Prior to amendments made to the Community Charter in 2007, revitalization bylaws were required to designate areas that were to be subject to the exemption; however, the legislation is no longer so restrictive and revitalization tax exemptions may provide different terms and conditions for different areas, property classes and uses and circumstances within the municipality. Under subsection 226(4), the revitalization tax exemption bylaw must include a description of the reasons for and objectives of the program, a

description of how the program is intended to accomplish the objectives, a description of the kinds or property, related activities or circumstances that will be eligible for the tax exemption, the extent and amount of the tax exemptions available and the term of the exemptions which may not be longer than 10 years. The revitalization program bylaw may also include other provisions that council considers advisable including requirements that must be met before an exemption certificate is issued and conditions that must be included in the exemption certificate.

Similar to exemptions under sections 224 and 225, revitalization tax exemption program bylaws under section 226 must be preceded by notice under section 227 with the additional requirement that the notice include the reasons for and objectives of the proposed program, how the proposed program is intended to accomplish the objectives, the kinds of property, activities or circumstances that will be eligible for a tax exemption and the extent, amounts and maximum terms of the exemptions that may be provided under the proposed program. Before adoption of a revitalization tax exemption program bylaw, council must also consider the bylaw in conjunction with the objectives and policies for permissive tax exemptions set out in its financial plan under section 165(3.1)(c).



# STAFF REPORT

DATE: July 21, 2025 FILE NUMBER: 8100-20

TO: Mayor and Council

FROM: Karissa Stroshein, Legislative Assistant

SUBJECT: Kaslo Jazz Etc Society – 2025 Event Requests

#### 1.0 PURPOSE

For Council to consider requests from the Kaslo Jazz Etc Society for the 2025 Jazz Fest event and identify any conditions that must be met.

#### 2.0 RECOMMENDATIONS

THAT for the 2025 Jazz Fest event, the Village close portions of Kaslo Bay Road to non-event traffic from 8am Wednesday, July 30, 2025 until 8am Monday, August 4, 2025, AND

THAT Kaslo Bay Park hours be extended until midnight on August 1-3, 2025, AND

THAT amplified music be permitted from 10pm until midnight on August 1-3, 2025, AND

THAT a License of Occupation be issued to the Kaslo Jazz Etc Society for use of Village land to operate a campground from July 31 – August 4, 2025 as detailed in the staff report titled Kaslo Jazz Etc Society – 2025 Event Requests, dated July 21, 2025.

THAT for the 2025 Jazz Fest event, the Kaslo Jazz Etc Society be charged a daily land use fee of \$30/day, and camper fees that are 50% of the Village's Large Event Fees, as part of the License of Occupation for use of the Village's south beach lands as a campground.

THAT major community events, including those organized by the Kaslo Jazz Etc Society and Chamber of Commerce, be referred to the Village's Events Committee.

#### 3.0 BACKGROUND

Kaslo's Jazz Fest has been held at the end of July/beginning of August on a floating stage in Kaslo Bay since 1992 with a brief hiatus in 2020 and 2021 during the pandemic. In 2023, Council entered into an agreement with the organizers, granting general permission for the event to occur annually in 2023-2025. As indicated in the agreement, event requests are to be submitted to Council for consideration before each annual event. The Village has received several requests for the 2025 event, as described within this staff report.

#### 4.0 DISCUSSION

#### Kaslo Bay Road Closure

Event organizers have requested closure of Kaslo Bay Road to non-event traffic to improve public safety. This closure prevents access to Kaslo Bay including the public boat launch, except for event and emergency vehicles, and boat club members. Event organizers will control access to Kaslo Bay Road to ensure that only authorized traffic is permitted.

In the past, the boat clubs have expressed concern regarding access during the road closure, and event organizers have agreed to provide access and 10 parking spaces for each club. The boat clubs will provide Jazz Fest with a list of members' vehicles that are permitted to use the parking spaces on a first-come, first-served basis. Members of the public previously expressed concerns regarding access to the public boat launch during the event. The event organizers have secured an alternate boat launch for use during the event to address these concerns. This road closure and special arrangements occurred in 2024, and no issues were reported.

#### **Extended Park Hours**

Event organizers have requested that Kaslo Bay Park hours be extended until midnight on August 1-3. This extension was granted in 2024, and no issues were reported.

#### **Noise Bylaw Exemption**

The Village's Noise Control Bylaw provides for "Quiet Time" from 10pm through 8am, but allows these provisions to be varied by Council resolution. Event organizers have requested permission to play amplified music until midnight on August 1-3. This variance was granted in 2024, and no issues were reported.

#### **Temporary Use Permit**

The Society's requests include a Temporary User Permit to vary zoning of the south beach lands for a campground. Although a Permit has been issued by the Village in the past, it is not required as the land is zoned M1 — General industrial which permits a variety of industrial and commercial uses including a campground.

#### License of Occupation

Historically, camping occurred in the south beach area during the Jazz Fest event. This area is a mix of private and public land including Village road allowances and lots (Blocks 32, 33, 35 & 36 of DL209 Plan NEP393). Providing organized camping at this location reduces the amount of illegal camping elsewhere in the Village and improves public safety. It is patrolled by event security and has first-aid services on-site. The Society has an agreement in place with the private landowner for use of their land, but to permit use of Village land requires a License of Occupation.

To mitigate risks to the Village and public, several conditions should be imposed on the Society. This includes a security deposit of \$5,000 and a commitment from the event organizers that the land will be returned to its pre-event condition no later than 14 days after the end of the event. Proof of insurance in the amount \$5 million with the Village listed as an additional insured should also be required.

The Village's Fees & Charges bylaw identifies a \$100 License of Occupation application fee, but does not specify a fee or rate for the actual use of Village land. Council has an opportunity to charge the Society for use of the Village's south beach lands, however, it has not charged any fees in the past.

#### **5.0 OPTIONS**

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

For the 2025 Jazz Fest event, staff recommend the Village:

- 1. Close portions of Kaslo Bay Road to non-event traffic from 8am Wednesday, July 30, 2025 until 8am Monday, August 4, 2025.
- 2. Extend Kaslo Bay Park hours until midnight on August 1-3, 2025.
- 3. Permit amplified music from 10pm until midnight on August 1-3, 2025.
- 4. Issue a License of Occupation to Kaslo Jazz Etc Society that authorizes operation of a campground from July 31 August 4, 2025 for Blocks 32, 33, 35 & 36 of DL209 Plan NEP393.

Staff will process all requests and apply the Village's fees & charges bylaw.

#### **6.0 FINANCIAL CONSIDERATIONS**

Exact fees charged to the Society will be determined based on Council's direction, but may include the following:

- Kaslo Bay Park rental fee
- Kaslo Bay Park electricity fees
- Large Event fee (for Kaslo Bay Park)
- Street Closure Permit application fee
- Portable Toilet rental fee
- Mobile Vendor license fees
- License of Occupation application fee
- Business License fee
- Public Works on-call wages, and overtime
- Tipping fees, if applicable
- Sani-dump fees, if applicable
- Daily and large event fees for use of the Village's south beach land as a campground

#### 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

#### Bylaws

- Street Closure policy
- Noise Control bylaw
- Kaslo Parks Regulation bylaw
- Kaslo Municipal Campground bylaw
- Fees & Charges bylaw

#### **8.0 STRATEGIC PRIORITIES**

None to report.

#### 9.0 OTHER CONSIDERATIONS

None to report.

#### **RESPECTFULLY SUBMITTED**

Karissa Stroshein, Legislative Assistant

Attachments: 2025-05-02 - Letter - Kaslo Jazz Etc Society - 2025 Requests

2025-06-23 - Letter - Kaslo Jazz Etc Society - Noise Bylaw Variance

Agreement - Kaslo Jazz Etc Society - 2023-2025

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#### **CAO COMMENTS:**

#### **Event Planning**

Council should be aware that the Society typically submits their event requests to the Village well in advance of their event. This year, however, their requests were received July 17<sup>th</sup> which is after the cutoff for the July 22<sup>nd</sup> Council meeting. As the event is less than 2 weeks away and there is no other Council meeting before their event, staff have presented their requests as a Late Item for the July 22<sup>nd</sup> agenda, but a fulsome analysis by staff, and time for Council to discuss the options, is extremely limited. Moreover, there is no time for the Village to discuss the requests with the Society or negotiate the License of Occupation fees; and if Council does not approve their requests at its July 22<sup>nd</sup> meeting, then the Society does not have enough time to amend their event plans. This has put Village staff and Council in an awkward position that could have been avoided if the Society had submitted their requests in May or June when they were originally drafted. The undersigned would like to suggest to Council that the Village formalize its relationship with the Society through an Agreement that identifies each party's responsibilities and that the Events Committee become the point of contact for the Society to foster a closure relationship with the Village. The Terms of Reference for the Events Committee supports this suggestion, and Village staff can provide the Committee with support as needed. Other community event organizers, such as the Chamber of Commerce, might also benefit from having a closer relationship with the Village. In general, staff recommend that all major community events, including those organized by the Kaslo Jazz Etc Society and Chamber of Commerce, be referred to the Village's Events Committee.

#### Fees & Charges

If Council does not wish to charge a fee for use of the Village's south beach lands in 2025, then it may proceed as recommended by the Village's Legislative Assistant. The Village's Fees & Charges bylaw will apply, including an application fee for the License of Occupation. However, the Village should quantify the value of assistance that it is providing to the Society for use of the Village's south beach lands so that its contribution can be recognized.

In considering whether to charge a fee to the Society, or how to value the assistance that the Village is providing, Council should be aware that although the Society is a non-profit organization for tax-purposes, the event and campground are probably generating a profit. The south beach campground has had up to 1,200 campers in the past and the Society charges \$265 for up to 4-people to camp for 4 days. If there were 1,200 campers, the south beach campground would generate at least \$79,500 for the Society. Their actual revenue would depend upon the number of camping units.

The Village charges the Society \$150/day for use of Kaslo Bay Park, and as indicated in the body of this staff report the Village could charge the Society a daily rate for use of the Village's south beach lands. However, as the south beach lands are unmaintained and not typically rented to the public it might not be fair to charge the Society the same amount as Kaslo Bay Park. The lowest fee that the Village currently charges for a park rental is \$30/day. If the undersigned had to suggest to Council a daily rate for rental of the south beach lands, it would be no less than \$30/day.

In addition to the daily fee for rental of Kaslo Bay Park, the Village charges the Society a large event fee based on the number of attendees (\$275/day for 101-500 attendees, \$750/day for 501-1000 attendees, \$1,000/day for >1,000 attendees). With respect to the south beach lands, the Village could charge the Society a fee based on the number of campers, but it would have to determine a fair and reasonable amount. Not all the south beach lands are owned by the Village, and it's difficult to quantify the number of campers using Village land

versus private land. A rough estimate might be that up to 50% of Village land is used for the campground, and so if staff had to suggest a camper fee it might be 50% of what the Village charges for large events in Kaslo Bay Park. The camper fee would be applied to the dates that the campground is operating, e.g. July 31<sup>st</sup> to August 4<sup>th</sup>, whereas the daily rental fee would be applied to all days that the Society is occupying the land, including setup and clean-up, e.g. July 28<sup>th</sup> to August 8<sup>th</sup>.

To summarize, the value of providing the Village's south beach lands to the Society for use as a campground during Jazz Fest could be estimated at:

- No less than \$30/day for the land use, and
- Camper fees of:
  - \$137.50/day for 101-500 campers
  - o \$375/day for 501-1000 campers
  - \$500/day for >1,000 campers

If the Society's setup begins July 28<sup>th</sup> and clean-up is completed by August 8<sup>th</sup>, with camping from July 31<sup>st</sup> to August 4<sup>th</sup>, then the estimated value would be:

- \$360 for the land use
- \$1,500/day camper fees.

Given the significant profit that the Society is generating from use of the Village's south beach lands, it wouldn't be unreasonable for the Village to charge these fees. Further to the options presented within the body of this staff report, the undersigned recommends that the Village:

5. Charge the Kaslo Jazz Etc Society a daily land use fee of \$30/day, and camper fees that are 50% of the Village's Large Event Fees, as part of the License of Occupation for use of the Village's south beach lands as a campground.

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer



# KASLO JAZZ ETC. SOCIETY

#S-30170

T (250) 353-7577 F (250) 353-7577 Box 1293, Kaslo, B.C., Canada, V0G-1M0

kaslojazzfest.com info@kaslojazzfest.com

May 2, 2025

Robert Baker, Village of Kaslo

Dear Robert,

Re: Kaslo Jazz Etc Summer Music Festival 2025

Installation of production equipment for the 32nd Annual Kaslo Jazz Etc Festival in Kaslo Bay Park will begin on July 21st 2025 and every effort will be made to have the park left in better condition than found for August 8th 2025. During pre and post-production time, the park and Kaslo Bay Park Rd will remain open to the public. Beginning at 8am Wednesday July 30th 2024, we request exclusive use of Kaslo Bay Park, and permission to close Kaslo Bay Park Road to non-festival and non-emergency vehicle traffic.

We are requesting the following for a the 2025 festival:

- 1. Permission to once again use South Beach as a festival campground, pending necessary TUP application and permitting fee. The land owner has given us permission operate the South Beach campground in 2025.
- 2. Closure of Kaslo Bay Park Rd from the cenotaph to Kaslo Bay Park entrance and designating the road as a NO PARKING ON ROADWAY TOW AWAY ZONE from 8am the Wednesday prior through 8am the Monday after the festival.
- 3. An extension of the park use rental for an additional 3 hours (until 12am) for the Friday, Saturday & Sunday of festival operation. Please see attached noise bylaw variance request for 2025.
- 4. Continued support by the Village crew on park clean-up, maintenance and improvements.
- 5. Rental of Village of four (4) Kaslo portable toilets for Kaslo Bay Campground, as in previous years, from Wednesday, July 30th until Wednesday, August 6th.

Proud organizers of the Kaslo Jazz Etc. Summer Music Festival, held every August Long Weekend

3/6/2024 1/2

As agreed upon in 2023, with the closure of Kaslo Bay Park Rd we will once again operate the private boat launch off of Rainbow Rd as a public access point to the water and will allow the public to launch their boats from that location. There will be no parking permitted in that area as space is limited and we want to provide as much room as possible for drivers to launch their boats. Also as agreed upon in 2023, we will no longer require the former "Kaslo Shipyard" parking spaces on Kaslo Bay Park Rd and are happy to provide those to members of the two boat clubs to increase their available parking spaces. Boat club members will still be required to adhere to our parking program and follow instructions of our staff and volunteers for safe parking of their vehicles.

As part of our commitment to enhancing Kaslo Bay Park, KJES is pleased to provide approximately 160 hours of volunteer labor towards improving the park environment. The KJES recognizes that the Kaslo Jazz Etc. Summer Music Festival puts extra demand on the Village of Kaslo's resources such as sewer system usage, garbage pick-up, and by-law enforcement. The KJES acknowledges the impact of this event on the residents, stakeholders, and the environment and gladly supports an appropriate permit fee as required by the Village.

Sincerely,

Paul Hinrichs, Executive Director

Proud organizers of the Kaslo Jazz Etc. Summer Music Festival, held every August Long Weekend

3/6/2024 2/2 Page 219 of 225 To: The Village of Kaslo

Re: South Beach Camping for Kaslo Jazz Etc Festival

Feb 6 2023

### To Whom It May Concern:

Quality Property Developments Inc would like to express our interest in working with the Kaslo Jazz Etc Society and their partners over the next three years to continue the South Beach Campground for the yearly Jazz Festival. This letter of interest non-binding, but we support the Jazz Festival and their efforts to secure multi-year planning for the festival and are willing to discuss South Beach with them over the next three years.

We encourage you to support their application for the years 2023 – 2025.

Thank you,

Date Unruh

Quality Property

d.unruh@qualityprop.ca

Mayor and Council Village of Kaslo Box 576 Kaslo, BC VOG 1M0 or Email admin@kaslo.ca

# VILLAGE OF KASLO SCHEDULE A

APPLICATION TO VARY NOISE ABATEMENT BYLAW 1079
All applications must be received by the Village of Kaslo 30 days in advance of date proposed for any variance

Date: June 23rd 2025

Name of Applicant: Kaslo Jazz Etc Society (KJES)

Mailing address: PO Box 1293

Authorized contact: Paul Hinrichs Telephone Number: 250 505 5880 Email: info@kaslojazzfest.com

Bylaw section # variance requested:

- 2. Without limiting in any way Section 1 of this Bylaw, persons are specifically prohibited from carrying out the following activities within the boundaries of the Village of Kaslo that disturb or are liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public:
  - (i) the use of any instrument or any device for the production or amplification of sounds, between ten

o'clock PM and eight o'clock AM, in or upon private premises or any public place; and

# Dates requested:

 $\bullet$  Aug 1 – 3, 2025

Maximum variance permitted is 3 hours.

\*Requesting a variance of 2 hours (10pm-12am) per evening.

## Reasons for variance:

To increase revenue for the Kaslo Jazz Etc Festival through (a.) ticket sales and (b.) onsite vendor sales, thereby securing the (c.) continued existence of the event and (d.) all related economic and cultural benefits to the community of Kaslo.

- (a.) The first day of the variance allows for the installation and testing of all sound equipment, and the three following days are open when the festival is open to the ticket holders. A later festival running time appeals to a more diverse audience demographic.
- (b.) It will allow vending to continue during peak sales times, which will allow the festival to capitalize indirectly through vendor's fees, as well as directly through merchandise and alcohol sales.
- (c.) The festival saw a decrease in revenue for several years, which seriously threatened the ability of KJES to continue providing this event. The Society has been taking measures to mitigate this trend, with some success. The financial losses were severe, but getting better as previous festivals have sold out, and KJES is confident that the festival will continue to show continued greater success. In order to ensure the sustainability of the event, KJES must aggressively pursue all opportunities for generating income.

Remaining open for two additional hours in the evening when onsite sales are at their peak will substantially improve KJES's ability to meet operating costs for the festival. This is not the only avenue KJES is pursuing to increase revenue generation, but it is a significant and necessary one.

- (d.) A successful festival is good for Kaslo. While the extra operating hours on festival grounds may detract partially from sales in Kaslo's downtown establishments, KJES urges all affected parties to consider what the loss of this event would mean for the community and the businesses within it.
- (e.) In 2023, we approached 13 local businesses at the request of Council and received unanimous support to operate until 12am, including from the few businesses who are open during those hours. While we are intently focused on supporting local businesses, there is very little impact to the business community by us operating until 12am.

Supporting documentation attached:

Letters of Support from 2023

Authorized signatory (Signature):

## **AGREEMENT**



BETWEEN:

Village of Kaslo

413 Fourth Street

PO Box 576

KASLO, B.C. V0G 1M0

AND:

Kaslo Jazz Etc. Society

PO Box 1293

KASLO, B.C. VOG 1M0

The Kaslo Jazz Etc. Society is granted permission by the Village of Kaslo to hold Jazz Fest events in Kaslo Bay Park on the following dates:

- August 4-6, 2023
- August 2-4, 2024
- August 1-3, 2025

This agreement is subject to the following limitations:

- There shall not be more than 2000 event participants at any time.
- Beer Garden requests, noise bylaw exemption requests and road closure requests must be submitted annually for Council's consideration. Pre-approval for these measures is not included in the scope of this agreement.
- Payment of applicable fees, in accordance with the Fees & Charges bylaw, as amended, is required.
- The Kaslo Jazz Etc. Society must comply with all applicable laws and regulations.

**IN WITNESS** the parties have signed and sealed this Agreement on the day of April, 2023.

VILLAGE OF KASLO by its authorized signatories	
Catherine Alland	_ Shollwort
Name: CATHERINE ALLAWAY	Name: Suzan Heunst
Title: CORPORATE OFFICER	Title: Mayor

by its authorized signatories	A Code - In later 1850
Name: Paul Hinrichs	Name: KARISSA STROSHEIN
Title: Func Manager	Title: On A In \ O I TOK