



Agenda

Regular Meeting of Council

Tuesday, April 22, 2025

Council Chambers - City Hall
413 Fourth Street, Kaslo

Page

1. CALL TO ORDER

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

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

2. ADOPTION OF THE AGENDA

2.1 Addition of late items

- Request for Decision - Kaslo Municipal Campground Policy

2.2 Adoption of the agenda

Recommendation:

THAT the agenda for the April 22, 2025 Council Meeting be adopted as amended to include the addition of the late item regarding the Kaslo Municipal Campground Policy.

3. ADOPTION OF THE MINUTES

5 - 16

[2025.04.08 Minutes - DRAFT.pdf](#)

[2025.04.15 CotW Minutes - DRAFT.pdf](#)


Recommendation:


THAT the minutes of the April 8, 2025 Council Meeting be adopted as presented.

Recommendation:

THAT the minutes of the April 15, 2025 Committee of the Whole Meeting be adopted as presented.

4. DELEGATIONS

- | | | |
|-----|---|---------|
| 4.1 | Kaslo Community Garden Society
Earth Day presentation to V of Kaslo PDF.pdf  | 17 - 25 |
| 4.2 | South Beach Working Group
Road allowances as paths to the lake, on the South Beach lands.

South Beach Working Group - Submitted Materials.pdf  | 26 - 29 |

5. INFORMATION ITEMS

- | | | |
|-----|--|---------|
| 5.1 | Council Reports
Mayor's Report

<ul style="list-style-type: none"> • April 22, 2025 Mayor's Report.pdf  • Trust Board Highlights Apr2025.pdf  • FCM-Report-to-Council-March-Board-2025.pdf 
Councillor Reports | 30 - 42 |
| 5.2 | Committee Meetings
<i>None</i> | |
| 5.3 | Staff Reports
CAO Report | |
| 5.4 | Correspondence

2025.04.02 - Ministry of Health RE Local Government Workplace Nasal Nalozone Pilot.pdf 

2025.04.02 Philip Perras RE Call to support the Ten.pdf 
2025.04.05 Holland RE Delegation Request Redacted.pdf 
2025.04.09 Wilson RE Front Street Paving Project.pdf 
2025.04.10 JV Humphries School RE Village of Kaslo Bursary.pdf 
2025.04.13 Pidcock RE Climate petition for Kaslo Village Council to consider.pdf 
2025.04.14 Mayor Invite to Town of Creston Event.pdf  | 43 - 53 |

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 RDCK Letter of Consent 54 - 56
[2022-03-17-BRD Minutes-RES214-22.pdf](#) 
[2025-03-20-BRD Minutes-RES167-25.pdf](#) 
[3022-AMD-2135-KAS-Ltr Consent.pdf](#) 
- Recommendation:**
THAT the Village sign the Letter of Consent Bylaw No. 3022 addressed to the Regional District of Central Kootenay that amends Bylaw No. 2135 and removes the Electoral Area K as a participant of the service.
- 7.2 Beer Garden Regulation 57 - 60
 To consider whether the Village's beer garden bylaw is necessary given the provincial framework for liquor licensing.
[Staff Report - Beer Garden Regulation.pdf](#) 
[1315 - Repeal Beer Garden Regulation DRAFT.pdf](#) 
- Recommendation:**
THAT a bylaw to repeal the Village of Kaslo Beer Garden Regulation Bylaw No. 1315, 2025 be adopted.
- 7.3 Habitat Gardens 61 - 75
[Open Letter to Canadian Municipalities.pdf](#) 
[Bylaw 1209 Nuisances and Maintenance and Regulation of Property.pdf](#) 
- For council to review the open letter to Canadian municipalities advocating for the reform of municipal bylaws to better support the development of habitat gardens that enrich our communities, improve quality of life, and contribute to ecological stewardship.
- Further, Council may wish to invite the Kaslo Community Garden Society to identify amendments to Village bylaws that may be applicable to their cause, and propose that they identify partnership opportunities for community outreach and education.
- 7.4 2025-2029 Financial Plan 76 - 85
 To introduce the 2025-2029 financial plan bylaw.
[Staff Report - 2025-2029 Financial Plan.pdf](#) 
[Bylaw 1316 - 2025-2029 Financial Plan - DRAFT.pdf](#) 
- Recommendation:**

THAT the 2025-2029 Financial Plan Bylaw No. 1316, 2025 be given first, and second readings.

- 7.5 Contract Award – Janitorial Services 86 - 113
For Council to consider awarding a contract for janitorial services performed at municipal facilities.


[Staff Report - Contract Award - Janitorial Services.pdf](#) 

[2025 - ITQ - Janitorial Services.pdf](#) 

Recommendation:

THAT Kaslo Building Maintenance be awarded the contract for janitorial services at City Hall, Front Street Park, Public Works, and the Kemball Memorial Centre in the amount of \$195,840 for the term 2025-2029 as described in the staff report titled Contract Award – Janitorial Services dated April 17, 2025, and that staff fully execute the contract.

8. LATE ITEMS

- 8.1 Kaslo Municipal Campground Policy 114 - 115
[Request for Decision - Kaslo Municipal Campground Policy.pdf](#) 

9. ADJOURNMENT

Recommendation:

THAT the meeting be adjourned at _____ p.m.



Council Meeting - Apr 08 2025 Minutes

Tuesday, April 8, 2025 at 6:00 PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair: Mayor Hewat
Councillors: Bird, Brown, Leathwood, Lang
Staff: CAO Baker
Public: 10

1. CALL TO ORDER

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

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

2. ADOPTION OF THE AGENDA

2.1 Addition of late items

None

2.2 Adoption of the agenda

076/25 THAT the agenda for the April 8, 2025 Council Meeting be adopted as presented.

Moved by: Councillor Bird

Seconded by: Councillor Leathwood

CARRIED

3. ADOPTION OF THE MINUTES

2025.03.25 Minutes - Draft.pdf

077/25 THAT the minutes of the March 25, 2025 Council Meeting be adopted as presented.

Moved by: Councillor Bird

Seconded by: Councillor Lang

CARRIED

4. IN CAMERA NOTICE

078/25 THAT in accordance with Section 90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following;

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

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

Moved by: Councillor Leathwood

Seconded by: Councillor Bird

CARRIED

Council recessed at 6:02 p.m.

Council reconvened in open meeting at 7:02 p.m.

5. RAISED FROM IN CAMERA MEETING

079/25 IC027/25 THAT staff be directed to proceed with the Thrift Store lease agreement at a rate of \$1100 per year.

Moved by: Councillor Bird

Seconded by: Councillor Brown

CARRIED

6. DELEGATIONS

6.1 Kaslo Housing Society

7. INFORMATION ITEMS

7.1 Council Reports

- Mayor's Report
 - April 8, 2025 Mayor's Report.pdf
 - 1. WKBRHD Update Report - Final.pdf
 - 2. 2025_DRAFT_WKBRHD_APP_A_FINAL.pdf
- Councillor Reports

Council Brown reported on the upcoming Community Forest AGM

7.2 Committee Meetings

Draft Minutes from 2025.03.31 Events Committee Minutes

Councillor Leathwood reported on the upcoming Volunteer and Appreciation Dinner.

7.3 Staff Reports

CAO Report

CAO Baker provided a verbal update on municipal activities including ongoing and upcoming projects.

7.4 Correspondence - Received

2025.03.20 Village of Daajing Giids RE Cannabis Taxation Sharing and Municipal-Owned Cannabis Retail Stores.pdf

2025.04.01 - Jim Holland South Beach Working Group - Submitted Materials.pdf

Councillor Brown raised the correspondence from Jim Holland for discussion.

080/25 THAT staff coordinate a meeting for The South Beach Working Group to appear as a delegation.

Moved by: Councillor Brown

Seconded by: Councillor Bird

Aye Erika Bird, Matthew Brown, and Molly Leathwood

Nay Rob Lang

Abstain Suzan Hewat

CARRIED 3-1

7.5 Correspondence - Outgoing

2025.03.20 Support for BC Farmers Market Nutrition Coupon Program.pdf

2025.03.21 - Letter to Anne Malik_Redacted.pdf

7.6 Grant Application Approved

Kootenay Lake Testing for Ground Infiltrated Wastewater

72644_Village of Kaslo_IPG250070 - Approval Letter.pdf

8. QUESTION PERIOD

None

9. BUSINESS

9.1 2024 Audited Financial Statements

To consider the report prepared by Grant Thornton regarding the audit and consider accepting the 2024 Audited Financial Statements.

Village of Kaslo 2024 Financial Statements - Draft.pdf

081/25 THAT the 2024 Audited Financial Statements be accepted.

Moved by: Councillor Bird

Seconded by: Councillor Brown

CARRIED

9.2 Kaslo Housing Society

Kaslo Housing Society letter to Village of Kaslo.pdf

Backgrounder KHS project.pdf

082/25 THAT the Kaslo Housing Society's request for assistance be referred to the April 15th Committee of the Whole meeting.

Moved by: Councillor Leathwood

Seconded by: Councillor Brown

CARRIED

Councillor Leathwood declared a conflict of interest as she is the secretary of the VHKAS and left the meeting at 8:06 p.m.

9.3 Permissive Tax Exemption - Thrift Store Property

To consider granting a 10-year permissive tax exemption for the Thrift Store property.

Staff Report - Permissive Tax Exemption - Thrift Store Property.pdf

083/25 THAT the property occupied by the Thrift Store be granted a permissive tax exemption for the years 2025-2034.

Moved by: Councillor Brown

Seconded by: Councillor Bird

CARRIED

Councillor Leathwood returned to the meeting at 8:07 p.m.

9.4 Water & Wastewater Parcel Tax Bylaws

To propose water and wastewater parcel tax bylaws, with rates to be incorporated into the 5-year financial plan.

Staff Report - Water & Wastewater Parcel Tax Bylaws.pdf

1313 - Wastewater Parcel Tax Bylaw - DRAFT.pdf

1314 - Water Parcel Tax Bylaw - DRAFT.pdf

084/25 THAT the Wastewater Parcel Tax Bylaw No. 1313, 2025 be adopted as presented.

Moved by: Councillor Brown

Seconded by: Councillor Lang

CARRIED

085/25 THAT the Water Parcel Tax Bylaw No. 1314, 2025 be adopted as presented.

Moved by: Councillor Brown

Seconded by: Councillor Leathwood

CARRIED

9.5 Parcel Tax Roll Review Panel

To appoint a Parcel Tax Roll Review Panel to consider any complaints respecting the parcel tax roll, and to authenticate the roll.

Staff Report - Parcel Tax Roll Review Panel.pdf

086/25 THAT Mayor Hewat, Councillors Leathwood and Bird be appointed to the Parcel Tax Roll Review Panel, AND FURTHER

THAT first sitting of the review panel be scheduled for 4:00pm on April 28, 2025, at City Hall.

Moved by: Councillor Leathwood

Seconded by: Councillor Bird

CARRIED

9.6 Beer Garden Regulation

To consider whether the Village's beer garden bylaw is necessary given the provincial framework for liquor licensing.

Staff Report - Beer Garden Regulation.pdf

1315 - Repeal Beer Garden Regulation - DRAFT.pdf

087/25 THAT a bylaw to repeal the Village of Kaslo Beer Garden Regulation Bylaw No. 1315, 2025 receive third reading.

Moved by: Councillor Brown

Seconded by: Councillor Bird

CARRIED

9.7 EDMA Indigenous Engagement Requirements

To consider allocating an additional \$25,000 to the Regional District of Central Kootenay (RDCK) for collaboration on indigenous engagement activities.

Staff Report - EDMA Indigenous Engagement Requirements.pdf

088/25 THAT an additional \$25,000 (total \$40,000) be transferred to the RDCK for the purpose of pooling funds for Indigenous engagement requirements under the Emergency and Disaster Management Act, AND FURTHER THAT staff report back to Council once the Indigenous engagement plan is developed by the RDCK.

Moved by: Councillor Brown

Seconded by: Councillor Leathwood

CARRIED

089/25 THAT Council be offered the opportunity to enroll in the Indigenous Canada certificate program through the University of Alberta with fees paid for by the Village with its Indigenous Engagement Requirements funding.

Moved by: Councillor Brown

Seconded by: Councillor Bird

CARRIED

9.8 May Days 2025 – Chamber of Commerce Requests

To consider requests from the Kaslo & District Chamber of Commerce relating to the 2025 May Days event.

2025-03-28 - Letter from Chamber of Commerce.pdf

Staff Report - May Days 2025.pdf

090/25 THAT a grant-in-aid be provided to the Chamber of Commerce in the amount of \$4,050 to cover the cost of facility rental fees and permits related to the 2025 May Days event.

Moved by: Councillor Brown

Seconded by: Councillor Lang

CARRIED

091/25 THAT all the requests from the Chamber of Commerce identified in their Letter to the Village dated March 28, 2025 be granted.

Moved by: Councillor Brown

Seconded by: Councillor Leathwood

CARRIED

9.9 2025 Draft Budget

- Operating Enhancements
- Reserve Funding

10. LATE ITEMS

None

11. ADJOURNMENT

092/25 THAT the meeting be adjourned at 8:55 p.m.

Moved by: Councillor Brown

CARRIED

Corporate Officer

Mayor



Committee of the Whole - Apr 15 2025 Minutes

Tuesday, April 15, 2025 at 6:00 PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair: Mayor Hewat
Councillors: Bird, Brown, Leathwood, Lang
Staff: CAO Baker
Public: 1

1. CALL TO ORDER

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

The meeting is called to order at 6:02 p.m.

2. ADOPTION OF THE AGENDA

2.1 Addition of late items

None

2.2 Adoption of the agenda

093/25 THAT the agenda for the April 15, 2025 Committee of the Whole Meeting be adopted as presented.

Moved by: Councillor Brown

Seconded by: Councillor Leathwood

CARRIED

3. DELEGATIONS

3.1 *None*

4. QUESTION PERIOD

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

5. DISCUSSION

5.1 2025 Budget Discussion

- Projects.pdf
- Reserves.pdf
- Revenue.pdf
- 5-Year Financial Plan.pdf
- Expenses.pdf

Councillor Lang left the meeting at 7:32 p.m.

The Committee recessed at 7:34 p.m.

The Committee reconvened at 7:44 p.m.

094/25 THAT staff include a 9% property tax increase in the draft 2025 budget.

Moved by: Councillor Brown

Seconded by: Councillor Bird

CARRIED

095/25 THAT staff report back to Council on the Kaslo Housing Society's request for financial and administrative support for the mobile home park.

Moved by: Councillor Bird

Seconded by: Councillor Brown

CARRIED

6. LATE ITEMS

None

7. ADJOURNMENT

096/25 THAT the Committee of the Whole meeting be adjourned at 8:48 p.m.

Moved by: Councillor Brown

CARRIED

Corporate Officer

Mayor

PRESENTATION TO VILLAGE OF KASLO COUNCIL - EARTH DAY - APRIL 22 - 2025
SUPPORTED BY KASLO COMMUNITY GARDEN SOCIETY & KASLO CLIMATE ACTION TEAM

MUNICIPAL SUPPORT FOR POLLINATORS

Earth Day

PRESENTED BY LORENE ARCHDEKIN & ANNE HEARD





Pollinators in Decline

*** Population decline**

*** Insects are the base of the food web**

Pay Attention to Local Pollinators

- * **Food dependent crops and wild plants at risk**
- * **Urgent response required**

Do you notice fewer butterflies?



Woodland skipper by Loren Archdekin



Why Are Pollinators Declining?

- * Incursion from industry and human development**
- * Invasive species replacing native habitat**
- * Islands of native habitat isolated**
- * Herbicide and pesticide use**
- * Climate change altering timing**

Food production disrupted for all life!

Climate Change Impacts

- * Insects have limited life spans**
- * Flowering stage disruption**
- * Pollinator emergence**

**= native plants, human crops
and insects decline**



Photo by Ian Lane

What do Pollinators need ?

They need our help to stabilize populations

- * Habitat**
- * Plants in corridors that provide nectar**
- * Protection from pesticides and herbicides**



Mourning cloak by Lorene Archdekin



Letter to Municipalities

“Imagine a future where community well-being and the environment thrive together, supported by forward-thinking municipal policies.”

Call to Action

- * Reform bylaws and policies**
- * Initiate staff awareness and training**
- * Lead by example**
- * Commit to public outreach and education**



Photo by Chris Guppy



Swallowtail Photo by Norbert Kondla



Bombus flavifrons by Jenn Lucke

We Can Help

- * Find resources**
- * Develop public awareness**
- * Work with Council**
- * Work with Staff**

(Please display QPD Land Survey Map)

South Beach Working Group proposes the indicated Village properties be retained for the use of Kaslo and area residents and Kaslo visitors by designating these areas as *Parks and Natural Areas* as per Section 9.3.1 in the OCP. And that, the Village of Kaslo endeavor to secure adjacent properties for the uses established in the Village of Kaslo OCP 2022 Bylaw 1280 – in the Stream front and Lakefront Development Permit Areas.

The South Beach Working Group has secured significant funding to support this proposal to preserve South Beach as a public area, free of development.

From the outset of the QP Properties proposal to develop the South Beach properties, the Village has been in a reactive mode, and has not been proactive in adhering to the Context, Purposes, Objectives, Guidelines or Policies in various sections of *Bylaw 1280, 2022 Village of Kaslo Official Community Plan*, specifically:

OCP Sec. 9	Parks and Natural Spaces – Purposes, Objectives, Policies
OCP Sec. 11	Water Development Area – Purposes, Objectives, Policies
OCP Sec. 16	Development Permit Areas
OCP Sec. 16.4.1	Lakefront Protection DPA – Context and Purpose
OCP Section 16.4.3.4	Guidelines

The SBWG has previously discussed OCP Sections 11, 16 with Council. We have not directly drawn your attention to Section 9. It seems that Section 9 was largely created for the South Beach properties.

Please display Section 9 - provided for a quick review and return to map.

It would be of great service to the residents of the Village and any potential developer, for the Village to be proactive in establishing clear pathways and perimeters guiding the potential for development at South Beach. The first step should be to designate Village owned properties at South Beach to be Parks and Natural Areas with the mandate expressed in the OCP to enhance and protect these areas.

KEY ISSUES TO BE ADDRESSED

PUBLIC ACCESS

1. Public Access # 1 – SBWG proposes that the surveyed 3rd Street ROW, which is the old Mirror Lake / Kaslo Wagon Road, be restored as a link from Birch Ave to Kaslo River. This would be a relatively minor project since the road bed is mostly intact. It will enhance linking the Kaslo Trail systems. The parallel road is frequently used by pedestrians and bicycles and would be a popular alternative to avoid car traffic. It would also fit the theme of wagon road access trails popular in the region for tourist attraction.
2. Public Access #2 – the SBWG currently has two trails to propose that would access the North from 3rd Street roadway to the indicated area. Some preliminary layout and viewing have been completed and the proposals are very practical and viable.
3. Public Access #3 – H and/or I Avenues are being studied for potential access utilizing a mix of Trails and some stairs. There is credible potential but they would involve detailed planning and development.
4. Alternative Public Access opportunities will most likely occur in conjunction with any plans for development by QP Developments or in the case that the Village could acquire some or all of the private lands in the flood plain. Specifically, at the NE corner of Block 33.

PARKS AND NATURAL AREAS DESIGNATION

SBWG acknowledges that this would be a significant addition to Village open areas that might put additional demands on public works. We would like to discuss how to address this issue with Council on behalf of Village residents. We feel certain, given the public support to preserve South Beach area that, there are viable opportunities for ongoing community engagement, support and maintenance. Preserving this area on behalf of the Village residents, Area D residents and visitors to Kaslo, will create a prized legacy for the community and deliver social, cultural, environmental and economic benefits in perpetuity.

9.0 Parks and Natural Areas

9.1 Purpose

To provide passive outdoor recreation opportunities while protecting and preserving natural areas.

9.2 Objectives

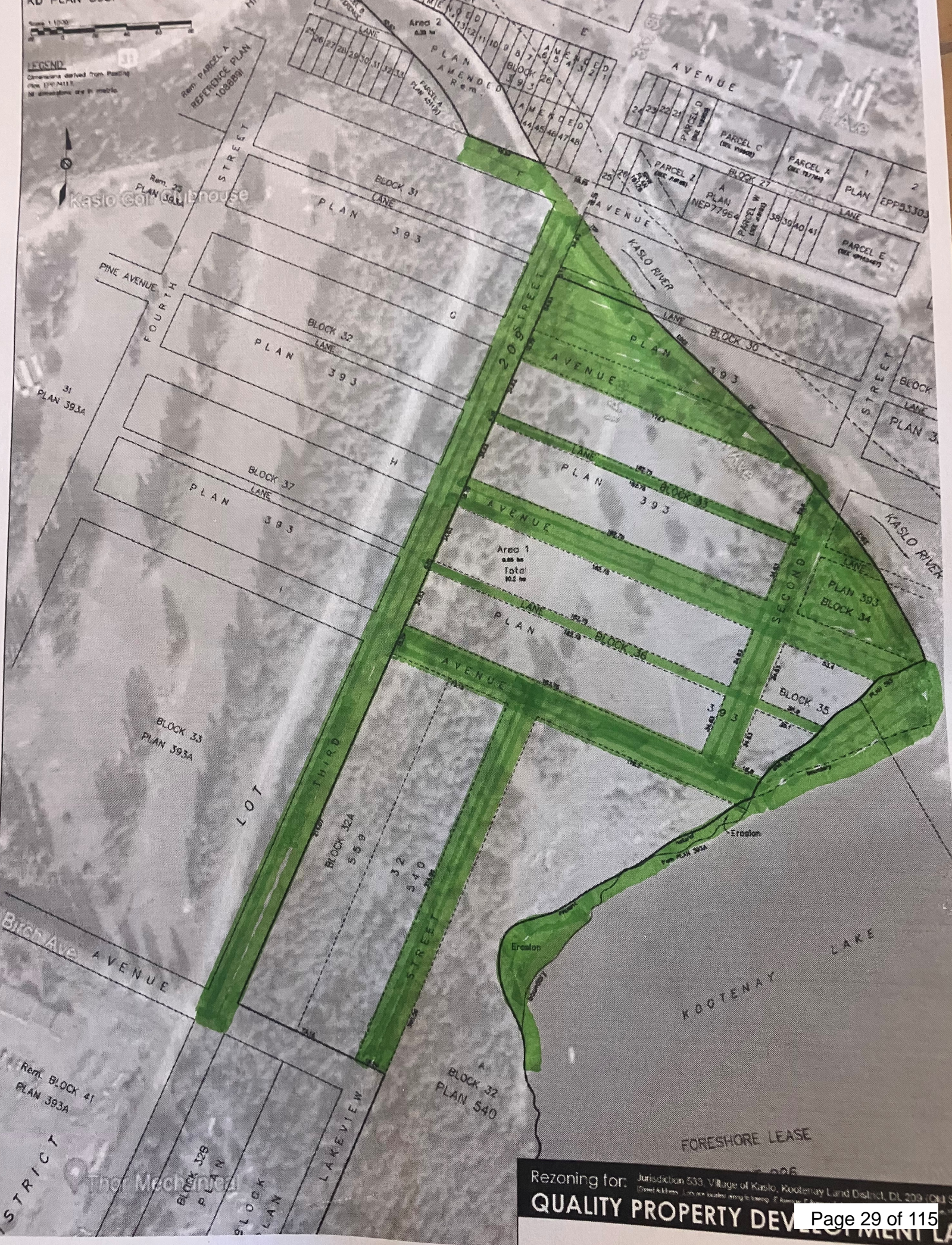
1. To retain, maintain, connect, and improve existing parkland, open space, and trails.
7. To protect, maintain and enhance natural areas and watercourses through municipal asset management and recognize their role in mitigating the impacts of climate change.

9.3 Policies

3. Establish and maintain the Stream Protection and Lakefront Protection Development Permit Areas to protect natural areas and riparian zones.
4. Preserve the public lands along lakefront and riverfront areas for parks, trails, and public use.
6. Require that public access be provided along key waterfront lands to achieve a linked multiuse trail system between major parks, greenbelts, dikes, and other recreational features throughout Kaslo and area.
7. Provide support to the Kaslo Outdoor Recreation and Trails Society to:
 - b. maintain, improve, and expand the network of trails throughout the Village.
8. Encourage linkages between trails, parks, lakefront areas, open spaces, and beaches within the village, and those that extend beyond village properties.
9. Require a minimum 7 metre public access strip along all waterfront areas at the time of subdivision through the Subdivision Bylaw.
10. Seek foreshore rights to Kootenay Lake waters.

Scale 1:1000

LEGEND
Dimensions derived from Platting
Plan 1000000
All dimensions are in meters



VILLAGE OF KASLO - MAYORS REPORT

Regular Council Meeting

Tuesday, April 22, 2025

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

FEDERATION OF CANADIAN MUNICIPALITIES

FCM Election Readiness Working Group.

I was recently appointed to this committee. This was my first meeting with the group, and we discussed the work of the committee and heard about the advocacy that has been done to date during the Federal Election Campaign.

Please see the attached report to Council from the March Board meetings.

OTHER MEETINGS

Meeting with NDP Candidate Kallee Lins

I met with Kallee as a member of the FCM Election Readiness Working Group and Board Member. We discussed the FCM Key Election issues as outlined in the attached report to council.

ReDi Grants Public Input Session @ the Langham

CBT Community Liaison Patrick Cheknita joined me for the meeting to give a greeting on behalf of the Trust and he stayed to assist me. We were joined by one of the members of the Local Selection Committee.

There were 30 members of the public from Kaslo and Area D to hear the presentations by the groups seeking funding.

At the end of the presentations, those in attendance filled out their ballots to indicate the level of support that they would like to provide to groups.

I must now collate the ballots, then provide the results to RDCK by May 1st.

COLUMBIA BASIN TRUST

Please see the attached Trust Board Highlights.

I wanted to note that the date of the September AGM in Radium has been changed so there isn't a conflict with UBCM.

VILLAGE OF KASLO

Volunteer Fair at the Royal Canadian Legion.

We had close to 20 volunteer organizations who participated in the event and approximately 40 members of the public who visited. The Legion Ladies provided coffee, tea and muffins for participants during the day as well as a fantastic lasagna dinner. Councillor Leathwood will provide a further report on the event and the Kaslo Events Committee along with Kaslo and Area Chamber of Commerce admin Alana Jenkins will do a debrief at our next meeting.



VILLAGE OF KASLO - MAYORS REPORT

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.

- April 15 West Kootenay Transit – Transit Apportionment @ 9:00am
RDCK Community Sustainable Living Advisory Committee @ 1:00pm
Village of Kaslo Committee of the Whole @ 6:00pm
- April 16 RDCK Joint Resource Recovery @ 1:00pm – this meeting has been cancelled due to a lack of agenda items.
- April 17 RDCK Board @ 9:00am.
- April 23-24 Municipal Finance Authority AGM in Victoria
- April 25-27 Association of Kootenay Boundary Local Governments in Kimberley.

Respectfully submitted,
Mayor Suzan Hewat



These board highlights offer a general summary of discussion items and key decisions from the Board of Directors meeting held on **April 4/5, 2025** in Kimberley, BC. Confidential topics, including business negotiations, personnel matters and legal issues, are not included.

- The Board approved the terms of reference and membership appointments for the four new task forces focused on advancing the Trust's efforts in clean energy, local food, housing, and water. Further details on the task forces and their work will be shared publicly in the coming months.

Learn more at ourtrust.org/taskforces.

- The Board participated in a professional development session on Cultural Burning with Marty Williams, an Elder and former elected Council member of the ʔaḡam community within the Ktunaxa Nation. The session explored the use of fire as a tool for forestry and environmental protection, its diverse benefits, and its role in safeguarding communities.
- The Board reviewed an evaluation of the Trust's business advisory supports and approved a three-year renewal for the expanded delivery of the Basin Business Advisors Program (BBA). Launched in 2000, BBA helps Basin businesses build resilience, adapt to challenges, expand their operations, and create local employment.

Learn more at bbaprogram.ca.

- Here is the 2025 meeting schedule for the Trust Board of Directors:

- May 23/24 Nakusp
- July 25/26 Valemount
- September 11-13 Radium (AGM)
- November 28/29 Nelson

- Board meeting minutes are posted on the Trust website after approval at the subsequent meeting. View the minutes here: ourtrust.org/publications.



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

FCM March 2025 Board of Directors Meeting Report to Council

Scan the QR code to access FCM's advocacy microsite for the federal election.



Context

- ▶ Board meeting held in person **March 17 – 20**. Committee meetings held virtually two weeks prior.
- ▶ U.S. trade war and federal election forming important background context, with numerous FCM delegations to US held recently.
- ▶ Dorval, QC as the host municipality, who supplied study tours to the St Laurent Composting Centre and Montréal-Trudeau International Airport.



Advocacy Discussion – National Prosperity Partnership

- ▶ At this board meeting, FCM facilitated discussion on our strategy for the 2025 federal election.
- ▶ Throughout this federal election campaign, FCM is advocating a shift towards a prosperity agenda and a new **National Prosperity Partnership**.
- ▶ Through FCM, municipalities are credible national partners and would focus on facilitating **dialogue and collaboration** with other orders of government to deliver a more resilient and competitive national economy.
- ▶ This is about aligning our orders of government for long-term efficiency in a challenging new economic reality. Adopting a **modernized approach** to municipal needs means local economies will have the long-term support they need, Canada's economic future will be reinforced, and we can deliver the on the issues that matter to Canadians.

Key Issues for Federal Election 2025

A **National Prosperity Partnership** is needed to move Canada forward by ensuring all orders of government work together. This will ensure better progress on the key issues:

- ▶ **Supporting local economic growth and resilience** so communities can attract businesses and ensure good jobs for Canadians.
- ▶ **Investing in infrastructure renewal** to drive productivity and competitiveness.
- ▶ **Achieving housing affordability** so Canadians (especially younger generations) can look to their future with confidence.
- ▶ **Ending homelessness** with solutions that work at the local level.
- ▶ **Keeping communities safe** and supporting vital emergency services.
- ▶ Reducing economic disruption by investing in **climate-resilient infrastructure**.
- ▶ Supporting thriving **rural, northern and remote communities**.



Advocacy Updates

Advocacy and delegations related to Canada / U.S. relations

Strategy: Leverage relationships with US mayors and associations

Emphasize the negative economic impact that President Trump's trade policies will have on U.S. communities, key messages tailored to each US region, asking US municipal leaders to speak with their federal officials to halt the tariffs.



5 Different delegations now dispatched:

- **With Council of the Federation** – Washington DC - Feb 10-12
- **U.S. Conference of Mayors** – Phoenix AZ - Feb 20-22
- **National Association of Counties** – Washington DC - March 1-4
- **National League of Cities (NLC)** – Washington DC - March 8-10
- **Trilateral Summit (U.S. / Canada / Mexico) of U.S. Conference of Mayors** – Washington DC - March 27-28 (post board)

Board Meeting – Decisions Taken

Endorsing UNDRIP

That FCM endorse and put in place actionable steps to embed its principles into FCM's Reconciliation Strategy.

Strategic Plan

That the Strategic Plan "Stronger together: Local strength, national prosperity" be approved.

FCM Budget 2025-2026



Board Meeting – Resolutions Adopted (1 of 2)

1. Supporting Canadians through a Stronger Canada Disability Benefit
2. Immigration Levels Plan
3. Food Insecurity – Groceries and Essentials Benefit
4. Cellular Coverage



Review all resolutions
in our database:

<https://fcm.ca/en/about-fcm/corporate-resources/fcm-resolutions>



Board Meeting – Resolutions Adopted (2 of 2)

5. Healthcare Access
6. Standardized Wake Surfing Regulation
7. Online Sale and Importation of Fireworks
8. Enhancing Accessibility Under the Federal Plastic Straw Ban
9. Seeking Federal Support for a Federal Flushability Standard



Review all resolutions
in our database:

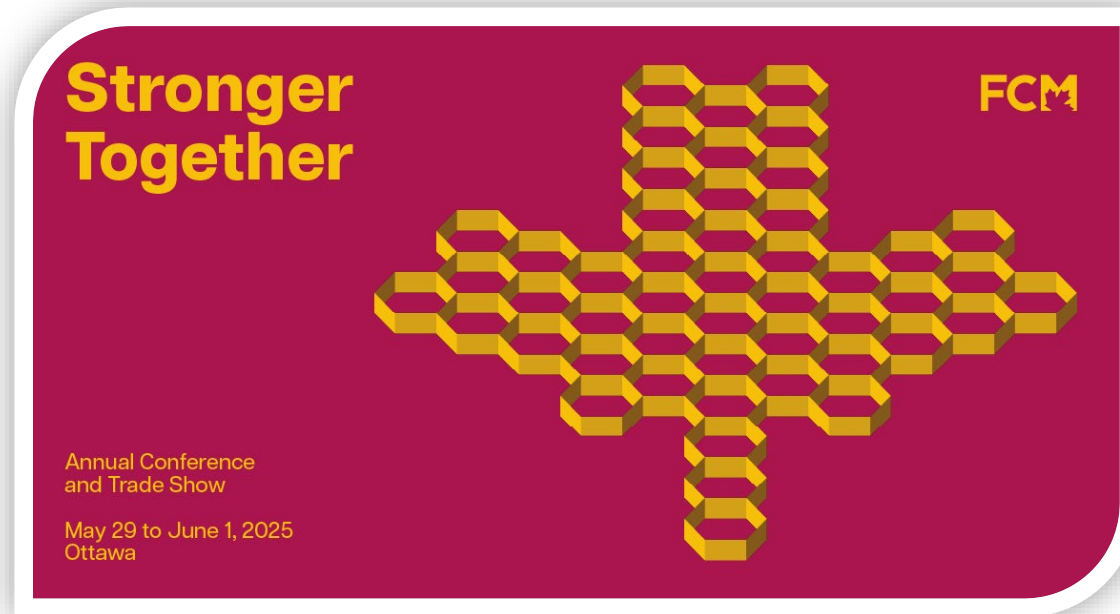
<https://fcm.ca/en/about-fcm/corporate-resources/fcm-resolutions>



Next FCM Board Meeting + Annual Conference

Board of Directors' virtual meeting: May 26

Annual Conference and AGM with board elections: May 29 to June 1, Rogers Centre, Ottawa, ON.



Stronger Together – Your Federal Election Hub



Visit strongertogether.fcm.ca for federal election tools , key messages, a draft letter and other resources.



April 2, 2025

Attention: Mayor & Council or Board of Directors, and CAO

As the toxic drug crisis persists, the Ministry of Health (the Ministry) continues to work urgently to expand access to naloxone, which reverses the effects of opioid poisoning. Naloxone is available in two formulations: intramuscular (injectable) and intranasal (nasal). Nasal and injectable naloxone are both effective at reversing opioid poisoning. Nasal naloxone may be a preferred choice in some workplace settings given its ease of use.

The Ministry is encouraging publicly funded organizations to make naloxone available and to equip staff with the training to recognize and respond to suspected drug poisoning. Having naloxone available in the workplace may also create opportunities to foster education and conversations about drug use, while promoting safety, protecting community members and encouraging proactive awareness.

To this end, the Ministry is implementing a **one-time** no-cost initiative to distribute nasal naloxone kits to publicly funded organizations where a toxic drug event may occur. The kits are intended for use by staff in the course of their work duties.

To receive the no-cost nasal naloxone kits, participating organizations will submit an [order and agreement form](#) confirming their commitment to implement naloxone and meet participation requirements. Needs assessment guidance is provided for consideration as appropriate. Most organizations may order up to 10 kits initially while some organizations that routinely use naloxone may order quantities beyond the 10 that they expect to use by the expiry date of February 2026. Participating organizations will be invited to complete an evaluation survey.

As this is a one-time initiative, participating organizations will need to pursue regular avenues for purchasing naloxone in the future.

We invite you to share this opportunity with relevant departments (such as fire services, by-law units, community centers and recreational centers) in your organization. The details are outlined in the attached invitation to participate. For more information, please contact naloxonesupplies@gov.bc.ca

Sincerely,

Evan Howatson
Executive Director

Invitation to participate in the Workplace Nasal Naloxone Pilot Initiative

We invite your organization to access no-cost nasal naloxone kits through this initiative. To do so, you will need to:

- review the needs assessment guidance (page 3) and complete the **Naloxone Needs Assessment Decision-Making Template** (page 4) to determine whether your workplace needs naloxone, if procuring naloxone for the first time
- commit to naloxone implementation steps including a free [online](#) course for staff expected to administer naloxone (such as occupational first aid attendants)
- commit to submitting a [report](#) when a kit is used and participating in an evaluation survey at the conclusion of the pilot

Organizations may order up to 10 kits per location or site (as applicable) while those that routinely use naloxone may order quantities they expect to use by February 2026 (expiry date). Allocation will depend on availability.

As this is a **one-time initiative**, participating organizations will need to pursue regular avenues for purchasing naloxone in the future.

Submit your order through this [order and agreement form](#). For more information, please contact naloxonesupplies@gov.bc.ca.

NALOXONE NEEDS ASSESSMENT DECISION-MAKING

Organizational Drug Poisoning Needs Assessment Considerations

The decision as to whether your organization should obtain naloxone should be based on the likelihood that staff will encounter an individual who is at risk of an opioid poisoning, AND the potential consequence of not having naloxone available should an opioid poisoning occur.

Likelihood of encountering an individual who has experienced drug poisoning

- Have staff ever responded to a drug poisoning on site?
- Do staff regularly encounter people who have experienced a drug poisoning somewhere else?
- Do staff regularly encounter people who may use drugs?
- Do staff regularly encounter people in recovery from a substance use disorder?
- Do staff regularly encounter illegal/illicit drugs or unknown substances?

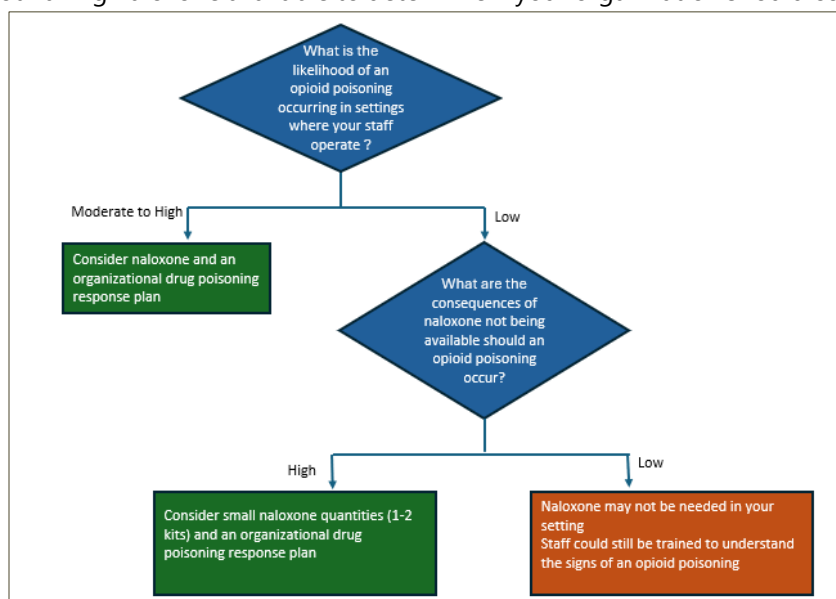
If you determine that the likelihood of encountering someone experiencing a drug poisoning is moderate to high, naloxone should be acquired and protocols should be developed to prepare staff to respond to a drug poisoning. If the likelihood is low, consider the consequences of not having naloxone available in your setting should someone experience a drug poisoning.

Potential consequences of not having naloxone available

- How long would it take for emergency medical personnel to arrive and administer naloxone? Every minute in which a person is not breathing increases the likelihood of death or irreversible brain damage. If naloxone were available onsite, could it be retrieved and used faster than emergency medical personnel could arrive?
- Are staff trained, willing, and able to provide breaths while waiting for emergency medical personnel to arrive? Providing breaths can prevent brain damage and death even if there is a delay in administering naloxone. If responders are able and willing to provide breaths, it should be part of every drug poisoning response, even if naloxone is used.
- Does your organization have a mandated duty to provide care for clients?
- Are there public or community expectations with regard to naloxone being available in this setting?

Weighing likelihood and consequence

Use your assessment of (i) the likelihood of someone witnessing an opioid poisoning and (ii) the consequence of not having naloxone available to determine if your organization should consider stocking naloxone in your setting.



Use the Naloxone Needs Assessment Decision-Making Template on the next page to detail your decision making on naloxone.

Naloxone Needs Assessment Decision-Making Template

This template provides a way to assess the need for your organization to stock naloxone and train staff, for your purposes only. Complete and file per your organization's guidelines.

Organization:	Date:
Risk: [list all staff, client groups, and members of the public who may be at risk of drug poisoning]	
Risk Identification and Mitigation Strategies: [provide an overview of risk for staff or clients/members of the public, and risk mitigation strategies as well as gaps that may exist]	
Likelihood of a drug poisoning in this setting: High/Low (circle one) Comments:	
Consequence of a drug poisoning in the absence of naloxone in this setting: High/Low (circle one) Comments:	
Recommendations:	
We recognize that if this assessment identifies we should stock naloxone, all staff expected to use it will be trained on how to safely respond to a drug poisoning and administer naloxone (please check) <input type="checkbox"/>	

Recommended resource when thinking about preparing for overdoses in your organization: [The First Seven Minutes Overdose Prevention](#)

Philip Perras
4510 Bedwell Harbour Rd
Pender Island, BC
V0N 2M1
philip_perras@hotmail.com

Dear Mayor and Council,

On April 1st, ten South Island municipalities—Colwood, Duncan, Ladysmith, Langford, Metchosin, North Cowichan, North Saanich, Sidney, Sooke, and View Royal—took a courageous and unified stand by refusing to fund E-Comm under the current unfair arrangement imposed by the province. I thank and applaud them for taking this action in order to protect their constituents. This act of civil disobedience was not reckless—it was necessary, principled, and done on behalf of every municipality in this province.

These ten municipalities are not simply reacting to unfair funding — they are reacting to the collapse of accountability. E-Comm is supposed to be an independent public service, yet it operates without transparency, oversight, or effective municipal representation. Now, an “independent review” is being promised—ironically, to review an organization that was, again, already supposed to be independent. If that doesn’t demonstrate a systemic failure of accountability, what does?

The ten municipalities have refused to fund E-Comm not just because the costs are unjustly distributed, but because the structure itself is unacceptable. Reform must come first. Without it, municipalities are being asked to prop up a failing governance model with taxpayer dollars and political silence. Now, all municipalities in British Columbia must be prepared to stand behind them.

What we’re seeing across BC is not isolated. It is a growing pattern: the slow death of independent oversight.

E-Comm is only one example. After the 2024 election, the province approved multi-year BC Hydro rate hikes — but not through the independent BC Utilities Commission. That’s the regulator tasked with protecting the public interest, and it was simply overridden by the NDP cabinet. The rate increases disproportionately impact seniors and low-income residents — and the public never had a chance to weigh in.

This was not an isolated incident. It’s part of a broader trend of provincial power grabs, where oversight is being sidelined, local governance is being strong-armed, and public services have become tools of control rather than accountability.

I believe that the introduction of Bill 7 cemented this concern. Introduced in March 2025, just months after the NDP narrowly retained power, the bill sought to grant cabinet sweeping emergency powers — bypassing the legislature entirely. Even after Section 4 was reportedly withdrawn, the underlying goal

remains: consolidate power quietly, away from public view, and bypass local voices.

Meanwhile, the institutions we rely on are becoming symbols of isolation and avoidance.

Consider BC Hydro once again. Could it somehow be another example of the province exploiting crises to consolidate power? For one thing, their Victoria district office is "earthquake resistant" — but on closer inspection, it is also accountability resistant. Locked doors during business hours (according to google reviews). No benches. No bulletin board. No ledges of any kind. Nothing inviting whatsoever. Instead, they placed a "mailbox" for complaints that looks like it will literally shock anybody who comes near it.

This is the public-facing symbol of what governance has become in British Columbia — uninviting customer service, locked lobbies, and backroom decision-making resistant to accountability.

These ten municipalities have refused to fund dysfunction, and every municipality in BC should be ready to take action to support them. Not with outrage. Not with noise. But with unity, on behalf of their constituents.

If retaliation comes — whether in the form of withheld grants, political pressure, or punitive treatment — then perhaps municipalities across the province should consider delaying their power bill payments to BC Hydro for one billing cycle.

Not a refusal — a reflection. A pause. A symbolic outage to mirror the real outage: the blackout of democratic accountability in this province.

Because when E-Comm isn't independent, when the BCUC is overridden, when public services lock the doors on the public, and when Bill 7 threatens the very role of the legislature, especially at a time when the government barely got elected at all — municipalities are the last source of accountability left.

Support the ten. Prepare to stand together. And if the province insists on flexing power against the communities it serves, then let us remind them — we still have the power to respond.

Respectfully,

Philip Perras

Concerned Resident of British Columbia

From: [REDACTED]
Sent: Saturday, April 5, 2025 7:41 AM
To: Village of Kaslo
Cc: Doug Roberts; Russell Precious; dscarlett; Laura Douglas; Linda Ullo Lynch; Randy Morse; Malik, Anne
Subject: Re: Delegation Request

Hello Mayor, Council and Village Staff,

I think you folks are misinterpreting the Procedures Bylaw, which states,

The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an agenda item.....

The Village Guidelines for Delegations states *"The Corporate Office may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction on Council."*

Once an item has been raised by Council as a business (agenda) item, it does not cease to be a business item *when the meeting is adjourned* - it continues to be an item of business considered by Council, therefor within the jurisdiction of Council. And therefore available for comment from the public.

Your interpretation of the bylaw, makes it virtually impossible to make a delegation to Council, because:

The deadline to request a delegation is noon Tuesday before the meeting and the agenda for the meeting is released Friday before the meeting. It is **impossible** for a Delegation to determine when it would be appropriate to address Council.

Your interpretation of the Procedures Bylaw is a severe example of government being closed and not accessible.

I am very concerned about this,
Jim Holland

[REDACTED]

From: Pat Wilson <[REDACTED]>
Sent: Wednesday, April 9, 2025 9:23 PM
To: Village of Kaslo
Subject: Front Street paving project?

Hello,

I recently read in the Valley Voice that the Village of Kaslo is considering paving the 200 block of Front Street.

If this is indeed the case, I would like to voice my strong opposition to this. I own 175 feet of the frontage (2 houses) on this block and I feel the current state of the pavement is more than adequate and the money used to repave could be better used for some other purpose. Indeed the house with the most disruptive pavement is in front of one of my properties. The reason for the potholes in this location is the fact the large village owned maple tree is uplifting the pavement. This tree is gorgeous healthy and not be removed. Patching the pavement is more than adequate.

Another factor that should be considered is the few potholes do serve as a sort of speed bump on a busy street where people have a tendency to go well over the 25 kmh speed limit.

I am also wondering how the costing of such a project would play out. Does the entire village absorb the cost or if the cost distributed to the residents of the block.

Your consideration and an answer to the potential costing is appreciated.

Regards,

Pat Wilson



School District 8
Kootenay Lake

J V Humphries School
Box 577, Kaslo, B.C. V0G 1M0
Telephone: (250) 353 2227 Fax: (250) 353 7434
Web: www.sd8.bc.ca <http://jvh.sd8.bc.ca/>

April 10, 2025

Village of Kaslo
PO Box 576
Kaslo, B.C
Suzan Hewat admin@kaslo.ca

Re: Village of Kaslo Bursary

Dear Ms. Hewat,

I am writing on behalf of our school and graduating students to express our gratitude for your bursary support these past many years. Funding a college or university education is a big undertaking and your generosity has made a difference. We continue to be deeply impressed with what our students accomplish as they delve into post-secondary education.

(There is enough money left in this account for this year's bursary, so there is no need to send additional funds.)

We invite your representative to attend the 2025 graduation ceremonies to make the presentation of your bursary. The ceremony this year takes place on Saturday, June 21st. Please reach out to the school if you would like to attend.

Yours truly,

Monica Doyle
Interim Principal, Kaslo Family of Schools
J.V. Humphries - Kaslo (K-12)
250-353-2227

[REDACTED]

From: Karen Pidcock [REDACTED]
Sent: Sunday, April 13, 2025 3:23 PM
To: Mayor Hewat
Cc: Village of Kaslo; Molly Leathwood; Rob Lang; Village of Kaslo; Village of Kaslo
Subject: climate petition for Kaslo Village Council to consider

Village of Kaslo Mayor and Councillors:

I am writing on behalf of KCAT, Kaslo Climate Action Team, to request that our village councillors read, and consider signing on to 'Elbows Up for Climate'...presently being supported across Canada. <https://www.cbc.ca/news/politics/letter-mayors-federal-leaders-1.7507440>

Kindly go to <https://elbowsupforclimate.ca> and read this brief but compelling petition, to which it is a simple and quick step to sign on.

With thanks for all you do, and your already expressed commitment with our RDCK to the worthy goal of reaching net zero by 2050. We see this as an important current step in that direction.

Respectfully,

Kaslo Climate Action Team:

Karen Pidcock, Barbara Bergen, Marianne Hobden, Catherine McCormick, Tamara Schwartzentruber, Osa Thatcher, Margaret Raymond, Elizabeth Scarlett, Joanna Temple, Chelsea Van Koughnett, Lynn Van Deursen, Anne Heard

*"Wonder is the wellspring of love...and love, in the end,
is what drives us to a passion for things wild and at risk."*

Abraham Heschel



TOWN OF CRESTON

PO Box 1339, 238-10th Avenue North, Creston, BC V0B 1G0

Phone: 250-428-2214 * Fax: 250-428-9164

email: info@creston.ca



**CRESTON
VALLEY**

TOWN of CRESTON

OFFICE OF THE MAYOR

April 11, 2025

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

Dear Mayor Hewat:

You and your guest are cordially invited to our informal V.I.P. Reception following the annual Creston Valley Blossom Festival Parade. This is an opportunity to visit and share good conversation over a relaxing lunch and light refreshments.

Please RSVP at your earliest convenience, confirming that you will be our guests in Creston.

Date: Saturday, May 17, 2025

Time: Immediately following Parade

Location: Training Room, Creston Emergency Services Building,
1505 Cook Street (parking access off 16th by
Lordco)

RSVP: by May 9, 2025 to cathy.chapman@creston.ca or,
phone 250-428-2214, ext. 222

Also, we invite you to participate in the 84th Annual Creston Valley Blossom Festival Parade. The theme this year is "Love of Farming". More information, including Parade entry forms can be found at www.blossomfestival.ca

We look forward to seeing you on May 17th in the beautiful Creston Valley.

Sincerely,

Arnold DeBoon

**Arnold DeBoon
Mayor**

Director Davidoff recorded opposed.

Moved and seconded,
And Resolved:

- 210/22 That the Community Works Fund application submitted by Fields Forward Society for the Weather Stations & Climate Change Decision Management Tool Project in the total amount of \$40,000 be approved and that the funds be disbursed from Community Works Funds allocated to Electoral Area B SUBJECT TO submission of the required five year long term land lease agreements between property owners and the Fields Forward Society and SUBJECT TO confirmation of the balance of project funding required.

Carried

Moved and seconded,
And Resolved:

- 211/22 That the RDCK Community Works Fund application submitted for the Harrop Fire Hall Infrastructure Upgrade Project in the total amount of \$68,760 be approved and that the funds be disbursed from Area E Community Works Funds and allocated to Fire Protection – Def E – Balfour/Harrop - Service 141.

Carried

Moved and seconded,
And Resolved:

- 212/22 That the RDCK Community Works Fund application submitted by the Krestova Improvement District for the Krestova Improvement District New Source Well Infrastructure Project in the total amount of \$56,671 be approved and that the funds be disbursed from Community Works Funds allocated to Electoral Area H.

Carried

Moved and seconded,
And Resolved:

- 213/22 That the RDCK Community Works Fund application submitted for the Pass Creek & Tarrys Fire Halls Infrastructure Upgrade Project in the total amount of \$366,150 be approved and that the funds be disbursed from Area I Community Works Funds and allocated to Fire Protection Def Area I – Service 137.

Carried

11. DIRECTORS' MOTIONS

11.1 Director Peterson: Community Sustainable Living Service

The letter date March 9, 2022 from Director Paul Peterson requesting to withdraw from the Community Sustainable Living Service, has been received.

Moved and seconded,
And Resolved:

- 214/22 That the Board receive the letter dated March 9, 2022 from Director Paul Peterson (Area K) as an official request to withdraw from the Community Sustainable Living Service; AND FURTHER, staff be directed to prepare an amendment to *Community Sustainable Living Service Establishment Bylaw No. 2135, 2010* for March, 2024 to adhere to the 24 months notice identified in the bylaw.

Carried

- 6.7 Bylaw 3022: Community Sustainable Living Service Establishment Amendment Board Meeting - March 17, 2022**
RES 214/22 - official request received to withdraw from the Community Sustainable Living Service.
Moved and seconded,
And Resolved:

167/25 That the Community Sustainable Living Service Establishment Amendment Bylaw No. 3022, 2025 be read a FIRST, SECOND, and THIRD time by content.

Carried

RECESSED/ The meeting recessed at 10:22 a.m. for a break and reconvened at 10:37 a.m.
RECONVENED

- 6.8 Bylaw 3023: 2025-2029 Financial Plan**
Moved and seconded,
MOTION ONLY

That the 2025 draft Financial Plan for S100 General Administration be amended to reduce Employee Health & Safety to \$20,000 and reduce requisition accordingly.

Moved and seconded,
And Resolved:

AMENDMENT TO THE MOTION

168/25 That the foregoing motion, being:

That the 2025 draft Financial Plan for S100 General Administration be amended to reduce Employee Health & Safety to \$20,000 and reduce requisition accordingly;

be amended to reduce Employee Health and Safety to \$27,700, thus reading:

That the 2025 draft Financial Plan for S100 General Administration be amended to reduce Employee Health & Safety to reduce to \$27,700 and reduce requisition accordingly.

Carried

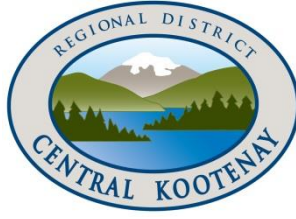
Moved and seconded,
And Resolved:
MAIN MOTION

169/25 That the 2025 draft Financial Plan for S100 General Administration be amended to reduce Employee Health & Safety to reduce to \$27,700 and reduce requisition accordingly.

Carried

Moved and seconded,
And Resolved:

170/25 That the 2025 draft Financial Plan for S100 General Administration be amended to reduce Education and Training to \$50,000 and reduce requisition accordingly.



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**Letter of Consent
Bylaw No. 3022**

We, the Council of the Village of Kaslo in the Regional District of Central Kootenay, do hereby consent, on behalf of the Village of Kaslo electors, to the Board of the Regional District of Central Kootenay adopting Bylaw No. 3022 being:

“Community Sustainable Living Service Establishment Amendment Bylaw No. 3022, 2025”

which deems it expedient to amend Bylaw No. 2135 and remove the Electoral Area K as a participant of the service.

Robert Baker, Chief Administrative Officer
Village of Kaslo
Regional District of Central Kootenay

Director Suzan Hewat
Village of Kaslo
Regional District of Central Kootenay

DATE: March 17, 2025

FILE NUMBER: 3900

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Beer Garden Regulation

1.0 PURPOSE

To consider whether the Village's beer garden bylaw is necessary given the provincial framework for liquor licensing.

2.0 RECOMMENDATION

THAT a bylaw to repeal the Village of Kaslo Beer Garden Regulation Bylaw No. 1315, 2025 receive first and second readings.

3.0 BACKGROUND

In 1975, the BC Liquor Control and Licensing Act was enacted to regulate liquor sales and consumption, including licensing and permits for various establishments and events. The Act has received numerous amendments over the last 50 years, and is enabled through the Liquor Control and Licensing Regulation.

In 1989, the Village enacted its first beer garden regulation bylaw for the primary purpose of ensuring the public was fully cognizant of the responsibilities of a license holder for a beer garden pursuant to the Act. The bylaw required organizations to apply for a beer garden license from the Village and adhere to requirements regarding the maximum number of days in a year that beer gardens could occur, as well as abide by guidelines for security, types of cups, hours of operation, the use of refrigerated trucks, financial reporting, supervision, and protection of minors. Amendments and repeals to the Village's beer garden bylaw(s) occurred in 2004, 2005, 2008, and 2024. The amendments removed many of the conditions that had been imposed in 1989.

Since 2008, the Village's beer garden bylaw has restricted beer gardens to 11am to dusk, allowed a maximum of ten (10) beer garden licenses to be issued in any calendar year for a maximum of three (3) days per occurrence, with no refrigerated trucks operating beyond one hour of the close of sales within 300 feet of residential zones, and requiring a financial statement from the license holder to be provided to the Village within 60 days of the event. In comparison to the 1989 bylaw, the Village's current bylaw does not reference security, types of cups, supervision, and underage access. This might be because the Act and Regulations which govern beer gardens have become more prescriptive since 1989 whereby many of the requirements of the Village's original bylaw are now part of the regulatory framework administered by the Liquor and Cannabis Regulation Branch (LCRB). The remaining requirements of the current bylaw are discussed in this staff report, and provide Council with an opportunity to consider whether the Village's beer garden bylaw is necessary given the provincial framework for liquor licensing.

4.0 DISCUSSION

The regulation of liquor licenses in BC is administered by the LCRB. The LCRB approves Special Event Permits for beer gardens and requires applicants to have written permission from their local government if the event is to occur on public land. If the Village has concern with a particular beer garden, it has an opportunity to discuss the concern with the applicant when they request local government permission. Council can decline to provide support, and this would effectively prevent a license from being issued by the LCRB.

The LCRB provides the Village with notification of all permits issued, and this enables the Village to remain informed of any community events that are planned to include a beer garden. By way of this notification, the Village would become aware of any permits issued by the LCRB that had not in fact received local government permission (i.e. the applicant indicated to LCRB that they had permission, but this was not true).

With respect to security, if the event is for more than 500 people, the LCRB requires a security plan to be approved by the RCMP and the local government as part of the application process.

It should be noted that there isn't any record of a beer garden license application being denied by Council because ten (10) licenses had already been issued for that year. Further, staff are not aware of an event utilizing a refrigerated truck for a beer garden, and the Village's requirement for license holders to submit a financial statement after their event does not appear to have influenced a Council decision regarding issuance of a subsequent beer garden license, and so the purpose of the financial reporting requirement is not clear.

As the original purpose of the Village's beer garden bylaw was to ensure the public was fully cognizant of the responsibilities of a license holder, and whereas the LCRB now has robust systems in place to educate the public and administer Special Event Permits, it could be argued that the Village's beer garden bylaw isn't as relevant as it was 35+ years ago. Continuing to require organizations to apply for a Village beer garden license in addition to their LCRB Special Event Permit could be adding an unnecessary layer of administration and be perceived by the public as onerous. While there are other municipalities in BC who have beer garden bylaws, their bylaw focus' on where and when beer gardens are permitted (i.e. arenas, parks, etc), rather than how they regulate beer gardens (i.e. number of events in a year and the use of refrigerated trucks).

The current Act and Regulations have provisions that provide Council with an opportunity to review beer garden applications before they are approved by the LCRB, and so the Village's beer garden bylaw could be repealed without adverse effect. If Council would like to communicate to the public how it will assess requests for local government permission for beer gardens, it could do so through policy. A possible resolution could be:

"THAT the Village develop a policy for providing local government permission of liquor license applications administered through the Liquor and Cannabis Regulation Branch."

If Council is interested in developing a policy, then specific information to include in the draft can be provided to staff at the time of resolution.

5.0 OPTIONS

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

1. **Council gives 1st and 2nd readings to a bylaw to repeal the Village's beer garden bylaw.** *This will prompt public input for Council to consider prior to 3rd reading.*
2. Status quo, no action will be taken by staff.

6.0 FINANCIAL CONSIDERATIONS

The Village does not charge any fees to beer garden license applicants, and yet administering the bylaw requires staff time. If the bylaw is repealed and Village staff no longer need to administer the beer garden bylaw, it would provide for operational efficiencies.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

BC Liquor Control and Licensing Act, Liquor Control and Licensing Regulation, and the policies of the Liquor and Cannabis Regulation Branch.

Bylaw

Village of Kaslo Beer Garden Regulation Bylaw No. 1052

8.0 STRATEGIC PRIORITIES

Governance and Operations – Administrative Improvements

(v) Review/develop bylaws, process maps, procedures...Beer Gardens.

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer

Attachments: Village of Kaslo Beer Garden Regulation Bylaw No. 1052
DRAFT Bylaw No. 1315, 2025 - A Bylaw to Repeal the Village of Kaslo Beer Garden Regulation

A Bylaw to Repeal the Village of Kaslo Beer Garden Regulation

Village of Kaslo

Bylaw No. 1315, 2025

A bylaw to repeal the Village of Kaslo Beer Garden Regulation Bylaw No. 1052

TITLE

1. This bylaw shall be known and cited as a “Bylaw to Repeal the Village of Kaslo Beer Garden Regulation”.

AUTHORITY

2. Pursuant to Section 137 of the Community Charter, Power to amend or repeal a bylaw.

ENACTMENT

3. The Council of the Village of Kaslo hereby enacts that the Village of Kaslo Beer Garden Regulation Bylaw No. 1052 is hereby repealed.

EFFECTIVE DATE

4. This Bylaw to Repeal the Village of Kaslo Beer Garden Regulation No. 1315, 2025, shall be effective on the date of approval and adoption below.

READ A FIRST TIME this 25th day of March, 2025.

READ A SECOND TIME this 25th day of March, 2025.

READ A THIRD TIME this 8th day of April, 2025.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this 22nd day of April, 2025.

Mayor

Corporate Officer

Imagine a future where community well-being and the environment thrive together, supported by forward-thinking municipal policies

Across Canada, people are learning about the many benefits of habitat gardens, spaces where traditional turfgrass lawns have been transformed into vibrant ecosystems. These gardens are carefully cultivated with plants that attract and support a diversity of wildlife including birds, bees, and butterflies. Habitat gardens demonstrate a proactive, local response to the global challenges of climate change and biodiversity loss. However, municipal property standards, practices, and bylaws can limit the potential of these personal and community initiatives.

In response, the Canadian Society of Landscape Architects (CSLA), the Canadian Wildlife Federation (CWF), the David Suzuki Foundation (DSF), the Ecological Design Lab located at Toronto Metropolitan University, and renowned author and environmental advocate Lorraine Johnson have joined forces. Together, we are advocating for the reform of municipal bylaws to better support the development of habitat gardens that enrich our communities, improve quality of life, and contribute to ecological stewardship.

We acknowledge and celebrate the efforts of municipalities to-date and offer our encouragement and support to further advance essential bylaw reform and enforcement policies and procedures. Through this open letter we aim to bolster the efforts of residents and organizations advocating for municipal bylaw reform and to encourage municipalities to be leaders in ecological stewardship. To make a real difference, we must act decisively and collaboratively. Municipalities must lead by example, support their local champions, and take steps to inform the wider community. Through this approach, municipalities can create a powerful momentum for transforming our landscape practices and policies.

WE CALL ON CANADIAN MUNICIPALITIES TO:

- 1. Reform municipal bylaws:** Revise existing property standard bylaws that discourage or prohibit habitat gardens, ensuring that new versions support biodiversity and ecological health.
- 2. Initiate bylaw enforcement training:** Bylaw enforcement policies and procedures must include training for bylaw enforcement officers on native and prohibited plant identification, essential and permitted habitat features, community relations, and the legal rights of gardeners to express their environmental ethics.
- 3. Lead by example:** Insist on a high level of ecological gardening awareness and practice among city employees tending to public gardens, green infrastructure, natural areas and other lands.
- 4. Commit to community outreach and education:** Effective outreach programs are crucial for shifting public perceptions and fostering a deeper understanding of sustainable practices. Municipalities should partner with community leaders and committed organizations to deliver habitat garden resources and events, and install and maintain habitat gardens on public land.

Through these actions, your municipality can transform landscapes into thriving ecosystems with enhanced biodiversity and climate change resilience, improving the quality of life for all residents.

As we advance towards more sustainable and resilient communities, we remain committed to supporting municipalities, organizations, and individuals in their efforts to implement habitat gardens. Our collective expertise in environmental advocacy, ecological research, education and design uniquely positions us to support bylaw reform, bylaw officer training, the development of enforcement policies and procedures, and the creation and delivery of public education and engagement programs.

For your convenience, we have compiled a backgrounder with additional information on the benefits of habitat gardens, the challenges associated with current bylaws, and a link to existing resources available to help you get started. If you would like to receive an invitation to a related virtual conversation taking place later in 2024 or early in 2025, please complete this [questionnaire](#). Note that the information collected will only be used by the David Suzuki Foundation to generate a mailing list for the virtual conversation.

If you have any additional questions, please feel free to contact any of our organizations directly. We look forward to collaborating with and supporting municipalities working towards enhancing biodiversity within their communities.

Sincerely,

Catherine Berris, RLA, RPP, BCSLA, FCSLA, ASLA

President,

Canadian Society of Landscape Architects

Mike Bingley, MEd

Director of Education,

Canadian Wildlife Federation

Jode Roberts

Manager, Rewilding communities program,

David Suzuki Foundation

Prof. Nina-Marie E. Lister, MCIP, RPP, Hon. ASLA

Professor, School of Urban & Regional Planning

Director, Ecological Design Lab

Toronto Metropolitan University

Lorraine Johnson

Canadian Author / Environmental Advocate

What are habitat gardens?

Habitat gardens, also known as pollinator gardens, native plant gardens or naturalized landscapes, are spaces where traditional turfgrass lawns have been transformed into vibrant ecosystems. These gardens are carefully cultivated with plants that attract and support a diverse range of wildlife, including birds, bees, butterflies, and other beneficial organisms.

Habitat gardens can fit in with a variety of gardening styles. They are versatile, fitting various sizes and shapes, and can be developed in both private and public spaces, including residential yards, community parks, school yards, hedgerows and public rights-of-way. However, they are often designed to look like nature and can appear different from conventional gardens. Some people may think they look “messy” because habitat gardens are continually changing as vegetation grows, dies, decomposes and regenerates over time.

BENEFITS OF HABITAT GARDENS

- 1. Increase Biodiversity:** Habitat gardens support a variety of pollinators, birds, and other wildlife, and increase biological diversity.
- 2. Improve Air and Water Quality:** Habitat gardens play a critical role in filtering pollutants from the air and water.
- 3. Reduce Erosion and Improve Soil Quality:** Native meadow and prairie plants have deep root systems that enhance soil structure, increase water infiltration, and reduce runoff, preventing soil erosion and water pollution.
- 4. Enhance Urban Resilience:** Habitat gardens provide natural cooling for cities, thereby reducing the unhealthy urban heat island effect.
- 5. Manage Stormwater:** Habitat gardens can reduce local flooding by storing and slowing down stormwater, reducing the burden on stormwater infrastructure during extreme events.
- 6. Reduce Water Use:** Native plants matched to landscape conditions are resilient and often require less irrigation during times of drought.
- 7. Sequester Carbon:** By increasing plant biomass (both above and below the ground), habitat gardens store more carbon and contribute to climate change mitigation, through a process called carbon sequestration.
- 8. Enhance Health and Well-being:** Habitat gardens connect us with nature, offering benefits that reduce stress and increase mental health and well-being, improving the quality of life.
- 9. Reduce maintenance costs:** By reducing the need for extensive lawn care, such as reduced mowing, watering, chemical treatments, and yard waste collection, habitat gardens can offer cost savings for property owners, especially municipalities tasked with maintaining large areas of public land.

The Challenges with Mowed Lawns and Current Bylaws

Conventional mowed lawns (turfgrass) that dominate our communities offer minimal ecological value and come with steep environmental costs, including excessive water use, greenhouse gas emissions from mowing, and chemical reliance. These lawns can also increase vulnerability to local flooding.

Fortunately, there is a cultural shift happening towards habitat gardens. However, most municipal property standards bylaws (sometimes called “grass and weeds” bylaws) remain outdated and do not reflect current environmental, social, and economic realities. These municipal bylaws can place barriers, discourage, and/or disallow various naturalization practices, even when a municipality has good intentions and sustainable environmental policies.

More specifically, municipal bylaws often:

- Prohibit “weeds” without defining the species being referred to as “weeds,” leading to uncertainty for residents and subjective enforcement by bylaw officers.
- Arbitrarily prohibit the growth of vegetation beyond specified heights even in the absence of any sightline issues.
- Present manicured mowed lawns as the approved standard, with deviation from a manicured lawn requiring special permission.
- Restrict the use of native plant species under the guise of weed control.
- Disallow habitat features, such as nurse logs, and habitat maintenance practices such as leaving fallen leaves and plant stems in place.

These bylaws conflict with the growing body of evidence that supports the environmental benefits of habitat gardens, naturalized landscapes, green infrastructure and nature-based solutions for climate adaptation. And consequently limit the ability of gardeners to implement sustainable practices that support biodiversity and ecological health. Facing legal or financial penalties for cultivating habitat gardens can also impose financial burdens on well-intentioned gardeners. Furthermore, the stress and stigma of being accused of wrongdoing, despite having intentions to promote environmental health, can significantly impact an individual's well-being.

As communities work towards sustainable futures, it is crucial that municipal policies evolve to support, rather than penalize, positive environmental efforts.

Legal and Rights-Based Arguments

Habitat gardeners are not the only ones at risk when bylaws conflict with sustainable environmental policies. Municipalities that haven't updated or modernized their property standards, practices, and bylaws may be opening themselves up to the expense and liability of court challenges.

The case of *Bell v. City of Toronto* (1996) set a significant legal precedent in Canada by recognizing habitat gardens as a form of expression protected under the Charter of Rights and Freedoms. Legal interpretations of this decision have suggested that municipalities should avoid

aesthetically-based terms common in bylaws, such as “excessive growth”, as they are vague and therefore unenforceable. The legal perspectives on this issue are crucial as they underscore the need for municipal bylaws that conform to Court rulings and promote public environmental interests.

Therefore, it is imperative for municipalities to review and revise their bylaws to:

- 1. Adopt landscape maintenance standards that support, rather than prevent, biodiversity efforts.**
- 2. Promote the cultivation of native species and biodiverse landscapes such as pollinator gardens.**
- 3. Support the broader environmental and community goals that are increasingly vital in the face of climate change and biodiversity loss.**

FEATURES OF BIODIVERSITY-SUPPORTING BYLAWS:

- List prohibited plants rather than using vague and subjective terms such as “weeds.”
- Engage with Indigenous communities and Rights holders to develop the list of prohibited plants.
- Specify that height restrictions apply to mowed lawns (turfgrass), not non-turfgrass plants that do not obstruct sightlines.
- Focus on health and safety rather than aesthetics, and avoid the use of subjective, aesthetically-based terms such as “excessive growth” and “tidy.”
- Offer clear support for the protection of habitat elements including fallen leaves and logs, and old plant stalks.

Helpful resources for municipalities and advocacy groups are available for download under [Bylaws for Biodiversity](#), including a [research report](#) on municipal codes and a [Toolkit for Local Governments](#) developed by the Ecological Design Lab at the Toronto Metropolitan University.

Additional Actions for Municipalities

For municipalities that have already taken the first steps towards supporting habitat gardens and enhancing biodiversity through updated policies and bylaws, there are additional actions you can take to continue to advocate for change. Here are some examples:

Demonstration Gardens: Make space for, support, and lead the creation of habitat gardens on public lands to serve as highly-visible examples of the ecological and societal benefits of sustainable landscape management.

Collaboration and Partnerships: Foster collaboration among municipalities, community groups, environmental organizations, educational institutions, and professional associations. Sharing knowledge, resources, and best practices is essential for effectively promoting, implementing and maintaining habitat gardens.

Advocate for Change: Encourage municipal staff and elected officials to lead the call for bylaw reform. Celebrate the actions of your local champions, organize public meetings, and prioritize initiatives that promote sustainable landscape practices in your community.

Incentive Programs: Create incentive programs that motivate residents to transform their mowed grass yards into habitat gardens. Offer rebates, recognition awards, and technical support services to facilitate this transition. These incentives promote active participation and demonstrate municipal commitment to ecological stewardship.

Conduct a Natural Asset Inventory: Develop a Natural Asset Inventory and Management Plans, and set goals/targets for implementing natural infrastructure in collaboration with the efforts of residents and local organizations.



THE CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS

The Canadian Society of Landscape Architects (CSLA) is the professional, non-profit organization committed to promoting the art, science, and practice of landscape architecture in Canada. This year, while celebrating its 90th anniversary, the society represents over 3,200 members, including landscape architects, associates/interns, and students.

The CSLA is dedicated to elevating public awareness of landscape architecture and advocating on behalf of national issues pertinent to the profession including urban design and renewal, parks and green space planning, the development of sustainable and equitable communities, and adapting to climate change. The landscape architecture profession embraces designing with nature by employing innovative solutions to tackle intricate design challenges. This blend ensures a balanced consideration of societal needs with the preservation of the natural environment. Learn more about the CSLA [here](http://csla-aapc.ca).

csla-aapc.ca



**DAVID SUZUKI
FOUNDATION**
One nature.

DAVID SUZUKI FOUNDATION

Founded in 1990, the David Suzuki Foundation (DSF) is a national, bilingual non-profit organization headquartered in Vancouver, with offices in Toronto and Montreal. We are guided by the fundamental truth that we are interconnected with nature, and with each other. What we do to the planet and its living creatures, we do to ourselves.

Through research, education, policy analysis and community engagement, we work to protect and restore the natural environment, and help create a sustainable Canada. We regularly collaborate with non-profit and community organizations, all levels of government, businesses and individuals. Learn more about DSF [here](http://Davidsuzuki.org).

Davidsuzuki.org



CANADIAN WILDLIFE FEDERATION

The Canadian Wildlife Federation is a national, not-for-profit charitable organization dedicated to conserving Canada's wildlife and habitats for the use and enjoyment of all. By spreading knowledge of human impacts on wildlife and the environment, carrying out actions to conserve and restore species and habitats, developing and delivering conservation education programs, advocating for changes to government policy and programs, and co-operating with like-minded partners, CWF encourages a future in which Canadians can live in harmony with nature.

CanadianWildlifeFederation.ca



ECOLOGICAL DESIGN LAB

Located at Toronto Metropolitan University, the Ecological Design Lab connects people to nature in cities. We "think, make, and do" collaborative design-research and practice, developing nature-based solutions (NbS) for biodiversity recovery and climate resilience.

ecologicaldesignlab.ca

LORRAINE JOHNSON
Author, Advocate for habitat

LORRAINE JOHNSON

Lorraine is the author of numerous books on gardening with native plants and creating habitat gardens, including *A Garden for the Rusty-Patched Bumblebee* (co-written with Sheila Colla), *100 Easy-to-Grow Native Plants for Canadian Gardens*, and *Tending the Earth: A Gardener's Manifesto*. Lorraine's work focuses on enhancing biodiversity; advocating for the reform of grass and weeds bylaws; supporting urban food production; and on land stewardship as relationship-building in the context of reconciliation. Learn more about Lorraine's work here.

lorrainejohnson.ca

VILLAGE OF KASLO

BYLAW NO. 1209, 2017

A bylaw relating to nuisances and to the care, maintenance and regulation of property within the Village of Kaslo

WHEREAS pursuant to Sections 8 and 64 of the Community Charter, a municipality may pass bylaws regulating nuisances, disturbances and other objectionable situations;

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

1. DEFINITIONS

In this bylaw, unless the context otherwise requires:

Animal	means a dog, cat, bear, cougar, coyote, deer, wolf, skunk, raccoon, raven, goose, wild duck, wild turkey or crow;
Animal Attractant	means antifreeze, paint, food products, food waste, unclean barbecues, pet food, livestock and livestock feed, beehives, offal, bird feeders containing bird feed between April 15th and December 1st and hummingbird feeders, improperly maintained composts, restaurant grease barrels on public or private land which are accessible to animals, accumulation of fruit in containers or on the ground and any other edible products or waste that could attract animals;
Authorized Person	includes the following: (a) a member of the Royal Canadian Mounted-Police; (b) a Bylaw Enforcement Officer; (c) the RDCK Building Inspector and his/her duly authorized representatives; (d) any other peace officer;
Boulevard	means the area between the curb lines, the lateral lines or the shoulder of a roadway and the adjacent property line;
Bylaw Enforcement Officer	means the employee(s) or contracted service provider(s) designated or appointed by the Council to enforce bylaws within the Village;
Graffiti	means drawing, printing or writing scratched, sprayed, painted or scribbled on a wall or other surface, but does not include a sign for which approval has been obtained from the Village or that meets zoning bylaw requirements;

BYLAW 1209,2017

1

Intersection	means the area embraced within the prolongation or connection of the lateral curb lines, or if none, then the lateral boundary lines of the two highways which join one another at or approximately at right angles, or the area within which vehicles travelling on different highways joining at any other angle may come in conflict, and, for the purpose of this definition "highway" does not include a lane or way less than 5.0 metres (16.4 feet) in width separating the rear property lines of parcels of land fronting on highways running more or less parallel to and on each side of the lane or way;
Noxious Weeds	means weeds designated as noxious pursuant to the Weed Control Act;
Real Property	means land, with or without improvements so affixed to the land as to make them in fact and law a part of it;
Sidewalk	means the area between the curb lines or lateral lines of a roadway and the adjacent property lines improved for use of pedestrians;
Unightly	includes dirt, gravel, bark mulch or refuse and all discarded, broken or useless items and without restricting the generality of the foregoing, includes old paper or wood products no longer in use or motor vehicles that do not have a current licence or parts thereof, and:(a) The storage of building materials on a site where the owner or occupier of the property is not in possession of a valid building permit.(b) The storage, cleaning, repairing or servicing of motor vehicles, hauling or construction equipment except where the same is carried out entirely within a building.(c) An accumulation on residential property of any goods or merchandise which is offered or intended to be offered for sale.
Village	means the Village of Kaslo.

2. GRAFFITI, RUBBISH AND LITTER CONTROL

(a) No owner or occupier of real property shall cause or permit stagnant water, rubbish, or any noxious, offensive, or unwholesome matter or substance to collect, or accumulate on or around his or her real property.

(b) No owner or occupier of real property shall deposit or throw bottles, broken glass, or other rubbish, in or on any highway or public place, or any real property within the Village.

(c) No person shall place graffiti on walls, fences or elsewhere on or adjacent to private

BYLAW 1209,2017

2

property or a public place within the Village.

3. UNSIGHTLY PREMISES

(a) No owner or occupier of real property shall allow such property to become or to remain unsightly by the accumulation thereon of any filth, discarded materials, rubbish or graffiti of any kind.

(b) Every owner or occupier of real property shall:

(i) keep such property clear of noxious weeds, and other untended growth;

(ii) prevent infestation by noxious or destructive insects, vermin or rodents, and take all necessary steps to eliminate the insects, vermin or rodents in order to prevent their reappearance; and

(iii) remove from such property any unsightly accumulation of filth, discarded materials, rubbish and graffiti.

4. NOXIOUS WEEDS

Pursuant to the *Weed Control Act*, the Bylaw Enforcement Officer shall be the Weed Control Officer within the Village and shall be authorized to enforce the provisions of the Weed Control Act on behalf of the Council.

5. ROOF SNOW REMOVAL

Every owner or occupier of real property shall remove snow, ice, and rubbish from any roof or other part of any structure therein adjacent to any portion of any highway if the snow, ice or rubbish constitutes a hazard to persons or property.

6. FENCES

(a) Where an owner or occupier of real property adjacent to a highway has erected a fence adjacent to that highway, the owner or occupier shall not allow that fence to fall into a state of disrepair.

(b) An owner or occupier of real property whose fence erected adjacent to a highway has fallen into a state of disrepair shall repair it forthwith upon a receipt of notice given pursuant to this bylaw.

(c) In every property where the keeping of livestock is permitted, every owner or occupier of

BYLAW 1209,2017 **3**

real property abutting upon any highway shall, upon receipt of notice given pursuant to this bylaw, erect fences along the boundary of that property abutting on the highway for the purpose of preventing his/her livestock from straying upon such highway.

7. BOULEVARDS/SIDEWALKS

(a) No person shall wilfully damage:

- (i) any boulevard, trees, shrubs, plants, bushes or hedge adjacent to any Highway or on any public right of way;
- (ii) anything erected or maintained adjacent to a highway for the purpose of lighting the highway or public right of way;
- (iii) any fence erected or maintained adjacent to any highway or public right of way.

(b) Every owner or occupier of real property shall maintain boulevards to the following standards:

- (i) keep free of noxious weeds;
- (ii) keep grass trimmed; and
- (iii) keep shrubs and trees from overhanging pedestrian walkways so as not to interfere with pedestrian or vehicular traffic.

(c) Every owner or occupier of real property within the Village shall keep any sidewalk adjoining such real property in a proper state of cleanliness, and shall not place rubbish from the sidewalk onto any highway in the Village.

(d) Every owner or occupier of real property within the Village abutting on any paved sidewalk shall remove and keep clear at all times all snow, ice and dirt from the paved sidewalk which abuts or fronts upon such building or land.

8. VISION CLEARANCE

No owner or occupier of real property located at any intersection shall place or permit to be or grow any tree, shrub, plant, fence, or other structure with a horizontal dimension exceeding 0.46 metres (1.5 feet) within the triangular area formed by two intersecting lot lines and the line joining the points on such lot lines 2.4 metres (7.9 feet) from the point of intersection, between an elevation such that an eye 1.0 to 2.4 metres (3.3 feet to 7.9 feet) above the surface elevation of one road, cannot see an object 1.0 to 2.4 metres (3.3 feet to 7.9 feet) above the surface of the

other road.

9. STREET SIGNS

No person shall remove, deface or damage any street name sign or any other sign or marker erected upon any highway by, or at the direction of, the Village.

10. HAZARDOUS TREES AND SHRUBS

(a) If, in the opinion of Council, any trees, hedges, bushes, shrubs or plants growing or standing on any real property are:

- (i) a hazard to the safety of persons;
- (ii) likely to damage public property; or
- (iii) seriously inconveniencing the public;

Council may order such trees, hedges, bushes, shrubs or plants to be trimmed, removed or cut down at the expense of the owners or occupiers of the real property on which they grow or stand.

11. HOUSE NUMBERING

All owners and occupiers of buildings shall display in a conspicuous place on the property on which the building is located, the street number assigned by the Village to such building so that the same is readable from the highway.


12. DEMOLITION SITES

On any property where the demolition of any building or structure has taken place:

- (a) all debris and material whether to be discarded or retained shall be removed forthwith; and
- (b) any basement or other excavation shall be filled in or covered over to lot grade level forthwith.

13. ANIMAL ATTRACTANTS

- (a) No owner or occupier of real property shall store any animal attractant or waste in such a manner that it is accessible to animals;

BYLAW 1209,2017 

- (b) Every owner or occupier of real property shall ensure that fruit fallen from a tree or bush on such real property is removed from the ground and properly disposed of at least every 3 days;
- (c) No owner or occupier of real property shall engage in the deliberate feeding of animals that may directly or indirectly result in an increase in the number and visitation frequency of animals that could endanger public safety or cause general nuisance.

14. RIGHT OF ENTRY

An authorized person may at all reasonable times, enter upon any property in the Village in order to ascertain whether the regulations contained within this bylaw are being complied with.

15. NOTICES

Any notice to be given in regards to this bylaw may be given by an authorized person and shall be sufficiently delivered if personally served upon a person apparently aged 16 years or more and apparently occupying the real property affected by such notice, or if sent to the owner of the real property and the holders of registered encumbrances by registered mail to the most recent address appearing upon the last revised assessment roll. All notices hereunder shall be in the form of a letter or shall be in such other forms as the Council may from time to time approve by resolution.

16. ENFORCEMENT

- (a) If any person fails to comply with the terms of any notice served pursuant to this bylaw, the Village by its employees or other persons authorized to act on its behalf may enter the property and carry out such work as is required in order to bring the property into compliance with this bylaw at the expense of the person given such notice.
- (b) If the person given notice in accordance with the bylaw does not pay the costs of any action taken by Village employees or authorized persons on or before December 31 in the year in which the costs were incurred, the costs shall be added to and form part of the taxes payable on the real property as taxes in arrears.

17. PENALTIES

A person found guilty of an offence under this bylaw, is punishable in accordance with the Offence Act.

18. EFFECT

(a) This bylaw shall come into full force and effect upon its final passage and adoption.

(b) If any portion of this Bylaw is held invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Bylaw.

19. REPEAL

(b) The “Village of Kaslo Unsightly Premises Bylaw No. 826, 1993”, and amendments thereto, is hereby repealed.

20. CITATION

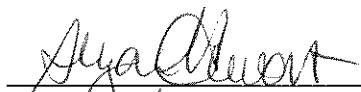
This bylaw may be cited for all purposes as the “Village of Kaslo Prevention of Public Nuisances Bylaw No. 1209, 2017”.

READ A FIRST TIME this 8th day of August, 2017.

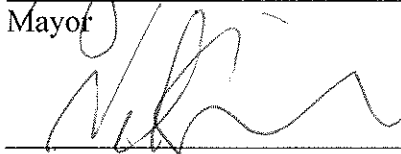
READ A SECOND TIME this 8th day of August 2017.

READ A THIRD TIME this 8th day of August 2017.

RECONSIDERED AND ADOPTED this 22nd day of August 2017.



Mayor



Chief Administrative Officer

CERTIFIED CORRECT:

Chief Administrative Officer

DATE: April 17, 2025

FILE NUMBER: 1715-20

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: 2025-2029 Financial Plan

1.0 PURPOSE

To introduce the 2025-2029 financial plan bylaw.

2.0 RECOMMENDATION

THAT the 2025-2029 Financial Plan Bylaw No. 1316, 2025 be given first, and second readings.

3.0 BACKGROUND

Section 165 of the Community Charter states that a municipality must have a financial plan that is adopted, by bylaw, before the annual property tax bylaw is adopted. Section 197 states that the annual property tax bylaw must be adopted before May 15. The financial plan may be amended, by bylaw, at any time.

The planning period is 5 years including the year in which the plan is specified to come into force and the following 4 years.

The financial plan bylaw determines the total amount of tax that must be collected by the Village to afford the proposed level of service. The amount of tax paid by each class (i.e. residential, business, utilities, light industry) is determined by the property tax rates bylaw and will be presented through a separate staff report.

4.0 DISCUSSION

A financial plan for the years 2025-2029 has been developed for Council's review. The development process included strategic priority planning sessions with Council in the Fall of 2024, followed by an open house on February 4 to receive public input on Council's strategic priorities and the 2025 budget. An operating budget discussion occurred on February 18 and during that discussion Council provided direction to include in the financial plan \$7,500 for municipal grants and \$1,500 for community engagements & events. Discussion with Council regarding service levels occurred on March 4, which focused on the assets required for the Village to provide its current level of service.

Council has been provided with an estimate of the Village's operating and asset renewal deficit which suggests that current service levels are not sustainable. Options to reduce the deficit and move towards financial sustainability were discussed amongst Council, including tax exemptions, lease rates, grants-in-aid, land disposition, boundary expansion, development, federal/provincial grants, fees & charges, donations, and the use of debt financing. Through the development process, Council has provided general direction to assume the same level of service as 2024, a 5% increase to water and wastewater user fees (resolution in 2024), a 20% increase to parcel tax rates, and a 9% general property tax rate increase.

Staff have performed a detailed review of each revenue and expense in the 2024 budget, and proposed amounts for 2025 based on the 5-year or 3-year averages and trends; some amounts have been increased, and others have been decreased. For 2025, Council has proposed to fund one-time operational expenses with Rapid Restart/COVID-19 funding, including:

- new staff training & development due to turnover
- purchase of computers and audio/visual equipment
- contract services related to the development of financial statements and the use of a financial consultant
- salary & benefits of the temporary full-time Manager of Strategic initiatives position

With respect to revenues, the draft 2025 budget includes:

- lease rate increases for the boat clubs and the Thrift Store property
- reduction in interest on investments due to lower interest rates anticipated in 2025
- \$4,050 grant-in-aid for the May Days events

Expenditures in the draft 2025 budget have been adjusted to include:

- 5.65% FortisBC utility rate increase
- 10% tipping fees increase from the RDCK
- 3% increase to contract services, supplies & materials
- 3% increase to employee wages and salaries
- 2.4% increase to council remuneration
- Elimination of the Employer Health Tax [MSP]
- Elimination of the \$7,500/year grant to the Chamber of Commerce
- \$7,500 for municipal grants
- \$4,050 grant-in-aid for the May Days event
- \$1,000 increase to WildSafeBC fees
- \$47,000 reduction in professional service fees
- \$1,000 increase in janitorial fees for the SS Moyie and \$4,000 for Vimy Park
- \$1,500 for community engagements & events
- Nominal increases to the maintenance & repairs accounts for the water treatment plant due to the new UV Treatment System
- \$11,263 increase to afford Council benefits.

At a Committee of the Whole meeting on April 15, Council reviewed projected revenues and expenditures, and discussed major projects and reserve balances. Generally, projects are being funded through grants and reserves with no impact on taxation. The Village currently does not have any debt, but certain reserve balances are low which will affect asset renewal in subsequent years. To move the Village towards financial sustainability, Council directed a 9% increase to general tax revenue which equates to a change of \$70,380 compared to 2024, and a total of \$852,380 for 2025. This allows for greater funding to be directed towards reserves.

BC Assessment issued its revised roll at the end of March 2025. It reflects a non-market change of 0.34%; non-market changes reflect new construction, i.e. assessment that has not been part of the assessment base previously. This growth helps to reduce the impact of tax increases on existing property owners.

Taking into consideration the impact of non-market growth, the average increase in municipal taxation to a residential property will be approximately 8.58% (\$80.00 per year). A detailed breakdown of taxation and the impact on each class will be provided through a separate staff report for the property tax rate bylaw.

5.0 OPTIONS

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

1. **THAT the 2025-2029 Financial Plan Bylaw No. 1316, 2025 be given first and second readings.**
Council will give third reading to the bylaw during a special meeting of Council scheduled for May 8, 2025. Adoption of the bylaw will be scheduled for the May 13 regular Council meeting.
2. Council provides direction to staff for further review and report, recognizing that both the financial plan bylaw and the tax rates bylaw must be adopted prior to May 15.

6.0 FINANCIAL CONSIDERATIONS

The financial plan bylaw will finalize the 2025 budget, however, if additional expenditures are required in 2025, the financial plan may be amended with funds coming from reserves, grants or other non-taxation sources.

Section 173 of the Community Charter states that a municipality must not make an expenditure unless it is included for that year of its financial plan and so long as the expenditure is not expressly prohibited under the Community Charter or another Act. To make an emergency expenditure, Council must establish procedures to authorize the expenditure, and it must be reported to Council at a regular meeting. If an emergency expenditure is made, Council must amend the financial plan to include the expenditure and the funding source for the expenditure, as soon as practicable.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

Section 165 of the Community Charter states that the financial plan must set out the objectives and policies of the municipality for the planning period in relation to the following:

- (a) for each of the funding sources (property taxes, parcel taxes, fees, other sources, borrowing), the proportion of total revenue that is proposed to come from that funding source;
- (b) the distribution of property value taxes among the property classes that may be subject to the taxes;
- (c) the use of permissive tax exemptions.

The financial plan must set out the following for each year of the planning period:

- (a) proposed expenditures (operating, capital, interest and principal payment on debt);
- (b) proposed funding sources (property taxes, parcel taxes, fees, other sources, borrowing);
- (c) proposed transfers to or between funds

The total of the proposed expenditures and transfers to other funds for a year must not exceed the total of the proposed funding sources and transfers from other funds for the year, i.e. the Village cannot budget for a deficit.

The proposed expenditures must set out separate amounts for each of the following, as applicable:

- (a) the amount required to pay interest and principal on municipal debt;
- (b) the amount required for capital purposes;
- (c) the amount required for a deficiency;
- (d) the amount required for other municipal purposes.

The proposed transfers to or between funds must set out separate amounts for

- (a) each reserve fund
- (b) accumulated surplus

If actual expenditures and transfers to other funds for a year exceed actual revenues and transfers from other funds for the year, the resulting deficiency must be included in the following year's financial plan as an expenditure in that year. The Village did not incur a deficit in 2024 that needs to be included in the financial plan for 2025.

Section 166 requires Council to undertake a process of public consultation regarding the proposed financial plan before it is adopted. Council hosted an open house on February 4 to give the public an opportunity to provide input, and has had open budget meetings on February 18, March 4, and April 15. The proposed financial plan is currently available for review on the Village's website, and the public can provide feedback to Council during their April 22 regular meeting or at any time via email. Council may consider public input through third reading of the financial plan bylaw.

8.0 STRATEGIC PRIORITIES

None to report.

9.0 OTHER CONSIDERATIONS

If Council would like to make amendments to the proposed financial plan bylaw after third reading, then third reading would need to be rescinded.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer

Attachments: 2025-2029 Financial Plan Bylaw No. 1316, 2025

2025-2029 Financial Plan Bylaw

Village of Kaslo

Bylaw No. 1316, 2025

A bylaw to set out the objectives and policies of the Village of Kaslo for the planning period 2025-2029.

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

TITLE

1. This bylaw may be cited as the 2025-2029 Financial Plan Bylaw No. 1316, 2025.

PROVISIONS

2. The financial plan attached as Schedule A to this Bylaw is hereby adopted as the financial plan for the Village of Kaslo for the period commencing January 1, 2025, through December 31, 2029.
3. The objectives and policies attached as Schedule B to this Bylaw outline the proportion of total revenue from different funding sources, the distribution of property taxes among the property classes and the use of permissive tax exemptions.

SEVERABILITY

4. If any section, subsection, paragraph, subparagraph or clause of the 2025-2029 Financial Plan bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Management Bylaw.

COMING INTO EFFECT

5. The 2025-2029 Financial Plan bylaw comes into effect upon adoption.

REPEAL

6. The 2024-2028 Financial Plan Bylaw No. 1302, 2024 is hereby repealed.

READ A FIRST TIME this day day of month, year.

READ A SECOND TIME this day day of month, year.

READ A THIRD TIME this day day of month, year.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day day of month, year.

Mayor

Corporate Administrator

SCHEDULE "A" – PROPOSED EXPENDITURES, FUNDING SOURCES AND FUND TRANSFERS

REVENUE	2025	2026	2027	2028	2029
General Tax Revenue	(852,380)	(912,047)	(975,890)	(1,044,202)	(1,117,296)
Grants-in-Lieu	(33,639)	(33,975)	(34,315)	(34,658)	(35,005)
Tax Penalties & Interest	(15,696)	(15,853)	(16,011)	(16,172)	(16,333)
Sale of Services	(67,100)	(69,113)	(71,186)	(73,322)	(75,522)
Licenses & Permits	(18,555)	(18,741)	(18,928)	(19,117)	(19,308)
Planning & Development	(12,250)	(12,495)	(12,745)	(13,000)	(13,260)
Rental & Leases	(83,000)	(85,490)	(88,055)	(90,696)	(93,417)
Other Income	(8,625)	(8,711)	(8,798)	(8,886)	(8,975)
Investment Income	(88,000)	(91,520)	(95,181)	(98,988)	(102,948)
Campground	(39,500)	(40,290)	(41,096)	(41,918)	(42,756)
Aerodrome	(13,000)	(13,260)	(13,525)	(13,796)	(14,072)
Cemeteries	(10,750)	(10,965)	(11,184)	(11,408)	(11,636)
Capital & Project Funding	(1,753,300)	(1,753,300)	(1,753,300)	(1,753,300)	(1,753,300)
Non-Capital Conditional Funding	(513,947)	(513,947)	(513,947)	(513,947)	(513,947)
Unconditional Funding	(381,400)	(389,028)	(396,809)	(404,745)	(412,840)
Sale of Assets & Land	0	0	0	0	0
Transfers between Accounts	(80,000)	(80,000)	(80,000)	(80,000)	(80,000)
Transfers from Reserves	(1,953,328)	(1,953,328)	(1,953,328)	(1,953,328)	(1,953,328)
Transfers from Surplus	(272,132)	(272,132)	(272,132)	(272,132)	(272,132)
Water Rates & Charges	(344,228)	(354,555)	(365,191)	(376,147)	(387,432)
Water Taxation	(92,314)	(110,777)	(132,932)	(159,519)	(191,422)
Water Other Revenue	(127,963)	(127,963)	(127,963)	(127,963)	(127,963)
Water Capital Funding	(1,154,255)	(1,154,255)	(1,154,255)	(1,154,255)	(1,154,255)
Sewer Rates & Charges	(148,782)	(153,245)	(157,843)	(162,578)	(167,455)
Sewer Taxation	(20,871)	(25,045)	(30,054)	(36,065)	(43,278)
Sewer Other Revenue	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
Sewer Capital Funding	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)
Collections for Others	(1,521,575)	(1,597,654)	(1,677,536)	(1,761,413)	(1,849,484)
TOTAL REVENUE	(9,697,590)	(9,888,689)	(10,093,206)	(10,312,555)	(10,548,364)

EXPENDITURES	2025	2026	2027	2028	2029
Council & Administration	814,992	839,441	864,625	890,563	917,280
Supplies & Services	209,167	215,442	221,905	228,562	235,419
Protective Services	473,776	487,989	502,628	517,707	533,239
Planning & Economic Development	349,282	359,760	370,553	381,670	393,120
Facilities	170,420	175,533	180,799	186,223	191,809
Recreation & Culture	133,467	137,471	141,595	145,843	150,218
PW Operations	309,465	318,749	328,312	338,161	348,306
PW Fleet & Equipment	69,750	71,843	73,998	76,218	78,504
Environmental Services	111,723	115,075	118,527	122,083	125,745
Campground	20,865	21,491	22,136	22,800	23,484
Aerodrome	18,310	18,859	19,425	20,007	20,608
Cemeteries	2,310	2,379	2,450	2,524	2,599
Debt Servicing	-	-	-	-	-
Capital & Projects	3,029,384	1,753,300	1,753,300	1,753,300	1,753,300
Transfers between Accounts	190,000	197,600	205,504	213,724	222,273
Transfers to Reserves	308,692	1,559,263	1,550,674	1,544,229	1,540,170
Water Personnel	116,523	120,019	123,620	127,328	131,148
Water Operating	176,250	181,538	186,984	192,593	198,371
Water Debt Servicing	-	-	-	-	-
Water Emergency Management	-	-	-	-	-
Water Capital Expenditures	1,189,718	1,154,255	1,154,255	1,154,255	1,154,255
Transfer to Water Reserve	221,269	291,738	315,483	343,707	377,298
Sewer Personnel	100,956	103,985	107,104	110,317	113,627
Sewer Operating	47,670	49,100	50,573	52,090	53,652
Sewer Debt Servicing	-	-	-	-	-
Sewer Capital Expenditures	60,000	85,000	85,000	85,000	85,000
Transfer to Sewer Reserve	52,027	31,206	36,220	42,236	49,454
Collections for Others	1,521,575	1,597,654	1,677,536	1,761,413	1,849,484
TOTAL EXPENDITURES	9,697,590	9,888,689	10,093,206	10,312,555	10,548,364
BALANCE	-\$ 0	\$ -	\$ -	\$ -	\$ -

SCHEDULE “B” – FINANCIAL OBJECTIVES AND POLICIES

1. Funding Sources:

The table below shows the proportion of Village of Kaslo revenue proposed to be raised from each funding source in 2025:

REVENUE SOURCES	Dollar Value (\$)	% of Total Revenue
Municipal Taxation	(901,715)	9.3%
Sale of Services	(97,905)	1.0%
Other Own-Source Revenue	(242,875)	2.5%
Conditional & Unconditional Grants	(3,887,902)	40.1%
Net Transfers from Reserves & Surplus	(2,305,460)	23.8%
Water & Sewer Utility Fees	(740,158)	7.6%
Borrowing Proceeds	0	0.0%
Collections for Others	(1,521,575)	15.7%
TOTAL	(9,697,590)	100%

* May include unconfirmed grants.

Property value tax is the primary source of operating funds for general municipal purposes. Property taxation is simple to administer and offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis.

Sale of services and fees form another portion of planned revenue. They are collected from a variety of municipal services, permits and licenses. User fees attempt to align the value of a service to those who use the service. It is generally preferable to charge a user fee for services to specific users than to levy a general tax on all property owners.

Grant funding is an integral funding source for major capital and operating projects. Due to the extensive use of Community Works (Canada Community Building Fund) for many projects identified in the Village’s Corporate Strategy, grants form a significant source of funding for the Village in the financial plan. The Village also receives unconditional funds from the Small Community Protection Grant which provides a significant source of funds for operations and maintenance, and acts as a funding bridge between revenue collection cycles.

Council’s objectives and policies regarding funding sources are to:

- Use property taxes for services that do not lend themselves to a user-pay approach,
- Allocate 10-15% of municipal property tax revenue to capital projects,
- Charge user fees, where possible, to align services with those who use them.

2. Distribution of Property Tax Rates

Objective and Policies

Council's objectives and policies regarding the distribution of property tax rates are:

- to progressively enhance the funding of capital asset depreciation through reserve growth and stabilize tax and utility rates at appropriate levels.
- to develop a plan around municipal building asset management and divestiture, particularly with respect to heritage buildings that are fully depreciated and require unique capital reserve considerations.
- to actively seek grants for major infrastructure repair and replacement where possible.
- to routinely modernize and improve financial management, analysis and reporting.
- to annually review utility rates to ensure water and sewer operating and delivery costs are fully funded.
- to continually review the distribution of taxation between different property tax classes.
- to review the Village's land and lease portfolio with respect to potential income generation.
- to progressively move to fee and lease structures that at least cover the costs of operation, maintenance and insurance of the asset.
- to support levels of staffing and succession planning that ensure satisfactory levels of public service and safely run utilities.

Property Classes

The table below provides the distribution of property tax among the property classes.

PROPERTY CLASS		RATIO	% TOTAL PROPERTY TAX	DOLLAR VALUE
1	Residential	1.0000	84.3%	\$718,894
2	Utilities	10.0000	2.2%	\$18,783
3	Supportive Housing	1.0000	0.0%	-
4	Major Industry	3.4000	0.0%	-
5	Light Industrial	2.8521	0.3%	\$2,492
6	Business	2.4502	13.0%	\$110,962
7	Managed Forest	3.0000	0.0%	-
8	Recreational/Non-Profit	1.0700	0.2%	\$1,236
9	Farm	12.1562	0.0%	\$13
			TOTAL	\$852,380

Tax rates are set to maintain tax stability and ensure that municipal revenues keep pace with the cost of business and responsible fiscal management. The Village recognizes the need to attract and retain businesses and industry for economic development and to not rely heavily on any one industry as a tax source. Council believes that its rates reflect that philosophy.

3. The Use of Permissive Tax Exemptions

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

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

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

DATE: April 17, 2025

FILE NUMBER: 2240-20

TO: Mayor & Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Contract Award – Janitorial Services

1.0 PURPOSE

For Council to consider awarding a contract for janitorial services performed at municipal facilities.

2.0 RECOMMENDATION

THAT Kaslo Building Maintenance be awarded the contract for janitorial services at City Hall, Front Street Park, Public Works, and the Kemball Memorial Centre in the amount of \$195,840 for the term 2025-2029 as described in the staff report titled Contract Award – Janitorial Services dated April 17, 2025, and that staff fully execute the contract.

3.0 BACKGROUND

The Village of Kaslo has been contracting Kaslo Building Maintenance to perform janitorial services of municipal facilities on a month-to-month basis, however the level of service has not been clearly defined. To provide greater certainty with respect to service delivery, and for budgeting purposes, the Village issued an Invitation to Quote on March 27, 2025 for janitorial services at City Hall, Front Street Park, Vimy Park, Public Works, and the Kemball Memorial Centre. The term of the contract was advertised as May 1, 2025, through April 30, 2029. The submission deadline was April 14, and one (1) quote was received. The Village is now in a position to consider awarding a contract for janitorial services.

4.0 DISCUSSION

The Invitation to Quote specified the level of service desired for janitorial services, including the tasks and frequency. The Village received one (1) quotation, and the breakdown of the quotation is as follows:

Building	Monthly Cost 2025	Annual Cost 2025	Total Cost 2025-2029
City Hall	\$775	\$9,300	\$48,300
Front Street Park	\$1290	\$15,480	\$80,400
Vimy Park	\$1,105	\$13,260	\$69,420
Public Works Building	\$138	\$1,656	\$8,640
Kemball Memorial Centre	\$935	\$11,220	\$58,500
TOTAL (excluding GST)	\$4,243	\$50,916	\$265,260

Any additional work outside of the regular duties included in the janitorial services contract would be charged to the Village at an hourly rate of \$42.50 plus GST and materials.

In 2024, the Village paid Kaslo Building Maintenance \$42,251 for janitorial services at City Hall, Front Street Park, Public Works, and the Kemball Memorial Centre. Please note that this work did not include Vimy Park. The quotation recently received from Kaslo Building Maintenance would cost the Village \$37,656 in 2025, excluding Vimy Park.

Historically, the Kaslo Municipal Campground Operator has performed janitorial services at the Vimy Park washrooms. A few years ago, usage of the baseball field increased and this led to more frequent use of the Vimy Park washrooms. As a result, the Campground Operator asked to be compensated for their additional expenses, and so the Village asked the Kaslo Baseball & Softball Association (KBSA) to pay the Operator directly for the costs. This arrangement became cumbersome and so in 2024 a decision was made for the increased cost to be paid to the Operator by the Village, whereby the Village would recover the costs through its facility use agreement with KBSA. While this remedied the baseball issue, the Village still requires the Operator to negotiate with park rental groups for cleaning fees related to their use of the Vimy Park washrooms. The Operator has asked the Village to charge its park rental groups for the cost of cleaning fees through its fees & charges rather than requiring the Operator to negotiate cleaning fees directly with rental groups. The recent Invitation to Quote included janitorial services for the Vimy Park washrooms and was quoted at \$1,105/month.

Village staff have discussed janitorial services at Vimy Park with the Campground Operator, and they have indicated that they can perform janitorial services for a lump sum total of \$2,500 from April 15 through October 15 (6 months) as part of their Agreement with the Village as its Campground Operator whereby the Operator would no longer be required to negotiate cleaning fees with park rental groups. The Village would recover the costs through its park user fees & charges and facility use agreements, and in-turn pay the Operator through the Agreement. The cost of janitorial services performed by the Operator through the 2025 camping season would be \$4,130 less than what has been quoted by Kaslo Building Maintenance. Please note that the Vimy Park washrooms would be closed in the off-season and so no expense would be incurred for janitorial services from October 15 through December 31. The Operator would resume janitorial services as of April 15, 2026, at the rate of \$2,500 per season.

5.0 OPTIONS

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

1. **Award the contract for janitorial services to Kaslo Building Maintenance for City Hall, Front Street Park, Public Works, and the Kemball Memorial Centre from May 1, 2025 through April 30, 2029, all for the sum of \$195,840 (plus taxes). Janitorial services at Vimy Park would be performed by the Campground Operator as part of their Agreement with the Village to operate the Kaslo Municipal Campground.** *Staff will issue an Award Letter to Kaslo Building Maintenance and fully execute the contract. The Kaslo Municipal Campground policy will identify that the Campground Operator shall perform janitorial services at Vimy Park and the arrangement shall be reflected in an Agreement with the Village. Staff will draft amendments for Council's review in relation to the Village's fees & charges bylaw, as well as its facility use agreement with KBSA, to recover the cost of janitorial services.*
2. THAT Kaslo Building Maintenance be awarded the contract for janitorial services performed at City Hall, Front Street Park, Vimy Park, Public Works, and the Kemball Memorial Centre in the amount of \$265,260 as outlined in their proposal dated April 9, 2025, and that staff fully execute the contract. *Staff will issue an Award Letter to Kaslo Building Maintenance and fully execute the contract.*

6.0 FINANCIAL CONSIDERATIONS

The Village's financial plan can afford a contract with Kaslo Building Maintenance to perform janitorial services at City Hall, Front Street Park, Public Works, and the Kemball Memorial Centre in the amount of \$42,251 for 2025, and for the Campground Operator to perform janitorial services at the Vimy Park washrooms in the amount of \$2,500 for 2025. If Council prefers that Kaslo Building Maintenance also perform janitorial services at Vimy Park washrooms, then the financial plan must be adjusted to afford the additional \$4,130 in 2025.

Regardless of Council's decision, staff will draft amendments for Council's review in relation to the Village's fees & charges bylaw, as well as its facility use agreement with KBSA, to recover the cost of janitorial services.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

The Village's Purchasing and Asset Disposal policy was referenced during this procurement process.

8.0 STRATEGIC PRIORITIES

Governance & Operations – Administrative Improvements

(t) consider renewing Agreement with campground operator

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer

ATTACHMENTS: Village of Kaslo, Invitation to Quote – Janitorial Services, issued March 27, 2025



Village of Kaslo

Invitation to Quote

Number	ITQ 2025-27
Project Name	Janitorial Services
Issue Date	March 27, 2025
Addenda	Proponents are required to check the Village of Kaslo's website for any updated information and addenda issued.
Inquiries/Questions	Robert Baker, Chief Administrative Officer cao@kaslo.ca Phone: (250) 353-2311
Submission Deadline	2:00 p.m. (PST) on April 14, 2025

INVITATION TO QUOTE

ITQ 2025-27 Janitorial Services

1. Invitation to Quote

The Village of Kaslo invites interested contractors with proven experience and expertise to submit a quotation for the provision of janitorial services at City Hall, Front Street Park, Public Works, Vimy Park, and Kemball Memorial Centre.

2. Mandatory Site Inspection

There will be a mandatory site inspection at 9:00 am, April 7, 2025, commencing at City Hall, 413 Fourth Street. Respondents must register no later than 2:00 pm April 4, 2025, by email to cao@kaslo.ca to confirm they will be sending a representative to be in attendance. Respondents who do not register will not be permitted on the site inspection. No alternative appointment will be given to Respondents who do not send a representative. Where a Respondent has not attended the mandatory site visit, that Respondent's submission will not be accepted. Any clarifications or changes to the solicitation resulting from the site inspection will be included as an addendum to the solicitation.

3. Submission

Quotations are to be submitted via email as a PDF attachment to cao@kaslo.ca. The email submission subject line must clearly state "QUOTATION FOR JANITORIAL SERVICES" and received before 2:00 PM (PST) on April 14, 2025.

By submitting a quote, the Respondent has satisfied themselves that they are aware and fully knowledgeable in the execution of the works of this contract.

The opening of quotations is closed to the public, respondents will be notified of the results. Quotations received after 2:00 pm will be invalid and not evaluated.

4. Key Dates

The following key dates apply to this ITQ:

	Date
Invitation to Quote issued	March 27, 2025
Mandatory Site Inspection	April 7, 2025 at 9am
Question Period Deadline	April 10, 2025 at 2pm
Submission Deadline	April 14, 2025 at 2pm

Quotation documents may be obtained online at www.kaslo.ca.

5. Quotation Elements

The quotation response must include the following elements:

Title Page

Show the ITQ name, closing date, proponent name and address, contact person name, phone and email.

Letter of Introduction

One page, introducing the firm, its experience, and qualifications.

Quotation

Complete and include Schedule A – Form of Quotation

Addenda

Acknowledge all addenda by completing and including Schedule B – Addenda.

References

Provide references by completing and including Schedule C – References.

Financial Expectations

All costs must be quoted in Canadian Dollars (CAD). Taxes shall be shown separately. The quotations may be rejected if it the quotation fails to show taxes as separate line items. All items shall be priced with entries made for unit price, lump sum, extensions, and totals as appropriate. Duty and brokerage costs, if applicable, are to be included in unit prices. All prices must be quoted F.O.B. DESTINATION. Where applicable, the proposed price must be extended and totalled. Failure to meet the above conditions may result in the quotation being declared non-compliant.

6. Instructions

Timing

Complete quotations must be delivered to the Village of Kaslo prior to the Submission Deadline, late quotations will not be considered.

Format

Quotations, including all supporting documentation, will be accepted via e-mail only.

- The subject line of the electronic transmission must state the RFQ number.
- The quotation must be converted to a PDF file format prior to being transmitted electronically.
- Perform a virus check before submitting the quotation. If a virus is detected by the Village, it may cause rejection of the quotation.
- The Village cannot ensure the error-free receipt of quotations or quotation components and cannot guarantee that the Internet connections or website will always be available up to the Submission Deadline. A Proponent submitting a quotation does so at its own risk.

Method

Quotations shall be accepted at the following e-mail address: cao@kaslo.ca

Inquiries and Questions

All inquiries and questions related to this RFQ shall be directed to:

Robert Baker, Chief Administrative Officer

Email: cao@kaslo.ca, Phone: (250) 353-2311

Inquiries and questions close April 10, 2025 at 2:00 p.m. (PST). Information obtained from any other source is not official and should not be relied upon. Verbal answers are binding only when confirmed by written addenda.

Addenda

Responses to any inquiries and questions that are received by the Village that affect the ITQ process will be issued as addenda by the Village. Addenda will be published on the Village of Kaslo website. It is the responsibility of the Proponent to check this location for updates. All addenda become part of the Contract document and must be considered and acknowledged when responding to this ITQ.

Quotation Amendment or Withdrawal

By submission of a clear and detailed written notice, the supplier may amend or withdraw its quotation prior to the closing date and time. Upon closing date and time, all quotations become irrevocable.

Disclaimer

Each Proponent is responsible to review and understand the terms and conditions of this ITQ, and the scope of work being requested. The Village makes no representation or warranty as to the accuracy or completeness of the information contained in this ITQ and the Proponent is solely responsible to ensure that it has obtained and considered all information necessary to understand the requirements of the ITQ, and to prepare and submit its Quotation. The Village will not be responsible for any loss, damage or expense incurred by a Proponent because of any inaccuracy or incompleteness in this ITQ, or because of any misunderstanding or misinterpretation of the terms of this ITQ on the part of any Proponent.

7. Evaluation & Selection

Evaluation Criteria

Evaluation of quotations will be by the Village according to the criteria identified below. Proponents may be required to provide clarification to statements made in their quotations.

	Evaluation Criteria	Weighting
1	Experience & Expertise	30%
2	References & Past Performance	20%
3	Estimate of Hours	10%
4	Price	40%

Selection Process

The successful Proponent will be selected based on the best assessed value to the Village. Best assessed value to the Village will be determined using the Evaluation Criteria of the ITQ.

The Village reserves the right to select one or more Proponents for further consideration following the initial quotation evaluation process. The Village may require in-person presentations or interviews with Proponents selected for final consideration, prior to negotiating a contract.

The Village reserves the right to negotiate with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any Quotations received.

Acceptance of Quotations

The lowest or any bid may not necessarily be accepted and this ITQ in no way obligates the Village of Kaslo to purchase this or similar material or services. The Village of Kaslo reserves the right to accept or reject any or all quotations based on suitability, environmental requirements, and special requirements.

If the lowest compliant quotation includes pricing that exceeds the amount of funding the Village has allocated for the work the Village, at its sole discretion, shall either cancel the ITQ, obtain additional funding, award the contract to the lowest compliant quotation; or negotiate a reduction in the submitted price with the lowest compliant quotation.

The Village reserves the right to reject any quotation and to accept any quotation notwithstanding any defect or non-compliance with the requirements of the ITQ. The Village may select any quotation for acceptance or negotiation with the Proponent by selecting the quotation which the Village, in its sole unrestricted discretion and based on criteria it considers appropriate, deems to be in the best interests of the Village.

No Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this ITQ, whether in respect of quotation preparation costs, loss of anticipated profit, or any other matter whatsoever, and by submitting a quotation each Proponent shall be deemed to have irrevocably waived any such claim.

8. General Terms & Conditions

Confidentiality

Information pertaining to the Village obtained by the Proponent because of participation in this project is confidential and must not be disclosed without written authorization from the Village. The Proponent assures that its activities are consistent with the applicable regulations governing the protection of personal or other confidential information.

Cancellation of ITQ

The Village reserves the right to cancel this ITQ at any time for any reason, and in so doing to reject all quotations, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of such cancellation.

Award

No announcement concerning awarding of this bid will be made until a complete report is prepared and reviewed by the Village of Kaslo. The successful Proponent will enter into a contract with the Village. Regret letters will be issued to unsuccessful Proponents.

Indemnity

As a condition of entering an Agreement with the Village, the Contractor may be required to indemnify and save harmless the Village, its employee(s), agent(s), and authorized representative(s) and each of them from and against losses, claims, damages, actions and causes of action (collectively referred to as "Claims"), that the Village may sustain, incur, suffer or be put to at any time, either before or after the expiration or termination of the Agreement, that arise out of the acts or omissions, including negligent acts or omissions of the Supplier or its subconsultant(s), sub-supplier (s), servant(s), agent(s), or employee(s) under the Agreement, expecting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the Village, its other supplier(s), consultant(s), assign(s) and authorized representative(s) or any other persons.

Insurance

The Contractor will be required to provide and maintain insurance coverage to the satisfaction of the Village, including commercial general liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage.

Workers Compensation Board

The Contractor shall have WorksafeBC coverage for itself, all workers and any shareholders, directors, partners or other individuals employed or engaged in the execution of the work and shall comply with all conditions of the Workers Compensation Act and regulations there under.

Business License

The Contractor shall have a valid Village of Kaslo Business License or appropriate ICBL (Inter Community Business License) in place.

INVITATION TO QUOTE

SCHEDULE A – FORM OF QUOTATION

The undersigned has carefully read and fully complied with the Quotation Elements, Instructions, Evaluation & Selection, General Terms & Conditions, as well as all addenda and Schedules, and we hereby offer to complete in accordance with the contract documents the entire work for the grand total of:

\$ _____ CAD, including GST, and all facilities for the term 2025-2029.

The grand total price quoted hereby includes and covers the cost of labour, materials, equipment, overhead and other charges incidental to completion of the works under this Contract.

In submitting this Quotation, it is understood that the quote is irrevocable and is open for acceptance until 60 days have expired from the ITQ closing date and we recognize the right of the Village to reject any or all Quotations or to accept any Quote or part of any one Quote as may be deemed to be in the Village's interest.

If this Quote is accepted within 60 days, we agree to enter into a Contract in the form and amount specified, and substantially perform the entire work.

We agree to start work upon notification of the Village's acceptance of Contract.

Workers' Compensation No. _____.

DATED THIS _____ DAY OF _____, 2025

Signature of Proponent

Name (please print)

Company Name

Address

INVITATION TO QUOTE

SCHEDULE A – FORM OF QUOTATION [continued]

The undersigned having carefully read and fully complied with requirements of the Instructions, General Terms & Conditions, and Form of Quotation, Specifications, as well as all addenda to the Contract Documents, and Cleaning Task Schedule, we hereby offer to supply labour and materials to satisfactorily carry out the Janitorial duties at the following Facilities:

City Hall

Estimated hours to complete daily and weekly routines: _____ hours per week

\$ _____ per month for the year 2025

\$ _____ per month for the year 2026

\$ _____ per month for the year 2027

\$ _____ per month for the year 2028

\$ _____ per month for the year 2029

\$ _____ x 12 = \$ _____ for 2025

\$ _____ x 12 = \$ _____ for 2026

\$ _____ x 12 = \$ _____ for 2027

\$ _____ x 12 = \$ _____ for 2028

\$ _____ x 12 = \$ _____ for 2029

City Hall Total 2025-2029 \$ _____

INVITATION TO QUOTE

SCHEDULE A – FORM OF QUOTATION [continued]

Front Street Park

Estimated hours to complete daily and weekly routines: _____ hours per week

\$_____ per month for the year 2025

\$_____ per month for the year 2026

\$_____ per month for the year 2027

\$_____ per month for the year 2028

\$_____ per month for the year 2029

\$_____ x 12 = \$_____ for 2025

\$_____ x 12 = \$_____ for 2026

\$_____ x 12 = \$_____ for 2027

\$_____ x 12 = \$_____ for 2028

\$_____ x 12 = \$_____ for 2029

Front Street Park Total 2025-2029 \$_____

INVITATION TO QUOTE

SCHEDULE A – FORM OF QUOTATION [continued]

Public Works Building

Estimated hours to complete daily and weekly routines: _____ hours per week

\$_____ per month for the year 2025

\$_____ per month for the year 2026

\$_____ per month for the year 2027

\$_____ per month for the year 2028

\$_____ per month for the year 2029

\$_____ x 12 = \$_____ for 2025

\$_____ x 12 = \$_____ for 2026

\$_____ x 12 = \$_____ for 2027

\$_____ x 12 = \$_____ for 2028

\$_____ x 12 = \$_____ for 2029

Public Works Building Total 2025-2029 \$_____

INVITATION TO QUOTE

SCHEDULE A – FORM OF QUOTATION [continued]

Vimy Park Washrooms

Estimated hours to complete daily and weekly routines: _____ hours per week

\$_____ per month for the year 2025

\$_____ per month for the year 2026

\$_____ per month for the year 2027

\$_____ per month for the year 2028

\$_____ per month for the year 2029

\$_____ x 12 = \$_____ for 2025

\$_____ x 12 = \$_____ for 2026

\$_____ x 12 = \$_____ for 2027

\$_____ x 12 = \$_____ for 2028

\$_____ x 12 = \$_____ for 2029

Vimy Park Washrooms Total 2025-2029 \$_____

INVITATION TO QUOTE

SCHEDULE A – FORM OF QUOTATION [continued]

Kemball Memorial Centre

Estimated hours to complete daily and weekly routines: _____ hours per week

\$_____ per month for the year 2025

\$_____ per month for the year 2026

\$_____ per month for the year 2027

\$_____ per month for the year 2028

\$_____ per month for the year 2029

\$_____ x 12 = \$_____ for 2025

\$_____ x 12 = \$_____ for 2026

\$_____ x 12 = \$_____ for 2027

\$_____ x 12 = \$_____ for 2028

\$_____ x 12 = \$_____ for 2029

Kemball Memorial Centre Total 2025-2029 \$_____

TOTAL FOR ALL FACILITIES \$_____

GST \$_____

GRAND TOTAL \$_____

Additional Work

The following rate will apply when required and authorized by the Village to perform additional work outside the regular duties as outlined in the Contract Agreement (plus applicable taxes).

	HOURLY RATE
All Inclusive	



INVITATION TO QUOTE

SCHEDULE B – ADDENDA

Acknowledgement is hereby made of receipt and inclusion of the following Addenda to the contract documents.

Addendum No. 1 Date April 1, 2025 No. of Pages 2

The ITQ document has been revised to include Addendum No. 1

Addendum No. 2 Date _____ No. of Pages _____

Addendum No. 3 Date _____ No. of Pages _____

INVITATION TO QUOTE

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INVITATION TO QUOTE

SCHEDULE C – REFERENCES

The Respondent shall fill in details below of the most recent contracts the Respondent has undertaken with work of a nature similar to this proposed Contract.

It is the intention of the Village of Kaslo to use the information given below to assess the experience of the Respondent in the appropriate fields of work. The Village may contact the references given below before awarding the Contract.

Location: _____ Client: _____

Contact Name: _____ Telephone No.: _____

Contract Value: _____ Year: _____

Description of Work: _____

Location: _____ Client: _____

Contact Name: _____ Telephone No.: _____

Contract Value: _____ Year: _____

Description of Work: _____

Location: _____ Client: _____

Contact Name: _____ Telephone No.: _____

Contract Value: _____ Year: _____

Description of Work: _____

INVITATION TO QUOTE

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SCHEDULE D – SPECIFICATIONS

1. Introduction

The Village of Kaslo is requesting quotes for the provision of janitorial services for a five (5) year term, with the possibility of an extension of one (1) additional year by mutual agreement but must be declared on or before December 31, 2028.

Facilities to be maintained are as follows:

- City Hall
- Front Street Park
- Vimy Park
- Public Works
- Kemball Memorial Centre

The work involves the provision of all labour, equipment and materials required to perform daily janitorial services, in addition to non-routine or project work as outlined in the Specifications and Task Frequency schedules as indicated on the attached plans which form part of these Specifications.

The work shall be done in accordance with these Specifications using the best techniques of the trade to comply with these Specifications.

2. Materials

All materials and supplies shall be of a quality satisfactory to the Village.

3. Storage

Storage for supplies will be provided in areas to be designated by the Village. Storage of supplies will be done in accordance with the Workplace Hazardous Materials Information System (WHMIS). The Contractor is entirely responsible for coordination and administration of WHMIS for use in the janitorial spaces provided in each building.

4. Equipment

The Contractor shall equip their staff with suitable modern equipment to enable them to perform their tasks.

As well as being adequate for the tasks, equipment shall be such as not to damage or cause unnecessary wear and tear to the building surfaces, furnishings or equipment. It is anticipated that most of this equipment (carts, pails, vacuum cleaners, brooms, mops etc.) will be new at the beginning of this contract and shall be replaced when worn out.

5. Labour

The Contractor shall supply a sufficient number of workers to adequately perform the tasks required. This number will be determined by the prior experience and expert knowledge of the Contractor.

6. Task Location & Frequency

The work shall be done in accordance with the Task Location & Frequency Schedule which is part of this Specification.

All semi-annual, annual and quarterly duties are to be completed in the first month of the contract. Monthly periodic cleaning is to be done in the first week of the month. Bi-monthly periodic cleaning is to be done in the first week of each bi-monthly period.

The Contractor shall supply at the time of contract execution, a complete schedule of periodic cleaning services by facility (the day of the month or week that periodic cleaning tasks will be done in the facilities), a copy of which is to be supplied to the Village.

City Hall

City Hall is to be cleaned and serviced on Monday and Thursday of each week, between the hours of 5:00 pm and 6:00 am. Additional Work may be requested by the Village for special events.

NOTE: Council meetings are normally held the second and fourth Tuesday of each month between 6:00 pm and 10:00 pm. Vacuuming or other noisy operations that would be a disturbing influence are not permitted during these meetings. A schedule will be provided to the Contractor detailing when Council meetings will be held each year.

Front Street Park

Front Street Park is to be cleaned and serviced 7 days per week, two (2) times per day, during hours that are convenient to the Contractor. The Contractor shall close and lock the doors in the evening during weekdays, and the Village shall unlock and open the doors in the morning on weekdays. The Contractor shall open/unlock and close/lock all doors on weekends and holidays. Additional Work may be required long weekends and special events.

Vimy Park

Vimy Park is to be cleaned and serviced 7 days per week, during the hours that are convenient to the Contractor. During the months of July and August, cleaning and servicing shall be two (2) times per day, and during September through June cleaning and servicing shall be one (1) time per day. Additional Work may be required long weekends and special events.

Public Works

Public Works is to be cleaned and serviced once per week, during hours that are convenient to the Contractor.

Kemball Memorial Centre

Kemball Memorial Centre is to be cleaned seven (7) days per week, between the hours of 5:00 pm and 6:00 am.

INVITATION TO QUOTE

SCHEDULE E – TASK LOCATION & FREQUENCY

CITY HALL	
Frequency	Cleaning Services Task
1 time/year	<ul style="list-style-type: none"> All carpets will be cleaned, using hot water extraction method.
4 times/year	<ul style="list-style-type: none"> Interior glass will be cleaned. Tile floors and grout will be scrubbed with a floor machine.
1 time/month	<ul style="list-style-type: none"> High dusting of all wall hangings, such as pictures, graphs, etc., tops of doors, high cabinets and high ledges. Window ledges will be dusted and damp wiped. Hand dust, with a dusting tool, all telephones and horizontal surfaces within in reach, i.e., tops of desks if clean, tables, filing cabinets, radiators, partition ledges and horizontal blinds. Vacuum and damp wipe air diffusers/grills. Damp wipe all baseboards, ledges, handrails.
1 time/week	<ul style="list-style-type: none"> Office furniture will be spot cleaned weekly or as needed, including Council Chamber tables and chairs. All carpet stains will be removed weekly or as needed. Finger marks or smudges will be removed from walls and other surfaces and where spots cannot be removed by normal means, they shall be reported to the Village representative.
2 times/week	<ul style="list-style-type: none"> All hard floors will be swept with a treated dust mop and damp mopped. All carpets will be vacuumed. All waste receptacles will be emptied, and damp wiped if needed; and refuse removed from the building. For the protection of the owner or tenant, in order to ensure that no articles of value are inadvertently discarded, only the contents of the waste receptacles will be emptied. All recyclable material shall be removed and placed in the specified containers provided by the Village. The recyclable material from the CAO office shall not be removed. Front and Rear Entrance glass and glass doors will be cleaned, interior and exterior. Clean and sanitize toilets, sinks, mirrors, washroom floors, baby changing tables. Clean and sanitize kitchen counters and sink, and microwave. Replenish paper towel and toilet paper dispensers.

INVITATION TO QUOTE

SCHEDULE E – TASK LOCATION & FREQUENCY [continued]

FRONT STREET PARK	
Frequency	Cleaning Services Task
1 time/week	<ul style="list-style-type: none"> Doors will be cleaned weekly or as-needed.
2 times/day	<ul style="list-style-type: none"> Clean and sanitize floors. All waste receptacles will be emptied and damp wiped, and refuse removed from the building. Clean and sanitize toilets, sinks, mirrors, baby changing tables. Replenish paper towel and toilet paper dispensers.
3+ times/day Long Weekends and Special Events	<ul style="list-style-type: none"> Clean and sanitize floors. All waste receptacles will be emptied and damp wiped, and refuse removed from the building. Clean and sanitize toilets, sinks, mirrors, baby changing tables. Replenish paper towel and toilet paper dispensers.

VIMY PARK	
Frequency	Cleaning Services Task
1 time/week	<ul style="list-style-type: none"> Doors will be cleaned weekly or as-needed.
1 time/day September - June	<ul style="list-style-type: none"> Clean and sanitize floors. All waste receptacles will be emptied and damp wiped, and refuse removed from the building. Clean and sanitize toilets, sinks, mirrors, baby changing tables. Replenish paper towel and toilet paper dispensers.
2 times/day July - August	<ul style="list-style-type: none"> Clean and sanitize floors. All waste receptacles will be emptied and damp wiped, and refuse removed from the building. Clean and sanitize toilets, sinks, mirrors, baby changing tables. Replenish paper towel and toilet paper dispensers.
3+ times/day Long Weekends and Special Events	<ul style="list-style-type: none"> Clean and sanitize floors. All waste receptacles will be emptied and damp wiped, and refuse removed from the building. Clean and sanitize toilets, sinks, mirrors, baby changing tables. Replenish paper towel and toilet paper dispensers.

INVITATION TO QUOTE

SCHEDULE E – TASK LOCATION & FREQUENCY [continued]

PUBLIC WORKS

Frequency	Cleaning Services Task
1 time/week	<ul style="list-style-type: none"> Doors will be cleaned weekly or as-needed. All waste receptacles will be emptied and damp wiped, and refuse removed from the building. Clean and sanitize toilets, sinks, mirrors, and floors. Replenish paper towel and toilet paper dispensers.

KEMBALL MEMORIAL CENTRE

Frequency	Cleaning Services Task
1 time/year	<ul style="list-style-type: none"> All carpets will be cleaned, using hot water extraction method.
4 times/year	<ul style="list-style-type: none"> Interior glass will be cleaned.
1 time/month	<ul style="list-style-type: none"> High dusting of tops of doors, high cabinets and high ledges. Window ledges will be dusted and damp wiped. Vacuum and damp wipe air diffusers/grills. Damp wipe all baseboards, ledges, handrails.
1 time/week	<ul style="list-style-type: none"> All carpet stains will be removed weekly or as needed. Finger marks or smudges will be removed from walls and other surfaces and where spots cannot be removed by normal means, they shall be reported to the Village representative.
5 times/week	<ul style="list-style-type: none"> All hard floors will be swept with a treated dust mop and damp mopped. All carpets will be vacuumed. All waste receptacles will be emptied, and damp wiped if needed; and refuse removed from the building. Entrance glass doors will be cleaned, interior and exterior. Clean and sanitize toilets, sinks, mirrors, washroom floors, baby changing tables. Replenish paper towel and toilet paper dispensers.

INVITATION TO QUOTE

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SCHEDULE F – SAMPLE CONTRACT

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INVITATION TO QUOTE

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REQUEST FOR DECISION

DATE: April 17, 2025

FILE NUMBER: 0340-50-01

TO: Mayor & Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Kaslo Municipal Campground Policy

Earlier this year, Council provided staff with directions regarding revision to the Kaslo Municipal Campground policy, including the use of overflow camping areas. Staff have met with the Campground Operator to discuss the revised policy, and they have asked for Council to consider the following requests:

1. The Village's policy states that overflow camping areas can be used Thursday to Tuesday of May Days and Jazz Fest weekends. This policy has been in effect since 2010, however the Operator has indicated they were not aware of the policy and have been allowing camping outside of these restrictions. The Operator is requesting that the policy be changed to permit overflow camping on ring road throughout the entire operating season. Council recently discussed this topic and felt that it should restrict camping on ring road to preserve the public's use and enjoyment of walking paths. If the Operator has booked ring road for camping in 2025, then staff would suggest that these bookings be permitted, and that the policy come into full effect for the 2026 season.
2. The Operator has requested that the grassy area between the campground and baseball field be available for camping during Jazz Fest. The Village's 2010 policy does not identify whether overflow camping is permitted in this area, but there appears to be a past practice of camping being permitted during Jazz Fest. Council should be aware that permitting the operation of vehicles in this area increases the risk of damage to turfgrass and the irrigation system, including sprinkler heads, and that allowing vehicles to operate near the daycare centre and gazebo increases the risk of an incident involving pedestrians. If Council decides to permit camping and the operation of vehicles in this area during Jazz Fest, then staff would recommend Council prohibit baseball during this event to mitigate the risk of injury or property damage caused by errant balls.
3. The Operator has requested that they be permitted to park an additional trailer next to the Host Site for their staff to live during the operating season.
4. The revised policy states that the walk-in tent only sites located near the concession building are considered part of the overflow area and therefore only available for use on long weekends and Jazz Fest. The purpose of restricting camping in this area is to provide a separation of vehicles, general park users, and campsites. The Operator has requested that use of these sites not be considered overflow, but rather they be useable throughout the entire operating season. Further, the Operator has requested that vehicles be permitted to access these sites. Staff would suggest that allowing camping in this area on a regular basis could affect the general public's use and enjoyment of the park, and that the use of vehicles in this area poses an unnecessary risk to park users, the daycare, turfgrass, and buildings. Generally, staff would recommend that the use of public vehicles in Vimy Park be prohibited, and that these tent sites be for walk-in camping only on long weekends and Jazz

Fest. If the Operator has booked these sites for 2025, then staff would suggest that these bookings be permitted, and that the policy come into full effect for the 2026 season.

5. The Operator has requested that the old Scout Hall lot and boulevard near Abbey Manor be available for overflow camping during May Days and Jazz Fest. Staff would recommend against the use of these areas as they are not clearly defined camping areas.

The Operator was not aware of the Village's policy (2010) that restricted overflow camping, and it appears that the campgrounds boundaries have been gradually expanding over the years to include other areas of Vimy Park and adjacent properties. Revision to the Kaslo Municipal Campground policy provides Council with an opportunity to clearly define the campground's boundaries and the level of service it wishes to provide. Generally, staff would recommend that Council prohibit the use of public vehicles in Vimy Park and ensures there is an adequate separation of vehicles, people, and errant balls so that Vimy Park can be enjoyed safely by all users.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer