



Agenda

Regular Meeting of Council

Tuesday, October 14, 2025

Council Chambers - City Hall
413 Fourth Street, Kaslo

Page

1. CALL TO ORDER

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

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

2. ADOPTION OF THE AGENDA

2.1 Addition of late items

2.2 Adoption of the agenda

Recommendation:

THAT the agenda for the October 14, 2025 Regular Council Meeting be adopted as presented.

3. ADOPTION OF THE MINUTES

3.1 Meeting Minutes

7 - 14

[2025.09.09 Regular Meeting Minutes - DRAFT.pdf](#)

[2025.10.07 Public Hearing Minutes DRAFT.pdf](#)

Recommendation:

- 1. THAT the minutes of the September 9, 2025 Regular Council Meeting be adopted as presented.***
- 2. THAT the minutes of the October 7, 2025 Public Hearing be adopted as presented.***

4. DELEGATIONS

4.1 Ian Briscoe, Emergency Program Coordinator, Regional District of Central Kootenay

The request to approve the application for funding will be considered

by Council under Business.

5. INFORMATION ITEMS

5.1	Council Reports Mayor Hewat Report  Councillor Brown Report.pdf 	15 - 40
5.2	Staff Reports CAO Report Financial Report 	41 - 42
5.3	Committee Meetings <i>The Kaslo Events Committee recommends to Council that the Committee be authorized to hold a Volunteer Fair on November 22, 2025.</i> Meeting Minutes 	43 - 44
5.4	Correspondence 1. 2025.09.04 - St. Andrews United Church_Redacted.pdf  2. 2025.09.06 - OneBC Caucus Invitation.pdf  3. 2025.09.15 - CBT Annual Service Plan Report.pdf  4. 2025.09.15 - Coaches Week Proclamation.pdf  5. 2025.09.15 - Mayor Sager's Response to July 24, 2025 Minister Letter (as of September 15, 2025).pdf  6. 2025.09.15 - UBCM Resolution Pitt Meadows.pdf  7. 2025.09.15 - UBCM Small Communities Representative.pdf  8. 2025.09.15 - Youth Parliament of BC.pdf  9. 2025.09.16 - FortisBC Letter.pdf  10. 2025.09.16 - Kaslo Hotel re Boat Moorage_Redacted.pdf  11. 2025.09.16 - Philip Perras Call for Municipal Unity_Redacted.pdf  12. 2025.09.18 - RDCK Potential Tipping Fee Increase.pdf  13. 2025.09.18 - Vote YES to NR97.pdf  14. 2025.09.19 - Foster Family Month.pdf  15. 2025.09.19 - Invitation to Mayor and Council from Save Our Streets.pdf  16. 2025.09.20 - Please endorse UBCM resolution NR75.pdf  17. 2025.09.22 - Forest Enhancement Society of BC.pdf  18. 2025.09.22 - New Resource - Climate Action Best Practice Guidebook for B.C. Local Governments and Modern Treaty	45 - 217

[Nations.pdf](#) 

19. [2025.09.24 - Cookson - Drone Use Redacted.pdf](#) 
20. [2025.10.01 - Perras RE Policing & Senior Government.pdf](#) 
21. [2025.10.01 - RDCK Woodsmoke Reduction Program.pdf](#) 
22. [2025.09.05 - Malik - South Beach RV Park Parcel Size & Water Access Redacted.pdf](#) 
23. [2025.09.11 - Malik - Zoning Bylaw question at 2025.09.09 meeting Redacted.pdf](#) 
24. [2025.09.14 - South Beach - A New Vision Redacted.pdf](#) 
25. [2025.09.17 - R Baker - re Access to Water.pdf](#) 
26. [2025.09.18 - Ahsenhurst - South Beach Redacted.pdf](#) 
27. [2025.10.01 - Water always Wins.pdf](#) 
28. [2025.10.02 - South Beach FCL.pdf](#) 
29. [2025.10.03 - RV Park Zoning Bylaw areas.pdf](#) 
30. [2025.10.07 - Petition - Transfer of Risk regarding Kaslo River Dike.pdf](#) 

6. QUESTION PERIOD

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

7. BUSINESS

- 7.1 Third Quarter Project Update
Project updates from Ian Dunlop, Manager of Strategic Initiatives

- 7.2 OCP and Zoning Bylaw Amendments 218 - 233
[Staff Report - 330 B Ave Rezoning.pdf](#) 

1. [Land Use Bylaw Amendment No. 1321, 2025.pdf](#) 
2. [Official Community Plan Amendment Bylaw No. 1320, 2025.pdf](#) 
3. [Staff Report - 330 B Ave Rezoning.pdf](#) 

Recommendation:

1. **THAT Official Community Plan Amendment Bylaw No. 1320, 2025 be read a third time.**
2. **THAT Land Use Amendment Bylaw No. 1321, 2025 be read a third time.**
3. **THAT Official Community Plan Amendment Bylaw No. 1320, 2025 and be adopted.**
4. **THAT Land Use Amendment Bylaw No. 1321, 2025 be adopted.**

7.3	WWTP Upgrades - 2025 UBCM SPF Grant Application WWTP Upgrades - Staff Report - 2025.pdf  1. Kaslo-WWTP-Upgrade-Preliminary-Design.pdf  2. Background_Kaslo-Map-and-Photos.pdf  3. Detailed-Cost-Estimate-Template-SPF-CapitalInfrastructureStream.pdf  4. PIMS Submission Print to PDF.pdf  Recommendation: <i>THAT the Village applies to the UBCM Strategic Priorities Fund for upgrades to Kaslo's Wastewater Treatment Plant and, if successful, the Village provide overall grant management and support any cost overruns.</i>	234 - 336
7.4	Permissive Tax Exemptions Staff Report Permissive Tax Exemption Bylaw.pdf  1. 1325 Permissive Tax Exemption Bylaw AMENDED.pdf  2. 2025.09.02 - Staff Report and Bylaw.pdf  Recommendation: 1. <i>THAT the restaurant area at the Kaslo Golf Club be included in the Club's permissive tax exemption.</i> 2. <i>THAT the office spaces in the Langham building be included in the Langham Cultural Society's permissive tax exemption.</i> 3. <i>THAT third reading of Permissive Tax Exemption Bylaw No. 1325, 2025 be rescinded.</i> 4. <i>THAT Permissive Tax Exemption Bylaw No. 1325, 2025 be amended to exclude: Folio No. 533-00060.13 Village of Kaslo / Kootenay Lake Innovation Centre.</i> 5. <i>THAT Permissive Tax Exemption Bylaw No. 1325, 2025 be read a third time as amended.</i>	337 - 356
7.5	Freedom of Information Bylaw Staff Report - FOI Bylaw.pdf  1. 1324 - Freedom of Information.pdf  Recommendation: <i>THAT Freedom of Information Bylaw No. 1324, 2025 be</i>	357 - 360

adopted.

- 7.6 Bylaw Consolidation Authority Bylaw 361 - 364
[Staff Report - Bylaw Consolidation Authority Bylaw.pdf](#) 
1. [Bylaw Consolidation Authority Bylaw No. 1322, 2025.pdf](#) 
- Recommendation:**
THAT Bylaw Consolidation Authority Bylaw No. 1322, 2025 be introduced and given first, second, and third readings.
- 7.7 Correspondence and Social Media Policies 365 - 384
[2025.08.29 - Staff Report - Correspondence & Social Media Policies.pdf](#) 
1. [Correspondence Policy - DRAFT.pdf](#) 
2. [Social Media Policy - DRAFT.pdf](#) 
3. [COMMUNICATIONS 2017.pdf](#) 
- Recommendation:**
THAT Council approve the Village of Kaslo Correspondence Policy and the Village of Kaslo Social Media Policy; AND THAT the Village of Kaslo Communications, Correspondence, and Social Media Policy be rescinded.
- 7.8 Chamber of Commerce Grant Policy 385 - 387
[Staff Report - Rescind Chamber Funding policy.pdf](#) 
1. [Conditional Grant to the Kaslo & Area Chamber of Commerce.pdf](#) 
- Recommendation:**
THAT the Conditional Grant to the Kaslo & Area Chamber of Commerce policy be rescinded.
- 7.9 Kaslo Aerodrome - Groundside Parking 388 - 390
[Staff Report - Groundside Parking.pdf](#) 
- Recommendation:**
THAT the 2025 - 2029 Financial Plan Bylaw be amended to include the Kaslo Aerodrome groundside parking lot project with \$30,000 of funding from the Capital Municipal Aerodrome Reserve.
- 7.10 Kaslo Aerodrome - Toilet 391 - 392

Recommendation:

THAT the 2025 - 2029 Financial Plan Bylaw be amended to include installation of a toilet at the Kaslo Aerodrome with \$37,500 of funding from the Capital Municipal Aerodrome Reserve.

- 7.11 UBCM CEPF ESS Equipment and Training grant funding 393 - 410
[RDCK Regional Application ESS.pdf](#) 

1. [CEPF ESS Equipment and Training program & application guide.pdf](#) 

Recommendation:

THAT Council approve the RDCK to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund (CEPF) ESS Equipment and Training grant funding on behalf of the Village of Kaslo.

8. LATE ITEMS

9. IN CAMERA NOTICE

Recommendation:

THAT the October 14, 2025 Regular Council Meeting meeting be closed to the public pursuant to the Community Charter section 90(1)(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".

AND 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 MEETING

The open meeting reconvened at _____ p.m.

11. ADJOURNMENT

Recommendation:

THAT the October 14, 2025 Regular Council Meeting meeting be adjourned at _____ p.m.



Regular Council Meeting Minutes

Tuesday, September 9, 2025 at 6:00 PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

Council Present: Mayor Hewat, Councillor Bird, Councillor Brown, Councillor Lang, and Councillor Leathwood

Council Absent:

Staff Present: CAO Baker, Corporate Financial Officer L'Heureux, and MSI Dunlop

Public: 45

1. CALL TO ORDER

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

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

2. ADOPTION OF THE AGENDA

2.1 Adoption of the agenda

196/25

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

CARRIED

3. ADOPTION OF THE MINUTES

- 197/25 3.1 Adoption of the Minutes
THAT the minutes of the August 26, 2025 Regular Council Meeting be adopted as presented.

CARRIED

4. DELEGATIONS

- 4.1 A. Malik - RV Park

5. INFORMATION ITEMS

- 5.1 Council Reports
Mayor Hewat provided a written report on her activities.
- 5.2 CAO Report
CAO Baker provided an update on municipal activities including ongoing and upcoming projects.
- 5.3 Correspondence
2025.08.22 - RDCK - Arena Project funding.pdf
2025.08.22 - RDCK - City Hall Project funding.pdf
2025.08.22 - RDCK - Kemball Renovations funding.pdf
2025.08.25 - M. Bath - South Beach_Redacted.pdf
2025.08.28 - B. Wells - Road Entry to Highway.pdf
2025.08.29 - Tree Canada - National Tree Day.pdf
2025.09.01 - Kaslo Boat Club - Boat Moorage_Redacted.pdf
2025.09.01 - V & A Malik - Public access to water.pdf
2025.09.02 - BC CiB - Newsletter.pdf
2025.09.02 - CoPG 2025 UBCM Resolutions Member Support Letter.pdf
2025.09.02 - Interior Health - Nelson Community Health Campus.pdf
2025.09.02 - LGPS-10960 Kaslo Final Payment Letter.pdf
2025.09.04 - Save Our Streets - Invitation.pdf

198/25

THAT the correspondence titled "2025.09.01 - V & A Malik - Public access to water" be referred to staff for research and that staff report back their findings at a future meeting; and THAT the staff report specifically address the three (3) questions outlined in the correspondence.

CARRIED

6. QUESTION PERIOD

3 members of the public asked questions of Council.

7. BUSINESS

199/25

7.1 Kemball Renovations Rent Relief

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

CARRIED

200/25

7.2 City Hall Upgrades project

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

CARRIED

In Favour: Mayor Hewat, Councillor Lang, Councillor Leathwood

Opposed: Councillor Bird, Councillor Brown

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

Councillor Leathwood declared a conflict of interest as she works for Kaslo Community Services and left the meeting at 7:07 p.m.

201/25

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

CARRIED

Councillor Leathwood returned to the meeting at 7:16 p.m.

- 7.4 Development Permit - 437 Front Street

202/25

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

CARRIED

Councillor Lang left the meeting for personal reasons at 7:19 p.m.

Councillor Lang returned to the meeting at 7:20 p.m.

- 7.5 Development Permit Application - 1630 Duthie St

203/25

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

CARRIED

- 204/25 7.6 Proclamation Request and Proclamation Policy
THAT Council adopt the Proclamation Request policy as presented;
AND THAT the request from PacificSport Columbia Basin to proclaim National Coaches Week in Kaslo be approved in accordance with the new policy.

CARRIED

Mayor Hewat proclaimed September 15 to September 21, 2025 as Coaches Week in Kaslo.

- 205/25 7.7 Permissive Tax Exemptions
THAT Permissive Tax Exemption Bylaw No. 1325, 2025 be introduced and given first, second, and third reading.

CARRIED

Council requested that staff bring forward more information at the next Regular meeting regarding non-profit associations who have rent or lease agreements with for profit organizations and their eligibility for Permissive Tax Exemptions.

- 206/25 7.8 Freedom of Information Bylaw
THAT the Village of Kaslo Freedom of Information Bylaw No. 1324, 2025 be introduced and read a first, second, and third time.

CARRIED

8. ADJOURNMENT

207/25

THAT the meeting be adjourned at 7:40 p.m.

CARRIED

Mayor

Corporate Officer

Draft



Public Hearing Minutes

Tuesday, October 7, 2025 at 6:00PM

Council Chambers - 413 4th Street, Kaslo, BC

Chair: Mayor Hewat

Council: Councillor Bird, Councillor Brown, Councillor Lang

Staff: CAO Baker, DFCS L'Heureux, MSI Dunlop

Public: 9

1. **Call to Order**

The Mayor called the Public Hearing to order at 6:01PM

2. **Chair's Address**

The Chair established the procedural rules for the Public Hearing regarding:

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

3. **Staff Presentation**

Ian Dunlop, Manager of Strategic Initiatives introduced the two (2) bylaws and provided a summary for the public.

Councillor Bird joined the meeting at 6:16PM.

4. **Proponent Presentation**

Kaslo Community Services presented information regarding their application for OCP and Zoning amendments and the proposed development of the site.

5. **Oral Submissions by the Public**

Wolf Heinze expressed no concerns with the proposed amendments but was seeking clarity on the effect of the amendments on his property.

MSI Dunlop clarified for Mr. Heinze that there would be no effect on the zoning of his property as a result of these amendments; it would remain zoned as single family residential.

Linda Lynch expressed concerns regarding snow removal and her desire for B Avenue to maintain its residential appearance.

MSI Dunlop responded to Ms. Lynch's concerns explaining that snow removal would be the responsibility of the property owner but that there would be additional parking at the back of the property to alleviate the need for street parking. He also clarified that, a significant development in the future that changed the appearance of the area, could be required to apply for a variance permit.

6. **Written Submissions from the Public**

No written submissions were received at the Public Hearing.

7. **Adjournment**

The meeting was adjourned at 6:31PM.

Chair

Corporate Officer

DRAFT

VILLAGE OF KASLO - MAYORS REPORT

Regular Council Meeting, Tuesday, October 14, 2025

Report Date: October 7, 2025

The following is a summary of the meetings and events that I have participated in since my last written report. **The text in pink which are my personal notes. The text in green indicates that I have either provided a report or can provide it upon request.**



West Transit Services

I was able to join the meeting from the Columbia Basin Trust office in Cranbrook. Daynika White, BC Transit Government Relations Manager gave a presentation which covered the following topics: Health Connections Funding, Performance Summary and Electronic Fare Update.

This was followed by a presentation from Tom Dool, Research Analyst on Proposed Changes to S238 North Shore Slocan Valley Transit and S239 Kootenay Lake West.

I can provide copies of the presentations if requested.

Joint Resource Recovery

Due to a change in the meeting date resulting in a conflict I was unable to attend the meeting. Unfortunately, the date didn't work for Alternate Director Lang either.

Board meeting

There was a delegation from the Save What's Left Conservation Society.

Below are the resolutions passed at the meeting that affect Kaslo.

3.2.2 Select Committee: Chair, Directors and Alternate Directors Remuneration

That the Board appoint the following Directors to a Select committee to review the Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021:

Director Graham (Rural)

Director Hanegraaf (Rural)

Director McFaddin (Municipal)

Director Hewat (Municipal)

5.1 Bylaw 3022: Community Sustainable Living Service Establishment Amendment (remove Area K)

That the Community Sustainable Living Service Establishment Amendment Bylaw No. 3022, 2025" be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

5.9 Bylaw 3060: 2026 Permissive Tax Exemption

That the Permissive Tax Exemption Bylaw No. 3060, 2025 be read a FIRST and SECOND time by content.

These exemptions total \$19,754.78 and are primarily for Golf Course properties operated by not-for-profit groups.

6.1.1 Award: Emergency and Disaster Management Act - Indigenous Engagement Regional Project

That the Board award the Emergency and Disaster Management Act Indigenous Engagement Regional Project to Ember Leaf Consulting Inc., and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$88,150; AND FURTHER, that the costs be paid from Service A101 Emergency Consolidated Services.

VILLAGE OF KASLO - MAYORS REPORT

6.2.2 Purchase of Goods Agreement: Deloupe Model HS483 tridem axle Compaction Pushout Trailer

That the Board approve the RDCK enter into a Purchase of Goods Agreement with Rollins Machinery for the purchase of a Deloupe Model HS483 tridem axle Compaction Pushout Trailer to a maximum value of \$278,134 plus GST, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the Board of the Regional District Central Kootenay authorizes up to \$278,134 plus GST to be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority – equipment financing program, for the purchase of a replacement Compaction Pushout Trailer; and that the loan be repaid within five (5) years from S187 Refuse Disposal – Central Subregion, with no rights of renewal.

Resolution 70/25 that was passed at a previous meeting, was rescinded after passing this resolution which added the wording related to borrowing.



Annual General Meeting and Community BBQ in Radium.

The AGM was held at the Radium Hot Springs Centre on Thursday afternoon. There were approximately 25 attendees in person and about the same number joined virtually.

The BBQ was held at the same location, and I estimate that there were probably over 75 people who attended.

Our Board meetings were held on Friday and Saturday. We held a board directed session which was on volunteerism. I received authorization from CEO Johnny Strilaeff to share the presentation on volunteerism.

A copy of the Board Highlights has been provided. A copy of the Volunteerism presentation can be provided upon request.

Kaslo Community Services AGM

I have been attending the Kaslo Community Services AGM for many years as a member, but this year I had the honour of attending as a Trust Director. I was asked to be there to say a few words of congratulations regarding the \$510,000 Trust contribution to the 'House Next Door' project.

I big thank you to Joni for attending the meeting with me to act as photographer.

OTHER EVENTS/MEETINGS

Grand Opening Celebration for the Nelson Community Health Campus.

I was invited to attend this event both as Mayor as well as Vice Chair of West Kootenay-Boundary Regional Hospital District (WKBHRD). The dignitaries who spoke were Diane Shendruk, IHA, Vice President, Clinical Operations, Minister of Infrastructure, Bowinn Ma, MLA Brittny Anderson, WKBHRD Chair Everett Baker and Columbia Basin Trust CEO Johnny Strilaeff.

Following the opening ceremony, we were given a tour of the campus and Nelson Fairview Gardens. The long-term care portion of the facility was expected to open near the end of September.

Later in the afternoon, I met with Minister Ma, MLA Anderson, Director Watson and Victorian Hospital Auxiliary Society Chair, Tyler Dobie to discuss the expansion of long-term care in Kaslo.

VILLAGE OF KASLO - MAYORS REPORT

Kaslo & Area Chamber of Commerce

The discussion items included planning the next Social/Lunch and Learn, coordinating a First Aid Course and a Job Fair in the Spring.

The next meeting is scheduled for Tuesday, October 21st.

A Chamber Social is scheduled for Thursday, November 6th @ 5:00pm at the Angry Hen.

Imagine Kootenay Steering Committee Meeting

Chair Tom Thomson and Erik Kalacis of Kootenay Futures South Kootenay provided an operational update. After successfully applying and receiving an ETSI BC grant, an RFP was advertised.

The steering committee selected Kootenay Employment Services to be the Imagine Kootenay Project administrator. The contract term is from September 1, 2025, to December 31, 2026.

The general goal of the project is to assist existing member communities and to attract additional communities to join in the Kootenays. The link to the Imagine Kootenay website is below.

<https://imaginekootenay.com/living/>

I believe we should review the Kaslo page to see if the content is relevant and inclusive of the communities in Area D.

Meeting with North Kootenay Lake Arts and Heritage Council

Councillor Leathwood and I were guests at their meeting to discuss how we might work together to acquire a local sculpture for display in Legacy Park. Councillor Leathwood can provide more detail as Chair of the Arts Committee.

Library Fundraising meeting

A member of the community who recently moved to Kaslo reached out to the fundraising committee to see if there was interest in her fundraising initiative to benefit the New Library Project. I couple of members of the fundraising committee agreed to meet to discuss this.

A tentative plan was made, and we will start to assess whether it will be viable.

Union of BC Municipalities (UBCM) in Victoria.

It was nice to be back in Victoria after a long break.

Being at UBCM allowed the opportunity to reconnect with some people that I hadn't seen for quite a while.

At one of the receptions I ran into Lisa Beare, Minister of Education and Childcare and I was able to thank her personally for recommending me as a jury member for the BC Achievement Awards.

I also met Prince George Councillor, Garth Frizzel who is a former FCM President who I worked with for several years on the FCM Board of Directors.

It was a pleasure being at the conference with Councillor Brown and CAO Baker. It allowed me the opportunity to introduce them to some of the people that I have met over the years through my work as Mayor, RDCK Director and Board Member of various organizations.

Below are the meetings and sessions that I attended while attending UBCM.

VILLAGE OF KASLO - MAYORS REPORT

Monday

Meetings with Interior Health and Provincial Ministries

We attended the meetings we had requested to advocate on the topics of Alternative Housing Solutions for Small Rural Communities and Better Rural Health Care Transportation Options.

Although each of the meetings were meant to discuss a single topic, given that we had a ½ hour time slot, we were able to discuss other topics of importance to Kaslo and Area D.

When discussing housing we outlined the impact the severe housing shortage is having on our economy with the limited supply of available and affordable housing. We discussed the possibility of expansion at Abbey Manor as well the additional beds at the Victorian Health Centre.

The transportation discussion focused on advocating for additional Health Connections transit funding. We explained the challenges that residents had in reaching the Regional Hospital for specialist appointments and accessing treatments for chronic conditions.

I attended the following 2 pre-convention study sessions. Due to the timing of our Ministry meetings, I was only able to listen to the presentations but was not able to stay for the question period afterward.

Study Session: Climate, Hazards & Housing: Risk, Resilience, and Local Action

Details: Over the coming years, all local governments will need to complete a risk assessment to comply with the Province's Emergency and Disaster Management Act. These assessments are likely to confirm what many already know: some private properties and planned development areas face significant risk from floods, wildfire, and other climate hazards. Property owners in some of these areas are already facing difficulty accessing insurance or experiencing a decline in property values. At the same time, pressure to accelerate development and densify housing may increase pressure to build new housing in areas vulnerable to climate impacts. This session will examine the intersection of climate risk, land use, and the role of local governments, residents, the private sector, and the Province in future-proofing B.C.'s housing stock.

Study Session: Libraries on the Front Lines

Details: Public libraries are at the forefront of connecting communities and providing innovative, responsive front-line services where they are most keenly needed. Learn about public libraries at the forefront of reconciliation with First Nations; serving as shelters and community hubs for all community members; and providing support services to address homelessness, mental health, and addictions. In addition, they make sure their funding goes farther, using the consortium model of service delivery. Venture with us beyond the traditional core services of lending books, magazines, music, and movies, to collaborate with marginalized groups, while bringing new demographics in the door through bridging gaps in social services. UBCM members consistently support resolutions calling for increased provincial funding for public libraries, with little uptake from the Province but advocacy efforts cannot be truly effective unless local governments understand the full range of initiatives and innovations that BC public libraries are delivering.

Tuesday

Small Talk Forum

The small Talk Forum unites the collective brainpower of Indigenous and local governments with a population under 5,000.

There were a series of presentations made.

A copy of the program has been provided.

VILLAGE OF KASLO - MAYORS REPORT

Municipal Insurance Association AGM (held during UBCM).

I attended both the Voting Member Orientation and the AGM.

The meeting was called to order and introductions were made, followed by an address by the Minister of State for Local Governments and Rural Communities, the Honourable Brittny Anderson.

The Chair of the nominating committee gave his report. There were five candidates running for the five Regional Association positions, so all were acclaimed.

Reports were given by the Chair, Claims, Members Services and Insurance Committees. The Audited Financial Statements were presented; the Auditors were appointed and the June 2025 Financial was presented.

There were 8 Special Resolutions presented and voted on by the members. All resolutions were carried the no amendments and no opposition.

There was only one question re 2025-08.

Question re: delays in claims – indigenous to total loss regarding catastrophic losses.

All incumbent candidates were elected by acclamation.

Some of the take aways from the meeting are the following. I have included some questions/suggestions for follow-up in orange.

- They are willing to do presentations to councils. – **Would we like to have a presentation?**
- Possible training session shortly after the next Civic Election – Loose Lips Sink Townships. – **I think this would be valuable for shortly after the next general election.**
- Tidbits reports and quarterly newsletters are distributed via email.
- This is the link to the MIABC Festival Risk Framework.
<https://www.miabc.org/sites/default/files/2025-06/MIABC%20Risk%20Management%20Guide%20for%20Local%20Government%20Community%20Events%20FINAL.pdf>
- 60% of membership is part of the property insurance portfolio. - **Should we reach out to MIABC to get a quote for our property insurance?**
- They have a Responsible AI policy. – **Can we reach out to Chair Stuart Horn to see if they are able to share a template with small municipalities to adapt for their use?**
- Cyber insurance - **Do we have this as part of our policy with MIABC?**

Municipal Finance Authority Semi-Annual meeting (held during UBCM).

Reports were provided by the Chair and CEO, and the Climate and Sustainability Update was provided. Requests for financing were reviewed, and the members approved the resolution to establish the 2026 tax levy rates.

The 2026 AGM will be held in Victoria on April 22nd and 23rd.

Wednesday

Building Mass Timber Friendly Communities

Presenters:

Avery Kelly, Director of Partnerships, Office of Mass Timber

Annabelle Hamilton, Technical Manager, Canadian Wood Council, WoodWorks BC

Tim Ryce, Chief Building Official, City of North Vancouver

Details: Local governments are on the frontlines of the climate crisis, development pressure, and a changing economic landscape. Mass timber is a low-carbon building technology that can reduce construction-related community impacts and timelines, while supporting B.C.'s forestry,

VILLAGE OF KASLO - MAYORS REPORT

manufacturing, construction, and design services sectors - a multisolving tool for issues facing our province. By developing mass timber friendly land use plans, zoning bylaws, and approval processes, local governments can help unlock mass timber's benefits for British Columbians.

This session will highlight and discuss provincial policy guidance for mass timber, presented by the B.C. Office of Mass Timber Implementation, the technical rationale behind this guidance, presented by Woodworks BC and the City of North Vancouver's experience promoting/approving mass timber development. Join this session to learn how to become a mass timber friendly community.

I attended the following sessions.

Convention Opening Session

Welcome from Songhees and Xwsepsum Nations

O Canada

Welcome from the Honourable Wendy Cocchia, CM OBC, Lieutenant Governor of BC.

- Her Honour spoke about her role as well as outlining her 3 themes: Meaningful Inclusion, Innovation in Health and Economic Opportunity.

Welcome from the Host Municipality

UBCM President Address

Annual Meeting

Adoption of Conference Rules and Procedures

Adoption of Minutes of 2024 Convention

Annual Report

Question-and-Answer Period

Adoption of Financial Statements

Appointment of Auditors

Appointment of Convention Committees

Keynote Address: Marcy Grossman, Canadian Media Personality

Marcy Grossman is a globally respected leader whose distinguished career in Canadian diplomacy has left an indelible mark on the international stage. Her leadership is instrumental in fostering peace, cooperation, and mutual understanding across cultures and borders. Marcy is a pioneer in international business development. She was a driving force behind the launch of Invest in Canada and the creator of Innovation Nation, a bestselling publication highlighting Canada's evolving role in the global economy.

Today, as a Senior Fellow at the Atlantic Council, Marcy continues to shape the global conversation on leadership, women's empowerment, and peacebuilding. She is a passionate advocate for breaking barriers and empowering the next generation of changemakers. Through her powerful storytelling and belief that "if you can see it, you can be it," Marcy inspires individuals and institutions alike to lead with purpose, act with courage, and create lasting impact.

Principal Policy Session: Resolutions

The first resolution brought to the floor was an extraordinary resolution.

ER1 - Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process.

There was a lot of discussion both pro and con and the resolution was passed. While it seems that it took a long time to debate this resolution, I feel it was very valuable as it is the core of the work that we should be doing at convention.

VILLAGE OF KASLO - MAYORS REPORT

We only got through 63 of the 122 resolutions in the No Recommendation Block over the 3 time slots allowed for the Resolutions sessions.

I was disappointed with the lack of participation in the resolutions process. I understand that many elected officials had meetings with Ministers and or their staff, but the room tended to clear out considerably once the resolutions session started.

I also feel that people don't take adequate time to fully consider the impacts of the enactment clauses in the resolutions.



Tour of the Parliament

Thank you to Councillor Brown for arranging a tour of the Parliament for us through MLA Brittny Anderson.

She told him that she would try to get us the best tour guide, and she really delivered. We got to see parts of the building that aren't included in a regular tour and we also got to hear stories of Keith's time covering politics in BC.

Pictured left to right: RDCK Area B Director Roger Tierney, Kaslo Councillor Matthew Brown, Silvertown Mayor Tanya Gordon, **Global News Legislative Bureau Chief Keith Baldrey**, Kaslo Mayor Suzan Hewat, Silvertown Councillor Leah Main, Kaslo CAO Robert Baker.

Thursday

Address by the Leader of the Green Party

Newly elected leader of the Green Party of BC, Emily Lowan, addressed UBCM delegates at 2025 Convention, speaking of her vision for the province.

Address by the Leader of the Opposition

John Rustad, Leader of the BC Conservatives, spoke to delegates at the 2025 UBCM Convention about his priority issues for the province.

Candidate Speeches

Candidate running for Small Community Representative and Director at Large were given an opportunity to address the convention.

The meeting room again cleared out considerably when it was time for the candidates to give their speeches. I feel it is important to respect the candidates and listen to what they have to say. They put a lot of consideration into what it takes to fulfill the roles they are seeking to fill. For many people who don't know them, this could make the difference in who they are voting for to represent us for the next year or more.

WKBRHD Meeting with Parliamentary Secretary for Rural Health Debra Toporowski.

Attendees: Members of the Executive Committee: Everett Baker, Board Chair and RDCKB, Suzan Hewat, WKBHRD Acting Chair and RDCK Director, Sharon Gibbs, RDCKB Area E Director and Stuart Horn, RDCK CAO met with MLA Toporowski as well as Sylvia Weir, Interim President & CEO and Diane Shendruk, Vice President of Clinical Operations.

Background: Continued support for seniors living in rural areas, including service access and transportation, is a constant need for our area. Cuts to Hope Air and funding gaps on travel

VILLAGE OF KASLO - MAYORS REPORT

reimbursements are having an impact on our communities. There have been project delays for projects at Kootenay Lake Hospital and Kootenay Boundary Regional Hospital. These critical projects require firm timelines for completion. Discuss the need for regionalized certification process for nurses, nursing internship in rural hospitals and a rural nursing program. The Fortis power shut off plan could have significant impact to health care. The impact of the US and other tariffs to the WKBRHD capital budget.

Kaslo Group Dinner

Councillor Brown, CAO Baker and I enjoyed dinner at the restaurant next door to our hotel rather than spending more than \$100 each for the UBCM banquet.

Staff made an excellent choice of venue. While the restaurant was small the ambience was excellent, and I believe we had the best server they had. Bob was charming and highly entertaining. We joked that the restaurant seemed like a place people would come to on a regular basis like Cheers (for those familiar with this series from the 1980's) and that they would specifically request Bob as their server. It turns out we were correct as we heard a couple at a nearby table saying exactly that. We asked Bob how long he worked at the restaurant, and he has been there for an amazing 45 years!

Friday

Report on resolutions received after the deadline was received and the resolution session continued.

Federal Address

Federal Housing Minister Gregor Robertson spoke regarding infrastructure, federal land and development cost charges.

The resolution session continued.

Installation of President Elect Cori Ramsay.

Address by Premier Eby

The Premier spoke on many topics, but the one that stood out to me was his response to a question regarding Library funding. He indicated that there will be no additional funding in the budget this year, despite Libraries not receiving an increase in core funding for over 10 years.

Representatives acclaimed and/or elected.

President, Councillor Cori Ramsay (Prince George).

First Vice President, Councillor Jenna Stoner (Squamish).

Second Vice President, Mayor Sarrah Storey (Fraser Lake).

Third Vice President, Councillor Aimee Grice (Oliver).

Electoral Area Representative, Director Jerrilyn Kirk (Regional District of Fraser-Fort George).

Vancouver Metro Area Representatives, Councillor Pete Fry (Vancouver) and Councillor Tasha Henderson (New Westminster).

Small Communities Representative, Councillor Aidan McLaren-Caux (Nakusp).

Directors at Large, Sheila Boehm (Williams Lake), Councillor Vicki Brown (Cumberland), Councillor Gord Klassen (Fort St John), Councillor Keith Page (Nelson), Director Roberta Schider (RDEK).

VILLAGE OF KASLO - MAYORS REPORT



Since my last report, I received my committee assignments.

I have been appointed to the following committees:

BC Caucus; Committee of the Whole; Election Readiness Working Group; Environmental Issues and Sustainable Development; Governance; Rural Forum; Social Economic Development.

Election Readiness Working Group Virtual meeting

At this meeting the members were given an outline of the priorities for the upcoming Advocacy Days in Ottawa at the end of October. I hope to find time to work with CAO Baker to put together a few local examples that I can share with the MP's I will be meeting with along with other members of the BC Caucus.

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.



Oct 7 Public Hearing re: Kaslo Community Services.



Oct 6 FCM – BC Caucus - Virtual.
7 FCM – Governance Committee - Virtual.
8 FCM – Social Economic Development Committee Virtual.
9 FCM – Environmental Issues and Sustainable Development Committee - Virtual.
FCM – Advocacy Days 101 - Virtual.
27-31 FCM Advocacy Days in Ottawa.

I have provided copies of both the Virtual and In Person meeting schedules.

I have a couple of virtual meetings that will be held during the time I am away in Ottawa for FCM Advocacy Days, but I am working to fit these into my schedule.

VILLAGE OF KASLO - MAYORS REPORT



- Oct. 14 Placeholder for workshop. Topic to be determined.
Community Sustainable Living Advisory Committee @ 1:00pm.
Remuneration Committee.
15 Joint Resource Recovery @ 1:00pm.
16 Board @ 9:00am.
20 North Kootenay Lake Services @ 10:00am.



- Oct 22-23 CBT All Task Force Meetings in Cranbrook.
31 CBT Finance & Audit Committee.

OTHER EVENTS/MEETINGS

- Oct 17 Celgar Stakeholders Q3 Update meeting.
18 Library fundraising meeting.
21 Kaslo & Area Chamber of Commerce Meeting @ 6:30pm.

Respectfully submitted,
Mayor Suzan Hewat

One final note is that there is a potential power outage planned for either the morning of Sunday, October 19th or Sunday, October 26th. The information received from Blair Weston at this point is the following: This will affect the Village of Kaslo as well as the BC Hydro areas north of Kaslo.

These highlights provide a general summary of key discussion items and decisions from the Board of Directors' meetings held **September 11 to 13, 2025** in Radium, BC. Confidential matters, such as business negotiations, personnel matters and legal issues, are not included.

▪ **Annual General Meeting (AGM)**

The Trust held its AGM on Thursday, September 11, both online and in person at the Radium Hot Springs Centre. Highlights from the 2024/25 Annual Service Plan Report were presented, and the Trust's 30th Anniversary, reached in July, was acknowledged. Two nominees from the 30 Under 30 initiative, delivered in partnership with JCI Kootenay, shared their stories. The AGM was followed by a community barbeque at the Centre.

- Annual Service Plan Report: ourtrust.org/annualreport2025
- AGM recording and 30th Anniversary video: [2025 Annual General Meeting](#)
- The 30th Anniversary edition of Our Trust Magazine: ourtrust.org/magazine (delivery timelines to Basin households may be affected by potential postal disruption)

▪ **\$6.4 Million Approved for New Delivery of Benefits Activities**

As part of the 2025/26 Budget, the Board approved \$6.4 million for new and expanded Delivery of Benefits activities that align with the [2024–2034 Columbia Basin Management Plan](#). Details on specific initiatives will be shared in the coming months.

- Columbia Basin Management Plan Focus Areas: ourtrust.org/ourfocus
- Current programs: ourtrust.org/grants

▪ **Board Meeting Schedule**

Remaining 2025 meeting date:

- November 28/29 Nelson

2026 meeting dates:

- January 23/24 Fairmont
- March 27/28 Trail
- May 22/23 Revelstoke
- July 24/25 Crawford Bay
- September Rossland (AGM)
- November 27/28 Fernie

Board meeting minutes are posted to the Trust's website after they are approved at the following meeting. View minutes at ourtrust.org/publications.

Small Talk Forum

Tuesday, September 23, 2025

9:00 am – 12:00 pm

Carson Hall (Level 2)

Victoria Conference Centre



CHARTING^{UBCM}
THE COURSE²⁰²⁵

Chair: Mayor Denise O'Connor, Small Community Representative

Facilitator: Ron Poole, Poole Consulting

9:00	Introduction & Welcome	Mayor Denise O'Connor
9:05	Overview of Session	Ron Poole
9:15	<i>Success Story</i> Resilient Staff, Renewed Council and a Recommitment to Community	Councillor Michie Vidal and Tyson Koch, CAO, Village of Harrison Hot Springs
9:35	<i>Presentation</i> Ambulance Services and Coverage	Mayor Angela Danuser, District of Stewart Jennie Helmer, Chief Operations Officer, B.C. Emergency Health Services
9:55	<i>Presentation</i> Timber Supply	Councillor Brian Frenkel, District of Vanderhoof Mayor Joan Atkinson, District of Mackenzie
10:15	<i>Discussion: Various Topics</i> - Local Government Capacity - Downloading and Legislative Requirements - Finding Library Board Candidates	Pete Nelson-Smith, CAO, Village of Zeballos Councillors Judith Friesen and Jennifer Howell, District of Fort St. James & Pete Nelson-Smith, CAO, Village of Zeballos Councillor Desirae Graziano, District of Taylor
10:30	Refreshment Break	
10:45	<i>Success Story</i> City of Grand Forks Flood Mitigation Program	Mayor Everett Baker and Duncan Redfearn, CAO, City of Grand Forks
11:00	<i>Success Story</i> Creative Economic Development	Patrick Schmidt, CEO, Huu-ay-aht Group of Businesses
11:20	<i>Success Story</i> The Path Forward – Navigating Unexpected Job Loss	Mayor Maureen Pinkney, District of 100 Mile House
11:40	<i>Presentation</i> UBCM LGPS Funding Update	Danyta Welch, Manager, Local Government Program Services, Union of B.C. Municipalities
11:55	Concluding Remarks	Mayor Denise O'Connor
12:00	Adjourn	

Small Talk Lunch: Crystal Garden (Level 1), Victoria Conference Centre



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FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

as of September 9, 2025 |
en date du 9 septembre 2025

Board of Director Meetings and Advocacy Days

Summary of Meetings*

Réunions du conseil d'administration et journées de représentation des intérêts

Aperçu des réunions*

October 28-30, 2025 | Du 28 au 30 octobre 2025

Hybrid and In-person meetings (Eastern Time) | Réunions hybrides et en personne (heure de l'Est)

Simultaneous interpretation | Interprétation simultanée =  

*Subject to change. | *Sous réserve de modifications

Tuesday, October 28 | Mardi 28 octobre

Concurrent Political meetings on Parliament Hill – consult your separate schedule to be given to you when you register on Tuesday, October 28.

Pour les rencontres politiques simultanées sur la Colline du Parlement, veuillez consulter l'horaire personnalisé qui vous sera remis à l'inscription le mardi 28 octobre.

Eastern Time Heure de l'Est	In person Meeting Réunion en personne	Room Salle
7:30 – 8:30	Breakfast Déjeuner	Canadian Canadienne
7:30 – 8:30	Registration Inscription	French Corridor Corridor français
8:30 – 10:00	Committee of the Whole – Political Briefing (hybrid +  ) Comité plénier - séance de breffage politique (hybride +  ) Zoom: To be provided À fournir	Ballroom Salle de bal
10:00 – 10:30	Break Pause	French Corridor Corridor français
10:30 – 12:00	Meetings on Parliament Hill Rencontres sur la Colline du Parlement	Parliament Hill Colline du Parlement

Eastern Time Heure de l'Est	In person Meeting Réunion en personne	Room Salle
10:30 – 12:00	PTA Presidents, CEOs and EDs meeting hybrid + (🎧 👤) Réunion des présidences, chefs de la direction et DG des APT (🎧 👤) <i>Zoom: To be provided À fournir</i>	Laurier
11:30 – 13:30	Lunch Dîner	Adam
13:00 – 14:00	Meetings on Parliament Hill Rencontres sur la Colline du Parlement	Parliament Hill Colline du Parlement
14:00 – 15:00	Question Period – House of Commons (pre-signup required) Période de questions – Chambre des communes (préinscription requise)	Parliament Hill Colline du Parlement
15:30 – 17:30	Rural Forum (hybrid + 🎧 👤) Forum rural (hybride + 🎧 👤) <i>Zoom: To be provided à fournir</i>	Laurier
15:30 – 14:00	Meetings on Parliament Hill Rencontres sur la Colline du Parlement	Parliament Hill Colline du Parlement
15:30 – 17:30	Rural Forum (hybrid + 🎧 👤) Forum rural (hybride + 🎧 👤) <i>Zoom: To be provided À fournir</i>	Laurier
18:00 – 21:00	Reception Réception	National Arts Centre (Rossy Pavilion and Foyer) Centre national des arts (Pavillon Rossy et foyer)

Wednesday, October 29 | Mercredi 29 octobre

Concurrent Political meetings on Parliament Hill – consult your separate schedule to be given to you when you register on Tuesday, October 28.

Pour les rencontres politiques simultanées sur la Colline du Parlement, veuillez consulter l'horaire personnalisé qui vous sera remis à l'inscription le mardi 28 octobre.

Eastern Time Heure de l'Est	In person Meeting Réunion en personne	Room Salle
7:00 – 8:00	Breakfast Déjeuner	Canadian Canadienne
8:00 – 10:00	Board of Directors Meeting – (hybrid + 🎧 🗿) Réunion du conseil d'administration (hybride + 🎧 🗿) Zoom: To be provided À fournir	Ballroom Salle de bal
10:00 – 10:15	Break Pause	French Corridor Corridor français
10:15 – 12:30	Board of Directors Meeting – (hybrid + 🎧 🗿) Réunion du conseil d'administration (hybride + 🎧 🗿) Zoom: To be provided à fournir	Ballroom Salle de bal
11:30 – 13:30	Lunch Dîner	Canadian Canadienne
13:00 – 14:00	Meetings on Parliament Hill Rencontres sur la Colline du Parlement	Parliament Hill Colline du Parlement
14:00 – 15:00	Question Period – House of Commons (pre-signup required) Période de questions – Chambre des communes (préinscription requise)	Parliament Hill Colline du Parlement
15:00 – 17:00	Meetings on Parliament Hill Rencontres sur la Colline du Parlement	Parliament Hill Colline du Parlement
18:00 – 21:00	Informal Regional Caucus Dinners Soupers informels des caucus régionaux	Off-site Hors site



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Thursday, October 30 | Jeudi 30 octobre

Concurrent Political meetings on Parliament Hill – consult your separate schedule to be given to you when you register on Tuesday, October 28.

Pour les rencontres politiques simultanées sur la Colline du Parlement, veuillez consulter l'horaire personnalisé qui vous sera remis à l'inscription le mardi 28 octobre.

Eastern Time Heure de l'Est	In person Meeting Réunion en personne	Room Salle
7:30 – 8:30	Breakfast Déjeuner	Canadian Canadienne
8:30 – 10:00	Political Keynotes (hybrid + 🎧 🗿) Discours politiques (hybride + 🎧 🗿) Zoom: To be provided À fournir	Ballroom Salle de bal
8:30 – 12:00	Meetings on Parliament Hill Rencontres sur la Colline du Parlement	Parliament Hill Colline du Parlement
10:00 – 10:30	Break Pause	French Corridor Corridor French
11:30 - 13:00	PTA CEOs, EDs working lunch Dîner de travail des chefs de la direction et DG des APT Zoom: To be provided à fournir	Laurier
11:30 - 13:30	Lunch Dîner	Canadian Canadienne
13:00 – 14:00	Meetings on Parliament Hill Rencontres sur la Colline du Parlement	Parliament Hill Colline du Parlement



Legend | Légende

Simultaneous interpretation | Interprétation simultanée =

Summary of meetings | Aperçu des réunions

As of September 2, 2025 (en date du 2 septembre 2025)

Committee Meetings | October 6 -10, 2025

Virtual meetings | Eastern Time

Réunions des comités permanents | du 6 au 10 octobre 2025

Réunions virtuelles | Heure de l'Est

Monday, October 6, 2025 | Lundi 6 octobre 2025

Eastern Time Heure de l'Est	Virtual Meetings Réunions virtuelles
	Regional Caucus Meetings Réunions des caucus régionaux
9:00 – 10:30	Atlantic Atlantique Meeting Link : https://fcm-ca.zoom.us/j/85460859785?pwd=iep1A2bNrRIDryEs2hLpUn1AL4r24y.1
11:00 – 12:30	Ontario Ontario Meeting Link : https://fcm-ca.zoom.us/j/81009759820?pwd=1qoo5Msyvr52hMCuZNdW3fxPzjZlSc.1
11:00 – 12:30	Québec Québec Meeting Link : https://fcm-ca.zoom.us/j/88530782566?pwd=atJzhJ2ivGjvW3naP3TPlQodS5zgsu.1
13:00 – 14:30	Prairies and Territories Prairies et territoires Meeting Link : https://fcm-ca.zoom.us/j/84770792334?pwd=VEOk6Al1pk8RVwQfaXVsgQ0jDntTYG.1
15:00 – 16:30	British Columbia Colombie-Britannique Meeting Link : https://fcm-ca.zoom.us/j/88902193204?pwd=PUQ7OHfyNrgeqFEAb4PLqpLVOZ7aLC.1

Tuesday, October 7, 2025 | Mardi 7 octobre 2025

Eastern Time Heure de l'Est	Virtual Meetings Réunions virtuelles
11:00 – 13:00	AREI Committee Comité d'ÉILCR Meeting Link : https://fcm-ca.zoom.us/j/88497189971?pwd=VKjbHbm8Ls04nMLksDMEkBiptdhk2p.1
13:30 – 15:30	Governance Committee Comité de gouvernance

Wednesday, October 8, 2025 | Mercredi 8 octobre 2025

Eastern Time Heure de l'Est	Virtual Meetings Réunions virtuelles
11:00 – 13:00	Municipal Finance, Infrastructure and Transportation Comité des finances municipales, des infrastructures et des transports  Meeting Link : https://fcm-ca.zoom.us/j/85272735697?pwd=wsf6tXfmbCArkZ47oVV1Du2QLWMXud.1
13:30 – 15:30	Social-Economic Development Développement socioéconomique   Meeting Link : https://fcm-ca.zoom.us/j/87487498869?pwd=Eaa0FNNUaiPyDqRINS3wXFJul48noa.1
16:00 – 18:00	Northern and Remote Forum Forum des collectivités nordiques et éloignées  Meeting Link : https://fcm-ca.zoom.us/j/85888851538?pwd=6gyqMwJbLtMrzfKdjntjwPERHceizV.1

Thursday, October 9, 2025 | Jeudi 9 octobre 2025

Eastern Time Heure de l'Est	Virtual Meeting Réunion virtuelle
11:00 – 13:00	Environmental Issues and Sustainable Development Questions environnementales et développement durable  Meeting Link : https://fcm-ca.zoom.us/j/86356761745?pwd=nO4j9yJIRiBsEjbY8HFaBn8XxcGwHo.1
13:30 – 15:30	Community Safety and Crime Prevention Sécurité et prévention de la criminalité au sein des collectivités  Meeting Link : https://fcm-ca.zoom.us/j/81744770369?pwd=cInZWihqPaPsJL4J21TdFNe07mVWwV.1
16:00 – 16:45	Advocacy Days 101 Survol des Journées de représentation des intérêts de la FCM  Meeting Link : https://fcm-ca.zoom.us/j/86036785274?pwd=Q5Wherp2ccWaob34a9o8pn6iqyOcdG.1 Whether you are new or are familiar with FCM Advocacy Days, attend this optional meeting to learn about what you can expect during this event held in Ottawa from October 28-30. Cette séance facultative s'adresse aux personnes qui souhaitent obtenir un rappel ou qui n'ont pas encore participé aux Journées de représentation des intérêts de la FCM, qui auront lieu à Ottawa du 28 au 30 octobre.

Friday, October 10, 2025 | Vendredi 10 octobre 2025

Eastern Time Heure de l'Est	Virtual Meeting Réunion virtuelle
11:00 – 13:00	Réseau francophone Réseau francophone Meeting Link : https://fcm-ca.zoom.us/j/86272225964?pwd=DacWL97T4yTPVIA2CKom6BywTORxN5.1
13:30 – 15:30	Human Resources Committee Comité des ressources humaines

Councillor Brown's Councillors Report

KDCFS Meeting – September 18

Agenda & Minutes Included

UBCM – September 22-26

I would like to thank the Village of Kaslo for the opportunity to attend this year's UBCM in Victoria. I found my trip to be very fruitful. Between the minsters meeting, study tours, workshops, and networking conversations there were many relationships built and nurtured, and I learned a lot. I appreciate the opportunity to be a voting delegate and to help advocate for many important issues to the citizens of Kaslo and British Columbia. Here is a brief report on my time in beautiful Victoria.

Monday, September 22

I attended the Agricultural Study Tour from 8am-4pm on my first day at UBCM. It was such an enjoyable and inspiring day.

Our first stop was the South Island Farm Hub. The South Island Farm aims to make fresh food from local farms and food producers available to everyone in Greater Victoria. Founded in spring 2020, the Farm Hub acts as an online farmer's market platform, aggregator, and distributor for local, seasonal produce and locally processed foods from over 85 farmers, fishers, and food producers. Kitchen Connect is a commercial kitchen that strives to support local food entrepreneurs, make connections with local farms and host community workshops and events. There are currently over 20 vendors who use the kitchen space producing products from ice cream to hot sauce, bread to soup. The commercial kitchen space was truly built by the community with 100% volunteer labor and all supplies and equipment donated. It is amazing to see how the community coming together to create this kitchen has created an amazing economic driver and an important piece of local food security. I was also very impressed with Flourish. Flourish is a business

that provides healthy, nutritious food to many local school districts. They also help tend to school gardens and educate students on growing food.

flourishschoolfood.ca/home

[South Island FarmHub](#)

Our second stop was to Northstar Organics. Northstar Organics is a 4 hectare certified organic farm growing a wide variety of vegetables, herbs and blueberries in seven greenhouses and row after row of field crops in Central Saanich. They are committed to providing safe, nutritious food grown in ways that steward the soil, improve biodiversity and provide fair employment to the people working at the farm. From local farmers markets to supplying small grocers to online ordering, Northstar sells their produce through many channels solely within the Greater Victoria area. I found their online ordering systems, and use of beneficial insects to deal with pests and grafted tomato root stock to be very interesting. They continually highlighted the pivotal role that Covid funds played in helping them with finances to put many of their most productive systems in place, highlighting the positive impact that providing farmers direct supports can have.

Our third stop was Michell's Farm. Michell's Farm is a sixth-generation family owned and operated farm that has been growing on the Saanich peninsula for over 150 years. They grow over 50 varieties of fruits and vegetables as well as hay and pasture raised beef. Since it was originally established, Michell's Farm has grown from a 40 hectare farm to its current 160+ hectares, producing over four thousand tonnes of produce annually. This farm was breathtaking reaching right to the ocean. They utilize the foreign worker program and have been thankful to have highly skilled foreign workers return year after year to help in the busiest seasons. We were fortunate to have our lunch here at Michell's Farm which consisted of Burgers that were from their cows, as well as fries from their potatoes. It was fresh and delicious.

Our final stop was Field Five Farm. Field Five Farm was actually founded by one of the Michell sons. If you have tried any beer from the many micro-breweries in Greater Victoria then chances are the grain in that beer was supplied by Field Five Farms. They have returned the long-standing, but often forgotten, history of grain farming to the Saanich Peninsula. Bringing back cereal crops to the area returns the diversity of crop rotations required for sustainable agriculture. Field five is also one of the few places in Canada that can grow winter barley and other winter cereals that are predominantly rain fed and require

very little irrigation. I found their use of traditional machinery to process the grain to be very interesting and learned a lot about the process of growing, harvesting, and processing the grains they use.

After the tour I then attended a ministers meeting with Mayor Hewat and CAO Baker in which we met with the Ministry of Health to advocate for better transportation and support for our citizens to get to health care appointments. I feel our delegation was well received and was impressed with the Mayor and CAOs questions and comments.

The day was capped off by attending a Mayors Dinner that was hosted by BC Truck Loggers Association. We watched a documentary titled BC is Burning which I found to be very impactful and educational. I had the opportunity to talk extensively with Rob Schweitzer the Executive Director of BC Wildfire about supporting the efforts of local wildfire first responder groups and the work being done by KDCFS in that venue.

Tuesday, September 23

I spent most of my day Tuesday attending the Small Talk Form which unites the collective brainpower of Indigenous and local governments with a population of under 5,000. The speakers were:

Ron Poole – Principal of Poole Consulting

Michie Vidal – Councilor for the Village of Harrison Hot Springs & Tyson Koch – CAO for the Village of Harrison Hot Springs

Jennie Helmer - COO for BC Emergency Health Services

Joan Atkinson – Mayor of the District of Mackenzie

Pete Nelson-Smith – Chief CAO for the village of Zeballos

Jennifer Howell – Councillor for the District of St. James

Judith Friesen – Councillor for the District of Taylor

Everett Baker – Mayor of Grand Forks

Duncan Redfearn – CAO for the City of Grand Forks

Patrick Schmidt – CEO Huu-ay-aht Group of Businesses

Maureen Pinkney – Mayor for the District of 100 Mile House

Danyta Welch – Manager, Local Government Program Services for UBCM

I was particularly interested in learning more about the government response to the floods in Grand Forks, the innovative steps that the Huu-ay-aht group have taken to develop their local economy, create jobs, and provide value added products that will help grow their nation and region, and the learnings from Harrison Hot Springs who overcame a dysfunctional council to find harmony and effectiveness allowing them to advance the business of their municipality.

I attended the UBCM Welcome Reception that night and had many conversations with other elected officials and government representatives. I always appreciate the receptions and the opportunities to network and expound the virtues of Kaslo.

Wednesday, September 24

I attended the convention opening sessions and beginning of the official annual meeting. There were nominations made for positions of table officers and then we heard the keynote address from Marcy Grossman who is a distinguished Canadian diplomat on the international stage. We then moved onto our resolutions sessions. I attended the AKBLG lunch and was happy to see many familiar and friendly faces from our region and network with them about their experiences at UBCM and any learnings I could glean from their work. It was also nice to see people who I have befriended over the past three years and catch up on their work in their communities. Mayor Hewat, CAO Baker and I then had the distinct honor and opportunity of having a guided tour of the Parliament building led by the head parliamentary reporter, Keith Baldry. He was very knowledgeable, friendly, and insightful and I feel like this was definitely a highlight of the week for me. The history and architecture were truly stunning, and I found myself inspired and invigorated by this experience. I would like to extend a heartfelt thank you to our local MLA Brittny Anderson for helping to arrange this tour for us. It was very kind and thoughtful of her to facilitate this amazing access. I kicked the night off by attending the CUPE Reception and once again had a great night networking.

Thursday, September 25

Thursday began with more nominations from the floor for UBCM executive positions followed by the address by the newly elected (mere hours before) leader of the green party Emily Lowan. I must say I was happy to see a young energetic leader that was willing to say the hard things and stand up to corporate greed on behalf of British Columbians. We then continued our resolution sessions for the remaining part of the morning. In the afternoon I was able to cast my votes for the UBCM executive. That capped off my UBCM experience.

I found this UBCM to be the best I have attended. Victoria was spectacular and the venues, sessions, workshops, study tours, and cuisine were all amazing. Being so close to the parliament building and in our provinces capital was a truly enjoyable and memorable experience for me. I feel my time in Victoria was incredibly productive and I return to Kaslo with ideas, inspiration, learnings, new connections and friendships, and a renewed vigor to deliver as many positive results as I can in my remaining year in office.



KDCFS Regular Board Meeting Minutes – DATE

MISSION STATEMENT:

The Kaslo and District Community Forest Society (KDCFS) will manage the diversity of values of the Community Forest in an ecologically responsible and fiscally accountable manner on behalf of the people of Kaslo and Area D.

Board Members: Stephen Fawcett (Secretary), Jeff Mattes (Treasurer), Greg Lay, Doug Drain, Jeff Reyden (Management Team), Stephen Neville (Vice Chair), Matthew Brown (Director).

Board Members Absent: Sarah Sinclair (Directors), Chris Webster (Chair),

Call To Order: Stephen Neville called the meeting to order at 7:06 p.m.

A. Preliminaries:

Adoption of Agenda

Moved and seconded

And Resolved:

That the Agenda for the May 29, 2025, Kaslo & District Community Forest Regular Meeting be adopted as circulated.

Carried

Receipt of Minutes: the Board of Directors acknowledge the Kaslo and District Community Forest Regular Meeting Minutes of April 24, 2025.

Carried

A. Treasurer Report

Jeff Reyden, Manager provided an overview of the Treasurer Reporting including the following notable discussion items.

- We were successful in all three of our funding applications and have a previously funded project extended, which include:

- Log prices remain suboptimal:
 - Hw: \$85/m³
 - Fd/Lw/Sx: \$135/m³
 - Cw: \$190/m³
 - Pulp: \$53/m³ (offset by \$21/m³ FESBC grant)
- Pulp-heavy project. Pulp may break even due to grant support.

B. Manager's Report

Jeff Reyden, Manager provided the Board with a summary of action items including the following notable items:

Operations & Timber Development

- Road upgrades by Sunshine Logging are near completion.
- Harvesting delays at Branch 7 due to skidder breakdown.
- Low STI (Standing Timber Inventory) and slow permitting process highlight urgency in advancing timber development.
- Next development focus: Cooper Face (targeting 20–25,000 m³).

Silviculture & Reforestation

- Silviculture surveys underway across license area.
- Snow-pressed Larch (~10 sph) and bear damage in Buchanan block noted.
- Uncoordinated heli-planting by Rhino Reforestation on Briggs Creek fire—KDCFS not informed.

Wildfire Risk Reduction

- CP 55 (Lardeau) cutting permit applied for; potential MOF strike could delay approval.
- Community concerns from Lardeau/Argenta residents:
 - Visual impact
 - Fire risk from prevailing winds
 - Power line hazards
- Mitigation efforts include removing hazard trees and reducing fuel density.
- BCCFA support: Three regional managers hired to assist CFAs with WRR funding and policy navigation.

Safety

- No incidents reported from road work, silviculture, or timber development.

Community Engagement

- Firewood donation initiative: 3 loads advertised for fundraising by local organizations.
- Field tours:
 - CP 56 with mountain bike trail crew
 - CP 55 with Lardeau/Argenta residents (follow-up tour planned)

C. Items for Board Discussion

1. Letter Received from Concerned Citizen

Jeff Reyden provided the Board with a discussion and overview of the letter received by a concerned citizen.

2. Boards by George

No further discussions with George have taken place. Tabled for now.

3. Wildfire Crew

The Wildfire Crew met in Kaslo to provide a debrief of their skills, technics in the office and to try out the new equipment pumping water from the lake to out a slash pile.

F. In-Camera

1. Contractors

Adjournment

Moved and seconded

And Resolved:

That the Kaslo & District Community Forest Society meeting be adjourned at 7:56p.m.

Carried

VARIANCE REPORT (as of September 30, 2025)**3rd Quarter 2025**

REVENUE	BUDGET	YTD	%	\$ Remaining	COMMENTS
General Tax Revenue	(852,380)	(849,390)	100%	(2,990)	Complete - tax revenue is recognized when billed
Grants-in-Lieu	(33,639)	(35,125)	104%	1,487	Complete - tax revenue is recognized when billed
Tax Penalties & Interest	(15,696)	(16,525)	105%	829	Substantially complete - may be minor interest still on taxes in arrears
Sale of Services	(67,100)	(44,734)	67%	(22,366)	Substantially less revenue for memorials than anticipated - offset in expenses
Licenses & Permits	(18,555)	(21,945)	118%	3,390	Substantially complete - mainly business license fees
Planning & Development	(12,250)	(6,702)	55%	(5,548)	Development fees (OCP, rezoning, etc.) less than anticipated
Rental & Leases	(83,000)	(74,560)	90%	(8,440)	Substantially complete - Kemball tenants received a credit
Other Income	(8,625)	(52,822)	612%	44,197	Library donation \$45,000
Investment Income	(88,000)	(55,235)	63%	(32,765)	September not recorded yet
Campground	(39,500)	(37,108)	94%	(2,392)	Substantially complete - campground closes in October
Aerodrome	(13,000)	(10,629)	82%	(2,371)	Hanger leases invoiced at beginning of year
Cemeteries	(10,750)	(8,725)	81%	(2,025)	\$2,500 from RDCK
Capital & Project Funding	(1,753,300)	(211,714)	12%	(1,541,587)	Grant funding received as projects progress
Non-Capital Conditional Funding	(513,947)	(59,933)	12%	(454,014)	Grant funding received as projects progress
Unconditional Funding	(381,400)	(344,000)	90%	(37,400)	Complete - Small Communities funding - additional one-time funding received in 2024
Sale of Assets & Land	0	(1,634)	100%	1,634	Unbudgetted - sale of TCA (mower)
Transfers between Accounts	(80,000)	0	0%	(80,000)	Year end adjustments
Transfers from Reserves	(1,953,328)	(158,425)	8%	(1,794,903)	Year end adjustments
Transfers from Surplus	(272,132)	0	0	(272,132)	Year end adjustments
Water Rates & Charges	(344,228)	(323,385)	94%	(20,843)	Substantially complete - utility fee revenue is recognized when billed
Water Taxation	(92,314)	(98,731)	107%	6,417	Complete - tax revenue is recognized when billed
Water Other Revenue	(127,963)	(76,500)	60%	(51,463)	RDCK water utility support
Water Capital Funding	(1,154,255)	(67,481)	0	(1,086,774)	Funding recognized as projects progress
Sewer Rates & Charges	(148,782)	(161,571)	109%	12,789	Complete - utility fee revenue is recognized when billed
Sewer Taxation	(20,871)	(21,729)	104%	858	Complete - tax revenue is recognized when billed
Sewer Other Revenue	(6,000)	(4,295)	72%	(1,705)	Substantially complete - campground closes in October (sani-dump)
Sewer Capital Funding	(85,000)	0	0	(85,000)	Funding recognized as projects progress
Collections for Others	(1,521,575)	(1,520,961)	100%	(614)	Complete - tax revenue is recognized when billed
TOTAL REVENUE	(9,697,590)	(4,263,858)	44%	(5,433,732)	

EXPENSE	BUDGET	YTD	VARIANCE	
			%	\$
Council & Administration	814,992	542,317	67%	272,674 Staff travel and training less than budgeted due to vacancies
Supplies & Services	209,167	164,884	79%	44,283 Includes annual insurance premiums
Protective Services	473,776	104,659	22%	369,117 Includes \$253.5K budget for CRI
Planning & Economic Development	349,282	94,278	27%	255,004 Planning projects expensed as projects progress (zoning, SDS, wharf demo)
Facilities	170,420	144,445	85%	25,975 Includes annual insurance premiums
Recreation & Culture	133,467	81,331	61%	52,137 Offset of reduced revenue from memorials and donations
PW Operations	309,465	169,195	55%	140,270 Staffing costs utilized in other areas (cemetery), cyclical staffing costs (snow removal)
PW Fleet & Equipment	69,750	35,605	51%	34,145 Inspections in fourth quarter and fuel costs higher in winter
Environmental Services	111,723	74,295	66%	37,429 September not recorded yet (garbage and recycling)
Campground	20,865	7,500	36%	13,365 Year end adjustments for water and sewer
Aerodrome	18,310	16,449	90%	1,860 Includes annual insurance premiums
Cemeteries	2,310	5,964	258%	(3,654) Staffing costs
Capital & Projects	3,029,384	394,442	13%	2,634,942 Expensed as projects progress
Transfers between Accounts	190,000	1,073	1%	188,927 Year end adjustments
Transfers to Reserves	308,692	197,624	64%	111,068 Year end adjustments
Water Personnel	116,523	69,226	59%	47,297 Year end adjustment for finance & administrative support
Water Operating	176,250	80,482	46%	95,768 Includes \$90K budget for Source Water Protection Plan
Water Capital Expenditures	1,189,718	173,970	15%	1,015,749 Expensed as projects progress
Transfer to Water Reserve	221,269	0	0%	221,269 Year end adjustments
Sewer Personnel	100,956	55,328	55%	45,628 Year end adjustment for finance & administrative support
Sewer Operating	47,670	33,162	70%	14,508 Groundwater Testing Project in progress
Sewer Capital Expenditures	60,000	3,197	5%	56,803 Expensed as projects progress
Transfer to Sewer Reserve	52,027	0	0%	52,027 Year end adjustments
Collections for Others	1,521,575	1,461,263	96%	60,312 Property taxes collected for other taxing authorities
TOTAL EXPENDITURES	9,697,590	3,910,686	40%	5,786,903



Kaslo Events Committee Minutes

Wednesday, October 1, 2025 at 4:15 PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair: Mayor Hewat

Members: Councillor Leathwood

Guests: Alana Jenkins

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 4:16 p.m.

2. ADOPTION OF THE AGENDA

The agenda for the October 1, 2025 Kaslo Events Committee Meeting was approved as presented.

3. ADOPTION OF THE MINUTES

The minutes of the June 25, 2025 Kaslo Events Committee Meeting were approved as presented.

4. INFORMATION ITEMS

Mayor Hewat invited Alana Jenkins, Administration Manager for the Kaslo and Area Chamber of Commerce, to be a guest at the meeting.

5. QUESTION PERIOD

Nil

6. BUSINESS

The Kaslo Events Committee recommends to Council that the Committee be authorized to hold a Volunteer Fair on November 22, 2025

7. ADJOURNMENT

The meeting adjourned at 4:35 p.m.

Committee Chair

Corporate Officer

Draft

Karissa

From: Shelley Stickel [REDACTED]
Sent: September 4, 2025 3:37 PM
To: Admin Mailbox
Subject: Info for Council

Dear Village Councillors

St.Andrew's United Church is on a journey to become a community run building. The church group is small and aging, and wants to share with you one of the possibilities of this space. Because this space is used by the Food Hub and program of Kaslo Community Services who have numerous food sustainability services here and we will soon be taking out the pews so that the sanctuary or 'Gathering Place' can be used by a greater variety of activities, **it occurred to us that this whole building might work as another emergency shelter in the town. Would there be improvements that you might suggest we consider in this regard?** We are embarking on keeping the building GREEN, as well as 'sustainable' by adding a heat pump to the sanctuary space. Just a reminder that this is an accessible building too.

This information is for your consideration as you come across grants that might help us keep this building well, and so that you might, in your discernment of needs in the town, keep up apprised of what further uses you see that this valuable St.Andrew's building could fulfill.

Sincerely, Shelley Stickel, secretary, St.Andrew's United.

--

Peace friends, from Shelley Stickel, Ceremony Encourager
Let's assume there are no insiders or outsiders.



September 5, 2025

Dear Council Member,

I hope this letter finds you well. As we prepare for the upcoming annual UBCM convention taking place the week of **September 22, 2025**, I would like to extend an invitation for you to meet with me to discuss the needs and priorities of your community.

This year marks an important milestone as we introduce **OneBC**. **Our caucus** is fighting for the prosperity of every British Columbian. We are committed to major tax cuts, defending our democratic institutions, and delivering worldclass public infrastructure.

I will be hosting a roundtable event on What DRIPA Means for Local Governments on Wednesday, September 24 at 12:30pm at the Parkside Hotel. Space is limited. Please contact our caucus assistant, **Shir Shmerling**, by email at shir.shmerling@leg.bc.ca or by phone at **250-208-0954 to confirm attendance**. **You are also invited to schedule** a one-on-one meeting with me during available timeslots on Tuesday or Wednesday that week.

I look forward to the opportunity to engage with you and learn more about your priorities and goals. Thank you for your service to your community and to this beautiful province

Yours sincerely,



Dallas Brodie, MLA
Vancouver-Quilchena

cc: Shir Shmerling Legislative Assistant for the OneBC Caucus

Columbia Basin Trust

2024/25 Annual Service Plan Report

August 2025



For more information on Columbia Basin Trust, please contact us at:

300-445 13th Avenue, Castlegar, BC V1N 1G1

1.800.505.8998

Or visit our website at: ourtrust.org

Published by Columbia Basin Trust



Board Chair's Accountability Statement

The Columbia Basin Trust 2024/25 Annual Service Plan Report compares the organization's actual results to the expected results identified in the 2024/25 – 2026/27 Service Plan published in 2024. The Board is accountable for those results as reported.

Signed on behalf of the Board by:

A handwritten signature in black ink that reads "Jocelyn Carver". The signature is fluid and cursive, with a long horizontal line extending from the end.

Jocelyn Carver
Board Chair, Columbia Basin Trust
August 21, 2025

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Letter from the Board Chair & CEO

Columbia Basin Trust (the Trust) works together with the people, organizations and communities of the Columbia Basin (Basin) to create a legacy of social, economic and environmental well-being, now and for future generations. In 2024/25, the Trust advanced this mandate by supporting 2,670 projects through 56 active programs and initiatives.

Over the year, the Trust delivered \$76.1 million in direct benefits across the region. This included \$58.1 million in grants and initiatives, \$7.1 million in commercial real estate and investment activity, \$6.5 million in new business loans, and \$4.4 million in capital investments related to broadband infrastructure and economic initiatives.

Key achievements in 2024/25 included the launch of four new programs aligned with the renewed Columbia Basin Management Plan (2024-2034): the Seniors Housing Livability Program, Seniors Housing Emergency Readiness Program, Recreational Enhancements in Accessibility for Children Program, and the Active Transportation Initiative. These efforts reflect the Trust's ongoing commitment to supporting healthy, resilient communities.

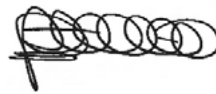
The Trust also contributed to significant outcomes in conservation, energy efficiency and community infrastructure. Internally, enhancements to corporate operations—including a comprehensive review of human resource policies and continued automation of administrative processes—helped ensure cost-effective and efficient delivery.

Trust revenues exceeded \$100 million, surpassing budget expectations. In partnership with [Columbia Power Corporation](#), the Trust co-owns four hydropower facilities: Arrow Lakes Generating Station, Brilliant Dam, Brilliant Expansion and Waneta Expansion. These facilities continue to provide a stable source of long-term revenue. In 2024/25, the Brilliant and Waneta facilities performed above expectations, while Arrow Lakes experienced reduced revenue due to an extended outage for Unit 2 for turbine repair. Insurance recoveries helped offset the financial impact of this outage.

The Trust maintained regular engagement with the Minister Responsible and met biweekly with senior staff of the Ministry of Energy and Climate Solutions to report on progress toward the priorities outlined in the 2021/22 Mandate Letter.



Jocelyn Carver
Board Chair
August 21, 2025



Johnny Strilaeff
President & CEO
August 21, 2025

Purpose of the Annual Service Plan Report

This annual service plan report has been developed to meet the requirements of the Budget Transparency and Accountability Act (BTAA), which sets out the legislative framework for planning, reporting and accountability for Government organizations. Under the BTAA, a Minister Responsible for a government organization is required to make public a report on the actual results of that organization's performance related to the forecasted targets stated in the service plan for the reported year.

Strategic Direction

The strategic direction set by Government and reflected in the Board Chair's 2021/22 [Mandate Letter](#) from the Minister Responsible shaped the goals, objectives, performance measures and financial plan outlined in the [Columbia Basin Trust 2024/25 – 2026/27 Service Plan](#) and the actual results reported on in this annual report.

Purpose of the Organization

The roles and responsibilities of the Government and the Trust are set out in legislation and foundational agreements, including the [Columbia Basin Trust Act](#), the [1995 Financial Agreement](#) and a [Memorandum of Understanding](#).

The Trust is guided by two core functions:

1. **Investments** – to prudently invest and manage the Trust's assets.
2. **Delivery of Benefits** – to use the income generated from those investments to deliver social, economic and environmental benefits to the Basin.

These functions are supported by Corporate Operations, which includes finance and accounting, human resources, communications, information services, procurement and records management.

The Trust also provides hydropower asset management services to Columbia Power Corporation (Columbia Power) under the terms of Shared Services Agreements.

Decisions related to investments and delivery of benefits are made within the context of the Trust's enabling legislation and its Board-approved [Statement of Investment Policies and Procedures](#).

Organizational priorities are determined through consultation with Basin residents. These inform the Columbia Basin Management Plan, which provides a high-level roadmap for the Trust's work.

Operating Environment

The Trust's financial position in 2024/25 benefited from the return of Unit 1 at Arrow Lakes Generating Station to service in March 2024, following a major equipment failure and turbine rebuild. To proactively address potential future risk, Unit 2 was also rebuilt, with work beginning in February 2024 and completing in April 2025.

The Trust co-owns four hydropower facilities—Arrow Lakes Generating Station, Brilliant Dam, Brilliant Expansion, and Waneta Expansion—in partnership with Columbia Power. While the extended outage at Arrow Lakes impacted revenue, the other three facilities performed above expectations. Insurance coverage mitigated most of the financial impact associated with the outage.

Given the financial uncertainty during the year related to the Arrow Lakes outage and pending insurance coverage, the Trust applied additional oversight to Delivery of Benefits spending. This ensured prudent fiscal management while maintaining continuity in program delivery.

Internally, the Trust maintained strong delivery capacity while continuing to adapt systems and operations to support efficiency and responsiveness. Risk mitigation strategies—including insurance coverage, revenue diversification and diligent financial forecasting—helped protect the Trust's ability to maintain stable delivery throughout the year.

Recognizing the concentration of revenue from hydropower assets, the Trust continued to prioritize diversification of its investment portfolio and closely monitored financial performance and risk exposure.

In parallel, implementation of the renewed [Columbia Basin Management Plan 2024-2034](#) began. Four new programs were introduced to address regional priorities identified through engagement with Basin communities: the Seniors Housing Livability Program, Seniors Housing Emergency Readiness Program, Recreational Enhancements in Accessibility for Children Program, and Active Transportation Initiative.

Report on Performance: Goals, Objectives, and Results

The following goals, objectives and performance measures are as set out in the 2024/25 – 2026/27 service plan. For forward-looking planning information, including current and future performance targets, please see the [2025/26 – 2027/28 service plan](#).

Goal 1: Sound Investments for the benefit of Basin residents

Objective 1.1: A predictable, sustainable and appreciating income stream to fund Delivery of Benefits obligations and corporate operating expenses.

A growing portfolio of investments will help maintain a predictable, sustainable, and appreciating income stream and mitigate the risk associated with a reliance on power facilities.

Key results

- Revenue and dividend income from hydropower investments increased year-over-year, supported by insurance recoveries and strong performance at the Brilliant and Waneta facilities.
- Nine new commercial loans were approved for Basin-based businesses, deploying \$6.5 million in capital to generate future returns and support regional economic development, with an additional \$1.3 million provided through Columbia Basin Development Corporation.
- \$7.1 million was strategically invested in commercial real estate and private placements, enhancing portfolio diversification and supporting long-term income generation.
- The market securities portfolio outperformed expectations, delivering strong returns across both fixed income and equity holdings.

Summary of progress made in 2024/25

The Trust manages a diversified portfolio that includes jointly owned hydropower facilities, private placements (commercial loans and real estate), and market securities

While the planned rebuild of Unit 2 at Arrow Lakes Generating Station impacted returns from hydropower facilities, insurance proceeds and strong performance at other facilities helped maintain overall investment income.

Returns from private placements were lower than expected, primarily due to higher costs associated with maintaining and upgrading real estate holdings, including commercial and

seniors' housing properties. In 2024/25, nine new commercial loans were approved, supported by active engagement with financial professionals and referral networks across the Basin.

In contrast, the market securities portfolio outperformed expectations, with strong results across both fixed income and equity markets.

Performance measures and related discussion

Performance Measure	2023/24 Actual	2024/25 Target	2024/25 Actual
1.1 (a) Return on Power Facilities (calculated as a cash-based return on investment) ³	8.25%	10%	9.28%
1.1 (b) Return on Private Placements (calculated as a cash-based return on investment) ^{1,4}	5.34%	6%	4.44%
1.1 (c) Return on Market Securities ^{2, 5}	10.0%	6%	10.5%

¹ Data Source: Returns are calculated based on audited year-end financial statements, which are approved by both external auditors and the Board of the Trust.

² Data Source: Returns are calculated by British Columbia Investment Management Corporation in accordance with Global Investment Performance Standards.

³ PM 1.1 (a) targets for 2025/26 and 2026/27 were stated in the 2024/25 service plan as 10% and 10%, respectively.

⁴ PM 1.1 (b) targets for 2025/26 and 2026/27 were stated in the 2024/25 service plan as 6% and 6%, respectively.

⁵ PM 1.1 (c) targets for 2025/26 and 2026/27 were stated in the 2024/25 service plan as 6% and 6%, respectively.

The Trust's return on hydropower facilities was 9.28%, an increase over the prior year (8.25%) but short of the 10% target. The primary driver was the extended outage at Arrow Lakes Generating Station for a planned turbine rebuild. Although this impacted income, insurance proceeds and above-target performance from the Brilliant and Waneta facilities mitigated the financial effect.

Private placements returned 4.44%, below the 6% target. This shortfall was due to increased costs related to capital improvements and maintenance across commercial and seniors' housing properties. While higher interest rates early in the year supported the lending portfolio, later Bank of Canada rate reductions tempered gains on variable loans.

Market securities delivered a 10.5% return, well above the 6% target. The strong performance reflects gains across both fixed income and public equity portfolios, driven by favourable market conditions and the continued application of the Trust's investment policy.

Goal 2: Effective delivery of benefits for Basin residents

Objective 2.1: Benefits that serve to strengthen the social, economic and environmental well-being of the Basin and its residents and communities.

The Trust supports efforts by the people of the Basin to create a legacy of social, economic, and environmental well-being and to achieve greater self-sufficiency for present and future generations.

Key results

- Committed \$58.1 million for grants and initiatives, plus \$4.4 million in related capital investments, to support 2,670 projects through 56 active programs and initiatives in 2024/25.
- Exceeded targets for increasing the area of aquatic habitat restored (in square metres) through the Ecosystem Enhancement Program and achieving greater energy savings through non-profit retrofit grants.
- Launched four new programs aligned with the Columbia Basin Management Plan (2024-2034): Seniors Housing Livability, Seniors Housing Emergency Readiness, Recreational Enhancements in Accessibility for Children, and the Active Transportation Initiative.

Summary of progress made in 2024/25

The Trust committed \$58.1 million in grants and initiatives, along with \$4.4 million in capital investments, which resulted in 2,670 projects being supported through 56 active programs and initiatives.

The Trust advanced work in all priority areas outlined in the Columbia Basin Management Plan, ensuring that programs and initiatives continue to align with the region's long-term vision for well-being. Notable progress included the launch of four new programs. The Trust also exceeded performance targets in several areas, including expanding the area of aquatic habitat enhanced (in square metres), delivering energy efficiency retrofits for non-profits, and supporting improvements to community infrastructure.

While performance in areas such as affordable housing and business lending fell below target due to broader external factors, the Trust maintained strong overall delivery. Resident perception data confirmed a high level of public support.

Performance measures and related discussion

Performance Measure	2023/24 Actual	2024/25 Target	2024/25 Actual
2.1 (a) Percent of Basin residents perceiving the Trust's impact as positive ^{1,3}	N/A	85	85
2.1 (b) Percent of partners perceiving the Trust's impact as positive ^{1, 4}	N/A	90	N/A
2.1 (c) Affordable Housing ^{2, 5} # of new affordable housing units funded	93	90	65
2.1 (d) Broadband # rural households with access to 50/10 Megabits pre second (Mbps) service (cumulative) ⁶	7,800	8,080	8,080
2.1 (e) Broadband # Kilometers (km) of fibre backbone in place (cumulative) ⁷	1,255	1,285	1,285
2.1 (f) Business Loans ^{2, 8} Value of new business loans provided (\$Millions)	12.9	7.5	6.5
2.1 (g) Community Assets ^{2, 9} # of existing indoor and outdoor community spaces being enhanced	82	40	396
2.1 (h) Ecosystem Health ^{2,10} Area of aquatic habitat improved (square meters (m ²))	13,111	4,000	201,000
2.1 (i) Ecosystem Health ^{2, 11} Area of terrestrial habitat improved (hectare (ha))	348	2,000	1,089
2.1 (j) Climate Resilience ^{2, 12} Equivalent Kilowatt-hour (ekWh) saved	5,407,926	1,200,000	6,724,000

¹ Data Source: Biennial Columbia Basin Resident and Partner Survey.

² Data Source: Columbia Basin Trust.

³ PM 2.1 (a) targets for 2025/26 and 2026/27 were stated in the 2024/25 service plan as 85 and N/A, respectively.

⁴ PM 2.1 (b) is no longer being measured and has been removed in the latest service plan.

⁵ PM 2.1 (c) targets for 2025/26 and 2026/27 were stated in the 2024/25 service plan as 140 and 85, respectively.

⁶ PM 2.1 (d) targets for 2025/26 and 2026/27 were stated in the 2024/25 service plan as 8,080 and 10,744, respectively.

⁷ PM 2.1 (e) targets for 2025/26 and 2026/27 were stated in the 2024/25 service plan as 1,285 and 1,520, respectively.

⁸ PM 2.1 (f) targets for 2025/26 and 2026/27 were stated in the 2024/25 service plan as 7.5 and 7.5, respectively.

⁹ PM 2.1 (g) This performance measure, PM 2.1 (g), was removed in the latest service plan.

¹⁰ PM 2.1 (h) targets for 2025/26 and 2026/27 were stated in the 2024/25 service plan as 100,000 and 100,000, respectively.

¹¹ PM 2.1 (i) targets for 2025/26 and 2026/27 were stated in the 2024/25 service plan as 500 and 500, respectively.

¹² PM 2.1 (j) This performance measure, PM 2.1 (j) was replaced in the latest service plan with Climate Resilience-Lifetime Equivalent Kilowatt-hour (ekWh) saved.

Resident Perceptions (2.1a & 2.1b): The biennial survey showed that 85% of respondents perceive the Trust's impact as positive, meeting the target. The partner survey was not conducted this year and will no longer be tracked as a performance metric. The Trust is focusing its evaluation efforts on new performance indicators aligned with the Columbia Basin Management Plan and the implementation of its ten-year actions.

Affordable Housing (2.1c): The Trust funded 65 new units, below the target of 90. This reflects delays in project readiness among proponents, often due to their reliance on third-party funding and the impacts of rising construction costs.

Broadband Connectivity (2.1d & 2.1e): The Trust met its cumulative targets for rural households connected (8,080) and kilometres of fibre backbone in place (1,285), largely due to the completion of the Kimberley-Wasa CRTC project.

Business Loans (2.1f): Loan disbursements totalled \$6.5 million, slightly below the \$7.5 million target. Economic uncertainty and reduced investment activity in the second half of the year contributed to the result.

Community Assets (2.1g): A total of 396 community spaces were enhanced, well above the target of 40, driven by higher-than-expected demand through the Community Development, Recreation and Physical Activity, and Non-profit SMART (Sustainable Mitigation, Adaptation and Resilience Transition) grant programs.

Ecosystem Health (2.1h & 2.1i): Aquatic habitat enhancement greatly exceeded expectations (201,000 m² vs. a 4,000 m² target) due to a major wetland project. Terrestrial habitat restoration fell below target due to fewer large-scale project submissions.

Climate Resilience (2.1j): The Trust achieved 6.72 million ekWh in energy savings, far surpassing the target, due to targeted support for non-profits via retrofit grants. ekWh targets are based on calculations provided in building specific professional engineering reports and/or quotes provided by solar installers.

Goal 3: Efficient corporate operations

Objective 3.1: Maintain cost-effective corporate operations.

This will maximize new investment opportunities and Delivery of Benefit activities in the region.

Key results

- Maintained cost-effective operations, with overall administration expenses under budget.
- Completed a comprehensive review of human resource policies.
- Continued to advance automation of internal processes.

Summary of progress made in 2024/25

The Trust remained focused on efficient and cost-conscious operations. All corporate operations budgets were closely monitored, and process improvements were implemented to enhance effectiveness. Key progress included further automation of accounting and payment systems to reduce manual processing, minimize errors, and lower operational costs over time.

A comprehensive review of human resource policies was also completed. Updates were implemented to ensure practices remain equitable and competitive relative to sector benchmarks. These changes enhance the Trust's ability to attract and retain skilled employees, reinforcing long-term organizational strength.

Performance measure and related discussion

Performance Measure	2023/24 Actual	2024/25 Target	2024/25 Actual
3.1 (a) Ratio of Regional Reinvestment ^{1, 2}	101%	80-90%	86%

¹ Data Source: Columbia Basin Trust.

² PM 3.1 (a) targets for 2025/26 and 2026/27 were stated in the 2025/26 service plan as 15 and 15, respectively.

The Ratio of Regional Reinvestment measures the percentage of annual revenue that is committed to the Trust's two core functions: Delivery of Benefits and the Investments Program. The 2024/25 result of 86% falls within the targeted range and reflects the Trust's continued emphasis on maximizing reinvestment in the region while managing internal operating costs prudently.

Financial Report

For the Auditor's Report and audited financial statements, see [Appendix C: Auditor's Report and Audited Financial Statements](#) or visit the Columbia Basin Trust [website](#).

Discussion of Results

In 2024/25, the Trust achieved another strong year financially, with total revenues exceeding budget expectations by approximately \$5.5 million. This result was driven by higher-than-anticipated gains from market securities and continued strong performance from three of the Trust's four hydropower facilities.

Revenue from hydropower facilities was negatively affected by the extended outage at Arrow Lakes Generating Station. This planned rebuild of Unit 2 followed the earlier rebuild of Unit 1 in 2023/24. Although the rebuild of Unit 2 was scheduled, additional equipment issues resulted in a longer-than-expected outage. Insurance coverage mitigated most associated costs and revenue losses.

Despite this impact, returns from market securities significantly exceeded budget projections, and the Trust's other hydropower facilities—Brilliant Dam, Brilliant Expansion and Waneta Expansion—performed well. These results reinforced the Trust's overall financial position.

Delivery of Benefits funding totaled \$58.1 million, enabling continued support for community-based initiatives across the Basin. Spending was managed carefully, particularly in administrative areas, given the financial uncertainty related to the Arrow Lakes outage.

Administration expenses totaled \$15 million, under budget by \$1.5 million, primarily due to lower staff remuneration costs.

Financial Summary

(\$000s)	2023/24 Actual	2024/25 Budget	2024/25 Actual	2024/25 Variance
Revenues				
Power Facilities	74,369	\$77,361	\$78,598	1,139
Power Facilities Recoveries	4,400	4,800	4,800	-
Market Securities	3,303	1,000	6,557	5,557
Private Placements: Real Estate	1,182	1,147	509	(638)
Private Placements: Commercial Loans	2,232	2,590	2,334	(256)
Broadband Operations	1,208	1,214	1,329	115
Short-Term Investments	3,179	2,600	2,556	(44)
Commercial Investments Rent	1,013	1,089	965	(124)
Other	3,733	1,575	1,492	(83)
Restricted Investment Income	1,068	1,552	1,426	(126)
Total Revenue	95,687	94,928	100,566	5,540
Expenses				
Delivery of Benefits				
Community Initiatives	30,978	26,397	36,564	10,167
Broadband Initiatives ²	3,984	5,361	4,119	(1,242)
Economic Initiatives ³	2,315	1,835	1,791	(44)
Other Initiatives	3,046	4,750	1,104	(3,646)
Social Initiatives	3,072	1,526	5,688	4,162
Water and Environment Initiatives	7,618	7,567	7,014	(553)
Youth Initiatives	2,071	1,570	1,798	228
Programs Under Development	-	3,994	-	(3,994)
Total Delivery of Benefits	53,084	53,000	58,078	5,078
Power Project Administration Expenses	4,400	4,800	4,800	-
Trust Administration Expenses	8,498	10,697	9,287	(1,410)
Commercial Investment Expenses	782	1,003	930	(73)
Financing Costs	17,407	17,389	17,388	(99)
Loss Due to Impairment	21	-	-	-
Total Expenses	84,192	86,889	90,483	3,496
Annual Surplus	11,495	8,039	10,083	2,044
Total Debt	5,608	5,506	2,670	(2,836)
Accumulated Surplus	545,698	575,959	557,681	(18,278)

¹ The above financial information was prepared based on current Generally Accepted Accounting Principles.

² Broadband Initiatives include direct Columbia Basin Broadband Corporation (CBBC) expenses, as well as other broadband initiatives delivered through CBBC. See Appendix B for separate financial information for this subsidiary.

³ Economic Initiatives include direct Columbia Basin Development Corporation (CBDC) expenses, as well as other economic initiatives delivered through CBDC. See Appendix B for separate financial information for this subsidiary.

Administration Expenses

(\$000s)	2023/24 Actual	2024/25 Budget	2024/25 Actual	2024/25 Variance
Expenses				
Staff Remuneration and Development	9,853	11,815	10,480	(1,335)
Office and General	897	977	909	(68)
Amortization	336	436	417	(19)
Professional Fees	387	590	715	125
Corporate Travel and Meetings	324	322	321	(1)
Communications	485	515	523	8
Board and Committee	198	342	198	(144)
Information Technology	418	500	524	24
Subtotal	12,898	15,497	14,087	(1,410)
Less: Allocation to Power Project Administration	(4,400)	(4,800)	(4,800)	-
Total Administration Expenses	8,498	10,697	9,287	(1,410)

Variance and Trend Analysis

The prolonged outage at Arrow Lakes Generating Station affected revenue, with some costs not recoverable through insurance. While contractual power sales agreements include annual Consumer Price Index-based increases, the potential for unplanned outages—such as those experienced this year—can result in reduced revenues and increased maintenance costs.

Returns from market securities exceeded expectations, though they remain subject to annual market fluctuations.

The Trust's Delivery of Benefits budget includes allocations for programs under development, allowing flexibility to respond to evolving community needs. In 2024/25, the full budget was reallocated to approved initiatives, reflecting strong demand and timely opportunities across the region.

Risks and Uncertainties

To sustain operations and meet commitments, the Trust depends on a stable revenue stream—over 80% of which comes from power facilities and related recoveries. Long-term sales agreements with BC Hydro and FortisBC, priced in Canadian dollars, provide protection from currency and rate volatility. However, unplanned operational issues, such as those experienced at Arrow Lakes this year, could impact future delivery capacity.

Financial market volatility presents additional risk. A 1% shift in market security returns could impact revenue by approximately \$950,000. Similarly, a 1% change in returns on commercial loans could affect revenue by \$300,000. The Trust continues to price new investments in line with market rates and diversify its investment mix.

Short-term investments, which are laddered to reduce interest rate risk, are also sensitive to rate fluctuations. A 1% change in rates would shift short-term investment income by approximately \$420,000.

Appendix A: Progress on Mandate Letter Priorities

The following is a summary of progress made on priorities outlined in the 2021/22 and 2023 Mandate Letters from the Minister Responsible.

Mandate Letter Priority	Status as of March 31, 2025
Implement the strategic priorities identified by Basin residents and included in the Columbia Basin Management Plan (CBMP) Strategic Priorities 2020-2022.	Implementation of the renewed Columbia Basin Management Plan (2024–2034) began in 2024/25, with several new programs and initiatives launched to reflect regional priorities.
Maintain an active and cooperative relationship with partners in power project management and operations to ensure the projects deliver optimized financial returns and are managed in the best long-term interests of the owners.	- The Trust maintained a strong and collaborative relationship with the Columbia Power Board of Directors. - The Trust Power Operations staff worked closely with FortisBC, the Operations & Maintenance Service Provider, to ensure effective operation of the facilities, particularly during the repair, rebuild and recommissioning of Units 1 and 2 at Arrow Lakes Generating Station in 2024/25.

Appendix B: Subsidiaries and Operating Segments

Active Subsidiaries

Columbia Basin Broadband Corporation (CBBC)

CBBC is a wholly owned subsidiary of the Trust, established in 2011. It works with Basin communities and rural areas to improve connectivity through a region-wide fibre optic network, contributing to both economic and social development in the Basin.

CBBC activities align with the Trust's mandate, Columbia Basin Management Plan and fiscal plan, and are considered a delivered benefit to Basin residents. As such, any losses incurred by CBBC are funded through the Delivery of Benefits budget. Forecasts for CBBC depend on several assumptions, particularly the timing of technical and community-based connectivity projects, and may vary as these projects evolve.

CBBC Board of Directors:

- Ron Miles, Chair
- Wendy Booth
- Greg Deck
- Ron Oszust
- Owen Torgerson

Financial Summary

(\$000)	2023/24 Actual	2024/25 Target	2024/25 Actual
Revenues	1,864	2,314	2,126
Expenses	3,984	5,361	4,119
Net Income	(2,120)	(3,047)	(1,993)

Discussion of Variance

The 2024/25 deficit was \$1.1 million lower than budgeted, primarily due to lower amortization resulting from delays in planned capital projects, reduced maintenance costs and decreased reliance on external consultants.

Capital Expenditures

Major Capital Projects (over \$50 million in total)	Targeted Year of Completion	Project Cost to Mar 31, 2025 (\$000)	Estimated Cost to Complete (\$000)	Anticipated Total Cost* (\$000)
Connect the Basin Project	2026/27	\$2,149	\$74,013	\$76,162
Objective: To ensure Basin residents have access to reliable, affordable high-speed connectivity through a combination of fibre backbone and fibre-to-the-home technology. Costs: *Total project cost is estimated at \$82 million. The values above represent capital expenditures only. Benefits: - Fibre-to-the-home connectivity for 5,429 homes in 59 Basin communities. - Enhanced gateway capacity and network redundancy to improve service reliability and reduce latency. Risks: - Permitting delays - Increases in project costs - Labour shortages - Supply chain disruptions				

Columbia Basin Development Corporation (CBDC)

CBDC was a wholly owned subsidiary of the Trust, established in 2016 to lead and support initiatives that foster economic growth, job creation, innovation and entrepreneurship across the Basin. Its activities were aligned with the Trust's mandate, CBMP and fiscal plan, and losses were funded through the Delivery of Benefits budget. The CBDC Board was dissolved in 2025.

CBDC Board of Directors:

- Don McCormick, Chair
- Jocelyn Carver
- Krista Turcasso

Financial Summary

(\$000)	2023/24 Actual	2024/25 Target	2024/25 Actual
Revenues	536	525	442
Expenses	2,337	1,835	1,791
Net Income	(1,801)	(1,310)	(1,349)

Discussion of Variance

CBDC's 2024/25 deficit was slightly higher than budgeted. Activities continued to align with the Trust's strategic direction until operations concluded, and governance responsibilities were transitioned to the Trust Board.

Appendix C: Auditor's Report and Audited Financial Statements

COLUMBIA BASIN TRUST
CONSOLIDATED FINANCIAL STATEMENTS
AS AT MARCH 31, 2025

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RESPONSIBILITY FOR FINANCIAL REPORTING

Management is responsible for the preparation of the accompanying Consolidated Financial Statements and all of the information contained in the Annual Report of Columbia Basin Trust (the Trust). The Consolidated Financial Statements have been prepared in accordance with the financial reporting provisions of Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia and include amounts that are based on estimates and judgements. Management believes that the Consolidated Financial Statements fairly present the Trust's Consolidated Financial Position and Results of Operations. The integrity of the information presented in the Consolidated Financial Statements, including estimates and judgements relating to matters not concluded by fiscal year end, is the responsibility of management. The Consolidated Financial Statements have been approved by the Trust's Board of Directors.

Management has established and maintained appropriate systems of internal controls that are designed to provide reasonable assurance that the Trust's assets are safeguarded and reliable financial records are maintained to form a proper basis for preparation of Consolidated Financial Statements. These systems include formal written policies and appropriate delegation of authority and segregation of responsibilities within the organization.

KPMG LLP has been appointed by the Trust's Board of Directors to express an opinion as to whether the Consolidated Financial Statements have been prepared, in all material respects, in conformity with the financial reporting provisions of Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia. The Auditor's report follows and outlines the scope of their examination and their opinion on these Consolidated Financial Statements.

The Board of Directors, through the Finance and Audit Committee (FAC), is responsible for ensuring that management fulfills its responsibility for financial reporting and internal controls. The FAC, comprised of directors who are not employees, meets regularly with the external auditors and management to satisfy itself that each group has properly discharged its responsibility to review the Consolidated Financial Statements before recommending approval by the Board of Directors. The external auditors have full and open access to the FAC, with and without the presence of management.



Johnny Strilaeff
President & CEO



Christine Lloyd, CPA, CGA
Executive Director, Finance & Operations

May 23, 2025



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INDEPENDENT AUDITOR'S REPORT

*To the Board of Directors of Columbia Basin Trust, and
To the Minister of Energy and Climate Solutions, Province of British Columbia*

Opinion

We have audited the consolidated financial statements of Columbia Basin Trust (the Trust), which comprise:

- the consolidated statement of financial position as at March 31, 2025
- the consolidated statement of operations for the year then ended
- the consolidated of remeasurement gains and losses for the year then ended
- the consolidated statement of changes in accumulated operating surplus for the year end ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policy information

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2025 are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Emphasis of Matter – Financial Reporting Framework

We draw attention to note 2(a) in the financial statements, which describes the applicable financial reporting framework and the significant differences between the financial reporting framework and Canadian public sector accounting standards.

Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.



We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the group as a basis for forming an opinion on the group financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

Kelowna, Canada

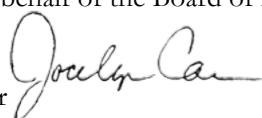
May 23, 2025

COLUMBIA BASIN TRUST
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
(in thousands)

AS AT MARCH 31	Note	2025	2024
FINANCIAL ASSETS			
Cash		\$ 17,148	\$ 13,614
Short-term investments	4	42,431	43,388
Accrued interest and other accounts receivable	5	6,080	6,754
Market securities	6	94,832	86,376
Loans receivable	7	4,019	14,560
Private placements - commercial loans	8	30,586	33,878
Private placements - commercial investment	9	2,375	2,375
Private placements - real estate investments	10	11,692	12,889
Investment in power facilities	11	981,387	974,739
		1,190,550	1,188,573
LIABILITIES			
Accounts payable and accrued liabilities	12	2,510	2,210
Employee future benefits		488	452
Debt	13	2,670	5,779
Deferred contributions	14	14,412	10,942
Delivery of benefits initiatives	15	52,420	54,666
Due to Waneta Expansion Power Corporation	16	600,240	609,928
		672,740	683,977
Net Financial Assets		517,810	504,596
NON-FINANCIAL ASSETS			
Prepaid expenses		528	508
Tangible capital assets	17		
Tangible capital assets - corporate		3,553	2,699
Tangible capital assets - delivery of benefits		21,660	23,347
Tangible capital assets - investments		14,130	14,548
Total tangible capital assets		39,343	40,594
		39,871	41,102
ACCUMULATED SURPLUS		\$ 557,681	\$ 545,698
Accumulated Surplus is comprised of:			
Accumulated Operating Surplus		\$ 549,138	\$ 539,055
Accumulated Remeasurement Gains		8,543	6,643
		\$ 557,681	\$ 545,698
Commitments	23		

Approved on behalf of the Board of Directors:

Jocelyn Carver
Chair



Bill van Yzerloo
Chair, Finance and Audit Committee



The accompanying notes are an integral part of these consolidated financial statements.

COLUMBIA BASIN TRUST
CONSOLIDATED STATEMENT OF OPERATIONS
(in thousands)

FOR THE YEAR ENDED MARCH 31	Note	Budget	2025	2024
		(Note 27)		
REVENUES				
Power facilities	11	\$ 77,361	\$ 78,598	\$ 74,369
Market securities		1,000	6,557	3,303
Power facilities recoveries	18	4,800	4,800	4,400
Short-term investments		2,600	2,556	3,179
Private placements - commercial loans		2,590	2,334	2,232
Restricted investment income	16	1,552	1,426	1,068
Broadband operations		1,214	1,329	1,208
Commercial investments rent		1,089	965	1,013
Other	20	525	768	1,045
Grants	19	1,050	724	2,688
Private placements - real estate investments	10	1,147	509	1,182
		94,928	100,566	95,687
EXPENSES	21			
Community initiatives		30,362	40,005	34,166
Water and environment initiatives		8,732	8,025	8,337
Social initiatives		2,335	6,390	3,711
Power facilities administration	18	4,800	4,800	4,400
Broadband initiatives		5,361	4,119	3,984
Other initiatives		10,787	2,878	4,690
Economic initiatives		2,433	2,311	3,094
Investment initiatives		2,576	2,296	1,916
Youth initiatives		2,114	2,271	2,466
Financing costs	16	17,389	17,388	17,407
		86,889	90,483	84,171
Impairment loss	7	-	-	21
ANNUAL OPERATING SURPLUS		\$ 8,039	\$ 10,083	\$ 11,495

The accompanying notes are an integral part of these consolidated financial statements.

COLUMBIA BASIN TRUST
CONSOLIDATED STATEMENT OF REMEASUREMENT GAINS AND LOSSES
(in thousands)

FOR THE YEAR ENDED MARCH 31	Note	2025	2024
Accumulated remeasurement gains, beginning of year		\$ 6,643	\$ 2,311
Unrealized gains on market securities		4,976	4,002
Realized (gains) losses reclassified to the Statement of Operations		(3,076)	330
Net change for the year		1,900	4,332
ACCUMULATED REMEASUREMENT GAINS, end of year	6	\$ 8,543	\$ 6,643

CONSOLIDATED STATEMENT OF CHANGE IN ACCUMULATED OPERATING SURPLUS
(in thousands)

FOR THE YEAR ENDED MARCH 31	2025	2024
Accumulated operating surplus, beginning of year	\$ 539,055	\$ 527,560
Annual operating surplus	10,083	11,495
ACCUMULATED OPERATING SURPLUS, end of year	\$ 549,138	\$ 539,055

The accompanying notes are an integral part of these consolidated financial statements.

COLUMBIA BASIN TRUST
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
(in thousands)

FOR THE YEAR ENDED MARCH 31	Budget	2025	2024
	(Note 27)		
ANNUAL OPERATING SURPLUS	\$ 8,039	\$ 10,083	\$ 11,495
Acquisition of prepaid expenses	-	(528)	(508)
Use of prepaid expenses	-	508	1,145
Acquisition of tangible capital assets	-	(4,891)	(7,249)
Net book value of tangible capital assets disposed	-	3,638	-
Amortization of tangible capital assets	436	2,504	2,194
	436	1,231	(4,418)
Effect of remeasurement gains	-	1,900	4,332
Net change for the year	8,475	13,214	11,409
NET FINANCIAL ASSETS, beginning of year	504,596	504,596	493,187
NET FINANCIAL ASSETS, end of year	\$ 513,071	\$ 517,810	\$ 504,596

The accompanying notes are an integral part of these consolidated financial statements.

COLUMBIA BASIN TRUST
CONSOLIDATED STATEMENT OF CASH FLOWS
(in thousands)

FOR THE YEAR ENDED MARCH 31	2025	2024
CASH FLOWS FROM (APPLIED TO) OPERATING ACTIVITIES		
Cash received from private placements - commercial loans	\$ 2,165	\$ 2,156
Cash received from other loans	758	892
Cash received from broadband operations	6,120	4,654
Cash received from short-term investments	2,363	3,157
Cash received from market securities	6,557	3,303
Cash received from tenants	1,123	1,082
Cash paid for operating expenses	(3,593)	(6,120)
Cash paid for delivery of benefits initiatives, net of external funding received	(59,697)	(41,082)
	(44,204)	(31,958)
CASH FLOWS FROM (APPLIED TO) INVESTING ACTIVITIES		
Purchase of short-term investments and market securities	(40,987)	(19,600)
Redemption of short-term investments and market securities	35,388	21,070
Issuance of commercial loans	(6,507)	(12,987)
Repayment of commercial loans	9,822	11,952
Issuance of other loans	(1,335)	(6,550)
Repayment of other loans	11,376	1,465
Real estate investments	(50)	(1,818)
Dividends received from real estate investments	1,756	1,716
Dividends received from power facilities investments	71,950	65,673
	81,413	60,921
CASH FLOWS APPLIED TO CAPITAL TRANSACTIONS		
Purchase of tangible capital assets	(4,891)	(7,249)
	(4,891)	(7,249)
CASH FLOWS FROM (APPLIED TO) FINANCING ACTIVITIES		
Net proceeds from (repayment of) debt	(3,110)	170
Contributions to WEPC sinking fund	(7,506)	(7,095)
Interest paid	(18,168)	(18,169)
	(28,784)	(25,094)
INCREASE (DECREASE) IN CASH	3,534	(3,380)
CASH, beginning of year	13,614	16,994
CASH, end of year	\$ 17,148	\$ 13,614

The accompanying notes are an integral part of these consolidated financial statements.

COLUMBIA BASIN TRUST

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

Year Ended March 31, 2025
(Tabular amounts in thousands)

1. NATURE OF COLUMBIA BASIN TRUST

Columbia Basin Trust (the Trust) is a corporation established by the *Columbia Basin Trust Act*. The purpose of the Trust is to manage its assets for the ongoing economic, social and environmental well-being of the Columbia Basin (the Basin) region. The sole share of the Trust is held by the Minister of Finance on behalf of the Province of British Columbia (the Province). The Trust reports to the Minister of Energy and Climate Solutions.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Trust's Consolidated Financial Statements are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the Trust are as follows:

(a) Basis of accounting

The Consolidated Financial Statements have been prepared in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia (Section 23.1) supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The *Budget Transparency and Accountability Act* requires that the Consolidated Financial Statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for public sector organizations in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all taxpayer-supported organizations to adopt Canadian public sector accounting standards without any elections available to government not-for-profit organizations.

Regulation 198/2011 requires that restricted contributions received or receivable are to be reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

- i. Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded. The reduction of deferred capital contributions and recognition of revenue are accounted for over the fiscal periods during which the tangible capital asset is used to provide services.
- ii. Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contributions have been met.

For British Columbia's taxpayer-supported organizations, these contributions include government transfers and externally restricted contributions.

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian public sector accounting standards, which state that:

- i. Government transfers that do not contain a stipulation that creates a liability be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met; and

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2. (a) Basis of accounting (continued)

- ii. Externally restricted contributions be recognized as revenue in the period in which the stipulations are met.

(b) Basis of consolidation

- i. Consolidated entities:

These Consolidated Financial Statements reflect the assets, liabilities, revenues and expenses of organizations which are wholly owned and controlled by the Trust. Controlled organizations are consolidated except for government business partnerships and government business enterprises (notes 2(b)(ii) and (iii)). Intercompany transactions, balances, and activities are eliminated on consolidation.

The following entities are wholly owned and controlled by the Trust and are fully consolidated:

- CBT Commercial Finance Corp.
- CBT Arrow Lakes Power Development Corp.
- CBT Brilliant Expansion Power Corp.
- CBT Power Corp.
- CBT Property Corp.
- CBT Waneta Expansion Power Corp.
- CBT Real Estate Investment Corp.
- Columbia Basin Broadband Corporation (CBBC)
- Columbia Basin Development Corporation (CBDC)

- ii. Investment in Government business partnerships:

Government business partnerships (GBPs) are accounted for using the modified equity method. Under the modified equity method, the Trust's investment consists of its percentage investment in the GBP, its equity interest in the GBP's earnings and other changes in equity. No adjustments are made for accounting policies that are different from those of the Trust and intercompany transactions and balances are not eliminated.

The following GBPs of the Trust are consolidated using the modified equity method:

Power facilities - 50% interest:

- Arrow Lakes Power Corporation (ALPC)
- Brilliant Power Corporation (BPC)
- Brilliant Expansion Power Corporation (BEPC)
- Waneta Expansion Power Corporation (WEPC)

Real estate - 50% interest:

- Castle Wood Village
- Columbia Village
- Crest View Village
- Garden View Village
- Joseph Creek Village
- Kootenay Street Village
- Lake View Village
- Mountain Side Village
- Mount St. Francis
- Rocky Mountain Village

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2. (b) Basis of consolidation (continued)

iii. Investment in Government business enterprises:

Government business enterprises (GBEs) are accounted for using the modified equity method. Under the modified equity method, the Trust's investment consists of its percentage investment in the GBE, its equity interest in the GBEs' net income, and other changes in equity. No adjustments are made for accounting policies that are different from those of the Trust and intercompany transactions, and balances are not eliminated.

Red Mountain Hostel (75% interest) is a GBE of the Trust and is consolidated in these financial statements using the modified equity method.

(c) Tangible capital assets and amortization

Tangible capital assets are recorded at cost, which includes amounts directly related to the acquisition, construction, design, development, improvement or betterment of the assets. Costs include overhead directly attributable to construction and development, as well as interest costs that are directly attributable to the construction of the asset. The cost, less residual value of the tangible capital assets, excluding land, is amortized on a straight-line basis over the expected useful lives as follows:

Category	Years
Automobiles	8
Hardware and software	3 - 7
Broadband hardware	3 - 15
Furniture and equipment	5 - 20
Broadband fibre optics	25
Buildings	25 - 40
Tenant improvements	Lease term or improvement useful life

Tangible capital assets are written down to their residual value when conditions indicate they no longer contribute to the Trust's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the Statement of Operations. Transfers of capital assets from related parties are recorded at carrying value.

(d) Revenue recognition

Revenues are recognized in the period in which the revenue transaction or event has occurred and performance obligation has been met. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable.

Regulation 198/2011 requires that restricted contributions received or receivable are to be reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

- i. Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for over the fiscal period during which the tangible capital asset is used to provide services.

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2. (d) Revenue recognition (continued)

- ii. Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contributions have been met.

For British Columbia's taxpayer-supported organizations, these contributions include government transfers and externally restricted contributions.

Contributions are deferred when restrictions are placed on their use by the contributor, and are recognized as revenue when used for the specific purpose. Revenue related to fees or services received in advance of the fee being earned or the service being performed is deferred and recognized when the fee is earned or service performed.

(e) Expenses

Expenses are reported on an accrual basis when the goods have been received or the services have been provided. The cost of all goods consumed and services received during the year is expensed. Expenses are classified by function on the Statement of Operations. The Trust allocates administration costs by identifying an appropriate basis of allocating and applying that basis consistently each year.

Government transfers are recognized in the Consolidated Financial Statements in the period in which the amounts of the transfers are authorized and any eligibility criteria have been met by the recipient.

(f) Taxes

The Trust and its wholly owned subsidiaries are exempt from income taxes under paragraph 149(1)(d) of the *Income Tax Act*. The Trust is also exempt from Federal Large Corporations Tax under subsection 181.1(3) of the *Income Tax Act*.

(g) Financial instruments

Derivatives and equity instruments quoted in an active market are measured at fair value. The Trust measures other specific financial instruments at cost and amortized cost to correspond with how they are evaluated and managed.

Financial instruments measured at fair value are classified as level one, two or three for the purposes of describing the basis of the inputs used to measure the fair values, as described below:

- Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities;
- Level 2: Market-based inputs other than quoted prices that are observable for the asset or liability either directly or indirectly; and
- Level 3: Inputs for the asset or liability that are not based on observable market data; assumptions are based on the best internal and external information available and are most suitable and appropriate based on the type of financial instrument being valued in order to establish what the transaction price would have been on the measurement date in an arm's length transaction.

All financial instruments measured at fair value are measured using Level 1 criteria. There were no transfers between hierarchies during the year ended March 31, 2025.

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2. (g) Financial instruments (continued)

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the Statement of Remeasurement Gains and Losses. Upon settlement, the cumulative gain or loss is reclassified from the Statement of Remeasurement Gains and Losses and recognized in the Statement of Operations.

Financial instruments measured using amortized cost are financial assets or financial liabilities that are measured at initial recognition minus principal repayments, plus or minus cumulative amortization using the effective interest method and minus any impairment losses. The effective interest rate method is used to determine interest revenues or expenses.

For portfolio investments measured at cost, the cost method records the initial investment at cost and earnings from such investments are recognized only to the extent received or receivable. When an investment is written down to recognize an impairment loss, the new carrying value is deemed to be the new cost basis for subsequent accounting purposes.

Financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the Statement of Operations and any related fair value changes previously recorded in the Statement of Remeasurement Gains and Losses are reversed to the extent of the impairment. Impairment losses are not reversed for a subsequent increase in value.

Transaction costs are a component of cost for financial instruments measured using cost or amortized cost. Transaction costs are expensed for financial instruments measured at fair value.

The Trust has designated its financial instruments as follows:

i. Cash:

Cash includes cash on hand and demand deposits. The Trust presents its Statement of Cash Flows using the direct method.

ii. Portfolio investments:

Short-term investments include investments quoted in an active market and are measured at fair value. Other investments are measured at cost or amortized cost. These investments are highly liquid and held for the purpose of meeting short-term cash commitments. Investments measured at fair value recognize any changes in fair value in the Statement of Remeasurement Gains and Losses.

Market securities equity and debt investments quoted in an active market are measured at fair value. The Trust invests in long-term investments through pooled fund products managed by the British Columbia Investment Management Corporation (BCI), a corporation established under the *Public Sector Pension Plans Act*. The Trust has a diversified securities portfolio that includes short-term deposits, bonds and equities. Market securities are measured at fair value with changes in fair value recognized in the Statement of Remeasurement Gains and Losses.

Private placements - commercial investments that have an equity interest are measured at cost, less any amounts written off to reflect a permanent decline in value.

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2. (g) Financial instruments (continued)

iii. Loans receivable:

Private placements - commercial loans as well as loans receivable are measured at amortized cost less any amount for impairments. Impairment losses are recorded to reflect loans receivable at the lower of amortized cost and the net recoverable value, when collectability and risk of loss exists. Impairments are recognized in the Statement of Operations. Interest is accrued on loans receivable to the extent it is deemed collectable.

iv. Debt and other financial assets and financial liabilities:

Debt, accrued interest and other assets, and accounts payable and accrued liabilities are measured at amortized cost using the effective interest rate method.

(h) Employee future benefits

Employee future benefits consist of an employee pension plan, retirement benefits and sick leave benefits.

The Trust and its employees make contributions to the Public Sector Pension Plan, which is a multi-employer defined benefit pension plan. Multi-employer defined benefit pension plans are accounted for as defined contribution plans. As a result, the Trust's contributions are expensed as paid.

The Trust provides a retirement allowance to all employees who have accumulated 20 years or more of service with the Trust. An actuarially determined accrued liability for the retirement allowance has been recorded in the statements and has been determined using management's best estimate of employee retention, salary escalation, long-term inflation and discount rates.

The Trust provides their employees with sick leave benefits that accumulate but do not vest. All employees are entitled to eight sick days per calendar year, which may be carried over, to a maximum of 120 days. An actuarially determined accrued liability has been recorded on the statements for non-vesting sick leave benefits. The cost of non-vesting sick leave benefits are calculated using management's best estimate of salary escalation, long-term inflation rates and discount rates.

(i) Measurement uncertainty

The preparation of these Consolidated Financial Statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the Consolidated Financial Statements and the reported amounts of the revenues and expenses during the period. Estimates applied in the preparation of the Consolidated Financial Statements include assumptions used for recording specific impairments and general loan loss provisions on commercial loans and loans receivable, the useful lives of tangible capital assets, and indicators of any impairment on its commercial investment.

Estimates are based on the best information available at the time of preparation of the Consolidated Financial Statements and are reviewed annually to reflect new information as it becomes available. Actual results could differ from these estimates.

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3. COMPARATIVE FIGURES

Certain prior year figures have been reclassified to conform with the current year's presentation.

4. SHORT-TERM INVESTMENTS

Short-term investments consist of a portfolio of guaranteed investment certificates (GICs) held at financial institutions. GICs earn interest at rates ranging from 3.55% to 5.40%, and reach maturity between August 2025 and March 2026.

5. ACCRUED INTEREST AND OTHER ACCOUNTS RECEIVABLE

Accrued interest and other accounts receivable consist of accrued interest on short-term investments, accounts receivable, accrued interest on commercial loans and power facilities recoveries.

6. MARKET SECURITIES

The Trust has a diversified securities portfolio that includes short-term deposits, and bond and equity pooled funds. The Trust's investment in market securities is as follows:

	Fair value hierarchy level	2025	2024
Market value	1	\$ 94,832	\$ 86,376
Cost		86,289	79,733
Accumulated remeasurement gains		\$ 8,543	\$ 6,643

During fiscal year 2025, the Trust recognized realized gains on market securities of \$3.1 million (fiscal 2024 - loss of \$330,000).

7. LOANS RECEIVABLE

The Trust provides funding through the Impact Investment Fund to businesses challenged with obtaining financing from other sources. These loans are secured by assets and personal guarantees and currently have terms extending no further than 14 years.

The Trust provided the Trail airport with a non-interest bearing \$1.0 million loan over a term of 20 years with annual principal payments of \$50,000 commencing February 2019. At March 31, 2025, the outstanding balance was \$650,000 (discounted to present value \$484,000) applying an effective interest rate of 4.5%. The Trust also provided the West Kootenay Regional airport with a non-interest bearing \$1 million loan over a term of 25 years with annual principal payments of \$40,000 commencing October 2026. At March 31, 2025, the outstanding balance was \$1.0 million (discounted to present value \$432,000) applying an effective interest rate of 6.7%.

The Trust provided Mount St. Francis, a joint venture subsidiary of the Trust, with a \$10.5 million loan in fiscal 2023 for construction of a senior care facility in Nelson, BC. \$10.1 million of the loan bore interest at Canadian Imperial Bank of Commerce's (CIBC) prime commercial lending rate and was repaid. The remaining \$400,000 is non-interest bearing. At March 31, 2025, the outstanding balance of the loan was \$400,000.

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7. LOANS RECEIVABLE (continued)

The Trust provided funding through the Small Business Working Capital Loans program to provide working capital and operating funds to Basin-based small businesses and social enterprises to assist with the challenges of COVID-19. The Trust also provided funding through the Basin Food Producer Loans program to help bolster the region's food supply, create employment and alleviate longer-term economic impacts caused by the pandemic. The loan terms for both of these related programs bear interest of 2% over a maximum term of five years. At March 31, 2025, the outstanding balance of the loans in these two programs totaled \$404,000 (discounted to present value \$400,000).

The Trust provides funding through the Economic Development Loans program to support business development throughout the Basin.

Loans receivable are as follows:

	2025	2024
Impact Investment Fund bearing interest from 5.00% to 9.95%	\$ 2,425	\$ 2,711
West Kootenay Regional airport non-interest bearing	432	-
Trail airport non-interest bearing	484	511
Mount St. Francis non-interest bearing (2023 - CIBC prime rate)	400	10,500
Small Business Working Capital Loans bearing interest at 2%*	221	378
Basin Food Producer Loans bearing interest at 2%	179	293
Economic Development Loans bearing interest at CIBC prime rate	31	342
	4,172	14,735
Less: loan loss provision	(153)	(175)
	\$ 4,019	\$ 14,560

*Impairment loss nil (fiscal 2024 - \$21,000).

8. PRIVATE PLACEMENTS – COMMERCIAL LOANS

The Trust provides commercial loans that are generally secured by real estate and currently have terms extending no further than 25 years.

Commercial loans are as follows:

	2025	2024
Commercial loans bearing interest from 3.65% to 8.45%	\$ 30,802	\$ 34,117
Less: loan loss provision	(216)	(239)
	\$ 30,586	\$ 33,878

9. PRIVATE PLACEMENTS – COMMERCIAL INVESTMENT

Commercial equity investment in a private company is accounted for as a portfolio investment and measured at cost, net of impairment.

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10. PRIVATE PLACEMENTS - REAL ESTATE INVESTMENTS

The Trust's real estate investments are comprised of the following:

- 50% ownership interest in ten seniors housing facilities throughout the Basin.
- 75% ownership interest in Red Mountain Hostel located in Rossland, BC.

These investments are accounted for using the modified equity method. See Note 2(b).

Condensed supplementary financial information representing the Trust's interests for private placements – real estate investments is as follows:

(a) Investment in private placements - real estate:

		Current Assets	Non- Current Assets	Total Assets	Current Liabilities	Non- Current Liabilities	Total Liabilities	Net Assets
March 31, 2025								
Castle Wood Village - 50%	\$	200	\$ 2,362	\$ 2,562	\$ 194	\$ 2,088	\$ 2,282	\$ 280
Columbia Village - 50%		100	3,345	3,445	244	2,867	3,111	334
Crest View Village - 50%		238	2,564	2,802	266	1,837	2,103	699
Garden View Village - 50%		219	2,002	2,221	276	1,613	1,889	332
Joseph Creek Village - 50%		237	5,760	5,997	441	5,280	5,721	276
Kootenay Street Village - 50%		135	10,456	10,591	348	10,054	10,402	189
Lake View Village - 50%		224	3,756	3,980	153	2,763	2,916	1,064
Mount St. Francis - 50%*		2,853	21,136	23,989	3,733	14,490	18,223	5,766
Mountain Side Village - 50%		81	1,814	1,895	105	1,401	1,506	389
Red Mountain Hostel - 75%		544	2,592	3,136	37	1,160	1,197	1,939
Rocky Mountain Village - 50%		36	1,826	1,862	470	968	1,438	424
	\$	4,867	\$ 57,613	\$ 62,480	\$ 6,267	\$ 44,521	\$ 50,788	\$ 11,692
March 31, 2024								
Castle Wood Village - 50%	\$	156	\$ 2,583	\$ 2,739	\$ 222	\$ 2,160	\$ 2,382	\$ 357
Columbia Village - 50%		145	3,604	3,749	319	3,077	3,396	353
Crest View Village - 50%		254	2,765	3,019	276	2,067	2,343	676
Garden View Village - 50%		417	2,126	2,543	185	1,791	1,976	567
Joseph Creek Village - 50%		308	6,203	6,511	383	5,552	5,935	576
Kootenay Street Village 50%		113	10,903	11,016	319	10,421	10,740	276
Lake View Village - 50%		220	3,923	4,143	120	2,873	2,993	1,150
Mountain Side Village - 50%		79	1,939	2,018	82	1,473	1,555	463
Red Mountain Hostel - 77%		500	2,764	3,264	37	1,211	1,248	2,016
Rocky Mountain Village - 50%		48	1,922	1,970	209	1,156	1,365	605
<i>Projects under development:</i>								
Mount St. Francis - 50%*		1,522	15,617	17,139	6,272	5,017	11,289	5,850
	\$	3,762	\$ 54,349	\$ 58,111	\$ 8,424	\$ 36,798	\$ 45,222	\$ 12,889

*Mount St. Francis construction project commenced May 2023 and completed March 2025.

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10. (a) Investment in private placements - real estate (continued)

	Castle Wood Village	Columbia Village	Crest View Village	Garden View Village	Joseph Creek Village	Kootenay Street Village	Lake View Village	Mount St. Francis	Mountain Side Village	Red Mountain Hostel	Rocky Mountain Village	Total
	50%	50%	50%	50%	50%	50%	50%	50%	50%	75%*	50%	
March 31, 2025												
Opening balance	\$ 357	\$ 353	\$ 676	\$ 567	\$ 576	\$ 276	\$ 1,150	\$ 5,850	\$ 463	\$ 2,016	\$ 605	\$ 12,889
Dividends	(188)	(142)	(191)	(100)	(422)	(140)	(289)	-	(150)	-	(134)	(1,756)
Investment	-	-	-	-	-	-	-	-	-	50	-	50
Surplus (deficit)	111	123	214	(135)	122	53	203	(84)	76	(127)	(47)	509
	\$ 280	\$ 334	\$ 699	\$ 332	\$ 276	\$ 189	\$ 1,064	\$ 5,766	\$ 389	\$ 1,939	\$ 424	\$ 11,692

	Castle Wood Village	Columbia Village	Crest View Village	Garden View Village	Joseph Creek Village	Kootenay Street Village	Lake View Village	Mount St. Francis	Mountain Side Village	Red Mountain Hostel	Rocky Mountain Village	Total
	50%	50%	50%	50%	50%	50%	50%	50%	50%	77%	50%	
March 31, 2024												
Opening balance	\$ 350	\$ 388	\$ 665	\$ 536	\$ 831	\$ 353	\$ 1,252	\$ 4,100	\$ 465	\$ 2,075	\$ 590	\$ 11,605
Dividends	(188)	(143)	(191)	(100)	(422)	(139)	(283)	-	(116)	-	(134)	(1,716)
Investment	-	-	-	-	-	-	-	1,750	-	68	-	1,818
Surplus (deficit)	195	108	202	131	167	62	181	-	114	(127)	149	1,182
	\$ 357	\$ 353	\$ 676	\$ 567	\$ 576	\$ 276	\$ 1,150	\$ 5,850	\$ 463	\$ 2,016	\$ 605	\$ 12,889

*Additional equity contributions from Red Mountain Hostel joint venture partner in fiscal 2025 decreased the Trust's equity ownership to 75% (fiscal 2024 - 77%).

(b) Results of operations:

	Revenue	Expenses				Total	Surplus (Deficit)
		Finance Charges	Operations	Amortization			
March 31, 2025							
Castle Wood Village - 50%	\$ 525	\$ 90	\$ 112	\$ 212	\$ 414	\$ 111	
Columbia Village - 50%	527	162	20	222	404	123	
Crest View Village - 50%	559	125	13	207	345	214	
Garden View Village - 50%	363	78	280	140	498	(135)	
Joseph Creek Village - 50%	1,094	357	172	443	972	122	
Kootenay Street Village - 50%	813	292	20	448	760	53	
Lake View Village - 50%	558	141	5	209	355	203	
Mount St. Francis - 50%	-	27	2	55	84	(84)	
Mountain Side Village - 50%	311	83	26	126	235	76	
Red Mountain Hostel - 75%	102	72	33	124	229	(127)	
Rocky Mountain Village - 50%	374	44	228	149	421	(47)	
	\$ 5,226	\$ 1,471	\$ 911	\$ 2,335	\$ 4,717	\$ 509	

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10. (b) Results of operations (continued)

	Revenue	Finance Charges	Operations	Amortization	Total Expense	Surplus
March 31, 2024						
Castle Wood Village - 50%	\$ 525	\$ 81	\$ 34	\$ 215	\$ 330	\$ 195
Columbia Village - 50%	528	165	30	225	420	108
Crest View Village - 50%	560	123	28	207	358	202
Garden View Village - 50%	363	86	7	139	232	131
Joseph Creek Village - 50%	1,094	376	110	441	927	167
Kootenay Street Village - 50%	813	302	1	448	751	62
Lake View Village - 50%	550	146	14	209	369	181
Mountain Side Village - 50%	311	63	8	126	197	114
Red Mountain Hostel - 77%	101	68	33	127	228	(127)
Rocky Mountain Village - 50%	374	51	27	147	225	149
	\$ 5,219	\$ 1,461	\$ 292	\$ 2,284	\$ 4,037	\$ 1,182

(c) Non-current assets:

The Trust's investment in private placements - real estate is as follows:

	Land	Building and Equipment	2025	2024
Operating facilities	\$ 5,009	\$ 84,879	\$ 89,888	\$ 68,688
Projects under development	-	-	-	15,617
Accumulated amortization	-	(32,275)	(32,275)	(29,956)
	\$ 5,009	\$ 52,604	\$ 57,613	\$ 54,349

(d) Non-current liabilities:

i. Long-term debt

Long-term debt consisting of the Trust's interest in mortgage loans are included in current and non-current liabilities of the real estate entities. These loans bear interest at rates varying between 3.2% and 6.3% and mature between January 2026 and July 2035. Loans are repayable in monthly payments of principal and interest, amortized over 25 years and secured by first charges, both fixed and floating, over the real estate entities' assets.

ii. Indemnities by joint venturers

The joint venturers of the Trust's real estate investments gave separate indemnities for mortgage proceeds totaling \$44.7 million (fiscal 2024 - \$36.9 million).

(e) Contingencies:

In June 2010, the BC Housing Management Commission (BC Housing) provided Lake View Village, a seniors housing facility located in Nelson, BC and joint venture subsidiary of the Trust, with a government grant to allow for subsidized suites. Under this agreement, Lake View Village received a forgivable loan in the amount of \$855,000,

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10. (e) Contingencies (continued)

which was applied directly to the mortgage on the property. Under the terms and conditions of the agreement, if the loan is defaulted within the first 10 years, \$855,000 is repayable to BC Housing. Thereafter, the forgivable loan amount is reduced by 1/15th per year. As at March 31, 2025, the balance of the forgivable loan was \$570,000 (fiscal 2024 - \$627,000). The Trust's share is 50%

11. INVESTMENT IN POWER FACILITIES

The Trust's investment in power facilities comprises ownership interests in four entities that are jointly controlled with Columbia Power Corporation (Columbia Power), a party related through common control by the Province. These investments are accounted for using the modified equity method. See listing of investments and consolidated entities in Note 2(b).

(a) Arrow Lakes Power Corporation (ALPC)

The Trust's wholly owned subsidiary, CBT Arrow Lakes Power Development Corp. (CBT Arrow Lakes), has a 50% ownership interest in ALPC. The purpose of ALPC is to operate the 185 megawatt (MW) Arrow Lakes Generating Station adjacent to Hugh Keenleyside Dam in Castlegar, BC, and a 48-kilometre transmission line from the power plant to British Columbia Hydro and Power Authority's (BC Hydro) Selkirk substation. ALPC sells the entitlement energy and capacity generated from this facility.

(b) Brilliant Power Corporation (BPC)

The Trust's wholly owned subsidiary, CBT Power Corp., has a 50% ownership interest in BPC. The purpose of BPC is to act as lessor of the Brilliant Dam and Generating Station (Brilliant Power Facility) and Brilliant Terminal Station assets. The Brilliant Power Facility and Brilliant Terminal Station are currently leased to FortisBC Inc., a regulated utility operating in British Columbia, according to the finance lease terms. The Brilliant Power Facility is located on the Kootenay River, three kilometers upstream of the confluence with the Columbia River in Castlegar, BC.

(c) Brilliant Expansion Power Corporation (BEPC)

The Trust's wholly owned subsidiary, CBT Brilliant Expansion Power Corp., has a 50% interest in BEPC. The purpose of BEPC is to operate the 120 MW Brilliant Expansion generation facility adjacent to the Brilliant Dam in Castlegar, BC. BEPC sells the entitlement energy and capacity generated from this facility.

(d) Waneta Expansion Power Corporation (WEPC)

The Trust's wholly owned subsidiary, CBT Waneta Expansion Power Corp. (CBT Waneta), has a 50% interest in WEPC. The purpose of WEPC is to operate the 340 MW Waneta Expansion generation facility (Waneta Expansion) adjacent to the Waneta Dam near Trail, BC, and a 10-kilometre transmission line from the power plant to BC Hydro's Selkirk substation. WEPC sells the entitlement energy and capacity generated from this facility.

The Waneta Expansion was previously owned by the Waneta Expansion Limited Partnership (WELP), of which Fortis Inc. held a 51% interest, Columbia Power a 32.5% interest, and the Trust a 16.5% interest. On April 17, 2019, the Trust and Columbia Power purchased Fortis Inc.'s 51% interest in WELP. The purchase agreement was completed through a series of transactions and amalgamations, which resulted in the creation of WEPC through a business combination to hold the Trust and Columbia Power's interest (a 50/50 partnership).

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11. (d) Waneta Expansion Power Corporation (continued)

The acquisition transaction was identified as a business combination with WEPC identified as the acquirer. A purchase price allocation was performed to measure the fair value of identifiable assets acquired and liabilities assumed by WEPC at the acquisition date. The Trust purchased additional shares (33.5%) in WEPC for the purchase price of \$651 million to have equal ownership in WEPC between the Trust and Columbia Power. The structure of this additional purchase of shares required the Trust to be responsible for 66% of the debt required for the purchase from Fortis Inc. See Note 16.

In applying the modified equity basis of accounting to its interest in WEPC, the Trust makes annual adjustments for related party transactions where the underlying investment remains within the reporting entity. The Trust's original investment in WELP of 16.5% is accounted for on a cost basis, with the additional 33.5% investment accounted for at fair value at acquisition. The entire amount of the investment is recorded at fair value within WEPC. The fair value increment on the original investment, adjusted for annual amortization of related assets, is eliminated on consolidation. WEPC adjustments in the tables below also include development costs incurred by the Trust for the purchase of Fortis Inc.'s 51% interest in the Waneta Expansion Limited Partnership.

Condensed supplementary financial information, representing the Trust's 50% interest, for investment in power facilities is as follows:

(e) Investment in power facilities:

	Current	Property,	Lease	Non-	Total	Current	Non-	Total	
	Assets	Plant & Equipment	Receivable	Current Assets	Assets	Liabilities	Current Liabilities	Liabilities	Net Assets
March 31, 2025									
ALPC* - 50%	\$ 26,395	\$ 99,414	\$ -	\$ -	\$ 125,809	\$ 10,166	\$ 133,458	\$ 143,624	\$ (17,815)
BPC - 50%	13,540	-	173,545	6,614	193,699	10,351	3,756	14,107	179,592
BEPC - 50%	4,235	93,130	-	738	98,103	677	-	677	97,426
WEPC** - 50%	21,413	799,810	-	570,373	1,391,596	4,650	489,096	493,746	897,850
	\$ 65,583	\$ 992,354	\$ 173,545	\$ 577,725	\$ 1,809,207	\$ 25,844	\$ 626,310	\$ 652,154	\$ 1,157,053
WEPC consolidation adjustment									(175,666)
									\$ 981,387
March 31, 2024									
ALPC - 50%	\$ 22,255	\$ 99,562	\$ -	\$ -	\$ 121,817	\$ 10,537	\$ 138,763	\$ 149,300	\$ (27,483)
BPC - 50%	12,532	-	170,236	6,561	189,329	8,903	10,854	19,757	169,572
BEPC - 50%	5,310	94,784	-	706	100,800	627	-	627	100,173
WEPC** - 50%	20,802	813,379	-	571,617	1,405,798	4,956	489,672	494,628	911,170
	\$ 60,899	\$ 1,007,725	\$ 170,236	\$ 578,884	\$ 1,817,744	\$ 25,023	\$ 639,289	\$ 664,312	\$ 1,153,432
WEPC consolidation adjustment									(178,693)
									\$ 974,739

*ALPC total assets for the year ended March 31, 2025, include amounts receivable from insurance recoveries of \$9.6 million (2024 - \$10.7 million), as a result of major repairs to the generating units.

**WEPC assets and liabilities contain amounts due from the owners and due to the Province for a long-term debt arrangement to fund the acquisition of Fortis Inc.'s 51% ownership in WELP. Each owner purchased additional shares to restore the ownership to the originally mandated 50/50 partnership between the Trust and Columbia Power. The Trust's share of the long-term debt is \$595.1 million (fiscal 2024 - \$604.8 million). See Note 16.

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11. (e) Investment in power facilities (continued)

	ALPC 50%	BPC 50%	BEPC 50%	WEPC 50%	Total
March 31, 2025					
Opening balance	\$ (27,483)	\$ 169,572	\$ 100,173	\$ 732,477	\$ 974,739
Adjustment	-	-	-	3,029	3,029
Dividends	(6,000)	(6,700)	(13,000)	(46,250)	(71,950)
Surplus	15,668	16,720	10,253	32,928	75,569
	\$ (17,815)	\$ 179,592	\$ 97,426	\$ 722,184	\$ 981,387
March 31, 2024					
Opening balance	\$ (40,070)	\$ 161,228	\$ 101,254	\$ 743,631	\$ 966,043
Adjustment	-	-	-	3,029	3,029
Dividends	-	(7,750)	(12,023)	(45,900)	(65,673)
Surplus	12,587	16,094	10,942	31,717	71,340
	\$ (27,483)	\$ 169,572	\$ 100,173	\$ 732,477	\$ 974,739

(f) ALPC negative equity:

In fiscal 2012, ALPC issued \$350 million principal amount Series B bonds, due in April 2041. The proceeds from the Series B bond issue were used to pay for the \$45.6 million owing on ALPC's Series A bond redemption, and the net proceeds of \$285.6 million were distributed by dividend to the owners, Columbia Power and CBT Arrow Lakes, for investment in the Waneta Expansion and future project development. The dividend to the owners created a deficit in ALPC of \$56.1 million. ALPC ended fiscal 2012 with a deficit of \$60.3 million after incurring net losses of \$4.2 million that year. Total cumulative dividends of \$284.9 million less cumulative net income of \$309.5 million since fiscal 2012 have decreased the deficit to \$35.6 million at the end of fiscal 2025. The Trust's share is 50%.

As ALPC's negative equity position has been caused by the payment of dividends rather than by operating losses, the Trust continues to record its investment in ALPC as a long-term financial asset that is recorded on a modified equity basis on the Consolidated Statement of Financial Position. The Trust's future share of ALPC's net income will reduce the negative equity balance and the Trust's future share of any additional dividends will increase the negative equity balance. Contracts entered into for the delivery of electricity over the next 20 years are expected to generate sufficient revenue and cash flow to fund on-going operations for the foreseeable future.

(g) Results of operations:

	Revenue	Finance Charges	Expenses		Total	Surplus
			Operations	Amortization		
March 31, 2025						
ALPC* - 50%	\$ 34,961	\$ 7,828	\$ 8,732	\$ 2,733	\$ 19,293	\$ 15,668
BPC - 50%	25,911	1,098	8,059	34	9,191	16,720
BEPC - 50%	18,286	7	5,979	2,047	8,033	10,253
WEPC - 50%	70,037	14,270	8,149	14,690	37,109	32,928
	\$ 149,195	\$ 23,203	\$ 30,919	\$ 19,504	\$ 73,626	\$ 75,569
WEPC consolidation adjustment						3,029
						\$ 78,598

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11. (g) Results of operations (continued)

			Expenses			
	Revenue	Finance Charges	Operations	Amortization	Total	Surplus
March 31, 2024						
ALPC - 50%	\$ 33,414	\$ 8,106	\$ 10,070	\$ 2,651	\$ 20,827	\$ 12,587
BPC - 50%	25,258	1,610	7,521	33	9,164	16,094
BEPC - 50%	18,175	7	5,197	2,029	7,233	10,942
WEPC - 50%	68,912	14,035	8,477	14,683	37,195	31,717
	\$ 145,759	\$ 23,758	\$ 31,265	\$ 19,396	\$ 74,419	\$ 71,340
WEPC consolidation adjustment						3,029
					\$	74,369

*ALPC revenues include insurance recoveries of \$12.1 million as a result of major repairs to the generating units during the year ended March 31, 2025 (2024 - \$18.1 million). Insurance recoveries include amounts for business interruption of \$11.0 million (2024 - \$15.6 million) and property damage of \$1.1 million (2024 - \$2.5 million). Operations expenses, for the year ended March 31, 2025, include major repair expenses of \$3.6 million (2024 - \$2.8 million).

(h) Non-current liabilities:

Long-term debt

ALPC has long-term debt that consists of Series B bonds due April 5, 2041. The Series B bonds are secured on a limited recourse basis by charges against Arrow Lakes Generating Station and Transmission assets, related material contracts, licenses, permits, approvals, authorizations and insurance coverage.

BPC bonds (Series A, B, C) are redeemable in whole or in part at any time before May 31, 2026, at a price equal to the greater of the principal amount then outstanding, or a price calculated to provide a yield to maturity based on the current yield of a matching-duration Government of Canada bond plus 0.30%, 0.31% and 0.23% respectively. The bonds are secured on a limited recourse basis by charges against Brilliant Dam assets and revenues.

WEPC has long-term debt that consists of Series A and B bonds maturing June 30, 2050 requiring semi-annual coupon payments and annual payments to a sinking fund for debt retirement. See Note 16.

Power facilities bonds are as follows (at the Trust's 50% interest):

	Coupon Rate	Effective Rate	2025	2024
ALPC - Series B	5.52%	5.59%	\$ 138,822	\$ 143,843
BPC - Series A	8.93%	9.06%	6,367	10,165
BPC - Series B	6.86%	7.00%	1,672	2,694
BPC - Series C	5.67%	6.39%	2,852	4,609
WEPC - Series A	2.95%	2.60%	264,932	265,346
WEPC - Series B	2.95%	2.76%	224,164	224,326
			638,809	650,983
Current portion of bonds			(12,499)	(11,694)
			\$ 626,310	\$ 639,289

Bond amounts stated above are inclusive of financing costs of \$4.3 million (fiscal 2024 - \$4.5 million).

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11. INVESTMENT IN POWER FACILITIES (continued)

(i) Contingencies

The Trust's power project operating and development activities are affected by federal, provincial and local government laws and regulations. Under its agreements with its Bondholders, ALPC and BPC have agreed to comply or cause compliance in all material respects with such laws and regulations, as well as to maintain all material franchises. Under current regulations, the venturers are required to meet performance standards to minimize or mitigate the negative impacts of their proposed projects. The impact, if any, of future legislative or regulatory requirements on specific projects and their related deferred costs cannot currently be estimated.

12. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities consist of payables and accruals for asset retirement obligations, information technology services, broadband services, employee benefits, sales taxes and administrative expenses.

13. DEBT

The Trust has two term loans secured by a collateral mortgage over real estate. The Trust has funds received from various Community Foundations for investment purposes which are classified as demand loans.

Debt shown on the Consolidated Statement of Financial Position is measured at amortized cost and is comprised of the following:

	2025	2024
Mortgages, interest rate 3.5%, maturing January 2026	\$ 668	\$ 688
Demand loans, interest rate 5.0%	2,002	5,091
	\$ 2,670	\$ 5,779

The total interest expense in the table below is included in investment initiatives expense in the Consolidated Statement of Operations:

	2025	2024
Mortgages	\$ 24	\$ 25
Demand loans	209	264
	\$ 233	\$ 289

14. DEFERRED CONTRIBUTIONS

Deferred capital contributions represent the unamortized amount of grants received from various entities for the purchase of broadband tangible capital assets. Deferred capital contributions are recognized in revenue at the same rate that amortization of the applicable tangible capital asset is recorded.

Deferred revenue represents funding received under the Community Wildfire program scheduled to be completed in a subsequent year. Deferred revenue is recognized in revenue as expenses are incurred.

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14. DEFERRED CONTRIBUTIONS (continued)

Deferred contributions at March 31 are as follows:

	Deferred Capital Contributions		Deferred Revenue		Total
March 31, 2025					
Opening balance	\$	10,942	\$	-	\$ 10,942
Contributions received		2,713		1,500	4,213
Transfers to revenue		(743)		-	(743)
	\$	12,912	\$	1,500	\$ 14,412
March 31, 2024					
Opening balance	\$	8,151	\$	1,650	\$ 9,801
Contributions received		3,398		-	3,398
Transfers to revenue		(607)		(1,650)	(2,257)
	\$	10,942	\$	-	\$ 10,942

15. DELIVERY OF BENEFITS INITIATIVES

Delivery of benefits initiatives refers to activities that the Trust undertakes to support the efforts of the people of the Basin to create a legacy of social, economic and environmental well-being. Delivery of benefits liabilities does not include future commitments. See Note 23.

		2025		2024
Liabilities, beginning of year	\$	54,666	\$	43,622
Funds authorized		60,702		54,263
Funds recovered/rescinded		(2,624)		(1,179)
Funds paid		(60,324)		(42,040)
Liabilities, end of year	\$	52,420	\$	54,666

16. DUE TO WANETA EXPANSION POWER CORPORATION

WEPC is jointly owned by the Trust's wholly owned subsidiary, CBT Waneta, and Columbia Power. WEPC is the owner of the Waneta Expansion and related transmission assets. See Note 11(d). In April 2019, the Trust purchased additional shares in WEPC (33.5%) to have equal ownership between the Trust and Columbia Power.

The structure of this additional purchase of shares requires the Trust to make payments to WEPC in an amount approximately equal to 66% of the long-term debt held in WEPC. The Trust has recorded an amount due to WEPC and this liability matches the terms of the fiscal agency loan provided to WEPC. The amount of the interest portion of the payments is \$9.1 million semi-annually, with the principal portion of the payments equal to those expected for the sinking fund contributions of WEPC to fully retire CBT Waneta's debt obligations no later than 2050. See Note 11(h).

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16. DUE TO WANETA EXPANSION POWER CORPORATION (continued)

Due to WEPC is composed of identical terms to the corresponding long-term debt held in WEPC which consists of the following debt issuances:

	2025	2024
WEPC BONDS: SERIES A		
Long-term debt (coupon rate 2.95%, effective rate 2.60%, maturing June 2050) \$	328,431	\$ 328,431
Accrued interest	2,734	2,734
Premium on long-term debt	21,416	22,010
Deferred financing costs	(1,798)	(1,849)
	350,783	351,326
WEPC BONDS: SERIES B		
Long-term debt (coupon rate 2.95%, effective rate 2.76%, maturing June 2050)	286,629	286,629
Accrued interest	2,386	2,386
Premium on long-term debt	9,687	9,949
Deferred financing costs	(1,827)	(1,876)
	296,875	297,088
Total long-term debt	651,283	652,139
Less: deferred financing costs	(3,625)	(3,725)
	647,658	648,414
Less: sinking fund balance	(47,418)	(38,486)
	\$ 600,240	\$ 609,928

Original debt issuance:

	Coupon Rate	Effective Rate	Premium	Interest and Fees	Net Proceeds	2025 Carrying Amount	2024 Carrying Amount
WEPC - Series A	2.95%	2.60%	\$ 24,757	\$ 4,840	\$ 353,869	\$ 350,783	\$ 351,326
WEPC - Series B	2.95%	2.76%	11,133	5,366	298,929	296,875	297,088
			\$ 35,890	\$ 10,206	\$ 652,798	\$ 647,658	\$ 648,414

Total interest expense for the year is as follows:

	2025	2024
Series A	\$ 9,145	\$ 9,159
Series B	8,243	8,248
	\$ 17,388	\$ 17,407

The Trust is required to make semi-annual coupon interest payments of \$9.1 million (fiscal 2024 - \$9.1 million).

Contributions are invested by the Province's Debt Management Branch. Interest earned on sinking fund investments are held within the fund for future debt retirement. Restricted interest income totaled \$1.4 million (fiscal 2024 - \$1.1 million).

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16. DUE TO WANETA EXPANSION POWER CORPORATION (continued)

Sinking fund payments over the next five years and thereafter are as follows:

2026	\$	8,050
2027		8,696
2028		9,250
2029		9,674
2030		10,080
Thereafter		339,603
	\$	385,353

17. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2025	2024
Corporate				
Land	\$ 205	\$ -	\$ 205	\$ 205
Buildings*	5,359	2,748	2,611	1,825
Tenant improvements	764	715	49	38
Automobiles	386	119	267	219
Furniture and equipment	582	511	71	47
Hardware and software	2,578	2,228	350	365
	\$ 9,874	\$ 6,321	\$ 3,553	\$ 2,699
Delivery of benefits				
Land	\$ 188	\$ -	\$ 188	\$ 290
Buildings	1,481	453	1,028	4,130
Broadband hardware	9,629	5,660	3,969	4,032
Broadband fibre optics	19,783	3,308	16,475	14,895
	\$ 31,081	\$ 9,421	\$ 21,660	\$ 23,347
Investments				
Land	\$ 3,404	\$ -	\$ 3,404	\$ 3,404
Buildings**	13,564	2,838	10,726	11,144
	\$ 16,968	\$ 2,838	\$ 14,130	\$ 14,548
Total tangible capital assets	\$ 57,923	\$ 18,580	\$ 39,343	\$ 40,594

*Corporate buildings include unamortized development costs of \$732,000 (fiscal 2024 - \$929,000) for corporate office building renovation and construction projects.

**Investments buildings include unamortized development costs of \$20,000 (fiscal 2024 - nil) for the acquisition of a new commercial property next fiscal. Investments buildings cost and net book value also include asset retirement obligations of \$603,000 and \$415,000, respectively (fiscal 2024 - \$603,000 and \$437,000).

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18. POWER FACILITIES RECOVERIES AND ADMINISTRATION

The Trust and Columbia Power implemented an Asset Management Services Agreement effective January 1, 2020, wherein the Trust provides support, on a cost recovery basis, to Columbia Power in all areas of power facility operations including human resources, accounting, payroll, records management, information technology, and other support functions. Columbia Power remains the appointed Manager of the four jointly owned power assets under this agreement. Staff are employed directly by the Trust and all employment benefits and related costs are paid by the Trust. There are no direct employees of Columbia Power.

19. GRANTS

CBBC entered into Contribution Agreements for the *Connecting BC Program*, the *Canadian Radio-Television and Telecommunications Commission Broadband Fund*, and the *Connect the Basin Program*. These programs extend and/or enhance high-capacity broadband infrastructure in rural and remote communities to provide access to quality broadband services. The *Connecting BC Program* completed in fiscal 2023 and the *Canadian Radio-Television and the Telecommunications Commission Broadband Fund* completed in fiscal 2025. The *Connect the Basin Program* is expected to be completed by spring 2027. The Trust also entered into agreements with the Province in fiscal 2023 and fiscal 2025 for Community Wildfire programs.

20. OTHER REVENUES

Other revenues for the Trust consist of the following:

Interest revenue

The Trust receives interest revenue from four loan programs and a loan to a joint venture subsidiary.

Loan programs:

The Impact Investment Fund program provides capital to businesses challenged with obtaining financing from other sources. The Small Business Working Capital Loans program supported working capital for Basin-based small businesses facing challenges related to COVID-19. The Basin Food Producer Loans program assisted food producers challenged with increased COVID-19-related demand. The Economic Development program supports business development throughout the Basin.

The Trust also provided Mount St. Francis, a joint venture subsidiary of the Trust, with a loan in fiscal 2023 for construction of a senior care facility in Nelson, BC.

Other revenue

Other revenues include external funding and fees collected for various delivery of benefits events and projects as well as loan recoveries and discounts.

Rental revenue

The Trust receives rental revenue from commercial properties located in Creston and Trail, BC.

		2025		2024
Interest	\$	548	\$	857
Other		151		118
Rental		69		70
	\$	768	\$	1,045

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21. EXPENSES

In addition to the direct benefits provided to Basin communities, the Trust has also allocated administration services and costs to each major initiative area (with the exception of CBBC) using an appropriate cost allocation methodology. In the case of CBBC and CBDC, administration costs are tracked separately and expensed directly to these initiative areas.

The following table lists the community benefits expensed, funding benefits that were recovered or rescinded, and the allocation of the Trust's administration services and costs to each initiative area:

March 31, 2025	Community Benefits	Benefits Recovered/ Rescinded	Administration Allocation	Total Expenses
Trust				
Community initiatives	\$ 38,628	\$ (2,064)	\$ 3,441	\$ 40,005
Water and environment initiatives	7,209	(195)	1,011	8,025
Social initiatives	5,722	(34)	702	6,390
Other initiatives	1,370	(266)	1,774	2,878
Economic initiatives	-	-	520	520
Investment initiatives	-	-	2,296	2,296
Youth initiatives	1,804	(6)	473	2,271
Power facilities administration	-	-	4,800	4,800
	54,733	(2,565)	15,017	67,185
CBBC				
Broadband administration	4,119	-	-	4,119
	4,119	-	-	4,119
CBDC				
Economic initiatives	1,700	(59)	-	1,641
Economic administration	150	-	-	150
	1,850	(59)	-	1,791
	\$ 60,702	\$ (2,624)	\$ 15,017	\$ 73,095

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21. EXPENSES (continued)

March 31, 2024	Community Benefits	Benefits Recovered/ Rescinded	Administration Allocation	Total Expenses
Trust				
Community initiatives	\$ 31,660	\$ (682)	\$ 3,188	\$ 34,166
Water and environment initiatives	7,887	(269)	719	8,337
Social initiatives	3,146	(74)	639	3,711
Other initiatives	3,165	(119)	1,644	4,690
Economic initiatives	-	-	779	779
Investment initiatives	-	-	1,916	1,916
Youth initiatives	2,071	-	395	2,466
Power facilities administration	-	-	4,400	4,400
	47,929	(1,144)	13,680	60,465
CBBC				
Broadband administration	3,984	-	-	3,984
	3,984	-	-	3,984
CBDC				
Economic initiatives	2,214	(35)	-	2,179
Economic administration	136	-	-	136
	2,350	(35)	-	2,315
	\$ 54,263	\$ (1,179)	\$ 13,680	\$ 66,764

The following comprises the Trust's, CBBC's and CBDC's expenses by object:

	Trust	CBBC	CBDC	Total
March 31, 2025				
Amortization*	\$ 417	\$ 1,591	\$ -	\$ 2,008
Board and committee expenses	198	6	1	205
Commercial investment expenses*	930	-	134	1,064
Communications	523	-	-	523
Corporate travel and meetings	321	8	-	329
Delivery of benefits initiatives*	52,168	-	1,641	53,809
Information technology	524	321	-	845
Network costs	-	1,177	-	1,177
Office and general	909	236	15	1,160
Professional fees	715	21	-	736
Staff remuneration and development	10,480	759	-	11,239
	\$ 67,185	\$ 4,119	\$ 1,791	\$ 73,095

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21. EXPENSES (continued)

	Trust	CBBC	CBDC	Total
March 31, 2024				
Amortization*	\$ 336	\$ 1,344	\$ -	1,680
Board and committee expenses	198	4	6	208
Commercial investment expenses*	781	-	121	902
Communications	485	-	-	485
Corporate travel and meetings	324	10	-	334
Delivery of benefits initiatives*	46,785	-	2,179	48,964
Information technology	418	357	-	775
Network costs	-	1,131	-	1,131
Office and general	914	233	9	1,156
Professional fees	387	30	-	417
Staff remuneration and development	9,837	875	-	10,712
	\$ 60,465	\$ 3,984	\$ 2,315	\$ 66,764

*Amortization of \$438,000 (fiscal 2024 - \$456,000) included in commercial investment expenses, and \$58,000 (fiscal 2024 - \$58,000) included in delivery of benefits initiatives. Delivery of benefits initiatives includes a loss on disposal of tangible capital assets of \$3.7 million (fiscal 2024 - nil).

22. CONTRACTUAL RIGHTS

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The Trust's contractual rights arise from contracts entered into for power facilities sales agreements, broadband services and projects, and real estate leases. The Trust's share of contractual rights is as follows:

	2026	2027	2028	2029	2030
Future power facilities revenue	\$ 128,813	\$ 130,638	\$ 132,114	\$ 133,428	\$ 117,059
Future broadband revenue and project funding	30,460	29,990	590	333	145
Future real estate rental revenue	5,446	4,247	3,637	3,331	2,710
	\$ 164,719	\$ 164,875	\$ 136,341	\$ 137,092	\$ 119,914

23. CONTRACTUAL OBLIGATIONS

Contractual obligations are obligations that become liabilities in the future when the terms of an agreement are met. The Trust's contractual obligations include long-term agreements related to the BPC power facility, various agreements for delivery of benefits initiatives, and broadband project costs. The Trust entered into an operating lease agreement for office space in Nakusp with terms expiring September 30, 2025. The Trust's share of contractual obligations is as follows:

	2026	2027	2028	2029	2030
Future project costs	\$ 29,530	\$ 29,240	\$ 138	\$ -	\$ -
Future power facilities capital and expenses	7,509	9,457	10,044	7,037	7,468
Future delivery of benefits expenses	232	100	-	-	-
Future office and general (rent) expense	23	-	-	-	-
	\$ 37,294	\$ 38,797	\$ 10,182	\$ 7,037	\$ 7,468

COLUMBIA BASIN TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended March 31, 2025
(Tabular amounts in thousands)

24. RELATED PARTY TRANSACTIONS

The Trust is indirectly related through common control to all Province of British Columbia ministries, agencies, crown corporations and public sector organizations that are included in the provincial government reporting entity. Any related party transactions are recorded on a cost recovery basis.

25. PUBLIC SERVICE PENSION PLAN

The Trust and its employees contribute to the Public Service Pension Plan (PSPP) in accordance with the *Public Sector Pension Plans Act* (Act). The British Columbia Pension Corporation administers the plan, including payment of pension benefits to employees to whom the Act applies. The PSPP is a multi-employer defined benefit pension plan. Under joint trusteeship, the risks and rewards associated with the PSPP's unfunded liability or surplus is shared between the employers and the plan members and will be reflected in future contributions.

The most recent actuarial valuation as at March 31, 2021 indicated that the PSPP is fully funded and is sufficient to pay the current and future lifetime pensions of all members. Contributions to the PSPP by the Trust in fiscal 2025 were \$849,000 (fiscal 2024 - \$798,000). No provision, other than the Trust's required employer pension contributions, has been made in the accounts of the Trust for this liability. The next valuation date for the PSPP is scheduled for fiscal 2026.

26. RISK MANAGEMENT

(a) Credit risk

Credit risk refers to the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Trust extends credit within its commercial loans and investments. To mitigate the Trust's exposure to credit risk, an assessment of the credit worthiness of a borrower is carried out prior to the placement of a commercial loan or investment. The Trust's exposure to credit risk is indicated by the carrying value of its commercial loans and investments.

The maximum exposure to credit risk at March 31 was:

		2025		2024
Accrued interest and other assets	\$	6,080	\$	6,754
Loans receivable		4,019		14,560
Commercial loans		30,586		33,878
Commercial investment		2,375		2,375

(b) Liquidity risk

Liquidity risk refers to the risk that the Trust will encounter difficulty in meeting obligations associated with financial liabilities. The Trust monitors and maintains its liquidity to ensure sufficient capacity to repay its financial liabilities when they become due. The Trust considers that it has sufficient liquidity to meet its financial obligations.

The maximum exposure to liquidity risk at March 31 was:

		2025		2024
Accounts payable and accrued liabilities	\$	2,510	\$	2,210
Debt		2,670		5,779
Delivery of benefits liabilities		52,420		54,666
Due to WEPC		600,240		609,928

COLUMBIA BASIN TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended March 31, 2025
(Tabular amounts in thousands)

26. (b) Liquidity risk (continued)

Financial liabilities maturity schedule:

	Carrying value	Contractual cash flow	2026	2027	2028	2029	2030	Thereafter
Accounts payable and accrued liabilities	\$ 2,510	\$ 2,510	\$ 2,510	\$ -	\$ -	\$ -	\$ -	\$ -
Debt	2,670	2,670	2,670	-	-	-	-	-
Delivery of benefits liabilities	52,420	52,420	23,507	20,309	7,163	870	442	129
Due to WEPC*	600,240	829,888	26,195	26,840	27,395	27,818	28,224	693,416

* Due to WEPC contractual cash flow includes bond sinking fund contributions and interest payments.

(c) Market risk

Market risk refers to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of market prices. Market risk comprises of three types: currency, interest rate and price.

i. Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Trust realizes all significant revenues and expenses in Canadian dollars and is therefore not significantly exposed to currency fluctuations.

ii. Interest rate risk

Interest rate risk refers to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Trust is not exposed to significant interest rate risk for current liabilities due to their short-term nature. The Trust's short-term investments and commercial loans are subject to variable interest rates. Sensitivity analyses: A change of 100 basis points in short-term investment interest rates would increase or decrease revenues by \$424,000. A change of 100 basis points in commercial loans market rates would increase or decrease revenues by \$341,000.

iii. Price risk

Price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. As the Trust's market securities portfolio is affected by global market conditions, the maximum exposure to price risk at the reporting date was:

	2025	2024
Market securities	\$ 94,832	\$ 86,376

27. BUDGETED FIGURES

Budgeted figures have been provided for comparison purposes and have been derived from the Trust's annual budget approved by the Board of Directors in January 2024.

COLUMBIA BASIN TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended March 31, 2025
(Tabular amounts in thousands)

Schedule A: Tangible capital assets additional financial information

Corporate	Land	Buildings	Tenant Improve- ments	Auto- mobiles	Furniture & Equipment	Hardware & Software	Total
March 31, 2025							
Cost							
Opening balance	\$ 205	\$ 4,424	\$ 747	\$ 303	\$ 528	\$ 2,419	\$ 8,626
Additions	-	935	17	95	54	170	1,271
Disposals	-	-	-	(12)	-	(11)	(23)
	205	5,359	764	386	582	2,578	9,874
Accumulated amortization							
Opening balance	-	(2,599)	(709)	(84)	(481)	(2,054)	(5,927)
Amortization	-	(149)	(6)	(47)	(30)	(185)	(417)
Disposals	-	-	-	12	-	11	23
	-	(2,748)	(715)	(119)	(511)	(2,228)	(6,321)
	\$ 205	\$ 2,611	\$ 49	\$ 267	\$ 71	\$ 350	\$ 3,553

Delivery of Benefits	Land	Buildings	Broadband Hardware	Fibre Optics	Total
March 31, 2025					
Cost					
Opening balance	\$ 290	\$ 4,575	\$ 8,843	\$ 17,461	\$ 31,169
Additions	-	492	786	2,322	3,600
Disposals	(102)	(3,586)	-	-	(3,688)
	188	1,481	9,629	19,783	31,081
Accumulated amortization					
Opening balance	-	(445)	(4,811)	(2,566)	(7,822)
Amortization	-	(58)	(849)	(742)	(1,649)
Disposals	-	50	-	-	50
	-	(453)	(5,660)	(3,308)	(9,421)
	\$ 188	\$ 1,028	\$ 3,969	\$ 16,475	\$ 21,660

Investments	Land	Buildings	Total
March 31, 2025			
Cost			
Opening balance	\$ 3,404	\$ 13,544	\$ 16,948
Additions	-	20	20
	3,404	13,564	16,968
Accumulated amortization			
Opening balance	-	(2,400)	(2,400)
Amortization	-	(438)	(438)
	-	(2,838)	(2,838)
	\$ 3,404	\$ 10,726	\$ 14,130

COLUMBIA BASIN TRUST
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended March 31, 2025
(Tabular amounts in thousands)

Schedule A: Tangible capital assets additional financial information (continued)

Corporate		Land		Buildings		Tenant Improve- ments		Auto- mobiles		Furniture & Equipment		Hardware & Software		Total
March 31, 2024														
Cost														
Opening balance	\$	205	\$	3,526	\$	724	\$	135	\$	510	\$	2,304	\$	7,404
Additions		-		898		23		168		18		202		1,309
Disposals		-		-		-		-		-		(87)		(87)
		205		4,424		747		303		528		2,419		8,626
Accumulated amortization														
Opening balance		-		(2,482)		(707)		(55)		(460)		(1,974)		(5,678)
Amortization		-		(117)		(2)		(29)		(21)		(167)		(336)
Disposals		-		-		-		-		-		87		87
		-		(2,599)		(709)		(84)		(481)		(2,054)		(5,927)
	\$	205	\$	1,825	\$	38	\$	219	\$	47	\$	365	\$	2,699
Delivery of Benefits		Land		Buildings		Broadband Hardware		Fibre Optics						Total
March 31, 2024														
Cost														
Opening balance	\$	290	\$	4,184	\$	7,010	\$	13,745				\$		25,229
Additions		-		391		1,833		3,716						5,940
		290		4,575		8,843		17,461						31,169
Accumulated amortization														
Opening balance		-		(387)		(4,113)		(1,920)						(6,420)
Amortization		-		(58)		(698)		(646)						(1,402)
		-		(445)		(4,811)		(2,566)						(7,822)
	\$	290	\$	4,130	\$	4,032	\$	14,895				\$		23,347
Investments		Land		Buildings										Total
March 31, 2024														
Cost														
Opening balance	\$	3,404	\$	13,544								\$		16,948
Additions		-		-										-
		3,404		13,544										16,948
Accumulated amortization														
Opening balance		-		(1,944)										(1,944)
Amortization		-		(456)										(456)
		-		(2,400)										(2,400)
	\$	3,404	\$	11,144								\$		14,548

PROCLAMATION
September 15 to September 21, 2025
Coaches Week

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

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

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

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

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



THE CORPORATION OF THE
DISTRICT OF WEST VANCOUVER
OFFICE OF THE MAYOR

September 15, 2025

Christine Boyle
Minister of Housing and Municipal Affairs
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Email: Christine.Boyle.MLA@leg.bc.ca

Dear Minister Boyle,

This letter is in response to your letter of July 24, 2025, and its enclosed Directives for West Vancouver. In the attachment we provide a detailed response to the technical issues.

The province's decision to impose mandatory directives is, in our view, an unprecedented and unacceptable intrusion into the fundamental responsibilities of local government. For more than a century, municipalities in British Columbia have held responsibility for local land use decisions, precisely because these decisions shape the very character of our communities. To remove these powers from elected local councils is not only a breach of that tradition, it is a direct erosion of local democracy.

Let me be clear: West Vancouver is not resisting housing. Quite the opposite — we have approved the zoning which in time will create thousands of new homes. This has created award-winning policies to diversify housing and demonstrated a willingness to lead on this issue. Our Council has not rejected a single housing application this term. We have sufficient zoned capacity to meet and exceed provincial targets. The reality is that housing supply is driven as much by market conditions as by zoning. No amount of provincial fiat can change that.

What is at stake here is not whether new housing will be built — it will — but whether local communities will continue to have a meaningful voice in shaping how growth takes place. Residents expect their elected councils to balance growth with livability, infrastructure, and the unique character of each community. That work cannot be replaced by directives issued from Victoria.

Equally important, the Province's directives ignore the most pressing constraint facing our community: transportation. West Vancouver and the North Shore are literally in gridlock for much of the day. This is driven by the rapid growth in the Sea to Sky corridor and the heavy volumes of

people moving through the Horseshoe Bay ferry terminal. Without urgent investment in public transit, additional density only worsens congestion, undermining quality of life and the very housing objectives the Province seeks to advance. If the Province wishes to be a partner in building sustainable communities, then addressing transit and mobility must be at the top of the agenda.

We are deeply concerned that the approach being taken in West Vancouver will set a precedent for municipalities across British Columbia. If the Province can simply override local governments on matters of land use, then no community's planning process is safe. We know that many of our colleagues in other municipalities, regardless of political stripe, share this concern.

Rather than unilateral directives, I urge the Province to adopt a true partnership approach — one that respects the democratic mandate of local councils, recognizes the diversity of our communities, and works collaboratively to meet our shared housing goals. West Vancouver remains committed to planning for housing in a thoughtful and effective way. We ask only that the Province respect the role of local government in doing so — and that it acknowledges the urgent need for transit solutions if new housing is to succeed.

We would welcome the opportunity to meet with you, not only on behalf of West Vancouver, but as part of a broader conversation with other mayors and councils across the province who are equally committed to housing solutions and equally concerned about this erosion of local responsibility.

Respectfully,

A handwritten signature in black ink, appearing to read "M. W. Sager", with a stylized, cursive script.

Mark Sager
Mayor of West Vancouver

cc: B.C. Municipalities

West Vancouver acknowledges the need for, and is supportive of, new development in our community – as part of thoughtfully planned change that responds to both the input of our residents and the context of our unique neighbourhoods. Secondly, that we have taken, are taking, and will continue to take action on housing.

This action has been guided by our 2018 OCP, the outcome of extensive community engagement, and a document the Provincial Advisor’s report describes as an “excellent official community plan”. Council has been working to implement this OCP. Examples include Local Area Plans (LAPs) for mixed-use centres along Marine Drive and in Horseshoe Bay, places we would encourage you to visit to see the significant development that has taken place; while our work across single-detached neighbourhoods, which established a maximum ownership house size with zoned density “earned back” through the inclusion of rental coach houses, achieved a Planning Institute of British Columbia Gold Award for Excellence in 2022. These kinds of initiatives have delivered new housing. Indeed, had the Province’s Housing Targets commenced one year earlier (in October 2022 versus 2023), the District would have been able to report 568 net new units for the first 12 months which would have exceeded the first and second year cumulative target (462 units).

Council is continuing to implement the OCP. This has been through development applications the OCP enables: this Council has not defeated a single application this term. And this has been through continuing LAP initiatives: this Council has approved an area development plan for over 3,700 mixed tenure housing units in Cypress Village, and the first stream of the Ambleside LAP (the Apartment Area, with a variety of supportive policies for rental, strata, and missing middle housing). These completed initiatives have already led to the formation of a dedicated implementation project team for Cypress Village; and Council direction for a private development application to proceed, in addition to Council rezoning District-owned land, for more housing in Ambleside.

West Vancouver currently has sufficient zoned capacity to meet both the provincially-determined 20-year housing needs and provincially-issued 5-year housing targets. However, in terms of the number of building permit and rezoning applications we receive, the District is restricted by the market. I would encourage you and your staff to review regional and provincial data regarding housing starts, existing unabsorbed new units, days-on-market and sales-to-new-listings ratios for resale units. West Vancouver is not immune from this market downturn. A local example would be a 201 rental unit project, which Council approved, staff processed, and that the applicant chose to let issued permits expire. In this economic climate, West Vancouver continues to advance its planning – which will include the legislated update to the OCP to provide for the additional approximate 900-unit capacity identified in the Housing Needs Report by December 31, 2025 – with the public involvement, staff diligence, and careful Council decision-making that has shaped our community since its inception.

As the incorporated local land use authority, we find the issuance of Directives runs contrary to a more collaborative partnership with the Ministry and have the following specific concerns regarding the three Directives:

Directive 1: Increase Density at Park Royal

A Taylor Way LAP, including Park Royal North, is expected to include financial, transportation, and urban design modeling – as well as community input. However, the Directive is based on defined

densities within a 400-metre radius centred on a cluster of bus stops, without indication given to the actual location, infrastructure, space, timing, or funding of a new transit hub and how this should be integrated with the new development.

Directive 2: Extend Ambleside Apartment Area DPA

The area indicated either already allows for 6-units per lot, or has already been identified for further planning work as part of the Neighbourhood Area (the third stream of the ongoing Ambleside LAP). The focus of this stream will be missing middle forms of housing. These are much-needed forms of housing, which would be made less likely (or impossible) by a Directive for waterfront-adjacent or proximate high-rise apartments.

Directive 3: Approve Proposed Ambleside Centre Local Area Plan

This proposed bylaw, the second stream of the Ambleside LAP, stems from a thorough community process addressing a broad range of issues (commercial revitalization, public realm and facilities improvements) in addition to housing. The bylaw has been presented and remains with Council to direct any modifications and consider its adoption, a fundamental prerogative of the elected representatives of West Vancouver.

Our intention is to address the areas identified in the three Directives in a way that respects our tradition of thoughtful planning, community involvement, and Council's local land use decision-making – recognizing that that this takes time beyond the Directives' imposed December 31, 2025 deadline. We continue to invite the Minister to meet with us to foster a better understanding of our initiatives and a more collaborative approach, one which would include the Province committing to move ahead with projects funded (at least in part) by BC Housing, notably Klahanie Court and Inglewood Care Centre.



City of Pitt Meadows
OFFICE OF THE MAYOR

September 12, 2025

File No: 01-0400-50/25

To: Elected Officials attending the 2025 UBCM Convention

Re: City of Pitt Meadows resolution to call on the Provincial government to raise agriculture funding in BC

Dear Colleagues:

Pitt Meadows City Council looks forward to connecting with other elected officials from across the province at the upcoming Union of British Columbia Municipalities (UBCM) 2025 Convention.

In alignment with the [City of Pitt Meadows' Strategic Plan](#) - and with this year's Convention theme, "Charting the Course" - I am writing to raise awareness of a resolution for which we are seeking your endorsement. **Specifically, we are calling on the Government of British Columbia to increase funding for agriculture across the province.**

The City of Pitt Meadows continues to advance the priorities identified in our [Agricultural Viability Strategy](#). However, according to the B.C. Agricultural Council (BCAC), B.C.'s five-year average of public spending on agriculture, as a share of agriculture's contribution to GDP, was approximately 2.5 percent—the lowest among all provinces, and far below the Canadian historical average of 12 percent. A meaningful increase in provincial funding would provide much-needed programs and supports to strengthen the agricultural sector and ensure its long-term viability.

Therefore, we are asking that you vote in favour of Resolution EB89 – Increased Ministry Funding for Agriculture. This resolution received endorsement from the Lower Mainland Local Government Association (LMLGA) at its 2025 convention, and we are now eager to seek support from the UBCM membership.

/...2

A copy of the resolution is attached to this letter and can also be found at the link below.

In Pitt Meadows, we are committed to a thriving and resilient agricultural sector. Increasing investment in agriculture is imperative to ensure the long-term sustainability of our farms, food producers and rural communities.

By aligning funding with the national average, the Province can demonstrate its commitment to a resilient, thriving agricultural sector that supports families, businesses and food security for all British Columbians. We hope to receive your endorsement.

For more information, please visit www.pittmeadows.ca/ubcm-resolution-2025.

Thank you in advance for your support,

Yours Truly,

A handwritten signature in blue ink, appearing to read 'NM', is positioned above the printed name of the Mayor.

Nicole MacDonald
Mayor

cc: Pitt Meadows City Council
CAO Mark Roberts, City of Pitt Meadows

Attach: Excerpt from 2025 UBCM Resolutions Books
Backgrounder – Increased Provincial Funding for Agriculture

Excerpt from the 2025 UBCM Resolutions Book

[from p. 104/105...]

EB89 Increased Ministry Funding for Agriculture Pitt Meadows

Whereas provincial funding for agriculture in British Columbia as a percentage of the sector's contribution to Gross Domestic Product (GDP) is the lowest in Canada;

And whereas an increase to the Ministry of Agriculture and Food's budget would demonstrate the province's commitment to food security and the sustainability of agriculture:

Therefore be it resolved that UBCM call on the provincial government to raise agriculture funding in BC to the national average to support much-needed investments in the agricultural sector.

Endorsed by the Lower Mainland Local Government Association

UBCM Resolutions Committee Recommendation: **Endorse**

UBCM Resolutions Committee Comments:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2014-B29 that requested "the provincial government raise(s) agriculture funding in British Columbia to the national average."

In addition, the Committee notes that the membership has endorsed several resolutions that seek to support farming and agriculture through a variety of means, including:

- *2024-NR70 which asked the ALC to update event rules to ensure that farming is the primary use of ALR lands;*
- *2024-NR51 which asked the federal and provincial governments to prioritize funding for regionally tailored agricultural research to develop sustainable solutions for diverse farming challenges across British Columbia;*
- *2018-B105 which sought taxation reform measures to prioritize and promote the use of Agricultural Land Reserve lands for primary 'farm uses'; and*
- *2014-A3 which asked the Province, in part, to identify and implement additional measures that will increase the viability of farming and food production in BC.*

The Committee also notes that the membership has endorsed several resolutions calling on the Province to ensure food security for British Columbians (2023-NR61, 2022-NR8, 2021-EB70, 2020-EB78, 2019-B66, 2011-B100, 2011-B101).

BACKGROUND

Proposed UBCM Resolution: Increased Ministry Funding for Agriculture

Proposed Resolution:

WHEREAS provincial funding for agriculture in British Columbia (BC) as a percentage of the sector's contribution to Gross Domestic Product (GDP) is the lowest in Canada;

AND WHEREAS an increase to the Ministry of Agriculture and Food's budget would demonstrate the province's commitment to food security and the sustainability of agriculture;

THEREFORE BE IT RESOLVED that UBCM call on the Provincial government to raise agriculture funding in BC to the national average to support much-needed investments in the agricultural sector.

The lack of agriculture funding in BC was last raised as an issue at UBCM in 2014 (see [Resolution Number B29](#)).

In BC Agricultural Council's (BCAC) [BC Agriculture Sector Strategic Priorities](#) (released in 2024), the five year average of public spending as a portion of agriculture's contribution to GDP was reviewed for each province, and BC was last in provincial investment in agriculture, at approximately 2.5% (see Table 1 below):

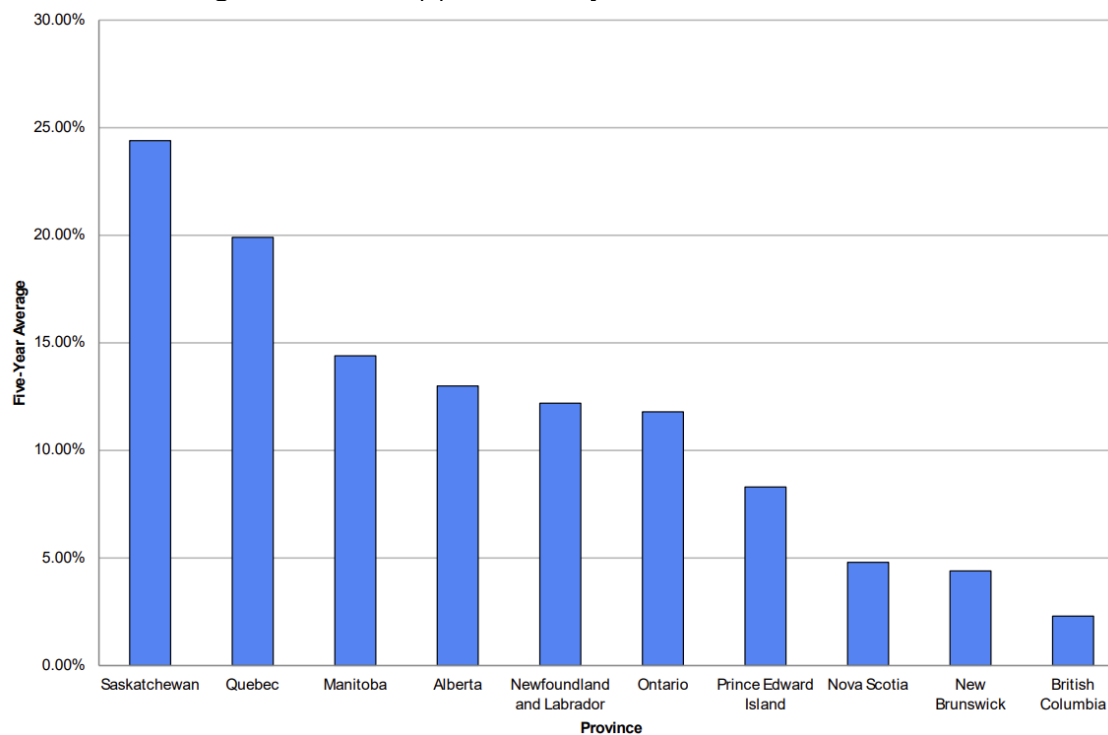


Table 1 – Five-Year Average of Public Spending on Agriculture by Province

The Canada-wide historical average of direct investment in agriculture is approximately 12%. Addressing this investment gap in BC would help level the playing field for BC producers and help to keep them in BC, rather than being attracted to other provinces where agriculture is prioritized.

An increase in provincial agricultural funding could be invested in much needed programs and support for:

- Regional water sustainability plans, agricultural water reserves, and upgrades to water infrastructure storage to help alleviate the increasing water shortages brought on by climate change;
- Emergency management programs and training for agricultural liaisons during emergency events, which are becoming more frequent due to climate change;
- Programs to provide immediate economic relief for producers who have experienced adverse climate and emergency events;
- Incentives, funding programs, and tax exemptions to enhance the viability of the agricultural sector;
- Programs for wage subsidies for farm workers to ensure a stable labour force; and
- Additional Ministry staffing to support the above-mentioned programs and improve much needed regulatory enforcement.

The economic viability of farming is in jeopardy in BC. Increasing the amount of funding invested into supporting agriculture would help keep producers in BC, keep the sector viable, and protect local food security.

From: Denise O'Connor <doconnor@lytton.ca>
Sent: September 15, 2025 6:21 AM
To: Denise O'Connor <doconnor@lytton.ca>
Subject: Small Communities Representative - UBCM2025

This email is intended for any Mayor and Councilors who are attending the UBCM Convention next week.

Good morning and Happy Monday,

With the UBCM Convention 2025 just a week away, I'm reaching out to Mayors and Councils from small communities (population under 2500) to let you know that I am again running for the position of Small Communities Representative on the UBCM Board for 2025-2026.

This past year I was honored to be your representative bringing the small/rural municipal perspective to the board and committee conversations and also to the work of advocacy with provincial government and UBCM policy development.

As one of the twenty executive board members, I would be honored to be re-elected as Small Communities Representatives for a second year in a row and ask that you please consider voting for me.

On another note, you may or may not be aware but the "app" for UBCM 2025 is now available to download onto your phone. Find the information here:

<https://www.ubcm.ca/node/88373>

I look forward to seeing you in Victoria!

Denise



Mayor Denise O'Connor

Village of Lytton

The Village of Lytton respectfully acknowledges that we are located on the unceded traditional ancestral territory of the Nlaka'pumux People.



15 September 2025

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

Dear Mayor and Council:

Re: British Columbia Youth Parliament, 97th Parliament

The British Columbia Youth Parliament will hold its 97th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2025.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a “youth of the year” award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$545** registration fee. Thanks to private donations and fundraising, a portion of the cost is subsidized and includes transportation and accommodation for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need.

If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant’s chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

This year, the application is an online application and can be found on our website at <https://bcyp.org/applying/>. I have included a brochure about BC Youth Parliament with this letter. Our promotional poster is also available online on our website, which I encourage you to display in your school, and to make the application form and brochure available to interested students. If you require more forms, please feel free to make copies, and if you require more brochures or posters, please contact me.

All application forms must be received by October 31, 2025. Selected applicants will be notified in mid-November. If you require more information, please contact me by e-mail as indicated above. You may also visit our website at www.bcyp.org.

Yours truly,

Ambrose Yung
Registrar, Youth Parliament of BC Alumni Society



Doug Slater
Vice President
Indigenous Relations and Regulatory Affairs

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September 16, 2025

Dear Mayor and Councillors,

We look forward to seeing you at the UBCM conference next week. It has been a busy year that has brought many challenges including heightened trade tensions that are generating uncertainty about our economic security. These pressures highlight the importance of building energy resiliency here at home and collaborating to advance technologies and energy solutions that can benefit our communities.

FortisBC is proud to be B.C.'s largest integrated energy provider, delivering natural gas and electricity and continuing to acquire renewable and lower-carbon energy to communities across the province. Guided by our commitment to sustainability, we invest, operate and continuously improve our business, providing energy safely, affordably and reliably. We value our collaboration with local governments and Indigenous communities and remain dedicated to serving nearly 1.3 million customers across 135 communities and 58 First Nation communities across 150 Traditional Territories.

We share the goals of local government to build infrastructure in communities that is affordable, reliable and takes steps to help lower emissions. We believe these goals can best be achieved by making full use of both the gas and electricity systems to deliver practical, cost-effective solutions. Together, these systems provide the flexibility and resilience that neither can achieve alone, ensuring British Columbians have safe and dependable energy even during peak demand and extreme weather.

On the coldest day of the year in January 2024, FortisBC's gas system delivered nearly twice the energy of all electricity providers combined, underscoring the essential role of both systems in keeping homes warm and businesses running. Using the infrastructure we already have in this way eases the challenge of serving new loads like transportation. As an example, use of FortisBC's EV charging network grew by more than 40 per cent in 2024.

We continue to invest in energy efficiency and new technologies to help customers take steps to lower their associated emissions and manage their energy costs. By 2027, we plan to invest \$690 million in demand-side management programs, to help our customers use less energy and lower their emissions. For example, in 2024 we invested \$24 million in deep energy retrofit pilot projects, and through our dual fuel rebate program, we are helping households adopt systems that combine electric heat pumps with high-efficiency gas furnacesⁱ, ensuring comfort, lower emissions and reliability even in cold snaps.

Renewable Natural Gasⁱⁱ (RNG) is another important part of our strategy. By capturing methane from landfills, farms and wastewater treatment plants, RNG helps lower emissionsⁱⁱⁱ that would otherwise escape into the atmosphere. It blends seamlessly into our existing gas system without requiring customers to replace their appliances. As of

July 2025, most of our customers have three per cent of their gas use designated as RNG, and we have added new supply projects at the Hartland Landfill in Victoria and the Vancouver Landfill in Delta.

We are modernizing our system through initiatives such as our Gas Advanced Metering Infrastructure project, which will replace over one million meters by 2028. This upgrade will enhance safety and help our customers make informed decisions about their energy use.

The communities we serve across B.C. are also the places we call home. We're passionate about supporting initiatives that make a positive difference. Through our Community Investment Program, FortisBC provides funding for a variety of grassroots initiatives that work towards improving communities and a stronger, thriving B.C. In 2024, we invested a total of \$5.6 million; these investments come from our [Community Investment Program](#) donations, in-kind contributions and sponsorships.^{iv}

Our commitment to Indigenous Relations guides us as we build a shared energy future. We are proud to have earned Silver-level certification in the Partnership Accreditation in Indigenous Relations program, which recognizes meaningful action in employment, business development, leadership and community relationships. Serving 58 First Nations communities across the province, we remain committed to reconciliation through respectful engagement, shared opportunities and lasting partnerships.

We welcome the opportunity to meet you during the UBCM Convention in Victoria next week to discuss how we can work together on the priorities that matter most to your community.

Sincerely,



Doug Slater
Vice President
Indigenous Relations and Regulatory Affairs

ⁱ A gas furnace that operates at 95 per cent efficiency or above.

ⁱⁱ FortisBC uses the term renewable and lower carbon gas to refer collectively to the lower carbon gases or fuels that the utility can acquire under the Greenhouse Gas Reduction (Clean Energy) Regulation, which are: Renewable Natural Gas (also called RNG or biomethane), hydrogen, synthesis gas (from wood waste) and lignin. FortisBC's renewable and lower carbon gas portfolio currently includes only Renewable Natural Gas. Other gases and fuels may be added to the program over time. Depending on their source, all of these gases have differing levels of lifecycle carbon intensity. However, all of these gases are lower carbon when compared to the lifecycle carbon intensity of conventional natural gas. The current burner tip emission factor of RNG is 0.27 grams of carbon dioxide equivalent per megajoule of energy (gCO₂e/MJ) and the current renewable and lower carbon gas portfolio lifecycle emissions for stationary combustion are -22 gCO₂e/MJ. This is below B.C.'s lifecycle carbon intensity threshold of 30.8 gCO₂e/MJ as set out in the [2024 Greenhouse Gas Reduction Regulation amendments](#).

ⁱⁱⁱ When compared to the lifecycle carbon intensity of conventional natural gas. The burner tip emission factor of FortisBC's current Renewable Natural Gas (also called RNG or biomethane) portfolio is 0.27 grams of carbon dioxide equivalent per megajoule of energy (gCO₂e/MJ). FortisBC's current RNG portfolio lifecycle emissions for stationary combustion are -22 gCO₂e/MJ. This is below B.C.'s lifecycle carbon intensity threshold of 30.8 gCO₂e/MJ as set out in the [2024 Greenhouse Gas Reduction Regulation amendments](#).

^{iv} Source: [FortisBC's 2024 Sustainability Report](#), page 24.

Andrea Reimer

From: Front Desk <reservations@kaslohotel.com>
Sent: Tuesday, September 16, 2025 11:30 AM
To: Admin Mailbox
Cc: Frank Nardi
Subject: Municipal Docks unavailable for tourists

Follow Up Flag: Follow up
Flag Status: Flagged

To whom it may concern,

We had a call from potential guests named Chris & Brian Hittel of Okanagan Falls who usually visit our area for 4-6 weeks at a time, twice a year and have done so for the past 40 years. They find themselves unable to now because of the lack of available dock space at the Municipal Dock. This is not the first time it has been an issue for tourists arriving via boat to our town. This is a big problem for our community. Many businesses rely on tourists visiting throughout the year and if they are unable to get in via boat we (Kaslo businesses) lose that revenue. We are hoping something can be done to move problem boats to make space for potential guests and patrons.

You can reach Chris [REDACTED] and Brian [REDACTED] for any further information regarding this matter.

Thank you for your consideration.

Kaslo Hotel



From: Phil Perras <[REDACTED]>
Sent: September 16, 2025 10:28 AM
Subject: Accountability in Policing and Senior Government: Why Municipal Unity Matters
Attachments: Philip Perras Call for Municipal Unity.pdf
Follow Up Flag: Follow up
Flag Status: Completed

Dear Mayor and Council,

I am writing to you and the UBCM today on a matter of urgent public interest that directly affects every municipality in British Columbia.

Recent [investigative reporting](#) by Canadian journalist Sam Cooper stated that the United States Drug Enforcement Administration (DEA) provided Canadian authorities with intelligence on fentanyl precursor shipments as early as 2022, according to U.S. officials. Despite these warnings, the RCMP allegedly refused to cooperate with U.S. law enforcement and delayed meaningful action for nearly two years. When Canadian police finally acted, they allegedly did so without informing the DEA beforehand. DEA Administrator Derek Maltz reportedly described the RCMP's conduct as "disgusting."

This is not just a diplomatic criticism. It is a message to Canadians that federal enforcement agencies are failing to protect our people from transnational crime while senior governments shift blame downward. Rather than accept accountability, federal and provincial governments have allowed a narrative to take root: that municipalities are responsible for the visible consequences — homelessness, overdoses, and disorder.

But local governments do not set border policy, license labs through Health Canada, or control RCMP cooperation with international partners. Yet it is municipalities left holding the bag: facing strained budgets, reputational damage, and broken communities. It is our streets, our shelters, and our emergency room staff that bear the visible burden of these systemic failures.

Meanwhile, both the provincial and federal governments continue to pursue business with China — including the purchase of ferries worth over half a billion dollars — while fentanyl from the same source floods our communities. The contradiction is stark: municipalities are left under-resourced and scapegoated, while senior governments profit from trade relationships that undermine community safety. This is victim-blaming dressed up as policy.

And imagine this: you may not even know if a fentanyl "superlab" is operating within your municipal boundaries right now. These facilities do not sprout in Ottawa or Beijing — they surface in our towns, our industrial parks, or behind unassuming storefronts. When senior governments and the RCMP fail to act, it is our local services that are left to shoulder the burden.

We must reject this scapegoating. Our residents — including those suffering from addiction — are victims, not villains. Addiction is a public health issue, not a crime to be punished with stigma. Yet stigma remains the default tool of deflection for senior officials and the RCMP. Worse still, it appears that our own municipal forces have at times mirrored these tactics.

Former Mayor Richard Atwell himself reported harassment while in office, alleging routine targeting by Saanich Police. Local media, such as the *Times Colonist*, then appeared to [echo SPD's stigmatizing framing](#),

dismissing community concerns as conspiracy or instability, according to a later report by publisher of *Focus Magazine*, David Broadland. These tactics silence legitimate questions, shield misconduct, and prevent accountability.

The lesson is clear: the problem is not confined to the border or the RCMP. When a sitting mayor is harassed by municipal police, when journalists are charged for asking uncomfortable questions, and when stigma is wielded as a weapon, the rule of law itself is undermined. The respect due to titles such as “His Worship” or “Your Honour” becomes meaningless when authorities like SPD — or their regulator, the OPCC — act above accountability.

This is why municipal unity matters. Municipalities cannot solve these complex, national problems alone. But municipalities can act together. Collective action strengthens our voice in demanding transparent cooperation with international partners, proper resourcing for emergency services, and oversight mechanisms that actually work. Municipal unity is the practical alternative to being scapegoated: coordinated advocacy, shared strategies, and mutual support protect residents more effectively than isolated efforts.

The Path Forward

Municipalities must stand together. By uniting, councils can:

- Acknowledge the true source of the crisis — systemic failures at the federal and provincial level — and reject narratives that scapegoat municipalities.
- Share strategies and stand in solidarity, recognizing that those affected by addiction are victims of systemic neglect, not moral failure.
- Demand accountability in local policing and media, which should serve the community rather than stigmatize it.
- Advocate collectively for senior governments to stop passing blame downward and to address the real enablers of organized crime.

When U.S. officials call Canadian policing “disgusting,” it should be a wake-up call. The failures are systemic — from RCMP stonewalling, to SPD’s treatment of its own mayor, to media that reinforces stigma instead of truth. Local governments cannot afford to remain divided or silent.

By uniting, municipalities can change the narrative, demand accountability at every level, and protect their citizens from both organized crime and institutional misconduct. Municipal unity that is truly for Canadians is worth standing up for — and worth keeping an eye on: who is stepping forward, and who is not.

I would like to draw attention to the leadership shown by Mayor Doug Kobayashi of the City of Colwood, who persevered through stigma and took matters into his own hands by launching a municipally-run family medicine clinic. By hiring its own doctors, providing full benefit packages, and offering primary care to residents who lacked access, Colwood has set a standard of proactive local governance.

Other municipalities should look to this model as evidence that when senior governments fail to act, local innovation can fill critical gaps. Municipal unity means not only standing together to demand accountability, but recognizing and lifting up the successes we already have—so we can replicate them and create solutions for all communities.

I want to close by praising those municipal leaders who have taken it upon themselves to inform others and host discussions that shine a light on these issues. Leaders like Mayor Sid Tobias of the Township of View Royal have shown how municipal initiative can build shared understanding and strengthen unity. Staying informed is paramount to staying safe and protecting our communities.

I thank you for your time.

Sincerely,
Philip Perras - Investigative Journalist

PS. Attached is a copy of the email specially formatted to follow the submission guidelines of some of our province's municipalities.



September 18, 2025

To Whom it May Concern:

RE: Potential 2026 TIPPING FEE INCREASE

The Regional District of Central Kootenay (RDCK) staff feel it pertinent to inform municipalities and contractors of a potential 3-9% increase in tipping fees for 2026.

A 3-5% increase in 2026 is already included in the approved 2025 Financial Plan, and an additional 4% is being considered as a recommendation from the recently completed Cost Recovery through Tipping Fees Analysis. The RDCK strives to be a user-pay waste system so that those that create waste pay for its management, not all taxpayers.

This notification is to serve as a precaution for adjusting municipal budgets and quotes in the private sector.

Affected waste categories, as defined in the bylaw, may include but are not limited to Mixed Waste and other landfilled materials and certain diverted materials including Organic Waste and some recyclable materials.

Staff will bring recommended changes to upcoming budget meetings, however the final decision will rest with the RDCK Board of Directors. Pending final approval by the RDCK Board, any changes to tipping fees would become effective January 1, 2026.

If you have any questions please contact Todd Johnston, Environmental Coordinator, at 250.352.1523 or tjohnston@rdck.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Wilson", with a stylized flourish at the end.

Amy Wilson, B.Sc., ASCT
Resource Recovery Manager

AW/jlf

cc: Todd Johnston, Environmental Coordinator

From: Admin Mailbox
Subject: Vote YES to NR97: Fix the Burden of Delinquent Property Taxes

From: Linda Brick <linda.brick@merritt.ca>
Sent: September 17, 2025 4:46 PM
To: Admin Mailbox admin@kaslo.ca
Subject: Vote YES to NR97: Fix the Burden of Delinquent Property Taxes

Dear Mayor and Council,

The following message is sent out on behalf of the City of Merritt Mayor and Council for your consideration in advance of the upcoming UBCM convention:

Re: NR97 Burden of Delinquent Property Taxes

Municipalities cannot afford to carry the weight of delinquent property taxes year after year.

At the Union of BC Municipalities Convention, September 22 to 26, 2025, in Victoria, Resolution **NR97**, sponsored by the City of Merritt and endorsed by the Southern Interior Local Government Association, calls on the Province of British Columbia to:

- Revise the **Community Charter** by reducing the number of years a property owner can be in arrears on their property tax before action can be taken.
- Implement a **province-wide, cost-effective solution** to help municipalities recover taxes owed on mobile (manufactured) homes, and revise the **Local Government Act**, the **Manufactured Homes Act**, and related legislation accordingly.

Why this matters:

- Current legislation allows taxpayers to go delinquent for **three years**, putting unnecessary strain on local governments.
- For mobile homes, the situation is worse: municipalities have **no effective tax sale mechanism**, leaving them unable to collect what is owed.
- Uncollected taxes directly impact municipal budgets, forcing either **service cuts** or **higher tax increases** for other residents.
- UBCM members have consistently called for reforms (1994, 1995, 1999, 2005, 2012, 2016, 2018), showing this is a long-standing, unresolved issue.

By voting **YES** to Resolution NR97 at UBCM 2025, you're helping municipalities across B.C. protect essential services, ensure fairness for taxpayers, and strengthen local financial stability.

Together, we can reduce the burden of delinquent property taxes and ensure municipalities have the tools they need to serve their communities effectively.

P.S. Voting YES means supporting fairness: everyone pays their share, and municipalities can deliver the services our residents depend on.

Bonjour,

Les municipalités ne peuvent pas supporter indéfiniment le poids des taxes foncières en souffrance.

Au congrès de l'Union des municipalités de la Colombie-Britannique, qui se déroulera du 22 au 26 septembre 2025 à Victoria, la résolution **NR97**, proposée par la Ville de Merritt et appuyée par l'Association des gouvernements locaux de l'intérieur sud, demande à la Province de la Colombie-Britannique de :

- Réviser la **Community Charter** afin de réduire le nombre d'années pendant lesquelles un propriétaire peut accumuler des arriérés de taxes foncières avant qu'une mesure de recouvrement soit possible.
- Mettre en œuvre une **solution rentable à l'échelle provinciale** permettant aux municipalités de récupérer les taxes impayées sur les maisons mobiles (préfabriquées), et réviser la **Local Government Act**, la **Manufactured Homes Act** et d'autres lois connexes en conséquence.

Pourquoi est-ce important ?

- La législation actuelle permet aux contribuables de rester en défaut pendant **trois ans**, ce qui crée une pression inutile sur les gouvernements locaux.
- Pour les maisons mobiles, la situation est encore pire : les municipalités n'ont **aucun mécanisme efficace de vente pour taxes impayées**.
- Les taxes non perçues affectent directement les budgets municipaux, ce qui entraîne soit des **coupes de services**, soit des **hausse de taxes** pour les autres contribuables.
- Les membres de l'UBCM demandent des réformes depuis longtemps (1994, 1995, 1999, 2005, 2012, 2016, 2018), ce qui montre qu'il s'agit d'un problème récurrent et non résolu.

En votant **OUI** à la résolution NR97 au congrès de l'UBCM 2025, vous aiderez les municipalités de la C.-B. à protéger les services essentiels, à assurer l'équité entre contribuables et à renforcer leur stabilité financière.

Veuillez recevoir nos meilleures salutations,

P. S. Voter OUI, c'est soutenir l'équité : chacun paie sa part, et les municipalités peuvent continuer à offrir les services dont nos résidents dépendent.

Karissa

From: CFD Info CFD:EX <MCF.Info@gov.bc.ca>
Sent: September 19, 2025 3:49 PM
To: Admin Mailbox
Subject: Letter from the Honourable Jodie Wickens, Minister of Children and Family Development

VIA E-MAIL

Ref: 301171

Mayor Suzan Hewat
Village of Kaslo
E-mail: admin@kaslo.ca

Dear Mayor Hewat and Council:

As Minister of Children and Family Development, I am delighted to once again proclaim October as Foster Family Month in British Columbia. It is my honour to take this opportunity to express my gratitude for the important work of both family and foster caregivers, and to thank them for their unwavering commitment and dedication to British Columbia's children and youth in care. This October will mark the 35th Foster Family Month in British Columbia.

Caregivers of all kinds show incredible kindness and generosity in opening their hearts and homes and sharing their lives with vulnerable children and youth. By providing a safe and nurturing environment for these young people, not only do they help them cope with what can be very difficult times, they also help them begin to heal and work through the challenges they have experienced. Over the years, I have met many amazing caregivers whose compassion and dedication to the children and youth they care for has left a lasting impression on me.

Please join me in celebrating these caregivers for the crucial role they play in all our communities, and for the selfless work they do for the children, youth, and families of British Columbia.

Sincerely,

Jodie Wickens
Minister of Children and Family Development

Sent on behalf of the Minister by:

 **Client Relations Branch**
Executive Operations
Ministry of Children and Family Development

This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.



Dear Mayor and Council

Re: Invitation to Save Our Streets media event at BC legislature during UBCM (Sept. 24.)

Please arrive by 12:10 pm to be included in a group photo for media purposes.

As you may know, on Wednesday, September 24 at 12:20 pm, Save Our Streets is hosting a media event with BC mayors and councillors on the front steps of the BC Legislature. The goal of the event is to stress to the Province and federal government that crime, violence and public disorder, much of it caused by addictions and mental illness, are affecting communities of all sizes and in all regions of B.C. and that addressing them requires an immediate, non-partisan, comprehensive, and coordinated response.

Please consider joining those already registered, including the incoming President of UBCM, 19 mayors (Abbotsford, Burnaby, Coquitlam, Delta, Kelowna, Township of Langley, Merritt, Nanaimo, New Denver, North Cowichan, Pitt Meadows, Port Coquitlam, Prince George, Quesnel, Salmo, Sechelt, Victoria and Williams Lake) and 11 councillors (Armstrong, Burnaby, North Vancouver, Parksville, Port Coquitlam, Prince George, Ucluelet, Vancouver, Vancouver and Surrey).

We hope you can join us as the robust participation of municipal officials from around the province will help drive home the message that incremental solutions are not working and long-term solutions to these issues will only come through evidence-based transformational change.

Our event will take place just a block away from the UBCM venue and is expected to take no more than 30 minutes. SOS co-founder Jess Ketchum will act as MC and following a brief overview of SOS and the challenges facing B.C. communities, several mayors will speak to the issues from their local perspective.

To confirm your attendance, or for more information, please visit www.SaveOurStreets.ca or contact Greg Descantes at 604-417-1379 or gdescantes@pacegroup.com. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jess Ketchum', written over a horizontal line.

Jess Ketchum
Co-founder
Save Our Streets

A handwritten signature in black ink, appearing to read 'Clint Mahlman', written over a horizontal line.

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

Karissa

From: Emily Pickett <emily@vancouverhumanesociety.bc.ca>
Sent: September 20, 2025 2:23 PM
To: Emily Pickett
Subject: Please endorse UBCM resolution NR75
Attachments: VHS submission-UBCM resolution NR75.pdf

Dear Mayor and Council,

As the 2025 Union of BC Municipalities (UBCM) convention approaches, **the Vancouver Humane Society (VHS) encourages your council to support UBCM Resolution NR75**, which calls on the provincial government to regulate mobile live animal programs, such as traveling petting zoos and exotic animal expos, and to strengthen regulations relating to exotic animals in British Columbia.

The VHS supports Resolution NR75 and encourages your UBCM delegates to **vote in favour** during the convention. By endorsing this resolution, your municipality will be joining others across the province in calling for a more compassionate and responsible approach to animal care, public health and safety, and ecological protection.

Please see the attached letter with more information about this topic, including background and rationale for supporting the resolution. Please don't hesitate to reach out if you have any questions or would like to discuss the issue further.

Thank you for your continued leadership in building safer, more humane communities.

Warm regards,

Emily Pickett (she/her)
Campaign Director
Vancouver Humane Society
www.vancouverhumane.ca

Listening, learning, and unlearning on unceded xʷməθkʷəy̓əm (Musqueam), skwxwú7mesh (Squamish) & selílwitlh (Tsleil-Waututh) territories.

UBCM Resolution NR75 – Mobile Live Animal Programs

Submission from Vancouver Humane Society (VHS)

Summary

- **VHS position:** The VHS supports UBCM resolution NR75, which calls on the Province of British Columbia to regulate mobile live animal programs and to update the Controlled Alien Species Regulation (CASR) to equally prioritize animal welfare considerations alongside public safety, and prohibit the import, keeping, breeding and transport of all exotic species.
 - The VHS recommends that the Province update the CASR by implementing a positive list framework that allows only species proven suitable as pets based on welfare, health, and environmental criteria. Criteria should be informed by the use evidence-based tools, such as the EMODE pet scoring system, to determine suitability.
- **Mobile live animal programs:** MLAPs can take many forms, including travelling petting zoos, presentations, and events. They involve the transport of animals to a location for display, public entertainment, or sale to the public, and feature a variety of different animals, including exotic animals (wild animals not native to BC).
- **Animal welfare concerns:** MLAPs pose a number of animal welfare risks, including frequent travel to and from events; disruption of normal behaviour; inappropriate animal housing; and public handling of animals. Exotic animals, whether wild-caught or captive-bred, retain their complex social, physiological and behavioural needs that they would have in the wild. Meeting the complex needs of many exotic species is unrealistic to near impossible for most people, making them inappropriate pets. Failure to meet exotic animals' needs can lead to chronic stress, suffering and compromised health.
- **Public health risks:** Approximately 75% of emerging infectious diseases are zoonotic (transmitted from animals to people). MLAPs and the exotic pet trade present a risk for zoonotic disease spread due to factors including more animal species and numbers; species mixing; close human contact; less structure/scrutiny.
- **Environmental & community impacts:** Accidental or intentional release of exotic pets can introduce invasive species, harming biodiversity and exacerbating climate change impacts. Abandoned and surrendered exotic pets place additional strain on already overwhelmed shelters, rescues, and veterinary services, which may also not have the specialized knowledge and expertise to house and care for such a wide range of exotic species.
- **Lack of educational value:** While MLAPs are often marketed as being educational, this claim is highly disputed. These programs may send the wrong message to the public by normalizing the notion that animals exist for our amusement and the removal of animals

from their habitat may undermine their complex care and needs and inadvertently promote irresponsible ownership.

- **Public sentiment:** Polling shows strong opposition to exotic pet trade and support for stronger protections.
- **Gaps in current provincial regulation:**
 - There are no provincial government regulations in place that are specific to mobile live animal programs and there is a lack of consistent and enforceable standards for keeping, breeding, and trading exotic pets.
 - Existing Controlled Alien Species Regulations focus on dangerous species but do not consider animal welfare and many zoonotic disease risks.

Introduction

The Vancouver Humane Society (VHS) is a registered charity advocating for humane animal treatment. Since the 1980s, the VHS has worked to address the use of animals in entertainment and the trade and possession of exotic animals* as a significant animal welfare, environmental, and public health issue.

*Exotic animals: non-domesticated, non-native wild species, whether wild-caught or captive-bred (BC SPCA definition).

Background

Mobile live animal programs

Mobile live animal programs (MLAPs) can take many forms, including travelling petting zoos, presentations, and events. They involve the transport of animals to a location for display, public entertainment, or sale to the public, and feature a variety of different animals, including exotic animals (wild animals not native to BC), such as spiders, snakes, lizards, and tortoises. MLAPs often take place at birthday parties, school presentations, and corporate or public events.ⁱ

The scale of the exotic animal trade

The global wildlife trade is a multi-billion dollar industry that includes the exotic pet trade in Canada.ⁱⁱ Between 2007 and 2017, more than 23 million wild animals were imported into Canada for commercial or personal reasons.ⁱⁱⁱ According to research by World Animal Protection, there are 1.4 million exotic animals kept as pets in Canada, including 478,648 birds, 462,893 reptiles and 342,250 mammals.^{iv} The research estimated 191,490 exotic pets are kept in British Columbia.

Animal welfare impacts

Exotic animals, whether wild-caught or captive-bred, retain their complex social, physiological, and behavioural needs that they would have in the wild. Attempting to replicate their natural environment in a captive setting is incredibly challenging and failure to meet their needs can significantly compromise their overall health and welfare.

The EMODE Pet Score system (Easy, Moderate, Difficult, Extreme) was developed by scientists and vets to assess the suitability of different animals as pets, based on how challenging they are to keep.^v Many species commonly displayed and sold to the public at exotic pet expos in BC are rated as difficult to extreme, meaning that providing appropriate care for these animals is unrealistic to near impossible for most people. This includes species such as crested, gargoyle and day geckos; hognose snakes, kingsnakes, carpet pythons, blood pythons, and rainbow boas; and tegu lizards and monitors.

Animal welfare concerns associated with MLAPs include^{vi}:

- Restricted movement due to lack of space;
- Limited behavioural opportunities/forced idleness;
- Reduced/unnatural food and feeding opportunities;
- Reduced retreat space/violation of fight/flight distance;
- Abnormal social groups;
- Forced proximity to humans/observation-related effects;
- Exposure to unnatural lighting and light cycles/aversive sounds and odours;
- Inadequate/uncomfortable temperatures and environmental conditions;
- Inappropriate/uncomfortable substrates;
- New diseases and parasites;

Environmental risk

Exotic pet release, whether accidental or intentional, is a major pathway for invasive species introduction.^{vii} These invasive species often possess traits such as rapid growth, generalist diets, and high reproductive capacity that allow them to thrive and subsequently threaten and outcompete native species for habitat and food. This can alter ecological relationships, cause disease introduction and transmission, strain conservation efforts for species at risk and result in irreversible impacts. B.C. has experienced invasive pet species, including the red-eared slider turtle.^{viii}

A scientific case study in B.C. illustrates the significant threat native species face because of invasive species.^{ix} One example is the introduced fungal pathogen causing chytridiomycosis in amphibians that has quickly spread across B.C. and globally, with significant effects on host populations, including cases of extirpation. Importantly, the study also raises concern about the connection between climate change and invasive species, noting that climate change is already accelerating the introduction and spread of invasive species. It goes on to suggest that “invasive species may also exacerbate climate change impacts on native species by reducing the climate resilience of natural habitats.”

World Animal Protection has created an online database that tracks exotic animal incidents across Canada, including escapes, intentionally released animals, and disease outbreaks.^x In the last decade, there have been numerous documented disease outbreaks in B.C. linked to the exotic pet trade, four of which occurred in 2023 and 2024 and were associated with snakes, lizards, and geckos. Since the introduction of BC’s Controlled Alien Species Regulations in 2009, there have been nearly 40 documented animal escapes/releases in BC.

Public health and safety concerns

Research indicates that 75% of emerging infectious diseases are zoonotic (transmitted from non-human animals to humans).^{xi} Factors that increase the risk of disease spread include more animal species; higher risk species; more animal numbers; more human contact; greater geographic ranges; movement from less encountered areas; species we know less about; mixing of species (in transit, upon arrival); less structure/scrutiny.^{xii}

Stress in animals can also lead to weakened immune systems and increased shedding and transmission of infectious disease. The transport and frequent handling of animals through MLAPs and the exotic pet trade presents a significant risk factor for stress. Stressed animals may also be more likely to bite or scratch, which is a primary way infectious disease is spread.

A number of zoonotic diseases have long been associated with exotic pet ownership. A 2014 article in the journal of The Canadian Institute of Public Health Inspectors, stated: “The popularity of having exotic animals as pets is increasing, particularly among children. It is also estimated that approximately 75% of emerging infectious diseases are zoonotic. The implications of these two trends are areas of concern for the public health community.”^{xiii} The article added that: “Pets have been the source of numerous human infections across North America such as salmonellosis, tularensis, murine typhus, monkeypox, cutaneous larvae migrans, and Human Lymphocytic Choriomeningitis Virus (HLCV) infections.”

Lack of specialized care and resources

Veterinary shortages and overwhelmed shelters further limit the capacity to care for surrendered or abandoned exotic pets. In recent years, some veterinarians have had to cut their services to exotic animals in order to focus on the significant influx of domestic animals in need of care.^{xiv} In addition to this, many animal shelters, rescues, and sanctuaries are not only operating at or above capacity, but are also not equipped to take in exotic animal surrenders of such a wide range of species who require specialized care.

Lack of educational value

While MLAPs are often marketed as being educational, this claim is highly disputed. Research suggests that not only is there no substantive evidence to support claims that MLAPs are educationally beneficial, but that they may in fact perpetuate negative learning outcomes. This is as a result of the public seeing animals removed from their natural context and the lack of freedom and privacy provided to animals during their use in MLAPs.^{xv} This may instead normalize the notion of exploitation of animals; undermine the complexity of their care and needs; and inadvertently promote irresponsible exotic pet ownership.

Public sentiment

Polling commissioned by World Animal Protection Canada in 2020 found that a strong majority of Canadians do not support the capture, breeding and trade of wild animals for the exotic pet industry.^{xvi} Polling data indicates that Canadians believe the wild animal trade is cruel and can cause animal suffering (93%); threatens biodiversity and can cause species extinction (89%);

and threatens human health and can cause pandemics (89%). Locally, the VHS commissioned public polling in 2021 that reveals 89% of British Columbians oppose the international trade of exotic, wild animals to be kept on display in permanent captivity.^{xvii} Collectively, this polling data reinforces that the welfare of exotic animals in captivity is indeed an issue of concern for the public.

Lack of consistent and enforceable guidelines

There is a lack of consistent and enforceable guidelines when it comes to the keeping, breeding, and trade of exotic pets in B.C. These activities are not prescribed as regulated activities in B.C., which means there are no defined accepted practices or standards that guide the exotic pet industry. In practice, this allows the exotic pet industry to set its own rules and leaves exotic animals at significant risk of poor welfare due to inadequate housing and environmental conditions, inappropriate diets, and the inability to engage in important natural behaviours.^{xviii}

Similarly, MLAPs are not regulated in BC and there are no requirements for education or training for operations, staff or volunteers, or for how programs are operated or promoted to the public.

Controlled Alien Species Regulations

The introduction of the Controlled Alien Species Regulation (CASR) in B.C. in 2009 addressed some of the most serious and urgent problems at the time, created by the possession of exotic animals by B.C. residents. For example, the CASR prohibited ownership (without a permit) of dangerous animals such as tigers and venomous snakes, which were included in a list of more than 1,000 animals designated as controlled alien species because they pose a potential threat to people, property, wildlife, and wildlife habitat.

However, the CASR does not consider animal welfare in its criteria for which animals are prohibited. Similarly, while the regulations focused on species that pose a serious threat of physical harm, they fail to prioritize those that pose a potential zoonotic disease risk. Many species that suffer in captivity or pose disease threats remain legal to own and trade.

Positive lists

Currently, the CASR restricts or bans certain species, which is referred to as “negative listing.” In contrast, “positive listing” outlines species allowed to be kept as pets, with any species not listed considered prohibited.

A growing body of scientific literature, policy analyses, and government case studies conclude that a positive list approach is the most effective, precautionary, and scientifically grounded mechanism for addressing welfare issues, public health and safety threats, and ecological risks associated with exotic pet keeping.^{ix}

The advantages attributed to positive lists include:

- Clear and simple: Unlike B.C.’s current list of 1,000+ prohibited species, positive lists are short and easy for the public to understand.

- Evidence-based: Only animals that meet criteria for welfare, safety, and environmental protection are included.
- Precautionary: Shifts the burden of proof to those wishing to keep or trade exotic animals, as in other regulated industries.
- Precedence: Positive lists have been developed in numerous jurisdictions, including Belgium, Luxembourg, Malta, Norway, the Netherlands, and New Brunswick.^{xx}

Establishing criteria for positive lists

Determining which animals should be included on a positive list requires establishing evidence-based suitability criteria pertinent to animal welfare; public health and safety; and environmental and biodiversity protection. This should include:

- Ability to meet species' behavioural, environmental, and dietary needs in captivity;
- Availability of qualified veterinary care within a reasonable distance;
- No significant zoonotic, injury, or ecological risks;
- Scientific evidence confirming the species' suitability for captivity (e.g. EMODE pet score).

Recommendations

Given the evidence outlined above, the VHS supports UBCM resolution NR75, which calls on the Province of British Columbia to regulate mobile live animal programs and to update the Controlled Alien Species Regulation (CASR) to equally prioritize animal welfare considerations alongside public safety, and prohibit the import, keeping, breeding and transport of all exotic species.

The VHS recommends that the Province update the CASR by implementing a positive list framework that allows only species proven suitable as pets based on welfare, health, and environmental criteria. Criteria should be informed by the use evidence-based tools, such as the EMODE pet scoring system, to determine suitability.

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Forest Enhancement
Society of BC



BC FIRST NATIONS
**FORESTRY
COUNCIL**

September 22, 2025

Dear Mayor and Council,

Everything is connected—the land, the water, and the sky; the plants, wildlife, fish, and people; the environment, the economy, and culture.

Earlier this year in Penticton, we listened together to the protocols of the Syilx (Okanagan) people, who, since time immemorial, have cared for their land and its resources by following three deceptively simple rules:

1. Take only what you need,
2. Use what you take, and
3. Give back what you can.

As foresters, we both know that as a province we have sometimes fallen short of these objectives when it comes to forest management. Yet we have also seen incredible strides made toward sustainability and a renewed focus on centring the practice of forestry around resilience. We know—from our training and experience, and from the wisdom of those who came before us—that resilience comes from maintaining and growing connections and, where necessary, repairing them.

The work highlighted in this Special Report shows the power of connection to drive innovation, improve stewardship, and support reconciliation. It centres on the work of Indigenous people engaged in the continual care of their traditional territories, in modern ways that link stewardship to benefiting both people and the environment—not choosing between them.

The projects featured demonstrate taking only what is needed to reduce the risk of wildfire, using what is taken to create jobs and products while minimizing wood waste, and giving back through effort and investment to foster more resilient forests and communities.

There is more work to do—and we are proud to tell the stories of the people who are already doing it.

Jason Fisher

Executive Director
Forest Enhancement Society of BC

Lennard Joe

CEO
First Nations Forestry Council

(384) MC

Karissa

From: Local Government Climate Action Program ECS:EX <LGCAP@gov.bc.ca>
Sent: September 22, 2025 10:04 AM
Subject: New Resource: Climate Action Best Practice Guidebook for B.C. Local Governments and Modern Treaty Nations
Attachments: Climate Action Guidebook_2025.pdf; Climate Action Guidebook_2025_Two Pager.pdf

Hello Local Government Climate Action Program (LGCAP) Participants,

We are very pleased to be releasing the new "Climate Action Best Practice Guidebook for B.C. Local Governments and Modern Treaty Nations".

This work stems from our engagements and webinars on LGCAP, analysis of LGCAP survey submissions, and from questions submitted to the LGCAP inbox. We have received feedback from communities with questions on how best to utilize their LGCAP funds, along with broader questions about the most appropriate types of climate action for different community contexts. In response, we worked with Pinna Consulting to develop the attached Guidebook and a two-page overview outlining its purpose and use. We recognize that communities vary greatly in their experience and capacity for climate action, and we hope this resource reflects that diversity while providing practical support where it is most needed.

We are working towards publicly posting this resource on our LGCAP web environment but are currently experiencing delays due to ongoing labor-related circumstances. You will notice there is a blank QR code on the 2-pager - that will be finalized once the web resource is available.

In the meantime, please feel free to share this across your networks as needed and if you have any feedback, please let us know.

LGCAP Team

Climate Action Best Practice Guidebook

For B.C. Local Governments and Modern Treaty Nations

The Climate Action Best Practice Guidebook is a new resource designed to help local authorities—including Modern Treaty Nations, regional districts, and municipalities—accelerate climate action in their communities. It is a living document, edited as new information and resources become available.

Purpose of the Guidebook

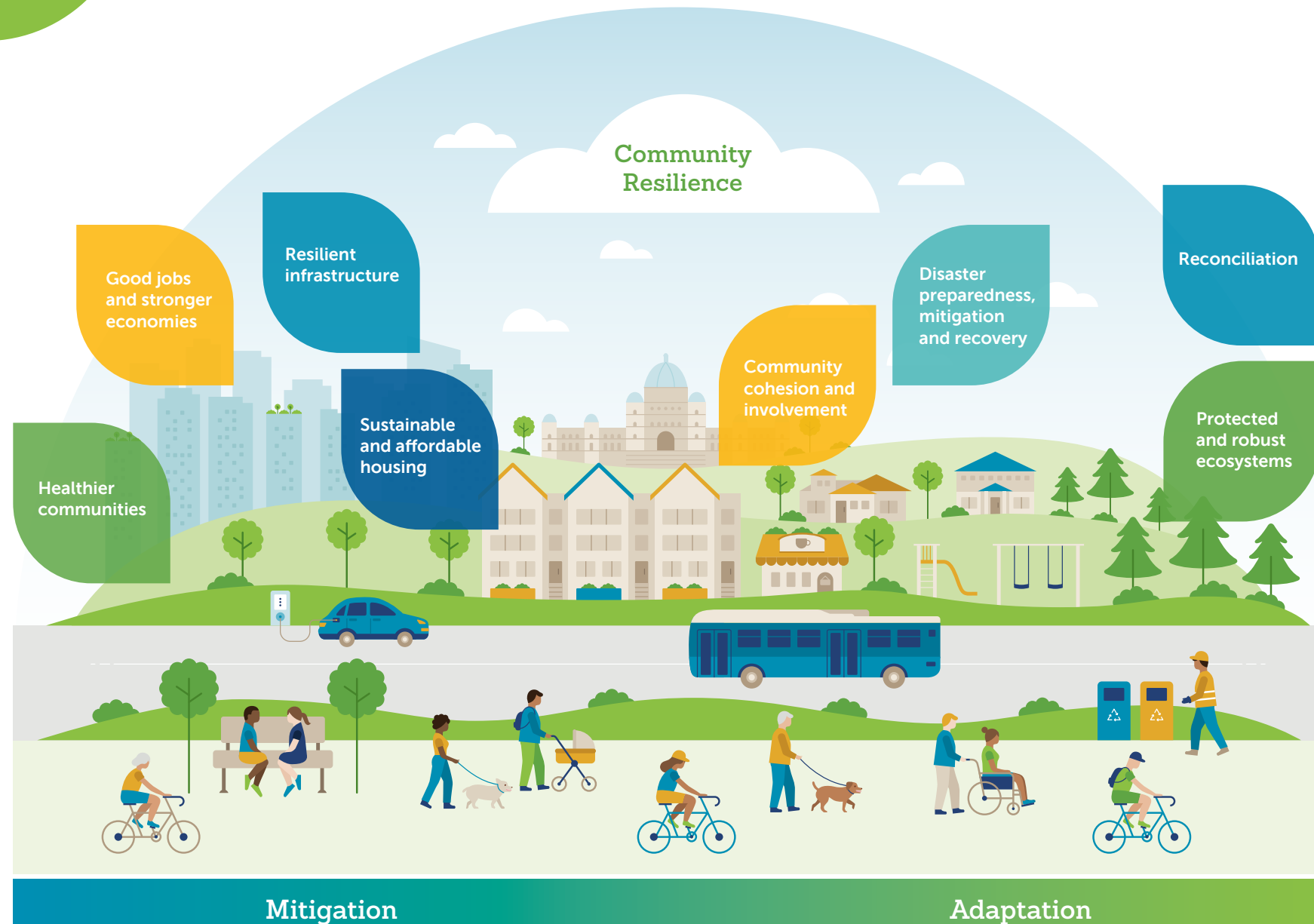
The guidebook offers practical strategies, real-world examples, and tools to help local authorities in reducing emissions, building resilience, and delivering co-benefits like affordability, public health, and economic development.

Local authorities are essential in advancing climate action. They understand their communities' unique needs and are well-positioned to implement solutions that align with local priorities. This guidebook supports that leadership by helping communities:

Get started with limited resources

- Identify additional measures to reduce emissions and build climate resilience
- Develop realistic climate action projects tailored to their context
- Ensure climate action aligns with local economic, social, and environmental priorities
- Learn from what is working for other B.C. communities

Climate action includes both reducing greenhouse gas emissions (mitigation) and climate resilience (adaptation). In practice, these are often integrated to achieve broad community benefits.



Inside the Guidebook

The guidebook is designed to provide useful information to local staff, senior decision makers, and elected officials, with the ability to easily navigate to the information that is of most interest to them. There are three primary ways to navigate the guide: hyperlinked table of contents; easy-reference table of climate action projects on page 10; and Appendix A - Index of Climate Action Projects.

The initial sections of the guidebook, '*Introduction*' and '*Foundations of Climate Action for Local Authorities*,' outline the foundations of local climate action, including key challenges, emission sources, climate risks, leadership strategies, and practical tips for aligning action with community priorities.

The next section, '*Climate Action Projects*,' highlights a variety of actionable projects that local authorities can implement to address both emissions reduction and climate adaptation. The projects are organized into six themes.

Within this section, each project of focus is described in detail with key considerations highlighted (e.g., engagement and equity considerations, capacity requirements, general cost indications, etc.), as well as examples of communities that have implemented this type of project and additional resources.

3.1 Governance, Planning and Preparedness

- Climate risk assessments
- Neighbourhood preparedness programs
- Developing extreme temperature response plans



3.2 Climate-Informed Land Use and Development

- Compact and energy efficient community planning
- Hazard-informed land use planning



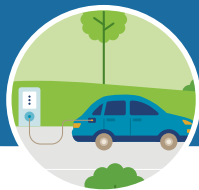
3.3 Resilient Buildings and Infrastructure

- Building retrofit programs
- Information and training sessions for local building industry
- Development permit areas for energy and water conservation and GHG emissions reduction
- Resilient landscape and property programs and policies



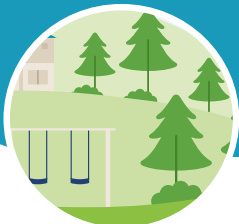
3.4 Transportation and Mobility

- Green fleet transition
- Public transit infrastructure and safe access
- Active transportation planning and implementation



3.5 Ecosystems and Natural Assets

- Urban forest strategies
- Green infrastructure



3.6 Economy, Energy and Waste Management

- Renewable energy programs
- Organic waste infrastructure and diversion programs



QR CODE

The guidebook complements existing resources and aligns with provincial goals for climate action. It empowers communities to make the most of funding and tools available through the Local Government Climate Action Program (LGCAP). **Explore the guidebook to help build a more resilient, low-carbon future for your community!**

Climate Action Best Practice Guidebook





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Appendix A - Index of Climate Action Projects

1. Introduction

1.1. Context and challenges

Local authorities—including Modern Treaty Nations, regional districts, and municipalities—play a critical role in building climate resilience and reducing greenhouse gas (GHG) emissions. They manage their own operations, regulate land use and development, and support communities through education, grants, and advocacy. As the level of government closest to residents, local authorities understand their local environments, economies, and climate vulnerabilities. This local knowledge allows them to design and execute tailored solutions that enhance affordability, community well-being, and local economies while advancing climate action.

To support these efforts, the provincial government created the Local Government Climate Action Program (LGCAP). This program provides funding, tools, and resources to help local authorities take climate action in their communities. LGCAP also supports B.C.’s climate goals outlined in the CleanBC Roadmap to 2030 and the Climate Preparedness and Adaptation Strategy (CPAS).

As a result, across B.C., local authorities are using LGCAP funding to advance climate initiatives. While progress is being made, communities still face challenges in sustaining and scaling climate action. Shifting public priorities and changing economic conditions can influence how climate action is resourced and supported. Based on the LGCAP annual survey of 2023 activities, local authorities indicated the following:

Top uses of LGCAP funding:

- **Hiring staff** dedicated to climate action
- **Retrofitting corporate buildings** for energy efficiency
- Investing in **electric vehicle charging infrastructure**
- Conducting **climate and energy studies**

Types of barriers to sustaining climate action identified by local authorities:

- **Lack of staff capacity** with high turnover making continuity difficult
- **Financial constraints** where funding programs do not cover full implementation and maintenance costs
- **Competing priorities** where other urgent needs take precedence over climate action
- **Gaps in data and information** or the expertise to locate it and use it effectively
- **Insufficient provincial or federal government resources**, support, or collaboration
- **Jurisdictional limitations** where other levels of government control key policy levers such as building codes, utility regulation, and transportation infrastructure

Despite these challenges, communities are finding innovative ways to move forward. Many are adopting incremental approaches, piloting small projects, and leveraging partnerships to build capacity and secure resources.



1.2. About this guidebook

This guidebook is designed to support local authorities in accelerating climate action by providing practical strategies, real-world examples, and tools to help communities:

- Get started with limited resources
- Identify additional measures to reduce emissions and build climate resilience
- Develop realistic climate action projects tailored to their context
- Ensure climate action aligns with local economic, social, and environmental priorities
- Learn from what is working for other B.C. communities

It is also intended to support local staff, senior decision makers, and elected officials to understand the broader benefits of climate action—such as cost savings, job creation, improved public health and disaster preparedness—so these advantages can be fully considered when making decisions.

This guidebook is meant to be complementary to the many other resources supporting climate action planning and knowledge-building. For a list of the resources that are particularly complimentary to this work, please refer to the [resources section](#) at the end.

2. Foundations of Climate Action for Local Authorities

Local authorities are at the forefront of creating resilient, thriving communities. They play a pivotal role in ensuring safe infrastructure, reliable services, and a high quality of life for their residents, regardless of whether they have staff dedicated to climate action.

Climate action involves both reducing emissions and adapting to the impacts of our changing climate. Together, these efforts support stronger, more resilient and equitable communities where homes are safer and more comfortable, businesses thrive, and natural assets are restored.

Many climate actions—like upgrading homes to be more energy-efficient, diversifying local energy sources, or enhancing natural flood protections—not only address pressing climate challenges but also align directly with community priorities. These actions can reduce costs, boost local economic activity, and protect residents from extreme weather events.

While it may sometimes seem that climate action adds to already stretched resources, many initiatives directly enhance existing priorities and help communities prepare for future challenges. This guidebook offers practical ideas for implementing climate actions that strengthen communities and align with current goals, delivering benefits now and in the future.

As shown in **Figure 1**, climate action includes both GHG mitigation and climate adaptation. In practice, these are often integrated to achieve broader community benefits.

Climate action delivers community benefits

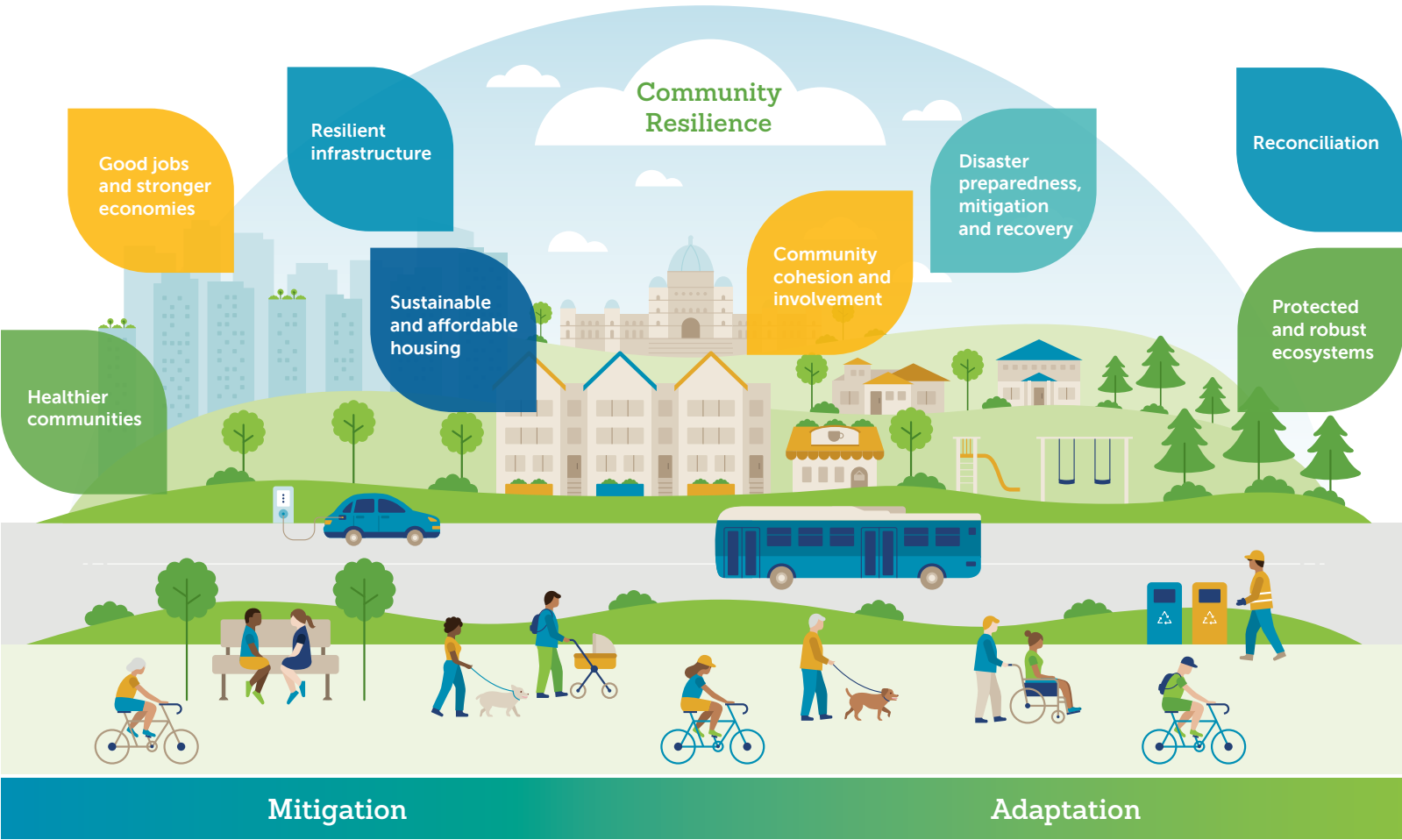


Figure 1. Climate action delivers broad community benefits.

- **Mitigation** includes identifying sources of emissions and making plans, policies and projects that reduce or eliminate those emissions while securing alternative sources of energy.
- **Adaptation** includes identifying the climate-related hazards of concern in the community and implementing plans, policies, and other actions that improve the community's ability to withstand and prosper in the face of those hazards.

Engaging with First Nations is a vital step in understanding climate risks and identifying meaningful actions. As rights and title holders, First Nations are important partners in climate action offering unique strengths as climate leaders. Their Indigenous knowledge provides invaluable insights into fostering resilience, restoring good relations with the land, and supporting the healing of natural systems. Respecting the sovereignty of First Nations communities means building respectful relationships, and honouring and uplifting First Nations partners to lead using their Indigenous Knowledge systems.

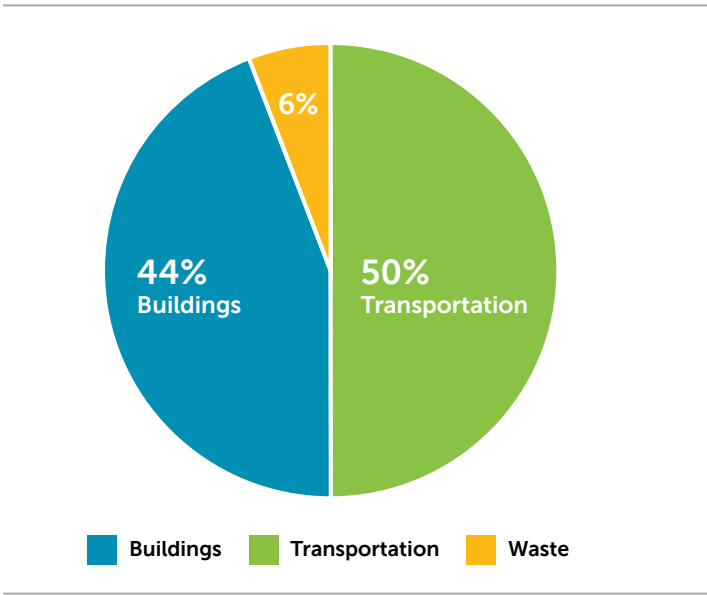
Taking proactive steps to assess and reduce risks, prepare for transitions already underway, and build resilience is essential for long-term community success. Research from the Canadian Climate Institute shows that a dollar of proactive investment in climate action can return \$13-\$15 in direct and indirect benefits, and make life more affordable for households.



2.1. Key sources of community emissions

At the community-wide scale, local authorities can access their [community's energy and emissions inventory](#) (CEEI). The data available through this inventory covers three sectors: transportation, buildings, and solid waste. Based on these sectors, emissions across all communities in B.C. are approximately 50% from transportation, 44% come from buildings, and the rest from solid waste (see Figure 2).

Figure 2. Community energy and emissions inventory across all of B.C. (2022)



- **Buildings:** Energy used for heating, hot water, cooling and powering homes, businesses, and public facilities. Most emissions come from natural gas and other fossil fuels, with a small amount from electricity. Does not include large industrial electricity users.
- **On-road transportation:** Fuel and energy used in personal vehicles, commercial fleets, and public transit systems. Most emissions come from gasoline and diesel. Does not include off-road transportation.
- **Municipal solid waste:** Methane emissions from organic waste decomposing in landfills. Does not include wood waste.

The proportions vary by community. For example, buildings are the dominant source of emissions for the Cariboo region (57% of community emissions) while transportation is the dominant source of emissions for the Vancouver Island and Coast region (63% of community emissions). Another area that is important to consider is land use, land use change, and forestry. This is not currently included in the CEEI, but can represent an important element as a carbon sink—where natural areas are preserved or restored—or as a carbon source—where there is a loss of carbon storage from land clearing and development expansion. Each community needs to examine their data to understand the local sources and to help formulate plans and actions to reduce them.



2.2. Climate-related hazards of greatest concern

[B.C.'s Preliminary Strategic Climate Risk Assessment \(2019\)](#) identified the top climate-related hazards of concern at a provincial scale, but the ones of most concern to each community will be specific to the local climate projections, geography, socioeconomic context, and measures in place that enhance resilience. Based on the LGCAP annual survey, hazards of greatest concern to communities across B.C. are shown in the following diagram. Once the hazards of concern are identified, communities can then go through a process to understand the potential impacts of those hazards, and identify ways to avoid or reduce those impacts.

Table 1. *Hazards of greatest concern identified by LGCAP communities (percentages represent the proportion of communities that identify each hazard as a top concern). 2023 LGCAP survey.*

Extreme heat and heat stress	89%
Wildfire	87%
Wind, rain, and other storm events	76%
Wildfire smoke	70%
Water shortages	67%
Overland flooding	67%



EDMA – Emergency Disaster Management Act

Under the Emergency and Disaster Management Act (EDMA) and forthcoming regulations, local authorities will be required to:

1. Conduct risk assessments to identify hazards, including those based on future climate projections
2. Prepare emergency preparedness plans based on risk assessment findings
3. Develop business continuity plans

The EDMA builds upon existing emergency management practices (e.g., Hazard Risk Vulnerability Assessments), adding new considerations such as studies, surveys, Indigenous and local knowledge, climate change considerations, and consultation results with relevant local authorities and First Nations. Special consideration must also be given to individuals experiencing intersectional disadvantage and vulnerable individuals, animals, places, or things.

These new requirements will help strengthen our understanding of risk, improve alignment and integration across jurisdictions, and could lead to opportunities for cooperative action. Regulations and guidance are currently in development to help support local authorities to adapt and implement these changes to their existing practices.

The Provincial Disaster and Climate Risk and Resilience Assessment (DCRRA) is separate from but related to EDMA. The next phase of the DCRRA will focus on conducting more locally focused or sub-regional risk assessments across the province, though the timeline for this work has not yet been confirmed. The information gathered through these assessments is expected to support and inform the local-level risk assessments required under EDMA.



Successfully advancing climate action

requires a structured approach that integrates climate considerations into governance, planning, and operations. As local authorities work to reduce emissions while also addressing climate hazards like extreme heat, wildfire, and flooding—taking a coordinated approach can maximize benefits. Many actions, such as enhancing green infrastructure or improving energy efficiency, can both lower emissions and strengthen community resilience. The following components outline key steps for embedding climate action into local decision-making, helping communities take practical, integrated steps toward resilience and sustainability.

2.3. Key components of successful climate action

Governance	Data and Evidence Gathering	Engagement	Analysis and Planning	Implementation	Monitoring, Evaluation and Reporting
Establish leadership and accountability for climate action, and ensure sufficient resources are allocated to advance it	Identify and review key data to better understand emissions sources, local climate-related hazards and vulnerabilities and strengths	Engage across departments and with external interest holders to share baseline information, to gather insights from many perspectives, and to build buy-in for action	Build from all of the evidence gathered through research and engagement to identify goals, targets and priority actions, aligning with existing plans and priorities	Deliver prioritized climate actions through integrated projects, ongoing collaboration, and effective resource use	Track progress, evaluate outcomes, and report on climate actions to ensure accountability and continuous improvement
WHAT'S INVOLVED: • Commit to GHG emission reductions in the RGS, OCP, and corporate plans • Participate in LGCAP program to leverage support and funding • Build partnerships with neighbouring authorities and First Nations • Allocate staff and funding to plan and implement actions	WHAT'S INVOLVED: • Develop a corporate inventory to track operational energy use and emissions • Review, analyze and enhance the community energy and emissions inventory (CEEI) to understand community-wide emissions sources • Review and analyze local climate projections (climatedata.ca) to identify hazards of concern • Conduct vulnerability and risk assessments to understand potential community impacts • Map natural and built assets to evaluate risks and opportunities	WHAT'S INVOLVED: • Convene an interdepartmental team to align efforts and coordinate action • Collaborate with businesses, residents, and NGOs to identify opportunities to reduce emissions and build resilience • Partner with First Nations, regional governments and neighbouring communities to identify priority areas of vulnerability and risk • Host workshops or surveys to gather input on local climate impacts and potential solutions • Build awareness among staff, community members, and decision-makers about vulnerabilities, strengths and adaptation needs	WHAT'S INVOLVED: • Set science-based GHG reduction targets for corporate and community emissions • Identify and prioritize actions to reduce energy use and emissions (e.g., retrofits, active transportation projects) • Develop goals to reduce climate risks and enhance community resilience • Identify and prioritize adaptation actions (e.g., floodplain mapping, extreme heat response planning) • Highlight co-benefits of action (e.g., improved public health, stronger economy) to gain broader support	EXAMPLES: • Implement energy efficiency upgrades for corporate buildings and infrastructure • Advance walking, cycling and transit infrastructure projects • Launch projects like tree planting for cooling, flood mitigation and carbon storage • Upgrade infrastructure to withstand climate impacts (e.g., resilient stormwater systems) • Identify and apply for supporting grants • Collaborate with partners on regional resilience initiatives, such as wildfire risk reduction	WHAT'S INVOLVED: • Monitor GHG emissions regularly using corporate and community inventories • Select key performance indicators that show whether progress is being made to goals and targets • Share progress with interest holders and the public through regular updates and public reports • Evaluate outcomes to identify lessons and adjust planning



2.4. Demonstrating leadership in the community

Local authorities can take clear and direct action in their own operations to address climate change by both reducing emissions and preparing for current and projected climate impacts. They can also set an example for the broader community. While corporate emissions from local authorities typically represent only 1-2% of total community emissions, reducing them can have far greater impact by showcasing what's possible, driving innovation, and inspiring broader community involvement. By leading the way in sustainability and resilience, local authorities foster a culture of climate action that encourages residents, businesses, and organizations to follow suit.



Aligning climate action with community priorities

Climate action plans (CAPs) are valuable tools for guiding local authority actions, but they are not the only approach. In fact, a CAP alone may not achieve meaningful impact. Since efforts to reduce emissions and build resilience intersect with nearly every aspect of local authority operations and community life, the key to success lies in integrating climate action into other organizational plans, policies, and priorities. This holistic approach ensures that climate considerations are embedded in decisions across sectors, driving more comprehensive and lasting change.

Figure 3. How climate action intersects with existing plans and strategies



2.6 Tips for advancing climate action

- **Align with already budgeted items** by adding a [climate lens](#) or supplementing the project with a climate-related benefit. This can make climate action more cost-effective and easier to advance.
- **Reframe climate action to align with community priorities.** Identify initiatives that enhance affordability, improve safety, boost innovation, or create economic benefits while also advancing climate goals. For example, energy-efficient retrofits can reduce utility costs, and active transportation projects can improve public health and reduce emissions. Both provide opportunities for disaster and climate risk reduction as well.
- **Pilot small-scale projects** by starting with manageable projects that allow your organization to test approaches, demonstrate early successes, and build support for larger initiatives.
- **Evaluate potential impacts before advancing any action.** Consider how each project will contribute to reducing emissions and/or improve resilience to climate impacts, and prioritize initiatives that address the most pressing community needs. In some cases, adaptation measures may take precedence over emissions reductions. For example, a small community with limited resources might choose to focus on wildfire resilience to protect lives and infrastructure before addressing smaller-scale emissions from corporate operations.
- **Use lifecycle cost accounting** to evaluate new investments. Fleet vehicles are a great place to start, as their long-term costs can be significantly impacted by the fuels and technologies selected. The Province has a [Community Lifecycle Infrastructure Costing tool](#) (CLIC Tool) that supports the understanding and rationale of long-term cost implications of land use decisions.
- **Keep thorough records** of actions taken to ensure continued momentum even if key staff members leave or there are organizational changes.
- **Use action-oriented climate communications** as a key tool to support local climate action. Engaging community members with action-oriented communications empowers them to participate in solutions, fosters a sense of ownership, and motivates tangible action. The [Climate Communications Playbook](#) provides insights on how to use this approach.
- **Collaborate with regional partners**, including First Nations, neighbouring local governments, non-profits, and businesses to share resources, knowledge, and capacity.



3. Climate Action Projects

This section highlights actionable projects that local authorities can implement to address both emissions reduction and climate adaptation. While there are nearly unlimited options available, we've selected a range of projects based on evidence of effectiveness, local authority feedback, and ability to address the most pressing challenges and concerns. These projects span a range of sectors and scales, from governance and leadership initiatives to tangible infrastructure investments. They are adaptable to a variety of community sizes and climate zones, ensuring broad applicability in both rural and urban contexts. Each project offers a practical approach to reducing emissions, increasing community resilience, and advancing related community priorities.

Within each project write-up, you will find the following key information:

- **Description**
- **Impact area** (emission reduction and/or climate adaptation)
- **Level of adoption** (based on the 2023 LGCAP survey)
- **Community engagement considerations**
- **Equity considerations**
- **Collaboration potential**
- **Capacity required** (on a 5 year timeframe - low, moderate, high*)
- **General cost** (on a 5 year timeframe - low, moderate, high*)
- **Ongoing operational requirements**
- **Example community projects**
- **Additional resources**

** Capacity and general cost estimates provide a broad indication based on typical project scopes. Actual requirements will vary significantly depending on community size, existing resources, and project specifics.*

Projects by theme area

Learn more about ways to take action in each of the following theme areas, or jump straight to project descriptions that interest you most:

	Emissions reduction	Adaptation	Easier projects to start with	Operations focused	Collaboration potential
Governance, planning and preparedness					
Climate risk assessments		✓		✓	✓
Neighbourhood preparedness programs		✓	✓		✓
Developing extreme temperature response plans		✓		✓	✓
Climate-informed land use and development					
Compact and energy efficient community planning	✓	✓			
Hazard-informed land use planning		✓	✓		✓
Resilient buildings and infrastructure					
Building retrofit programs	✓	✓			✓
Information and training sessions for local building industry	✓	✓	✓		✓
DPAs for energy and water conservation and GHG emissions reduction	✓	✓			
Resilient landscape and property programs and policies		✓	✓		✓
Transportation and mobility					
Green fleet transition	✓		✓	✓	
Public transit infrastructure and safe access	✓				
Active transportation planning and implementation	✓				✓
Ecosystems and natural assets					
Urban forest strategies	✓	✓			
Green infrastructure	✓	✓			
Economy, energy and waste management					
Renewable energy programs	✓				✓
Organic waste infrastructure and diversion programs	✓		✓	✓	✓

3.1. Governance, planning and preparedness

Effective climate action starts with strong governance and leadership, grounded in data and a clear understanding of emissions sources and climate risks.

Local authorities have a crucial role in setting the foundation for action through risk assessments, as well as understanding their baseline emissions. This data-driven approach allows for the strategic prioritization of climate actions, ensuring resources are allocated effectively.

On the community side, initiatives such as neighbourhood preparedness programs and extreme temperature response plans help enhance resilience to climate impacts. For corporate efforts, local authorities can align operations with climate goals through strategic planning, staff education, and decision-making frameworks like climate lens tools. By fostering collaboration across sectors and communities, local authorities can lead by example, engage the community, and ensure that climate actions are responsive, informed, and impactful. Where it makes sense, local authorities can collaborate with First Nations, neighbouring communities, regional districts, and communities with similar circumstances—such as geography, climate, or size—to share knowledge, pool resources, and accelerate regional progress.

Related tools that many communities already have in place:

- Strategic plans [[City of Merritt](#)]
- Hazard risk and vulnerability assessments [[Sunshine Coast Regional District](#)]
- Emergency response/management plans [[Uchucklesaht Tribe](#), [District of Kent](#)]
- Community cooling and warming centres
- Corporate energy management plans [[Comox Valley Regional District](#)]

Types of projects related to this category:

- [Climate risk assessments](#)
- [Neighbourhood preparedness program](#)
- [Extreme temperature response plan](#)
- Education and awareness programs
- Climate lens for decision-making [[Regional District of Kootenay Boundary](#)]
- Community climate action plan [[Comox Valley Regional District - Rural Areas](#)]
- Corporate climate action plan [[City of Burnaby](#), [Regional District of Fraser-Fort George](#)]

Key resources:

- Community Energy Association, [Local Government Peer Networks](#)
- ICLEI Canada, [Guiding Principles for City Climate Action Planning](#)
- The Partners for Climate Protection, [Integrating Equity, Diversity and Inclusion into Municipal Climate Action](#)
- The Partners for Climate Protection, [Small and Rural Communities Climate Action Guidebook](#)
- [Building Social Connections: Toolbox of Design Actions to Nurture Wellbeing in Multi-unit Housing](#)
- FCM, [Guide for Integrating Climate Considerations into Municipal Asset Management](#)
- Province of BC, [Hazard Risk and Vulnerability Analysis \(HRVA\) for Local Authorities and First Nations](#)



Climate risk assessments

Local authorities in B.C. have long undertaken hazard, risk and vulnerability assessments (HRVAs) as part of emergency management.

More recently, many have also undertaken climate risk assessments to better understand how climate-related shocks (e.g., wildfires, floods, storms) and stresses (e.g., rising temperatures, sea level rise) will evolve over time. These assessments are a key step in developing strategic plans to address climate impacts.

Under the [Emergency and Disaster Management Act](#) (EDMA) and forthcoming regulations, local authorities will be required to prepare and maintain risk assessments to identify all reasonably foreseeable hazards and assess their likelihood, potential scale, and consequences, with special consideration given to individuals experiencing intersectional disadvantage and vulnerable individuals, animals, places, or things. These assessments must be based on studies, surveys, Indigenous and local knowledge, climate change considerations, and consultation with relevant local authorities. There also needs to be consultation and cooperation with First Nations. The EDMA builds upon existing practices adding new considerations to core components of emergency management which many local governments have already implemented (e.g. Hazard Risk Vulnerability Assessments).

Regulations and guidance are currently in development to help support local governments to adapt and implement these changes to their existing practices.



Impact area	Community climate adaptation
Level of adoption	34% of communities are undertaking or completing a climate risk assessment (2023)
Community engagement	Integral to better understand the diverse experiences and impacts across individuals and groups. Engaging with groups most vulnerable to climate impacts and inclusion of Indigenous and local knowledge is imperative to developing a comprehensive understanding of risks in order to develop effective actions.
Equity considerations	Consider engaging equity-deserving groups, community service providers that work with disproportionately impacted individuals and groups to better understand the impacts they experience and the complex needs they may have. Review and consider socio-economic data together with infrastructure and environmental data to better understand community vulnerabilities and strengths to climate hazards.
Collaboration potential	Significant potential to be conducted in collaboration with neighbouring communities or regionally. EDMA establishes a framework for collaboration requiring agreements with Indigenous governing bodies for joint or consent-based decision-making as well as creation of multi-jurisdictional emergency management organizations where appropriate.
Capacity required	Moderate, multi-department
General cost	Low to moderate
Ongoing operational requirements	Climate risk assessments will need to be maintained in accordance with the upcoming regulation

Example community projects:

- Alberni-Clayquot Regional District [Hazard, Risk and Vulnerability Assessment](#)
- Fort St. John [Climate Change Vulnerability Assessments](#)
- Regional District of Fraser-Fort George [Climate Risk Assessment](#)
- District of Oak Bay [Community Risk Assessment](#)
- Central Coast Regional District [Extreme Heat, Assessment and Planning Report](#)
- Cowichan Valley Regional District [Risk Assessment of Floodplains and Sea Level Rise](#)
- Dawson Creek [Northeast Climate Change Vulnerability Assessments](#)
- City of Nanaimo [Extreme Heat Mapping, Assessment and Planning Summary and Recommendations Final Report](#)

Additional resources:

- Canadian Council of Ministers of the Environment, [Guidance on Good Practices in Climate Change Risk Assessment](#)
- ICLEI Canada, [Good Practices in Climate Change Risk Assessment \(supporting document\)](#)
- [Strategic Climate Risk Assessment Framework for British Columbia](#)
- [Climate Insights Map](#) (a starting point to layer social vulnerability index (SOVI) with infrastructure exposure)

Neighbourhood preparedness programs

Local governments are increasingly organizing neighbourhood programs that build localized resiliency and strengthen community ties.

These programs often focus on emergency preparedness, offering workshops, toolkits, plan templates and training sessions to empower community members to organize their own neighbourhood emergency response teams. A “champion” community member often starts the process and coordinates with their neighbourhood team, while the local government supplies free presentations, exercises, and materials for the group. These programs can target small communities, apartment buildings, or other groupings of families or individuals in a given area.

Beyond emergency preparedness, some neighbourhood programs focus on creating check-in systems, ensuring that people are not left alone during an emergency. Participants are paired with buddies or volunteers who regularly check on each other’s well-being during or after a crisis.

These networks can also support neighbourhood climate action by engaging residents in collective climate adaptation and emission reduction projects.



Impact area	Community climate adaptation
Level of adoption	Low adoption to date, but emerging as an area of focus in several community strategies
Community engagement	Promotes local level collaboration and social connectivity, builds community resiliency for emergency situations
Equity considerations	Offer workshops at a variety of times. Provide accessible, practical resources in multiple languages using visuals where possible.
Collaboration potential	Can be delivered in collaboration with neighbouring communities or regionally
Capacity required	Low
General cost	Low (workshop promotion, venue, materials, external trainer, if needed)
Ongoing operational requirements	Depending on level of interest and follow up from the community, workshops can be regularly offered (e.g. quarterly) or on an as needed basis

Example community projects:

- City of Pitt Meadows [Neighbourhood Emergency Preparedness Program](#)
- City of Vancouver [Resilient Neighbourhoods Program](#)
- Comox Valley Regional District [Neighbourhood Emergency Preparedness Program](#)
- Columbia Shuswap Regional District [Neighbourhood Emergency Program](#)
- Oak Bay [Toolkit](#)
- Regional District of Central Kootenay [Neighbourhood Emergency Preparedness Handbook](#)

Additional resources:

- PreparedBC, [Emergency Guides and Resources](#)
- [In It Together: Neighbourhood Preparedness Guide](#)
- [Advancing Neighbourhood Climate Action: Opportunities, Challenges and Way Ahead](#)



Developing extreme temperature response plans

B.C. is experiencing an increase in average summer temperatures and extremely hot days.

In response to the 2021 heat dome, some local authorities have updated their emergency response plans to better address heat-related public health risks. Resources from [Emergency Management and Climate Readiness](#) can help local authorities incorporate extreme heat into their response planning. Heat risk mapping and assessment provide critical data on current and future risks, supporting the development of effective response strategies for preparedness, mitigation, and adaptation.

Extreme cold can be just as dangerous as extreme heat, particularly for vulnerable populations and in areas unaccustomed to cold weather. Cold weather response plans help reduce exposure by ensuring access to temporary shelter and other protective measures. Some communities, such as the [City of Kelowna](#), have deployed warming buses to provide shelter for dispersed vulnerable groups. [BC Housing](#) also provides additional emergency shelter spaces during extreme cold, especially in communities with limited capacity.

Many local authorities collaborate with community organizations to set up warming and cooling centres and other emergency support services. Integrating both extreme heat and extreme cold into response planning can help protect public health and build community resilience.



Impact area	Community climate adaptation
Level of adoption	35-37% of communities are developing emergency/hazard response plans (2023)
Community engagement	Through this assessment process local governments can engage with interest holders, specifically vulnerable populations to assess their needs during extreme temperature events to develop response plans
Equity considerations	Certain populations have been identified as being particularly susceptible to the impacts of extreme temperatures if they do not have access to a safe indoor environment, such as elderly, people who live alone, substance users, marginally housed, pregnant women, infants and young children, people with limited mobility, people with mental illness, people with dementia or other cognitive diseases, or people with pre-existing health conditions such as diabetes, heart disease or respiratory disease
Collaboration potential	Often developed at the community scale, there are models where several communities coordinate planning under a separate entity (for example, North Shore Emergency Management)
Capacity required	Moderate (multi-departmental, expertise required)
General cost	Low
Ongoing operational requirements	Imbedding findings into Emergency Response Plans

Example community projects:

- West Kelowna [Heat Response Plan](#)
- Williams Lake [Heat Alert Response Plan](#)
- Kelowna [Extreme Cold Response](#)
- Armstrong [Extreme Heat Response Plan](#)
- District of Kitimat and Haisla Nation [Extreme Temperatures Emergency Response Plan](#)

Additional resources:

- ClimateReadyBC
- Health Canada, [Developing Heat Alert and Response Systems in Urban and Rural Communities](#)
- [BC Provincial Heat Alert and Response System \(HARS\)](#)
- [Lived Experience of Extreme Heat in BC: Final Report to the Climate Action Secretariat](#)
- Vancouver Coastal Health, [Community Health and Climate Change: Mapping Exposure, Sensitivity and Adaptive Capacity to Four Health-Related Climate Hazards](#)
- Province of BC, [Severe Winter Weather and Storm Preparedness Guide](#)
- Province of BC, [Heat Preparedness Guide](#)



3.2. Climate-informed land use and development

Land use and community development are key to building resilient and sustainable communities. Compact and energy efficient community planning, hazard-informed land use planning, and development permit areas ensure that growth is managed in ways that reduce vulnerabilities to climate impacts while promoting sustainable land use practices.

These efforts create communities that are well-equipped to adapt to climate risks such as flooding, wildfire, and extreme weather events.

Development policies, zoning bylaws, and infrastructure investment strategies must integrate climate risks and emissions reduction targets. By aligning development with climate goals, local authorities can ensure that future growth supports a low-carbon, resilient future.

Related tools that many communities already have in place:

- Regional growth strategies
- Official community plans
- Development permit areas
- Zoning bylaws
- Land subdivision and development controls
- Floodplain management bylaws
- Community wildfire protection plans
- Design guidelines
- Covenants and easements

Types of projects related to this category:

- [Compact and energy efficient community planning](#)
- [Hazard-informed land use planning](#)
- Wildfire development permit area [[Regional District of Central Okanagan](#)]

Key resources:

- [ClimateReadyBC](#)
- Province of BC, [A Guide to Green Choices: Ideas and Practical Advice for Land Use Decisions in British Columbia Communities](#)
- Province of BC, [Preparing for Climate Change: An Implementation Guide for Local Governments in BC](#)
- Province of BC, [Indicators of Climate Change for BC \(2016 update\)](#)
- Province of BC, [Sea Dyke Guidelines: Climate Change Adaptation Guidelines for Sea Dikes and Coastal Flood Hazard Land Use](#)

Impact-specific resources:

- [Sea Level Rise Adaptation Primer: A Toolkit to Build Adaptive Capacity on Canada's South Coasts](#)
- [A Guidebook for BC Stormwater Planning](#)
- Province of BC, [BC Drought and Water Scarcity Response Plan](#)
- FireSmart BC, [Wildfire Development Permit Areas](#)
- Engineers and Geoscientists BC, [Guidelines for Landslide Assessments](#)
- Engineers and Geoscientists BC, [Legislated Flood Assessments in a Changing Climate in BC](#)



Compact and energy efficient community planning

Creating mixed-use, compact communities allows people to live close to amenities such as shops, jobs and public transportation.

This type of urban design reduces urban sprawl and supports significant long-term GHG reductions by minimizing car dependence. Compact communities preserve natural and forested areas, reduce greenfield development, and efficiently use existing infrastructure like sewer, water, and road networks. Additionally, ensuring that compact communities are designed with a climate adaptation lens—by accounting for potential climate risks such as flooding, heatwaves, and wildfires—helps ensure that these communities are not only low-carbon but also resilient.

Infill development—adding new housing in established areas or replacing single homes with multiple units—is a key strategy. The provincial Bill 44, which amends the *Local Government Act* to allow up to four dwelling units on most low-density residential parcels, supports local authorities in expanding diverse and attainable housing options.

While Bill 44 encourages small-scale, multi-unit housing (SSMUH) in low-density residential areas, it allows exemptions for lands where increased density would significantly elevate risk and cannot be practically mitigated. Local authorities can use hazard assessments and professional certifications to exempt such areas, ensuring that new housing aligns with both climate adaptation and public safety objectives. Local authorities retain planning authority through official community plans and zoning bylaws to direct density toward safe, climate resilient areas while balancing housing needs.

Impact area	Community emissions reduction, Community climate adaptation
Level of adoption	43% of communities reported compact communities initiatives (2023)
Community engagement	Engagement processes with the public and key stakeholders inform a local authority’s understanding of the barriers, challenges, values, priorities for residents’ respective neighbourhoods, as well as residents’ transportation patterns, and the factors and elements that affect public safety and enjoyment of alternative modes of transportation.
Equity considerations	Complete community assessments apply an intersectional, equity-focused lens to land use planning
Collaboration potential	Can be delivered in collaboration with neighbouring communities
Capacity required	Moderate (multi-year, multi-department, professional planning and GIS expertise required)
General cost	Low to moderate
Ongoing operational requirements	Integration of assessments into plans and regulatory framework. Land use regulation amendments can range from \$40,000 to \$200,000 depending on staff capacity and the need to hire contractors.

Local authorities can also encourage compact development through their zoning bylaws, official community plans, and policies. Resources like the CleanBC Complete Community Assessment help evaluate community “completeness” across transportation, daily needs, housing, and infrastructure. These assessments enable data-driven decision-making and align land use with climate, housing, and transportation goals. For example, West Kelowna’s Infill Strategy, funded by UBCM, integrates a Complete Community Assessment to inform their Infill Housing Strategy.

Example community projects:

- City of Terrace [Complete Community Assessment](#) for their 2025 OCP update
- City of New Westminster [Infill Housing and Townhouse Accelerator Initiatives](#)
- City of West Kelowna [Infill Housing Strategy](#)
- City of Prince Rupert [Complete Community Assessment](#)

Additional resources:

- [Complete Communities Guide](#)
- [Small Scale Multi-Unit Housing \(SSMUH\) Bill 44](#)
- Province of BC, [Homes for People Action Plan](#)
- Canadian Climate Institute, [How to Build More Homes in a Changing Climate \(2025\)](#)



Photo: City of New Westminster

Hazard-informed land use planning

In recent years, communities across B.C. have experienced significant damages due to natural hazards exacerbated by climate change, including localized and widespread flooding, wildfire, landslides and sea level rise.

Hazard-informed land use planning is essential to help mitigate these risks and reduce the impacts of these climate-related hazards.

Floodplain Management Bylaws and updated mapping are some examples of this planning approach. The majority of municipalities in B.C. still rely on outdated floodplain maps created prior to 2003 which use now-outdated information to predict flood frequency and severity. Since 2004, local authorities have been responsible for effective management and development in floodplains. Accurate and up-to-date climate- adjusted floodplain maps are needed to create development permit areas, set floodproofing requirements in building bylaws, establish flood construction levels, and guide subdivision approvals.

As part of the Federal Government’s Flood Hazard Identification and Mapping (FHIMP Program), flood mapping projects are being undertaken in six regions of B.C. where risks are high and there are no updated flood maps. The work is part of a multi- year federal-provincial funded program to reduce flood risks in B.C. communities.

B.C. is currently in the process of developing floodplain mapping guidelines that will be more detailed than the current guidelines prepared by Engineers and Geoscientists of BC.

In wildfire-prone areas, local authorities can implement hazard-informed land use planning to promote fire-adapted communities. Zoning, regulations, and development guidelines can create defensible space in the home ignition zone, maintain landscape buffers between urban areas and forests, and restrict development in high wildfire-risk areas. These measures, paired with community wildfire resiliency plans and forest

management will help communities adapt to increasing wildfire risks and reduce damage from fires. Working collaboratively across government agencies ensures these planning efforts are effective and aligned with regional needs.

Impact area	Community climate adaptation
Level of adoption	17% of communities are addressing current and future climate risks by undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the asset or project level.
Community engagement	Community input is key to identifying and prioritizing hazards. Local and traditional knowledge helps map historical hazard patterns. See also: Engaging Community Members in the Floodplain Mapping Process and Indigenous Engagement Guidelines for Flood Mapping .
Equity considerations	Prioritize low income, vulnerable population areas. Ensure mapping is available and accessible online, and in paper formats.
Collaboration potential	Can be delivered in collaboration with neighbouring communities, the province or within a watershed or landscape unit.
Capacity required	Moderate to high (multi-year, multi-department, critical expertise required)
General cost	Moderate
Ongoing operational requirements	Integration of assessments into plans, policies and tools



Example community projects:

- City of Kelowna [Mill Creek Flood Protection Project](#)
- Cowichan Valley Regional District [Lower Chemainus River Flood Management Plan](#)
- Abbotsford/Chilliwack and 3 local Nations [Sumas River Watershed Flood Mitigation Planning Initiative](#)
- Regional District of Central Kootenay [Community Wildfire Protection Plan Program](#)
- North Coast Regional District [Haida Gwaii Coastal Flood and Erosion Study](#)

Additional resources:

- Province of BC, [Flood Hazard Area Land Use Management Guidelines](#)
- [Coastal Floodplain Mapping Guidelines and Specifications](#)
- Engineers and Geoscientists BC, [Flood Mapping in BC](#)
- Engineers and Geoscientists BC, [Professional Practice Guidelines - Legislated Flood Assessments in a Changing Climate in BC](#)
- [Community Wildfire Resiliency Plan Instruction Guide: A Guide for Local Authorities and First Nations to Support the Development of Community Wildfire Resiliency Plans](#)
- FireSmart BC, [Community Wildfire Resiliency Plan](#)

3.3. Resilient buildings and infrastructure

Climate-resilient buildings and infrastructure reduce risks and lower long-term costs, yet many existing structures and systems are not designed to handle current and future climate impacts. They also account for a large share of community GHG emissions, primarily from energy use for heating and hot water.

Taking action to improve buildings and infrastructure provides significant benefits. Reducing emissions and energy costs supports long-term affordability, while resilient design and upgrades help communities better withstand climate-related hazards like extreme heat/cold, flooding, and storms. Addressing these challenges is critical to ensuring essential services remain reliable and communities thrive in a changing climate.

Related tools that many communities already have in place:

- Building bylaws
- Development permit areas and guidelines (form and character; energy, water conservation and GHG emissions reduction)
- Sewer use bylaws
- Integrated rainwater or stormwater management plans [[District of Squamish](#)]
- Lot grading drainage policies
- Street and drain clearing operations
- Community wildfire resiliency plan [[Regional District of Nanaimo](#)]
- Wildfire hazard development permit area [[District of North Vancouver](#)]
- Capital Regional District [Extreme Heat Information Portal](#)

Types of projects related to this category:

- [Building retrofit programs](#)
- [Information and training sessions for local building industry](#)
- [Development permit areas for energy and water conservation and GHG emissions reduction](#)
- [Resilient landscape and property programs and policies](#)
- Adopting BC energy and/or zero carbon step codes [[Regional District of Central Kootenay](#), [City of Port Moody](#)]
- Review and update applicable policies / tools listed above with a climate lens
- Updating development guidelines to support efficiency and heat pumps
- FireSmart program [[City of West Kelowna](#)]

Key resources:

- [Local Government Best Practices Guide to the Step Codes](#)
- Community Energy Association, [Building a Legacy Toolkit](#)
- BC Housing, [Realizing Resilient Buildings Toolkit](#)
- BC Housing, [Climate-Ready Housing Design Guide](#)
- Infrastructure Canada, [Climate Lens General Guidance](#)



Building retrofit programs

Local authorities can create a concierge service for homeowners to assist them on their energy and retrofit journey—guiding them every step of the way to energy efficient and climate-resilient homes

Any interested homeowner can sign up for such a program and receive support by a dedicated ‘Energy Concierge’ who provides personalized support throughout the process of making energy upgrades to a home, including identifying potential retrofits, navigating rebates, and connecting with qualified contractors; essentially guiding homeowners through the entire home energy retrofit process.

[Retrofit Assist](#) is an existing concierge service, offered through Community Energy Association, that provides a good example of a retrofit program that is being used in several communities in B.C.



Impact area	Community emissions reduction, Community climate adaptation
Level of adoption	14% of communities have topped up Provincial energy efficiency incentive programs, some related to home retrofit assistance programs
Community engagement	Builds partnerships and collaboration with local contractors and energy advisors
Equity considerations	Offer income-based scales of support, if possible, and provide financial support options as early as possible
Collaboration potential	Potential to employ a regionally shared approach that streamlines and centralizes efforts, providing equitable access to retrofitting programs, reducing complexity for homeowners and contractors, and can lead to cost savings.
Capacity required	Moderate
General cost	Low
Ongoing operational requirements	Having a dedicated staff member to the program could be beneficial depending on size of the program



Example community projects:

- Regional District of Kootenay Boundary [HomeSmart](#)
- Capital Regional District [Home Energy Navigator](#)
- Penticton [Home Energy Loan Program](#)

Additional resources:

- Zero Emissions Innovation Centre, [BC Retrofit Accelerator](#)



Information and training sessions for local building industry

Local authorities can help builders, designers, and energy professionals stay ahead of evolving building standards by organizing training sessions on energy-efficient, zero-carbon, and climate-resilient constructions.

When delivering sessions, topics of interest may include:

- BC Energy Step Code and Zero Carbon Step Code compliance
- New cooling requirements in the BC Building Code and other resilience measures
- Design, planning, and on-site strategies for high-performance buildings

To enhance impact, invite local designers, builders, and energy auditors with hands-on experience in high-performance projects to share lessons learned. BC Housing and the Community Energy Association offer valuable resources to support these efforts.

Coordinating with neighbouring communities can improve efficiency, especially where industry overlaps. In addition to training sessions, build an email list to keep local contacts informed about new resources, events, and regulatory updates.



Impact area	Community emissions reduction, Community climate adaptation
Level of adoption	All local authorities that adopt the step codes conduct industry consultation
Community engagement	Builds relationships and collaboration with local building industry
Equity considerations	Offer sessions during work hours. Provide accessible, practical resources in multiple languages using visuals where possible.
Collaboration potential	Can be delivered in collaboration with neighbouring communities
Capacity required	Low to moderate
General cost	Low (event promotion, venue, speaker fees, if needed)
Ongoing operational requirements	If desired, continue providing current information and resources to the local industry via a builder's email list and/or update website with recordings and content from engagement sessions to be accessible to all



Example community projects:

- Township of Langley [Builder Forum Series](#)
- Regional District of Kootenay Boundary [Build Energy Smart](#)
- City of Coquitlam [Considering a Heat Pump? Webinar](#)

Additional resources:

- Community Energy Association, [Building A Legacy North](#)
- BCIT, [Zero Energy Buildings](#)
- BC Housing, [Design Primers for Adaptation](#)
- [BetterHomesBC](#)



Development permit areas for energy and water conservation and GHG emissions reduction

Development permit areas (DPAs) are designated areas where special considerations apply to development.

A DPA for energy and water conservation, GHG reduction or resilience measures can be applied jurisdiction-wide or in specific key areas. It does not need to regulate all three areas—local authorities can tailor the DPA to focus on energy, water, or emissions reduction individually or in combination.

Rather than prescribing rigid requirements, DPAs provide guidelines that encourage integrated design solutions. Developers and designers have flexibility in how they meet these objectives.

Local authorities can set requirements for outdoor elements like landscaping, building siting, and other exterior design to maximize energy efficiency and resource conservation. For instance, guidelines may promote drought-tolerant plants, shade trees, deep overhangs for sun protection, naturalized ponds for rainwater storage, or systems like rainwater collection and geothermal energy.



Impact area	Community emissions reduction, Community climate adaptation
Level of adoption	26% of communities have created policy/procedures to affect change for bringing climate considerations into decision-making processes
Community engagement	Implementing more building regulations requires input from the development community to mitigate potential increased costs
Equity considerations	Ensure that the DPA benefits and costs are fairly distributed throughout the community
Capacity required	Moderate (multi-departmental, expertise required) for upfront program development. Department dedicated to handling DPA program. Low to moderate depending on level of applications.
General cost	Low to moderate upfront development costs. Low long-term costs.
Ongoing operational requirements	Ongoing revisions and fine tuning of guidelines as best practices advance

Example community projects:

- District of Sooke [DPA 1 – Energy and Water Conservation and Greenhouse Gas Emissions Reduction](#)
- District of Saanich [DPA General Design Guidelines for Low Embodied Emission Materials for Zero Carbon, Resilient, High-Performance Buildings](#)
- City of Colwood [Form, Character and Sustainability Development Permit Area](#)
- North Cowichan [DPA-6 GHG Reduction, Energy and Water Conservation](#)
- District of North Vancouver [Energy and Water DPA Brochure](#)
- Lake Country [Development Permit Areas Guidelines Checklist for Greenhouse Gas Reduction and Resource Conservation](#)
- Township of Langley [Green Buildings Brochure](#)

Additional resources:

- Province of BC, [Development Permit Areas for Climate Action](#)

Resilient landscape and property programs and policies

Climate change has made forecasting and planning for hazards like flooding and wildfires more difficult. Events like the 100-year flood are happening more often, along with droughts and other extreme weather.

Local authorities can help reduce these risks by implementing proactive landscape and property-level programs that strengthen community resilience before these hazards occur.

In wildfire-prone areas, applying FireSmart principles into development plans and bylaws helps create safer communities. For example, after the 2021 wildfire devastated much of the Village of Lytton, the community amended its building bylaw in 2022 to reduce wildfire risk. The new [Bylaw](#) refers to the [National Guide for Wildland-Urban Interface Fires](#) and includes:

- Fire-resistant construction standards
- Structure ignition zone protections
- Vegetation management for fire protection
- Accessibility and life safety provisions

In flood-prone areas, adaptation requires flexible design approaches. As flood patterns evolve, outdated 100-year flood construction standards are no longer reliable. Instead, communities are adopting adaptive management and life-cycle design with policies that allow for continuous updates to guidance and decision-making. The future of flood-resilient design will focus on long-term solutions, addressing needs beyond 50 years. One innovative approach is the [Buoyant Foundation Project](#), funded by the National Research Council of Canada. This project is testing "amphibious retrofit construction"—a flood-resistant housing design that allows structures to rise with floodwaters. The project's third phase will develop design guidelines for national building codes, helping communities coexist with water instead of fearing it.

Impact area	Community climate adaptation
Level of adoption	53% of communities are addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions
Community engagement	Education and empowerment of community members is essential to mitigating hazard risk at the property level
Equity considerations	Wildfires and flooding are expected to have a disproportionate impact on the high risk populations identified above as well as people who may experience other health equity limitations such as people with disability, those with lower socio-economic status, and Indigenous communities ¹ .
Capacity required	Moderate (multi-departmental, expertise required)
General cost	Low to moderate
Ongoing operational requirements	Imbedding findings into plans

1 Public Safety Canada (2023, May 11). The First Public Report of the National Risk Profile. www.publicsafety.gc.ca/cnt/rsrcls/pblctns/2023-nrp-pnr/index-en.aspx. Accessed June 19, 2023.



Mobilizing Building Adaptation and Resilience (MBAR)

The MBAR program by BC Housing provides practical, easy-to-read resources to help building owners and design teams protect homes and buildings from climate change impacts. The program covers:

- Site strategies to enhance resilience
- Design strategies to adapt to environmental challenges
- Operations strategies for maintaining resilience over time
- Community benefits of resilient buildings
- Potential design conflicts to watch for
- Costs and impacts of adaptation measures

The initiative creates valuable knowledge to help ensure buildings are better equipped to handle the effects of climate change, benefiting both the structures and the people who rely on them.

Example community projects:

- Nelson [FireSmart Programs](#)
- Whistler [Community Wildfire Resiliency Plan](#)
- Regional District of Kootenay Boundary and Grand Forks [Flood Mitigation Plan](#)

Additional resources:

- Natural Resources Canada, [National Guide for Wildland-Urban Interface Fires](#)
- [FireSmart BC](#)
- City of Vancouver, [Citywide Integrated Rainwater Management Plan, Volume II – Best Management Practice Toolkit](#)

3.4. Transportation and mobility

Local authorities influence how communities grow, function and affect daily lives through land use and transportation planning.

Land use development patterns are one of the greatest contributors to B.C.'s greenhouse gas emissions.² For example, sprawling development and car-dependent infrastructure lead to higher emissions.

The provincial Clean Transportation Action Plan (CTAP) aims to reduce transportation-related greenhouse gas emissions by 27-32% by 2030. It focuses on five key areas: reducing vehicle kilometres travelled, encouraging more efficient transportation modes, improving vehicle efficiency, and promoting zero-emission vehicles and cleaner fuels. Local authorities play a crucial role in achieving these goals by shaping transportation networks and land use patterns that support lower-emission travel.

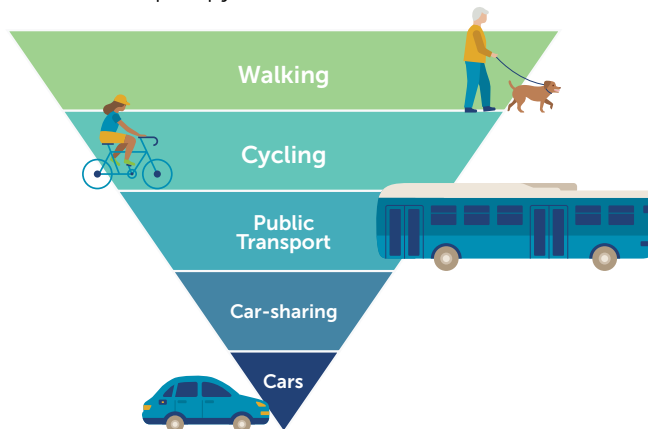
Adopting a transportation hierarchy like the transport pyramid shown below—which prioritizes walking, wheeling, cycling, and public transit over car-dependent travel—can guide land use and transportation planning to lower emissions and deliver broader community benefits. Compact, well-connected communities with diverse transportation options offer a path to lower emissions and greater resilience. Investing in infrastructure for public transit, active transportation, and electric vehicles reduces reliance on fossil fuels and improves mobility for all residents. Thoughtful land use planning enhances walkability, strengthens neighbourhoods, and ensures communities are better equipped to thrive in a changing climate.

In the transport pyramid (Figure 4), walking, wheeling, and cycling occupy the healthiest top of a reversed transportation triangle. Public transport comes next for its ability to move large numbers of people around in a relatively quick accessible way.

² Federation of Canadian Municipalities, Understanding the Climate and Financial Impacts of Land-Use Decisions Guide

Taxis and car-sharing follow, with individual car travel sitting at the bottom, unhealthiest level. The point of the pyramid is that car investment is deemphasised in favour of more active, communal modes of travel.

Figure 4. The transport pyramid



Related tools that many communities already have in place:

- Transportation Network Plans [[City of Port Coquitlam](#)]
- (Active) Transportation and Mobility Plans [[City of Merritt](#)]
- Parks Master Plans
- Regional Growth Strategies
- Official Community Plans
- Neighbourhood Plans [[City of Colwood](#)]
- Green Fleet Plans
- Infill Strategy [[City of Abbotsford](#)]
- Transit-Oriented Areas Designation Bylaw
- Off-Street Parking Regulations
- Subdivision Bylaw

Types of projects related to this category:

- [Green fleet transition](#)
- [Public transit infrastructure and safe access](#)
- [Active transportation planning and implementation](#)
- Revitalization/densification projects to encourage active transportation [[City of Delta](#)]
- All ages and abilities cycling plans [[City of Victoria](#)]
- Multi-use greenways for active transportation [Tsawwassen First Nation - [māq̓'a? xeł̓ ~/the Great Blue Heron Way](#)]

Key resources:

- Province of BC, [BC Community Road Safety Toolkit and Vision Zero](#)
- TransLink, [Transit-Oriented Communities Design Guidelines](#)
- Province of BC, [BC Active Transportation Design Guide and Core Documents](#)
- Smart Growth America, [Best Complete Streets Policies 2023](#)



Green fleet transition

Transitioning to electric vehicles (EVs) and installing charging infrastructure are key steps to reducing local authority corporate emissions.

While replacing an entire fleet with zero-emission vehicles (ZEVs) is the goal, it is challenging due to high initial costs, limitations in vehicle options or availability, and inadequate charging infrastructure.

As a result, fleet electrification is typically an incremental process. The first step is often conducting a charging infrastructure assessment, which can be supported by financial incentives and programs, such as those offered by [BC Hydro](#), to hire qualified professionals.

While these infrastructure planning steps are underway, local authorities can implement additional strategies to prepare for a transition to ZEVs. Developing a [Green Fleet Action Plan](#) is an effective way to incorporate emissions reduction into fleet management and vehicle replacement policies. Key actions to consider include:

- Right-sizing vehicles
- Using telematics to monitor and improve fuel efficiency
- Encouraging car sharing among staff
- Incorporating use of e-bikes and other electric tools
- Exploring the suitability and cost effectiveness of alternatives like hybrids, hydrogen fuel, and other fuel-efficiency measures

Impact area	Corporate emissions reduction
Level of adoption	32% of communities included electric vehicle charging studies/ planning as part of their corporate initiatives
Equity considerations	Develop a comprehensive needs assessment for a diverse range of drivers, that include accessibility, and safety limitations
Collaboration potential	Local authorities may be able to integrate infrastructure into the public realm, in coordination with regional partners
Capacity required	Moderate resourcing to implement change. Low/no change once the program is established (multi-year, multi-department, critical expertise required).
General cost	Low to moderate for assessments and plans; moderate to high for charging infrastructure depending on fleet size
Ongoing operational requirements	Incremental process to get to ZEV Fleet

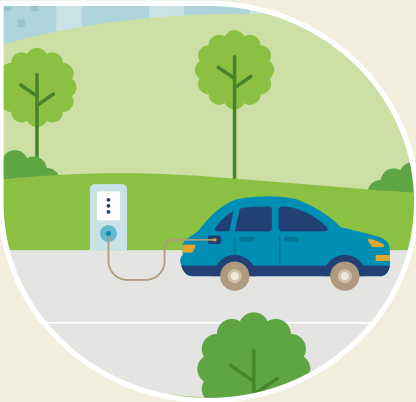


Example community projects:

- Central Okanagan Regional District and Member Municipalities [Green Fleet Guide](#)
- Capital Regional District [Zero Emissions Fleet Initiative](#)
- West Vancouver [Fleet Electrification Plan](#)

Additional resources:

- Natural Resources Canada, [Greening Government Fleets](#)



Public transit infrastructure and safe access

Public transit is a critical solution for reducing GHG emissions, addressing traffic congestion, accommodating population growth, and meeting the needs of an ageing demographic.

Transit systems can utilize existing road infrastructure, be electrified, and efficiently move large groups of people.

Local authorities share in the funding responsibilities with BC Transit, and are responsible for setting fares, managing bus stops and local security, and supporting transit through policies like transit-oriented development, parking, and transportation demand management.

The Capital Regional District (CRD) is advancing regional transit planning with its new Regional Transportation Service. This service enhances regional connectivity and integrated mobility, without requiring provincial legislative changes.

“Creating this service will align transportation with growth planning and advance the CRD’s priority of supporting residents’ access to convenient, green and affordable multi-modal transportation systems.”

The CRD also introduced the [EcoPASS](#) program, which allows developers to establish a transit fund for occupants of residential, commercial, or mixed-use developments. Participants access unlimited transit passes through the fund, promoting transit use and reducing parking demands.

Providing safe access to transit stops is an equally important role for local authorities through transportation planning and streetscape design. For example, the City of Nanaimo is prioritizing accessibility and safety upgrades near bus stops in 2024-2025, using complete streets standards to guide roadway design.

Impact area	Community emissions reduction
Level of adoption	27% of communities are improving or expanding public transportation; 6-11% of communities are prioritizing specific non-vehicle safety and access in transportation initiatives such as car-free streets, bylaw updates to prioritize pedestrian safety, and more (2023).
Community engagement	Best practices in transportation planning place high priority on civic engagement and social accountability. Design engagement activities that empower community voices and gather diverse perspectives.
Equity considerations	Keep rates low to maintain affordability. Prioritize routing and increase frequency for low-income and elderly users. Maintain and improve bus stop conditions for safety and comfort.
Collaboration potential	BC Transit services more than 130 communities (outside Metro Vancouver) providing a cost sharing partnership between provincial government and local authorities.
Capacity required	Moderate to high
General cost	Moderate to high - depending on the project
Ongoing operational requirements	Integration of assessments into plans and regulatory framework

Example community projects:

- City of Nanaimo [Mobility, Accessibility and Safety Improvement Projects](#)
- Capital Regional District [Regional Transportation Service](#)
- Resort Municipality of Whistler [Transit Future Active Plan](#)
- City of Powell River [On-Demand Transit Pilot Project](#)
- City of Maple Ridge [Lougheed Transit Corridor Planning](#)
- Alberni-Clayoquot Regional District [West Coast Transit Service](#)

Additional resources:

- BC Transit, [On-Street Infrastructure Design Guide](#)
- Province of BC, [Highway 16 Transportation Action Plan](#)



Active transportation planning and implementation

Active transportation refers to travel modes like walking, cycling and other human-powered movement. Expanding active transportation options in a community’s transportation network is a key strategy for reducing GHG emissions and supporting zero-emission targets, particularly in urban areas.

Investing in infrastructure is key to increasing the use of active transportation. The City of Vancouver, a leader in dedicated bike lane development, has seen a ridership plateau and is now exploring an [Active Transportation Promotion and Enabling Plan](#) to better understand the social and psychological factors influencing a shift to walking and cycling. This approach aims to maximize the impact of existing infrastructure and encourage greater adoption of active modes.

An example of rural active transportation investment is [The Cycle 16 Connector Trail](#) in the Regional District of Bulkley-Nechako. With a \$9.8 million grant from BC’s Active Transportation Capital Fund in 2024, the district is completing a 10 km multi-use trail connecting the communities of Smithers and Telkwa along Highway 16. Projects like this demonstrate how active transportation can enhance mobility, public health, and quality of life in both rural and urban areas by encouraging physical activity and reducing traffic-related pollution.

Incorporating active transportation goals into broader plans like Official Community Plans, Transportation Network Plans, and Park and Recreation Master Plans helps align investments with community priorities and governance direction. Developing detailed implementation plans with prioritized projects, budgets, construction timelines, and resource considerations ensures that active transportation is built efficiently and strategically.

Impact area	Community emissions reduction
Level of adoption	57% of communities are planning and investing in active transportation infrastructure
Community engagement	Best practices in transportation planning place high priority on civic engagement and social accountability. Design engagement activities that empower community voices and gather diverse perspectives.
Equity considerations	A modal equity approach can identify pedestrians and cyclists as vulnerable road users with higher mortality rates from vehicle accidents compared to drivers, and therefore propose reducing or restricting vehicular traffic. Clearly defined indicators are integral to effectively incorporate equity in active transportation planning.
Collaboration potential	Building connections between communities involves significant collaboration. For example, the Zapsčik tašii trail connects every community in the region through protected lands, requiring collaboration with Tla-o-qui-aht and Yuułuʔiłʔatḥ First Nations, Federal Government, Pacific Rim National Park Reserve, and District of Uclulet and Tofino.
Capacity required	Moderate to high (multi-year, multi-department, critical expertise required)
General cost	Low to moderate for plans and assessments; high for capital projects
Ongoing operational requirements	Integration of assessments into plans and regulatory framework

Example community projects:

- Town of Gibsons [Active Transportation Network Plan](#)
- City of Campbell River [Master Transportation Plan](#)
- Cowichan Valley Regional District [Regional Active Transportation Plan](#)
- Township of Langley [Transportation and Mobility Strategy](#)

Additional resources:

- Province of BC, [Move. Commute. Connect. Active Transportation Strategy](#)
- [Cities Health and Active Transportation Research \(CHATR\) Lab](#)

Funding programs are available to support local authorities in developing active transportation networks:

- [Ministry of Transportation and Transit’s programs](#), such as Active Transportation Infrastructure, Community Safety Enhancement, and E-bike rebates
- Union of British Columbia Municipalities (UBCM) offers the [Active Transportation Planning Program](#)
- Federal Government has the [Active Transportation Fund](#), which supports both planning and capital projects

3.5. Ecosystems and natural assets

As the climate changes, local authorities are re-assessing their connection to nature.

Natural assets are renewable and non-renewable elements and processes that a community relies upon, manages or could manage to provide services. These can include natural, enhanced, or engineered assets that can replace or supplement traditional grey infrastructure (see Figure 5).



Figure 5. Types of natural assets. Image from ACT (2023). [Natural Solutions Initiative: Putting Nature Back into Nature-Based Solutions](#). Action on Climate Team, Simon Fraser University.

Natural asset management refers to the management and preservation of natural assets, such as wetlands, forests, parks, grasslands, coastal ecosystems, streams and watersheds. These natural assets provide critical services and functions to communities independently and in conjunction with engineered assets as part of infrastructure systems, including:

- Soil quality and stability
- Flood protection
- Drainage and rainwater attenuation
- Water treatment and storage
- Recharge of aquifers, rivers and creeks
- Recreation
- Climate regulation
- Habitat and biodiversity
- Air quality regulation
- Health and well-being

Incorporating natural assets into financial reporting helps local authorities to better recognize and manage the valuable

services these assets provide. [Getting Nature Into Financial Reporting](#) supports local authorities in making consistent disclosures about natural assets based on national and international standards.

Nature-based solutions use natural processes to address environmental and social challenges. These include infrastructure services such as water storage, flood mitigation, and erosion control, as well as non-infrastructure approaches like rewilding and regenerative agriculture. For example, the Living Dyke project—developed by the City of Surrey with the City of Delta and Semiahmoo First Nation—is a nature-based flood protection initiative. The Mud Bay Nature-based Foreshore Enhancements Project spans 790 metres of shoreline and seven hectares, featuring a gentle, raised slope that helps marshes adapt to one metre of sea level rise while reducing coastal flood risk. This project received [FCM's 2024 Sustainable Communities Awards](#).

Green infrastructure, or blue-green infrastructure, refers to applying nature-based solutions in urban and built environments. For example, constructed wetlands, green roofs, bioswales, and permeable pavement can all help manage stormwater, while also reducing the urban heat island effect.

Related tools that many communities already have in place:

- Parks and recreation master plan [[City of Courtenay](#)]
- Integrated stormwater management plan [[District of Central Saanich](#)]
- Agricultural plan [[City of Delta](#)]
- Asset management inventory and plan [[City of Cranbrook](#)]
- Floodplain management bylaw [[Fraser Valley Regional District](#)]
- Environmental sensitive areas (ESAs) DPAs and strategies
- Shoreline environmental development permit areas
- Coastal flood and erosion study [[Haida Gwaii](#)]
- Tree protection bylaw [[District of Lantzville](#)]
- Soil deposit and removal bylaw
- Landscaping development permit area

Types of projects related to this category:

- [Urban forest strategies](#)
- [Green infrastructure](#)
- Assessment and valuation of natural assets [[District of West Vancouver](#), [Village of Nakusp](#)]
- Integrating environmentally sensitive areas in development permit area guidelines [[City of Terrace](#)]
- Incentive program to manage rain water on private property [[City of Victoria Rainwater Rewards Program](#)]
- Alberta Street Blue Green System and Columbia Park renewal [[City of Vancouver](#)]

Key resources:

- Intact Centre on Climate Adaptation, [Getting Nature Into Financial Reporting: Natural Asset Disclosures for Local Governments](#)
- Municipal Natural Assets Initiative (MNAI), [What are Municipal Natural Assets: Defining and Scoping Municipal Natural Assets](#)
- Municipal Natural Assets Initiative (MNAI), [Natural Asset Infrastructure in BC: Barriers and Opportunities](#)
- Asset Management BC, [Integrating Natural Assets into Asset Management](#)
- [Green Bylaws Toolkit: For Protecting and Enhancing the Natural Environment and Green Infrastructure](#)
- City of Vancouver Integrated Sewer and Drainage Planning, [Blue Green Typology Study](#)

Urban forest strategies

Urban forest strategies focus on protecting, maintaining, and expanding tree cover in urban areas, both on public and private lands.

These efforts provide multiple benefits, including:

- **Climate mitigation:** Trees absorb greenhouse gases
- **Water regulation:** Tree roots help manage stormwater, reducing flood risks
- **Damage prevention:** Trees can protect landscapes from storm damage
- **Biodiversity:** Urban forests support wildlife and pollinators
- **Cooling and shade:** Trees reduce urban heat
- **Community well-being:** Urban forests improve mental health and provide economic incentives³

In today’s changing climate, urban forests face risks from extreme weather, temperature changes, droughts, diseases, and invasive species, which can threaten tree health and survival. To address these challenges, urban forest strategies guide local authorities in improving planting conditions, diversifying tree species for climate resilience, and integrating ecological knowledge into planning. A well-developed urban forest management plan ensures the long-term health and sustainability of urban forests.

³ ^[4] Bardekjian, A. (2018). Compendium of best urban forest management practices. Second Edition. Originally commissioned to Tree Canada by Natural Resources Canada. Retrieved from: <https://treecanada.ca/resources/canadian-urban-forest-compendium/>

Impact area	Community emissions reduction, Community climate adaptation
Level of adoption	30% of communities are utilizing natural assets/nature-based solutions to adapt to and build resilience to climate impacts
Community engagement	Public engagement is an essential component to shape direction of the plan and understand community needs
Equity considerations	The 3-30-300 rule offers benchmarks for local authorities to promote equitable access to nature. It dictates that individuals should see three trees from their dwelling, have 30% tree canopy in their neighbourhood, and live within 300m of a high-quality green space.
Capacity required	Moderate
General cost	Low to moderate
Ongoing operational requirements	Implementation and maintenance

Example community projects:

- District of Saanich [Urban Forest Strategy 2024-2034](#)
- City of Colwood [Urban Forest Strategy \(underway\)](#)
- City of Abbotsford [Urban Forest Strategy 2020-2045](#)
- City of Pitt Meadows [Urban Forest Strategy and Implementation Plan 2024](#)
- Fort St. John [Urban Forest Strategy 2020](#)

Additional resources:

- Tree Canada, [Compendium of Best Urban Forest Management Practices Resource](#)
- [Green Municipal Fund, Factsheet: Urban Forest Planning and Associated Tools](#)



Green infrastructure

Green infrastructure includes both natural systems and engineered solutions that provide multiple environmental, social, and economic benefits.

When integrated with complete street concepts, it strengthens sustainability by addressing environmental, economic, and social equity goals.

Benefits of green infrastructure include:

- Reducing stormwater runoff, reducing floods and water pollution
- Improving air quality
- Enhancing biodiversity
- Mitigating climate change by sequestering carbon and reducing heat island effect
- Economic benefits, including green jobs and increased property values
- Aesthetic and emotional well-being from urban green spaces

Green infrastructure is a key component of climate change resiliency planning because it is more adaptable to environmental stressors compared to traditional grey infrastructure. They are also designed to slow the flow of water for more gradual dispersion, which cleans and infiltrates storm water run-off before reaching the natural receiving environment. Examples are diverse and include bioswales, xeriscaping, infiltration trenches and chambers, permeable pavement, rain gardens, and constructed wetlands.

Local authorities face barriers to implementing green infrastructure, such as limited physical space, high initial costs, and maintenance challenges. However, they can take incremental steps, starting with small pilot projects or smaller-scale green infrastructure.

Integrating green infrastructure into asset management systems ensures funding and prioritization for maintenance, while also capturing the intangible benefits, like improved well-being and biodiversity. Partnering with funders and supporters is crucial to advancing large-scale projects.

A recent achievement is the **k’əmcnitkw** (Alongside the Water) Floodplain Re-engagement Project. The Penticton Indian Band, Okanagan Nation Alliance and the **En’owkin** Centre collaborated successfully in partnership with funding from the Regional District Okanagan Similkameen and the South Okanagan Conservation Fund and others to build a series of constructed wetlands to re-connect an 8,800 m2 portion of the historic floodplain of the Okanagan River. This green infrastructure project has created an off-channel rearing backwater area for native fish, to offer refuge in high water and food sources during spring, summer, and fall, as well as a wetland for amphibians and waterfowl, replenishing both Indigenous Okanagan foods and biodiversity.

Impact area	Community emissions reduction, Community climate adaptation
Level of adoption	4% of communities have green/blue carbon sequestration projects
Community engagement	Incorporate community perspectives including western science and traditional ecological knowledge in planning to developing project design and policy guidelines
Equity considerations	Assess who is benefiting from, impacted by, and paying for the investment
Capacity required	Moderate to high
General cost	Low to high, depending on the chosen infrastructure project
Ongoing operational requirements	Green infrastructure systems require policy development, ongoing maintenance and staffing

Example community projects:

- Okanagan Nation Alliance [k’əmcnitkw \(Alongside the Water\) Floodplain Re-engagement Project](#)
- City of Vancouver [Rain City Strategy](#)
- Township of Langley [Green Infrastructure Services Department](#)
- City of Coquitlam [Green Development Guide](#)

Additional resources:

- Capital Regional District, [Green Stormwater Infrastructure Guidelines](#)
- [Banking on Green: A Look at How Green Infrastructure Can Save Municipalities Money and Provide Economic Benefits Community-wide](#)
- [Benefits of Adopting Natural Infrastructure: A Comparison of Natural and Grey Infrastructure Solutions](#)



3.6. Economy, energy and waste management

A sustainable economy depends on rethinking how we manage energy and waste.

Traditional systems often treat waste as a byproduct rather than a resource, contributing significantly to greenhouse gas emissions and missing opportunities for renewable energy generation. By transitioning to circular practices—where waste streams like organic material, wastewater, and excess heat are repurposed—local authorities can align climate goals while delivering economic and community benefits.

Investments in local renewable energy systems and regenerative infrastructure create new opportunities for green jobs and industries, reduce operating costs, and cut emissions. Technologies like biogas recovery from wastewater or composting organic waste can generate renewable energy, produce revenue, and reduce landfill impacts. These initiatives not only strengthen climate resilience but also support diversified economies and sustainable energy systems, fostering healthier and more resilient communities.

Related tools that many communities already have in place:

- Regional growth strategies [[Fraser Valley Regional District](#)]
- Official community plans [[Town of Ladysmith](#)]
- Waste management bylaws [[City of Mission](#)]
- Economic resilience strategies [[District of Central Saanich](#)]
- Community energy and emissions plans [[Gitga'at First Nation](#)]

Types of projects related to this category:

- [Renewable energy programs](#)
- [Organic waste infrastructure and diversion programs](#)
- Demolition waste reduction policy/bylaw [[District of North Vancouver](#)]
- Landfill gas capture [[Capital Regional District](#)]
- Circular economy strategies/programs [[City of Richmond](#)]

Key resources:

- Community Energy Association, [Closing the Loop: Energy and Resource Recovery in Local Government Infrastructure](#)



Renewable energy programs

Renewable energy is derived from natural processes like sunlight, wind, or biological materials that replenish as fast or faster than they are consumed.⁴

In addition to generating clean electricity, renewable energy sources such as renewable natural gas, low-carbon hydrogen, and liquid biofuels can play an important role in reducing emissions in B.C. communities. Beyond environmental benefits, community-based renewable energy projects can create local jobs, drive economic development, lower household energy costs, improve air quality and quality of life, and increase the efficiency and reliability of energy systems.

Local authorities can champion renewable energy adoption by leading by example, supporting partnerships or community-led projects, and updating policies to enable these initiatives. For example, a local solar program could begin with installing solar panels on community buildings like city hall, a library, and a recreation centre. This can expand to include a community solar project with a partner, offering incentives for residential and commercial installations, and reviewing regulations to remove barriers to renewable energy systems. Workforce development can also be supported by partnering with contractors and trade schools to provide solar installation training. Adopting a renewable energy zoning bylaw or development permit area is another way to encourage local projects.

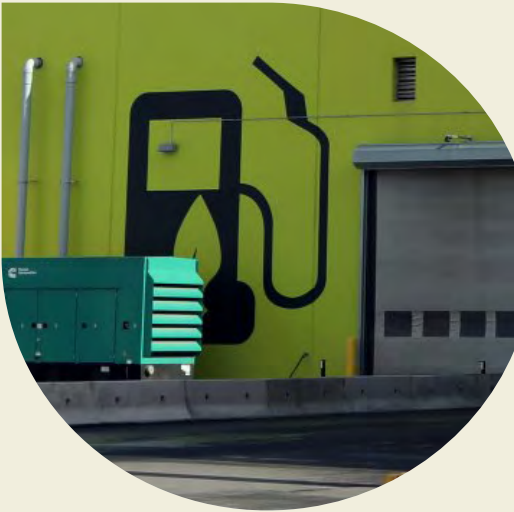
In addition to solar, community-based renewable energy systems include wind, biogas from landfills or green waste, or waste heat from sewage and buildings. District or neighbourhood energy systems are another innovative approach, using a network of underground pipes to distribute hot water, steam, or chilled water from a central plant to heat or cool nearby buildings. These systems provide localized, efficient solutions that align with climate and economic goals.

⁴ Definition adapted from the [Canadian Centre for Energy Information](#)

Impact area	Community emissions reduction
Level of adoption	17% of communities have made renewable energy investments as part of their corporate climate initiatives and 12% of communities have made renewable energy investments for community-wide climate actions
Community engagement	Meaningful community engagement is essential to the success and community acceptance of renewable energy projects
Equity considerations	Community-based renewable energy systems can reduce household energy costs. Consider servicing equity-deserving neighbourhoods first
Collaboration potential	Collaboration with industry is crucial when creating municipal-level policies and strategies that support the implementation of renewable energy systems. Revelstoke Community Energy Corp. utilizes biomass for their district energy project through a cooperative arrangement between the City and a local sawmill.
Capacity required	Moderate upfront resourcing including possible outsourcing expertise, low long-term
General cost	High upfront capital costs. Moderate upfront assessment costs.
Ongoing operational requirements	Require ongoing maintenance and staffing

Example community projects:

- District of Sicamous [Community Bio-heat Facility](#)
- Salmon Arm [Landfill Gas Capture Project](#)
- City of Nanaimo [Energy from Drinking Water System](#)
- City of Surrey [Biofuel Facility](#)
- Uchucklesaht Tribe Government [Saa ch'ak wat'a Power Project](#)
- City of Victoria [Renewable Energy Targets](#)
- City of Enderby [Fink Enderby District Energy System](#)
- Village of Telkwa [Biomass Heating System](#)



Organic waste infrastructure and diversion programs

Local authorities can invest in infrastructure and programs to encourage residents to separate organic and compostable waste—such as food scraps, food-soiled paper, and yard trimmings—from regular garbage.

When these materials are sent to landfills and decompose, they produce methane, a powerful greenhouse gas with 25 times the global warming potential of carbon dioxide. Research shows that nearly 40% of materials sent to landfill are organic and compostable, making them prime candidates for diversion through green waste programs.

Local organic waste diversion efforts can include programs like home composting education (e.g., compost coaching), providing tools like free home composting systems, and offering curbside collection of organic waste. Investments in larger-scale infrastructure, such as composting or anaerobic digestion facilities, enable the processing of materials that are unsuitable for home systems—like meat, bones, and other animal products. These facilities transform organic waste into compost, biogas, or other valuable products.

Many local authorities also support their organic waste diversion programs by implementing full or partial bans on organic waste disposal at their landfills.



Impact area	Community emissions reduction
Level of adoption	42% of communities include organics diversion as one of their community climate initiatives
Community engagement	Bolster community participation in organic waste diversion programs through posts to municipal social media accounts and educational materials and/or events
Equity considerations	Collect organic waste from multi-family buildings; offer low-barrier resources for home composting and green waste diversion (e.g., free green bins)
Collaboration potential	A regional approach to waste diversion, involving working groups with participation from local communities, businesses, and governments, can streamline program delivery, improve communications and participation, and find innovative solutions collectively.
Capacity required	Low to moderate
General cost	Moderate for diversion programs (containers or green bins, educational materials, staffing support for curbside programs). High for organic waste infrastructure development (capital costs for construction and equipment acquisition, staffing).
Ongoing operational requirements	Organic waste infrastructure requires ongoing maintenance and staffing.

Example community projects:

- Northern Rockies Regional Municipality [Vermicompost Program](#)
- Alberni-Clayoquot Regional District/Tla-o-qui-aht and Yuuʔuʔitʔath Pilot Project [Sort'nGo](#)
- Regional District of Central Kootenay [Organics Diversion Programs](#)

Additional resources:

- Province of BC, [Residential Organic Waste and Local Governments](#)



Photo: [Eagle Vision Agency](#)

4. Resources and Funding

4.1. Funding resources to finance climate action initiatives

Since 2022, the [Local Government Climate Action Program](#) (LGCAP) provides local governments and Modern Treaty Nations with predictable and stable funding, supporting climate action initiatives that reduce GHG emissions, prepares communities for the impacts of a changing climate and creates new opportunities for people in the clean economy. Other climate action related funding sources include:

Provincial (B.C.) funding sources:

- [The BC Climate Community Funding Guide](#) lists a wide range of funding sources for local authorities in an all-in-one guide. The site includes a fully searchable database of funding sources, detailed information on funds and grants, and a deadline tracker.
- [Green Municipal Fund](#) offers grants for municipal environmental projects. Loans are also available to municipalities at competitive rates, and can apply for long term financing
- [FireSmart BC](#) provides funding for a variety of programs, courses, guides, and assessments for land owners, businesses and local authorities
- [ClimateReadyBC](#) lists funding opportunities and financial supports for community preparedness, climate adaptation, and mitigation and risk reduction projects

Federal government funding programs:

- [Indigenous Climate and Environmental Federal Funding programs](#) by Environment and Climate Change Canada
- Indigenous Guardians Secretariat is delivering funding for [Indigenous-led Natural Climate Solutions \(ILNCS\)](#) collaboratively with First Nations, Inuit and Métis partners
- [2 Billion Trees Program](#) led by Natural Resources Canada
- [Nature Smart Climate Solutions Fund - Emissions Reductions](#) led by Environment and Climate Change Canada
- [Agricultural Climate Solutions](#) led by Agriculture and Agri-Food Canada
- [Net Zero Accelerator Initiative](#) (part of the Strategic Innovation Fund) led by Innovation, Science and Economic Development (ISED) Canada



4.2. Guidance resources to use funding effectively

- FCM [Adaptation Actions to Implement Climate Resilience](#): web-based tool to identify projects/actions to take to help address climate vulnerabilities and risks in communities
- CEA [Climate Leaders Playbook](#): online guide aimed at local elected officials featuring the Big Moves. Launched in 2019 and in need of an update
- CEA [Community Climate Action Dashboard](#): online database with the goal of helping local authorities develop best practices, foster peer learning and leverage climate action by sharing what communities are doing. The dashboard contains real-world data on the actions local authorities in B.C. are taking.
- CEA [Local Government Peer Networks](#): facilitated peer networks that address a spectrum of high-priority climate action topics and foster regional collaboration and alignment
- [International Council for Local Environmental Initiatives \(ICLEI\) - Local Governments for Sustainability Canada](#): membership organization that provides practitioners tools, resources, and partnerships to advance their sustainability and climate initiatives
- [Fraser Basin Council](#): charitable non-profit organization that brings people together to advance sustainability
- [Climate Insight](#): online source for relevant, actionable data and information from trustworthy sources provided by ICLEI Canada and funded by the Housing, Infrastructure and Communities Canada

4.3. Data and information sources to help with planning

- [Community Energy and Emissions Inventory \(CEEI\)](#): provides community-level greenhouse gas (GHG) emissions and energy consumption estimates for communities across B.C.
- [ClimateReadyBC](#): a platform to help the public and communities understand disaster and climate risks and find funding and supports to make communities more resilient
- [Climate Action Resources for Local Governments](#): a B.C. government hub to find information, resources and tools to support communities in both reducing emissions and preparing for climate change
- [CleanBC and the Roadmap to 2030](#): the B.C. government's plan to lower climate-changing emissions by 40% by 2030
- [Climate Preparedness and Adaptation Strategy](#): highlights B.C.'s overall direction and actions that the Province is taking to help better understand and adapt to the impacts of climate change
- [Climate Atlas of Canada](#): combines climate science, mapping, and storytelling together with Indigenous Knowledges and community-based research and video
- [Clean Growth Hub](#): information, resources and advice on federal supports for clean technology in Canada
- [Climate Data.ca](#): provides high-resolution climate data to help decision makers build a more resilient Canada
- [CEA Climate Action Planner](#): a tool for B.C. local authorities to explore community-wide climate actions
- [Climate Insight: Resources for Climate-Ready Housing and Infrastructure](#): a centralized source for communities to find the tools and data they need to advance low-carbon, resilient housing and infrastructure initiatives in their communities
- [Climate Toolkit for Housing and Infrastructure](#): provides a suite of open-access tools, resources, and support services to help infrastructure owners and decision-makers develop projects that build resilience and contribute to Canada's path to net-zero emissions
- [Climate Ready Infrastructure Service](#): capacity building for local authorities across Canada; the service connects local authorities and communities with top climate experts to support the integration of low-carbon resilience into local infrastructure projects
- [EGBC Climate Change Information Portal](#): a collection of resources for the intersection of climate change mitigation/adaptation and professional practice in engineering and geoscience
- [Natural Assets Initiative](#): offers services to help local governments, watershed agencies, and other small to mid-size decision-makers identify, manage, and protect a wide range of natural assets (like aquifers, wetlands, and forests)
- [Simon Fraser University, Integrated Climate Action for BC Communities Initiative \(ICABCCI\): A Low Carbon Resilience Decision Tool for Local Government](#): describes the low carbon resilience (LCR) approach to planning and decision making and offers detailed guidance on how Canadian communities can put it into practice
- [ReTooling for Climate Change](#): provides tools and resources to respond to the impacts of climate change in B.C.
- [BCIT Centre for Ecocities - Consumption-based Emissions Inventory and Ecological Footprint Archetypes for BC Communities \(coming soon\)](#)
- [BCIT Centre for Ecocities - Consumption-based Solutions for Climate Action Guide \(coming soon\)](#): the guide will support B.C. local governments in reducing consumption-based emissions and ecological footprint impacts

4.4. Climate focused conferences to build climate knowledge and collaborate

- [ICLEI Liveable Cities Forum](#)
- [PIBC Annual Conference](#)
- [Federation of Canadian Municipalities Sustainable Communities Conference](#)
- [United Nations Climate Change Conference](#)
- [CanAdapt](#) (a climate adaptation capacity-building hub that provides a responsive platform for training, education, communities of practice, and information resources)



5. Closing

Local authorities in B.C. are uniquely positioned to advance climate action by applying their knowledge of local needs and priorities. This guidebook provides examples of successful projects and practical guidance to help local governments and Modern Treaty Nations reduce emissions, build resilience, and deliver co-benefits like economic growth, improved public health, and stronger disaster preparedness.

Successful climate action starts with clear steps: assessing community needs, creating well-informed plans, securing funding from multiple sources, engaging with diverse interest holders—including equity-deserving populations—and measuring and reporting progress. While challenges exist, these steps can help ensure meaningful and achievable results.

Remember, support is available. Reach out to the Climate Action Secretariat for resources, guidance, or advice as you move forward at LGCAP@gov.bc.ca.



4. Appendix A – Index of Climate Action Projects

It can be difficult to know where to start. This appendix provides a list of climate action projects local authorities can implement, separated into two columns: “where to start”—projects that are good starting points for communities of all sizes (i.e. have lower capacity and cost requirements), and “building momentum”—projects that may require more resources to implement. It is important to note that depending on the scale, certain projects listed in the “building momentum” column could be undertaken at lower capacity and cost. Additionally, these projects could require lower capacity or investment with the right funding and/or with a regional approach that eases the burden for smaller local authorities.



Governance, planning and preparedness

WHERE TO START

- [Neighbourhood preparedness program](#)
- Education and awareness programs
- Climate lens for decision-making [[Regional District of Kootenay Boundary](#)]
- Seed funding (stewardship actions, revolving funds, community funding for climate actions)
- Energy audits for infrastructure
- Planning/audits of infrastructure for resilience (e.g. culvert replacement)
- LGCAP funds to leverage other funding sources
- Youth climate corps. – youth programs to undertake climate action
- Climate readiness/emergency response plan

BUILDING MOMENTUM

- [Climate risk assessments](#)
- [Extreme temperature response plan](#)
- Community climate action plan [[Comox Valley Regional District - Rural Areas](#)]
- Corporate climate action plan [[City of Burnaby](#), [Regional District of Fraser-Fort George](#)]
- GHG reduction plan or feasibility study
- Staffing (for climate related purposes)
- Flood preparedness planning/Flood mitigation program

Climate-informed land use and development

WHERE TO START

- [Hazard-informed land use planning](#)
- Water storage for increased drought resilience

BUILDING MOMENTUM

- [Compact and energy efficient community planning](#)
- Wildfire development permit area [[Regional District of Central Okanagan](#)]



Resilient buildings and infrastructure

WHERE TO START

- [Information and training sessions for local building industry](#)
- [Resilient landscape and property programs and policies](#)
- Adopting BC energy and/or zero carbon step codes [[Regional District of Central Kootenay](#), [City of Port Moody](#)]
- Provide a [municipal top-up to the existing Better Homes BC](#) incentive program
- Review and update applicable policies / tools listed above with a climate lens
- Updating development guidelines to support efficiency and heat pumps
- FireSmart program [[City of West Kelowna](#)]
- Building energy audits for municipally-owned facilities
- Energy/resilience upgrades to community infrastructure (arenas, community centres, libraries etc.)
- Cooling centres
- Solar installations
- Replacement of energy systems at end of life with most efficient options available
- Backup power for buildings/operations

BUILDING MOMENTUM

- [Building retrofit programs](#)
- [Development permit areas for energy and water conservation and GHG emissions reduction](#)
- Building retrofits in municipally-owned facilities

Transportation and mobility

WHERE TO START

- [Green fleet transition](#)

BUILDING MOMENTUM

- [Public transit infrastructure and safe access](#)
- [Active transportation planning and implementation](#)
- Revitalization/densification projects to encourage active transportation [[City of Delta](#)]
- All ages and abilities cycling plans [[City of Victoria](#)]
- Multi-use greenways for active transportation [Tsawwassen First Nation - [māq̓'a? xeł ~/the Great Blue Heron Way](#)]

Ecosystems and natural assets

WHERE TO START

- Integrating environmentally sensitive areas in development permit area guidelines [[City of Terrace](#)]
- Incentive program to manage rain water on private property [[City of Victoria Rainwater Rewards Program](#)]
- Habitat restoration
- Invasive plant removal
- Tree planting
- Wildfire preparedness/FireSmart (fuel management)

BUILDING MOMENTUM

- [Urban forest strategies](#)
- [Green infrastructure](#)
- Inventory/Assessment and valuation of natural assets [[District of West Vancouver](#), [Village of Nakusp](#)]
- Alberta Street Blue Green System and Columbia Park Renewal [[City of Vancouver](#)]

Economy, energy and waste management

WHERE TO START

- [Organic waste infrastructure and diversion programs](#)
- Demolition waste reduction policy/bylaw [[District of North Vancouver](#)]
- Solar installation to offset diesel use

BUILDING MOMENTUM

- [Renewable energy programs](#)
- Landfill gas capture [[Capital Regional District](#)]
- Circular economy strategies/programs [[City of Richmond](#)]
- Landfill improvement – reduced methane gas release, compost material, wood waste treatment



Karissa

From: Felt Me Now [REDACTED]
Sent: September 24, 2025 10:52 AM
To: Admin Mailbox
Subject: Regarding drone use in the Village of Kaslo

Greetings Kaslo Mayor and Council,

I am writing in regarding to a call I made yesterday to the Village office about a drone that was hovering over my house for a period of time in the downtown area.

I understand that the Village does not create laws around drones but wanted to make the council aware of this and to ensure that local businesses and citizens understand the laws and are abiding by them.

Thank you,
Jen Cookson

Sent from Gmail Mobile

Subject: Accountability in Policing and Senior Government Part Two: Civil Forfeiture Concerns
Attachments: RCMP letter page one.png; RCMP letter page 02.png; 20240405_175022.jpg; 20240405_175122.jpg; 20240405_175523.jpg; 20250218_100534.mp4; Municipal Letter RE Civil Forfeiture by Philip Perras.pdf

Dear Mayor and Council,

In my last letter, I demonstrated how senior governments appear to have been utilizing stigma in order to push responsibility onto municipalities for the fallout of their own decisions — including the pursuit of international trade deals with regimes that flood our streets with fentanyl precursors. Today, I am writing to follow up and emphasize that such trade deals are not the only way senior governments have been profiting from weaponized stigma. There is now evidence that they are profiting directly from the *crime and disorder itself*.

Let me explain.

When Civil Forfeiture Replaces Protection

At a home in Kamloops, *over 111* police and bylaw calls were logged between 2018 and 2024. Despite this extensive history — and repeated pleas from neighbours — criminal activity persisted. I personally filed a detailed complaint to the Kamloops RCMP in May 2024, warning that a vulnerable woman who owned the house was being exploited by criminal actors as she tried to care for her dying mother. I offered to provide photographic evidence of gang activity and stolen goods, including tools, luggage, electronics, and bicycle parts, but was denied any opportunity to do so.

Police told me the situation was "complicated." In a recorded conversation on May 24, 2024, Kamloops RCMP admitted that repeat thefts and criminal activity were being allowed to continue without arrests, providing no reason for why this was the case. RCMP quickly turned their focus onto me, asking "where I was" and whether I had any "mental health issues" (without making any specific accusations).

Just weeks later, an overdose death occurred at the home. Police seized over 100 grams of suspected crystal meth and a loaded, unlawfully stored firearm — confirming the level of threat I had warned about. So what was the RCMP's reaction to this death, you may ask?

In October 2024, police delivered a letter to the homeowner — threatening civil forfeiture proceedings. The letter referenced the same 111 police and bylaw files that had failed to trigger meaningful protective action over six years. The homeowner had already passed away by the time the letter arrived. My personal complaint about the situation is likely counted as one of those 111 files.

The message was unmistakable:

We won't intervene to protect you, but we will seize your home if you fail to protect yourself.

This is not public safety, this is institutional failure turned into a financial opportunity.

Profiting from Crime, Not Just Stigma

Civil forfeiture was originally intended to remove illicit profit from the hands of organized criminals. Today, it has become something else: a tool used against vulnerable homeowners after years of seemingly purposeful enforcement failure by the same institutions now profiting from property seizure.

Worse still, those who try to intervene — like myself — become targets of suspicion and retaliation.

When I filed my complaint, officers asked invasive questions about my location and mental health history — weaponizing stigma rather than addressing the facts. Unrelated charges were later laid against me in another jurisdiction (which did not result in any criminal conviction), suspiciously just *one week* after the overdose death — reinforcing the optics of coordinated retaliation and a potential attempt to smear me for my journalism. Disclosure pointed to involvement by the Kamloops RCMP prior to local authorities contacting me about charges.

In fact, I am still facing a charge for Harassing Communications related to my reports to police as a journalist, weeks after reporting police behaviour during those same communications to the OPCC as discriminatory. This appears to be retaliatory. Worse still is the fact that the public (including all of you) are not able to view the charge when looking up my name. You need the file number in order to see the charge (188689), which has been dragging on in court for now over a year. Even probation was never told about the charge, yet Crown is expecting a guilty plea and potential jailtime for this non-violent first offence.

Even the Civilian Review and Complaints Commission (CRCC) initially agreed to communicate with me as the homeowners advocate, then reversed course, issuing deadlines and pressure directly to the homeowner instead. When I objected to this on grounds of it being coercive, the file became stalled in “assessment” limbo, where it remains now months later. No acknowledgement of unethical behaviour by the CRCC was ever supplied.

This isn't oversight. It's systemic self-protection.

Why This Matters to You

This could happen in any neighbourhood — not just Kamloops. It is not an isolated failure, but a growing pattern:

- Calls for service become evidence for forfeiture, not triggers for meaningful intervention.
- Callers are retaliated against simply for filing reports with police.
- Stigma replaces support, enabling state actors to punish victims while avoiding accountability.
- Civil forfeiture becomes not a justice tool — but a revenue stream built on community harm.

When residents fear that reaching out for help will result in blame or property loss, they will disengage. When stigma is used to justify inaction, entire communities pay the price, and the mental health crisis we British Columbians are facing together only strengthens.

What Municipalities Can Do

Victoria Mayor Marianne Alto's Community Action Plan correctly emphasizes upstream support — housing, health, transportation, and non-profit partnerships — while balancing it with enforcement tools. But without destigmatization being emphasised *at every step*, even the best-funded plan will fail.

As with my initial letter from January of this year regarding 911 dispatch reform and a lack of meaningful action being taken by the CRCC in terms of criminal code violations being ignored by the RCMP, *municipal unity is key*. You can:

- Demand disclosure: What oversight exists over civil forfeiture? Are meaningful enforcement attempts documented and confirmed before seizure proceedings begin?
- Push for legislative changes: Require documented intervention efforts before civil forfeiture can proceed — especially in cases involving vulnerable homeowners.
- Establish local civilian oversight: Municipalities should create independent panels to review RCMP, CRCC and Crown conduct — including forfeiture decisions made by the BC Ministry of Justice.
- Reject stigma-based narratives: *Addiction is a health issue*. So is poverty. So is exploitation. Municipal leaders should challenge any provincial rhetoric that blames victims while monetizing their suffering.

Conclusion: Justice Cannot Be Reversed Into Profit

What we are witnessing is the inversion of justice:

- Neglect reframed as restraint.
- Failure repackaged as due process.

- Disorder weaponized into opportunity.
- Victims recast as criminals.

Civil forfeiture, as currently practiced, risks becoming not a deterrent to crime — *but a business model built atop it*. Without unified action by every municipality in this province, crime and disorder will continue to affect us **all**.

I remain appreciative of all your hard work and advocacy for your constituents. Thank you.

Sincerely,
Philip Perras
Investigative Journalist

4510 Bedwell Harbour Road
Pender Island, BC
V0N 2M1

philip_perras@hotmail.com

PS: Attached are the letter from the RCMP, the recording of RCMP acknowledging their previous refusal to act (linked below), images of stolen goods piled from floor to ceiling in a home in Kamloops (creating a health hazard), and a video of similar looking items being pushed down Johnson Street in Victoria earlier this year. I have chosen to share this documentation with every municipality in the province because it demonstrates how no community is immune from this trend, regardless of how any individual personally feels about the RCMP's service quality in their community. The stolen goods were piled so high that the house was infested with brown recluse spiders and mold, as the owner was unable to clean due to the growing mess. Yet, the owner was ultimately blamed for everything in an attempt to seize her home. The owner also later died of cancer, likely in part due to the stress caused by police inaction in her case.

PPS. Also attached is a .pdf version of this email that has been tailored to meet the submission criteria in some of our province's municipalities. Thank you!



[Report to Kamloops RCMP May 24 2024.mp4](#)

From: Nancy Metz <NMetz@rdck.bc.ca>

Sent: October 1, 2025 8:43 AM

Cc: Emma Clark <EClark@rdck.bc.ca>; Uli Wolf <UWolf@rdck.bc.ca>

Subject: Update: Community Woodsmoke Reduction Program – 2025/2026 Funding

Update: Community Woodsmoke Reduction Program – 2025/2026 Funding

Dear Community Partners,

We are writing to inform you that the Regional District of Central Kootenay (RDCK) will not be receiving funding for the 2025–2026 Woodstove Exchange Program.

This change comes as a result of our region's improved air quality. In accordance with the Canadian Ambient Air Quality Standards (CAAQS), and as assessed by the Ministry of Environment and Climate Change Strategy and the BC Lung Association, the RDCK has successfully met the criteria to no longer be designated as a "Red Zone Community." This is a positive milestone in our collective efforts to improve air quality across the region.

While this is good news for overall community health and environmental progress, we understand it may be disappointing for residents seeking financial incentives to upgrade older wood-burning appliances.

We will be bringing this update to the RDCK Board this month, and shortly thereafter the information will be posted on our website. For those interested in learning more about how air quality zones are determined, further information is available on the Government of British Columbia's [website](#).

Thank you for your continued support and commitment to cleaner air in our communities.

Nancy Metz | Administrative Assistant – Environmental Services

Regional District of Central Kootenay

Phone: 250.352.1529 | **Fax:** 250.352.9300

Follow us on [Facebook](#)

rdck.ca

Karissa

From: The Maliks [REDACTED]
Sent: September 5, 2025 6:29 PM
To: Mayor Hewat; Erika Bird; Matthew Brown; Rob Lang; Molly Leathwood; Joni L'Heureux; CAO Mailbox
Cc: Admin Mailbox; Bains, Rajeeta TT:EX; Durand, Britney TT:EX; TT SIR Business Management Team TT:EX; Minister, TT TT:EX; Anderson.MLA, Brittny LASS:EX
Subject: South Beach RV Park parcel size & Access to Water
Attachments: Width of RV park parcel requiring row's.pdf; Active Transportation.png

Mayor Hewat, Councilors Bird, Brown, Lang & Leathwood

It is my understanding that my September 1st correspondence **Access to Water** will appear on your Tuesday evening's agenda as an Information item. Since its submission another detail has come to my attention. Please reference the attached document - *Width of RV park parcel requiring row's*.

Given the total width of the proposed RV Park parcel a second, 20 metre 'highway' to Kootenay Lake is required. 'Highway' is defined in legislation to be any public street, road, trail, lane, bridge, or other public way.

Several questions arise:

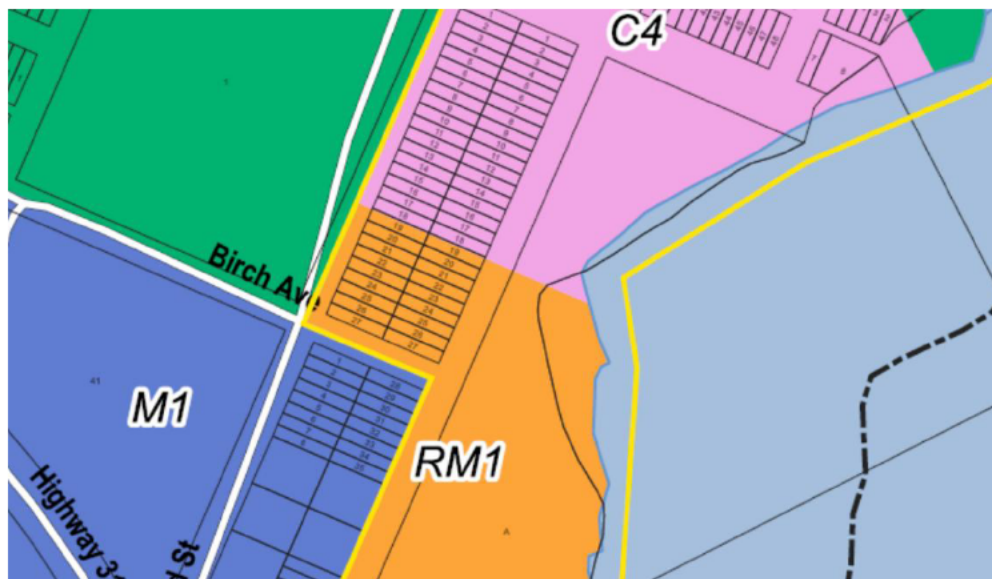
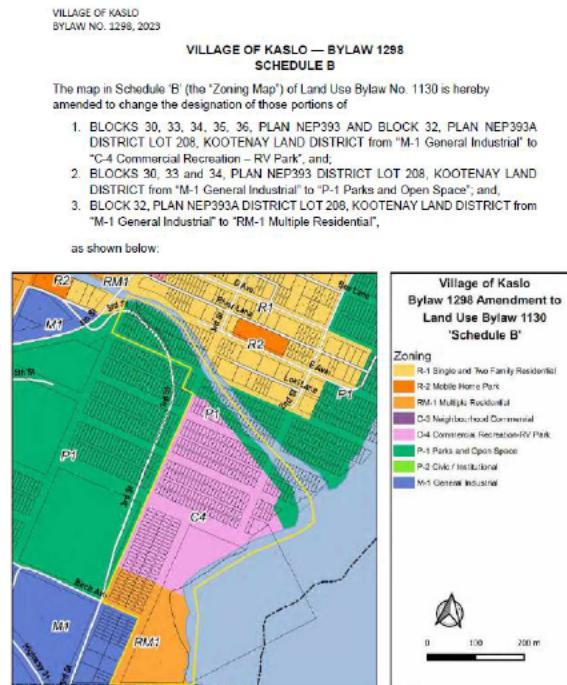
- Should the existing road allowance known as '1 Avenue' be retained by the Village to satisfy Section 75 of the *Land Title Act*?
- As an alternative, could the linkage suggested in ctq correspondence of April 17, 2025 be considered?
"however, if one is also desired up to 3rd Street at South end, it is very steep terrain (greater than 50%), AND includes HIGH sensitive environmental category lands according to the EIA. Perhaps a possible additional link at the very south end could be developed along with golf cart path/waterline construction, where Ecoscape would oversee best routing."

Note: This link at the very south end could someday connect with the neighborhood bikeway proposed in the *Active Transportation Network Plan, May 2025*. Map attached.

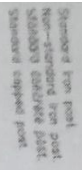
For your consideration, Anne Malik

Land Titles Act

Section 75 c. “access must be given by highways 20 m wide to the body of water and to the strips at distances not greater than 200 m between centre lines, or, in a rural area where the parcels into which the land is subdivided all exceed 0.5 ha, **at distances not greater than 400 m between centre lines;**”



Schedule B to Bylaw 1298 provides a division line between the proposed C4 and RM1 zones. It can be clearly seen when a section of the schedule is enlarged. The plan was to divide the land between lots 18 & 19. The map on the next page indicates the distance of each component (lots, lanes, row's). The total proposed RV Park parcel measures 1350 feet or 411.48 metres. This land would require two (2) “highways” 20 m wide to the body of water.





Karissa

From: The Maliks [REDACTED]
Sent: September 11, 2025 1:18 PM
To: Mayor Hewat; Rob Lang; Molly Leathwood; Erika Bird; Matthew Brown
Cc: Admin Mailbox; CAO Mailbox; Joni L'Heureux
Subject: Zoning Bylaw question at 2025.09.09 meeting
Attachments: Draft Commercial Recreation Zoning Bylaw.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Mayor Hewat, Councilor's Bird, Brown, Lang, Leathwood

Information in regard to the mayor's question at 2025.09.09 Council Meeting:

- Bylaw 1298 C4 – Commercial Recreation – RV Camping was first introduced at the 2023.10.10 Council meeting
- Bylaw 1298 was drafted in response to a Development Application from QP Developments
- The 2023.10.10 Council meeting agenda package includes the Development Application and additional material
- A Draft Zoning Bylaw provided by either the developer or ctq is included in this material. Copy attached.

For your information,

Anne Malik

C-4 – COMMERCIAL RECREATION – RV CAMPING

Purpose

The purpose of the Commercial Recreation – RV Camping Zone is to create a distinct zone that will regulate the private development of a seasonal and temporary camping facility. Commercial Recreation encompasses strata lot ownership or lease.

Permitted Uses

- Recreational Camping
- Recreational Strata Lots
- Seasonal Camping
- Temporary Camping
- Recreational Vehicles
- Travel Trailers

Accessory Uses

- Roadways and pathways
- Commercial recreation amusement and play area
- Washroom, toilets, shower building
- Laundry room building
- Outdoor storage (screened)
- Storage building
- Support infrastructure and services (Includes block wall)
- Caretaker residence (Modular home only if meeting permitted elevation in floodplain)
- Access to Lake, includes Boat Launch

Ancillary Uses of Strata Lot

- Deck
- Ramada (Porch)
- Parking (Tow vehicle, golf cart or boat trailer only)

- Regulated landscaping for screening only

Street Frontage/Site Area

- Perimeter.....
- Frontage.....

Density

- Strata lots will be no less thanSquare meters
- Frontage will be no less thanSquare meters

Coverage

- Maximum parcel coverage for the RV Park shall be, with municipal water service.
- Maximum RV per space: 1
- Ancillary structure per space: 2 (deck/ramada)

Setback Minimum (RV Site)

- Front (to roadway): 2 meters
- Rear: 1.5 meters
- Side: 1.5 meters

Parking

- Tenant Parking at RV lot only
- Parking may consist of hard pack base or pavers/stone for permeability.
- See Parking Regulations Section of this Bylaw. (Schedule.....)

Height

- Building Maximum: 10 meters
- RV Maximum: 5 meters (RVs will be parked at finished ground elevation)
- Accessory Building Maximum: 5 meters

Subdivision Regulations

- Parcel Area:
- Parcel Dimensions:

General Regulations

Deck Areas:

- A roofed deck or patio space may not be enclosed except that such areas may be enclosed by screened partitions.
- Roofed deck or patio areas may not exceed 25% of the vehicle space area.
- Decks/patios must be constructed independent of the Recreation Vehicle.

Private Open Space:

- A minimum of 10% of the gross area of the Recreational Vehicle Park must be provided as Private Open Space.

Ancillary and Accessory Buildings:

- No accessory and ancillary building or structure or storage buildings shall be used for sleeping or habitation purposes at any time.
- All accessory buildings are solely for the tenants of the Recreational Vehicle Park.
- All storage uses (indoor and outdoor) are solely for the tenants of the Recreational Vehicle Park and must not exceed 20% of the total area.

Internal Roadways:

- Internal roads must have a minimum width of 6 meters, paved or crush packed surface designed in accordance with.....standards. (BC Building Code?)
- Emergency access to the RV Park shall be provided and always maintained. Secured Access shall be provided with Village of Kaslo approved Lock or Boxes and opening devices.
- Access road design will respect DP Guidelines in the Shoreline Protection DP Area.

- Pedestrian and Golf Cart pathways must be designed and located to avoid conflict with motor vehicles. Where a crossing of an internal road may need to occur, precautions with signs and speed limits must be imposed.
- No parking or storage on or along internal access roads will be permitted.

Other Regulations

- The Strata Corporation or Club (as per Societies Act) may set out terms of season that RVs/Trailers will be permitted (typically April to October).
- The Strata Corporation (or Club) will set out strict design guidelines, in collaboration with the municipality (through the Development Permit Process) regarding any temporary covers for the RV trailers remaining longer than a typical season term.



Date Sun 9/14/2025 2:38 PM



South Beach – A New Vision

Information Session

Sunday September 28, 2025 | 7 – 9 pm

St. Andrew's Heritage Hall (500 - 4th Street, Kaslo)

Learn more about a low impact RV Park

Hosted by Anne Malik

https://outlook.office.com/mail/inbox/id/AAkAlGAAAAAHYQDEapmEc2byACqAC%2FEWg0A3NPeLBKNkkyONC9MUcQKaAAHq%2d... Page 195 of 410

DATE: September 17, 2025

FILE NUMBER: 3030-20

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Response to Letter titled *Notice of Highway Closure and Disposition of Lands – Access to Water*

At the September 9, 2025, regular meeting, Council directed staff to research and report back on the three (3) questions posed in correspondence received from Anne Malik regarding *Notice of Highway Closure and Disposition of Lands – Access to Water*. Following is a restatement of the questions posed, and clarifying information.

1. Requirements for Subdivision Approval

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

“Park dedication is unacceptable for access to water. There must be public road dedication.”
Source: MoT Guide to Rural Subdivision Approvals Last Modified: October 2023

It is understood the 30-metre riparian setback will be zoned Park within which a public-access trail will be fitted. How does this public-access trail within a Park satisfy Land Title Act Access to Water requirements?

The author’s statements include presuppositions that are false.

- (a) There has not been any discussion amongst Council for the subject lands to be zoned Park.
- (b) The MoT Guide to Rural Subdivision Approvals does not apply to the proposed RV Park because the Village is a municipality, not a rural subdivision within the Regional District. The first few sentences of the Guide state:
“1.0 Subdividing in BC - The Rural Subdivision Approvals site provides information on subdividing land in unincorporated areas. In municipal areas, please contact the municipal office...This guide is designed to lead you through the province's rural subdivision approval process.”
- (c) The proposed subdivision does not border a body of water, rather the proposed subdivision would border Village property.

Generally, the proposed road to the RV Park provides access to the subdivided land that satisfies the LTA section 75 – Requirements for subdivision; e.g. the road will be 20 meters wide and provides reasonable access to all new parcels. Further, the proposed road provides reasonable access to the river and lake.

2. Relief from Land Title Act (LTA)

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

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

The author's statements include presuppositions that are false. Currently, the Village's Approving Officer is not seeking relief from LTA section 75 for the proposed subdivision. The primary reason is that a subdivision application has not been received and so a review of subdivision requirements has not occurred. When a subdivision application is received, the Approving Officer will consider whether any relief from the LTA is warranted or required.

3. Relief from Land Title Act (LTA)

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

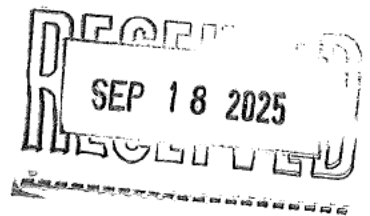
Given the potential for erosion within the riparian setback and negative impact to this habitat, why would the Village seek relief from requirements established by Section 75?

Again, the author's statements include presuppositions that are false. LTA section 75 does not pertain to erosion, riparian setbacks, or habitats, and the Village is not seeking relief from LTA section 75.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer



Mayor and Council
Village of Kaslo,
Kaslo B.C.
Sept.15, 2025

Dear Mayor and Council,

Regarding the recent South Beach vote taken by Council, Councilor Brown said it all "I would bring the attention of council to the many, many legitimate concerns stated in the large volume of correspondence received by council on the matter" and "I am urging council to listen to the voices of the constituents". Thank you, Councilor Brown and Councilor Bird for voting in opposition, listening to Village constituents and Indigenous voices of concern.

From the tone of the article in the Valley Voice Sept. 11 it sounds that facilitation of the developer's plan has indeed been the essence all along, in the first paragraph "-a big step forward for the RV park -". We are extremely disappointed in this hasty vote. 30 meters along the river and a measly 15 meters along the lake is what you have gotten for selling lake front land on the cheap we would like the South Beach to be renamed "Suzan's Folly".

We both have lost faith that logic-based input from villagers is listened to but Anne Malik's "New Vision for South Beach" should be a priority in your thinking, we fully support her idea and hope rezoning is up for public vote, maybe

Kit and Becky Ashenhurst , [REDACTED] Ave. PO Box [REDACTED], Kaslo V0G1M0



October 1, 2025

Village of Kaslo

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

Re: South Beach RV Park Campground Zoning Bylaw – Accessory Structures

“Water always Wins” says Erica Gies, in her book by this title. She explains that increasing extremes of flood can be made less severe by allowing natural water-land interaction to take place. South Beach, Kaslo River’s south delta accepts and disperses excess flood water, softening the impact of catastrophic flooding.

The proposed structural flood mitigation berm, a concrete block wall, will change the dynamics of the river. Any transfer of risk to the municipal dike, property and infrastructure within Lower Kaslo is unacceptable. Erosion of the south river bank below the wall could jeopardize the trail, the only public access to Kootenay Lake that has been negotiated. Erosion could also threaten the structural integrity of the wall itself.

This concrete block wall should not be permitted as an accessory structure in any South beach RV Park Campground Zoning Bylaw. The natural South Beach system, this nature-based infrastructure should be conserved.

Listen to Erica Gies who says “We need to move towards collaboration and partnership with water rather than control. Let floodplains be floodplains.”

For your consideration,

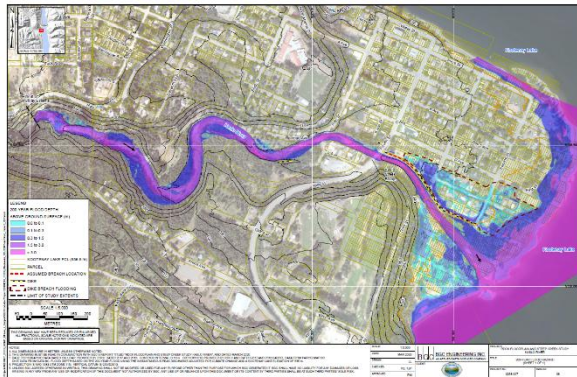
Vladimir & Anne Malik

October 2, 2025

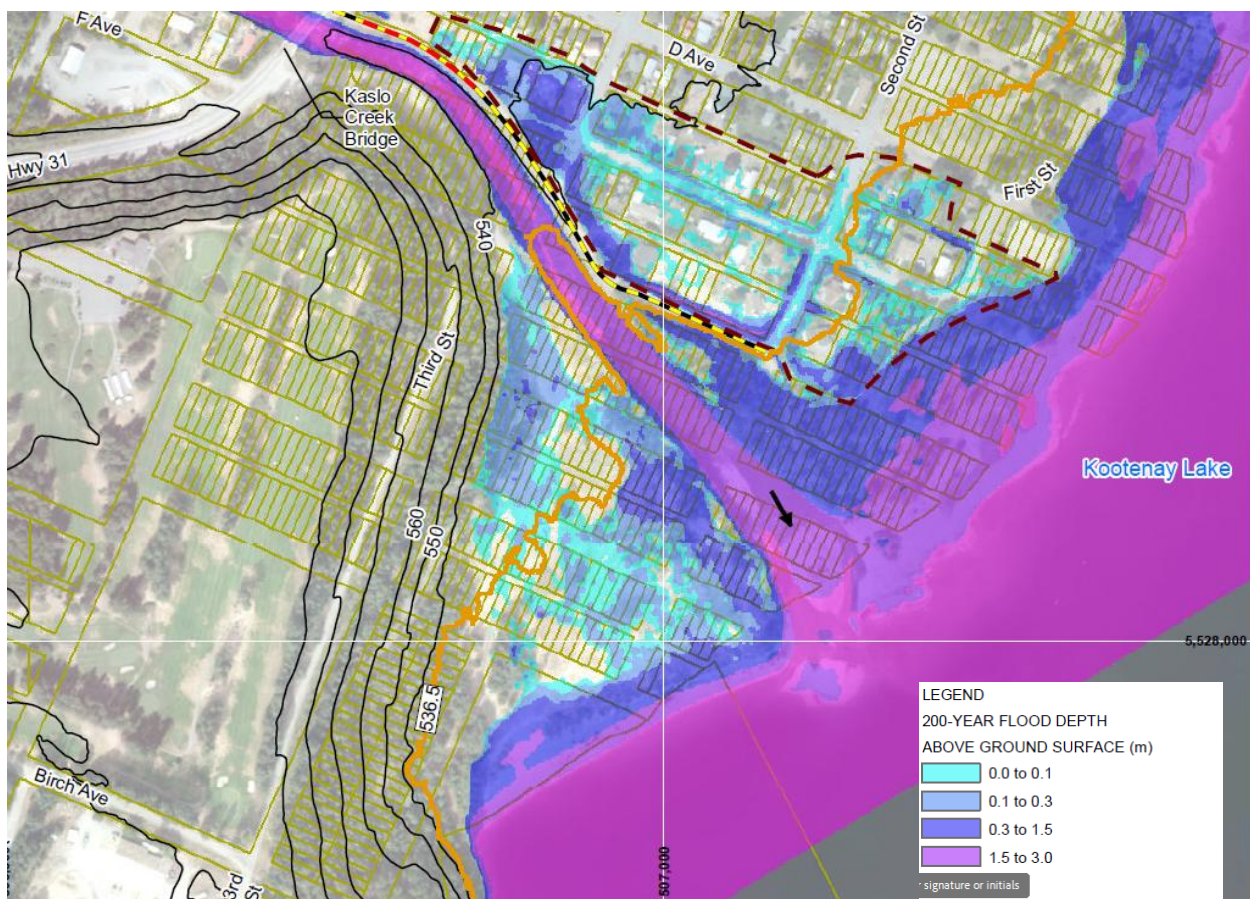
Village of Kaslo

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

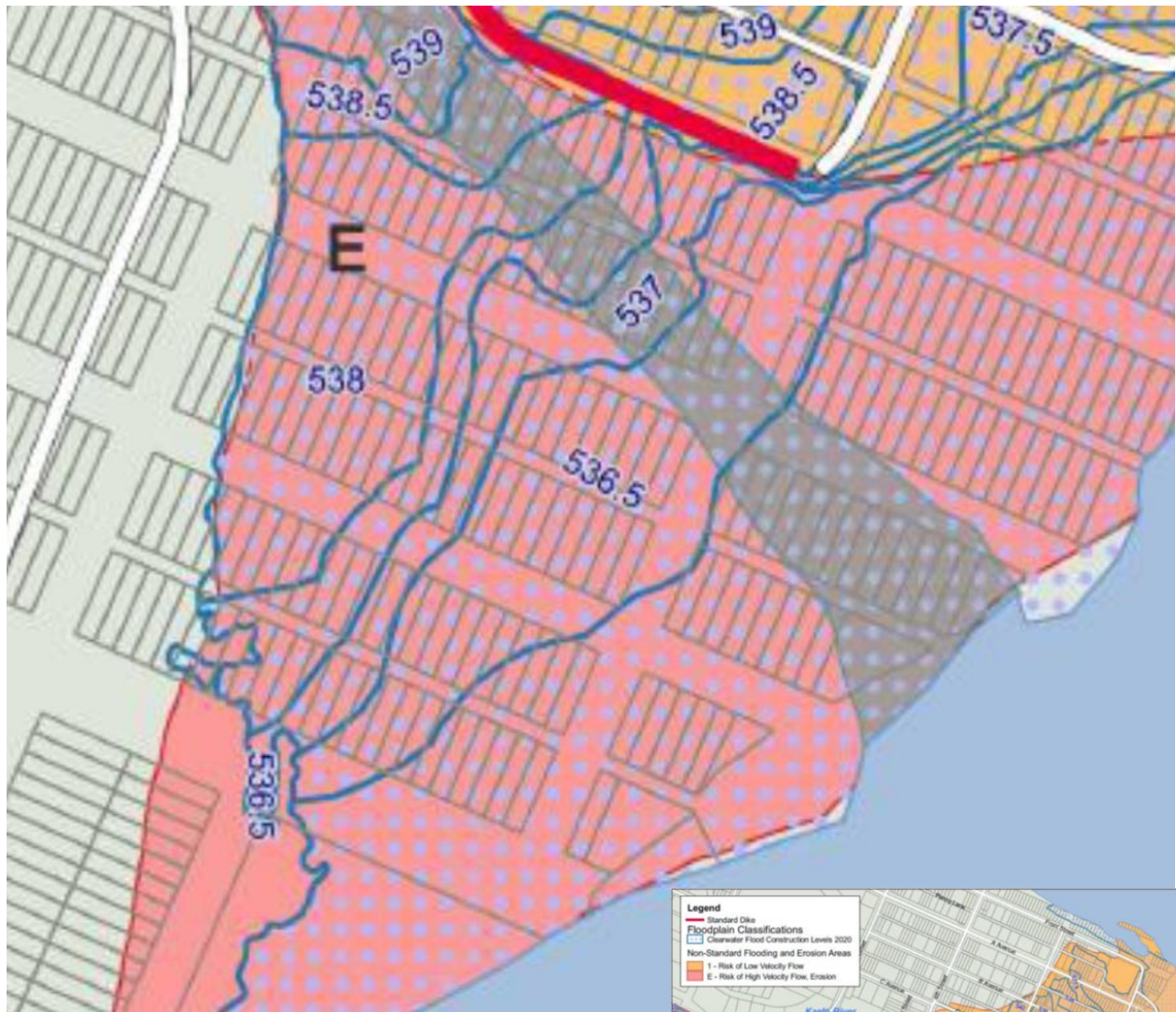
Re: South Beach – Flood Construction Levels



In 2020, BGC Engineering completed the *RDCK Floodplain and Steep Creek Study - Kaslo River*. A map on page 160 of that report illustrates the 200-year flood hazard and depicts the Kootenay Lake Flood Construction Level (FCL).



Zooming into South Beach, the bold orange line indicating the FCL is clearly seen and is the most accurate depiction available.



The elevations indicated on Schedule B of the village's *Floodplain Management Bylaw 1193* do not align with those on the BGC map.

Any discussion or decision related to the Flood Construction Level at South Beach should use the most accurate information. The 200-year Flood Hazard map prepared by BGC Engineering and included in the *RDCK Floodplain and Steep Creek Study - Kaslo River* should be referenced.



We ask that Council:

- a) acknowledge the differences between these map's Flood Construction Level detail,
- b) take action to have *Bylaw 1193 Schedule B* corrected, and
- c) provide notice to the public when the correction is completed.

Submitted by,

Vladimir & Anne Malik

October 3, 2025

Village of Kaslo

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

Re: South Beach – A New Vision RV Park Zoning Bylaw

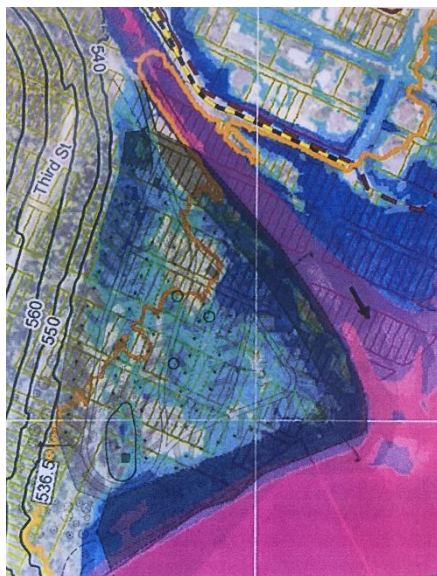
The Flood Hazard Assessment submitted by Watershed Engineering recommends that all “*permanent infrastructure on the site must be located above the 200-year Kootenay Lake Floodplain elevation of 536.5 meters.*”

In the *Commentary on Zoning & Regulatory Bylaws* correspondence submitted to Council on August 27, 2025 it was suggested that two areas within a Recreation – RV Camping zone be established. It was also suggested that a Qualified Professional should establish these two distinct areas of elevation.

The 200-year Flood Hazard map prepared by BGC Engineering included in the *RDCK Floodplain and Steep Creek Study - Kaslo River* may be appropriate. The 536.5 Flood Construction Level (FCL) is accurately depicted by an independent third party.



When QP Development’s final concept drawing of the intended RV Park layout is overlaid on the BGC Engineering map, you can determine the number of sites that lay beyond the 536.5-meter FCL.



The heavy orange line demarcates the 536.5-meter elevation boundary. Twenty-three (23) fully-serviced sites could be developed on land that meets the engineer’s recommendation.

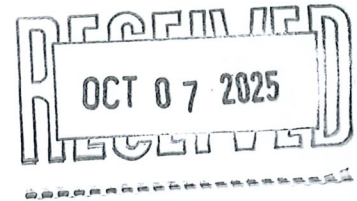
At the same time, the Kaslo River/South Beach water-land system, nature-based infrastructure, would be preserved.

Submitted by,

Vladimir & Anne Malik



DELEGATION REQUEST FORM



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

Name of Applicant:

Marianne Johnston + Doug Roberts

On behalf of:

The residents of lower Kaslo

Mailing Address:

Box 1421

Local Street Address:

[REDACTED] Second St.

Phone:

[REDACTED]

Email:

[REDACTED]

Please describe the issue that you would like to address:

New information re QP's proposed Lock Block Wall
and The Transfer of Risk of flooding to lower Kaslo.

Preferred appearance date:

Oct 14/25

Please note:

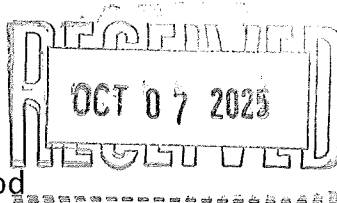
- All requests must be received no later than noon on the Tuesday preceding the meeting date.
- All supporting materials that will be presented to Council must be submitted with the Delegation Request Form.
- Delegations will have 10 minutes to present information to Council. Council may ask questions after the presentation.
- If you have any questions about appearing as a delegation, or about the Council Meeting process generally, please contact staff for assistance.

[REDACTED]

SIGNATURE

Oct 7 2025.

DATE



To Mayor Hewat

Councillors Bird, Brown, Lang, and Leathwood

7 October 2025

The Village of Kaslo Council is being asked by QP Developments to approve their proposed Strata Title RV Park. It has come to our attention that in their proposed plan, QP's project engineers call for building a concrete lock-block wall along the south side of the Kaslo River. According to their maps, this wall would extend, parallel to the river, all the way down to the seasonal high water level of Kootenay Lake, a length of approximately 730m/2400ft-- two village blocks long.

We are appalled that the Mayor and Council are considering approval of a structure that puts protecting the interests of a developer above protecting the homes, property, and well being of the citizens of Kaslo.

Kaslo River is fed by a watershed of about 450 square kilometers and is at risk of high velocity water and debris flows. It could experience extreme flooding at any time. The sole purpose of QP's wall is to deflect any flood water away from their development to protect their investment. That flood water and debris would instead be directed towards lower Kaslo.

Our dike [BC Dike registry #105] on the north side of Kaslo River, was especially designed and built to work in conjunction with the ability of the river's south delta to accept and disperse excess flood water-- the natural water-land interaction of the South Beach delta.

Any change to the flow of flood water caused by QP's Wall would compromise the effectiveness of our dike and delta, and transfer the risk of flooding away from QP's development towards the homes and property of the residents of Lower Kaslo, village roads, infrastructure, parks, etc.

For those of us living in the flood plain, flood insurance is either prohibitively expensive or impossible to get, and flood damage could mean a total loss. Should we suffer flood damage, we would hold the Village legally responsible for any actions permitting this wall to be constructed. You may wish to note that the city of Grand Forks is currently buying up properties in their flood plain, and the town of Merritt is being sued for negligence for allowing their dike system to be compromised.

Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.

From the Undersigned Concerned Residents of Kaslo

Cc: Brittney Anderson, MLA / Lori Halls, Deputy Minister, Ministry of Water, Land and Resource Stewardship/
Chantelle Grafton, Deputy Inspector of Dikes / Jeff Ray, MoT West Kootenay District Area Manager, Bridges /
Aimee Watson, RDCK

Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.

From the Undersigned Concerned Residents of Lower Kaslo

Name [Print]	Signature	Address	#Residents
MARY Stickle		311 A. Ave	1
Stephanie Lulworth		244 E Ave	3
Darren Penner		232 B Ave	
Fiona Anderson		E Ave ; 221 B Ave 320 A Ave	2
CANDACE FRARY		420 C Ave. between 4th & 5th	1
Trish Feeney		438 A Ave - B & B	3
JEAN SICOTIE		239 B AVE	1
JOHN STRAMPEK		220 B AVE	2
REBECCA Sinter		340 B AVE	2
Maggie Brown		221 B Ave	4
Alison Miller		720 - 2nd St.	1
JOY BURRIS		623 Kane St	1
Merydill Milne		204 BEE LANE	1
STEPHANIE JUD		577 3RD ST.	2
DAVID STEWART		577 3RD ST 527 3RD ST	1
Anne Malik		303 Front St.	1
Laddie Malik		303 Front St	1
MICHAEL PROZOR		202 B AVE.	2
Rebecca D'Arcy		216 B Ave	1
Brian Johnson		224 B AVE	2

Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.

From the Undersigned Concerned Residents of Lower Kaslo

Name [Print]

Signature

Address

Modeline O'Keefe		444 C Avenue, Kaslo
MANDY BATH		512 WATER ST. KASLO
CHRISTOPHER KLASSEN		512 WATER ST. KASLO
Harvey Armstrong		444 C Ave., KASLO
ANNA P. Rhoda		447 B Ave Kaslo
CHRIS RHODA		447 B Ave, Kaslo
Hayward Kirsh		504 Centre St., Kaslo
Sheryl Robinson		504 Centre St., Kaslo
Joan Muraeth		444 B AVE, KASLO, BC
Nicole Hochmuthel		414 3rd St. Kaslo
Dean Leach		414 3rd St. Kaslo
Sharleen D'Lerma		229 A Ave Kaslo
ED D'LERMA		229 A AVE KASLO
Rob Clark		212 - 5 TH St Kaslo
Crystal Moon		509 Centre St., Kaslo
Chantel Hensche		519 Centre St. Kaslo
ROD DUNHETT		330 B AVE, KASLO
Lynn van Deursen		Box 664/416 C Ave
Paul van Deursen		416 C Ave Kaslo
BARRIE FOX		513 CENTER ST KASLO
Tegan Gresley-Jones		516 Water Street
JORDAN JONES		516 WATER STREET

Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.

From the Undersigned Concerned Residents of Lower Kaslo

Name [Print]	Signature	Address	# Res
George Gill		308 E Ave	1
Ronald Soulfield		314 Riverlane	1
Richard DeCruyenaer		316 C Ave	1
Richard Korens		515 Third Street	2
RICK MULLANE		306 C Ave	1
Rick Ortega		327 C AVE	1
Angele Ortega		320 C AVE	1
Tracy Jalay		328 C AVE	2
DENISE PORTER		327 D AVE	2
Delane Smith		507 3rd street	4
Malai Ka Williams		306 D Ave	1
Margaret Fry		310 D. Ave.	1
Lisa Sicotte		345 D. AVE	1
Shann Matthews		339 D Ave	3
SEBASTIAN RAPPO		311 D AVE	1
Tina Mayert		311 D Ave	1
Steve Anderson		325 B AVE	1
LIE ROSS		320 B AVE	1
DARLEEN OLSON		311 B. AVE.	1
LINDA LYNCH		339 B Ave	1
Jill Holland		338 C AVE.	1
Amee Watson		341 D Ave.	2

Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.

From the Undersigned Concerned Residents of Lower Kaslo

Name [Print]	Signature	Address	# OF PEOPLE IN HOUSEHOLD
Emily Matras		231 E AVE	1
Doug Roberts		231 E AVE	1
Clea Arthur		247 E. AVE	1
Brian Denner		247 E. Ave	1
Geraldine Runkel		219 E Ave	2
Teresa Michals		124 E Ave	1
GERARD MAUDICK		130 E	1
Sana Shanti		125 D. AVE	1
Rob McCh		132 E AVE	1
Shelagh Smith		132 E Avenue	1
Michael Jones		302 3rd St.	1
Sandra Jones		302-3rd St	1
Roberts Huber.		139 D-Avenue	1
Peter Huber.		139 D-Avenue	1
Celia Cheateley		207 E Ave	1
DAVID CHEATELEY		207 E AVE	1
Dave Jette		240 D Ave	1
Gary Walters		226 LOKI LAKE	2
Jeremy Behr		711 2nd St	4
DEBRA REIMER		220 D AVE	2
Anita Early		237 D Ave	2

Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.

From the Undersigned Concerned Residents of Lower Kaslo

Name [Print]	Signature	Address	#Residents
Gail Bauman		314 D Avenue Box 484, Kaslo	2
ANDY SHARACK		314 D Avenue	2
Kathy Boehlke		324 River Lane Kaslo	
Alan Smith		324 River Lane	
MARILYNN (Zoe) McIntyre		140 E Ave P.O. Box 655 Kaslo BC	(1)
SHARMAN NAICKER		145 D Ave, box 336 Kaslo	62
Lu Rasmussen		234 C. Ave	1
BARRIE WOODHURST		213 B Ave.	2
FLORENCE WOODHURST		213 B Ave	
DARYL LAYDOURNE		210 BEE LANE	2
DONALD SCARLETT		335 B AVE	

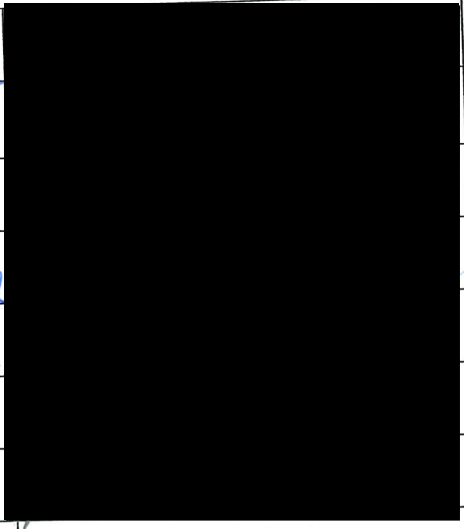
Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.

From the Undersigned Concerned Residents of Lower Kaslo

Name [Print]	Signature	Address	#Residents
LINDA KELLY + MIKE		414 SPRUCE AVE	2
Diane Millar		620 Higashi Way	2
Lexi Mager		725 Higashi Way / lower unit	1
Kerri Lantomas		737 Higashi Way	2
Rayner Gambelin		737 higashi way	1
JOHN HALL		743 Higashi Way	1
Letitia Hamilton		749 Higashi Way.	3
PADESH MARKOWSKI		606 5th Street	4

Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.

From the Undersigned Concerned Residents of Lower Kaslo

Name [Print]	Signature	Address	# Res
Franco Nardi		235 B ave.	3
Chris Erickson		429 C Ave	1
Jocelyn Polizzi		429 C Ave Kaslo	1
Nicola Cande		222 A Ave	1
Jackie Murdock		403 C Ave	1
KATHY ALEXANDERS		513 4th St	1
DAVID JACKSON		606 KANE ST	1

Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.

From the Undersigned Concerned Residents of Lower Kaslo

Name [Print]	Signature	Address	#
Pauline Carlson		+14-5 th Kaslo	2
RANDY MORSE		505-5 th St Kaslo	2
AZIZI MOONIR		481 ST 1875 C Ave	3
Matt Lee		335 B Ave	2
Ji Yoon		615 Kane St.	1
BLAIR CACIBABA		615 KANE ST	1
SERGE D'AMICO		611 Kane St.	1

Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.

From the Undersigned Concerned Residents of Lower Kaslo

Name [Print]	Signature	Address	# of people in household
Cheryl McKinnon		613-2nd Street	3
Nell McKinnon		613-2nd Street	3
Sarah Keenan		210 E Ave	3
Jenna Warga		244 E Ave	3
PATRICK HARTNETT		246 E AVE	1
Kevin Flaherty		301 D Ave	2
Rebecca Ashenhurst		245 D Ave	2
Kit Ashenhurst		245 D Ave	2
Sheila Roberts		243 D Ave	2
Thomas G. Satterly		243 D. Ave.	2
Christian Dufresne		239 D. Ave	2
WILL TSCHUDY		234 D Ave	1.
Marianne Johnston		700 - 2nd St.	2
Dale Mogielka		700 - 2nd St	2

Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.

From the Undersigned Concerned Residents of Lower Kaslo

Name [Print]	Signature	Address	# of people in household
Donna Gibbons		301 D Ave Kaslo	2
Linden Gibbons		321 D Ave Kaslo	3

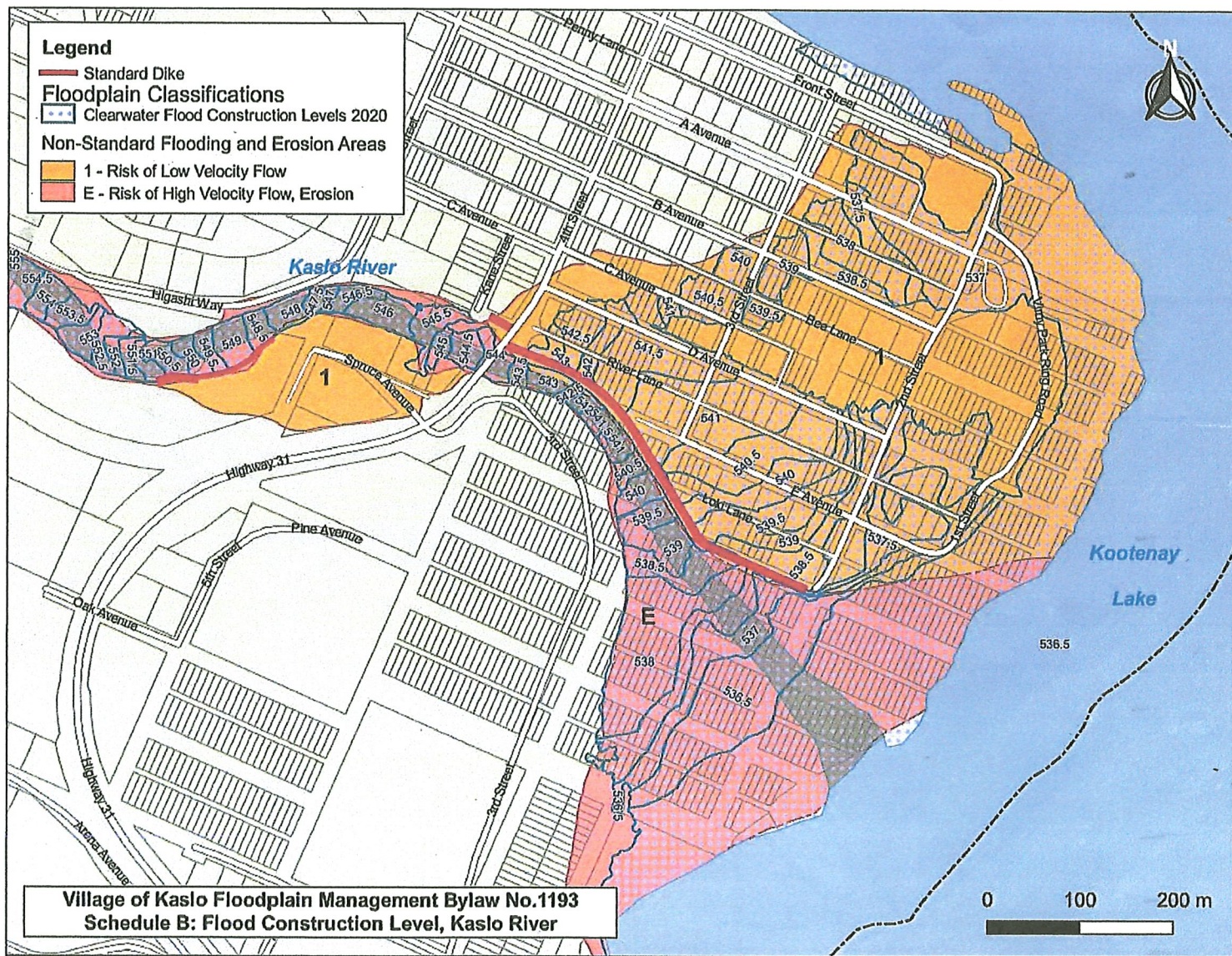
Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.

From the Undersigned Concerned Residents of Lower Kaslo

Name [Print]	Signature	Address
Claude Schroeder		243 Front St.
Hilary Schroeder		243 Front St.
NOELLA CHOUINARD		208 Avenue Kaslo
Joe MONTPEIT		208 AVE KASLO
DES McKilligan		208 AVE KASLO
Don Frittsman		606 5th ST KASLO
Mary Popan		209 A Ave
Sarah Moffatt		209 A ave
Annie Ferncase		231 A Ave Kaslo
Lorna Louise		2,312 Third St Kaslo
Cathie Douglas		428 A. Ave, Kaslo
Katharine Pegg		208 A Ave. Kaslo
Chelsea Van Rous		219 A Ave Kaslo
KEN VAN ROUGAN ET		219 A Ave Kaslo
L. BENSON BOUMANN		236 A AVE KASLO
Bryan Marks		236 A AVE Kaslo
SCOTT GILLIES		228 A AVE. KASLO
PETER CHOMITZ		320 A AVE
FRED SAVINKOFF		241 A AVE
Steve Scharitz		325 A Ave
Rick Galbraith		302 A Ave
Margaret Scharitz		302 B Ave

Village of Kaslo Floodplain Management Bylaw 1193

Schedule "B"





The photo above shows the approximate location of QP's proposed concrete lock-block wall. 



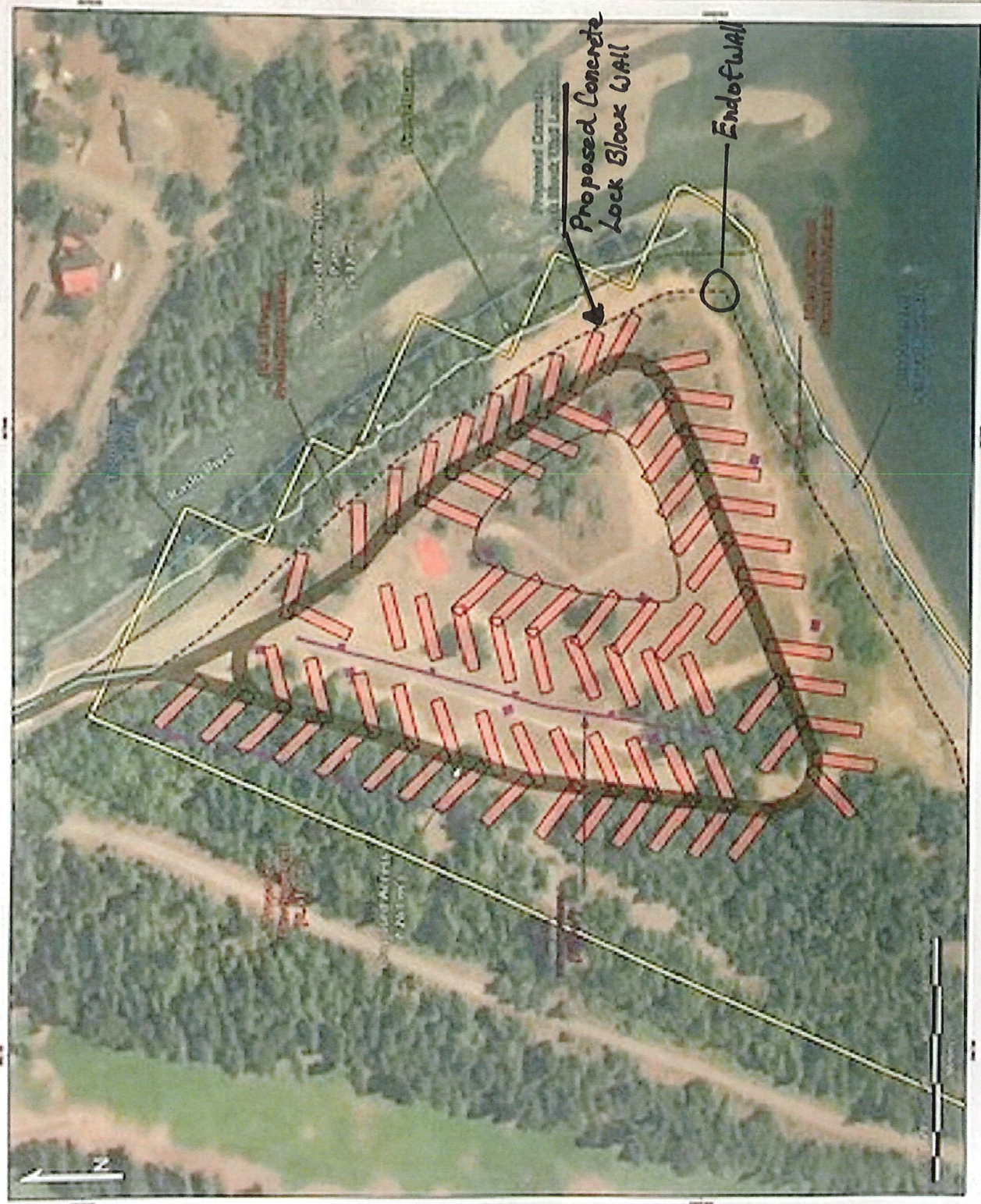
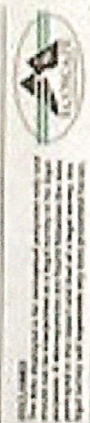
This 1967 BC Archives photo shows the path of the Kaslo River during a flood, flowing onto the South Beach delta-- the natural water-land interaction zone.

FIGURE 2

Proposed Block, Lock and End of Lock System Development

Project: Environmental Assessment
Location: Village of Katoia
Project No: 224143
Project Name: Quarry Property Development Inc.
Prepared by: Ecological Environmental Consultants Ltd.
Prepared for: Glen Austin, GIS Specialist
Coordinates: NAD83 UTM Zone 18
Field Work: 2017
Field Date: February 15-16, 2022
Map Date: May 6, 2023

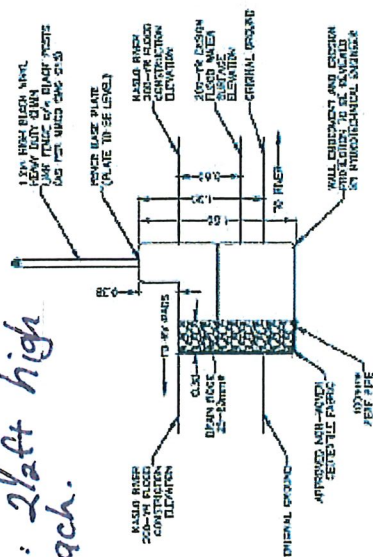
- LEGEND**
- Proposed Concrete Lock Block Wall
 - Top of Bank (2014)
 - Proposed Natural Boundary (2014)
 - 1:5m Section
 - Latitude and Stream Protection Setbacks
 - Proposed Development
 - Proposed Access Road
 - Proposed Septic Infrastructure
 - Proposed Production Path
 - Study Area



Wall will be 3 blocks high where required and will include 1.2M chain-link fence on top



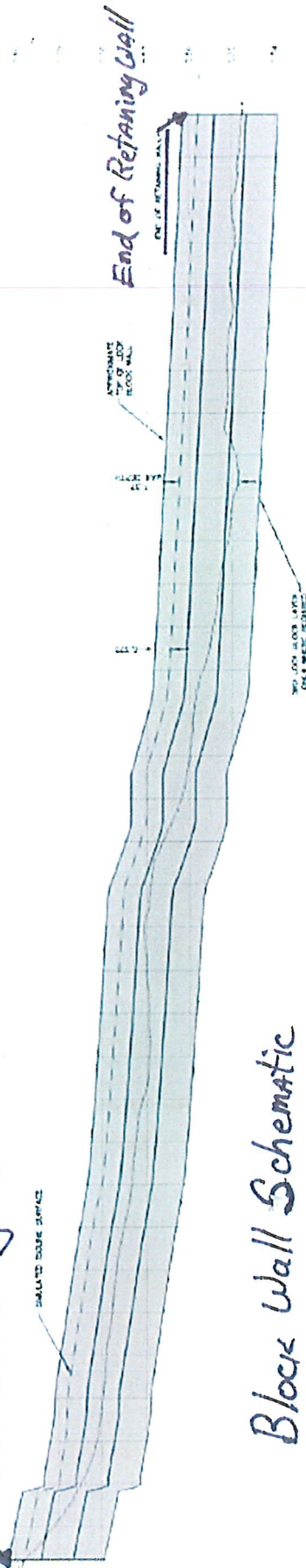
Blocks: $2\frac{1}{2}$ ft high
each.



LOCK BLOCK WALL DETAIL
SCALE 1:25

Original! Ground.

Start of retaining wall



Block Wall Schematic

LOCAL FLOOD EVENTS IN THE PAST FEW YEARS

We live in an area of naturally unstable terrain. Our Kootenay Lake valley, Mt. Buchanan, and the Kaslo River valley have many areas of sandy soil which are prone to shifting. The Kaslo River is fed by a catchment area of 450 square kilometers.

Many years see high levels in Kootenay Lake; we have all seen flooding in the logger sports area and beach, and watched lake water come up to some properties near the river. Should a high water-flow event in the river occur while the lake is high, water can back up the river and flood into lower Kaslo. If this also included a high-volume debris flow containing trees, it could block the river, backing it up and allowing it to breach the dike.

Below are some recent events that illustrate the potential for damage and destruction:

2002 -- A heavy rain event in the McDonald Creek watershed caused a debris flow that scoured the bed of the creek and destroyed the Allen Division water system infrastructure, affecting the water supply for 58 homes. It nearly washed out several village streets and Hwy 31, and it took a year to replace the system and restore water to residents.

2007-- Due to similar weather circumstances as 2002, a debris torrent destroyed the Coffee Creek Bridge, bank and highway, forcing closure of Hwy 31 for months while the bridge was completely replaced and bank restoration was done.

2012 -- A debris flow in Gar Creek, Johnsons Landing, destroyed 3 residences, farms, and resulted in the loss of four lives.

2012 -- Heavy rain caused a slide of unstable earth to block Keen creek and dam its flow. The community of South Fork was evacuated. When the dam broke, it caused a debris torrent to rush down the river towards Kaslo. This was witnessed by several residents as it came uncomfortably close to the top of the dike. Fortunately not many trees came down with the flow, which would have increased the danger.

2017-- Mt Buchanan experienced a landslide above Zwicky Road which required the evacuation of 47 homes as a precaution. The slide was 350 metres above the road and caused debris and boulders to flow downhill.

Other flooding events have occurred at Campbell Creek, Whitewater Creek, Bjerkness Creek, Lardeau Creek, and Kemp Creek, which damaged Kaslo's water supply.



MEETING DATE:	October 14, 2025	FILE No:	3360-20
TO:	Robert Baker, Chief Administrative Officer		
FROM:	Ian Dunlop, Manager of Strategic Initiatives		
SUBJECT:	OCP and Zoning Amendment - Kaslo Community Services, 330 B Avenue –		
DATE WRITTEN:	October 9, 2025		

1.0 PURPOSE:

To report on the Public Hearing regarding the Official Community Plan Land Use Map and the Land Use Bylaw Zoning amendments for 330 & 336 B Avenue so that Council may decide to adopt the bylaws pursuant to legislated procedures.

2.0 RECOMMENDATION:

THAT Official Community Plan Amendment Bylaw No. 1320, 2025 be read a third time.

THAT Land Use Amendment Bylaw No. 1321, 2025 be read a third time.
--

THAT Official Community Plan Amendment Bylaw No. 1320, 2025 be adopted.

THAT Land Use Amendment Bylaw No. 1321, 2025 be adopted.
--

3.0 BACKGROUND:

Kaslo Community Services' office is located at 336 B Avenue in a former residential building that has been converted to office use to accommodate their staff and deliver their programs and programs. KCS proposed expanding their existing building to add approximately 1,000 square feet of additional office space and a residential suite to provide emergency overnight accommodation. Council approved a Development Variance Permit to reduce building setback and parking requirements in February 2024.

Since then, an opportunity arose for KCS to acquire the neighbouring residential property to the east. Rather than pursue the expansion of their existing building, their plan has shifted to convert the dwelling at 330 B Avenue to meet their expansion needs. A primary rationale for their new approach is to maintain the residential character of the neighbourhood by avoiding what some perceived as an over-development of their existing location at 336 B Avenue.

Under Kaslo's Land Use Bylaw #1130 as amended, the property is zoned C-2 – Central Business District, which allows a range of different uses along with residential subject to the RM-1 – Multiple Residential zone regulations, and transient accommodation subject to the C-1 – Waterfront Commercial regulations. The property was rezoned from C-4 – Office Commercial to C-2 in 2018. The properties on either side, which includes 330 B Avenue, are zoned R-1 – Single and Two-Family Residential.

The R-1 zoning does not permit office or service uses, so rezoning of 330 B Avenue is required to allow for KCS's proposed expansion there. Although KCS is a non-profit society, office and services uses are considered commercial.

Council approved first and second readings of the OCP and Land Use Bylaw amendments at their regular meeting on September 9, 2025. The public hearing was held on October 7, 2025. Notice of the hearing was given pursuant to the requirements of the Local Government Act and Public Notice Bylaw 1275. The hearing was advertised in the September 25th edition of the Valley Voice, posted on the website and social media. Notices were hand-delivered to properties within 60 metres of the subject properties due to the postal strike.

4.0 DISCUSSION:

The Public Hearing held on Tuesday, October 7, 2025 was attended by 9 members of the public, which included representatives from Kaslo Community Services. No written submissions were received prior to the hearing, although KCS provided two letters of support with their application. Residents of 340 B Avenue and 339 B Avenue made verbal submissions at the hearing. They were supportive of the proposed amendments, but brought up concerns on how the proposed land use changes may impact their properties, parking and snow clearing in front of KCS. Their comments are reflected in the meeting minutes.

The proposed C-2B zone allows the following commercial uses, which encompasses the potential uses, programs and services that could be offered by KCS now or in future:

- Office
- Service
- Personal Care Facility and Day Care
- Public Building and Use
- Multiple Dwelling pursuant to the regulations of the RM-1 Zone
- Accessory Uses and Buildings

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

The setback requirements of the proposed C-2B zone recognizes the reduced front yard setback that was the subject of the Development Variance Permit. The front setback under the C-2 zone is zero metres, which would be out of character for the street. A neighbour was concerned that a 10-metre height restriction on future multi-residential development could impede a building design that is compatible

with the surrounding neighbourhood, but this concern would be best addressed at the time of development.

KCS will need to develop 5 parking spaces to the rear of 330 B Avenue property. This requirement may reduce the pressure on boulevard parking along B Avenue. Future construction of new or expanded buildings on the property will also increase the number of spaces required on site.

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

5.0 OPTIONS:

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

1. **THAT the OCP and Land Use Bylaw amendments be read a third time and subsequently adopted.**

The bylaw amendments may be debated by Council prior to approving third reading. No debate is allowed on the motion to adopt. The OCP amendment must be adopted before to adoption of the zoning bylaw amendment. These must be separate motions.

2. Council may adopt, defeat, or amend and adopt the bylaws provided that no amendments:

- alter the use;
- increase the density;
- decrease the density without the owner's consent; or
- alter the bylaw in relation to residential tenure.

3. Council could choose not to approve third reading of the bylaws. The application to amend the OCP and zoning will be denied. The applicant can reapply after 6 months, pursuant to the Development Procedures Bylaw.

6.0 FINANCIAL CONSIDERATIONS:

Pursuant to Section 477 (3) of the Local Government Act, the Village must consider the OCP in conjunction with its financial plan and regional waste management plan. The OCP amendment is minor in nature, as it applies only to one parcel of land. Future development related to this amendment would be part of orderly and expected growth in the Village, aligning with the existing principles and policies included in the OCP. This amendment has no effect on the Village's financial plan or the regional waste management plan.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Divisions 3, 4 and 5 of the Local Government Act pertaining to Public Hearings, OCPs and Zoning Bylaws

Bylaw

Development Procedures Bylaw 1283

Official Community Plan Bylaw 1280

Land Use Bylaw 1130, as amended

Public Notice Bylaw 1275

8.0 STRATEGIC PRIORITIES:

None to report.

9.0 OTHER CONSIDERATIONS:

None to report.

RESPECTFULLY SUBMITTED:



Ian Dunlop
Manager of Strategic initiatives

Attachments:

1. Draft of Official Community Plan Amendment Bylaw No. 1320, 2025
2. Draft of Land Use Amendment Bylaw No. 1321, 2025
3. Minutes of 2025-10-07 Public Hearing

CAO COMMENTS:

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

LAND USE AMENDMENT BYLAW NO. 1321, 2025

A Bylaw to amend the Village of Kaslo Land Use Bylaw No. 1130, 2012

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

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

PARCEL E (BEING A CONSOLIDATION OF LOTS 32 TO 35 INCLUSIVE SEE LB331029)

BLOCK 11 DISTRICT LOT 208 KOOTENAY LAND DISTRICT PLAN NEP393;

from “R-1 Single and Two Family Residential” to “C-2B Central Business District Special Zone B”, as shown in the attached Schedule B.
6. The map in Schedule ‘B’ (the “Zoning Map”) of Land Use Bylaw No. 1130 is hereby amended to change the designation of:

PARCEL F (BEING A CONSOLIDATION OF LOTS 29, 30 & 31, SEE CA4531117)

BLOCK 11 PLAN DISTRICT LOT 208 KOOTENAY LAND DISTRICT PLAN NEP393

from “C-2 Central Business District” to “C-2B Central Business District Special Zone B”, as shown in the attached Schedule B.
7. If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
8. This Bylaw shall come into full force and effect on the adoption thereof.

READ A FIRST TIME this 9th day of September, 2025.

READ A SECOND TIME this 9th day of September, 2025.

PURSUANT TO THE *LOCAL GOVERNMENT ACT*, NOTICE WAS ADVERTISED ON
this 25th day of September, 2025.

PUBLIC HEARING held this 7th day of October, 2025.

READ A THIRD TIME this

ADOPTED this

Corporate Officer

Mayor

SCHEDULE A	Land Use Amendment Bylaw No. 1321, 2025	Bylaw No. 1160, 2012 (1321-2025)
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3.7 C-2B – CENTRAL BUSINESS DISTRICT SPECIAL ZONE B

3.4.1 Permitted Uses

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

3.4.2 Site Area and Street Frontage

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

3.4.4 Height

- a. Building height (maximum) **10m**

3.4.5 Setbacks and Projections

- a. Front Yard setback (minimum) **3.0m**
- b. Rear Yard setback (minimum) **4.5m**
- c. Side Yard setback (minimum) **1.5m** from an interior lot line, or
4.5m from an exterior lot line or a lot line
abutting a single-family dwelling
- d. Projections (maximum) **0.6m** into setback

3.4.6 Site Coverage and Parking

- a. Site coverage (maximum) **40%**
- b. Parking Subject to the regulations in Section 4.

SCHEDULE B	Land Use Amendment Bylaw No. 1321, 2025	Bylaw No. 1160, 2012 (1321-2025)
--	---	--

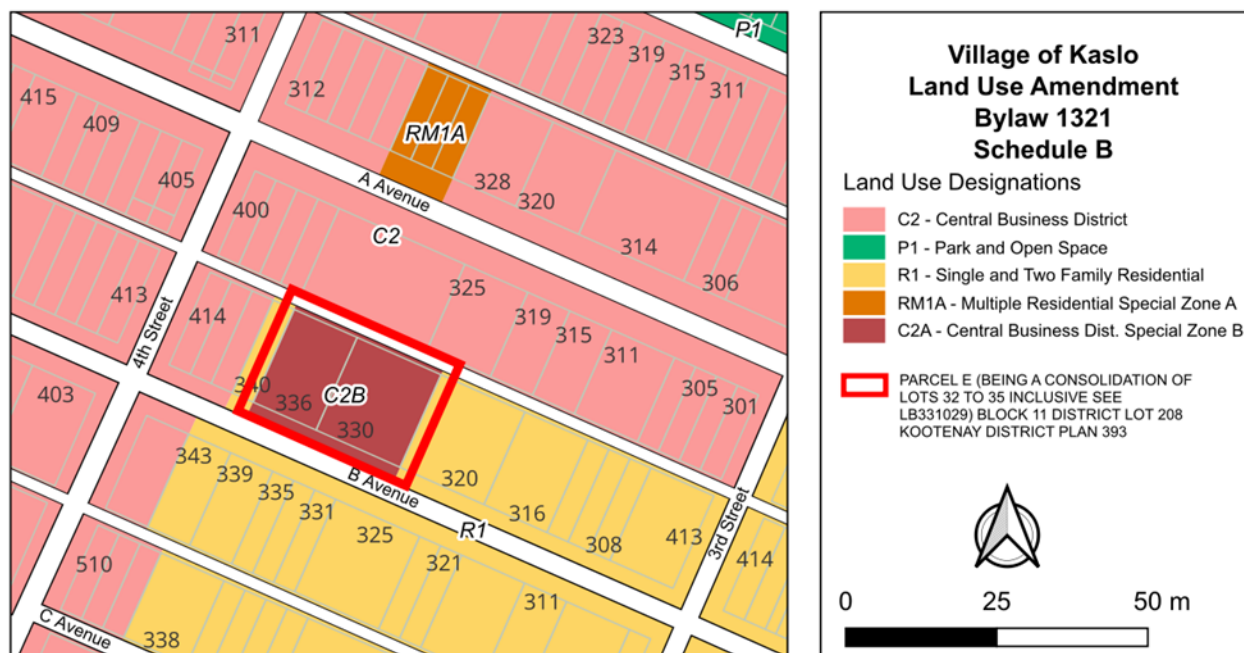
The map in Schedule 'B' (the "Zoning Map") of Land Use Bylaw No. 1130 is hereby amended to change the designation of:

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

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

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

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



OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 1320, 2025

[A Bylaw to amend the Village of Kaslo Official Community Plan Bylaw No. 1280, 2022](#)

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

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

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

PARCEL E (BEING A CONSOLIDATION OF LOTS 32 TO 35 INCLUSIVE SEE LB331029)

BLOCK 11 DISTRICT LOT 208 KOOTENAY DISTRICT PLAN 393;

from “Village Core Residential” to “Core Commercial”, as shown in the attached Schedule A.
3. If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
4. This Bylaw shall come into full force and effect on the adoption thereof.

READ A FIRST TIME this 9th day of September, 2025.

READ A SECOND TIME this 9th day of September, 2025.

PURSUANT TO THE *LOCAL GOVERNMENT ACT*, NOTICE WAS ADVERTISED ON
this 25th day of September, 2025.

PUBLIC HEARING held this 7th day of October, 2025

READ A THIRD TIME this

ADOPTED this

Corporate Officer

Mayor

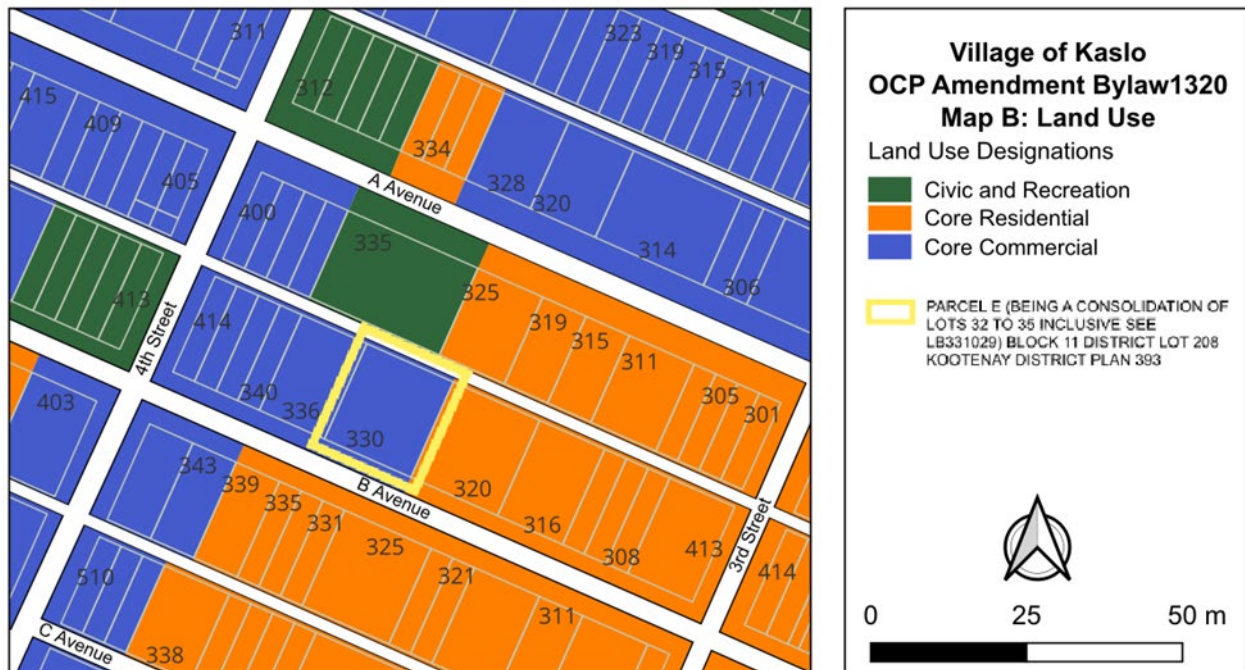
SCHEDULE A	Official Community Plan Amendment Bylaw No. 1320, 2025	Bylaw No. 1280, 2022 (1320-2025)
--	--	--

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

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

commonly known by the civic address 330 B Avenue;

from “Village Core Residential” to “Core Commercial”, as shown below.



DATE: August 26, 2025

FILE NUMBER: 3360-20

TO: Robert Baker, Chief Administrative Officer

FROM: Ian Dunlop, Manager of Strategic Initiatives

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

1.0 PURPOSE

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

2.0 RECOMMENDATION

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

3.0 BACKGROUND

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

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

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

4.0 DISCUSSION

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

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

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

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

While a Commercial Core policy is to:

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

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

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

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

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

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

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

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

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

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

5.0 OPTIONS

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

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

6.0 FINANCIAL CONSIDERATIONS

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

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

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

Bylaw

Development Procedures Bylaw No. 1283

Official Community Plan Bylaw No. 1280

Land Use Bylaw No. 1130, as amended

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

8.0 STRATEGIC PRIORITIES

Not applicable

9.0 OTHER COSNIDERATION

None to report.

RESPECTFULLY SUBMITTED



Ian Dunlop, Planner

Attachments:

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

Draft of Land Use Amendment Bylaw No. 1321, 2025

Letter of Rationale for Rezoning Application from Kaslo Community Services

Letter of Support – Dunnett 2025.05.31

Letter of Support – Ross 2025.05.23

Site plan and floor plans of 330 B Avenue

CAO COMMENTS:

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

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

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

Previous Report



MEETING DATE:	October 14, 2025	FILE No:	1855-03
TO:	Robert Baker, Chief Administrative Officer		
FROM:	Ian Dunlop, Manager of Strategic Initiatives		
SUBJECT:	WWTP Upgrades – 2025 UBCM SPF Grant Application		
DATE WRITTEN:	October 1, 2025		

1.0 PURPOSE:

To seek a Council resolution indicating support for the Village's application to the 2025 UBCM Strategic Priorities Fund program for Wastewater Treatment Plant upgrades.

2.0 RECOMMENDATION:

THAT the Village applies to the UBCM Strategic Priorities Fund for upgrades to Kaslo's Wastewater Treatment Plant and if successful then the Village provide overall grant management and support any cost overruns.

3.0 BACKGROUND:

The UBCM Strategic Priorities Fund provides grants to municipalities through Infrastructure and Capacity Building streams. The program can cover up to 100% of eligible expenses, to a maximum of \$7,000,000 per project. The application deadline was September 12, 2025, and the Village has submitted an application for Wastewater Treatment Plant (WWTP) upgrades. As part of its application, a Council resolution is required indicating support for the proposed activities and willingness to provide overall grant management and support any cost overruns. Given the tight timeline to apply, a resolution was not available at the time of submission, however the grant body has been advised that a resolution is forthcoming.

4.0 DISCUSSION:

Kaslo would benefit from upgrades to its existing wastewater treatment plant (WWTP). The availability of grant money would relieve taxpayers of funding these capital costs. The purpose of these upgrades is to increase the resiliency and capacity of the plant to cope with increased peak flows and higher wastewater concentrations. Goals of the project are to:

- advance sustainability initiatives within the Village of Kaslo
- improve public health
- reduce detrimental impacts to the surrounding environment
- meet regulatory requirements, including the Liquid Waste Management Plan and new Operating Permit
- support economic growth at the north end of Kootenay Lake
- fulfill objectives of Kaslo's Official Community Plan and Council's Corporate Strategic Plan

The upgrades will comprise the following works:

- influent storage for flow equalization including pumps to transfer wastewater back to the treatment process
- variable frequency drives on sewage and effluent pumps
- primary filter in a new above ground building addition
- moving the sludge dewatering facility to inside the expanded building
- electrical and ventilation upgrades
- facility for coagulant dosing

These works are detailed in the attached Preliminary Design Report. The preliminary design is a superior level of design compared to what was submitted as a design brief with the previous grant application in 2022. The design was developed in collaboration with our engineering consultants, public works, and Ministry of Environment staff.

If the grant is successful, detailed design work would begin in Spring 2026. Construction would be completed by November 2028.

5.0 OPTIONS:

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

1. **A resolution be made indicating support for the WWTP upgrades and the Village's application to the UBCM Strategic Priorities Fund.** *The Village will send the resolution to the grant body to form part of the Village's application.*
2. Council may choose not to support the application. *UBCM will be informed and the application withdrawn.*

6.0 FINANCIAL CONSIDERATIONS:

The grant program provides 100% funding for selected projects, although preference may be given to projects that evidence community support in the form of cash contributions from the local government.

The total cost of the project is estimated at \$3.8M (Class 'C' estimate). A detailed cost estimate is attached. A contingency of 30% is included, which reduces the Village's risk of having to cover a cost overrun.

The 2025 Financial Plan included up to \$60,000 for the preparation of the WWTP expansion design to be funded by the Growing Communities Fund. It was timely that the UBCM Strategic Priorities Fund grant opportunity for construction also came up this year.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Liquid Waste Management Plan, approved under Section 24(5) of the Environmental Management Act.

Bylaw

Official Community Plan Bylaw 1280, 2022. Sections 13.3.4 “Follow the recommendations of the Liquid Waste Management Plan.” and 13.3.5 “Plan and pursue funding for expansion of the community sewer system through Lower Kaslo, Upper Kaslo and eventually the entire Village.”

8.0 STRATEGIC PRIORITIES:

Wastewater Treatment Plant Design is a “NOW” priority in Council’s Strategic Priorities through 2025. A preliminary design was completed for this application.

9.0 OTHER CONSIDERATIONS:

The upgrades will improve plant operation by balancing the treatment flows throughout the day, provide better pre-treatment filtering and solids removal, and moves the sludge pressing facility indoors for year-round operation. The load balancing allows the plant to operate at its full rated capacity, which is currently hindered during peak flow periods that can overwhelm the treatment infrastructure.

RESPECTFULLY SUBMITTED:

Ian Dunlop
Manager of Strategic Initiatives

Attachments:

1. Kaslo WWTP Upgrade Preliminary Design
2. Map and Photos
3. Detailed Cost Estimate
4. UBCM SPF Application

CAO COMMENTS:

The Village has received a cost estimate that provides a level of accuracy within 30%. The actual costs won’t be known until after the final design has been developed and bids received. The project’s contingency is also 30%. Given the escalating costs of construction, including volatile tariffs, there is a possibility that there won’t be contingency funding available for unforeseen construction costs after the base contract is awarded. If this occurs, the Village may need to utilize the \$286,509 that it has in its WWTP reserve fund to enable the project to be completed. These funds would then need to be replenished so that existing infrastructure can be replaced when it reaches the end of its life. Council should proceed as recommended, and plan to increase its reserve contributions to ensure the Village’s waste water system is sustainable.

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

Kaslo WWTP Upgrade

Preliminary Design Report



ENGINEERING ■ PLANNING ■ URBAN DESIGN ■ LAND SURVEYING

September 2025

Project No. 983-093

Distribution List

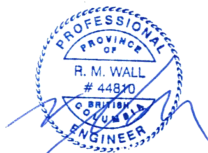
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0	Yes	Village of Kaslo

Revision Log

Revision #	Revised by	Date	Issue / Revision Description

Report Submission

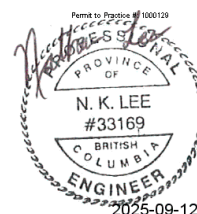
Report Prepared By:



Permit to Practice
No. 1000129
2025-09-12

Rob Wall, P. Eng.
Project Engineer

Report Reviewed By:



2025-09-12

Nathan Lee, P. Eng., PMP
Project Review

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List of Acronyms

LWMP	Liquid Waste Management Plan
PDF	Peak Daily Flow
OCP	Official Community Plan
TRUE	TRUE Consulting
Village	Village of Kaslo
WWTP	Wastewater Treatment Plant

Referenced Reports

- 1 Village of Kaslo – Liquid Waste Management Plan Stage 1. TRUE Consulting, November 2013.
- 2 Village of Kaslo – Liquid Waste Management Plan Stage 2. TRUE Consulting, February 2017.
- 3 Village of Kaslo – Liquid Waste Management Plan Stage 3. TRUE Consulting, September 2018.
- 4 Letter re: Archaeological Overview Assessment (AOA) of the Village of Kaslo Liquid Waste Management Plan (Stage 2), Wastewater Treatment Plant options, Kaslo, BC. Ursus Heritage Consulting, July 2016.
- 5 Village of Kaslo – Sanitary Sewer System Expansion Phase 2 – Project Brief. TRUE Consulting, October 2020.
- 6 Village of Kaslo – WWTP Upgrade – Project Brief. TRUE Consulting, June 2022.

Executive Summary

The Village of Kaslo collects and treats the sewage from properties along the lakeshore in Lower Kaslo as far south as B avenue. Lower Kaslo is characterized by very small lots with very little yard space. Lot sizes typically range from 0.025 to 0.1 hectares. Many of the lots still relying on onsite sewerage have septic systems that were installed decades ago. Generally, a minimum lot size of 1 hectare is needed to prevent groundwater contamination and to allow for the construction of replacement disposal fields.

With this issue in mind, the Village completed a liquid waste management plan for the community, which was approved by the Province in 2020. The plan recommended that the existing wastewater treatment plant serving parts of lower Kaslo be more fully utilized to treat sewage from more of Lower Kaslo. In the initial expansion phase, a sewer was installed behind A and B Avenues to make use of existing treatment capacity. In order to extend the system to more streets, the WWTP needs to be upgraded. The intention is to do this in phases as funds allow.

The preliminary design that is the subject of this report is intended to allow the capacity for sections of C and D Avenue to be serviced. The design will also improve plant operability by removing incoming solids and organics before they exert a load on downstream processes.

The proposed upgrades include a primary filter that is well suited to treatment plants suffering limitations in available land area. They are increasingly being installed at plants in British Columbia for this reason. The primary filter partially duplicates the function of the primary settling tank, which both increases the overall capacity and gives protection against equipment failure.

In addition, sludge cannot be removed from the primary settling tank in winter because the dewatering system is installed in an unheated shipping container outside and in a floodplain. A build-up of sludge tends to carry over into downstream process and the effluent. The planned building extension will move this facility indoors and above the flood construction level. Desludging can then be performed regularly with significant improvements in effluent quality to meet more stringent provincial requirements.

The estimated cost of the upgrade is \$3.8M.

The Village wishes to eventually complete the sanitary servicing of all Lower Kaslo. To do this it will be necessary to duplicate the treatment processes, which would provide additional capacity and also allow them to be shut down for maintenance. In the meantime, this report describes the details of how process improvements and upgrades can be achieved to incrementally increase capacity, reliability and the environmental sustainability of the existing treatment plant.

1.0 Purpose

The Village of Kaslo (Village) owns and operates a municipal sewage system that serves approximately one third of the properties in the Village. The remainder of the properties treat and dispose wastewater with private on-site sewerage systems. Partly as a result of small lot sizes and soil conditions, there is potential for risk to public health and the environment from septic systems. In addition, as described in the Official Community Plan, the lack of a public sewage collection system is a hindrance to growth management in certain areas of the Village.

In January 2020, the Province approved Stage 3 of the Village's Liquid Waste Management Plan (LWMP), which includes consideration for sewer system expansion and upgrades to the existing wastewater treatment plant (WWTP). This project brief provides information describing how the Village intends to accomplish the long-term objectives of the LWMP via sewer system expansion.

The Village's LWMP identified Lower Kaslo as a priority area for sewer expansion. A first phase of sewer expansion was completed in 2019 to extend sewer service to approximately 60 previously unsewered parcels in the Lower Kaslo area. Future phases of the sewer system expansion will continue as needed to accommodate growth and redevelopment of the community.

It is intended that the existing wastewater treatment plant will be maintained and upgraded as needed to accommodate the additional flow. So far, there have been no capacity upgrades to the WWTP. It is now recommended that the WWTP be upgraded in order to accommodate further increases in plant flow.

Upgrades to the existing wastewater treatment plant are proposed to include the Short-Term upgrades recommended in the LWMP as well as balancing storage to mitigate the effect of brewery waste and recently observed increases to seasonal maximum daily flows. The Long-Term upgrades will eventually be required as flows and loads increase.

2.0 Background

The Village of Kaslo is a popular tourist destination with seasonally high flows in the summer months. A Liquid Waste Management Plan was completed in 2017 setting out a broad plan for development of the wastewater collection and treatment system. The Stage 3 LWMP proposed treatment upgrades that were to occur in stages prior to collection flows totalling approximately 350 m³/d of domestic strength wastewater.

TABLE 2-1: KEY DATES

Date	Event
1996	Original WWTP constructed
Nov 2013	Stage 1 Liquid Waste Management Plan published
Feb 2017	Stage 2 Liquid Waste Management Plan published
June 2017	Rotating biological contractor rotor replaced
Jan 2018	Discharge commenced from Angry Hen craft brewery
Sept 2018	Stage 3 Liquid Waste Management Plan published
2018/19	Record attendance at the Kaslo Jazz Fest (August long weekend)
Oct 2019	Phase 1 Sanitary Sewer System Expansion tie in to system

Daily flows have increased since the approval of the LWMP (see Figure 2-1). For example, there were dramatic increases to the peak daily flows during civic events, such as Jazzfest, in 2018 and 2019. The Village has taken steps to mitigate the impact of events on sewage flow since then. This means the impact of events on plant flows is now relatively small. The flows then fell in 2020 and 2021 as a result of the COVID19 pandemic.

New sewers were constructed along the lane between A Avenue and B Avenue in 2019. Based on the connection fees received, 27 properties connected in relation to the 2019 expansion, plus the campground. Between 2020 and 2025, 20 new connections were added, including 10 residential units for the apartment building at 334 A Ave and the new public washroom at Front Street Park.

A craft brewery commenced operation in 2017. The brewing process produces very high strength wastewater. The WWTP effluent quality has significantly deteriorated since 2017 as a result of this waste, which receives no pretreatment prior to discharge.

The liquid waste management plan proposes further increases to the sewer service area. Upgrades are needed to increase the plant capacity in order to be able to accept more flow.

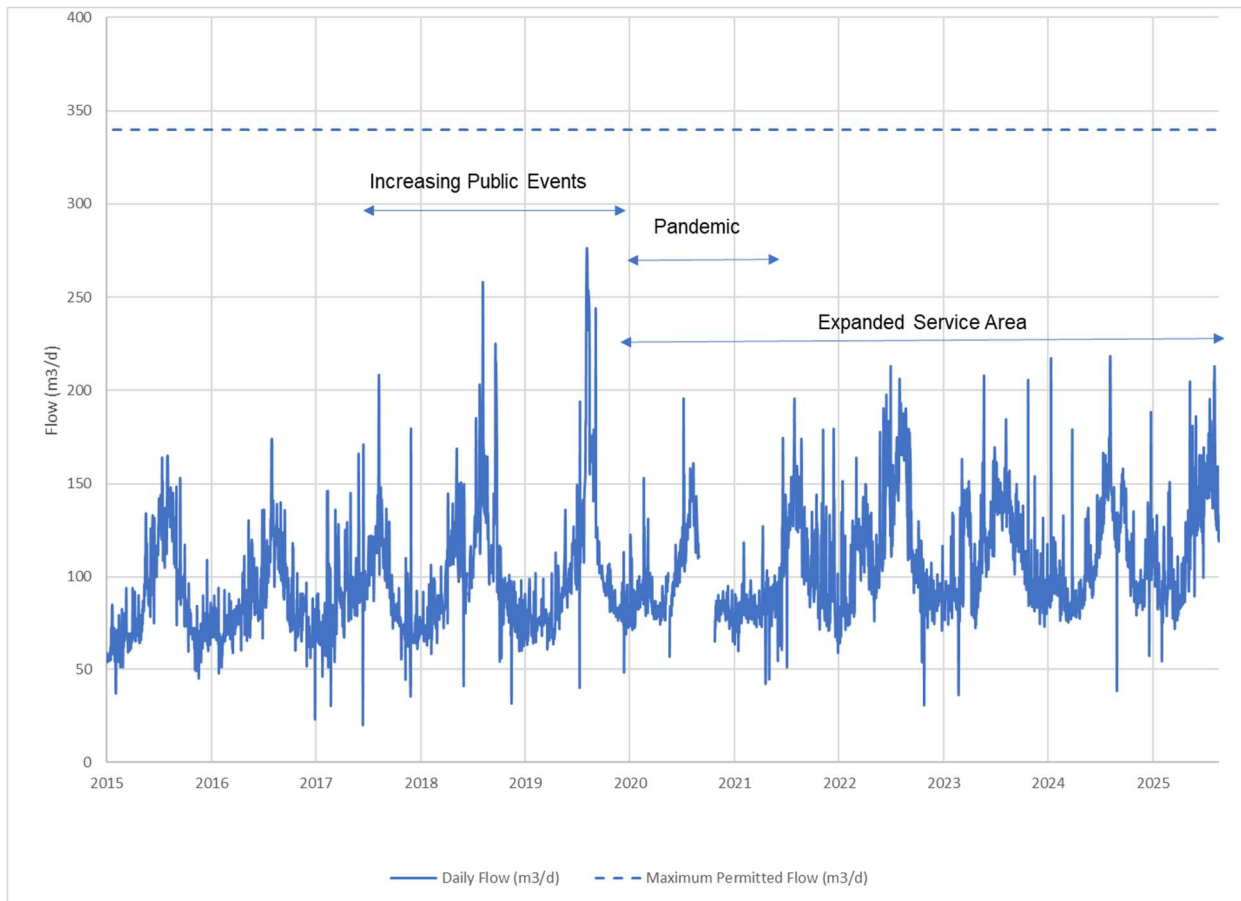


FIGURE 2-1. VILLAGE OF KASLO DAILY WASTEWATER FLOW

3.0 Existing System

3.1.1 Influent Lift Station and Emergency Storage Tank

All flow to the plant is delivered by the Influent Lift station. The lift station is fitted with duty-standby pumps which transfer the sewage to the primary settling tank.

If the influent pump station fills to the level of the overflow, water will begin to flow to the emergency storage tank. The emergency tank can be drained back to the influent wet well by manually opening a valve. The emergency storage tank does not have a shaped base, aeration or flushing facilities.

The emergency storage tank can receive overflows from the primary tank up to 201m³. This overflow could be triggered by a blockage, such as from the build up of solids in the primary tank.

The emergency storage tank could fill further in the event that both influent pumps fail. The tank would be expected to fill to the elevation of the lid of manhole S1. The internal volume of the tank at this elevation is 272m³. The nearby sewers would back up and the impact on homes needs to be checked.

There is currently no level instrumentation in the emergency storage tank.

TABLE 3-1: INFLUENT LIFT STATION DESIGN DETAILS

No of Pumps	2
Make / model	Flygt CP3085
Motor	2.2 kW / 208V / 3 ϕ / 60Hz
Flow capacity - one pump	11 L/s

TABLE 3-2: STORAGE TANK VOLUME VARIOUS FEATURE DEPTHS

Feature	Depth	Volume
Lift station overflow	2.3m	121 m ³
Primary tank overflow	3.8m	201 m ³
Manhole S1 lid	5.1m	272 m ³
Top of tank	6.0m	319 m ³

3.1.2 Primary Settling Tank

The existing primary settling tank is located under the rotating biological contactor. It stores the solids in the tank until they are removed. In this way it operates much like a septic tank. This arrangement is a common feature of rotating biological contactor systems.

The solids storage capacity of the settling tank is limited. After a while, the solids begin to carry over into the downstream processes. This directly affects effluent quality.

3.1.3 Rotating Biological Contactor

A rotating biological contactor is a fixed film secondary treatment process. Corrugated plastic media arranged around a horizontal shaft rotate inside a tank. Around 40% of the media is submerged in wastewater. Biomass grows in a thin layer on the rotating media. The rotation sequentially exposes the media to the wastewater and the air to keep the biomass wet, fed and aerated.



FIGURE 3-1: ROTATING BIOLOGICAL CONTACTOR IMMEDIATELY PRIOR TO REPLACEMENT IN 2017

The biomass thickness can vary depending on temperature, organic loading, and other variables. Excess biomass shears off for separation in the clarifier. The rotating biological contactor process is known for stable operation with minimal operator input.

The process is relatively odour free if it is not overloaded. Air from the WWTP can easily be collected for deodorisation, if needed. This represents an advantage over suspended growth processes where large volumes of air are pumped through the treatment tanks.

The Kaslo RBC consists of 2130 media sheets in five sections mounted on a steel shaft. The complete rotor is rotated continuously at approximately one revolution per minute. The shaft speed can be changed by the operator based on operating conditions. If biomass is collecting too quickly, the speed can be increased to shear it off.

Motor	208 Volt, 60 Hz, 3 Phase, explosion proof
Shaft and Biozone	7.6m bearing centres. 6.1m long biozone in 5 banks
Media sheets	2130 x 3.3mØ Evoqua Series 400 media sheets
Standard density media	610 sheets
Medium density media	450 sheets
High density media	1074 sheets
Total media area	11,000m ²

The capacity of the RBC is related to media area. The overall area of the rotor media is estimated to be 11,000m². A recommendation¹ for hydraulic loading to the RBCs based on targeting nitrification of domestic strength waste is a range between 30 to 80 L/(m²·d). The hydraulic load at the design flow of 350 m³/d is 32 L/(m²·d). However, because the influent includes high strength waste from the brewery, the treatment capacity is reduced accordingly. Effluent quality suggests that the plant is currently approaching capacity for the target effluent quality at a hydraulic loading rate of around 15 L/(m²·d).

There is a replacement shaft in storage. It was constructed in 2017 by Mearl's Machine Works to replace the original spare shaft put into service with the current rotor system. The new shaft has a reinforced design relative to the original.

3.1.4 Secondary Clarifiers

Solids are separated using a rectangular gravity clarifier with a double hopper bottom. The clarifier has an area of 16m². At the influent pumping rate of 11 L/s the surface overflow rate is 60 m³/m²d. This is the maximum recommended value downstream of fixed film reactor processes such as RBCs.

¹ Ontario Design Guidelines for Sewage Works. <https://www.ontario.ca/document/design-guidelines-sewage-works/biological-treatment-and-secondary-sedimentation>

Sludge is removed from the hoppers at the base of the clarifiers by submersible centrifugal pumps controlled by timers. The sludge is delivered to the primary settling tank for storage.

3.1.5 Effluent Filter

The effluent filter was installed in 1997 and preceded the development of this technology specific to wastewater treatment. The filter is designed as a micro strainer for aquaculture applications. It lacks the pile cloth media that is more typical now for effluent polishing applications. Performance would be expected to improve with a wastewater specific filter.

The filter drum rotates while effluent from the filter passes from the inside to the outside of the drum. As solids build up on the filter cloth, the water level inside the drum rises, triggering a sensor that automatically starts rotating the drum and initiates the high-pressure rinse backwash with potable water. Solids are rinsed off the filter cloth and collected in the waste trough and discharged to the backwash lift station. The filtration continues through clean filter cloth during the backwash, thus allowing a continuous filtration process.

The use of potable water for backwash increases plant flow. There was a period in the past when the backwash water had a significant impact on plant flows. This was resolved once it was identified. Excessive backwash flows reduce the plant treatment capacity.

TABLE 3-3: EFFLUENT FILTER DESIGN DETAILS

Make / model	PRA Manufacturing RFM 3048
Motor	0.25 kW / 600V 60Hz / 1735rpm
Flow capacity	11 L/s
Filter media	762mm dia drum with 40 micron filter

3.1.6 Ultraviolet Disinfection

An ultraviolet disinfection system is installed in order to comply with the effluent fecal coliform target. The system has a single bank of low pressure UV lamps in a stainless steel channel.

TABLE 3-4: ULTRAVIOLET DISINFECTION DESIGN DETAILS

Make / model	Trojan UV3000 PTP
Power	120V 60Hz 1A 1 ϕ
Bank configuration	One bank containing 5 modules
Module configuration	4 lamps per module
Input power per lamp	250W
Local status indication	UV intensity (mW/cm ²), elapsed time

The capacity of the UV disinfection system is adequate for the proposed flows.

3.1.7 Effluent Lift Station and Flow Meter

Final effluent is discharged from an effluent wet well through a ~500m long lake outfall and diffuser located at a depth of ~30m below average lake level. The effluent wet well houses duty standby pumps which pump to the outfall when the high level switch triggers the pump to start. The pumped flowrate is matched to the outfall diffuser ports in order to create a jetting velocity at the nozzles for optimal mixing. Therefore, it should be noted that reducing pump speed would not necessarily improve outfall performance. Nevertheless, it does appear that the lift station was originally designed for a lower flowrate.

TABLE 3-5: EFFLUENT LIFT STATION DESIGN DETAILS

No of Pumps	2
Pump make / model	Flygt Model CP3085, impeller 61-438, 75 mm discharge
Motor	1.6 kW / 208V / 3 ϕ / 60Hz
Flow capacity - one pump	16 L/s
Original design	9.5 L/s @ 5m TDH

The effluent flow meter is a 75mm ABB Magmaster magnetic flow meter located in the basement filter room downstream of the effluent pumps. The meter output is logged by the plant PLC unit.

3.1.8 Sludge Dewatering

In order to maintain plant performance, the primary sludge needs to be removed regularly. To save on cost, Kaslo dewateres the primary and secondary sludge stored in the primary settling tank, rather than trucking it as a liquid.

Unfortunately, the dewatering equipment is located outdoors and cannot be used once temperatures fall below freezing. The only other alternative is to use septic tanker trucks to remove the solids. This may have been the original intention of the designer. Even the use of septic tanker trucks is challenging in winter. The cost of hauling by septage truck is significantly more than disposal of dewatered solids.

TABLE 3-6: SLUDGE DEWATERING DESIGN DETAILS

Make / model	Phoenix LC800S
Motor	0.75 kW / 208V / 3 ϕ / 60Hz
Flow capacity	4.5 – 6.9 m ³ /h @ 1.5 – 2.0% solids
Cake solids	16-18%



FIGURE 3-2: VILLAGE OF KASLO - EXISTING BELT PRESS LOCATION

The ancillary equipment includes a progressing cavity feed pump, USFilter Polyblend polymer make up and dosing system, a compressor, water supply, 208/480V transformer and a control panel. The dry cake is collected in a bobcat bucket and transferred to a truck.

The present location of the sludge press is at risk of inundation, as it is located below the 200-year flood construction elevation. Fortunately, the existing shipping container can be moved relatively easily if the lake level is expected to reach it.



FIGURE 3-3: SLUDGE DEWATERING SYSTEM WITH 200 YR FLOOD CONSTRUCTION LEVEL INDICATED

3.1.9 Treatment Performance

Treatment performance has gradually declined starting around 2015/16. The plant was never able to meet the original TSS limit of 10mg/L as the filter technology cannot achieve this. Nevertheless, the effluent BOD was commonly below the detection level of 10mg/L and much lower than the limit of 30 mg/L.

Treatment performance is strongly affected by the frequency that solids can be pumped from the primary tank. Because the belt press is outside, this cannot occur during winter.

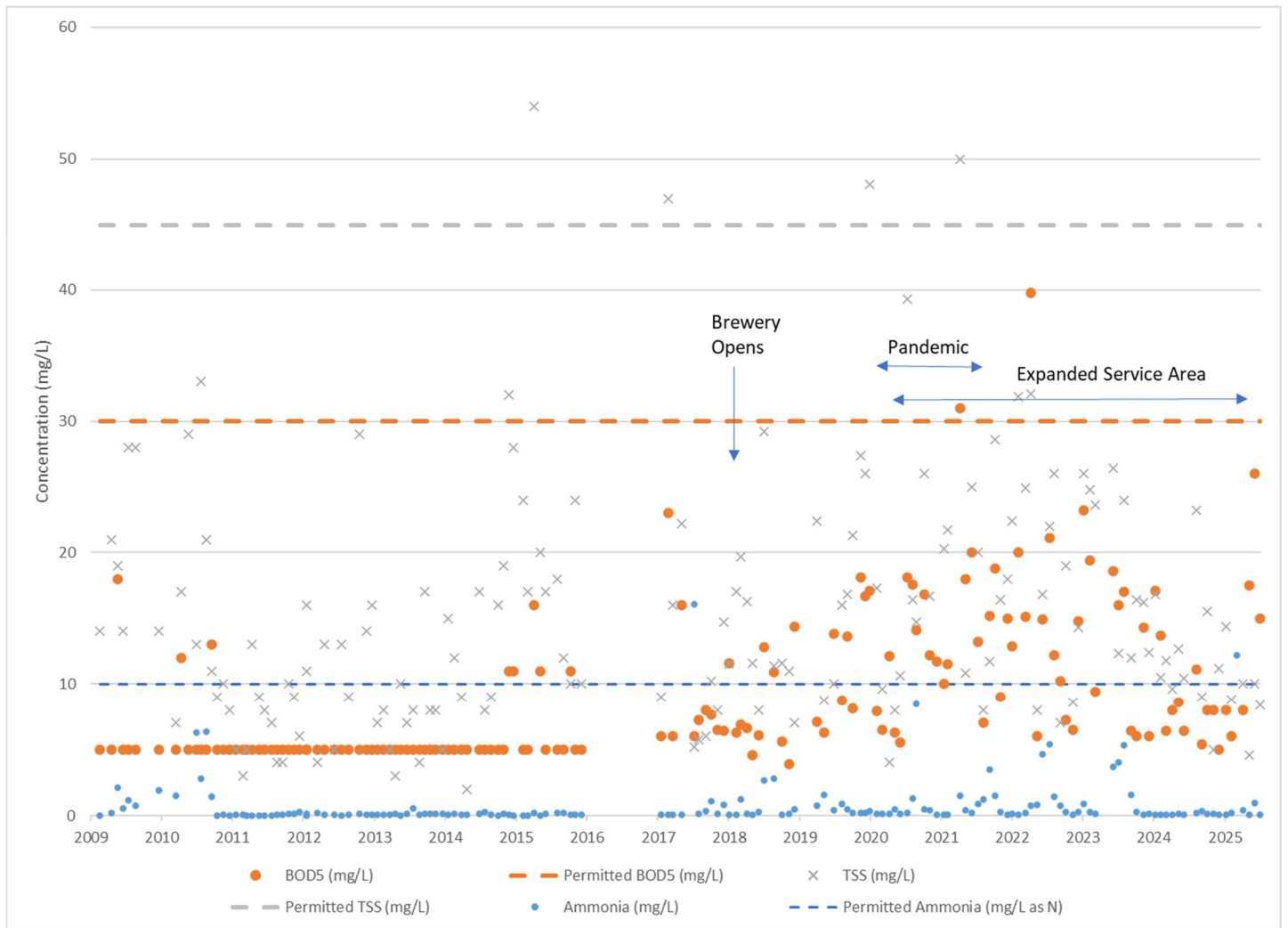


FIGURE 3-4: EFFLUENT QUALITY (2009 TO PRESENT)

4.0 Proposed WWTP Upgrade

4.1 Flows and Loads

Monthly average flows have seen the effect of increases in the size of the service area after the 2019 sewer extension. Flows from the brewery are not recorded. The trends in plant flow can be seen in Figure 4-1.

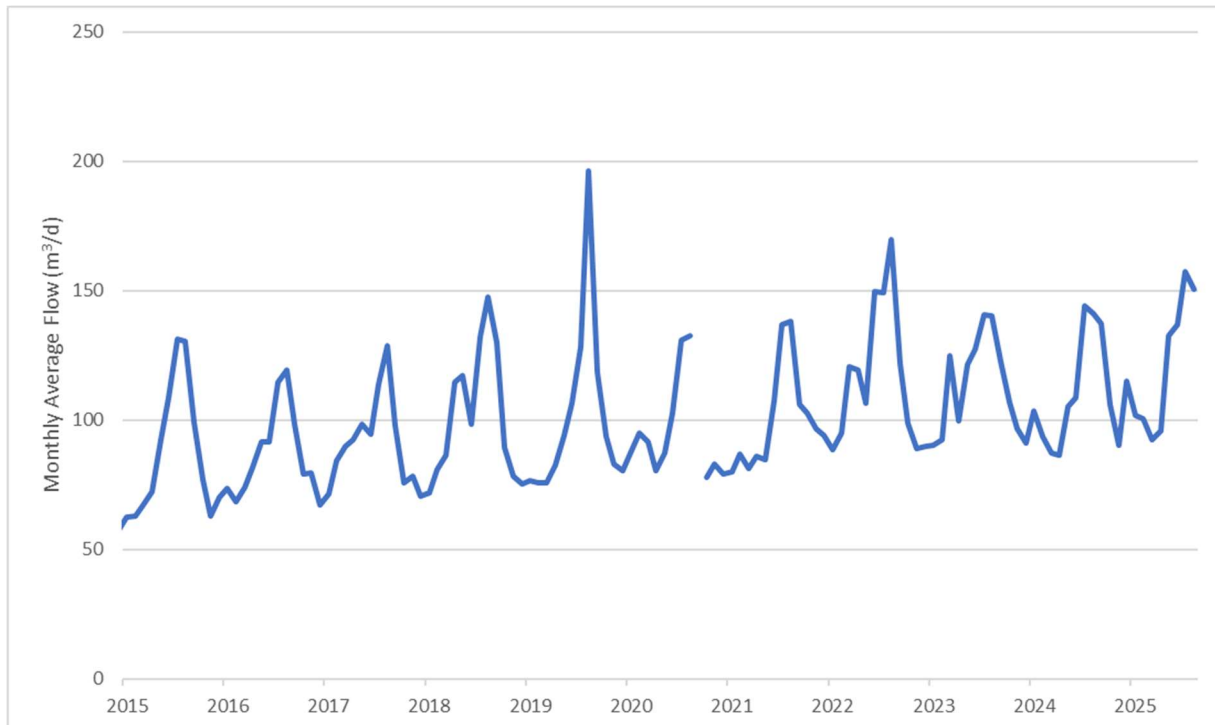


FIGURE 4-1: MONTHLY FLOWS (2015 TO PRESENT)

Peak day flow from the original sewer collection area (SSA #1), constructed in 1996, was reported in the Village's Stage 1 LWMP as 181 m³/d. This peak occurs in summer as a result of high visitor numbers. The corresponding average day flow was 113 m³/d.

Future flow from the remainder of the original service area that is not currently connected is estimated to be 96 m³/d. The lower Kaslo sewer expansion in 2019 is estimated to contribute a peak daily flow of approximately 90 m³/d, but this is not yet evident.

Therefore, at present the allocated plant capacity is estimated to be around 367 m³/d based on LWMP figures. Table 2-1 summarizes these flows in Column A. The potential peak daily flow based on allocated capacity increases to 462 m³/d based on the peak observed in 2019.

TABLE 4-1. VILLAGE OF KASLO - WASTEWATER FLOW SUMMARY

	Column A	Column B
	PDF¹ <i>from Liquid Waste Management Plan</i> [m ³ /d]	PDF¹ <i>observed during 2019 event</i> [m ³ /d]
Observed PDF ¹ from SSA #1 ²	181	276
Estimated Future Flow Allocated to Remainder of SSA #1 ²	96	96
Estimated PDF ¹ from Phase 1 Expansion (at build out)	90	90
Total:	367	462

Note 1: Peak Daily Flow (PDF)

Note 2: Specified Sewer Area No. 1 (SSA #1) is the area serviced by the original sewer system construction in 1996. It includes approximately 117 'folios' of which approximately 80 are currently connected to the sewage collection system. The total estimated future flow from the remainder of SSA #1 was estimated in the Stage 1 LWMP as 96 m³/d.

The plant is designed for influent wastewater that is primarily domestic sewage with the following characteristics:

- BOD₅ : 200 mg/L
- TSS : 220 mg/L
- NH₃-N : 25 mg/L
- TKN : 32 mg/L
- Temperature : 8°C to 23°C

The brewery has a particularly adverse impact on the treatment process, as product is made in batches and brewery waste is typically 20 to 100+ times the strength of domestic wastewater. The brewery waste is classified as restricted waste and is accepted by specific permission of the Village. It is understood that the brewery waste does not include spent grain and hops, which are separated out for use as animal feed. Spent grain and hops are defined as prohibited waste under Schedule D of Village of Kaslo Bylaw 1121 due to their high strength and tendency to cause sewer blockages. The bylaw also restricts TSS concentrating to 600mg/L and restricts materials with an 'unusual biochemical oxygen demand'. It will become necessary to enforce these limits as the sewer service area expands. This may lead to pre-treatment of the waste before it enters the sewer, or the collection of extra strength surcharges to cover additional costs to the Village.

The WWTP also treats waste from the camping grounds and the associated sani-dump. Sani-dump waste can contain disinfecting chemicals, such as formaldehyde, that adversely affect the treatment process.

4.2 Treatment Targets

Because the Village has a Liquid Waste Management Plan, the effluent quality is regulated under an Operating Certificate. Once issued by the Ministry, this will replace the original discharge permit. The following conditions are expected to apply;

TABLE 4-2: APPLICABLE EFFLUENT QUALITY STANDARDS

Parameter	Provincial Operating Certificate	Wastewater System Effluent Regulation
Flow (m ³ /d)	≤ 370	
Carbonaceous Biochemical Oxygen Demand (mg/L)	≤ 30	Average ≤ 25
Total Suspended Solids (mg/L)	≤ 45	Average ≤ 25
Total Ammonia Nitrogen (mg/L)	≤ 10	
Fecal Coliforms (CFU/100mL)	≤ 200	
96 Hour LT50 Bioassay (Toxicity Test)	> 50%	

Sampling will be required once per month, except for the toxicity test, which is once every three years.

A limit of 1.25 mg/L unionized ammonia at 15°C also applies under the WSER but there is not a requirement to monitor this parameter. With an effluent ammonia < 10mg/L, the unionized ammonia limit would not be exceeded under normal pH conditions.

4.3 Site Constraints

4.3.1 Land Use

The land around the treatment plant site is waterfront parkland and is extensively used for recreation. There is also a camping ground and senior housing in adjacent properties. As a result, the minimization of odour and noise is particularly important. The physical appearance of new infrastructure also needs to be given due consideration.

4.3.2 Flood Elevation

Provincial flood plan mapping dating from 1984 sets the 200 year flood construction level (with freeboard) for Kootenay Lake at Kaslo at 536.5m. This level is based on the CGVD1928 datum. The peak recorded reservoir level at Kaslo is 534.538m (July 4, 2012).

The water level in Kootenay Lake is controlled by the Corra Linn Dam. An order dating from 1938 requires the International Kootenay Lake Board of Control to conduct an orderly draw down of Kootenay Lake in preparation for the spring runoff.

4.4 Flow Equalization

The morning peak flow into the plant comes after a long period of little to no flow. This overwhelms the bioreactor and clarifier units. Similarly, the flows during the day occur in pulses as the influent lift station pumps down then stops.

A first step to optimize the flow balancing function will be the installation of variable frequency drives on the influent pumps. This will allow flow to be ramped down to a more constant flow during the day. This will be less disruptive to the treatment process and will make the best use of available capacity. From time to time there may still need to be pump cycles at 100% flow in order to clear debris from the pump well.

The influent pumps will also be replaced with chopper pumps as pre-treatment for the primary filter. An alternative would be the installation of a macerator between the existing pumps and the primary filter.

The flow equalization tank would consist of a basement to the new building. This will transfer the peak flows to low flow periods to achieve a more constant flow over 24 hours. This has the effect of greatly increasing the practical treatment capacity of the WWTP. In addition, the balancing tank will spread out peak loads from high concentration wastes. This further increases the effective capacity of the treatment process.

The flow equalization tank would be filled from the primary filter in order that solids entering the tank is minimised. Flow would be introduced back to the process upstream of the RBC, or to the influent wet well (operator selectable). The clarifier sludge pump discharge will be directed to the flow equalization tank, or the influent wet well (operator selectable).

The stored flow will be treated overnight when flows decrease again. This will give the biological treatment process sufficient time to treat the wastewater and greatly decreases the flow over the weirs in the effluent clarifiers. The associated increase in effective capacity should increase the total effective WWTP design capacity by roughly 100 m³/d (based on domestic strength wastewater).

The tank needs to be mixed to prevent deposition of the solids. If it were to be left unmixed then it would operate in a similar way to the existing primary settling tank and would need to be fitted with sludge withdrawal equipment. Mixing can be achieved with submersible mixers or with coarse bubble diffusers. Coarse bubble diffusers help to prevent septic conditions in the tank. They also generate an air flow that needs to be treated by the odour control system. Submersible mixers do not create this flow, but also make it more likely that odour will become an issue.

4.5 Primary Filtration

It is proposed that a primary filter be installed upstream of the existing primary tank. The existing primary settling tank will remain in place as a backup system and for additional treatment capacity. The de-sludging frequency of the primary tank would be significantly reduced because solids will have been removed by the filter.

Upgraded primary treatment is proposed using a Salsnes™ filter, or an equivalent system from another manufacturer. The purpose of the system is to reduce the load on the biological treatment system. It is expected that the filter will remove 50% of suspended solids and 20% of BOD. Exact performance would need to be confirmed by comparison to other sites or by pilot trial. The main challenge is to understand the impact of the brewery waste on removal rates. In future, a large proportion of the solids in the primary settling tank will be secondary sludge from the clarifier. Because the primary settling tank will be downstream of the primary filter, the performance of the two systems will be combined. The primary filter will produce solids directly as dewatered sludge, avoiding the separate stage of using the belt press.

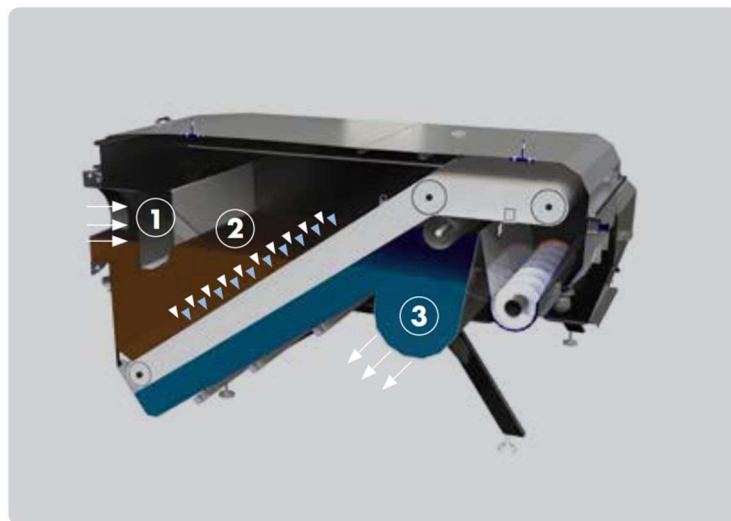
Primary filtration is used at the Enderby WWTP (see Figure 4-2). Other BC plants incorporating these filters are at Creston, Kelowna, Ladysmith, Lambourn Estates (CVRD), Lillooet, Silverstar Resort and Port Alice. Lambourn Estates and Port Alice have the SF2000 model that has been used as the basis for this design.



FIGURE 4-2: EXAMPLE - ENDERBY SALSNES™ FILTER

There are other manufacturers producing primary filters. The Mitcherson EcoSieve™ is very similar in design to the Salsnes™ filter and could be substituted easily. Veolia offer a Hydrotech™ primary drum filter. When combined with upstream coagulation / flocculation, they claim up to

95% TSS removal and 85% BOD removal. Aqua Aerobics offers a disc filter design that uses a pile cloth media. It is not thought that any of these filter alternatives are presently in operation in BC.



- ① Wastewater enters the inlet chamber.
- ② The solids above the filtermesh create a "filter mat." The mat enhances separation performance as particles build-up on the mesh, creating progressively smaller holes that retain increasingly smaller particles.
- ③ Water that is filtered past the mesh exits through the outlet.

FIGURE 4-3: PRIMARY FILTRATION SCHEMATIC (SALSNES™)

The Veolia and Aqua Aerobics filters do not produce dewatered solids. These dilute solids would need to go to an aerobic digester for stabilization and storage, rather than the primary settling tank. This makes them less practical for the envisaged Phase One design.

The filtered solids are compressed into a 'sausage' of dewatered material that can be efficiently disposed of to landfill. The solids will be conveyed to a bin under the building.

The filter should be protected from objects that will damage the belt or the screw. It is proposed that grinder pumps would replace the existing solids handling pumps as they will need to be upgraded for a higher discharge pressure. Alternatively, a macerator could be installed. The Salsnes™ filter at the Ladysmith WWTP is downstream of a screen to remove plastics so that the solids can be composted for beneficial reuse. In Kaslo the solids in the primary settling tank will be screened by the filter and could potentially be processed for beneficial reuse.

A layout for the new building is presented in the drawings. A clear maintenance space of 2.4m is required in front of the SF2000 unit. It is proposed that this will be in the form of a roller door onto a pad in front of the building.

Ancillary equipment required for the Salsnes™ filter are a blower to feed the air lance and cold water for a spray wash. A hot water supply is also required with wastewaters that are high in grease, such as from restaurants without well maintained grease traps. A hot water wash is not included in this preliminary design. A new option for cleaning is using a plunger pump to generate a water wash at 70bar pressure. This would be used instead of the air and medium pressure hot/cold water washes.

TABLE 4-3: PRIMARY FILTER PROPOSED DESIGN DETAILS

No of Units	1
Pump make / model	Salsnes Model SF2000
Proposed filter mesh size	350µm
Active / submerged filter mesh area	0.57m ²
Filtration rate @ 11L/s	70m/h
Filter mesh / sludge screw motor	Standard input : 0.75 kW / 480V / 3φ / 60Hz

Based on 50% removal and a cake solids of 18%, the daily sludge production would be in the order of 200-300 kg/d. The dewatered sludge will be discharged to a mobile bin with a capacity of roughly 2m³. The bins will be pushed to the door for emptying into a dump truck. Winter can present challenges for disposal, with the waste freezing as it is transported. This prevents it from being ejected from the truck. As a result, many plants stockpile their sludge locally over winter, rather than transport it out of town.

It is common to design similar buildings with a basement level where dewatered solids drop to bins located under the building. This design would be relatively operator friendly but would be located below the 200 year flood construction level. Mitigation measures may be decided in detailed design but in the meantime the design is based on the use of augers to lift sludge to bins at floor level.



FIGURE 4-4: WASTE BIN LOCATED BELOW SALSNES™ FILTER (LILLOOET, BC)

4.6 Facility for Coagulant Dosing

A primary filter configuration that will be considered in detailed design is chemically assisted filtration. Dosing coagulant and / or polymer can greatly increase solids and BOD removal. Dosing can be necessary for wastewaters with a high proportion of fine solids or soluble BOD. As primary filtration has not yet been piloted at this site, the use of chemically assisted filtration may be considered as a retrofit if additional performance is needed. None of the systems installed in BC use chemically assisted filtration.

Many treatment plants that need to meet a limit on phosphorus dose a coagulant upstream of the clarifier. Kootenay lake is phosphorus deficient, so this is not a treatment objective. However, coagulant also improves effluent quality in relation to BOD and TSS. If treatment performance needs to be improved, then this is an option that would be considered. It would be feasible to control dosing based on effluent turbidity in order to keep operating costs to a minimum.

In order for chemical dosing to be efficient, the chemical needs to be vigorously mixed into the fluid. This would be done with a small sewage pump, with the coagulant being injected into the pump discharge. Static mixers and in-line mechanical mixers would be prone to blockage.

The downside of chemical dosing is the cost of the chemicals and additional sludge disposal. For this reason, it would only be implemented if it was needed.

4.7 Relocation of Sludge Dewatering

The new building constructed for the primary filter will also house the sludge press that is currently located in a shipping container on the site. On the basis that high concentration waste is relatively resistant to freezing, and the outdoor hose can be drained, the existing camlock connections will continue to be used. A run dry, self priming, positive displacement pump located in the filter building will draw the sludge to the filter press. Alternatively, the sludge suction pipes could be reconfigured to feed a pump located above the primary settling tank.

The desludging of the primary settling tank will be much less frequent than previously. As a result, overall treatment performance will be maintained whilst desludging at longer intervals.

Ultimately the belt press would receive aerobically digested secondary sludge. The design will be compatible with this configuration.

4.8 Electrical / Ventilation

The supply to the plant is three phase, 208V. The capacity of the electrical supply to the WWTP will be determined during detailed design to ensure that it is sufficient. In the meantime, the cost of an upgrade to the Fortis transformer has been included in the budget.

The proposed system will add the following loads;

Item	Load (kW)
Salsnes SF2000 primary filter	3.6
Air blower during air knife operation	4
Spiral conveyor	0.5
Miscellaneous loads (lighting, heating, etc)	4
TOTAL	12

The primary filter and the belt press require 480V. The belt press is currently connected via a 480V step up transformer. Therefore, it is likely that the building will be supplied with 480V from the electrical building. It may be necessary to replace obsolete power and control panels in the electrical building supplying the existing plant in order to integrate the new systems. It may be feasible to configure the control panel required for the primary filter to run the existing plant, which has very little automated control at present.

There is an existing standby generator located in the electrical building. The capacity of the generator may need to be upgraded to accommodate the new electrical loads. It may be that a new generator is installed outside the building to make space for new electrical panels. However, at this point it is assumed that the power and control panels will be located in the same room as the equipment.

The location beside the proposed primary filter is a Class 1 Zone 1 location² as it contains primary treatment. Sludge dewatering facilities are considered as Class 1 Zone 2 areas.

Because the belt press is currently used in the open air, much of the equipment is not designed for use in a potentially explosive environment.

NFPA 820 allows the room classification to be adjusted dynamically based on detected LEL levels and room air exchanges. If a certain threshold of fresh air exchanges and the LEL remains low, the room can be considered non-hazardous. This means that equipment installed in the room does not have to meet Class 1 Zone 2 requirements. To allow this, the equipment must be de-energized on LEL detection or if the room ventilation rate falls below the required value. As such, equipment that is not explosion rated will remain de-energized unless the conditions for an

² NFPA 820 Standard for Fire Protection in Wastewater Treatment and Collection Facilities, 2016 Edition

unclassified space are met. Equipment that needs to continue to operate will be explosion rated (Class 1 Zone 1 / Zone 2).

A ventilation system will provide 12 air changes per hour to the filter room. In accordance with NFPA 820, when the room is unoccupied, explosive gases are not present and the outside temperature is below 10°C, the ventilation rate can drop to 6 air changes per hour. A heat recovery ventilation package will reduce the heat loss caused by the ventilation rate.

In order to avoid treating large volumes of air for odour and to minimise any risk of explosion, air will be pulled from the cover panel of the primary filter and directed to the existing odour control package. Air from the room itself will not be treated. If needed, the bin containing dewatered sludge will be hand treated with lime.

4.9 Operation and Maintenance

The operation of the primary filter system is automated. A control panel will control the operation of the system. The system allows a layer of 'filter mat' to form on the filter mesh which enhances solids removal. A water pressure sensor tells the unit when to rotate the filter mesh (and at what speed), while simultaneously starting the air knife and sludge screw press. The use of air keeps the sludge drier for more effective dewatering. The screw press then transports and squeezes the solids to remove water.

The operators will need to ensure the bins are emptied regularly. If a chemically assisted filtration system is used then significantly more input will be needed to manage and optimize the function of the chemical storage and dosing systems.

Otherwise, operational activities primarily relate to maintenance such as lubrication and adjustment. The filter mesh must be replaced at roughly two-year intervals at a cost of around \$4,000.

Operation of the belt press will continue to be manual, with active supervision while the system is in operation.

The existing treatment plant is graded Class II under the Environmental Operators Certification Program (EOCP). As the complexity of the treatment process remains similar, it is expected that the plant grading would remain unchanged.

5.0 Future Treatment Upgrades

5.1 Phase Two Flows and Loads

As flows increase further, a long-term upgrade of the wastewater treatment plant will be required. This upgrade will match current performance and effluent quality at the projected future flow totalling approximately 500 m³/d of domestic strength wastewater.

Current plant performance suggests that the wastewater currently exceeds normal domestic strength. The actual strength of the wastewater at the time of design will be used to establish design values.

5.2 Phase Two Design

5.2.1 General

The capacity upgrade would involve duplication of several components including the biological contactor, clarifier, and effluent filtration units.

The duplication will increase plant capacity and improve the overall reliability and maintainability of the process. Process duplication is a requirement of the Municipal Wastewater Regulation.

At present the plant has a spare shaft for the rotating biological contactor in case the existing shaft fails unexpectedly, as well as emergency wastewater storage. Once the treatment process is duplicated in the future, these features will not be needed.

5.2.2 Emergency Storage

The operating certificate requires 24 hours of emergency storage at average daily flow. It has been assumed that this requirement will be relaxed once there is duplication of treatment systems at the plant. Wastewater treatment plants usually have duplication sufficient to allow systems to be taken offline at off-peak times. Based on this assumption, the repurposing of all or part of the storage tank for other functions is anticipated.

5.2.3 Primary Filtration

It is proposed that a second primary filter will be installed to increase overall capacity and to comply with process duplication requirements under the MWR. Once the filters are duplicated, the primary settling tank could be deleted. A place is still needed for secondary sludge. In treatment plants of this size, this is typically an aerobic digester. The digester stabilizes the solids and reduces their quantity. It may be feasible to convert the primary settling tank to this function or use part of the emergency storage tank.

5.2.4 Biological Treatment

The existing rotating biological contactor system is currently performing effectively. By expanding towards the road, there would be space for a second rotating biological contactor unit.

There are many modern treatment technologies available with small 'footprints' and excellent treatment performance. However, rotating biological contactors can still be appropriate for small communities. The expansion of the existing process has a number of advantages, such as;

- Rotating biological contactors are simple and forgiving to operate and the Village staff are already familiar with the process.
- Rotating biological contactors have low energy requirements, compared to other comparable designs.
- Odours from the plant are easily contained. Alternative process designs may require an odour treatment bed which would need to be located above the lake high level elevation.
- The Village has a spare rotating biological contactor shaft that could be used in the new plant (if it is compatible).

The drawings show a layout for two trains of the existing process. This design was recommended at the time of the Stage Two LWMP. Further study will be needed to determine that the impact of the brewery wastewater will not mean that the stage two flows exceed the capacity of this design.

Actual flows and loads at the time of detailed design may mean another technology may be needed. A moving bed bioreactor design may be better suited to a higher strength wastewater and / or higher flows. This is a compact treatment process consisting of pellets of plastic media suspended in an aerated tank. Two trains and a clarifier could be installed into the existing emergency storage tanks. The BOD and ammonia removal stages are likely to occur in partitioned tanks. The RBC unit could be removed to make an alternative space for a second clarifier, aerobic digester and equipment. Alternatively, the RBC could be used as a form of pre-treatment, or for nitrification.

5.2.5 Clarifier

In order to increase clarifier capacity, a section of the existing emergency overflow tanks could be reconfigured as a clarifier. The repurposing of emergency storage is possible because the treatment systems are being duplicated. Alternatively, new clarifiers could be constructed with the new RBC train. The drawings show both options.

5.2.6 Effluent Filter

The existing effluent filter is not necessarily needed to achieve the target effluent quality. However, it is named as a part of the treatment process as part of the authorized works. Filtration could be removed from the authorized works in the operating certificate based on detailed study at the time of design.

In the event that the filtration stage is required, the filter will need to be duplicated. The existing filter is a microscreen drum. The screen pore size removes relatively little material from the effluent. Therefore, a more effective system would be needed. Unfortunately, the space available represents a challenge for the choice of treatment technology if they are to remain in the same space.

The obvious improvement would be to replace the filter with a pair of modern wastewater treatment specific units. This would improve filtration performance and water consumption. Potable water is currently used for filter backwashing. The new unit would backwash using a vacuum system. The challenge with the models generally available is that they are physically much larger than the existing system.

Granular media filters may be better suited to the space available. A coarse media would allow for the use of a tall but narrow filter design.

6.0 Project Risks

6.1.1 [Public Opposition](#)

Given that this is an existing WWTP site, and extensive consultation has been undertaken during the Liquid Waste Management Plan period, it is not expected that there will be opposition to the project by the public or First Nations.

6.1.2 [Design Changes](#)

The project design will require approval by the Ministry of Environmental and Climate Change Strategy. Given that the proposed upgrades were described in the approved liquid waste management plan, it is not anticipated that substantial revisions will be required. Nevertheless, it is possible that the Province could require elements such as the duplication of treatment processes to be added to the project scope. If this were to occur, the Village would need to re-evaluate the project and its feasibility. The Operating Certificate has recently been submitted to the Director for approval by MOE staff with the described scope for the upgraded WWTP. Therefore, changes are not expected.

6.1.3 [Environmental Impacts](#)

An Environmental Impact Study for the discharge was completed in 2017 for the Liquid Waste Management Plan. It is not expected that an update to the environmental study will be required.

Studies will be needed to address certain project risks associated with the construction site. An environmental site assessment will be needed. Initial discussions with an environmental consultant familiar with the site suggest the environmental values are low because of the previously disturbed nature of the site. However, the natural boundary of the lake may reach within the proposed project area. This could result in a requirement for a Water Sustainability Act Section 11 permit application. An allowance of \$5,000 for confirmation of the natural boundary and \$10,000 for an environmental assessment and Section 11 application is suggested.

6.1.4 [Archaeology](#)

Kaslo is within the traditional territory of the Ktunaxa, Sinixt, and Syilx peoples and has been historically occupied by indigenous peoples. An Archaeological Overview Assessment (AOA) was completed by Ursus Heritage Consulting during preparation of the Liquid Waste Management Plan. At that time, the site around the WWTP:

...would have been assessed with high potential for the presence of archaeological sites based primarily on the proximity to the former Kaslo River channel and the shores of Kootenay Lake and its setting on a relatively level alluvial fan. However, the proposed construction will be confined to the previously developed plant area and take place within the imported fill used in the original building construction. Therefore, based on the

extensive disturbance and presence of imported fill within the proposed construction area, Alternatives 1a and 1b are assessed with low potential for the presence of archaeological sites. ⁴

The need for an Archaeological Impact Assessment (AIA) will depend on the project details and whether the construction footprint extends beyond the previously disturbed areas. Based on discussion with the author of the AOA, an allowance of \$15,000 is suggested to accommodate further archaeological work, if necessary.

An allowance for environmental and archaeological work of \$30,000 has been added to construction and engineering project costs provided in Section 6.0.

7.0 Schedule

Depending on the resources available to the contractor, we expect that the project will require a 7 month (+/-) construction period. Based on timing of funding approval, and with intention of obtaining competitively bid construction costs, a project schedule is suggested as follows:

- | | |
|--|---------------------------|
| ▪ Detailed design | = Winter 2026/Spring 2027 |
| ▪ Construction procurement and contract award
(long lead equipment ordered) | = Summer 2027 |
| ▪ Construction period | = April to October 2028 |
| ▪ Project Completion | = November 2028 |

8.0 Project Cost Estimate

TRUE has prepared a detailed project cost estimate based on the following:

- Conceptual design drawings (**Appendix B**) and corresponding quantities.
- Site inspection of existing conditions.
- Construction cost records in both the Village of Kaslo and surrounding communities during the past ten years.
- Recent unit rates based on advice from local contractors and from equipment suppliers.

The cost estimate is included in **Appendix A**, and is summarized below.

Wastewater Treatment Plant Upgrades (Class 'C')

Construction	
- General	\$130,000
- Process Mechanical	\$970,000
- Civil and Buildings	\$926,000
- Electrical	\$499,000
Subtotal Construction	\$2,525,000
Design (5% of construction cost)	\$126,250
Project management / engineering (10% of construction cost)	\$252,500
Environmental and archaeological work	\$30,000
Contingency (30%)	\$880,000
Total Cost Estimate (not including GST)	\$3,813,750

The project cost estimate is considered Class 'C', as described in EGBC's *Budget Guidelines for Consulting Engineering Services (2009)*:

“Class C estimate (±25-40%): An estimate prepared with limited site information and based on probable conditions affecting the project. It represents the summation of all identifiable project elemental costs and is used for program planning, to establish a more specific definition of client needs and to obtain preliminary project approval.”

APPENDIX A

Cost Estimate

ESTIMATE OF PROBABLE COST - WASTEWATER TREATMENT PLANT UPGRADES (CLASS 'C')

Owner: Village of Kaslo
Project: Stage One WWTP Upgrade
Date: August 2025



Item #	Item Description	Unit	Quantity	Unit Price	Amount
01 - General					130,000
1.1	Insurance and bonding	Lump Sum	1	40,000	40,000
1.2	Mobilization / De-Mobilization	Lump Sum	1	60,000	60,000
1.3	General contractor commissioning and startup services	Lump Sum	1	30,000	30,000
02 - Process Mechanical					970,000
2.1	Vaughan S3G submersible chopper pump in main lift station to replace existing Flygt CP3085 pumps including new base and guiderails	Each	2	38,000	76,000
2.3	Vaughan S3G submersible chopper pump in main lift station to replace existing Flygt CP3085 pumps including new base and guiderails	Each	2	38,000	76,000
2.5	Coarse bubble aeration system in Emergency Storage/EQ tank	Lump Sum	1	15,000	15,000
2.6	Salsnes SF2000 primary microscreen / filter with integrated sludge dewatering, air knife/water cleaning system, control panel	Each	1	394,000	394,000
2.7	Spare parts (filter belt, rollers, bearings, wash bar, air knife, etc.)	Each	1	55,000	55,000
2.8	Pipe cold water (4-6 bar) and air to filters. Assume hot water not required.	Each	1	3,000	3,000
2.9	Kaeser BB68 10kW rotary lobe blower with acoustic package (for air knife and EQ tank aeration)	Each	1	18,000	18,000
2.10	Seepex progressing cavity pump for primary sludge transfer to belt press	Lump Sum	1	15,000	15,000
2.11	Atara screw conveyor, 5m long.	Each	2	23,000	46,000
2.12	PVC pipework and misc valves for indoor applications. Wastewater, connection to odour control system	Lump Sum	1	22,000	22,000
2.13	Install process mechanical including miscellaneous equipment and fittings.	Lump Sum	1	250,000	250,000
03 - Civil and Buildings					926,000
3.1	Influent Filtration Building (incl space for future second Salsnes SF2000 filter)				
3.1.1	Reinforced concrete - foundation and floor (including drain rock layer under floor slab)	Square Metre	115	2,038	235,000
3.1.2	Civil works to create practical EQ system (sloping floor, benching, etc)	Square Metre	115	500	58,000
3.1.3	Precast concrete headworks building - walls and roof	Square Metre	115	2,818	325,000
3.1.4	Reroof and paint existing building	Lump Sum	1	40,000	40,000
3.1.5	Precast Concrete Building - appurtenances (doors, hatches, and ladders)	Lump Sum	1	176,000	176,000
3.2	Building Mechanical				
3.2.1	Plumbing including backflow prevention	Lump Sum	1	27,000	27,000
3.2.2	Louvers, fans and dampers including connection to odour treatment	Lump Sum	1	35,000	35,000
3.2.3	Connect EQ tank air outlet to odour control	Lump Sum	1	5,000	5,000
3.2.3	Heat recovery ventilator excluding inlet/outlet fans	Each	1	25,000	25,000

04 - Electrical					499,000
4.1	Power				
4.1.1	Building Electrical (heat, lights, plugs, distribution, etc.)	Lump Sum	1	40,000	40,000
4.1.2	Motor Control Centre (MCC)	Lump Sum	1	125,000	125,000
2.2	10kW three phase VFDs for influent pumps	Each	2	15,000	30,000
4.1.3	Other power wiring from existing MCC	Lump Sum	1	10,000	10,000
4.1.4	Conduits in floor slab	Lump Sum	1	7,000	7,000
4.1.5	Fortis electrical service upgrade	Lump Sum	1	50,000	50,000
4.2	Controls				
4.2.1	PLC, HMI, SCADA	Lump Sum	1	130,000	130,000
4.2.2	Toxic Gas Detection System and Primary Sedimentation Off-Gas Collection	Lump Sum	1	18,000	18,000
4.2.3	Instrumentation. Level switches, ultrasonic level transmitters, explosive gas meter, temperature sensors, flow meters	Lump Sum	1	55,000	55,000
4.2.4	Power and communication cabling	Lump Sum	1	34,000	34,000

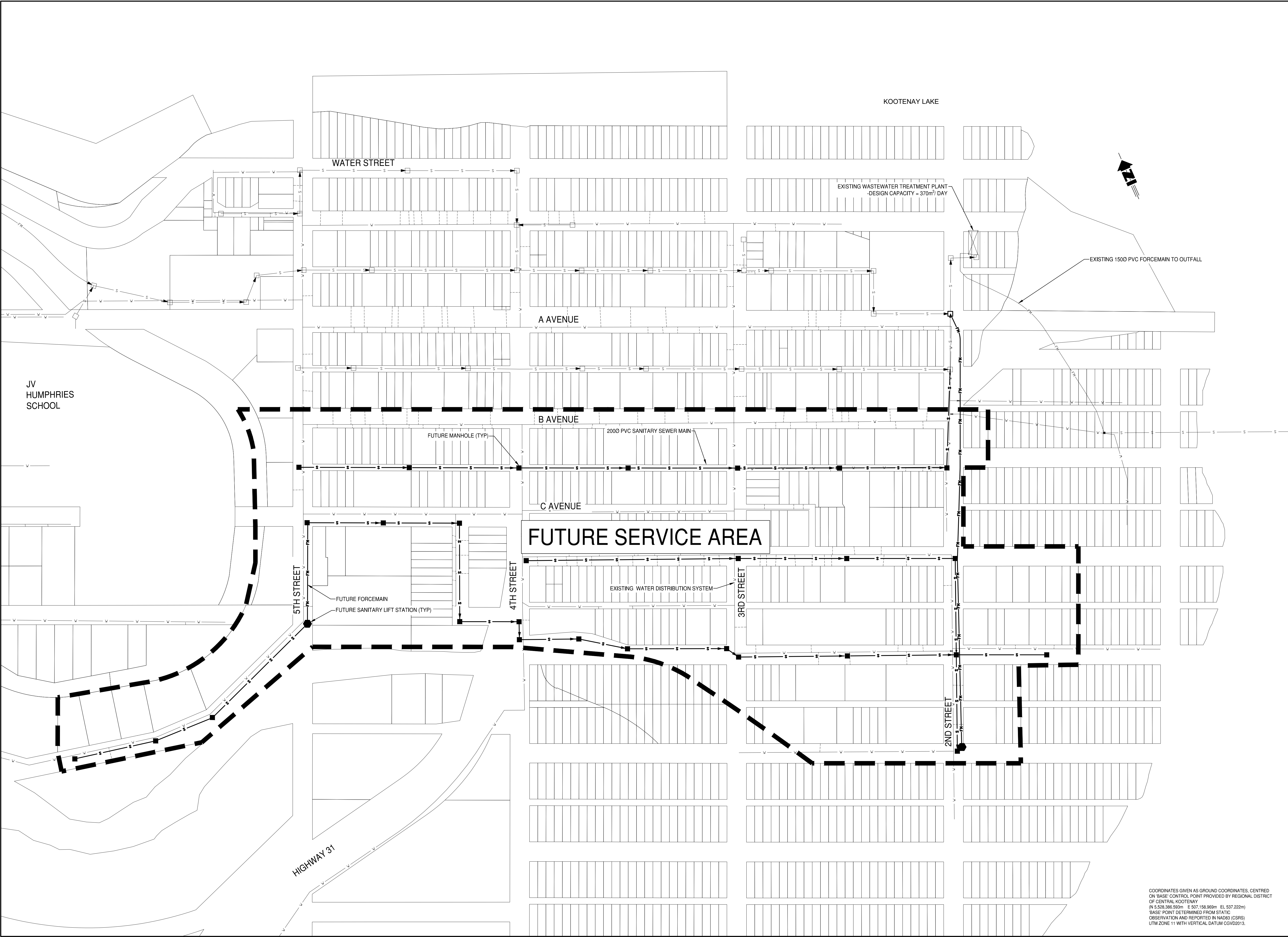
Construction Cost Subtotal			2,525,000
Design (5% of construction cost)			126,250
Project management / engineering (10% of construction cost)			252,500
Environmental and archaeological work			30,000
Contingency (30%)			880,000
Total Cost Estimate (not including GST)			3,813,750

Notes:

1. This estimate of probable costs is considered a Class C estimate (+/-25-40%) as defined in the APEGBC Budget Guidelines for Consulting Engineering Services: "An estimate prepared with limited site information and based on probable conditions affecting the project. It represents the summation of all identifiable project elemental costs and is used for program planning, to establish a more specific definition of client needs and to obtain preliminary project approval."

APPENDIX B

Design Drawings

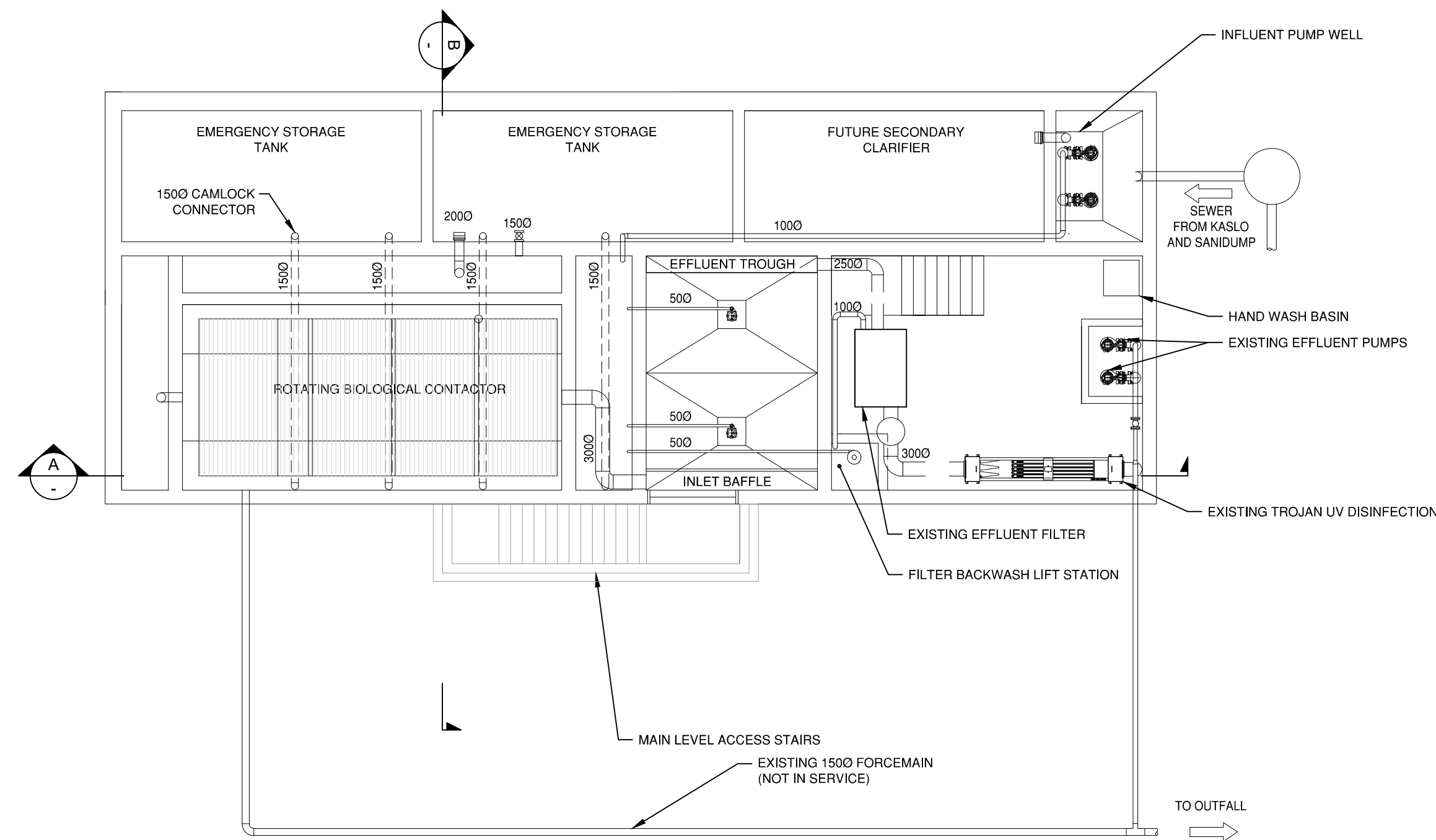


LEGEND

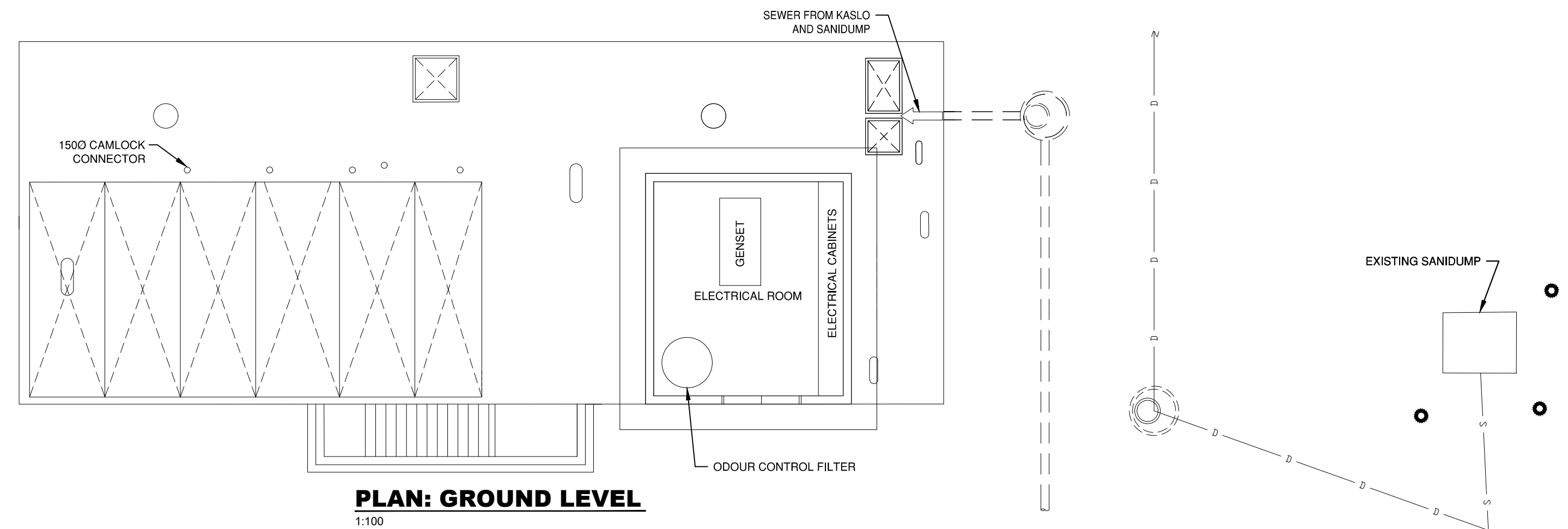
EXISTING	PROPOSED	DESCRIPTION
		ASPHALT ROAD
		GRAVEL ROAD
		SANITARY MAIN
		SANITARY FORCEMAIN
		SANITARY MANHOLE
		SERVICE & IC
		STORM MAIN
		STORM DITCH
		STORM CULVERT
		SERVICE & IC
		STORM MANHOLE
		CB - STD & SIDE INLET
		DRYWELL
		WATER MAIN
		SERVICE & CURB STOP
		VALVE
		STANDPIPE
		HYDRANT
		GAS
		POWER
		TEL
		CABLE
		STREET LIGHT
		CONTROL MONUMENT
		IRON POST
		TRAVERSE HUB

No.	DATE	DESCRIPTION	BY	APPD
ISSUES / REVISIONS				
CONSULTANT SEAL				
2-860 Eldorado Street ■ Trail BC ■ V1R 3V4 tel 250.368.8707 ■ info@TRUE.bcc.ca				
VILLAGE OF KASLO				
WASTEWATER TREATMENT PLANT IMPROVEMENTS				
LOCATION PLAN AND SEWER SERVICE AREA				
SCALE 0 1:1500 75				
DESIGN BY RW				
DRAWN BY RW/AZ				
DATE AUGUST 2025				
PROJECT REFERENCE No. 983-093				
DRAWING No.				
SHEET 1 OF 5				
983-093-01				
REVISION				

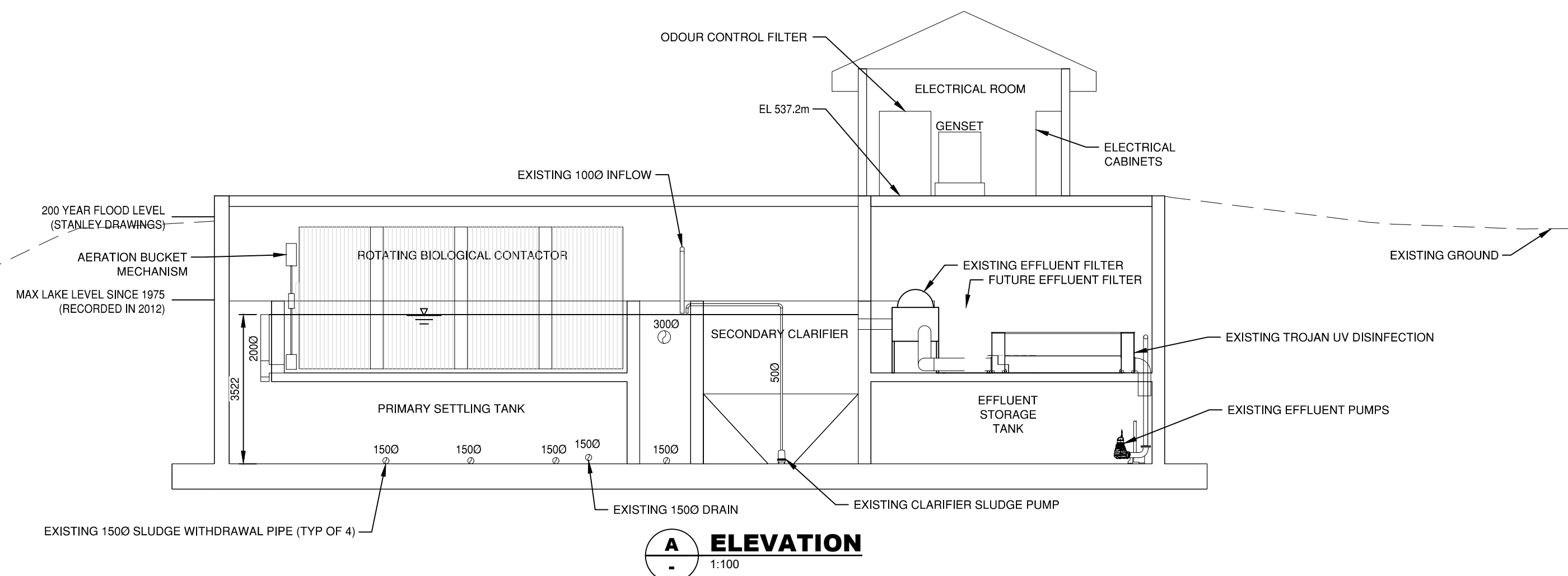
COORDINATES GIVEN AS GROUND COORDINATES, CENTRED ON 'BASE' CONTROL POINT PROVIDED BY REGIONAL DISTRICT OF CENTRAL KOOTENAY
(N 5 620 385.550m E 507 158.969m EL 537 222m)
'BASE' POINT DETERMINED FROM STATIC OBSERVATION AND REPORTED IN NAD83 (CSRS) UTM ZONE 11 WITH VERTICAL DATUM CGVD2013.



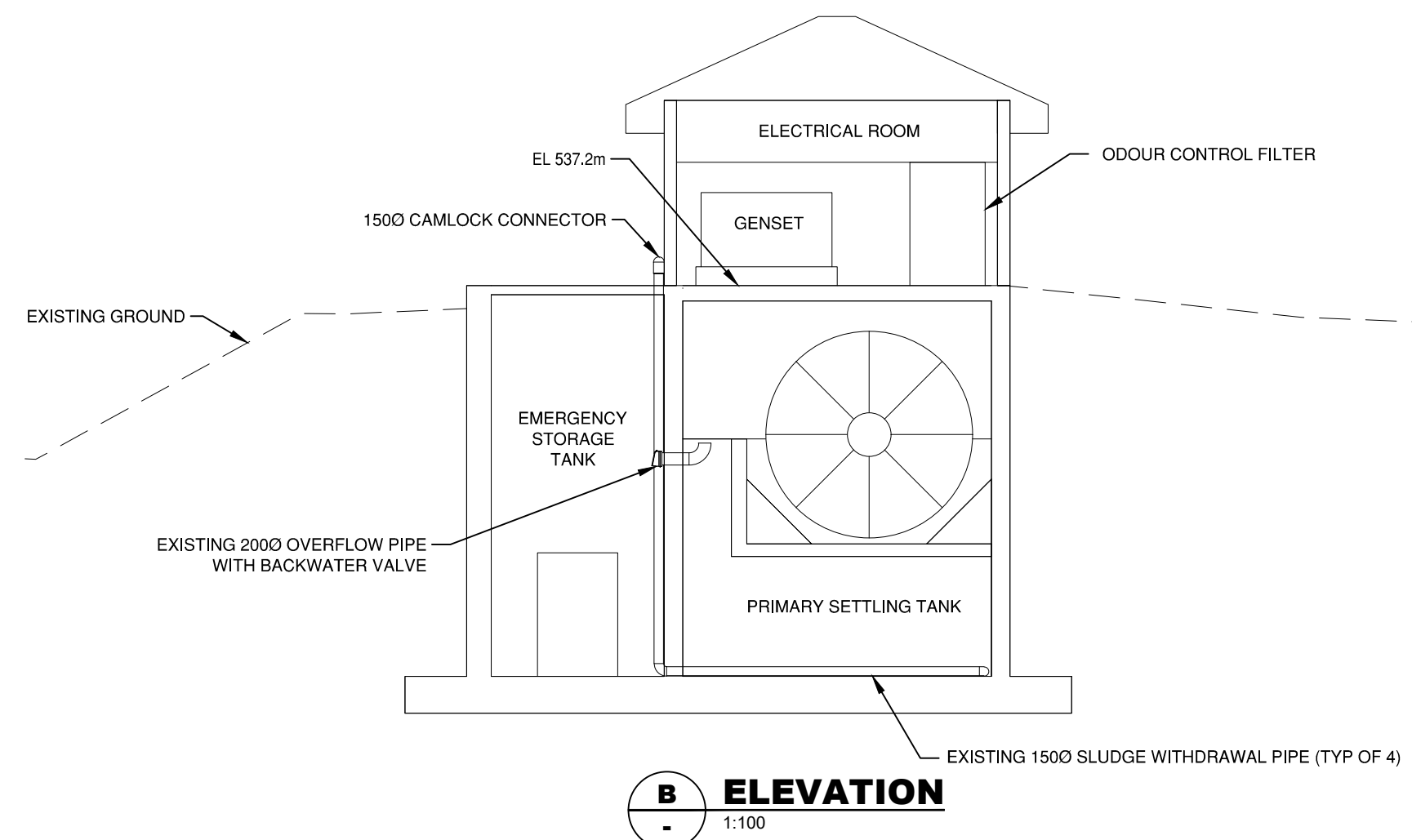
PLAN: MAIN LEVEL
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PLAN: GROUND LEVEL
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A ELEVATION
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B ELEVATION
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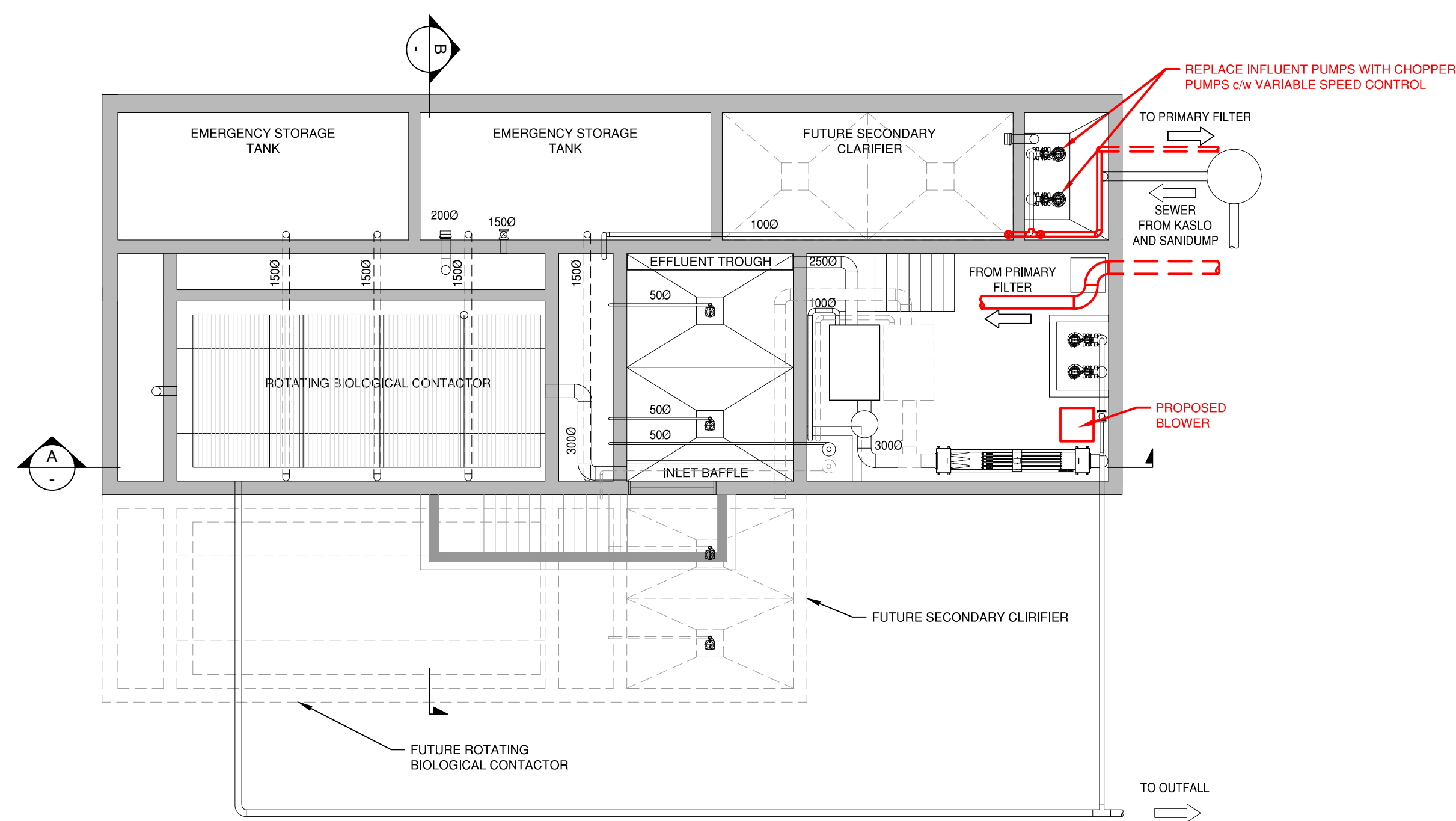
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tel 250.368.8707 ■ info@TRUE.bc.ca

VILLAGE OF KASLO

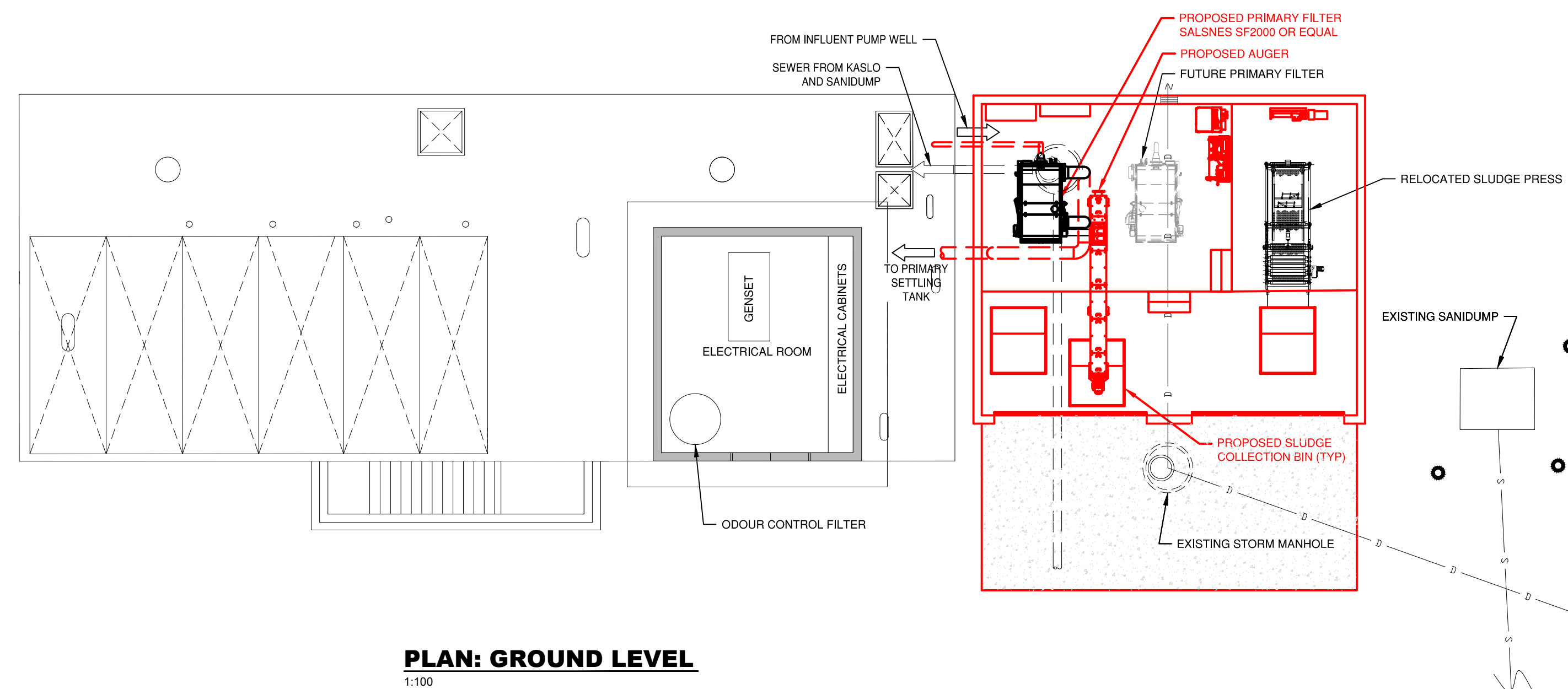
WASTEWATER TREATMENT PLANT IMPROVEMENTS

EXISTING MECHANICAL LAYOUT

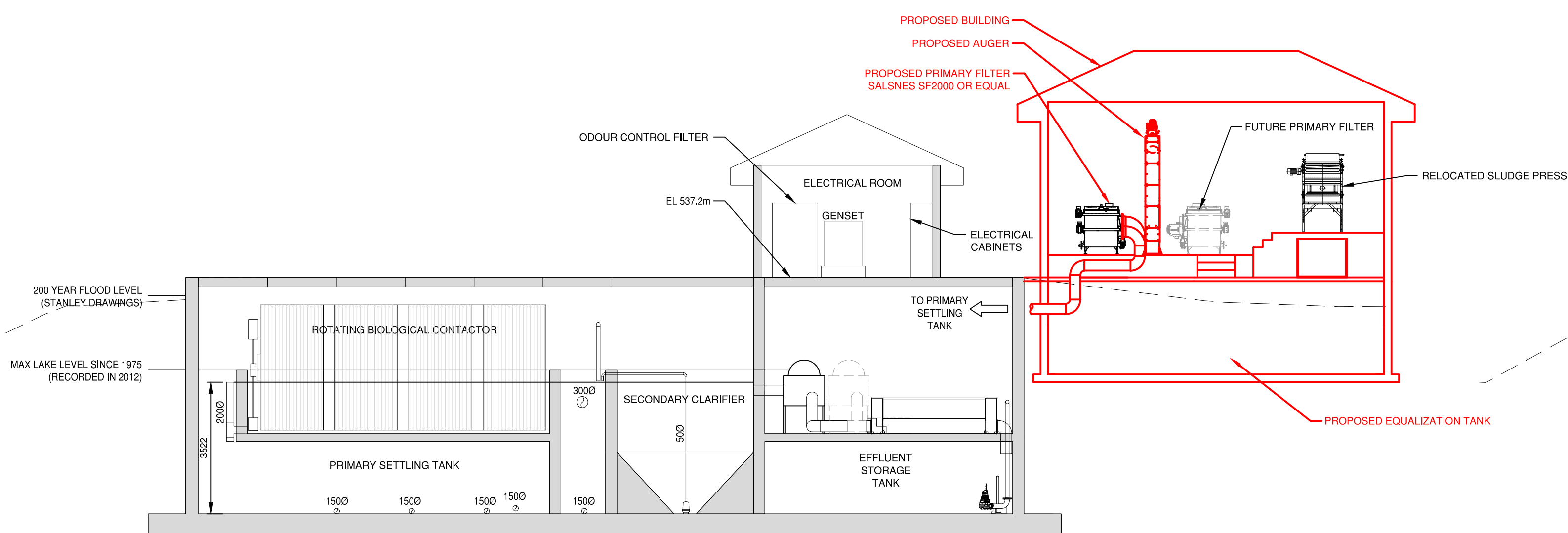
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DESIGN BY	RW
DRAWN BY	RW/AZ
DATE	AUGUST 2025
PROJECT REFERENCE No.	983-093
DRAWING No.	983-093-03
SHEET	3 OF 5
REVISION	



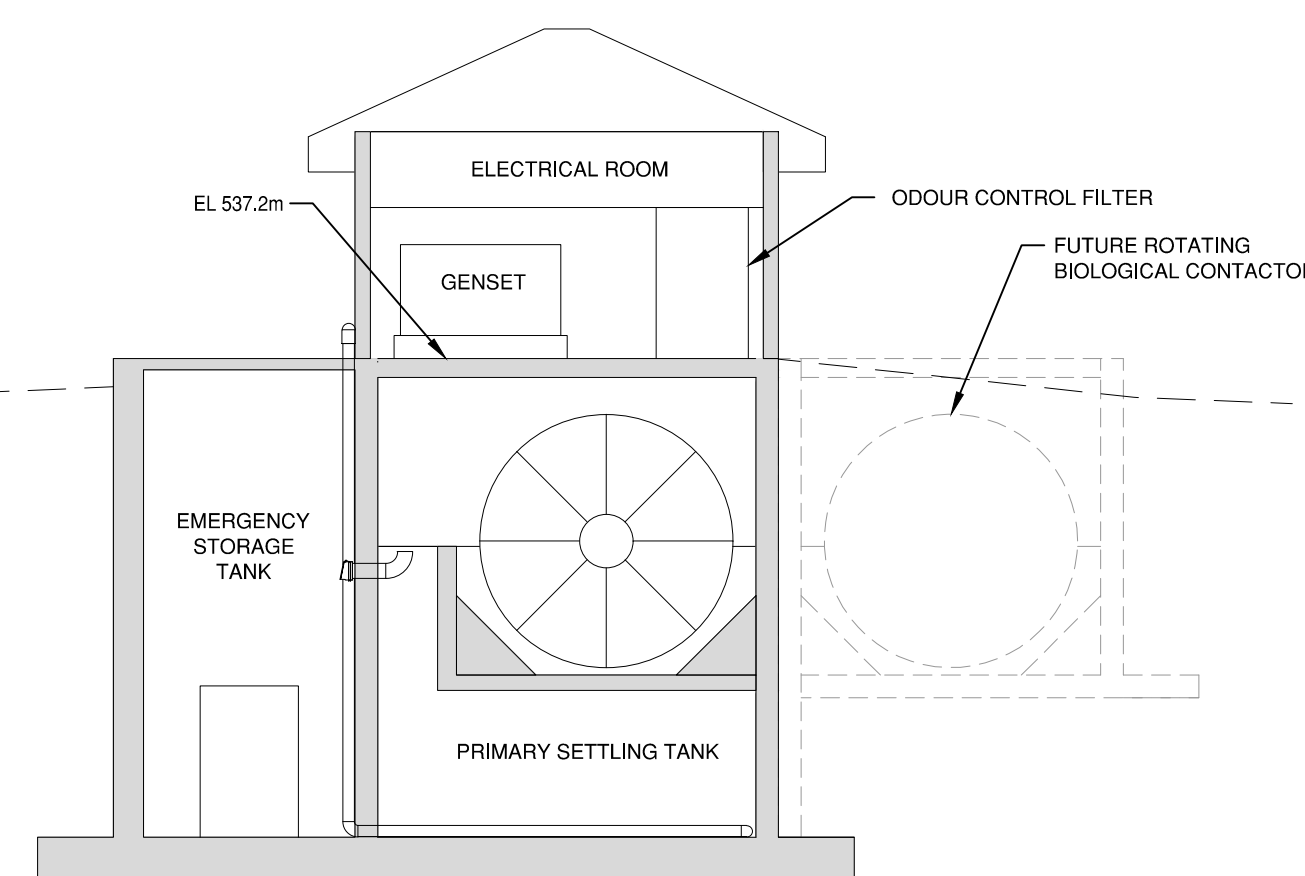
PLAN: MAIN LEVEL
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Permit to Practice No. 1000123 2025-08-12				



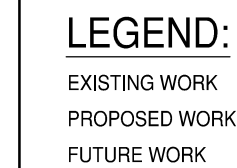
2-860 Eldorado Street ■ Trail BC ■ V1R 3V4
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VILLAGE OF KASLO

WASTEWATER TREATMENT PLANT IMPROVEMENTS

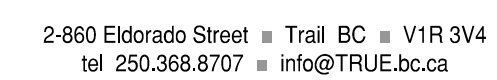
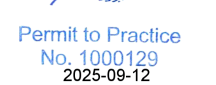
PROPOSED MECHANICAL LAYOUT

SCALE 0 1:100 5	
DESIGN BY	RW
DRAWN BY	RW/AZ
DATE	AUGUST 2025
PROJECT REFERENCE No.	983-093
DRAWING No.	983-093-04
SHEET	4 OF 5
REVISION	



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CONSULTANT SEAL



WASTEWATER TREATMENT PLANT IMPROVEMENTS

PROCESS FLOW DIAGRAM

DRAWING No.	SHEET
983-093-05	5 OF 5
	REVISION

APPENDIX C

Product Information



Eco-Efficient Solids Separation

Benchmarking **water solutions**

THREE CRITICAL PROCESSES

In a Salsnes Filter system **SOLIDS SEPARATION, SLUDGE THICKENING and DEWATERING** are performed in one compact unit, removing, on average, **50% TSS, 20% BOD and producing drier sludge (20–30% DM)**. A Salsnes Filter system provides primary treatment in a fraction of the footprint, at 30 – 60% lower capital cost and with significantly lower total lifecycle costs when compared to conventional primary treatment. **What's more, sludge handling, transportation and disposal costs are drastically reduced.** Today, Salsnes Filter systems are installed around the world in a variety of applications within municipal wastewater treatment plants and in challenging industrial solids separation applications.

Cost-effective, compact, high-performing, chemical-free and sustainable – the Salsnes Filter system defines eco-efficient.

Seemingly Endless **Applications**

Municipal Wastewater Treatment

- Enhance primary treatment performance
 - without adding chemicals
- Solids separation upstream of secondary processes such as:
 - Oxidation Ditches
 - Sequencing Batch Reactors
 - Biological Aerated Filters
 - Dissolved Air Flotation
 - Moving Bed Bio Reactors
 - Membrane Bio Reactors
- Primary treatment for new plants
- Grit removal after a coarse screen
- Increase primary or secondary process capacity

- Plant expansion where land is expensive or unavailable
- Dig-free, concrete-free solution for mountainous or earthquake-prone areas
- Combined sewer overflow (CSO) treatment
- Stormwater treatment

Industrial Wastewater Treatment

- Aquaculture
- Tanneries
- Pulp & paper
- Slaughterhouses
- Food processing
- Breweries and wineries

All The **Flexibility** You Need

With both Enclosed and Open modular systems, unlimited design flow capacity and the option to install indoors or outdoors, a Salsnes Filter system provides all the flexibility you need.



SF systems are free-standing and enclosed



SFK systems are open for concrete channel installation

The only filter **Design** that can replace conventional primary treatment

Modular, Flexible Design

The modular design of the Salsnes Filter system allows for installation configurations to serve practically any capacity requirement. Single or multiple filters can be easily installed in new or existing facilities thanks to flexible design options.

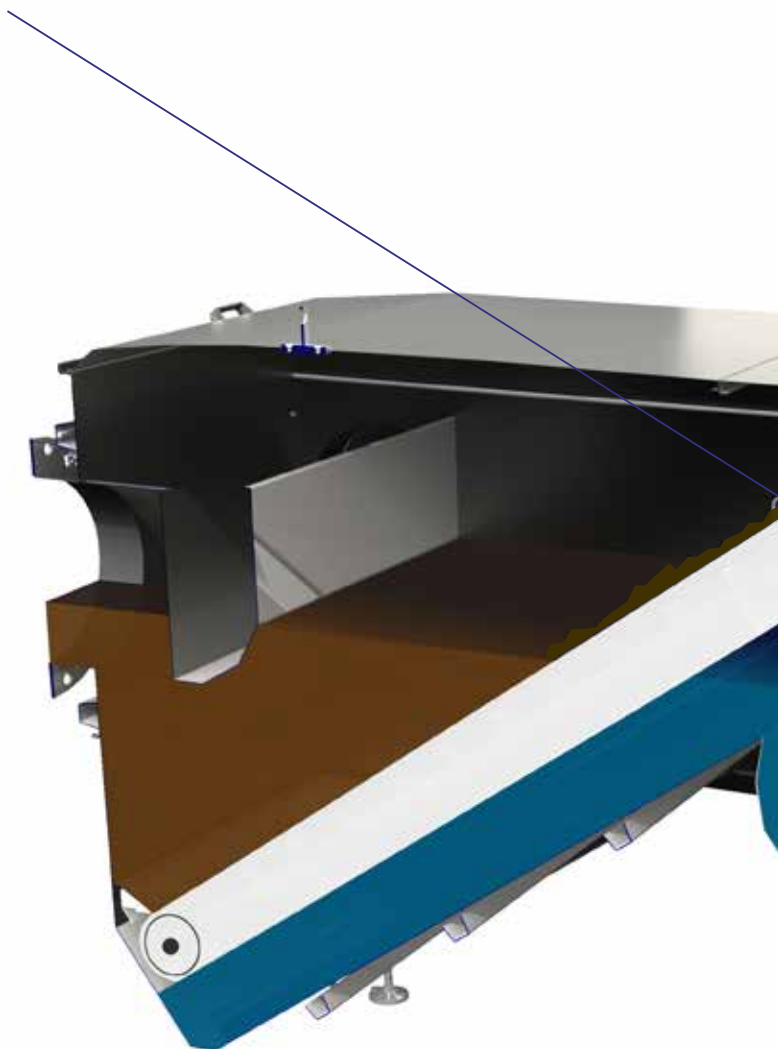


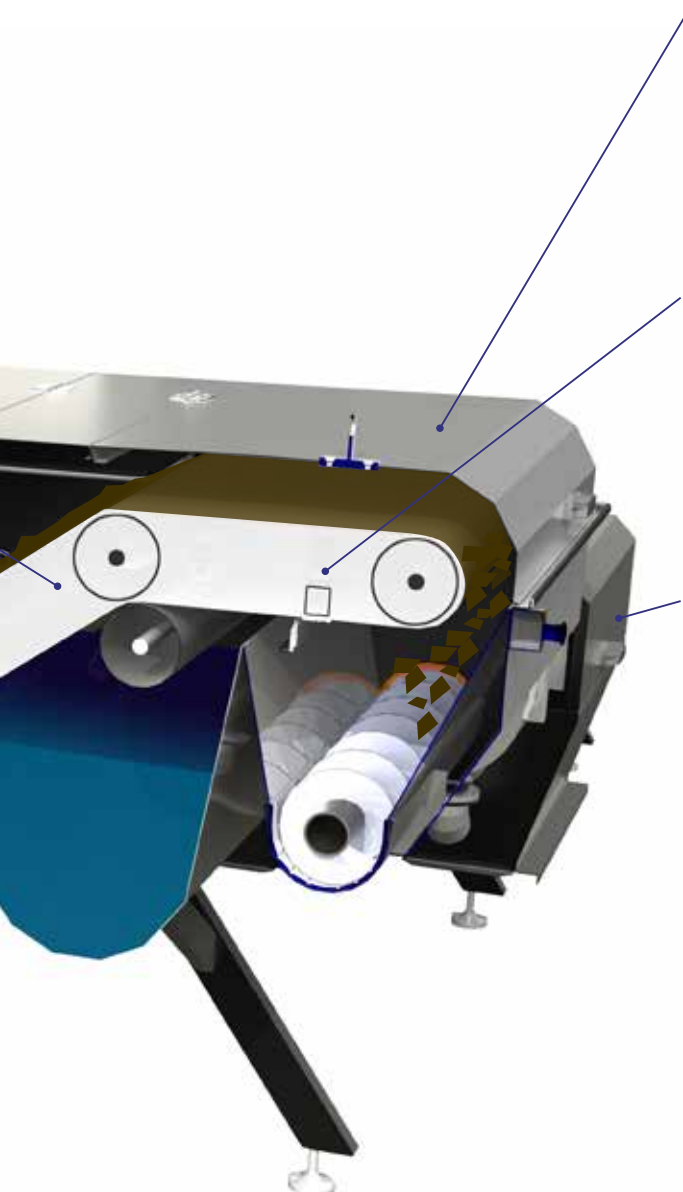
Filtermesh & Cogwheel

The filtermesh is made of polyethylene and is very durable. The way it's mounted and tensioned to the cogwheel is patented - it improves performance and allows the filter to handle higher flow rates and solids loadings, increasing treatment capacity in a smaller footprint.

Control Power Panel (CPP)

The CPP houses a Programmable Logic Controller (PLC) that makes this a completely automated system, ideal for remote or unstaffed facilities. A water pressure sensor tells the unit when to rotate the filtermesh (and at what speed), while the PLC simultaneously starts the Air Knife and sludge screw press.





Access Hatch

Enables quick visual inspections of performance and internal components.

Air Knife

The Air Knife filtermesh cleaning system starts automatically when the mesh begins to rotate. It uses compressed air to clean, which has many benefits compared to scrapers, brushes or water-based cleaning systems. Air is gentler on the mesh (to elongate its life) and on particles (so they don't break into smaller pieces). Air cleaning also keeps sludge drier for more effective dewatering.

Integrated or Stand-alone Dewatering Unit

To save space and money, the enclosed SF system contains an optional integrated dewatering process. Sludge drops into the collection area from the thickening process at 3 – 8 % DM and



is conveyed across the unit by an auger. It can then be fed to a sludge stabilization process (e.g. direct digester feed); Or processed further through the dewatering unit to produce sludge that is 20 – 30% DM (without the need for any additional dewatering equipment).

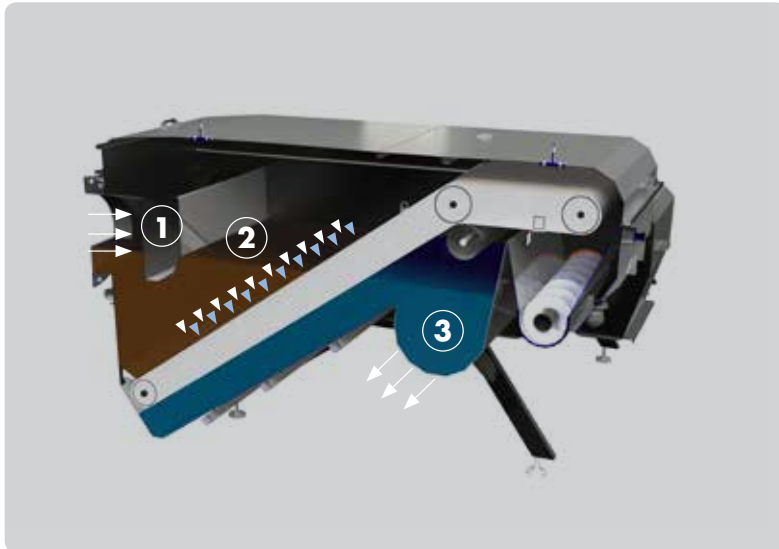
For larger installations, a stand-alone dewatering unit is available to dewater sludge from multiple filters. It can apply a higher pressure to produce even drier sludge (20 – 40% DM typical).

Quick Connects

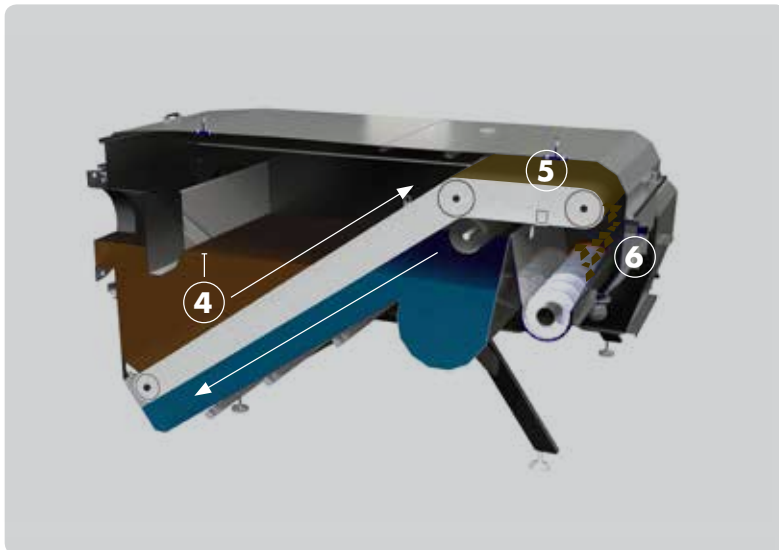
Allow for fast and easy maintenance.



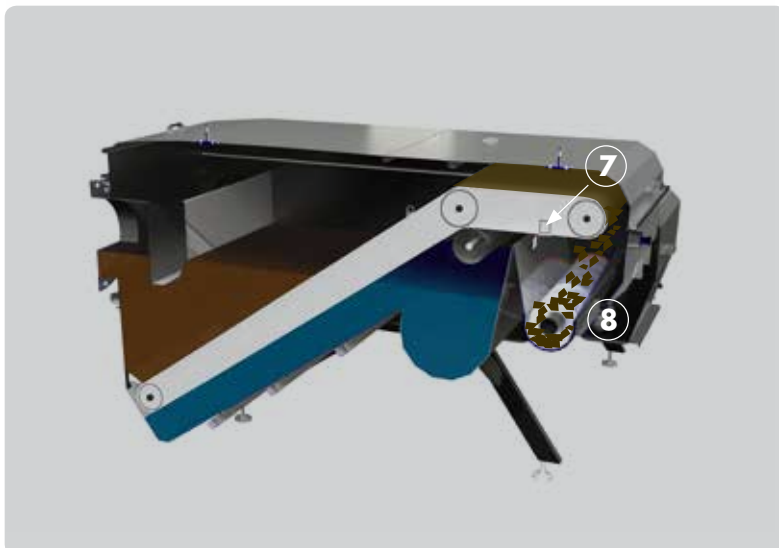
Separation, Thickening and Dewatering - All in one compact unit.



- ① Wastewater enters the inlet chamber.
- ② The solids above the filtermesh create a "filter mat." The mat enhances separation performance as particles build-up on the mesh, creating progressively smaller holes that retain increasingly smaller particles.
- ③ Water that is filtered past the mesh exits through the outlet.



- ④ Wastewater influent rises to a certain level (measured by a sensor) and the filtermesh starts to rotate like a conveyor belt, transporting sludge and enabling the thickening process.
- ⑤ Gravity thickens the sludge to 3–8% DM.
- ⑥ Sludge drops into the collection area.



- ⑦ Using air (not water), the Air Knife automatic cleaning system removes any remaining sludge from the filtermesh into the collection area.
- ⑧ A screw press further dewateres the sludge to 20–30% DM before it exits the unit.

What Are The Overall **Cost** Benefits?

Compared To Conventional Primary Treatment, a Salsnes Filter System Can Offer:

- 30 – 60% lower investment cost. See **Figure 1**.
- 1/10th the land requirements. See **Figure 2**.
- Integrated thickening and dewatering
- The additional benefit of grit removal in the separation stage
- Significantly lower lifecycle costs
- Smaller volume of drier sludge that reduces disposal costs. See **Figure 3**.
- Less civil works (no concrete basins required)
- Equal to, or greater removal of TSS & BOD (on average 50% and 20% respectively)
- Smaller secondary/biological treatment processes (less aeration and/or space needed)
- Primary sludge with higher energy value
- Fully-automated equipment
- Fast and easy maintenance
- Lower operating costs (no chemicals to purchase)

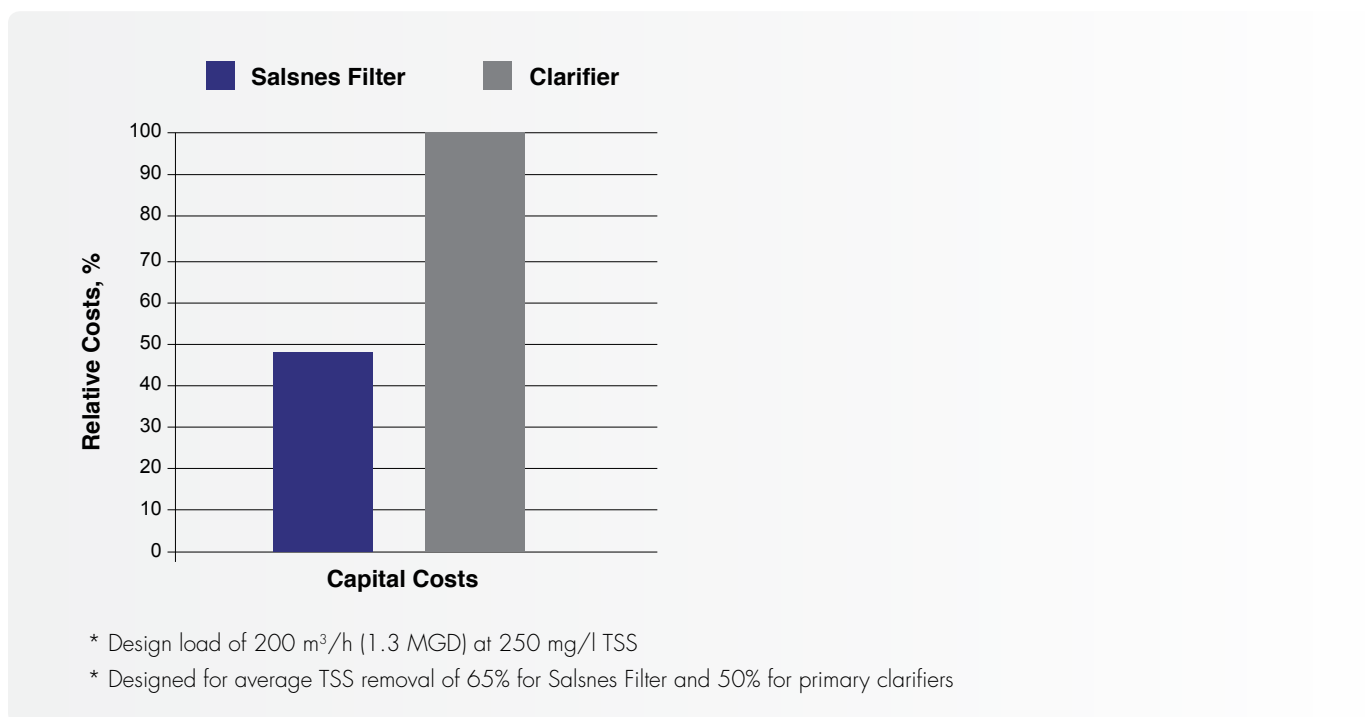
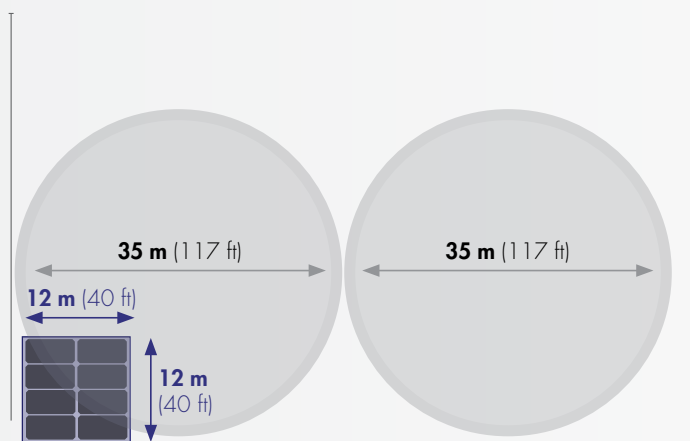


Figure 1. Cost Comparison

The above evaluation was completed by the Norwegian State Pollution Control Agency to discover cost efficient technology that could fulfill the European Union's stringent criteria for primary treatment. As you can see, the savings are substantial. A Salsnes Filter system costs half that of conventional primary sedimentation and clarification.



Two clarifiers vs Eight SF6000 Salsnes Filters

Figure 2. Land Requirements Comparison
Tomasjord WWTP, Norway - 1,650 m³/h (10.5 MGD)

For those expanding primary or secondary capacity where land is expensive or unavailable, a Salsnes Filter system is ideal. It will typically use 1/10th the land of conventional treatment systems. The Tomasjord WWTP in Norway, shown above, would have needed 2,000 m² (21,530 ft²) of land to install clarifiers. Instead they installed a Salsnes Filter system and only used 150 m² (1,600 ft²) of land.



Figure 3. Sludge Volume Comparison

The integrated thickening and dewatering processes of the Salsnes Filter system can drastically reduce sludge handling, transportation and disposal costs. The dry sludge exiting a Salsnes Filter system is 20 – 30% DM, while primary clarifier sludge can be 2% DM.

There Are Even **Environmental** Benefits

- Less CO₂ produced during construction and operation. See **Figure 4**.
- Less concrete for installation due to small footprint

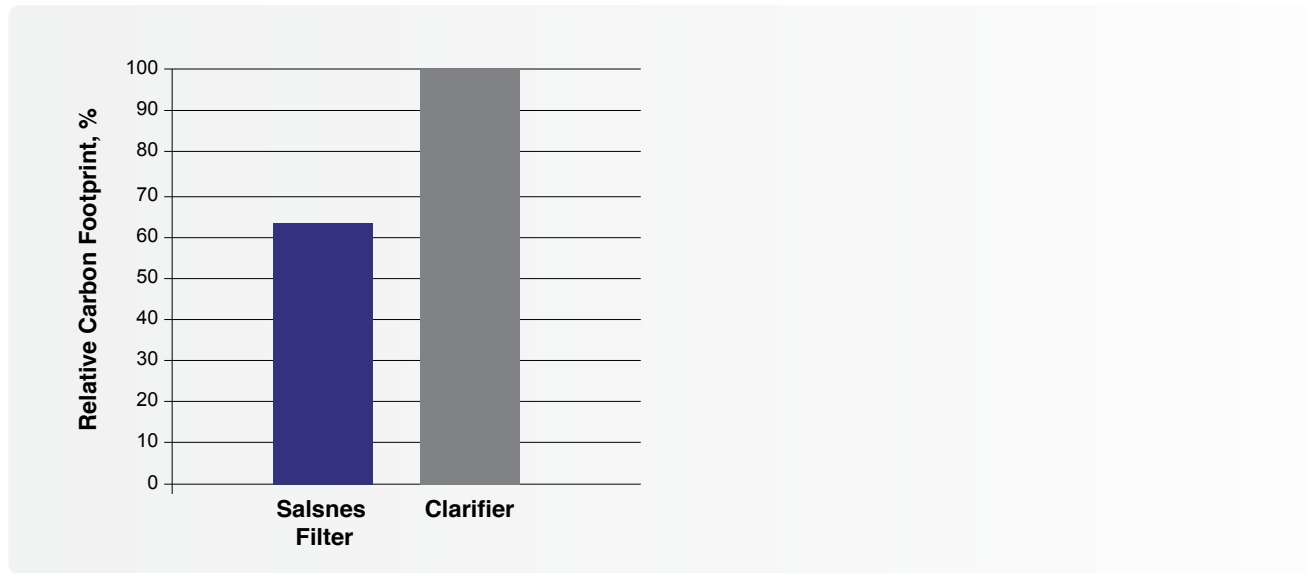


Figure 4. Carbon Footprint Analysis

This carbon footprint analysis compares the Salsnes Filter SF6000 to a clarifier in a 315 m³/h (2 MGD) municipal wastewater treatment plant in North America. It reveals that the Salsnes Filter system has a substantially lower environmental impact mainly because less concrete is required for installation.

Clarifier	Carbon Footprint (kg CO ₂ e)
Making rebar, scrapers and concrete for tanks	195,033
Scraper replacement	98,495
Energy requirement (for scrapers, pumps and dewatering)	428,560
Total (20 years)	722,088

Salsnes Filter	Carbon Footprint (kg CO ₂ e)
Making chamber, filtermesh and building surrounding infrastructure	4,418
Filtermesh replacements	2,920
Energy requirement (for filtermesh, Air Knife and screw press)	452,720
Total (20 years)	460,058

Customer Testimonials



"Our real driver was to reduce the loading on the downstream processes, which was successfully accomplished."

– Ralph Martini, Plant Operator
Heyburn WWTP, Idaho, USA



"We are extremely pleased with the performance of our Salsnes Filter system. It has been reliable, easy to maintain and it has significantly reduced TSS and BOD loadings. This has enabled us to recover lost treatment capacity at our facility in a cost effective manner. Another plus is the small footprint of the system which allowed it to easily fit into a very limited space within our plant."

– Danny Lyndall, General Manager
Daphne Utilities, Daphne, AL

Our Company

Operating from Norway since 1991, we have focused on perfecting our solids separation filter technology through research, product development, testing, and quality initiatives. This focus and dedication has produced a highly efficient and reliable filter that maximizes solids separation, while dramatically decreasing costs including capital, operating, maintenance and land. With installations around the world and in a variety of municipal and industrial applications, the Salsnes Filter system is synonymous with eco-efficient solids separation technology.

Salsnes Filter is a brand in the Trojan Technologies group of businesses. www.salsnes-filter.com

About Trojan Technologies

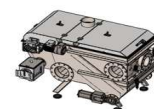
The Trojan Technologies group of businesses offers products under the brands Aquafine, Salsnes Filter, Trojan Marinex, TrojanUV, USP Technologies and VIQUA. Applications and markets served include municipal wastewater, drinking water, environmental contaminant treatment; ballast water treatment; residential water treatment; ultrapurification of water used in food and beverage manufacturing, pharmaceutical processing and semiconductor applications; filtration and solids separation.

Trojan Technologies has offices in the U.K., Canada, Germany, China, France, Australia, Italy, Spain, United Arab Emirates and the U.S. www.trojantechnologies.com

System Specifications

Model	SF1000	SF2000	SF4000	SF6000
Style	Enclosed, free-standing			
Material of Construction	316L Stainless Steel			
Weight (Dry)	480 kg (1,058 lbs)	530 kg (1,168 lbs)	890 kg (1,962 lbs)	1,230 kg (2,711 lbs)
Standard Electrical Voltages	480/277V 3 ph, 3 wire + gnd, 60 Hz 400/230V 3 ph, 3 wire + gnd, 50 Hz			
Typical Operating Power Consumption	1.4 - 2.8 kW	1.8 - 3.6 kW	2.1 - 4.5 kW	2.8 - 5.5 kW
Accreditations (Electrical)	CE, UL, UL approved for Class 1 Div1			
Performance				
Maximum Hydraulic Flow	54 m³/h (0.3 MGD)	144 m³/h (0.9 MGD)	288 m³/h (1.8 MGD)	576 m³/h (3.7 MGD)
Treated Flow (Municipal Wastewater)	35 m³/h (0.2 MGD)	90 m³/h (0.6 MGD)	160 m³/h (1.0 MGD)	325 m³/h (2 MGD)
Maximum Head Loss	440 mm (17")	300 mm (12")	330 mm (13")	350 mm (14")
TSS Removal Efficiency	30 – 80% (design dependent)			
BOD Removal Efficiency	15 – 40% (design dependent)			
Sludge Dry Matter After Thickening	3 – 8%			
Sludge Dry Matter After Integrated Dewatering Unit	20 – 30%			
Dimensions				
Length x Width x Height (complete unit)	1.5 x 1.3 x 1.5 m (5 x 4.4 x 4.9')	2 x 1.7 x 1.3 m (7 x 5.5 x 4.5')	2.5 x 2.0 x 1.6 m (8 x 6.5 x 5.2')	2.8 x 2.5 x 1.8 m (9 x 8.1 x 6')
Inlet Diameter (pumped/gravity)	100 mm DIN (4" ANSI)	150/200 mm DIN (6"/8" ANSI)	200/350 mm DIN (8"/14" ANSI)	250/400 mm DIN (10"/16" ANSI)
Outlet Diameter	150 mm DIN (6" ANSI)	250 mm DIN (10" ANSI)	350 mm DIN (14" ANSI)	400 mm DIN (16" ANSI)
Overflow Diameter	Combined with outlet			
Bottom Drain Diameter	N/A	100 mm DIN (4" ANSI)		
Water Connection	13 mm BSP (½" NPT)			19 mm BSP (¾" NPT) ½" NPT for UL Div1

Model	SFK200	SFK400	SFK600
Style	Concrete open channel (by others)		
Material of Frame	316L Stainless Steel		
Weight	510 kg (1,124 lbs)	630 kg (1,389 lbs)	745 kg (1,642 lbs)
Standard Electrical Voltages	480/277V 3 ph, 3 wire + gnd, 60 Hz 400/230V 3 ph, 3 wire + gnd, 50 Hz		
Typical Operating Power Consumption	1.3 - 3.1 kW	1.6 - 4.0 kW	2.3 - 5.0 kW
Accreditations (Electrical)	CE, UL, UL approved for Class 1 Div1		
Performance			
Maximum Hydraulic Flow	144 m³/h (0.9 MGD)	288 m³/h (1.8 MGD)	576 m³/h (3.7 MGD)
Treated Flow (Municipal Wastewater)	90 m³/h (0.6 MGD)	160 m³/h (1.0 MGD)	325 m³/h (2 MGD)
Head Loss	400 mm (16")		
TSS Removal Efficiency	30 – 80% (design dependent)		
BOD Removal Efficiency	15 – 40% (design dependent)		
Sludge Dry Matter after Thickening	3 – 8%		
Sludge Dry Matter After Stand-alone Dewatering Unit	20 – 40%		
Dimensions			
Length x Width x Height (frame)	2.4 x 1 x 1.2 m (8 x 3.3 x 4.2')	3 x 1.3 x 1.3 m (9.6 x 4.3 x 4.5')	3 x 1.8 x 1.4 m (9.6 x 5.9 x 4.7')
Overflow	Arranged in channel wall		
Water Connection	13 mm BSP (½" NPT)		19 mm BSP (¾" NPT) ½" NPT for UL Div1



System Specifications

Updated: October 2024

Model		SF2000
General		
Material of Construction	316L Stainless Steel	
Filter belt Material	Polyethylene Terephthalate (PET), Kevlar-reinforced polyurethane	
Weight, Dry (incl water)	530 kg, 1168 lbs (1200 kg, 2645 lbs)	
Standard Electrical Voltages	400/230V 3 ph, 3 wire + gnd, 50 Hz, or 480V 3 ph, 3 wire + gnd, 60 Hz	
Filter Mesh/Sludge Screw Motor CE and UL	0.75 kW (1hp), IP55	
Filter Mesh/Sludge Screw Motor UL C1D1	0.75 kW (1hp), IP54	
Material motor/gear	Gear box: anodized aluminium Motor: painted carbon steel Fan: fan casing in AISI316L	
Accreditations (Electrical)	CE, UL, UL C1D1	
Dimensions		
Length x Width x Height (Complete unit)	2250 x 1700 x 1400 mm (89 x 67 x 55")	
Inlet Flange Diameter (pumped/gravity)	200mm DIN PN 10 (8" ANSI)	
Outlet Flange Diameter	250 mm DIN PN 10 (10" ANSI)	
Overflow Flange Diameter	250 mm DIN PN 10 (10" ANSI)	
Water Connection	G1/2" (f) (1/2" NPT)	
Ventilation Internal Diameter	150 mm (Left Or Right)	
Dewatering Reject Water pipe	Ø98 mm flush pipe (for Ø100mm hose)	
Filter mesh		
Filter Mesh Size Openings	Design dependent, 54-2000um	
Filter Mesh Area for Sizing (active/submerged)	0.57 m²	
Filtration angle	35°	
Environment		
Standard influent water requirements	pH 5 - pH 9 Temperature Range: 0 to 35°C	
Surrounding environment	Temperature Range: 0 to 35°C (also affected by i.e. heat, humidity, UV, salt and/or sand content)	



System Specifications

Updated: October 2024

Updated: October 2024

Model		SF2000
Sludge removal system: (1) scraper system or (2) air-knife system		
(1) Scraper Sludge Removal System		
Description	The scraper assembly removes sludge from the mesh with a "Wiper". After a period of scraping sludge, the pneumatic actuators will tilt the scraper and initial a flushing sequence - cleaning the back side of the scraper to avoid sludge build-up/ precipitation.	
Limitations for Use	- For municipal applications only - Sludge characteristics will affect the sludge removal efficiency (thin cake, little effect) - For selected belt quality only - Must be used in conjunction with HP wash - Coarse screen + Grit removal prior to filter required.	
Pressurized air requirements	~2 liters of air @ 6bar per tilt action	
Air valve connections	G1/8 ports for CE 1/4NPT for UL	
Water connections	22L M30x2 for CE NPT 3/4" for UL (Option; RIGHT or LEFT side)	
Water consumption per tilt action	5-20 liters from HP pump	
(2) Air-knife Sludge Removal System		
Description	Automatically filter mesh cleaning system using a blade of air, and can be used in all application and all filter meshes.	
Air Knife Connection	External	
Blower Motor	5.5 kW (7,5 HP)	
Blower capacity at 0.4 bar (5.8 psi), Air flow (m³/h)	190 m³/h (112 CFM)	
Ventilation requirement (Salsnes Unit)	228 m³/h (135 CFM)	
Blower Location	Stand alone, 100mm / 4" pipe max 20m, fresh air intake)	
Dimensions W x D x H	800 x 890 x 1120 mm	
Blower Weights (without sound enclosure/ with sound enclosure)	131 kg (288 lbs) / 201 kg (443 lbs)	
Maintenance Wash System: (1) Low pressure hot water (2) in-frame high-pressure and (3) outside high pressure		
(1) Low pressure hot water		
Description	Flush bar located inside the frame, after sludge removal (air-knife). The maintenance flush water is directed into outlet as standard.	
Water supply requirements	Tap Water Quality, 4-6 bar pressure (58-88 psi)	
Low Pressure Water Valve Connection:	½" BSP (CE) ½" NPT (UL)	
Hot Water Usage (at 88 psi) (6 bar):	~16 l/min (4 gpm)	
Hot Water Temperature:	Minimum - 70°C (160°F) Recommended - 90°C (195°F)	
Daily frequency of hot water flushing:	Up to 6 times per day (24h). Duration 3 min (adjustable).	



System Specifications

Updated: October 2024

Updated: October 2024

Model	SF2000
(2) In-frame high pressure	
Description	Same pipe/location as if selecting low pressure cold water flushing. Flush bar is located inside the frame after sludge removal (air-knife/scraper) Can be used in all application and all filter meshes.
Pump Power	7.0 kW
Required Water Supply to HP unit	2000 L/h (8.8GPM) 1.5 - 6 bar
Water Usage per flushing sequence	50 liters (up to 100 liters)
Connections	22L M30x2 for CE NPT 3/4" for UL (Option; RIGHT or LEFT side)
(3) Outside high pressure	
Description	To regain 'brand-new' state of the mesh, a fully automatic high pressure maintenance wash is installed. The filter unit stops and drains the water level, before a solenoid valve releases 60-80bar pressure onto a set of turbo nozzles, for a set-time and a set-number-of-times per day, cleaning the mesh.
Limitations for Use	High pressure filter mesh washing can only be used on 350 um mesh and larger (and complex meshes). The same high pressure pump can also supply other equipment such as: - scraper washing (max 24 pr day) - hand held plant washer - other - account for this when calculation max filters serviced by 1 high pressure pump (typically 1 pump can supply 6-8 filter units)
Pump Power	7.0 kW
Required Water Supply to HP unit	2000 L/h (8.8GPM) 1.5 - 6 bar
Water Usage per flushing sequence	36-42 liters (up to 85 liters)
Connections	22L M30x2 for CE NPT 3/4" for UL (Option; RIGHT or LEFT side)
Installation	
Load Bearing Capacity for Foundation (Load factor 1.25)	1500 kg (3307 lbs)
Adjustable Feet for Levelling Filter (foundation must be firm and level)	Included
Lift/Crane way Capacity	500 kg (1100 lbs)
Crane way Height (from floor to hook)	Recommended 2500 mm (98") Required: 1700 mm (67")
Performance	
Hydraulic capacity:	Design and application dependent
TSS Removal Efficiency	Design and application dependent
BOD Removal Efficiency	Design and application dependent
Sludge Dry Matter After Thickening	Design and application dependent
Sludge Dry Matter (After Integrated Dewatering Unit)	Design and application dependent
 Havnegt. 12, 7800 Namsos, Norway salsnes-filter.com	

System Overview

This system is used for wastewater treatment where the water coming in for treatment is piped. The different models all perform the same function, but are scaled for different volumes of water. The system is used for primary filtering of municipal wastewater effluent, and for industrial applications such as the fishing industry, fish net laundry facilities, pulp and paper industry, breweries, food processing industry, textile industry, tanneries, cruise ships, etc.

System Components

The system is designed and produced to reduce the total suspended solids and consists of three separate components.

- Filter
- Air blower
- Control Power Panel (CPP)

The air blower consists of an electrical blower that produces air for cleaning the filter mesh.

In the basic system all controls and start/stop mechanisms are centralized in the Control Power Panel (CPP). For certain installations, the functionality of the Control Power Panel (CPP) will be an integrated part of the main control system for the whole plant.

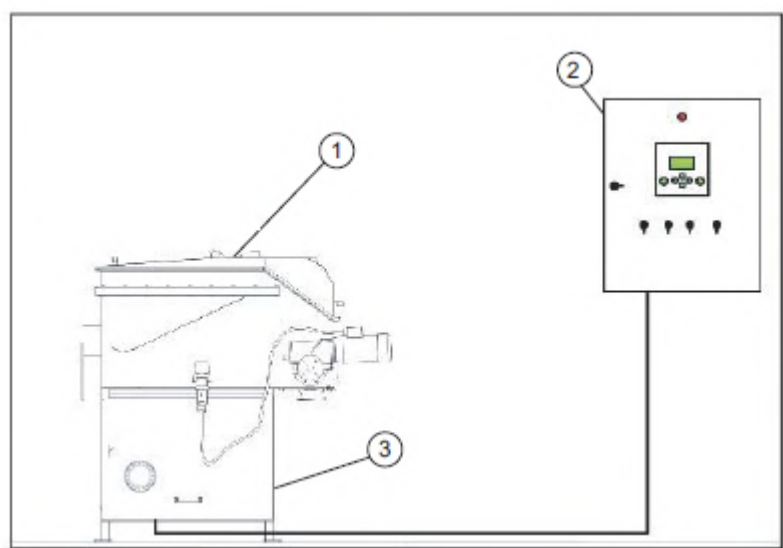


Figure 1 Main Components

1	Filter	2	Control Power Panel (CPP)
3	Air Blower		

Overview of Sequence and Principle

The system is controlled by the Control Power Panel (CPP).

1. Raw wastewater enters the system through the inlet flange.
2. The filter mesh filters the raw wastewater. Filtered water then flows through the outlet flange.
3. The sludge accumulated on the filter mesh is removed by the air knife device into the sludge screw cavity.
4. Sludge is transferred by auger to a collection system (not supplied) or dewatering unit.

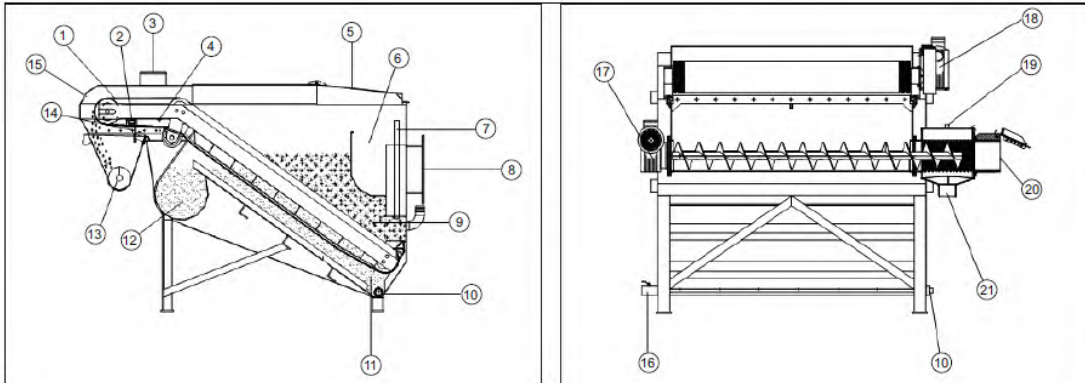


Figure 5 Details

1	Filter Mesh	2	Air Knife
3	Ventilation	4	Flushing Nozzle
5	Inlet Lid	6	Overflow
7	Level Transmitter	8	Inlet
9	Untreated wastewater	10	Bottom Flush
11	Filtered Wastewater	12	Outlet
13	Sludge Auger	14	Rubber Scraper
15	Sludge Auger Lid	16	Drain
17	Motor, Sludge Screw	18	Motor, Filter Mesh
19	Dewatering Unit Lid (optional)	20	Dewatering Unit sludge outlet (optional)
21	Outlet, Dewatering Unit Wastewater (optional)		

Basic Setup Data

The following setup parameters are valid for all units with the system specified control system.

The control system supplied has all the default values pre-programmed.

Water levels have the outlet threshold as a reference point zero (0) (Refer to [Table 2](#)). A ruler is mounted on the sidewall of the unit to read the actual levels above or below the 0 level. (Refer to [Figure 6](#)).

Table 2 Water levels SF series

	Level pressure transmitter (bottom of level sensor referencing outlet threshold as zero)	Water level - Start	Max drive speed level**	Water level - Stop	Water level - Overflow
SF1000	60 mm (2.4 in)	95 mm (3.7 in)	215 mm (8.45 in)	65 mm (2.6 in)	245 mm (9.6 in)
SF2000	- 45 mm (-1.8 in)	140 mm (5.9 in)	260 mm (10.2 in)	100 mm (3.9 in)	300 mm (11.8 in)
SF4000	- 145 mm (- 5.7 in)	160 mm (6.3 in)	280 mm (11.0 in)	120 mm (4.7 in)	320 mm (12.6 in)
SF6000	- 145 mm (-5.7 in)	165 mm (6.5 in)	290 mm (11.4 in)	125 mm (4.9 in)	345 mm (13.5 in)

** The motor has reached 60hp at this water level. For example: SF2000 water level 130mm above 0 will mean the motor is at 50% or 30hp.

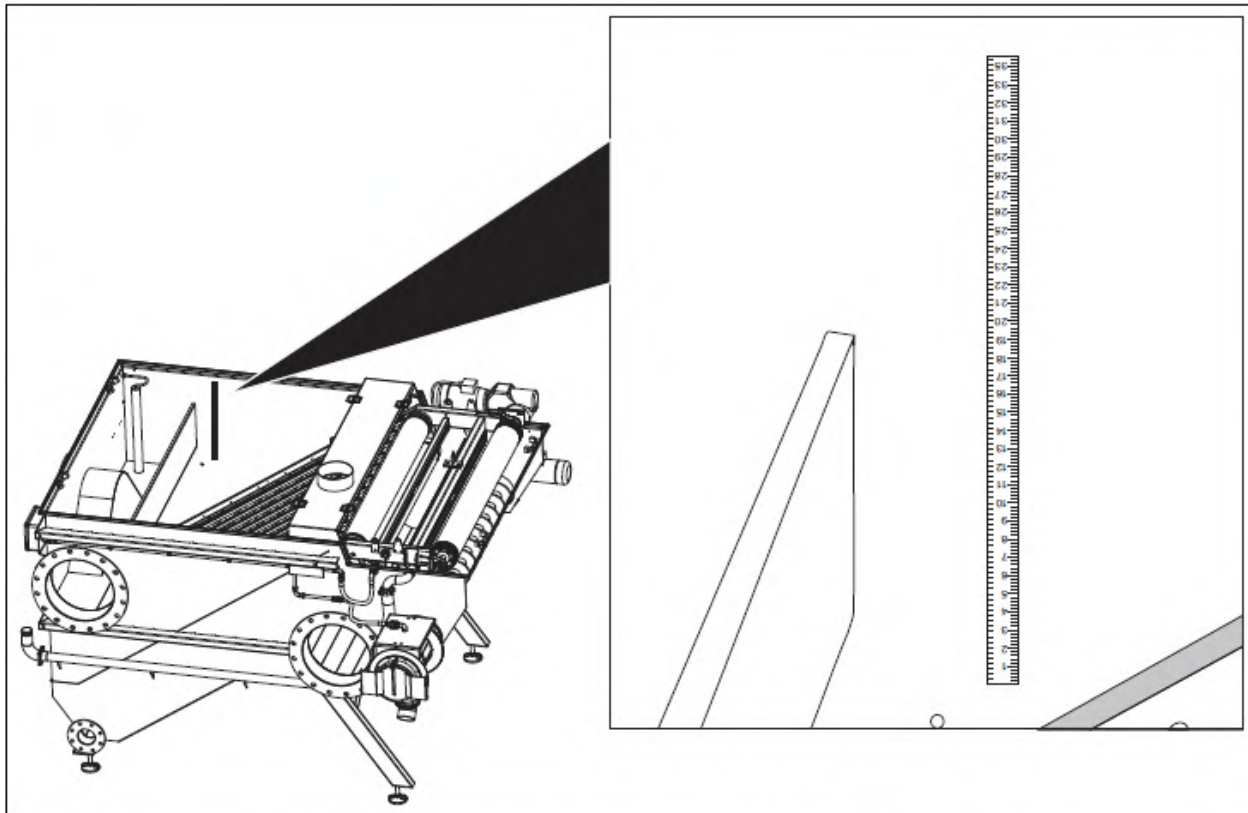


Figure 6 Ruler for Level Measurement

Switches and Indicators

The following control switches and indicators are needed in the control system for operation of the system:

Switch/Indicator	Functions	Description
Filter Mode Selector Switch	Local	Allows filter to run at last pre-set settings. Settings can be adjusted on variable frequency drives.
	Off	Turns system off.
	OIT Mode	Controlled from the Control Power Panel OIT screen.

Modes

The system can run in two basic operational modes.

Automatic control

This mode is used for normal operation. It will be set for the running of the filter mesh, sludge auger, and water flushing independently.

In this mode, the speed, running period, and running time of the filter mesh, sludge auger, and water flushing are fully controlled by the Programmable Logic Controller (PLC)/frequency inverter system. The input to the operation comes from the water level sensor.

The ranges of regulation for different parameters are adjusted during the trial-run period for optimal performance. Refer to [Table 2](#) for initial settings.

There is an additional mode for “Local” where the filter, sludge auger, and blower all run at the preset manual device speed.

Manual Control

The following functions may be overridden for maintenance, test and service purposes:

- Manual control of air blower
- Manual motor control
- Manual value control

Navigate the User Interface

The user interface for the controller uses touchscreen technology. Do not use the writing tips of pens or pencils or other sharp objects to make selections on the screen. Use only a clean, dry fingertip or the eraser tip of a pencil.

System Settings

The configuration settings for the system are accessed, reviewed or changed through the System Settings Screens. Push the numeric entry box, enter the value, then push ENTER. Use the pop-up numeric touch pad to enter the desired value.

System Overview Screens

Filter Screen

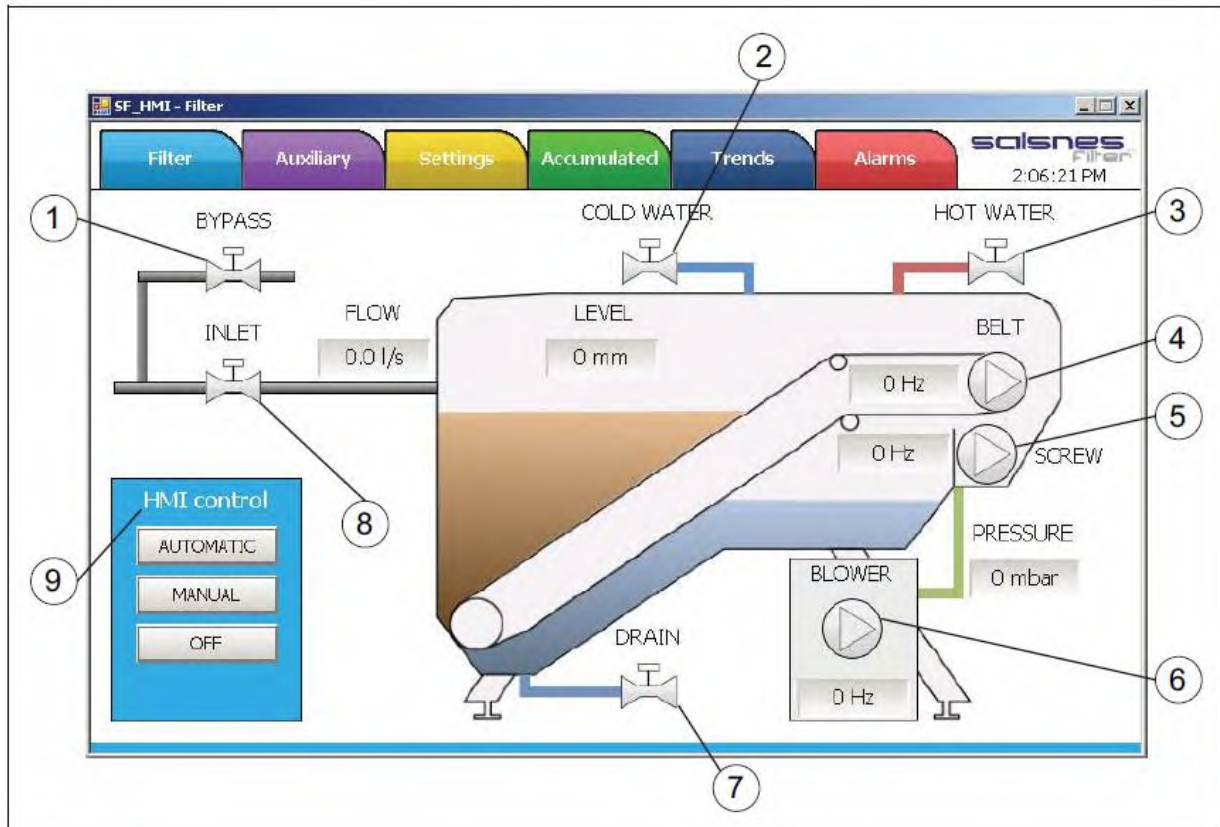


Figure 9 Filter Screen

1 Bypass button	2 Cold water button
3 Hot water button	4 Belt button
5 Screw button	6 Blower button
7 Drain button	8 Inlet button
9 HMI control (Automatic, Manual, Off) buttons	

Level Control

Filter	Auxiliary	Settings	Accumulated	Trends	Alarms	salsnes Filter Click here to log out.
Start level PID mode					0 mm	Level control
Stop level P:D mode					0 mm	Advanced level control
Level setpoint					0 mm	Washing
High level P mode					0 mm	Motor control
Low level P mode					0 mm	Advanced motor control
						Alarm settings
						Maintenance
						System configuration
						System tools

Figure 11 Level Control

Advanced Level Control

Filter	Auxiliary	Settings	Accumulated	Trends	Alarms	salsnes Filter n is logged in. Click
Level controller PID mode					PID mode	Level control
Update PID level controller					Update	Advanced level control
PID level controller P gain					0.0	Washing
PID level controller I gain					0.0	Motor control
PID level controller D gain					0.0	Advanced motor control
PID level controller feed forward multiplier, over					0	Alarm settings
PID level controller feed forward multiplier, under					0	Maintenance
Level controller P mode					P mode	System configuration
P level controller P gain					0.0	System tools

Figure 12 Advanced Level Control

Washing

Filter	Auxiliary	Settings	Accumulated	Trends	Alarms	salsnes Filter Operator is logged in.
Cold water wash duty time					0 s	Level control Advanced level control Washing Motor control Advanced motor control Alarm settings Maintenance System configuration System tools
Cold water wash standby time					0 min	
Hot water wash duty time					0 s	
Hot water wash standby time					0 min	

Figure 13 Washing

Motor Control

Filter	Auxiliary	Settings	Accumulated	Trends	Alarms	salsnes Filter Operator is logged in. C
Filter belt motor manual speed					0 Hz	Level control Advanced level control Washing Motor control Advanced motor control Alarm settings Maintenance System configuration System tools
Filter belt speed during hot water wash					0 Hz	
Air blower manual speed					0 Hz	
Air blower start level difference					0 mm	
Air blower stop delay					0 s	
Air blower stop delay speed					0 Hz	
Sludge screw motor manual speed					0 Hz	
Sludge screw motor automatic speed					0 Hz	
Sludge screw motor start delay					0 s	
Sludge screw motor stop delay					0 s	

Figure 14 Motor Control

Advanced Motor Control

Filter	Auxiliary	Settings	Accumulated	Trends	Alarms	salsnes Filter chnician is logged in	
Filter belt motor maximum speed limit					0 Hz	Level control	
Filter belt motor minimum speed limit					0 Hz	Advanced level control	
Filter belt motor acceleration time					0.0 s	Washing	
Filter belt motor deceleration time					0.0 s	Motor control	
Air blower maximum speed limit					0 Hz	Advanced motor control	
Air blower minimum speed limit					0 Hz	Alarm settings	
Sludge screw motor maximum speed limit					0 Hz	Maintenance	
Sludge screw motor minimum speed limit					0 Hz	System configuration	
						System tools	

Figure 15 Advanced Motor Control

Alarm Settings

Filter	Auxiliary	Settings	Accumulated	Trends	Alarms	salsnes Filter to log out. User	
High filter level alarm limit					0 mm	Level control	
High filter level alarm delay					0 s	Advanced level control	
Filter overflow alarm limit					0 mm	Washing	
Filter overflow alarm delay					0 s	Motor control	
Low air pressure alarm limit					0 mbar	Advanced motor control	
Low air pressure alarm delay					0 s	Alarm settings	
High air pressure alarm limit					0 mbar	Maintenance	
High air pressure alarm delay					0 s	System configuration	
Inlet valve position fault alarm delay					0 s	System tools	
Bypass valve position fault alarm delay					0 s		

Figure 16 Alarms Settings

Maintenance

Filter

Auxiliary

Settings

Accumulated

Trends

Alarms

salsnes

Filter

nician is logged in. C

Filter belt motor service interval	RESET	0 h	Level control
Air blower service interval	RESET	0 h	Advanced level control
Sludge screw motor service interval	RESET	0 h	Washing
			Motor control
			Advanced motor control
			Alarm settings
			Maintenance
			System configuration
			System tools

Figure 17 Maintenance

Section 5 Installation

⚠ DANGER



Obey all warning and caution statements. Refer to [Section 2](#).



Read and understand the Operation and Maintenance Manual before operating this equipment. Read all user documentation before performing operations, inspections, repair, or maintenance on this equipment.

Only competent personnel should undertake operation, repairs, maintenance, or servicing of equipment described in this section of the manual. If you do not understand the information or procedure explanations in this manual, STOP and contact your Service Technician for assistance.

5.1 Warranty

Installation must be carried out in accordance with the installation procedures in this manual. The representative/distributor will make sure the installation procedures are closely followed.

After the installation is completed and approved, the installation report must be signed. Signed copies of the report will be kept by the customer, the representative/distributor, and the manufacturer. When this is completed it will activate the warranty.

5.2 Work Area



Some installations have service platforms that are the same level as the system lid. Plant safety procedures and protocols must be followed to protect against slipping and falling.

Note: The system requires a designated work area for proper operation. During routine maintenance and servicing, a recommended minimum floor/space area is required.

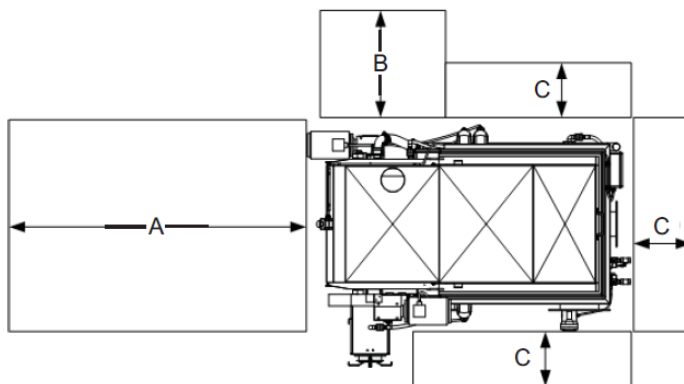


Table 2 Floor space requirements

Salsnes Filters	A	B	C	Vertical Clearance	Foundation Load Bearing Capacity
SF: 1000	1.6 m (5.2 ft)	0.8 m (2.6 ft)	0.8 m (2.6 ft)	1.0m (3.3 ft)	625 kg (1375 lbs)
SF: 2000	2.4 m (7.9 ft)	1.3 m (4.3 ft)		1.0m (3.3 ft)	1,250 kg (2,660 lbs)
SF: 4000	2.8 m (9.2 ft)	1.6 m (5.3 ft)		1.0m (3.3 ft)	1,500 kg (3,300 lbs)
SF: 6000	3.1 m (10.2 ft)	2.0 m (6.6 ft)		1.25 m (4.1 ft)	2,000 kg (4,400 lbs.)

The system must be placed upon a foundation (preferably concrete, steel or aluminum) and the minimum load-bearing capacity as shown in [Table 2](#).

The foundation must be firm and level, strictly adhering to the plant layout drawings.

5.3 Ventilation



The filter system requires a ventilation unit. This will ensure odour and bioaerosols are relocated and prevents overpressure within the system due to pressure generated by the air knife.

Overpressure will cause poor operating conditions resulting in more frequent cleaning and increased aerosols.

Table 3 shows the recommended capacity on the ventilation fan to be connected to the respective system:

Table 3 Recommended Capacity Ventilation Fan

Model	SF: 1000	SF: 2000	SF: 4000	SF: 6000
Capacity ventilation fan	85 m ³ /h (144 CFM)	228 m ³ /h (135 CFM)	300 m ³ /h (178 CFM)	402 m ³ /h (238 CFM)
Tube size (Inner/outer diameter)	150/154 mm (5.9/6 in)	150/154 mm (5.9/6 in)	200/204 mm (7.9/8 in)	200/204 mm (7.9/8 in)

If a failure in the ventilation is detected, the system should be immediately stopped. Manufacturer recommends a H₂S detector should be installed in the room where the system is operating.

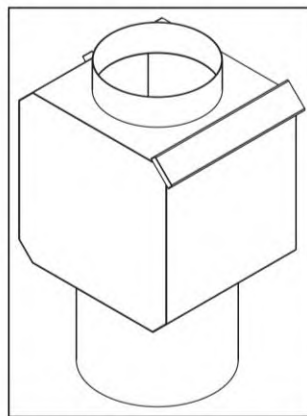


Figure 3 Self Cleaning Ventilation Filter

Optional - Odour control systems can be connected. Typical systems used are photo oxidation systems or biological filters such as bark filters.

5.5.2 External Blower Installation



Blower should preferably be located in a separate room close to the systems to reduce the risk of clogging the air filter due to pollution in the process room. The filter manufacturer recommends that blower be installed in a separate room close to the filter system. For blower installation, see the blower manufacturer product installation instruction manual.

5.5.2.1 Air pipe connection between blower and filter

Use steel piping to connect the blower to the filter air pipe.

Use a flexible coupling at the connection between the blower pipe and the filter air pipe to provide vibration isolation.

Note: This pipeline can reach a temperature of 80°C (176°F) when filter is in operation.

The air pipeline must have the following dimensions to avoid pressure loss and reduced performance of the filter:

Table 4 Pipeline Dimensions

Model	Pipeline diameter with pipe length up to 5 m	Pipe line diameter with pipe length above 5 m	Pipe size blower outlet	Pipe size filter air inlet
-------	--	---	-------------------------	----------------------------

5.5.2.2 Electrical Connections



Reference project electrical drawings for required electrical connections.

5.6 Water Supply

The Salsnes SF system has an automated and integrated maintenance flushing using cold and hot water.

All water supplies for the flushing system must be of tap water quality to avoid clogging of the spray nozzles in the system. The water pressure should be between 4-6 bar (58-88 psi).

5.6.1 Cold Water Supply

The cold water supply is used for bottom flushing that flushes out fines and silt that sediment at the bottom of the unit.

5.6.2 Hot Water Supply



The hot water supply is used for the automatic maintenance cleaning of the filter mesh and the dewatering cylinder. The supply of hot water can be provided from a water heater with sufficient capacity and temperature.

For proper functionality of the system, hot water temperature should range between 70 °C (160 °F) and 85°C (185 °F) maximum.

Note: For some applications heat can be a problem (e.g. coagulation of fish protein that clogs the mesh) and cold water can be connected to the hot water intake.

The hot water usage at 6 bar is shown in [Table 5](#):

Table 5 Hot water Supply

Model	Hot water usage
SF: 1000	8 L/min (2 gal/min)
SF: 2000	16 L/min (4 gal/min)
SF: 4000	21 L/min (5.5 gal/min)
SF: 6000	30 L/min (8 gal/min)

5.6.3 Connection of Water Supply



The connection of the water supplies are done with ½" BSP connections and are located as shown in [Figure 5](#) and [Figure 6](#). Clean up spills immediately to avoid slipping.

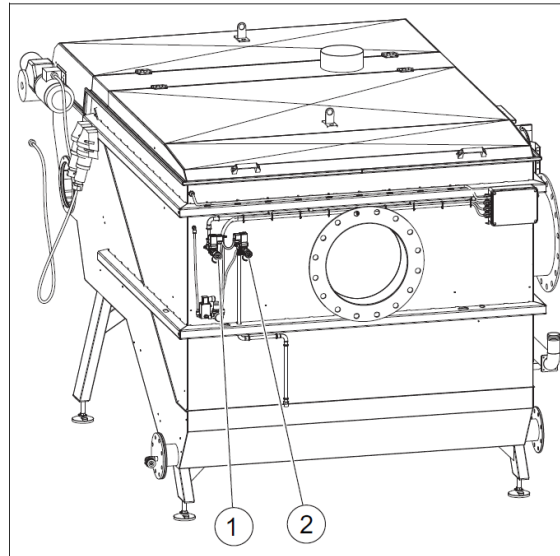


Figure 5 Hot and Cold Water Connections for SF: 2000 - SF: 6000

1	Hot water connection	2	Cold water connection
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5.7 Wastewater Handling

5.7.1 Wastewater Connections

The wastewater connections for the system are shown below. Default dimensions for the connection flanges are provided in the site specific documentation.

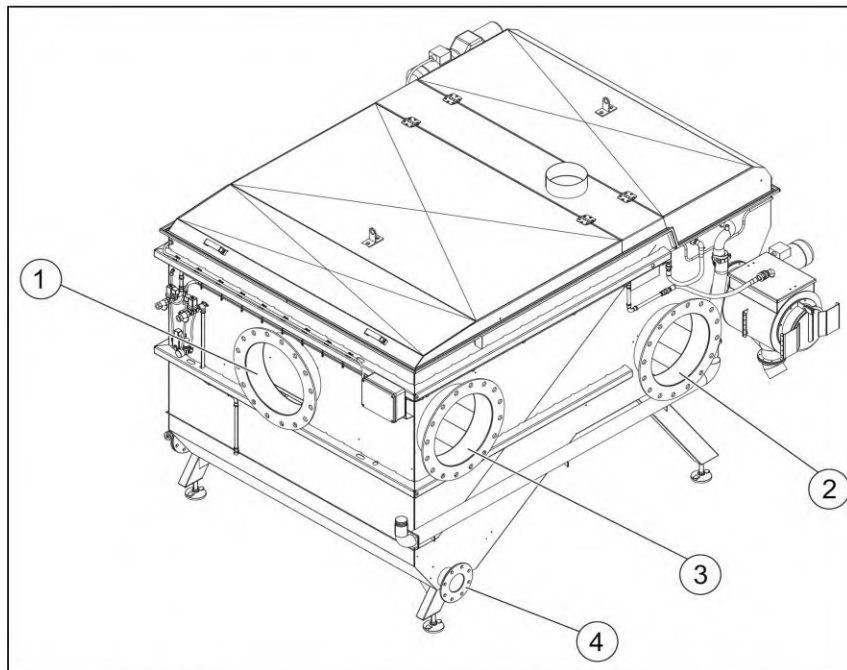


Figure 7 Wastewater Connections for SF: 2000 - SF: 6000

1 Wastewater inlet	3 Overflow
2 Filtered water outlet	4 Bottom flush connection

**Illustration shown is for representative purposes only. Project specific system may have an alternate configuration.*

5.7.2 Dewatering Unit

If an integrated dewatering unit is used:

1. Provide a sludge collection box \ system under the sludge outlet gate.
2. Connect a 100 mm (4 in.) hose using hose clamps to the reject water pipe on the dewatering unit. Connect other end of hose to the inlet of the filter process.

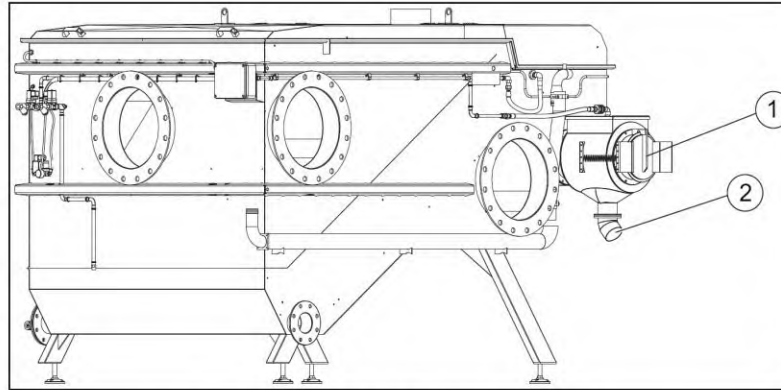


Figure 9 Complete Dewatering Unit

1 Sludge Outlet

2 Reject water outlet

5.7.3 Flush Drain Connection

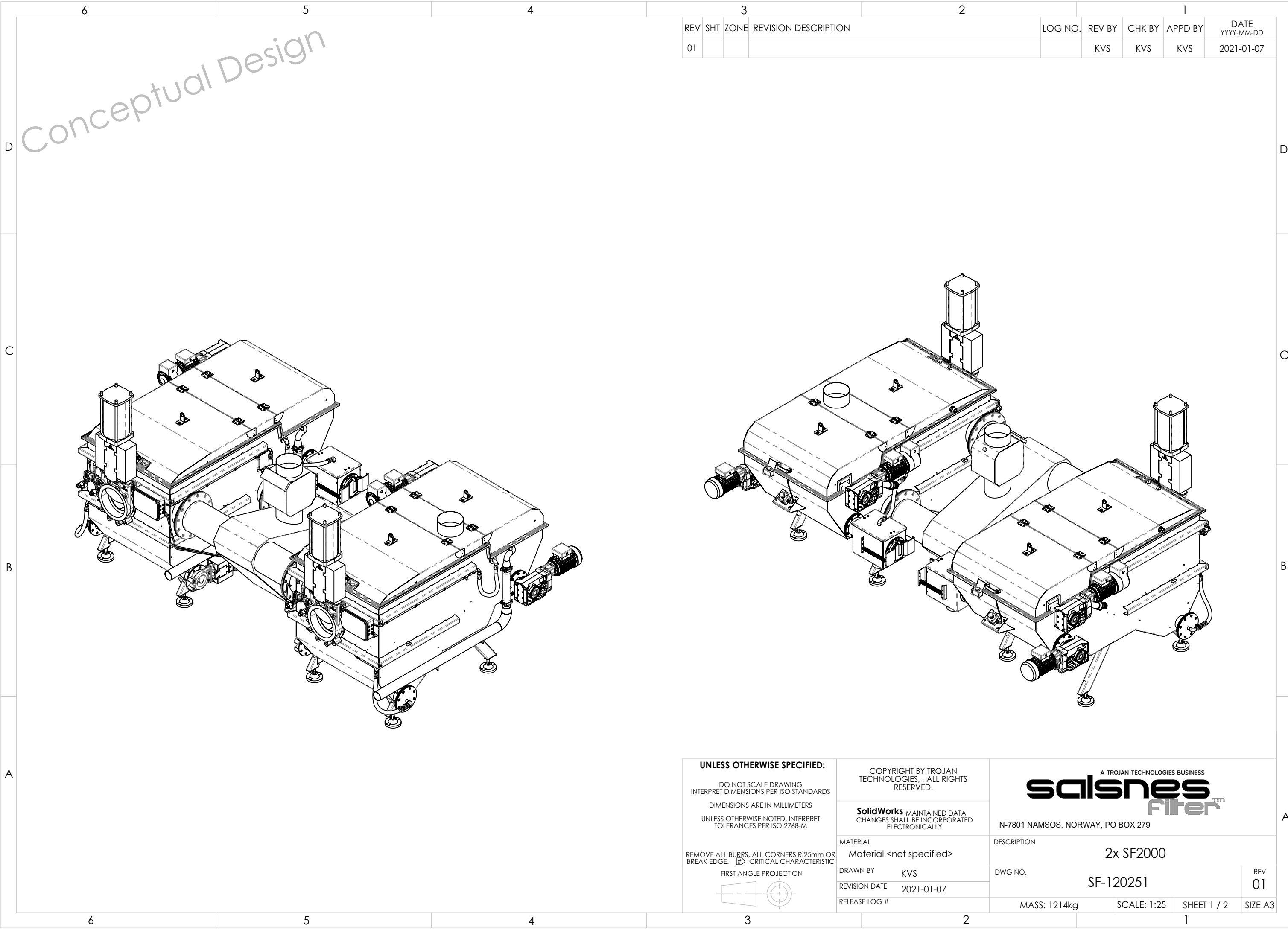
The SF 2000 to SF 6000 come equipped with a flush drain. It is valved and located at the lowest possible location on either side of the unit.

The connection is a Class PN10 4"-100 mm Flange (D.I.N. 2501-Part 1)(ISO7005-1:1992).

5.8 Start-up procedure for the first time

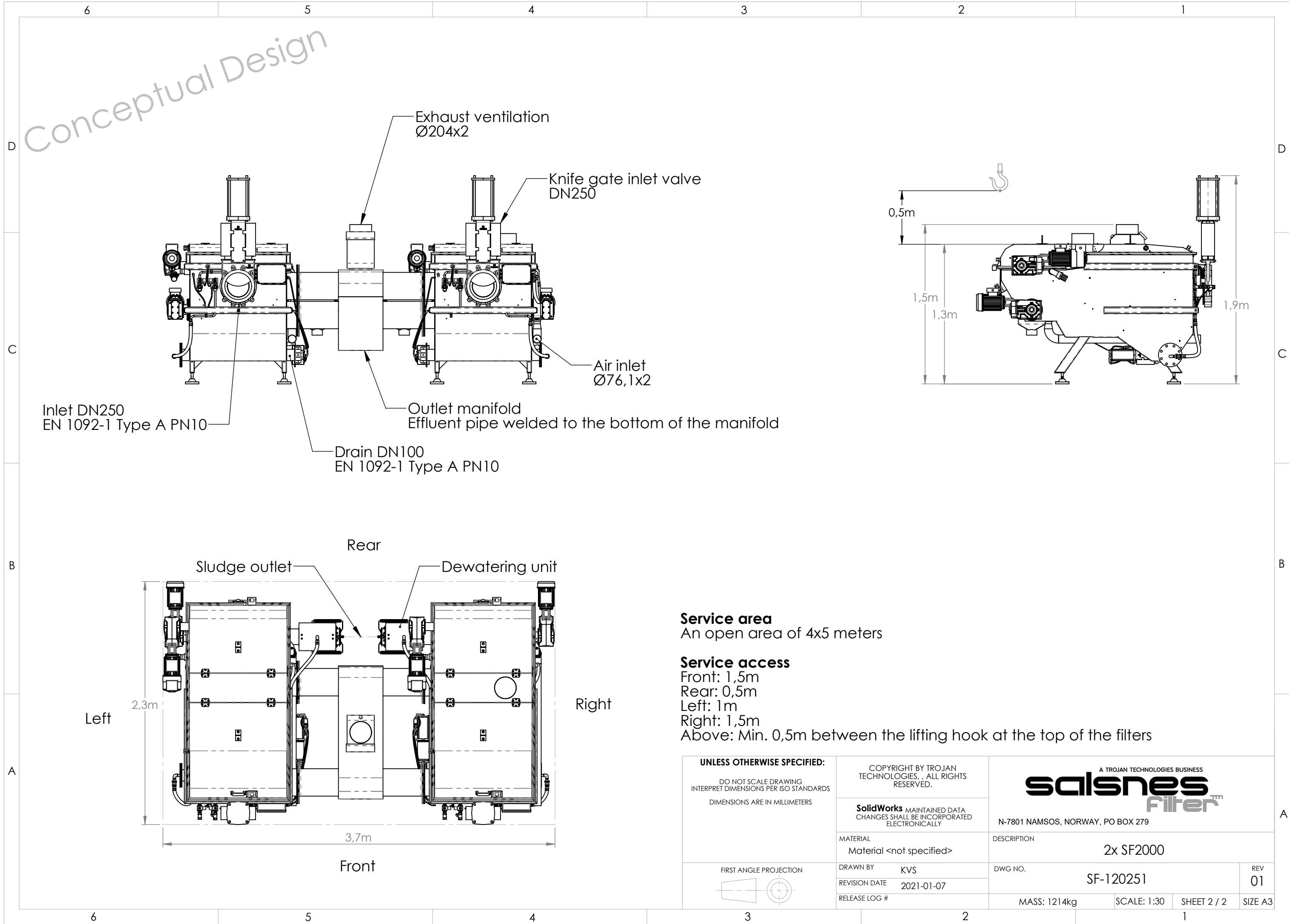


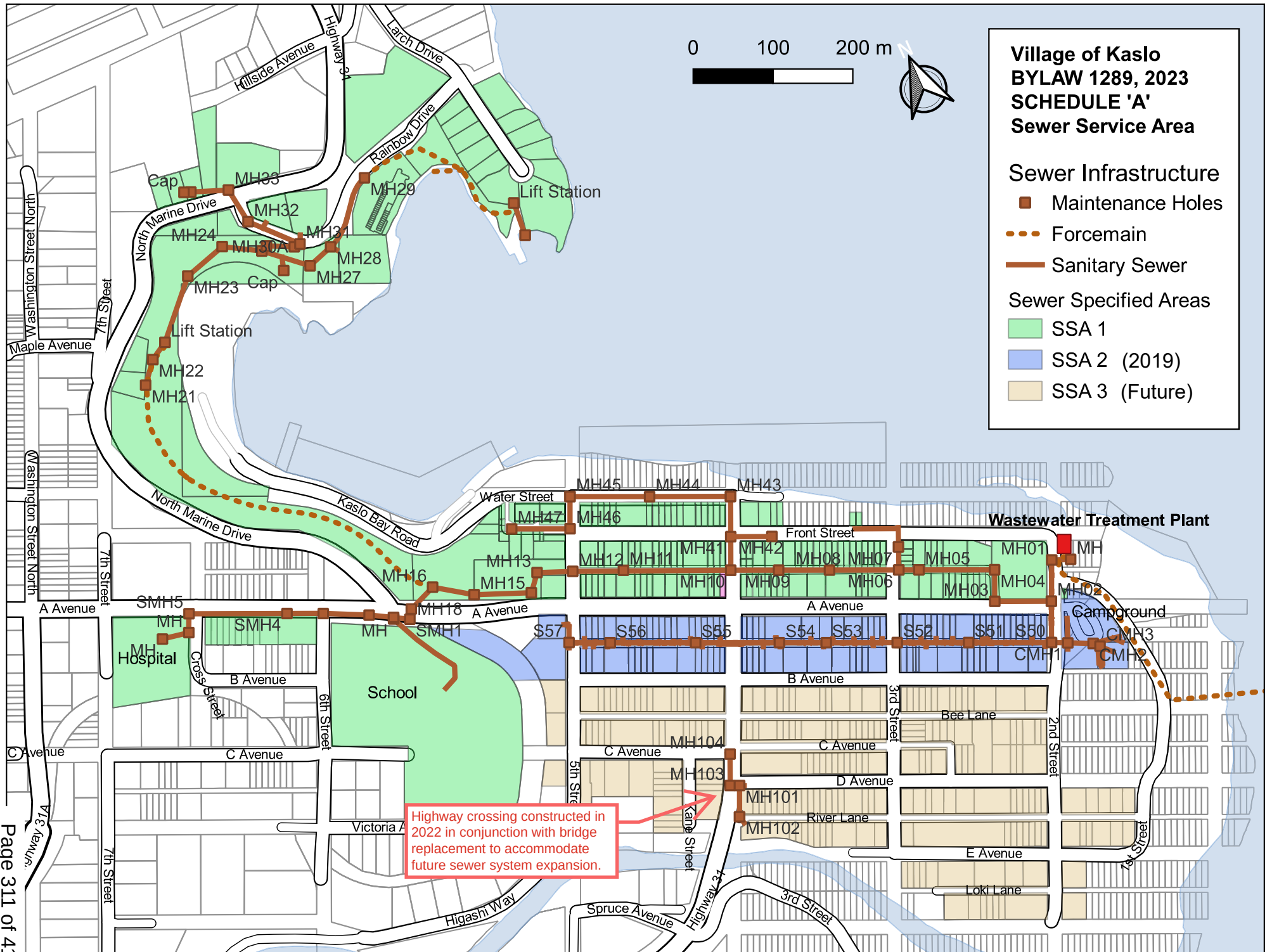
1. Clean blower air pipe by disconnecting the blower pipe at the air knife and running the blower to remove any debris that may be in the pipe.
2. Check that the air pressure is at the recommended level. If the pressure is too low, check the connections. Check the pressure at the panel of the blower or at the Control Power Panel (CPP) display. The pressure should be between 0,3 bar (4 psi) and 0,6 bar (8 psi), preferably around 0,4 bar (6 psi).
3. Check the rotation direction of the belt and the conveyor are correct. Stop the unit if they rotate in wrong direction and switch two of the leads (3 phase connection) on the motor which are connected wrong.
4. Set main switch and flush switches to AUTO position. (Ensure that taps for hot and cold water are open.)
5. Start the inlet flow and open the inlet valve.
6. Open the inlet valve approximately half capacity to avoid large quantities of sludge entering the system from sedimentation in tanks or other parts of the external system.
7. Ensure that the dewatering conveyor in the sludge compartment manages to press the sludge out, while a plug of sludge is building up in the dewatering cylinder. A plug can be created by restraining the lid at the end of the dewatering cylinder from opening and/or by adding fibrous material (e.g. newspaper) in the sludge bin.
8. When a normal (dried) sludge mass appears at the dewatering unit, the filter and the screw conveyor are functioning properly.



REV	SHT	ZONE	REVISION DESCRIPTION	LOG NO.	REV BY	CHK BY	APPD BY	DATE YYYY-MM-DD
01					KVS	KVS	KVS	2021-01-07

UNLESS OTHERWISE SPECIFIED: DO NOT SCALE DRAWING INTERPRET DIMENSIONS PER ISO STANDARDS DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED, INTERPRET TOLERANCES PER ISO 2768-M REMOVE ALL BURRS, ALL CORNERS R.25mm OR BREAK EDGE.  CRITICAL CHARACTERISTIC FIRST ANGLE PROJECTION 		COPYRIGHT BY TROJAN TECHNOLOGIES, , ALL RIGHTS RESERVED.		A TROJAN TECHNOLOGIES BUSINESS salsnes Filter™ N-7801 NAMSOS, NORWAY, PO BOX 279			
		SolidWorks MAINTAINED DATA CHANGES SHALL BE INCORPORATED ELECTRONICALLY		DESCRIPTION 2x SF2000			
MATERIAL Material <not specified>		DRAWN BY KVS		DWG NO.		REV	
REVISION DATE 2021-01-07		RELEASE LOG #		SF-120251		01	
				MASS: 1214kg	SCALE: 1:25	SHEET 1 / 2	SIZE A3

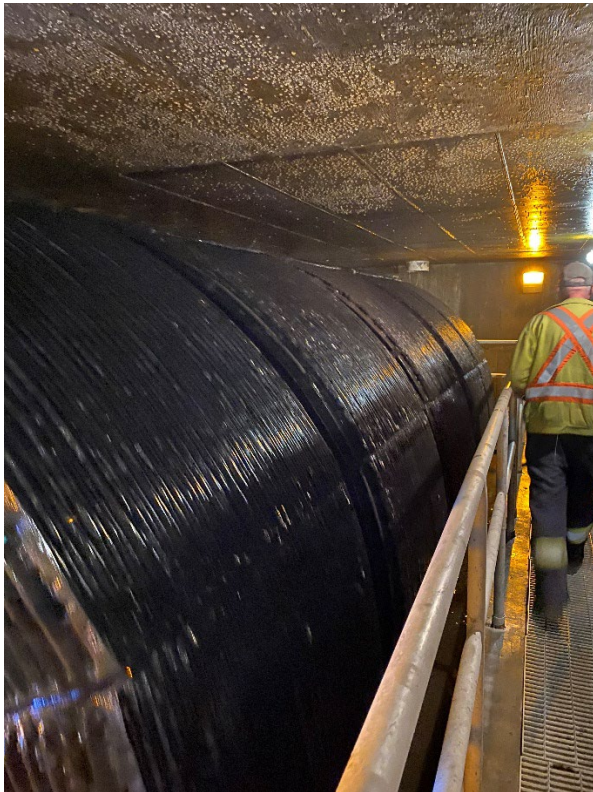




Kaslo Wastewater Treatment Plant



Plant Exterior from 2nd Street



Rotating Biological Reactor



Sludge Dewatering Structure



Aerial View

Strategic Priorities Fund
Detailed Cost Estimate

VILLAGE OF KASLO

Applicant Name:

Project Number: 11685

Project Title: KASLO WASTEWATER TREATMENT PLANT UPGRADES

Cost Estimate Developed By: R WALL, P. Eng, N LEE, P. Eng, TRUE CONSULTING

Date of Cost Estimate (DD-MM-YYYY): 12-09-2025

Cost Estimate Class - A,B,C,D (see guidance below): C

Optional: Phase of Project

(if phases identified as part of application):

Please Note: If the project can be phased and each phase can independently meet program outcomes and requirements, use the additional tab(s) to provide costs estimate for each phase identified in the application on an individual sheet. Only include the works and the associated costs of the stand-alone phase(s) on the new sheet(s). This should present a breakdown of overall project costs, with totals corresponding with the amounts in the Project Cost section of the Application Form.

ELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
Design / Engineering	Design (based on 5% of construction cost)	LS		126,250.00
	Project management and engineering (based on 10% of construction cost)	LS		252,500.00
	Please separate cost associated with project management and project design/engineering			
Design / Engineering Sub-Total:				\$378,750.00

Construction / Materials				
Items should reflect the major components in your project and align with the works described in the application without going into specific detail, add lines as necessary	General contractor commissioning and startup, including insurance and bonding	LS		70,000.00
	Mobilization and demobilization	LS		60,000.00
	Process mechanical equipment (pumps, aeration system, blower, press, conveyor, pipes, parts)	LS		326,000.00
	Primary filter inc. control panel	LS		394,000.00
	Process mechanical installation	LS		250,000.00
	Influent filtration building	LS		834,000.00
	Building mechanical	LS		92,000.00
	Power (building electrical, motor control centre, service upgrade)	LS		262,000.00
	Controls (PLC, gas detection, instrumentation, cabling)	LS		237,000.00
Construction / Materials Sub-Total:				\$2,525,000.00

Other Eligible Costs				
Items could include communications, surveying, testing, consultation, environmental assessments etc.	Environmental and archaeological work	LS		30,000.00
Other Eligible Costs Sub-Total:				\$30,000.00

Contingency				
Contingency is generally reflective of the Class of Cost Estimate	Class C 30%			880,000.00
Contingency Sub-Total:				\$880,000.00
TOTAL ELIGIBLE COSTS*:				\$3,813,750

INELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
Land Acquisition Cost				
Legal Fees				
Own Force Equipment and Employee costs				
Direct or indirect operating or administrative costs				
Tax rebate				
Routine repair and maintenance costs				
Other				
TOTAL INELIGIBLE COSTS*:				\$0

TOTAL PROJECT COSTS (Eligible + Ineligible)*: \$3,813,750

*Totals must match totals in the Project Costs section of the Application Form and Project Record.

Cost Estimate Comments

Please add any information that you feel is relevant to your cost estimate

2025 - Capital Infrastructure Stream Application Form for the Strategic Priorities Fund

2025 Strategic Priorities Fund Capital Infrastructure Stream Application Form

Deadline for submission: Friday, September 12, 2025

It is important that you save the data entered in this form.

Prior to submitting the application to UBCM please ensure you have uploaded all mandatory attachments to this form.

Please refer to the Program Guide (<https://www.ubcm.ca/funding-programs/canada-community-building-fund/strategic-priorities-fund>) for additional information on the funding program and the Strategic Priorities Fund How-To Guide (<https://www.ubcm.ca/funding-programs/canada-community-building-fund/strategic-priorities-fund>) for PIMS (<https://www.ubcm.ca/funding-programs/canada-community-building-fund/strategic-priorities-fund>) which will guide applicants on how to successfully submit an application form in PIMS.

For questions regarding the SPF program and eligibility please contact ccbf@ubcm.ca or phone 250-356-0930

For technical assistance please contact PIMS@ubcm.ca or phone 250-356-5133 during regular business hours.

SECTION 1 PROJECT INFORMATION

1. Project Title *

Kaslo Wastewater Treatment Plant Upgrade

2. Project Category *

Wastewater

3. Is this project the subject of a recent infrastructure grant application? *

No

4. Project Rationale: Provide a brief project rationale outlining why the project is needed and how the project meets that need. *

The purpose of these upgrades is to increase the resiliency and capacity of the plant to cope with increased peak flows and higher wastewater concentrations. Goals of the project are to:

- advance sustainability initiatives within the Village of Kaslo,
- improve public health,

- reduce detrimental impacts to the surrounding environment,
- meet regulatory requirements,
- support economic growth at the north end of Kootenay Lake
- fulfill objectives of Kaslo's Official Community Plan and Council's Corporate Strategic Plan

The Village of Kaslo (Village) owns and operates a municipal sewage system that serves approximately 35% of the properties in the Village. The remainder of the properties treat and dispose wastewater with private on-site sewerage systems. Partly as a result of small lot sizes and soil conditions, many of these on-site systems were found to be deficient in a 1992 survey and thereby are a risk to public health and the environment, which justified construction of the original wastewater collection system and treatment plant in 1996. In addition, as described in the 2022 Official Community Plan, the lack of a municipal sewage system capacity is a hindrance to growth and development in serviced areas of the Village.

In January 2020, the Province approved Stage 3 of the Village's Liquid Waste Management Plan (LWMP), which includes consideration for sewer system expansion and upgrades to the existing wastewater treatment plant (WWTP). As the plan was being finalized, a first phase of sewer expansion was completed in 2019 to extend sewer service to approximately 60 previously unsewered parcels in the Lower Kaslo area. This Phase 1 expansion was completed without any capacity upgrades to the WWTP.

Kaslo has experienced a significant increase in tourism in the summer months as people look for vacation options closer to home as result of the Covid pandemic restricting travel, and continues now due to political concerns that are prompting more domestic travel experiences. Effluent from craft brewery also adds a significant load to the sewer plant. These factors combined, without a way of balancing the flow into the WWTP during peak times, pushes the plant operation to its limit, which results in occasional odour problems and non-compliant effluent leaving the plant into the environment, and restricts capacity for serving new residential development.

Sludge dewatering from the plant is currently handled outdoors, limiting this activity to certain times of the year and is an unpleasant activity to have adjacent to a public park, beach and campground. The proposed WWTP improvements, which include a balancing tank to allow the plant to operate at full capacity, enhanced pretreatment, and moving sludge processing inside the facility, are all essential to maximizing the ongoing operation of the facility and accommodate higher density of development within the currently serviced areas. With the addition of the new flow balancing system, the existing emergency storage could also more easily be pumped back gradually to the treatment process after a breakdown.

For example, why the project is needed could be: current facility needs replacement due to age, condition, increased service demands, meeting regulatory requirements etc.

5. Project Description: Provide a detailed list of the physical works and location of the project. *

The project will take place within an expanded wastewater treatment plant (WWTP) building located at 310 2nd Street, Kaslo.

The upgrades will comprise the following works;

- influent storage for flow equalization including pumps to transfer wastewater back to the treatment process;
- variable frequency drives on sewage and effluent pumps;
- primary filter in a new above ground building addition;
- moving the sludge dewatering facility to inside the expanded building;
- electrical and ventilation upgrades
- facility for coagulant dosing

These works are detailed in the attached Preliminary Design Report.

For example:

Build a wastewater effluent pipeline and outfall at north end of 20 Mile Bridge at Highway 10, including:

- 10km of force main;
- pumping system;
- outfall structure; and
- civil, mechanical and engineering works.

6. Project Location *

310 2nd STREET, KASLO, BC, V0G 1M0, 49°54'36.2"N 116°53'54.8"W

Include physical address, GPS coordinates or start and end points.

SECTION 2 REQUIRED DOCUMENTATION

Take a moment to attach the following documents to the application form.

Prior to submitting the application to UBCM please ensure you have uploaded all mandatory attachments to this form. The maximum size per file upload is 20 MB.

Please download and complete the Detailed Cost Estimate Template

(<https://www.ubcm.ca/funding-programs/canada-community-building-fund/strategic-priorities-fund>) and attach it at the bottom of this page. See the Strategic Priorities Fund How-To for PIMS (<https://www.ubcm.ca/funding-programs/canada-community-building-fund/strategic-priorities-fund>) document for more information on how to upload files to your application form.

If you are uploading large documents, please indicate in the application form what they are and where the reviewer should refer to find relevant information. It is preferred that only relevant information be uploaded.

If your resolution is not available at the time of application submission, please include the date it will be submitted by email in the required document notes below.

7. Please attach the required documents *

Detailed Cost Estimate Template
Maps and/or Drawings
Feasibility Study and/or Design Report
Board or Council Resolution Supporting the Application

Notes for Submitted Documentation:

Due to Kaslo's September Council schedule and the UBCM Conference in Victoria, the Council Resolution Supporting the Application is on the agenda of their next regularly scheduled meeting on Tuesday, October 14, 2025. The certified resolution will be sent to you shortly thereafter.

A more detailed cost estimate is included in Appendix A of the Preliminary Design Report.

Drawings are in Appendix B of the Preliminary Design Report.

The Liquid Waste Management Plan (LWMP) report is provided for background information, as it is referenced several times in this application.

Sewer system map and existing facility photos can be found in a separate file.

Attach any other relevant information that would assist in the technical review of the application (max 20 MB limit per document)

8. How are you planning to secure all funds associated with this project? Provide evidence that funds have been secured or explain how and when funds will be secured. *

We are requesting 100% funding of the eligible expenses for this project as specified in the Detailed Cost Estimate Template. Village of Kaslo will cover any cost overruns, ineligible expenses, incidental use of own equipment, and employee wages and benefits, operating expenses, permit fees through utility operating fees and reserve funds.

Although the Village's Liquid Waste Management Plan enables borrowing for sewer capital infrastructure without elector approval, the Village has limited borrowing capacity and asset management planning indicates that this capacity must be fully committed towards asset renewal in the coming years. It is therefore essential that new capital infrastructure projects, expansions and upgrades be grant funded to make them viable.

For example: 3rd reading of borrowing bylaw; confirmation of other grants such as Community Works Funds; reserve funds, etc. Note that applications will not be considered until all funds have been secured for the project. UBCM will not consider cost overruns. Council and Board Resolutions supporting the application must clearly identify that the local government will consider any cost overruns to the project.

CLASS COST ESTIMATE

9. Provide the class estimate A, B, C, D *

Class C

9. Provide the year the cost estimate was determined? *

2025

9. How was the cost estimate determined? *

The cost estimate was prepared by our engineering consultant, True Consulting, who prepared a similar cost estimate for a prior grant application in 2022. Whereas our previous application was based on a Design Brief, this application is based on a Preliminary Design. True has a strong history and experience of working with the Village of Kaslo, specifically on our successful Phase 1 Sewer System Expansion, which was fully funded through an earlier application to the Strategic Priorities Fund. The consultant has added a contingency to allow for current market volatility. Achieving a Class B or higher cost estimate requires preliminary project approval, which relies on funding being secured.

TRUE has prepared a detailed project cost estimate (See Appendix A of the Preliminary Design Report) based on the following:

- Conceptual design drawings (Appendix B of the Preliminary Design Report) of the and corresponding quantities.
- Site inspection of existing conditions.
- Construction cost records for the Village of Kaslo and comparable communities.
- Recent unit rates based on advice from contractors and equipment suppliers.
- Industrial CPI trend.
- Discussions with representatives from the Ministry of Environment and Parks regarding operating permit requirements and effluent quality targets.

See program guide for examples of Cost Estimate Class.

10. What contingency plans are in place for increases in project costs or if external contributions are less than anticipated? *

The cost estimate includes a contingency of 30% to cover potential inflation and uncertainty given the current volatility of materials, supplies, labour and tariffs. To cover cost overrun in excess of the contingency, the Village of Kaslo maintains a Sewer Capital Reserve fund and contributes to the fund annually through parcel taxation and surplus operating revenues. A shortfall could also be covered by short-term borrowing, or borrowing between reserves, which would be recovered through future/increased parcel taxation. The LWMP enables borrowing for capital works identified in the plan without the need for local elector approval, but this is not expected to be necessary. The Village may consider a transfer of risk for a portion of the budgeted contingency amount if SPF funds are limited.

Note that SPF does not consider cost overruns

SECTION 3 PROJECT DETAILS

11. Has the project started? *

No

Project works which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The

project is deemed to have been started if a tender has been awarded or work has commenced.

12a. Estimated project start date. *

Apr 01, 2026

Use the calendar icon to the left of the field to select the date

12b. Estimated construction start date. *

May 03, 2027

Use the calendar icon to the left of the field to select the date

13. Estimated project completion date. *

Nov 30, 2028

Use the calendar icon to the left of the field to select the date

SECTION 4 PROGRAM OBJECTIVES

SECTION 5 PROGRAM CRITERIA

SECTION 6 PROJECT PLANNING & BENEFITS

14. Identify risks to meeting this timeline. *

Project risks are detailed in Section 6.0 of the Preliminary Design Report.

The project start date is flexible to mid 2026, to align with when funding is confirmed, and the project would still be completed by the end of 2028. The construction start date allows for the ordering of equipment with a long lead time whereby preparatory work can begin although the bulk of construction will occur between April and October 2028.

Given that this is an existing WWTP site, extensive consultation was already undertaken during the Liquid Waste Management Plan development, and the plan includes the upgrades proposed for this project, it is not expected that there will be opposition to the project by the public or First Nations. First Nations approval of the project will be sought.

The project design will require approval by the Ministry of Environmental and Climate Change Strategy. Given that the proposed upgrades were described in the approved LWMP, it is not anticipated that substantial revisions will be required. The Village and our consultant also had detailed discussions with Ministry representatives over the summer of 2025 regarding the upgrades that they would like to see. Nevertheless, it is possible that the Province could require other elements be added to the project scope. If this were to occur, the Village would need to re-evaluate the project and its feasibility.

An Environmental Impact Study for the discharge was completed in 2017 for the Liquid Waste Management Plan. We will engage the same environmental consultant for planning, permits and monitoring due to their familiarity with Kaslo's waterfront and project history. Initial discussions with the environmental consultant suggest the environmental values are low because of the previously disturbed nature of the site. However, the natural boundary of the lake runs adjacent to the WWTP. This could result in a requirement for a Water Sustainability Act Section 11 permit application.

Please list all that are known and include your evaluation and proposed mitigation for each risk. (e.g. seasonal limitations to construction, detailed design work, public oppositions expected, referendum required, unconfirmed grants, siting not confirmed, environmental assessments, permitting, etc.)

15. Is there the intent to submit a request for the use of own force labour and equipment for this project? *

No

Please see program guide for how to submit a request for approval.

16. Is this project a phase or component of a larger project? *

Yes

16. Is this phased approach reflected in the cost estimates and/or supporting documentation you have provided?

No

Please provide additional details on the phases, including funding for past and future phases and estimated timelines.

17. Have alternative options for the project been considered? *

Yes

17. If so, how were they compared or analyzed? Please Explain why the chosen option was selected.

Alternatives were identified and examined through the development of the Liquid Waste Management Plan Stage 2 and Stage 3 processes carried out between 2012 and approval of the plan in 2020. Most recently, upgrades to the plant have been considered to improve efficiency and balancing of effluent influx. The preliminary design is based on experience from previous grant applications for plant expansion and consultations between the Village of Kaslo, our consulting engineers and the Ministry of Environment and Parks, to identify and prioritize the upgrades that would deliver the best functional and operational improvements, increase capacity and reliability. These options are detailed in the preliminary design report attached to this application.

In reference to question 16, the project represents a phase in the upgrading and expansion of Kaslo's wastewater collection system and treatment plant, as detailed in the Liquid Waste Management Plan. The stages can be summarized as follows:

Phase 1 collection system expansion - extension to A and B Avenues (completed in 2019)

Phase 1 WWTP expansion - to provide upgrades for operational and environmental improvements and capacity to support increased housing density in existing service area and incremental expansion of collection system (this project, completion anticipated in 2028)

Phase 2 collection system expansion - sections of C and D Avenues (early 2030s)

Phase 2 WWTP expansion - duplication of primary filtration and biological treatment, clarifier, asset renewal (mid-late 2030s)

Phase 3 collection system expansion - remainder of Lower Kaslo (late 2030s through 2040, see attached map showing expansion area)

PROJECT FUNDING

Ensure that the values entered here match those in the project record and the detailed cost estimate template.

18. Estimated Total Project Costs *

3,813,750

19. Strategic Priorities Funding Request *

3,813,750

20. Borrowing

0

21. Other Grants

0

22. Other Contributions

0

e.g. In-kind contributions, legal fees, tax rebates, other

23. Internal Contributions

0

e.g. Reserves, DCCs, etc..

In order to be eligible a project must align with one or more of the Canada Community-Building Fund National Objectives of Productivity and Economic Growth, Cleaner Environment, or Strong Cities and Communities.

Answer the following questions for each national objective that is applicable to the project or phase that is the subject of this application, identifying both quantitative and qualitative benefits.

24. Productivity and Economic Growth: Describe the measurable economic benefits of the project in the community.

Measures: Number of new residential and commercial building permits, jobs created, jobs retained, new housing units for sale or rent, increase in property values and population.

The Housing Needs Assessment concluded there is a 5-year need for 102 units and a 20-year need for 295 units across all housing types within the Village. A separate economic analysis completed for a Village planning project concluded that the current market absorption rate for new dwellings is 5 to 10 units per year, which is well below this target. The Housing Needs Assessment provides a base line for measuring the success of the project, as the number of new units within the sewer service area can easily be quantified as a percentage of overall demand and construction.

The wastewater treatment plant upgrades will support the development of more residential units in the existing service area and incremental expansion of the collection system. A new \$3 million, 10-unit affordable housing development opened in 2023. There are three open subdivision applications within the service area, two of which are for medium-density developments. A zoning bylaw and OCP review are underway for the Provincial housing legislation requirements, which will further enable new residential development in the existing and expanded sewer service areas.

The existing sewer service area includes Kaslo's historic downtown core area and waterfront. The outcomes of more housing and commercial development can be measured in the number of building permits issued. The Village experienced a two-fold increase in building permit applications between 2020 and 2021, and there has been a sustained

increase in building permit application compared to pre-pandemic levels.

Construction of the wastewater plant upgrades and new housing also supports local construction trades, which can be measured in the number of job opportunities created.

Expanded capacity of the WWTP will ensure that even during special events and periods of peak use that the system can provide treatment of domestic effluent without negative environmental impacts. This can be measured through effluent monitoring after large events. Without this capacity, events may have to be scaled back or cancelled, which could pose an economic hardship for the community, businesses and event organizers, or new housing development would occur at a slower pace.

E.g. Number of existing or confirmed jobs; Increase in number of services/level of service.

25. Productivity and Economic Growth: Describe the non-measurable economic benefits of the project in the community.

The development of more housing units, particularly rental and low-medium income, is urgently needed to support the local economy according to the Housing Needs Assessment, which was updated earlier this year. Businesses and restaurants have a difficult time filling job vacancies because workers cannot find accommodations on either a short or long-term basis. Availability of serviced housing and commercial businesses improves local quality of life and job opportunities and encourages higher density development because land does not have to be dedicated to septic fields.

Since onsite treatment and disposal systems require space, the small lot sizes in Lower Kaslo limit the implementation of community development policies described in the Village's OCP, Section 13.0, Public Utilities and Services. Expansion of the community sewer system will assist the Village in achieving its economic goals.

e.g. Potential for future business/jobs, increasing tourism, services etc.

26. Cleaner Environment: Describe the environmental benefits of the project.

More housing development potential meets a recognized need of the community, and Village property owners connected to the sewer system are relieved of having to maintaining (or not maintaining) their own private wastewater systems. The environment benefits from less wastewater infiltration into the land and wastewater can be properly treated before it enters the environment. Increased capacity at the wastewater plant assures capacity is also available for new development. This is good for the local economy, health and wellbeing.

This project will assure that effluent from the wastewater plant meets established environmental and regulatory standards, which may not be possible without the upgrades as the village grows and becomes more popular destination. This project is a step towards implementation of the Liquid Waste Management Plan.

The proposed work will result in increased capacity for holding effluent in case of system malfunction, allowing more time for repairs. This is particularly important in rural and remote communities like Kaslo, where suppliers and professional expertise are hours away.

E.g. Reduction in GHG emissions, cleaner water, cleaner air, climate change mitigation etc.

27. Cleaner Environment: What environmentally sustainable considerations have been incorporated into the project?

The Liquid Waste Management Plan (LWMP) was over 8 years in the making and was adopted by Council and subsequently approved by the province in 2020. The development of the LWMP was spawned by environmental and sustainability considerations, involved extensive community consultation and input from external groups including First Nations. Environmental concerns raised during the LWMP process resulted in long-term management processes being implemented by the Village to ensure sustainability including a Receiving Environment Monitoring Plan (water testing in Kootenay Lake near the treated wastewater outlet) and establishing a Liquid Waste Monitoring Committee to consider concerns from the community and review the data results on an annual basis. The Village has also adopted a philosophy of asset management, to ensure that new infrastructure such as what is proposed for this project can be sustainably and financially maintained.

E.g. Integration, connections with long term planning, climate change adaptation etc.

28. Strong Cities and Communities: Describe the community health, social, and cultural benefits of the project.

Greater operating efficiency of the WWTP, through load balancing and improved handling of sewer sludge, will also reduce the incidence of unpleasant odour from the plant, which can become a problem during the warmer summer season, resulting in complaints from local residents and visitors of the nearby campground, leading to lower perceived quality of life and experience.

Local water (Kootenay Lake), groundwater (reduced reliance on septic systems), and air quality (odour mitigation) will all be improved through this project. High-quality, centralized public utilities are better for health and social wellbeing than privately maintained services. Incremental expansion of existing infrastructure along with an asset maintenance plan is more cost effective than infrastructure renewal and replacement. The increased capacity from the proposed project will allow effluent treatment and sludge de-watering to occur on a more consistent basis, thereby optimizing plant operation and reducing unpleasant side effects. The project also maximizes the use of existing infrastructure.

E.g. Promoting inclusive and accessible communities, improved drinking water quality etc.

29. Strong Cities and Communities: Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans.

The Village of Kaslo's Official Community Plan (2022) recognizes "higher density multi-residential development, and single homes on smaller lots, are possible in areas serviced by municipal sewer." Relevant provisions of the OCP include:

General

4.2.2.11 Allow existing single family or duplex houses to develop a secondary suite or carriage house subject to septic or sewer system and zoning requirements being met.

Residential

5.3.2.2 Encourage increased residential density for properties that are fully serviced by municipal sewer.

5.3.2.4 To continue expanding the municipal sewer service within the Core Residential area and plan for future expansion beyond.

5.3.3.2 Pursue funding for sewer system expansion and require all new development to connect to the service if or when the service is available.

5.5.3.3 Prioritize the availability of the municipal sewer system to the manufactured home parks when funding is available for phased system expansion to maximize the land within the parks available for additional manufactured homes.

Commercial

6.1.3.11 Require professional assessment of new breweries or other commercial uses with potentially high water and sewer demands to ensure that infrastructure can handle such demand and reasonable capacity remains available for future growth.

Public Utilities and Services

13.1 To maintain and expand municipal utilities, services and infrastructure to meet the existing and growth-related needs.

13.3.5 Plan and pursue funding for expansion of the community sewer system through Lower Kaslo, Upper Kaslo and eventually the entire Village.

13.3.18 Direct surplus funds from water and sewer operations to their respective capital reserves.

Council's Corporate Strategic Plan also identifies upgrades and expansion of the wastewater system as a priority. The design for the expansion of the wastewater treatment plant is identified as a "NOW" priority for 2025. This priority includes:

- (a) Determine scope and design cost estimate
- (b) Establish funding for design
- (c) Perform design and develop construction budget estimate

We have achieved these objectives through applying for this grant opportunity.

The Liquid Waste Management Plan is a guiding document has been mentioned numerous times in this application that forms the basis and rationale for the application.

The Village's Asset Management program has also been considered in developing this application.

This project is also included in the 5-year Financial Plan in 2025-2029, subject to grant funding. The Village of Kaslo supports a full, productive and meaningful life for all citizens through policies, services and programs that reflect community values and encourage sustainable development. Expansion of wastewater treatment contributes directly to the Village of Kaslo's community-wide goals:

- Investment in public infrastructure
- Restoration and growth of community capacities in health and well-being
- An innovative community that supports diverse economic development,

- An engaged public, and
- Continued development and improvement of amenities.

Include a copy of the relevant sections of the community plan as supporting documentation. Identify relevant sections with page and paragraph numbers included.

In order to be eligible a project must meet at least one of the SPF Program Criteria: Large in Scale, Regional in Impact, or Innovative. Describe how the project subject to this application meets these criteria.

30. Large in Scale: Describe how the size, scale and/or benefits of the project is large in relation to the size of the community.

The proposed wastewater treatment upgrade project will be the largest infrastructure project undertaken by the Village to date. The proposed upgrades ensure that growth within the existing service area, through intensified development and new development (higher densities, smaller lots, secondary units) can be sustained and prepares the village for the next phase of the system expansion to fulfil the objectives of the LWMP.

The LWMP includes \$21.2 million (2018 figure) in potential upgrades and expansion to eventually serve the entire Village. This project is an incremental phase in achieving the LWMP's ultimate outcome, which is only possible with the aid of substantial grant funding as the local tax base cannot sustain investment on such a large scale on its own.

Kaslo has successfully completed large infrastructure projects such as the 2019 sewer system expansion (\$0.9M) and is currently working on upgrades to the Water Treatment Plant (1.2M) and Kemball Memorial Centre (\$1.3M).

31. What is the population of community? (The community making the application.)

1100

32. What is the population that will be directly served by this project?

400

33. Regional in Impact: Describe the degree to which this project supports interjurisdictional collaboration and coordination.

Kaslo is a service centre for the village and the surrounding Regional District of Central Kootenay Electoral Area D. The wastewater treatment plant discharges the treated wastewater into Kootenay Lake. This project indirectly benefits other jurisdictions that are associated with the Lake, including the broader Regional District of Central Kootenay communities and shoreline residents, provincial jurisdictions, fisheries, and Yaqan Nuki (Ktunaxa) by maintaining the pristine environment of Kootenay Lake. The Village of Kaslo is a member of the Kootenay Lake Partnership, a collaboration between the RDCK, municipal governments, province and First Nations with an interest in the sustainability of the lake and its environment.

This project will open up more property for fully serviced residential development and redevelopment opportunities for the north Kootenay Lake area generally, allowing Kaslo to absorb some of the development pressures of other incorporated and unincorporated communities dotted along the lakeshore.

34. Does this project involve partnerships?

No

E.g. P3, NGO, inter-agency etc.

35. Regional in Impact: Describe the degree the project benefits more than one community, is identified as regional priority, and/or is regional in scope.

36. Innovation: Describe any innovative component(s) of the project.

The existing primary settling tank has limited capacity and cannot store sufficient solids to prevent under performance. The constrained treatment plant site means that any new treatment process must have a small footprint. Instead of expanding on primary sedimentation, a primary filter will perform this function. There are only around ten systems installed in treatment plants in BC at this time. Nevertheless, the performance of these systems has been very good.

The plant will also benefit from new inflow equalization. This will be achieved with varying the pumping speed and with an equalization tank.

The Ministry of Environment routinely requires that processes be duplicated to allow for repairs and maintenance. This plant uses 24 hour emergency storage instead of duplicating treatment processes. The Liquid Waste Management Planning process has been used to allow the Village to delay process duplication until the phase two upgrade. Because this upgrade is identified and mitigation is in place, the Ministry has sufficient assurance to allow this upgrade to occur without duplication. The liquid waste management planning process was also used to get the Ministry to allow a relaxation of the 10mg/L total suspended solids limit to 45 mg/L. This has resulted in significant cost savings for this and future upgrades.

37. Describe what research, planning, testing, technology, or methodology supports the approach that will be used, and the additional risks associated with using this innovation (include where it has been used, and the results).

The design team has contacted the operators of primary filters installed in other locations in order to gauge their experiences and gain insight as to how the system should be installed. The feedback to date has all been positive. A pilot unit has recently become available, although it is a full size system and transportation to British Columbia would be a considerable expense. As the majority of the influent is domestic in nature, it is expected that it will filter in a similar way to other BC communities. The pore size in the belt can be adjusted to balance the flow vs removal characteristics that are needed. It is also possible to use the system with coagulant, and this could be implemented if the filtration needed to be enhanced. The track record and adjustment options available give enough confidence that a pilot study will not be required.

38. Innovation: Describe the relative benefit of the innovative process, method or technology over existing practices.

The primary filter process has a very small footprint. This means that the process can more easily be duplicated when this becomes necessary. The filter produces a dewatered sludge in one step which further minimizes the overall footprint of the system. It provides double duty as a headworks screen and as a primary treatment process to remove suspended solids and organic load. The screening function prevents blockages in downstream processes. Removing suspended solids and organic load adds to the effective capacity of the rotating biological contactor.

Although unusual, the primary filter is to be placed in series with the primary settling tank in order to maximize the removal of solids by making use of their complementary performance. Desludging of the primary settling tank will become less frequent with the solids removal upstream. The belt press that is used to remove solids will also be available year round. As a result, the reduction in performance resulting from sludge buildup in the primary tank can be avoided.

The flow equalization allows the treatment equipment to be optimised so that more can be achieved without upgrading the installed equipment. By incorporating this and the primary filter there are two additional stages of treatment. Each stage buffers the variation in inlet conditions downstream. This means that plant performance becomes more consistent even while flows and loads arriving at the plant are changing.

ASSET MANAGEMENT

For more information on asset management tools, resources and best practices, including the document Asset Management for Sustainable Framework for BC, please visit Asset Management BC (<https://www.assetmanagementbc.ca/framework/>)

39. How do you manage your infrastructure assets? Explain whether you have an asset management plan linked with a long-term financial plan, asset management policy, strategy, framework, and/or governance structure. *

Kaslo is working towards a comprehensive Asset Management Plan. The Village recently received funding from UBCM to continue building our asset management plan. Water and

sewer asset classes are complete, with work currently focusing on buildings, roads and stormwater. Data are integrated into GIS mapping systems, including risk analysis, replacement costs, condition assessments and service levels. An online dashboard provides data visualization and reporting capabilities.

We have also received a planning grant from the provincial government towards an asset inventory of water and sewer utilities. The Village's intended outcomes from this asset management project are ambitious, but we believe these outcomes can achieve in a relatively short period of time, due to the small size of the municipality in terms of area, population served and the work completed to date, leading to:

- Integration of asset management with financial software system.
- Multi-year financial plans will be informed by asset maintenance and renewal schedules, which will identify funding gaps and aid in obtaining future infrastructure grants.
- Council will be better informed about the impacts, risks and trade-offs of strategic and financial decisions.
- Comprehensive Asset Management Plan created by the Village for the Village that will be a living document, not sit on the shelf.

40. Does your local government have a long-term financial plan? *

Yes

40. How long-term is your financial plan (in years)?

5

40. How does the financial plan relate to an Asset Management plan, Capital Works plan, Official Community Plan, and any other strategic community and corporate plans.

The 5-year financial plan considers upcoming capital infrastructure projects - both new and maintenance/renewal - based on the asset management data that we currently have (and are continually working to improve). This kind of financial planning is essential for future grant funding to show that we are planning ahead, not simply reacting to the latest grant opportunities. We also have infrastructure expansion and renewal projects for drinking water, parks, flood and fire mitigation, and roads in the current financial plan. For example, the village was able to complete a major watermain replacement project (\$880,000) without infrastructure grant program funding or borrowing because we had built up enough reserve funds to self-finance it.

Asset renewal and end of life replacement will be funded through reserves that are gradually built up through parcel taxation and the fees paid for new connections to the system. Asset management life-cycle cost modelling enables targeting the appropriate amount to be set aside in reserves each year towards both maintenance and end of life replacement costs of the wastewater plant and sewer mains.

41. Describe how operation and maintenance will be funded over the lifecycle of the infrastructure subject to this application. *

Sewer system operation and maintenance are funded 100% through user fees which are reviewed during every annual budget cycle. Money is set aside in reserves for planned

investments in capital improvements, upgrades and replacement, as described earlier. Utility parcel taxation is used for building up the reserve fund for future infrastructure replacement. A review of the LWMP to update its financial information is also underway, and will be reviewed by the Liquid Waste Monitoring Committee and Council.

An anticipated outcome of the Village's proposed Asset Management Implementation project is building the internal staff capacity across departments to improve our asset management practices. The process to review and improve practices will be implemented through Council approved policy and financial plans.

42. What proportion (%) of infrastructure replacement for this project will be funded through current financial revenues?

33

For the Asset Class subject to this application:

43. Is there an asset inventory/registry? *

Yes

43. Is it complete?

No

44. Has a condition assessment been completed? *

Yes

44. What year was it completed?

2024

45. Is there an asset management plan? *

No

46. Additional Comments for the Asset Management Questions 43-45 Listed Above:

The village has an asset management policy, but not yet a plan. We are working on it and have many components of the plan and a comprehensive asset registry completed. An inventory has been built for water and sewer infrastructure with funding from FCM, UBCM, and infrastructure planning grants. We will continue building the inventories and condition assessments for all asset classes. Our current practices exceed the minimum PSAB 3150 Tangible Capital Asset accounting requirements.

47. What effects will the proposed project have on service levels and how will these be measured? *

The WWTP upgrades will improve the reliability and quality of wastewater treatment by balancing the load at the plant and thereby improving pre-treatment and post-treatment waste handling. The improvements will be measured by monitoring the flow through the treatment system, regular final effluent water quality, and receiving environment

monitoring. Service levels will be improved through operational improvements, better handling of solids and sludge year-round, reduced odour, and higher effluent quality.

The frequency of sludge de-watering will increase from monthly to weekly, year-round, because the plant operator will be more easily able to handle the dewatering inside the plant. The current de-watering process requires the coordination of several village public works crew members and equipment to transfer sludge from the plant to the outbuilding for processing, which takes resources away from other public works activities. Service levels for those other activities and assets will thereby also benefit.

E.g. The water treatment plant upgrade will improve water quality– measured by the reduction in the number of boil water advisories, and improved levels of disinfection residuals and or by the number of residents with improved water quality and/or meet a provincial/federal standard.

48. Describe the long-term financial plan in place for renewal or replacement of the asset subject to this application? *

The proposed sewer system expansion will be added to the Village's asset inventory, and the condition of this infrastructure will be monitored and assessed over time. The Sewer Capital Reserve Fund was established and is increased each year through parcel taxation, with the goal of having sufficient reserves available when needed for replacement of these assets in the distant future. Surplus funds from sewer operating, which includes connection fees and a portion of municipal campground revenues, are also added to the reserve fund. Our current asset management practices have enabled the village to include capital asset renewal and replacement expenditures in the 5-year financial plan and continued improvements to the asset registry will enable a strong 20-year capital plan and 50-year outlook.

The Village's asset management dashboard provides long-range financial forecasting for asset replacement and life cycle for up to 100 years. This capability will soon be incorporated into long-term financial planning as the asset management system becomes more complete. For now, it is an ongoing process as new information is added almost daily by staff and our asset management contractor as more information on install dates and costs, expected useful life, replacement value, risks and condition assessments are entered into the system.

COMMUNITY SERVICE DEMANDS

A community's demand for a service (existing or new) is a critical component in establishing the appropriate level of service. It is determined by various factors such as population growth, immigration/emigration, societal changes, changing demographics and changing community demands/expectations including the ability or desire to pay for the service.

49. Explain how community demands were used to identify the size and scope of project components and/or establish the appropriate service levels provided by the project. *

The Village receives requests for community sewer service every year. Until the Phase 1 expansion in 2019, the Village has consistently denied all such requests from property owners outside of the existing sewer service area, with exceptions made for sewer services which provide benefit to the greater community (RCMP building, public washrooms, etc). Although new residential units are under construction in the service area, and will be added to the system, the current configuration of the WWTP is posing limitations to connecting even more properties because the plant cannot operate at its full design capacity. Without the proposed upgrades, the village could be in a position to have to deny further development in the sewer service area within the next two to three years because the plant cannot handle the additional effluent effectively.

Although the plant capacity is estimated to be 367 m³/day, the plant can have difficulty handling peak summertime flows of 276 m³, which results in excess odour and complaints from nearby residents, campground and park users. The upgrades will make the plant operate more efficiently and increase the plant's total capacity by 100 m³ per day, supporting at least 60 to 70 new homes.

The Village's Liquid Waste Management Plan identified these proposed upgrades and followed an extensive community consultation process where appropriate service levels were analyzed and established. A copy of the plan is attached.

E.g. Drinking Water: For design of the water main the average per capita demand of 400 L/day/person was used to size the proposed main.

50. How will this project enable, support or preserve housing supply, including affordable housing? *

As noted in answers to other questions in this application, Kaslo's current WWTP has limitations that are hindering further residential density and growth in the "Lower Kaslo" area, which includes the downtown core. This project intends to address these limitations and allow the plant to reliably operate at its full capacity to support more housing.

Kaslo updated its zoning bylaw to allow secondary dwellings on residential lots that are connected to full municipal services, following provincial legislation to do so. We need to ensure that the sewer system is capable of handling more units, not just secondary suites, but new residences and multi-unit developments in the service area, so Kaslo can do its part to meet provincial targets. Without the proposed WWTP upgrades, the plants operating capacity will remain well below its design capacity due to its constraints caused by peak daily flows overwhelming the treatment systems. With the upgrades, the load at the plant will be balanced throughout the day, pretreatment filtering will remove most of the solids before sewage enters the secondary treatment processes, and sludge processing can be handled year-round to improve operations and effluent quality. Thereby, capacity is made available for more housing, the wastewater collection system can be expanded to more of Lower Kaslo, and opportunities for secondary units and multi-residential development can be opened up to meet local housing needs.

* The investment in infrastructure which increases the capacity of communities to support, enable and preserve housing growth (e.g. increase capacity for wastewater system to support neighborhood expansion of xxx new housing units, or a drinking water project which increases the treatment capacity of a water treatment plant to accommodate population increases).

RESOURCE RECOVERY

51. Explain how resources are recovered and reused in this project. *

The project makes the most of an existing facility by upgrading it, improving its operational processes and technologies. The WWTP returns clean water to the environment after it is treated. Sludge byproducts can be composted to divert them from landfill.

E.g. Collection of biogas, heat, or reclaimed effluent/water

ENVIRONMENTAL PROTECTION

52. What considerations have been or will be applied to protect the environment and/or reduce the demand on natural capital/resources? *

The WWTP plant upgrades ensures that the plant operates effectively and the treated water released into Kootenay Lake is not detrimental to the environment. Getting more properties off of private septic systems, which can leach contaminants into the environment, has always been the primary objective of the Village developing its municipal sewer system and the LWMP. Moving the sludge de-watering facility to inside the WWTP protects the environment and infrastructure because the existing de-watering facility is located within the floodplain of Kootenay Lake. The additional storage capacity provided by the balancing tank also helps ensure that untreated effluent does not get released if the treatment plant goes down for repairs or malfunction.

E.g. Supporting water conservation, waste diversion, green building requirements, enhancing the natural areas.

CLIMATE RESILIENCE

53. How has this project considered climate risk and what considerations (climate mitigation and/or adaptation) have been considered and integrated into this project to make it more climate resilient. *

The existing de-watering facility is located within the floodplain of Kootenay Lake and the area around it has been inundated within the past 10 years during the spring/summer lake level peak. With climate change resulting in a less predictable freshet and lake levels, moving the de-watering facility from this vulnerable location to inside an expanded WWTP is a logical consideration for climate resiliency.

OTHER CONSIDERATIONS

54. What, if any, regulatory requirements, or standards apply to this project? How will the infrastructure and/or service provided by this project affect these requirements? *

The Village maintains an operating permit for the WWTP, and the Liquid Waste Management Plan (LWMP) was approved by the provincial government in 2020. The Village is bound to meeting Interior Health Authority regulatory standards for effluent quality, and must remain committed towards attaining the goals of the LWMP. The LWMP identifies the proposed WWTP plant upgrades among those goals and provides greater treatment reliability for continually meeting effluent regulations.

The Village's operating permit for the WWTP is under renewal. Village staff and our engineering consultant have had detailed conversations with Ministry representatives to ensure that the proposed WWTP upgrades are the best way to achieve the targets in the permit, improve plant reliability and capacity, and ensure that operating parameters are realistic and sustainable. Ministry staff are supportive of our grant application to see these improvements put in place.

Include how the current and proposed infrastructure or services differ in regulatory standards.

55. Describe the key project benefits(s) that led the community to make this project a priority for application for funding. (Include the key reason(s) why this project is important to the community.) *

The project is an outcome of the Liquid Waste Management Plan, which went through an extensive community consultation process from 2012 through 2018. The first outcome of the plan was the Phase 1 expansion of the sewer system in 2019, which was funded through the Strategic Priorities Fund and a great success. After a period of population stability, Kaslo has experienced noticeable growth in the past 5 years, and continued interest from residents in lower Kaslo to connect to an expanded service.

The Village applied to the Invest Canada Infrastructure Program in 2020 for the proposed WWTP upgrades and a Phase 2 expansion of the sewer system. Unfortunately, the grant

application was turned down. But, the Village still went ahead with construction of a new highway crossing (Highway 31) for the future phase 2 sewer by piggy-backing on a Ministry of Transportation project to replace the Kaslo River Bridge in 2021, using our own funds. If the funding for the proposed WWTP upgrades is approved, the Village will continue planning for the Phase 2 expansion of the sewer system and seeking future infrastructure grants to see it happen. These projects are incremental steps towards the full build out of the LWMP's vision.

Through our work in asset management planning, it is clear that Kaslo's financial resources through taxation, utility fees, reserve funds and borrowing capacity are only sufficient for asset maintenance and renewal. New and upgraded infrastructure, such as the projects outlined in the LWMP, will require substantial grant funding to become reality. This reality is faced by all rural and remote communities.

It is important that you frequently save the data entered in this form.

For technical assistance please contact PIMS@ubcm.ca or phone 250-356-5133 during regular business hours.

Attachments

Workflow

Attachment

File Name	Updated On	Updated By	
11685_Kaslo-WWTP-Upgrade-Preliminary-Design.pdf	Sep 12, 2025	Dunlop, Ian	
11685_Background... LWMP-Stage-3-Report-Body-2018-09-19.pdf	Sep 12, 2025	Dunlop, Ian	
11685_Background... Map-and-Photos.pdf	Sep 12, 2025	Dunlop, Ian	
11685_Detailed-Cost-Estimate-Template-SPF-CapitalInfrastructure...	Sep 12, 2025	Dunlop, Ian	

15

items per page

1 - 4 of 4 items



MEETING DATE: October 14, 2025 FILE No: 3900-20
TO: Robert Baker, Chief Administrative Officer
FROM: Joni L'Heureux, Director of Finance & Corporate Services
SUBJECT: Permissive Tax Exemption Bylaw
DATE WRITTEN: October 8, 2025

1.0 PURPOSE:

To inform Council on the eligibility of non-profit organizations for a Permissive Tax Exemption (PTE) when a portion of their property is used for commercial activities, and to apply this information in consideration of Permissive Tax Exemption Bylaw No. 1325, 2025.

This guidance will help Council assess whether and how commercial use within non-profit-owned or leased properties affects their qualification for a PTE, ensuring decisions are consistent with the intent and provisions of provincial legislation and Village policy.

2.0 RECOMMENDATION:

THAT the restaurant area at the Kaslo Golf Club be included in the Club's permissive tax exemption.

THAT the office spaces in the Langham building be included in the Langham Cultural Society's permissive tax exemption.
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THAT third reading of Permissive Tax Exemption Bylaw No. 1325, 2025 be rescinded.

THAT Permissive Tax Exemption Bylaw No. 1325, 2025 be amended to exclude: Folio No. 533-00060.013 Village of Kaslo / Kootenay Lake Innovation Centre Society.

THAT Permissive Tax Exemption Bylaw No. 1325, 2025 be read a third time, as amended.
--

3.0 BACKGROUND:

At the September 9, 2025, regular Council meeting staff were directed to investigate eligibility of non-profit organizations to receive a permissive tax exemption (PTE) when they allow a portion of the property to be used by others for commercial activities. This staff report clarifies the legislative and policy framework for PTEs and seeks Council direction regarding the Kaslo Golf Club, Kootenay Lake Innovation Centre Society (KLIC), and Langham Cultural Society.

Both the Kaslo Golf Club and the Kootenay Lake Innovation Centre Society (KLIC) are registered non-profit organizations under the BC Societies Act. The Kaslo Golf Club leases property from the Village under an agreement that allows for subletting

a portion of the site to a restaurant. In contrast, KLIC leases space at the Village-owned Kemball Memorial Centre, but their lease agreement requires prior approval from the Village for any subletting. To date, no such request has been submitted by KLIC.

While the purpose of the Kaslo Golf Club is straightforward, the primary objective of KLIC may be less immediately apparent. To clarify, the following statement is drawn from KLIC's Constitution: the organization provides co-working spaces to its members with the aim of creating *"an innovative community space for entrepreneurs, freelancers, remote workers, small businesses, organizations, and students to work, collaborate, and create – with a focus on utilizing and developing technology that will generate positive social and economic effects for rural and remote communities."*

KLIC generates revenue through membership fees paid by a diverse group of users, including individuals, non-profit organizations, and for-profit businesses that access its services. This model supports its mission while contributing to the local economy and fostering innovation in the region.

The Langham Cultural Society, also a non-profit, is distinguished by its status as a Registered Charity. Unlike the other organizations, it owns and operates the historic Langham building independently, using it to deliver cultural and educational programming to the community.

The Society delivers a rich array of arts programming, including diverse performances, visual art exhibitions, and community events. In addition to its cultural offerings, the Langham building houses the Japanese Canadian Internment Museum, which preserves and shares the history of internment in the region, contributing to public education and historical awareness.

The Langham building also includes artist studios and galleries that support local and regional artists by providing space for creation, exhibition, and collaboration. Through these multifaceted activities, the Langham serves as a cornerstone of Kaslo's cultural landscape, fostering artistic expression, historical reflection, and community connection.

4.0 DISCUSSION:

Eligibility for Permissive Tax Exemption (PTE)

Golf course properties are a special exemption under section 225(2)(e) of the Community Charter. They are not required to be owned or held by a non-profit organization to receive a PTE, and further, clause 15 of the Villages' PTE policy states that the policy does not apply to heritage revitalization, riparian, and other special exemptions, which includes golf courses. As such, eligibility of the Kaslo Golf Club is governed entirely by the Community Charter.

Under section 224 of the Community Charter, Council may grant PTEs to properties owned or held by non-profit organizations, such as KLIC and the Langham Cultural Society. The Village's PTE policy states that applications will be evaluated based on:

- The non-profit status of the organization,
- The primary use of the property,
- The nature and extent of any commercial activity.

Exemptions are intended to support the primary purpose of the non-profit organization and must be based on the principal use of the property, not on the nonprofit or charitable services of the organization. When a portion of a tax-exempt property is used by the private sector, Council may, at its discretion, designate only a portion of the property as exempt.

Kaslo Golf Club

The Kaslo Golf Club's lease includes a provision that permits them to sublet a portion of the property to a restaurant, which may indicate that when Council originally considered the lease agreement, they deemed the restaurant to be directly related to the purposes of the Kaslo Golf Club. Notwithstanding interpretation of the agreement, Council retains sole discretion in determining whether operation of the restaurant is consistent with the public or community purpose of the Club, and therefore if a PTE should be granted for the portion of property that it occupies. As mentioned previously, a golf course does not need to be owned or held by a non-profit organization to receive a PTE and Council may designate only a portion of the property as exempt. If Council includes the restaurant in the Club's PTE, then the tax burden will be shifted to general taxation.

A resolution should be made to indicate whether Council wishes to include the area occupied by the restaurant in the Club's PTE. If the restaurant is excluded from the PTE, then Council will need to rescind third reading of the PTE Bylaw so that it can be amended. Council would then give third reading to the amended Bylaw, and adoption will be considered at the October 28th regular Council meeting.

Kootenay Lake Innovation Centre Society

With respect to KLIC, evaluation of their PTE application must consider the primary purpose of the leased space, and the nature and extent of commercial use, rather than the non-profit status of KLIC. The primary purpose of the leased space is to provide co-working space for KLIC's members, and any space being used solely for commercial purposes must be excluded from the PTE. Upon inquiry, KLIC has identified that rooms 105 and 105a are being used by Mount Carlyle Backcountry Lodge and Vitamin Ski, which means that rooms 105 and 105a are being used solely for commercial purposes and are not eligible for a PTE. Rooms 108 and 108a are co-working spaces available for use by all KLIC members including entrepreneurs, freelancers, remote workers, small businesses, organizations, and students to generate positive economic outcomes. Although individuals and non-profit organizations can use the rooms, the nature and extent of KLIC's co-working spaces tends to favour for-profit business members. Council must be cautious to ensure that it does not provide an advantage to businesses that would otherwise have paid taxes through the rent or lease of privately-owned commercial office space in Kaslo. It should also be noted that the Village's current agreement with KLIC states that they are not exempt from taxation.

A resolution should be made to indicate whether Council wishes to provide KLIC with a PTE. If all or a portion of KLIC's leased area is excluded from the PTE Bylaw, then Council will need to rescind third reading so that it can be amended. Council would then give third reading to the amended Bylaw, and adoption will be considered at the October 28th regular Council meeting. Depending on Council's decision, the Village's rental/lease agreement with KLIC may need to be amended to ensure consistency.

Langham Cultural Society

When evaluating the Langham Cultural Society's application for a PTE Council must prioritize the primary purpose of the property and the nature and extent of its commercial use, rather than focusing solely on the Society's non-profit status. The Langham building serves as a vital community hub, offering year-round access to arts, heritage, and educational programming. Its role in supporting cultural development and community engagement is central to its purpose.

As a registered charity with limited funding sources, the Langham Cultural Society has had to adopt creative and sustainable approaches to generate revenue. One of the most consistent and reliable methods has been leasing office space within the building. This practice has been in place for over 50 years and has helped ensure the Society's financial stability without compromising its charitable mission.

Currently, office spaces located on the second and third floors of the Langham building are leased to a mix of tenants, including individuals, non-profit organizations, and for-profit businesses. Of the total 2,757 square feet of leased office space, 891 square feet—approximately 12% of the building's total area—is occupied by for-profit entities. While this commercial use is limited, it does raise considerations around fairness and tax policy.

Council must be mindful not to inadvertently provide a competitive advantage to businesses that might otherwise lease space in privately-owned commercial properties in Kaslo and pay the associated property taxes. However, it is important to recognize that the overwhelming majority of the building's use remains charitable in nature. The Langham continues to deliver programming and services that benefit the broader community, aligning with the intent of the PTE framework.

Historically, the Village has granted the Langham Cultural Society a full PTE, acknowledging the building's primary charitable function. If Council were to revise this approach and offer only a partial exemption—such as 88% to reflect the proportion of non-commercial use—the resulting tax revenue would be minimal and unlikely to significantly impact the Village's budget.

Given the longstanding community value of the Langham, the limited extent of commercial activity, and the negligible financial gain from a partial exemption, it would be reasonable and consistent for Council to continue providing the Society with a full PTE.

A resolution should be made to indicate whether Council wishes to provide the Langham Cultural Society with a PTE. If all or a portion of KLIC's leased area is excluded from the PTE Bylaw, then Council will need to rescind third reading so that it can be amended. Council would then give third reading to the amended Bylaw, and adoption will be considered at the October 28th regular Council meeting.

5.0 OPTIONS:

[Implications are in *italics*.]

1. **Council to decide whether to include or exclude the restaurant from Kaslo Golf Club's PTE.**
If excluded, third reading of the PTE Bylaw must be rescinded, amendments made, and then third reading given to the amended Bylaw. The Bylaw will be considered for adoption at the October 28th regular Council meeting.
2. **Council to decide whether to provide KLIC with a full PTE, a partial PTE, or deny their application based on the nature and extent of commercial activity.**
If their application is denied or a portion of their leased area is excluded from the PTE Bylaw, then third reading must be rescinded, amendments made, and then third reading given to the amended bylaw. The Bylaw will be considered for adoption at the October 28th regular Council meeting.
3. **Council to decide whether to provide the Langham Cultural Society with a full PTE, a partial PTE, or deny their application based on the nature and extent of commercial activity.**
If their application is denied or a portion of their leased area is excluded from the PTE Bylaw, then third reading must be rescinded, amendments made, and then third reading given to the amended bylaw. The Bylaw will be considered for adoption at the October 28th regular Council meeting.
4. Council adopt Permissive Tax Exemption Bylaw No. 1325, 2025, without any amendments. *The 19 community organizations who applied for a Permissive Tax Exemption will receive a 100% exemption from property taxes, including the Kaslo Golf Club and KLIC.*

6.0 FINANCIAL CONSIDERATIONS:

In the original submission to Council which included all applicants receiving a 100% exemption, the Village would have been forgoing approximately \$33,000 in municipal property tax revenue and approximately \$56,600 in taxes collected for other taxing authorities. This taxation is then shifted to other taxpayers in the community. Any changes to exemptions granted by Council will reduce these values.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Community Charter section 25 - General prohibition against assistance to business and exceptions

Community Charter section 224 – General Authority for Permissive Exemptions

Community Charter section 225 – Partnering, Heritage, Riparian, and Other Special Exemption Authority

Policy

Permissive Tax Exemption Policy

8.0 STRATEGIC PRIORITIES:

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

9.0 OTHER CONSIDERATIONS:

The Village has until October 31st to notify BC Assessment of any PTEs. Time is of the essence with respect to adoption of Permissive Tax Exemption Bylaw No. 1325, 2025.

RESPECTFULLY SUBMITTED:

Joni L'Heureux

Director of Finance & Corporate Services

Attachments:

1. Permissive Tax Exemption Bylaw No. 1325, 2025

CAO COMMENTS:

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

PERMISSIVE TAX EXEMPTION BYLAW NO. 1325, 2025

A bylaw to establish Permissive Tax Exemptions for the 2026 to 2030 tax years

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

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

1. Title

This Bylaw may be cited as “**Permissive Tax Exemption Bylaw No. 1325, 2025**”.

2. Definitions

Village means the Village of Kaslo.

3. Exemptions

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

4. Conditions

4.1. Where:

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

the property shall be liable to taxation from the date of the transfer, sale, lease, or change

of use or conditions, as the case may be (the “Taxation Date”).

4.2. Where the assessment roll is completed before the transfer, sale, lease or change of use or conditions described in section 3 of this bylaw comes to the attention of the collector:

- a. the collector will provide written notice to the transferee, purchaser, lessee, or other person who, but for the exemption, would have been liable to taxation; and

- b. the person described in (a) shall pay to the Village an amount equal to the total taxes that, but for the exemption, would have been payable on the property from the Taxation Date, together with interest compounded annually at the rate described in section 246 of the *Community Charter*.

5. Severability Clause

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

6. Effective Date

This bylaw shall take effect January 1, 2026.

READ A FIRST TIME this 9th day of September, 2025.

READ A SECOND TIME this 9th day of September, 2025.

READ A THIRD TIME this 9th day of September, 2025.

Notice was given in accordance with the *Community Charter* this 16th day of September in the Village's Public Posting Places and this 25th day of September in the Valley Voice.

Third reading RESCINDED this

READ A THIRD TIME as amended this

ADOPTED this

MAYOR

CORPORATE OFFICER

Permissive Tax Exemption Bylaw No. 1325, 2025

**Bylaw No.
1325, 2025**

FOLIO	PID	ADDRESS	NAME	LEGAL	CC s. 224(2)
533-00020.000	008-482-527; 008-482-551; 016-175-506; 016-175-522; 016-186-915; 016-186-940; 016-288-114; 016-288-122; 016-288-131; 016-288-149; 016-288-157; 016-797-019; 016-935-357; 017-679-214	324 Front Street	Kootenay Lake Historical Society Kaslo (Village)	Lots 4-17, Block 3, Plan NEP393, District Lot 208, Kootenay Land District	d
533-00059.050	016-323-700; 016-323-718	304 4 th Street	Kaslo Senior Citizens Association Branch 81 Kaslo (Village)	Lot 24, Block 8, Plan NEP393, District Lot 208, Kootenay Land District	a
533-00060.004		B - 312 4 th Street	Kootenay Lake Historical Society Kaslo (Village)	PARCEL I , Block 8, Plan NEP393, District Lot 208, Kootenay Land District Leased portion BSMT STORAGE AREA OCCUPIED BY KOOTENAY LAKE HISTORICAL SOCIETY #2 SEE PARENT FOLIO 00060.000	d
533-00060.008		201 – 312 4 th Street	Hospice Society of North Kootenay Lake Kaslo (Village)	PARCEL I Block 8, Plan NEP393, District Lot 28, Kootenay Land District, LEASED PORTION OCCUPIED BY HOSPICE SOCIETY OF N KOOTENAY LAKE	d
533-00104.000	016-912-926	409 A Avenue	Victorian Hospital of Kaslo Auxillary Society Kaslo (Village)	Lot 5, Block 10, Plan NEP393, District Lot 208, Kootenay Land District	d
533-00112.000	016-323-840; 016-323-858	447 A Avenue	Langham Cultural Society	Lot 23 & 24, Block 10, Plan NEP393, District Lot 208, Kootenay Land District	a

Permissive Tax Exemption Bylaw No. 1325, 2025

**Bylaw No.
1325, 2025**

FOLIO	PID	ADDRESS	NAME	LEGAL	CC s. 224(2)
533-00115.550	016-323-173; 016-323-190	430 B Avenue	Kaslo Calvary Chapel	Lot 33 & 34, Block 10, Plan NEP393, District Lot 208, Kootenay Land District	f
533-00119.000	016-323-921; 016-323-939	301 A Avenue	Kaslo Masonic Holding Society	Lots 1 & 2, Block 11, Plan NEP393, District Lot 208, Kootenay Land District	a
533-00132.000	029-612-594	336 B Avenue	Kaslo Community Services Society	Parcel F, Block 11, Plan NEP393, District Lot 208, Kootenay Land District, (BEING A CONSOLIDATION OF LOTS 29, 30 & 31, SEE CA4531117)	a
533-00139.150	028-292-774	503 1 st Street	Kootenay Lake Independent School Society (Periwinkle) Kaslo (Village)	Parcel A, Block 15, Plan NEP393, District Lot 208, Kootenay Land District, (BEING A CONSOLIDATION OF LOTS 14, 15, 16, & 17 SEE LB401044)	d
533-00148.000	029-601-916	500 4 th Street	St Andrew's United Church	Parcel H, Block 17, Plan NEP393, District Lot 208, Kootenay Land District, BEING A CONSOLIDATION OF LOTS 23 & 24, SEE CA4482695	f
533-00216.000	Multiple PIDs	340 H Avenue	Kaslo Golf Club Kaslo (Village)	Lot 12, Block 31, Plan NEP393, District Lot 209, Kootenay Land District, FOR GOLF COURSE PURPOSES, Lease/Permit/Licence # 2019-2028	d
533-00244.050	007-533-722	403 5 th Street	Royal Canadian Legion Kaslo District Branch No 074	Lot 1, Plan NEP16605, District Lot 208, Kootenay Land District	i

Permissive Tax Exemption Bylaw No. 1325, 2025

**Bylaw No.
1325, 2025**

FOLIO	PID	ADDRESS	NAME	LEGAL	CC s. 224(2)
533-00246.000	029-944-513	601 5 th Street	The Synod of the Diocese of Kootenay	Part of Block 13, District Lot 208, Kootenay District Plan NEP393A, PT 56/100 ACRES AS DESCRIBED IN ABSOLUTE FEES PARCELS BOOK VOLUME 11 FOLIO 479 NO992A	f
533-00266.010	016-881-729	Highway 31	Kaslo Golf Club Kaslo (Village)	Lot 25, Plan NEP393A, District Lot 208, Kootenay Land District, Except Plan 108889I, & DL 209, & EXC PL 6363; EXC PT S & E OF HIGHWAY 31 OCCUPIED BY KASLO GOLF CLUB	d
533-00280.022	013-140-825	517 Arena Avenue	Kaslo & District Arena Association Kaslo (Village)	Lot 22, Plan NEP9499, District Lot 209A, Kootenay Land District, Except Plan EPP32990, PT 1 OF 4 SEE 00280.077 .078 .079	d
533-00280.054	013-095-382	Oak Avenue	Kaslo Golf Club Kaslo (Village)	Lot 54, Plan NEP9499, District Lot 209A, Kootenay Land District, FOR GOLF COURSE PURPOSES, Lease Licence # 09-2018	d
533-00280.076		517 Arena Avenue	Kaslo Search & Rescue	Lot 22, Plan NEP9499, District Lot 209A, Kootenay Land District, Except Plan EPP32990, PT 2 OF 4 SEE FOLIO 00280.022, 00280.078, 00280.079	d
533-00280.078		517 Arena Avenue	Kaslo Racquet Club Kaslo (Village)	Lot 22, Plan NEP9499, District Lot 209A, Kootenay Land District, Except Plan EPP32990, PART 3 OF 4 SEE FOLIO 00280.022, 00280.077, 00280.079	d

Permissive Tax Exemption Bylaw No. 1325, 2025

**Bylaw No.
1325, 2025**

FOLIO	PID	ADDRESS	NAME	LEGAL	CC s. 224(2)
533-00280.079		517 Arena Avenue	Kaslo & District Riding Society Kaslo (Village)	Lot 22, Plan NEP9499, District Lot 209A, Kootenay Land District, Except Plan EPP32990, PART 4 OF 4 SEE FOLIO 00280.022, 00280.077, 00280.078	d
533-00547.000	016-744-446	313 5 th Street	Roman Catholic Bishop of Nelson	District Lot 208, Kootenay Land District, PL AFB VOL 11 FOL 595 NO 1389A, PT OF RAILWAY RESERVE, CORNER A AVE & FIFTH ST	f
533-00551.530		30 - 518B Kaslo Bay Road	Kaslo Search & Rescue Crown Provincial	District Lot 5096, Kootenay Land District, & DL 17197, Lease/Permit/Licence # 403859	d

DATE: September 2, 2025

FILE NUMBER: 3900-20

TO: Mayor and Council

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

SUBJECT: Permissive Tax Exemption Bylaw

1.0 PURPOSE

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

2.0 RECOMMENDATION

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

3.0 BACKGROUND

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

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

4.0 DISCUSSION

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

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

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

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

5.0 OPTIONS

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

1. **Move motion as recommended by staff.** *All organizations that applied will receive full exemptions for the 2026 to 2030 tax years on the condition that there is no change in ownership or usage of the property during the term. (See also note above regarding Thrift Store).*
2. **Introduce and provide first reading of the bylaw and direct staff to amend the bylaw.** *Council will need to indicate any changes to the bylaw such as:*
 - *Term of exemption*
 - *Maximum value of all combined exemptions (dollar value, percentage of either total assessed value or total taxation)*
 - *Exemption applicable to only land or only improvements***Not an exhaustive list of possible changes.**

6.0 FINANCIAL CONSIDERATIONS

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

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

Community Charter section 224

Policy

Permissive Tax Exemption Policy

8.0 STRATEGIC PRIORITIES

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

9.0 OTHER CONSIDERATIONS

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

RESPECTFULLY SUBMITTED

Joni L'Heureux, Director of Finance & Corporate Services

Attachments:

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

CAO COMMENTS:

Council should proceed as recommended.

APPROVED FOR SUBMISSION TO COUNCIL:

A handwritten signature in blue ink, appearing to read 'R. H. Baker', with a circular flourish at the end.

Robert Baker, Chief Administrative Officer

Previous Report

VILLAGE OF KASLO
BYLAW NO. 1325, 2025

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

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

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

1. Title

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

2. Definitions

Village means the Village of Kaslo.

3. Exemptions

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

4. Conditions

4.1. Where:

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

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

4.2. Where the assessment roll is completed before the transfer, sale, lease or change of use or conditions described in section 3 of this bylaw comes to the attention of the collector:

- a. the collector will provide written notice to the transferee, purchaser, lessee, or other person who, but for the exemption, would have been liable to taxation; and
- b. the person described in (a) shall pay to the Village an amount equal to the total taxes that, but for the exemption, would have been payable on the property from the Taxation Date, together with interest compounded annually at the rate described in section 246 of the *Community Charter*.

5. Severability Clause

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

6. Effective Date

This bylaw shall take effect January 1, 2026.

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

Notice was given in accordance with the Community Charter this

ADOPTED this

MAYOR

CORPORATE OFFICER

RESCIND

VILLAGE OF KASLO
BYLAW NO. 1325, 2025
SCHEDULE "A"

FOLIO	PID	NAME	LEGAL
533-00020.000	008-482-527; 008-482-551; 016-175-506; 016-175-522; 016-186-915; 016-186-940; 016-288-114; 016-288-122; 016-288-131; 016-288-149; 016-288-157; 016-797-019; 016-935-357; 017-679-214	Kootenay Lake Historical Society (SS Moyie & Visitor Info)	Lots 4-17, Block 3, Plan NEP393, District Lot 208, Kootenay Land District
533-00059.050	016-323-700; 016-323-718	Kaslo Senior Citizens Society (Seniors Hall)	Lots 23 & 24, Block 8, Plan NEP393, District Lot 208, Kootenay Land District
533-00060.004		Kootenay Lake Historical Society (Archives)	PARCEL I, Block 8, Plan NEP393, District Lot 208, Kootenay Land District Leased portion BSMT STORAGE AREA OCCUPIED BY KOOTENAY LAKE HISTORICAL SOCIETY #2 SEE PARENT FOLIO 00060.000
533-00060.008		Hospice Society of North Kootenay Lake	PARCEL I Block 8, Plan NEP393, District Lot 28, Kootenay Land District, LEASED PORTION OCCUPIED BY HOSPICE SOCIETY OF N KOOTENAY LAKE
533-00060.013		Village of Kaslo Kootenay Lake Innovation Center Society	PARCEL I Block 8, Plan NEP393, District Lot 28, Kootenay Land District, LEASED PORTION OCCUPIED BY KOOTENAY LAKE INNOVATION CENTER SOCIETY
533-00104.000	016-912-926	Victorian Hospital of Kaslo Auxiliary Society (Thrift Store)	Lot 5, Block 10, Plan NEP393, District Lot 208, Kootenay Land District
533-00112.000	016-323-840; 016-323-858	Langham Cultural Society	Lot 23 & 24, Block 10, Plan NEP393, District Lot 208, Kootenay Land District
533-00115.550	016-323-173; 016-323-190	Kaslo Calvary Chapel	Lot 33 & 34, Block 10, Plan NEP393, District Lot 208, Kootenay Land District
533-00119.000	016-323-921; 016-323-939	Kaslo Masonic Holding Society	Lots 1 & 2, Block 11, Plan NEP393, District Lot 208, Kootenay Land District
533-00132.000	029-612-594	Kaslo Community Services Society	Parcel F, Block 11, Plan NEP393, District Lot 208, Kootenay Land District, (BEING A CONSOLIDATION OF LOTS 29, 30 & 31, SEE CA4531117)
533-00139.150	028-292-774	Kootenay Lake Independent School Society (Periwinkle)	Parcel A, Block 15, Plan NEP393, District Lot 208, Kootenay Land District, (BEING A CONSOLIDATION OF LOTS 14, 15, 16, & 17 SEE LB401044)
533-00148.000	029-601-916	St Andrew's United Church	Parcel H, Block 17, Plan NEP393, District Lot 208, Kootenay Land District, BEING A CONSOLIDATION OF LOTS 23 & 24, SEE CA4482695
533-00216.000	MULTIPLE PIDs	Kaslo Golf Club	Lot 12, Block 31, Plan NEP393, District Lot 209, Kootenay Land District, FOR GOLF COURSE PURPOSES, Lease/Permit/Licence # 2019-2028

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

RESERVED

DATE: August 29, 2025

FILE NUMBER: 3900-02

TO: Mayor and Council

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

SUBJECT: Freedom of Information Bylaw No. 1324, 2025

1.0 PURPOSE

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

2.0 RECOMMENDATION

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

3.0 BACKGROUND

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

4.0 DISCUSSION

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

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

5.0 OPTIONS

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

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

6.0 FINANCIAL CONSIDERATIONS

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

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

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

Bylaw

Freedom of Information Bylaw No. 866, 1994

8.0 STRATEGIC PRIORITIES

9.0 OTHER CONSIDERATIONS

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

RESPECTFULLY SUBMITTED

Joni L'Heureux, Director of Finance and Corporate Services

Attachments:

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

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

FREEDOM OF INFORMATION BYLAW NO. 1324, 2025

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

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

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

1. This Bylaw may be cited for all purposes as the “**Freedom of Information Bylaw No. 1324, 2025**”.

2. In this Bylaw,

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

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

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

“**Council**” means the Council of the Village of Kaslo;

“**Head**” means the person designated under Section 4 of this Bylaw;

“**Municipality**” means the Village of Kaslo;

“**Request**” means a request under Section 5 of the Act.

3. The definitions contained in Schedule 1 of the Act, shall apply to this Bylaw except where the context requires otherwise.
4. The Chief Administrative Officer is designated as the Head for the purposes of the Act.
5. The Corporate Officer is designated as the Information and Privacy Coordinator for the purposes of the Act.
6. The Head may delegate any of the Head’s duties under the Act to the Coordinator.

7. The Schedule of Maximum Fees as established by *British Columbia Regulation 155/2012*, as amended from time to time, shall be the maximum fees charged by the Village of Kaslo as permitted under the Act.
8. Freedom of Information Bylaw No. 866, 1994, and all amendments, is hereby repealed.

READ A FIRST TIME this 9th day of September, 2025.

READ A SECOND TIME this 9th day of September, 2025.

READ A THIRD TIME this 9th day of September, 2025.

ADOPTED this

Corporate Officer

Mayor



MEETING DATE:	October 14, 2025	FILE No:	3900-02
TO:	Robert Baker, Chief Administrative Officer		
FROM:	Joni L'Heureux, Director of Finance & Corporate Services		
SUBJECT:	Bylaw Consolidation Authority Bylaw No. 1322, 2025		
DATE WRITTEN:	September 18, 2025		

1.0 PURPOSE:

For Council to consider adopting a Bylaw Consolidation Authority Bylaw.

2.0 RECOMMENDATION:

THAT Bylaw Consolidation Authority Bylaw No. 1322, 2025 be introduced and given first, second, and third readings.

3.0 BACKGROUND:

During an initial review of the Village's current bylaws, it does not appear that the Village has adopted a bylaw to authorize the consolidation of bylaws and their amendments. The Community Charter allows for the consolidation of bylaws by the Corporate Officer only with the authorization of Council in the form of a Bylaw Consolidation Authority Bylaw.

4.0 DISCUSSION:

Staff have drafted a Bylaw Consolidation Authority Bylaw for Council's consideration. This draft bylaw, if approved by Council, will properly grant authority to the Village's Corporate Officer to consolidate bylaws and their amendments for the convenience of the public. It should be noted that a consolidated bylaw is not a legal document, it is a document created solely for convenience, individuals should still reference the original bylaws for any legal purposes.

5.0 OPTIONS:

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

1. **THAT THAT Bylaw Consolidation Authority Bylaw No. 1322, 2025 be introduced and read a first, second, and third time.** *The Bylaw will be brought forward to Council at the October 28, 2025, Regular Council meeting for consideration of adoption.*
2. Council provides direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS:

There are no direct financial implications in Council adopting this bylaw.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Community Charter Section 139(1): "A council may, by bylaw, authorize the corporate officer to consolidate one or more of the bylaws of the municipality."

Bylaw

Policy

8.0 STRATEGIC PRIORITIES:

Review/Develop bylaws, process maps, procedures.

9.0 OTHER CONSIDERATIONS:

RESPECTFULLY SUBMITTED:

Joni L'Heureux

Director of Finance & Corporate Services

Attachments:

1. Bylaw Consolidation Authority Bylaw No. 1322, 2025_DRAFT

CAO COMMENTS:

APPROVED FOR SUBMISSION TO COUNCIL:

A handwritten signature in blue ink, appearing to read "R. H. Baker", with a large circular flourish at the end.

Robert Baker, Chief Administrative Officer

Date: September 18, 2025

BYLAW CONSOLIDATION AUTHORITY BYLAW

A Bylaw to authorize the Corporate Officer to consolidate one or more of the bylaws of the municipality.

WHEREAS Section 139(1) of the Community Charter provides that a Council may, by bylaw, authorize the Corporate Officer to consolidate one or more of the bylaws of the municipality;

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

1. The Corporate Officer of the Village of Kaslo (the “Village”) is hereby authorized to consolidate two or more bylaws of the Village where the original bylaw has been amended.
2. In consolidating a bylaw, the Corporate Officer must:
 - 2.1. incorporate in it all amendments that have been made to the bylaw, and
 - 2.2. omit any provision that has been repealed or that has expired.
3. The Corporate Officer may amend or correct general items including, but not limited to, spelling and grammatical errors, numbering, or cross-referencing errors or outdated citations to other bylaws or legislation provided that such amendments do not alter the meaning, intent, or effect of the bylaw.
4. This Bylaw may be cited for all purposes as the **“Bylaw Consolidation Authority Bylaw No. 1322, 2025.”**

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

Corporate Officer

Mayor



MEETING DATE:	October 14, 2025	FILE No:	0340-50-01
TO:	Robert Baker, Chief Administrative Officer		
FROM:	Joni L'Heureux, Director of Finance & Corporate Services		
SUBJECT:	Correspondence and Social Media Policies		
DATE WRITTEN:	August 29, 2025		

1.0 PURPOSE:

To present updated policies for Correspondence and Social Media for Council's consideration and adoption, replacing the existing Communications, Correspondence, and Social Media Policy (Resolution #232/2017).

2.0 RECOMMENDATION:

THAT Council approve the Village of Kaslo Correspondence Policy and the Village of Kaslo Social Media Policy;

AND THAT the Village of Kaslo Communications, Correspondence, and Social Media Policy be rescinded.

3.0 BACKGROUND:

The current Communications, Correspondence, and Social Media Policy was adopted in 2017 (Resolution #232/2017). It provided a foundational framework for managing communications in a small organization. However, evolving communication platforms and public expectations necessitate a more detailed and modernized approach.

4.0 DISCUSSION:

The proposed Correspondence Policy introduces clearer procedures for handling incoming and outgoing correspondence, including criteria for inclusion on Council agendas and circulation packages. It also defines roles for staff and Council members in managing correspondence.

The proposed Social Media Policy outlines expectations for both official and personal use of social media by employees and Council members. It emphasizes respectful communication, content moderation, and the importance of disclaimers when posting in a personal capacity.

Compared to the 2017 policy, these documents provide more comprehensive guidance, reflect current practices, and align with legal and operational standards.

5.0 OPTIONS:

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

1. **THAT the draft Village of Kaslo Correspondence Policy and the draft Village of Kaslo Social Media Policy be approved; AND THAT the Village of Kaslo Communications, Correspondence, and Social Media Policy be rescinded.** *Staff training and internal communication may be required to ensure a smooth transition.*
2. Council provides direction to staff for further review and report.
3. Council maintains the existing policy.

6.0 FINANCIAL CONSIDERATIONS:

There are no direct financial implications associated with the approval of these policies.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Freedom of Information and Protection of Privacy Act sections 22, 30.1, 33
Community Charter sections 90, 117, 148, 149

Bylaw

Policy

8.0 STRATEGIC PRIORITIES:

9.0 OTHER CONSIDERATIONS:

Supports transparent governance and effective communication with the public.

RESPECTFULLY SUBMITTED:

Joni L'Heureux
Director of Finance & Corporate Services

Attachments:

1. Correspondence Policy CO.XXXXC)_DRAFT
2. Social Media Policy AD.XXX(C)_DRAFT
3. Communications, Correspondence, and Social Media Policy

CAO COMMENTS:

Some members of the public and Council have indicated frustration with how correspondence is being handled. The proposed Correspondance Policy is intended to remedy those issues. If challenges persist, further refinements can be made. Council is encouraged to proceed as recommended so that we can begin moving in the right direction.

APPROVED FOR SUBMISSION TO COUNCIL:

A handwritten signature in blue ink, appearing to read 'R. Baker', is written over a faint circular stamp.

Robert Baker, Chief Administrative Officer

Date: September 3, 2025

CORRESPONDENCE POLICY NO. CO.XXX(C)

Type	Authority	Approved By
☒ Policy ☐ Procedure	☒ Council (C) ☐ Administration (A)	☐ Council ☐ Chief Administrative Officer ☐ Chief Financial Officer ☐ Corporate Officer
Date Adopted	Council Resolution No.	Date to Review
Policy Owner		Communicated
Corporate Officer		



Village of
Kaslo

Correspondence Policy No. CO.XXX(C)

Revision History

No.	Date	Description
00	September 9, 2025	Original

Introduction

The Village of Kaslo recognizes that communication and engagement with residents, businesses, and other community stakeholders contributes to a vibrant and livable community. The Village values public engagement and is dedicated to delivering prompt, accurate, and thorough responses to input and information submitted via Correspondence.

Purpose

To establish guidelines that ensure all correspondence addressed to the Mayor, Council, or received by the Village of Kaslo is distributed in a timely and consistent manner.

Application & Statutory Provisions

This Policy is applicable to all Correspondence received by the Village of Kaslo's Council and staff whether received by mail, fax, electronic mail, or in person.

Persons Affected

This Policy applies to all employees and elected members of the Council of the Village of Kaslo.

Policy

General

1. All Correspondence received by the Village of Kaslo will be filed, tracked, and dispositioned according to the Village of Kaslo's records management policies and procedures.
2. All Correspondence must meet the requirements outlined in the Village's Council Procedure Bylaw as amended or replaced from time to time including, but not limited to, legibility, identification of sender, and appropriate content.
3. Correspondence received by Council which includes threats, defamatory, offensive, or inappropriate language may not be published and may be referred for response at the Chief Administrative Officer's discretion.
4. Anonymous Correspondence received will not be investigated unless potential safety, liability, or health issues are raised. Determination will be made by the CAO.
5. Correspondence addressed to a Council Member and marked "confidential" or "private" shall be considered private correspondence and directed unopened to that Council Member.

Correspondence Addressed to the Mayor

6. Correspondence addressed to the Mayor will be reviewed by the Corporate Officer prior to being forwarded to the Mayor unless marked "private" or "confidential".

Correspondence Addressed to Council

7. Correspondence addressed to Council will be circulated electronically to the Mayor and all Councilors when it is received. Correspondence will be added to a Council agenda according to the procedures outlined in this policy. Staff will provide clarification on whether the Correspondence is for informational purposes or has been referred to or responded to by staff.

Correspondence Received by a Member of Council

8. A Council Member who has received Correspondence directly, shall submit the Correspondence to the Corporate Officer.
9. A Council Member who has received Correspondence that is operational in nature will submit the Correspondence to the CAO who will forward to the appropriate staff member for response.

Council Correspondence on Council Agenda

10. The Corporate Officer will determine whether the Correspondence must be circulated to other department managers and whether the item is to be added to a Council agenda or included in the Circulation Package.
 - a. The Circulation Package will be available online for both Council and the public to view. If there are items included in the Circulation Package that a Council Member would like to have included in an agenda, they are required to provide written notice to the Corporate Officer by 12:00pm (noon) on the Tuesday prior to the Regular Council meeting. This notice must include the specific item(s) they would like to have included in the agenda as well as the action they are requesting that Council take in regard to the item.
11. Correspondence containing a request from an individual or organization for a specific action will be included on a Council agenda.
12. Correspondence will be included in a Circulation Package when the Correspondence is:
 - (a) An event invitation;
 - (b) A request for support of a resolution to another body;
 - (c) Of a political nature for Council's information;
 - (d) Related to an item already deliberated or currently under consideration by Council, except correspondence related to concluded Public Hearings;
 - (e) Newsletters, annual reports, conference information and general updates;
 - (f) A letter of thanks, appreciation, or commendation;
 - (g) Pertaining to matters beyond the jurisdiction or authority of the Village of Kaslo.

13. Correspondence regarding the following will not be included in an Agenda nor a Circulation Package:
- (a) Exempt from public release under the *Freedom of Information and Protection of Privacy Act* and/or the *Community Charter*;
 - (b) Related to the subject of a Public Hearing when the Correspondence is received after the close of the Public Hearing;
 - (c) Subject of a bylaw enforcement file and related ongoing investigations;
 - (d) General operational matters;
 - (e) Unsolicited goods and/or services;
 - (f) Correspondence containing inappropriate, offensive, misleading, harassing, or threatening language;
 - (g) Anonymous Correspondence.
 - i. A person who believes their Correspondence was incorrectly excluded from the Council agenda may appeal to the Mayor. The Mayor's decision is final in accordance with Council Procedure Bylaw No. 1323, 2025 as amended or replaced from time to time.
14. The deadline for adding items of Correspondence to a Council agenda is noon on the Tuesday before the Regular Council Meeting date.
15. For clarity, to be considered for inclusion on a Council agenda or a Circulation Package, Correspondence must be received by the Corporate Officer.

Late Correspondence

16. All Correspondence received after the stipulated deadline shall be forwarded by the Corporate Officer to the following meeting, with the exception of Correspondence that is deemed by the Corporate Officer to fall within the definition of a 'Late Item' as per Council's Procedure Bylaw.

Petitions

17. Petitions are deemed presented to Council when they are received by the Corporate Officer. A petition to Council must include the full name and residential address of each petitioner.
18. Petitions concerning subdivisions are to be directed to the Approving Officer.
19. Petitions relating to a legislated process, including local area services or business improvement areas, are to be directed to the Corporate Officer.

Appeal

20. A person who believes that their Correspondence should be included on the Council agenda despite the exclusions listed in this Policy, may appeal to the Mayor for a decision on whether the item should be added to the Council agenda. The Mayor's decision is final.

Privacy

21. Correspondence received by the Village of Kaslo is subject to the *Freedom of Information and Protection of Privacy Act* and the Village's records management policies, and is the property of the Village of Kaslo.
22. Correspondence considered on a Council Agenda forms part of the public record and will be published. The author's name and area of residence (e.g. Village, Regional District) are relevant to Council's consideration and will be disclosed through this process. The house number, phone numbers, and personal email addresses will be redacted pursuant to the *Freedom of Information and Protection of Privacy Act* and the Council Procedure Bylaw.
23. Correspondence submitted relating to a matter under Section 90 of the *Community Charter* that is not of an operational nature will be considered at a Closed Council Meeting.

Circulation Package

24. A Circulation Package will be made available on the Friday before a Regular Council Meeting. The Circulation Package will not be included in a Council agenda but will be available for viewing electronically.

Outgoing Correspondence

25. All official outgoing Correspondence of the Village of Kaslo will be sent on the Village's letterhead.
26. All outgoing Correspondence sent on behalf of Council shall be supported by a Council resolution. For clarity, this does not include letters of appreciation, support, confirmation, or similar sent from the desk of the Mayor.
27. A copy of all outgoing Correspondence on Village letterhead shall be copied to the Corporate Officer for filing.

DEFINITIONS

"Chief Administrative Officer" means the Village Manager or their designate; referred to as CAO.

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

"Correspondence" includes any non-confidential written communication addressed to the Mayor or Council that is sent by mail, fax, electronic mail, or in person and received by the Village of Kaslo from someone outside of the organization. Correspondence may be addressed to "Mayor", "Council", "Mayor and Council", individual Council Members; sent to the Village of Kaslo, or not addressed to a member of Council but deemed appropriate by the Corporate Officer due to the content of the Correspondence. Routine information sharing, general communication, and service requests directed to or handled by the CAO or individual departments are not considered Correspondence.

"Council" means the Mayor and Councilors for the Village of Kaslo.

"Staff" means an officer or employee of the Village of Kaslo but does not include contractors.

SUMMARY

Type of Correspondence	Action
Addressed to the Mayor and received by staff, but not marked “private” or “confidential”.	Forward to Corporate Officer for review, then Corporate Officer will forward to the Mayor and copy to Council as appropriate.
Addressed to the “Mayor and Council” or “Council”, and received by staff	Circulate electronically to all Council Members and the Corporate Officer. Corporate Officer will review and add to agenda or circulation package as appropriate.
Received directly by a Council member	Forward to the Corporate Officer for review and disposition as appropriate.
Operational in nature	Forward to the CAO who will direct it to the appropriate staff member for response.
Marked “private” or “confidential”, and received by staff	Directed unopened to the intended recipient.
Contains a request for action	Forward to the Corporate Officer who will include on Council agenda.
Informational (e.g. newsletters, reports, conference information)	Forward to the Corporate Officer who will include in a Circulation Package.
Outside of Village scope, jurisdiction, or deemed inappropriate	Forward to Corporate Officer for filing.

SOCIAL MEDIA POLICY NO. AD.XXX(C)

Type	Authority	Approved By
☒ Policy ☐ Procedure	☒ Council (C) ☐ Administration (A)	☐ Council ☐ Chief Administrative Officer ☐ Chief Financial Officer ☐ Corporate Officer
Date Adopted	Council Resolution No.	Date to Review
Policy Owner		Communicated
Corporate Officer		



Village of
Kaslo

Social Media Policy No. AD.XXX(C)

Revision History

No.	Date	Description
00	September 9, 2025	Original

Introduction

The Village of Kaslo recognizes the importance of using Social Media as a tool for the purpose of sharing information with the public. The Village uses Social Media to communicate with residents, businesses, and other stakeholders. To maintain a safe, productive, and meaningful space, public comments on the Village’s posts will not be responded to and may be deleted by the Village to protect both the community and staff from exposure to harmful content.

The Village remains committed to open dialogue and community feedback and provides multiple ways for residents to provide input. The public can email or call the Village, contact Mayor or Council, visit City Hall, participate in public engagement opportunities, and attend Council meetings.

The Village encourages the use of social media to:

- Increase awareness of municipal services, news, events, and community information
- Disseminate time-sensitive information quickly
- Correct misinformation

Purpose

To establish guidelines for the Village of Kaslo’s use of social media, ensure a respectful environment for community engagement, and safeguard against abusive and disrespectful language, misinformation, and generally unproductive content.

Application & Statutory Provisions

This Policy applies to all social media platforms used by the Village of Kaslo.

Persons Affected

This policy applies to Council, Staff, volunteers, and contractors.

Policy

Village Use of Social Media

1. Only Staff that have been authorized by the CAO may post content, comments, or links on behalf of the Village of Kaslo. When representing the Village, Staff are expected to communicate in a respectful and professional manner.
2. Comments posted on Village social media platforms are not considered formal correspondence and will not be included on Council agendas unless submitted through official channels, as per the Correspondence Policy and Council Procedure Bylaw.
3. The Village reserves the right to remove any content, comments, or links that contain:
 - Slanderous or derogatory remarks, obscenities, profanity, or explicit content

- Information that may compromise the safety or security of the public, staff, or Council
- Content that promotes, fosters, or perpetuates hate, disinformation, or discrimination
- Comments that are not related to a particular post by the Village
- Promotion of political candidates or parties
- Promotion of illegal activity
- Spam

Personal Use of Social Media

4. The Village acknowledges and respects that Staff and members of Council may choose to participate on Social Media as private citizens. Staff and members of Council are encouraged to follow and amplify the Village's Social Media channels to stay informed about Village activities. While Staff and members of Council may express their personal views, they will be held accountable for any conduct that could harm the reputation of the Village.
5. Staff and members of Council must recognize that the public may perceive their personal opinions as representative of the Village.
6. Staff and members of Council must remember that it is not their role to report directly on Village related business and should use their Social Media only as a secondary information source once matters have been officially released by the Village.
7. Any Council Member posting personal content, comments, or links related to the Village of Kaslo must use the following disclaimer: "All opinions and posts are my own and do not represent the Village of Kaslo."
8. If employees discuss Village related issues on blogs or other online sites, a disclaimer must be added to clarify that the views expressed are theirs alone. This disclaimer does not free employees from the obligations they have under the Village's bylaws or other policies.

Responsibilities

Chief Administrative Officer (CAO)

9. The CAO is responsible for overseeing this Policy. They may appoint a designate to be responsible for the day-to-day administration and stewardship of the Policy.

Management

10. Managers are responsible for ensuring that the Staff they supervise and any contractors they have retained are informed of this Policy.

Staff

11. All Staff are responsible for adhering to this Policy. They are to report any contraventions of this Policy to the CAO.

Definitions

"Chief Administrative Officer" means the Village Manager or their designate; referred to as CAO.

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

“Correspondence” includes any non-confidential written communication addressed to the Mayor or Council that is sent by mail, fax, electronic mail, or in person and received by the Village of Kaslo from someone outside of the organization. Correspondence may be addressed to “Mayor”, “Council”, “Mayor and Council”, individual Council Members; sent to the Village of Kaslo, or not addressed to a member of Council but deemed appropriate by the Corporate Officer due to the content of the Correspondence. Routine information sharing, general communication, and service requests directed to or handled by the CAO or individual departments are not considered Correspondence.

“Council” means the Mayor and Councilors for the Village of Kaslo.

“Social Media” refers to platforms used to share information and includes, but is not limited to, Facebook, YouTube, and the Village’s website.

“Staff” means an officer or employee of the Village of Kaslo but does not include contractors.

THE VILLAGE OF KASLO Resolution #232/2017

POLICY TITLE: Communications, Correspondence and Social Media

POLICY STATEMENT:

A cohesive framework for communications, public relations and correspondence in a small organization.

POLICY BACKGROUND:

Aside from the procedures bylaw and a very narrow communications policy focussed on Council e-mails, the Village has nothing on file in a policy area which is increasingly important to address for the sake of Council, staff and the public. Any policy for the Village must be cognisant of the flexibility and limitations of a small corporation.

POLICY OBJECTIVE:

- To guide the conduct and use of electronic communications.
- To establish a protocol for receipt of and response to Village correspondence and to ensure such correspondence will be handled in a consistent manner.
- To establish guidelines and limitations to the use of Social Media platforms to promote/advertise the Village of Kaslo and further enhance communications.
- To establish guidelines for internal communications between Council and staff.

DEFINITIONS:

For this policy “**electronic communication**” must be defined as: “any communication via electronic means that involves a text or printable message.”

Correspondence includes any request for information, request for clarification, conveyance of information or a complaint pertaining to corporate service delivery, received by the Village via any one or more of mail, electronic mail, facsimile, or hand delivered letter, and may include responses thereto.

The following types of correspondence are excluded from the definition of correspondence in this policy with respect to inclusion on Council Agendas:

- a) routine service requests directed to individual departments (or mistakenly addressed to Mayor and Council);
- b) service repairs and disruptions requiring emergency action;
- c) all matters handled by Human Resources and Payroll Services;
- d) all matters pertaining to litigation or potential litigation or bylaw enforcement;
- e) all matters protected under the *Freedom of Information and Protection of Privacy Act*

(FOIPPA); and

f) all matters related to the grounds for closing a Council or Committee meeting to the public;

g) correspondence that is deemed by the Mayor and Council or the CAO, or his/her delegate, to be or to include parts that are or may be defamatory, threatening, deliberately repetitious, vexatious or grossly inappropriate.

Posts include content posted to Social Media accounts managed by the Village such as: comments, information, articles, pictures, videos, or any other form of communicative content.

Social Media means content created by individuals, using publishing technologies, through and on the internet including, but not limited to Facebook, blogs and Twitter.

Village means the Village of Kaslo.

Chief Administrative Officer means the CAO of the Village or his/her designate.

PROCEDURE:

1. Electronic Communications

- a. All Village business-related e-mail correspondence is the property of the Village, is subject to the Freedom of Information and Protection of Privacy Act and must not be deleted.
- b. Correspondence that is deemed by the Mayor and Council or the CAO, or his/her delegate, to be or to include parts that are or may be defamatory, threatening, deliberately repetitious, vexatious or grossly inappropriate do not necessitate a response, broader circulation or acknowledgement, but should be retained.
- c. All e-mails addressed to and received by a majority of Council must be forwarded by the Mayor to the CAO and to admin@kaslo.ca for inclusion in the next regular Agenda or Circulation package, if it meets the definition of correspondence in this policy. If the e-mail was not received by the Mayor, the Councillors who received it must forward it as aforesaid.
- d. E-mails addressed to a majority of Council may be responded to by the Mayor prior to the next Council meeting if circumstances warrant. Such email responses must be copied to all of Council and the CAO, must not contradict current Council policies, and must note they are subject to Council approval, correction, clarification or further comment. Such responses must be attached to the next Agenda package, subject to Agenda cut-off dates and considerations of confidentiality or other aspects of this policy.

- e. All Village business-related e-mail correspondence is to be sent using the unique Village e-mail address assigned to the user.
- f. Personal e-mail addresses must not be used for Village business. In serious or technical situations where a Village address is not available, a personal address can be used if the user's Village address is in the cc or bcc fields.
- g. Electronic correspondence (of a formal nature) sent by a Councillor shall be copied to all of Council as well as the CAO and/or their delegate.
- h. All electronic communications of an informational nature, from one Council member to another, are to be copied to all of Council and do not need to be shared with Administration unless agreed upon either by the sender or by the majority of Council.
- i. Electronic communication from any member of Council to staff is to be copied to all of Council as well as to the CAO or their delegate.
- j. Electronic communication from any member of staff to any member of Council is to be copied to the CAO or their delegate.
- k. Electronic communication to current or potential Village consultant(s) or contractor(s) is to be sent by, or at the direction of, the CAO, Public Works Foreman or a project manager.
- l. The CAO's e-mail is not a default corporate contact for the general public, nor is it the location to which electronic invoices are sent. Such use quickly overwhelms the inbox at times throughout the year, risking the correspondents' e-mail or bill being missed altogether and can have the opposite effect of what the correspondent intended (typically expedited or prioritised service). admin@kaslo.ca is the first point of contact for any initial inquiry or communication on a topic to the administration. Billing matters are e-mailed to accounts@kaslo.ca. Public works inquiries are sent to publicworks@kaslo.ca for initial review.

2. Correspondence

- a. Submissions to Village Office /Staff
Incoming correspondence received by staff from external sources will be compiled in accordance with the terms of this policy. Where appropriate, the terms of other related standard operating guidelines and/or bylaws will also be followed.
- b. Submissions to Members of Council
Incoming correspondence received by a majority of Council from external sources will be forwarded to staff for appropriate handling as noted in section 2 (c) of this policy.
- c. Processing of Incoming Correspondence
Incoming correspondence will:

- Be acknowledged by staff to confirm receipt;
- Be date stamped using the special correspondence routing stamp on the date received or, in the case of information received outside of business hours, on the next business day;
- Be filed in the correspondence review file and general filing system ; and
 - **When addressed to Council**, circulated as soon as possible **and** placed in the circulation package OR agenda correspondence area;
 - **When operational in nature**: be referred to the appropriate staff members to review and respond accordingly;
 - When operational in nature or concerns existing policy, but **incorrectly or unnecessarily addressed to Mayor and Council**: be referred to the appropriate staff members to review and respond accordingly.

d. Council Agenda Package

Correspondence to be included in a Council Agenda package must:

- Contain the name and, preferably, the civic address of the correspondent;
- Be date stamped on the date received;
- Be filed in the general filing system;
- Have been reviewed in the correspondence review file by the CAO or designate with the Mayor;
- Be addressed to Mayor and Council or a majority of Council;
- Pertain to matters that are **within the purview of the Village of Kaslo**;
- Be received prior to deadline established by Council procedure bylaw;
- Generally follow this guideline for business meeting time management: correspondence that does not ask for any specific executive or policy action will be placed in the **Circulation Package**, where correspondence that requests **a clear executive or policy action** may be placed in the correspondence section of the agenda.

All personal information, other than telephone numbers and email addresses, will be published with correspondence submissions unless the author requests in writing for their personal information to be severed under section 22 of the Freedom of Information and Protection of Privacy Act.

e. Outgoing Correspondence

- FROM COUNCIL: Correspondence sent with direction from Council shall be sent by the person designated and may be included in the regular Council Agenda package subject to CAO approval. In the interests of providing residents with timely responses, emails addressed to a majority of Council may be responded to by the Mayor prior to the next Council meeting. Such e-mail responses must be copied to all of Council and the CAO, shall not contradict current Council policies, and must note they are subject to Council approval, correction, clarification or further comment. Such responses will be attached to the the next Agenda, subject to Agenda cut-off dates and considerations of confidentiality or other aspects of this policy;

- FROM STAFF: Correspondence sent in response to operational or existing policy/bylaw inquiries shall have responses signed by the CAO or the appropriate staff member. Responses to incoming correspondence may be included in the regular Council Agenda package subject to CAO approval;
- PUBLIC NOTIFICATIONS: By conventional posting, advertising, website update or Social Media.

3. **Social Media**

- a. The Village shall use Social Media platforms as time and resources permit to:
 - Communicate with residents via a modern medium;
 - Provide up-to-date and accurate information;
 - Promote and encourage participation in Village programs and activities.
- b. **Ownership and Management**
 - Only one central account shall be used for each platform;
 - It shall be made clear that they are maintained by the Village and that they follow this policy;
 - Management of these accounts shall lie primarily with the CAO or designate;
 - Content shall be monitored by the CAO or designate for policy adherence and the interests and goals of the Village;
- c. **Guidelines and Limitations of Use**
 - Only the Village account will be used to provide information to the public;
 - Employees and Elected Officials may request that authorized staff post information on behalf of “the Village” on any Social Media platform;
 - Elected Officials may not post as “The Village of Kaslo” and are not permitted to discuss campaigns, issues and other political matters on Village accounts unless approved and posted by the CAO or designate;
 - All Village Social Media accounts shall adhere to Village policies and bylaws;
 - www.kaslo.ca remains the Village’s primary and predominant internet presence;
 - Where possible, Village social media accounts should link back to the official Village website for forms, documents and other information.
- d. **Intended Use and Participation from the Public**
 - The Village will strive to share information honestly and openly with the public via Social Media platforms and cross-post, where able, to higher traffic local Social Media platforms;
 - The Village will not post untruthful or purposefully inaccurate information. If an inadvertent inaccuracy is posted, the Village will correct it as soon as possible;
 - All posts and conversations shall remain civil and respectful;
 - The Village will not address individual complaints, concerns or service requests via Social Media platforms;
 - The CAO or designate, in consultation with employees, will determine when an issue raised by others via Social Media or other platforms reaches a ‘critical mass’ that merits a Village response or information submission on the account;

- The Village does not have a dedicated communications employee and Council, the CAO and public should understand that context of the Social Media platforms and why a forum for issue discussion cannot be responsibly encouraged or moderated on the Village account/ platforms;
- The Village reserves the right to restrict and remove any content that is deemed by the CAO or designate to be in violation of this or other policies, bylaws or laws;
- All posts on behalf of the Village and all posts by members of the public are deemed public content and are subject to all applicable laws, policies and the Freedom of Information and Protection of Privacy Act (FOIPPA).

4. Internal/External Communications

- a. Report recommendations and information briefs are the formal means of communication between administration and Council. Clear, concise and relevant reports provide members of Council with the information they need to make decisions on municipal policies, programs, services and initiatives.
- b. Staff will make every effort within their capacities to maintain an informal, but confidential "READING FILE" between agenda packages for Council to peruse at leisure, located on the Civic Web server.
- c. Public announcements must be distributed concurrently to Council, except in urgent situations affecting public health, safety or danger to persons and property.
- d. The Chief Administrative Officer or designate is the sole employee of Council and is the primary contact for all inquiries by members of Council.
- e. The Mayor is generally the Village's primary spokesperson, unless another member of Council is designated by the Mayor or Council.
- f. Committee Chairs are normally the chief spokespersons for matters dealt with under their Terms of Reference.
- g. The CAO is the operational and administrative spokesperson.
- h. Inquiries regarding matters typically reserved for closed meetings (Section 90 of the Community Charter) are always referred to the Chief Administrative Officer without comment or reference to confidential matters.
- i. The member of Council who currently sits as the Municipal Director at the Regional District of Central Kootenay(RDCK) , is bound by the bylaws and policies of the RDCK, not the Village, when communicating internally or internally on RDCK matters.

5. Review

This policy should be reviewed at least once during every term of Council for prospective update, revision or renewal.

THIS POLICY WAS CONSIDERED AND ADOPTED BY COUNCIL ON December 12th 2017.
RESOLUTION #232/2017

SUPERCEDES: Resolutions regarding aspects of communication: 2008.02.26; 2009.11.24; 2002.12.10



MEETING DATE:	October 14, 2025	FILE No:	1850-20
TO:	Robert Baker, Chief Administrative Officer		
FROM:	Joni L'Heureux, Director of Finance & Corporate Services		
SUBJECT:	Chamber of Commerce grant funding		
DATE WRITTEN:	October 6, 2025		

1.0 PURPOSE:

To rescind the Village's policy of providing the Kaslo & Area Chamber of Commerce with annual conditional grant funding.

2.0 RECOMMENDATION:

THAT the Conditional Grant to the Kaslo & Area Chamber of Commerce policy be rescinded.

3.0 BACKGROUND:

For the past 15 – 20 years at least, the Village of Kaslo has had a policy in place that provides a total \$7,500 in annual funding to the Chamber of Commerce. At the August 21, 2025 board meeting, the Regional District of the Central Kootenay ("RDCK") passed a resolution to provide this funding to the Chamber of Commerce as part of their annual budget.

4.0 DISCUSSION:

With the RDCK providing the funding to the Chamber of Commerce, the Village of Kaslo's policy should be rescinded.

5.0 OPTIONS:

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

1. **THAT the Conditional Grant to the Kaslo & Area Chamber of Commerce policy be rescinded.**
2. Council provides direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS:

There would seem to be a savings in the Village's operating budget by no longer providing the Chamber of Commerce with \$7,500 in funding per year; however, in reality, that amount will be included in the annual requisition from the RDCK so there will not be any net financial impact to the Village.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Policy

Conditional Grant to the Kaslo & Area Chamber of Commerce policy.

8.0 STRATEGIC PRIORITIES:

None to report.

9.0 OTHER CONSIDERATIONS:

None to report.

RESPECTFULLY SUBMITTED:

Joni L'Heureux

Director of Finance and Corporate Services

Attachments:

Conditional Grant to the Kaslo & Area Chamber of Commerce policy

CAO COMMENTS:

As the grant previously issued to the Chamber by the Village is now being provided by the RDCK, Council should rescind the Village policy by proceeding as recommended.

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

CONDITIONAL GRANT TO THE KASLO & AREA CHAMBER OF COMMERCE

The total amount of this Annual Conditional Grant shall be \$7,500.

This amount shall constitute 100% of the Village's annual financial contribution to the Kaslo & Area Chamber of Commerce.

This grant is awarded to the Chamber for assistance with providing the following items for the benefit of Chamber Members and the Community at Large:

Coordination and staging of Annual May Days Celebrations	\$5,000
Coordination and staging of Annual Christmas Light-Up Celebrations	500
Advertising costs	500
Annual volunteer insurance to cover Chamber activities	1,500

All other funding for these items must be supplied by the Chamber of Commerce.

This grant shall be paid out in installments as follows:

\$3,000 - to be paid out on or before March 31st (or within 1 (one) month of receiving the financial statements for the preceding year¹)

\$2,500 – to be paid out on or before May 31st (or within 1 (one) month of receiving a copy of the insurance policy²)

\$2,000 – to be paid on or before July 31st

Excess funds not required to cover the cost of the insurance policy may be used towards another item covered under this grant.

Copies of any advertising done under this grant must be provided to the Village along with the financial statement.

The Village of Kaslo shall endeavor to provide in-kind contributions upon written request. Please consult the Village of Kaslo website for meeting schedules in order to ensure that sufficient time is allowed to process these requests.

¹A full financial statement for the preceding year must be provided to the Village of Kaslo on or before the end of February each year in order to be eligible to receive the grant for the current year. The statements must provide a detailed breakdown for the costs associated with the coordination and staging of both May Days and Christmas Light-Up.

²The insurance policy must name the Village of Kaslo as additional named insured. Upon renewal of the insurance policy a full copy must be delivered to the Village office as soon as possible.



MEETING DATE:	October 14, 2025	FILE No:	8400-03
TO:	Mayor and Council		
FROM:	Robert Baker, Chief Administrative Officer		
SUBJECT:	Kaslo Aerodrome – Groundside Parking		
DATE WRITTEN:	September 18, 2025		

1.0 PURPOSE:

For Council to consider the development of groundside parking at the Kaslo Aerodrome.

2.0 RECOMMENDATION:

THAT the 2025 - 2029 Financial Plan Bylaw be amended to include the Kaslo Aerodrome groundside parking lot project with \$30,000 of funding from the Capital Municipal Aerodrome Reserve.

3.0 BACKGROUND:

The Village operates and maintains the Kaslo Aerodrome which is registered with Transport Canada. It is listed in the Canada Flight Supplement and operates pursuant to the Canadian Aviation Regulations, in particular, Subpart 1 - Aerodromes which details the minimum requirements for:

- Markers and Markings (301.04)
- Warning notices (301.05)
- Wind Direction Indicator (301.06)
- Lighting (301.07)
- Prohibitions (301.08)
- Fire Prevention (301.09)

Section 301.08 - Prohibitions identifies what a person cannot do at the aerodrome. To enable compliance with the regulation and industry standards, the Village enacted an Airside Vehicle Operator Permit (AVOP) program and an Apron Management Plan (AMP) in 2024. The AVOP program and AMP prohibit unauthorized people and vehicles from accessing the apron/taxiway/runway and details the procedures that must be followed by those who are authorized to access these restricted areas. Generally, the apron/taxiway/runway area is known as the “airside” and is separated from the “groundside” by a fence. Areas have been identified where AVOP holders are permitted to park on the airside, as well as areas where the public may park on the groundside. However, the groundside parking area is not large enough to accommodate the volume of vehicles using the aerodrome. Tamarack Alpine Adventures (Powder Creek Lodge) requires approximately 15 parking stalls throughout the winter season for their customers and up to 30 stalls every Saturday when groups are arriving and departing.

At the November 26, 2024, Council meeting, resolution 240/24 was made for staff to seek an agreement with Tamarack Alpine Adventures to fund and construct groundside parking at the Kaslo Aerodrome for the 2025/26 winter season. Staff have developed a budget for the work and are in the process are developing an agreement with Tamarack Alpine Adventures. Staff are anticipating an agreement to be reached before the start of the 2025/26 winter season and are seeking Council direction with respect to funding for this project.

4.0 DISCUSSION:

A \$30,000 budget is required to construct a groundside parking lot that can accommodate up to 30 vehicles. The budget allows for approximately 4 days of work to strip an area of land, crush and screen native aggregate, prepare a base, and provide a compacted and permeable parking surface. If Council allocates funding for this work, an effort will be made to have the parking lot constructed before the start of the 2025/26 winter season.

5.0 OPTIONS:

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

1. **The Village construct a groundside parking lot at the Kaslo Aerodrome with funding from its aerodrome reserve fund, and that these funds be replenished through airport user fees.** *Staff will negotiate an agreement with Tamarack Alpine Adventures to operate out of the aerodrome with part of their fees being used to replenish the aerodrome reserve fund. Over time, other airport user fees will be reviewed by staff and Council to ensure there is a fair and reasonable contribution to the reserve fund from all airport users.*
2. The Village refrain from constructing a groundside parking lot. *This may prohibit Tamarack Alpine Adventures from being able to operate at the Kaslo Aerodrome for the 2025/26 winter season, and will complicate the Village's ability to manage vehicles at the aerodrome.*

6.0 FINANCIAL CONSIDERATIONS:

The cost of construction can be funded by the Capital Municipal Aerodrome Reserve, however, that funding should be replenished with airport user fees. There is currently \$137,604 in the Reserve.

Airport user fees are set through the Village's Fees & Charges Bylaw, however, some fees are based on agreements with tourism and air operators. Staff are planning to develop an agreement with Tamarack Alpine Adventures in which they pay a base rate plus a per passenger and/or per aircraft movement fee. This would mean that their fees are based on usage, rather than an inflated lump sum or a percentage of their revenue. Tamarack Alpine Adventures would be required to report to the Village its number of passengers and/or aircraft movements. Payments would be reconciled monthly.

To help staff determine the fees that would apply to Tamarack Alpine Adventures, they have been asked to provide the Village with the number of passengers and

aircraft movements for 2022/23, 2023/24, and 2024/25, and their desired term (e.g. 1 year, 3 years, 5 years, etc). Once the Village has received this information, staff will have the Village's lawyer prepare an Agreement including a schedule of fees, and provide it to Tamarack Alpine Adventures for their review.

Over time, the fees charged to other airport users, either through the Village's Fees & Charges Bylaw or other Agreements, will be reviewed by staff and Council to ensure there is a fair and reasonable contribution to the reserve fund from all airport users.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Aeronautical Act

Canadian Aviation Regulations

Bylaw

Consolidated Reserve Funds Bylaw No. 1159, Schedule G - Capital Municipal Aerodrome Reserve

Kaslo Aerodrome Regulation Bylaw No. 1309, 2024

The CAO has been delegated with the authority to regulate services at the aerodrome, as well as negotiate, approve, execute, and amend all licenses, lease agreements, operating agreements, and permits on behalf of the Village. In addition, the CAO is authorized to develop and implement all systems, processes, and procedures for the effective operation of the aerodrome. Council retains the authority to approve strategic plans, approve of the acquisition and disposition of real property, and determine aerodrome fees and charges.

Policy

8.0 STRATEGIC PRIORITIES:

Governance & Operations – Administrative Improvements (I)(3) review/develop bylaws, policies, process maps, procedures for the aerodrome.

9.0 OTHER CONSIDERATIONS:

None to report.

RESPECTFULLY SUBMITTED:



Robert Baker
Chief Administrative Officer



MEETING DATE:	October 14, 2025	FILE No:	8400-04
TO:	Mayor and Council		
FROM:	Robert Baker, Chief Administrative Officer		
SUBJECT:	Kaslo Aerodrome – Toilet		
DATE WRITTEN:	October 7, 2025		

1.0 PURPOSE:

For Council to consider installation of a toilet at the Kaslo Aerodrome.

2.0 RECOMMENDATION:

THAT the 2025-2029 Financial Plan Bylaw be amended to include installation of a toilet at the Kaslo Aerodrome with \$37,500 of funding from the Capital Municipal Aerodrome Reserve.

3.0 BACKGROUND:

The Village owns and operates the Kaslo Aerodrome. At some point in the past, a wooden pit toilet was installed in the northeast corner of the property, near the apron. It was available for use by pilots and hangar owners, but was not maintained and is no longer usable. The purpose of this staff report is to make Council aware of the lack of toilet facilities at the Kaslo Aerodrome and propose that a toilet be installed.

4.0 DISCUSSION:

The aerodrome does not have a public toilet available for aircraft or hangar owners, Search and Rescue, or other aerodrome users. There are air tourism operators that fly out of the Kaslo Aerodrome, including Stellar Heliskiing, Kootenay Mountain Holidays (Mt. Carlyle), and Tamarack Alpine Adventures (Powder Creek lodge). Although Stellar Heliskiing has a toilet available in their hangar for use by their customers, it is not available for use by other air tourism operators. The situation has led to aerodrome users defecating on Village property and around private hangars.

To remedy the issue, the Village could install a public toilet. A quote has been received for the supply and installation of a precast concrete toilet in the amount of \$33,778. In addition to the cost of the toilet, there would be site excavation and backfill required, estimated at \$3,500. In total, the budget for the toilet would be \$37,500, however, if Council proceeds with construction of a groundside parking lot in 2025 then there may be cost efficiencies that can be realized with site excavation and backfill.

5.0 OPTIONS:

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

1. **THAT the Village install a precast concrete toilet at the Kaslo Aerodrome with funding from its aerodrome reserve fund, and that these funds be**

replenished through user fees. *Over time, user fees will be reviewed by staff and Council to ensure there is a fair and reasonable contribution to the reserve fund from all users.*

2. The Village refrain from providing a toilet at the Kaslo Aerodrome. *Defecation on Village property and around private hangars will likely persist.*

6.0 FINANCIAL CONSIDERATIONS:

The cost of the toilet can be funded by the Capital Municipal Aerodrome Reserve, however, that funding should be replenished with user fees. There is currently \$137,604 in the Reserve.

The toilet does not require water or a septic field. It is self-contained and must be pumped-out periodically. This work can be coordinated with the pumping-out of other Village toilets to ensure cost effectiveness. If the toilet is approved, an increase to the aerodrome's operating budget will be included in the draft 2026 budget.

The toilet will need to be stocked with paper products, and the cost of this would be the responsibility of the Village but recovered through user fees. Stocking of supplies will be assigned to aerodrome users.

Revenue from the aerodrome comes from the services identified in the Village's Fees & Charges Bylaw, as well as leases and other agreements with hangar owners and air tourism operators. The Village can recover the cost of the proposed toilet, including on-going operating expenses, through the Village's Fees & Charges, leases, and agreements.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Bylaw

Consolidated Reserve Funds Bylaw No. 1159, Schedule G - Capital Municipal Aerodrome Reserve

8.0 STRATEGIC PRIORITIES:

None to report.

9.0 OTHER CONSIDERATIONS:

None to report.

RESPECTFULLY SUBMITTED:



Robert Baker
Chief Administrative Officer



STAFF REPORT

MEETING DATE:	October 14, 2025	Kaslo FILE No:	1855-03
TO:	Robert Baker, Chief Administrative Officer, Village of Kaslo		
FROM:	Ian Briscoe Emergency Program Coordinator - RDCK		
SUBJECT:	UBCM CEPF ESS Grant – Regional Application		
DATE WRITTEN:	October 8, 2025		

1.0 PURPOSE:

To seek Council approval for the Regional District of Central Kootenay (RDCK) to include the Village of Kaslo in a regional application to the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) – Emergency Support Services (ESS) Equipment and Training stream.

2.0 RECOMMENDATION:

THAT the RDCK be authorized to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund (CEPF) ESS Equipment and Training grant funding on behalf of the Village of Kaslo.

3.0 BACKGROUND:

The UBCM Community Emergency Preparedness Fund provides annual provincial grant opportunities to strengthen local emergency management and emergency support services (ESS).

The RDCK delivers ESS as part of the Emergency Management Service to which the Village of Kaslo contributes. Historically, individual local authorities have had the opportunity to apply separately for this funding and have not done so leaving these funds unrequested. The RDCK is now coordinating a single regional application on behalf of participating municipalities to increase the funds available to improve the consistency and effectiveness of ESS delivery throughout the region.

4.0 DISCUSSION:

The proposed regional application will include all municipalities in the RDCK that rely on the RDCK for ESS program delivery. A coordinated approach will allow participating communities to:

- Establish a part-time Regional ESS Coordinator to provide leadership, training, and on-call support;
- Improve consistency and quality of ESS delivery across the region;
- Strengthen recruitment, retention, and recognition of ESS volunteers;
- Deliver annual regional training and recognition events; and
- Provide direct support to local ESS teams for their unique needs.

Based on current program guidelines, the CEPF stream provides up to \$30,000 per local authority, to a maximum of \$300,000 for a joint application within the RDCK. Inclusion of the Village of Kaslo will ensure these funds can be accessed and

invested locally, while leaving all grant administration and reporting responsibilities with the RDCK.

5.0 OPTIONS:

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

1. **Council approve the RDCK to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund (CEPF) ESS Equipment and Training grant funding on behalf of the Village of Kaslo.**

Enables the RDCK to include the Village of Kaslo in the regional CEPF ESS Equipment and Training grant application.

Provides local benefit through improved training, volunteer support, and program consistency without administrative or financial cost to the Village.

2. **Council receives this report for information.**

The Village would not be included in the regional application and would need to apply independently to access CEPF ESS funding.

6.0 FINANCIAL CONSIDERATIONS:

There are no financial implications for the Village of Kaslo. The RDCK will manage all funding, administration, and reporting.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

None to report.

8.0 STRATEGIC PRIORITIES:

Participation in the regional application supports Council's goals of collaboration with regional partners and strengthening community emergency preparedness

9.0 OTHER CONSIDERATIONS:

Inclusion in the regional application will ensure the Village's ESS team benefits from regional coordination and training opportunities while reducing the administrative burden on staff and volunteers.

RESPECTFULLY SUBMITTED:

Ian G Briscoe

Emergency Program Coordinator - RDCK

Attachments:

1. CEPF ESS Equipment & Training program & application guide

CAO COMMENTS:

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

Community Emergency Preparedness Fund

Emergency Support Services Equipment and Training

November 2025 Program and Application Guide

Applications will be accepted September 1, 2025 to November 14, 2025 using the
[LGPS Online Application Tool](#)

This intake will have limited funds available. Due to the expected high volume of applications,
it is likely that this intake will be substantially oversubscribed.

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural hazards in a changing climate. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

As of August 2025, the funding streams include:

- Emergency operations centres equipment and training
- Emergency support services equipment and training
- Foundations of disaster risk reduction
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

Background

Emergency Support Services (ESS) is a First Nations Government and Local Authority based provincial emergency response program designed to meet the basic needs of British Columbians impacted by disasters by providing short-term support in a compassionate manner. ESS is designed to provide support for disasters ranging from a single house fire to provincial level events involving large evacuations. These supports enable people to re-establish themselves as quickly as possible after an emergency or disaster.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing **emergency support services**. Under the 10-year agreement between Indigenous Services Canada and the Province, First Nations in BC may elect to provide **emergency support services** to their residents.

In November 2023, the *Emergency and Disaster Management Act* came into force, replacing the *Emergency Program Act*. The new Act and regulations govern how to manage an emergency or disaster in British Columbia. Until they are repealed, regulations made under the former *Emergency Program Act* remain in force.



Emergency Support Services Equipment and Training Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity to provide **emergency support services** through ESS volunteer/responder recruitment, retention and training, and the purchase of essential ESS equipment.

This includes the modernization of local ESS programs in order to move toward digital registration and reporting through the [Evacuee Registration and Assistance \(ERA\) Tool](#), promoting knowledge sharing, enhancing mutual aid, and building the capacity of host communities.

2. Eligible Applicants

All First Nations (bands, modern Treaty First Nations with treaties that are in effect, and Indigenous National Governments with authority for lands and resources) and local governments (municipalities and regional districts) in BC are eligible to apply.

Eligible applicants can submit one application per funding stream intake. This includes applying as a **sub-applicant** in a regional application. For the purpose of CEPF funding, the following agencies are able to act as a **primary applicant**:

- An emergency management organization that is created by a regional district service establishing bylaw and approved by the Province of BC may act as the **primary applicant** on behalf of eligible applicants that participate in the established emergency management service. When acting as a **primary applicant** on behalf of eligible applicants, the regional emergency management organization may submit more than one application per funding stream intake provided that each eligible First Nation or local government that is included as a **sub-applicant** is only funded once per intake.
- An Indigenous governing body with authority for emergency management may act as the **primary applicant** on behalf of eligible First Nations. The Indigenous governing body may submit more than one application per funding stream intake provided that each eligible First Nation that is included as a **sub-applicant** is only funded once per intake.

Emergency management organizations created by a regional district and Indigenous governing bodies that are interested in submitting an application to act as the **primary applicant** must contact UBCM in advance of submitting an application and will be required to provide appropriate documentation related to membership, authority, and area of service.

3. Grant Maximum

The Emergency Support Services Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00.

Eligible applicants that can demonstrate geographical constraints (e.g., significant distance and/or barriers, such as mountain ranges, between reserves or communities) and a clear case for **ESS** service delivery in each reserve or community may be eligible to exceed the funding maximum. For more information, please contact UBCM in advance of submitting an application.

As required, the Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the CEPF.

The Indigenous Engagement Requirements Funding Program provides funding for the implementation of the Indigenous Engagement Requirements within the *Emergency and Disaster Management Act*. For more information visit the Province of BC's [website](#) or contact: EMCR.IERFunding@gov.bc.ca.

4. Eligible Projects

To qualify for funding, proposed activities must support eligible applicants to build local capacity to provide **emergency support services** through ESS volunteer/responder recruitment, retention and training, the purchase of essential ESS equipment, and be:

- A new or a subsequent phase of a project (retroactive funding is not available), and clearly distinct from any activities funded under the January 2025 ESS intake.
- Capable of completion by the applicant within one year from the date of grant approval.
- Where applicable, eligible for required approvals, authorizations, and permits.
- In alignment with [Emergency Support Services](#) policies and operational guidelines.

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The **primary applicant** submitting the application for a regional project is required to submit a resolution as outlined in [Section 7](#) of this guide. Each **sub-applicant** is required to submit a resolution that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf.

5. Requirements for Funding

As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, approved applicants must agree to the following requirements for funding:

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.
- Where applicable, the Qualified Professionals that manage the proposed project must be subject matter experts and any professional activities must be developed and signed by a qualified professional as per the *Professional Governance Act*.

6. Eligible and Ineligible Costs and Activities

Eligible Costs and Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible costs and activities are limited to Table 1 and must be cost-effective.

Table 1: Activities Eligible for Funding

1. Purchase of essential supplies and purchase and installation of essential equipment specific to the function of ESS

*For the purpose of CEPF funding, if minor renovations of **group lodging** facilities or **reception centres** are proposed, the facilities must be located in a **First Nation owned building** or **publicly owned building** or an asset owned by the **primary applicant** or a **sub-applicant**.*

Applicants are advised to review the [Occupational Health & Safety Regulation](#) in relation to first aid and the provision of personal protective clothing and equipment for employees.

- Purchase of essential **ESS** supplies and equipment for local **ESS** programs and, where a community has demonstrated capacity, to support as an **ESS** host community:
 - **Reception centres**; including vests, name tags, signage, office supplies, flashlights, megaphones, extension cords, radios, minor tools, etc.
 - **Group lodging**; including comfort kits, hygiene kits, cots and bedding, pet supplies, supplies for infants and children, mobility aids, culturally appropriate supplies for evacuees, minor tools, etc.
 - **ESS** responders:
 - Basic/Level 1 and/or Intermediate/Level 2 first aid kits
 - Personal protective equipment limited to masks, respirators, eye protection, gloves, and high visibility apparel
 - Personal protective clothing limited to weather-proof clothing
 - Identification and branded clothing to identify **ESS** volunteers
 - Vehicle emergency supply kit
 - Flashlights, minor tools, and go-bags
 - **ESS** modernization; including computers, printers, power supply, connectivity devices, and mobile devices (e.g., tablets, satellite phones, mobile phones).
- Purchase of storage containers for eligible supplies and equipment.
- Purchase and installation of portable generators, portable air purifiers, and portable air conditioners.
- Trailers for the purpose of transportation, storage, and mobile **ESS** operations, including identification decals.
- Minor renovations (wiring, cabling, installation of shelving, etc.), including in mobile trailers for **ESS** purposes.
- Training in order to support installation and use of eligible supplies and equipment (note that first aid training is limited to Basic/Level 1 and/or Intermediate/Level 2).

2. Training for ESS Responders and Exercises specific to ESS

For all virtual courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems).

Staff wages and costs related to back-filling positions are not eligible for funding.

If approved applicants attend training through the Provincial Emergency Management Training Program only travel costs (including accommodations and per diems) will be eligible for funding.

Qualified trainers are required to be used and approved applicants are encouraged to identify local providers for training. The following list includes examples of commonly used course names.

• ESS Courses ◦ Intro to ESS (e.g., EMRG-1600) ◦ Level 1 ESS (e.g., EMRG-1607) ◦ Intro to Reception Centres (e.g., EMRG-1610) ◦ Reception Centre Applied Training (e.g., EMRG-1611) ◦ Intro to Group Lodging (e.g., EMRG-1612) ◦ Group Lodging Applied Training (e.g., EMRG-1613) ◦ Registration and Referrals (e.g., EMRG-1615) ◦ ERA for Responders (e.g., EMRG-1620) ◦ ERA for Management (e.g., EMRG-1622) ◦ ESS Director (e.g., EMRG-1681) ◦ Public Safety Lifeline Volunteer Leadership (e.g., EMRG-1660)	
• Emergency Management Courses ◦ Intro to Emergency Management in Canada (e.g., EMRG-1100) ◦ ICS Level 100 (e.g., EMRG-1200)	
• Other training specific to the function of ESS ◦ Indigenous Cultural Safety and Cultural Humility Training, in alignment with the current CEPF funding stream ◦ OCAP® training ◦ First aid training (limited to Basic/Level 1 and Intermediate/Level 2 only) ◦ C-DART pet training as related to ESS ◦ Meet and Greet training ◦ Mental Health Courses (e.g., psychological First Aid, psychological First Aid Train the Trainer) ◦ Network of Emergency Support Services Teams conference (NESST) ◦ Diversity, equity, and inclusion training ◦ Radio and communications training to ensure effective communication ◦ Training to handle difficult conversations/people ◦ Workplace violence prevention and de-escalation training ◦ Stress and trauma management for volunteers ◦ CISM training: CISM-1005 (Diversity & Trauma), CISM-1025 (Managing Responses to Community Disasters) ◦ Fire extinguisher training ◦ Mutual aid training (travel costs to participate in/observe training activities in other jurisdictions)	
• Exercises designed to increase the capacity of ESS (i.e., mock reception centre and/or group lodging activations, table-top exercises, mock registration of evacuees using the Evacuee Registration and Assistance Tool, exercises with mutual aid partners).	
3. Volunteer Recruitment and Retention Activities • Recruitment activities (e.g., advertisements, purchase of branded pop-up tent for recruitment events) • Purchasing awards and small gifts for ESS responders • Hosting volunteer recognition events including venue rentals, food, and non-alcoholic beverages	

Additional Eligible Costs and Activities

The following expenditures are also eligible provided they relate directly to the eligible activities identified in [Table 1](#):

- Incremental applicant staff costs (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- Incremental administrative and/or operating costs that are directly related to eligible activities (e.g., lease and insurance costs for storage of **ESS** materials).
- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., event planning) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Identification/incorporation of community and cultural values. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority, etc.) and the community (e.g., equity-denied populations, Indigenous organizations such as Friendship Centres and Métis Chartered Communities, Indigenous Nations, local governments, pet-care organizations, organizations involved in a web of support network), etc.
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Costs related to local cultural protocols (e.g., gifts, cultural ceremonies).
- Honoraria for equity-denied populations or service organizations that support equity-denied populations.
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Expenses related to first aid training and kits that are incremental to the Occupational Health and Safety Regulation requirements for a workplace/employer and that are required specifically for eligible activities.
- Presentations to Band Council, Treaty First Nation government, local government Council or Board, or community organizations, etc.
- Where applicable, costs related to required approvals, authorizations, and permits.
- Public information costs (e.g., workshops, printed materials) that align with the intent of the funding stream and provide benefit to the community at large.

Ineligible Costs and Activities

Any activity that is not outlined in [Table 1](#) or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (e.g., heating, cooling, and lighting; security; software or service subscriptions; or membership fees) that are not incremental to the project or not directly related to eligible activities.
- Routine or ongoing planning costs or planning activities that are not incremental to the project.
- Regular salaries and/or benefits of **primary applicant** or **sub-applicant(s)** staff or partners.
- Duplication of recently developed information, maps, or imagery (e.g., LiDAR that is currently available through the [Open LiDAR Data Portal](#)) provided the information remains accurate.
- Project-related fees payable to the **primary applicant** or **sub-applicant(s)** (e.g., permit fees).
- Costs related to individual or household preparedness, including the purchase of emergency supplies (e.g., first aid kits and/or training, evacuation supplies).
- Training of general public.

- Development of curriculum for Kindergarten to Grade 12 education.
- Major capital improvements or major renovations to existing facilities, and/or construction of new, permanent facilities.
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members (except costs related to local cultural protocols).
- Delivery of **emergency support services** during an emergency.
- Activities intended to increase the capacity of third-party organizations to deliver **emergency support services** on behalf of the approved applicant.
- Purchase of first aid kits and/or first aid training that are required to meet Occupational Health and Safety Regulation requirements for a workplace/employer and/or intended for occupational first aid, disaster first aid, and/or wilderness first aid.
- Training and exercises not specific to the function of the **ESS**.
- Training provided and paid by the [Provincial Emergency Management Training Program](#) (excluding travel costs).
- Purchase of defibrillators.
- First Aid Transportation endorsement.
- Purchase of vehicles.
- Emergency preparedness marketing campaigns.
- Development or update of Emergency Management Plans and/or emergency response plans.
- Conferences, excluding NESST.

7. Application Requirements and Process

The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 2](#) for full information.

Application Deadline and Process

The application deadline is November 14, 2025. Applicants will be advised of the status of their application within 120 days of the application deadline.

In past years, the ESS intake has closed in January. However, in order to provide more time for approved applicants to register for the annual NESST Conference, the ESS deadline has been moved to November.

Applicants with an approved January 2025 ESS application that wish to apply to the November 2025 intake are advised to submit application materials that clearly distinguish activities and costs that were approved under the January 2025 intake from activities and costs that are being proposed under the November 2025 intake.

Required Application Contents

EMCR and GeoBC respect and are committed to the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge as identified by the applicant may be submitted at the discretion of the applicant.

All applicants are required to complete the LGPS Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO, or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

Detailed budget:

- Indicating the proposed expenditures from CEPF and in alignment with the proposed activities outlined in the Application Worksheet (including a clear separation of the proposed expenditures under the November 2025 ESS intake and actual/proposed expenditures from the January 2025 ESS intake).
- Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified.
- Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only:
 - Band Council, Treaty First Nation, or local government resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
 - Band Council, Treaty First Nation, or local government resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Worksheet is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 2](#) for more information the information that will be required to be submitted during each step, including all application questions.

Worksheets and required attachments should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials should be submitted to Local Government Program Services, Union of BC Municipalities by email: cepf@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application contents have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Higher application review scores will be given to projects that:

- Are from applicants that have not received funding under the Emergency Support Services Equipment and Training funding stream or have received minimal funding from the funding stream.
- Align with the intent of the Emergency Support Services Equipment and Training funding stream:
 - Support the modernization of local **ESS** programs in order to move toward electronic registration and reporting through the Evacuee Registration and Assistance (ERA) Tool.
 - Clearly demonstrate how the capacity of the eligible applicant to deliver **emergency support services** in their community and act as a host community will be increased.

- Demonstrate that the **primary applicant** or **sub-applicant(s)** have the capacity to act as a host community.
- Demonstrate evidence of engagement with First Nations and/or Indigenous organizations in advance of submitting the application and as part of the proposed project (e.g., collaborative planning tables; incorporating First Nation values and perspectives in proposed activities; existing outreach, plans, engagement reports or processes; including First Nation engagement costs in the budget; completion of Indigenous Cultural Safety and Cultural Humility Training).
- Effectively engage with neighbouring jurisdictions, and other impacted or affected parties (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.
- Contribute to a comprehensive, cooperative, and regional approach.
- Are cost-effective. In cases where costs are higher than expected, the project may be approved at a lower grant amount.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous CEPF funding. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

UBCM will share all applications with the Province of BC.

8. Grant Management and Applicant Responsibilities

Grants are awarded to approved applicants only. The approved applicant is responsible for completion of the project as approved, and for meeting reporting requirements.

Approved applicants are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision and Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded. The Approval Agreement is required to be signed and returned to UBCM within 30 days.

Grants are paid at the completion of the project and only when the Final Report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

To request a progress payment, approved applicants are required to submit the [Interim Report Form](#). The form will require the following information:

- Description of activities completed to date.
- Description of funds expended to date (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)).
- Written rationale for receiving a progress payment.

Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the **approved project**. Depending on the complexity of the proposed amendment, requests may take up to 120 days to review.

To propose changes to an **approved project**, applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)), required attachments, and an updated resolution/letter of support.
- For regional projects only: evidence of support from **sub-applicants** for proposed amendments will be required.
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extension requests over six months. Extensions will not exceed one year from the date of the original Final Report deadline.

Recognition of Funding and Funders

When recognizing funding, please state that the Emergency Support Services Equipment and Training funding stream is administered by the Union of BC Municipalities and funded by the Province of BC. UBCM is active on X, Bluesky, LinkedIn and Facebook. When possible, please mention or tag UBCM on social media posts that are related to projects that are funded by programs that UBCM administers.

Guidelines on using the BC logo, including downloadable files, are available [here](#).

9. Final Report Requirements and Process

All funded activities must be completed within one year of notification of funding approval and the Final Report is due within 30 days of project completion.

EMCR and GeoBC respect and are committed to the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge as identified by the applicant may be submitted at the discretion of the applicant.

Final Reports

Applicants are required to submit an electronic copy of the completed Final Report, including the following:

- Completed Final Report form with all required attachments.
- Detailed financial summary that indicates the actual expenditures from CEPF and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- Examples of any materials that were produced with grant funding.

- Photos of funded activities and/or completed projects.
- Links to media related to the funded project.

Submission of Reports

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

All reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: cepf@ubcm.ca.

Review of Final Reports

UBCM will review Final Reports to ensure the required report contents have been submitted.

UBCM will share all report materials with the Province of BC.

10. Additional Information

Union of BC Municipalities

Email: cepf@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Please refer to [CEPF Definitions](#) for defined terms used throughout the CEPF program and application materials.

The following definitions apply to the Emergency Support Services Equipment and Training funding stream.

Approved project: Activities included in the approved application and costs included in the approved budget.

Cultural safety: Indigenous cultural safety is the process of making spaces, services, and organizations safer and more equitable for Indigenous people by considering current and historical colonial impact and seeking to eliminate structural racism and discrimination ([BC Centre for Disease Control](#)).

Emergency Support Services (ESS): Services provided on a short-term basis to evacuees in emergency situations ([Emergency Support Services Program Guide](#)).

In-kind contribution: The use of resources of the approved primary applicant or sub-applicant(s) for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved primary applicant or sub-applicant(s) can be an in-kind contribution.

First Nations land: First Nation reserve land, land owned by a Treaty First Nation, land under the authority of an Indigenous National Government, or other land owned or governed by a First Nation or Treaty First Nation.

First Nations owned buildings: Buildings owned by a Treaty First Nation or buildings owned by a First Nation band.

Group lodging: Congregate care facility for the lodging and feeding of evacuees ([Emergency Support Services Program Guide](#)). For the purpose of CEPF funding, if minor renovations of group lodging facilities are proposed, the group lodging must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant.

Hazard: A process, phenomenon, or human activity that may cause loss of life, injury, or other health impacts, property damage, social and economic disruption, or environmental degradation ([Sendai Framework for Disaster Risk Reduction](#)).

Primary applicant: Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management, and all reporting requirements.

Publicly owned buildings: Buildings owned by a local government or public institution (such as health authority or school district).

Publicly owned land: Provincial Crown land, land owned by a local government, or land owned by a public institution (such as a health authority or school district).

Publicly, provincially, and First Nations owned critical infrastructure: Assets owned by the Provincial government, local government, public institution (such as health authority or school district), First Nation, or Treaty First Nation that are either:

- Identified in a Local Authority Emergency Plan;
- Essential to the health, safety, security, or economic wellbeing of the community and the effective functioning of society.

Reception centre: A safe gathering place where evacuees can register, are interviewed to determine their immediate emergency needs, and are referred to suppliers for assistance ([Emergency Support Services Program Guide](#)). For the purpose of CEPF funding, if minor renovations of reception centre facilities are proposed, the reception centre must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant.

Sub-applicant(s): In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

Appendix 2: LGPS Online Application Tool

As outlined in [Section 7](#), applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: full name, position, email, phone.
4. Primary applicant mailing address.
5. For regional projects only: name of sub-applicant(s) and rationale for regional project.
6. Project title. Project titles should be brief but include key project activities, the area where the work will be undertaken, and the intended outcome/deliverable.
7. Proposed start and end date.
8. Estimated total project budget.
9. Estimated total grant request.
10. Other funding amount and source.
11. Project summary (provide a brief summary, no more than 500 characters).
12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
13. Certification that the information is complete and accurate.
14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Primary Applicant full name (local government or First Nation).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).
3. Location of Proposed Activities. For the purpose of CEPF funding, if minor renovations of group lodging facilities or reception centres are proposed, the facilities must be located in a First Nation

owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant.

- Facility is located in a First Nation owned building (buildings owned by a Treaty First Nation or a First Nation band).
- Facility is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
- Asset (e.g., trailer for mobile ESS) is owned by the primary applicant or sub-applicant.

4. Proposed Activities. Description of the proposed specific activities that will be undertaken. Refer to Section 6 of the *Program and Application Guide* for eligibility.

Where applicable, please describe proposed activities that are required for the local ESS program and proposed activities to increase the capacity to act as a host community.

- a) Purchase of essential equipment and supplies, including installation of and training for eligible equipment.
- b) Training (where possible, please list specific courses).
- c) Exercises, including tabletop exercises and mock ESS activations.
- d) Volunteer recognition and retention activities.

5. Alignment with funding stream. Description of how activities will align with the intent of the funding stream.

- a) Description of how proposed activities align with the intent of the funding stream (build local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of essential ESS equipment).
- b) Description of how proposed activities will support the modernization of the local ESS program. Will the Evacuee Registration and Assistance (ERA) Tool be implemented?
- c) Description of how the proposed activities will increase emergency response capacity as a host community.

6. Engagement with First Nations and/or Indigenous Organizations. Please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project.

- a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?
- b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?
- c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

7. Engagement with neighbouring jurisdictions and affected parties. Description of any neighbouring jurisdictions and/or affected parties (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) you will engage with as appropriate to the project.

Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

8. Comprehensive, cooperative, regional approach and benefits. Description of how the proposed activities will contribute to a comprehensive, cooperative, and regional approach to ESS and any regional benefits.
9. Additional Information: Any other information you think may help support your submission.

Required Attachments

The following attachments will be required to be submitted with the completed Application Worksheet:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO, or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget:
 - Indicating the proposed expenditures from CEPF and in alignment with the proposed activities outlined in the Application Worksheet (including a clear separation of the proposed expenditures under the November 2025 ESS intake and actual/proposed expenditures from the January 2025 ESS intake).
 - Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified.
 - Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only:
 - Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
 - Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.