



# Agenda

## Regular Meeting of Council

### Tuesday, August 26, 2025

Council Chambers - City Hall  
413 Fourth Street, Kaslo

Page

#### 1. CALL TO ORDER

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

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

#### 2. ADOPTION OF THE AGENDA

2.1 Addition of late items

2.2 Adoption of the agenda

***Recommendation:***

***THAT the agenda for the August 26, 2025 Council Meeting be adopted as presented.***

#### 3. ADOPTION OF THE MINUTES

5 - 13

[2025.07.22 Minutes DRAFT](#) 

[2025.07.30 COW Minutes DRAFT](#) 

***Recommendation:***

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

#### 4. COMMITTEE OF THE WHOLE IN CAMERA

***Recommendation:***

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

***(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;***

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

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

## **5. RAISED FROM IN CAMERA MEETING**







***Recommendation:***








***THAT the Committee of the Whole rise and report on the discussion and resolution from the In Camera Committee of the Whole meeting of July 30, 2025 regarding the acquisition, disposition or expropriation of land or improvements.***

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

## **6. DELEGATIONS - Nil**

## **7. INFORMATION ITEMS**






7.1	Council Reports <a href="#">Mayor's Report</a>  <a href="#">Citizen of the Year 2025</a> 	14 - 19
7.2	Committee Meetings	
7.3	CAO Report	
7.4	<a href="#">Staff Report - Arena Accessibility Study</a> 	20 - 59
7.5	<a href="#">Staff Report - Arena Kitchen Feasibility Study</a> 	60 - 70
7.6	Kaslo Housing Society <a href="#">2025.07.25 KHS Minutes</a> 	71 - 72
7.7	Kaslo & District Public Library <a href="#">Job Posting - Library Director</a> 	73 - 74

7.8	Correspondence	75 - 108
	<a href="#">2025.07.29 Thank you Letter - Derek Apple</a> 	
	<a href="#">2025.08.08 Letter of Support Kootenay Lake Historical Society</a> 	
	<a href="#">2025.08.08 UBCM Official Opposition Meeting Opportunities</a> 	
	<a href="#">2025.08.14 PacificSport Columbia Basin RE Support for Coaches</a> 	
	<a href="#">2025.08.16 Kaslo Bay Moorage</a> 	
	<a href="#">2025.08.01 Baer RE Changes Expected Tennis/Pickleball</a> 	
	<a href="#">2025.08.26 Proposed RV Park Correspondence Package</a> 	

## 8. QUESTION PERIOD

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

## 9. BUSINESS

9.1	RV Park Proposal – Revised Purchase and Sale Agreement <a href="#">Staff Report</a> 	109 - 135
	To provide Council with a revised Purchase and Sale Agreement and seek direction to fully execute the document so that both parties can begin working on its conditions.	
	<b>Recommendation:</b> <b>THAT staff fully execute a Purchase and Sale Agreement with Quality Property Developments Inc. as presented by way of the staff report dated August 18, 2025.</b>	
9.2	Road Closure and removal of Highway Dedication <a href="#">Staff Report</a>  <a href="#">Notice Road Closure and removal of Highway Dedication</a>  <a href="#">DRAFT Bylaw 1319</a> 	136 - 142
	To introduce the Road Closure and Removal of Highway Dedication Bylaw for the proposed RV Park.	
	<b>Recommendation:</b> <b>THAT Road Closure and Removal of Highway Dedication Bylaw No. 1319, 2025 be given first reading.</b>	
9.3	Village of Kaslo Signing Authorities <a href="#">Staff Report</a> 	143
	To consider Joni L'Heureux as an authorized signatory for the Village	

of Kaslo.

**Recommendation:**

***THAT Joni L'Heureux be added as an authorized signatory for the Village of Kaslo at the Kootenay Savings Credit Union, Central 1 Credit Union, the Royal Bank and the Municipal Finance Authority.***

9.4 Council Remuneration Task Force

144 - 192

[Staff Report](#) 

For Council to appoint members to the Council Remuneration Task Force.

**Recommendation:**

***THAT Steve Anderson, Jeff Davie, and Tammy Horick be appointed to the Council Remuneration Task Force.***

**10. LATE ITEMS**

**11. IN CAMERA NOTICE**

**Recommendation:**

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

**(c) labour relations or other employee relations;**

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

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

**12. RAISED FROM IN CAMERA MEETING**

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

**13. ADJOURNMENT**

**Recommendation:**

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





## Regular Council Meeting - Minutes

Tuesday, July 22, 2025 at 6:00 PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair: Mayor Hewat  
Councillors: Bird, Brown, Lang, Leathwood  
Staff: CAO Baker, MSI Dunlop, LA Stroshein  
Public: 8

### 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 6:04 p.m.

### 2. ADOPTION OF THE AGENDA

#### 2.1 Addition of late items

- Kaslo Jazz Etc. Society 2025 Festival Requests
- Municipal Insurance Association of BC

#### 2.2 Adoption of the agenda

168/25

***THAT the agenda for the July 22, 2025 Council Meeting be adopted with the addition of the late items.***

**CARRIED**

### 3. ADOPTION OF THE MINUTES

2025.06.24 Minutes DRAFT

169/25 ***THAT the minutes of the June 24, 2025 Council Meeting be adopted as presented.***

**CARRIED**

### 4. DELEGATIONS

*Nil*

### 5. INFORMATION ITEMS

#### 5.1 Council Reports

Mayor's Report

*Mayor Hewat answered questions regarding her report.*

## Councillor Reports

*Nil*

### 5.2 Committee Meetings

2025.07.14 Health Advisory Committee

2025.06.25 Kaslo Events Committee

### 5.3 Staff Reports

#### CAO Report

*CAO Baker summarized his staff report on municipal activities including ongoing and upcoming projects.*

### 5.4 Correspondence

2025.06.25 Farmers market Nutrition Program

2025.06.20 Invitation to the Mining, Energy & Forestry Resource Breakfast Series

2025.07.11 Shadrack - Sidewalks

### 5.5 2nd Quarter - Municipal Progress Report

### 5.6 Director of Financial & Corporate Services

### 5.7 Proposed RV Park - For the Record

### 5.8 South Kaslo Development Plan - What We Heard Report

## 6. QUESTION PERIOD

*One member of the public thanked Council and Staff for the great job they did presenting and answering questions at the Proposed RV Park Open House held on July 21, 2025.*

## 7. BUSINESS

### 7.1 DVP2025-01 405 4th Street

2025.07.16 Staff Report

Public Notice

*The applicant requested a postponement on their development permit application.*

7.2 DVP2025-02 331 Front Street

2025.07.16 Staff Report

Public Notice

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

170/25

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

**CARRIED**

7.3 Community Development Grants

Staff Report - RDCK Community Development Grant Program

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

171/25

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

**CARRIED**

172/25

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

**CARRIED**

173/25

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

**CARRIED**

7.4 2025.07.11 RDCK OCP Bylaw Amendment

*For Council to consider the potential effects of the RDCK OCP Bylaw Amendment on the Village of Kaslo.*

174/25

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

**CARRIED**

- 7.5 2025 Community Resiliency Investment FireSmart  
Community Funding and Supports Allocation  
2025.07.16 2025 CRI Agreement and terms of Conditions for Funding  
*For Council to consider authorizing the Corporate Officer to sign the 2025  
Community Resiliency Investment FireSmart Community Funding agreement.*

175/25

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

**CARRIED**

- 7.6 Council Remuneration Task Force  
Staff Report  
Terms of Reference  
UBCM Council & Board Remuneration Guide  
*To provide Council with options for performing a Council remuneration review.*

176/25

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

**CARRIED**

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

177/25

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

**CARRIED**

- 7.8 Permissive Tax Exemptions  
2025.06.26 Staff Report  
Permissive Tax Exemption Policy  
Financial Plan - The Use of Permissive Tax Exemptions  
Permissive Tax Exemptions under section 225-226 of the Community  
Charter  
*For Council to consider adopting a Permissive Tax Exemption Policy under  
section 224 of the Community Charter.*

**178/25**                    ***THAT the Permissive Tax Exemption Policy drafted June 26, 2025 be adopted.***

**CARRIED**

**8.     LATE ITEMS**

8.1     Kaslo Jazz Etc. Society 2025 Festival Requests  
Staff Report  
2025.05.02 Kaslo Jazz Etc Summer Music Festival 2025  
2025.06.23 Noise Variance Bylaw Request  
Agreement - Kaslo Jazz Etc Society - 2023-2025  
*For Council to consider requests from the Kaslo Jazz Etc Society for the 2025 Jazz Fest event and identify any conditions that must be met.*

**179/25**                    ***THAT for the 2025 Jazz Fest event, the Village close portions of Kaslo Bay Road to non-event traffic from 8am Wednesday, July 30, 2025 until 8am Monday, August 4, 2025, AND***

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

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

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

**CARRIED**

**180/25**                    ***THAT the 2025 Jazz Fest event, the Kaslo Jazz Etc Society be charged a daily land use fee of \$30/day as part of the License of Occupation for use of the Village's south beach lands as a campground.***

**CARRIED**

**181/25**                    ***THAT major community events, including those organized by the Kaslo Jazz Etc Society and Chamber of Commerce, be referred to the Village's Events Committee.***

**CARRIED**

8.1 Municipal Insurance Association of BC Voting Delegate

*For Council to consider a Voting Delegate and alternate to MIABC.*

182/25

**THAT Council appoint Mayor Hewat as Voting Delegate and Councillor Brown as alternate to the Municipal Insurance Association of BC's 38<sup>th</sup> Annual General Meeting.**

**CARRIED**

9. IN CAMERA NOTICE

*Nil*

11. ADJOURNMENT

183/25 ***THAT the meeting be adjourned at 7:18 p.m.***

**CARRIED**

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Corporate Officer

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Mayor



## Committee of the Whole - Minutes

Wednesday, July 30, 2025 at 6:00 PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair: Mayor Hewat  
Councillors: Bird, Brown, Lang, Leathwood  
Staff: CAO Baker  
Public: 0

### 1. CALL TO ORDER

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

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

### 2. ADOPTION OF THE AGENDA

2.1 Adoption of the agenda

184/25

***THAT the agenda for the July 30, 2025 Committee of the Whole Meeting be adopted as presented.***

**CARRIED**

### 3. CORESSPONDENCE

3.1 Proposed RV Park Correspondence

[2025.06.03 Thomson RE Accepting the QP Development](#)

[Proposal](#)

[2025.06.05 Gall RE South Beach](#)

[2025.06.10 Diplock RE EMA Triggers of Former South Beach](#)

[Sawmill Site](#)














[2025.06.10 Malik RE FOI Stream Protection PDA](#)

[2025.06.10 Thatcher RE South Beach Proposal](#)

[2025.06.10 Westx Info RE EMA Triggers](#)

[2025.06.12 Morse RE OCP Wording](#)

[2025.06.14 Balla RE South Beach](#)

[2025.06.16 Malik RE South Beach Access](#)   
[2025.06.17 Precious RE Risk-Benefit](#)   
[2025.06.24 Begg RE the QP South Beach](#)   
[2025.06.23 Malik RE Advice from the Province](#)   
[2025.06.23 Malik RE Public Access](#)   
[2025.06.23 Malik RE South Beach](#)   
[2025.06.23 Malik RE Transfer of Risk](#)   
[2025.06.23 Murdock RE South Beach](#)   
[2025.07.01 Challmie RE Wrong Project](#)   
[2025.07.06 Wells RE Fill for the RV Park](#)   
[2025.07.14 Precious RE Flash Floods](#)   
[2025.07.17 Bath RE South Beach Open House](#)   
[2025.07.17 Murach RE South Beach Development](#)   
[2025.07.21 Wells RE Open House](#)   
[2025.07.21 Wilson RE Open House](#)   
[2025.07.22 Armstrong RE South Beach](#)   
[2025.07.22 Huber RE Open House](#)   
[2025.07.22 Malik RE Bare Land Strata](#)   
[2025.07.22 O'Keefe RE South Beach](#)   
[2025.07.23 Malik RE Terms Conditions](#)   
[2025.07.24 Shadrack RE South Beach](#)   
[2025.07.27 Thatcher RE South Beach](#)   
[2025.07.28 Malik RE South Beach Issue](#) 

#### 4. IN CAMERA NOTICE

**185/25** ***THAT in accordance with Section 90(1) A of the Community Charter, part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following;***



***(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;***

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

**CARRIED**

*The open meeting recessed at 6:04 p.m.*

**5. RAISED FROM IN CAMERA MEETING**

*Nil*

*The open meeting reconvened at 8:02 p.m.*

**6. ADJOURNMENT**

**186/25      *THAT the Committee of the Whole meeting be adjourned at 8:03 p.m.***

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Corporate Officer

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Mayor

# VILLAGE OF KASLO - MAYORS REPORT

## Regular Council Meeting, Tuesday, August 26, 2025

### Report Date: August 19, 2025

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

I have included the updated Community Development Grant fund balance (showing grants approved by the Board to date) at the end of my report.



### VILLAGE OF KASLO.

#### RV Park Proposal Open House

Village Council and Staff hosted an open house to outline the RV Park proposal. CAO Baker prepared a document outlining the proposal and the work done to date as well as what the process could be going forward.

Members of Council were in attendance and answered questions from the public as did CAO Baker and Manager of Strategic Initiatives Ian Dunlop.

The published format for the meeting was changed as the meeting proceeded in response to the wishes of many of those in attendance. There was a general feeling that having discussions with individual members of Council was not what was desired, but rather a general question and answer so everyone was able to hear the questions and answers.

The meeting was scheduled for 2 hours, but with mutual agreement, it was extended to 3 ¾ hours. Thank you to the members of the public, Staff and Council who were able to attend.

#### Kaslo's 132<sup>nd</sup> Birthday Party and Citizen of the Year Award Presentation

Councillor Leathwood and I organized the celebration again this year, but we didn't do it alone.



We appreciate the assistance provided by our office staff: Andrea and Karissa, and public works staff: Jason, Owen and Kenya.

Thanks to Councillor Bird for pitching in on Friday with getting ready for the event.

We appreciated having Erin Lawrence of Wild Safe BC and Patrick Cheknita of Columbia Basin Trust participate in our event.

We also appreciate our Citizen of the Year selection committee for your participation in the process.

Finally, thanks go to Ian Dunlop for taking photos.

A huge congratulations goes out to the family of our 2025 Citizen of the Year, **Priscilla Germann Davis**. One of her friends, Chantel Joyouse Henschel was in attendance to accept the award on behalf of her family.

# VILLAGE OF KASLO - MAYORS REPORT



## Community Sustainable Living Advisory Committee (CSLAC)

Delegation – Chelsey Jones, Lardeau Valley Opportunity LINKS Society. Chelsey gave a presentation on their Grid Stability Pilot Project. If you would like to see a copy of the report, please let me know.

We received a copy of the final report from Living Lakes Canada on their Columbia Basin Groundwater Monitoring Program within the RDCK which was partially funded by CSLAC.

The committee received the CSLAC Interview Summary. Below is a brief summary on the reason for the formation of the committee.

*The Community Sustainable Living Advisory Committee (CSLAC) and the RDCK's Sustainable Living Service (S105) were established to provide a regional platform for discussing and piloting responses to emerging sustainability challenges. These include watershed governance, food security, energy resilience, and rural mobility—issues that fall outside traditional core services but are essential to regional resilience.*

Reason for the interviews and interview questions.

*Following the exit (or notice of) of Areas E, J, and K, CSLAC directed staff to conduct interviews with all members of the Committee, including Area K. 10 of the 12 members were interviewed. These interviews were held over 3 weeks in May and June. Each interview was 30 minutes and focused on the following three questions:*

- Value and Role of the Service and Committee: What value—if any—has the Community Sustainable Living Service (S105) and CSLAC provided to your municipality or electoral area, and to the broader region?
- Impacts of Upcoming Changes: What effects do you foresee from the withdrawal of Areas E, J, and K?
- Future Direction: We will provide the projected financial impacts, based on your input, develop potential scenarios for continuing this work with a reduced funding base. These scenarios will be discussed at the next CSLAC meeting.

## Joint Resource Recovery

### 3.1 City of Nelson Recycling Cost Allocation.

Below is the first paragraph of the letter that was received from Mayor Morrison.

The City of Nelson requests that the RDCK revise its cost allocation model for the depot recycling services to a volume-based allocation formula to ensure an equitable contribution from participating jurisdictions. This request specifically relates to the Nelson Lakeside and Grohman Narrows depots, which serve both municipal and rural users but are disproportionately costed to the City of Nelson.

### 3.2 Update on the Fire at Nakusp Landfill.

The Nakusp Landfill Yard & Garden Stockpile Fire Summary was received.

## Board meeting

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

### Central Kootenay Invasive Species Society (CKISS)

They had requested that a board member be appointed to their board. The last RDCK board member appointee had resigned in 2024. No director indicated interest in taking on the position.

### 5.2.1 Regional and Local Community Needs Project

## VILLAGE OF KASLO - MAYORS REPORT

Motion: That the Board consider approval of the revised project scope to focus on fringe planning case study assessments for the Regional and Local Community Needs project within the existing contract award budget, as recommended by the internal project team, including all participating member municipalities.

I can provide a copy of the staff report if requested.

### 5.5.3 ReDi Grant (RES 289/25) Amendment

That Resolution 289/25, being the allocation of ReDi funds, be amended by changing:

#### AREA D/KASLO

Kids to Camp 2025    \$3,655 to Lardeau Valley Community Club    \$3,655.

#### **North Kootenay Lake Services Committee**

There were only a few items on the agenda for this meeting. A verbal update was provided on the status of the McDonald Creek contract which expires this year.

Tristan Fehst, Regional Fire Chief, and Nick Skuce, Kaslo Fire Chief provided an overview to the Committee regarding the Kaslo fire engine that is due for replacement in 2027 since it will have reached the end of life (25 years).



Finance and Audit Committee (virtual).

Board meetings in Valemount.

On Thursday evening there was a Farmers' Market at the Visitor Information Centre. This was followed by a free community BBQ in Centennial Park, which included cake and refreshments as well as live music by local musicians. This was hosted by the Valemount Community Forest and partially sponsored by the Trust.

On Friday morning I had the opportunity to take a walk around Cranberry Marsh which was easily accessed from behind the hotel.

The board meeting started on Friday afternoon, followed by the public session. Mayor Owen Torgerson gave a presentation on Valemount and highlighted projects that have been funded by the Trust. This was followed by a presentation by Robson Valley Community Services.

We concluded the board meeting on Saturday morning.

**Please see the attached Trust Board Highlights for July 2025.**

The minutes of previous meetings can be found via the link below:

<https://ourtrust.org/newsroom/publications/>

### **OTHER EVENTS/MEETINGS**

#### **Informal discussion with Minister of Citizens Services Diana Gibson.**

I had the opportunity to have a brief discussion with Minister Gibson when she visited City Hall/Service BC office.

We discussed topics of concern for the Village, and I highlighted the efforts being made to expand the long-term care beds at the Victorian Health Centre and the potential for expansion at the Abbey Manor site. We also discussed the need for better transit options for rural communities for accessing specialist health services outside of their communities. She expressed her willingness to advocate for the Village in these matters and discuss these with Minister of State for Local Governments and Rural Communities, Brittny Anderson.

# 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.



August 20	Joint Resource Recovery @ 1:00pm.
21	Board meeting @ 9:00am.
Sept. 17	Joint Resource Recovery @ 1:00pm.
18	Board meeting @ 9:00am.



## VILLAGE OF KASLO.

August 20	We welcome Joni L'Heureux as our Director of Finance & Corporate Services.
26	Regular meeting of Council @ 6:00pm.
Sept. 9	Regular meeting of Council @ 6:00pm.



Sept. 3	Housing Initiatives Task Force meeting
11-13	AGM and Board meetings in Radium.

## OTHER EVENTS/MEETINGS

Sept 21- 26	Union of BC Municipalities in Victoria
23	Municipal Finance Authority Semi-Annual meeting (held during UBCM).

<b>KASLO</b>	2024 carry forward		\$	122,081.86
	Village of Kaslo	20-Mar-25	4,000.00	
	2025 Budget Allocation	3-Jul-25		43,628.89
	Total grants issued to date		4,000.00	
	<b>Total Available Funds</b>		<b>\$</b>	<b>161,710.75</b>

Respectfully submitted,  
Mayor Suzan Hewat

These highlights provide a general summary of key discussion items and decisions from the Board of Directors meeting held on **July 25/26, 2025** in Valemount, BC. Confidential matters, such as business negotiations, personnel matters and legal issues, are not included.

- **Statement of Financial Information Approved**

The Board approved the 2024/25 Statement of Financial Information, which includes financial statements, and schedules of employee and Board remuneration and expenses, as well as payments over \$25,000 to suppliers of goods and service. The statement will be available in September at [ourtrust.org/publications](https://ourtrust.org/publications).

- **Annual Service Plan Report Approved**

The Board approved the 2024/25 Annual Service Plan Report, which will be available in August. Once release, it can be found at [ourtrust.org/publications](https://ourtrust.org/publications).

- **\$2.8 Million Approved for New Delivery of Benefits Activities**

As part of the 2025/26 Budget, the Trust approved \$2.8 million for new and/or expanded Delivery of Benefits activities that align with the [2024–2034 Columbia Basin Management Plan](#). Details on new initiatives will be shared in the coming months.

Learn more about our work at [ourtrust.org/ourfocus](https://ourtrust.org/ourfocus) or explore current programs at [ourtrust.org/grants](https://ourtrust.org/grants).

- **Annual General Meeting and Community BBQ**

The Trust will host its Annual General Meeting on Thursday, September 11, 2025 in Radium, with the option to attend in person or online. The event will include highlights from the 2024/25 fiscal year and the presentation of the Annual Service Plan Report.

A community barbeque will follow the AGM from 4:00 p.m. to 7:00 p.m. MT.

This year’s AGM, community barbeque and special edition of Our Trust Magazine will collectively celebrate the Trust’s 30<sup>th</sup> anniversary, marking three decades of serving Basin communities. The magazine will be delivered to households and businesses across the region in September.

More information is available at [2025 Annual General Meeting](#).

- **Board Meeting Schedule**

The following is the remaining 2025 meeting schedule for the Trust’s Board of Directors:

September 11	Radium (Annual General Meeting)
September 12/13	Radium
November 28/29	Nelson

Board meeting minutes are posted to the Trust’s website after they are approved at the following meeting. View minutes at [ourtrust.org/publications](https://ourtrust.org/publications).





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## Village of Kaslo

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### PUBLIC NOTICE

#### 2025 Citizen of the Year Award

The Village of Kaslo is proud to announce that Priscilla (Pris) Germann Davis has been selected as the 2025 Citizen of the Year in recognition of her extraordinary contributions to our community.

Pris has exemplified the very best of Kaslo through her unwavering dedication, compassion, and tireless volunteerism. Some of her contributions include fundraising for the Kaslo Baseball and Softball Association, cooking and baking for numerous community events, tutoring children, volunteering with the elderly and helping neighbours in need. She wasn't motivated by praise, she just gave of her time, her energy, and her enormous heart because that's who she was.


The Citizen of the Year award was formally presented to Priscilla's dear friend on behalf of her family, during the Village of Kaslo's Birthday Celebration on August 15, 2025. The event brought together residents, friends, and family to honour her legacy and celebrate the spirit of community she so beautifully embodied.

Pris's generosity and kindness has touched every corner of Kaslo and has left a lasting impact on countless lives and strengthened the fabric of our village. We are humbled and grateful for everything she has done. Her example reminds us all of the power of giving and the importance of looking out for one another.

On behalf of the Village of Kaslo, we extend our deepest appreciation and heartfelt congratulations to the late Priscilla Germann Davis. Her legacy will continue to inspire future generations to serve with compassion and integrity.

Please join us in honouring Pris's memory and celebrating the remarkable life of a true community champion.

Sincerely,

  
Mayor Suzan Hewat

DATE: August 20, 2025

FILE NUMBER: 0800-60

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Arena – 2024 Accessibility Study

## 1.0 PURPOSE

To provide Council with the accessibility study that was conducted for the Arena in 2024.

## 2.0 RECOMMENDATION

Information only.

## 3.0 BACKGROUND

For 2024, Council approved an Arena Upgrades project in the amount of \$160,000 which included the performance of an accessibility study. The purpose of the study was to identify accessibility upgrades that would enhance the functionality of the arena if it were required to serve as an emergency reception centre. The Village hired an architect to review the building's existing conditions and make recommendations. Their report is attached as information. Council should be aware that the BC Building Code does not require older buildings to conform to current standards unless there is a change in occupancy, major alterations, or an inherent threat to occupant safety. Neither of these situations currently apply to the arena.

## 4.0 DISCUSSION

The architect's report identifies numerous opportunities to improve accessibility, including the construction of a lift and catwalk from the 1<sup>st</sup> floor lobby to the 2<sup>nd</sup> floor viewing area. Other recommendations are more minor in scope, but would greatly improve public safety and the arena's ability to serve as an emergency reception centre. The accessibility study is being provided to Council as information, and if Council wishes to pursue any of the recommendations then this should be discussed during the strategic priorities session that is planned for the fall. If deemed a priority, staff would develop a project proposal for 2026 capital budget discussions.

## 5.0 OTHER CONSIDERATIONS

The Kaslo and District Arena Association (KDAA) leases the building from the Village through a Net Lease Agreement. This means that the KDAA is responsible for all operating and capital costs of the property, but this type of lease structure does not reflect how the two organizations are acting. For example, the Village initiated and performed the 2024 Arena Upgrades project including review and design of mechanical, accessibility, and kitchen improvements. While the Village consulted with the KDAA throughout the project, the fact that the Village led these initiatives indicates that the relationship does not resemble a Net Lease structure. The undersigned might suggest that a partnering agreement would be a better reflection of the relationship between the two organizations and that the Village re-visit this topic with the KDAA. Consideration should also be given to the use of donations that currently reside within the Kaslo and Area D Arena Property Reserve Fund to ensure the funds can be accessed by the KDAA as intended. If Council wishes



to re-visit its agreement with the KDAA, this should be discussed during its strategic priorities session that is planned for the fall.

**RESPECTFULLY SUBMITTED**



---

Robert Baker, Chief Administrative Officer

Attachments: Arena Accessibility Study  
Arena Accessibility Study - Drawings

**CAO COMMENTS:**

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer

Date



# Kaslo Arena | Accessibility

**Feasibility Study**

**Completed: 24-10-28**

**Client: Village of Kaslo**

**Project Overseen By:**

**Colin Hawkins | Manager of Strategic Initiatives w/ Village of Kaslo**



# Overall Building



Aerial looking at rink entry.

Project: Kaslo Arena  
Date: 7/20/2024, 1:12pm  
Creator: Jordan Jones



Aerial looking at curling entry.

Project: Kaslo Arena  
Date: 7/20/2024, 1:16pm  
Creator: Jordan Jones



Aerial Plan View.

Project: Kaslo Arena  
Date: 7/20/2024, 1:20pm  
Creator: Jordan Jones



Interior view of rink.

Project: Kaslo Arena  
Date: 6/4/2024, 6:49pm  
Creator: Jordan Jones

# Accessibility Comments

While the following accessibility comments are suggested for enhancing user experience, they address existing conditions and are not mandatory upgrades. The BC Building Code does not require older buildings to conform to current standards unless there is a change in occupancy, major alterations, or an inherent threat to occupant safety. Nonetheless, addressing these areas is strongly advised to improve accessibility and safety for all users.





Main Entry

1. No push buttons/auto door operators.

Project: Kaslo Arena  
Date: 4/26/2024, 12:49pm  
Creator: Jordan Jones



Main Entry

1. No paved walkway to access "accessible" ramp. Note, even with paved walkway, this ramp does not provide accessibility. See clarification further in report.

Project: Kaslo Arena  
Date: 4/26/2024, 12:49pm  
Creator: Jordan Jones



Main Entry Vestibule

1. No push buttons/auto door operators.  
2. Door threshold appears to meet code requirements.

Project: Kaslo Arena  
Date: 6/4/2024, 5:35pm  
Creator: Jordan Jones



Main Entry Vestibule Doors from Lobby

1. No push buttons/auto door operators.  
2. Door threshold appears to meet code requirements.

Project: Kaslo Arena  
Date: 6/4/2024, 5:30pm  
Creator: Jordan Jones

5



### Door from Lobby to Rink

1. Slope and transitions are not accessible.

Project: Kaslo Arena

Date: 6/4/2024, 6:14pm

Creator: Jordan Jones

6



### Door from Lobby to Rink

1. Slope and transitions are not accessible.

Project: Kaslo Arena

Date: 6/4/2024, 6:15pm

Creator: Jordan Jones

7



### Entrance to Rink

1. Transitions are not accessible.

Project: Kaslo Arena

Date: 6/4/2024, 6:15pm

Creator: Jordan Jones

8



### Entrance to Rink and Ramp Door

1. Transitions are not accessible.
2. Door threshold is not accessible.
3. Wood plank floor could be furred up to align with plywood and door threshold for accessibility.

Project: Kaslo Arena

Date: 6/4/2024, 6:15pm

Creator: Jordan Jones



9



### Entrance to Rink and Ramp Door

1. Signage indicates accessible entrance/exit but current status is not suitable as-is.

Project: Kaslo Arena

Date: 2/28/2024, 1:35pm

Creator: Jordan Jones

10



### Entrance to Rink and Ramp Door

1. Transitions are not accessible.
2. Wood plank floor could be furred up to align with plywood and door threshold for accessibility.
3. Proposed lift could have stop 1 in lobby, stop 2 in rink (where shown) and stop 3 at level 2.

Project: Kaslo Arena

Date: 6/4/2024, 6:13pm

Creator: Jordan Jones

11



### Ramp Door from Exterior

1. Door threshold does not meet accessibility requirements.

Project: Kaslo Arena

Date: 2/28/2024, 1:38pm

Creator: Jordan Jones

12



### Ramp at Exterior

1. No accessible path of travel to ramp.
2. Accessible ramp requires hand rails.

Project: Kaslo Arena

Date: 2/28/2024, 1:38pm

Creator: Jordan Jones



Change Room Entry Vestibule

1. No push buttons/auto door operators.

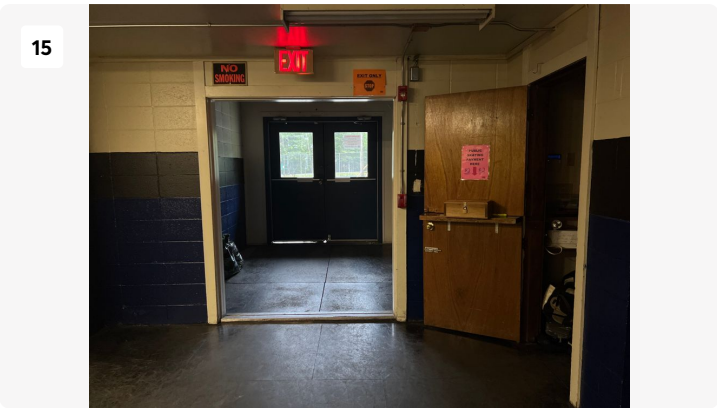
Project: Kaslo Arena  
Date: 4/26/2024, 12:37pm  
Creator: Jordan Jones



Change Room Entry Door

1. First threshold meets accessibility requirements.

Project: Kaslo Arena  
Date: 6/4/2024, 6:22pm  
Creator: Jordan Jones



Change Room Entry Interior Door

Project: Kaslo Arena  
Date: 6/4/2024, 6:22pm  
Creator: Jordan Jones



Change Room Entry Interior Door

1. Threshold does not meet accessibility requirements.

Project: Kaslo Arena  
Date: 6/4/2024, 6:22pm  
Creator: Jordan Jones

17



### Rink Access

1. Accessibility requirements to rink are not met.
2. This is common but we should strive to provide accessibility to rink surface for both winter (sport) and summer (events, etc.). This may be in the form of rubber ramps, swapped out seasonally.

Project: Kaslo Arena

Date: 6/4/2024, 6:26pm

Creator: Jordan Jones

18



### Rink Threshold

Project: Kaslo Arena

Date: 6/4/2024, 6:26pm

Creator: Jordan Jones

19



### Rink Bleachers

1. Accessibility is not currently provided to any bleachers/seating in the rink area.
2. If accessibility can be improved to plywood floor (as noted elsewhere in this report), accessible bleachers/seating can be provided in this corner of the rink.

Project: Kaslo Arena

Date: 6/4/2024, 6:16pm

Creator: Jordan Jones

20



### Stair to Lounge Door

1. For accessibility, door requires 600mm (~2'-0") clearance at the latch side on the pull side of the door.
2. This clearance requirement can be decreased if auto door operator is provided.

Project: Kaslo Arena

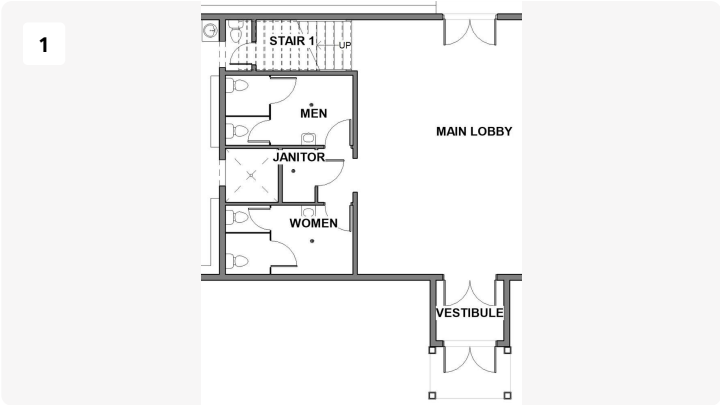
Date: 6/4/2024, 5:41pm

Creator: Jordan Jones



## Washroom Facilities

While the following washroom facility recommendations are suggested for enhancing user experience, they address existing conditions and are not mandatory upgrades. The BC Building Code does not require older buildings to conform to current standards unless there is a change in occupancy, major alterations, or an inherent threat to occupant safety. Nonetheless, addressing these areas is strongly advised to improve accessibility and safety for all users.



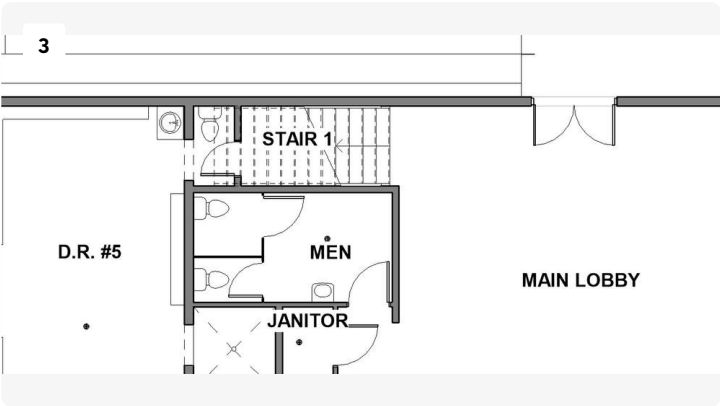
Lobby Washrooms

Project: Kaslo Arena  
Date: 10/27/2024, 8:43pm  
Creator: Jordan Jones



Lobby Washroom | Entrance

Project: Kaslo Arena  
Date: 6/4/2024, 5:35pm  
Creator: Jordan Jones



Lobby Washroom | Men's

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



Lobby Washroom | Men's

1. Consider fold-down adult change table in extra space.
2. Suggest signage be replaced to meet current building code.

Project: Kaslo Arena  
Date: 6/4/2024, 5:36pm  
Creator: Jordan Jones

5



## Lobby Washroom | Men's Sink

1. Mirror bottom must be max 1000mm from floor to meet accessibility.
2. Suggest taller mirror with bottom aligned at top of sink.
3. Alternate option would be to install an inclined mirror.
4. Min. 200x400 counter/shelf to be added.
5. Max. 1200mm from floor to user function of soap and...

Project: Kaslo Arena

Date: 6/4/2024, 5:36pm

Creator: Jordan Jones

6



## Lobby Washroom | Men's Sink

1. Pipe insulation is a requirement for accessibility.
2. Top of sink to be 865mm from floor.

Project: Kaslo Arena

Date: 6/4/2024, 5:36pm

Creator: Jordan Jones

7



## Lobby Washroom | Men's Accessible Stall

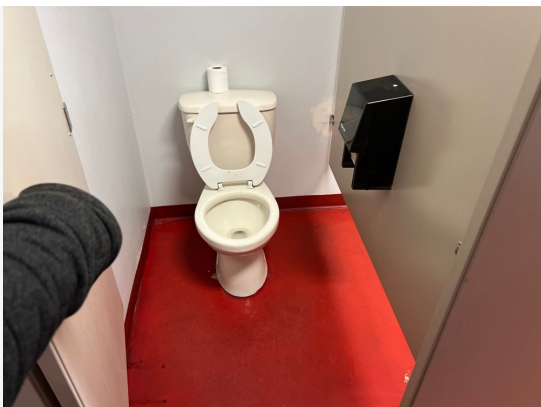
1. Grab bars do not meet current building code requirements.
2. Code requires bolt-down toilet lid.
3. Location of toilet paper dispenser doesn't meet code requirements.

Project: Kaslo Arena

Date: 6/4/2024, 5:36pm

Creator: Jordan Jones

8



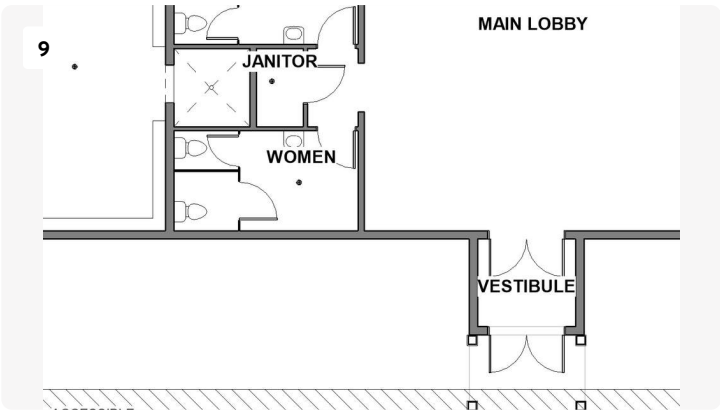
## Lobby Washroom | Men's Standard Stall

1. Bolt down lid suggested.

Project: Kaslo Arena

Date: 6/4/2024, 5:37pm

Creator: Jordan Jones



Lobby Washroom | Women's

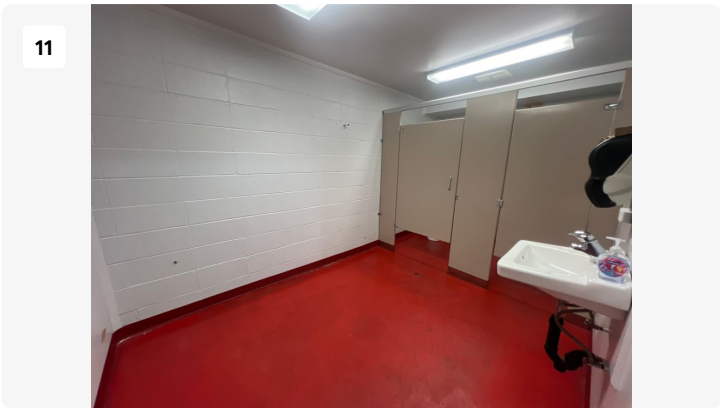
Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



Lobby Washroom | Women's

1. Suggest signage be replaced to meet current building code.

Project: Kaslo Arena  
Date: 6/4/2024, 5:37pm  
Creator: Jordan Jones



Lobby Washroom | Women's Sink

1. Consider fold-down adult change table in extra space.

Project: Kaslo Arena  
Date: 6/4/2024, 5:37pm  
Creator: Jordan Jones



Lobby Washroom | Women's Sink

1. Mirror bottom must be max 1000mm from floor to meet accessibility.
2. Suggest taller mirror with bottom aligned at top of sink.
3. Alternate option would be to install an inclined mirror.

Project: Kaslo Arena  
Date: 6/4/2024, 5:37pm  
Creator: Jordan Jones



- Lobby Washroom | Women's Sink
1. Top of sink to be 865mm from floor.
  2. Min. 200x400 counter/shelf to be added.
  3. Max. 1200mm from floor to user function of soap and paper towel
  4. Pipe insulation is a requirement for accessibility.

Project: Kaslo Arena  
Date: 9/13/2024, 4:32pm  
Creator: Jordan Jones



- Lobby Washroom | Women's Accessible Stall
1. Grab bars do not meet current building code requirements.
  2. Code requires bolt-down toilet lid.
  3. Location of toilet paper dispenser doesn't meet code requirements.

Project: Kaslo Arena  
Date: 6/4/2024, 5:37pm  
Creator: Jordan Jones



- Lobby Washroom | Women's Standard Stall
1. Bolt down lid suggested.

Project: Kaslo Arena  
Date: 6/4/2024, 5:38pm  
Creator: Jordan Jones



Lounge Washroom | Men's

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



17



### Lounge Washroom | Men's Entrance

1. Suggest signage be replaced to meet current building code.
2. No accessible stall included.

Project: Kaslo Arena

Date: 6/4/2024, 6:03pm

Creator: Jordan Jones

18



### Lounge Washroom | Men's Sink

1. Mirror bottom must be max 1000mm from floor.
2. Suggest taller mirror with bottom aligned at top of sink.
3. Max. 1200mm from floor to user function of soap and paper towel.
4. Suggest adding pipe insulation.
5. Suggest installing second sink and mirror.

Project: Kaslo Arena

Date: 6/4/2024, 6:04pm

Creator: Jordan Jones

19



### Lounge Washroom | Men's Urinals

1. Suggest adding privacy divider.
2. Suggest addition of grab bars.

Project: Kaslo Arena

Date: 6/4/2024, 6:04pm

Creator: Jordan Jones

20



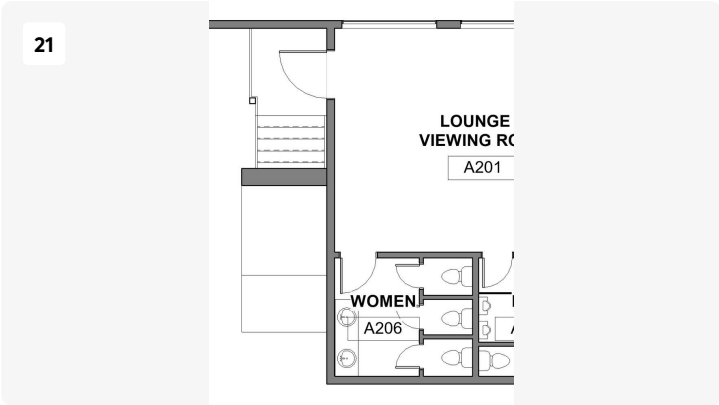
### Lounge Washroom | Men's Standard Stall

1. Suggest adding bolt-down lid.

Project: Kaslo Arena

Date: 6/4/2024, 6:04pm

Creator: Jordan Jones



Lounge Washroom | Women's

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



Lounge Washroom | Women's

- 1. Suggest signage be replaced to meet current building code.

Project: Kaslo Arena  
Date: 6/4/2024, 6:06pm  
Creator: Jordan Jones



Lounge Washroom | Women's Sink

- 1. Mirror bottom must be max 1000mm from floor.
- 2. Suggest taller mirror with bottom aligned at top of sink.
- 3. Max. 1200mm from floor to user function of soap and paper towel.
- 4. Suggest adding pipe insulation.
- 5. Suggest installing second sink and mirror.

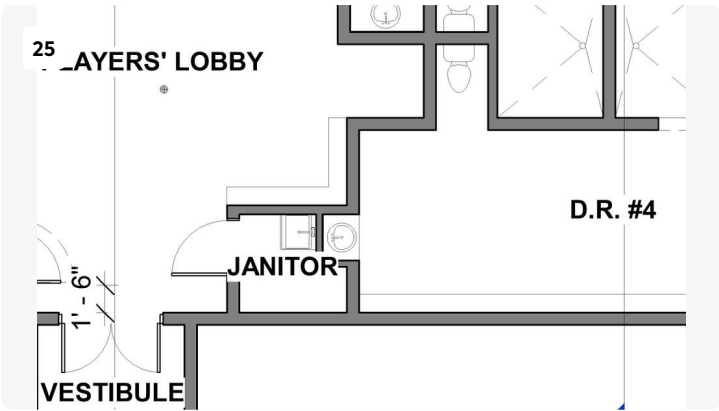
Project: Kaslo Arena  
Date: 6/4/2024, 6:06pm  
Creator: Jordan Jones



Lounge Washroom | Women's Standard Stalls

- 1. Suggest bolt-down lids.

Project: Kaslo Arena  
Date: 6/4/2024, 6:06pm  
Creator: Jordan Jones



Typical Change Room Washroom

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



Typical Change Room Washrooms

1. Minimal/zero consideration for accessibility in existing change rooms.
2. Suggest minimum 1 of 4 change rooms be upgraded to provide accessible washroom

Project: Kaslo Arena  
Date: 6/4/2024, 6:24pm  
Creator: Jordan Jones



Typical Change Room Washrooms

1. Minimal/zero consideration for accessibility in existing change rooms.
2. Suggest minimum 1 of 4 change rooms be upgraded to provide accessible washroom

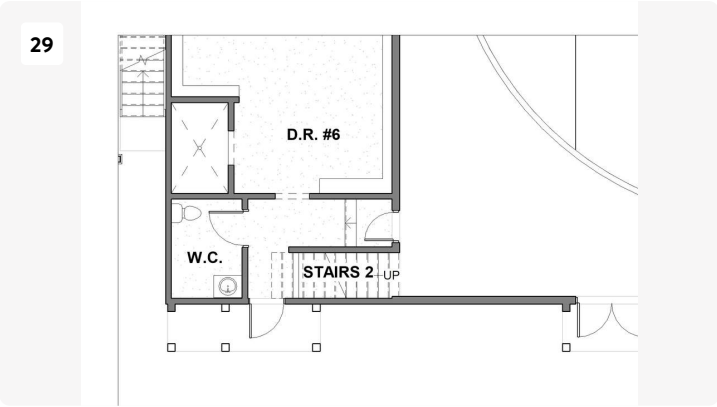
Project: Kaslo Arena  
Date: 6/4/2024, 6:24pm  
Creator: Jordan Jones



Typical Change Room Washrooms

1. Minimal/zero consideration for accessibility in existing change rooms.
2. Suggest minimum 1 of 4 change rooms be upgraded to provide accessible washroom

Project: Kaslo Arena  
Date: 6/4/2024, 6:25pm  
Creator: Jordan Jones



South Change Room Washroom

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones

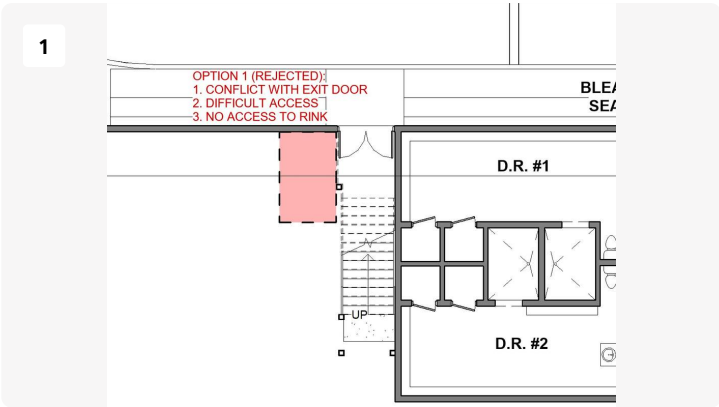


South Change Room Washroom

- 1. Minimal/zero consideration for accessibility in existing change rooms.
- 2. Suggest washroom be upgraded to provide accessibility.

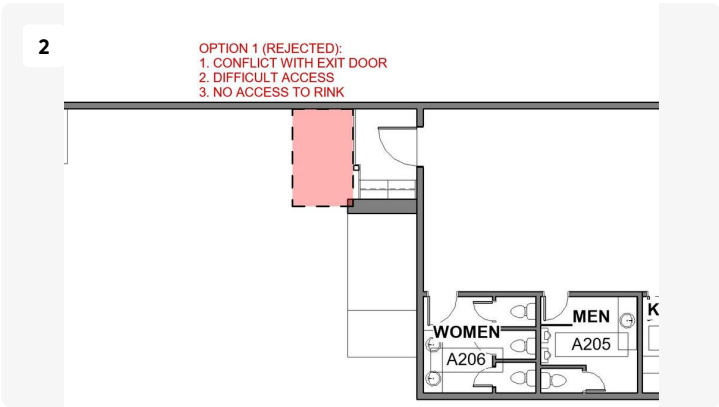
Project: Kaslo Arena  
Date: 6/4/2024, 6:34pm  
Creator: Jordan Jones

# Lift Options



Option 1 | Stair to Lounge (Rejected)  
First Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



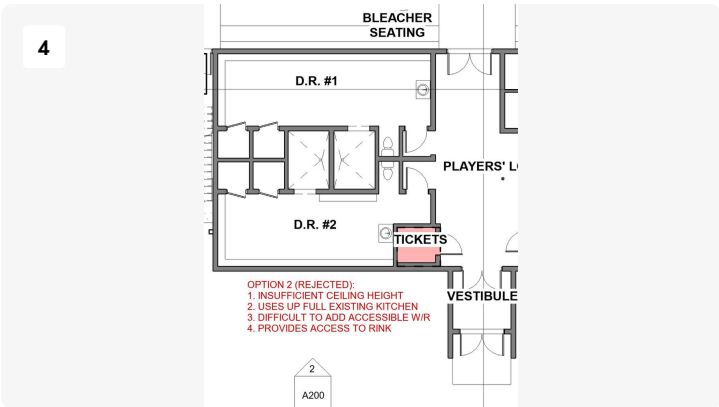
Option 1 | Stair to Lounge (Rejected)  
Second Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



Option 1 | Stair to Lounge (Rejected)  
1. Conflict with exit door.  
2. Difficult access.  
3. No access to rink.  
4. Doesn't provide access to rink surface.

Project: Kaslo Arena  
Date: 4/26/2024, 12:38pm  
Creator: Jordan Jones



Option 2 | Ticket Booth (Rejected)  
First Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



5

**OPTION 2 (REJECTED):**

- 1. INSUFFICIENT CEILING HEIGHT
- 2. USES UP FULL EXISTING KITCHEN
- 3. DIFFICULT TO ADD ACCESSIBLE W/R
- 4. PROVIDES ACCESS TO RINK

Option 2 | Ticket Booth (Rejected)  
Second Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones

6

Option 2 | Ticket Booth (Rejected)

- 1. Insufficient ceiling height.
- 2. Uses up full existing kitchen.
- 3. Difficult to add accessible washroom.
- 4. Provides access to rink surface.

Project: Kaslo Arena  
Date: 6/4/2024, 6:22pm  
Creator: Jordan Jones

7

**OPTION 3 (REJECTED):**

- 1. INSUFFICIENT CEILING HEIGHT
- 2. USES UP PROPOSED KITCHEN
- 3. USES MAINTENANCE AREA ON LVL 1
- 3. PROVIDES ACCESS TO RINK

Option 3 | Janitor/Maintenance (Rejected)  
First Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones

8

**OPTION 3 (REJECTED):**

- 1. INSUFFICIENT CEILING HEIGHT
- 2. USES UP PROPOSED KITCHEN
- 3. USES MAINTENANCE AREA ON LVL 1
- 3. PROVIDES ACCESS TO RINK

Option 3 | Janitor/Maintenance (Rejected)  
Second Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones

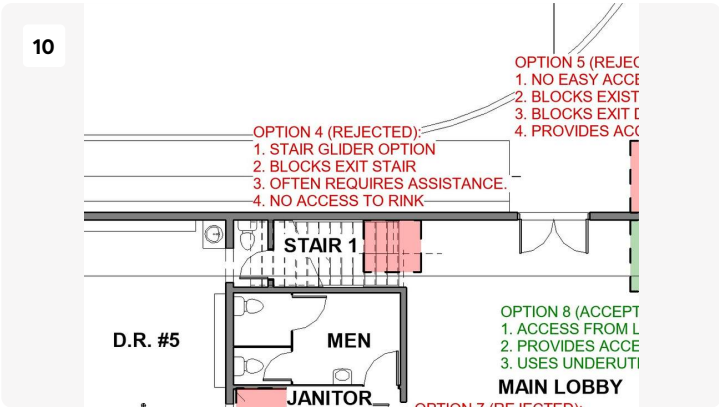




Option 3 | Janitor/Maintenance (Rejected)

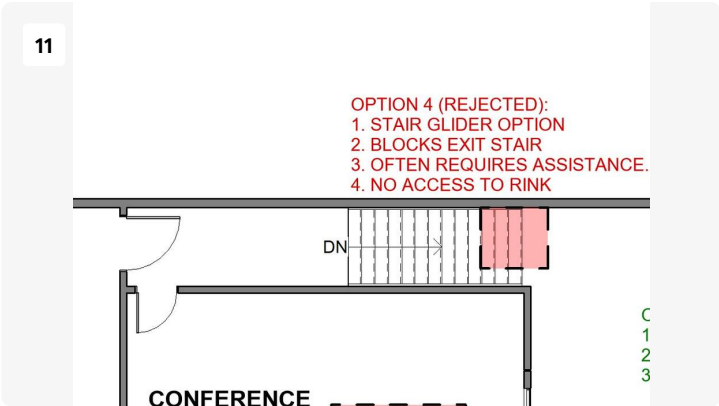
- 1. Insufficient ceiling height.
- 2. Uses up proposed kitchen.
- 3. Uses maintenance area on level 1.
- 4. Provides access to rink surface.

Project: Kaslo Arena  
Date: 6/4/2024, 6:23pm  
Creator: Jordan Jones



Option 4 | Lobby Stair Glider (Rejected)  
First Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



Option 4 | Lobby Stair Glider (Rejected)  
Second Floor

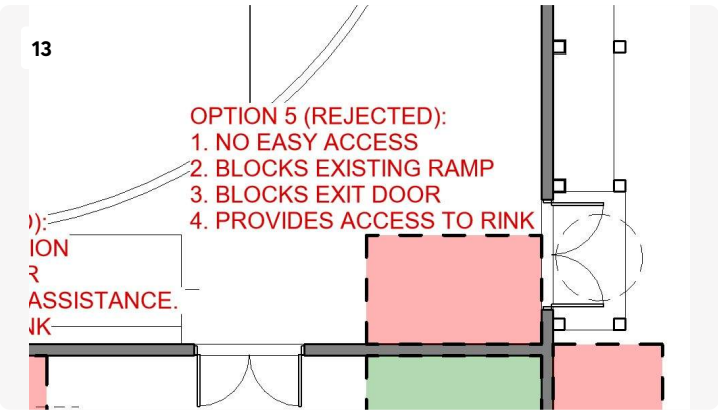
Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



Option 4 | Lobby Stair Glider (Rejected)

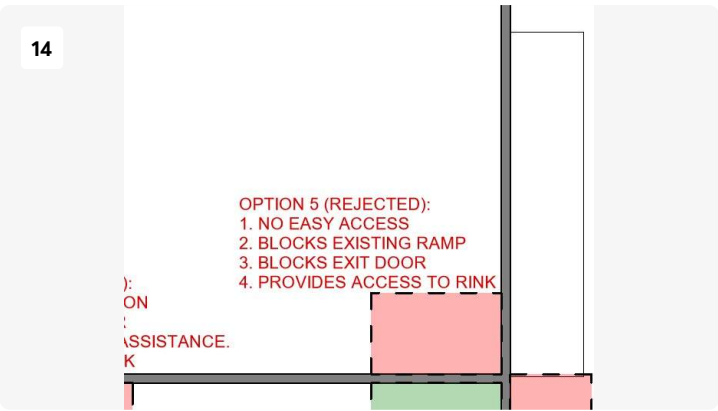
- 1. Blocks exit stair when in use and doesn't meet code.
- 2. Lift type often requires assistance.
- 3. Doesn't provide access to rink surface.

Project: Kaslo Arena  
Date: 6/4/2024, 5:40pm  
Creator: Jordan Jones



Option 5 | Corner of Rink (Rejected)  
First Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



Option 5 | Corner of Rink (Rejected)  
Second Floor

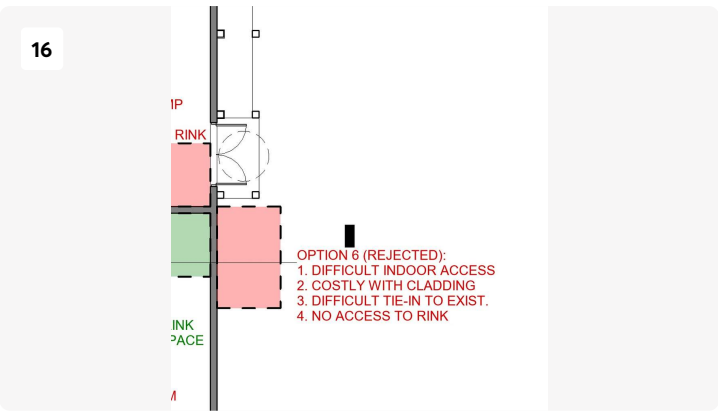
Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



Option 5 | Corner of Rink (Rejected)

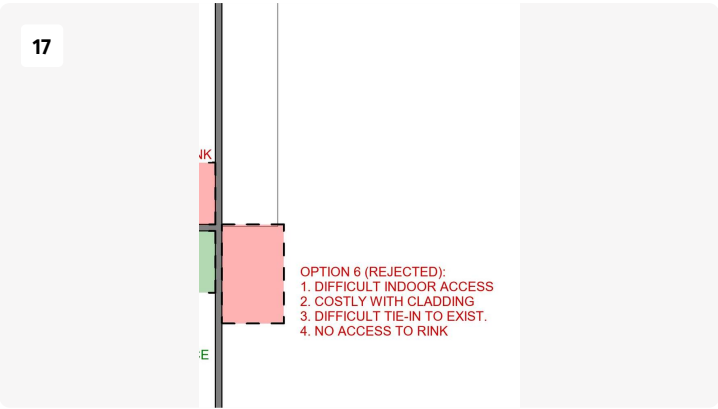
1. No easy access.
2. Blocks existing ramp.
3. Blocks existing exit door.
4. Provides access to rink.

Project: Kaslo Arena  
Date: 6/4/2024, 6:13pm  
Creator: Jordan Jones



Option 6 | Exterior (Rejected)  
First Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



Option 6 | Exterior (Rejected)  
Second Floor

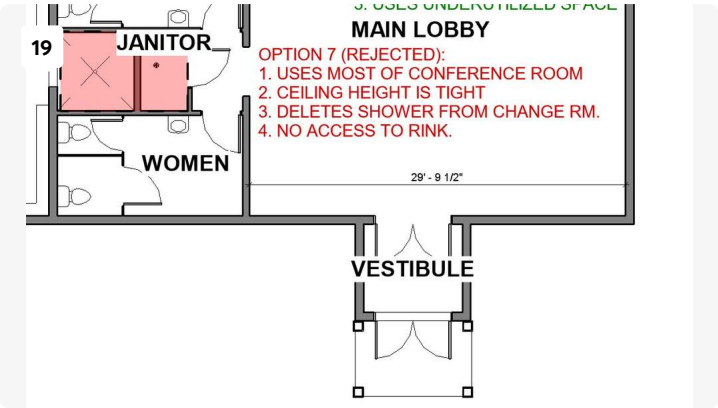
Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



Option 6 | Exterior (Rejected)

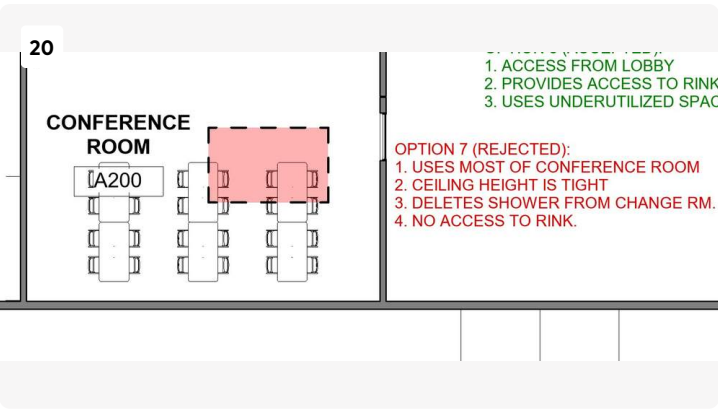
- 1. Difficult indoor access.
- 2. Costly with siding, etc.
- 3. Difficult to tie-in to existing.
- 4. No access to rink.

Project: Kaslo Arena  
Date: 4/26/2024, 12:49pm  
Creator: Jordan Jones



Option 7 | Lobby Washrooms (Rejected)  
First Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



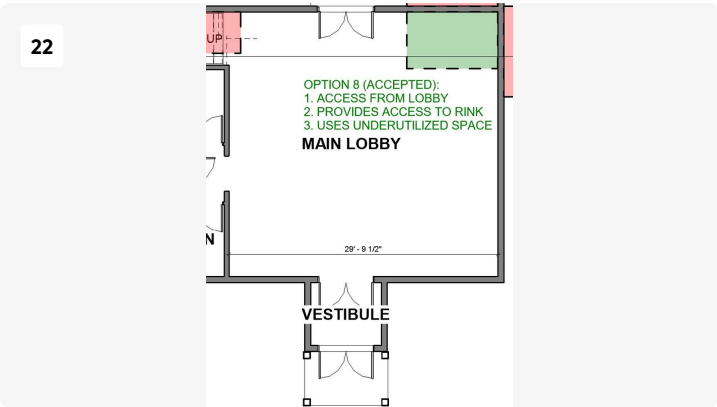
Option 7 | Lobby Washrooms (Rejected)  
Second Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



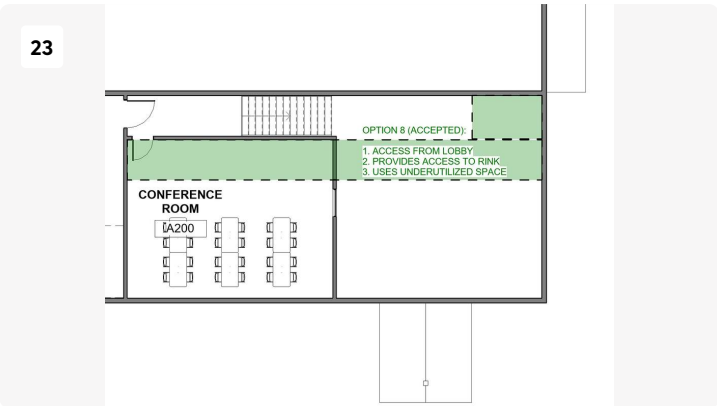
- Option 7 | Lobby Washrooms (Rejected)
1. Uses most of conference room.
  2. Ceiling height is tight.
  3. Deleted shower from adjacent change room.
  4. No access to rink.

Project: Kaslo Arena  
Date: 6/4/2024, 5:35pm  
Creator: Jordan Jones



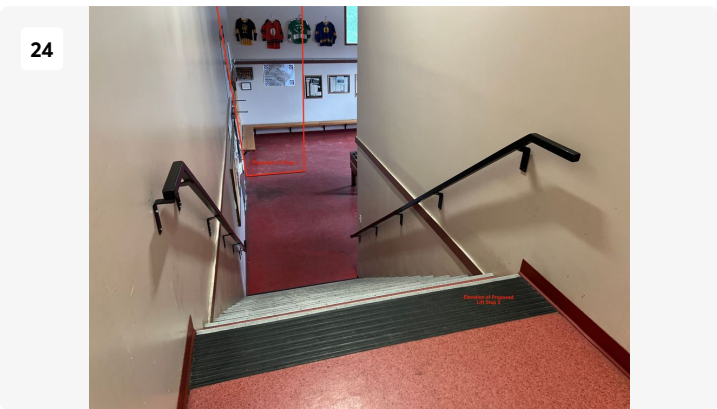
- Option 8 | Lobby (Accepted)  
First Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:41pm  
Creator: Jordan Jones



- Option 8 | Lobby (Accepted)  
Second Floor

Project: Kaslo Arena  
Date: 10/27/2024, 8:49pm  
Creator: Jordan Jones



- Option 8 | Lobby (Accepted)
1. Accessible from lobby.
  2. Provides access to rink.
  3. Uses underutilized space.

Project: Kaslo Arena  
Date: 6/4/2024, 5:43pm  
Creator: Jordan Jones



View from level 1.

Project: Kaslo Arena  
Date: 6/4/2024, 5:39pm  
Creator: Jordan Jones



View from conference room. With this proposed lift option, conference room would become smaller to accommodate catwalk. As seen in the architectural drawings, space would still be sufficient size to host meetings, etc.

Project: Kaslo Arena  
Date: 6/4/2024, 5:42pm  
Creator: Jordan Jones



View from Conference room to Lobby below.

Project: Kaslo Arena  
Date: 6/4/2024, 5:42pm  
Creator: Jordan Jones



## Other Areas of Concern

Although these concerns fall outside the current project scope, they should be communicated to the Village of Kaslo for consideration. The BC Building Code does not mandate older buildings to meet current standards unless there is a change in occupancy, major alterations, or an inherent threat to occupant safety. However, Town Architecture Inc. provides the following recommendations to help ensure user safety. The responsibility to address these concerns remains with the building owner.



Handrails and guardrails do not meet current building code requirements.

Project: Kaslo Arena  
Date: 4/26/2024, 12:38pm  
Creator: Jordan Jones



Stair up to lounge does not appear to be adequately supported/secured. Further assessment and correction should take place to ensure safety of stair.

Project: Kaslo Arena  
Date: 4/26/2024, 12:38pm  
Creator: Jordan Jones



Handrails and guardrails do not meet current building code requirements.

Project: Kaslo Arena  
Date: 4/26/2024, 12:38pm  
Creator: Jordan Jones



Handrails and guardrails do not meet current building code requirements.

Project: Kaslo Arena  
Date: 4/26/2024, 12:42pm  
Creator: Jordan Jones





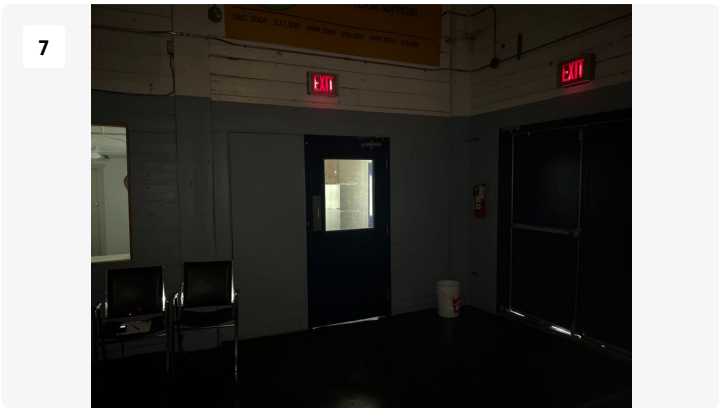
Eaves trough and downspout should be provided to ensure safe exiting. Ice currently collects at bottom of stair.

Project: Kaslo Arena  
Date: 4/26/2024, 12:38pm  
Creator: Jordan Jones



Eaves trough and downspout should be provided to ensure safe exiting. Ice currently collects at bottom of stair.

Project: Kaslo Arena  
Date: 4/26/2024, 12:42pm  
Creator: Jordan Jones



Door from rink to concession on curling side. It appears these exit signs are original to the structure but the door on the left has been altered to no longer act as an exit. This sign should be removed immediately to avoid confusion.

Project: Kaslo Arena  
Date: 7/9/2024, 3:26pm  
Creator: Jordan Jones



This exit sign is leading to a change room. If this exit is necessary for the occupant load, add directional/clarification exit signage in change room.

Project: Kaslo Arena  
Date: 6/4/2024, 6:33pm  
Creator: Jordan Jones



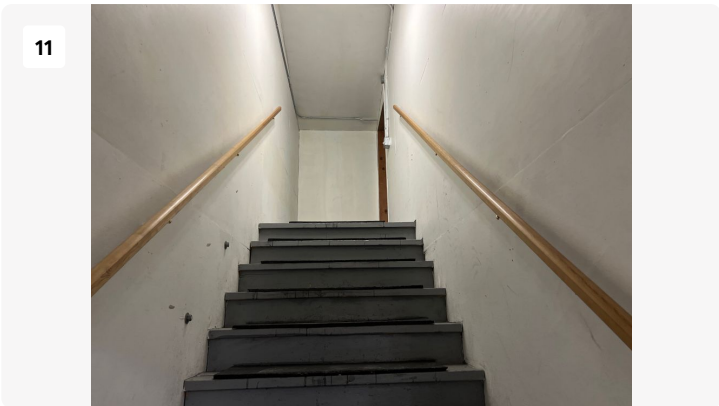
Once inside the change room, there are multiple directions to choose from with no indication of which one is the exit. One sign with arrow upon entry to change room and one sign over the exterior door would be sufficient.

Project: Kaslo Arena  
Date: 6/4/2024, 6:33pm  
Creator: Jordan Jones



Handrails do not meet current building code requirements.

Project: Kaslo Arena  
Date: 6/4/2024, 6:35pm  
Creator: Jordan Jones



Handrails do not meet current building code requirements.

Project: Kaslo Arena  
Date: 6/4/2024, 6:35pm  
Creator: Jordan Jones



Kitchen 1 doesn't meet current commercial kitchen requirements.

Project: Kaslo Arena  
Date: 2/28/2024, 1:42pm  
Creator: Jordan Jones



Kitchen 2 doesn't meet current commercial kitchen requirements.

Project: Kaslo Arena  
Date: 2/28/2024, 1:24pm  
Creator: Jordan Jones



Exit signs used throughout the building are the old red style. The regulations now require green running man signs. Replacement is recommended but not necessary unless change in occupancy occurs or if an addition occurs that is >15% of existing building area.

Project: Kaslo Arena  
Date: 6/4/2024, 6:03pm  
Creator: Jordan Jones



Fire extinguishers should be reviewed for compliance with BC Building code. Maximum, 1,200 mm (~47.2 inches) from the floor to top of extinguisher/handle and a minimum of 100 mm (~4 inches) from floor to bottom of the fire extinguisher.

Project: Kaslo Arena  
Date: 6/4/2024, 5:44pm  
Creator: Jordan Jones



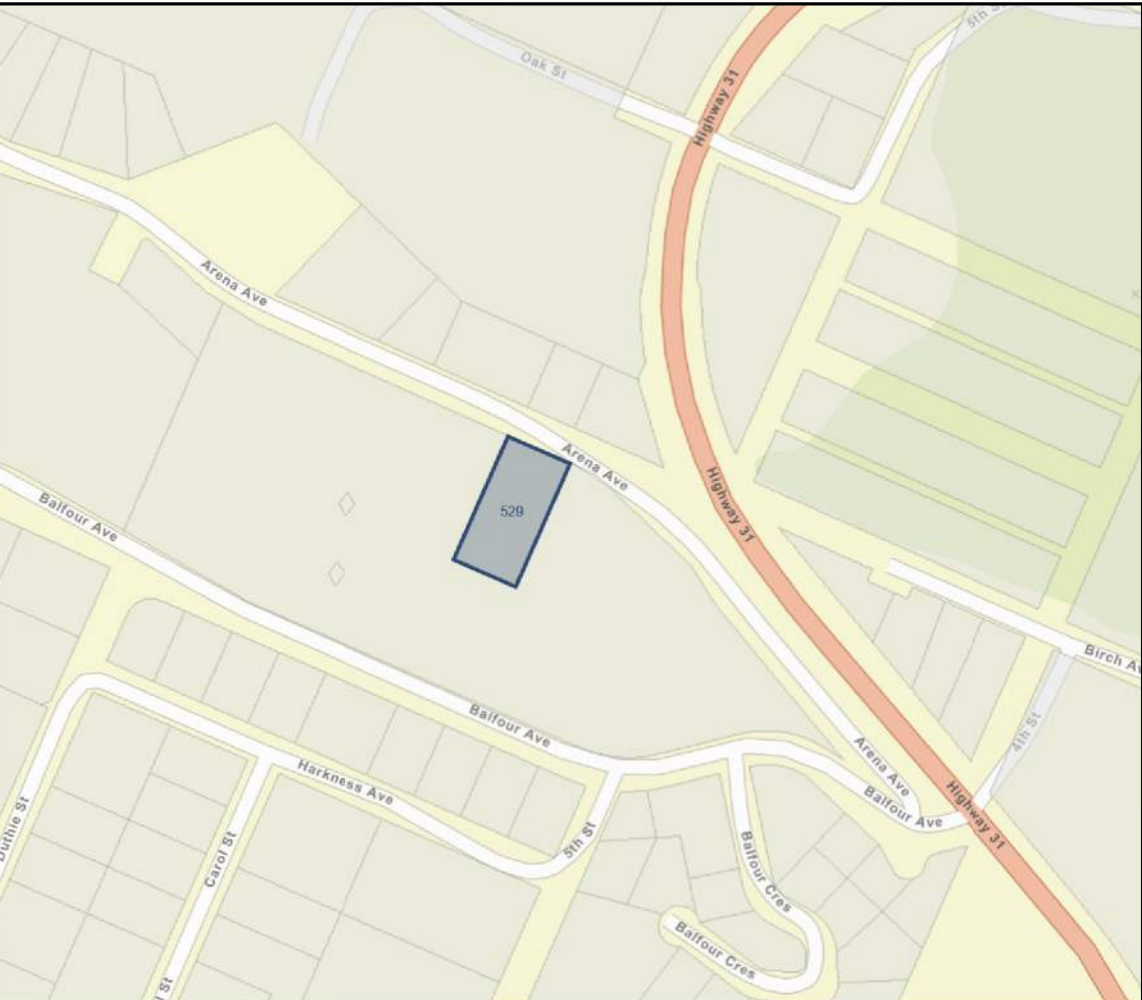
We recommend confirming whether a fire resistance rating is required for this room.

Project: Kaslo Arena  
Date: 6/4/2024, 5:57pm  
Creator: Jordan Jones

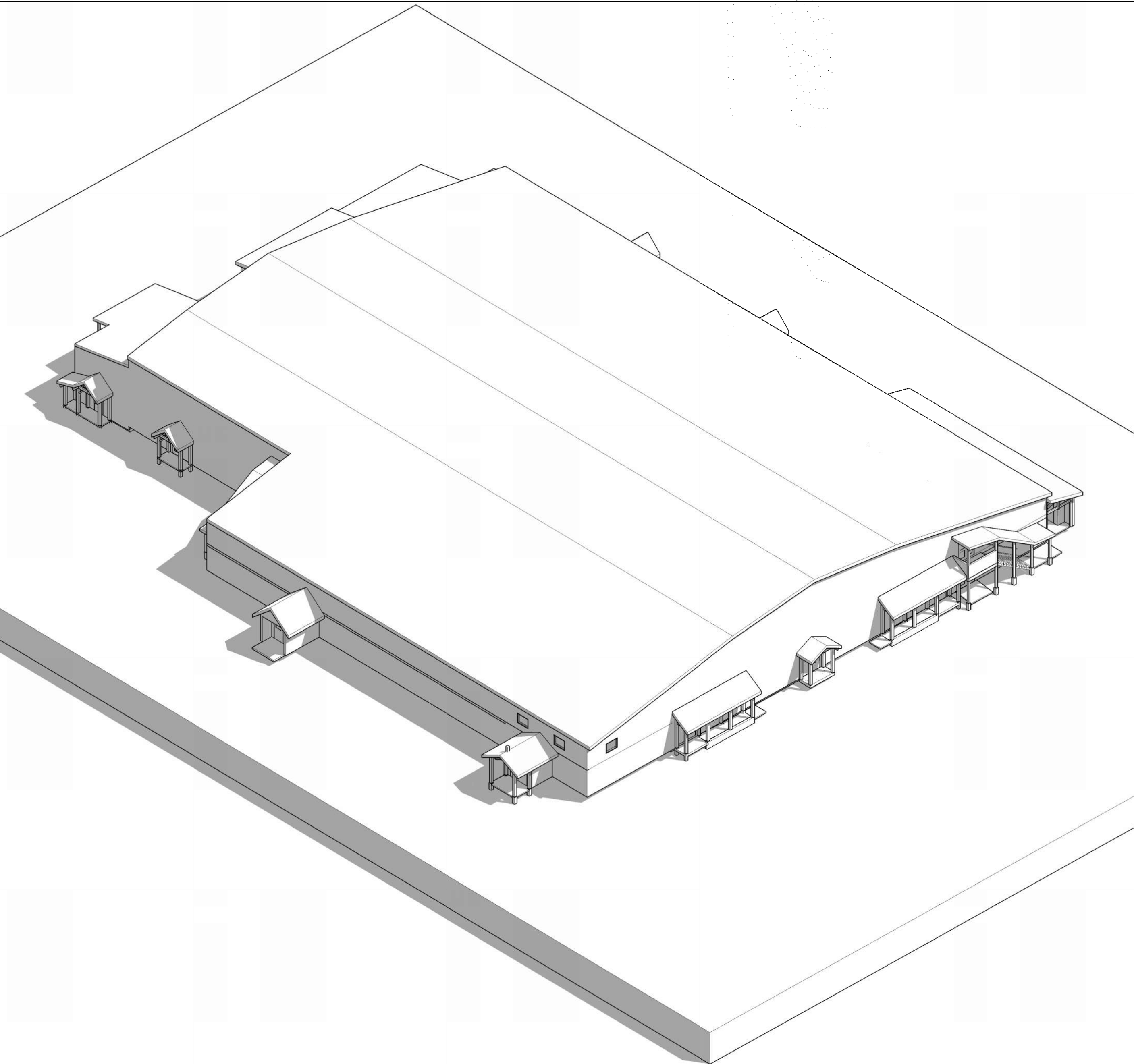


# KASLO ARENA FEASIBILITY STUDY

## KEY MAP



## PERSPECTIVE IMAGE



## SCOPE OF WORK

Feasibility Study - Accessibility

## PROJECT DIRECTORY

**OWNER:**  
Village of Kaslo

**Town**  
Architecture Inc.

Kaslo, BC  
www.townarch.ca  
(250) 353-1114  
jjones@townarch.ca

24003  
KASLO ARENA  
FEASIBILITY  
STUDY

517 Arena Ave,  
Kaslo, BC

CLIENT  
Village of  
Kaslo



Accessibility  
Feasibility  
Study

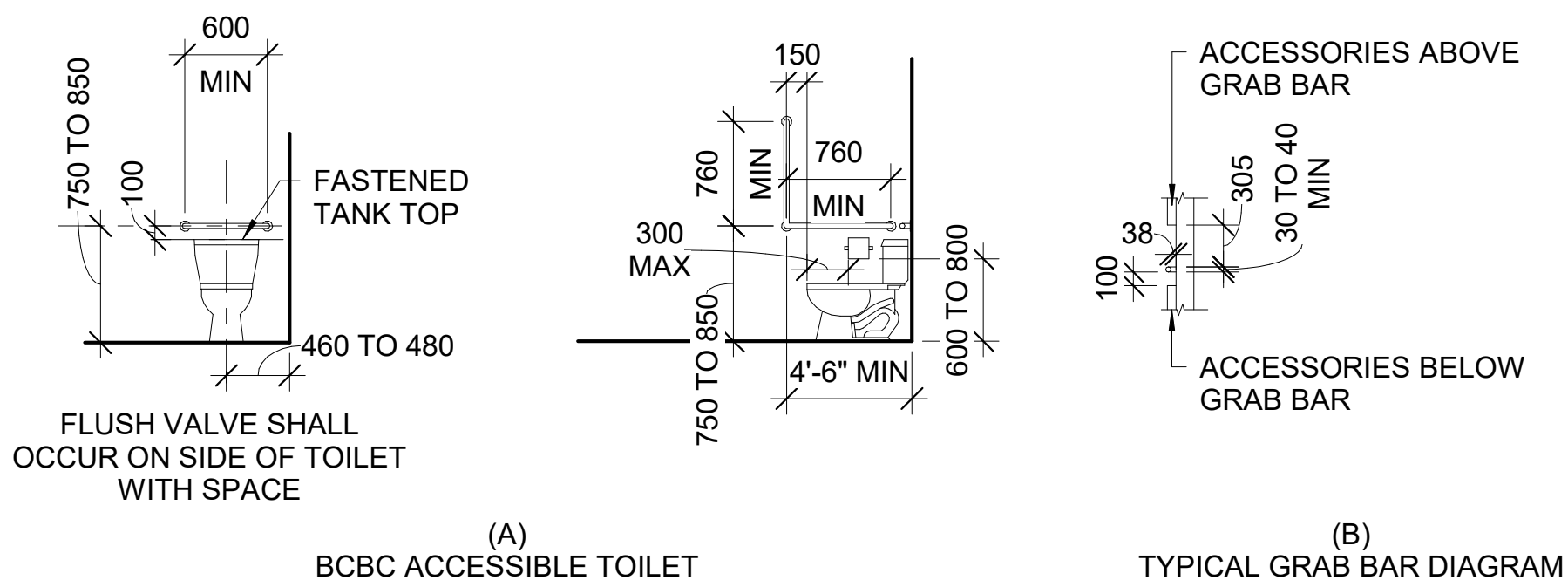
2	Feasibility Study	24-10-28
1	Consultant Coordination	24-07-16

#	DESCRIPTION	DATE
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COVER PAGE

A000

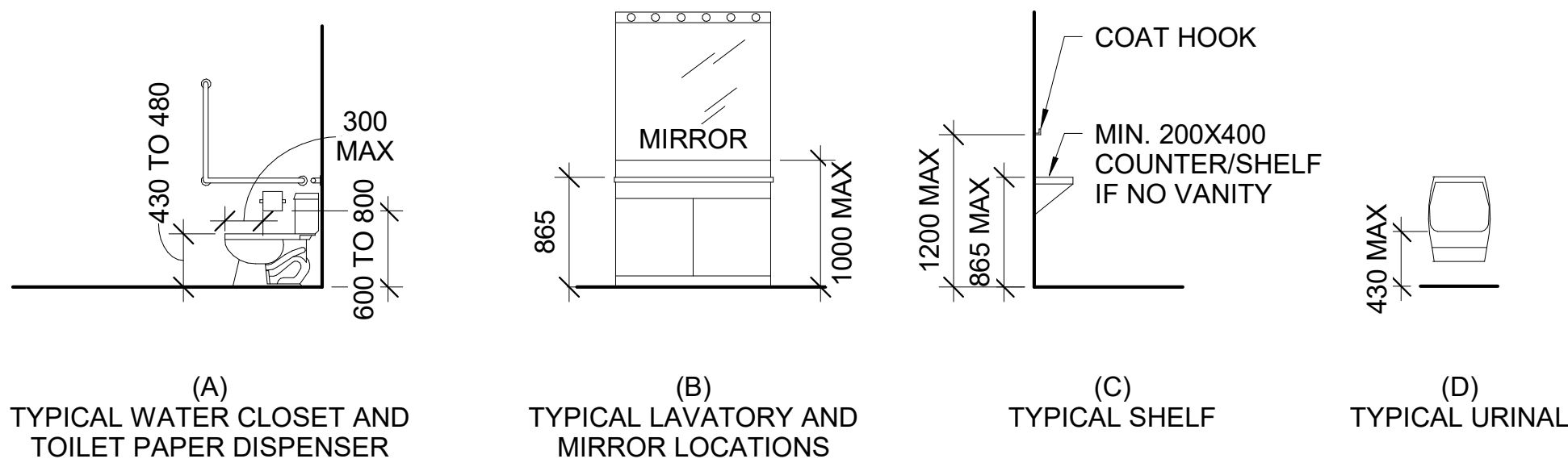
GRAB BAR DIAGRAMS



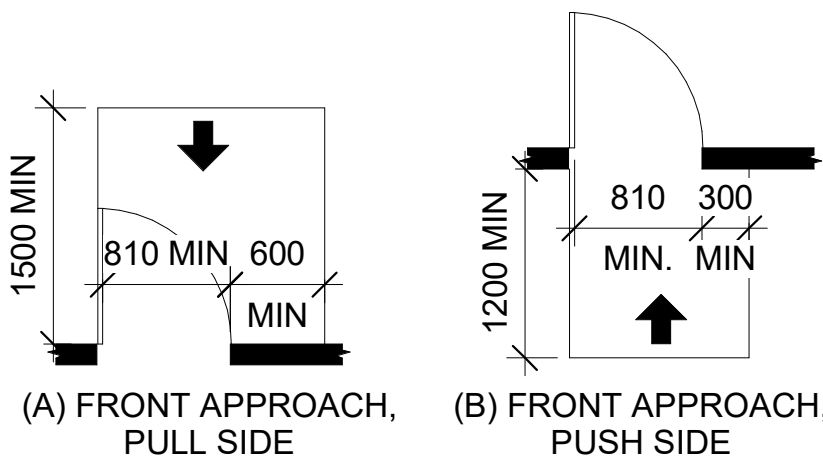
**NOTES:**

1. ALL GRAB BARS AND BLOCKING SHALL COMPLY WITH ALL APPLICABLE ACCESSIBILITY CODES, STANDARDS, AND LAWS.
2. BLOCKING SHALL BE INSTALLED AT TIME OF INITIAL CONSTRUCTION.
3. GRAB BARS SHALL BE PROVIDED AT COMMON/PUBLIC ACCESSIBLE TOILETS AND ACCESSIBLE DWELLING UNITS.
4. GRAB BARS SHALL BE FREE OF SHARP OR ABRASIVE ELEMENTS. EDGES SHALL BE ROUNDED.
5. GRAB BARS SHALL NOT ROTATE WITHIN THE FITTINGS.
6. STRUCTURAL STRENGTH OF MATERIALS, FASTENERS, MOUNTING DEVICES, AND SUPPORTING STRUCTURES SHALL RESIST A SINGLE FORCE OF MIN. 1.3 KN APPLIED IN ANY DIRECTION AT ANY POINT ON THE GRAB BAR, FASTENER, MOUNTING DEVICES, OR SUPPORTING STRUCTURES.

ACCESSIBLE FIXTURE DIMENISONS



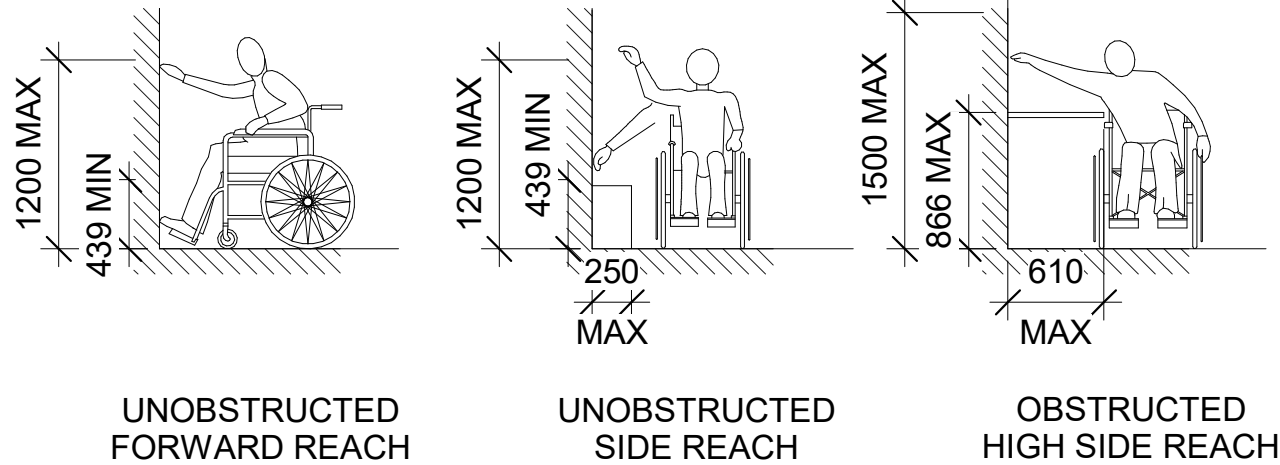
DOOR MANEUVERING DIAGRAMS



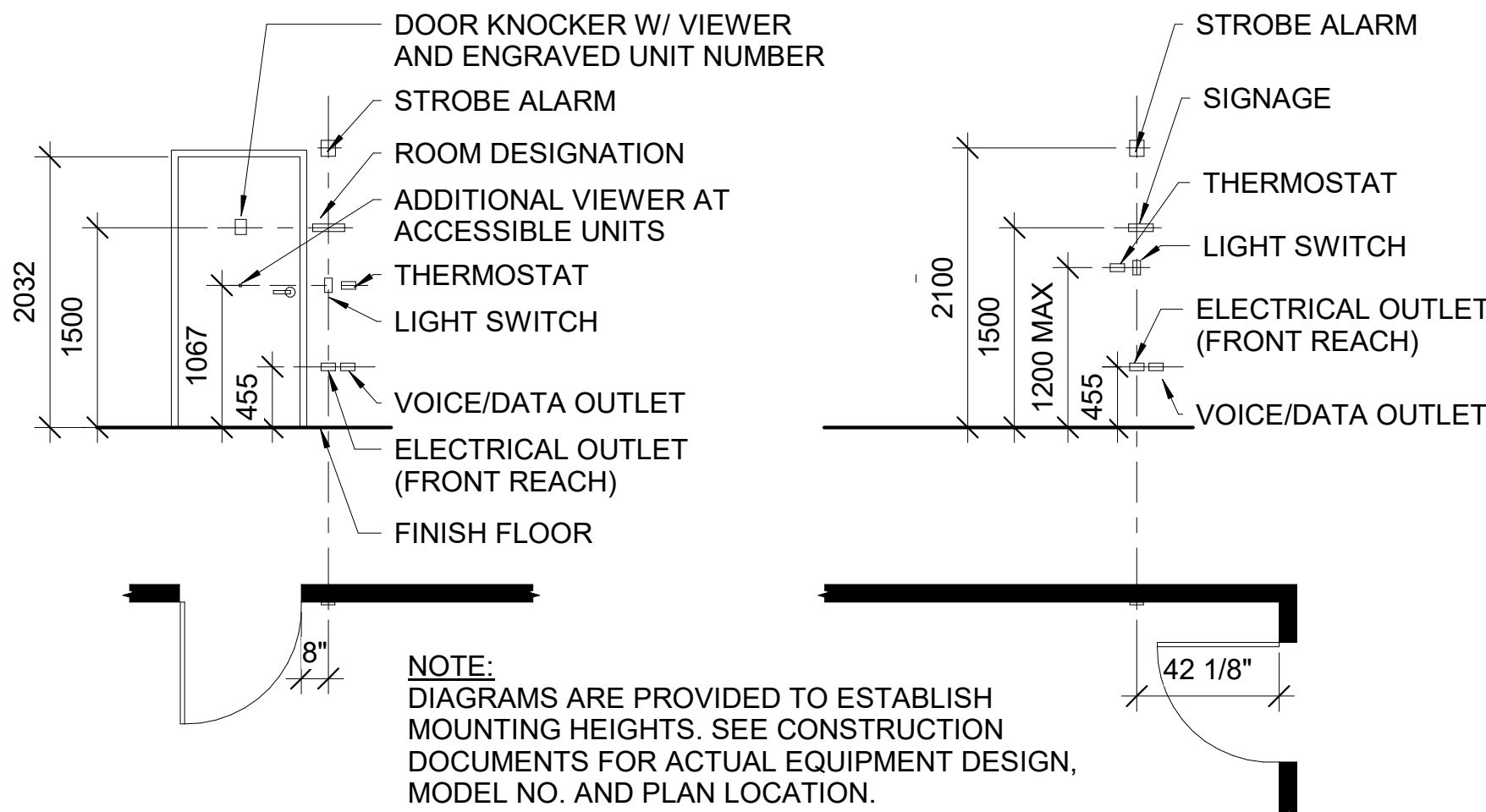
NOTES

1. VERTICAL DIMENSIONS FOR BUILT-IN ACCESSORIES, CHASEWORK, COUNTERS, ELECTRICAL DEVICES, ELEMENTS, FEATURES, HARDWARE, PLUMBING FIXTURES, SIGNAGE, THERMOSTATS, ETC. REQUIRED TO BE IN COMPLIANCE WITH ACCESSIBILITY LAWS AND STANDARDS SHALL BE MEASURED FROM TOP OF FINISH FLOORING MATERIALS.

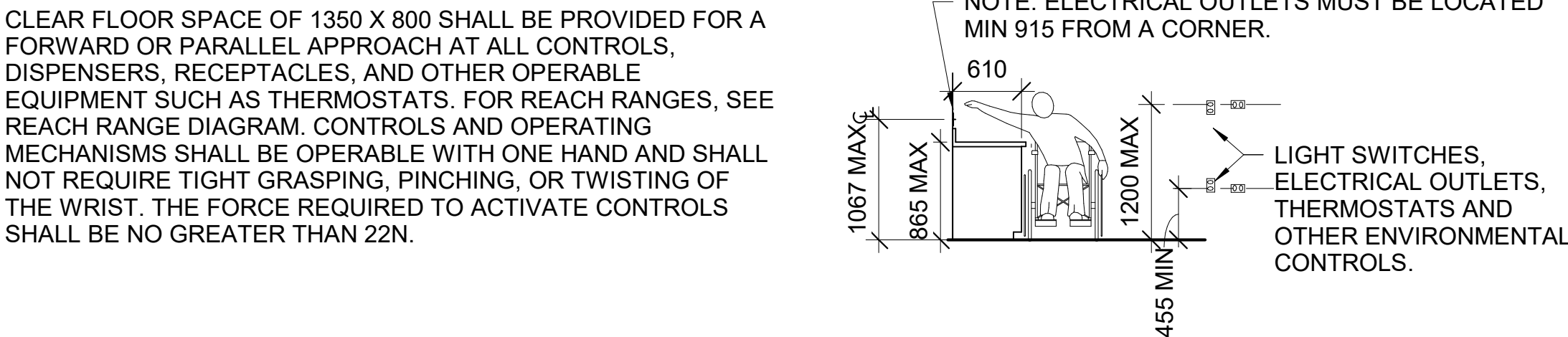
REACH RANGE DIAGRAMS



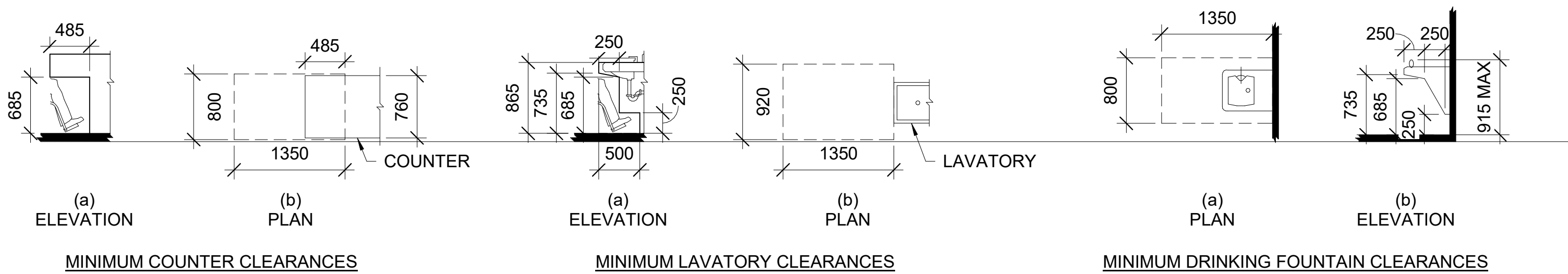
MOUNTING HEIGHT DIAGRAMS



ENVIRONMENTAL CONTROLS DIAGRAM



TOE AND KNEE CLEARANCE DIAGRAMS



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24003  
KASLO ARENA  
FEASIBILITY  
STUDY

517 Arena Ave,  
Kaslo, BC

CLIENT  
Village of  
Kaslo

Accessibility  
Feasibility  
Study

1	Feasibility Study	24-10-28
#	DESCRIPTION	DATE

ACCESSIBILITY  
DIAGRAMS

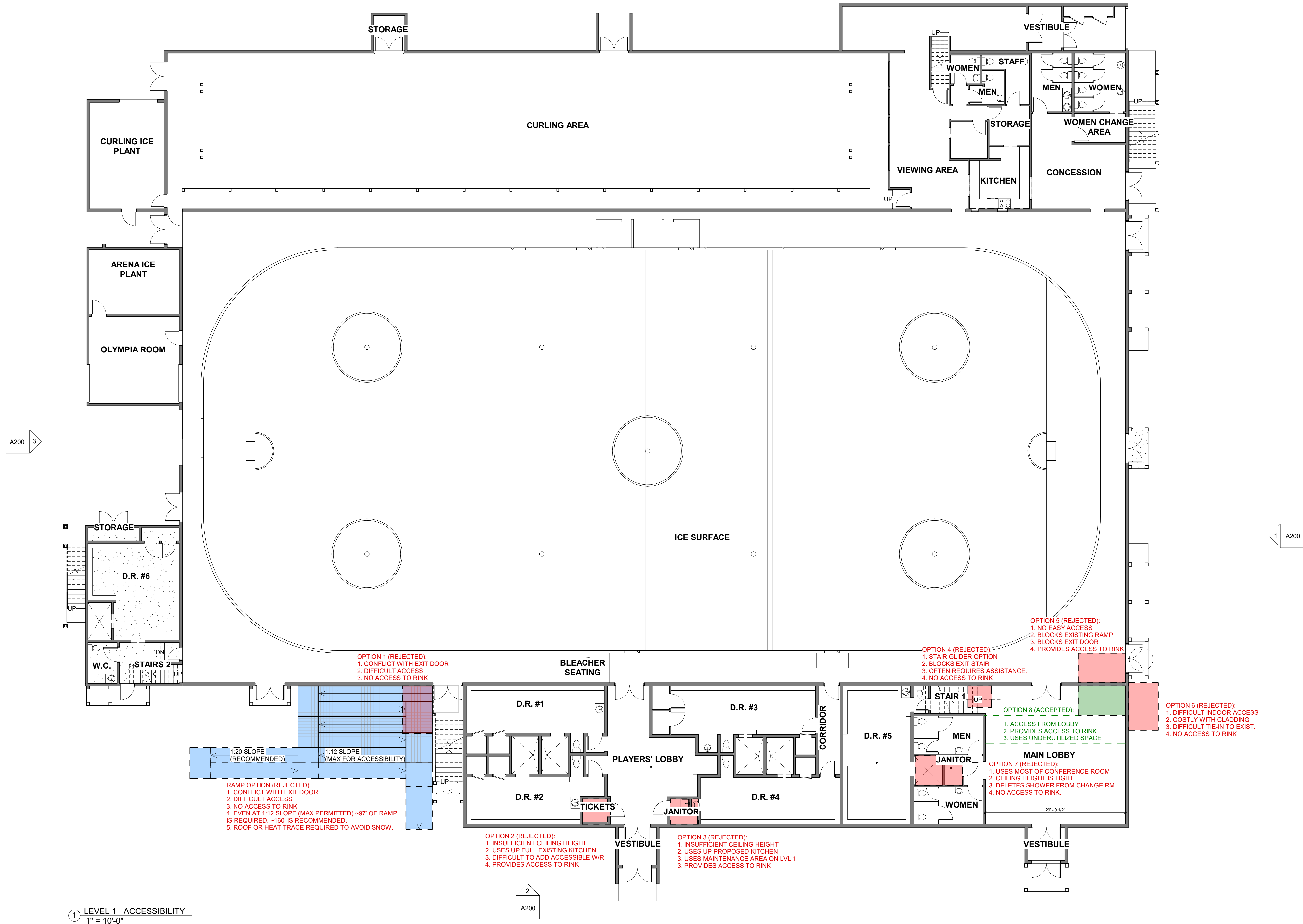
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SCALE 1/4" = 1'-0"

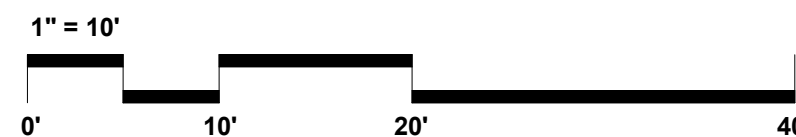


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261.70.95.30

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① LEVEL 1 - ACCESSIBILITY  
1" = 10'-0"



## GENERAL NOTES

1. SEE ACCESSIBILITY NOTES AND DIAGRAMS FOR DIMENSIONS GOVERNING SIZE AND LOCATION OF FIXTURES, APPLIANCES, ACCESSORIES, DOORS, AND CASEWORK.

## KEYNOTE

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## 24003 KASLO ARENA FEASIBILITY STUDY

517 Arena Ave,  
Kaslo, BC

CLIENT  
Village of  
Kaslo

## Accessibility Feasibility Study

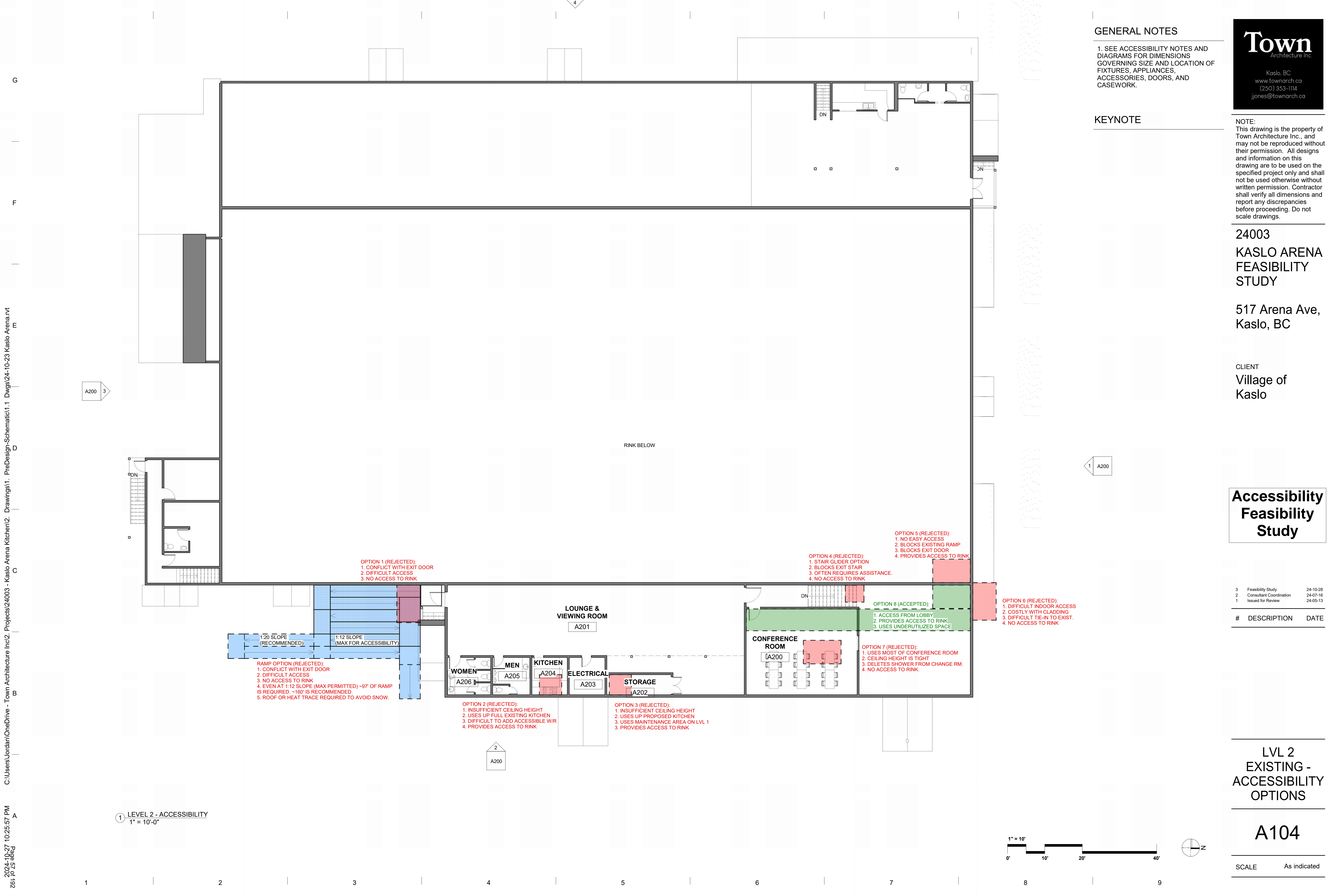
3	Feasibility Study	24-10-28
2	Consultant Coordination	24-07-16
1	Issued for Review	24-05-13

#	DESCRIPTION	DATE
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## LVL 1 EXISTING - ACCESSIBILITY OPTIONS

A103

SCALE As indicated



GENERAL NOTES

1. SEE ACCESSIBILITY NOTES AND DIAGRAMS FOR DIMENSIONS GOVERNING SIZE AND LOCATION OF FIXTURES, APPLIANCES, ACCESSORIES, DOORS, AND CASEWORK.

KEYNOTE

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KASLO ARENA  
FEASIBILITY  
STUDY

517 Arena Ave,  
Kaslo, BC

CLIENT  
Village of  
Kaslo

Accessibility  
Feasibility  
Study

3	Feasibility Study	24-10-28
2	Consultant Coordination	24-07-16
1	Issued for Review	24-05-13

#	DESCRIPTION	DATE
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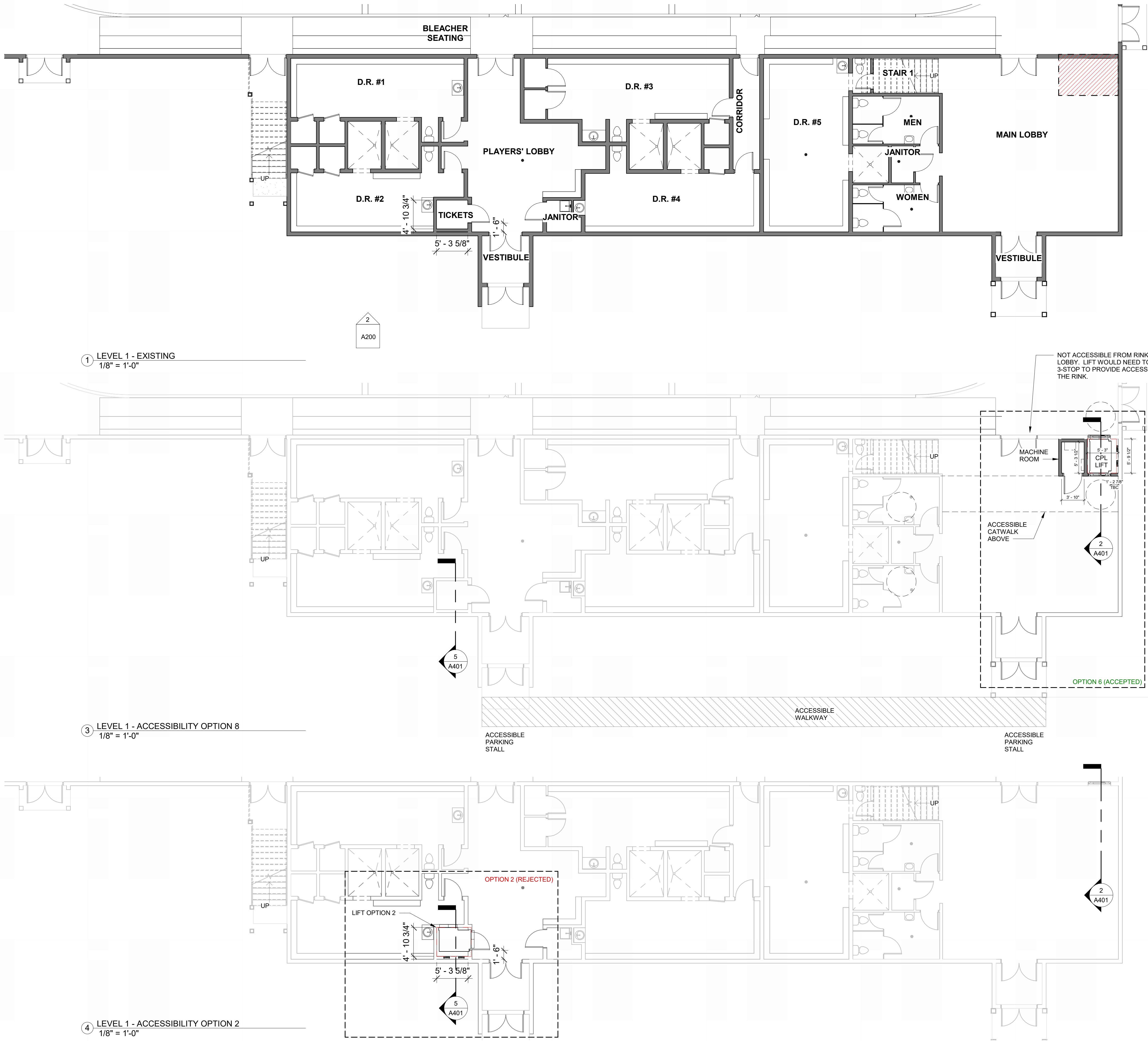
LVL 2  
EXISTING -  
ACCESSIBILITY  
OPTIONS

A104

SCALE As indicated



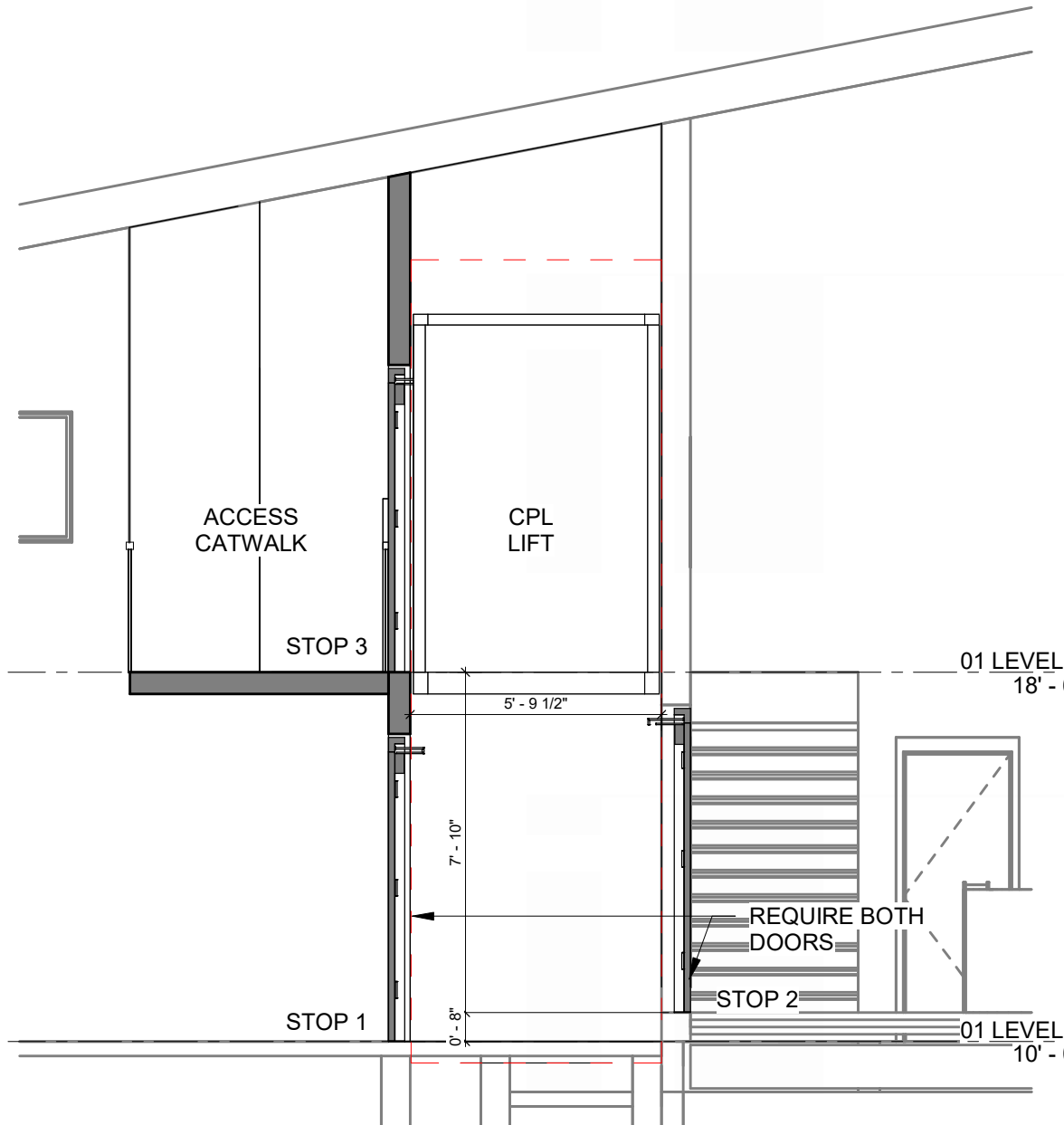
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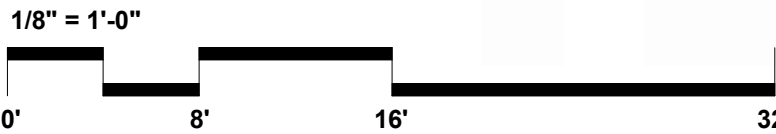
GENERAL NOTES

1. SEE ACCESSIBILITY NOTES AND DIAGRAMS FOR DIMENSIONS GOVERNING SIZE AND LOCATION OF FIXTURES, APPLIANCES, ACCESSORIES, DOORS, AND CASEWORK.

KEYNOTE



**5 LIFT SECTION - OPTION 2**  
1/4" = 1'-0"



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FEASIBILITY  
STUDY

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Accessibility  
Feasibility  
Study

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2	Consultant Coordination	24-07-16
1	Issued for Review	24-05-13

#	DESCRIPTION	DATE
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ACCESSIBILITY  
FLOOR PLANS  
LVL 1

A401

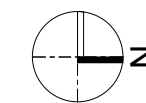
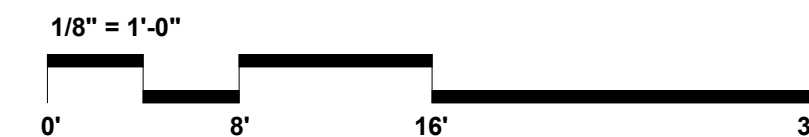
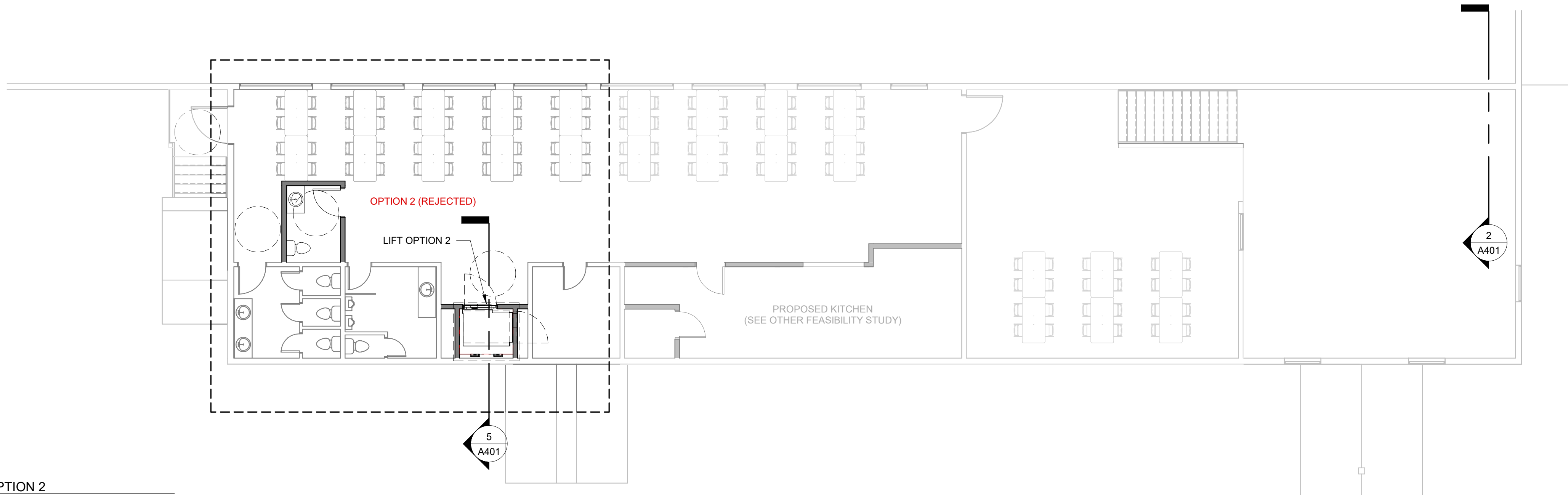
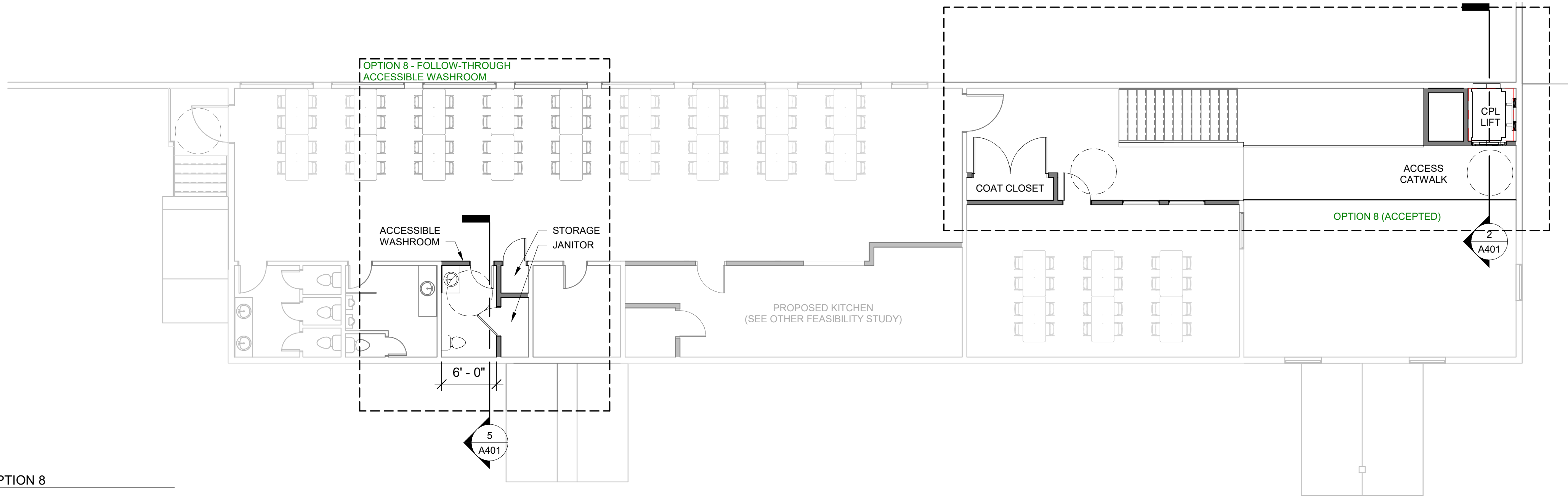
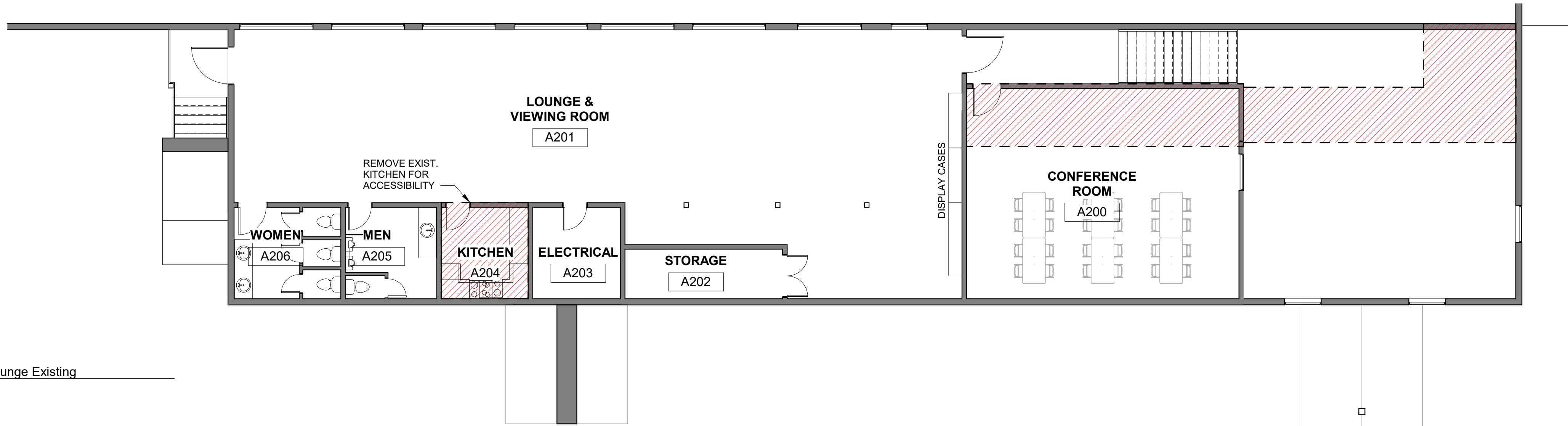
SCALE As indicated

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① Level 2 - Lounge Existing  
1/8" = 1'-0"

③ Level 2 - OPTION 8  
1/8" = 1'-0"

② Level 2 - OPTION 2  
1/8" = 1'-0"



## GENERAL NOTES

1. SEE ACCESSIBILITY NOTES AND DIAGRAMS FOR DIMENSIONS GOVERNING SIZE AND LOCATION OF FIXTURES, APPLIANCES, ACCESSORIES, DOORS, AND CASEWORK.

## KEYNOTE



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## 24003 KASLO ARENA FEASIBILITY STUDY

517 Arena Ave,  
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Village of  
Kaslo

## Accessibility Feasibility Study

3	Feasibility Study	24-10-28
2	Consultant Coordination	24-07-16
1	Issued for Review	24-05-13

#	DESCRIPTION	DATE
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## ACCESSIBILITY FLOOR PLANS LVL 2

A402

SCALE As indicated

DATE: August 20, 2025

FILE NUMBER: 0800-60

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Arena – 2024 Kitchen Feasibility Study

## 1.0 PURPOSE

To provide Council with the Kitchen Feasibility Study that was conducted for the Arena in 2024.

## 2.0 RECOMMENDATION

Information only.

## 3.0 BACKGROUND

For 2024, Council approved an Arena Upgrades project in the amount of \$160,000 which included the performance of a Kitchen Feasibility Study. The purpose of the study was to identify the feasibility of constructing a commercial kitchen that could be used if the building was required to serve as an emergency reception centre. The Village hired an architect to review the building's existing conditions and make recommendations. Their report is attached as information.

## 4.0 DISCUSSION

The architect's report explores three locations for a commercial kitchen and is supplemented by a layout for the preferred location that includes notes for electrical and mechanical systems. The Study is being provided to Council as information. If Council wishes to pursue construction, then this should be discussed during the strategic priorities session that is planned for the fall. If deemed a priority, staff would develop a project proposal for 2026 capital budget discussions.

## 5.0 OTHER CONSIDERATIONS

In 2024, the Village also conducted an Accessibility Study for the arena. That Study has been provided to Council by way of a staff report which identifies that the Village's Net Lease Agreement with the Kaslo and District Arena Association does not reflect how the two organizations are acting. Staff have suggested that the Village re-visit the Agreement. If Council is interested, this could be discussed during its strategic priorities session that is planned for the fall.

## RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer

Attachments: Kitchen Feasibility Study





## Kaslo Arena | Kitchen

**Feasibility Study**

**Completed: 24-10-28 (Revised 24-10-30)**

**Client: Village of Kaslo**

**Project Overseen By:**

**Colin Hawkins | Manager of Strategic Initiatives w/ Village of Kaslo**



# Overall Building



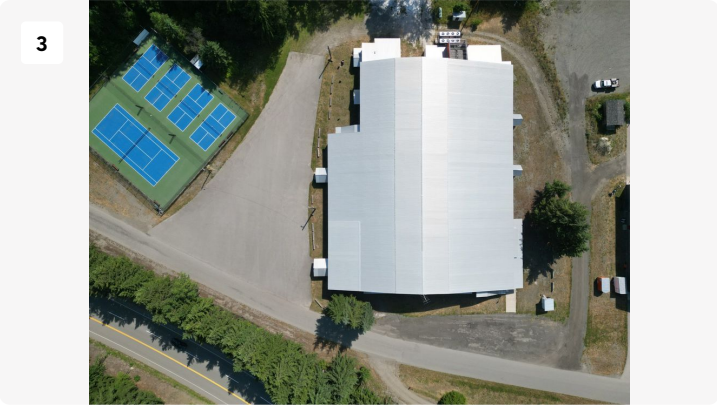
Aerial looking at rink entry.

Project: Kaslo Arena  
Date: 7/20/2024, 1:12pm  
Creator: Jordan Jones



Aerial looking at curling entry.

Project: Kaslo Arena  
Date: 7/20/2024, 1:16pm  
Creator: Jordan Jones



Aerial Plan View

Project: Kaslo Arena  
Date: 7/20/2024, 1:20pm  
Creator: Jordan Jones



Interior view of rink.

Project: Kaslo Arena  
Date: 6/4/2024, 6:49pm  
Creator: Jordan Jones



# Proposed Kitchen - Option 1 (Rejected)



- Option 1 | Primary Issues w/ Existing kitchen:
- 1. Does not meet current building code requirements.
  - 2. Too small.
  - 3. Insufficient opportunity for nearby dining space.

Project: Kaslo Arena  
Date: 10/24/2024, 8:42pm  
Creator: Jordan Jones



View looking in from curling side.

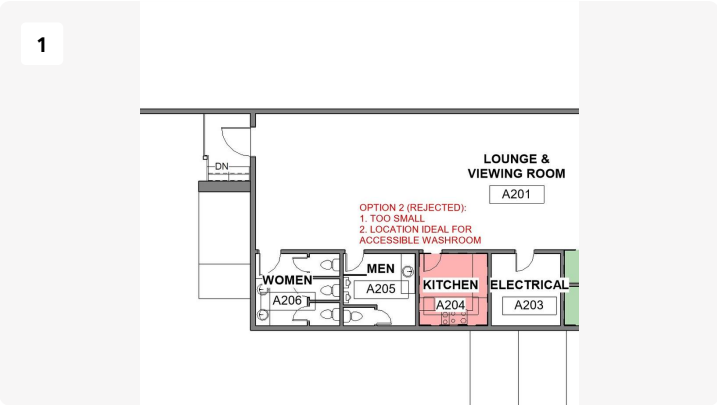
Project: Kaslo Arena  
Date: 2/28/2024, 1:42pm  
Creator: Jordan Jones



View looking in from curling side.

Project: Kaslo Arena  
Date: 2/28/2024, 1:42pm  
Creator: Jordan Jones

# Proposed Kitchen - Option 2 (Rejected)



Option 2 | Primary Issues w/ Existing kitchen:

- 1. Does not meet current building code requirements.
- 2. Too small.

Project: Kaslo Arena  
Date: 10/24/2024, 8:30pm  
Creator: Jordan Jones



View looking out to lounge/viewing area.

Project: Kaslo Arena  
Date: 6/4/2024, 6:02pm  
Creator: Jordan Jones



View looking from entrance to kitchen.

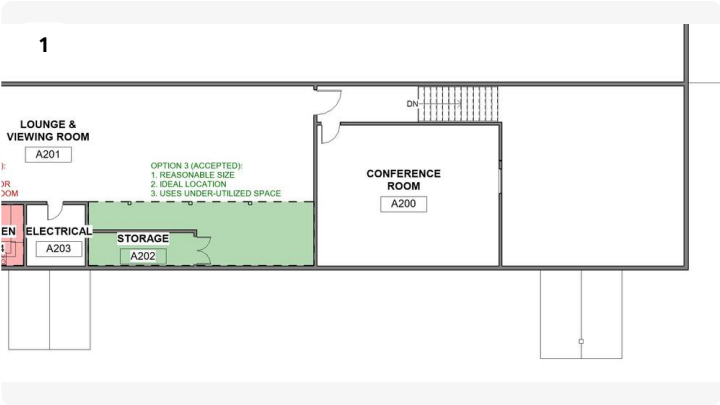
Project: Kaslo Arena  
Date: 6/4/2024, 5:59pm  
Creator: Jordan Jones



View looking to kitchen entrance.

Project: Kaslo Arena  
Date: 6/4/2024, 5:59pm  
Creator: Jordan Jones

# Proposed Kitchen - Option 3 (Accepted)



- Option 3 | Benefits of location:
1. Accommodates current building code requirements.
  2. Reasonable size.
  3. Sufficient opportunity for nearby dining space.

See additional documents from Town Architecture Inc. & Russel Hendrix (kitchen consultant).

Project: Kaslo Arena  
Date: 10/24/2024, 8:30pm  
Creator: Jordan Jones



- View showing full length of proposed kitchen area.
- New proposed kitchen will need to be coordinated with mechanical engineer.
  - Suggest coordinating this work with any other mechanical work taking place on site to avoid need for rework and additional costs.

Project: Kaslo Arena  
Date: 2/28/2024, 1:28pm  
Creator: Jordan Jones



Existing service/storage room to be altered for addition kitchen space.

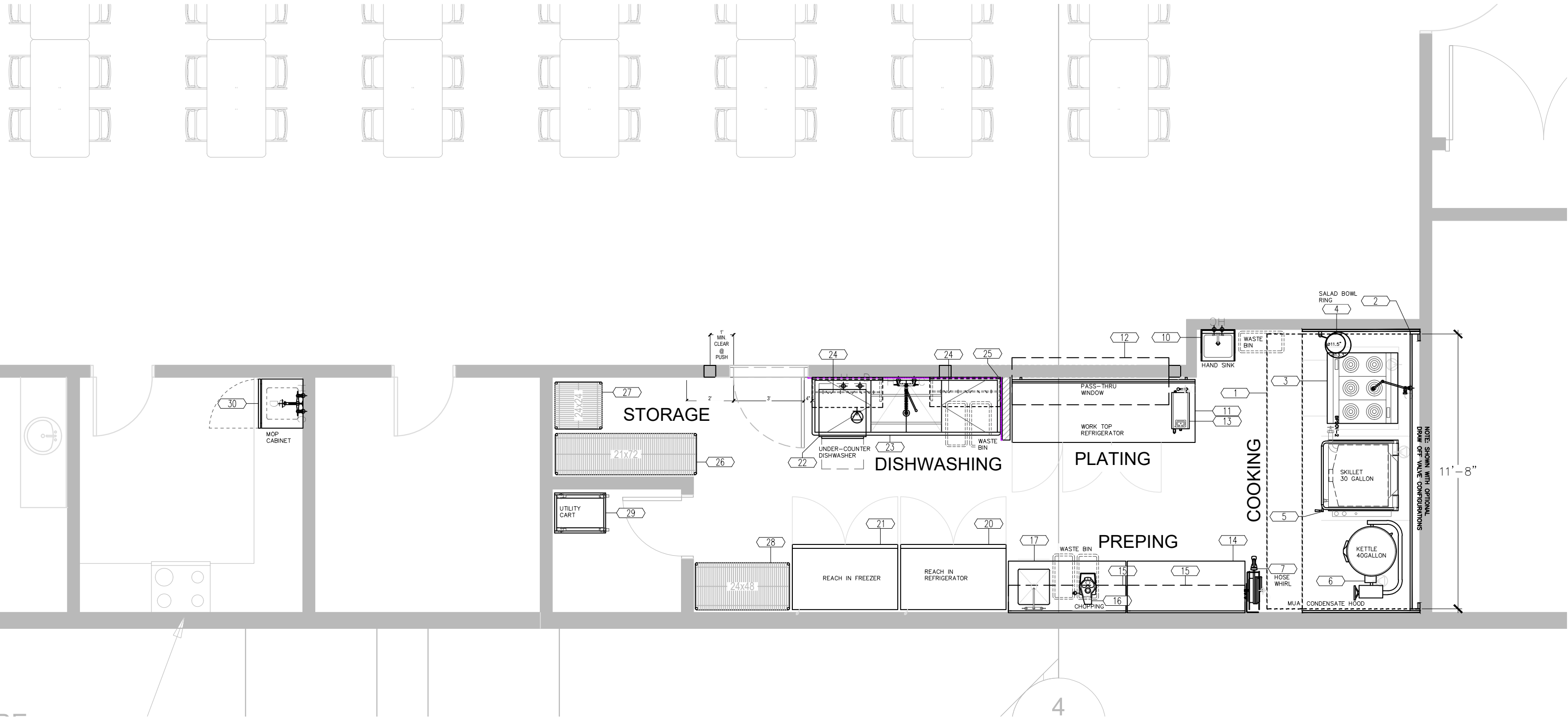
Project: Kaslo Arena  
Date: 2/28/2024, 1:26pm  
Creator: Jordan Jones



Existing service/storage room.

Project: Kaslo Arena  
Date: 2/28/2024, 1:24pm  
Creator: Jordan Jones





KITCHEN EQUIPMENT LAYOUT

SCALE: 1/4" = 1'-0"

ELECTRICAL NOTES:

- 1. ALL EQUIPMENT AND RECEPTACLES ARE TO BE FULLY CONNECTED BY ELECTRICIAN CONTRACTOR
- 2. ALL WIRING MUST BE DONE BY A LICENSED ELECTRICIAN IN COMPLIANCE WITH THE NATIONAL AND LOCAL ELECTRICAL CODE.
- 3. FOOD WARMER LAMPS PROVIDED BY KITCHEN EQUIPMENT CONTRACTOR. ELECTRICAL CONTRACTOR SHALL FURNISH AND INSTALL WIRING TO WARMER, INCLUDING SWITCHES WHERE CALLED FOR.
- 4. ELECTRICAL CONTRACTOR SHALL PROVIDE NECESSARY WIRING FOR EXHAUST VENTILATORS AS INDICATED ON WIRING DIAGRAM AND VENTILATION PLAN.
- 5. ELECTRICAL CONTRACTOR TO PROVIDE SERVICE FOR REFRIGERATION ITEMS, FURNISH AND INSTALL DISCONNECT SWITCHES, OR AS NOTED, AND WIRE ALL MOTORS COMPLETE FROM DISCONNECT SWITCHES, WIRING THROUGH STARTERS TO MOTORS. OPERATION AND DEFROST CYCLE. THE REFRIGERATION CONTRACTORS SHALL PROVIDE MOTOR STARTERS FOR COMPRESSORS FOR INSTALLATION BY THE ELECTRICAL CONTRACTOR.
- 6. ELECTRICIAN MUST PROVIDE SEAL-OFFS AT EVERY CONDUIT ENTRY ON THE WARMER SIDE OF WALK-IN BOX PANEL. SEAL INSIDE & AROUND ALL CONDUITS WHERE PASSING THRU WALK-IN BOX PANEL.
- 7. ALL ELECTRICAL SOURCES LOCATED UNDER THE KITCHEN EXHAUST HOOD(S) SHALL BE SHUT OFF UPON OPERATION OF THE FIRE SUPPRESSION SYSTEM. SUB PANEL, CONTRACTOR, G.F.I. RECEPTACLES, ETC. ARE TO BE SUPPLIED AND INSTALLED BY THE ELECTRICAL DIVISION TO NOTIFY ANY FIRE ALARM SIGNALING SYSTEM UPON DISCHARGE. WHERE ELECTRICAL POWER IS REQUIRED TO OPERATE THE EXTINGUISHING SYSTEM IT SHALL BE MONITORED BY A SUPERVISORY ALARM.
- 8. DISCONNECT AND RECONNECT ANY EXISTING EQUIPMENT TO BE RELOCATED OR REMOVED.
- 9. ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL SEAL-TIGHT FLEX IN THE DISH WASHING AREA.
- 10. ALL HEIGHTS ARE FOR ROUGH-IN PURPOSES ONLY AND ARE NOT FINAL CONNECTION LOCATIONS.
- 11. THIS PLAN IDENTIFIES ONLY THE ELECTRICAL SERVICES REQUIRED FOR ACTUAL EQUIPMENT OPERATION. OTHER ELECTRICAL SERVICES MAY BE REQUIRED AS NOTED ON ELECTRICAL ENGINEERS DRAWINGS AND SPECIFICATIONS.
- 12. ALL WORK BY THE DIVISION/TRADE IS TO BE CARRIED OUT IN ACCORDANCE WITH ALL APPLICABLE LOCAL, PROVINCIAL, AND NATIONAL CODE REQUIREMENTS AND BY THE LOCAL AUTHORITY HAVING JURISDICTION.
- 13. REFER TO EQUIPMENT MANUFACTURERS INSTALLATION INSTRUCTIONS AND/OR SHOP DRAWINGS FOR FINAL CONNECTION POINTS.

MECHANICAL NOTES:

- 1. PLUMBING CONTRACTOR TO ALLOW FOR, FURNISH, AND INSTALL ALL REQUIRED TRAPS, GREASE TRAPS ARE TO BE PROVIDED, IF REQUIRED, AND SHOULD BE LOCATED BELOW OR SET FLUSH WITH FLOORS. SIZING & LOCATION TO BE DETERMINED BY MECHANICAL ENGINEER.
- 2. ALL BACK FLOW PREVENTION DEVICES ARE TO BE SUPPLIED AND INSTALLED BY THE PLUMBING CONTRACTOR AS REQUIRED BY CODE.
- 3. IF SPECIFIED, PLUMBING CONTRACTOR TO PROVIDE WATER SUPPLY AND WASTE SERVICES FOR WATER COOLED REFRIGERATION CONDENSING UNITS, PROVIDE BACK FLOW PREVENTER ASSEMBLY ON WATER SUPPLY LINE. PLUMBING CONTRACTOR TO MAKE ALL FINAL CONNECTIONS. CONDENSATE DRAIN LINES TO BE SUPPLIED AND INSTALLED AT MAXIMUM POSSIBLE SLOPE BY PLUMBING CONTRACTOR. CONDENSATE DRAIN LINES IN FREEZERS REQUIRE HEAT TAPE AND INSULATION. HEAT TAPE AND INSULATION TO BE SUPPLIED AND INSTALLED BY PLUMBING CONTRACTOR, BUT RECEPTACLE TO BE SUPPLIED AND INSTALLED BY ELECTRICAL CONTRACTOR. REFRIGERATION CONTRACTOR SHALL FURNISH AND INSTALL ALL INTERCONNECTING REFRIGERANT PIPING UNLESS OTHERWISE NOTED. DRAIN LINE TRAP REQUIRED OUTSIDE OF WALK-IN ROOM BEFORE RUNNING INTO FLOOR DRAIN.
- 4. PLUMBER TO PROVIDE AND INSTALL ALL SINK WASTES AND LINES AS REQUIRED, INCLUDING LINES TO ALL SINKS BUILT INTO ANY STANDARD OR SPECIALLY FABRICATED EQUIPMENT ITEM. WASTE LINES FROM REFRIGERATED EQUIPMENT ITEMS SHALL BE FURNISHED AND INSTALLED TO DRAIN BY PLUMBING CONTRACTOR.
- 5. ALL SERVICE LINES TO BE HIDDEN IN FLOOR, WALLS AND CEILING WHEREVER POSSIBLE.
- 6. ALL GAS EQUIPMENT TO BE TESTED FOR LEAKS & PILOTS LIT BY GAS CONTRACTOR. THE RESPONSIBILITY FALLS TO THE GAS CONTRACTOR WHO PULLS THE GAS INSTALLATION PERMIT AND CONNECTS ANY EQUIPMENT TO THE GAS SYSTEM. UNDER PERMIT THEY ARE REQUIRED TO INSTALL TO THE PROVINCIAL GAS REGULATIONS WHICH INCLUDES, BUT IS NOT LIMITED TO; PROPER PIPING TYPE & SIZE; CHECKING FOR LEAKS; ENSURING PROPER GAS PRESSURES AT THE INDIVIDUAL APPLIANCES; ENSURING THE APPLIANCES ARE OPERATING CORRECTLY IN A SAFE MANNER. THE GAS CONTRACTOR WHO PULLS THE GAS INSTALLATION PERMIT IS RESPONSIBLE TO ENSURE THE APPLIANCE IS TURNED OVER TO THE OWNER IN A SAFE OPERATING CONDITION.
- 7. FIRE SUPPRESSION SYSTEM CONTRACTOR TO PROVIDE FIRE SUPPRESSION SYSTEM GAS SHUT DOWN DEVICE. MECHANICAL CONTRACTOR TO COORDINATE LOCATION WITH FIRE SUPPRESSION SYSTEM CONTRACTOR, INSTALL DEVICE IN MAIN GAS LINE, AND CLEARLY IDENTIFY AND LABEL LOCATION.
- 8. ALL HEIGHTS SHOWN ARE ROUGH-IN HEIGHTS ONLY TO THE CENTRE OF SERVICE AND ARE NOT FINAL CONNECTION LOCATIONS. REFER TO EQUIPMENT MANUFACTURERS INSTALLATION INSTRUCTIONS AND/OR SHOP DRAWINGS FOR FINAL CONNECTION POINTS.
- 10. ALL WORK BY THIS DIVISION/TRADE IS TO BE CARRIED OUT IN ACCORDANCE WITH ALL APPLICABLE LOCAL, PROVINCIAL, AND NATIONAL CODE REQUIREMENTS AND BY THE LOCAL AUTHORITY HAVING JURISDICTION.
- 11. MECHANICAL CONTRACTOR MUST CHECK AND VERIFY WITH THE KITCHEN EQUIPMENT SUPPLIER ALL FINAL ROUGH-IN DATA PRIOR TO COMMENCING WORK.
- 12. CONFIRM REQUIREMENTS AND LOCATIONS OF BACKFLOW PREVENTION DEVICES FOR ANY KITCHEN OR BAR EQUIPMENT, WITH THE LOCAL AUTHORITY HAVING JURISDICTION, PRIOR TO COMMENCING ANY WORK.
- 13. VENTILATION AIR MUST BE PROVIDED FOR THE CONDENSING UNITS ABOVE THE WALK-IN BOXES. STRUCTURE MUST NOT BE MASKED TO BUILDING CEILING, BLOCKING AIRFLOW TO UNIT.

NOTES FOR THE GENERAL CONTRACTOR:

- 1. THE FOOD SERVICE EQUIPMENT TO BE ASSEMBLED AND SET INTO PLACE AND DOES NOT INCLUDE:
  - ROOM FINISHES AND CLEANING OF SAME
  - PEELING OF PROTECTIVE FILM ON KITCHEN EQUIPMENT
  - FIRE EXTINGUISHERS (HAND TYPE)
  - SOAP & PAPER TOWEL DISPENSERS
  - DETERGENT DISPENSING EQUIPMENT
  - GREASE INTERCEPTORS
- 2. THE CRATING MATERIALS WILL BE REMOVED FROM THE EQUIPMENT AND PREMISES BY THE INSTALLATION CREW AND PLACED WHERE DIRECTED BY THE OWNER OR GENERAL CONTRACTOR. REMOVAL FROM THE SITE IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR OR OWNER UNLESS OTHERWISE NOTED.
- 3. NO COMBUSTIBLE MATERIALS SHALL BE USED WITHIN 18" OF THE EXHAUST HOOD(S) OR EXHAUST DUCT(S). CLEARANCE REDUCTION SYSTEMS ARE TO BE BY THE GENERAL CONTRACTOR. PROVIDE LIMITED COMBUSTIBLE BACK AND SIDE WALL CONSTRUCTION FOR EXHAUST VENTILATOR IN ACCORDANCE WITH THE CURRENT NFPA 96 FIRE CODE STANDARD.
- 4. ANY ROOF OR WALL PENETRATIONS, FLOOR RECESSED OR OTHER "STRUCTURAL" ITEMS ARE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. FLOORS SHOULD BE PROPERLY SEALED PRIOR TO EQUIPMENT INSTALLATION.
- 5. THE MILLWORK CONTRACTOR SHOULD WORK TO DIMENSIONS PROVIDED ON SHOP DRAWINGS FOR STAINLESS STEEL TOPS.
- 6. THE GENERAL CONTRACTOR IS TO PROVIDE BACKING IN WALLS WHERE REQUIRED TO SUPPORT OVERSHELVES OR OTHER WALL HUNG FIXTURES. VERIFY BACKING REQUIREMENTS WITH KEC PRIOR TO BOARDING WALLS.
- 7. ROOF, WALL AND FLOOR SLEEVES FOR REFRIGERANT LINES SHALL BE FURNISHED AND INSTALLED BY GENERAL CONTRACTOR.
- 8. THE SUPPLIER OF THE EXHAUST FANS AND/OR MAKE-UP AIR UNITS TO PROVIDE ROOF CURB(S) FOR INSTALLATION BY THE GENERAL CONTRACTOR. GENERAL CONTRACTOR IS RESPONSIBLE FOR SUPPLY AND INSTALLATION FOR ROOF SLEEPERS AND/OR STRUCTURAL SUPPORT OF ROOFTOP EQUIPMENT. DUCT SHAFT SHALL BE PROVIDED BY THE GENERAL CONTRACTOR IN ACCORDANCE WITH NFPA REGULATIONS UNLESS OTHERWISE NOTED.
- 9. PREPARE AND FINISH ALL BUILDING SURFACES, OPENINGS AND AREA REQUIRED FOR THE FOOD AND BEVERAGE FACILITIES PRIOR TO THE COMMENCEMENT OF DELIVERY OF EQUIPMENT BY THE KEC.
- 10. VENTILATION AIR MUST BE PROVIDED FOR THE CONDENSING UNITS ABOVE THE WALK-IN BOXES. STRUCTURE MUST NOT BE MASKED TO BUILDING CEILING, BLOCKING AIRFLOW TO UNIT.

EQUIPMENT LEGEND		
ITEM #	QTY	DESCRIPTION
1	1	CONDENSATE HOOD
2	1	HOOD WALL PANEL
3	1	HD RANGE, 36", 6 COIL BURNERS
4	1	SALAD BOWL HOLDER
5	1	TILTING SKILLET BRAISING PAN, ELECTRIC
5.1	1	FAUCET, WITH SPRAY HOSE
6	1	KETTLE, ELECTRIC, TILTING
7	1	HOSE REEL
8-9		SPARE NUMBER
10	1	SINK, HAND
11	1	REFRIGERATED WORK TOP
12	1	SHELF, PASS-THRU
13	1	COFFEE BREWER W/ FILTRATION SYSTEM
14	1	WORK TABLE, STAINLESS STEEL TOP
15	4	SHELVING, WALL MOUNTED
16	1	FOOD PROCESSOR, BENCHTOP / COUNTERTOP
17	1	WORK TABLE, WITH PREP SINK
17.1	1	DECK MOUNT FAUCET
18-19		SPARE NUMBER
20	1	REACH-IN FREEZER
21	1	REACH-IN REFRIGERATOR
22	1	DISHWASHER, UNDERCOUNTER
23	1	SINK, (2) TWO COMPARTMENT
23.1	1	PRE-RINSE FAUCET ASSEMBLY, WITH ADD ON FAUCET
24	2	OVERSHELF
25	1	WALL CLADDING
26	1	WIRE SHELVING
27	1	WIRE SHELVING
28	1	WIRE SHELVING
29	1	CART, UTILITY/BUSSING
30	1	MOP SINK
30.1	1	SERVICE FAUCET



GENERAL NOTES:

- 1. THE FOOD SERVICE EQUIPMENT TO BE ASSEMBLED AND SET INTO PLACE INCLUDES GOODS SUPPLIED UNDER FOOD SERVICES CONTRACT ONLY UNLESS OTHERWISE NOTED.
- 2. THE CRATING MATERIALS WILL BE REMOVED FROM THE EQUIPMENT AND THE PREMISES BY THE INSTALLATION CREW AND PLACED WHERE DIRECTED BY THE OWNER OR GENERAL CONTRACTOR. REMOVAL FROM THE SITE IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR OR OWNER, UNLESS OTHERWISE NOTED.
- 3. NO COMBUSTIBLE MATERIALS SHALL BE USED WITHIN 18" OF THE EXHAUST HOOD(S) OR EXHAUST DUCT(S).
- 4. ANY ROOF OR WALL PENETRATIONS, FLOOR RECESSES OR OTHER "STRUCTURAL" ITEMS ARE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. FLOORS SHOULD BE PROPERLY SEALED PRIOR TO EQUIPMENT INSTALLATION.
- 5. THE MILLWORK CONTRACTOR SHOULD WORK TO DIMENSIONS PROVIDED ON SHOP DRAWINGS FOR STAINLESS STEEL TOPS.
- 6. THE GENERAL CONTRACTOR TO PROVIDE BACKING IN WALLS WHERE PROVIDED TO SUPPORT SHELVES, CABINETS OR OTHER WALL HUNG FIXTURES. CONTACT PROJECT MANAGER FOR VERIFICATION OF BACKING REQUIREMENTS BEFORE BOARDING.
- 7. THE EQUIPMENT CONTRACTOR WILL PROVIDE PROPER HOLES, SLEEVES, MOUNTING BRACKETS, ETC. TO ACCOMMODATE SERVICE SUPPLY WITHIN THE FIXTURES.
- 8. THE SUPPLIER OF THE EXHAUST FANS AND/OR MAKE-UP AIR UNITS TO PROVIDE ROOF CURB(S) FOR INSTALLATION BY THE GENERAL CONTRACTOR. GENERAL CONTRACTOR RESPONSIBLE FOR SUPPLY AND INSTALLATION OF ROOF SLEEPERS AND/OR STRUCTURAL SUPPORT OF ROOFTOP EQUIPMENT. DUCT SHAFT SHALL BE PROVIDED BY THE GENERAL CONTRACTOR IN ACCORDANCE WITH NFPA REGULATIONS, UNLESS OTHERWISE NOTED.
- 9. THE GENERAL CONTRACTOR SHALL SUPPLY JOB SITE LIGHT, HEAT AND ELECTRIC POWER AT NO CHARGE DURING INSTALLATION PERIOD.
- 10. THIS DRAWING IS THE PROPERTY OF RUSSELL HENDRIX AND IS LOANED SUBJECT TO THE CONDITION THAT IT IS NOT TO BE COPIED, REPRODUCED, OR DISTRIBUTED EITHER IN WHOLE OR PART. IT IS NOT TO BE USED DIRECTLY OR INDIRECTLY EXCEPT WITH THE WRITTEN AUTHORITY OF RUSSELL HENDRIX.

NOTES/APPROVALS:

1	10-10-2024	PRELIMINARY REVIEW
REV#	DATE:	DESCRIPTION
CLIENT/PROJECT		

KASLO ARENA

517 Arena Ave, Kaslo BC V0G 1M0

SCALE: 1/4" = 1'-0"	DATE: Oct 22, 2024
DRAWN BY: C.C.	APPROVED:

DRAWING TITLE:

KITCHEN LAYOUT

DRAWING NO:

PROJECT ID:	REVISION NO:
DES-114-24	##

## **Minutes of Regular Meeting of Kaslo Housing Society, July 23, 2025**

Present: Tara Clapp, Kathie Hanson, Erika Bird and Annick Troback, Bookkeeper

Regrets: Jenny Parkinson, Erika Cizek, Kevin Flaherty

Quorum: In light of Kevin's emailed resignation, quorum is 3 out of 5 directors

Called to order at 7:23

Add to agenda: Charities Return, Kevin's resignation, VoK request for comment on variance, Fundraising. Amended agenda approved.

### **Financial Report**

Balance sheet and Profit and Loss presented. Building Management fee for May is questionable. Annick will look into it. Regarding keeping to the budget that was developed in cooperation with BC Housing, there is only a concern if Penny Lane goes over budget more than 15% in total. Individual categories that may go over 15% are not a concern as long as other categories are under budget.

**Motion: Hire Childs Canton to complete and submit T3010 Charities Tax return.** Carried  
Due to vacation days, the GST reconciliation is expected to be completed (conservatively) at the end of August. We will address the extra money in the Operations account once the GST is resolved. One tenant appears to be over-paying their rent. Annick will confer with Building Manager to determine why it appears that there are duplicate payments.

Financial Report received with thanks.

### **Building Management Report**

CBT has offered to provide the building with a back-up power system. Prism Engineering is gathering data, including tenant power usage, and requires an as-built site plan. Erika will find the as-built site plan.

Regarding CBT Liveability grants, Kathie will talk with the Building Manager to see if, in his opinion, the grant funds could be used to improve convenience or introduce amenities to the building or property. Kathie will respond to CBT to accept or decline the funding.

### **Human Resources**

Resumes have been received for the Roadmap project (Centre de Transformation funds.) Kevin was to play an important role in rolling out the project. Under the circumstances (Kevin's abrupt resignation) should we return the grant? Kathie will contact the grantor's representative and explain our need for an Administrator. Decision on returning the funds tabled till August meeting.

### **Project Development**

Kathie and Erika Bird met with Society Lawyer: In Rustad's opinion, entering into a partnership with a private partner to buy the MHP on E Avenue has many risks – chief among them it is highly unlikely that KHS could find financing.

**Motion: KHS shall decline the offer of partnership from the current owner of the MHP, Kathie will inform the owner of the decision.** Carried

**Motion: Table idea of approaching the Village of Kaslo for a partnership agreement to purchase the entire property.** Carried

### **Correspondence**

Request from the Village of Kaslo for expressions of concern regarding a neighbouring property's request for a variance. The deadline for comments had already passed, but KHS has no concerns.

### **Fundraising Committee**

Plan is to provide breakfast using The Doghouse facilities on the Monday of Jazzfest. Erika B responsible for planning, will provide Tara with a shopping list for those items that should be bought in Nelson. Erika will take care of promotion of the event. David Clancy has offered to bake 3 dozen muffins. Erika and Kathie also doing baking in advance of the August 4 event.

### **Kevin's resignation**

Kevin resigned by email a few hours before the meeting. Although he indicated that he would help with the hiring process for someone to take on the Roadmap process, he was not interested to offer the support for the project that he had initiated and mapped out late in 2024 with Annick's help.

Kevin was also a champion of KHS buying the E Avenue Mobile Home Park. Without his engagement on these two projects, it is difficult to imagine powering through with only 5 directors.

Consideration is given to amalgamating with the Kaslo & Area Senior Shelter Society (Abbey Manor), an idea that has been with KHS for a long time and one that has been suggested by CBT among other funders of housing.

**Motion: Kathie will call Chris Kim of BC Housing to find out what difficulties we can expect if the two Kaslo Housing Providers were to team up. Kathie will talk to Donna Cormie and Rick Nay about appearing as a delegation to an Abbey Manor board meeting.**  
Carried.

Meeting adjourned at 8:43.

Minutes taken by Erika Bird



# Kaslo & District Public Library

## JOB POSTING: Library Director

### About our community

Surrounded by the majestic Selkirk and Purcell mountains and overlooking picturesque Kootenay Lake, the largest natural lake in southern British Columbia, Kaslo is a beautiful place to live, work, and play. The village and surrounding region have much to offer people of all ages, including hiking trails, water sports, family mountain biking, Nordic ski trails, golf course, a hockey and curling arena, tennis and pickleball courts, and many arts, culture and community events such as Saturday Market and the annual May Days and Jazz Fest. [see [Nelson Kootenay Lake Tourism](#)] We boast numerous award-winning renovated historical sites including the Moyie sternwheeler, Langham Cultural Centre and renovated City Hall. The library is a central feature in this vibrant community.

### About us

The Kaslo & District Public Library (KDPL) was established in 1920 and has operated in various locations of the 1898 City Hall (National Historic Site) since 1924. The KDPL Association serves the Village of Kaslo plus 20 small communities of Central Kootenay Regional District Area D on the traditional and unceded territories of the Ktunaxa, Syilx, and Sinixt Nations. While most of our 2,500 service population lives within a few kilometres of the library, our service area includes members who live over 50 km away, as well as summer residents.

Our team includes a Library Director, 2 part-time staff and 7 volunteers along with a volunteer board of trustees. We strive to offer equal and inclusive access to resources and programs to meet the varied needs of community members for lifelong learning, information, recreation and education in a functional and safe environment.

Currently, we are working towards a NEW library in Kaslo and have raised over \$1.1M towards this project. The community support has been outstanding!

[If you enjoy community work, consider joining our team.](#)

### Description (A full job description can be found on our website)

Reporting to the KDPL Board, the Library Director is responsible for leadership, delivery and management of library services for the community in accordance with established policies, strategic priorities, provincial legislation, local government agreements, and the annual budget. There are two key responsibilities:

1. Support for Board governance: advocate for library services, act as secretary to Board, prepare annual budget, complete reporting requirements, make policy recommendations, participate in committees, implement strategic plan, comply with legislation.
2. Management of library operations: create and maintain a safe and welcoming work environment and community space, manage/supervise staff & volunteers, administration including project & financial management, grant writing, community service, Professional development is encouraged, expected and supported.

## Qualifications

We are looking for a highly motivated person who values public libraries and community to continually work towards improvements so that our library remains a welcoming space for all for lifelong learning and enjoyment even as times change.

The ideal candidate has a background in public library services, strong leadership, financial management and communication skills, as well as a commitment to diversity, equity and inclusion and community-based service development.

### Required Knowledge, Ability and Skills:

- ✓ Demonstrated leadership, collaboration, negotiation (contracts)
- ✓ Ability to work well in teams (board, staff, volunteers, fundraising teams, community groups)
- ✓ Project management; creative problem solving
- ✓ Staff & volunteer management experience; supervisory skills
- ✓ Communication skills – written (grant & report writing) and oral (diplomacy)
- ✓ Budget development and administration experience; financial literacy & management
- ✓ Work experience in a non-profit community service
- ✓ Customer service; public relations; conflict resolution
- ✓ Organizational and time management skills
- ✓ Tech literacy and knowledge of Windows operating system, Microsoft Office, online databases, communication tools, e-readers, tablets

### Education and Experience:

Post secondary education is preferred. A Library Information and Technology Diploma is desired.

A minimum of three to five years of recent relevant experience in a senior leadership role is desired.

An equivalent combination of education and experience will be considered.

## Salary and Benefits

\$30.00- \$35.00 per hour (depending on qualifications & experience)

30 hours/week (with some flexibility)

Benefits package includes a Private Health Services Plan and an annual RRSP contribution towards pension.

## How to apply

Submit your resume confidentially to: [HR@kaslo.bclibrary.ca](mailto:HR@kaslo.bclibrary.ca) by **6:00 pm on September 14, 2025**

All expressions of interest are appreciated; however, only shortlisted candidates will be contacted.

The position will remain vacant until a suitable candidate has been found.

*Personal information contained in your resume is collected in accordance with FOIPPA and will be used strictly for employment assessment purposes.*



2025.07.29

Derek Apple  
[REDACTED]

Dear Mr. Derek Apple

**Re: Kaslo Asset Management and Recreation Grant Committees**

On behalf of Council and the municipality, I would like to take this opportunity to thank you for volunteering on the Kaslo Asset Management and Recreation Grant Committees. Your contributions of time, thought and energy spent representing the interests of Kaslo and the surrounding area are truly appreciated. I am grateful for your service to the community and wish you all the best in your future.

Yours sincerely,

Mayor Hewat

Box 576, Kaslo, BC V0G 1M0  
Tel. 250-353-2311 ext. 101 Fax. 250-353-7767  
E-mail: [admin@kaslo.ca](mailto:admin@kaslo.ca)  
<http://www.kaslo.ca>





0230-20

2025.08.08

The Kootenay Lake Historical Society  
324 Front Street  
Kaslo, BC V0G 1M0  
[ssmoyie@klhs.bc.ca](mailto:ssmoyie@klhs.bc.ca)

Dear Sir/Madam,

**Letter of Support for Kootenay Lake Historical Society**

The Village of Kaslo is pleased to support the Kootenay Lake Historical Society's application for funding through the Heritage BC Heritage Legacy Fund. This grant will assist in the restoration and preservation of the Kuskanook Ladies Saloon and the historic Caboose in Kaslo, two important components of our local cultural heritage.

We recognize the significance of this project in conserving Kaslo's rich history and in promoting community engagement, tourism, and heritage education. We believe that supporting this initiative aligns with our commitment to preserving and celebrating our shared cultural assets.

We strongly endorse the Kootenay Lake Historical Society's efforts and are confident that, with the successful completion of this project, these historic structures will continue to serve as vital parts of Kaslo's identity and heritage landscape.

Thank you for your consideration of this support.

Sincerely,

Suzan Hewat  
Mayor, Village of Kaslo

Box 576, Kaslo, BC V0G 1M0  
Tel. 250-353-2311 Fax. 250-353-7767  
E-mail: [admin@kaslo.ca](mailto:admin@kaslo.ca)  
<http://www.kaslo.ca>

**Karissa**

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**From:** Conservative Caucus <Conservative.Caucus@leg.bc.ca>  
**Sent:** August 8, 2025 1:36 PM  
**To:** Admin Mailbox  
**Subject:** 2025 UBCM Official Opposition Meeting Opportunities



8 August 2025

Mayor Hewat & Council  
413 Fourth Street  
Kaslo, BC  
V0G 1M0

Dear Mayor Hewat and Council,

**Re: 2025 UBCM Official Opposition Meeting Opportunities**

With the 2025 Union of BC Municipalities (UBCM) Convention in Victoria fast approaching, the Members of the Official Opposition would like to cordially invite you to meet during the Convention. As the Official Opposition, we respect deeply the critical role Local Governments play in strengthening our communities throughout British Columbia and remain dedicated to robustly representing your interests in Victoria and throughout the province. As the Official Opposition Critic for Municipal Affairs, I am committed to understanding the specific opportunities and challenges your community faces.

I am pleased to share the following engagement opportunities arranged by the Official Opposition for you throughout the UBCM Convention:

1. For a one-on-one meeting with me or any of our Opposition Critics at the UBCM Convention, please contact Hannah Driedger at [Conservative.Caucus@leg.bc.ca](mailto:Conservative.Caucus@leg.bc.ca) or via telephone at 250-387-3507.
2. Our Caucus is hosting three roundtable discussions on the topics noted below in the Penwell Room at the Chateau Hotel on September 23<sup>rd</sup> and 25<sup>th</sup>.


If you are interested in attending, please take a moment to let us know at [Conservative.Caucus@leg.bc.ca](mailto:Conservative.Caucus@leg.bc.ca)

Topic	Critic(s)	Date & Time
Crime	Elenore Sturko Bryan Tepper Steve Kooner Tony Luck	Tuesday, September 23 <sup>rd</sup> 1:30-2:30 pm
Health	Anna Kindy Brennan Day Claire Rattée Tony Luck	Tuesday, September 23 <sup>rd</sup> 3:00 - 4:00 pm
Housing	Linda Hepner Kristina Loewen Tony Luck	Thursday, September 25 <sup>th</sup> 4:30-5:30 pm

3. On Thursday, September 25<sup>th</sup>, the Leader of the Official Opposition will be giving an address at the Victoria Convention Centre at 11:10 am.

Local governments often serve as the primary interface for our shared constituents, adeptly addressing their needs. Your capacity to respond effectively during crises and maintain consistent, high-quality daily services is fundamental to the well-being of British Columbians. Your commitment to enhancing your communities is commendable, and as the Official Opposition we are dedicated to ensuring government accountability and advocating for the provincial resources necessary to support your delivery of essential services.

In keeping with the 2025 UBCM Convention theme of *Charting the Course*, I hope each of you will take the time to connect with Official Opposition MLAs during the UBCM Convention so we can speak directly, discuss the shifting challenges our communities face and act collaboratively on



solutions.

Sincerely,

Tony Luck, MLA  
Official Opposition Critic for Municipal Affairs

**Karissa**

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**From:** Admin Mailbox  
**Subject:** FW: Support for Coaches Week Sept 2025 in Kaslo– Proclamation Request

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**From:** PacificSport Columbia Basin <columbiabasin@pacificsport.com>  
**Sent:** August 14, 2025 2:41 PM  
**To:** Admin Mailbox <admin@kaslo.ca>; Mayor Hewat <mayor@kaslo.ca>  
**Cc:** James Brotherhood <jbrotherhood@pacificsport.com>  
**Subject:** Support for Coaches Week Sept 2025 in Kaslo– Proclamation Request

Dear Mayor Hewat

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

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

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

More information on **National Coaches Week** is available at [www.coach.ca/nationalcoachesweek](http://www.coach.ca/nationalcoachesweek).

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

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

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

Sincerely,

James Brotherhood  
**Executive Director**  
PacificSport Columbia Basin  
[www.pacificsportcolumbiabasin.com](http://www.pacificsportcolumbiabasin.com)  
[jbrotherhood@pacificsport.com](mailto:jbrotherhood@pacificsport.com)

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

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

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

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

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

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

**Signature:**

**Name:**

**Title:**

**City Seal:**

**From:** kim smit [REDACTED]  
**Sent:** August 16, 2025 10:35 AM  
**To:** Admin Mailbox <admin@kaslo.ca>  
**Subject:** Moorage in Kaslo Bay

Hello Kaslo Administration and Council

We are writing about concerns about moorage in Kaslo Bay, concerns that I am aware are shared by yourselves.

The multiple houseboats, derelict sternwheeler and assorted moored vessels are becoming an increasingly significant blight on the beauty of the bay.

This visual concern may be even secondary to concerns re waste management on these house boats.

We have information that anchors have been or are going to be set for another houseboat/float house. Recent activity by the ministry to put removal orders on structures in the lake by Nelson make it likely we will even get more boats/structures moving in.

We are aware that regulation of on water activity is mostly a provincial and federal government responsibility, but preliminary research has revealed other communities have enacted bylaws to control moorage. These have stood up to court challenges and actions were taken.

Maps we have reviewed show that the entire bay is within the village boundaries so enacting similar bylaws should be possible.

If there is any assistance we could give in timely action on these matters please let us know.

Thanks

Kim and Fen Smit  
[REDACTED]



**From:** Hans Baer [REDACTED]  
**Sent:** July 31, 2025 10:04 PM  
**To:** Admin Mailbox  
**Cc:** Kaslo Racquet Club  
**Subject:** Changes expected for Tennis/Pickleball court management

Dear Ms. Mayor and Councillors:

The Kaslo Racquet Club has a new Board, consisting of active players who know what pickleball is all about and how important it is to not play in isolation but have courts that are open to the residents of this community and to visitors. While the latter can have access once they join in the scheduled club times or call some phone numbers to have access (but still must pay a user fee), this still remains an inappropriate management system and contrasts fully with what it happening in other communities in our province. I hope the new Board will approach you, have the highly offensive 5-year lease terminated and the courts opened to the public.

I think it behooves you, the Council, to take another close look at the survey results that I forwarded to you a few months ago and to do some investigating on what the user rules and arrangements are at other communities - just look at our neighbors in Creston, Salmo, Castlegar and Christina Lake. On my recent way to Vancouver I stopped by and played also at Osoyoos and Princeton - all places where courts are never locked during the day and where you can join without requiring payment of any fees or being bothered with questions on insurance.

I have just published two YouTube videos describing the sad situation here in Kaslo and expressing the hope that the new Board will work with you on change and aim for the development of the welcoming concept of "Pickleball Destination Kaslo".

The two videos, a short and a longer more entertaining one, are referenced as follows:

- Short  
version: [https://www.youtube.com/watch?v=xhr\\_avHmht0](https://www.youtube.com/watch?v=xhr_avHmht0)
- Long  
version: <https://www.youtube.com/watch?v=V21PmUTuBug&t=684s>

Once this 5-year lease arrangement is cancelled, I will produce some new videos, inviting people to include Kaslo on their Pickleball-Roadtrips!

Incidentally: If you plan a meeting between you and KRC to discuss the issues of court management, please do not forget to also invite representatives from the tax-paying public - because it is they who are the ones who currently and unfairly are excluded from open access to our public court facilities!

Yours sincerely,

**Dr. Hans Baer**

**Kaslo BC, Canada V0G 1M0**

Tel, WhatsApp or Signal: [REDACTED]

## Karissa

---

**From:** Randy Morse [REDACTED]  
**Sent:** July 28, 2025 3:50 PM  
**To:** Mayor Hewat; Molly Leathwood; Rob Lang; Erika Bird; Matthew Brown; Admin Mailbox  
**Subject:** Risk-Benefit Analysis as a Condition of a South Beach Land Sale & Swap  
**Attachments:** Kaslo\_RV\_Park\_Impact\_Combined\_Final.docx.pdf

Hello Mayor and Councillors,

As you know, I have urged you, in writing and in more than one Council meeting, to not proceed with a South Beach land sale and swap without first undertaking a robust cost-benefit analysis that clearly, objectively lays out for both you and we citizens, the implications of this proposed development for present and future Kaslovians. Not to do so would defy all common sense, given the potential impacts a development of this size may have on our small community.

With that in mind, given that you have made your intention to proceed with issuing a public intent to proceed clear, please find attached a document intended to bolster my urging you to add a condition requiring that a comprehensive, multi-faceted cost-benefit analysis be included in any conditional land sale and swap agreement, with the understanding that the results will determine whether or not the project is allowed to proceed.

Thank you for your consideration.

**RG Morse**  
[REDACTED]

*"If you think you'll regret something in the morning... sleep late."*

## Briefing Notes: Preliminary Impact Assessment and Strategic Risks of Proposed 72-Lot Strata RV Park in Kaslo

**To:** Kaslo Village Council

**From:** Randy Morse

**Date:** July 28, 2025

### Purpose

If Kaslo Council goes forward with a public announcement of its intention to strike a land sale and swap agreement with QP Developments, it is essential that a robust, multi-layered community impact assessment and strategic risk analysis be included as a condition attached to the agreement. If in Council's view the results of this assessment and analysis are not clearly positive, the land sales and swap agreement should not go forward.

In this document I have posed the sorts of questions that in my view need to be addressed in attempting to assess the likely implications of the proposed 72-lot strata RV park on Kaslo, focusing on economic, traffic, infrastructure, cultural, and environmental factors. I've also tried to identify outstanding strategic risks and blind spots often overlooked in developer proposals. The intent is to support informed deliberation, and advocate for independent, comprehensive studies to be undertaken before a final decision is made on whether proceeding is, in fact, in Kaslo's best interests.

### Key Considerations

#### Economic Impact

- Seasonal spending in local shops and restaurants may increase modestly, but will be concentrated in summer months, already the busiest time of year. Any revenue increases must be balanced against the need for and cost of additional staff.
- RV tourists typically spend less than hotel or boutique visitors, often bringing their own supplies.
- Construction jobs would be short-term; ongoing RV-par related service jobs would likely be minimal and relatively low paying.
- Increased property tax revenue may be offset by additional municipal service costs.
- The scale of development proposed risks deterring higher-value Kaslo & area tourism, while damaging Kaslo's boutique, eco-tourism appeal.

- Potential upward pressure on land values could displace residents and worsen housing affordability.

#### **Traffic Impact**

- Significantly increased vehicular traffic on peak days, including large RVs, could strain roads not designed for such traffic.
- Increased in-village congestion, pedestrian and cyclist safety risks; parking shortages are likely.
- Roads may require upgrades or incur higher maintenance costs.

#### **Infrastructure Impact**

- Water, sewer, and stormwater systems capacities may be strained, and could require costly upgrades.
- Inevitable flooding could cause significant damage to infrastructure in situ, and pose an increased risk of damage to existing homes, businesses, and recreational sites/areas in Lower Kaslo.
- Emergency services may be stretched, impacting response times.
- Municipal infrastructure will face accelerated wear.

#### **Cultural and Social Impact**

- Kaslo's charm and character, central to its economy, risk being diminished by this type of development.
- Seasonal visitors may strain community cohesion and create social friction.
- The scale of the project is more typical of larger urban areas, and is inconsistent with Kaslo's heritage and vision as described in the OCP.

#### **Environmental and Floodplain Risks**

- The site lies on a floodplain, raising flood risk for surrounding properties and potential environmental harm, as referenced above.
- Riparian ecosystems, wildlife habitats, and green space would be lost or degraded.
- Natural beauty, itself an economic and cultural asset, would be irreversibly impacted.

### **Outstanding Strategic Risks & Blind Spots**

#### **Economic Sustainability & Risk**

- Once a project like this is complete, typically the developer takes his money and moves on, leaving a strata association to manage the development. What happens if the park underperforms or fails? Would the municipality inherit liabilities? What and how potentially significant are they?
- Are seasonal revenues sufficient to justify permanent infrastructure on the proposed site? What are the potential negative impacts on Kaslo's brand?
- Would strata RV lot owners simply divert spending away from existing accommodations, rather than adding new revenue?



### Demographic & Social Dynamics

- Could the project exacerbate inequality, favouring part-timers or affluent visitors over locals?
- How might a transient population impact crime, vandalism, or policing demands in and around Kaslo?
- What are the potential cultural tensions between strata RV lot owners and village norms?

### Long-Term Land Use Trade-offs

- Once developed, this land could not easily be repurposed for higher-value or more compatible uses. Fixed infrastructure and the need to deal with 72 owners would make any change extremely difficult and potentially very costly.
- Is this truly the best use of scarce, flood-prone land? The developer has done his research and determined it would be profitable for him. The Village of Kaslo needs its own analysis to satisfactorily answer this question from the community's perspective.

### Climate Resilience

- Does the project align with regional climate adaptation plans?
- Could it exacerbate flood and heat risks, raising any future recovery costs?

### Intergovernmental & Indigenous Relations

- Council has stated consultation with affected First Nations will be a condition of the agreement. What are the criteria and parameters of this consultation, to ensure this condition is not superficially addressed?
- Are there potential conflicts with Regional District or provincial laws and regulations?

### Opportunity Cost of Staff & Political Capital

- This proposed project has been in the works for several years. It has already consumed considerable time and costs. Is it diverting council and staff energy from higher-priority issues, now and in the future?
- Could approval weaken future resistance to developments incompatible with Kaslo's brand and OCP?

### Summary

The anticipated benefits of the proposed strata RV park appear modest at best, seasonal, and uncertain. In contrast, the risks — economic, social, infrastructural, and environmental — are structural, permanent, and potentially irreparable. Approving the project without independent, comprehensive analysis risks undermining the very qualities that make Kaslo unique and prosperous.

### Recommendation

- It is recommended that council:

- Commission an independent, professional cost-benefit analysis, including economic, environmental, social, and cultural impacts.
- Engage the community meaningfully before advancing approvals.
- Require the developer to fund all necessary infrastructure upgrades should the project ultimately proceed.
- Consider alternative, lower-impact developments better aligned with Kaslo's character and long-term vision, paying attention to the call for passive recreational usage of the land in question embedded in both section 11 and 16 of the Kaslo OCP.

**Prepared by:**

Randy Morse, [REDACTED] Street Kaslo V0G 1M0

### In regard to South Beach and Riparian setback requirements

Although the Ecoscape Environmental Assessment refers to Sections 6a and 6f of Bylaw No. 1193 to determine Riparian setback requirements, it is not mentioned that there is an exception. Since there is more than one applicable floodplain shouldn't the riparian setback for Kootenay Lake also be 30 metres? The referenced documents appear below. A reply would be appreciated.

Anne Malik

### 2.3. Riparian Setback Assessment

Riparian setback requirements for the study area is regulated under the Village of Kaslo Floodplain Management Bylaw No. 1193 and Section 4.2.2 and 4.2.4 of the Official Community Plan Bylaw No. 1098. As per Section 2(1)(b) of the provincial *Riparian Areas Protection Regulation*, the study area does not fall under the jurisdiction of the Regulation.

As per Section 6 of Bylaw No. 1193 and the *Streamside Protection Regulation*, the riparian setbacks are as follows and displayed in Figure 2:

- 15 m from the Natural Boundary of Kootenay Lake;
- 30 m from the Natural Boundary of Kaslo River.

The top of bank survey from 2016 was used to bench mark the 30 m Stream Protection Setback from Kaslo River and the Present Natural Boundary from 2016 of Kootenay Lake was utilized to benchmark the 15 m Lakefront Protection Setback.

### Floodplain Setbacks

6. The following distances are specified as floodplain setbacks, except that where more than one floodplain is applicable, the greater distance shall be the floodplain setback:
  - a. 15 metres from the natural boundary of Kootenay Lake;
  - b. 7.5 metres from reservoirs (unless otherwise specified);
  - c. 7.5 metres from the natural boundary of a small lake, pond, swamp or marsh area;
  - d. 7.5 metres from a structure for flood protection or seepage control;
  - e. 7.5 metres from any standard dike right-of-way;
  - f. 30 metres from the natural boundary of the Kaslo River or from a bridge over the Kaslo River;
  - g. 15 metres from the natural boundary of any other watercourse not mentioned in this section.

August 6, 2025

Village of Kaslo

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

Re: South Beach Purchase & Sale - Terms and Conditions

Further to the CAO's remark at the Open House that individuals are welcome to submit potential conditions, I urge you to give serious consideration to the **"Right of First Refusal."**

Please consider adding the condition: **That Quality Property Developments Inc. enter into a contractual obligation to offer to sell its real property known as South Beach to the Village of Kaslo after receiving a bona fide third-party offer to buy the real property known as South Beach and that said contractual obligation would be registered on title.**

This condition is in the best long-term interests of the Village and would be enthusiastically embraced by our community. As community members rallied to the cause initially to purchase the land from QP Developments they would provide the financial means to realize this purchase in the future.

For your consideration,

Vladimir & Anne Malik

██████████, Kaslo

August 13, 2025

Village of Kaslo

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

Re: Notice of Highway Closure and Disposition of Lands

We understand Council's motivation to resolve the 'survey issue.' Although Council is seeking public ownership of all land within the Stream and Lake Protection Setback areas, there are issues with the proposed disposition of lands. It is not the road closure and removal of highway dedication that is objectionable as the legislation states "*the land to be disposed of is to one or more adjacent landowners for the purpose of consolidating it with the landowners' existing adjacent parcel or parcels of land.*" And it is understood the **Village is an adjacent landowner.**

The proposed exchange of consideration is simply **not equitable**. Road allowances are a "way open to public use" and provide access to the Kaslo River and Kootenay Lake. Consolidating all of these with the developer's property exclusively is grossly inequitable.



An *Appraisal Report* map clearly indicates the developer has ownership of only two parcels adjacent to Kaslo River. The larger north-west parcel will be relinquished to provide an access road to his proposed, gated RV park. The only land the village is securing to enable public access via the riverfront is his small triangular parcel.

It may also be argued that through the proposed Purchase and Sale, Council is **providing a benefit** to the developer. The appraiser discounts a hypothetical larger parcel by 35% for 'lack of legal access.' The Village lots at the toe of the Kaslo River delta have legal access by way of the road allowances. This is clearly illustrated on this map. The discount for "Limited Value to others" could also be challenged. This land, in its role as a 'safety valve' for Lower Kaslo from the risk of high velocity debris flows from Kaslo River, is of extreme value to the village. And why would this waterfront property be discounted for its 'shape and orientation'?

*"Although the multi-use path along the new road could be used by the public, it's the opinion of the undersigned that its primary benefit would be to enable RV Park users to transit downtown by walking or biking."*

Source: 2024.08.21 Staff Report

*"Public access to the lakefront may need to be regulated by the Village to ensure that it does not negatively impact the functionality of riparian ecosystems."*

Source: 2025.02.11 Ecoscape correspondence to Village of Kaslo

What's in this deal for us? Foreshore to which the public already has the legal right to access? A multi-use path of marginal benefit to the public? A trail that may require regulation? Money, that will have to be set aside to maintain an access road, that's subject to erosion, to a gated community? Why would Council sell waterfront lots when they're negotiating access to the water?

**How does the current proposed Purchase and Sale satisfy section 41(1)(c) of the Community Charter?**

It's our understanding that the proposed Purchase and Sale Agreement includes village ownership of a 15-metre Lake Protection Setback. In correspondence of August 4, 2025 in regard to **Riparian Setbacks** Kaslo's Floodplain Bylaw is quoted. "The greater distance shall be the floodplain setback." Ecoscape has used this Bylaw to establish setbacks and therefore setbacks for both the Kaslo River and Kootenay Lake should be 30 metres.

*"Preserve the public lands along lakefront and riverfront areas for parks, trails and public use."*

Source: Village of Kaslo Official Community Plan Bylaw 1280, 2022 Section 9.3.4

*"The waterfront areas are perhaps Kaslo's most significant assets."*

Source: Village of Kaslo Official Community Plan Bylaw 1280, 2022 Section 3.7 The Public Realm

The proposed disposition of waterfront land ignores Official Community Plan policy. This disposition IS NOT "balanced against **a local government's duty to provide stewardship of public assets.**"<sup>1</sup>

The land, within the setback areas Council is seeking public ownership of, is subject to erosion and flooding. A statutory right of way should be secured to permit public access in the future should the public access adjacent to the river become dangerous or impassable. In correspondence of April 17, 2025 *ctq* suggests:

- *"It may be possible to construct stairs down the steep slope and a footpath from Third Street to the lakeshore if not a road for vehicular access."*
- *"The destination would be the lake and the river, but if a connection is deemed imperative, it is best to do it at the very south end of the QPD property."*
- *"Perhaps a possible additional link at very south end could be developed along with golf cart path/waterline construction, where Ecoscape would oversee best routing."*

**We object to the village's Disposition of Lands as currently depicted on Schedule A of the village's notice.**

We ask Council to negotiate such that:

- Village lots at the toe of the river delta are retained by the village and road allowances, or their equivalent, adjacent to these village lots be consolidated with those village lots.
- The Village secures ownership of a 30-metre setback along Kaslo River.
- The Village secures ownership of a 30-metre setback along Kootenay Lake.
- The Village secures a statutory right of way for public access to Kootenay Lake through *QPD* property.

We also ask that Council commit to placing financial consideration from this transaction into a reserve fund for the maintenance and upkeep of assets secured from this transaction.

An illustration of the 30-metre setbacks and equivalent land is attached. This plan exchanges "**property for other property that will provide public access to the same body of water that is of at least equal benefit to the public**" AND perhaps **could be supported by our community.**

Source: Community Charter 41(1)(c)

The *Concept drawing of the intended RV Park Layout* overlaid on Schedule A of the village's notice is also provided. It illustrates that this **exchange of land** has minimal impact on the proposed development.

For your consideration,

Vladimir and Anne Malik  
303 Front Street, Kaslo

cc. South Beach Working Group

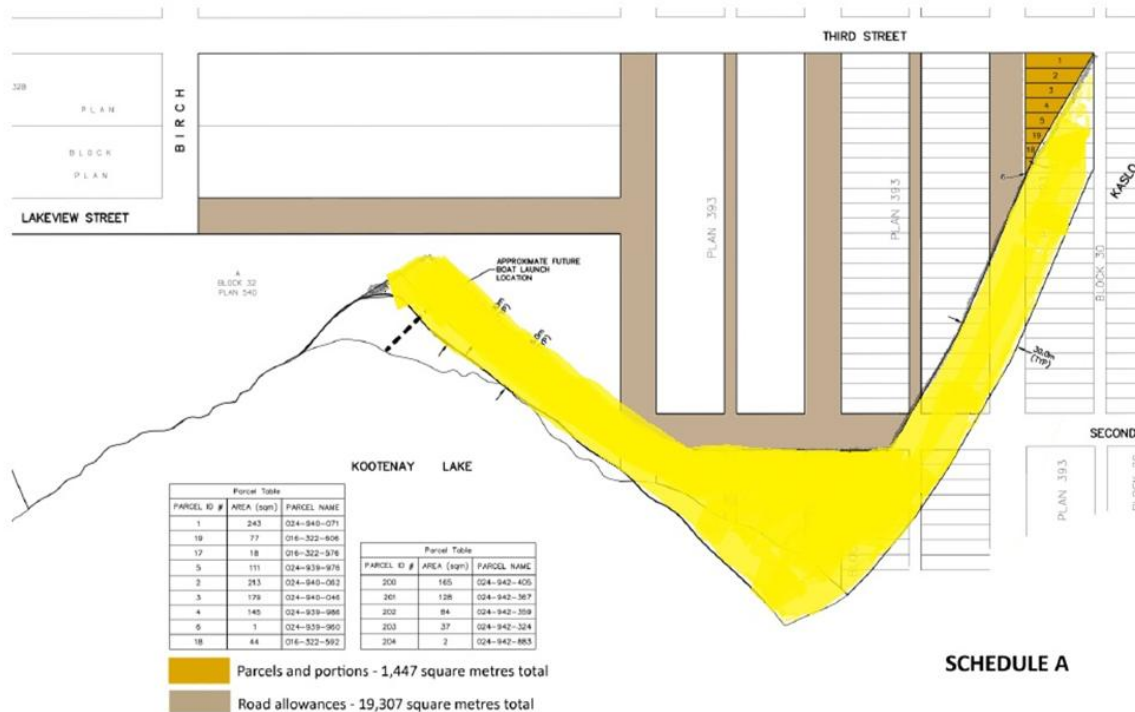
Attachments: Illustrations on Schedule A to Village of Kaslo *Notice of Highway Closure and Disposition of Lands*  
Updated fair compensation estimate, page 27  
Riparian Setback Requirements, attachment to email correspondence to Council, August 4<sup>th</sup> 2025

Footnote 1. <https://www2.gov.bc.ca/gov/content/governments/local-governments/planning-land-use/asset-acquisition-disposal/property-ownership-disposal>

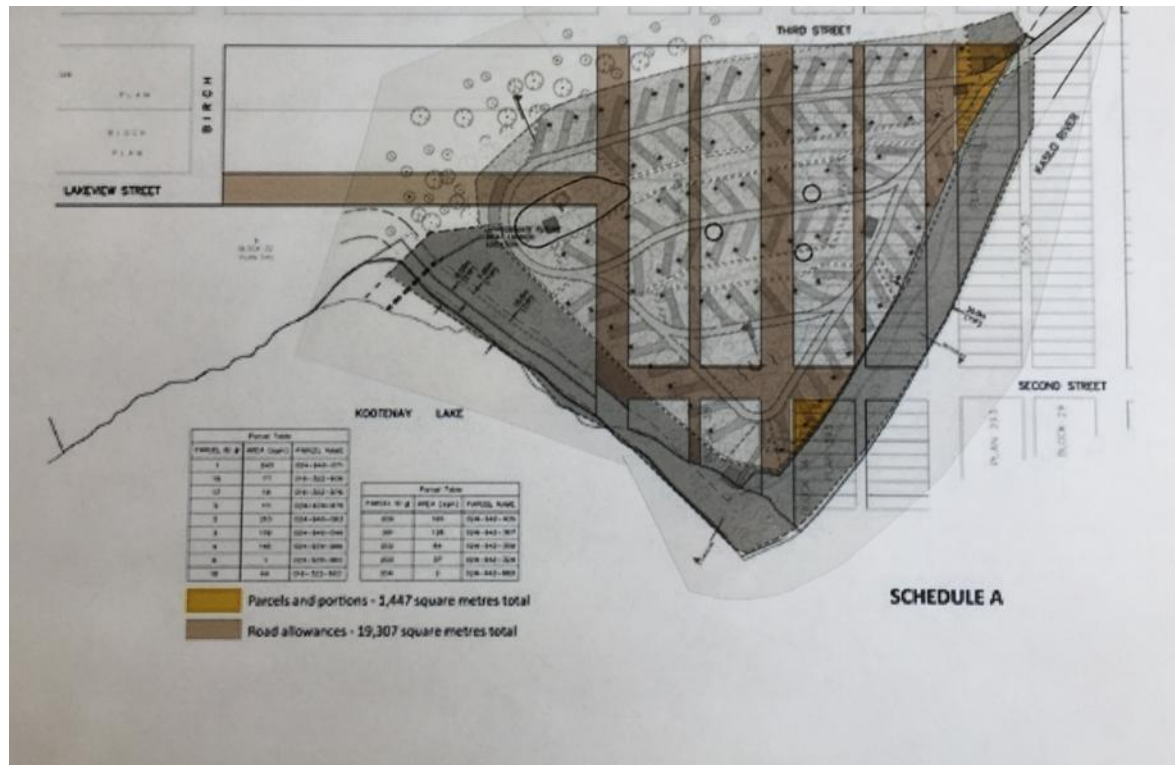


**Schedule A to Village of Kaslo *Notice of Highway Closure and Disposition of Lands* illustrating in yellow:**

- 30-metre setbacks from Kaslo River and Kootenay Lake
- Retention of Village lots at toe of Kaslo River delta
- Land of at least the equivalent of road allowances abutting village lots consolidated with village lots at toe of Kaslo River delta



**Concept drawing of the intended RV Park Layout overlaid on Schedule A of the Village's Notice**



#### LAND VALUE OF ULTIMATE SUBJECT AREA PROPOSED FOR TRANSACTION - AS IS

From the estimated value of the hypothetical larger parcel as if it hypothetically has legal access, discounts are made to reflect its current, as is, state.

#### Estimated Discounts For Lack of Legal Access, Shape and Orientation, and Lack of Marketability/Limited Value to Any Other Party

The Original Report has been reviewed, a search for market discount indicators which have occurred or become apparent since the Original Report has been completed, and it is ultimately opined that the same discounts as those found in the Original Report remain applicable here.

#### DISCOUNT RATE SUMMARY AND ESTIMATE OF RATE VALUE

	<u>Discount</u>	<u>Value/Acre</u>
Hypothetical Larger Parcel		\$150,000
Subject Area Proposed For Transaction		
Lack of Legal Access	-35%	-\$52,500
Shape and Orientation	-15%	-\$22,500
Lack of Marketability/Limited Value To Other	-15%	-\$22,500
Discounted As Is Value		\$52,500

It is estimated that the value of the subject lands proposed for transaction is

**\$52,500 per acre.**

**In regard to South Beach and Riparian setback requirements**

Although the Ecoscape Environmental Assessment refers to Sections 6a and 6f of Bylaw No. 1193 to determine Riparian setback requirements, it is not mentioned that there is an exception. Since there is more than one applicable floodplain shouldn't the riparian setback for Kootenay Lake also be 30 metres? The referenced documents appear below. A reply would be appreciated.

Anne Malik

**2.3. Riparian Setback Assessment**

Riparian setback requirements for the study area is regulated under the Village of Kaslo Floodplain Management Bylaw No. 1193 and Section 4.2.2 and 4.2.4 of the Official Community Plan Bylaw No. 1098. As per Section 2(1)(b) of the provincial *Riparian Areas Protection Regulation*, the study area does not fall under the jurisdiction of the Regulation.

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**Floodplain Setbacks**

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  - d. 7.5 metres from a structure for flood protection or seepage control;
  - e. 7.5 metres from any standard dike right-of-way;
  - f. 30 metres from the natural boundary of the Kaslo River or from a bridge over the Kaslo River;
  - g. 15 metres from the natural boundary of any other watercourse not mentioned in this section.

**From:** [REDACTED]

**Sent:** August 15, 2025 1:01 PM

**To:** Mayor Hewat <mayor@kaslo.ca>; Erika Bird <bird@kaslo.ca>; Matthew Brown <brown@kaslo.ca>; Rob Lang <lang@kaslo.ca>; Molly Leathwood <leathwood@kaslo.ca>; Admin Mailbox <admin@kaslo.ca>; CAO Mailbox <cao@kaslo.ca>

**Subject:** KASLO ROAD CLOSURE - Disposition of Village ROW's at South Beach

Dear Mayor, Council & CAO

As the CAO has pointed out the existing ROWs in the South Beach area proposed for development are problematic. And hopefully Council will consider ALL options for disposition and select one that hopefully serves the community and the developer.

I would like to present an option that does serve the community and the developer.

The purpose of the rights of ways, practical or not, is to provide access to the waterfronts on both the river and the lake. The Village owns the land along the great majority of this waterfront and when the developer builds the road required for his access and hands that piece of land over to the Village to be dedicated as ROW the Village will own by far the greatest portion of the water front lands.

At that point it seems most practical, beneficial and legitimate to rearrange the existing ROW's to provide exactly what they are created for - public access - by trading land with the developer and place these ROW's adjacent to the specified riparian area setbacks at 30 m. That will also provide a contiguous piece of land for the developer.

It's important that the riparian area not be developed, impacted by development or subject to unnecessary modifications for public safety i.e. rising water, rotting dangerous trees, preserving native vegetation, and wildlife concerns. It is most logical and appropriate to relocate an area equal to the current designated ROWs to follow the border the riparian area boundary. This is a very common practice in virtually every waterfront community in the world, where the public land along the waterfront incorporates a public access road, pathway, or combination. This would be an incredibly beautiful and well-used access - which would facilitate continued use by the community established over the last 45 years. The Waterfront Access Trail could provide essential emergency vehicle access for public safety on the beach, and maybe the Village would consider a Temporary Use Permit for Jazz Fest to support that very popular event and the critical economic value it brings to local business.

There are great benefits for the Village in this option.

There are also great benefits for the developer. His development would be surrounded by parklike green space that he would have no expense for purchasing, no expense for maintenance, no expense for trail/access provision, no property tax or liability concerns on land that the property owners in his development would have full and equal access to enjoy. All of this amenity area would equally serve Village residents and visitors. Also note this would be a relatively minor adjustment to the area currently proposed for development. Additionally, I believe it would be a very popular option with the community, greatly streamline this process and fulfill the needs of both parties.

Thank you for your consideration.

Jimi Holland

August 17, 2025

Teri Collins, Deputy Minister  
Ministry of Housing and Municipal Affairs  
PO Box 9236  
Stn Prov Govt  
Victoria BC

Re: Village of Kaslo Road Closure and Removal of Highway Dedication Bylaw No. 1319, 2025

It is my understanding that approval from the Minister of Housing is required for this Village of Kaslo Bylaw in regard to sections 41(a) & (c) of the Community Charter.

Public road allowances used in conjunction with a private sawmill site which were never improved as proper roads are involved. Even though they are not roads, they are a “way open to public use” and provide access to village owned waterfront property and provide public access to Kootenay Lake. Several of these “ways” abut municipal lots within a larger property known as South Beach. The Village has given notice that they intend to dispose of the closed portion of highways to Quality Property Developments Inc.

Three rights-of-way are being canceled that provide access to a public beach area on Kootenay Lake, and no alternative right-of-way is being provided to replace the canceled ones. The negotiated access at this time is not of “at least equal benefit to the public.” As a former Mayor of Kaslo I ask you to review this situation and if you agree it is off track, maybe you or staff could remind Council of it's obligation to abide by the regulations in regard to Section 41 of the *Community Charter* - Restrictions in relation to highway disposition, closure or alteration.

As Council intends to consider the proposed Bylaw at its regular meeting at City Hall, 413 Fourth Street, Village of Kaslo, BC on August 26, 2025, at 6pm your timely response would be most appreciated.

Sincerely,

James Holland  
Kaslo, BC

cc. Village of Kaslo  
Honorable Brittny Anderson, Minister of State for Local Government and Rural Communities

Attachments Advertisement, *The Valley Voice*, August 14<sup>th</sup> 2025 edition



# FOR THE RECORD

## Setting it straight

The South Beach development issue has galvanized community interest, like no other seen over the 46 years I've lived here. And during my term as Kaslo Mayor and 14 years on Council I've witnessed many challenging community issues.

An Official Community Plan (OCP) is meant to guide a Council's decisions related to land use and development.

Kaslo's OCP says:

"Preserve the public lands along lakefront and riverfront areas for parks, trails and public use."



The Village owns public lands along Kaslo River and Kootenay Lake in the form of lots and road allowances. They're depicted in green on the map. Council is considering the sale of these South Beach public lands.

The disposition of South Beach public lands is contentious. Legislation says municipalities MAY dispose of public lands by exchange or trade for other property that contributes to community development objectives and goes on to say that disposition MUST be balanced against a local government's duty to provide stewardship of public assets.

In the past, Council has been told that "lakefront locations may be considered sacrosanct and therefore **warrant protection as public assets.**"

**Why would Council sell these lots, these waterfront areas considered to be our most valuable assets?**

The Village also has ownership of public road allowances that were never improved as proper roads. These undeveloped road allowances, are still legally "highways."

These rights-of-way and lanes between them are a "way open to public use" to access the lake. Through these road allowances we have **legal access** to Kootenay Lake.

Submitted by Jimi Holland



Because these road allowances provide access to a lake and Council is proposing to dispose of them, they may only dispose of that property if the Village is **exchanging the property** for other property that Council considers will provide public access to the same body of water that is of at least equal benefit to the public.

Council claims that legal public access by way of a multi-use path justifies the sale of public lands. Staff say "the path's primary benefit will be to enable RV Park users to transit downtown by walking or biking."

A path, form-fit within the riparian area that is subject to flooding and erosion is not a fair exchange. These road allowances should be exchanged for land and consolidated with other village land.

Since the road allowances are "highways" it's necessary to get the province to cancel their resumption. Regulations state how the land is to be disposed.

"These road allowances are to be used to service the adjacent land or be consolidated with the adjacent land."

The Village is an adjacent landowner. Why are the road allowances that abut village lots not being consolidated with those lots?

**Should the Village sell public lands to enable a developer's strata RV park?**

Submit your feedback to Council by delivering a written submission by 12:00pm on August 19, 2025, via email to [admin@kaslo.ca](mailto:admin@kaslo.ca); mail to City Hall, 413 Fourth Street, Kaslo, BC V0G 1M0; or delivered to staff at City Hall.

**"I've never seen a situation where public input has been so blatantly ignored."**

-----Original Message-----

From: jackie murdock [REDACTED]  
Sent: August 17, 2025 8:02 PM  
To: Admin Mailbox <admin@kaslo.ca>  
Subject: South Beach public lands

I am not in favor of our village of Kaslo selling our public lands to enable the developer's strata RV park. I would like to see our public lands along the lakefront and riverfront areas preserved for our use. The undeveloped road allowances should be exchanged for land and consolidated with other village land.

Jackie Murdock

Box [REDACTED]

Kaslo BC

V0G1M0

Sent from my iPad



## Karissa

---

**From:** Admin Mailbox  
**Subject:** FW: Sell Public Land to Enable a Developer's Strata RV Park

-----Original Message-----

From: beverley. [REDACTED]  
Sent: August 16, 2025 5:18 PM  
To: Admin Mailbox <admin@kaslo.ca>  
Subject: Sell Public Land to Enable a Developer's Strata RV Park

Property Owner Beverley Gaal  
1607 Carol Street

Attention Village Council Members

I wish to state on record I am opposed to the current Kaslo council members selling the Kaslo OCP lots at South Beach.

This land, a valuable asset for Kaslo, was purposefully set aside by previous council members of the past to preserve the natural state of South Beach.

It is not to "pave paradise to put up a parking lot".

The lack of access to the lots due to being surrounded by private land would simply mean the land stays in its natural state, yet deters encroachment of projects such as the RV park presently being discussed. The OCP lots protect both the gift of the beauty of South Beach and watershed concerns as outlined in letters and meetings by many citizens of Kaslo.

Do not sell this public asset. It's there for many good reasons.

In addition, if the OCP lots are to be sold, the proposed price seems to be much below the true value for a waterfront property.

Yours truly,  
Beverley Gaal

---

**From:** Wells Thomson [REDACTED]  
**Sent:** August 17, 2025 5:16 PM  
**To:** Mayor Hewat; Matthew Brown; Molly Leathwood; Erika Bird; Rob Lang  
**Cc:** Admin Mailbox; Ian Dunlop  
**Subject:** Consultation with First Nations about disposition and sale of VOK property for a strata title entity and RV development  
**Attachments:** UBCM-FNLC-RelationshipProtocol-signed-Sept2024.pdf

Attention Mayor Hewat, Councillor Bird, Councillor Bird, Councillor Lang, Councillor Leathwood, CAO Baker, Ian Dunlop

Re: Consultation with First Nations about disposition and sale of VOK property for a strata title entity and RV development

Prior to Council meetings and official activities an acknowledgement is read or recited that we are on unceded territory of first nations' and Meti land. This relationship between our municipality and the former inhabitants of this, and other territories, is now formalized in the September 16, 2024 Relationship Protocol between the First Nations Leadership Council (FNLC) and the Union of BC Municipalities (UBCM). And while it is acknowledged "...that this relationship Protocol does not create any enforceable legal or equitable right", Para 15 states "The parties will endeavour to provide notice to each other on issues of mutual interest in a timely manner and prior to public release."

I have recently been in communication with a member of one of the first nations on whose territory the Kaslo, or Qaslu South Beach is located. This person is a Band Councillor who is actively involved in restoration of aboriginal rights and land use. I learned that no consultation has taken place about this proposal, and there has been no outreach from either VOK or QP Developments. Period. Further, there has never been meaningful consultation with or outreach to this first nation from VOK about any land use plans or activities in Kaslo.

Since the upcoming Regular Council Meeting on August 26 has an agenda item to decide and determine the disposition of the VOK's publicly "owned" rights of way, it would seem that this is exactly the time to pause and reach out to the recognized organizations whose unceded territories we are living on to solicit their position about this most drastic change in the land use there since it was alienated by the first non aboriginal settlers in the late 19th century to build a town. Or, has this been done in the last week or so?

Yours truly,  
Bill Wells, qaslu  
Attachment: UBCM-FNCL Relationship Protocol



RELATIONSHIP PROTOCOL

BETWEEN

BRITISH COLUMBIA ASSEMBLY OF FIRST NATIONS,  
AND  
FIRST NATIONS SUMMIT,  
AND  
UNION OF BRITISH COLUMBIA INDIAN CHIEFS

(Collectively referred to as the “FIRST NATIONS LEADERSHIP COUNCIL”)

AND

UNION OF BC MUNICIPALITIES

(collectively the “Parties”)

This Agreement is made as of Monday, September 16, 2024

**WHEREAS:**

1. The First Nations Leadership Council (FNLC) is comprised of the political executives of the BC Assembly of First Nations (BCAFN), First Nations Summit (FNS), and the Union of BC Indian Chiefs (UBCIC). The FNLC is not an independent political entity or organization but is a collaborative political working partnership among the three organizations, with the aim of advancing the interests of First Nations in British Columbia (B.C.). The mandate and work of the FNLC is collectively directed by First Nations’ governments through resolutions of the three political organizations. The FNLC is also mandated to work as an advocacy body; undertake analysis at the provincial level on issues of common concern and importance to First Nations; foster effective communications and information-sharing amongst First Nations in B.C.; uphold and support the unconditional implementation of the *United Nations Declaration on the Rights of Indigenous Peoples*; develop and foster unity among First Nations as well as among the First Nations’ three provincial organizations (BCAFN, FNS and UBCIC); and ensuring that the purpose, principles and values of the *Leadership Accord* are upheld, supported and realized.
2. UBCM represents all municipalities and regional districts in B.C. as well as those First Nations who apply and meet criteria for membership. UBCM is a non-partisan organization and serves as a forum for members to collaborate, share information, establish policy priorities and advocate for common interests. UBCM provides various services to its members, including policy development, training, advocacy on issues that impact local government interests, and administration of federal/provincial grants. As a policy-based organization, UBCM’s advocacy work is directed by member resolutions.
3. The Parties share the view that cooperative relationships and effective communication in key priority areas can contribute directly to the well-being of communities.

**THEREFORE:**

4. This Relationship Protocol reflects the Parties’ commitment for sincere and honest engagement on priority issues.

**OBJECTIVES:**

5. **Building Trust and Understanding:** Build trust and understanding between the Parties’ members by fostering positive relationships.
6. **Facilitating Communication:** Engage in ongoing dialogue and learning that includes exchanging information, communicating interests and sharing concerns and perspectives on matters of mutual interest.
7. **Promoting Partnership and Collaboration:** Facilitate collaboration between First Nations and local governments toward shared goals and priorities that promote social, economic and environmental well-being of communities.
8. **Addressing Common Challenges:** Address common challenges facing First Nations and local governments by leveraging resources and expertise from both Parties.
9. **Advancing reconciliation:** Promote dialogue, cooperation and respectful engagement between local governments and First Nations to advance reconciliation.

**PRINCIPLES:**

10. This Relationship Protocol is guided by the spirit of cooperation, respect, partnership and the understanding and recognition of the *United Nations Declaration on the Rights of Indigenous People* (UNDRIP) as well as the Truth and Reconciliation Commission’s Calls to

Action. This intention is further fortified by the *Declaration on the Rights of Indigenous Peoples Act* (B.C.) which, among other things, affirms UNDRIP’s application to the laws of B.C. and serves as B.C.’s framework for reconciliation.

- 11. The Parties recognize and acknowledge First Nations’ legal, spiritual, social and cultural practices associated with the land, environment and natural resources must be respected and share the vision of healthy, resilient communities for current and future generations.
- 12. The Parties acknowledge the benefit of co-operative intergovernmental relations between First Nations and local governments.
- 13. The Parties seek to engage in dialogue to share knowledge, expertise, experience and perspectives in support of promoting effective relationships between First Nations and local governments.

**IMPLEMENTATION:**

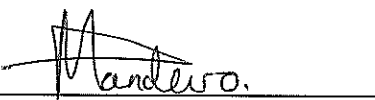
- 14. The Parties agree to meet at least once annually to discuss issues of mutual concern and build joint work and communication plans, including outcomes for the upcoming year. The Parties also agree to an annual review of relationship commitments.
- 15. The Parties will endeavour to provide notice to each other on issues of mutual interest in a timely manner and prior to public release.
- 16. The Parties agree to a set up a working group comprised of staff from the Parties, with ongoing communication between staff to further the general objectives of this Relationship Protocol. Staff from the Parties will meet on a regular basis to review joint initiatives and projects as well as progress on the objectives.
- 17. Each Party will provide the other with a standing invitation to each other’s public assemblies/annual conventions.

**TERM AND REVIEW:**

- 18. This Relationship Protocol shall be effective upon signing by the Parties. It may be terminated by either of the Parties with three months’ notice.
- 19. The Parties acknowledge that this Relationship Protocol does not create any enforceable legal or equitable rights or any obligation.
- 20. The Parties may agree in writing to amend this Protocol.
- 21. This Protocol does not and is not intended to, define or extinguish any Aboriginal or treaty rights.

In witness whereof the parties have executed this Memorandum of Understanding this 16<sup>th</sup> day of September 2024.

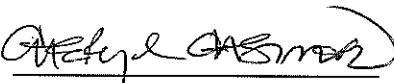
**On behalf of the UNION OF BC MUNICIPALITIES**

  
Trish Mandewo  
President

**On behalf of the BC ASSEMBLY OF FIRST NATIONS**

  
Terry Teegee  
Regional Chief

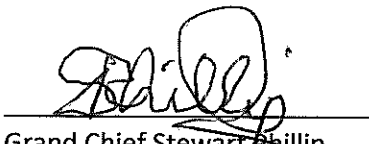
**On behalf of the FIRST NATIONS SUMMIT**

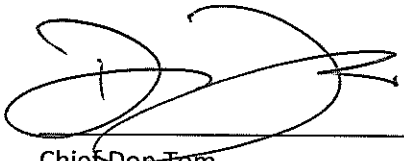
  
Cheryl Casimer

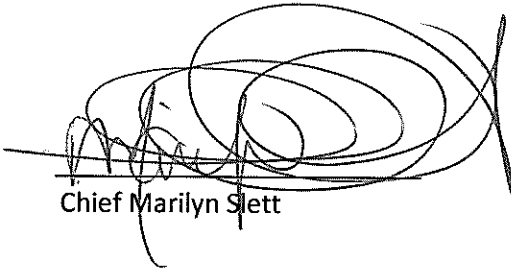
  
Robert Phillips

  
Hugh Braker

**On behalf of the UNION OF BC INDIAN CHIEFS**

  
Grand Chief Stewart Phillip

  
Chief Don Tom

  
Chief Marilyn Slett

-----Original Message-----

From: Gerald Garnett [REDACTED]  
Sent: August 16, 2025 1:13 PM  
To: Admin Mailbox <admin@kaslo.ca>  
Subject: South Beach Proposal

To Kaslo Mayor and Councillors,

I attended the public information evening, read the posted correspondence, Valley Voice, and the documents on your website. Thank you for your hard work on behalf of the residents. My observations at the public meeting convinced me that our Kaslo representatives operated with the best intentions for our community, in which I have enjoyed living for the past 48 years. In general I am in favour of electing good people, such as yourselves, and trusting them to govern without needless interference. Accountability comes at elections. In this case, listening to all the information presented, I make an exception. I am convinced by points opposing the development concerning the flood plain, climate change, industrial contamination, the intent for "passive recreation" in the Official Community Plan, the problematic road access, the water and sewage infrastructure concerns, and the strata model of ownership. Consider four more points.

1. I believe you should reject the 72 site RV strata proposal put forward by Quality Property Developments (QPD) Inc. It reminds me of a proposal from the 1950's by then Kaslo Mayor, Mr Draper. He wanted to replace the historic Town Hall and replace it with a modern ferro-cement structure. Roy Green managed to muster support and prevent this happening. Mr Unrau of QPD has the same short sightedness of Mayor Draper. Kaslo's tourism attraction depends on its beautiful setting beside Kootenay Lake. The 72 RV's on their cement pads with associated infrastructure will be a permanent eyesore, which will persist and worsen over time. It will damage our most important asset. An example of such ugliness can be seen at Crescent Beach Resort. Let us put the Community vision in place, not the vision of a company from Edmonton, Alberta with a vision of increasing its annual turnover, currently at \$6.5 million.

2. Seasonal residents erode the fabric of a community. Councillor Lang estimated the RV strata numbers conservatively at 140 individuals, 14% of Kaslo's census population. It is the permanent residents who are the driving force of our many volunteer organizations. The RV owners have no stake in the community, often arriving for intermittent stays with their loyalties and volunteer efforts elsewhere. I would encourage the Council to do a land swap with QPD on vacant village land elsewhere to promote low cost housing for young people in this town, so the long term health of this community is enhanced.

3. The 72 strata sites do not solve the short term camping overcrowding at the current village campground. Also the RV sites at Cedar Bay, ten km south of Kaslo for a number of years are at 10% capacity. The RV community could be directed there.

4. Why is this transaction necessary?

The trespass question can be solved with vertical steps down existing surveyed roads and the land below the Natural Boundary belongs to the Crown, which the general public have the privilege or bare licence to use and enjoy. Except for the days of the freshet, this means public access year round.

A councillor cites the closing of two Kaslo institutions as an indicator of economic decline and the need for stimulus. I believe that Pennywise closed because of changing allocations of the advertising dollar, and Selkirk College was part of a number of closures due to decline in overseas students for the parent organization. Our efforts should be devoted to promoting activities in shoulder and winter seasons. RV park clogs the already crowded July and August. As a parent of a new business owner in Kaslo, I can vouch for economic vibrancy, but concentrated in just a few months of the year.

Thank -you for considering my views,  
Gerald Garnett

To: Those who were elected by the citizens of Kaslo to provide stewardship of our public assets

Re: The development of an RV park on South Beach

Legal public access to a multi-use path to South Beach is of no value to the people of Kaslo if it no longer leads to a place that Kaslovians will want to go to. We seek a referendum.

Trading the natural beauty and quiet solitude, qualities that make Kaslo the unique and special place that attract people to it, for the development of an RV park, is an unfair and unbalanced trade. We, the people of Kaslo, deserve better.

This deal devalues our village.

There has not been a thorough and comprehensive assessment of the environmental impact of 65+ RV's in this sensitive area and flood plain.

We feel that no development that includes the alteration of the shoreline in any way should be allowed whatsoever, i.e. no boat launch.

Council staff have been quoted as saying "the paths primary benefit will be to enable RV park users to transit downtown by walking or biking". The probable reality based on human nature is that there will be a noticeable increase in car traffic. This makes the roads of Kaslo less safe, and of particular concern is the creation of a dangerous intersection at Highway 31 and F Avenue.

Services in Kaslo are already stretched to the maximum. How would a potential surge of a population increase of 10% or more affect our fire, hospital, police, garbage, etc. services? Who pays for this?

Again, this deal devalues our village.

We demand a referendum!

Yours,

Donna Middlemiss and Jay Danley – 829 Langley Avenue, Kaslo, B.C.



-----Original Message-----

From: Michael Jones [REDACTED]

Sent: August 19, 2025 10:49 AM

To: Admin Mailbox <admin@kaslo.ca>

Subject: Notice of Highway Closure and Disposition of Lands

Village of Kaslo Mayor and Council,

I am negatively affected by, and strongly opposed to the Village of Kaslo's Proposed Highway Closure and Disposition of Land to QDP Inc. for development into an RV Park as published in the Valley Voice on July 31, 2025.

Kaslo's OCP says "Preserve the public lands along lakefront and riverfront areas for parks, trails and public use".

Reasons for not developing in a floodplain like this are obvious...wrong project...wrong place. Let's do better than this for our beautiful community.

Sandra Jones

[REDACTED] Street

Kaslo, BC

Sent from my iPad

**From:** Michael & Sandra Jones [REDACTED]  
**Sent:** August 19, 2025 10:49 AM  
**To:** Admin Mailbox <admin@kaslo.ca>  
**Cc:** valleyvoice@valleyvoice; letters@nelsonstar.com; newstips@nelsonstar.com; cbcpr@cbc.ca; news@castanet.net; letters@castanet.net  
**Subject:** South Beach RV Park Proposal

Hello Kaslo Mayor and council.

I reside at [REDACTED] street Kaslo. I am writing this letter because I will be affected by the proposed highway closure and disposition of lands set out in the July 31, 2025 Valleyvoice.

It is my belief that Kaslo Village land **should not** be sold to enable a developers strata RV park.

Michael  
Jones, Kaslo, BC  
[REDACTED]

DATE: August 18, 2025

FILE NUMBER: 3030-20

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: RV Park Proposal – Revised Purchase and Sale Agreement

## 1.0 PURPOSE

To provide Council with a revised Purchase and Sale Agreement and seek direction to fully execute the document so that both parties can begin working on its conditions.

## 2.0 RECOMMENDATION

THAT staff fully execute a Purchase and Sale Agreement with Quality Property Developments Inc. as presented by way of the staff report dated August 18, 2025.

## 3.0 BACKGROUND

On August 27, 2024, Council directed staff to finalize the terms and conditions of a Purchase and Sale Agreement (PSA) with Quality Property Developments Inc. (QPD) for the exchange of land that would enable their proposed RV Park development to proceed. This was followed by a Council tour of the site with the developer on September 24<sup>th</sup>, and a meeting between staff and the developer on September 25<sup>th</sup> to discuss conditions of the PSA. On October 11<sup>th</sup>, the developer provided the Village with an updated appraisal that took into consideration the road right-of-way at the entrance to the subject lands, as well as an updated sketch plan. In December, the key terms and conditions of a PSA were presented to Council, but a decision on whether to execute the document was deferred. More specifically, Council requested that staff clarify all of the steps in the decision-making process and implications of Council decisions, the interpretation of development permit area (DPA) guidelines as they relate to the subject lands, whether it was possible for a boat launch to be permitted, and to provide the public with an opportunity to make representations to Council.

In January 2025, a Committee of the Whole meeting occurred in which Council listened to public presentations. At a subsequent meeting, Council reviewed the information they had requested from staff at their December meeting and chose to defer a decision on the PSA to February. At the February 12<sup>th</sup> meeting, Council chose to decline the proposal from QPD “in its current form”. Through May, Council received input from the public including delegations at Council meetings, and at the May 27<sup>th</sup> Council meeting a new proposal was presented by QPD. Following that presentation, staff were directed by Council to issue a notice of disposition for the lands related to the proposed RV Park. In June, staff were directed to issue a public-facing document that clarified some of the misinformation Council had seen on social media, emails/letters, and print news, as well as to schedule an Open House so that the public could engage further with Council. On July 22<sup>nd</sup>, an Open House was conducted which clarified some of the public misinformation and allowed attendees to ask questions directly of Council.

At the end of July, staff drafted a *Road Closure and Removal of Highway Dedication Bylaw* and issued a *Notice of Highway Closure and Disposition of Lands*. The Notice invited those who consider themselves to be affected by the proposed Bylaw to make representations to Council by delivering a written submission by August 19<sup>th</sup>. All correspondence received by the Village has been included within Council meeting agendas, including any correspondence from those who consider themselves to be affected by the Bylaw.

#### 4.0 DISCUSSION

Through August, negotiations between the Village and QPD have continued. A revised Purchase and Sale Agreement is attached to this staff report including the terms and conditions that have been agreed upon in-principal by the two parties. The key terms and conditions include:

- The Village to sell to the Purchaser road allowances and parcels, and portions of parcels, labelled in Schedule A.
- The Purchaser to dedicate a 20-meter road right of way as public highway and give the Village the Purchaser's Land Area, labelled in Schedule B.
- The Purchaser shall pay to the Village \$269,220.
- The Purchaser's obligation to complete the transaction is subject to their satisfaction with the physical, environmental, and geotechnical condition of the Village's Land, as well as any conditions imposed by the Approving Officer for consolidation and subdivision of lots.
- The Village's obligation to sell the Village's Land to the Purchaser is subject to a survey of the natural boundary of the Kaslo River and Kootenay Lake, verification of the Village's water system capacity to supply water to the lands during anticipated peak demand, various assessments by qualified professionals, the Purchaser's compliance with any obligations under the Environmental Management Act and Regulations, the Village enacting a bylaw for RV Park regulations, the Purchaser constructing walkways and pathways along the river, naturalization of the proposed flood wall area, and indigenous consultation. Performance of these conditions must be to the satisfaction of the Village.
- Both parties agree that a road closure bylaw will need to be adopted by Council including referral to the Province, service right of ways must be registered for utilities and a proposed raw water line from the lake to the golf course, the lands must be re-zoned, and lot consolidation and subdivision will require approval from the Village's Approving Officer to ensure compliance with local government and provincial regulations.

It should be highlighted that if the transaction is completed, then the Village will own all the land within 30-meters of the river's natural boundary and 15-meters of the lake's natural boundary. This will provide unfettered public access to both bodies of water. The Village is not purchasing land from QPD, rather Council has negotiated ownership of the land as part of the Agreement.

#### 5.0 OPTIONS

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

1. **Council may agree to the terms and conditions of the Purchase and Sale Agreement and direct staff to fully execute the document.** *Once the document is fully executed, the developer will send the Village a deposit and both parties will begin working on conditions that must be met before closing documents can be prepared.*
2. Council may provide further direction to staff for review and report.

## 6.0 FINANCIAL CONSIDERATIONS

All costs associated with developing the Purchase and Sale Agreement and satisfying its conditions are the responsibility of the developer, excluding Village staff time. If the developer doesn't declare that their conditions have been met or they are not otherwise satisfied, then the developer would forfeit a portion of their deposit to the Village.

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

### Legislation

#### Community Charter

- section 26 Notice of proposed property disposition
- section 40 Permanent closure and removal of highway dedication
- section 41 Restrictions in relation to highway disposition, closure or alteration

#### BC Land Act - Definitions

*"Natural boundary" means the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil of the bed of the body of water a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself.*

### Bylaws

#### #1130 Land Use

#### #1193 Floodplain Management Provisions

#### #1280 Official Community Plan

#### #1283 Development Procedures Bylaw

#### #1298 C4 Commercial Recreation – RV Camping [at first reading]

### Policy

Official Community Plan - section 11.0 Waterfront Development Area, subsection 11.2 Policies

Official Community Plan - section 16.0 Development Permit Areas, subsection 16.4 Lakefront Protection

## 8.0 STRATEGIC PRIORITIES - 2023-2026

Planning & Development – campground expansion

Economy – waterfront development, land disposition, business retention & expansion

Parks & Natural Area – options for removing golf course irrigation from municipal system, Kaslo River dike and bank flood and erosion improvements

## 9.0 OTHER CONSIDERATIONS

None to report.

## RESPECTFULLY SUBMITTED



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Robert Baker, Chief Administrative Officer

Attachments: Purchase and Sale Agreement, dated August 18, 2025

## PURCHASE AND SALE AGREEMENT

THIS AGREEMENT dated for reference \_\_\_\_\_, 202\_, is

BETWEEN:

**THE VILLAGE OF KASLO**

413 Fourth Street  
Kaslo, B.C. V0G 1M0

(the “**Village**”)

AND:

**QUALITY PROPERTY DEVELOPMENTS INC.**

8712A 109 Street  
Edmonton, AB T6G 1E9

(the “**Purchaser**”)

WHEREAS:

- A. The Purchaser is the registered owner in fee simple of the Purchaser’s Lands;
- B. The Village has ownership and possession of land within the Village, including the areas labelled “Parcels and portions” and “Road Allowances” on the sketch plan attached as Schedule A to this Agreement (the “**Village’s Land**”);
- C. The Purchaser is the registered owner of land labelled “Purchaser’s Land Area” and “20m road right of way” on the sketch plan attached as Schedule B to this Agreement (the “**Purchaser’s Land**”);
- D. The Purchaser wishes to purchase the Village’s Land and the Village has agreed to sell the Village’s Land to the Purchaser, and the Purchaser has agreed to dedicate the 20m road right of way as public highway and to sell the Purchaser’s Land Area to the Village, all on the terms and conditions of this Agreement.

NOW THEREFORE in consideration of the payments, premises, and promises contained in this Agreement, and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by the parties), the parties covenant and agree as follows:



## ARTICLE 1 DEFINITIONS

### 1.1 Definitions – In this Agreement, in addition to the words defined in the recitals:

- (a) “Business Day” means a day other than a Saturday, Sunday, or statutory holiday in British Columbia;
- (b) “Completion Date” means the first Business Day following 30 days after the date that all the conditions precedent under Article 3 have been satisfied or, where applicable, waived;
- (c) “Contaminants” means:
  - (i) as defined in the *Environmental Management Act* (British Columbia), any biomedical waste, contamination, contaminant, effluent, pollution, recyclable material, refuse, hazardous waste, or waste;
  - (ii) matter of any kind which is or may be harmful to human safety or health or to the environment; or
  - (iii) matter of any kind the storage, manufacture, disposal, emission, discharge, treatment, generation, use, transport, release, remediation, mitigation, or removal of which is now or is at any time required, prohibited, controlled, regulated, or licensed under any Environmental Law;
- (d) “Deposit” means a deposit in the amount of \$25,000 to be paid by the Purchaser to the Village upon execution of this Agreement;
- (e) “Environmental Law” means any past, present or future common law or principle, enactment, statute, regulation, order, bylaw, or permit, and any requirement, standard or guideline of any federal, provincial or local government authority or agency having jurisdiction, relating to the environment, environmental protection, pollution, or public or occupational safety or health;
- (f) “Extension Agreements” means any agreements required to extend necessary charges over the Road Allowances;
- (g) “GST” means any tax levied under Part IX of the *Excise Tax Act* (Canada) as the same may be amended or replaced from time to time, including for certainty, goods and services tax;
- (h) “GST Declaration” means the declaration in the form attached as Schedule “F” to this Agreement, confirming that the Purchaser is registered for GST purposes and will account for any GST payable with respect to the acquisition of the Road Allowances;
- (i) “LTO” means the appropriate Land Title Office;

- (j) “Permitted Encumbrances” means the reservations and exceptions contained in section 50 of the *Land Act*, the Section 219 Covenant, the Village SRW and the Utility SRWs;
- (k) “Purchaser’s Lands” has the meaning set in Schedule “B”;
- (l) “Purchase Price” means \$269,220, which amount does not include GST;
- (m) “Purchaser’s Solicitors” means \_\_\_\_\_;
- (n) “Village’s Land” has the meaning given in Recital B;
- (o) “Purchaser’s Land” has the meaning given in Recital C;
- (p) “Consolidation Plan” means a plan or plans, substantially in accordance with the sketch attached to this Agreement as Schedule C, to consolidate the Village’s Land and the Purchaser’s Lands into a single parcel;
- (q) “Consolidated Parcel” means the parcel of land to be created by deposit of the Consolidation Plan;
- (r) “Road Closure Bylaw” means a bylaw of the Village of Kaslo closing to traffic that part of the roads constituting the road allowances and removing its dedication as highway pursuant to section 40 of the *Community Charter* (British Columbia);
- (s) “Road Dedication Area” means the 20m road right of way on the sketch plan attached as Schedule B to this Agreement;
- (t) “Section 219 Covenant” means the form of agreement attached as Schedule E;
- (u) “Subdivision Plan” means a plan or plans, substantially in accordance with the sketch plan attached to this Agreement as Schedule D, to subdivide the Consolidated Parcel into two parcels of land and to dedicate the 20m road right of way as highway;
- (v) “Transfer” means a transfer in registrable form transferring the estate in fee simple of the Village’s Land from the Village to the Purchaser;
- (w) “Utility SRWs” means any statutory rights of way under section 218 of the *Land Title Act* to be granted by the Purchaser to the Village and any utility operators pursuant to section 41(4) of the *Community Charter* over all or any part of the Consolidated Parcel, on terms satisfactory to the Village, acting reasonably.
- (x) “Village’s Solicitors” means Young, Anderson, 1616 – 808 Nelson Street, Vancouver, B.C., V6Z 2H2;
- (y) “Village SRW” means a statutory right of way under section 218 of the *Land Title Act* to be granted by the Purchaser to the Village over the Consolidated Parcel for

a future water line from the Kootenay Lake to the Kaslo Golf Club, on terms satisfactory to the Village in its sole discretion.

## **ARTICLE 2 PURCHASE AND SALE**

- 2.1 **Purchase and Sale** – On the Completion Date the Village will sell to the Purchaser and the Purchaser will purchase from the Village the Village's Lands, free and clear of all registered liens, charges, and encumbrances, except for the Permitted Encumbrances, for the Purchase Price.
- 2.2 **Road Dedication** – On the Completion Date the Purchaser will dedicate the 20m road right of way as public highway free and clear of all registered liens, charges, and encumbrances except those set out in section 107(1)(d) of the *Land Title Act*.
- 2.3 **Payment of Purchase Price** – The Purchaser will pay the Purchase Price as follows:
- (a) by payment of the Deposit by WIRE TRANSFER to the Village's Solicitors, in trust, within five (5) Business Days of the date of execution of this Agreement by the Purchaser, to be held by the Village's Solicitors in trust account with a bank, credit union, or other similar financial institution (for clarity, the Village's Solicitors are under no obligation to generate any interest on the Deposit), with the Village and the Purchaser agreeing that:
    - (i) upon completion, the Deposit, without interest, will be credited on account of the Purchase Price;
    - (ii) the Deposit and any interest thereon will be retained by the Village if the Purchaser defaults in any of its obligations under this Agreement, including its obligation to purchase the Village's Lands under this Agreement, and that default is not waived in writing by the Village, without prejudice to any other remedies the Village may have;
    - (iii) the Deposit, without interest, will be repaid to the Purchaser if the Village is in default of its obligation to sell the Village's Lands under this Agreement and that default is not waived in writing by the Purchaser. In such case the Purchaser will be precluded from exercising any other legal remedies available to it; and
    - (iv) except to the extent otherwise provided in this Agreement, all interest accruing on the Deposit will be retained by the Village and will not be returned to the Purchaser or credited on account of the Purchase Price, and, for certainty, the Purchaser acknowledges and agrees that the Village is under no obligation to generate any interest on the Deposit; and
  - (b) by payment to the Village on the Completion Date of the balance of the Purchase Price.

2.4 **Preparation of Plans** – The Purchaser will be responsible for and bear the costs of:

- (a) arranging for the preparation of the Road Closure Plan;
- (b) arranging for the preparation of the Consolidation Plan and the Subdivision Plan, applying for approving officer approval of those Plans and arranging for the execution of the associated application to deposit, including execution by any chargeholders whose consent is required; and
- (c) determining which charges, if any, require extensions over the Village's Lands and preparing and arranging for execution of the necessary Extension Agreements.

2.5 **Adjustments** –There will be no adjustments to the Purchase Price, except that the Purchaser will be responsible for and shall pay as and when due and payable all property taxes and utilities with respect to the Village's Land imposed during or prior to the calendar year of the Completion Date, including all penalties and interest, and if any such amounts have not been paid (including where not yet due and payable for the year of the Completion Date), the Village may require that the Purchaser pay such amount or an estimate thereof to the Village on the Completion Date.

2.6 **Market Values** – The parties agree that for tax purposes, the market value of the Village's Land is \$269,220, and the market value of the Purchaser's Land Area is \$44,625.

### **ARTICLE 3      CONDITIONS PRECEDENT**

3.1 **Purchaser's Condition Precedent** – The Purchaser's obligation to complete the transaction contemplated by this Agreement is subject to the satisfaction of the following conditions precedent:

- (a) on or before [date], the Purchaser will be satisfied, in its absolute discretion, with the results of its due diligence investigations with respect to the physical, environmental and geotechnical condition of the Village's Land; and
- (b) on or before [date], the Purchaser will be satisfied, in its absolute discretion, with any conditions imposed by the Approving Officer for approval of the Consolidation Plan and the Subdivision Plan.

In consideration of \$10.00 non-refundable paid by the Purchaser to the Village and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Village, the Village agrees to remain bound by the terms and conditions of this Agreement while it remains subject to the conditions precedent under this section. If satisfaction or waiver of the conditions precedent has not been communicated by notice from the Purchaser to the Village by the date specified, or such later date as the parties may mutually agree on, then this Agreement shall be terminated, the parties' obligations shall be at an end (unless otherwise stated in this Agreement) and the Deposit shall be

returned to the Purchaser without interest and less \$10,000 as a contribution to the Village's administrative and legal costs.

**3.2 Village Conditions Precedent** – The Village's obligation to sell the Village's Land to the Purchaser is subject to fulfilment of the following conditions precedent, on or before [date]:

- (a) the Purchaser delivering to the Village a survey by a qualified BC Land Surveyor identifying the location of the present natural boundaries of the Kaslo River, and Kootenay Lake, in the area adjacent to the land that is the subject of this agreement;
- (b) the Purchase providing a certification by a suitably qualified professional verifying that the Village's water system has sufficient capacity to supply the Purchaser's proposed development of the lands, including the RV Park, during anticipated period of peak demand, all to the satisfaction of the Village;
- (c) the Purchaser delivering to the Village archeological, environmental, flood hazard and sewerage dispersal assessments for the land, all certified by suitably qualified professionals, and including, in the case of the flood hazard assessment, consideration of collateral effecting to adjacent Village land in the event of a major flood, including land on the north side of the Kaslo River;
- (d) the Purchaser complying with any obligations under the *Environmental Management Act* and *Contaminated Sites Regulation*;
- (e) the Village modifying/enacting a bylaw for RV Park regulations.
- (f) the Purchaser constructing, or agreeing to construct and providing security in case of a default, public walkways and pathways along the Kaslo River and a naturalized area on the north side of the proposed flood wall, all to the satisfaction of the Village;
- (g) the Purchaser satisfying the Village that the Purchaser has consulted with the \_\_\_\_\_ Nation on the subject of the proposed land transfer and the Purchaser's proposed development of the subject lands following the transfer.

If these conditions are not satisfied or declared waived by the Village, by the date specified or such later date as the parties may mutually agree on, the Village's obligation to transfer the Village's Land to the Purchaser and the Purchaser's obligation to purchase the Village's Land from the Village are at an end and each of the parties shall have no further obligations to, nor rights against, the other in respect of such obligations.

In consideration of \$10.00 non-refundable paid by the Village to the Purchaser and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Purchaser, the Purchaser agrees to remain bound by the terms and conditions of this Agreement while it remains subject to conditions precedent (a-g), above.

3.3 **Mutual Conditions Precedent** – The completion of the transactions contemplated by this Agreement is subject to the fulfilment, by [date], of the following mutual conditions precedent, which are for the benefit of both parties and may not be waived:

- (a) on or before [date], the Council of the Village of Kaslo, in its sole and absolute unfettered discretion, will have adopted the Road Closure Bylaw and, if required by the *Community Charter* (British Columbia), the bylaw will have been approved by the minister responsible for the *Transportation Act* (British Columbia);
- (b) on or before, the LTO documents necessary to register the Utility SRWs will have been fully executed;
- (c) on or before, the Council of the Village of Kaslo, in its sole and absolute discretion, will have adopted a bylaw to rezone the lands consisting of the Purchaser's Land and the Village's Land to permit the Purchaser's proposed RV Park development (the "Rezoning"). The Purchaser will bear all costs associated with any application the Village may require to cause its council to consider the Rezoning;
- (d) on or before, the Consolidation Plan and the Subdivision Plan will have been approved by the Approving Officer for the Village of Kaslo and by any other governmental authorities whose approval is required, and the applications to deposit the Consolidation Plan and the Subdivision Plan will have been executed by all chargeholders required to sign it.

The Village and the Purchaser agree that the conditions in section 3.3 may not be waived. If these conditions are not satisfied by the date specified, or by such later date as the parties may mutually agree on, this Agreement is at an end and each of the parties have no further obligations to, nor rights against, the other in respect of this Agreement and the transfer contemplated herein.

3.4 **Acknowledgment** -- The Purchaser acknowledges that, as part of the road closure process, the Village may be required by the operator(s) of a utility affected by the Road Closure Bylaw to accommodate affected transmission or distribution facilities or works by granting statutory rights of way over the Village's Land to the operator(s) of a utility, pursuant to s. 41(4) of the *Community Charter*.

3.5 **No Derogation** – Nothing contained or implied in this Agreement will impair or affect the Village's rights and powers in the exercise of its functions pursuant to the *Community Charter* (British Columbia) or any other enactment and all such powers and rights may be fully exercised in relation to the Village's Land as if this Agreement had not been entered into between the Purchaser and the Village. The Purchaser acknowledges that fulfillment of the conditions precedent set out in this Agreement may require that the Council of the Village of Kaslo adopt bylaws or pass resolutions or issue permits and that the passage of said resolutions or adoption of said bylaws or issuance of said permits by the Council of the Village of Kaslo are within its sole absolute discretion which is not in any manner subject to the provisions hereof.



## **ARTICLE 4     TRANSFER**

### **4.1     Title and Possession – On the Completion Date:**

- (a)     the Village will:
  - (i)       convey the estate in fee simple of the Village's Land to the Purchaser free and clear of all liens, charges, and encumbrances, except for the Permitted Encumbrances; and
  - (ii)      give vacant possession of the Village's Land to the Purchaser, subject only to the Permitted Encumbrances; and
- (b)     the Purchaser will:
  - (i)       consolidate the Village's Land with the Purchaser's Lands;
  - (ii)      dedicate the Road Dedication Area as public highway free and clear of all liens, charges, and encumbrances, except for the Permitted Encumbrances;
  - (iii)     give vacant possession of the Road Dedication Area to the Village;
  - (iv)      grant and register the Section 219 Covenant, the Village SRW and the Utility SRWs.

### **4.2     Closing Documents –**

- (a)     No later than 14 days before the Completion Date, the Purchaser will cause the Purchaser's Solicitors to deliver to the Village's Solicitors, in registrable form:
  - (i)       the Transfer, to be approved and executed by the Village;
  - (ii)      the Application to Deposit the Consolidation Plan and the Subdivision Plan executed by the Purchaser;
  - (iii)     the Purchaser's GST Declaration;
  - (iv)      a copy of the Section 219 Covenant executed by the Purchaser;
  - (v)      the Village SRW executed by the Purchaser;
  - (vi)     the Utility SRWs executed by the Purchaser.
- (b)     On or before the Completion Date, the Village will cause the Village's Solicitors to deliver to the Purchaser's Solicitors:
  - (i)       the Transfer;

- (ii) one certified copy of the Road Closure Bylaw;
- (iii) a Form 17 to raise title to the road allowances;
- (iv) a Form 17 to apply to cancel the Province's right of resumption in the road allowances;
- (v) the Section 219 Covenant;
- (vi) the Village SRW;
- (vii) the Road Dedication and Subdivision Plan; and
- (viii) the Utility SRWs

duly executed on behalf of the Village, where applicable, on undertakings satisfactory to the Village's Solicitors, acting reasonably. The Purchaser will cause the Purchaser's Solicitors to prepare all associated filing forms for the documents mentioned in this section. The Village and the Purchaser will each deliver to or cause to be delivered to the other all such further documents and assurances as may be reasonably required to give full effect to the intent and meaning hereof.

#### **4.3 Completion –**

- (a) On or before the Completion Date the Purchaser shall pay to the Purchaser's Solicitors, in trust, the Purchase Price adjusted in accordance with this Agreement.
- (b) On the Completion Date, forthwith after receipt by the Purchaser's Solicitors of the amount under section 4.3(a) and all documents listed under section 4.2(b), duly executed where applicable, the Purchaser will cause the Purchaser's Solicitors to register documents (i) through (v) below (collectively, the "Closing Documents") in the LTO, in the order listed below, on a concurrent basis and as an "all or nothing" package for registration:
  - (i) the Road Closure Bylaw;
  - (ii) the Form 17 to raise title to the road allowances
  - (iii) the Form 17 to apply to cancel the Province's right of resumption in the road allowances;
  - (iv) the Transfer and associated Property Transfer Tax Return;
  - (v) applications to deposit the Consolidation Plan and the Subdivision Plan;
  - (vi) the Consolidation Plan and the Subdivision Plan;
  - (vii) the Extension Agreements, if any;

- (viii) the Section 219 Covenant;
  - (ix) the Village SRW; and
  - (x) the Utility SRW.
- (c) Upon the Purchaser's Solicitors being satisfied after deposit of the Transfer for registration in the LTO that in the normal course of land title office routine the Purchaser will be the registered owner in fee simple of the Village's Land, subject only to the Permitted Encumbrances and the Utility SRWs, the Purchaser will cause the Purchaser's Solicitors to pay to the Village's Solicitors via WIRE TRANSFER the amount payable under section 4.3(a).

The requirements of this section are concurrent requirements and this transaction will not be considered to be complete until everything required to be done by this section is done.

- 4.4 **GST (If Purchaser Registered)** – If, on the Completion Date, the Purchaser is registered under the *Excise Tax Act* (Canada) for GST purposes, the Purchaser will, on the Completion Date, deliver to the Village an executed copy of the GST declaration attached hereto as Schedule F.
- 4.5 **Risk** – The road allowances is at the Village's risk until 12:01 PM on the Completion Date and at the Purchaser's risk thereafter. The Road Dedication Area is at the Purchaser's risk until 12:01 PM on the Completion Date and at the Village's risk thereafter.

#### **ARTICLE 5 PURCHASER'S REPRESENTATIONS, WARRANTIES, COVENANTS, ACKNOWLEDGMENTS AND AGREEMENTS**

- 5.1 **Purchaser's Representations, Warranties and Covenants** – The Purchaser hereby represents and warrants to the Village that the following are true, and covenants with the Village that the following will be true, on the Completion Date:
- (a) the Purchaser has taken all necessary actions, steps and other proceedings to approve or authorize, validly and effectively, the entering into, and the execution, delivery and performance of this Agreement;
  - (b) the Purchaser is registered under the *Excise Tax Act* (Canada) for the purposes of GST, and the Purchaser's GST registration number is \_\_\_\_\_;
  - (c) the Purchaser is duly incorporated and validly existing under its jurisdiction of incorporation, is in good standing under the legislation governing it and has made all filings required under such legislation; and
  - (d) the Purchaser has the power and capacity to enter into and carry out the transactions provided for in this Agreement.

- 5.2 **Survival of Representations and Warranties** – The representations and warranties contained in sections 5.1 shall survive the Completion Date and shall continue in full force and effect for the benefit of the Village and the Purchaser, as applicable, after the Completion Date, notwithstanding any independent inquiry or investigation by the Village or the Purchaser, or any waiver by the Village or the Purchaser, as the case may be, of the conditions precedent set out in ARTICLE 3, the subject matter of which is contained in a representation or warranty in this Agreement.
- 5.3 **Acknowledgments and Agreements of the Purchaser** – The Purchaser acknowledges and agrees that:
- (a) the Village sells and the Purchaser purchases the Village's Land on an "as is" basis and condition;
  - (b) the Village has not made any representations, warranties or agreements as to the condition or quality of the Village's Land, including as to:
    - (i) the subsurface nature or condition of the Village's Land (including soil type, hydrology, and geotechnical quality or stability);
    - (ii) the environmental condition of the Village's Land (including regarding Contaminants in, on, under or migrating to or from the Village's Land) or regarding the compliance of the Village's Land, or past or present activities on it, with any Environmental Laws;
    - (iii) the suitability of the Village's Land for any particular use or development; and
    - (iv) access to or from the Village's Land;
  - (c) it is the sole responsibility of the Purchaser to satisfy itself with respect to the matters referred to in section 5.3(b), including by conducting any reports, tests, investigations, studies, audits, and other enquiries that the Purchaser, in its sole discretion, considers prudent;
  - (d) the Purchaser has not relied, and will not rely, upon any documentation or information regarding the Village's Land that may have been provided by or on behalf of the Village to the Purchaser prior to the Purchaser's execution of this Agreement or that may be provided following such execution and the Purchaser hereby releases the Village from any and all liability associated with its use or reliance upon any documentation or information provided at any time to the Purchaser by the Village or any of its elected and appointed officials, employees, contractors or agents;
  - (e) effective from and after the Completion Date:
    - (i) the Purchaser assumes and is solely responsible for, and releases the

Village (and its elected and appointed officials, employees, contractors, and agents) from and against any and all actions, causes of action, liabilities, demands, claims, losses, damages, costs (including remediation costs, as defined in the *Environmental Management Act* (British Columbia), the costs of complying with any Environmental Laws and any consultant and legal fees, costs and disbursements), expenses, fines and penalties whether occurring, incurred, accrued or caused before, on or after the Completion Date, which the Purchaser or any other person has or may have arising out of or in any way related to or in connection with the Road Allowances, including the presence of Contaminants in, on, under or migrating to or from the Road Allowances, and any mandatory or voluntary remediation, mitigation or removal of any Contaminants; and

- (ii) the Purchaser will indemnify and save harmless the Village (and its elected and appointed officials, employees, contractors, and agents) from and against any and all actions, causes of action, liabilities, demands, claims, losses, damages, costs (including remediation costs, as defined in the *Environmental Management Act* (British Columbia), the costs of complying with any Environmental Laws and any consultant and legal fees, costs and disbursements), expenses, fines and penalties whether occurring, incurred, accrued or caused before, on or after the Completion Date, which the Village, or its elected or appointed officials, employees, contractors or agents, may suffer, incur, be subject to or liable for, whether brought against any one or more of them by the Purchaser or any other person, or any government authority or agency, arising out of or in any way related to or in connection with the Village's Land, including the presence of Contaminants in, on, under or migrating to or from the Village's Land, and any mandatory or voluntary remediation, mitigation or removal of any Contaminants;
- (f) without limiting the rest of this section 5.3, for the purpose of allocation of remediation costs pursuant to the *Environmental Management Act* (British Columbia), including and after the Completion Date, the Purchaser will be, as between the Village and the Purchaser, solely responsible for the costs of any mandatory or voluntary remediation of the Village's Land under that Act and this binds the Purchaser with respect to any allocation of remediation costs, as defined by that Act, by any procedure under that Act; and
- (g) the Village has not made any representations, warranties or agreements with the Purchaser as to whether or not any GST is payable by the Purchaser in respect of the sale of the Village's Land to the Purchaser.

5.4 **Site Disclosure Statement** – The Purchaser hereby waives delivery by the Village of a site disclosure statement under the *Environmental Management Act* (British Columbia).

## ARTICLE 6 MISCELLANEOUS

**6.1 Fees, Taxes and Costs** – The Purchaser will pay, as and when due and payable:

- (a) any property transfer tax payable under the *Property Transfer Tax Act* (British Columbia) in connection with the sale of the Village's Land to the Purchaser;
- (b) all survey costs associated with the transfer contemplated by this Agreement including, without limitation, all costs of preparing and arranging for execution of a Road Closure Plan, the Consolidation Plan and the Subdivision Plan;
- (c) LTO registration fees in connection with registration of the Closing Documents;
- (d) its own legal fees and disbursements; and
- (e) any GST payable under the *Excise Tax Act* (Canada) in respect of the transfer of the Village's Land to the Purchaser.

**6.2 Preparation of Conveyance Documents** – The Purchaser will, at the Purchaser's expense, prepare all necessary conveyancing documentation, including the Transfer.

**6.3 Access** – Subject to any Village of Kaslo bylaws respecting the carrying out of work in roads, the Purchaser, its agents and employees have a licence, exercisable on 24 hours prior written notice to the Village, to enter upon the Village's Land from time to time prior to the Completion Date, at the Purchaser's sole risk and expense, for the purpose of making inspections, surveys, tests, and studies of the Village's Land. The Purchaser agrees to:

- (a) release and indemnify, and hold harmless, the Village from and against any and all actions, causes of actions, liability, demands, losses, costs, and expenses (including legal fees and disbursements) which the Village or any third party may suffer, incur, be subject to or liable for, arising out of or in any way related to or in connection with the exercise by the Purchaser of its rights under this section; and
- (b) leave the Village's Land in the same condition as that in which the Purchaser found the Village's Land, including by removing any equipment, refuse or other matter brought onto the Village's Land by the Purchaser or its agents or contractors.

**6.4 Further Assurances** – The parties will execute and deliver all such further documents, deeds and instruments, and do and perform such other acts, as may be reasonably necessary to give full effect to the intent and meaning of this Agreement.

**6.5 Notice** – Any notice, direction, demand, approval, certificate or waiver (any of which constitutes a "Notice" under this section) which may be or is required to be given under this Agreement will be in writing and be delivered to the applicable address set out above or by email to the Village at [cao@kaslo.ca](mailto:cao@kaslo.ca) or to the Purchaser at \_\_\_\_\_ or to such other address or email address of which notice



has been given as provided in this section. Any Notice that is delivered is to be considered given on the day it is delivered and any Notice sent by email is to be considered given on the day it is sent, except that if, in either case, that day is not a Business Day, the Notice is to be considered given on the next Business Day after it is sent.

**6.6 No Effect on Powers** – This Agreement does not, and nothing herein will:

- (a) affect or limit the discretion, rights, duties or powers of the Village, its Council, or its Approving Officer under the common law or any statute, bylaw or other enactment;
- (b) affect or limit the common law or any statute, bylaw or other enactment applying to the Purchaser or the Village's Land; or
- (c) relieve the Purchaser from complying with any common law or any statute, regulation, bylaw or other enactment.

**6.7 Time of Essence** – Time is of essence in this Agreement.

**6.8 Interpretation** – In this Agreement:

- (a) all dollar amounts referred to in this Agreement are Canadian dollars;
- (b) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
- (c) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (d) the term "enactment" has the meaning given to it under the *Interpretation Act* (British Columbia) on the reference date of this Agreement;
- (e) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (f) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced from time to time, unless otherwise expressly provided;
- (g) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement and any Schedules to this Agreement form part of this Agreement; and
- (h) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

- 6.9 **Tender** – Any tender of documents or money to be made upon a party may be made at that party’s address set out in this Agreement or upon their solicitor.
- 6.10 **No Other Agreements** – This Agreement is the entire agreement between the parties regarding its subject and it terminates and supersedes all other representations, warranties, promises and agreements regarding its subject.
- 6.11 **Assignment** – The Purchaser may not assign all or any part of this Agreement, or the benefit hereof, without the prior written consent of the Village, which may be withheld in the Village’s sole discretion.
- 6.12 **Enurement** – This Agreement enures to the benefit of and is binding upon the parties and their respective heirs, executors, administrators, successors and assigns.
- 6.13 **Joint and Several** – Where the Purchaser consists of more than one person, the term “Purchaser” shall mean all such persons jointly and severally.
- 6.14 **Schedules** – The following schedules form an integral part of this Agreement:
- Schedule A – Village’s Land
  - Schedule B – Purchaser’s Land
  - Schedule C – Consolidation Plan
  - Schedule D –Subdivision Plan
  - Schedule E – Section 219 Covenant
  - Schedule F – GST Declaration
- 6.15 **Modification** – This Agreement may not be modified except by an instrument signed in writing by the parties, except that the Completion Date may be changed by their agreement through their respective solicitors upon instructions to their solicitors as evidenced promptly thereafter in writing by their solicitors.
- 6.16 **Non-Merger** – None of the provisions of this Agreement will merge in the transfer of the Village’s Land or any other documents delivered on the Completion Date and the provisions of this Agreement will survive the completion of the purchase and sale transaction under this Agreement.
- 6.17 **Execution** – This Agreement, and any document contemplated herein or to be delivered hereunder, may be executed by the parties and transmitted by fax, email or other electronic means and if so executed and transmitted this Agreement will be for all purposes as effective as if the parties had delivered an executed original thereof.

As evidence of their agreement to sell and purchase the Road Allowances on the terms and conditions contained in this Agreement, and as evidence of their agreement to be bound contractually by those terms and conditions, the parties have executed and delivered this Agreement on the dates set out below

**THE VILLAGE OF KASLO**

by its authorized signatories:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Date:\_\_\_\_\_

**QUALITY PROPERTY DEVELOPMENTS INC.**

by its authorized signatories:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Date:\_\_\_\_\_

## **SCHEDULE A**

Village's Land

**SCHEDULE B**

Purchaser's Lands

## **SCHEDULE C**

### Consolidation Plan



## **SCHEDULE D**

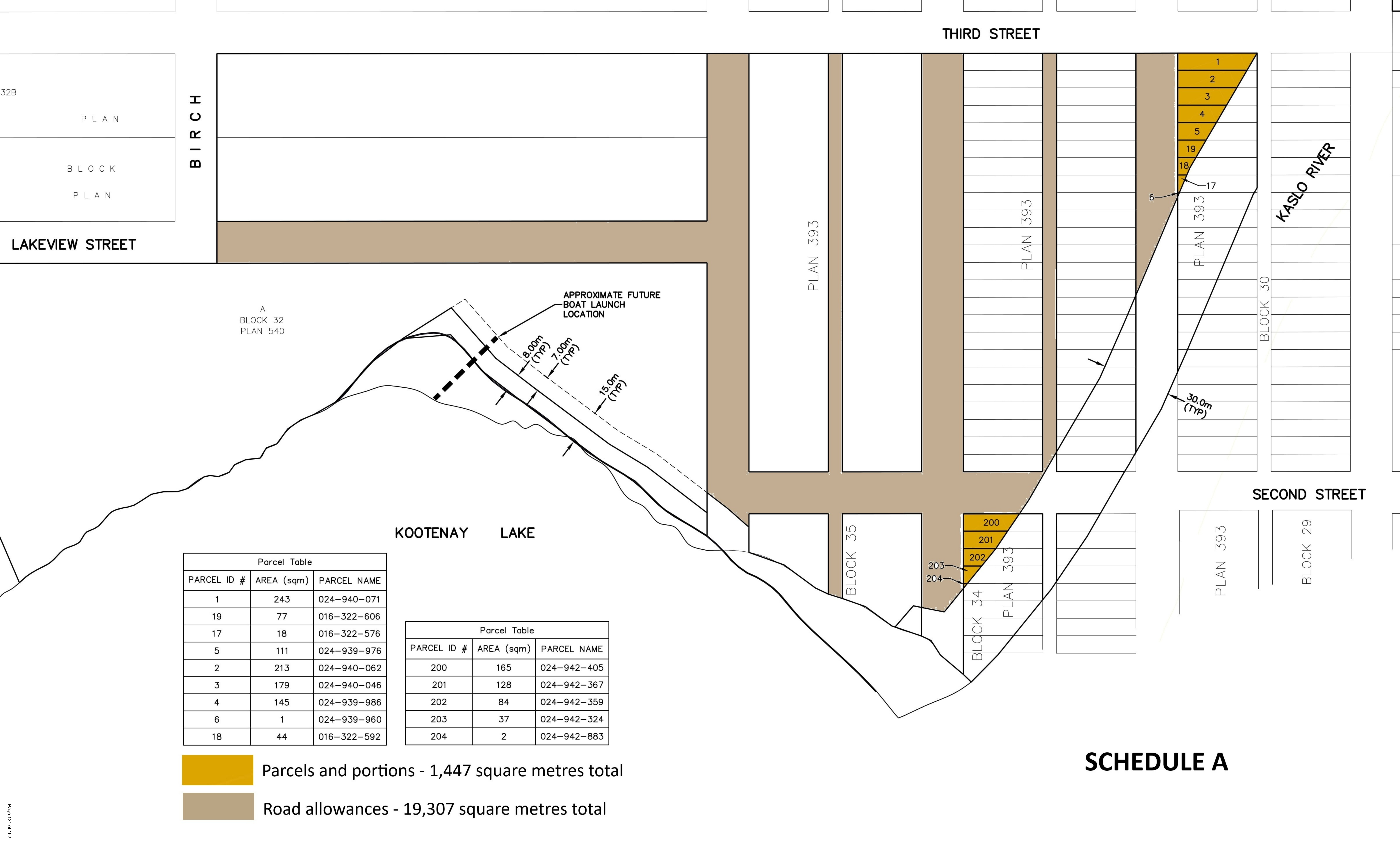
### Subdivision Plan

## **SCHEDULE E**

### **Section 219 Covenant**

**SCHEDULE F**  
GST Declaration









## SCHEDULE B

DATE: July 23, 2025

FILE NUMBER: 3900-02

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Road Closure and Removal of Highway Dedication Bylaw No. 1319, 2025

## 1.0 PURPOSE

To introduce the Road Closure and Removal of Highway Dedication Bylaw for the proposed RV Park.

## 2.0 RECOMMENDATION

THAT Road Closure and Removal of Highway Dedication Bylaw No. 1319, 2025 be given first reading.

## 3.0 BACKGROUND

At the June 24, 2025 Council meeting, a resolution was passed for the Village to issue a notice of disposition for lands associated with the proposed RV Park. The notice has been issued and advises the public of the Village's intention to remove the dedication of portions of the highways known as Lakeview Street, Second Street, I Avenue, H Avenue and Lane, and G Avenue and Lane, measuring approximately 19,307 m<sup>2</sup>. The road closure and removal of highway dedication can only be completed through adoption of a bylaw, which has been drafted for Council's review and is attached to this staff report.

Persons who consider they are affected by the proposed Bylaw were invited to make representations to Council by delivering a written submission by 12:00pm on August 19, 2025. A copy of the proposed Bylaw was made available for viewing at City Hall from July 23 to August 19, 2025, during the Village's regular business hours of 10am to 3pm Monday to Friday, except holidays.

Disposition of the closed portion of highways will be to Quality Property Developments Inc (QPD), as well as other parcels and portions of parcels measuring approximately 1,447 m<sup>2</sup>. QPD will consolidate the Village's land with their adjacent lots to enable development of an RV Park. In exchange, QPD will pay \$269,325 and dispose of its land along the river and lake to the Village for conservation and recreation purposes including improved public access.

This staff report introduces Council to the Road Closure and Removal of Highway Dedication Bylaw and recommends that the Bylaw receive first reading.

## 4.0 DISCUSSION

The proposed Bylaw is a necessary part of the road closure and highway disposition process. It includes Schedule A with all roads clearly identified that are to be closed and highway dedications removed. All required public notices have been issued by the Village, and written submissions have been received from members of the public who believe they are affected.



The proposed Bylaw is subject to additional legislative requirements because the highway allowances are located within 800 metres of an arterial highway. As such, the Village will need to meet any requirements of the Ministry of Transportation and Transit before the Bylaw can be adopted by Council. The Ministry has been provided with a copy of the proposed Bylaw for its review, however, a response has not yet been received and so staff recommend that Council only give the Bylaw first reading at this time. Second reading will be scheduled after the Village has received a response from the Ministry.

## 5.0 OPTIONS

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

1. **THAT Road Closure and Removal of Highway Dedication Bylaw No. 1319, 2025 be given first reading.**
2. Council provides direction to staff for further review and report.

## 6.0 FINANCIAL CONSIDERATIONS

None to report.

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

### Legislation

*Community Charter* - section 26 on land disposition, section 40 on removal of highway dedication, and section 41(3) on referral to the Ministry.

### Bylaws

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

## 8.0 STRATEGIC PRIORITIES

Consider Proposed RV Park Development

## 9.0 OTHER CONSIDERATIONS

None to report.

## RESPECTFULLY SUBMITTED



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Robert Baker, Chief Administrative Officer

Attachments: Notice of Highway Closure and Disposition of Land, issued July 23, 2025.  
Road Closure and Removal of Highway Dedication Bylaw No. 1319, 2025



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## Village of Kaslo

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### **NOTICE OF HIGHWAY CLOSURE AND DISPOSITION OF LANDS**

Pursuant to section 40 of the *Community Charter*, the Village of Kaslo gives notice of its intention to remove the dedication of portions of the highways known as Lakeview Street, Second Street, I Avenue, H Avenue and Lane, and G Avenue and Lane, measuring approximately 19,307 m<sup>2</sup> and shaded within the reference plan below titled Schedule A.

The proposed highway closure and removal dedication would be accomplished by the adoption of Bylaw No. 1319, 2025 (the “proposed Bylaw”). Council will consider the proposed Bylaw at its regular meeting at City Hall, 413 Fourth Street, Village of Kaslo, BC on August 26, 2025, at 6pm. Persons who consider they are affected by the proposed Bylaw may make representations to Council by delivering a written submission by 12:00pm on August 19, 2025, via email to [admin@kaslo.ca](mailto:admin@kaslo.ca); mail to City Hall, 413 Fourth Street, Kaslo, BC V0G 1M0; or delivered to staff at City Hall.

A copy of the proposed Bylaw will be available for viewing at City Hall, 413 Fourth Street, from July 25 to August 19, 2025, during the Village’s regular business hours of 10am to 3pm Monday to Friday, except holidays.

Further, the Village of Kaslo gives notice pursuant to section 26 of the *Community Charter* of its intention to dispose of the closed portion of highways to Quality Property Developments Inc (QPD), as well as other parcels and portions of parcels measuring approximately 1,447 m<sup>2</sup> and shaded within the reference plan below titled Schedule A.

The closed portion of highways and other parcels and portions of parcels will be transferred to QPD for consolidation with adjacent lots and developed into an RV Park. In exchange, QPD will pay \$269,325 and dispose of its land along the river and lake to the Village of Kaslo for conservation and recreation purposes including improved public access.

Enquiries related to the proposed disposition should be directed to the Village of Kaslo by email [admin@kaslo.ca](mailto:admin@kaslo.ca) or calling 250-353-2311.



# Road Closure and Removal of Highway Dedication

*Village of Kaslo*

Bylaw No. 1319, 2025

A bylaw to close and remove the dedication of portions of highway known as Lakeview Street, Second Street, I Avenue, H Avenue and Lane, and G Avenue and Lane.

## WHEREAS

- (1) under the Community Charter the Council of the Village of Kaslo (Council) may close a highway and remove the dedication;
- (2) the Council has posted and published notice of its intention to close the portions of highway referred to in this bylaw and remove its dedication as highway, and has provided an opportunity for persons who consider they are affected to make representations to Council;
- (3) the Council has made reasonable accommodations for utilities, transmission or distribution facilities or works of utility operators;
- (4) the Ministry of Transportation and Transit has approved this bylaw as required under section 41(3) of the Community Charter in connection with highways that are within 800 metres of an arterial highway;
- (5) the Council has posted and published notices of its intention to dispose of the portions of highway referred to in this Bylaw; and
- (6) the Council deems it expedient to provide for the closure and removal of the dedication of that portion of highway referred to in this bylaw for the purposes of disposing of said lands.

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

## PROVISIONS

1. The portions of highway outlined on Plan EPP747117 identified as "TO BE CLOSED", attached as Schedule A forming part of this Bylaw, are closed to all types of traffic.
2. The highway dedication of all those portions of highway to be closed by section 2 of this Bylaw are removed.
3. The Mayor and Corporate Officer are authorized to execute and deliver such transfers, deeds of land, plans and other documents as are necessary or desirable to effect the aforesaid closure and removal of highway dedication.

## SCHEDULES

4. Schedule A – Road Closure and Removal of Highway Dedication

## SEVERABILITY

5. If any section, subsection, paragraph, subparagraph or clause of the Road Closure and Removal of Highway Dedication 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 Road Closure and Removal of Highway Dedication Bylaw.

## COMING INTO EFFECT

6. The Road Closure and Removal of Highway Dedication Bylaw comes into effect upon adoption.

## CITATION

7. This bylaw may be cited as the Road Closure and Removal of Highway Dedication Bylaw No. 1319, 2025.

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.

RECEIVED THE APPROVAL OF THE INSPECTOR OF MUNICIPALITIES/MINISTER OF MUNICIPAL AFFAIRS/MINISTRY OF TRANSPORTATION this day day of month, year.

Dates of amending motions:

- 

Dates of notices and advertisements:

- *Notice of Highway Closure and Disposition of Lands* issued July 23, 2025.

Opportunities for public comment:

- Regular meeting of Council - August 26, 2025

Dates of Public Hearing(s):

- 

ADOPTED this day day of month, year.

---

Mayor

---

Corporate Officer

POSTING PLAN OF PART OF: BLOCK 33, 35  
AND 36 DISTRICT LOT 209 KOOTENAY DISTRICT  
PLAN 393; BLOCK 32 AND LOT A BLOCK 32  
DISTRICT LOT 209 KOOTENAY DISTRICT PLAN  
540; AND BLOCK 32A DISTRICT LOT 209  
KOOTENAY DISTRICT PLAN 559.

PLAN EPP74117

SCHEDULE A

Pursuant to Section 68 of the Land Title Act.

BCGS 82F.096

The intended plot size of this plan is  
560mm in width by 864mm in height  
(D size) when plotted at a scale of 1:1250



LEGEND

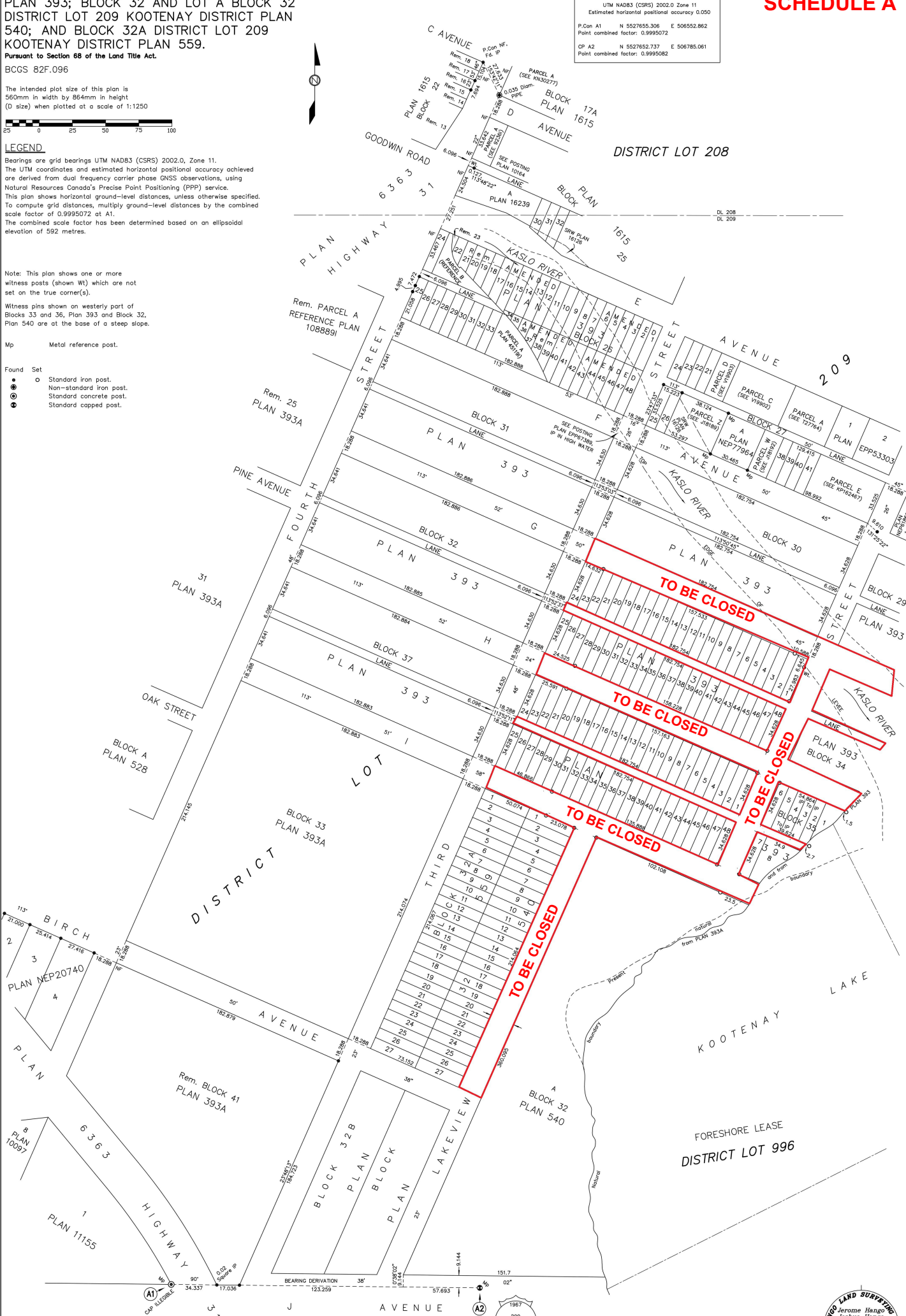
Bearings are grid bearings UTM NAD83 (CSRS) 2002.0, Zone 11.  
The UTM coordinates and estimated horizontal positional accuracy achieved  
are derived from dual frequency carrier phase GNSS observations, using  
Natural Resources Canada's Precise Point Positioning (PPP) service.  
This plan shows horizontal ground-level distances, unless otherwise specified.  
To compute grid distances, multiply ground-level distances by the combined  
scale factor of 0.9995072 at A1.  
The combined scale factor has been determined based on an ellipsoidal  
elevation of 592 metres.

Note: This plan shows one or more  
witness posts (shown Wt) which are not  
set on the true corner(s).

Witness pins shown on westerly part of  
Blocks 33 and 36, Plan 393 and Block 32.  
Plan 540 are at the base of a steep slope.

Mp Metal reference post.

Found Set  
● Standard iron post.  
○ Non-standard iron post.  
● Standard concrete post.  
● Standard capped post.



This plan lies within the  
Regional District of Central Kootenay.

The field survey report  
was completed on the 6th day of June, 2017  
Jerome P. Hango, BCLS 740.





DATE: August 8, 2025

FILE NUMBER: 0570-20

TO: Robert Baker, Chief Administrative Officer

FROM: Karissa Stroshein, Legislative Assistant

SUBJECT: Signing Authority Update – Joni L’Heureux

## 1.0 PURPOSE

To update the Village’s signing authorities at the Kootenay Savings Credit Union, Central 1 Credit Union, Royal Bank, and Municipal Finance Authority.

## 2.0 RECOMMENDATION

THAT Joni L’Heureux be added as an authorized signatory for the Village of Kaslo at the Kootenay Savings Credit Union, Central 1 Credit Union, Royal Bank, and Municipal Finance Authority.

## 3.0 BACKGROUND

Signing authorities must be updated following staff changes. Some financial institutions require a Council resolution to update signing authority.

## 4.0 DISCUSSION

The resolution above will allow the CFO, Joni L’Heureux, to act on behalf of the Village at the listed financial institutions. As part of the process, all existing signing authorities, including members of Council, will need to update their information at KSCU.

## 5.0 OPTIONS

1. Add the CFO as a signing authority on the Village’s accounts.
2. Refer to staff for further review and report.

## RESPECTFULLY SUBMITTED



Karissa Stroshein, Legislative Assistant

## CAO COMMENTS:

Council should proceed as recommended.

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

DATE: August 18, 2025

FILE NUMBER: 0360-20

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Council Remuneration Task Force

## 1.0 PURPOSE

For Council to appoint members to the Council Remuneration Task Force.

## 2.0 RECOMMENDATION

THAT Steve Anderson, Jeff Davie, and Tammy Horick be appointed to the Council Remuneration Task Force.

## 3.0 BACKGROUND

At the July 22, 2025 Council meeting, a resolution was passed to issue a call for membership for a Council Remuneration Task Force. Three (3) individuals have expressed interest, including a representative of the Chamber of Commerce, a community association, and a member at large. Neither individual is a current municipal employee or elected official, and they do not have a direct or indirect pecuniary interest in the outcome of the Task Force's recommendations. This satisfies the Membership requirements detailed in the Terms of Reference that were adopted by Council. The Terms of Reference also indicate that selection will be by Council resolution, and so this staff report has been drafted to seek Council direction.

## 4.0 DISCUSSION

The following individuals have expressed interest in the Council Remuneration Task Force:

- Jeff Davie (Chamber of Commerce)
- Tammy Horick (Community Association)
- Steve Anderson (Member at Large)

Once the membership has been appointed, staff will coordinate the Task Force's first meeting at which a Chairperson shall be appointed by consensus. The Chairperson shall be responsible for scheduling subsequent meetings and will liaise with the CAO. Meetings will be open to the public and held in accordance with Village policies. Village staff will provide the Task Force with administrative support. A final report will be submitted to Council within 3 months, at which time the Task Force will disband.

## 5.0 OPTIONS

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

1. **Appoint members to the Council Remuneration Task Force.** *Staff will advise the individuals of their appointments and schedule the first meeting.*
2. **Issue a new call for membership to attract alternate applicants.** *Staff will re-post a call for membership and return to Council with a list of new applicants.*

## **6.0 FINANCIAL CONSIDERATIONS**

The members of the task force would serve without remuneration but may be paid reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with Village policies. Expenses must be pre-approved by the CAO.

## **7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS**

### Legislation

In BC, council remuneration is governed by the Community Charter. It gives municipalities the authority to set their own remuneration through bylaws. Typically, a council will pass a Council Remuneration Bylaw that outlines salaries, expense allowances, and any benefits.

### Bylaw

Remuneration and Expense Bylaw No. 1199, 2017

## **8.0 STRATEGIC PRIORITIES**

Governance & Operations (v) Review/develop bylaws, process maps, procedures for Council remuneration.

## **9.0 OTHER CONSIDERATIONS**

None to report.

## **RESPECTFULLY SUBMITTED**



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Robert Baker, Chief Administrative Officer

Attachments:                      Staff Report - Council Remuneration Review, dated June 24, 2025

DATE: June 24, 2025

FILE NUMBER: 0360-20

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Council Remuneration Review

## 1.0 PURPOSE

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

## 2.0 RECOMMENDATION

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

## 3.0 BACKGROUND

Council has expressed interest in having a Council remuneration review conducted before the next election year. The Union of BC Municipalities (UBCM) has published a Council & Board Remuneration Guide which recommends an independent task force be utilized by local governments to conduct reviews of elected official remuneration. As recommended by the UBCM, staff recommend that a task force be established under the Terms of Reference that are attached.

## 4.0 DISCUSSION

Staff have drafted the Terms of Reference for a task force based on the UBCM's Council & Board Remuneration Guide. The objectives of the task force include a review of the compensation package, including remuneration, benefits, and expenses with comparisons to similar local government jurisdictions based on population and combined, as deemed necessary, with other factors that influence elected official workload and level of responsibility.

If Council is not interested in using a task force to perform the remuneration review, it could assign the work to Village staff or hire an experienced consultant. Details of these options are provided below.

## 5.0 OPTIONS

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

1. **Independent Task Force** - *Staff will issue the call for membership, collect applications, and present them to Council so that the membership can be selected.*
  - a. *Alternatively, Council could delegate the CAO with authority to select the membership based on the Terms of Reference.*
2. Local Government Staff - Council could direct Village staff to perform the Council remuneration review. According to the survey of local governments that was conducted by the UBCM for their Guide, the use of local government staff to review elected official remuneration is the most popular

option. Most of the jurisdictions that reported using their own staff, it is worth noting, are small. If this option as selected, staff would perform the review using the same objectives as those listed in the attached Terms of Reference.

3. Experienced Consultant — Council could assign the review to an outside, external consultant. Although less common, it is used in certain communities. Under the approach, a consultant is hired to conduct the relevant research, examine options, and recommend remuneration and benefit levels. If this option as selected, staff would issue a Request for Proposals with the same objectives listed in the attached Terms of Reference.

## **6.0 FINANCIAL CONSIDERATIONS**

The members of the task force would serve without remuneration but may be paid reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with Village policies. Expenses must be pre-approved by the CAO.

If Village staff performed the review, the costs would be absorbed within the Village's current operating budget.

If Council prefers that a consultant perform the work, then staff would issue a request for proposals, and return to Council for approval. The Village's financial plan may need to be amended to afford the expense.

## **7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS**

### Legislation

In BC, council remuneration is governed by the Community Charter. It gives municipalities the authority to set their own remuneration through bylaws. Typically, a council will pass a Council Remuneration Bylaw that outlines salaries, expense allowances, and any benefits.

### Bylaw

Remuneration and Expense Bylaw No. 1199, 2017

## **8.0 STRATEGIC PRIORITIES**

Governance & Operations (v) Review/develop bylaws, process maps, procedures for Council remuneration.

## **9.0 OTHER CONSIDERATIONS**

None to report.

## **RESPECTFULLY SUBMITTED**



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Robert Baker, Chief Administrative Officer

Attachments: UBCM - Council & Board Remuneration Guide, 2019  
Council Remuneration Task Force - Terms of Reference, Village of Kaslo

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# Council Remuneration Task Force

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## Terms of Reference

### **Purpose**

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

### **Objectives**

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

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

Recommendations shall be based on the following:

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

### **Membership**

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

### **Meetings**

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

### **Reporting**

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

### **Support**

- Staff liaison assigned to provide administrative and research support.





UNION OF BC MUNICIPALITIES

# COUNCIL & BOARD REMUNERATION GUIDE

FIRST EDITION  
SEPTEMBER, 2019

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## INTRODUCTION

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

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

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

### Development of Guide

The *Guide* was developed through a five-stage process:

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

### LOCAL GOVERNMENT AUTONOMY

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

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

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

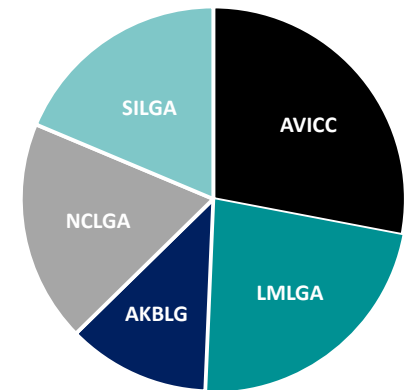
### Organization of Guide

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

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

### SURVEY OF LOCAL GOVERNMENTS

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



### Use by Local Governments

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

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

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

### Key Terms

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

### VARIABILITY AMONG LOCAL GOVERNMENTS

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

**Figure I.1**  
**Key Terms in the Guide**

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



## SECTION 1

### IMPORTANCE OF REMUNERATION

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

#### FACTORS TO CONSIDER

##### Time Commitment

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

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

##### Employment and Financial Impacts

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

#### TIME COMMITMENT

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

*Remuneration Task Force  
City of Kamloops*

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

### **Responsibility**

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

### **Representative Government**

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

### **IMPORTANCE OF REVIEWS**

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

### **GOVERNING BODY DIVERSITY**

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

## SECTION 2

### WHO SHOULD CONDUCT REVIEWS?

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

#### OPTIONS TO CONSIDER

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

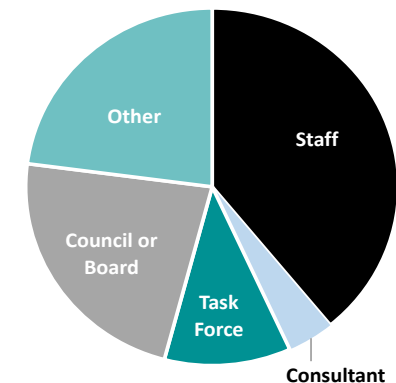
- > *Local Government Staff* — According to the survey of local governments that was conducted for the *Guide*, the use of local government staff to review elected official remuneration is the most popular option.<sup>1</sup> Most of the jurisdictions that reported using their own staff, it is worth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

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

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

#### ASSIGNMENT OF REVIEWS

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



## Pros & Cons

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

**Figure 2.1**  
**Options to Consider**

Options	Pros	Cons
<b>Local Government Staff</b>	<ul style="list-style-type: none"> <li>&gt; understand roles, responsibilities, and workload of elected officials</li> <li>&gt; understand local context</li> <li>&gt; easy access to data from other communities, particularly where benchmark group exists</li> <li>&gt; cost effective</li> </ul>	<ul style="list-style-type: none"> <li>&gt; perceived as being less-than-independent from governing body</li> <li>&gt; may be perceived or actual conflict of interest in cases where linkage (formal or informal) between elected official and staff remuneration</li> </ul>
<b>Experienced Consultant</b>	<ul style="list-style-type: none"> <li>&gt; independent from elected officials</li> <li>&gt; familiar with use of data and metrics, and with local government practices</li> <li>&gt; option enables decision-makers to point to and rely on expert advice</li> </ul>	<ul style="list-style-type: none"> <li>&gt; may not understand or be sensitive to local context</li> <li>&gt; may be costly</li> </ul>
<b>Independent Task Force</b>	<ul style="list-style-type: none"> <li>&gt; independent from elected officials</li> <li>&gt; places in hands of community (members from community)</li> <li>&gt; understands local context</li> <li>&gt; cost effective</li> <li>&gt; different perspectives involved</li> <li>&gt; potential to raise profile of local government, and importance of remuneration</li> </ul>	<ul style="list-style-type: none"> <li>&gt; may lack understanding of the roles, responsibilities, and workload of elected officials</li> <li>&gt; relies on credibility of committee members</li> <li>&gt; governing body may have difficulty rejecting recommendations</li> </ul>

## INDEPENDENT TASK FORCE

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

## PREFERRED APPROACH

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

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

## SUCCESS FACTORS

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

### Membership

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

## SUCCESS FACTORS

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

Other considerations related to membership are as follows:

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

### Terms of Reference

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

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

### GUIDANCE TO TASK FORCE

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

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



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

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

### Task Force Support

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

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

### BEST PRACTICE

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

### TASK FORCE SUPPORT

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

*Council Remuneration  
Advisory Group  
District of Tofino*

## SECTION 3

### TIMING AND FREQUENCY OF REVIEWS

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

#### TIMING OF REVIEWS

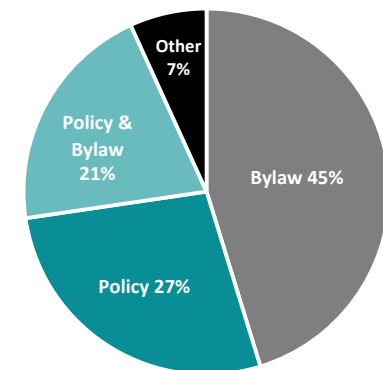
Local governments do not follow a single common practice with respect to the timing of remuneration reviews. An examination of existing approaches over the past decade shows that some councils and boards (e.g., Vancouver) have conducted reviews early in their terms, whereas others (e.g., Comox Valley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

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

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

#### ESTABLISHED POLICY

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



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

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

#### BEST PRACTICE

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

#### FREQUENCY OF REVIEWS

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

#### ELECTION CYCLE

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

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

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

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

#### BEST PRACTICES

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

#### Annual Adjustments

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

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

#### ANNUAL ADJUSTMENTS

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

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

#### BEST PRACTICE

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

#### IMPLEMENTATION OF CHANGES

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

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

#### IMPLEMENTATION

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

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

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

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

#### BEST PRACTICES

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

#### FEDERAL TAX SYSTEM

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



## SECTION 4

### SETTING REMUNERATION

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

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

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

#### REMUNERATION

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

#### Bases of Comparison

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

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

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

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

#### COLLECTING DATA

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

**Figure 4.1**  
**Pros and Cons of Alternative Bases**

Alternative Bases	Pros	Cons
<b>Similar Jurisdictions</b>	<ul style="list-style-type: none"> <li>&gt; jobs of local elected officials in similar jurisdictions, while not identical, are comparable ("apples to apples")</li> <li>&gt; large enough comparison set can neutralize outliers</li> </ul>	<ul style="list-style-type: none"> <li>&gt; difficult to establish truly comparable set of jurisdictions (may be subject to accusations of "cherry picking")</li> <li>&gt; potential for salary escalation if other places in comparison set initiate significant increases</li> </ul>
<b>Local Labour Force</b>	<ul style="list-style-type: none"> <li>&gt; attempts to create strong linkage to local community that pays elected body's remuneration</li> <li>&gt; sensitive to local economic conditions</li> </ul>	<ul style="list-style-type: none"> <li>&gt; jobs of elected officials not comparable to majority of other jobs in the community in terms of time commitment, duties, responsibility</li> <li>&gt; not clear that average salary of entire workforce reflects value of elected officials' work</li> </ul>
<b>Provincial MLAs</b>	<ul style="list-style-type: none"> <li>&gt; remuneration reflects need in both orders of government to attract diversity of people to serve in elected office</li> </ul>	<ul style="list-style-type: none"> <li>&gt; role of MLA considerably different than roles of mayor and chair (much different than councillor/director)</li> <li>&gt; invites linkage to full MLA remuneration and benefits package</li> </ul>
<b>Local Government Staff</b>	<ul style="list-style-type: none"> <li>&gt; both groups (elected officials and staff) involved in same organization</li> <li>&gt; comparison to staff used in other orders of government to help set elected official remuneration</li> </ul>	<ul style="list-style-type: none"> <li>&gt; roles of staff considerably different than roles of elected officials</li> <li>&gt; perceived conflict on part of elected officials who approve staff salaries</li> <li>&gt; invites linkage to full staff remuneration and benefits package</li> </ul>

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

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

#### BEST PRACTICE

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

#### Comparison Group

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

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

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

#### SIZE OF COMPARISON GROUP

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

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

#### BEST PRACTICE

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

#### Using the Data

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

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

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

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

#### SIMPLICITY

*When determining how to use comparison data to calculate remuneration levels, it is preferable to apply simple formulas. Formulas allow the exercise to be undertaken easily and relatively quickly. Approaches based on formulas are easy to explain, easy to understand, and defensible.*

Figure 4.2  
Sample Formula for Municipal Elected Officials

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

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

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



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

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

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

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

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

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

Figure 4.3  
Sample Formula for Regional District Elected Officials

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

\* These stipends would be paid in addition to the base director pay.

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

BEST PRACTICE

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

### Regional District Supplemental Payments

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

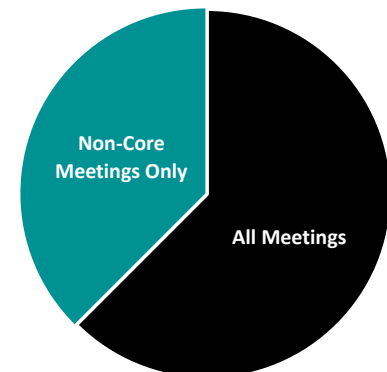
The situation for regional district directors is different. As noted already, the base remuneration for role of electoral area director is typically greater than the base remuneration paid to the municipal director role — the gap is intended to reflect the inherent differences in the roles. Differences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

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

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

### SUPPLEMENTAL PAYMENTS

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



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

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

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

#### **BEST PRACTICE**

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

#### **Alternate Directors**

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

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

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

## EXPENSES

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

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

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

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

### Eligible Expenses

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

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

## GUIDING PRINCIPLES (EXPENSES)

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

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

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

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

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

### Local Considerations

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

### FEDERAL TAX SYSTEM

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

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

### Evolving Lists

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

#### BEST PRACTICES

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



## BENEFITS

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

### Provision of Benefits

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

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

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

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

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

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

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

### **Smaller Jurisdictions**

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

## Evolving Range of Benefits

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

### ► Transition Payments

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

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

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

## TRANSITION ALLOWANCES

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

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

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

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

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

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

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

#### BEST PRACTICES

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

## SECTION 5

### COMMUNICATION

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

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

#### INFORMATION TO COMMUNICATE

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

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

#### EXPLAINING IMPORTANCE

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

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



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

## AUDIENCES TO REACH

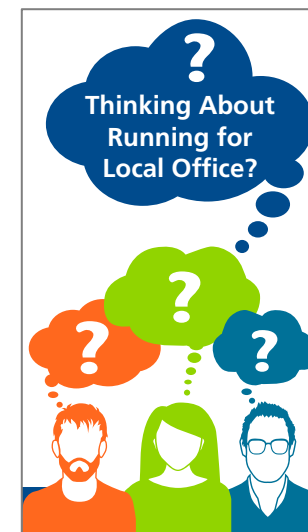
Residents in the community constitute the primary audience for communication efforts on elected official remuneration. Other audiences that may be targeted in communication strategies include ratepayer associations, business associations, and any other defined group that has expressed, or that may express,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

## COMMUNICATION TOOLS

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

### UNDERSTANDING ROLES

*Prospective candidates for local government elected office should clearly understand the nature and level of the work involved, and the remuneration that is provided for the work. Resources such as "Thinking About Running for Local Office?" can help.*



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

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

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

## PUBLIC INVOLVEMENT

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

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

#### *BEST PRACTICES*

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

## SECTION 6

### BEST PRACTICES SUMMARY

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

**Figure 6.1**  
**Remuneration Best Practices**

Section	Topic	Best Practices
Section 2: Conducting Reviews	Independent Task Force	<ul style="list-style-type: none"> <li>&gt; Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.</li> </ul>
Section 3: Timing and Frequency	Timing of Reviews	<ul style="list-style-type: none"> <li>&gt; Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.</li> </ul>
	Frequency of Reviews	<ul style="list-style-type: none"> <li>&gt; Local governments should consider conducting remuneration reviews once per term.</li> <li>&gt; Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.</li> </ul>
	Annual Adjustment	<ul style="list-style-type: none"> <li>&gt; Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.</li> </ul>
	Implementation of Changes	<ul style="list-style-type: none"> <li>&gt; Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term.</li> <li>&gt; Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.</li> </ul>

Section	Topic	Best Practices
Section 3: Timing and Frequency	Implementation of Changes	<ul style="list-style-type: none"> <li>&gt; Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.</li> </ul>
Section 4: Setting Remuneration	Bases of Comparison	<ul style="list-style-type: none"> <li>&gt; Local governments should consider using remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.</li> </ul>
	Comparison Group	<ul style="list-style-type: none"> <li>&gt; Local governments should consider establishing comparison groups using population, combined — as deemed necessary — with other factors that influence elected official workload and level of responsibility.</li> <li>&gt; Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.</li> </ul>
	Using the Data	<ul style="list-style-type: none"> <li>&gt; Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.</li> </ul>
	Regional District Supplemental Payments	<ul style="list-style-type: none"> <li>&gt; Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.</li> </ul>
	Eligible Expenses	<ul style="list-style-type: none"> <li>&gt; Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.</li> <li>&gt; Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.</li> </ul>

Section	Topic	Best Practices
Section 4: Setting Remuneration	Eligible Expenses	<ul style="list-style-type: none"> <li>&gt; Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments.</li> <li>&gt; Local governments should ensure that lists of eligible expenses reflect unique local conditions.</li> <li>&gt; Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.</li> </ul>
	Benefits	<ul style="list-style-type: none"> <li>&gt; Local governments should consider providing access to extended health, dental, vision and insurance to all local elected officials.</li> <li>&gt; Local governments should consider contributing to the cost of benefit premiums on a pro-rated basis, in accordance with the full- or part-time nature of elected positions.</li> <li>&gt; Local governments should consider extending benefits to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage.</li> <li>&gt; Local governments should periodically re-examine the range of benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.</li> </ul>
Section 5: Communications	Information to Communicate	<ul style="list-style-type: none"> <li>&gt; Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.</li> </ul>
	Methods of Communication	<ul style="list-style-type: none"> <li>&gt; Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.</li> </ul>