



## REGULAR MEETING OF COUNCIL AGENDA

DATE: 2023.05.09

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

### 1. Call to Order

### 2. Adoption of the Agenda

2.1 Adoption of the Agenda for the 2023.05.09 Council Meeting

### 3. Adoption of the Minutes

3.1 Adoption of the Minutes of the 2023.04.25 Council Meeting

### 4. Delegations

4.1 Kootenay Lake Innovation Center

### 5. Information Items

#### 5.1 Council Reports

5.1.1 Mayor's Report

5.1.2 Councillor Bird's Report

#### 5.2 Committee Minutes

*Nil*

#### 5.3 Staff Reports

5.3.1 Acting CAO Report

#### 5.4 Correspondence

5.4.1 Angry Hen Noise Complaint

5.4.2 Library Request for Funding

5.4.3 DP – Eric's Meat Market

5.4.4 Food Trucks – Thomson

5.4.5 WildSafe BC

#### 5.5 2023.05.09 Circulation Package

### 6. Question Period

### 7. Business

#### 7.1 Water Parcel Tax Amendment Bylaw 1287, 2023

*To consider adopting the Water Parcel Tax Amendment Bylaw 1287, 2023.*

#### 7.2 Sewer Parcel Tax Amendment Bylaw 1288, 2023

*To consider adopting the Sewer Parcel Tax Amendment Bylaw 1288, 2023.*

**7.3 Sewer Specified Area Bylaw 1289, 2023**

*To consider giving third reading to a bylaw that updates the mapping for sewer specified areas.*

**7.4 Five Year Financial Plan Bylaw 1291, 2023**

*To consider adopting the Five Year Financial Plan Bylaw 1291.*

**7.5 Tax Rates Bylaw 1292, 2023**

*To consider adopting the Tax Rates Bylaw 1292, 2023.*

**7.6 Jazz Fest Request – Extended Hours**

*To consider a request to rent Kaslo Bay Park until*

**7.7 Temporary Use Permit – Kaslo Clothes Hangar**

*To consider approving a Temporary Use Permit for retail operations on a vacant lot on Front Street.*

**7.8 Electric Vehicle Charging Stations**

*To authorize the procurement and installation of EV charging stations at the municipal campground.*

**7.9 Financial Statements**

*To consider adoption of the 2022 Financial Statements*

**7.10 Code of Conduct**

*To confirm Council's intention to develop and adopt a Code of Conduct.*

**7.11 Acting Mayor Appointments**

*To confirm Acting Mayor appointments for the last months of 2023.*

**8. Late Items**

**9. In Camera Meeting**

*Nil*

**10. Raised from In Camera Meeting**

*Nil*

**11. Adjournment**





## REGULAR MEETING OF COUNCIL MINUTES

DATE: 2023.04.25

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

PRESENT: Chair: Mayor Hewat  
Councillors: Bird, Brown, Lang (arrived 7:10 p.m.), Leathwood  
Staff: CAO Dunlop, CO Allaway  
Public: 7

### 1. Call to Order

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

*The meeting was called to order at 6:04 p.m.*

### 2. Adoption of the Agenda

2.1 Adoption of the Agenda for the 2023.04.25 Council Meeting

128/2023 Moved, seconded and CARRIED

***THAT the Agenda for the 2023.04.25 Regular Meeting of Council be adopted as presented.***

### 3. Adoption of the Minutes

3.1 Adoption of the Minutes of the 2023.04.11 and the 2023.04.18 Council Meetings

129/2023 Moved, seconded and CARRIED

***THAT the Minutes of the 2023.04.11 Regular and 2023.04.18 Special Meetings of Council be adopted as presented.***

### 4. Delegations

4.1 Grant Thornton – 2022 DRAFT Audited Financial Statements (in-camera)

130/2023 Moved, seconded and CARRIED

***THAT the matter of the In-Camera presentation from the auditor be addressed at this point in the meeting; and  
THAT Council now recess and reconvene in-camera with the public excluded under Section 90(1) (I) of the Community Charter.***

The open meeting recessed at 6:05 p.m.

The open meeting reconvened at 7:01 p.m.

131/2023 Moved, seconded and CARRIED

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

## 5. Information Items

### 5.1 Council Reports

- 5.1.1 Mayor Hewat reported on her recent activities on behalf of the Village.
- 5.1.2 Councillor Bird advised that the Penny Lane apartments will be holding a grand opening on June 8<sup>th</sup> and reported on her efforts to bring the FireSmart Neighbourhood Recognition Program to downtown Kaslo.
- 5.1.3 Councillor Leathwood reported on her recent Library Board meeting.
- 5.1.4 Councillor Brown reported on his attendance at the AKBLG conference.

### 5.2 Committee Minutes

- 5.2.1 2023.04.17 Liquid Waste Management Committee Minutes DRAFT
- 5.2.2 2023.04.17 Asset Management Committee Minutes DRAFT

### 5.3 Staff Reports

- 5.3.1 CAO Dunlop summarized his written report and updated Council on municipal operations.

Councillor Lang joined the meeting at 7:10 p.m.

### 5.4 Correspondence

- 5.4.1 Kaslo Baseball Association
  - 5.4.1.1 Baseball – Fehr
  - 5.4.1.2 Baseball – Gidney
  - 5.4.1.3 Baseball – Zuk
  - 5.4.1.4 Baseball Signage – Woodhurst
- 5.4.2 Fletcher Creek Improvement District
- 5.4.3 Columbia River Treaty
- 5.4.4 Helping Hands Community
- 5.4.5 JVH Bursary
- 5.4.6 Draft response to Kaslo Housing Society

### 5.5 2023.04.25 Circulation Package

## 6. Question Period

*Members of the public asked questions about the process for land development and approvals. Two members of the public spoke in opposition to DVP 2022-02. One requested that a decision on the matter be delayed until further information is available.*

**132/2023**

Moved, seconded and CARRIED

***THAT Council rise without reporting from Committee of the Whole.***

## 7. Business

### 7.1 Water Parcel Tax Amendment Bylaw 1287, 2023

**133/2023**

Moved, seconded and CARRIED



***THAT Water Capital Parcel Tax Amendment Bylaw 1287, 2023 is given third reading.***

**7.2 Sewer Parcel Tax Amendment Bylaw 1288, 2023**

**134/2023** Moved, seconded and CARRIED  
***THAT Sewer Capital Parcel Tax Amendment Bylaw 1288, 2023 is given third reading.***

**7.3 Sewer Specified Area Bylaw 1289, 2023**

**135/2023** Moved, seconded and CARRIED  
***THAT Sewer Service Area Bylaw 1289, 2023 be given first and second reading.***

**7.4 Noise Abatement Amendment Bylaw 1290, 2023**

**136/2023** Moved, seconded and CARRIED  
***THAT staff draft a revised Noise Control Bylaw for Council's consideration.***

**7.5 Five Year Financial Plan Bylaw 1291, 2023**

**137/2023** Moved, seconded and CARRIED  
***THAT the 2023 – 2027 Five Year Financial Plan Bylaw 1291 be given first, second and third reading.***

**7.6 Tax Rates Bylaw 1292, 2023**

**138/2023** Moved, seconded and CARRIED  
***THAT the 2023 Tax Rates Bylaw 1292 be given first, second and third reading.***

**7.7 DVP 2022-02 Edwards**

**139/2023** Moved, seconded and CARRIED  
***THAT Development Variance Permit application DVP 2022-02 to vary the requirements of the Village of Kaslo's Land Use Bylaw #1130 to permit relaxation of the front lot line setback from 7.5m to 1.0m to allow for subdivision of the property having a PID of 016-278-488 is denied.***

**7.8 Temporary Use Permit 2023-01 – Kaslo Clothes Hanger**

**140/2023** Moved, seconded and CARRIED  
***THAT the Village of Kaslo give notice of its intention to issue a Temporary Use Permit for Lot 8, Block 2, Plan NEP393, District Lot 208, authorizing a temporary retail operation through September 30, 2023 subject to receipt of a \$1,000 security deposit.***

**7.9 Jazz Fest Multi-Year Agreement**



**141/2023** Moved, seconded and CARRIED  
***THAT the Corporate Officer is authorized to sign the agreement between the Village of Kaslo and the Kaslo Jazz Etc. Society permitting Jazz Fest events in Kaslo Bay Park for 2023-2025.***

7.10 **Baseball User Agreement**

**142/2023** Moved, seconded and CARRIED  
***THAT the Corporate Officer is authorized to sign the agreement between the Village of Kaslo and the Kaslo Baseball & Softball Association for use of Murray Pearson Ball Park during the 2023 summer season.***

7.11 **Logger Sports – Ryan Cook**

**143/2023** Moved, seconded and CARRIED  
***THAT Ryan Cook is permitted to conduct carving activities on municipal lands as part of the 2023 May Days celebrations, subject to meeting liability insurance requirements.***

Councillor Lang declared a conflict in the matter at hand and absented himself from the meeting at 8:15 p.m. as he is a Kaslo Golf Club Board Member

7.12 **Kaslo Golf Course – Camping**

**144/2023** Moved, seconded and CARRIED  
***THAT the Kaslo Golf Club is granted permission to temporarily place a travel trailer next to the Maintenance Shop, to provide campground accommodation for the groundskeeper through October 31st, 2023, in accordance with existing zoning.***

Councillor Lang returned to the meeting at 8:17 p.m.

7.13 **Noise Abatement Application – Parsons Inc.**

**145/2023** Moved, seconded and CARRIED  
***THAT exemptions from the Noise Bylaw be granted to Parsons Inc, to allow drilling at 307 5th Street over the weekend of May 13-14, 2023, provided notice is given to properties adjacent to the subject lands.***

7.14 **Electric Pickup Truck Purchase**

**146/2023** Moved, seconded and CARRIED  
***THAT the Village of Kaslo purchase a 2023 Ford F-150 Lightning XLT electric pickup truck from Nelson Ford, at a cost of \$83,519 plus applicable taxes.***



**8. Late Items**

**9. Raised from In Camera**

IC55/2023 Moved, seconded and CARRIED

***THAT the 2022 Draft Financial Statements are received and raised to open meeting.***

**10. Adjournment**

The meeting was adjourned at 8:23 p.m.

CERTIFIED CORRECT:

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

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

DRAFT



# KLIC Village of Kaslo Delegation May 9

## A) KLIC + NIC (Nelson Innovation Centre) past, present, future - 5 mins

1. Summary <https://kootenays.org/updates/>
2. Melanie Fontaine from <https://kast.com/> and <https://nelsoninnovationcentre.com/>
3. Dan + Dustin present the <https://kootenays.org/lightweb>

## B) Innovation Nights - 5 mins

1. A chance for all non-profits and members + residents to socialize solutions to challenges including capacity, funding, awareness
2. Held on second floor of village hall
3. First one will decide monthly event format

## C) Kemball Renovation Options - 5 mins

1. Shared resource work with Village and KLIC to look into fundraising to complete the entire project that includes options such as grants, corp sponsors, sale of building and ?
2. Request rent waived for 6 months so that our board can work on these options with shared resource
3. Results by October 2023 otherwise X





## Our latest updates

### May 2023

**Kootenay Lake Innovation Centre (KLIC)** is in its third year of operating a Non-Profit Society for Open Source Technology & Creative Coworking Space from the Kemball Building in Kaslo. Our community has the opportunity to blend creativity with business development in a shared space with innovative programs. We accommodate youth, older adults, creatives, non-profits, technologists and entrepreneurs to grow business with a new economy workforce.

Our community received a grant from the Province of BC of \$1 Million Dollars towards building improvements for the Innovation Centre. **Village of Kaslo will conduct a construction management procurement review but the top tenant priorities are the following, which will allow us to retain and support our members.**

HVAC: Heating/Cooling fixed for year round comfort
Carpets/Flooring: Remove to replace with modern, durable and sound dampening material
Windows/Curtains: Easy to open efficient windows and best shades
Painting: Complete makeover inside – we love neon 😊

### News

[1 million dollar funding for KLIC](#)

[Living Here](#)

[All updates](#)

Lighting: Suggest options for new efficient lighting and consider ambient and lamps
Datacenter: Consider what we need for datacenter room in basement
Kitchen/Lounge: Sink & small space to store dishes and food for all tenants

**Where?** Kaslo, but part the Kootenay coworking and innovation centre collective in the region.

**What?** Creative and digital technology spaces tied together with fibre internet and programs that educate and develop applications for the wealth of the community and environment.

**Who?** Community Leaders & Sponsor Organizations will support intergenerational programs.

**When?** 2023

**Why?** Digital Technology is the number 1 industry on earth and BC is a national supercluster. Regenerative business is key to integrate the needs of society with integrity of nature. We need better civic engagement events around these topics and support the creation of affordable living so everyone can focus on, and invest in climate action.

**How?** We will support the community digital and regenerative transformation with our own application and infrastructure development. These products will replace many of the most used of mainstream proprietary applications and we will create new and major revenue streams for the region. We will also attract new entrepreneurs to the smart regions to work with locals into the community. Our civic engagement platform will bring forward solutions to housing, food and resilience.

## Highlights

- We have spent hundreds of volunteer hours so far, and are breaking even with some membership growth during a global pandemic
- Partnered with all coworking spaces and innovation centres in the region for growth
- Partnered with Kootenay Association of Science and Technology for startup programs and started our first cohort with the Investment Readiness Training
- Partnered with Coworking BC for operational and marketing support
- Officially recognized as a member of the Canadian Accelerator and Incubator Network representing 100+ top innovation centres in Canada
- Listed on an international network of coworking spaces called Deskpass
- Completed a second summer of weekend music shows with the Langham serving thousands with critical culture
- Completed a large fundraiser for KLIC programs: **Camp Kaslo** for Jazzfest
- We are actively working 3 subgroups, each with their own leadership and volunteers including **Tech Team, Resilience Group and Creative Collective**
- We have supported 12 people into new careers with our digital technology program
- We are working towards installation and operation of a unique community datacentre
- We are continuing to write grants and corporate sponsors for programs, infrastructure, operations
- We have letters of support from organizations including Selkirk College and Chamber of Commerce

## Team

9 board members and 12 regular members

10 partners including The Langham Cultural Center, Selkirk College, Kootenay Associate of Science and Technology, Coworking BC, Canadian Accelerator and Incubator Network, Kaslo infoNet, Chamber of Commerce, Village of Kaslo

Hundreds of people who have attended events at the Kemball and support us in our initiatives

## Space + Service Desires

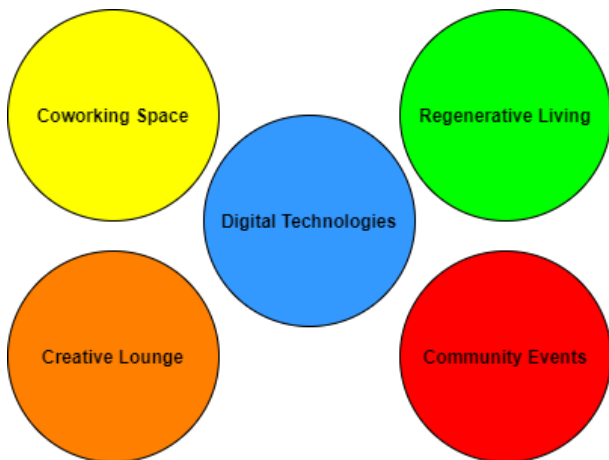
- **Community Cloud** with computing services including application development for local business
- Comfortable furniture, phone booths, meeting technology, expandable spaces + lounge and kitchen
- **KAST Startup:** connection to coaches + consultants in technology, marketing, operations etc.
- **Living Lab**, including real affordable housing for locals and entrepreneurs who need to spend more on their business and less on living. Health, Wellness and Creative Spaces.
- **Kootenay OS** Programs (below)

## Action Plan

Q1 2023

- Launch datacenter program (Kootenay Cloud) and solicit community for support and feedback on next apps to develop
- Monthly community engagement events and technology programs below
- Fine tune business plan with revenue generating product and membership goals for program and operational funding from sponsors

## Our Programs



## Technology Programs

### Blockchain

Our current Selkirk College partnership includes these courses taught by Board Member Dan Nesbitt. Contact us if you'd like to join!

1. **Blockchain 101**: 2 courses on concepts and 2 courses for those interested in development.

### **Blockchain Concepts I**

- Blockchain historical development
- Bitcoin Overview
- Cryptographic primitives: Hashes (aka cryptographic digests), public key encryption, digital signatures
- Wallets: managing and protecting crypto assets
- Consensus: network models, corruption tolerance, sybil resistance
- Consensus: security, attacks and incentives, Proof of Work (PoW), Proof of Stake (PoS), Proof of Authority (PoA)
- Ethereum: Decentralized Apps, EVM, and the Ethereum blockchain
- Legal aspects and regulation

### **Blockchain Distributed Application Development I**

- Perform Bitcoin transactions using python-bitcoinlib
- Programming in solidity
- Deploying Ethereum smart contracts using web-browser based tools (eg. Remix)
- Developing, testing, deploying Ethereum smart contracts using Hardhat
- Creating Ethereum tokens extending Open Zeppelin standard based contracts using Hardhat

### **Blockchain Concepts II**

- Non-fungible tokens
- Composable non-fungible tokens
- Oracles: integrating real world data and event triggers with smart contracts
- Counterfactual instantiation and off-chain data storage
- Scaling the blockchain: payment channels and state channels
- Scaling the blockchain using optimism and using SNARKs
- Privacy: de-anonymizing the blockchain and mixing
- Recursive SNARKs

### **Blockchain Distributed Application Development II**

- Escrow contracts
- Non-fungible tokens: Create a custom NFT by extending Open Zeppelin ERC721 contract
- Composable Non-fungible tokens: Create a custom NFT by extending Open Zeppelin ERC721/ERC1155 contracts as per ERC998 standard
- Oracle integration: Integrate Chainlink data-feeds and secured HTTP GET
- Counterfactual instantiation
- Student defined project

## **Web Development and UX Design Cohort Spring Summer 2022**

Our partner BrainStation has worked with the province to create an opportunity for British Columbian's to upskill and become Developers or Designers through our digital skills training programs. Thanks to this partnership, there are some upcoming cohorts that could allow you to participate in our tuition-free Web Development and User Experience Design Bootcamp programs. Our Bootcamps are educator-led, taught online live and allow you to learn from the comfort of your home. We focus on interactive Project-Based Learning (outcome focused) so you can get hands-on experience as you go through the program. While you are in the program, our Career Accelerator Program runs at the same time. Which includes a number of professional development workshops as well as 6 months post-bootcamp support to help you land a job as a Web Developer or UX Designer.

If you have thought about becoming a developer or designer, or simply curious to learn more about these career paths and how we could support you, let's connect!

### Eligibility Criteria

1. Must be 18 years of age or older.
2. Must be a Resident of British Columbia
3. Must be a Canadian Citizen, Permanent Resident or a Protected Person entitled to work in Canada.
4. Must be underemployed (working less than 30 hours a week)
5. If you are receiving Employment Insurance (EI) or Income Assistance (IA) there is an additional form you must submit to the Federal Government in order to enrol in either program.
6. Must not currently, or have previously enrolled in another federal or provincial funded program within the last 12 months

## UX Design

UX Design—an abbreviation of “user experience design”—is the craft of making the user’s experience when interacting with a digital product as effective, efficient, and pleasant as possible: the process of building products with the user in mind. A UX Designer’s work touches the entire end-to-end journey of a user’s interaction with a product, and includes identifying new opportunities for the product and business.

## Web Development

Think of all the websites you have used over the years – Web Developers built those sites, making sure they functioned properly and performed in ways that allowed for a great user experience. Web development is closely related to the job of designing the features and functionality of websites and apps (often called “web design”), but the “web development” term is usually reserved for the actual construction and programming of websites and apps.

Established in 2012, BrainStation is the global leader in digital skills training, and has trained 250,000+ professionals for careers in Technology.

**Next Steps** If interested in learning more, please email us at [klic@kootenays.org](mailto:klic@kootenays.org)



# Your Kootenay **Tech + Innovation Hub**

Connecting People,  
Business + Innovation

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Here at KAST, we are passionate about connecting people, businesses and their innovative ideas. Since 1998, we've led our region's economic development through technology and innovation and are the only non-profit tech association serving the entire Kootenay region.

[LEARN MORE ABOUT US](#)

How can we help you?

# BECOME A KAST MEMBER

You're a tech company,  
entrepreneur, innovator,  
superhero...and you're  
looking for your tribe.

You'll have access to a multitude of services,  
programming, events and community  
initiatives to help you grow your business  
and network. We also offer sweet discounts,  
dibs on job postings and free marketing.

As a KAST member, you'll have exclusive  
access to all of this and WAY more.



BECOME A MEMBER TODAY!

We've got a lot going on...

## Spaces

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Visit us at the Nelson Innovation Centre and MIDAS Lab.

[LEARN MORE](#)

## Programs

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Got a big idea? We're here to help.

[LEARN MORE](#)

## Get Involved

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Become a member, sponsor or volunteer.

[LEARN MORE](#)

## Events

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Find out what's going on in your local area.

[LEARN MORE](#)

## Tech News

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Sign up for our newsletter and be the first to know about events, job postings, the latest tech news and so much more.

KEEP ME INFORMED

**What people are saying about KAST:**

“KAST has provided great learning and networking opportunities to connect with other tech workers in our region, and linked us to excellent resources from outside the Kootenays. The MIDAS Lab, in particular, has given us the space to develop our projects with the tools we, as a small company, couldn't afford on our own



Nelson Innovation Centre (NIC) is a professional community workspace where entrepreneurs and professionals can gather, work and network.

Address: 91-d Baker St, Nelson, BC V1L 4G8

### **The Station Boardroom (Boardroom Meetings)**

- 12 Person Boardroom
- Fully Equipped Virtual Conferencing Facilities
- 90 Min/Half/Full Rentals
- [Online Booking!](#)

### **NiC Event Space (Venue Hire)**

- 50 Person Capacity
- 750-1000 SqFt
- Projector, Microphone and Presentation Equipment

- Light & Sound System Inc.  
Subwoofer & Amp
- Additional Chairs Available
- Contact

### **The Hub Workspace (Co-working)\***

- Ambient Community Workspace
- Private Work Booth
- Personal Hot Desk
- Free Fibre Optic Internet
- Complimentary Tea & Coffee
- Kitchenette Facilities
- Free Parking

*\*Available Mon-Thurs only, subject to availability.*

Book Now

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NiC features a state-of-the-art boardroom for the delivery of technology training and workshops, a custom soundproof private workbooth for video conferencing as well as rentable office space for tech and tech-enabled companies.

Although NiC is not a coworking space, it is a place where people can get work done on their laptops, meet with clients, network and collaborate on projects. The lounge area functions as an event space with a high-tech projector, sound system and more.

## **THE STATION BOARDROOM**

[BOOK NOW](#)

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## **THE HUB**

BOOK NOW

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## EVENTS & PROGRAMMING

[LEARN MORE](#)

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## **CONCIERGE SERVICES**

[LEARN MORE](#)

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# **JOIN OUR KOOTENAY TECH COMMUNITY!**

Being a part of our Kootenay tech community is SUPER rewarding in itself. It means you're involved on the frontlines of building up our local

communities through tech and innovation. It means collaboration, growth and new ideas. It also means getting some serious perks at our Nelson Innovation Centre...

[LEARN MORE](#)

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**SIGN UP FOR THE NIC MAILING LIST TO :**



**GET THE LATEST LOCAL TECH NEWS**



**BE THE FIRST TO KNOW ABOUT EVENTS**



**FIND OUT ABOUT LOCAL TECH JOBS**



**GET INSPIRED!**

**Join over 900 Nelson local tech and knowledge workers, freelancers and remote workers in our private Facebook Group!**

This is a group for those involved with technology and innovation in Nelson and surrounding area. It's a place to network and connect, share ideas, events and job postings, conduct positive discussions around relevant issues including technology, science, innovation and business.

JOIN US!

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SIGN ME UP!

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**Kootenay Lightweb**

# Kootenay Lightweb Vision

- At the heart of our platform is a **commitment to privacy**. We believe that everyone has a right to keep their personal data and information safe
- We're committed to **fostering collaboration and community** among our users
- We are achieving this with a **commitment to free, open-source software** and hardware
- We aim to **create an open-source template** that any community, anywhere can rapidly deploy to create their own local cloud computing infrastructure

# Kootenay Lightweb Co-op

- **Kootenay Lightweb Community Service Co-op incorporated** in BC on January 31, 2023
- Crowd funding campaign running with **goal to raise \$11k** for new server equipment, **over \$3k raised to-date**
- Co-ops First has sponsored us with a business consultant to **create a professional business** plan over next 2-3 months

# Kootenay Lightweb Capacity

- Initial **server running in Nelson** with capacity to support 100-300 users
- **Kaslo server planned** for late-2023
- New server equipment **will support increased 3,000 – 5,000 user base**



# Kootenay Lightweb Services (current)

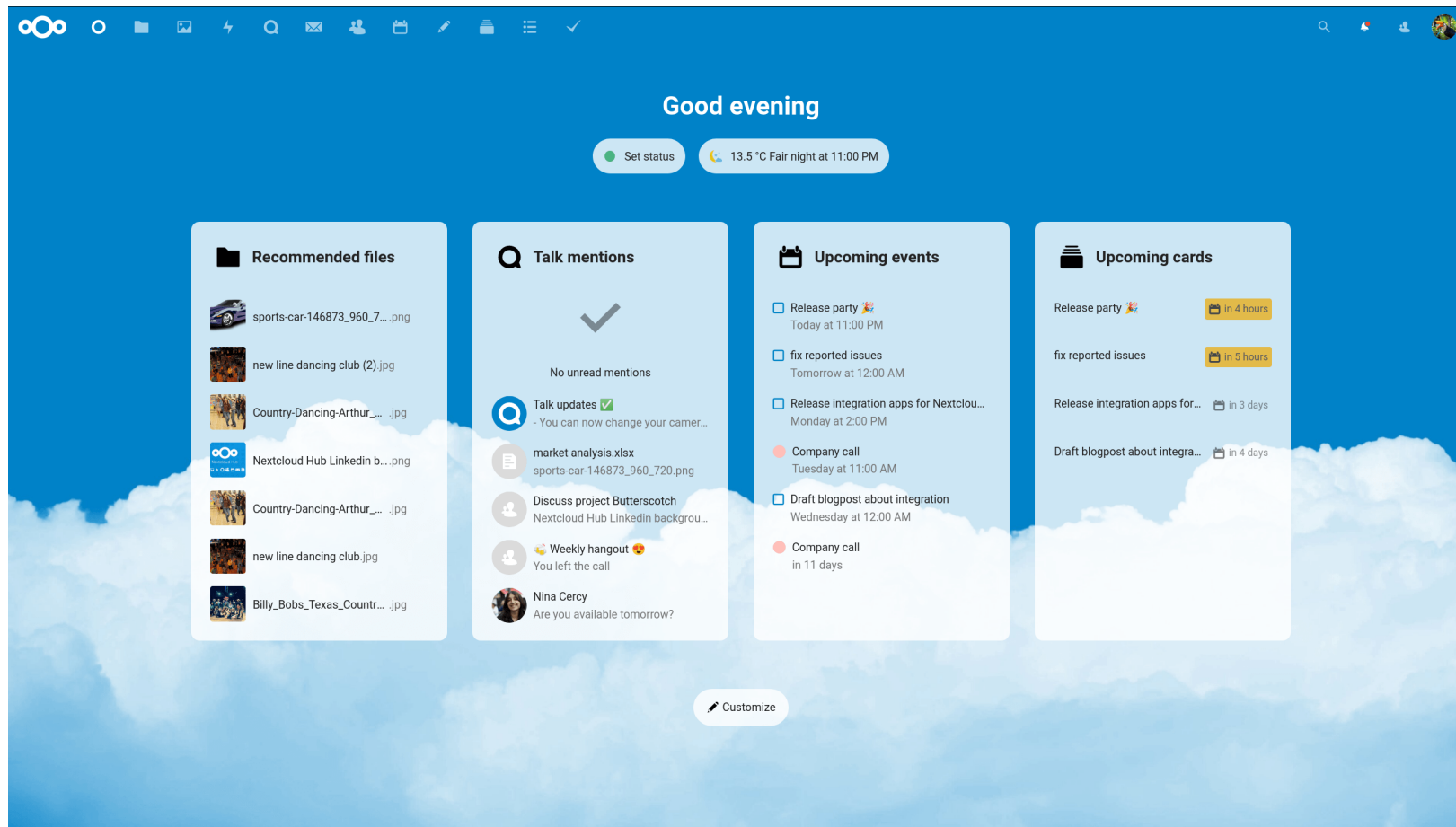
- **NextCloud:** Cloud Storage, File Sharing, Document Editing, Contacts, Calendar and Project Collaboration tools
- **Matrix - Element:** Secure Chat (similar to Messenger & Signal)
- **Jitsi Meet:** Videoconferencing

# Kootenay Lightweb Services (future)

- **Social Networking:** Mastadon (open-source Twitter), Friendica or Hubzilla (open-source version of Facebook)
- **Website Hosting:** Host your personal or business Website on our server
- **Buy, Sell, Trade Barter:** Our own way to trade inside the community
- **Virtual Private Server:** Host your own personal VPS
- **De-Googled Smartphones:** Android smartphones without the backdoors to big-data

# Kootenay Lightweb Experience

- A unified dashboard accessing all services with a single sign-on



# **Please Contribute!**

<https://tribe.visionaryfund.com/kootenaylightweb>

**Help us create the future of digital  
community in the Kootenays**



## Mayors Report to Council

### Regular Council Meeting

Tuesday, May 9, 2023

The following is a summary of the meetings/activities that I have participated in since my last written report as well as a list of upcoming meetings. If you have any questions about any of the meetings, please don't hesitate to ask.

#### April 19<sup>th</sup>

##### RDCK Joint Resource Recovery Committee

- The following resolutions were forwarded to the board meeting. I had a brief discussion with CAO Dunlop regarding any impact these changes would have for Kaslo. A copy of the board report can be found on the Regional District website, or I can provide it if requested.
- 1. That the Board direct Staff to amend the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Bylaw No. 1751, 2005 to increase septage fees in Service S190, Service S187 and Service S186 to \$70/tonne (Bylaw No. 2901); AND FURTHER, that additional revenues created through higher user fees be placed into reserves earmarked for the respective area septage services at year end.
- 2. That the Board direct Staff to bring back further amendments to the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Bylaw No. 1751, 2005 to increase septage fees in Service S190, Service S187 and Service S186 to \$90/tonne in 2025 and \$110/tonne in 2027.
- 3. That the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Amendment Bylaw No. 2901, 2023 be read a FIRST, SECOND and THIRD time by content.
- 4. That the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Amendment Bylaw No 2901, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

#### April 20<sup>th</sup>

##### RDCK Board Meeting

1. There were delegations from Dr. Nick Sparrow from Kootenay Emergency Response Physicians Association (KERPA) and Nelson & Area Economic Development Partnership and M'akola
  - I have provided copies of the presentation materials to staff from both of delegations to staff.
2. Sarah Sinclair has been appointed as the Area D appointee to the board of Kaslo and District Community Forest Society.
3. The board adopted a resolution to change the RDCK Volunteer Fire Service Regulation Bylaw and Service Level Policy.
4. There were a large number of public members in attendance for Item 9.1.3 RDCK Climate Actions: Supporting Momentum in Rural Communities.
  - This item was referred to August 17<sup>th</sup> meeting to allow for information meetings to be conducted in other areas across the district. Hard copies of the documents are going to be made available for those citizens who aren't able to access the information electronically.
  - Directors are going to coordinate the dates, times and the number of public meetings with staff .





## Mayors Report to Council

Public meetings have been set up in Meadow Creek on Tuesday, May 23<sup>rd</sup> and in Kaslo on Monday, June 26<sup>th</sup> from 5:00pm to 9:00pm.

5. Building Department Fee Review – staff will reach out to member municipalities regarding the proposed changes. Fee increases imminent.
6. Growing Communities Fund – there was discussion regarding whether municipalities should be required to contribute at least a portion of their funds to the Regional District because of the number of shared services with rural directors. The following resolution was passed at the meeting.
  - That the board direct staff to produce a prioritized list of projects eligible for Growing Communities Funds, including criteria to be used, for consideration by the Board at future board meetings.
7. The 2022 Financial Statements received.

### April 21<sup>st</sup>

While at AKBLG I received a call from Aaron Gregory, formerly with Factor 5 and Admin for Imagine Kootenay. He was reaching out to Imagine Kootenay members to let them know that he was no longer in that role.

### April 21<sup>st</sup> to 23<sup>rd</sup>

Association of Kootenay Boundary Local Government Conference – see the bottom of my report for details.

### April 24<sup>th</sup>

Imagine Kootenay Steering Committee

- Factor 5 (Eric Burton) provided a management update and Q4 results. He then took the group through the budget and the Regional Investment Plan for 2023/2024.

### April 25<sup>th</sup>

Regular Meeting of Council

### April 26<sup>th</sup>

Library Fundraising Committee meeting

- We had a discussion regarding possible fundraising activities, with one being proposed for over May Days.

### April 27<sup>th</sup>

Emergency Preparedness Committee meeting

- I attended this meeting along with CO Allaway. Stephane Couto provided an Emergency Program Update. This was followed by member updates.

### May 2<sup>nd</sup>

SS Moyie 125 Meeting

- We met to discuss the various events planned over the year.
- There are currently work parties to get the ship ready for the upcoming Mother's Day opening.
- We discussed the July 1<sup>st</sup> Homecoming Event, Pirate Day and the Celebratory Dinner.

### May 3<sup>rd</sup>

Imagine Kootenay - Steering Committee follow up meeting.

Zoom Meeting with the consultant engaged to discuss ways of improving the mandate, purpose and direction of the IWPMG (Increasing Women's Participation in Municipal Government)





## Mayors Report to Council

### Upcoming Meetings

#### May 5<sup>th</sup>

Mayors and Chairs Seasonal Preparedness meeting via Microsoft Teams - The Ministry of Emergency Management and Climate Readiness and the Ministry of Forests will be providing a technical briefing on the seasonal risks of floods and wildfires.

#### May 9<sup>th</sup>

Regular Council meeting

#### May 10<sup>th</sup>

Library Fundraising Committee

#### May 14<sup>th</sup>

SS Moyie – Mothers Day Opening

#### May 15<sup>th</sup>

Health Advisory Committee

#### May 16<sup>th</sup>

RDCK – Annual session to prepare officials for emergency response.

Kootenay Lake Historical Society - AGM

Kaslo and Area Chamber of Commerce

#### May 17<sup>th</sup>

Joint Resource Recovery Committee

#### May 18<sup>th</sup>

RDCK Board

#### May 19<sup>th</sup> to 22<sup>nd</sup>

Kaslo May Days Celebrations

#### May 23<sup>rd</sup>

FCM Board of Directors meeting

Regular Council meeting

#### May 24<sup>th</sup> to May 29<sup>th</sup>

FCM Annual Conference in Toronto

#### May 30<sup>th</sup>

SS Moyie 125 - Joint events coordination meeting

Report on attendance at:

Association of Kootenay Boundary Local Governments conference in Cranbrook

April 21<sup>st</sup>





## Mayors Report to Council

### Day 1

#### Tour of Fort Steele Heritage Town

- Even though I had been to Fort Steele several times with my kids over the years, I found the tour very informative. The staff members who run the site do so with very little financial support. Most of their funds are raised through the tours that they run for school groups and bus tours.
- I was also surprised to learn that they are able to run large events, hosting up to 2,000 participants with only the 3 regular staff members. It is difficult for them to attract volunteers due to the distance from the larger towns in the area.

#### Convention Opening Ceremony

- It was my great honor to join Silverton Councillor Leah Main in providing an overview of the advocacy work being done by the Federation of Canadian Municipalities.

I attended the following sessions in the afternoon:

1. Plenary: The Grey Zone: Better Enable Investment in the Convergence of Planning and Economic Development: Presenter, Chris Fields, Principal, Rynic
2. Three Emerging Risks Affecting Every Local Government Today
3. Plenary: The Leadership Mindset: Presenter, Christina Benty, Lead Consultant, Strategic Leadership Solutions

We then attended the Welcome Reception at Encore Brewing

### April 22<sup>nd</sup>

#### Day 2

1. AKBLG 90<sup>th</sup> AGM and Business Meeting
2. Plenary: Canada Community Building Fund Renewal: Presenters, Glen Brown and Brant Felker, UBCM
3. Plenary: Courageous Dialogues: Changing the Dance of Polarization: Presenters, Jayme Jones and Leeza Perehudoff, Selkirk Innovates at Selkirk College
4. Partnerships in the Kootenays
5. UBCM President's Address
6. Keynote: Fostering Social Cohesion: A Cornerstone of Civic Leadership: Presenter Diane Kalen-Sukra, Founder, Kalen Academy
7. Rural Research Initiative: I participated with 8 other local government officials representing 6 Kootenay Boundary communities in a focus group with Danika Hammond, MSc Rural Planning and Development Student, School of Environmental Design and Rural Development: University of Guelph

The evening cocktail reception and banquet were held at the Cranbrook History Centre. The story of the centre is fascinating. The building was originally in Winnipeg, was shipped to Vancouver, finally finding it's way to Cranbrook where it was reconstructed.

### April 23<sup>rd</sup>

#### Day 3

1. Keynote: Economic Reconciliation, Canada's Competitive Edge. JP Gladu, Principal, Mokwateh







## **Mayors Report to Council**

### 2. Plenary: Accessibility Committees and Strategies – Part 3 of the Accessible BC Act

Overall, I really enjoyed the convention. There were a lot of great sessions and I think several of them could have benefited from more time. The networking opportunities were good, and the venues were well chosen.

Thank you for the opportunity to attend AKBLG.

Respectfully submitted,  
Mayor Suzan Hewat





# Board Report

<b>Date of Report:</b>	March 16, 2023
<b>Date &amp; Type of Meeting:</b>	April 20, 2023 Open Board Meeting
<b>Author:</b>	Tom Dool, Research Analyst
<b>Subject:</b>	Regional Fire Service Regulatory Bylaw and Service Level Declaration Policy
<b>File:</b>	\08\3200\10
<b>Electoral Area/Municipality:</b>	All Electoral Areas, The Village of Kaslo, and The Village of Slocan

## SECTION 1: EXECUTIVE SUMMARY

This report recommends that the Board

1. Repeal Regional District of Central Kootenay Fire Service Bylaw 2170, 2010;
2. Give 3 readings of and adopt Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023; and
3. Adopt 700-01-02 Regional Volunteer Fire Department Service Level Policy, effective immediately.

By replacing Bylaw 2170, Bylaw 2769 updates the regulatory environment for Regional District Volunteer Fire Departments to reflect current legal advice and the increasing demands placed on the Regional District Fire Services.

The adoption of the Regional Volunteer Fire Department Service Level Policy No. 700-01-02 provides the required service level declaration stipulated in Bylaw 2769 and implements a streamlined procedure for updates to service level declarations.

## SECTION 2: BACKGROUND/ANALYSIS

Proposed Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023 continues many of the authorities and regulations granted in Bylaw 2170. It also includes new authorities and regulations intended to:

1. Refine the scope of service and limits of jurisdiction for Volunteer Fire Departments (VFD);
2. Regulate pre-incident planning and inspections for complex buildings;
3. Place service level declarations into 700-01-02 Regional Volunteer Fire Department Service Level Policy;
4. Introduce fees for services and mechanisms for cost recovery; and
5. Provide for penalties and offences in accordance with the Municipal Ticketing and Adjudication Bylaws.

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan:  Yes  No      Financial Plan Amendment:  Yes  No  
Debt Bylaw Required:  Yes  No      Public/Gov't Approvals Required:  Yes  No

#### Fees For Services and Cost Recovery

The proposed bylaw authorizes the recovery of costs from a property owner associated with:

- Demolition or removal of unsafe structures and materials at an incident or response;
- Traffic control at an incident or response;
- Hired private security at an incident or response;
- Decontamination or replacement fire department equipment damaged by hazardous materials at an incident or response;
- Removal of hazardous material or fire hazards;

Cost recovery is intended as a deterrent and tool to be used only in egregious situations, it is not intended as a revenue stream for fire service budgets. In the event that a department accrues exceptional costs as a result of an assistance response the Regional District would be authorized to seek cost recovery from the property owner. If required, the Regional District may recover those costs through taxation in accordance with the *Community Charter*.

The Proposed bylaw authorizes Volunteer Fire Departments (VFD) to charge fees for services in situations where the fire department is required to stand-by or attend an event as a public safety measure. The department may charge a fee for attendance or incident response as result of an act indictable offence under the Criminal Code of Canada.

### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

#### Access and Documentation for Pre-Incident Planning

The Office of the Fire Commissioner requires a Pre-Incident Plan as a condition of interior firefighting operations. Bylaw 2769 authorizes the Regional Fire Chief to determine whether or not a building requires Pre-Incident Plan and to develop the plan.

A Pre-Incident Plan includes but may not be limited to a site plan, a floor plan, and documentation regarding the type and location of

- Hazardous Materials
- Utility Shutoffs
- Occupancies
- Stairways
- Sprinklers and Shutoffs

In accordance with its "Special Fire Protection Powers" found in section 303 of the *Local Government Act*, the Board may, by bylaw, authorize members of the fire service to, among other things:

1. enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire and take the measures described in the bylaw to prevent and suppress fires; and

2. deal with any matter within the scope of the *Fire Services Act* in a manner not contrary to that Act or the regulations under it.

The proposed bylaw authorizes the Regional Fire Chief to enter into buildings for the purpose of pre-incident planning. The scope of a Pre-Incident Plan is narrowly defined and should not be confused with the authority to compel a property owner to provide access to a structure for the purposes of a fire safety inspection.

The outcomes of a fire safety inspection may include orders or recommendations for remediation regarding fire hazards. The outcome of a pre-incident planning inspection is limited to the observations required to provide interior operations in the event of an assistance response.

### **Service Level Declarations**

Bylaw 2769 authorizes VFDs to provide Fire Protection and Associated Services in accordance with the Regional Volunteer Fire Department Service Level Policy No. 700-01-02. The Service Level Policy specifies the standards for service provision and includes schedules detailing the services and the departments qualified to provide those services.

The Bylaw authorizes the Board to amend the policy to update department qualifications, as required, upon recommendation of the Regional Fire Chief.

The intent of these provisions is to ensure that the Board maintains authority over the provision of services as a matter of governance while delegating the process of qualification, as an operational matter, to staff.

Regional Volunteer Fire Department Service Level Policy No. 700-01-02 is included with this report as Schedule B.

It should be noted that while not all departments are currently trained to an Interior service level most departments currently have individual members who have received that level of training.

### **Scope and Limits of Jurisdiction**

Bylaw 2170 fixed the limits of jurisdiction to the fire protection service area boundary. While VFD's provide fire protection within the service area boundary they are also under agreement to provide associated services such as Road Rescue, Rescue Services, and First Responder to broader geographic extent. Exemptions to the limits of jurisdiction were prescriptive or flawed. For example, Bylaw 2170 attempted to regulate matters related to the Emergency Programs Act such as the conscription of apparatus or manpower during a declared state of emergency.

Bylaw 2769 allows for jurisdiction to vary based on the service provided noting that fire protection service areas are defined in the service establishment bylaws and that limits of associated services are defined in agreement with the province. Apparatus, fire department equipment, and personnel may travel beyond a departments jurisdiction limits for training, maintenance and repairs, in accordance with agreements established by the Board, or at the direction of the Regional Fire Chief.

## **3.3 Environmental Considerations**

None

### **3.4 Social Considerations:**

#### **Vacant or Fire Damaged Buildings**

Bylaw 2769 requires the owners of vacant or fire damaged buildings to secure those buildings to prevent unauthorized entry. If the owner of the building fails to do so the Regional District do so and recover the cost of doing so from the owner.

### **3.5 Economic Considerations:**

None

### **3.6 Communication Considerations:**

None

### **3.7 Staffing/Departmental Workplan Considerations:**

The proposed regulation has a limited impact on staffing and departmental workplans.

### **3.8 Board Strategic Plan/Priorities Considerations:**

#### **Excellence in Service Delivery**

The proposed regulations update the operating framework for the Regional District Fire Service and improve upon the safety of responders and the public.

#### **Adapting to Our Changing Climate**

The increased threat to communities from wildfire can, in part, be mitigated through changes to the regulations governing the use of fire and the management of fire hazards by private land owners.

## **SECTION 4: OPTIONS & PROS / CONS**

### **Option 1. That the Board**

**Rescind Regional District of Central Kootenay Fire Service Bylaw 2170, 2010 and give 3 readings to Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023; and**

**Adopt Regional Volunteer Fire Department Service Level Policy No. 700-01-02**

Pros

- Regulates open burning in a manner that addresses egregious behaviour but recognizes fire as a tool in rural living
- Aligns Regional District regulation of vacant buildings with Fire Smart program goals
- Facilitates pre-incident planning and inspections for complex buildings
- Improves administrative efficiency regarding service level declarations
- Introduces mechanisms for cost recovery
- Introduces penalties and offences in accordance with the Municipal Ticketing and Adjudication Bylaws

Cons

- None

**Option 2. Staff be directed to take no further action on the matter.**

Pros

- None

Cons

Bylaw 2170 will require several subsequent amendments to address administrative and operation challenges with the bylaw.

## SECTION 5: RECOMMENDATIONS

That Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023 be read a first, second and third time by content to repeal and replace Regional District of Central Kootenay Fire Service Regulation Bylaw No. 2170.

That Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

That the Board adopt Policy Number 700-01-02 Regional Volunteer Fire Department Service Level Policy, effective immediately.

Respectfully submitted,

Originally signed by

Tom Dool, Research Analyst

## CONCURRENCE

CAO – Stuart Horn **Digitally signed**

Regional Fire Chief – Nora Hannon **Digitally signed**

Corporate Officer – Mike Morrison **Digitally signed**

## ATTACHMENTS:

**Schedule A** – Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023.

**Schedule B**- Regional Volunteer Fire Department Service Level Policy 700-01-02

**Schedule C** – Regional District of Central Kootenay Fire Service Regulation Bylaw No. 2170, 2021.

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

## Bylaw No. 2769

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A bylaw to regulate Fire Protection and Associated Services provided by  
Regional District of Central Kootenay Volunteer Fire Departments

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WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to regulate and operate Volunteer Fire Departments for Fire Protection and other Associated Services;

AND WHEREAS the Board of the Regional District, by separate service establishment bylaws, has established Fire Protections Service Areas to provide Fire Protection and Associated Services;

NOW THEREFORE the Board of the Regional District of Central Kootenay in open meeting assembled enacts the following:

### DEFINITIONS

**1 Apparatus** means any vehicle provided with machinery, devices, equipment or materials designed or intended for use in Fire Protection and Assistance Response, including vehicles used to transport fire fighters and supplies;

**ASTTBC** means the Applied Science Technologists and Technicians of BC;

**Assistance Response** means the initial response and emergency aid, other than Fire Protection and Fire Response, provided by the Fire Department at an Incident;

**Associated Services** means Fire Response, Auto Extrication, First Responder, and Rescue Services;

**Authority Having Jurisdiction** means the Regional Fire Chief or their designate;

**Auto Extrication Services** means a service using various methods and equipment to disentangle a victim from a vehicle;

**Automatic Aid** means the provision of Fire Department Equipment or personnel for Fire Protection or Assistance Response through the Overall Automatic Aid Agreement Bylaw 2367, as amended;

**Board** means the Board of the Regional District of Central Kootenay;

**Bylaw Enforcement Officer** means a person appointed, by the Board or Municipal Council, as a Bylaw Enforcement Officer and for the purposes of this Bylaw includes the Regional Fire Chief and their designates;

**Bylaw Notice** means a notice issued to a person that has failed to comply with the regulations, prohibitions and requirements of this Bylaw;

**CAO** means the Chief Administrative Officer of the Regional District;

**Complex Building** means a building, of a sufficient size and unique construction, that prior knowledge of the building and its safety systems would be required to safely enter the building in the event of an emergency;

**Costs** in the context of costs recovered by the Regional District under this Bylaw, means costs as defined in this Bylaw, the Regional District of Central Kootenay Municipal Ticketing Information Bylaw and the Regional District of Central Kootenay Bylaw Enforcement Notice and Dispute Adjudication System Bylaw;

**Excessive False Alarms** mean three or more False Alarms originating from one Fire Alarm System and responded to in any twelve month period of time;

**Exposure Fire** means a fire that

- (a) is the result of heat radiation, heat convection or direct flame contact from a previously established fire; and
- (b) affects a person, object, thing or structure;

**False Alarm** means the activation of a Fire Alarm System, whether caused by human error, equipment testing, intentional act or a malfunction of the system attributed to improper installation, use, or lack of maintenance, of a Fire Alarm System resulting in a response during which the responders find no evidence of fire, fire damage, smoke, or other emergency;

**Fee and Fees** means the fees and charges prescribed by the Fees and Charges Bylaws;

**Fees and Charges Bylaws** means the Regional District of Central Kootenay Municipal Ticketing Information Bylaw as amended from time to time and adopted by the Board under Section 264 Part 8 Division 3 of the *Community Charter* or similar successor legislation as well as the Regional District of Central Kootenay Bylaw Notice Enforcement and Dispute Adjudication System Bylaw as amended from time to time and adopted by the Board pursuant to the *Local Government Bylaw Notice Enforcement Act*;

**Fire Alarm System** means an automated system which provides notification to emergency responders upon detection of a fire;

**Fire Department** means a Regional District of Central Kootenay Fire Service Volunteer Fire Department;

**Fire Department Chief** means the person appointed by the Regional Fire Chief to oversee a Volunteer Fire Department or their designate;

**Fire Department Equipment** means any tools, contrivances, devices, hoses, or materials used by the Fire Department;

**Fire Protection Service** means a service to provide all aspects of fire safety as per the Regional Fire Services Service Declaration Policy and including:

- (a) fire prevention
- (b) fire fighting;
- (c) fire suppression;
- (d) pre-fire planning;



- (e) fire investigation;
- (f) Hazardous Materials awareness level response unless otherwise specified by the Regional Fire Services Service Declaration Policy
- (g) public education and information in relation to fire safety and prevention;

**Fire Protection Service Area** means the geographic extents, defined by a service establishment bylaw, of the a Fire Protection Service;

**Fire Protection Equipment** means the systems installed within a building to protect against an exposure fire;

**Fire Response Service** is synonymous with Fire Protection Service;

**Fire Response Service Area** means the geographic extents, defined by a service establishment bylaw, of the area in which a Fire Department is authorized to provide Fire Response Services. Fire Response Service Areas are generally located beyond Fire Protection Service Area Boundaries;

**First Responder Services** means pre hospital care trained by a recognized accredited agency and Licensed by the Emergency Medical Assistant Licensing Board;

**Fire Watch** means a manual system of notification, inspection, and reporting which includes but is not limited to the following activities:

- a) posting of written notices at all entrances and exits on each floor stating that a fire watch is in effect and its expected duration;
- b) a regular physical inspection of all public areas equipped with a fire alarm detection device;
- c) notation in an entry book at least every hour of the conditions in the building by the person or persons performing the fire watch;
- d) provision on site of a communications device capable of making a 911 call; and
- e) posting of instructions in the building as to the alternate actions to be taken in the case of an emergency.

**Hazardous Materials** has the same meaning as “dangerous goods”, as defined in the *Transportation of Dangerous Goods Act (Canada)*, i.e. “a product, substance or organism included by its nature or by the regulations in any of the classes listed in the schedule to that Act”;

**Hazardous Materials Response Service** means a service to provide a response by qualified Fire Departments to the discharge of a product, substance or organism included by its nature or by the Transport of Dangerous Goods regulations in any of the classes listed in the schedule of the *Transport of Dangerous Goods Act (Canada)*;

**Incident** means a coordinated response from Members in an effort to reduce or eliminate harm;

**Member in charge** means the Member in command and responsible for operations at an Incident;

**Inspection** means a formal system of evaluation or organized examination which may include any or all of the following:

- (a) Entry to a site or building;
- (b) Review of documentation;

- (c) Interviews with persons close to the matter;
- (d) General observations; and
- (e) Taking photographs or samples.

**Member** means a fire fighter in a Regional District Volunteer Fire Department or the Regional Fire Service including Officers and Volunteer Department Chiefs, Regional Assistant Chiefs, Regional Deputy Chiefs, and Regional Chiefs;

**Municipal Council** means the elected council of municipality participating in a service regulated by this Bylaw.

**Mutual Aid** means the provision of Members, Fire Department Equipment, or Apparatus by a Volunteer Fire Department at the request of another Volunteer Fire Department in accordance with an agreement approved by the Regional District;

**LAFC** means Local Assistant to the Fire Commissioner as defined in the *Fire Services Act*;

**Occupancy** means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property as defined in the British Columbia Building Code;

**Occupier** means an Owner, tenant, lessee, agent, and any other person who has the care, control and the right of access to real property or a building;

**Officer** means a Member of the Fire Department appointed by the Fire Chief and given specific authority to assist the Fire Chief in his or her duties or to act in the stead of the Fire Chief;

**Open Burning** means any burning of materials where the products of combustion are emitted into the open air without passing through a chimney or stack;

**Order** means taking a remedial action, giving an approval, making a decision or a determination, or exercising a discretion under this Bylaw and/or the BC Fire Code by the Authority Having Jurisdiction;

**Owner** has the same meaning as in the Community Charter;

**Peace Officer** means, for the purposes of this Bylaw only, a person employed as a Regional Fire Chief, Regional Deputy Fire Chief, a Volunteer Department Chief, or appointed as a Local Assistant to the Fire Commissioner for the Regional District, any person employed or appointed by the Regional District as a Bylaw Enforcement Officer, a member of the Royal Canadian Mounted Police or any municipal police officer;

**Premises** means any building or real property;

**Pre-Incident Plan** means a document developed by gathering general and detailed data that is used by responding personnel in effectively managing emergencies for the protection of occupants, responding personnel, property, and the environment;

**Public Building** means:

- (a) a building other than a building that is a private dwelling;
- (b) a structure:

- (i) to which the public is ordinarily invited or permitted access, or
- (ii) that is used for commercial, industrial or institutional purposes;
- (iii) a facility, including a storage yard or tank farm.

**Regional Fire Chief** means the person authorized by the Board to oversee the Regional District of Central Kootenay Volunteer Fire Service or their designate;

**Regional Deputy Fire Chief** means the persons or person responsible for the training and operations of Regional District Volunteer Fire Departments;

**Regional Duty Officer** means the person specified on the Regional Duty Officer Program roster to oversee Regional Fire Service operations;

**Regional District** means the Regional District of Central Kootenay;

**Regional Fire Services Service Declaration Policy** means the Regional District policy declaring the Service Level for each Fire Department in accordance with the relevant standards;

**Rescue Service** means a type of rescue other than auto extrication including technical rope, slope evacuation, swift water or still water rescue, and confined space;

**Service Level** means the level of service for Fire Protection and Associated Services to be provided by a Fire Department, as authorized by the Board;

**Service Level Declaration** means the level of service declared, by the Board, for a Fire Department within the Regional Fire Services Service Declaration Policy. Options include Exterior Operations, Interior Operations or Full Service Operations;

**Bylaw** means the Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw 2769, 2023;

## SENIOR LEGISLATION

- 2 In the event of any inconsistency between the provisions of this Bylaw and the provisions of a statute or regulation enacted by the Government of Canada or the Province of British Columbia, if the provisions of the statute or regulation are more restrictive they shall apply.

## SCOPE OF SERVICE

- 3 (1) Regional District Volunteer Fire Departments may provide Fire Protection and Associated Services in accordance with the Regional Fire Services Service Declaration Policy.
- (2) The assistance provided through Mutual or Automatic Aid by the Volunteer Fire Departments is restricted to the level of service for which each department and individual Member is certified to provide.
- (3) The Member in charge maintains the discretion to restrict or terminate a response in the event they feel an incident exceeds the training or capabilities of responding Members, Apparatus, or Fire Department Equipment available to them.

- (4) The Regional Fire Chief maintains the discretion to prioritize, restrict, or terminate a response to ensure the best possible use of Volunteer Fire Department resources.
- (5) This Bylaw does not contemplate or extend in its purpose, to any of the following:
  - (a) the protection of any person from economic loss; or
  - (b) a guarantee or warranty by the Regional District or any of its agents, as to the service level expectations of a Fire Department under this Bylaw, or any other applicable bylaws, codes, enactments, agreements, or standards; or
  - (c) provide to any person a warranty with respect to the Fire Protection, Associated Services and Assistance Response of the Fire Department or with respect to the certainty of timely response levels. The list of Fire Protection and Assistance Response does not, of itself, mean that a Fire Department provides such Services at any given time or will, in relation to any particular Incident, be able to deliver such Services.

#### **LIMITS OF JURISDICTION**

- 4 (1) The jurisdiction of each Fire Department, and the powers granted to each Fire Department and its Fire Chief and Members under this Bylaw, is restricted to the boundaries of the Fire Department's particular Fire Protection Service Area as set out in its establishment bylaw. A Fire Department shall not respond to any Incident under this Bylaw outside of the boundaries of its Fire Protection Service Area except as specified in Section 4(2)(a) to (f) of this Bylaw.
- (2) Apparatus and Fire Department Equipment shall not be taken beyond the geographical limits of the jurisdiction for reasons other than repair, maintenance, or training unless:
  - (a) a written agreement, approved by the Regional District, authorizes the supply of Members, Apparatus, Fire Department Equipment, Fire Protection Services and Associated Services to another jurisdiction; or
  - (b) under the authority of the CAO, the Regional Fire Chief, or the Emergency Operations Center Director; or
  - (c) in connection with a request for assistance by a the Office of the Fire Commissioner, or a Federal or Provincial emergency response Agency; or
  - (d) in connection with an Incident near the boundaries of the Fire Service Protection Area which, if left untended, may threaten the Fire Service Protection Area or other such Service area; or
  - (e) In the event of a Federal or Provincial State of Emergency; or
  - (f) Under the provision of a bylaw for Associated Services.

#### **CAO'S AUTHORITY AND RESPONSIBILITIES**

- 5 The CAO will report to the Board regarding the effect of changing fire service boundaries, service levels, or budgets on the organization as a whole.

#### **REGIONAL FIRE CHIEF'S AUTHORITY AND RESPONSIBILITIES**

- 6 (1) The Regional Fire Chief is the authority for Fire Protection, Assistance Response, and other Associated Services provided by Regional District Volunteer Fire Departments.

- (2) Department Chiefs, Officers and Members shall carry out the duties and responsibilities assigned to them by the Regional Fire Chief.
- (3) The Regional Fire Chief is authorized to:
  - (a) administer this Bylaw;
  - (b) enforce Regional District bylaws, rules, Orders and regulations;
  - (c) exercise the powers of a Local Assistant to the Fire Commissioner;
  - (d) develop and enforce the agreements and contractual arrangements required for the provision of service;
  - (e) appoint, promote, suspend, or discharge Fire Department Chiefs, Officers, and members as required in accordance with the policies and procedures of the Regional District;
  - (f) recommend the appointment or removal of Local Assistants to the Fire Commissioner as required;
  - (g) make rules for the efficient administration and operation of Fire Departments and change, replace or withdraw the rules as considered necessary;
  - (i) make recommendation to the CAO regarding the provision of and the degree to which a Volunteer Fire Department may provide Fire Protection and Associated Services in accordance with the Regional Fire Services Service Declaration Policy; and
  - (j) delegate authority as required.
- (4) The Regional Fire Chief has the authority, at all times, by day or night, to hire or engage the services of a security company, security person or provide Members at an Incident to maintain a building Fire Watch until the Occupier of the Premises is contacted or investigation is completed and the costs of the Regional District of doing so may be recovered from the Occupier.
- (5) The Regional Fire Chief, is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if they deem it necessary to prevent the spread of fire to other buildings, structures or things and the Regional District may recover the cost of doing so from the Occupier of the Premises.
- (6) The Regional Fire Chief is authorized to commandeer privately owned equipment, which they considers necessary to deal with an Incident and the Regional District may recover its cost of doing so from the Occupier of the Premises where the Incident occurred.
- (7) The Regional Fire Chief is authorized to hire or engage the services of a company or contractor to repair, inspect or maintain a Premises fire protection equipment that may require repair, inspection or maintenance and the actual cost to the Regional District of doing so may be recovered from the Occupier.
- (8) The Regional Fire Chief is authorized to engage the services of a traffic control provider to manage traffic on public and private roadways and the actual cost to the Regional District of doing so may be recovered from the Occupier of Premises where the Incident took place.
- (9) The Regional Fire Chief may confer required authorities and responsibilities to participants of the Regional Duty Office Program.

- (10) The Regional Fire Chief and participants of the Regional Duty Officer Program are authorized to assume the authorities and responsibilities of a Fire Department Chief or Member as they deem necessary.
- (11) The Regional Fire Chief has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock where a fire has occurred, and, if necessary, those adjoining or near the fire to investigate in a general way the cause, origin and circumstances of a fire occurring within the Fire Protection Service Area.
- (12) The Regional Fire Chief, on complaint or, if believed advisable, has the authority at all reasonable hours, by day or night, without notice, to enter onto any real property and enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock to ascertain whether:
  - (a) they are in such a state of disrepair that a fire starting in them might spread rapidly to endanger life or other property;
  - (b) the use or Occupancy of them would create a fire that would endanger life or property;
  - (c) combustible or explosive material is kept or other flammable conditions exist on them so as to endanger life or property;
  - (d) a fire hazard exists in or about them; or
  - (e) the required Fire Protection Equipment is absent or not functioning.
- (13) The Regional Fire Chief may request persons who are not Members to assist in whatever manner they considers necessary, including removing furniture, goods and merchandise from any building on fire or in danger thereof and in guarding and securing the same and in demolishing a building or structure at or near the fire or other Incident.

**FIRE DEPARTMENT CHIEF’S AUTHORITY AND RESPONSIBILITIES**

- 7** (1) A Fire Department Chief is the head of the department and responsible for the management of a Volunteer Fire Department and the condition of its buildings, Apparatus and Fire Department Equipment.
- (2) A Fire Department Chief may appoint Officers and admit Members to the Fire Department, as he or she deems necessary, subject to restrictions, if any, in the Volunteer Fire Department budget as adopted by the Board and the bylaws, policies, and procedures of the Regional District.
- (3) A Fire Department Chief may demote suspend or discharge any Member of the Volunteer Fire Department subject to the bylaws, policies, and procedures of the Regional District.
- (4) A Fire Department Chief may appoint an Officer to act on their behalf in their absence.
- (5) Officers and Members shall carry out the duties and responsibilities assigned to them by the Fire Department Chief.
- (6) A Fire Department Chief is authorized to :

- (a) administer this Bylaw;
  - (b) enforce Regional District bylaws, rules, Orders and regulations and take measures to prevent and suppress fires;
  - (c) once appointed, exercise the powers of a Local Assistant to the Fire Commissioner;
  - (d) direct the recruitment, training, and discipline of Officers and Members subject to the employment policies of the Regional District;
  - (e) organize or authorize programs designed to inform the public on matters regarding fire safety, use of flammable/combustible materials, prevention, containment or suppression of fires or other emergencies and escape from fires or other emergencies;
  - (f) provide advice and make recommendations to Regional Fire Chief, Members and the public, as appropriate, in relation to:
    - i. the provision of adequate water supply and pressure in relation to firefighting;
    - ii. the installation or maintenance of automatic or other fire alarms and Fire Protection Equipment and smoke control measures; and
    - iii. the enforcement of measures for the prevention or suppression of fire and the protection of life and property.
  - (g) delegate their authority as required
- (7) A Fire Department Chief has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock where a fire has occurred, and, if necessary, those adjoining or near the fire to investigate in a general way the cause, origin and circumstances of a fire occurring within the Fire Protection Service Area.
- (8) Fire Department Chief, on complaint or, if believed advisable, has the authority at all reasonable hours, by day or night, without notice, to enter onto any real property and enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock to ascertain whether:
- (a) they are in such a state of disrepair that a fire starting in them might spread rapidly to endanger life or other property;
  - (b) the use or Occupancy of them would create a fire that would endanger life or
  - (c) property;
  - (d) combustible or explosive material is kept or other flammable conditions exist on them so as to endanger life or property;
  - (e) a fire hazard exists in or about them; or
  - (f) the required Fire Protection Equipment is absent or not functioning.
- (9) Where this bylaw applies within a municipality a Department Fire Chief is authorized to perform a regular system of Fire Safety Inspections as per the *Fire Services Act*.

#### **AUTHORITY OF THE DEPARTMENT**

- 8** (1) Any Member has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Premises, motor vehicle, vessel or railway rolling stock where an Incident has occurred, and, if necessary, those adjoining or near the Incident, for the purpose of an Assistance Response, Fire Protection, and Associated Services.

- (2) Any Member has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Premises, motor vehicle, vessel or railway rolling stock where a fire alarm, automatic fire sprinkler system, or other fire or life safety system has activated and, if necessary, those adjoining or near, to investigate in a general way the cause, origin and circumstances of the activation of each fire alarm, automatic fire sprinkler system or other fire or life safety system.
- (3) The Member in charge shall have direction of all Apparatus, equipment, and Members assigned to an Incident and, where a Member is in charge, he or she shall continue to act until relieved by a senior Officer, the Fire Department Chief, the Regional Duty Officer, the Regional Deputy Chief Operations, or the Regional Fire Service Chief.
- (4) The Member in charge is authorized to cause any Apparatus or Fire Department Equipment to enter on real property, a premises, motor vehicle, vessel or railway rolling stock, as they deem necessary.
- (5) The Member in charge may establish boundaries around the Incident area and keep persons from entering the area within those established boundaries.
- (6) The Member in charge may request police to enforce restrictions on persons entering within the boundaries established under Sections 8(5) of this Bylaw.

## **REGULATIONS & PROHIBITIONS**

- 9 (1) No persons shall enter the boundaries or limits of an area prescribed in accordance with Section 8(5) of this Bylaw unless they have been authorized to enter by the Member in charge.
- (2) No person shall impede, obstruct or hinder in any manner a Member, or persons acting under their direction, in the execution of their duties.
- (3) No person shall damage, obstruct, or hinder the operation of any Apparatus or Fire Department Equipment.
- (4) No person shall grow shrubs, hedges, plants or trees so as to obstruct the visibility or use of a fire hydrant, standpipe or sprinkler connection.
- (5) No person shall place any object in such a manner that will obstruct the use of a fire hydrant, standpipe or sprinkler connection.
- (6) No person shall obstruct an exit of any public building.
- (7) No person shall knowingly cause a false alarm.
- (8) No person shall obstruct in any way the egress of Apparatus or other emergency vehicles from a fire station.
- (9) No person at an Incident shall drive a vehicle over any Fire Department Equipment without permission of the Member in charge.



- (10) No person shall obstruct or otherwise interfere with access roads, streets or other approaches to any Incident, fire hydrant, cistern or body of water designated for firefighting purposes.
- (11) No person shall impersonate a Fire Chief, Officer, or Member.
- (12) No person shall interfere with or otherwise obstruct any member in the exercise of those authorities granted under *Local Government Act*.

#### **OPEN BURNING**

- 10** (1) Where this bylaw applies within a municipality the Regional District is authorized to enforce municipal open burning regulations.

#### **VACANT AND FIRE DAMAGED BUILDINGS**

- 11** (1) The Owner of a fire damaged or vacant building must ensure that the building is guarded or keep all openings in the building securely closed and fastened so as to prevent entry by unauthorized persons.
- (2) The Regional District may secure or remove any vacant or fire damaged building if the building's Owner does not comply with Section 11(1), and may recover the Regional District's cost of doing so from the Owner.

#### **FIRE WATCH**

- 12** (1) The Occupier of a Public Building must notify the Fire Department immediately if all or any part of the Fire Alarm System, automatic sprinkler system or Fire Protection Equipment in the Occupier's building becomes inoperable.
- (2) The Occupier of a Public Building in which any of the Alarm System, Fire Protection Equipment, or emergency power system is not operating must institute and maintain a Fire Watch until those systems or equipment are operational.

#### **PLANS AND INSPECTIONS**

- 13** (1) Upon request, the Occupier of a Public Building must provide the Regional Fire Chief or their designate the fire emergency procedures.
- (2) The Regional Fire Chief or their designate is authorized to determine whether or not a premises should be designated a Complex Building.
- (3) The Regional Fire Chief or their designate is authorized to perform Inspections of Complex Buildings for the purpose of Pre-Incident Planning.
- (4) Occupiers of a Public Building are required to cooperate with the Regional Fire Chief in the development of the Pre-incident Plan and must not interfere with the authorities granted under Section 13 of the Bylaw.

- (5) Where this Bylaw applies within a municipality the Regional District may, upon agreement between the municipality and the Regional District provide for a regular system of Fire Safety Inspection as described with the *Fire Services Act*.

## **ADDRESSES**

- 14** An Occupier must place an individual street address number on the front of every new or existing building in accordance with Regional District of Central Kootenay bylaws and policies.

## **FIRE DEPARTMENT ACCESS**

- 15** (1) Occupiers must maintain and keep all street, yards, and private roadways provided for Fire Department access ready for use at all times.
- (2) Occupiers must maintain Fire Department access in compliance with the applicable codes and standards for such access, including Regional District bylaws and policies.

## **FEES FOR SERVICES**

- 16** (1) Fees for services, including Fire Department Equipment and Members, are prescribed in the most current edition of the Memorandum of Agreement for Inter-Agency Operational Procedures and Reimbursement.
- (2) Additional Fees may be collected in relation to:
  - (a) fees imposed, under this *Act* or the *Local Government Act*, for work done or services provided to land or improvements;
  - (b) fees imposed under the Community Charter related to Fire Alarm Systems; or
  - (c) amounts that the Regional District is entitled to recover for work done or services provided to land or improvements.
- (3) Fees referred to in subsection (1) and (2):
  - (a) may be collected in the same manner and with the same remedies as property taxes; and
  - (b) if due and payable by December 31 and unpaid on that date, is deemed to be taxes in arrear.
- (4) The Regional District will promptly notify the Surveyor of Taxes of the amount unpaid on December 31<sup>st</sup> and request that the amount be added to the taxes payable on the property.
- (5) Where this Bylaw applies within a municipality the Regional District may, upon agreement with the Municipality, authorize the Municipality to collect fees on the Regional Districts behalf.

## ENFORCEMENT OF BYLAW

- 17 (1) If a Peace Officer finds any of the following circumstances in relation to real property, he or she may make an Order to ensure full and proper compliance with this Bylaw:
  - (a) a provision of this Bylaw has been contravened or has not be complied with, or has been complied with improperly or only in part; or
  - (b) conditions exist in or about a building or property to which this Bylaw applies, which constitute a fire hazard or otherwise constitute a hazard to life or property or both.
- (2) In particular, but without limiting the generality of section (1), a Peace Officer may:
  - (a) make the Orders to the Occupiers of the real property or to any person responsible for the actions which created the contravention;
  - (b) make recommendations to the Occupier of the real property about how to correct the contravention, ensure compliance with this Bylaw or remove the conditions creating the hazards referred to in the Order; and
  - (c) issue a Bylaw Notice.
- (3) If the Occupier or responsible person does not comply with an Order issued in respect of a condition referred to in section (1), the Regional Fire Chief may take appropriate action to mitigate the hazard and the Regional District may recover the costs of doing so, in accordance with the Community Charter, from the Occupier or person responsible for the contravention.
- (4) An Order made under section (1) of this Bylaw shall be in writing in the form of either a fire inspection report or other written report and may be directed to the Occupier of a Premises in respect of which the written Order is made, or to both.
- (5) An Order made under this Bylaw, whether a fire inspection report or written report, shall be served by delivering it or causing it to be delivered to the person to whom it is directed. A copy of the Order will provided to Regional Fire Chief at that time.
- (6) An Occupier or person shall, after receipt of a fire inspection report, written report, Order or Bylaw Notice, comply with it.
- (7) A person against whom an Order has been made under this Bylaw may, before the expiration of seven days after the service of the Order, may appeal to the Board of the Regional District, who must review and may amend, revoke or confirm the Order appealed against or substitute another Order.
- (8) The Fire Department Chief or Regional Fire Chief may, after the examination of any work referred to in section (1), issue a written rejection of the work and the rejection shall have the same force and effect as an Order issued under section (1).
- (9) The Regional District may recover from an Occupier, its Costs of doing work or providing services on behalf of or in default of the Occupier doing the work or providing the services, the Costs may be recovered in accordance with applicable provisions of the Community Charter.
- (10) Where this Bylaw applies within a municipality the Regional District may, upon agreement with the Municipality, authorize the Municipality to enforce these regulations on the Regional Districts behalf.

## **PENALTY AND OFFENCE**

- 18** (1) Any person who violates bylaw provisions may, on summary conviction, be liable to a minimum penalty of not less than one hundred dollars (\$100.00) and no more than ten thousand dollars (\$10,000), plus the cost of prosecution, pursuant to the *Offence Act of British Columbia*.
- (2) Penalties will double upon the number of offences past the 1st offence.
- (3) The penalties imposed under this section are a supplement and not a substitute for any other remedy to an infraction of this Bylaw.
- (4) Penalties are subject to the conditions of any applicable RDCK Municipal Ticketing Information Bylaw and RDCK Bylaw Enforcement Notice and Dispute Adjudication System Bylaw as amended or replaced from time to time.
- (5) Each day's continuance of an offence under this Bylaw constitutes a new and distinct offence.
- (6) Where this Bylaw applies within a municipality the Regional District may, upon agreement with the Municipality, authorize the Municipality to issue penalties as specified in this bylaw on the Regional Districts behalf.

## **SERVICE DECLARATION POLICY**

- 19** (1) The Board shall designate, by policy, the Service Level for each Fire Department in accordance with the standards established by the Office of the Fire Commissioner of British Columbia and consistent with the *Fire Services Act*. The Board may revise, amend or change the Service Level of any Fire Department by revision to the relevant policy, and may provide in such policy that the Service Level may be temporarily restricted or changed by the CAO where appropriate to do so.
- (2) Notwithstanding the Service Level approved for any of the Fire Departments, in relation to any particular Incident response, each Fire Department shall undertake only those emergency response activities for which it's responding Members are properly trained and equipped. The Member in charge may, in their sole discretion, restrict or terminate emergency response activities in any circumstances where the Incident is considered to exceed the training or capabilities of the responding Members, or Fire Department Equipment available to them.

## **SEVERABILITY**

- 20** If any portion of this Bylaw is for any reason found invalid by decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Bylaw.

## **REPEAL**

21 Regional District of Central Kootenay Fire Service Bylaw 2170, 2010 and all amendments thereto, are hereby repealed.

**EFFECTIVE DATE**

22 This Bylaw shall take effect upon adoption.

**CITATION**

23 This Bylaw may be cited for all purposes as the **“Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023”**.

READ A FIRST TIME this 20th day of April, 2023.

READ A SECOND TIME this 20th day of April, 2023.

READ A THIRD TIME this 20th day of April, 2023.

ADOPTED this 20th day of April, 2023.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer



**Chapter:** REGIONAL FIRE SERVICES

**Section:** SERVICE LEVELS

**Subject:** REGIONAL VOLUNTEER FIRE DEPARTMENT SERVICE LEVEL POLICY

<b>Board Resolution:</b>	[Board resolution number]	<b>Established Date:</b>	APRIL 20, 2023	<b>Revised Date:</b>	
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## **POLICY:**

### **INTRODUCTION**

This policy describes the requirements for service level declaration regarding Fire Protection and Associated Services by Regional District Volunteer Fire Departments.

### **POLICY OBJECTIVES**

**SAFETY.** To ensure that Regional District Volunteer Fire Department Members have received the appropriate training and resources to respond to emergencies within our communities.

**COMPLIANCE.** To ensure Regional District Volunteer Fire Departments are compliant with relevant regulatory and industry standards.

**OVERSIGHT.** To ensure the Board, through the CAO and the Regional Fire Chief, maintains oversight regarding the service levels and budgets of Volunteer Fire Departments.

### **APPLICABILITY**

The policy applies to Regional District Volunteer Fire Departments and the following services

1. Fire Protection
2. First Responder
3. Auto Extrication
4. Rescue Services

### **ROLES AND RESPONSIBILITIES**

#### **The Board of the Regional District**

- Authorizes changes to the Regional Volunteer Fire Department Service Level Policy

#### **The Chief Administrative Officer**

- Reports to the Board regarding potential impacts of changing service levels to the organization and the community at large.



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### **The Regional Fire Chief**

- Recommends changes to Volunteer Fire Department Service Level Declarations to the Board;
- Reports to the Board regarding potential impacts of changing service level declarations to the Regional District Volunteer Fire Service;
- Oversees the training, Apparatus, and Fire Department Equipment for the Regional Fire Service and ensures they correspond with service level declarations; and
- Provides direction to the Departmental Fire Chief regarding training, qualification, and service levels,

### **The Departmental Fire Chief**

- Oversees training, Apparatus, and Fire Department Equipment for a Volunteer Fire Department and ensures they correspond with service level declarations; and
- Reports, as directed, to Regional Fire Chief regarding the Volunteer Fire Departments qualification and readiness to provide Fire Protection and Associated Services.

## **DEFINITIONS**

In addition to the definitions provided below this policy uses the definitions found in Section 1 Definitions of Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023.

**Exterior Operations Level** means a Fire Protection service level which requires all functions to conduct structure firefighting activities from the outside of structures and are not provided with any training to safely enter any structure in an active fire incident. Exterior Operations Firefighters must not perform any fire suppression activity that requires entry into any structure, building, vehicle, dumpster, or other object regardless of an Immediately Dangerous to Life or Health (IDLH) or harmful atmosphere is present or not. Exterior Operation Firefighters must only engage in external fire suppression and/or mitigation activities.

**Full Service Operations** means a Fire Protection service level where Fire Departments are equipped and have completed the appropriate training identified in the OFC Training Standards (directly aligned with and inclusive of the NFPA standards) to provide a full spectrum of fire services.

**Immediate Danger to Life and Health (IDLH)** means Incident conditions that present an immediate threat to a person's safety through inhalation or exposure and includes any oxygen-deficient atmosphere or any untested confined space.

**Interior Operations** means a Fire Protection Service Level that allows structure firefighters to engage in fire suppression activities within simple structures (as described in BC Building Code Part 9 – buildings of 3 stories or less with maximum of 600 sq metres of living space) or objects such as a vehicle, single family dwelling or other small structures. Interior Operations may also operate inside larger or more complex structures (multi-story, high-rises, commercial complexes, etc.) that the AHJ has allowed to be developed and constructed, where the fire department has pre-planned the structure and determined it safe for internal operations by appropriately qualified firefighters. Firefighters must be trained

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specifically to the risks associated with each large or complex structure.

## **TRAINING AND CERTIFICATION**

The Regional District is committed to the appropriate minimum levels of training, as established by the Office of the Fire Commissioner, the Emergency Medical Assistants Licensing Board, and National Fire Protection Association to ensure Members of Volunteer Fire Departments are effective and safe in the performance of their duties.

### **FIRE PROTECTION SERVICES**

The Regional Fire Chief will regularly review the membership and qualification of each Fire Department and make recommendation to the Board regarding the Fire Protection service level declaration of each Fire Department based on training and competencies in accordance with the standards of the BC Office of the Fire Commissioner. The Regional District strives to have all fire service members trained and competent to an Interior Operations service level. Where deemed necessary the Regional Fire Chief may direct a departments to train to the Full Service Operations Standard.

### **FIRST RESPONDER SERVICES**

The Regional Fire Chief will specify which Volunteer Fire Departments are to provide First Responder Services. Membership within these departments will be trained and equipped to certify, through the Emergency Medical Assistants Licensing Board, for the provision of those services. Upon achieving certification and entering into the required agreements with BC Emergency Medical Services and Emergency Management BC the Regional Fire Chief will make recommendation to the Board to update the First Responder Service Level Declaration.

### **AUTO EXTRICATION SERVICES**

The Regional Fire Chief will specify which Volunteer Fire Departments are to provide Auto Extrication Services. The Membership of those departments will be trained and equipped, to the National Fire Protection Association (NFPA) standard, for the provision of those services. Upon having received the appropriate training, equipment, and having entered into where appropriate, an agreement with Emergency Management BC the Regional Fire Chief will make recommendation to the Board to update the Auto Extrication Service Level Declaration.

### **RESCUE SERVICES**

The Regional Fire Chief will specify which Volunteer Fire Departments are to provide Rescue Services. The Membership of those departments will be trained and equipped, to the National Fire Protection Association (NFPA) standard, for the provision of those services. Upon having received the appropriate training, equipment, and having entered into the appropriate agreements with Emergency Management BC the Regional Fire Chief will make recommendation to the Board to update the Rescue Services Service Level Declaration.

### **HAZARDOUS MATERIALS RESPONSE SERVICES**

The Regional Fire Chief will specify which Volunteer Fire Departments are to provide Hazardous Materials Response Services. The Membership of those departments will be trained and equipped to





the Nation Fire Protection Association (NFPA) standard, for the provision of those services. Upon having received the appropriate training and equipment the Regional Fire Chief will make recommendation to the Board to update the Hazardous Materials Response Services Service Level Declaration.

## **SERVICE LEVEL DECLARATION**

### **FIRE PROTECTION SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide Fire Protection and their declared level of service is attached to this policy as Schedule A. Fire Protection Authorization and Declared Level of Service.

### **AUTO EXTRICATION SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide Auto Extrication service is attached to this policy as Schedule B. Auto Extrication Service Declaration.

### **FIRST RESPONDER SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide First Responder Services is attached to this policy as Schedule C. First Responder Services Service Declaration.

### **RESCUE SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide Rescue Services is attached to this policy as Schedule D. Rescue Services Service Declaration.

### **HAZARDOUS MATERIALS RESPONSE SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide Hazardous Materials Response Services is attached to this policy as Schedule E. Hazardous Material Response Services Service Declaration.

## **RELATED LEGISLATION:**

RDCK Volunteer Fire Service Regulation Bylaw No. 2769, 2023

## **SCHEDULE “A” FIRE PROTECTION AUTHORIZATION AND SERVICE LEVEL DECLARATION**

The following Volunteer Fire Departments are authorized to provide Fire Protection at an Exterior

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Operations Service Level.

- Blewett Volunteer Fire Department Volunteer Fire Department
- Kaslo and Area Volunteer Fire Department
- North Shore Volunteer Fire Department
- Pass Creek Volunteer Fire Department
- Passmore Volunteer Fire Department
- Riondel Volunteer Fire Department
- Slocan Volunteer Fire Department
- Winlaw Volunteer Fire Department
- Yahk Volunteer Fire Department
- Ymir Volunteer Fire Department

The Following Volunteer Fire Department are authorized to provide Fire Protection at an Interior Operations Service Level.

- Balfour / Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- Ootischenia Volunteer Fire Department
- Robson/Raspberry Volunteer Fire Department
- Tarrys Volunteer Fire Department
- Crescent Valley Volunteer Fire Department

The Following Volunteer Fire Departments are authorized to provide Fire Protection at a Full Service Operations Service Level.

**SCHEDULE "B" AUTO EXTRACTION SERVICES SERVICE LEVEL DECLARATION**

The following Fire Departments are authorized to provide Auto Extrication Services

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- Balfour / Harrop Volunteer Fire Department
- North Shore Volunteer Fire Department
- Riondel Volunteer Fire Department
- Tarrys Volunteer Fire Department
- Winlaw Volunteer Fire Department
- Yahk Volunteer Fire Department

**SCHEDULE "C" FIRST RESPONDER PROGRAM SERVICE LEVEL DECLARATION**

The following Fire Departments are authorized to provide First Responder Program Services:

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- Balfour/Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- Blewett Volunteer Fire Department
- Crescent Valley Volunteer Fire Department
- Kaslo and Area Volunteer Fire Department
- North Shore Volunteer Fire Department
- Ootischenia Volunteer Fire Department
- Pass Creek Volunteer Fire Department
- Passmore Volunteer Fire Department
- Riondel Volunteer Fire Department
- Robson/Raspberry Volunteer Fire Department
- Slokan Volunteer Fire Department
- Tarrys Volunteer Fire Department
- Yahk Volunteer Fire Department

#### **SCHEDULE “D” RESCUE SERVICES SERVICE LEVEL DECLARATION**

The following Fire Departments are authorized to provide the following specialized rescuw services:

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Still Water Rescue

- Balfour/Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- Pass Creek Volunteer Fire Department
- Passmore Volunteer Fire Department

Withstanding the above, all departments authorized for Still Water Rescue Awareness Level Response

Swift water Rescue

- Balfour/Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- Pass Creek Volunteer Fire Department
- Passmore Volunteer Fire Department

Withstanding the above, all departments authorized for Swift Water Rescue Awareness Level Response

Slope Evacuation or Low Angle Rope Rescue

- Balfour / Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- North shore Volunteer Fire Department
- Passmore Volunteer Fire Department
- Riondel Volunteer Fire Department
- Robson Volunteer Fire Department
- Slokan Volunteer Fire Department

Confined Space Rescue

- All departments authorized for Confined Space Awareness Level Rescue

**SCHEDULE “E” RESCUE SERVICES SERVICE LEVEL DECLARATION**

The following Fire Departments are authorized to Hazardous Materials Response Services:

All departments authorized to provide Hazardous Materials Response Awareness Level Response

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# KERPA



By Dr. Nic Sparrow MBBS, BSc, CCFP-EM

# Aim of Delegation

- 1) To say “Thank you”
- 2) Present our Community Report 2022
- 3) Present our Geomap Research Findings



What is KERPA ?

We are a Canadian Registered Charity

Support & equip volunteer Emergency  
Response Physicians to attend  
critical 911 calls  
in the Kootenay Region





EMERGENCY  
PARAMEDIC

AMBULANCE

ANCE

KEEP  
BACK

MR-1383

DOCTOR



The Board of Directors of



Commission on Accreditation of Medical Transport Systems

hereby awards accreditation to

## Kootenay Emergency Response Physicians Association

From July 17, 2021 to July 17, 2024

Presented in recognition for substantial compliance with CAMTS Accreditation Standards in quality care and safety for patients requiring medical transport in the following categories:

<b>Modes of Transport</b>	<b>Patient Types (Care and Transport)</b>	<b>Patient Types (Transport Only)</b>	<b>Levels of Service</b>
<input type="checkbox"/> Fixed Wing	<input checked="" type="checkbox"/> Adult	<input type="checkbox"/> Adult	<input type="checkbox"/> Emergency Critical Care
<input type="checkbox"/> Rotorwing	<input checked="" type="checkbox"/> PICU	<input type="checkbox"/> PICU	<input type="checkbox"/> Intensive Critical Care
<input checked="" type="checkbox"/> Surface Critical Care	<input type="checkbox"/> IABP	<input type="checkbox"/> IABP	<input type="checkbox"/> Specialty Care
<input type="checkbox"/> Ground ALS	<input type="checkbox"/> Perinatal	<input type="checkbox"/> Perinatal	<input checked="" type="checkbox"/> Special Operations
<input type="checkbox"/> Ground BLS	<input type="checkbox"/> Neonatal	<input type="checkbox"/> Neonatal	<input type="checkbox"/> ALS (Ground)
<input checked="" type="checkbox"/> Medical Escort	<input type="checkbox"/> ECMO	<input type="checkbox"/> ECMO	<input type="checkbox"/> BLS (Ground)
	<input type="checkbox"/> Inhaled Nitric Oxide (INO)	<input type="checkbox"/> Inhaled Nitric Oxide (INO)	

**The Medical Transport Service is granted this Certificate of Accreditation  
by the authority of  
Commission on Accreditation of Medical Transport Systems**

**An organization with equal representation from each of the following member organizations:**

- |   |  |
|---|--|
| <i>Aerospace Medical Association</i>                  | <i>Emergency Nurses Association</i>  |
| <i>Air Medical Operators Association</i>              | <i>European HEMS and Air Ambulance Committee</i>                                 |
| <i>Air Medical Physicians Association</i>             | <i>International Association of Flight and Critical Care Paramedics</i>          |
| <i>Air &amp; Surface Transport Nurses Association</i> | <i>International Association of Medical Transport Communications Specialists</i> |
| <i>American Academy of Pediatrics</i>                 | <i>National Air Transportation Association</i>                                   |
| <i>American Association of Critical Care Nurses</i>   | <i>National Association of EMS Physicians</i>                                    |
| <i>American Association of Respiratory Care</i>       | <i>National Association of Neonatal Nurses</i>                                   |
| <i>American College of Emergency Physicians</i>       | <i>National Association of State EMS Officials</i>                               |
| <i>American College of Surgeons</i>                   | <i>National EMS Pilots Association</i>   |
| <i>Association of Air Medical Services</i>            | <i>United States Transportation Command</i>                                      |
| <i>Association of Critical Care Transport</i>         |  |

The Commission on Accreditation of Medical Transport Systems is dedicated to improving the quality of patient care and safety of the transport environment for services providing rotorwing, fixed wing and surface transport systems.

Chair

Secretary

Executive Director

# Our Vision

That the most critically ill and injured patients in the Region will have access to the most advanced pre-hospital care possible



1. THANK YOU



# CBT Community Area Grants & RDCK Support

2018	KERPA Vehicle (CBT)	\$13,190.60
2019	LUCAS Device (CBT)	\$10,282.00
2020	Zoll X monitor (CBT)	\$2,599.00
2022	Laryngoscope (CBT)	\$25,455.43
2023	Community Video (RDCK)	\$7,500.00

**TOTAL FUNDING \$59,027.03**



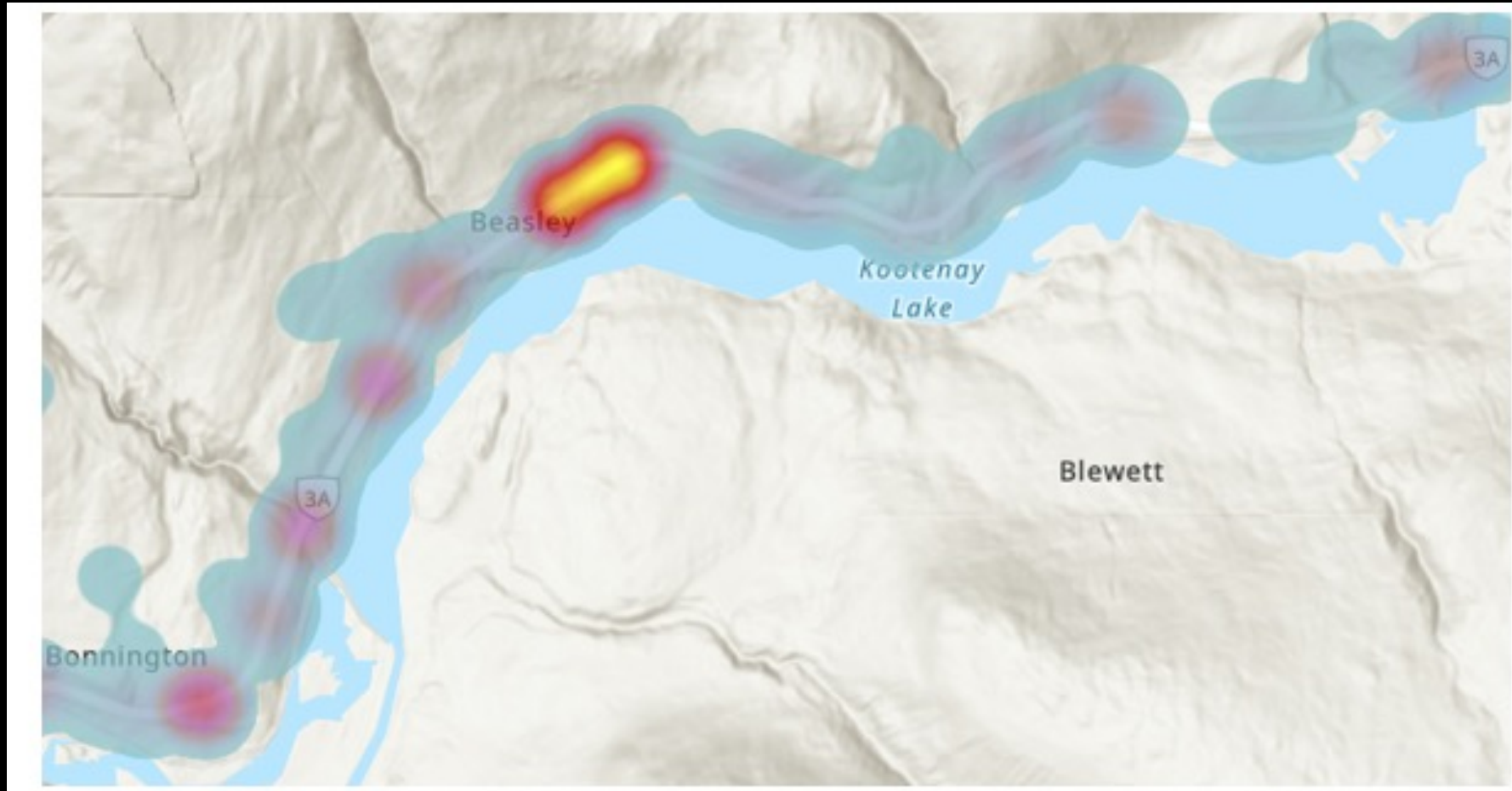
## 2. KERPA Report 2022

# Key Metrics

- Regional Program - starting 10<sup>th</sup> Years of Service
- Answered 1000 calls since 2014
- Accompanied >160 patients to hospitals
- Attended 123 primary missions in 2022

# 3. Geomap Research

# Example Beasley Area – 15 Yr MVI Analysis



# Key Recommendations

- Better Data Saves Lives
- Design effective prevention strategies
- Integrate road maintenance resources
- Initiate education programs
- Identify locations for more effective warning signs

# THANK YOU

E-mail: [admin@kerpa.org](mailto:admin@kerpa.org)

Website: [www.kerpa.org](http://www.kerpa.org)



# **Emergency Response Physician Program – Kootenay Region**



## **Annual Community Report 2022**

Canadian Registered Charity - 769710328 RR 0001  
Special Operation Medical Retrieval Accredited Service #091907

## Aim

The aim of this report is to provide a review of the service provided by Kootenay Emergency Response Physicians Association (KERPA) in the Kootenay Region of British Columbia. This report is intended for Government Agencies, Emergency Service Groups & Community Partners.

## Background

The program began approximately 9 years ago with the key objectives of supporting the Emergency Services and providing on-scene physician support and care to the most critically ill or injured patients in the Kootenay Region. KERPA has had a long-standing collaboration agreement with BCEHS and assists Emergency Services at immediate threat-to-life calls where patients require immediate lifesaving interventions. KERPA dispatches a trained volunteer EMS Physician in a dedicated, non-transporting, rapid response vehicle directly to the scene of life-threatening emergencies. We provide this service for FREE and our physicians volunteer their time. We have a dedicated board of directors who donate their time, and one paid, part-time office staff, who supports our charitable responsibilities. Provincial Medical Services Plan is not billed for the care we provide – we provide this at no cost. We are funded through grants, community sponsorship and public donations.



In 2016 KERPA became a Canadian Registered Charity and, in 2021, we became the first Canadian Physician Ground Based EMS Service to be awarded full Special Operations Medical Retrieval Certification by the Commission on Accreditation of Medical Transport Systems (CAMTS). This accreditation marks the stringent international standards of quality, safety and patient care KERPA has met for the service it provides (Appendix 1).

## Calls Attended

Since May 2014, KERPA has been available to respond to 971 calls. These are the highest priority calls assigned by BCAS Dispatch.

The level of treatment provided by the ERP has varied from minimal, to critical lifesaving interventions. For some calls we have been on standby – and our assistance has not been required. On a number of occasions, the Emergency Response Physician (ERP), in conjunction with the Emergency Services, has been instrumental in changing the clinical course and outcome of critically ill patients in the Kootenay Region. For example, in 2019 KERPA was dispatched to a young female stabbed multiple times in the city of Nelson. The patient survived and is enjoying life with her family in the Kootenay area.



CBC News · Posted: Sep 23, 2019 7:07 AM PDT – Woman stabbed at least 5 times in apparent random attack in Nelson, B.C

In 2022 KERPA was available to respond to 264 Immediate Threat to Life Calls. This is KERPA's busiest year to date, supporting the Emergency Services at more calls and helping more patients in the Kootenay Region. Of these calls:

- We were placed on Standby for 84 calls and subsequently stood down
- We were dispatched on 180 and cancelled on 54 (as calls were downgraded or our assistance was not required)
- We attended 123 Primary Missions where patient contact was made
- At 78 of these calls KERPA medical expertise and or equipment was utilized
- KERPA directly assisted all levels of paramedics in the transport of critical patients to hospitals in the Region.
  - Transported 11 patients to Kootenay Lake Hospital
  - Transported 15 patients Kootenay Boundary Hospital
  - Transported 1 patient to Castlegar General Hospital
  - Transport 1 patient to Trail Airport
- KERPA also followed ambulance crews to hospitals (in our response vehicle) on 34 occasions to ensure the safe transport of patients and assist crews in the event of patient deterioration.

Types of calls KERPA was available to respond to in 2022:

Traffic Incident - High Velocity Impact/Rollover	41
Traffic Incident – Pinned/Trapped Victim	3
Inaccessible Incident - Entrapment/Avalanche	3
Stab/GSW/Penetrating - Central Wounds Stab	3
Convulsions/Seizures	15
Drowning/Near Drowning	2
Unconscious	50
OD/Poisoning	14
Psychiatric	7
Allergies - Not Alert	3
Falls	8
Trauma - Varied Mechanism	11
Pregnancy - Head Visible/Out	1
Cardiac Arrest	33
CO/Inhalation/HAZMAT/CBRN/Unknown Status	1
Electrocution/Lightening Abnormal Breathing	1
Other Medical Emergencies	50

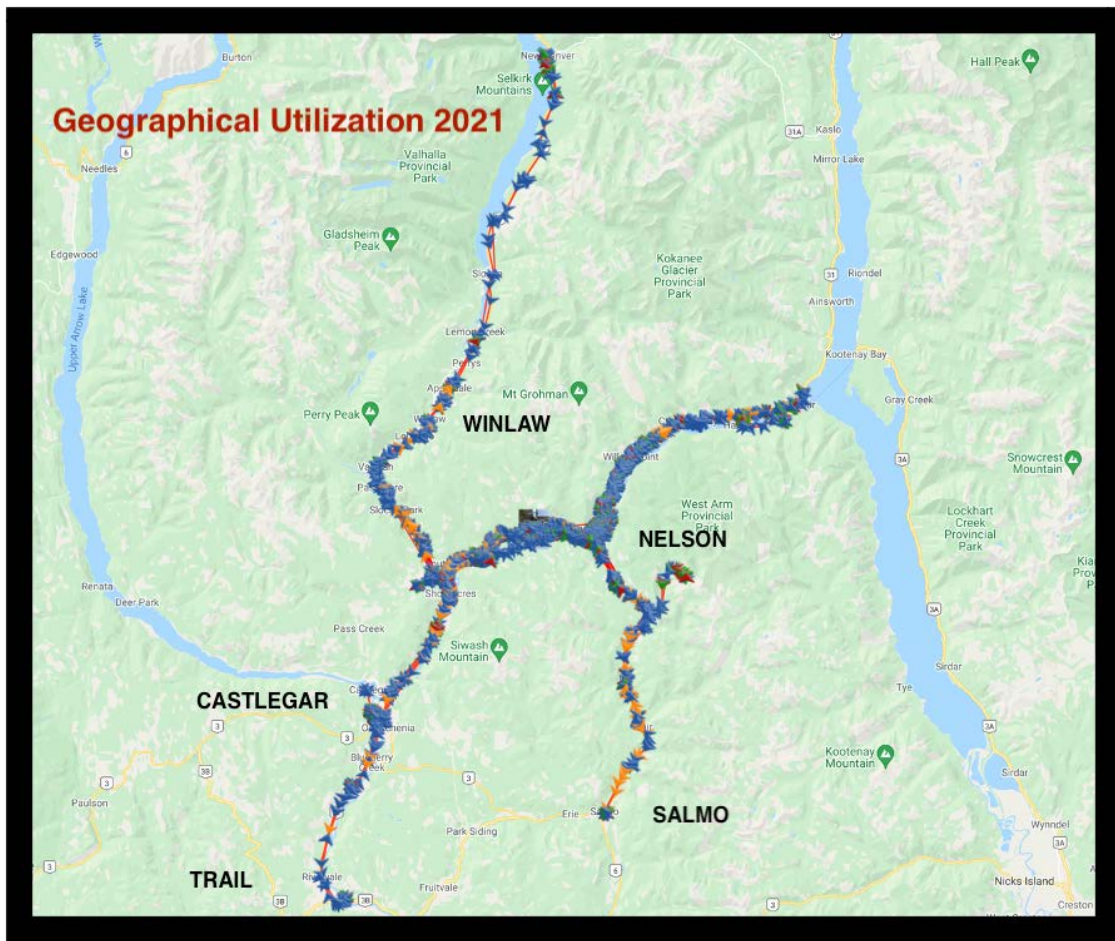
Advanced Diagnostics /Medical /Surgical Interventions in 2022:

HEMORRHAGE CONTROL	
WOUND SUTURING (FACIAL TRAUMA)	1
HEMOSTATICS APPLICATION	1
TOURNIQUET USE	1
AIRWAY INTERVENTIONS	
NASO-PHARYNGEAL AIRWAY	1
ENDOTRACHEAL TUBE INSERTION	3
BREATHING INTERVENTIONS	
BAG VALVE MASK VENTILATION	7
FINGER THORACOSTOMY (BILATERAL)	2
CHEST SEAL	1
CHEST TUBE / DRAIN INSERTION	1
CIRUCLATION INTERVENTIONS	
PERIPHERAL INTRAVENOUS ACCESS PLACEMENT	12
INTRAOSSEOUS ACCESS - TIBIA	7
INTRAOSSEOUS ACCESS - HUMERUS	2
PELVIC SPLINT	3
FEMORAL SPLINTING (SINGLE)	2
IV FLUID RESUSCITATION	8
OTHERS INTERVENTIONS	
FRACTURE REDUCTION (ANKLE)	1
DENTAL NERVE BLOCK (INCISOR REATTACHED)	1
FAST US SCAN & TRAUMA	15
CARDIAC US	3
LUCAS 3 DEPLOYMENT	9
ZOLL MONITOR APPLIED	47
12 LEAD EKG PERFORMED	12
MEDICATIONS	
MIDAZOLAM (SEIZURE) / (SEDATION)	5
KETAMINE (ANALGESIA & SEDATION)	5
EPINEPHRINE 1:10,000	11
PUSH DOSE PRESSORS	3
FENTANYL (ANALGESIA)	4
MORPHINE (ANALGESIA)	11
OTHER MEDICAL DRUGS e.g., TXA, ASA, GTN	22

## Response Area

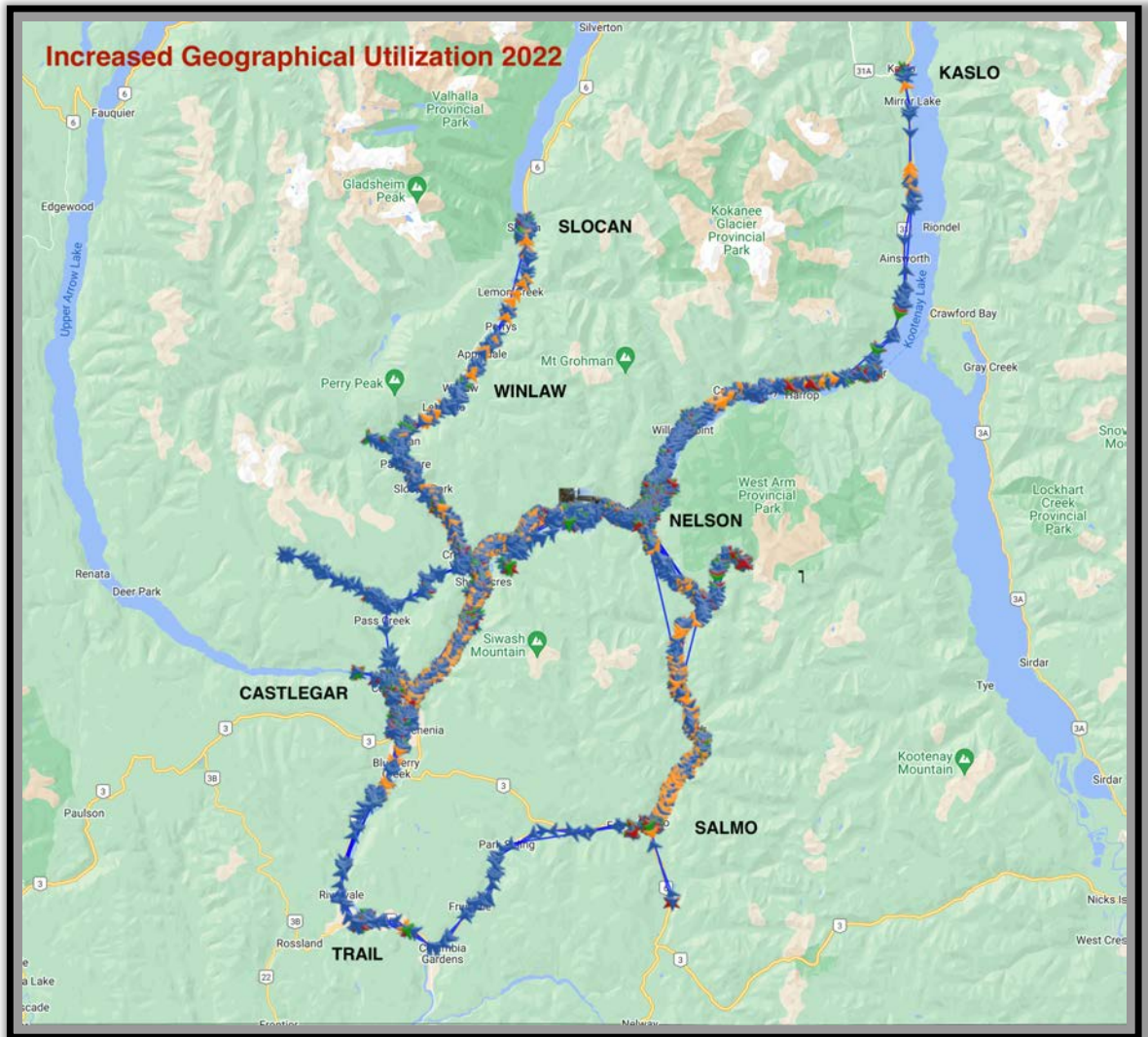
The Maps 1 & 2 below show the geographical locations KERPA has responded to in the past two years. Once we were dispatched to a larger geographic area, early 2022, we have been able to help many more critically ill and injured patients in the Kootenays.

Map 1 shows the geographically dispatch area for KERPA in 2021



Satellite Tracked Locations of ERP1 Response Vehicle

Map 2 shows the increased geographical dispatch area for KERPA in 2022



Satellite Tracked Locations of ERP1 Response Vehicle

## Program Developments

A number of improvements have been made to the ERP Program, since it began in May 2014, to enhance its effectiveness in the community.

- **Safety & Quality** - KERPA has a robust Safety and Quality Committee that meets quarterly, overseeing our operations. This has helped facilitate numerous improvements to ensure full Special Operations International Standards are met. We report to the BCEHS Medical Programs twice a year.
- **Physicians** - a second volunteer physician has joined KERPA and has commenced a 1-year training program with KERPA. As part of KERPA's Special Operations Accreditation, we have stringent internal policies pertaining to the qualifications and training requirements of any physician wishing to volunteer with the charity.
- **Scope of Practice** -The scope of medications KERPA provides continues to expand along with critical care and surgical equipment. Our ERPs participate in "Critical Skills Training" quarterly to practice these vital interventions.
- **Additional Response Vehicle** - KERPA has purchased a second emergency response vehicle. We are hoping this will be operational by the Fall of 2023. During the course of the year KERPA was unable to respond to a major incident due to scheduled maintenance on our vehicle. A second response vehicle will enable us to respond in the event of scheduled maintenance or mechanical issues. This vehicle can also be used as an additional resource in the region in the fullness of time.

## Discussion

KERPA has proven to be a valuable service in the Kootenay Region. With over 971 calls answered since 2014, there has undoubtedly been a benefit to patients in our community. In 2022 there were numerous cases where KERPA significantly impacted clinical care, patient outcomes, and family experiences. Out of the 123 primary missions KERPA attended in 2022, 33% of patients were in a severe to critical condition requiring advanced and critical care interventions by the ERP.



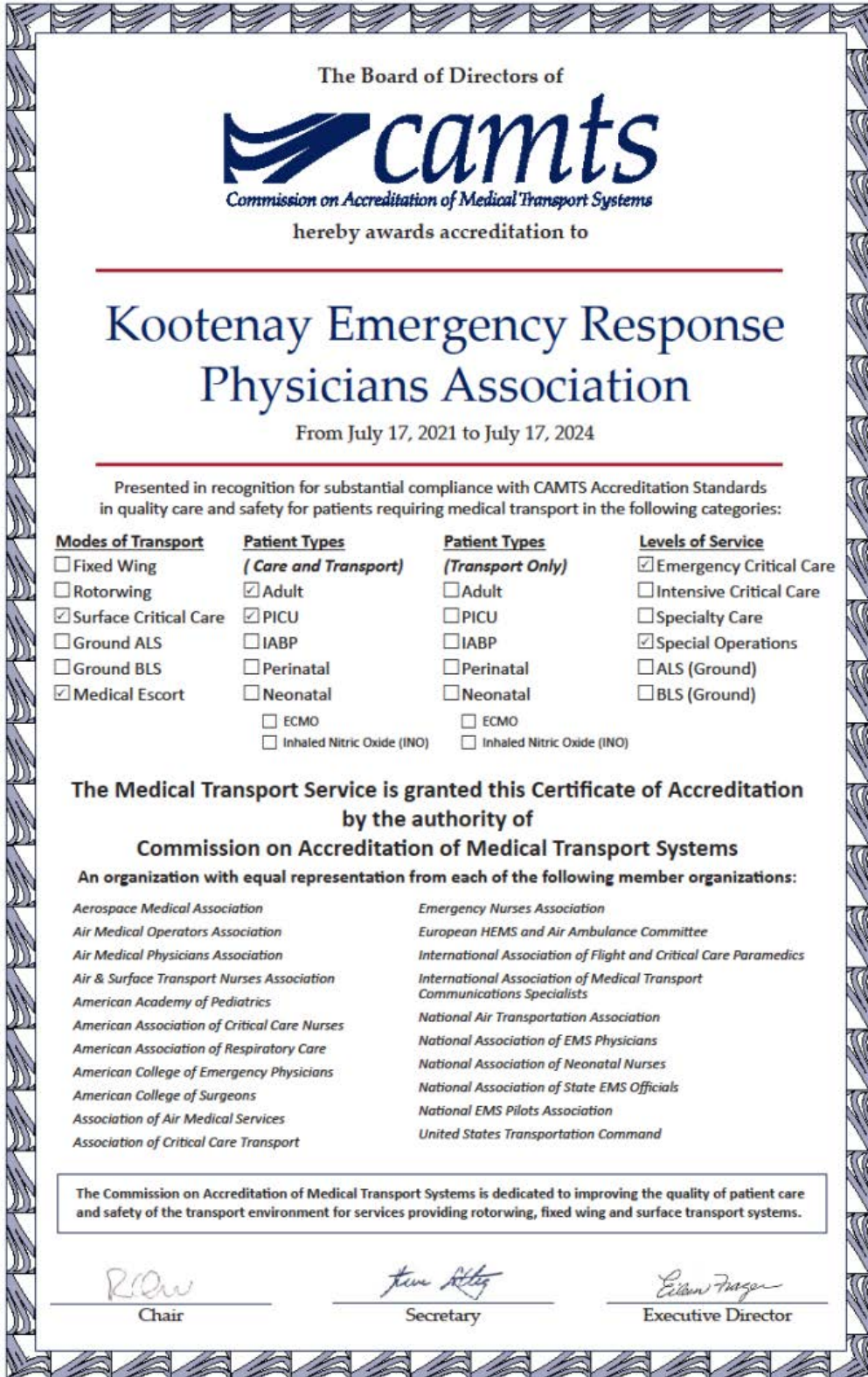
Critical Emergency Care Dispatches (41 patients)	
Number of Patients	Type of Call
11	Cardiac Arrest – Medical
3	Cardiac Arrest - Traumatic
9	Medical Emergencies
18	Trauma Related Dispatches

## Conclusion

KERPA has responded to hundreds of calls in the Kootenay Region over the past 9 years. Our service is making a life changing difference for critically ill and injured patients with over 250 direct medical or critical interventions performed for patients since the program began. We have been able to assist the Emergency Services at numerous calls and transported over 160 patients with BC Ambulance Paramedics to local and regional hospitals. We have positively affected both patients and families in the community and helped many paramedic crews at some really difficult calls. Our ERP has also been able to assist other ER physicians on arrival at rural emergency departments.

Although KERPA has not always been fully embraced Provincially, the results speak for themselves. We hope that our service will continue to grow in Provincial support and recognition for the care we provide to patients in the Kootenay Region. At the heart of this volunteer program is a desire to save lives, help critically ill and injured patients and support the Emergency Services.

Appendices:



# Regional District of Central Kootenay Motor Vehicle Incident Data Exploratory Spatial Data Analysis

Submitted to: Regional District of Central Kootenay

Submitted by: Kootenay Emergency Response Physicians Association



## KERPA

Email: [admin@kerpa.org](mailto:admin@kerpa.org)

Website: [www.kerpa.org](http://www.kerpa.org)

Date: April 2023



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## Land Acknowledgement

We would like to acknowledge the traditional and unceded territory of the Ktunaxa, the Kinbasket (Secwepemc), Syilx, and Sinixt Peoples.

### Introduction

The Kootenay Emergency Response Physicians Association (KERPA) is a Canadian Registered Charity, founded in 2016, with the goal of helping the most critically ill and injured patients in the Central Kootenay Region of the Southern Interior. Since this program started, KERPA has answered close to 1000 immediate to threat 911 emergency calls.

In order to better understand where, how, and why these emergencies are occurring, KERPA accessed various datasets to conduct exploratory spatial data analysis: publicly available data were summarised, and staff worked with the Regional District of Central Kootenay (RDCK) to collect and analyse FDM Motor Vehicle Incident (MVI) data with latitude and longitude coordinates.

***This project is confidential, as the exact location of MVIs is provided, and it may be possible to identify the person(s) involved in a MVI based on this data.***

A Geographic Information System (GIS) was used for obtaining meaningful information and analysis results from these disparate datasets. GIS technology is a fundamental tool for investigating and evaluating the complex spatial relationship among MVIs and their contributing factors. Data gaps exist and these are discussed along with preliminary recommendations for MVI prevention activities.

### Policy Context

This report draws on, and intends to align with the [BC Road Safety Strategy 2025: A Collaborative Framework for Road Safety](#). Based on three pillars and rooted in the vision of realizing zero fatalities and serious injuries on B.C. roads, the framework outlines the network of tools, initiatives, awareness campaigns and enforcement programs that are creating a road safety network in B.C.

### Approach

The purpose of the study is to describe the pattern of MVIs in the Central Kootenay Region in order to guide further interventions. Specifically, we will seek to answer the following research questions:

1. Where are people dying as a result of unintentional injury-related deaths in the Kootenays?
2. Why are people dying as a result of unintentional injury-related deaths in the Kootenays?
3. Are there any factors that could of prevented these deaths in order to delineate potential interventions to reduce mortality in the Kootenays?

Implementing MVI prevention recommendations is expected to reduce the frequency and/or severity of crashes at these locations and provide measurable, actionable, positive outcomes for the RDCK and traveling public.

## Data Sources

This report uses different data sources:

- FDM from RDCK
- BC Road Atlas
- Ministry of Forest, Land, Natural Resources: First Responder locations
- Insurance Corporation of British Columbia (ICBC)
- The 2021 federal census and cartographic boundary files from Statistics Canada
- Road Safety BC statistics
- ArcGIS online map data
- BC Injury Research and Prevention Unit - Injury Data Online Tool (iDOT)
- Best practice research for GIS traffic incident analysis (Canada and International)
- Informal discussions with community stakeholders
- Background documents, reports, local data and analysis, newspaper articles, and other grey literature

Limitations:

- MVIs are not consistently grouped geographically or temporally in publicly-available datasets.
- Some 2021 data are not yet available publicly.

## Methodology

Both primary and secondary sources were accessed, which included federal Census data, ICBC data, FDM data, and various provincial transport related datasets, as well as key stakeholder input. A 5 year timeframe was chosen as the majority of datasets aligned to the period: 2017-2021.

Descriptive statistics were conducted for comparative analysis using SPSS.

ArcGIS software was used to map these data for two primary purposes:

- to provide a visual of MVI locations and selected attributes; and
- to conduct exploratory spatial data analysis (hotspots).

It is important to note that this type of analysis would not be possible without the use of a GIS. There is nothing inherently in common between the FDM dataset and community level road and insurance datasets: they were constructed by different organisations, for different purposes. But because they share the same geography, the datasets can be linked and analysed together.

## Findings

### Open Data: MVI - Injuries and Deaths

Road Safety BC reports that 30,000 crashes on average occurred annually in British Columbia over the last 5 years.<sup>1</sup> These resulted in nearly 300 fatalities per year in the province.

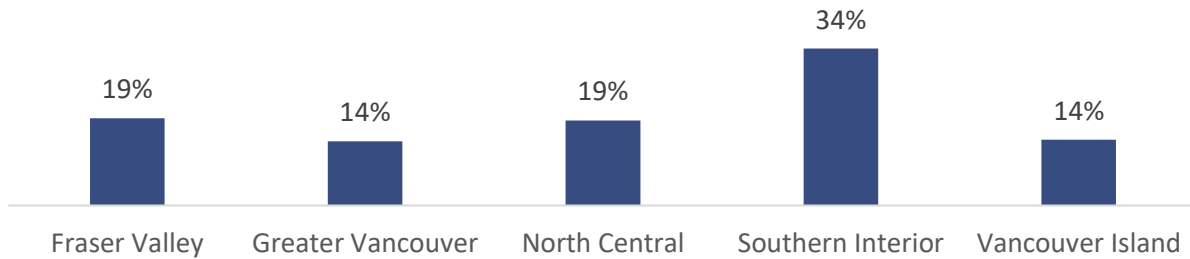
**Between 2017-2021 nearly 1500 lost their lives on BC Roads.**

While not widely publicised, this has an enormous impact on our society and those directly involved. The overwhelming majority of these crashes are preventable.

<sup>1</sup> Road Safety BC (2023) Motor Vehicle Related Fatalities: 10-Year Statistics for British Columbia. Available at [https://www2.gov.bc.ca/assets/gov/driving-and-transportation/driving/roadsafetybc/data/2012-2021\\_motor-vehicle\\_related\\_crashes\\_injuries\\_fatalities\\_10-year\\_statistics\\_for\\_british\\_columbia.pdf](https://www2.gov.bc.ca/assets/gov/driving-and-transportation/driving/roadsafetybc/data/2012-2021_motor-vehicle_related_crashes_injuries_fatalities_10-year_statistics_for_british_columbia.pdf)

**BC Injury Research and Prevention Unit** provides comprehensive data with their Injury Data Online Tool (iDOT), this is aggregated to the Southern Interior level. Central Kootenay is located in the Southern Interior, and this area experienced the highest percentage of Road-Related Deaths over the last 5 years.<sup>2</sup>

Figure 1: Road-related Deaths by BC Region



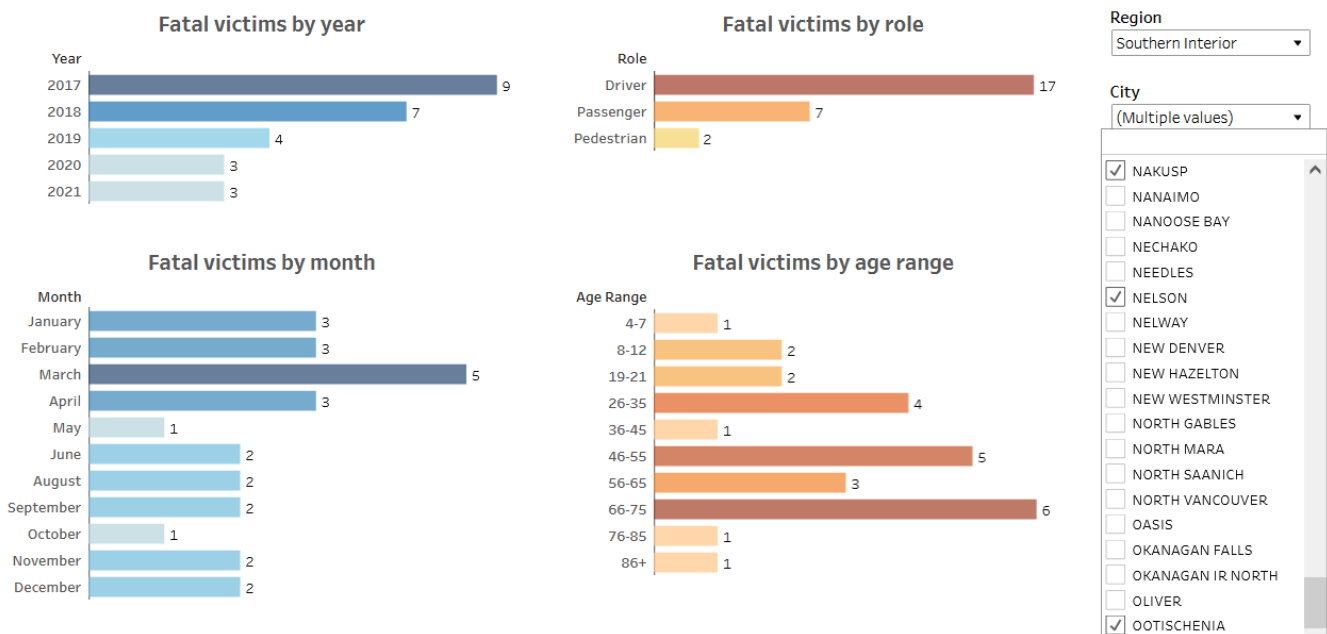
**ICBC** provides data at the community level. We were able to pull crash and fatal victims data for several population centres within the Central Kootenay administrative boundary.

**1745 casualty crashes and 26 fatalities for the RDCK.**

Designated areas are not included, and crash trends for 2020 and 2021 may be impacted by the Covid-19 pandemic, so this number is likely undercounted.

Fatality data is shown below, 11 places<sup>3</sup> located in RDCK are aggregated and displayed.

Figure 2: ICBC Fatality Data 2017-2021



The top 5 contributing factors distraction, speed, impaired driving, road condition, and driving on the wrong side of the road.<sup>4</sup>

<sup>2</sup> Injury Data Online Tool (iDOT), BC Injury Research and Prevention Unit

<sup>3</sup> Balfour, Castlegar, Crawford Bay, Creston, Genelle, Nakusp, Nelson, Ootischenia, Raspberry, Salmo, Yahk

<sup>4</sup> ICBC, 2021. Fatal Victims by Contributing Factors

## RDCK FDM Data

RDCK provided 18,493 records and MVI data was extracted for this analysis: 4,215 for 2017-2020 to be consistent with open data timeframes. No data was provided for additional field in the database: Type of Incident, Injury Classification, Fatalities, and Vehicle information.

## Spatial Display – Maps

Exploratory Spatial Data Analysis (ESDA) provides a distinct perspective on the number and location of MVIs, a unique lens through which to examine crash patterns within the RDCK specific dataset. MVIs in Central Kootenay can be shown at their locations of occurrence on a map. This allows patterns to be discerned:

**It is clear that not all MVIs  
are distributed evenly across the region.**

Figure 3: FDM MVI Locations

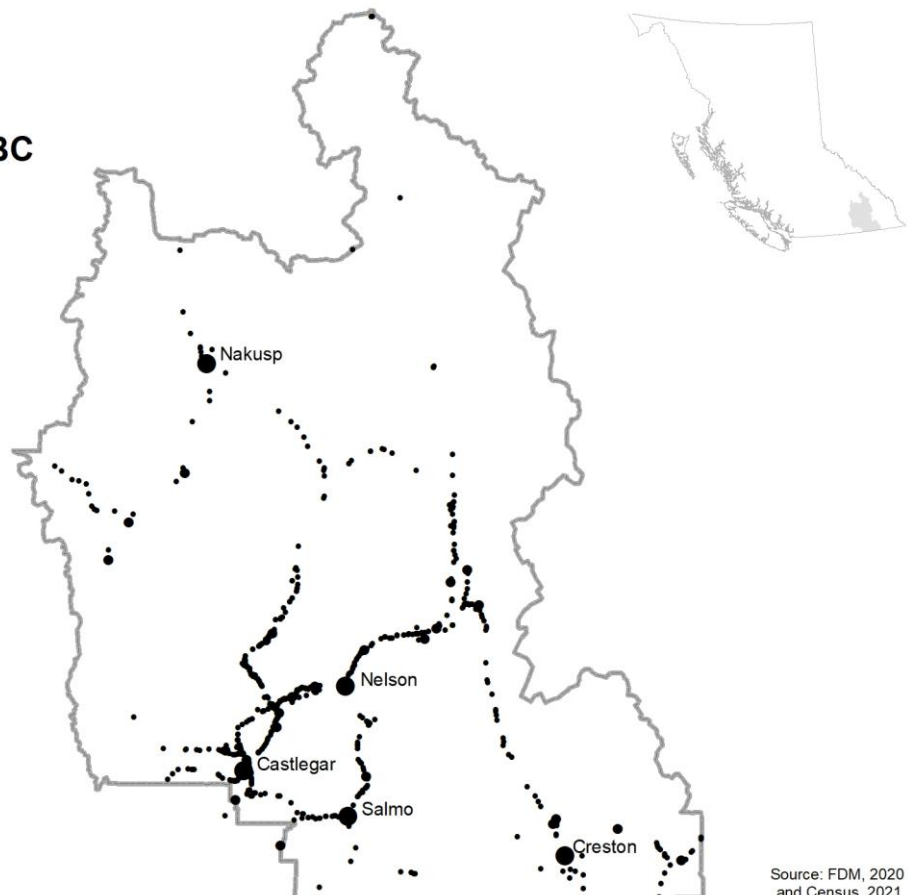
### MVI Location 2017-2020

### Central Kootenay, BC



#### Legend

- FDM Motor Vehicle Incident
- Designated Place
- Population Centre
- ▭ Central Kootenay Census District



Source: FDM, 2020  
and Census, 2021

## Spatial Analysis – MVI Hot Spots

For MVIs, cluster analysis is conducted to find hotspots. Identifying high MVI areas and factors involved with MVIs provide insights when developing best ways to respond.



The Getis-Ord  $G_i^*$  statistic<sup>5</sup> for each MVI location in the dataset is calculated to find where clustering is unusually (statistically significant) intense or sparse. Hot Spot = higher data values than expected (more MVI clusters) and Cold Spot = lower data values than expected (few/no MVI clusters).

Figure 4: Density and Hot Spot Analysis

## MVI Hot Spot Analysis 2017-2020

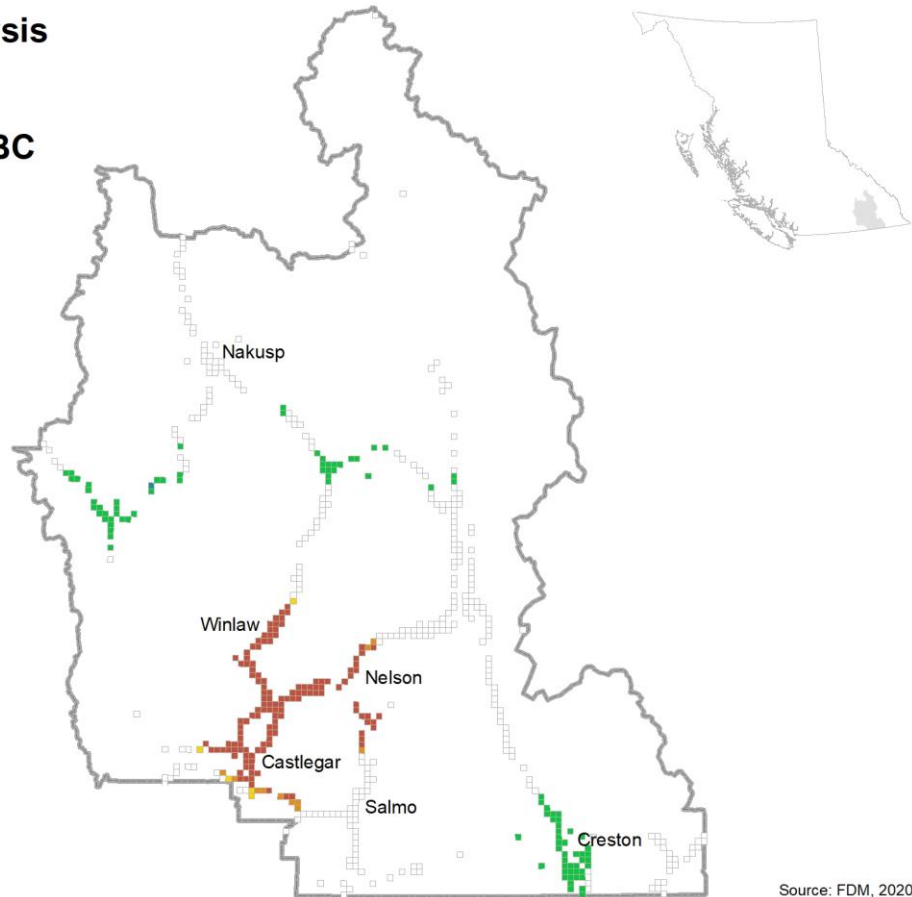
### Central Kootenay, BC



#### Legend

Getis-Ord  $G_i^*$  statistic

Dark Blue	Cold Spot with 99% Confidence
Medium Blue	Cold Spot with 95% Confidence
Light Blue	Cold Spot with 90% Confidence
White	Not Significant
Yellow	Hot Spot with 90% Confidence
Orange	Hot Spot with 95% Confidence
Red	Hot Spot with 99% Confidence



Source: FDM, 2020

All results obtained by statistical methods suffer from the disadvantage that they might have been caused by pure statistical accident. The level of statistical significance is determined by the probability that this is not the case. Figure 4 shows the results of the cluster analysis and the statistically significant groupings of MVIs.

**There is a less than 1% likelihood that the cluster of MVIs between Nelson and Castlegar and within the wider 15km radius surrounding each community is a result of random chance.**

This suggests that other environmental processes / contributing factors may be present here.

<sup>5</sup> Ord, J.K. and Getis., A. (1995). Local Spatial Autocorrelation Statistics: Distributional Issues and an Application. Geographical Analysis 27: 286-306.

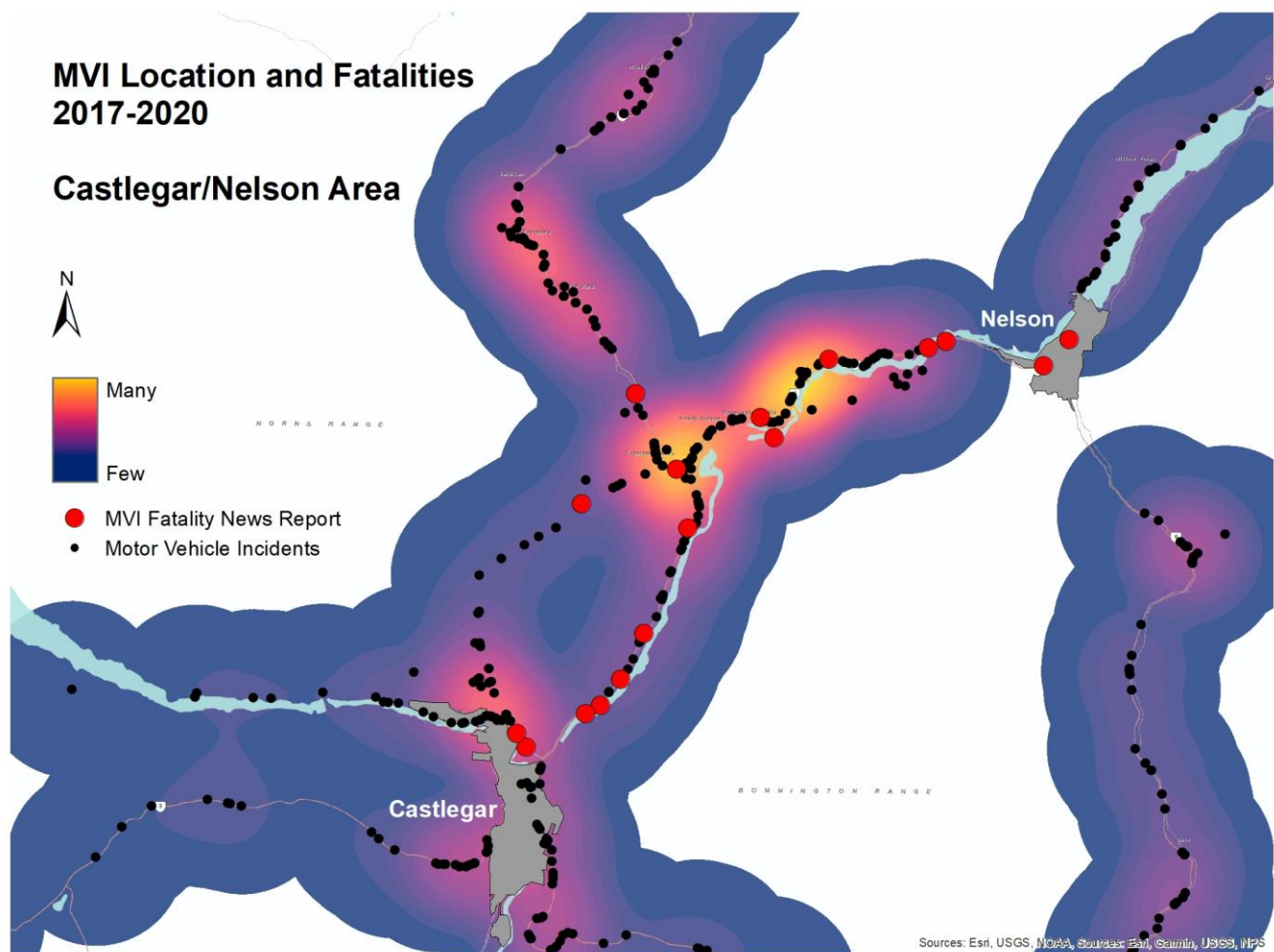
## Deep Dive: Highway 3A Fatalities

The 154 km long Kootenay section of Highway 3A begins at Castlegar, where it leaves Highway 3 and travels 20 km northeast to South Slocan, then east for 22 km to Nelson. This region has been experiencing a very high rate of MVIs, with **57% of crashes occurring in cold months**.

Kernel Density Estimation takes known quantities of MVIs and spreads them across the landscape based on how many occurred at each location and the spatial relationship of the locations of MVIs. A predictive surface is generated. The results show that about 2 sections of Highway 3A can be considered high crash-prone sections: the intersection region of Highway 6 and 3A (encircled by Crescent Valley, Shoreacres and South Slocan); and up through Bonnington Falls, and on to Beasley.

Fatality locations are not provided by both ICBC and FDM, so this data is sourced from newspaper articles 2017-2020 and mapped below. 17 fatalities are displayed for this region and timeframe.

Figure 5: Castlegar to Nelson Fatality Locations

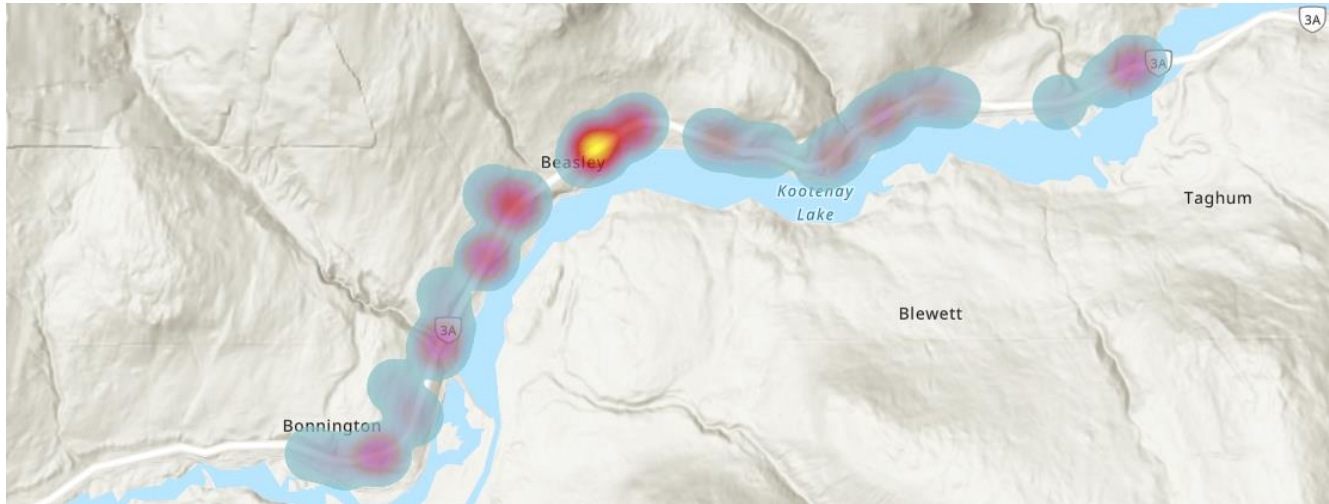


By gaining more complete information about traffic crashes and creating a more complete crash database, unsafe roadways can be identified, problems can be mitigated, and the RDCK can move toward the ultimate goal of zero deaths.

## Black Spot: Beasley to Bonnington Falls

Based on 2017-2020 FDM MVI data and media-reported fatality data, the stretch of road from Beasley to Bonnington Falls has been identified as crash-prone area due to the number of MVIs being significantly higher than expected.

Figure 6: Beasley, BC Area – 5 year MVI Analysis



FDM data for the 10-year and 15-year periods further confirms this. This 5km stretch of Highway 3A should be identified as a Crash Black Spot for the prevention of future MVIs.

Figure 7: Beasley, BC Area – 10 year MVI Analysis

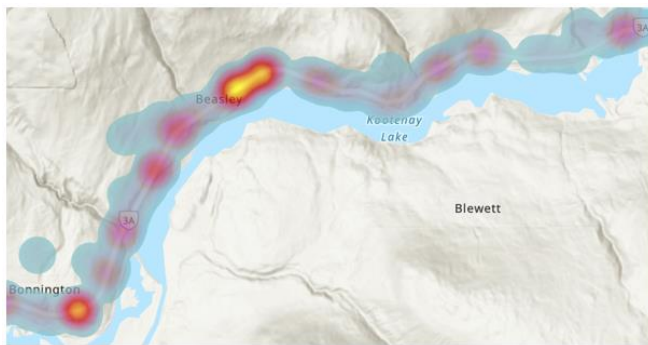
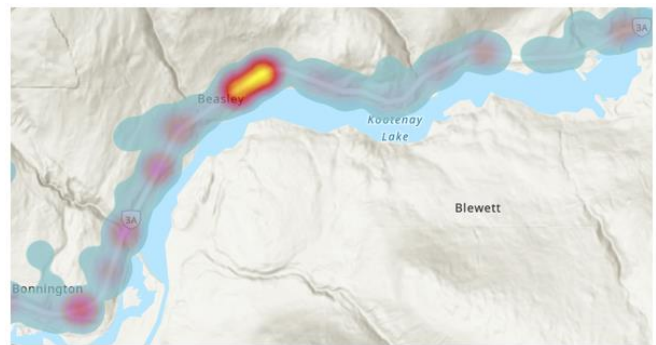


Figure 8: Beasley, BC Area – 15 year MVI Analysis



Additional information provided within the FDM dataset indicates these MVIs are more likely to occur on **Thursday and Friday**, and during commuting hours of **7-9am and 2-4pm**.

## MVI Prediction Models

A Geographically Weighted Negative Binomial Regression Model<sup>6</sup> can be used for the modeling of non-stationary spatial data. With the right type of data collection system the RDCK could accurately show where accidents are happening and record the significant factors and potential causes pertaining to these accidents.

<sup>6</sup> da Silva, A.R., Rodrigues, T.C.V. Geographically Weighted Negative Binomial Regression—incorporating overdispersion. *Stat Comput* **24**, 769–783 (2014).

## Recommendations

Best practice research, quantitative data collection and analysis, and qualitative discussions provide insight for the following recommendations for the Nelson and Castlegar transit corridor:

### 1. Better data saves lives

Data needs to be recorded on factors of interest influencing number of car crash data over time and in specific locations: speed, distraction, length of time traveling, road configuration, and road condition. We need this to be implemented in a systematic approach from the RDCK.

**Not effectively collecting this data is costing lives.  
A more robust data management infrastructure is needed.**

### 2. Design effective prevention strategies

Having a robust data infrastructure will help decision-makers understand the nature, causes, and injury outcomes of crashes. This information provides context for the design of strategies and interventions that will reduce crashes and their consequences. E.g. Vision Zero.

### 3. Integrate road maintenance resources

Road maintenance data surrounding fatal and casualty crashes in the Kootenays provide further insights. Companies providing this service should share reports of activity undertaken 24 hours prior to a crash.

### 4. Initiate education programs

Through education, motorists, cyclists, and pedestrians of all ages can develop their skills learn about traffic laws and about how their behaviour contributes to safety. Implementing an education program that targets each of these is one of the most cost-effective steps taken to improve safety.

### 5. Identify locations for more effective warning signs

Signs require or advise the drivers to take specific actions. These signs must be clean, legible, used correctly, and in good condition to command the respect of a driver, and act as a warning that an area is a Crash Black Spot.

## Acknowledgements

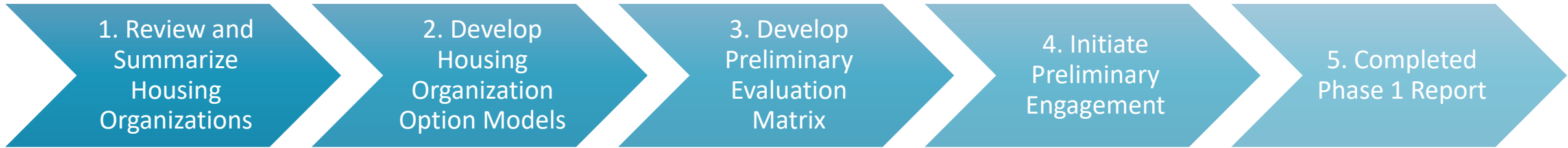
This project was made possible through the contributions of volunteers and staff at both KERPA and RDCK.

# GREATER NELSON HOUSING ENTITY STUDY

RDCK Board  
20 April 2023



- Assess the need for a local government supported housing entity.
- Explore strategies and tools to facilitate **non-market, affordable housing** in the Greater Nelson area.
- Specific focus on housing options to meet the needs of moderate-income, working families and individuals, often called **workforce housing**.



- High-level overview of 13 successfully established and new housing authorities, corporations, and non-profits

- **Option A:** Create a New Housing Corporation
- **Option B:** Create a New Non-Profit Society
- **Option C:** Partner with Existing Non-Profit Society
- **Option D:** Expand Formalized Government Support

Matrix Categories:

- Governance & Organizational Structure
- Legal & Tax Implications
- Financial Implications
- Implementation & Roll Out

- Met with local non-profits and businesses/employers

- Findings report with process, considerations, and final recommendations

# FINDINGS

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## **There is a Housing Gap in Greater Nelson**

- Many non-profits already provide housing and housing related services and may choose to pursue more in the future.
- There is a need for significantly more units to support working families and individuals in Greater Nelson.
- Bridging this gap should be the primary focus of any local-government or regionally supported housing entity.

## **Broad Support for a Local-Government Supported Entity**

- Broad support for a local government supported housing entity.
- Employers and businesses support housing for critical workers.
- Housing non-profits would welcome an additional partner but stressed that any new organization should complement and collaborate with existing providers and services to avoid competition for limited resources.

## **Any New Entity Should Be “Made in Greater Nelson”**

- Many examples of local-government supported housing entities, but none perfectly fit the context of Greater Nelson.
- Any new housing entity will need to account for the strong existing non-profit housing ecosystem, geographic context of the region, local government assets, and local expertise.



## **Short to Medium Term: Expand Formalized Government Support**

- Expand the in-house abilities of the City and the RDCK to encourage and promote non-market, affordable housing options
- Expand and strengthen municipal tools to identify and dispose of land specifically for the development of non-market, affordable rental housing (e.g., land disposal plan, servicing planning, growth planning, etc.)
- Expanding formalized government support ensures municipal and Regional District staff have tools and levers to encourage non-market, affordable rental housing developments
- Can be implemented alongside recommendation two. Will support existing non-profits/providers in the interim.



Lakeside Place

## **Expand Formal Support**

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### **Advantages**

- Simpler implementation
- Lower risk potential
- RDCK already implementing through HAP

### **Challenges/Risks**

- Political implications
- Sustainability
- Tax-payer funding

## Long Term: Create a New Housing Entity

- Can take multiple forms: corporation or non-profit most common
- Operate at an arms-length from the City and the RDCK, governed by a Board of Directors, with bylaws determining board composition
- Can act as a developer and operator (Revelstoke, Whistler) or as a land steward/facilitator and partner with an external housing developer to facilitate new builds (Tofino)
- Proposed Financial Mechanisms:
  - Funding commitment from the City of Nelson and the RDCK
  - Funding through BC Housing and CMHC
  - Land contributions



## **New Housing Entity**

### **Advantages**

- Arms-length independence
- Flexibility
- Expertise
- Transparency
- Focused scope

### **Challenges/Risks**

- RDCK/Nelson Partnership Unique
- Staff recruitment
- Coordination
- Risk
- Duplication of Resources/Expertise
- Competition for Funding

## GOAL:

**Increase the number of non-market, affordable rental units in Greater Nelson.**

- **Simple and Direct, Responds to Need**
  - Non-market affordable rental supports the most immediate needs in the HNR.
  - Increasing non-market options is one of the few ways to balance market affordability.
- **Multiple Implementation Options**
  - Should not matter who develops the units, provided they support residents of Greater Nelson.
  - Could mean supporting existing non-profits, the private sector, or developing itself.
- **Flexible**
  - As implementation mechanisms mature and needs and funding programs change, goal can change (e.g. affordable home ownership)

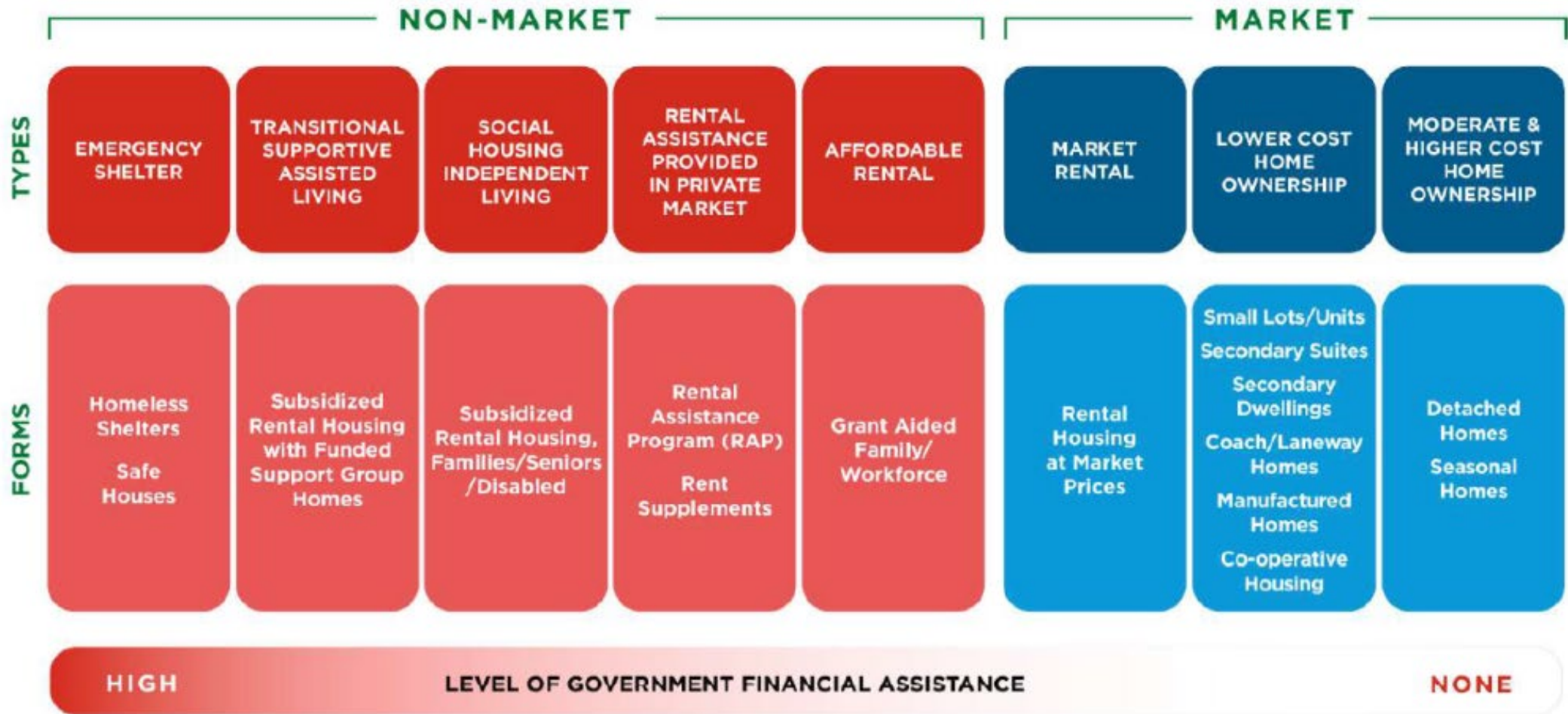
# HOUSING CONTINUUM

## THE HOUSING CONTINUUM



Source: Canada Mortgage and Housing Corporation (CMHC)

# HOUSING CONTINUUM



Source: City of Kimberley

## Market Housing

- Most housing in British Columbia
- Prices/rents set by market factors
- Prices accelerating dramatically – outpacing income growth
- No longer affordable for many residents



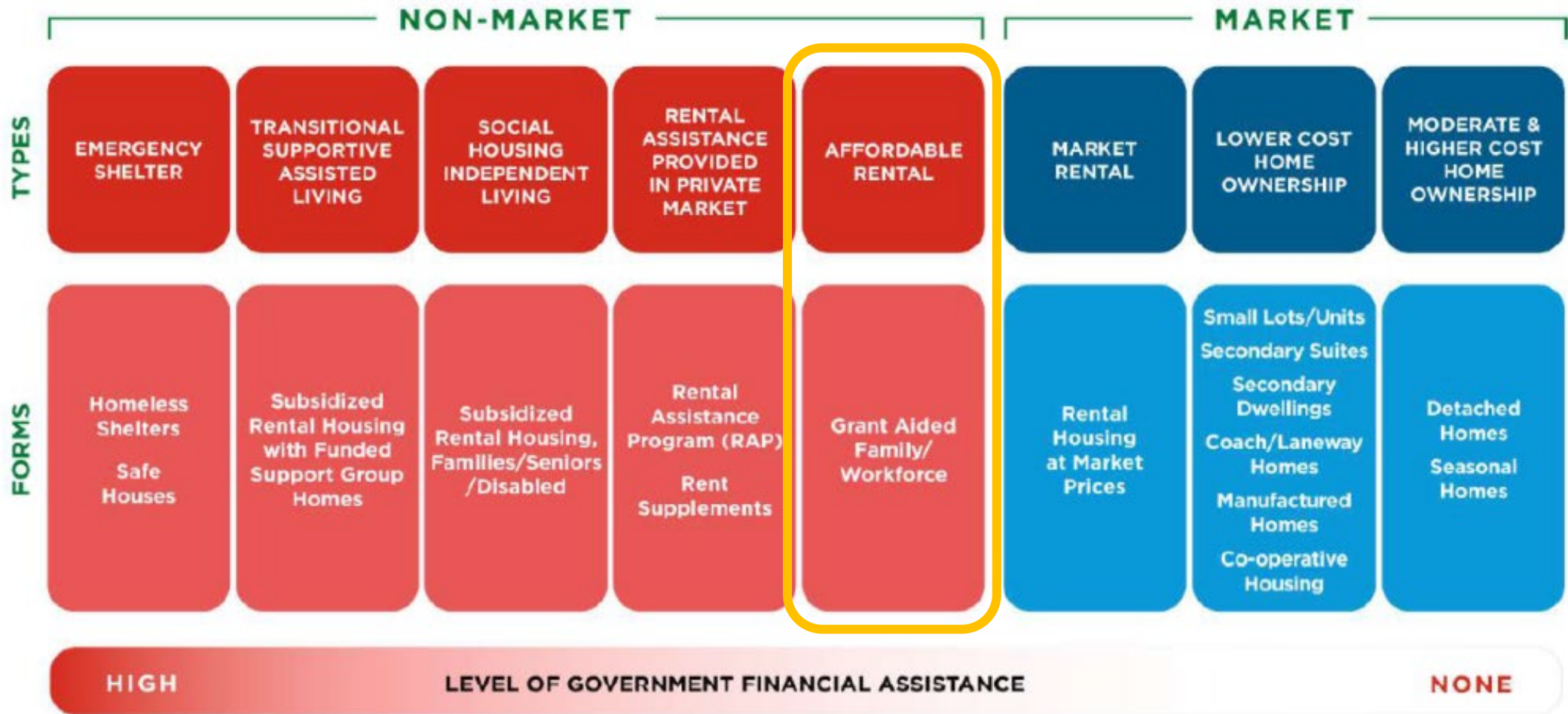




## Non-Market Housing

- Prices/rents removed from market factors
- Secured at affordable rates
- Typically funded by senior government, operated by non-profit or local government
- Increasing stock critical to affordability

# HOUSING CONTINUUM



## **Affordable Housing**

- Can be market or non-market, owned or rented.
- Household spends less than 30% of its pre-tax income on adequate shelter.

## **Non-Market Affordable Rental Housing**

- In most cases, identical to market rental housing - only significant difference is the cost of rent.
- Subsidized through grant and/or operating subsidy by senior government, operated by non-profit or local government entity.

## **Workforce Housing**

- Sub-category of non-market, affordable rental
- Affordable to individuals and families who earn around the median income. Eligibility can be tied to employment status.

## **Further Engagement**

- With non-profit organizations and the NAEDP

## **Council/Board Education and Visioning**

- Dedicated sessions to answer questions, determine key features, and refine vision/mandate

## **Additional Investigation with Staff**

- Legal questions, borrowing implications, unforeseen challenges, etc.

# THANK YOU!

**Sandy Mackay**

[smackay@makoladev.com](mailto:smackay@makoladev.com)

**Jenna Hildebrand**

[jhildebrand@makoladev.com](mailto:jhildebrand@makoladev.com)

**Andrea Wilkey**

[awilkey@futures.bc.ca](mailto:awilkey@futures.bc.ca)



Whereas the tabular stumpage rate system that currently applies to community forest agreements provides the ability for community forests to innovate and invest in community priorities including climate change adaptation, wildfire risk reduction, ecosystem restoration, old growth management, recreational infrastructure development, with community economic development relying upon the current tabular stumpage system and rates;

And whereas any change in the current tabular stumpage policy that results in an increased stumpage rates and additional administrative burden for community forest tenures will greatly reduce and undermine the capacity of community forests to provide key socio-economic benefits to the communities that they support:

Therefore be it resolved that UBCM ask the Province of British Columbia to maintain the tabular rate structure for community forest agreements in order to enable community forest agreement holders to implement modernized forest policies and to meet the full range of community objectives while operating viable businesses.

**Convention Decision:                      Endorsed**

Provincial Response

**Ministry of Forests**

*The work on policy intention #18 – Revising area-based tenure-specific pricing policy – in the Intentions Paper is still ongoing and no decisions have been made. The government is committed to engaging with the BC Community Forest Association as they work through the policy analysis.*

*Revising tenure disposition considerations is part of the Strengthening the Social Contract goal for modernizing forest policy. Addressing differences between Community Forest Agreements and First Nations Woodland Licenses is part of the Intentions Paper. Government's intention is to ensure communities are able to continue to provide benefits to their citizens since Community Forest Agreements are an important source of revenue for supporting local priorities and community initiatives. Intentions Paper policy #18 is in the initial stages and will consider the size of community forests and their economic viability. The benefits many communities receive from the existing model will be a key consideration in my decision.*

*Intentions Paper URL:*

*[https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/competitive-forest-industry/modernizing\\_forestry\\_in\\_bc\\_report.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/competitive-forest-industry/modernizing_forestry_in_bc_report.pdf)*



# Board Report

<b>Date of Report:</b>	March 16, 2023
<b>Date &amp; Type of Meeting:</b>	April 20, 2023 Open Board Meeting
<b>Author:</b>	Tom Dool, Research Analyst
<b>Subject:</b>	Regional Fire Service Regulatory Bylaw and Service Level Declaration Policy
<b>File:</b>	\08\3200\10
<b>Electoral Area/Municipality:</b>	All Electoral Areas, The Village of Kaslo, and The Village of Slocan

## SECTION 1: EXECUTIVE SUMMARY

This report recommends that the Board

1. Repeal Regional District of Central Kootenay Fire Service Bylaw 2170, 2010;
2. Give 3 readings of and adopt Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023; and
3. Adopt 700-01-02 Regional Volunteer Fire Department Service Level Policy, effective immediately.

By replacing Bylaw 2170, Bylaw 2769 updates the regulatory environment for Regional District Volunteer Fire Departments to reflect current legal advice and the increasing demands placed on the Regional District Fire Services.

The adoption of the Regional Volunteer Fire Department Service Level Policy No. 700-01-02 provides the required service level declaration stipulated in Bylaw 2769 and implements a streamlined procedure for updates to service level declarations.

## SECTION 2: BACKGROUND/ANALYSIS

Proposed Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023 continues many of the authorities and regulations granted in Bylaw 2170. It also includes new authorities and regulations intended to:

1. Refine the scope of service and limits of jurisdiction for Volunteer Fire Departments (VFD);
2. Regulate pre-incident planning and inspections for complex buildings;
3. Place service level declarations into 700-01-02 Regional Volunteer Fire Department Service Level Policy;
4. Introduce fees for services and mechanisms for cost recovery; and
5. Provide for penalties and offences in accordance with the Municipal Ticketing and Adjudication Bylaws.



## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan:  Yes  No      Financial Plan Amendment:  Yes  No  
Debt Bylaw Required:  Yes  No      Public/Gov't Approvals Required:  Yes  No

#### Fees For Services and Cost Recovery

The proposed bylaw authorizes the recovery of costs from a property owner associated with:

- Demolition or removal of unsafe structures and materials at an incident or response;
- Traffic control at an incident or response;
- Hired private security at an incident or response;
- Decontamination or replacement fire department equipment damaged by hazardous materials at an incident or response;
- Removal of hazardous material or fire hazards;

Cost recovery is intended as a deterrent and tool to be used only in egregious situations, it is not intended as a revenue stream for fire service budgets. In the event that a department accrues exceptional costs as a result of an assistance response the Regional District would be authorized to seek cost recovery from the property owner. If required, the Regional District may recover those costs through taxation in accordance with the *Community Charter*.

The Proposed bylaw authorizes Volunteer Fire Departments (VFD) to charge fees for services in situations where the fire department is required to stand-by or attend an event as a public safety measure. The department may charge a fee for attendance or incident response as result of an act indictable offence under the Criminal Code of Canada.

### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

#### Access and Documentation for Pre-Incident Planning

The Office of the Fire Commissioner requires a Pre-Incident Plan as a condition of interior firefighting operations. Bylaw 2769 authorizes the Regional Fire Chief to determine whether or not a building requires Pre-Incident Plan and to develop the plan.

A Pre-Incident Plan includes but may not be limited to a site plan, a floor plan, and documentation regarding the type and location of

- Hazardous Materials
- Utility Shutoffs
- Occupancies
- Stairways
- Sprinklers and Shutoffs

In accordance with its "Special Fire Protection Powers" found in section 303 of the *Local Government Act*, the Board may, by bylaw, authorize members of the fire service to, among other things:

1. enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire and take the measures described in the bylaw to prevent and suppress fires; and

2. deal with any matter within the scope of the *Fire Services Act* in a manner not contrary to that Act or the regulations under it.

The proposed bylaw authorizes the Regional Fire Chief to enter into buildings for the purpose of pre-incident planning. The scope of a Pre-Incident Plan is narrowly defined and should not be confused with the authority to compel a property owner to provide access to a structure for the purposes of a fire safety inspection.

The outcomes of a fire safety inspection may include orders or recommendations for remediation regarding fire hazards. The outcome of a pre-incident planning inspection is limited to the observations required to provide interior operations in the event of an assistance response.

### **Service Level Declarations**

Bylaw 2769 authorizes VFDs to provide Fire Protection and Associated Services in accordance with the Regional Volunteer Fire Department Service Level Policy No. 700-01-02. The Service Level Policy specifies the standards for service provision and includes schedules detailing the services and the departments qualified to provide those services.

The Bylaw authorizes the Board to amend the policy to update department qualifications, as required, upon recommendation of the Regional Fire Chief.

The intent of these provisions is to ensure that the Board maintains authority over the provision of services as a matter of governance while delegating the process of qualification, as an operational matter, to staff.

Regional Volunteer Fire Department Service Level Policy No. 700-01-02 is included with this report as Schedule B.

It should be noted that while not all departments are currently trained to an Interior service level most departments currently have individual members who have received that level of training.

### **Scope and Limits of Jurisdiction**

Bylaw 2170 fixed the limits of jurisdiction to the fire protection service area boundary. While VFD's provide fire protection within the service area boundary they are also under agreement to provide associated services such as Road Rescue, Rescue Services, and First Responder to broader geographic extent. Exemptions to the limits of jurisdiction were prescriptive or flawed. For example, Bylaw 2170 attempted to regulate matters related to the Emergency Programs Act such as the conscription of apparatus or manpower during a declared state of emergency.

Bylaw 2769 allows for jurisdiction to vary based on the service provided noting that fire protection service areas are defined in the service establishment bylaws and that limits of associated services are defined in agreement with the province. Apparatus, fire department equipment, and personnel may travel beyond a departments jurisdiction limits for training, maintenance and repairs, in accordance with agreements established by the Board, or at the direction of the Regional Fire Chief.

## **3.3 Environmental Considerations**

None

### **3.4 Social Considerations:**

#### **Vacant or Fire Damaged Buildings**

Bylaw 2769 requires the owners of vacant or fire damaged buildings to secure those buildings to prevent unauthorized entry. If the owner of the building fails to do so the Regional District do so and recover the cost of doing so from the owner.

### **3.5 Economic Considerations:**

None

### **3.6 Communication Considerations:**

None

### **3.7 Staffing/Departmental Workplan Considerations:**

The proposed regulation has a limited impact on staffing and departmental workplans.

### **3.8 Board Strategic Plan/Priorities Considerations:**

#### **Excellence in Service Delivery**

The proposed regulations update the operating framework for the Regional District Fire Service and improve upon the safety of responders and the public.

#### **Adapting to Our Changing Climate**

The increased threat to communities from wildfire can, in part, be mitigated through changes to the regulations governing the use of fire and the management of fire hazards by private land owners.

## **SECTION 4: OPTIONS & PROS / CONS**

### **Option 1. That the Board**

**Rescind Regional District of Central Kootenay Fire Service Bylaw 2170, 2010 and give 3 readings to Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023; and**

**Adopt Regional Volunteer Fire Department Service Level Policy No. 700-01-02**

Pros

- Regulates open burning in a manner that addresses egregious behaviour but recognizes fire as a tool in rural living
- Aligns Regional District regulation of vacant buildings with Fire Smart program goals
- Facilitates pre-incident planning and inspections for complex buildings
- Improves administrative efficiency regarding service level declarations
- Introduces mechanisms for cost recovery
- Introduces penalties and offences in accordance with the Municipal Ticketing and Adjudication Bylaws

Cons

- None

**Option 2. Staff be directed to take no further action on the matter.**

Pros

- None

Cons

Bylaw 2170 will require several subsequent amendments to address administrative and operation challenges with the bylaw.

## SECTION 5: RECOMMENDATIONS

That Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023 be read a first, second and third time by content to repeal and replace Regional District of Central Kootenay Fire Service Regulation Bylaw No. 2170.

That Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

That the Board adopt Policy Number 700-01-02 Regional Volunteer Fire Department Service Level Policy, effective immediately.

Respectfully submitted,

Originally signed by

Tom Dool, Research Analyst

## CONCURRENCE

CAO – Stuart Horn **Digitally signed**

Regional Fire Chief – Nora Hannon **Digitally signed**

Corporate Officer – Mike Morrison **Digitally signed**

## ATTACHMENTS:

**Schedule A** – Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023.

**Schedule B**- Regional Volunteer Fire Department Service Level Policy 700-01-02

**Schedule C** – Regional District of Central Kootenay Fire Service Regulation Bylaw No. 2170, 2021.

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

## Bylaw No. 2769

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A bylaw to regulate Fire Protection and Associated Services provided by  
Regional District of Central Kootenay Volunteer Fire Departments

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WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to regulate and operate Volunteer Fire Departments for Fire Protection and other Associated Services;

AND WHEREAS the Board of the Regional District, by separate service establishment bylaws, has established Fire Protections Service Areas to provide Fire Protection and Associated Services;

NOW THEREFORE the Board of the Regional District of Central Kootenay in open meeting assembled enacts the following:

### DEFINITIONS

**1 Apparatus** means any vehicle provided with machinery, devices, equipment or materials designed or intended for use in Fire Protection and Assistance Response, including vehicles used to transport fire fighters and supplies;

**ASTTBC** means the Applied Science Technologists and Technicians of BC;

**Assistance Response** means the initial response and emergency aid, other than Fire Protection and Fire Response, provided by the Fire Department at an Incident;

**Associated Services** means Fire Response, Auto Extrication, First Responder, and Rescue Services;

**Authority Having Jurisdiction** means the Regional Fire Chief or their designate;

**Auto Extrication Services** means a service using various methods and equipment to disentangle a victim from a vehicle;

**Automatic Aid** means the provision of Fire Department Equipment or personnel for Fire Protection or Assistance Response through the Overall Automatic Aid Agreement Bylaw 2367, as amended;

**Board** means the Board of the Regional District of Central Kootenay;

**Bylaw Enforcement Officer** means a person appointed, by the Board or Municipal Council, as a Bylaw Enforcement Officer and for the purposes of this Bylaw includes the Regional Fire Chief and their designates;

**Bylaw Notice** means a notice issued to a person that has failed to comply with the regulations, prohibitions and requirements of this Bylaw;

**CAO** means the Chief Administrative Officer of the Regional District;

**Complex Building** means a building, of a sufficient size and unique construction, that prior knowledge of the building and its safety systems would be required to safely enter the building in the event of an emergency;

**Costs** in the context of costs recovered by the Regional District under this Bylaw, means costs as defined in this Bylaw, the Regional District of Central Kootenay Municipal Ticketing Information Bylaw and the Regional District of Central Kootenay Bylaw Enforcement Notice and Dispute Adjudication System Bylaw;

**Excessive False Alarms** mean three or more False Alarms originating from one Fire Alarm System and responded to in any twelve month period of time;

**Exposure Fire** means a fire that

- (a) is the result of heat radiation, heat convection or direct flame contact from a previously established fire; and
- (b) affects a person, object, thing or structure;

**False Alarm** means the activation of a Fire Alarm System, whether caused by human error, equipment testing, intentional act or a malfunction of the system attributed to improper installation, use, or lack of maintenance, of a Fire Alarm System resulting in a response during which the responders find no evidence of fire, fire damage, smoke, or other emergency;

**Fee and Fees** means the fees and charges prescribed by the Fees and Charges Bylaws;

**Fees and Charges Bylaws** means the Regional District of Central Kootenay Municipal Ticketing Information Bylaw as amended from time to time and adopted by the Board under Section 264 Part 8 Division 3 of the *Community Charter* or similar successor legislation as well as the Regional District of Central Kootenay Bylaw Notice Enforcement and Dispute Adjudication System Bylaw as amended from time to time and adopted by the Board pursuant to the *Local Government Bylaw Notice Enforcement Act*;

**Fire Alarm System** means an automated system which provides notification to emergency responders upon detection of a fire;

**Fire Department** means a Regional District of Central Kootenay Fire Service Volunteer Fire Department;

**Fire Department Chief** means the person appointed by the Regional Fire Chief to oversee a Volunteer Fire Department or their designate;

**Fire Department Equipment** means any tools, contrivances, devices, hoses, or materials used by the Fire Department;

**Fire Protection Service** means a service to provide all aspects of fire safety a per the Regional Fire Services Service Declaration Policy and including:

- (a) fire prevention
- (b) fire fighting;
- (c) fire suppression;
- (d) pre-fire planning;

- (e) fire investigation;
- (f) Hazardous Materials awareness level response unless otherwise specified by the Regional Fire Services Service Declaration Policy
- (g) public education and information in relation to fire safety and prevention;

**Fire Protection Service Area** means the geographic extents, defined by a service establishment bylaw, of the a Fire Protection Service;

**Fire Protection Equipment** means the systems installed within a building to protect against an exposure fire;

**Fire Response Service** is synonymous with Fire Protection Service;

**Fire Response Service Area** means the geographic extents, defined by a service establishment bylaw, of the area in which a Fire Department is authorized to provide Fire Response Services. Fire Response Service Areas are generally located beyond Fire Protection Service Area Boundaries;

**First Responder Services** means pre hospital care trained by a recognized accredited agency and Licensed by the Emergency Medical Assistant Licensing Board;

**Fire Watch** means a manual system of notification, inspection, and reporting which includes but is not limited to the following activities:

- a) posting of written notices at all entrances and exits on each floor stating that a fire watch is in effect and its expected duration;
- b) a regular physical inspection of all public areas equipped with a fire alarm detection device;
- c) notation in an entry book at least every hour of the conditions in the building by the person or persons performing the fire watch;
- d) provision on site of a communications device capable of making a 911 call; and
- e) posting of instructions in the building as to the alternate actions to be taken in the case of an emergency.

**Hazardous Materials** has the same meaning as “dangerous goods”, as defined in the *Transportation of Dangerous Goods Act (Canada)*, i.e. “a product, substance or organism included by its nature or by the regulations in any of the classes listed in the schedule to that Act”;

**Hazardous Materials Response Service** means a service to provide a response by qualified Fire Departments to the discharge of a product, substance or organism included by its nature or by the Transport of Dangerous Goods regulations in any of the classes listed in the schedule of the *Transport of Dangerous Goods Act (Canada)*;

**Incident** means a coordinated response from Members in an effort to reduce or eliminate harm;

**Member in charge** means the Member in command and responsible for operations at an Incident;

**Inspection** means a formal system of evaluation or organized examination which may include any or all of the following:

- (a) Entry to a site or building;
- (b) Review of documentation;

- (c) Interviews with persons close to the matter;
- (d) General observations; and
- (e) Taking photographs or samples.

**Member** means a fire fighter in a Regional District Volunteer Fire Department or the Regional Fire Service including Officers and Volunteer Department Chiefs, Regional Assistant Chiefs, Regional Deputy Chiefs, and Regional Chiefs;

**Municipal Council** means the elected council of municipality participating in a service regulated by this Bylaw.

**Mutual Aid** means the provision of Members, Fire Department Equipment, or Apparatus by a Volunteer Fire Department at the request of another Volunteer Fire Department in accordance with an agreement approved by the Regional District;

**LAFC** means Local Assistant to the Fire Commissioner as defined in the *Fire Services Act*;

**Occupancy** means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property as defined in the British Columbia Building Code;

**Occupier** means an Owner, tenant, lessee, agent, and any other person who has the care, control and the right of access to real property or a building;

**Officer** means a Member of the Fire Department appointed by the Fire Chief and given specific authority to assist the Fire Chief in his or her duties or to act in the stead of the Fire Chief;

**Open Burning** means any burning of materials where the products of combustion are emitted into the open air without passing through a chimney or stack;

**Order** means taking a remedial action, giving an approval, making a decision or a determination, or exercising a discretion under this Bylaw and/or the BC Fire Code by the Authority Having Jurisdiction;

**Owner** has the same meaning as in the Community Charter;

**Peace Officer** means, for the purposes of this Bylaw only, a person employed as a Regional Fire Chief, Regional Deputy Fire Chief, a Volunteer Department Chief, or appointed as a Local Assistant to the Fire Commissioner for the Regional District, any person employed or appointed by the Regional District as a Bylaw Enforcement Officer, a member of the Royal Canadian Mounted Police or any municipal police officer;

**Premises** means any building or real property;

**Pre-Incident Plan** means a document developed by gathering general and detailed data that is used by responding personnel in effectively managing emergencies for the protection of occupants, responding personnel, property, and the environment;

**Public Building** means:

- (a) a building other than a building that is a private dwelling;
- (b) a structure:



- (i) to which the public is ordinarily invited or permitted access, or
- (ii) that is used for commercial, industrial or institutional purposes;
- (iii) a facility, including a storage yard or tank farm.

**Regional Fire Chief** means the person authorized by the Board to oversee the Regional District of Central Kootenay Volunteer Fire Service or their designate;

**Regional Deputy Fire Chief** means the persons or person responsible for the training and operations of Regional District Volunteer Fire Departments;

**Regional Duty Officer** means the person specified on the Regional Duty Officer Program roster to oversee Regional Fire Service operations;

**Regional District** means the Regional District of Central Kootenay;

**Regional Fire Services Service Declaration Policy** means the Regional District policy declaring the Service Level for each Fire Department in accordance with the relevant standards;

**Rescue Service** means a type of rescue other than auto extrication including technical rope, slope evacuation, swift water or still water rescue, and confined space;

**Service Level** means the level of service for Fire Protection and Associated Services to be provided by a Fire Department, as authorized by the Board;

**Service Level Declaration** means the level of service declared, by the Board, for a Fire Department within the Regional Fire Services Service Declaration Policy. Options include Exterior Operations, Interior Operations or Full Service Operations;

**Bylaw** means the Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw 2769, 2023;

## SENIOR LEGISLATION

- 2 In the event of any inconsistency between the provisions of this Bylaw and the provisions of a statute or regulation enacted by the Government of Canada or the Province of British Columbia, if the provisions of the statute or regulation are more restrictive they shall apply.

## SCOPE OF SERVICE

- 3 (1) Regional District Volunteer Fire Departments may provide Fire Protection and Associated Services in accordance with the Regional Fire Services Service Declaration Policy.
- (2) The assistance provided through Mutual or Automatic Aid by the Volunteer Fire Departments is restricted to the level of service for which each department and individual Member is certified to provide.
- (3) The Member in charge maintains the discretion to restrict or terminate a response in the event they feel an incident exceeds the training or capabilities of responding Members, Apparatus, or Fire Department Equipment available to them.

- (4) The Regional Fire Chief maintains the discretion to prioritize, restrict, or terminate a response to ensure the best possible use of Volunteer Fire Department resources.
- (5) This Bylaw does not contemplate or extend in its purpose, to any of the following:
  - (a) the protection of any person from economic loss; or
  - (b) a guarantee or warranty by the Regional District or any of its agents, as to the service level expectations of a Fire Department under this Bylaw, or any other applicable bylaws, codes, enactments, agreements, or standards; or
  - (c) provide to any person a warranty with respect to the Fire Protection, Associated Services and Assistance Response of the Fire Department or with respect to the certainty of timely response levels. The list of Fire Protection and Assistance Response does not, of itself, mean that a Fire Department provides such Services at any given time or will, in relation to any particular Incident, be able to deliver such Services.

#### **LIMITS OF JURISDICTION**

- 4 (1) The jurisdiction of each Fire Department, and the powers granted to each Fire Department and its Fire Chief and Members under this Bylaw, is restricted to the boundaries of the Fire Department's particular Fire Protection Service Area as set out in its establishment bylaw. A Fire Department shall not respond to any Incident under this Bylaw outside of the boundaries of its Fire Protection Service Area except as specified in Section 4(2)(a) to (f) of this Bylaw.
- (2) Apparatus and Fire Department Equipment shall not be taken beyond the geographical limits of the jurisdiction for reasons other than repair, maintenance, or training unless:
  - (a) a written agreement, approved by the Regional District, authorizes the supply of Members, Apparatus, Fire Department Equipment, Fire Protection Services and Associated Services to another jurisdiction; or
  - (b) under the authority of the CAO, the Regional Fire Chief, or the Emergency Operations Center Director; or
  - (c) in connection with a request for assistance by a the Office of the Fire Commissioner, or a Federal or Provincial emergency response Agency; or
  - (d) in connection with an Incident near the boundaries of the Fire Service Protection Area which, if left untended, may threaten the Fire Service Protection Area or other such Service area; or
  - (e) In the event of a Federal or Provincial State of Emergency; or
  - (f) Under the provision of a bylaw for Associated Services.

#### **CAO'S AUTHORITY AND RESPONSIBILITIES**

- 5 The CAO will report to the Board regarding the effect of changing fire service boundaries, service levels, or budgets on the organization as a whole.

#### **REGIONAL FIRE CHIEF'S AUTHORITY AND RESPONSIBILITIES**

- 6 (1) The Regional Fire Chief is the authority for Fire Protection, Assistance Response, and other Associated Services provided by Regional District Volunteer Fire Departments.

- (2) Department Chiefs, Officers and Members shall carry out the duties and responsibilities assigned to them by the Regional Fire Chief.
- (3) The Regional Fire Chief is authorized to:
  - (a) administer this Bylaw;
  - (b) enforce Regional District bylaws, rules, Orders and regulations;
  - (c) exercise the powers of a Local Assistant to the Fire Commissioner;
  - (d) develop and enforce the agreements and contractual arrangements required for the provision of service;
  - (e) appoint, promote, suspend, or discharge Fire Department Chiefs, Officers, and members as required in accordance with the policies and procedures of the Regional District;
  - (f) recommend the appointment or removal of Local Assistants to the Fire Commissioner as required;
  - (g) make rules for the efficient administration and operation of Fire Departments and change, replace or withdraw the rules as considered necessary;
  - (i) make recommendation to the CAO regarding the provision of and the degree to which a Volunteer Fire Department may provide Fire Protection and Associated Services in accordance with the Regional Fire Services Service Declaration Policy; and
  - (j) delegate authority as required.
- (4) The Regional Fire Chief has the authority, at all times, by day or night, to hire or engage the services of a security company, security person or provide Members at an Incident to maintain a building Fire Watch until the Occupier of the Premises is contacted or investigation is completed and the costs of the Regional District of doing so may be recovered from the Occupier.
- (5) The Regional Fire Chief, is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if they deem it necessary to prevent the spread of fire to other buildings, structures or things and the Regional District may recover the cost of doing so from the Occupier of the Premises.
- (6) The Regional Fire Chief is authorized to commandeer privately owned equipment, which they considers necessary to deal with an Incident and the Regional District may recover its cost of doing so from the Occupier of the Premises where the Incident occurred.
- (7) The Regional Fire Chief is authorized to hire or engage the services of a company or contractor to repair, inspect or maintain a Premises fire protection equipment that may require repair, inspection or maintenance and the actual cost to the Regional District of doing so may be recovered from the Occupier.
- (8) The Regional Fire Chief is authorized to engage the services of a traffic control provider to manage traffic on public and private roadways and the actual cost to the Regional District of doing so may be recovered from the Occupier of Premises where the Incident took place.
- (9) The Regional Fire Chief may confer required authorities and responsibilities to participants of the Regional Duty Office Program.

- (10) The Regional Fire Chief and participants of the Regional Duty Officer Program are authorized to assume the authorities and responsibilities of a Fire Department Chief or Member as they deem necessary.
- (11) The Regional Fire Chief has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock where a fire has occurred, and, if necessary, those adjoining or near the fire to investigate in a general way the cause, origin and circumstances of a fire occurring within the Fire Protection Service Area.
- (12) The Regional Fire Chief, on complaint or, if believed advisable, has the authority at all reasonable hours, by day or night, without notice, to enter onto any real property and enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock to ascertain whether:
  - (a) they are in such a state of disrepair that a fire starting in them might spread rapidly to endanger life or other property;
  - (b) the use or Occupancy of them would create a fire that would endanger life or property;
  - (c) combustible or explosive material is kept or other flammable conditions exist on them so as to endanger life or property;
  - (d) a fire hazard exists in or about them; or
  - (e) the required Fire Protection Equipment is absent or not functioning.
- (13) The Regional Fire Chief may request persons who are not Members to assist in whatever manner they considers necessary, including removing furniture, goods and merchandise from any building on fire or in danger thereof and in guarding and securing the same and in demolishing a building or structure at or near the fire or other Incident.

**FIRE DEPARTMENT CHIEF’S AUTHORITY AND RESPONSIBILITIES**

- 7** (1) A Fire Department Chief is the head of the department and responsible for the management of a Volunteer Fire Department and the condition of its buildings, Apparatus and Fire Department Equipment.
- (2) A Fire Department Chief may appoint Officers and admit Members to the Fire Department, as he or she deems necessary, subject to restrictions, if any, in the Volunteer Fire Department budget as adopted by the Board and the bylaws, policies, and procedures of the Regional District.
- (3) A Fire Department Chief may demote suspend or discharge any Member of the Volunteer Fire Department subject to the bylaws, policies, and procedures of the Regional District.
- (4) A Fire Department Chief may appoint an Officer to act on their behalf in their absence.
- (5) Officers and Members shall carry out the duties and responsibilities assigned to them by the Fire Department Chief.
- (6) A Fire Department Chief is authorized to :

- (a) administer this Bylaw;
  - (b) enforce Regional District bylaws, rules, Orders and regulations and take measures to prevent and suppress fires;
  - (c) once appointed, exercise the powers of a Local Assistant to the Fire Commissioner;
  - (d) direct the recruitment, training, and discipline of Officers and Members subject to the employment policies of the Regional District;
  - (e) organize or authorize programs designed to inform the public on matters regarding fire safety, use of flammable/combustible materials, prevention, containment or suppression of fires or other emergencies and escape from fires or other emergencies;
  - (f) provide advice and make recommendations to Regional Fire Chief, Members and the public, as appropriate, in relation to:
    - i. the provision of adequate water supply and pressure in relation to firefighting;
    - ii. the installation or maintenance of automatic or other fire alarms and Fire Protection Equipment and smoke control measures; and
    - iii. the enforcement of measures for the prevention or suppression of fire and the protection of life and property.
  - (g) delegate their authority as required
- (7) A Fire Department Chief has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock where a fire has occurred, and, if necessary, those adjoining or near the fire to investigate in a general way the cause, origin and circumstances of a fire occurring within the Fire Protection Service Area.
- (8) Fire Department Chief, on complaint or, if believed advisable, has the authority at all reasonable hours, by day or night, without notice, to enter onto any real property and enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock to ascertain whether:
- (a) they are in such a state of disrepair that a fire starting in them might spread rapidly to endanger life or other property;
  - (b) the use or Occupancy of them would create a fire that would endanger life or
  - (c) property;
  - (d) combustible or explosive material is kept or other flammable conditions exist on them so as to endanger life or property;
  - (e) a fire hazard exists in or about them; or
  - (f) the required Fire Protection Equipment is absent or not functioning.
- (9) Where this bylaw applies within a municipality a Department Fire Chief is authorized to perform a regular system of Fire Safety Inspections as per the *Fire Services Act*.

#### **AUTHORITY OF THE DEPARTMENT**

- 8** (1) Any Member has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Premises, motor vehicle, vessel or railway rolling stock where an Incident has occurred, and, if necessary, those adjoining or near the Incident, for the purpose of an Assistance Response, Fire Protection, and Associated Services.

- (2) Any Member has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Premises, motor vehicle, vessel or railway rolling stock where a fire alarm, automatic fire sprinkler system, or other fire or life safety system has activated and, if necessary, those adjoining or near, to investigate in a general way the cause, origin and circumstances of the activation of each fire alarm, automatic fire sprinkler system or other fire or life safety system.
- (3) The Member in charge shall have direction of all Apparatus, equipment, and Members assigned to an Incident and, where a Member is in charge, he or she shall continue to act until relieved by a senior Officer, the Fire Department Chief, the Regional Duty Officer, the Regional Deputy Chief Operations, or the Regional Fire Service Chief.
- (4) The Member in charge is authorized to cause any Apparatus or Fire Department Equipment to enter on real property, a premises, motor vehicle, vessel or railway rolling stock, as they deem necessary.
- (5) The Member in charge may establish boundaries around the Incident area and keep persons from entering the area within those established boundaries.
- (6) The Member in charge may request police to enforce restrictions on persons entering within the boundaries established under Sections 8(5) of this Bylaw.

## **REGULATIONS & PROHIBITIONS**

- 9 (1) No persons shall enter the boundaries or limits of an area prescribed in accordance with Section 8(5) of this Bylaw unless they have been authorized to enter by the Member in charge.
- (2) No person shall impede, obstruct or hinder in any manner a Member, or persons acting under their direction, in the execution of their duties.
- (3) No person shall damage, obstruct, or hinder the operation of any Apparatus or Fire Department Equipment.
- (4) No person shall grow shrubs, hedges, plants or trees so as to obstruct the visibility or use of a fire hydrant, standpipe or sprinkler connection.
- (5) No person shall place any object in such a manner that will obstruct the use of a fire hydrant, standpipe or sprinkler connection.
- (6) No person shall obstruct an exit of any public building.
- (7) No person shall knowingly cause a false alarm.
- (8) No person shall obstruct in any way the egress of Apparatus or other emergency vehicles from a fire station.
- (9) No person at an Incident shall drive a vehicle over any Fire Department Equipment without permission of the Member in charge.

- (10) No person shall obstruct or otherwise interfere with access roads, streets or other approaches to any Incident, fire hydrant, cistern or body of water designated for firefighting purposes.
- (11) No person shall impersonate a Fire Chief, Officer, or Member.
- (12) No person shall interfere with or otherwise obstruct any member in the exercise of those authorities granted under *Local Government Act*.

#### **OPEN BURNING**

- 10** (1) Where this bylaw applies within a municipality the Regional District is authorized to enforce municipal open burning regulations.

#### **VACANT AND FIRE DAMAGED BUILDINGS**

- 11** (1) The Owner of a fire damaged or vacant building must ensure that the building is guarded or keep all openings in the building securely closed and fastened so as to prevent entry by unauthorized persons.
- (2) The Regional District may secure or remove any vacant or fire damaged building if the building's Owner does not comply with Section 11(1), and may recover the Regional District's cost of doing so from the Owner.

#### **FIRE WATCH**

- 12** (1) The Occupier of a Public Building must notify the Fire Department immediately if all or any part of the Fire Alarm System, automatic sprinkler system or Fire Protection Equipment in the Occupier's building becomes inoperable.
- (2) The Occupier of a Public Building in which any of the Alarm System, Fire Protection Equipment, or emergency power system is not operating must institute and maintain a Fire Watch until those systems or equipment are operational.

#### **PLANS AND INSPECTIONS**

- 13** (1) Upon request, the Occupier of a Public Building must provide the Regional Fire Chief or their designate the fire emergency procedures.
- (2) The Regional Fire Chief or their designate is authorized to determine whether or not a premises should be designated a Complex Building.
- (3) The Regional Fire Chief or their designate is authorized to perform Inspections of Complex Buildings for the purpose of Pre-Incident Planning.
- (4) Occupiers of a Public Building are required to cooperate with the Regional Fire Chief in the development of the Pre-incident Plan and must not interfere with the authorities granted under Section 13 of the Bylaw.

- (5) Where this Bylaw applies within a municipality the Regional District may, upon agreement between the municipality and the Regional District provide for a regular system of Fire Safety Inspection as described with the *Fire Services Act*.

## **ADDRESSES**

- 14** An Occupier must place an individual street address number on the front of every new or existing building in accordance with Regional District of Central Kootenay bylaws and policies.

## **FIRE DEPARTMENT ACCESS**

- 15** (1) Occupiers must maintain and keep all street, yards, and private roadways provided for Fire Department access ready for use at all times.
- (2) Occupiers must maintain Fire Department access in compliance with the applicable codes and standards for such access, including Regional District bylaws and policies.

## **FEES FOR SERVICES**

- 16** (1) Fees for services, including Fire Department Equipment and Members, are prescribed in the most current edition of the Memorandum of Agreement for Inter-Agency Operational Procedures and Reimbursement.
- (2) Additional Fees may be collected in relation to:
  - (a) fees imposed, under this *Act* or the *Local Government Act*, for work done or services provided to land or improvements;
  - (b) fees imposed under the Community Charter related to Fire Alarm Systems; or
  - (c) amounts that the Regional District is entitled to recover for work done or services provided to land or improvements.
- (3) Fees referred to in subsection (1) and (2):
  - (a) may be collected in the same manner and with the same remedies as property taxes; and
  - (b) if due and payable by December 31 and unpaid on that date, is deemed to be taxes in arrear.
- (4) The Regional District will promptly notify the Surveyor of Taxes of the amount unpaid on December 31<sup>st</sup> and request that the amount be added to the taxes payable on the property.
- (5) Where this Bylaw applies within a municipality the Regional District may, upon agreement with the Municipality, authorize the Municipality to collect fees on the Regional Districts behalf.



## ENFORCEMENT OF BYLAW

- 17 (1) If a Peace Officer finds any of the following circumstances in relation to real property, he or she may make an Order to ensure full and proper compliance with this Bylaw:
  - (a) a provision of this Bylaw has been contravened or has not be complied with, or has been complied with improperly or only in part; or
  - (b) conditions exist in or about a building or property to which this Bylaw applies, which constitute a fire hazard or otherwise constitute a hazard to life or property or both.
- (2) In particular, but without limiting the generality of section (1), a Peace Officer may:
  - (a) make the Orders to the Occupiers of the real property or to any person responsible for the actions which created the contravention;
  - (b) make recommendations to the Occupier of the real property about how to correct the contravention, ensure compliance with this Bylaw or remove the conditions creating the hazards referred to in the Order; and
  - (c) issue a Bylaw Notice.
- (3) If the Occupier or responsible person does not comply with an Order issued in respect of a condition referred to in section (1), the Regional Fire Chief may take appropriate action to mitigate the hazard and the Regional District may recover the costs of doing so, in accordance with the Community Charter, from the Occupier or person responsible for the contravention.
- (4) An Order made under section (1) of this Bylaw shall be in writing in the form of either a fire inspection report or other written report and may be directed to the Occupier of a Premises in respect of which the written Order is made, or to both.
- (5) An Order made under this Bylaw, whether a fire inspection report or written report, shall be served by delivering it or causing it to be delivered to the person to whom it is directed. A copy of the Order will provided to Regional Fire Chief at that time.
- (6) An Occupier or person shall, after receipt of a fire inspection report, written report, Order or Bylaw Notice, comply with it.
- (7) A person against whom an Order has been made under this Bylaw may, before the expiration of seven days after the service of the Order, may appeal to the Board of the Regional District, who must review and may amend, revoke or confirm the Order appealed against or substitute another Order.
- (8) The Fire Department Chief or Regional Fire Chief may, after the examination of any work referred to in section (1), issue a written rejection of the work and the rejection shall have the same force and effect as an Order issued under section (1).
- (9) The Regional District may recover from an Occupier, its Costs of doing work or providing services on behalf of or in default of the Occupier doing the work or providing the services, the Costs may be recovered in accordance with applicable provisions of the Community Charter.
- (10) Where this Bylaw applies within a municipality the Regional District may, upon agreement with the Municipality, authorize the Municipality to enforce these regulations on the Regional Districts behalf.

## **PENALTY AND OFFENCE**

- 18** (1) Any person who violates bylaw provisions may, on summary conviction, be liable to a minimum penalty of not less than one hundred dollars (\$100.00) and no more than ten thousand dollars (\$10,000), plus the cost of prosecution, pursuant to the *Offence Act of British Columbia*.
- (2) Penalties will double upon the number of offences past the 1st offence.
- (3) The penalties imposed under this section are a supplement and not a substitute for any other remedy to an infraction of this Bylaw.
- (4) Penalties are subject to the conditions of any applicable RDCK Municipal Ticketing Information Bylaw and RDCK Bylaw Enforcement Notice and Dispute Adjudication System Bylaw as amended or replaced from time to time.
- (5) Each day's continuance of an offence under this Bylaw constitutes a new and distinct offence.
- (6) Where this Bylaw applies within a municipality the Regional District may, upon agreement with the Municipality, authorize the Municipality to issue penalties as specified in this bylaw on the Regional Districts behalf.

## **SERVICE DECLARATION POLICY**

- 19** (1) The Board shall designate, by policy, the Service Level for each Fire Department in accordance with the standards established by the Office of the Fire Commissioner of British Columbia and consistent with the *Fire Services Act*. The Board may revise, amend or change the Service Level of any Fire Department by revision to the relevant policy, and may provide in such policy that the Service Level may be temporarily restricted or changed by the CAO where appropriate to do so.
- (2) Notwithstanding the Service Level approved for any of the Fire Departments, in relation to any particular Incident response, each Fire Department shall undertake only those emergency response activities for which it's responding Members are properly trained and equipped. The Member in charge may, in their sole discretion, restrict or terminate emergency response activities in any circumstances where the Incident is considered to exceed the training or capabilities of the responding Members, or Fire Department Equipment available to them.

## **SEVERABILITY**

- 20** If any portion of this Bylaw is for any reason found invalid by decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Bylaw.

## **REPEAL**

21 Regional District of Central Kootenay Fire Service Bylaw 2170, 2010 and all amendments thereto, are hereby repealed.

**EFFECTIVE DATE**

22 This Bylaw shall take effect upon adoption.

**CITATION**

23 This Bylaw may be cited for all purposes as the **“Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023”**.

READ A FIRST TIME this 20th day of April, 2023.

READ A SECOND TIME this 20th day of April, 2023.

READ A THIRD TIME this 20th day of April, 2023.

ADOPTED this 20th day of April, 2023.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer



**Chapter:** REGIONAL FIRE SERVICES

**Section:** SERVICE LEVELS

**Subject:** REGIONAL VOLUNTEER FIRE DEPARTMENT SERVICE LEVEL POLICY

<b>Board Resolution:</b>	[Board resolution number]	<b>Established Date:</b>	APRIL 20, 2023	<b>Revised Date:</b>	
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## POLICY:

### INTRODUCTION

This policy describes the requirements for service level declaration regarding Fire Protection and Associated Services by Regional District Volunteer Fire Departments.

### POLICY OBJECTIVES

**SAFETY.** To ensure that Regional District Volunteer Fire Department Members have received the appropriate training and resources to respond to emergencies within our communities.

**COMPLIANCE.** To ensure Regional District Volunteer Fire Departments are compliant with relevant regulatory and industry standards.

**OVERSIGHT.** To ensure the Board, through the CAO and the Regional Fire Chief, maintains oversight regarding the service levels and budgets of Volunteer Fire Departments.

### APPLICABILITY

The policy applies to Regional District Volunteer Fire Departments and the following services

1. Fire Protection
2. First Responder
3. Auto Extrication
4. Rescue Services

### ROLES AND RESPONSIBILITIES

#### The Board of the Regional District

- Authorizes changes to the Regional Volunteer Fire Department Service Level Policy

#### The Chief Administrative Officer

- Reports to the Board regarding potential impacts of changing service levels to the organization and the community at large.



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### **The Regional Fire Chief**

- Recommends changes to Volunteer Fire Department Service Level Declarations to the Board;
- Reports to the Board regarding potential impacts of changing service level declarations to the Regional District Volunteer Fire Service;
- Oversees the training, Apparatus, and Fire Department Equipment for the Regional Fire Service and ensures they correspond with service level declarations; and
- Provides direction to the Departmental Fire Chief regarding training, qualification, and service levels,

### **The Departmental Fire Chief**

- Oversees training, Apparatus, and Fire Department Equipment for a Volunteer Fire Department and ensures they correspond with service level declarations; and
- Reports, as directed, to Regional Fire Chief regarding the Volunteer Fire Departments qualification and readiness to provide Fire Protection and Associated Services.

## **DEFINITIONS**

In addition to the definitions provided below this policy uses the definitions found in Section 1 Definitions of Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023.

**Exterior Operations Level** means a Fire Protection service level which requires all functions to conduct structure firefighting activities from the outside of structures and are not provided with any training to safely enter any structure in an active fire incident. Exterior Operations Firefighters must not perform any fire suppression activity that requires entry into any structure, building, vehicle, dumpster, or other object regardless of an Immediately Dangerous to Life or Health (IDLH) or harmful atmosphere is present or not. Exterior Operation Firefighters must only engage in external fire suppression and/or mitigation activities.

**Full Service Operations** means a Fire Protection service level where Fire Departments are equipped and have completed the appropriate training identified in the OFC Training Standards (directly aligned with and inclusive of the NFPA standards) to provide a full spectrum of fire services.

**Immediate Danger to Life and Health (IDLH)** means Incident conditions that present an immediate threat to a person's safety through inhalation or exposure and includes any oxygen-deficient atmosphere or any untested confined space.

**Interior Operations** means a Fire Protection Service Level that allows structure firefighters to engage in fire suppression activities within simple structures (as described in BC Building Code Part 9 – buildings of 3 stories or less with maximum of 600 sq metres of living space) or objects such as a vehicle, single family dwelling or other small structures. Interior Operations may also operate inside larger or more complex structures (multi-story, high-rises, commercial complexes, etc.) that the AHJ has allowed to be developed and constructed, where the fire department has pre-planned the structure and determined it safe for internal operations by appropriately qualified firefighters. Firefighters must be trained

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specifically to the risks associated with each large or complex structure.

## **TRAINING AND CERTIFICATION**

The Regional District is committed to the appropriate minimum levels of training, as established by the Office of the Fire Commissioner, the Emergency Medical Assistants Licensing Board, and National Fire Protection Association to ensure Members of Volunteer Fire Departments are effective and safe in the performance of their duties.

### **FIRE PROTECTION SERVICES**

The Regional Fire Chief will regularly review the membership and qualification of each Fire Department and make recommendation to the Board regarding the Fire Protection service level declaration of each Fire Department based on training and competencies in accordance with the standards of the BC Office of the Fire Commissioner. The Regional District strives to have all fire service members trained and competent to an Interior Operations service level. Where deemed necessary the Regional Fire Chief may direct a departments to train to the Full Service Operations Standard.

### **FIRST RESPONDER SERVICES**

The Regional Fire Chief will specify which Volunteer Fire Departments are to provide First Responder Services. Membership within these departments will be trained and equipped to certify, through the Emergency Medical Assistants Licensing Board, for the provision of those services. Upon achieving certification and entering into the required agreements with BC Emergency Medical Services and Emergency Management BC the Regional Fire Chief will make recommendation to the Board to update the First Responder Service Level Declaration.

### **AUTO EXTRICATION SERVICES**

The Regional Fire Chief will specify which Volunteer Fire Departments are to provide Auto Extrication Services. The Membership of those departments will be trained and equipped, to the National Fire Protection Association (NFPA) standard, for the provision of those services. Upon having received the appropriate training, equipment, and having entered into where appropriate, an agreement with Emergency Management BC the Regional Fire Chief will make recommendation to the Board to update the Auto Extrication Service Level Declaration.

### **RESCUE SERVICES**

The Regional Fire Chief will specify which Volunteer Fire Departments are to provide Rescue Services. The Membership of those departments will be trained and equipped, to the National Fire Protection Association (NFPA) standard, for the provision of those services. Upon having received the appropriate training, equipment, and having entered into the appropriate agreements with Emergency Management BC the Regional Fire Chief will make recommendation to the Board to update the Rescue Services Service Level Declaration.

### **HAZARDOUS MATERIALS RESPONSE SERVICES**

The Regional Fire Chief will specify which Volunteer Fire Departments are to provide Hazardous Materials Response Services. The Membership of those departments will be trained and equipped to

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the Nation Fire Protection Association (NFPA) standard, for the provision of those services. Upon having received the appropriate training and equipment the Regional Fire Chief will make recommendation to the Board to update the Hazardous Materials Response Services Service Level Declaration.

## **SERVICE LEVEL DECLARATION**

### **FIRE PROTECTION SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide Fire Protection and their declared level of service is attached to this policy as Schedule A. Fire Protection Authorization and Declared Level of Service.

### **AUTO EXTRICATION SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide Auto Extrication service is attached to this policy as Schedule B. Auto Extrication Service Declaration.

### **FIRST RESPONDER SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide First Responder Services is attached to this policy as Schedule C. First Responder Services Service Declaration.

### **RESCUE SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide Rescue Services is attached to this policy as Schedule D. Rescue Services Service Declaration.

### **HAZARDOUS MATERIALS RESPONSE SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide Hazardous Materials Response Services is attached to this policy as Schedule E. Hazardous Material Response Services Service Declaration.

## **RELATED LEGISLATION:**

RDCK Volunteer Fire Service Regulation Bylaw No. 2769, 2023

## **SCHEDULE “A” FIRE PROTECTION AUTHORIZATION AND SERVICE LEVEL DECLARATION**

The following Volunteer Fire Departments are authorized to provide Fire Protection at an Exterior

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Operations Service Level.

- Blewett Volunteer Fire Department Volunteer Fire Department
- Kaslo and Area Volunteer Fire Department
- North Shore Volunteer Fire Department
- Pass Creek Volunteer Fire Department
- Passmore Volunteer Fire Department
- Riondel Volunteer Fire Department
- Slocan Volunteer Fire Department
- Winlaw Volunteer Fire Department
- Yahk Volunteer Fire Department
- Ymir Volunteer Fire Department

The Following Volunteer Fire Department are authorized to provide Fire Protection at an Interior Operations Service Level.

- Balfour / Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- Ootischenia Volunteer Fire Department
- Robson/Raspberry Volunteer Fire Department
- Tarrys Volunteer Fire Department
- Crescent Valley Volunteer Fire Department

The Following Volunteer Fire Departments are authorized to provide Fire Protection at a Full Service Operations Service Level.

**SCHEDULE "B" AUTO EXTRACTION SERVICES SERVICE LEVEL DECLARATION**

The following Fire Departments are authorized to provide Auto Extrication Services

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- Balfour / Harrop Volunteer Fire Department
- North Shore Volunteer Fire Department
- Riondel Volunteer Fire Department
- Tarrys Volunteer Fire Department
- Winlaw Volunteer Fire Department
- Yahk Volunteer Fire Department

**SCHEDULE "C" FIRST RESPONDER PROGRAM SERVICE LEVEL DECLARATION**

The following Fire Departments are authorized to provide First Responder Program Services:

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- Balfour/Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- Blewett Volunteer Fire Department
- Crescent Valley Volunteer Fire Department
- Kaslo and Area Volunteer Fire Department
- North Shore Volunteer Fire Department
- Ootischenia Volunteer Fire Department
- Pass Creek Volunteer Fire Department
- Passmore Volunteer Fire Department
- Riondel Volunteer Fire Department
- Robson/Raspberry Volunteer Fire Department
- Slokan Volunteer Fire Department
- Tarrys Volunteer Fire Department
- Yahk Volunteer Fire Department

#### **SCHEDULE “D” RESCUE SERVICES SERVICE LEVEL DECLARATION**

The following Fire Departments are authorized to provide the following specialized rescuw services:

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Still Water Rescue

- Balfour/Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- Pass Creek Volunteer Fire Department
- Passmore Volunteer Fire Department

Withstanding the above, all departments authorized for Still Water Rescue Awareness Level Response

Swift water Rescue

- Balfour/Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- Pass Creek Volunteer Fire Department
- Passmore Volunteer Fire Department

Withstanding the above, all departments authorized for Swift Water Rescue Awareness Level Response

Slope Evacuation or Low Angle Rope Rescue

- Balfour / Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- North shore Volunteer Fire Department
- Passmore Volunteer Fire Department
- Riondel Volunteer Fire Department
- Robson Volunteer Fire Department
- Slocan Volunteer Fire Department

Confined Space Rescue

- All departments authorized for Confined Space Awareness Level Rescue

**SCHEDULE “E” RESCUE SERVICES SERVICE LEVEL DECLARATION**

The following Fire Departments are authorized to Hazardous Materials Response Services:

All departments authorized to provide Hazardous Materials Response Awareness Level Response

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**Report from Erika Bird on attendance at the  
April 21-23 Association of Kootenay & Boundary Local Governments conference**

Overall, what struck me about this conference was the fact that the prevailing conversation, both in terms of the content presented and the types of comments and questions offered by attendees, referenced civil discourse, sometimes directly and frequently obliquely. I got the impression that this is a relatively new phenomenon, but one that is on the minds of many local politicians.

The presentation on leadership in the context of different silos of received information was thought-provoking. Christina Benty puts the onus of promoting civil discourse on local leaders, a responsibility that is not something that I had given much thought to when I decided to run for office as a councillor. I'm not sure about some of the techniques she had to offer on how to overcome discord. Having been raised by a father with a Master's degree in clinical psychology, I am sensitive to any conversation where I can tell that I am being "managed" (I'm referring to her description of "looping back.")

We have arrived at a time in our social history where access to information is easy, but we are not all getting the same information. One can no longer be comfortable thinking that opposing viewpoints are based on a lack of data and can be dismissed for that reason. So take a breath, and recognize that getting consensus is going to be a difficult task. On the bright side, I believe that our mayor, councillors and staff can be counted on to listen to each other with an open mind.

Gladu's presentation on economic reconciliation was an eye-opener. I did want to ask him if he thought that municipal governments could play a role in advocating to repeal and replace the Indian Act, but since that question was not directly related to his presentation, I didn't ask it. Still wondering about that, though. I have an old friend who is a lawyer who works on behalf of First Nations in their treaty negotiations. I will ask her opinion.

I did have some very interesting conversations about housing with representatives from Rossland, Invermere and the Slocan. I spoke with Rossland's CAO and he explained how the City of Rossland was working with BC Housing to construct 37 units of affordable housing dedicated to service workers on municipal land. The operation of these units will not be subsidized by BC Housing which leads me to believe that the complex won't fall under the province's definition of social housing and thus won't be eligible for a permissive tax exemption. Once it is built, Rossland staff will be handing off the operation of the building to the Lower Columbia Affordable Housing Society, which has lots of experience.

Invermere has moved very fast, in only a few years, from concept to planning. The municipality has made some interesting moves. Of particular interest to me is their creation of a housing authority that brings in two surrounding regional districts. It's a model that I think should be investigated since I believe that Kaslo could benefit by a more formal cooperation with the RDCK. Area D and even Area E have the same challenges regarding affordable housing and together, we'd have more resources to draw upon.

May 1, 2023

Village of Kaslo

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

Re: Noise Bylaw Contravention

Following an event on September 20<sup>th</sup>, 2022 we wrote to *The Angry Hen Brewing Company* and asked that the sound volume be turned down on all future outdoor events. Our effort was to no avail. The **volume of amplified music** at *The Angry Hen* outdoor patio on April 23, 2023 gives us greater cause for concern as the music was audible inside our home.

As the weather warms, residents will open their windows for fresh air and want to enjoy their yards. Amplified music will disturb the quiet, peace, rest, and enjoyment of our neighborhood.

The opening section of Bylaw 1079 prohibits “the playing or operation of any radio, phonograph, stereophonic equipment, television receiving set, electronic device, musical instrument, or any apparatus, equipment or device that makes, plays, reproduces or amplifies sound, regardless of whether the sound emanates either from within or on private property or any public place.”

We ask the Village to:

- a.) inform the event sponsors *The Angry Hen Brewing Company* and *Propel Studios* that an application for exemption from the Noise Bylaw is required for each event, and
- b.) enforce this establishment’s compliance with the Noise Bylaw.

Requests for exemption from the Noise Bylaw should not be considered in isolation. In consideration of the cumulative effect of these events on community members we urge Council to **establish limits on the number and frequency of amplified outdoor events in our community**. Exemptions should also be **conditional on reasonable sound volumes**.

Vladimir & Anne Malik  
[REDACTED] Front Street, Kaslo

cc. The Angry Hen Brewing Company  
Propel Studios

Attachments: 2022.09.27 Correspondence to The Angry Hen Brewing Company  
2023.04.07 Notice of upcoming live music - April, May 2023  
2023.03.31 Propel Studios Facebook Post  
2023.04.03 Angry Hen Brewing Facebook Post

September 27, 2022

Angry Hen Brewing Company  
343 Front Street  
P.O. Box 1049  
Kaslo BC, V0G 1M0


Your correspondence to Village of Kaslo Council received on April 12<sup>th</sup> states:


"Noise issues will be minimized as the patios will be bounded by the manufacturing facility and lounge building as well as the buildings surrounding the former Mountain King patio."

**Noise is an issue.** On September 20<sup>th</sup> amplified music from your establishment's outdoor patio could be heard **inside a residence** 300 feet from the rear of your property. Prior events disturbed residents 350 feet to the east of your property.

In consideration of your neighbors, we ask that the sound volume be turned down on all future outdoor events.

Your neighbors on Front Street and A Avenue,

  
Vladimir & Anne Malik  
303 Front Street, Kaslo

  
Steve Jaksitz  
325 A Avenue, Kaslo



Angry Hen Brewing

April 3 at 11:32 AM · 🌐



Come celebrate German Beer Weekend April 21-23 at the Angry Hen Brewery! 🍷



Angry Hen Brewing

April 3 at 11:27 AM · 🌐

🍷 German Beer Weekend at the Angry Hen 🍷

German style brews, food specials, live music and more!

Come on down to the tasting room April 21 - 23 to enjoy the festivities! We will have German style brews and food specials made for the occasion along with our regular beers on tap, cider, wine, cocktails, non-alcoholic drinks and delicious food!

Calgary art-rock band L'omelette will be rocking the outdoor patio on Sunday, April 23 starting at 6pm. Their high energy show last fall was such a blast - we are excited to have them back!





## Upcoming Live Music at The Angry Hen Brewery



### April:

Wed, April 5 @ 6pm - Open Mic w/ Kevin John

Fri, April 14 @ 6pm - Heavy Dirt *(Sean Cameron & Paul Hinrichs)*

Fri - Sun April 21-23 - German Beer Weekend! *German beer and food specials!*

Sun, April 23 @ 6pm - L'omelette

Fri, April 28th @ 6pm - Robbie Turnbull

### May:

Wed, April 3 @ 6pm - Open Mic w/ Kevin John

Fri, May 19 @ 6pm - Kick-Off to May Days w/ The Heavy Lighters

*With Carly Dow & Kevin John*

*Tickets \$15.00 @ Angry Hen (cash only) or [www.theheavylighters.com](http://www.theheavylighters.com)*

**May Long: Sat - Sun May 20-21 - Local live music each day!**

*Featuring: Poly Sonic Tonics, Kevin John, Allie Kane, Dom Fraisard,*

*Mountain Weather, Jaq Taforo*





Kaslo Community Web

Propel Studios · March 31 at 8:45 AM · 🌐



Come kick-off the May Long weekend with a fun evening of great live music on the huge outdoor patio at Angry Hen Brewery! 🌟

On Friday, May 19th you won't want to miss bluegrass inspired Kootenay gents 🎸 The Heavy Lighters getting the dance floor going with their high energy tunes!

🎤 Carly Dow will be opening the night with her beautiful voice and songs and will be joined by Kaslo's own Kevin John!... See more



PROPEL STUDIOS & ANGRY HEN BREWING CO. PRESENT

KICK-OFF TO MAY DAYS

WITH

THE HEAVY LIGHTERS

AND

CARLY DOW

FRIDAY, MAY 19TH

THE ANGRY HEN BREWING CO.

343 FRONT ST. KASLO BC



1 PLUS 1 ONE

TICKETS ARE \$15 AVAILABLE AT ANGRY HEN BREWING CO. (CASH ONLY) AND ONLINE AT THEHEAVYLIGHTERS.COM



May 1, 2023

Village of Kaslo

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

Re: Noise Bylaw Contravention

After a long tiring drive from Vancouver I was looking forward to retiring early. Amplified music from *The Angry Hen Brewing Company* patio on Sunday, April 23<sup>rd</sup> didn't enable this as it was audible in my home.

This is not acceptable. Why can I not be in my own home in peace and quiet? There needs to be a conversation between all affected and interested parties.

For your consideration,

Steve Jaksitz

█ A Avenue

Kaslo, BC



# Kaslo & District PUBLIC LIBRARY

413 4th Street, Box 760, Kaslo, BC, V0G 1M0  
250-353-2942 info@kaslo.bclibrary.ca

April 20, 2023

Letter to Village of Kaslo

## **RE: Provincial Growing Communities Fund**

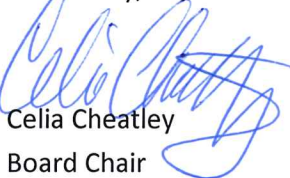
This letter is to formally request that the Village of Kaslo consider the new library project in its allocation of the Growing Communities Fund, announced by the BC government on March 3, 2023. **Specifically, we request \$250,000 be allocated from this fund for the new library. We have submitted a matching request to the Regional District.**

The sum of the two requests aligns with the amount asked of MLA Brittany Anderson in January 2023, and the amount we targeted as provincial government support in the February 2023 grant submission to the federal Green and Inclusive Community Buildings (GICB) grant. MLA Anderson has expressed her support of the new library project and indicated that access to provincial dollars is through this provincial Growing Communities Fund. It is unlikely that other provincial funding opportunities will be available for this project in the foreseeable future.

We have been grateful for the Village support of the new library over the past four years. As you know, the community is solidly behind the building of a new library for Kaslo and will, we believe, be highly supportive of \$250,000 going towards this new landmark asset in Kaslo. With these provincial funds and existing secured funding, it will be possible to move forward quickly with the building project should we receive a positive decision from the federal government. Even if we are unsuccessful with the GICB grant, the provincial government grant funding will assist us greatly in future grant applications.

Thank you for your consideration of this request.

Yours truly,

  
Celia Cheatley  
Board Chair

PREPARED BY: Ian Dunlop, CAO

DATE: April 24, 2023

SUBJECT: DP 2023-03 – Deck, Eric’s Meat Market, Front Street

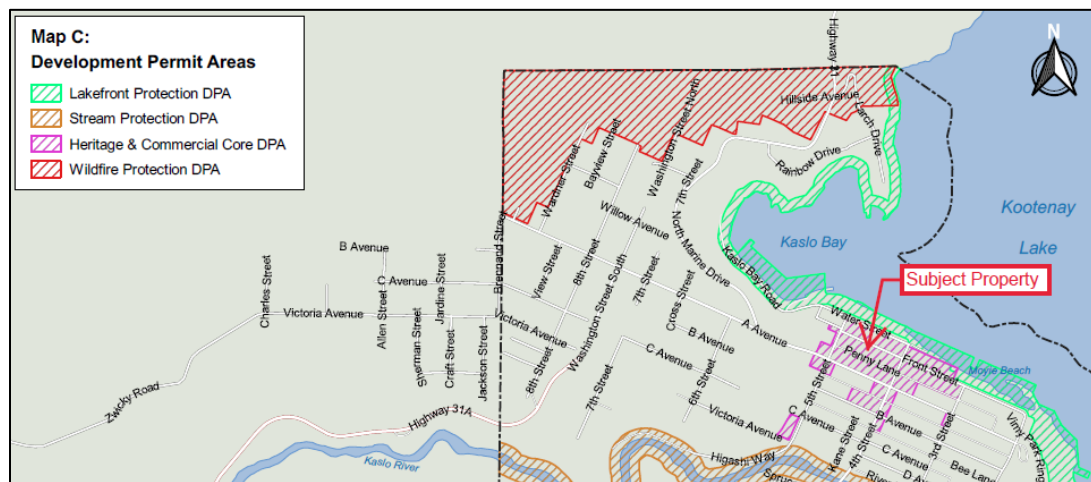
**PURPOSE:** This application requests a **Heritage and Commercial Core Development Permit** review for construction of an outdoor deck on Front Street.

**DECISION:** Heritage and Commercial Core Development Permit application DP 2023-03 is **approved** with a condition that the wood fence along the Front Street frontage be painted to match the heritage blue colour of the existing business or white.

**ANALYSIS:**

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

The property is within the Heritage and Commercial Core Development Permit Area, as defined in Section 16.3 and Map C of the Official Community Plan, Bylaw 1280. The Heritage and Commercial Core DPA is established for the purpose of revitalizing the commercial core and preserving the general form and character of commercial and multi-family development in the designated areas. This area is the historical commercial centre of Kaslo and the primary focus of pedestrian-scale retail, commercial and institutional services. The Heritage and Commercial Core DP is intended preserve Kaslo’s historical, artistic, and architectural features, and encourage new development to follow design guidelines that are respective and complimentary to those historical attributes. construction of, addition to, or alteration of a building or structure shall not be commenced unless the owner first obtains a development permit.

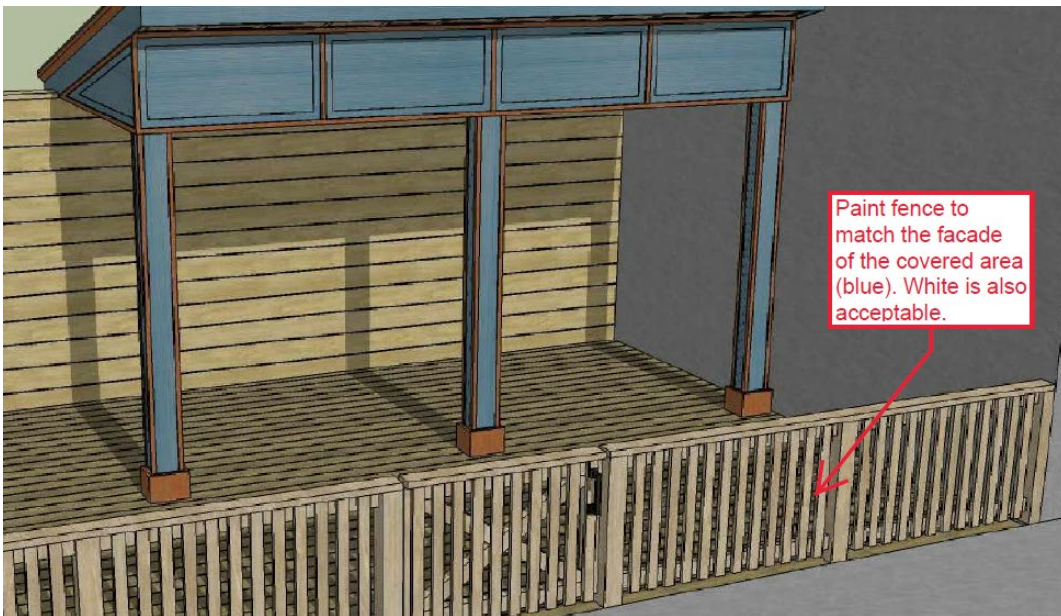


Development within the Heritage DPA must follow the Building Design Guidelines in Appendix II of the Official Community Plan. A proposal that clearly follows all of the design guidelines can be approved by Village administration, otherwise the application must be referred to Council and a Heritage Design Review committee.

- B. **Discussion:** The applicants provided drawings of the proposed deck, which includes an roof over approximately one third of the deck, rear fence board wall, wooden deck, and a fence/railing along the Front Street frontage.

Section B, I of the design guidelines calls for bulkheads to be embellished with simple wood mouldings or decorative wood siding applications. The proposed design of the roof and awning covering a portion of the deck achieves this requirement, and trim is painted in a contrasting colour to the sheathing. The colours match the existing Eric's Meat Market facade.

The rear wall is covered with unpainted horizontal wood siding. The design guidelines do not require rear walls to be painted, as the guidelines are primarily focussed on the building façade and street frontage appearance. But the guidelines do apply to the fence and railing beside the sidewalk along Front Street, which specify that unpainted wood is not acceptable. The design drawings show an unpainted fence. If the fence is painted in a heritage colour scheme to compliment the existing business façade and the roof deck, it will comply with the design guidelines. Therefore, this is a requirement of approval of the application, otherwise the application must be referred to Council and a Heritage Design Review for consideration.



C. **Conclusion**

The proposed deck design gives thought to the requirements of the OCP's Building Design Guidelines. The Heritage and Commercial Core Development Permit is approved with the condition that the fence and railing alongside the Front Street sidewalk be painted either to

match the existing building paint scheme or plain white, as bare wood is not an acceptable design under the guidelines.

A copy of the Heritage and Commercial Core Development Permit will be filed with the building inspector and the Land Titles Office. In the meantime, this report serves to confirm approval of the development permit with the Building Inspector so that a building permit can be issued. The Building Inspector is aware that painting the fence is a requirement of the development permit and will consider this in their final inspection for the building permit.

**D. Attachments:**

None.

CAO Approval: 2023.04.25

## Karissa Stroshein

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**Subject:** Food trucks

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**From:** Nathan Thomson <thetreehouserestaurantkaslo@gmail.com>

**Sent:** Wednesday, May 3, 2023 11:29 AM

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

**Subject:** food trucks

Hello,

I am writing to you to request information on food truck licence to operate permits. I am wondering what if any public/business consultation has or will happen with regard to food trucks operating in our downtown core. I, as a business owner and resident of Kaslo, see the need for more options for our ever growing tourist population during summer months. However, if there is an overlap of business models, taking business away from our brick and mortar establishments within our community, should that not be taken into account for approval? There was a recent letter that went out requesting whether business owners had any problem with the jazz fest extending their hours (in case someone had a problem with it affecting their business)...should something like that not take place for businesses that could become affected by a food truck?

We have only a few restaurants here in Kaslo and a very limited season to actually have financial success. To allow a temporary business to take anything away from that (by doing something that is already offered) would be very detrimental to existing restaurants.

I know as a village, you don't know that The Treehouse Restaurant is going to start doing a few nights a week. We are going to be offering BBQ. Because it's popular, and it's not offered here right now. That's why we're doing it. So imagine my surprise that a BBQ food truck is coming to town to offer BBQ, and breakfast.

I urge you to do your due diligence when approving these things, and make sure that current business models are accepting of these kinds of temporary businesses. They could end up doing a lot more damage long term, for a short term benefit.

Nathan and Carolyn Thomson  
The Treehouse Restaurant  
419 Front St  
Kaslo, BC  
VOG 1M0



## Karissa Stroshein

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**Subject:** FW: WildSafeBC Community Coordinator Position - Update

**Importance:** High

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**From:** Ainslie McLeod <amcleod@bccf.com>  
**Sent:** Thursday, May 4, 2023 4:54 PM  
**To:** Karissa Stroshein <admin@kaslo.ca>  
**Cc:** Program Manager <bc@WildSafebc.com>  
**Subject:** WildSafeBC Community Coordinator Position - Update  
**Importance:** High

Hello,

Thank you for supporting our WildSafeBC Program within Kaslo. Our Team has been recruiting for the Community Coordinator position within your community with limited success this year. We have the job posted on job boards across the province, across social media, and have asked our internal contacts to share. We have also extended the job posting multiple times and it is currently still posted in multiple locations.

With the beginning of training quickly approaching, we would like to propose a solution to the recruitment issue: we would like to suggest that we hire a WildSafeBC Community Coordinator to work regionally in the area to cover multiple funded communities under each community's budget. The WildSafeBC Regional Community Coordinator would travel from community to community and would be able to answer call and emails from community members in between visits. The Coordinator will visit each community multiple times based on community focus for activities and needs in the area.

This would require us to know a list of key program offerings as well as key events and dates that your community would like the WildSafeBC Community Coordinator to attend to during the season specific to your area and your goals. We will then work with them to manage their work plans according to your community focus and needs.

Please let us know if you are open to this idea and would like to discuss further.

Thank you,  
Ainslie (on behalf of the WildSafeBC Provincial Team)

**Ainslie McLeod** (*she/her*)  
Project Coordinator  
BC Conservation Foundation  
1B-1445 McGill Road, Kamloops BC, V2C 6K7  
Email: [amcleod@bccf.com](mailto:amcleod@bccf.com)  
Phone: (250) 828-2551 ext 104

Office Hours: 8:30-4:30 Monday to Friday

[www.bccf.com](http://www.bccf.com)

From: Comer, Jen JEDI:EX <Jen.Comer@gov.bc.ca>

Sent: Wednesday, April 26, 2023 11:04 AM

To: Comer, Jen JEDI:EX <Jen.Comer@gov.bc.ca>

Subject: Nearly \$10 million towards Central Kootenay / Revelstoke economic development

Hello all,

I wanted to pass along some very exciting funding announcements for this area. Thank you to all the elected officials and board members for providing strategic direction and to staff and volunteers for putting in countless hours developing these projects and applications. In the Central Kootenay/ Revelstoke area, the total funding approved through the Rural Economic Diversification and Infrastructure (REDIP) program is \$4,917,664 and Destination Development Funds is \$4,869,613! That's nearly \$10 million in funding going towards supporting economic development in our region!

#### REGION WIDE

- Kootenay Association for Science and Technology for KAST Youth Entrepreneurship Program \$400,245 from REDIP
- Kootenay Employment Service Society for Rural Entrepreneurship Development (RED) Program \$916,780 from REDIP

#### CASTLEGAR

- Kootenay Rockies Castlegar and District Chamber of Commerce Construction of Tourism and Economic Development Hub \$1,000,000 from DDF and \$1,000,000 from REDIP
- Castlegar Sculpturewalk Society Augmented Reality Digital Tour \$64,900 from DDF
- Selkirk College Foundation for Geospatial Technology Integration in Forestry and Fisheries \$1,000,000 from REDIP

#### CRESTON VALLEY / EAST SHORE

- Creston Rod and Gun Club Investment in Gerard Rainbow Trout restocking \$399,000 from DDF
- Kootenay Employment Service Society Creston Valley-Kootenay Lake Wayfinding and Signage Project \$1,000,000 from DDB
- South Kootenay Lake Community Service Society for Kootenay Lake Geothermal Exploration \$99,985 from REDIP

#### NORTH KOOTENAY LAKE

- J.B. Fletcher Restoration Society Ainsworth History Museum enhancement \$65,000 from DDB
- Kaslo Outdoor Recreation and Trails Society for Milford Ridge Trail Feasibility Assessment \$79,556 from REDIP
- Village of Kaslo for Kaslo Economic Infrastructure Acceleration Project \$100,000 from REDIP
- Kootenay Lake Historical Society for Kootenay Lake Historical Society | Responsible Tourism, Education, and Project Management \$100,000 from REDIP
- Lardeau Valley Opportunity LINKS Society for Lardeau Valley LINKS Capacity Building \$99,986 from REDIP

#### NELSON & AREA

- Nelson and District Museum, Archives, Art Gallery and Historical Society for Decolonizing the Museum Space: Museum Exhibition Redevelopment, Repatriation, and Equitable Community Partnerships \$500,000 from DDB
- Nelson Electric Tramway Society Tie and Roadbed Rehabilitation for the Nelson Electric Tram \$1,000,000 from DDB
- The Kootenay Mountaineering Club Construction of new backcountry cabin at Huckleberry \$253,221
- Nelson and District Chamber of Commerce for West Kootenay Boundary 3PL Distribution Hub Feasibility \$49,200 from REDIP
- Community Futures Central Kootenay for West Kootenay Recruitment Agency \$80,000 from REDIP

#### SLOCAN VALLEY / NAKUSP

- North Slovan Trails Society Butter Me Up mountain bike trail completion \$113,250 from DDB
- Sandon Historical Society Rejuvenation of historic ghost town buildings \$376,242
- Nakusp and Area Development Board for Strengthening Community-Led Development in Nakusp \$100,000 from

#### REDIP

- Village of Slovan for Slovan and Area Economic Diversification Capacity Building \$100,000 from REDIP
- Village of New Denver for Commercial Core Vision and Action Plan \$45,680 from REDIP
- Arrow and Slovan Lakes Community Services for Community Works "Bridging the Labour Force Gaps" \$246,232 from REDIP

#### REVELSTOKE

- Revelstoke Outdoor Art Movement Association Development of mobile art exhibits \$98,000 from DDB
- City of Revelstoke for Revelstoke Infrastructure Development for Economic Activities (Revelstoke IDEAs) \$500,000 from REDIP

Find the original press releases here for REDIP and here for DDF.

Finally, I just wanted to let you know that we do expect a funding intake window to open for the Rural Economic Diversification and Infrastructure Program by this summer and encourage you to check it out as a potential source of funding for any future projects. Our team would be happy to chat with you about it anytime. I know there are more projects in the area that will make excellent applications!

All the best,  
Jen

If you wish to be removed or added from this email list, please contact [Jen.Comer@gov.bc.ca](mailto:Jen.Comer@gov.bc.ca) or respond to this email.

Jen Comer (she/her)

Regional Economic Operations Branch – Regional Manager Central Kootenay / Revelstoke  
Ministry of Jobs, Economic Development and Innovation  
Email: [Jen.Comer@gov.bc.ca](mailto:Jen.Comer@gov.bc.ca) | O: 778-405-5013 | C: 250-402-8757

# CHAMBER NEWS

*The official newsletter of The Kaslo & Area Chamber of Commerce*



## IN THIS ISSUE

**ANNUAL GENERAL  
MEETING & ELECTIONS**

**ALL THE LATEST FROM  
MAY DAYS 2023**

**OSPREY FERRY  
BROCHURE RACKING  
SERVICE AVAILABLE**

**NEW CHAMBER CASH  
DESIGN**

**BC CHAMBER OF  
COMMERCE REGIONAL  
ROADSHOW**

## Annual General Meeting Held April 18

The Kaslo and Area Chamber of Commerce held our Annual General Meeting on Tuesday, April 18th.

Updates were provided by the Treasurer, Jeff Davie on finances and he also gave the Choose Local report.

Dianna Ducs of Nelson Kootenay Lake Tourism got us all up to date on the many great initiatives they are working on and wanted to remind everyone of the [Infrastructure Funding opportunity](#) available to tourism related organizations.

Our Administration Manager, Alana Jenkins provided a short update on what she's been up to since joining the Chamber in December. Organization and member communication have been her focus so far. Alana has also taken on the role of May Days coordinator, look for that update on page 2. Chyvonne Lynch filled us in on the great progress Kaslo ArtScape is making on their pharmacy mural project. Artist Tyler Toews has provided an initial design and the committee is working to raise the remaining funds required. Keep an eye out for the 50/50 draw supporting the cause at May Days!

# Kaslo & Area

## CHAMBER of COMMERCE

Elections were also held, with the volunteer board giving our thanks to outgoing member Dana Blouin for her great service as secretary over the years. We'd also like to congratulate;

- President - Cassie Gerretsen
- Vice President - Emily Smith
- Secretary - Chyvonne Lynch
- Treasurer - Jeff Davie
- Directors - Karma Halleran, Issac Maxfield, and Brett Frankson

Learn a bit more about the team on our [website](#).

## May Days 2023 Update:

Planning has been going well for May Days 2023.

We'd like to give a big thank you to this year's sponsors; The Village of Kaslo, Columbia Basin Trust, Nelson Kootenay Lake Tourism, Kootenay Savings Credit Union Community Foundation, Columbia Power, and the Province of British Columbia.

Our craft market has been extremely popular, all spaces have sold and a wait list started. There is a great variety among the vendors with everything from flowers to ceramics to clothing, food, art and much much more! We'll also have a few charities and informational booths as well.

Volunteers are needed to help with the barricades during the parade, please contact Alana at [thekaslochamber@gmail.com](mailto:thekaslochamber@gmail.com) if you're able to help out!

Entertainment at the Gazebo will be back with a great lineup for kids on Saturday morning and amazing music all weekend long - a big thank you to [Propel Studios](#) for their support.

If you're planning an event you would like added to the May Days 2023 schedule please reach out no later than Friday, May 5th.



Photo Credit Louis Bockner

# Osprey Ferry Brochure Racking Service

The Chamber is happy to once again offer the option to purchase Brochure Racking Services on the Osprey 2000 Ferry. The fee is \$100 for one year of rack availability. Alana will come pick up your brochures for distribution on the ferry, please contact her if you are interested [thekaslochamber@gmail.com](mailto:thekaslochamber@gmail.com)



## New Chamber Cash Design!

What's better than buying local goods and services? Buying local goods and services using the newly redesigned Chamber Cash! It can be used just like money at any of our Kaslo & Area Chamber Members' stores and businesses, makes a wonderful gift and it can even be donated to local charities. To purchase Chamber Cash today email [thekaslochamber@gmail.com](mailto:thekaslochamber@gmail.com) or visit [www.kaslochamber.com/chamber-cash](http://www.kaslochamber.com/chamber-cash) for more information





**2023 Regional Roadshow**

**Kootenays**

**Tuesday, May 9, 2023 | 3:00pm-4:00pm**

Kaslo & Area CHAMBER of COMMERCE BC Chamber of Commerce

North West BC / North East BC

Central BC

Vancouver Island / Gulf Islands

Mainland / Southwest

Thompson / Okanagan

Kootenays

## BC Chamber of Commerce Regional Virtual Road Show

- Every year, the BC Chamber of Commerce conducts its Collective Perspective survey, B.C.'s most comprehensive economic snapshot that identifies the issues that matter most to businesses across the province. The data collected informs the policy and advocacy efforts of the BCCC and its provincial network of 100 chambers of commerce and boards of trade.
- Join us for the Kootenays inaugural virtual Regional Roadshow, where 2022 Collective Perspective data from our region will be shared with business leaders and community members.
- Each virtual event will include a presentation of the story behind the provincial and regional data and provide an opportunity for members to engage directly with Mario Canseco.
- This event will be chaired by President and CEO, Fiona Famulak, who will be joined by guest speaker and research specialist, Mario Canseco, President, Research Co. and Columnist for Business in Vancouver.
- Free tickets are available by clicking [here](#)



## #PicturePerfectKaslo

@StellarHeli with a great photo of Front Street on a stunning spring afternoon

# Community Connection Expo - Nakusp

The Nakusp and District Chamber of Commerce with the support of the Nakusp and Area Development Board are hosting a Community Connection Expo Fundraiser. (CCX). Think trade show/business fair but for anyone who wants to showcase anything. Businesses, retailers, service providers, health and wellness workers, artists, musicians, forest industry representatives, food service providers, non profits, educational organizations, etc all are welcome! This is the perfect chance to connect with potential clients and network with other professionals.

**COMMUNITY CONNECTION EXPO**

**MAY 28th** Join us for the first ever! **CCX**

**Nakusp Arena from 10am - 4:00pm**

- Connect** Job Hiring Information from local industry & businesses.
- Listen** Music Performances from Local Talent.
- Discover** Societies and Services in Nakusp.
- Shop** Artisans, Craftsman & Merchant Booths.
- Win** 1 of 5 prizes valued at \$100!

**Suggested Admission \$5 Donation** Fundraising Proceeds go to support operations of the Visitor Centre.

For registration, inquiries, and talent bookings contact [nakusp@telus.net](mailto:nakusp@telus.net)

## Member Benefit Spotlight - Spark Insurance: Non Profit Program

The BC Chamber of Commerce's insurance program was created to make it easier, more informative and more affordable for non-profit chamber member organizations to get insured in partnership with Shaw Sabey & Associates Ltd. Our group-buying power has helped us negotiate some of the best coverage and lowest rates in the country. Apply online in less than 5 minutes for a free, no obligation quote. Applicants will receive a quote proposal by email that includes eight different types of insurance coverage, specifically tailored for non-profit organizations.

**BC Chamber of Commerce  
Non-Profit Insurance Program**



Your membership with the Kaslo & Area Chamber of Commerce comes with a wide variety of benefits including the Member Advantage Program which gives your business access to a suite of savings! Download the full list of programs and services [here](#).



## Karissa Stroshein

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**Subject:** Health Canada: Poisoned? Call 1-844-POISON-X number for poison centres

**From:** Communications-BC / Communications–CB (HC/SC) <BC-CB.communications@hc-sc.gc.ca>

**Sent:** Thursday, May 4, 2023 11:40 AM

**Subject:** Health Canada: Poisoned? Call 1-844-POISON-X number for poison centres



Health Canada has launched a new toll-free number, **1-844-POISON-X**, or **1-844-764-7669**, in collaboration with four poison centres across the country.

Please pass the message below to your organization's members, family and friends, or post it on your website and social media channels.

Each year, over 1,500 Canadians lose their lives and nearly 8,000 are hospitalized due to accidental poisoning from medications, cleaners, cannabis products, and many other household items.

If you have questions about a substance that might be harmful or you think someone may have been poisoned, call **1-844-POISON-X (or 1-844-764-7669)**, Canada's new toll-free, 24/7 national helpline.

We hope this information is useful to you.

*To unsubscribe from this mailing list, simply reply to this email with "Unsubscribe" in the subject line.*

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Communications and Public Affairs Branch  
Health Canada – Western Region / Government of Canada

Direction générale des communications et des affaires publiques  
Santé Canada - Région de l'Ouest / Gouvernement du Canada

[BC-CB.communications@hc-sc.gc.ca](mailto:BC-CB.communications@hc-sc.gc.ca)



Canada

For Immediate Release | April 26, 2023

## Vaccines help protect us

**IH Wide** – During National Immunization Awareness Week (April 24 – 30), Interior Health encourages individuals and families to stay on track with their immunizations.

“It is hard to imagine a world without vaccines,” said Dr. Fatemeh Sabet, Interior Health medical health officer. “I am so grateful for having access to a simple tool that has saved millions of lives and prevented serious consequences of so many vaccine preventable communicable diseases.”

Vaccines are available to protect against a variety of diseases such as cervical cancer, influenza, whooping cough, meningitis, chickenpox and hepatitis.

In B.C., young children are offered vaccines at two, four, six, 12, and 18 months of age. As children get older and begin school, vaccinations continue to be offered. This is to help children develop protection against vaccine preventable diseases. Some vaccinations need booster doses as children enter their teens.

Vaccines help protect us. For example, the Human Papillomavirus (HPV) vaccine is available to all children starting in grade six to protect against infection from types of HPV that cause certain cancers, such as cervical and mouth cancers. A 2019 study showed that the HPV vaccine cut the rate of early stages of cervical cancer by more than half in B.C.

The need for vaccinations does not stop after childhood years. There are many vaccines recommended for adults. All adults in B.C. can get a booster of tetanus and diphtheria vaccine every 10 years. If you missed your basic series in childhood, depending on your health, age and other risk factors, you could be eligible for certain vaccines.

“The single most important factor that helped us reduce risk of severe impacts from COVID-19 and get back to living in a safer environment has been vaccination,” said Dr. Sabet. “I am so thankful to everyone who stood up and played their part in protecting themselves and our communities by getting vaccinated.”

Visit the [Immunizations & Vaccines page](#) for information on important immunizations for infants, children, adults, the elderly as well as immunizations for pregnant women and for travel. Contact your [local health unit](#) to speak to a public health nurse if you have questions about vaccines or getting your immunizations up to date.

- 30 -



## Liquor Licensing for Outdoor Sampling Areas Background Information

Below you will find more information about the proposed amendment to allow  
Outdoor Sampling Areas at liquor manufacturer locations.

### Issue

Serving samples outdoors is currently permitted in a Lounge-patio, Special Event Area, or on a staff-guided tour at a manufacturer location (for example: wineries, breweries, or distilleries). In the current legislative framework some manufacturers, who do not have a Lounge or Special Event Area endorsement, are experiencing challenges in permanently licensing their Temporary Expanded Service Areas (TESA) to serve samples outdoors.

### What are TESAs?

The Liquor and Cannabis Regulation Branch (LCRB) implemented TESA authorizations to allow physical distancing during the COVID-19 pandemic. In November 2020, the Minister of Public Safety and Solicitor General (PSSG) committed to make approved TESAs permanent and expedite related applications for outdoor service areas at liquor licensed establishments.

TESA patios that are used to serve samples outdoors are [set to expire](#) on **December 31, 2024**.

### The licensing process

Local and Indigenous governments (jurisdictional authorities) have an important role in liquor licensing.

When someone applies for a Lounge-patio or Special Event Area endorsement, the jurisdictional authority must be notified because the application allows activities that may impact nearby residents, including:

- Serving standard-size drinks by the glass
- Amplified sound and music
- Sports and entertainment



The jurisdictional authority then has the option of gathering public input and considering impacts to nearby residents before providing a recommendation about the application to the LCRB.

### What is changing?

The proposed amendment to Section 71 will clarify that jurisdictional authorities will continue to be notified of an application regarding Outdoor Service Area(s) at a manufacturer's site when it is in relation to a Lounge or Special Event Area endorsement.

The jurisdiction will not be notified of an application for an Outdoor Sampling Area at a manufacturer's site. Since patrons would be tasting limited amounts of alcohol in the outdoor sampling area, it is the LCRB's view that any impacts to nearby residents or public safety risks would be minimal.

### Expected Outcomes

The regulatory amendment supports liquor manufacturers to permanently license their TESAs for outdoor sampling and streamlines the application process for Outdoor Sampling Areas in the future.

### Learn More

Visit the [LCRB website](#) to learn more about the role of local and Indigenous governments in reviewing liquor and cannabis licence applications.

For questions related to the liquor policy, contact [LCRBLiquorPolicy@gov.bc.ca](mailto:LCRBLiquorPolicy@gov.bc.ca).

**Subject:** The Heritage BC Update

**From:** Heritage BC <info@heritagebc.ca>  
**Sent:** Wednesday, April 26, 2023 11:15 AM  
**To:** Karissa Stroshein <admin@kaslo.ca>  
**Subject:** The Heritage BC Update

[View this email in your browser](#)

# The Heritage BC UPDATE



2023 **annual heritage conference** *BECOMING AGENTS FOR*  
**CHANGE**

## Workshops & Field Trips

Thursday, May 25 2023

Please pre-register. Limited space.

Have friends or family traveling with you to Chilliwack during the 2023 Annual Heritage Conference: Becoming Agents for Change in May?

**Workshops & Field Trips are open to the public!**

Be sure to invite them along as we think many of these sessions are great for anyone!

*All Workshops & Field Trips need to be pre-registered for, some have additional costs.*



[Register for Workshops & Field Trips Here](#)

Register for Workshops & Field Trips Here

**Don't Forget to Register for the 2023 Annual Heritage Conference: Becoming Agents for Change**

**REGISTER TODAY!**

Member  
Non-Member  
Subsidized

Regular Price  
**\$395.00**  
**\$495.00**  
**\$99.00**

Join us this **May 25 to 27, 2023** in Downtown Chilliwack for conversations about the opportunity that we have to leverage heritage as an agent for positive change in our communities.

Explore our conference [schedule](#) online and register today!

Register Here

Register Here

**Sponsor Spotlights**

We're highlighting a few of our sponsors each Newsletter. We're excited to have all of our amazing sponsors with us at our conference in May. Check these ones out:



**Andornot** is an established Canadian provider of software and hosted solutions for libraries, archives, museums and other cultural and knowledge management organizations. We specialize in creating single search interfaces to a wide range of resources including archival and museum collections, genealogical records, library materials, oral histories, digitized documents and more.  
Learn more at [Andornot Consulting](#).

**BC Association of Heritage Professionals (BCAHP)** is the Westernmost chapter of the Canadian Association of Heritage Professionals (CAHP). They're a diverse group of professionals representing a wide range of specialized experts who work in the heritage and cultural conservation field, helping to develop and improve provincial and regional heritage matters.

Learn more at [BC Association of Heritage Professionals](#).

BCAHP is also sponsoring the session **Make the Argument: Demolition should be a last resort – Understanding the environmental value of our existing buildings** on May 27 at 3:00 to 4:30pm.





**Ecclesiastical Insurance** is a specialist commercial insurer, deeply committed to protecting the needs of organizations that enrich the lives of others; to preserving Canada's distinct communities, cultures and history; and to supporting initiatives that help improve the lives of people in need.  
Learn more at [Ecclesiastical Insurance](#).

Ecclesiastical Insurance is also sponsoring the **Emergency Preparation Workshop at the Kilby Historic Site** on May 25 from 8:30am to 1:00pm.

## THANK YOU TO ALL OF OUR SPONSORS



### JOIN THE ADVISORY GROUP

## INDUSTRIAL HERITAGE CULTURAL MAP



We're seeking individuals to join the **Industrial Heritage Cultural Map Advisory Group!**

Click [here](#) to view the full details including the scope of work, volunteer time commitment, and expectations for the Advisory Group.

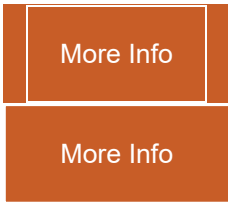
If you are interested in applying, email [culturalmaps@heritagebc.ca](mailto:culturalmaps@heritagebc.ca) and provide your contact details, a resume, reason for applying, and any additional or helpful experiences you bring to the table.

### A Few Reminders: Don't Forget!



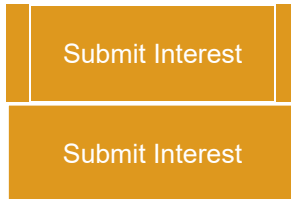
The Heritage Legacy Fund application deadline is this **Friday, April 28, 2023**.

Please review the [2023 Guidelines and Worksheets](#) on our website on our website for more information.



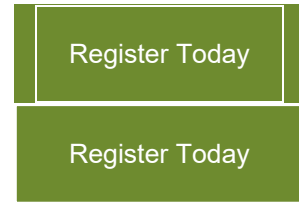
Submit industrial sites in your area for our new Cultural Map before **June 9, 2023**.

For more information or to submit a site visit our [website](#).



Pre-register online today for Heritage BC's virtual Annual General Meeting on **Wednesday, May 17, 2023** from **12:00 to 1:00pm (PST)**.

You must be a current member to vote.



### ***BC Register of Historic Places – Arches Platform Engagement Sessions***

This year, the BC Register of Historic Places will be migrating to a new database platform. The BC Heritage Branch has selected the Arches platform and is currently working on the customization and data migration required for the transition to a new platform. Find more information [here](#).

The BC Heritage Branch is also hosting virtual engagement sessions to demonstrate the Arches platform, and seek feedback on new features, functionalities, and processes to manage register submissions.

Register and attend a session on **Tuesday, May 23** from **9:30 to 11:00am** ([register here](#)) or **Wednesday, June 7** from **1:30 to 3:00pm** ([register here](#)).

***Check out these articles & podcasts we find interesting***





North Shore News - [West Vancouver's Navy Jack House to be restored as cafe](#)

CBC News British Columbia - [Court gives go-ahead for nature viewing platform opposed by heritage society in a Comox park](#)

Athabasca University: The Hub - [Podcast series explores ethics of research with Indigenous communities and respecting cultural values](#)

ReCollections: a Parks Canada podcast - [A history and archaeology podcast. Each episode explores new places and stories to help make sense of a complicated past.](#)

Connect with us on social media



#### BECOME A MEMBER

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

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

[Become a member today!](#)

#### Statement of Acknowledgement

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

Heritage BC



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Ladysmith, BC V9G 16A  
Canada

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Human sex trafficking and sexual exploitation for the purpose of prostitution is the fastest growing crime in the world. It is a lucrative crime targeting our youth, children, and the vulnerable.



You can help stop sexual exploitation starting in your community:

**Learn** about the issue.

**Share** it with others.

**Alert** your politicians that sexual exploitation must stop.

An Anti-Human Trafficking Initiative

**BeAmazingCampaign.org**

.....  
Canadian National Human Trafficking Hotline

**1-833-900-1010**



THE QUEEN'S  
PLATINUM JUBILEE 2022  
MEDAL RECIPIENT

Learn.  
Share.  
Alert.

Be Amazing



An Anti-Human  
Trafficking Initiative

PRESENTED BY

**Cathy Peters**

**BeAmazingCampaign.org**

# A modern equal society does not buy and sell women and children.

Cathy Peters raises awareness about the issue of human sex trafficking, sexual exploitation and child sexual trafficking which is for the purpose of prostitution. She speaks and presents to politicians, police and the public.

Today's slavery has low costs and huge profits; a trafficker can make hundreds of thousands of dollars *per victim* per year.

The average age of entry into prostitution is 12–14 years of age in Canada, although traffickers are targeting children as young as 8. There has been a dramatic increase in child exploitation along with the production and consumption of child pornography. Unregulated technology has increased the demand for commercially paid sex.

The biggest problem in Canada is that the public is unaware of the issue. Women, youth, children, the marginalized and vulnerable will become potential targets and victims unless we do something to stop it.

**Learn. Share. Alert.**  
[BeAmazingCampaign.org](https://BeAmazingCampaign.org)



Cathy Peters is a former inner city high school teacher and, since 2014, has made over 600 presentations to more than 20,000 people.

She has received 14 Challenge Coins from Victoria, Kitmat, North Vancouver, Coquitlam, Richmond, Surrey, and Chilliwack RCMP detachments, RCMP HQ Counter Exploitation Unit, New Westminster Police Department after presenting at the Justice Institute, Federal Corrections, Delta, Abbotsford, and the Vancouver Police Department.

Cathy's work was introduced in the BC Legislature and she was asked to three Federal Justice Committees on human trafficking. She has been a speaker to three MMIWG gatherings, numerous Indigenous groups, and had a booth at the July 2022 Assembly of First Nations Convention where she met hundreds of Indigenous leaders.

Cathy was nominated for an Order of BC Award and for the Carol Matusicky Distinguished Service to Families award. In 2022 she presented at the Global Summit *Connecting to Protect: Addressing the Harms of Porn on Youth from a Public Health Perspective* (University of Calgary) and presented at the first RCMP Human Trafficking webinar for law enforcement across Canada. Cathy received a Queen's Platinum Jubilee Medal for her anti-human trafficking advocacy work.

**Karissa Stroshein**

---

**Subject:** CKISS AGM & Speaker Series May 25!

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

**Sent:** Thursday, May 4, 2023 4:51 PM

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

**Subject:** CKISS AGM & Speaker Series May 25!

CKISS AGM & Speaker Series: A Match Made in Heaven

[View this email in your browser](#)



# CKISS AGM & Speaker Series

May 25 2023

.....  
.....  
.....



# CKISS AGM & *Speaker Series*

## **A Match Made In Heaven**

A virtual presentation on spotted lanternfly, an agriculture pest and its host the tree of heaven.

Followed by the CKISS AGM

### *Details:*

- ✓ May 25, 2023
- ✓ 6:30-8:00 PM
- ✓ Virtual Event



Register on our website :  
[www.ckiss.ca](http://www.ckiss.ca)



[Click Here To Register](#)

## ***A match made in heaven...***

***the spotted lanternfly and the spread of the tree of heaven in the Kootenays***

Please join us to celebrate the accomplishments of the past year and hear about some of the fascinating work taking place in our corner of the world. Before the AGM we will be presenting a speaker presentation on two inter-linked invasive

species threatening our region: spotted lanternfly, an agriculture pest and it's host the tree of heaven. We hope to see you there!

***What is black and white and red all over? Hint: it isn't a newspaper. In fact it feeds on over 70 plant and tree species, especially fruit trees, is featured on [late night comedy](#) and is causing 45%-100% loss of grape crops in the mid-Atlantic states. Oh no! Save the wine!***

### A b o u t t h e S p e a k e r s

**Dr. Chandra Moffat, Research Scientist with AAFC – [Summerland Research and Development Centre](#)**, will be presenting “*Knocking at the door: The invasion risk posed by spotted lanternfly for Canada.*” Chandra will provide information on spotted lanternfly and its association with tree of heaven; the threat spotted lanternfly poses to numerous industries in Canada; and preparations for the imminent arrival of this insect pest species.

**Dr. Hester Williams, Post Doctoral Fellow with AAFC – [Summerland Research and Development Centre](#)**, will be presenting *Tree of heaven: An invasive plant with a double punch!* Hester will provide background information on tree of heaven and its impact as an invasive plant species; how tree of heaven may facilitate the spread of spotted lanternfly into Canada, and how biological control of tree of heaven may contribute to the management of both invasive species

### E v e n t D e t a i l s :

**Date:** May 25, 2023

**Time of speakers :** 6:30 – 7:15 – special guest speakers – anyone is welcome to attend.

**Time of AGM :** 7:15-8:00 – the AGM is open to CKISS members only.

**Format:** on line event via Zoom, click the button below to register.

[Click Here To Register](#)



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Central Kootenay Invasive Species Society · Suite 19, 622 Front Street · Nelson, British Columbia V1L 4B7 · Canada



**Karissa Stroshein**

---

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

**Sent:** Tuesday, April 25, 2023 4:39 PM

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

**Subject:** Upcoming CKISS Events worth checking out! 😊

Upcoming CKISS Events worth checking out! Inside you will find info on workshops, community weed pulls, webinars, presentations and our outreach booth schedule.

[View this email in your browser](#)



# Upcoming CKISS Events

Spring 2023

**In Person Events**



**28  
APRIL  
2023**



CKISS and  
Tilia Botanicals presents

# **EDIBLE & MEDICINAL INVASIVE PLANT WORKSHOP**

**1-3 PM**  
Creston Public Library Meeting Room



**FREE EVENT!**

[www.ckiss.ca](http://www.ckiss.ca)



[Click here for more information](#)

Seeking Volunteers for....

# Pulpit Rock Community Weed Pull

Calling all trail users!  
Help remove invasive  
plants from the trails you  
♥ use & love! ♥

**Event Information:**

📅 Saturday May 6, 2023

📍 Pulpit Rock,  
Nelson B.C.

🕒 10 am - 12 pm

[www.ckiss.ca](http://www.ckiss.ca)

**SIGN  
UP!**



[Click here to find out more and sign up!](#)



# Broom Bash & Weaving Workshop

May 31, 2023  
4-8 pm  
Kootenay Bay BC

Only 10 Spots!  
Registration Required  
Complimentary Food

Help remove invasive  
Scotch broom!



Learn how to weave  
with plant fibres!



**FREE  
EVENT**

[Click here for more event info - Registration opens May 2](#)



PHOTO: BCWF

# SAVE THE DATE

---

JUNE 9, 2023

## SLOCAN VALLEY COMMUNITY WEEDPULL

**HUNTER SIDING WETLAND  
HILLS, BC**

**STAY TUNED TO [CKISS.CA](http://CKISS.CA)**



PHOTO: BCWF

# SAVE THE DATE

NAKUSP WATERFRONT  
COMMUNITY WEED PULL



**JUNE | 20<sup>TH</sup> | 2023**

STAY TUNED TO [CKISS.CA](http://CKISS.CA) FOR DETAILS

**Outreach Booth**



## CKISS Outreach Booth Spring Schedule

- April 29, 2023 - [Creston Valley Farmers Market](#), 9:00 AM - 1:00 PM
- May 13, 2023 - [Critter Day](#) at Beaver Creek Provincial Park, 1:00PM - 5:00 PM
- May 27, 2023 - [Castlegar Nature and Garden Fest](#), Station Museum, 9:00 AM-1:00 PM
- June 3, 2023 - [Nelson Farmers Market](#), Cottonwood Falls Park 9:00 AM - 2:00 PM
- June 17, 2023 - [Mawson Lake Fishing Derby](#), Creston, 10:00 AM - 2:00 PM

Virtual Events



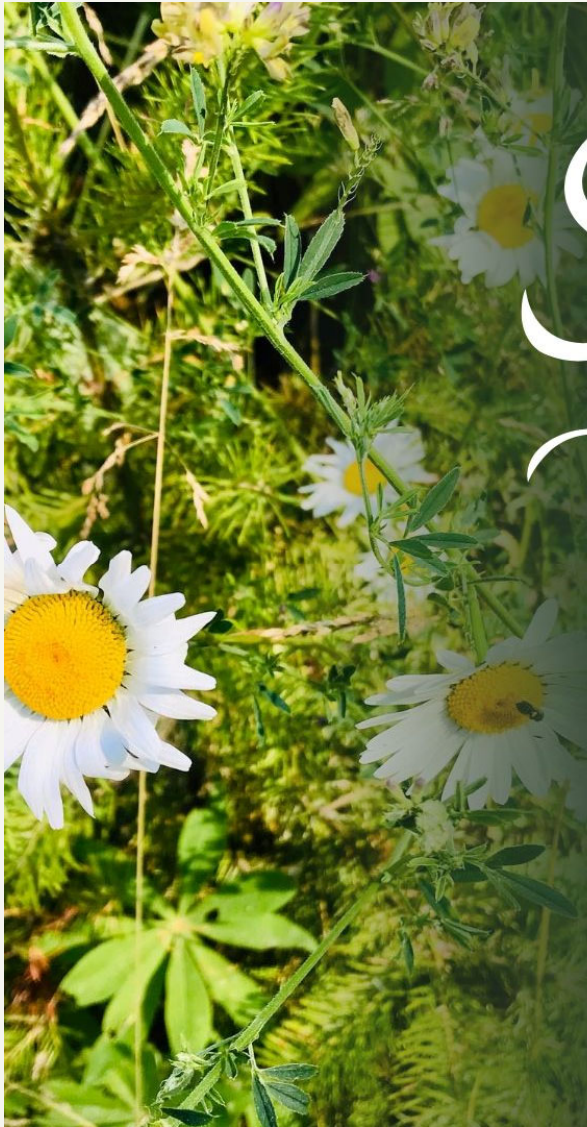
**REGISTER  
TODAY!**



**FREE**

**KINSEED**  
ecologies

[Click here to register for the webinar!](#)



# Save the Date

**CKISS AGM &  
Speaker Series**

Thursday May 25, 2023

6:30 pm

Virtual Event

Stay tuned for details

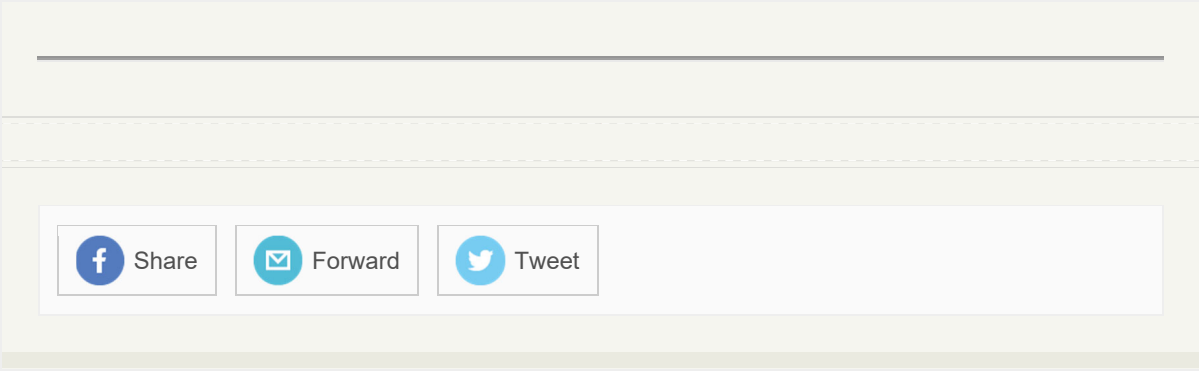
---

**May is Invasive Species Action Month**



Invasive species are the second greatest threat to biodiversity after habitat loss. Every year the BC government declares May **'Invasive Species Action Month'** recognizing the impact on BC's environment, economy, society, and human health. Preventing the introduction and spread of invasive species is possible with growing awareness, education, and management of human behaviours, practices, and habits.

[Click here to learn more about Invasive Species Action Month](#)



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## REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: May 5, 2023

SUBJECT: Water Capital Parcel Tax Amendment Bylaw 1287, 2023

**PURPOSE:** To consider adopting a bylaw that updates the water parcel tax rate.

**OPTIONS:**

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

1. **Adopt the bylaw. *The parcel tax rates will be imposed for 2023.***
2. Do not adopt the bylaw. *There will be a shortfall in the amount collected for 2023.*
3. Refer back to staff for further review and report.

**RECOMMENDATION:**

THAT Water Capital Parcel Tax Amendment Bylaw 1287, 2023 is adopted.

**ANALYSIS:**

- A. **Background:** In 2016, the Village of Kaslo introduced a Parcel Tax to collect revenues from local properties where municipal water service is available. The Parcel Tax Roll lists the affected properties and indicates the frontage that is used to calculate the amount of tax imposed on a given property. The proposed bylaw updates the tax rate for these frontages.

The bylaw was introduced and given two readings at the 2023.04.11 Council Meeting. It was also considered by the Asset Management Committee at their 2023.04.17 meeting and no changes were recommended. The bylaw received third reading at the 2023.04.25 Council Meeting.

- B. **Discussion:** The funds collected by the municipality through the parcel tax are used for capital improvements to the water system. The parcel (frontage) tax rate has not increased since 2021. As costs for capital improvements are increasing significantly due to supply chain issues and high inflation, additional revenues are required to ensure the future sustainability of the water system.

Funds raised by the parcel tax are added to the Water Capital Infrastructure Reserve. Saving up money in the reserve reduces the need to go into debt or rely on uncertain grant funding to pay for future water infrastructure projects. The A Avenue Watermain replacement project in 2022-23 and the upcoming Water Treatment Plant (WTP) Upgrades project, 2023-2025, are partly funded from the Water Capital Infrastructure Reserve. Without the increase in the parcel tax rate, the reserve fund will not cover the Village's required financial commitment to the WTP project. Future increases to the parcel tax rate will be required to maintain a state of good repair for the water distribution network and replacement of underground valve stations (PRVs).

C. **Attachments:**

- Water Capital Parcel Tax Amendment Bylaw 1287, 2023
- Water Capital Parcel Tax Bylaw 1263, 2021

D. **Financial Implications:** Parcel tax amounts are calculated based on frontage, as outlined in bylaw 1263. The total taxable frontage is 56,923.88 feet. The proposed bylaw reflects an increase to the rate from \$1.10/foot to \$1.32/foot which will bring in \$12,523.25 of additional revenue for the Village in 2023. In total, the parcel tax will generate \$75,132.51 in taxation for water system capital improvements this year. There is currently \$350,652.43 in the reserve.

E. **Corporate Priority:** Asset management is a priority in the Corporate Strategic Plan and mentioned throughout the Official Community Plan.

F. **Environmental Implications:** Long-term maintenance and upgrading the water system is critical to environmental management by helping to minimize water loss and make the most of a limited resource.

G. **Communication Strategy:** Once adopted, a copy of the consolidated Water Parcel Tax bylaw will be available on the Village's website.

VILLAGE OF KASLO

BYLAW NO. 1287

**A BYLAW TO AMEND THE PARCEL TAX IMPOSED  
IN RELATION TO THE MUNICIPAL WATER SYSTEM**

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

**1. Title**

This Bylaw may be cited as "Water System Capital Parcel Tax Amendment Bylaw No. 1287, 2023".

**2. Substantive Provisions**

2.1. 2021 Water System Capital Parcel Tax Bylaw (No. 1263, 2021) is hereby amended by removing item 4, and replacing it with the following:

4. The parcel tax shall be levied in accordance with the Parcel Tax Roll that was authenticated on 2021.04.27.

2.2. 2021 Water System Capital Parcel Tax Bylaw is hereby amended by removing item 5, and replacing it with the following:

5. The annual rate shall be \$1.32 per foot of taxable frontage.

**3. Effective Date**

This bylaw shall take effect January 1, 2023.

READ A FIRST TIME this 11<sup>th</sup> day of April, 2023.

READ A SECOND TIME this 11<sup>th</sup> day of April, 2023.

READ A THIRD TIME this 25<sup>th</sup> day of April, 2023.

RECONSIDERED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
MAYOR

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

VILLAGE OF KASLO  
BYLAW NO. 1287, 2023

Certified to be a true copy of "Water System Capital Parcel Tax Amendment Bylaw No. 1287, 2023"

---

CORPORATE OFFICER



**VILLAGE OF KASLO  
BYLAW NO. 1263**

<b>BEING A BYLAW TO IMPOSE A PARCEL TAX ON OWNERS OF LAND TO PROVIDE A MUNICIPAL WATER SYSTEM, 2021</b>
---

WHEREAS the *Community Charter* provides that Council may levy a parcel tax to meet the cost of works and services that benefit land within the municipality;

AND WHEREAS certain capital costs have been incurred or are planned towards improving and maintaining the water supply and distribution system to service land within the municipality, and it is desirable and expedient to levy a parcel tax on land benefiting from such service to meet those capital costs;

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

1. This bylaw may be cited for all purposes as the “**2021 Water System Capital Parcel Tax Bylaw**”.
2. In this bylaw, unless the context otherwise requires:
  - “**actual frontage**” means the distance that a parcel of land abuts on the water system or a highway;
  - “**Collector**” means the Chief Financial Officer of the Village of Kaslo;
  - “**lane**” means a highway having a right-of-way width of less than 50 feet;
  - “**parcel**” means any lot, including a group of lots comprising a folio, block or other area in which land is held or into which it is subdivided, but does not include a highway;
  - “**taxable frontage**” means the actual frontage or, if applicable, the distance that a parcel of land is deemed to abut on the work or highway, and in respect of which parcel the parcel tax is levied;
  - “**total actual frontage**” means the sum of the actual frontage of the parcels of land that abut on the work or highway.
3. A parcel tax is hereby imposed upon the owners of every parcel of land within the municipality which is capable of being connected to the water system, whether or not that parcel is connected to the water system.
4. The parcel tax shall be levied on each parcel of land described in section 3, and the amount thereof, unless otherwise provided in this bylaw, shall be the product of the taxable frontage and the annual rate.
5. The annual rate shall be **\$1.10** per foot of taxable frontage.
6. The parcel tax shall remain in force and effect until the complete discharge and satisfaction by the municipality of all obligations presently incurred, and to be incurred, in respect of the service described herein.
7. For the purposes of this bylaw, a regularly shaped parcel of land is rectangular.

8. For a parcel that is irregularly shaped, to levy the parcel tax on a fair and equitable basis, the actual frontage of irregular parcels shall be determined by the Collector including:
  - a. a parcel abutting the water system that is wholly or in part unfit for building purposes;  
or
  - b. a parcel that does not abut the water system but is connected to it.
9. In determining the actual frontage for an irregular parcel, the Collector shall consider the condition, situation, value, and surficial area of the parcel as compared with regularly shaped parcels of land and the benefit derived from the water service.
10. The taxable frontage shall be the actual frontage, except that:
  - a. the maximum taxable frontage is 120 feet; and,
  - b. the minimum taxable frontage of 25 feet.
  - c. In the case of all strata title parcels sharing a single connection to the Village's Water Service, the taxable frontage per parcel will be deemed 25 feet.
11. For a parcel that is exempt from taxation, a fee equivalent to the parcel tax that would otherwise apply to that parcel shall be payable from its owner or assign.
12. Bylaw 1254, Water Parcel Tax 2020, is hereby repealed.
13. This bylaw shall come into full force and effect upon its final adoption.

READ A FIRST TIME this 13<sup>th</sup> day of April, 2021.

READ A SECOND TIME this 13<sup>th</sup> day of April, 2021.

READ A THIRD TIME this 4<sup>th</sup> day of May, 2021.

RECONSIDERED AND ADOPTED this 11<sup>th</sup> day of May, 2021.

---

Mayor Hewat

---

Chief Administrative Officer

Certified correct:

---

Chief Administrative Officer



## REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: May 5, 2023

SUBJECT: Sewer Capital Parcel Tax Amendment Bylaw 1288, 2023

**PURPOSE:** To consider adopting a bylaw that updates the sewer parcel tax rate.

**OPTIONS:**

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

1. **Adopt the bylaw. *The parcel tax rates will be imposed for 2023.***
2. Do not adopt the bylaw. *There will be a shortfall in the amount collected for 2023.*
3. Refer back to staff for further review and report.

**RECOMMENDATION:**

THAT Sewer Capital Parcel Tax Amendment Bylaw 1288, 2023 is adopted.

**ANALYSIS:**

- A. **Background:** In 2016, the Village of Kaslo introduced a Parcel Tax to collect revenues from local properties where municipal sewer service is available. The Parcel Tax Roll lists the affected properties and indicates the frontage that is used to calculate the amount of tax imposed on a given property. The proposed bylaw updates the tax rate for these frontages.

The bylaw was introduced and given two readings at the 2023.04.11 Council Meeting. It was also considered by the Liquid Waste Monitoring Committee and the Asset Management Committee at their 2023.04.17 meetings. No changes were recommended by either committee. The bylaw received third reading at the 2023.04.25 Council Meeting.

- B. **Discussion:** The funds collected by the municipality through the parcel tax are used for capital improvements to the sewer system. The parcel (frontage) tax rate has not increased since 2021. As costs for capital improvements are increasing significantly due to supply chain issues and high inflation, additional revenues are required to ensure the future sustainability of the sewer system.

Funds raised by the parcel tax are added to the Sewer Capital Infrastructure Reserve. Saving up money in the reserve reduces the need to go into debt or rely on uncertain grant funding to pay for future sewer infrastructure projects. Although money in the reserve is primarily directed towards the capital maintenance existing Sewer Service Area (SSA), funds were borrowed from the reserve to pay for the sewer crossing at D Avenue during Kaslo River Bridge Construction. Expansion of the wastewater treatment plant is being planned along with future expansion of the wastewater collection system to more of Lower Kaslo, but substantial funding other than the reserve will be needed to make that happen.

C. **Attachments:**

- Sewer Capital Parcel Tax Amendment Bylaw 1288, 2023
- Sewer Capital Parcel Tax Bylaw 1264, 2021

**Financial Implications:** Parcel tax amounts are calculated based on frontage, as outlined in bylaw 1264. The total taxable frontage is 12,750.38 feet. The proposed bylaw reflects an increase to the rate from \$1.10/foot to \$1.32/foot which will bring in \$2,805.08 of additional revenue for the Village in 2023. In total, the parcel tax will generate \$16,830.50 in taxation for sewer system capital improvements this year. There is currently \$147,772 in the reserve.

D. **Corporate Priority:** Asset management and sewer system expansion are priorities in the Corporate Strategic Plan and mentioned throughout the Official Community Plan.

E. **Environmental Implications:** The sewer system and treatment plant helps ensure that domestic effluent is released into the environment in the most ecologically responsible way.

F. **Communication Strategy:** Once adopted, a copy of the consolidated Sewer Parcel Tax bylaw will be available on the Village's website.

VILLAGE OF KASLO

BYLAW NO. 1288

**A BYLAW TO AMEND THE PARCEL TAX IMPOSED  
IN RELATION TO THE MUNICIPAL SEWER SYSTEM**

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

**1. Title**

This Bylaw may be cited as "Sewer System Capital Parcel Tax Amendment Bylaw No. 1288, 2023".

**2. Substantive Provisions**

2.1. 2021 Sewer System Capital Parcel Tax Bylaw (No. 1264, 2021) is hereby amended by removing item 4, and replacing it with the following:

4. The parcel tax shall be levied in accordance with the Parcel Tax Roll that was authenticated on 2021.04.27.

2.2. 2021 Sewer System Capital Parcel Tax Bylaw is hereby amended by removing item 5, and replacing it with the following:

5. The annual rate shall be \$1.32 per foot of taxable frontage.

**3. Effective Date**

This bylaw shall take effect January 1, 2023.

READ A FIRST TIME this 11<sup>th</sup> day of April, 2023.

READ A SECOND TIME this 11<sup>th</sup> day of April, 2023.

READ A THIRD TIME this 25<sup>th</sup> day of April, 2023.

RECONSIDERED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
MAYOR

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

VILLAGE OF KASLO  
BYLAW NO. 1288, 2023

Certified to be a true copy of "Sewer System Capital Parcel Tax Amendment Bylaw No. 1288, 2023"

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CORPORATE OFFICER

**VILLAGE OF KASLO  
BYLAW NO. 1264**

<b>BEING A BYLAW TO IMPOSE A PARCEL TAX ON OWNERS OF LAND TO PROVIDE A MUNICIPAL SEWER SYSTEM, 2021</b>
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WHEREAS the *Community Charter* provides that Council may levy a parcel tax to meet the cost of works and services that benefit land within the municipality;

AND WHEREAS certain capital costs will be incurred towards improving and maintaining the sanitary sewer system to service the Specified Area within the municipality, and it is desirable and expedient to levy a parcel tax on land benefiting from such service to meet those capital costs;

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

1. This bylaw may be cited for all purposes as the **“2021 Sewer System Capital Parcel Tax Bylaw”**.
2. In this bylaw, unless the context otherwise requires:
  - “actual frontage”** means the distance that a parcel of land abuts on the sewer system or a highway;
  - “Collector”** means the Chief Financial Officer of the Village of Kaslo;
  - “lane”** means a highway having a right-of-way width of less than 50 feet;
  - “parcel”** means any lot, including a group of lots comprising a folio, block or other area in which land is held or into which it is subdivided, but does not include a highway;
  - “taxable frontage”** means the actual frontage or, if applicable, the distance that a parcel of land is deemed to abut on the work or highway, and in respect of which parcel the parcel tax is levied;
  - “total actual frontage”** means the sum of the actual frontage of the parcels of land that abut on the work or highway.
3. A parcel tax is hereby imposed upon the owners of every parcel of land within the municipality which is capable of being connected to the sewer system, whether or not that parcel is connected to the sewer system.
4. The parcel tax shall be levied on each parcel of land described in section 3, and the amount thereof, unless otherwise provided in this bylaw, shall be the product of the taxable frontage and the annual rate.
5. The annual rate shall be **\$1.10** per foot of taxable frontage.
6. The parcel tax shall remain in force and effect until the complete discharge and satisfaction by the municipality of all obligations presently incurred, and to be incurred, in respect of the service described herein.
7. For the purposes of this bylaw, a regularly shaped parcel of land is rectangular.

8. For a parcel that is irregularly shaped, to levy the parcel tax on a fair and equitable basis, the actual frontage of irregular parcels shall be determined by the Collector including:
  - a. a parcel abutting the sewer system that is wholly or in part unfit for building purposes;  
or
  - b. a parcel that does not abut the sewer system but is connected to it.
9. In determining the actual frontage for an irregular parcel, the Collector shall consider the condition, situation, value, and surficial area of the parcel as compared with regularly shaped parcels of land and the benefit derived from the sewer service.
10. The taxable frontage shall be the actual frontage, except that:
  - a. the maximum taxable frontage is 120 feet; and,
  - b. the minimum taxable frontage is 25 feet.
  - c. In the case of all strata title parcels sharing a single connection to the Village's Water Service, the taxable frontage per parcel will be deemed 25 feet.
11. For a parcel that is exempt from taxation, a fee equivalent to the parcel tax that would otherwise apply to that parcel shall be payable from its owner or assign.
12. This bylaw shall come into full force and effect upon its final adoption.

READ A FIRST TIME this 13<sup>th</sup> day of April, 2021.

READ A SECOND TIME this 13<sup>th</sup> day of April, 2021.

READ A THIRD TIME this 4<sup>th</sup> day of May, 2021.

RECONSIDERED AND ADOPTED this 11<sup>th</sup> day of May, 2021.

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Mayor Hewat

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Chief Administrative Officer

Certified correct:

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Chief Administrative Officer





## REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: May 5, 2023

SUBJECT: Sewer Service Area Bylaw 1289, 2023

**PURPOSE:** To consider giving third reading to a bylaw that updates the mapping for sewer specified areas.

**OPTIONS:**

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

1. **Give the bylaw third reading. Adoption will be scheduled for the 2023.05.23 Council Meeting.**
2. Refer back to staff for further review and report.

**RECOMMENDATION:**

THAT Sewer Service Area Bylaw 1289, 2023 be given third reading.

**ANALYSIS:**

- A. **Background:** Sewer Specified Area No. 1 Bylaw No. 859, 1994 authorized the establishment of a specified area for the purpose of funding the design and construction of a sewer system. The boundaries of Sewer Specified Area No. 1 were amended in 2020 by bylaw 1255. The current Liquid Waste Management Plan contemplates establishing additional Sewer Specified Areas (SSAs) for expansion of the system beyond the original service area, which must be established by bylaw. The bylaw received two readings at the 2023.04.25 Council Meeting.
- B. **Discussion:** The proposed bylaw establishes SSA#2 & SSA#3. The bylaw also establishes the Village's authority to operate the sewer system, including undertaking capital projects beyond the initial works outlined in bylaw 859. The proposed bylaw specifies that all operating costs will be borne by property owners within the area benefitting from the service, and allows the municipality to impose taxes to fund environmental education and monitoring activities.
- C. **Attachments:**
  - Sewer Service Area Bylaw 1289, 2023
  - Sewer Specified Area No. 1 Bylaw No. 859, 1994
- D. **Financial Implications:** There are no costs associated with adoption of the bylaw. The bylaw does address the options for funding improvements, maintenance and operation of the sewer system. All costs associated with a given SSA will be borne by the properties in that SSA. Education and monitoring costs can be apportioned across the entire community.
- E. **Corporate Priority:** Expansion of the sewer system was identified as a priority in the Village's 2021-2025 Strategic Plan.
- F. **Environmental Implications:** The adoption of this bylaw does not trigger any direct environmental impacts. The Liquid Waste Management Plan does establish a mechanism for

funding environmental monitoring and education activities. Future expansion of Village's sewer system will divert wastewater away from private septic systems to a facility where wastewater is treated to provincial health standards before entering the environment.

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

VILLAGE OF KASLO

BYLAW NO. 1289

**A BYLAW TO ESTABLISH AND MAINTAIN THE SEWER SERVICE AREAS**

WHEREAS the Village of Kaslo adopted a Liquid Waste Management Plan, which involved extensive community consultation and was approved by the Minister of Environment and Climate Change Strategy,

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

**1. Title**

This Bylaw may be cited as "Sewer Service Area Bylaw No. 1289, 2023".

**2. Definitions**

**Benefiting Area** means the area described in Schedule A to this bylaw and is the area benefited by the sewer works and services now in place and/or set forth as a future Specified Service Area.

**Specified Service Area (SSA)** means a portion of the Benefiting Area representing each phase of construction and planned future expansion of the sewer service, as shown on Schedule A to this bylaw.

**Village** means the Village of Kaslo

**3. Authorization to Construct and Operate the Sewer System**

3.1. The Village is hereby authorized to provide, operate, maintain, and to undertake and carry out, or cause to be carried out, the design, construction and operation of the sewer system and do all things necessary in connection therewith for the benefit of the Benefiting Area.

**4. Capital Expenditure**

4.1. The Village is authorized to upgrade, expand, and renew the sewer system within the Benefiting Area and may secure funds for such works by:

4.1.1. Pursuing grant opportunities;

4.1.2. Establishing local service area taxes, development cost charges, connection fees, or extended service agreements, by bylaw, which may be levied at different rates in each SSA based on the cost of works undertaken, planned, or required to maintain a good state of repair benefiting the SSA;

- 4.1.3. Providing the Village portion of funding by draw upon Village reserve, surplus funds or operating revenue as established in the Village's annual financial plan; and,
- 4.1.4. Borrowing funds, by bylaw, subject to the requirements of the Community Charter or another Act, and if required, elector approval

## **5. Operating Costs**

- 5.1. The entire cost of providing the sewer service to the Benefiting Area shall be borne by the owners of real property, including land and improvements, and the users of the sewer service, and a sum sufficient therefore shall be recovered for such period of time as necessary by the imposition of:
  - 5.1.1. User rates established in the Fees and Charges Bylaw or other bylaw;
  - 5.1.2. Local service area taxes or other charges provided in the Community Charter; or,
  - 5.1.3. Any combination of the above methods, which shall be imposed by Bylaw.

## **6. Environmental Education and Monitoring**

- 6.1. As outlined in the Liquid Waste Management Plan, the Village may impose, by bylaw, a community-wide tax borne by all owners of real property, or other charge provided in the Community Charter, towards wastewater-related public education, receiving environment monitoring, and treatment performance including the overall performance of private sewerage systems and groundwater monitoring, which are initiatives that broadly benefit the community and environment.

## **7. Acquisition Authority**

- 7.1. The Village is authorized to acquire all such real property, easements, and rights-of-way and to enter into leases and to obtain other rights and authorities as may be required or desirable in connection with the construction and maintenance of the sewer system.

## **8. Severability Clause**

- 8.1. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

## **9. Effective Date**

- 9.1. This bylaw shall take effect upon adoption.

VILLAGE OF KASLO  
BYLAW NO. 1289, 2023

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

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

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

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

\_\_\_\_\_

MAYOR

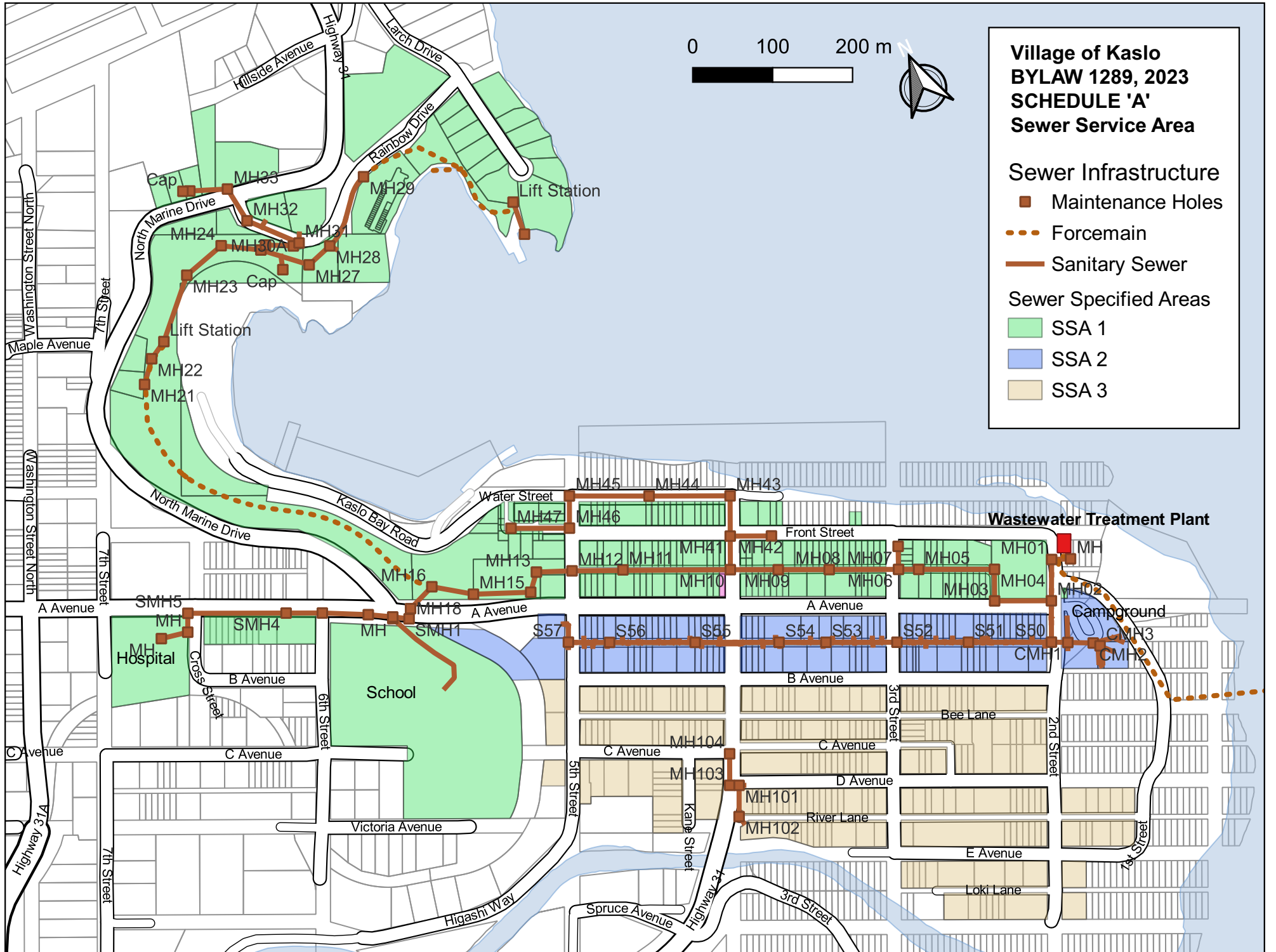
\_\_\_\_\_

CORPORATE OFFICER

Certified to be a true copy of "Sewer Service Area Bylaw No. 1289, 2023"

\_\_\_\_\_

CORPORATE OFFICER



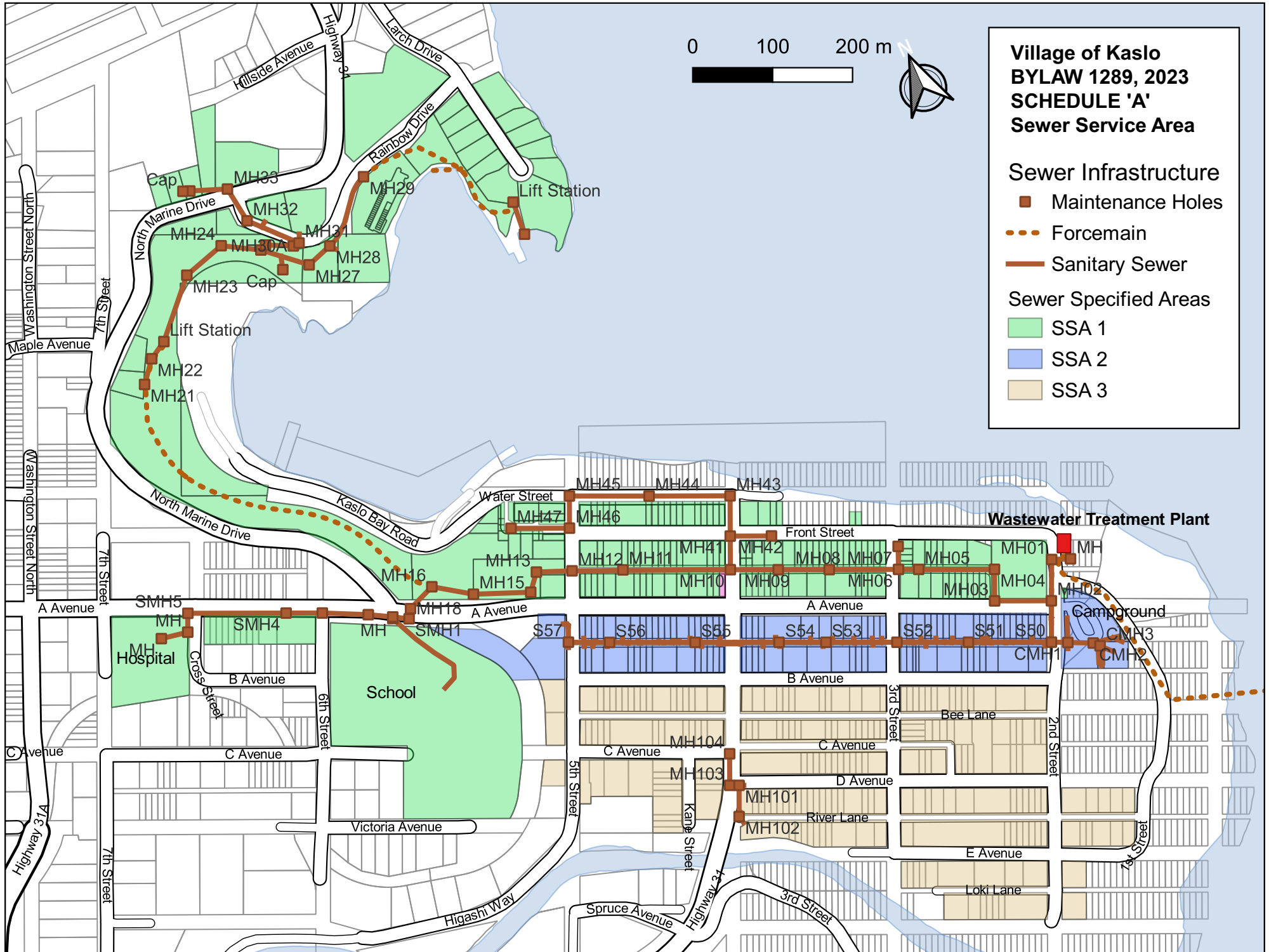
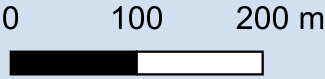
**Village of Kaslo  
BYLAW 1289, 2023  
SCHEDULE 'A'  
Sewer Service Area**

**Sewer Infrastructure**

- Maintenance Holes
- Forcemain
- Sanitary Sewer

**Sewer Specified Areas**

- SSA 1
- SSA 2
- SSA 3



THE CORPORATION OF THE VILLAGE OF KASLO  
BYLAW NO 859

SEWER SPECIFIED AREA NO. 1 BYLAW

WHEREAS pursuant to the provisions of Part 16 Division 2 of the Municipal Act R.S.B.C. 1979 c. 290, the Council of the Village of Kaslo is empowered by bylaw to undertake any work or service coming within the powers of the Municipality for the special benefit of a specified area of the Municipality;

AND WHEREAS the Council of the Village of Kaslo has received a petition pursuant to Section 658 of the Municipal Act from the owners of certain properties lying within the said specified area of the Municipality to have certain works undertaken to provide services to the specified area;

AND WHEREAS the Clerk of the Village of Kaslo has determined the sufficiency of the petition pursuant to Section 659 of the Municipal Act;

AND WHEREAS it is intended to design and construct certain works for the purpose of providing a sanitary sewer service to an area of the municipality known as Specified Area No. 1, where the estimated cost of constructing these works is estimated to be \$1,446,000.00 and the amount of debt that is intended to be created by this bylaw is \$361,500.00;

AND WHEREAS it is deemed desirable and expedient to define a Specified Area within the Municipality, hereinafter referred to as Sewer Specified Area No. 1 for the purpose of designing and constructing a sanitary sewer system;

AND WHEREAS the provisions of Part 16, Division 2 of the Municipal Act have been complied with;

AND WHEREAS the amount of the assessed value for general municipal purposes on the taxable land and improvements determined in accordance with the Assessment Act for the current year and for each of the two years immediately preceding the year in which the debt is to be created is:

1992 -	\$23,670,695
1993 -	30,027,343
1994 -	43,798,750

AND WHEREAS the assessment values of the specified area for the year 1994 are \$11,134,000;

AND WHEREAS the value at 31 December 1993 of the water utility system and other municipal enterprises was \$1,837,584;

AND WHEREAS the amount of the authorized debt of the Municipality is \$1,081,945 of which \$1,021,945 is existing outstanding debenture debt and \$60,000 is authorized and unissued debenture debt and none of the principle and interest of the debenture debt of the municipality is in arrears;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS the maximum term for which debentures may be issued to secure the debt created by this bylaw is 25 years;

AND WHEREAS the debt to be created by this bylaw is the sum of \$361,500;

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

1. Citation

This bylaw shall be cited as the "Sewer Specified Area No. 1 Bylaw No. 859, 1994".

2. Benefiting Area

The portion of the Village, more particularly described in Schedule A attached hereto and as shown outlined on the plans contained in Schedule A, shall be the area of the Village of Kaslo benefited by the works and services hereinafter set forth, which area is hereinafter referred to as the "Benefiting Area".

3. Authorization to Construct Sewer System

The Village of Kaslo is hereby authorized to provide, operate, maintain and to undertake and carry out, or cause to be carried out, the design and construction of a sewer system and to do all things necessary in connection therewith for the special benefit of the benefiting area.

4. Authorization to Borrow

The Village of Kaslo is hereby authorized to borrow, upon the credit of the Village of Kaslo, a sum not exceeding \$361,500 for the purpose of constructing the works, more particularly described in Section 3 for the special benefit of the benefiting area.

5. Acquisition Authority

The Village of Kaslo is hereby authorized to acquire all such real property, easements and rights-of-way and to enter into leases and to obtain other rights and authorities as may be requisite or desirable for in connection with the construction of the works described in Section 3.

6. Parcel Tax Levy

The entire cost of providing the sewer service shall be borne by the owners of real property, including land and improvements, and the users of the sewer service within the benefiting area, and a sum sufficient therefore shall be recovered for such period of time as necessary by the imposition of user rates, frontage and/or parcel tax or other charges provided in the Municipal Act, or any combination of these methods, to be imposed by bylaw pursuant to the Municipal Act.

7. Insufficient Repayment Funds

Should the sums recovered under Section 6 be insufficient to meet the costs of providing the service, a levy may be made within the benefiting area in the manner prescribed in the Municipal Act on the basis of assessment as fixed for general municipal purposes.

8. Cash Commutation

Any person whose parcel is subject to being specially charged under Section 6 for the cost of the debt intended to be created by this bylaw, may commute their share of the project cost by payment in cash under the terms and conditions set by separate bylaw under the provisions of Section 674(3.1) of the Municipal Act.

Read a first time this 14th day of June 1994.

Read a second time this 14th day of June 1994.

Read a third time this 12th day of July, 1994.

Received approval by the Inspector of Municipalities this 15th day of September, 1994.

Reconsidered and finally adopted this 27th day of September, 1994.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

Certified correct:  
\_\_\_\_\_  
Municipal Clerk

*A true copy of By-Law No. 859  
registered in the office of the Inspector  
of Municipalities this 23<sup>RD</sup> day of  
November 1994.*

\_\_\_\_\_  
*Inspector of Municipalities*





"MUNICIPAL ACT"

CANADA:  
Province of British Columbia }

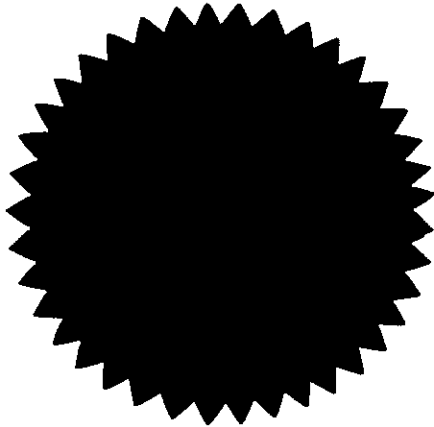


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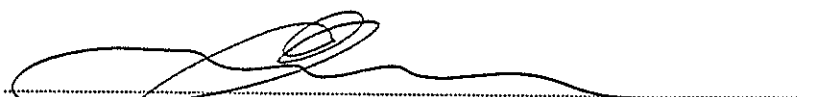
# Certificate of Approval

*In pursuance of the "Municipal Act," I hereby certify that the*  
*within by-law,* being Bylaw No. 859 cited as "Sewer Specified Area No. 1  
Bylaw No. 859, 1994" of The Corporation of the Village of Kaslo,

*has been lawfully and validly made and enacted, and that its validity*  
*is not open to be questioned on any ground whatever in any of the*  
*Courts of the Province of British Columbia.*



*Dated this*                      Nineteenth                      *day*  
*of*                                      December                      , 19 94

  
Deputy Inspector of Municipalities of British Columbia

Province of British Columbia



No. ....

# Statutory Approval

*Under the provisions of section* 332

*of the* Municipal Act

*I hereby approve Bylaw No.* 859

*of* the Corporation of  
the Village of Kaslo, *a copy*

*of which is attached hereto.*

Dated this 15<sup>th</sup> day

of September, 1994

  
.....  
Deputy Inspector of Municipalities

**VILLAGE OF KASLO  
BYLAW N<sup>o</sup>. 1291**

**BEING A BYLAW TO ESTABLISH THE FIVE-YEAR FINANCIAL PLAN OF THE  
VILLAGE OF KASLO FOR 2023 TO 2027**

WHEREAS, pursuant to Section 165 of the Community Charter, a municipality must adopt a Financial Plan bylaw before the annual property tax bylaw is adopted; and,

WHEREAS, pursuant to Section 166, the public was consulted on the proposed financial plan through a series of Special Budget Meetings on February 21<sup>st</sup>, March 21<sup>st</sup>, and April 18<sup>th</sup>, 2023.

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

1. The financial plan attached as Schedule A to this Bylaw is hereby adopted as the financial plan for the Village of Kaslo for the period commencing January 1, 2023 through December 31, 2027.
2. The objectives and policies attached as Schedule B to this Bylaw outlines the proportion of total revenue from different funding sources, the distribution of property taxes among the property classes and the use of permissive tax exemptions.
3. This bylaw may be cited for as the **"2023-2027 Five Year Financial Plan Bylaw"**
4. This bylaw shall come into full force and effect upon final adoption.

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

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

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

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

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

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

Certified correct:

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

**SCHEDULE "A" TO the Village of Kaslo 2023-2027 Five Year Financial Plan Bylaw**

<b>REVENUE</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>General Tax Revenue</b>	(732,000.00)	(775,920.00)	(814,716.00)	(847,304.64)	(872,723.78)
<b>Grants-in-Lieu</b>	(32,708.62)	(34,671.13)	(36,404.69)	(37,860.88)	(38,996.70)
<b>Tax Penalties &amp; Interest</b>	(13,400.00)	(14,204.00)	(14,914.20)	(15,510.77)	(15,976.09)
<b>Sale of Services</b>	(60,180.00)	(63,790.80)	(66,980.34)	(69,659.55)	(71,749.34)
<b>Licenses &amp; Permits</b>	(18,236.00)	(19,147.80)	(20,105.19)	(20,909.40)	(21,536.68)
<b>Planning &amp; Development</b>	(11,000.00)	(11,660.00)	(12,243.00)	(12,732.72)	(13,114.70)
<b>Rental &amp; Leases</b>	(101,083.63)	(103,105.30)	(105,167.41)	(107,270.76)	(109,416.17)
<b>Other Income</b>	(23,434.00)	(24,605.70)	(25,835.99)	(26,869.42)	(27,675.51)
<b>Investment Income</b>	(60,000.00)	(63,000.00)	(66,150.00)	(68,796.00)	(70,859.88)
<b>Campground</b>	(37,000.00)	(37,740.00)	(38,494.80)	(39,264.70)	(40,049.99)
<b>Aerodrome</b>	(14,000.00)	(14,700.00)	(15,435.00)	(16,052.40)	(16,533.97)
<b>Cemeteries</b>	(12,000.00)	(12,240.00)	(12,484.80)	(12,734.50)	(12,989.19)
<b>Capital &amp; Project Funding</b>	(2,730,148.00)	(326,011.80)	(1,402,819.20)	(992,884.20)	0.00
<b>Non-Capital Conditional Funding</b>	(810,676.00)	(570,583.00)	(581,994.65)	(593,634.55)	(605,507.24)
<b>Unconditional Funding</b>	(365,600.00)	(365,600.00)	(365,600.00)	(365,600.00)	(365,600.00)
<b>Sale of Assets &amp; Land</b>	0.00	0.00	0.00	0.00	0.00
<b>Transfers between Accounts</b>	(103,501.40)	(109,711.48)	(115,197.06)	(119,804.94)	(123,399.09)
<b>Transfers from Reserves</b>	(375,661.00)	(540,500.25)	(330,100.00)	(700,500.00)	(277,441.00)
<b>Transfers from Surplus</b>	(320,844.40)	0.00	0.00	0.00	0.00
<b>Water Rates &amp; Charges</b>	(290,140.00)	(307,548.40)	(322,925.82)	(335,842.85)	(345,918.14)
<b>Water Taxation</b>	(75,139.00)	(75,139.00)	(75,139.00)	(75,139.00)	(75,139.00)
<b>Water Other Revenue</b>	0.00	0.00	0.00	0.00	0.00
<b>Water Capital Funding</b>	(245,400.00)	(900,750.00)	(300,000.00)	(1,500,000.00)	(77,441.00)
<b>Sewer Rates &amp; Charges</b>	(153,437.00)	(161,108.85)	(167,553.20)	(172,579.80)	(176,031.40)
<b>Sewer Taxation</b>	(16,764.00)	(16,764.00)	(16,764.00)	(16,764.00)	(16,764.00)
<b>Sewer Other Revenue</b>	(6,950.47)	(7,297.99)	(7,589.91)	(7,817.61)	(7,973.96)
<b>Sewer Capital Funding</b>	0.00	(1,100,000.00)	(1,500,000.00)	(1,200,000.00)	(1,250,000.00)
<b>Collections for Others</b>	(1,365,873.55)	(1,447,825.96)	(1,520,217.26)	(1,581,025.95)	(1,628,456.73)
<b>TOTAL REVENUE</b>	<b>(7,975,177.06)</b>	<b>(7,103,625.46)</b>	<b>(7,934,831.52)</b>	<b>(8,936,558.63)</b>	<b>(6,261,293.55)</b>

**SCHEDULE "A" TO the Village of Kaslo 2023-2027 Five Year Financial Plan Bylaw**

<b>EXPENSE</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Council &amp; Administration</b>	641,092.77	679,558.34	713,536.26	742,077.71	764,340.04
<b>Supplies &amp; Services</b>	121,181.00	128,451.86	134,874.45	140,269.43	144,477.51
<b>Protective Services</b>	330,200.48	350,012.51	367,513.14	382,213.67	393,680.08
<b>Planning &amp; Economic Development</b>	289,059.00	306,402.54	321,722.67	334,591.57	344,629.32
<b>Facilities</b>	150,700.18	159,742.19	167,729.29	174,438.47	179,671.62
<b>Recreation &amp; Culture</b>	106,182.67	112,553.63	118,181.31	122,908.56	126,595.82
<b>PW Operations</b>	312,379.55	331,122.32	347,678.44	361,585.58	372,433.14
<b>PW Fleet &amp; Equipment</b>	84,104.00	89,150.24	93,607.75	97,352.06	100,272.62
<b>Environmental Services</b>	103,679.97	109,900.77	115,395.81	120,011.64	123,611.99
<b>Campground</b>	19,335.78	20,495.93	21,520.72	22,381.55	23,053.00
<b>Aerodrome</b>	13,213.45	13,874.13	14,567.83	15,150.55	15,605.06
<b>Cemeteries</b>	2,360.45	2,407.66	2,455.82	2,504.93	2,555.03
<b>Debt Servicing</b>	26,686.00	24,000.00	0.00	0.00	0.00
<b>Capital &amp; Projects</b>	2,456,104.00	326,011.80	1,402,819.20	992,884.20	0.00
<b>Transfers between Accounts</b>	61,808.90	65,517.43	68,793.31	71,545.04	73,691.39
<b>Transfers to Reserves</b>	1,164,489.73	367,989.91	134,246.33	467,474.46	18,952.70
<b>Water Personnel</b>	110,202.32	116,814.46	122,655.18	127,561.39	131,388.23
<b>Water Operating</b>	106,559.00	112,952.54	118,600.17	123,344.17	127,044.50
<b>Water Debt Servicing</b>	0.00	0.00	0.00	0.00	0.00
<b>Water Emergency Management</b>	0.00				
<b>Water Capital Expenditures</b>	245,400.00	900,750.00	300,000.00	1,500,000.00	77,441.00
<b>Transfer to Water Reserve</b>	95,639.00	152,920.40	156,809.47	160,076.29	162,624.41
<b>Sewer Personnel</b>	95,253.01	100,015.66	104,016.29	107,136.78	109,279.51
<b>Sewer Operating</b>	36,971.00	38,819.55	40,372.33	41,583.50	42,415.17
<b>Sewer Debt Servicing</b>	0.00	0.00	0.00	0.00	0.00
<b>Sewer Capital Expenditures</b>	0.00	1,100,000.00	1,500,000.00	1,200,000.00	1,250,000.00
<b>Transfer to Sewer Reserve</b>	36,701.23	46,335.63	47,518.49	48,441.13	49,074.67
<b>Collections for Others</b>	1,365,873.55	1,447,825.96	1,520,217.26	1,581,025.95	1,628,456.73
<b>TOTAL EXPENDITURES</b>	<b>7,975,177.06</b>	<b>7,103,625.46</b>	<b>7,934,831.52</b>	<b>8,936,558.63</b>	<b>6,261,293.55</b>

## SCHEDULE “B” TO Village of Kaslo 2023-2027 Five Year Financial Plan Bylaw

Pursuant to section 165 (3.1) of the Community Charter

### **Part A: Proportion of Total Revenue Proposed to Come from Each Funding Source**

Table 1, below, shows the proportion of total revenue proposed to be raised from each funding source.

<b>REVENUE SOURCES</b>	<b>Dollar Value (\$)</b>	<b>% of Total Revenue</b>
Municipal General Taxation	\$ 778,109	9.8%
Sale of Services	\$ 89,416	1.1%
Other Own-Source Revenue	\$ 247,518	3.1%
Conditional & Unconditional Grants*	\$ 4,151,824	52.1%
Net Transfers from Reserves & Surplus	\$ 800,007	10.0%
Water & Sewer Utility Fees	\$542,430	6.8%
Borrowing Proceeds	\$ -	0.0%
Collections for Others	\$ 1,365,874	17.1%
	<u>\$ 7,975,177</u>	<u>100%</u>

\* May include unconfirmed grants.

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

Sale of services and fees form another significant portion of planned revenue. Many municipal services such as utilities and recreation lend well to a fee for service basis. Costs can be associated to a level of service provided, particularly where services are optional.

Grant funding is an integral funding source for major capital and operating projects due to the Village’s limited tax base and borrowing authority. Due to the extensive use of Community Works (Canada Community Building Fund) for many projects and projects identified in the Village’s Corporate Strategy, grants form a significant source of funding for the Village in the Financial Plan. The Village also receives unconditional funds under the Strategic Community Initiative (Small Community grant) which provides a significant source of funds for operations and capital maintenance programs and acts as a funding bridge between revenue collection cycles.

The Village received \$480,000 through the COVID Rapid Restart Grant in 2020. The 2023 budget includes spending of up to \$245,000 to fund community development and infrastructure projects including the completion of Front Street Park, Kaslo Bay Park, Asset Management and capacity building, City Hall and public works facility upgrades, community planning.

The Village leases vehicles and equipment and secures debenture financing for portions of large, committed projects not funded by grants or other internal sources. The Village reviews all other funding options prior to financing, recognizing that borrowing constitutes a long-term commitment and because borrowing authority is limited for an organization of this size. No new borrowing for new equipment is planned for 2023. Long-term debt is now paid in full, leaving the Village ample capacity to complete future or unanticipated capital projects.

## **SCHEDULE “B” TO Village of Kaslo 2023-2027 Five Year Financial Plan Bylaw**

Other revenue includes sources of funds which do not fit another category and include donations, grants from non-government sources, investment revenue, permits and licensing.

Parcel taxes were established to fund the current and future capital costs of providing water and sewer infrastructure. Capital costs include the funding of capital asset depreciation over the life cycle of the asset to reduce the future borrowing and taxation requirements for future generations of property owners. The intention is to use these taxes toward the capital renewal, replacement and expansion of water and sewer infrastructure and direct user fees towards utility operation and routine maintenance.

Divestiture of select municipal properties and improvements surplus to the needs of incorporation, to boost both capital reserves and economic development is under review. The budget includes funding towards professional planning and engineering advice towards development of surplus municipal land.

The also Village is undertaking an Asset Management program, with the assistance of funding from the Federation of Canadian Municipalities. The program enables hiring additional administrative capacity to create a comprehensive asset registry, develop an asset management framework and train current staff. The Asset Management project will be completed in Fall of 2023, culminating in a new asset management plan. The plan will help inform next year’s 5-year financial plan and beyond.

### **Objective and Policies**

Over the next five years, the Village has the following financial objectives and policies:

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



# SCHEDULE “B” TO Village of Kaslo 2023-2027 Five Year Financial Plan Bylaw

## 5-Year Capital Expenditure Plan

The 5-year financial plan includes the following capital projects. The Village leverages its own revenues and reserves to pursue infrastructure grant funding to complete the projects that are dependent on grants due to their size. Projects listed as “Not Funded” or “Partially Funded” means that the Village either already has, or intends to, apply for capital infrastructure grants in combination with building up reserve funds to acquire the funding needed for the project over the term of the 5-year plan.

<b>SUMMARY OF CAPITAL PROJECTS IN THE 5-YEAR FINANCIAL PLAN</b>				
<b>Project</b>	<b>Project Budget</b>	<b>Target Completion</b>	<b>Funding Status</b>	<b>Source(s)*</b>
Arena Fire Alarm System	\$ 147,740	2023	Funded	Grant + Reserve
Asset Management	\$ 75,000	2023	Funded	Grants + Operating
City Hall Upgrades	\$ 50,000	2023	Funded	Reserve
CRI (FireSmart)	\$ 321,497	2023	Funded	Grants
Electric PW Truck	\$ 93,444	2023	Funded	Grant + Reserve
EV Charging Station	\$ 10,000	2023	Funded	Grant + Reserve
Front Street Park	\$ 90,000	2023	Funded	Grant + Reserve
Kaslo River Dike Project	\$ 425,000	2023	Funded	Grant + Reserve
LED Streetlights	\$ 30,000	2023	Funded	Reserve
Moyie Beach Swim Dock	\$ 15,000	2023	Funded	Reserve
Planning Project	\$ 87,059	2023	Funded	Grants
Public Works Facility	\$ 89,000	2023	Funded	Reserve
Vimy Park	\$ 19,800	2023	Funded	Grant
Zero-Turn Mower	\$ 15,000	2023	Funded	Grants + Reserve
Active Transportation Plan	\$ 30,000	2024	Funded	Grants + Operating
EcDev Capacity Building	\$ 150,000	2024	Funded	Grants + Operating
Kaslo Bay Washroom	\$ 110,000	2024	Not Funded	TBD
Kemball Building	\$ 1,214,173	2024	Underfunded	TBD
Moyie Amphitheatre	\$ 260,000	2025	Partly Funded	Grants + Reserve
PRV 2 & 4 Replacement	\$ 300,000	2025	Not Funded	TBD
WTP UV Treatment	\$ 1,018,000	2025	Funded	Grants + Reserve
WWTP Plant Expansion	\$ 3,312,123	2025	Not Funded	TBD
Library	\$ 4,739,200	2026	Not Funded	TBD
Paving Program	\$ 850,000	2026	Not Funded	TBD
Water Asset Management	\$ 1,577,441	2026	Not Funded	TBD
Sewer Asset Management	\$ 150,000	2027	Not Funded	TBD
Sewer Expansion Phase 2	\$ 2,300,000	2027	Not Funded	TBD

# SCHEDULE "B" TO Village of Kaslo 2023-2027 Five Year Financial Plan Bylaw

## **Part B: Distribution of Property Taxes among Property Classes**

Table 2, below, provides the distribution of property tax among the property classes.

	<b>PROPERTY CLASS</b>	<b>RATIO</b>	<b>% TOTAL PROPERTY TAX</b>	<b>DOLLAR VALUE</b>
1	Residential	1	84.8%	\$ 620,565.73
2	Utilities	10	2.0%	\$ 14,713.86
3	Supportive Housing	1	0.0%	\$ -
4	Major Industry	3.4	0.0%	\$ -
5	Light Industrial	3	0.3%	\$ 2,076.77
6	Business	2.45	12.8%	\$ 93,619.60
7	Managed Forest	3	0.0%	\$ -
8	Recreational/Non-Profit	1.07	0.1%	\$ 1,012.35
9	Farm	12	0.0%	\$ 11.69
<b>TOTAL</b>			<b>100.0%</b>	<b>\$ 732,000.00</b>

Tax rates are set to maintain tax stability and ensure that municipal revenues keep pace with the cost of business and responsible fiscal management. Although residential assessment grew over 29% over the previous year, light industrial and business assessment remained the same or saw a decrease in overall property value.

The Village recognizes the need to attract and retain businesses and industry for economic development and to not rely heavily on any one industry as a tax source. Council believes that its rates reflect that philosophy.

## **Part C: The Use of Permissive Tax Exemptions**

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

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

- Where the Village leases property to the recipients of Permissive or Statutory Tax Exemptions, the Village expects these partners to recognize that this assistance, combined with nominal lease charges, can contribute to the inability of the Village to adequately fund capital reserves that support maintenance and capital repairs to those properties. These partners are expected to partner with the Village on grant pursuit for capital funds on an annual basis as appropriate;
- The Village will not consider Permissive Tax Exemption requests for Local Service or Parcel Taxes with respect to the water and sewer utility as the full cost of such exemptions would have to be covered by a balancing transfer from general operating to the sewer utility or by an increase in taxation to all other users within the service area;
- The tax exemption bylaw was renewed in 2021 for three years. Beneficiaries of the Permissive Tax Exemption were required to fill out an application form, demonstrate the benefit they provide to the community, and provide financial statements.

# SCHEDULE "B" TO Village of Kaslo 2023-2027 Five Year Financial Plan Bylaw

## Part D: Proposed Transfers to or Between Reserve Funds

Table 3, below, summarizes the proposed reserve transfers for 2023, pursuant to section 165(9) of the Community Charter.

The 2023 budget includes the following transfers to or from reserve funds. Money transferred from reserve goes towards funding capital projects and improvements, including the completion of Front Street Park, A Avenue Watermain replacement, Water Treatment Plant upgrades, Kemball Building renovations, Arena upgrades, and energy efficiency upgrades.

<b>FUND NAME</b>	<b>Opening Balance</b>	<b>Transfers To</b>	<b>Transfers From</b>	<b>Closing Balance</b>
Canada Community Building Fund	\$ 192,783	\$ 105,000	-\$ 50,000	\$ 247,783
Climate Action Reserve	\$ 52,466	\$ 48,082	-\$ 23,344	\$ 77,204
Growing Communities Fund	\$ -	\$ 919,000	-\$ 100,000	\$ 819,000
Cemetery Care	\$ 90,274	\$ 1,000	\$ -	\$ 91,274
Library Reserve	\$ 216,190	\$ 10,000	\$ -	\$ 226,190
Aerodrome Reserve	\$ 128,446	\$ -	\$ -	\$ 128,446
Buildings, Machinery & Equipment Reserve	\$ 40,864	\$ 21,099	-\$ 15,000	\$ 46,963
City Hall Reserve	\$ 60,901	\$ 5,000	-\$ 5,000	\$ 60,901
Sewer Capital Reserve	\$ 147,154	\$ 36,701	\$ -	\$ 183,855
Transportation Reserve	\$ 149,161	\$ 3,000	-\$ 2,000	\$ 150,161
Water Capital Reserve	\$ 349,184	\$ 95,639	-\$ 52,172	\$ 392,652
Arena Property Reserve	\$ 98,887	\$ 10,000	-\$ 44,317	\$ 64,570
Contingency Reserve	\$ 124,485	\$ -	\$ -	\$ 124,485
Kemball Building Reserve	\$ 37,529	\$ 10,000	-\$ 25,000	\$ 22,529
Public Arts Reserve	\$ 2,844	\$ -	\$ -	\$ 2,844
Recreation & Parks Reserve	\$ 178,282	\$ 32,004	-\$ 56,000	\$ 154,285
Sick Leave and Settlement Reserve	\$ 70,154	\$ -	-\$ 16,732	\$ 53,422
	<u>\$ 1,939,603</u>	<u>\$ 1,296,525</u>	<u>-\$ 389,565</u>	<u>\$ 2,846,563</u>

Some transfers to reserve recognize the deposit of conditional grants received by the Village, such as the Community Works (Canada Community Building Fund). The Growing Communities Fund was announced by the Provincial government earlier this year. The funds can be spent on a variety of capital and other projects, but must first be placed in a dedicated reserve fund. The deposit of library and arena fundraising and donations is estimated in the above table because the amount will be variable over the year.

Any additional funds raised by the library will be deposited into a dedicated capital building reserve towards construction of the new library. Arena donations will be deposited to the Arena Capital Reserve to be used towards the Arena Upgrades project. Deposits to other funds are to build up the reserves for future maintenance and capital projects, which will be informed by asset management practices.



## REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: May 5, 2023

SUBJECT: 2023-2027 Five Year Financial Plan Bylaw 1291 & 2023 Tax Rates Bylaw 1292

**PURPOSE:** To consider adoption of the Five Year Financial Plan and Tax Rates bylaws

**OPTIONS:**

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

- 1. Adopt the bylaws as presented. *The Village will have met its statutory obligations.***
2. Amend the bylaws. *Third reading will be rescinded, then the bylaws must be given third reading as amended. A Special Meeting must be scheduled for Thursday, May 11 or Friday, May 12.*

**RECOMMENDATION:**

THAT the 2023-2027 Five Year Financial Plan Bylaw be adopted.
---

THAT the 2023 Tax Rates Bylaw be adopted.
---

**ANALYSIS:**

- A. Background:** To meet the requirements of Section 197 of the Community Charter this year, all municipalities must adopt their 2023-2027 Five-year financial plan and set tax rates by Friday, May 12, 2023. The first three readings of the bylaws must be done by Wednesday, May 10, 2023. The financial plan must be adopted before the tax rate bylaw, although this can occur at the same meeting. Both bylaws received three readings at the 2023.04.25 Council Meeting.
- B. Discussion:** No changes are recommended to the draft bylaws.
- C. Attachments:**
  - 2023-2027 Five Year Financial Plan Bylaw 1291, 2023
  - 2023 Tax Rates Bylaw 1292, 2023
- D. Financial Implications:** The proposed bylaws set budget for the coming five years and the amount of property tax that will be levied in the current year.
- E. Corporate Priority:** Required by legislation
- F. Environmental Implications:** Nil
- G. Communication Strategy:** No further consultation is planned. Once adopted, copies of the bylaws will be available on the Village's website.

VILLAGE OF KASLO  
BYLAW N<sup>o</sup>. 1292

**BEING A BYLAW TO IMPOSE 2023 TAX RATES FOR MUNICIPAL, REGIONAL  
HOSPITAL AND REGIONAL DISTRICT PURPOSES**

WHEREAS the *Community Charter* requires that, before May 15<sup>th</sup> in each year, Council must adopt a bylaw to impose rates on all taxable land and improvements to provide the money required for the current fiscal year;

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

1. The following rates are hereby imposed and levied for the year 2023:
  - (a) for all lawful general purposes of the municipality, on the value of land and improvements taxable for general municipal purposes, those rates appearing under the "Village of Kaslo" heading of Schedule A attached hereto and forming part of this bylaw;
  - (b) for West Kootenay Boundary Regional Hospital District purposes, on the value of land and improvements taxable for hospital purposes those rates appearing under the "Regional Hospital District" heading of Schedule A attached hereto and forming part of this bylaw; and,
  - (c) for the purposes of the Regional District of Central Kootenay, on the value of land and improvements taxable for hospital purposes, those rates appearing under the "Regional District of Central Kootenay" heading of Schedule A attached hereto and forming part of this bylaw.
2. The due tax due date shall be July 4, 2022.
3. A late payment penalty of 10% will be added to the unpaid portion of taxes or homeowner grant not claimed as of July 4, 2022.
4. This bylaw may be cited for all purposes as the "**2023 Tax Rates Bylaw**".

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

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

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

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

**VILLAGE OF KASLO  
BYLAW N<sup>o</sup>. 1292**

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

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

Certified Correct:

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

**VILLAGE OF KASLO  
BYLAW N<sup>o</sup>. 1292**

**Schedule 'A' to Village of Kaslo 2023 Tax Rates Bylaw**

**2023 TAX RATE SCHEDULE**

(Tax rate = dollars of tax per \$1,000 of assessed taxable value)

<b>Property Class</b>	<b>Village of Kaslo</b>	<b>Regional District of Central Kootenay</b>	<b>Regional Hospital District</b>
1 Residential	2.11376	1.87295	0.16184
2 Utilities	21.13757	6.55531	0.56643
3 Supportive Housing	2.11376	1.87295	0.16184
4 Major Industry	7.18677	6.36802	0.55025
5 Light Industry	6.34127	6.36802	0.55025
6 Business & Other	5.17871	4.58872	0.39650
7 Managed Forest Land	6.34127	5.61884	0.48551
8 Recreation / Non-Profit	2.26172	1.87295	0.16184
9 Farm	25.36509	1.87295	0.16184



## REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: May 5, 2023

SUBJECT: Kaslo Jazz Etc. Society Request – Extended Hours

**PURPOSE:** To consider the request for extended park rental hours for Jazz Fest

**OPTIONS:**

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

1. **Approve the request. *The organizers will be advised of Council's decision.***
2. Do not approve the request. *The organizers will be advised of Council's decision.*
3. Refer back to staff for further review and report.

**RECOMMENDATION:**

THAT the request from the Kaslo Jazz Etc. Society for extended use of Kaslo Bay Park until midnight on August 4, 5, and 6, 2023 be approved.

**ANALYSIS:**

- A. **Background:** The request from the Kaslo Jazz Etc. Society (KJES) was first received at the 2023.02.14 Council meeting. At the 2023.03.14 Council meeting the following resolution was adopted:

THAT the request from the Kaslo Jazz Etc. Society for extended use of Kaslo Bay Park until 12 am on August 4, 5, and 6, 2023 be referred to the 2023.04.11 Council Meeting to allow Jazz Fest to provide a summary of the results of consultation with local businesses.

The results of the consultation are included in the agenda package.

- B. **Discussion:** The proposed hours are unchanged from 2022. As directed, KJES engaged with many downtown businesses to obtain feedback on this issue. Thirteen businesses, including all food and beverage establishments, have indicated their support for the extended hours.
- C. **Attachments:**
- 2023.02.06 letter of request from Paul Hinrichs, KJES Executive Director
  - Letters of support from the Angry Hen, Bluebelle Bistro, Buddy's Pizza, Chez Serge, Cornucopia, Front Street Market, Kaslo Hotel, Kaslo Laundromat, Pennywise, Propel Studios, The Parlour, Treehouse Restaurant.
- D. **Financial Implications:** Nil
- E. **Corporate Priority:** Nil
- F. **Environmental Implications:** Nil
- G. **Communication Strategy:** Communications will be the responsibility of the event organizers.





# KASLO JAZZ ETC. SOCIETY

#S-30170

T (250) 353-7577 F (250) 353-7577  
Box 1293, Kaslo, B.C., Canada, V0G-1M0

kaslojazzfest.com  
info@kaslojazzfest.com

Feb 6, 2023

Ian Dunlop, CAO  
Village of Kaslo

Dear Ian,

Re: Use of Kaslo Bay Park for the annual Kaslo Jazz Etc Summer Music Festival 2023-25

Installation of production equipment for the 30<sup>th</sup> Annual Kaslo Jazz Etc Festival in Kaslo Bay Park will begin on July 24<sup>th</sup> 2023 and every effort will be made to have the park left in better condition than found for August 13<sup>th</sup> 2023. During pre and post-production time, the park and Kaslo Bay Park Rd will remain open to the public. Beginning at 8am Wednesday Aug 2<sup>nd</sup> 2023, we request exclusive use of Kaslo Bay Park, and permission to close Kaslo Bay Park Road to non-festival and non-emergency vehicle traffic.

We are requesting the following for a term of three years (2023/2024/2025):

1. Approval to add the Holiday Monday to our programming (2pm - approx 9pm)
2. Renewal of the agreement for camping on municipal lands – The Riding Club, The Arena, as well as the grounds between The Arena & Riding Club. KJES will facilitate the operation of these campgrounds with partnership from regional NPO's who will operate the campgrounds directly as fundraisers.
3. Closure of Kaslo Bay Park Rd from the cenotaph to Kaslo Bay Park entrance and designating the road as a NO PARKING ON ROADWAY - TOW AWAY ZONE from 8am the Wednesday prior through 8am the Tuesday after the festival.
4. An extension of the park use rental for an additional 3 hours (until 12am) for the Friday, Saturday & Sunday of festival operation. Please see attached noise bylaw variance request for 2023, and apply same conditions to 2024 and 2025.
5. Continued support by the Village crew on park clean-up, maintenance and improvements.
6. Request to add a Kaslo Jazz Etc Festival banner to the 'Welcome to Kaslo' signs on the highways over the August long weekend.

---

*Proud organizers of the Kaslo Jazz Etc. Summer Music Festival, held every August Long Weekend*

For 2023, we also request:

7. Beer Garden license for Aug 4 – 7, 2023. See attached application.
8. Assistance with dust control on Kaslo Bay Park Rd
9. Rental of Village of Kaslo portable toilets for Kaslo Bay Campground, as in previous years, from Wednesday, August 2nd until Wednesday, August 9th.
10. Permission to reserve the ten (10) "Kaslo Shipyard Company" parking spaces on Kaslo Bay Park Rd. from Wednesday, August 2nd to Tuesday, August 8th to be used for Accessible / Mobility impaired patron parking.
11. Tree maintenance immediately prior to the festival for patron safety. Anything that can be done to prevent falling cottonwood branches in Kaslo Bay Park is appreciated.

As indicated in this letter and our various applications, you will notice that we are considering a 4 day festival this year by adding a shorter day on the Monday. As it is a holiday in BC and our event sold out in record time in 2022; we believe this is an appropriate way to sustain the festival through these challenging economic times without increasing daily attendance and still maintain similar attendance and operating hours as 2022. By adding a 4th day, this will allow more people to experience the festival, ease the burden on local businesses who are sometimes short staffed on the holiday Monday, and also allow us to remain more financially viable.

In addition, we have asked property owners of both South Beach and "Jazzlo Bay" to provide letters of intent to work with the Festival over the next three years. You will find a signed copy from Quality Property Inc (South Beach) attached to these documents, and we will forward the copy from Terra Investments (Jazzlo Bay) as soon as it arrives.

As part of our commitment to enhancing Kaslo Bay Park, KJES is pleased to provide approximately 100 hours of volunteer labor towards improving the park environment.

The KJES recognizes that the Kaslo Jazz Etc. Summer Music Festival puts extra demand on the Village of Kaslo's resources such as sewer system usage, garbage pick-up, and by-law enforcement. The KJES acknowledges the impact of this event on the residents, stakeholders, and the environment and gladly supports an appropriate permit fee as required by the Village.

Sincerely,



Paul Hinrichs,  
Executive Director

Dear Kaslo Mayor, Council Members, CAO and Staff:

I, Cassie Gerretsen, am writing on behalf of

(name of business): Angry Hen Brewing

to express our support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years. Our business is not negatively impacted by the festival operating until midnight and we appreciate the festival once again changing their opening time from 11am to 2pm each day.

Our business is grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,

Signature

Signature \_\_\_\_\_

Date April 18, 2023

Dear Kaslo Mayor, Council Members, CAO and Staff:

I, Chase Sellwood, am writing on behalf of

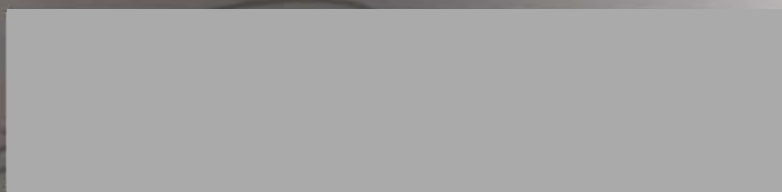
(name of business): Bluebelle Pistro

to express our support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years. Our business is not negatively impacted by the festival operating until midnight and we appreciate the festival once again changing their opening time from 11am to 2pm each day.

Our business is grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,

Signature



Date April 17/23

Dear Kaslo Mayor, Council Members, CAO and Staff:

I, Cathy Mathers, am writing on behalf of

(name of business): Buddy's Pizza

to express our support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years. Our business is not negatively impacted by the festival operating until midnight and we appreciate the festival once again changing their opening time from 11am to 2pm each day.

Our business is grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,

Signature \_\_\_\_\_

Date April 20/23

Dear Kaslo Mayor, Council Members, CAO and Staff:

I, Alicia Sergeant, am writing on behalf of

(name of business): Chez Serge Takeout

to express our support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years. Our business is not negatively impacted by the festival operating until midnight and we appreciate the festival once again changing their opening time from 11am to 2pm each day.

Our business is grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,

Signature  \_\_\_\_\_

Date April 17th 2023

Dear Kaslo Mayor, Council Members, CAO and Staff:

I, Dana Carlson, am writing on behalf of

(name of business): Cornucopia

to express our support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years. Our business is not negatively impacted by the festival operating until midnight and we appreciate the festival once again changing their opening time from 11am to 2pm each day.

Our business is grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,

Signature \_\_\_\_\_

Date April 18 2023

Dear Kaslo Mayor, Council Members, CAO and Staff:

I, Dave McCowan, am writing on behalf of

(name of business): Front Street Market

to express our support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years. Our business is not negatively impacted by the festival operating until midnight and we appreciate the festival once again changing their opening time from 11am to 2pm each day.

Our business is grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,

Signature

A grey rectangular box redacting the signature of Dave McCowan.

Date April 18, 2023



Dear Kaslo Mayor, Council Members, CAO and Staff:

I, James Danby, am writing on behalf of

(name of business): Kaslo Hotel

to express our support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years. Our business is not negatively impacted by the festival operating until midnight and we appreciate the festival once again changing their opening time from 11am to 2pm each day.

Our business is grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,

Signature

Date April 12, 2023

Dear Kaslo Mayor, Council Members, CAO and Staff:

I, Jeremy Behn, am writing on behalf of

(name of business): Kaslo Laundromat

to express our support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years. Our business is not negatively impacted by the festival operating until midnight and we appreciate the festival once again changing their opening time from 11am to 2pm each day.

Our business is grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,

Signature \_\_\_\_\_

Date \_\_\_\_\_

April 13/23

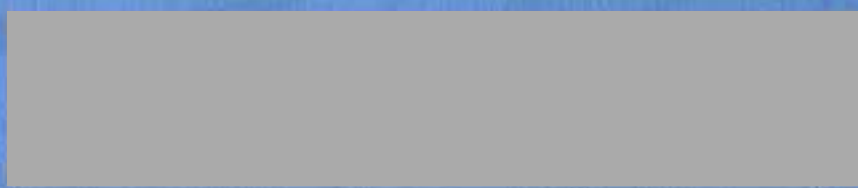
Dear Kaslo Mayor, Council Members, CAO and Staff:

I, am writing on behalf of Kaslo and Area Chamber of Commerce to express our full support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years.

Jazz Fest has made concessions as a member of this community that positively impacts the the towns economics - like changing their opening time from 11am to 2pm each day. This change allows visitors more time in town, which benefits the business community, much more than closing at 11pm would.

We are grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,



Signature : Karma Halleran  
President, Kaslo and Area Chamber of Commerce

Date Apr 15, 2023

Dear Kaslo Mayor, Council Members, CAO and Staff:

I, LORNA LYNCH, am writing on behalf of

(name of business): PROPEL STUDIOS

to express our support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years. Our business is not negatively impacted by the festival operating until midnight and we appreciate the festival once again changing their opening time from 11am to 2pm each day.

Our business is grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,

Signature \_\_\_\_\_



Date 11/04/23

Dear Kaslo Mayor, Council Members, CAO and Staff:

I, Hana Culew, am writing on behalf of

(name of business): Sunnyside Naturals

to express our support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years. Our business is not negatively impacted by the festival operating until midnight and we appreciate the festival once again changing their opening time from 11am to 2pm each day.

Our business is grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,

Signature

A rectangular area of the document is redacted with a solid grey color, obscuring the signature of the sender.

Date April 12/2023

Dear Kaslo Mayor, Council Members, CAO and Staff:

I, Hazel Ayn Veri, am writing on behalf of  
The Parlour Kaslo EST  
(name of business): 2022

to express our support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years. Our business is not negatively impacted by the festival operating until midnight and we appreciate the festival once again changing their opening time from 11am to 2pm each day.

Our business is grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,

Signature



Date April 13th 2023

Dear Kaslo Mayor, Council Members, CAO and Staff:


I, Nathan Thomson, am writing on behalf of

(name of business): The Treehouse Restaurant

to express our support for the Kaslo Jazz Etc Summer Music Festival operating until midnight in 2023, as they have for the past number of years. Our business is not negatively impacted by the festival operating until midnight and we appreciate the festival once again changing their opening time from 11am to 2pm each day.

Our business is grateful to the Kaslo Jazz Etc Festival for reaching out to businesses for feedback.

Sincerely,

Signature 

Date April 17 2023

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: May 5, 2023

SUBJECT: Temporary Use Permit – The Kaslo Clothes Hanger

**PURPOSE:** To consider issuing a Temporary Use Permit to allow retail operations on a vacant parcel on Front Street

**OPTIONS:**

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

1. **Require a Development Permit prior to considering the Temporary Use Permit. *The applicant will be advised of the requirements. that a Development Permit (Heritage and Commercial Core DPA) is required***
2. Issue the Temporary Use Permit. *The applicant will be advised of Council's decision.*
3. Do not issue the Temporary Use Permit. *The applicant will be advised of Council's decision.*
4. Refer back to staff for further review and report.

**RECOMMENDATION:**

THAT a decision regarding issuance of a Temporary Use Permit for Lot 8, Block 2, DL208, KLD Plan NEP393 be deferred until a Development Permit is in place.

**ANALYSIS:**

- A. **Background:** At the 2023.04.25 Council Meeting, the amount of security required for this Temporary Use Permit (TUP) was set at \$1,000 and authorization was given to proceed with the required public notice. Ads were placed in the Pennywise, on the Village website and bulletin boards, and notices were delivered to property owners within 60 m of the subject property. Several inquiries were received and letters of objection from residents are included in the agenda package.
- B. **Discussion:** The proposed TUP would allow the Kaslo Clothes Hanger to sell merchandise from tents located on the vacant lot immediately west of the Liquor Store and would allow placement of a shipping container for storage purposes at the rear of the property. Council may impose conditions as part of issuing a TUP.

All of the responses received raise concerns regarding the lack of adherence to the Building Design Guidelines or Colour Design Guidelines specified for the Heritage and Commercial Core Development Permit Area in the Official Community Plan (OCP). To address these concerns, Council can require that the applicant obtain a Development Permit prior to consideration of the request for a Temporary Use Permit. This would ensure that the applicant provides a detailed site plan for the proposed use and identifies any elements that do not conform with the Building Design Guidelines. This approach will ensure that Council and the public are clear about what exactly is being approved.



C. **Attachments:**

- TUP Application – Marian Ranseth
- Zoning bylaw excerpt – Temporary Use Permits
- OCP excerpt – Heritage and Commercial Core Development Permit Area
- Letters of objection

D. **Financial Implications:** Application costs are outlined in the Fees & Charges bylaw. The fees for a TUP application are set at \$500 while a DP application costs \$250. The applicant will also be required to obtain a Mobile Vendor business licence at a cost of \$200 for the season. As the property is unserved no additional utility charges will be billed.

E. **Corporate Priority:** Business retention and expansion was identified as a priority in the Village's 2021-2025 Strategic Plan.

F. **Environmental Implications:** Nil

G. **Communication Strategy:** If Council requests a Development Permit, additional notice will be provided to all property owners within 60m. No further notice is required prior to issuing the TUP.

April 16,2023

To: Kaslo Mayor Susan Hewitt, Chief Administrative Officer Ian Dunlop , Council and Community

My name is Marian Ranseth and for the last eight years I have been the owner / operator of Kaslo Clothes Hanger. I have been a very large draw for the village having built a large base of repeat clientele both locally and with the tourist crowds.

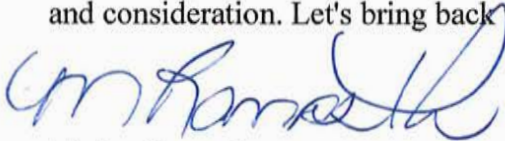
Because of the nill availability of retail rental space I have the opportunity to rent lot 8 on Front St. For a temporary term of May 1,2023 to September 30,2023. This is a viable solution until any kind of store front opens up for rent.

I have a 20' container that I am asking to be able to put on the lot as my temp store. It can be positioned further back on the lot so it is not noticeable right away on front street. I would also have my 10 x10 awning and umbrellas to protect the clothing outside from both sun and rain. As well as camouflage the container

This will allow me to continue to give the shopping experience both locals and tourists have come to appreciate from Kaslo Clothes Hanger. The feed back on the Community Web page and in person when I am in the shops is that the store has been greatly missed ! I provide clothing, outerwear,jewellery, backpacks, fanny packs etc.

This location will not in anyway affect traffic or parking. In fact there is more spaces on Front St. because there isn't a need for parking in front of my old location 415 Front St. as well Buddies doesn't put up his patio anymore which also took up a couple spaces.

I am willing to abide by any and all by laws and permits. I would also like to thank you for your time and consideration. Let's bring back what the people are asking for !



Marian Ranseth  
Kaslo Clothes Hanger



# VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

(for use with Bylaw 1283)

### TYPE OF APPLICATION

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

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

### DESCRIPTION OF PROPERTY

Civic Address: LOT 8 FRONT ST. KASLO VOGIMO PID 013-259-555

### Legal Description (from title document):

LOTS, BLOCK 2, PLAN NEP 393, DISTRICT 10T 208

### CONTACTS

#### Applicant:

Name <u>MARIAN KANBETH</u>		Company <u>KASLO CLOTHES HANGER</u>	
Address [REDACTED]		City <u>[REDACTED] B.C.</u>	
Email <u>Kasloclotheshanger@gmail.com</u>		Postal Code [REDACTED]	
Phone [REDACTED]	Cell [REDACTED]	Fax [REDACTED]	
Signature of Applicant <u>[Signature]</u>		Date <u>APRIL 11, 2023</u>	

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

Name <u>MIKE MAILLET</u>		Comp [REDACTED]	
Address [REDACTED]		City [REDACTED]	
Email [REDACTED]		Postal Code [REDACTED]	
Phone <u>250 [REDACTED]</u>	Cell [REDACTED]	Fax [REDACTED]	

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

#### OFFICE USE ONLY

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

## Temporary Uses

### 2.11 Temporary Uses, Buildings and Structures

- a. Temporary Buildings and Temporary Shelters used for construction-related purposes connected to an active Regional District of Central Kootenay Building permit may be placed in all zones provided that:
  - i) The Temporary Building meets all applicable building and fire regulation codes;
  - ii) The Temporary Building or Shelter is located on the lot for which the Building Permit was issued;
  - iii) The Temporary Building and/or Temporary Shelter is removed within 30 days of completion of the permanent facility or 12 months after the Temporary Building and/ or Temporary Shelter is erected or installed, whichever is the lesser period;
  - iv) The Temporary Building or Shelter is not being used for the purpose of habitation.
  
- b. Temporary Use Permits, pursuant to the *Local Government Act*, may be issued by Council with conditions, including a financial security, for the following uses:
  - i) Special events of a commercial nature which are of limited duration and which will not preclude or compromise future permitted uses on the proposed site of the temporary use (all designations);
  - ii) Short term industrial activity such as portable asphalt plants, portable sawmills, heavy equipment storage and construction yards related to specific industrial projects of limited duration (M-1 or CDA only);
  - iii) Transitional industrial or commercial uses which comply with the area designation policies of the Official Community Plan but where zoning does not presently allow for such uses. To provide for temporary approval of transitional uses or uses where uncertainty exists as to their appropriateness or viability and where it is premature to decide upon rezoning and long-term land use rights, a Temporary Commercial and Industrial Use Permit may be issued for a limited period pursuant to the Local Government Act;(all designations);
  - iv) Temporary use of a recreational vehicle, travel trailer, or camper by an owner-builder or contractor employed on the development of a lot for a permitted use under an active and valid building permit (R1, RM1, C1, C2, C3 only).
  
- c. Financial securities for Temporary Use Permits, required to ensure the removal of the temporary use and other permit compliance, shall be calculated on the following basis;
  - i) Temporary Use that involves construction related to a Building Permit: 2.5 per cent of estimated construction costs;
  - ii) All other uses: security range of \$1,000-\$5,000 at the discretion of Council.

### 16.3 Heritage and Commercial Core DPA

#### 16.3.1 Context and Purpose

The Heritage and Commercial Core DPA is established for the purpose of revitalizing the commercial core and preserving the general form and character of commercial and multi-family development in the designated areas, pursuant to Sections 488(1)(d) and 488(1)(f) of the Local Government Act.

The lands within the Heritage and Commercial Core DPA are defined in Map C. This DPA also includes properties that are designated in municipal, provincial, or national heritage registries, including two National Historic Sites.

This area is the historical commercial centre of Kaslo and the primary focus of pedestrian-scale retail, commercial and institutional services. The Heritage and Commercial Core DP is intended preserve Kaslo's historical, artistic, and architectural features, and encourage new development to follow design guidelines that are respective and complimentary to those historical attributes.

#### 16.3.2 Regulated Development

Within the Heritage and Commercial Core DPA, land shall not be subdivided and construction of, addition to, or alteration of a building or structure shall not be commenced unless the owner first obtains a development permit.

#### 16.3.3 Guidelines

1. The design guidelines for the Heritage and Commercial Core DPA are specified in Appendix II: Heritage Design Guidelines, and Appendix III: Colour Design Guidelines. These documents were originally produced by heritage designer Robert Inwood in 1991 through careful research into Kaslo's colonial period architecture and historic streetscape of

the 1890s through 1930s, which resulted in a successful Heritage Area Revitalization Program that restored and revitalized several downtown buildings in the 1990s.

2. Developments in this area should also enhance the pedestrian experience by engaging the street both visually and physically and highlight the views and connections to the surrounding landscape.
3. Development of commercial and multi-family residential properties within the Heritage and Commercial Core DPA are subject to general form and character guidelines but not necessarily to particulars of the landscaping or of the exterior design and finish of buildings and other structures.
4. A development permit issued in the Heritage and Commercial Core Development Permit Area may include conditional requirements respecting the character of the development including the siting, massing, general landscaping, form, exterior design and colour choices of buildings and structures, and the design and installation of signage.

#### 16.3.4 Exemptions

1. Development permits are not required within the Heritage and Commercial Core DPA for:
  - a. internal alterations that do not affect the outer appearance of a building, or
  - b. for routine exterior maintenance, including painting provided that the paint colour is compatible with the Colour Design Guidelines.
2. Single-family dwelling and duplex residential development are not subject to the Heritage and Commercial Core DPA.
3. Street patios and chattels placed in public space shall be subject to regulation by bylaw or policy.

## LAND USE PLAN

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### 16.3.5 Application and Review Procedure

1. An application for a Heritage and Commercial Core DP should include a statement or report describing the design rationale and how the Building Design Guidelines and Colour Design Guidelines have been considered in the proposed development.
2. After receipt of a complete application, village staff shall review the application and, within 10 business days, may:
  - a. approve the application if it clearly meets the Heritage and Commercial Core DPA requirements;
  - b. approve the application with conditions relating to general form and character;
  - c. request additional design details or professionally rendered drawings from the applicant;
  - d. refer the application to Council, or;
  - e. may deny the permit if the development is not compatible with the Heritage and Commercial Core DPA requirements.
3. A denial, or conditions of approval, may be appealed to Council by the applicant.
4. An application that proposes signage, awnings, overhangs, lighting, or decorative facade features, such as cornices, that project into or over the public street must be approved by Council.
5. If an application is referred or appealed to Council, the village shall notify property owners within 60 metres of the property of Council's intention to consider the application at least seven days before the Council meeting.
6. When first considering the application, Council may assign a Heritage Design Review Committee to review the application and make a recommendation before deciding.
7. The Heritage Design Review Committee must provide its recommendation to Council within 21 days of Council's first consideration of the application.

**Karissa Stroshein**

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**Subject:** Opposed to Sea containers on Front St.

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**From:** aaron mathers [REDACTED]  
**Sent:** Tuesday, May 2, 2023 4:28 PM  
**To:** Karissa Stroshein <admin@kaslo.ca>  
**Subject:** opposed to Sea containers on Front St.

May 2, 2023  
Aaron Mathers  
Front Street Pizzeria,  
417 Front Street, Kaslo  
[REDACTED]

I am writing today to express my strong opposition to the idea of having The Kaslo Clothes Hanger operating from a sea container on Front Street.

Reasons for this include, but are not limited to:

1. Piles of garbage created by unpacking of garments that have almost caused a major fire in 2022.
2. General unsightliness of the operation, as evidenced in previous years, demonstrating an utter disregard for the occupation of the sidewalks.
3. [REDACTED]
4. Doesn't adhere to heritage theme of the village.
5. Sets an unwanted precedent.

Generally speaking this is not the direction that I think we in the downtown business community wish to see.

Sincerely,

Aaron Mathers.

## Karissa Stroshein

---

**Subject:** Temp use permit-Lot A, Block 2 of DL208, KLD Plan NEP393

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

From: E-Kruise <kaslo@ekruise.com>

Sent: Thursday, May 4, 2023 5:24 PM

To: Karissa Stroshein <admin@kaslo.ca>

Subject: Temp use permit-Lot A, Block 2 of DL208, KLD Plan NEP393

We would like to register our disapproval of the temporary use permit and the installation of a temporary storage container, which will be highly visible from our historic Front Street, Kaslo BC.

Sincerely,

Cheryl & Neil McKinnon

Whipsaw Holdings Ltd







May 1st, 2023

To whom it may concern,

I write this letter as a business owner on Front St, and as a citizen concerned for the beauty and precedent of Kaslo's development. I have to object to what I understand is a use permit for a storage container in an open lot on Front Street. Food trucks, and coffee stands are fine but storage containers? I object.

Sincerely,

Wendy Poer

The Eurythmy Studio and  
Bookstore, 400 Front Street

## Karissa Stroshein

---

**Subject:** Temporary use permit

---

**From:** Nathan Thomson <thetreehouserestaurantkaslo@gmail.com>

**Sent:** Wednesday, May 3, 2023 11:26 AM

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

**Subject:** temporary use permit

I am writing to the village of kaslo with regard to a temporary use permit on lot 8, block 2 of DL208. I have heard that 'the clothes hanger' has applied to open up again in kaslo. While I have no problem with her attempting to open again in Kaslo, I do have a problem with the means I hear she is attempting to open with. I, as well as other business owners, have a problem with the use of a shipping container as her structure. In a downtown core of a village that requires building owners to adhere to heritage guidelines, I will not agree with any decision that would allow a shipping container to be dropped on an empty lot for use of any kind. It will drastically take away from the charm and beauty of our village. We should seek out structures that enhance the ideals and looks that the heritage guidelines were adopted for. I would like it noted that I am coming forth as both a resident (of the downtown core) and a business owner.

Nathan Thomson  
The Treehouse Restaurant  
419 Front St  
Kaslo, BC  
V0G 1M0

**Sent:** Wednesday, May 3, 2023 11:26 AM

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

**Subject:** temporary use permit

I am writing to the village of kaslo with regard to a temporary use permit on lot 8, block 2 of DL208. I have heard that 'the clothes hanger' has applied to open up again in kaslo. While I have no problem with her attempting to open again in Kaslo, I do have a problem with the means I hear she is attempting to open with. I, as well as other business owners, have a problem with the use of a shipping container as her structure. In a downtown core of a village that requires building owners to adhere to heritage guidelines, I will not agree with any decision that would allow a shipping container to be dropped on an empty lot for use of any kind. It will drastically take away from the charm and beauty of our village. We should seek out structures that enhance the ideals and looks that the heritage guidelines were adopted for. I would like it noted that I am coming forth as both a resident (of the downtown core) and a business owner.

Carolyn Thomson  
The Treehouse Restaurant  
419 Front St  
Kaslo, BC  
V0G 1M0

## Karissa Stroshein

---

**Subject:** Proposed temporary use permit

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

From: Ruth Thomson <figments@netidea.com>

Sent: Friday, May 5, 2023 3:58 PM

To: Karissa Stroshein <admin@kaslo.ca>

Subject: Proposed temporary use permit

Dear Catherine,

Thank you for your information earlier this week, and we are just taking a few moments to register some of our objections regarding the proposed temporary use permit that is being considered at the May 9 Council meeting.

In short, here are our main concerns:

1) A sea-can certainly does not fit the heritage theme and buildings that have been carefully maintained in Kaslo. (Part of the Official Plan, I believe??) Sorry, but a sea-can will be unsightly, even done up in Heritage colours. How will the Village oversee the appearance of such a structure for this application or those in the future?

2) Allowing someone to come and set up on the street during the most profitable months of the year seems pretty unfair to all the businesses that are here year-round. We all pay taxes, support local groups and activities, etc. It seems a dangerous precedent to open the door to this kind of business model in our little town.

3) There is a disparity in taxes paid - only the lot is taxed, but all the permanent businesses sure pay more for the privilege of being here.

We recognize that this can be a difficult position for Council, and we all want folks to succeed. However, we do not see this as a win-win solution. There is an existing Saturday Market in Kaslo, as well as in other communities on other days - perhaps this could work?

Anyways, that's our opinion, and thanks for your consideration,

Ruth and Tom Thomson - Figments Fine Canadian Crafts



## REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: May 5, 2023

SUBJECT: Electric Vehicle Charging Station

**PURPOSE:** To authorize the purchase of 2 electric vehicle charging stations for installation at the campground, not City Hall.

### OPTIONS:

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

1. **Authorize the purchase for the new location. *The project will proceed.***
2. Do not authorize the purchase. *The project will not proceed and grant funding will be returned.*
3. Refer back to staff for further review and report.

### RECOMMENDATION:

THAT the Village of Kaslo sign the updated Memorandum of Understanding with the Community Energy Association regarding the Targeted Regional Tourism Initiative Funding for Level 2 electric vehicle charging stations at the municipal campground.

THAT the Village purchase an electric vehicle charging station through Kaslo Electric at a cost not to exceed \$20,000 plus applicable taxes.

### ANALYSIS:

- A. **Background:** In 2022, Council authorized a Memorandum of Understanding (MoU) with the Community Energy Association (CEA) to receive rebates of up to \$20,000 to offset the cost of installing 2 electric vehicle (EV) charging stations at City Hall. The following resolution was adopted at the 2022.06.14 Council Meeting:

THAT the Village of Kaslo sign the Memorandum of Understanding with the Community Energy Association regarding the Targeted Regional Tourism Initiative Funding for Level 2 electric vehicle charging stations at City Hall.

Due to the presence of already buried infrastructure the installation at City Hall could not be completed. CEA has agreed to have the charging stations installed at the municipal campground instead. A Council resolution is required to authorize the change.

The terms of the MoU require the Village to make the purchase and invoice the CEA for the eligible amount of grant funding. A Council resolution is required to authorize the purchase as it exceeds the \$10,000 limit set by policy.

- B. **Discussion:** Relocating the EV charging stations to the campground meets the objectives of the Kootenay Rockies Tourism initiative that provides the grant funding for the project. The charging station will be sited beside the campground washroom building at the north end of Vimy Park. This location has been selected because it has adequate power and parking space available. A double charger connected to the FLO network has been sourced for the installation. Users will

pay the same rate (\$2.00/hour, set in the Fees & Charges bylaw) for use of this charging station as they do for the FLO-operated charging station on Water Street.

C. **Attachments:**

- Memorandum of Understanding (updated)
- Quote

D. **Financial Implications:** The Village must contribute \$1,000 towards each unit in order to be eligible for a rebate of up to \$10,000. Based on the quote obtained, CEA has agreed to provide a rebate of \$18,000 to the Village. The total cost to the Village will be \$2,000. By participating in the program, the Village will be able to develop additional EV infrastructure capacity at minimal cost to the taxpayer.

E. **Corporate Priority:** Implementing the Renewable Kootenays Plan was identified as a priority in the 2021-2025 Strategic Plan.

F. **Environmental Implications:** Transitioning to electric vehicles will reduce the emissions associated with fossil fuel use. Installing infrastructure such as EV charging stations supports this shift.

G. **Communication Strategy:** Kootenay Rockies Tourism will be promoting the new EV charging station installations.

# Destination Level 2 Charging Infrastructure – Letter of Agreement

**April 12, 2023**  
**Letter of Agreement Between Community Energy Association  
and Village of Kaslo**  
**Targeted Regional Tourism Initiative Funding**

## Context

Kootenay Rockies Tourism (KRT) was recently awarded funding through the StrongerBC Plan Targeted Regional Tourism Initiative (TRTI) to support a variety of projects, including the expansion of Destination Level 2 charging infrastructure. KRT has partnered with Community Energy Association (CEA), Fernie office, to support the initiative. CEA has managed the deployment of over 70 Level 2 chargers and 32 DC Fast Chargers in Western Canada.

Building off of the existing EV Road Trip itineraries, this project seeks to grow the network of EV charging infrastructure through the installation of charging stations at key tourism assets that are municipally, Indigenous or non-profit owned. Strengthening the network will provide an opportunity for the up-and-coming EV consumer market to tour the region and access the many of the signature experiences including hot springs, golf courses, Nordic clubs, museums and campgrounds. This project will contribute to market diversification, namely attracting the drivable tourism market from BC, Alberta and the Pacific Northwest, which will support the tourism region's COVID recovery.

## Parties to this Memorandum of Understanding:

1. This document outlines the agreement between:
  - the Community Energy Association (CEA), and
  - the Site Host, Village of Kaslo, herein referred to as the “Party” or “Parties” as applicable.

## Subject of agreement

2. This MOU covers:
  - The “Destination Level 2 Charging Infrastructure” project (herein referred to as the “Project”).
  - The project includes:
    - The coordination by CEA of an Expression of Interest to identify suitable tourism destination locations for the installation of Level 2 infrastructure
    - The coordination of procurement and installation contractors for the installation of at least 1 Level 2 charging station at approved locations in the Kootenay region
    - Support to Site Hosts for the ownership and operation of Level 2 infrastructure

## Nature of agreement

3. The Parties will collaborate and will fulfill their roles as outlined below.
4. Nothing in this Agreement shall be deemed or construed to create a joint venture, partnership, employment or agency relationship between the Parties for any purpose.

## Common interests

5. The Parties recognize the following common interests:
  - Enabling EV tourism in the region and associated economic development
  - Supporting a transition to low carbon tourism and transportation in the Kootenay region
6. The project builds on:
  - The Accelerate Kootenay project, which implemented a region-wide EV charging network of 13 DC Fast Charging stations and over 45 Level 2 stations across the Kootenays.

## Destination Level 2 Charging Infrastructure – Letter of Agreement

- Objectives of the Province of British Columbia’s CleanBC objectives, supporting an 80% reduction in greenhouse gas emissions by 2040.

### Role of CEA

#### 7. Facilitation

- Expression of Interest
  - CEA has completed an Expression of Interest to identify eligible tourism assets and Site Hosts in the Kootenay Rockies Tourism Region for the installation of a minimum of one (1) Level 2 electric vehicle charging station.
- Supply and Install Procurement
  - CEA, on behalf of Kootenay Rockies Tourism will reimburse the procurement of two (2) Level 2 charging ports as coordinated by Village of Kaslo to a maximum of \$20,000, minus the \$2,000 contribution by Village of Kaslo to the Level 2 Charging Infrastructure Project.
  - CEA will provide the specifications for the Level 2 infrastructure which will include, at minimum:
    - Warranted operation in temperature ranges of at least -40°C to +40°C
    - Networkability
    - Payment by processes other than membership-based cards
  - Village of Kaslo will cover all costs associated with required electrical extension, Level 2 station installation or any other civil works associated with the install of Level 2 charging infrastructure.
  - Village of Kaslo will ensure signage is installed as provided by CEA and Kootenay Rockies Tourism, and will coordinate stall painting (if applicable).
- Level 2 station deployment Project Management
  - CEA will provide support and oversight to the Village of Kaslo contracted electrician as required for the deployment and commissioning of the Level 2 EV charging infrastructure.
  - CEA will support a technology familiarization meeting, virtually, with the Site Host to ensure a level of comfort for the management of the station and access to online dashboard for usage tracking, etc.
- CEA will support media relations and project communications with Kootenay Rockies Tourism and the Site Host

#### 8. Financial

- CEA is providing financial management for this project, executing the agreements with Site Hosts and preferred contractors identified through the Request for Quotes process or alternative as agreed upon by CEA, Kootenay Rockies Tourism and the Site Host.
- For the Village of Kaslo site, CEA will reimburse the purchase and installation of two (2) Level 2 charging ports up to \$20,000 minus the \$2,000 contribution by Village of Kaslo.

### Role of Site Host

#### 9. The Site Host, through the Expression of Interest, has confirmed the following:

- Eligible organization owns the land
- Access to 240V, 40 amp service (40 amp required per EV charger)
- Provision of power by site host
- Dedicated charging spot (parking stall marked EV only) with 24/7 access
- \$2,000 contribution (\$1,000 per charging port)
- Short walking distance to tourism asset (< 300 m)
- Appropriate lighting and perceived driver safety considerations (i.e., lighting, visibility)
- Minor site preparation, if required
- Confirmation that the preferred site does not have subsurface utilities, including water, gas or irrigation

#### 10. The Site Host has been identified as eligible through the Expression of Interest process agree to the following:

- Integrate the installation of two (2) Level 2 EV charging ports at their Village of Kaslo Vimy Park parking lot

## Destination Level 2 Charging Infrastructure – Letter of Agreement

- Oversee the installation by their contracted electrician
- Operation, maintenance, worker and public safety, completion and ownership of the infrastructure is the sole responsibility of Village of Kaslo.
- Agree to own and operate (including on-going energy costs, operations, and maintenance) the Level 2 charging infrastructure for a minimum of five (5) years.
  - If at any time within five (5) years from the date of Substantial Completion, the site host sells, leases, or otherwise disposes of, directly or indirectly, any Asset purchased, acquired, constructed, rehabilitated or renovated, in whole or in part, with funds contributed by Kootenay Rockies Tourism Association under this Agreement, other than with the consent of Kootenay Rockies Tourism Association, the Recipient may be required to reimburse Kootenay Rockies Tourism Association any funds received for the Project.
  - The site host will immediately notify Kootenay Rockies Tourism Association in writing if at any time during the five (5) year period following Substantial Completion any transaction triggering the above-mentioned repayment occurs. Kootenay Rockies Tourism contract information related to this initiative is as follows:

Email: [Rhiannon@kootenayrockies.com](mailto:Rhiannon@kootenayrockies.com)  
Attention: Destination Development Specialist
- Visually inspect station regularly to ensure it is functional and clear of debris, waste or other unsightly or obstructive materials. During winter months, provide regular clearing of the parking space.
- Maintain signage, branding, pavement and pavement painting designating a parking space exclusively for EV charging for a minimum of five (5) years.

### Other Commitments:

11. Conflict resolution:
  - In the case of conflict, disagreement, or non-performance, the Parties will work constructively and collaboratively to resolve the conflict internally and if this is not possible, they will jointly select a 3<sup>rd</sup> party to mediate a mutually acceptable resolution.
12. The Site Host acknowledges and agrees that CEA, as a result of its Funding contribution, does not bear any liability whatsoever with respect to the Project.
13. The Site Host shall indemnify and save harmless CEA and its officers, employees, consultants, representatives and agents (collectively “CEA Representatives”) from and against any and all claims, damages, losses, costs and expenses arising in any way out of this Agreement or the Project.
14. Confidentiality
  - To the extent that, in connection with this engagement, each party comes into possession of any proprietary or confidential information of the other party (“Confidential Information”), each party agrees to use the Confidential Information of the other party solely for the purposes of this engagement, and will not disclose such Confidential Information to any third party without the other party’s consent. The terms of this engagement shall also be considered Confidential Information. Each party shall maintain the Confidential Information of the other party in confidence using at least the same degree of care as it employs in maintaining in confidence its own proprietary and confidential information, but in no event less than a reasonable degree of care.
  - Confidential Information shall not include information which (i) shall have otherwise become publicly available other than as a result of disclosure by the receiving party in breach hereof, (ii) was disclosed to the receiving party on a nonconfidential basis from a source other than the disclosing party, which the receiving party believes is not prohibited from disclosing such information as a result of an obligation in favor of the disclosing party, (iii) is developed by the receiving party independently of, or was known by the receiving party prior to, any disclosure of such information made by the disclosing party, or (iv) is disclosed with the written consent of the disclosing party. A receiving party also may disclose Confidential Information to the extent required by an order of a court of competent jurisdiction, administrative agency



## Destination Level 2 Charging Infrastructure – Letter of Agreement

or governmental body, or by any law, rule or regulation, or by subpoena, summons or other administrative or legal process, or by applicable regulatory or professional standards, or in connection with any judicial or other proceeding involving the parties relating to this Agreement.

- Parties may provide their contracted affiliates or subcontractors hereunder with access to Confidential Information of the other party, provided that each such contracted affiliate and subcontractor has agreed to be bound by similar confidentiality and nondisclosure obligations.

### Term of agreement

15. This agreement shall expire upon the completion of the project or October 31, 2023, whichever is earlier.

### Invoicing

An invoice for up to \$18,000 shall be provided to the primary contact (below) at CEA with supporting receipts.

### Contact information


Primary contact information for Community Energy Association:

Name: Danielle Wiess  
Email: [dwiess@communityenergy.bc.ca](mailto:dwiess@communityenergy.bc.ca)  
Phone: (403) 993-9425

Primary contract information for Village of Kaslo:

Name: Ian Dunlop  
Email: [cao@kaslo.ca](mailto:cao@kaslo.ca)  
Phone: 250.353.2311

### Execution

<p>Signed, on behalf of Community Energy Association</p>  <p>Signature:</p> <p>Name and Title: Megan Lohmann, Director of Strategic Initiatives</p> <p>Date: April 12, 2023</p>	<p>Signed, on behalf of Village of Kaslo</p> <p>Signature:</p> <p>Name and Title:</p> <p>Date:</p>
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# Kaslo Electric

**Box 988  
Kaslo B,C  
V0G-1M0**

## Estimate

Kasloelectric@telus.net  
Ph 250-353-7571  
Cell 250-353-1545

Date	Estimate #
2023-04-07	11

Name / Address
Village of Kaslo Box 576 Kaslo, B,C V0G-1M0

Project

Description	Qty	Rate	Total
Village of kaslo RE: EV Chargers located at the Village Camp Ground.			
Two C+ - NST -S - WM - CM Wall Mounted & Cable Management Systems 4G/LTE/LTE Networked and one year of Flo's Global management service Electrical Wiring Material for installation of Chargers and Labour		19,014.76	19,014.76
Electrical Permit		722.00	722.00
GST on sales		5.00%	986.84
			0.00
GST/HST No. 137154902		<b>Total</b>	\$20,723.60

Draft for discussion purposes

*Financial Statements of*

**VILLAGE OF KASLO**

*December 31, 2022*

**VILLAGE OF KASLO**  
**Index to Financial Statements**  
**December 31, 2022**

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## RESPONSIBILITY FOR FINANCIAL REPORTING

Management is responsible for the preparation of the accompanying financial statements. The financial statements have been prepared in accordance with the accounting principles disclosed in note 1 to the financial statements and include amounts that are based on estimates and judgments. Management believes that the financial statements fairly present the Village of Kaslo's financial position and results of operations. The integrity of the information presented in the financial statements, including estimates and judgments relating to matters not concluded by fiscal year-end, is the responsibility of management. The financial statements have been approved by Council.

Management has established and maintained appropriate systems of internal control including policies and procedures, which are designed to provide reasonable assurance that the Village of Kaslo's assets are safeguarded and that reliable financial records are maintained to form a proper basis for preparation of the financial statements.

The independent external auditors, Grant Thornton LLP, Chartered Professional Accountants, have been appointed by Council to express an opinion as to whether the financial statements present fairly, in all material respects, the Village of Kaslo's financial position, results of operations, and changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards. The report of Grant Thornton LLP, Chartered Professional Accountants, follows and outlines the scope of their examination and their opinion on the financial statements.

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Ian Dunlop  
Chief Administrative Officer

**VILLAGE OF KASLO**  
**STATEMENT OF FINANCIAL POSITION**  
**As At December 31, 2022**

	2022	2021
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (note 3)	\$ 4,190,314	\$ 3,646,558
Accounts receivable (note 4)	464,779	225,577
	<b>4,655,093</b>	<b>3,872,135</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	338,531	270,572
Deferred revenue (note 5)	1,478,032	505,517
Employee future benefits (note 6)	82,921	73,111
MFA equipment finance loans (note 7)	31,992	59,435
	<b>1,931,476</b>	<b>908,635</b>
<b>NET FINANCIAL ASSETS</b>	<b>2,723,617</b>	<b>2,963,500</b>
<b>NON-FINANCIAL ASSETS</b>		
Supplies inventory	44,409	35,720
Prepaid expenses	34,865	28,913
Tangible capital assets (schedule 1)	10,110,929	9,351,650
	<b>10,190,203</b>	<b>9,416,283</b>
<b>ACCUMULATED SURPLUS</b> (note 10)	<b>\$ 12,913,820</b>	<b>\$ 12,379,783</b>
<b>CONTINGENT LIABILITIES</b> (note 12)		

Ian Dunlop, CAO

See Accompanying Notes

**VILLAGE OF KASLO**  
**STATEMENT OF OPERATIONS**  
For the Year Ended December 31, 2022

	2022 Budget	2022 Actual	2021 Actual
<b>REVENUE</b>			
Municipal property taxes and grants in lieu	\$ 723,364	\$ 731,189	\$ 701,477
Sewer and water parcel taxes	81,158	75,480	74,366
Government transfers - unconditional (note 13)	505,082	505,082	367,375
Government transfers - conditional (note 13)	1,546,902	656,595	358,939
Grants - other	436,131	39,159	268,184
Sale of services	239,104	447,268	305,615
Donations, interest and other income	351,396	221,358	419,410
Sewer user fees	149,547	149,106	136,839
Water user fees	282,500	310,526	270,841
Insurance proceeds and emergency funding - water	34,555	34,555	219,903
	<b>4,349,739</b>	<b>3,170,318</b>	3,122,949
<b>EXPENSES</b>			
General government services	968,607	927,328	732,221
Protective services	369,250	322,368	119,849
Public works	515,403	392,079	344,712
Recreation and cultural services	58,381	110,119	113,063
Aerodrome	14,946	12,951	20,399
Sewer utility operations	137,637	122,101	163,331
Water utility operations	267,500	230,437	380,040
Amortization of tangible capital assets	-	471,696	437,147
Loss on disposal of tangible capital assets	-	47,202	-
	<b>2,331,724</b>	<b>2,636,281</b>	2,310,762
<b>ANNUAL SURPLUS</b>	<b>2,018,015</b>	<b>534,037</b>	812,187
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>12,379,783</b>	<b>12,379,783</b>	11,567,596
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b>\$ 14,397,798</b>	<b>\$ 12,913,820</b>	\$ 12,379,783

See Accompanying Notes

**VILLAGE OF KASLO**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
For the Year Ended December 31, 2022

	2022 Budget	2022 Actual	2021 Actual
<b>ANNUAL SURPLUS</b>	\$ 2,018,015	\$ 534,037	\$ 812,187
Acquisition of tangible capital assets	(2,037,837)	(1,278,188)	(655,674)
Amortization of tangible assets	-	471,696	437,147
Net change in supplies inventory	-	(8,689)	4,764
Net change in prepaid expenses	-	(5,952)	10,478
Loss on disposal of tangible capital assets	-	47,202	-
Proceeds from sale of tangible capital assets	10	11	-
<b>INCREASE IN NET FINANCIAL ASSETS</b>	<b>(19,812)</b>	<b>(239,883)</b>	608,902
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>2,963,500</b>	<b>2,963,500</b>	2,354,598
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>\$ 2,943,688</b>	<b>\$ 2,723,617</b>	<b>\$ 2,963,500</b>

See Accompanying Notes



**VILLAGE OF KASLO**  
**STATEMENT OF CASH FLOWS**  
For the Year Ended December 31, 2022

	2022	2021
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 534,037	\$ 812,187
Non-cash items		
- Amortization of tangible capital assets	471,696	437,147
- Loss on disposal of tangible capital assets	47,202	-
- Actuarial adjustments	-	(5,289)
- Decrease (increase) in supplies inventory	(8,689)	4,764
- Decrease (increase) in prepaid expenditures	(5,952)	10,478
Changes to financial assets and liabilities		
- Accounts receivable	(239,202)	105,508
- Accounts payable and accrued liabilities	67,959	(4,636)
- Employee future benefits	9,810	10,066
- Deferred revenue	972,515	92,887
<b>Cash Provided By Operating Transactions</b>	<b>1,849,376</b>	<b>1,463,112</b>
<b>FINANCING TRANSACTIONS</b>		
Repayment of long-term debt	-	(12,494)
Repayment of equipment finance loans	(27,443)	(46,869)
<b>Cash Used For Financing Transactions</b>	<b>(27,443)</b>	<b>(59,363)</b>
<b>CAPITAL TRANSACTIONS</b>		
Tangible capital asset additions	(1,278,188)	(655,674)
Proceeds from sale of tangible capital assets	11	-
<b>Cash Used For Investing Transactions</b>	<b>(1,278,177)</b>	<b>(655,674)</b>
<b>INCREASE IN CASH</b>	<b>543,756</b>	<b>748,075</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<b>3,646,558</b>	<b>2,898,483</b>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<b>\$ 4,190,314</b>	<b>\$ 3,646,558</b>

See Accompanying Notes

## **1. NATURE OF THE ENTITY**

The Village of Kaslo (the "Village") is incorporated under the Local Government Act of British Columbia and is subject to the provisions of the Community Charter and legislation under the Province. The Village's principal activities include the provision of local government services to residents of the incorporated area.

The financial statements are the responsibility of management and prepared in accordance with Canadian public sector accounting standards ("PSAS"). The preparation of these financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

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## **2. SIGNIFICANT ACCOUNTING POLICIES**

The following is a summary of the significant accounting policies of The Village of Kaslo (the "Village").

### **Basis of Presentation**

The Financial Statements of the Village comprise the Village's Operating, Capital, and Reserve funds. All inter-fund balances have been eliminated.

- i) **Operating Funds:** These funds include the General, Waterworks Utility, and Sewer Utility operations of the Village. They are used to record the operating costs of the services provided by the Village.
- ii) **Capital Funds:** These funds include the General, Waterworks Utility and Sewer Utility Capital funds. They are used to record the acquisition and disposal of property and equipment and their related financing.
- iii) **Reserve Funds:** Reserve funds include statutory reserves restricted by the Community Charter and associated Municipal bylaws and reserves set aside by Council for future expenditures.

### **Basis of Accounting**

The Village's financial statements are prepared using the accrual basis of accounting. Revenues are recognized in the year which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods and services and/or the creation of a legal obligation to pay.

### **Revenue Recognition**

Taxation revenues are recognized at the time of the issuing of the property tax notices for the fiscal year. Levies imposed by other taxing authorities are not included as taxes for municipal purposes. Sale of services and user fees are recognized when the service or product is rendered by the Village.

Government transfers are recognized as revenue in the period that the transfer is authorized, eligibility criteria, if any, have been met, and a reasonable estimate of the amount to be received can be made.

Grants and other contributions provided for certain purposes are recorded as revenue when receivable and the related expenditures are incurred.

**2. SIGNIFICANT ACCOUNTING POLICIES** (continued)

Deferred Revenue

Deferred revenue relates to restricted government transfers, grants and other funds received, but not yet spent on the stipulated eligible expenditures.

Cash and cash equivalents

Cash and cash equivalents consist of demand deposits with the Kootenay Savings Credit Union and highly liquid short-term bond funds with the Municipal Finance Authority.

Municipal pension plan

The Village's pension plan follows the guidelines of the Municipal Pension Plan which is administered by the Province of British Columbia for all British Columbia municipalities. The Village and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers is responsible for administering the plan, including investment assets and administration of benefits. The plan is a multi-employer defined benefit plan.

Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water, or sediment of a chemical, organic or radioactive material, or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met;

- an environmental standard exists;
- contamination exceeds the environmental standard;
- the Village is directly responsible or accepts responsibility;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is recognized at management's estimate of the cost of post remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for the contaminated site. The Village has no liabilities under this standard as at December 31, 2022.

Inventories

Inventories consist of supplies for the Village's own use and recorded at the lower of cost or net replacement value.

**2. SIGNIFICANT ACCOUNTING POLICIES (continued)**

Tangible Capital Assets

Tangible capital assets, comprised of capital assets, and capital work-in-progress, are recorded at cost less accumulated amortization and are classified according to their functional use. Amortization is recorded on a straight-line basis over the estimated useful life of the asset commencing the year the asset is put in to service. Donated tangible capital assets are reported at fair value at the time of donation. Estimated useful lives are as follows:

Building	20 - 50 years
Building improvements	10 - 50 years
Fixtures, furniture, equipment, and vehicles	5 - 25 years
IT infrastructure	3 - 10 years
Parks infrastructure	15 - 60 years
Paving and roads	10 - 100 years
Sewer infrastructure	10 - 100 years
Water infrastructure	10 - 100 years

Municipal Finance Authority cash deposits and demand notes

The Municipal Finance Authority of British Columbia (the Authority) provides capital financing for regional districts and their member Municipalities. The Authority is required to establish a Debt Reserve Fund. The Authority must then use this fund if at any time there are insufficient funds to meet payments on its obligations. If this occurs, the regional districts may be called upon to restore the fund.

Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the financing agreements. The interest earned on the Debt Reserve Fund, less administrative expenditures, becomes an obligation of the Authority to the regional districts.

Upon the maturity of a debt issue, the unused portion of the Debt Reserve Fund established for that issue will be discharged to the Municipality. The proceeds from these discharges will be credited to income in the year they are received. The balance in the Debt Reserve Fund was \$Nil as at December 31, 2022.

Budgeted Figures

The budgeted figures are based on the adopted Five-Year Financial Plan for the year 2022 adopted under Bylaw No.1282 on December 12, 2022.

Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Significant areas requiring estimates include the provision for contingencies and the determination of the useful lives of assets for amortization. Actual results could differ from management's best estimates as additional information becomes available in the future.

**VILLAGE OF KASLO**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2022**

**3. CASH AND CASH EQUIVALENTS**

	2022	2021
Credit Union demand deposits	\$ 4,171,712	\$ 3,627,312
MFA short-term bonds	<u>18,602</u>	<u>19,246</u>
	<u>\$ 4,190,314</u>	<u>\$ 3,646,558</u>

The MFA short-term bonds are considered equivalent to cash due to their liquid nature and market value approximating the recorded cost.

**4. ACCOUNTS RECEIVABLE**

Accounts receivable are recorded net of any allowance and are comprised of the following:

	2022	2021
Property tax and utility fees receivable	\$ 47,810	\$ 43,930
Trade accounts and other	<u>416,969</u>	<u>181,647</u>
	<u>\$ 464,779</u>	<u>\$ 225,577</u>

**5. DEFERRED REVENUE**

These funds are externally restricted for the purposes for which they were collected.

	Balance, Beginning of Year	Contributions Received	Revenue Recognized	Balance, End of Year
Federal Gas Tax Fund*	\$ -	\$ 100,484	\$ (100,484)	\$ -
CBT Front Street Park	123,948	20,350	(46,909)	97,389
CBT Wildlife Risk Reduction	45,000	-	(45,000)	-
Provincial Rural Dividend Grant	77,342	-	(3,739)	73,603
Provincial Community Preparedness	91,799	-	-	91,799
RDCK Community Grants	19,757	40,500	(42,532)	17,725
Rural Resident Attraction Project	45,000	-	-	45,000
UBCM Grants	67,217	168,412	(168,412)	67,217
CERIP Grant	-	979,173	(22,533)	956,640
Other grants and contributions	2,440	357,102	(257,052)	102,490
Prepaid taxes, licenses, and fees	33,014	16,584	(23,429)	26,169
	<u>\$ 505,517</u>	<u>\$ 1,682,605</u>	<u>\$ (710,090)</u>	<u>\$ 1,478,032</u>

The Federal Gas Tax Fund is recognized into revenue and immediately transferred to the Community Works reserve.

**6. EMPLOYEE FUTURE BENEFITS**

The Village records liabilities for accrued employee benefits in the period in which they are earned by the employee. Short-term benefits, such as banked overtime and vacation entitlements are included in accounts payable and accrued liabilities. Certain eligible employees are also able to accumulate unused sick days and have a portion of the benefit paid out if certain retirement criteria are met. These benefits are calculated based on years of service and pay out percentages vary depending on the union contract and accrued at management's estimate of future entitlements.

**7. MFA EQUIPMENT FINANCE LOANS**

	2022	2021
Municipal Finance Authority equipment finance loans. Annual interest rates range from 1.86% to 6.02% per annum, secured by the assets, maturing at various dates through to April 2024.	<b>\$ 31,992</b>	<b>\$ 59,435</b>

The requirements for future repayments of principal for the next three years are estimated as follows:

2023	<b>\$ 24,933</b>
2024	<b>7,059</b>
	<b>\$ 31,992</b>

**8. MUNICIPAL PENSION PLAN**

The Village and its employees contribute to the Municipal Pension Plan, (a jointly trusted pension plan). The board of trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan had about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Village of Kaslo paid \$63,114 for employer contributions to the plan in fiscal 2022 (2021 - \$56,190).

The next valuation will be as at December 31, 2024, with results available later in 2025. Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets, and cost to individual employers participating in the plan.

**VILLAGE OF KASLO**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2022**

**9. COLLECTION FOR OTHER GOVERNMENTS**

The Village collected and remitted the following taxes on behalf of other Governments. These are not included in the Village's financial statements.

	2022	2021
Provincial Government - School Taxes	\$ 483,626	\$ 448,403
Provincial Government - Police Tax Levy	61,039	58,941
British Columbia Assessment Authority	11,135	10,158
Regional Hospital	53,498	50,787
Municipal Finance Authority	59	46
Other agencies	21,900	21,208
Regional District of Central Kootenay	586,792	539,051
	<u>\$ 1,218,049</u>	<u>\$ 1,128,594</u>

**10. ACCUMULATED SURPLUS**

	2022	2021
General Operating Fund - unappropriated surplus	\$ 584,428	\$ 527,436
General Operating Fund - appropriated surplus - COVID-19 safe restart grant	355,876	405,615
Waterworks Utility Operating Fund surplus	23,224	261,096
Sanitary Sewer Utility Operating Fund surplus	20,882	808
	<u>984,410</u>	<u>1,194,955</u>
Total Operating Funds' surplus	984,410	1,194,955
Reserve Funds (schedules 11, 12 )	1,850,473	1,892,613
Equity in Tangible Capital Assets (note 11)	10,078,937	9,292,215
	<u>\$ 12,913,820</u>	<u>\$ 12,379,783</u>

The unspent funds from the Provincial COVID-19 safe start grant have been appropriated within the general operating fund accumulated surplus for use in the subsequent year. See schedule 13.

**11. EQUITY IN TANGIBLE CAPITAL ASSETS**

The equity in tangible capital assets represents total tangible capital assets less the long-term debt issued to acquire the assets. The balance is comprised of the following:

	2022	2021
General Capital Fund	\$ 5,238,831	\$ 4,975,325
Sanitary Sewer Capital Fund	1,975,888	2,045,648
Waterworks Capital Fund	2,864,218	2,271,242
	<u>\$ 10,078,937</u>	<u>\$ 9,292,215</u>

Details of the change in equity in tangible capital assets are described in Schedules 5 and 6.

**12. CONTINGENT LIABILITIES**

The Village, as a member of the Regional District of Central Kootenay, is jointly and severally liable for the future capital liabilities of the Regional District.

The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet its payments and obligations, it shall make payments from the debt reserve fund which is in turn established by a similar debt reserve fund of the Village and all other borrowing participants. If the debt reserve fund is deficient, the Authority's obligations become a liability of the Regional District, and may become a liability of the participating municipalities.

*Potential Claims*

In the normal course of a year, the Village may be faced with claims for damages of a diverse nature. Potential claims identified include a claim relating to the right a way for a construction project. The Village is conducting a review of these claims and as at the year end, no estimate can be made of the likely outcome, and no accrual has been made for these potential claims.

**13. GOVERNMENT TRANSFERS**

Government Transfers - Unconditional

	2022	2021
Provincial	<u>\$ 505,082</u>	<u>\$ 367,375</u>

Government Transfers - Conditional

Federal	\$ 23,755	\$ 3,192
Provincial	584,119	296,510
Other	<u>48,721</u>	<u>59,237</u>
	<u>\$ 656,595</u>	<u>\$ 358,939</u>

**14. RECONCILIATION OF BUDGET**

The following reconciles the budgeted surplus as shown on the statement of operations to the budget as presented in Bylaw No. 1282 adopted on December 12, 2022.

Budgeted annual surplus as presented	\$ 2,018,015
Capital expenditures	(1,865,350)
Proceeds from sale of tangible capital assets	10
Principal payment on debt	(28,758)
Transfers from reserve funds	<u>(123,917)</u>
	<u>\$ -</u>



**15. CEMETERY CARE TRUST FUND**

The Village operates the Kaslo Cemetery and maintains a Cemetery Care Fund. These funds have not been included in the statement of financial position nor have their operations been included in the consolidated statement of operations.

	2022	2021
<b>ASSETS</b>		
Short-term investments	\$ 89,185	\$ 85,526
	<b>\$ 2,150</b>	1,175
<b>OPERATIONS</b>		
Contributions	\$ 2,150	1,175
Interest	1,509	1,463
	<b>\$ 3,659</b>	2,638
<b>CHANGE IN EQUITY</b>		

**16. SEGMENTED INFORMATION**

The Village of Kaslo is a diversified municipal government that provides a wide range of services to its citizens. The Village's operations and activities are organized and reported by funds and departments. The general fund reports on operations funded primarily by property taxes and government transfers which include services provided by the Village such as general government services, protective services, public works, recreation and cultural services and aerodrome. The utility operations are comprised of the water and sewer system each accounting for its own operations and programs within its own fund. Operating results reported by the following segments are included in Schedule 2.

**General government**

General government is primarily funded by property taxation and unconditional government transfers. The expenses within the segment are for legislative, general administration and finance functions as well as all garbage and recycling, operations and maintenance costs relating to the municipal buildings and grants to community organizations.

**Protective services**

Protective services is comprised of fire inspection, bylaw enforcement and building inspection fees.

**Public works**

Public works is a broad function comprised of crews engaged in the maintenance and improvements to the road systems, drainage, sidewalks, snow removal, works yard maintenance and other planning and maintenance activities.

**Recreation and cultural services**

Recreation and cultural services contribute to the quality of life and personal wellness through the maintenance of the parks and boulevards, campground, and contributions to the seniors' hall.

**Aerodrome**

The aerodrome segment reports the operations, maintenance and planning expenditures for the aerodrome.

**Sewer utility operations**

The sewer utility operates the sanitary sewer system networks and pump station. Revenue and expenses represent the amounts that are directly attributable to the function of the sewer utility.

**Water utility operations**

The water utility provides safe drinking water to the Village. Revenue and expenses represent the amounts that are directly attributable to the function of the water utility.

**VILLAGE OF KASLO**  
**SCHEDULE 1 - TANGIBLE CAPITAL ASSETS**  
**As At December 31, 2022**

	Land	Buildings	Engineering Structures	Machinery and Equipment	Office Equipment and Furniture	Roads and Paving	SS Mgmt	Sewer System	Water System	2022 Total	2021 Total
<b>COST</b>											
Opening Balance	1,890,402	3,587,005	924,641	1,035,072	36,957	1,551,193	11	3,204,955	5,609,869	17,840,105	17,184,431
Add: Additions	8,258	374,912	84,235	61,261	-	-	-	11,500	738,024	1,278,188	655,674
Less: Disposals	(47,213)	-	-	-	-	-	-	-	-	(47,213)	-
Closing Balance	1,851,445	3,961,917	1,008,876	1,096,333	36,957	1,551,193	11	3,216,455	6,347,893	19,071,080	17,840,105
<b>ACCUMULATED AMORTIZATION</b>											
Opening Balance	-	2,050,288	508,024	627,140	36,957	770,112	-	1,159,307	3,338,627	8,488,455	8,051,308
Add: Amortization	-	122,097	31,269	54,657	-	37,365	-	81,260	145,048	471,696	437,147
Less: Acc. Amortization on Disposals	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	-	2,172,385	537,293	681,797	36,957	807,477	-	1,240,567	3,483,675	8,960,151	8,488,455
<b>Net Book Value, year ended December 31, 2022</b>	<b>1,851,445</b>	<b>1,789,532</b>	<b>471,583</b>	<b>414,536</b>	<b>-</b>	<b>743,716</b>	<b>11</b>	<b>1,975,888</b>	<b>2,864,218</b>	<b>10,110,929</b>	
<b>Net Book Value, year ended December 31, 2021</b>	<b>1,890,402</b>	<b>1,536,717</b>	<b>418,617</b>	<b>407,932</b>	<b>-</b>	<b>781,081</b>	<b>11</b>	<b>2,045,648</b>	<b>2,271,242</b>		<b>9,351,650</b>

**VILLAGE OF KASLO**  
**SCHEDULE 2 - SEGMENTED INFORMATION**  
**As At December 31, 2022**

	General Government	Protective Services	Public Works	Recreation and Cultural	Aerodrome	Sewer Utility	Water Utility	2022	2021
<b>REVENUE</b>									
Municipal property taxes and grants in lieu	731,189	-	-	-	-	-	-	731,189	701,477
Parcel taxes	-	-	-	-	-	14,018	61,462	75,480	74,366
Government transfers - unconditional	505,082	-	-	-	-	-	-	505,082	367,375
Government transfers - conditional	133,344	213,412	-	297,007	3,739	-	9,093	656,595	358,939
Grants	3,500	-	-	36,659	-	-	-	39,159	268,184
Sale of services, donations and other	505,424	-	28,494	37,202	13,202	4,640	-	588,962	664,752
Interest	78,878	-	-	-	-	-	786	79,664	60,273
User fees	-	-	-	-	-	149,106	310,526	459,632	407,680
Insurance proceeds and emergency funding	-	-	-	-	-	-	34,555	34,555	219,903
<b>Total Revenue</b>	<b>1,957,417</b>	<b>213,412</b>	<b>28,494</b>	<b>369,868</b>	<b>16,941</b>	<b>167,764</b>	<b>416,422</b>	<b>3,170,318</b>	<b>3,122,949</b>
<b>EXPENDITURES</b>									
Wages and benefits and Council stipends	489,190	368	252,168	69,412	734	91,215	79,812	982,899	831,912
Materials and services	357,458	322,000	138,946	40,707	12,217	30,886	150,625	1,052,839	1,016,482
Community Planning and grants in aid	29,906	50,774	-	-	-	-	-	80,680	21,521
Interest charges	-	-	965	-	-	-	-	965	3,700
<b>Total before Amortization</b>	<b>876,554</b>	<b>373,142</b>	<b>392,079</b>	<b>110,119</b>	<b>12,951</b>	<b>122,101</b>	<b>230,437</b>	<b>2,117,383</b>	<b>1,873,615</b>
Amortization of tangible capital assets	129,907	-	79,759	35,722	-	81,260	145,048	471,696	437,147
Loss on disposal of tangible capital assets	47,202	-	-	-	-	-	-	47,202	-
<b>Total Expenditures</b>	<b>1,053,663</b>	<b>373,142</b>	<b>471,838</b>	<b>145,841</b>	<b>12,951</b>	<b>203,361</b>	<b>375,485</b>	<b>2,636,281</b>	<b>2,310,762</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>903,754</b>	<b>(159,730)</b>	<b>(443,344)</b>	<b>224,027</b>	<b>3,990</b>	<b>(35,597)</b>	<b>40,937</b>	<b>534,037</b>	<b>812,187</b>

**VILLAGE OF KASLO**  
**SCHEDULE 3 - GENERAL OPERATING FUND**  
**STATEMENT OF FINANCIAL POSITION**  
**As At December 31, 2022**  
**(Unaudited)**

	2022	2021
<b>ASSETS</b>		
Cash	\$ 2,339,841	\$ 1,780,742
Taxes receivable	25,600	28,229
Accounts receivable	416,968	181,646
Due from Sanitary Sewer Utility Operating Fund	4,958	14,911
Due from Waterworks Utility Operating Fund	11,148	-
Prepaid expenses	34,865	28,913
Supplies inventory	2,828	2,206
	<b>2,836,208</b>	<b>2,036,647</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	337,462	269,503
Employee future benefits	82,921	73,111
Deferred Revenue	1,475,521	503,006
Due to Waterworks Utility Operating Fund	-	231,179
Due to Reserve Funds	-	26,797
	<b>1,895,904</b>	<b>1,103,596</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 940,304</b>	<b>\$ 933,051</b>

**VILLAGE OF KASLO**  
**SCHEDULE 4 - GENERAL OPERATING FUND**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the Year Ended December 31, 2022**  
**(Unaudited)**

	2022	2021
<b>REVENUE</b>		
General taxation	\$ 683,014	\$ 649,863
Interest and penalties on taxes	16,811	20,224
Utility taxes and grants-in-lieu of taxes	31,364	31,390
Permits and licences	190,967	78,806
Rentals and leases	105,155	74,633
Sale of services	146,506	147,481
Conditional government transfers and other grants	686,661	617,123
Unconditional government transfers	505,082	367,375
Interest on investments	47,635	32,950
Proceeds from sale of tangible capital assets	11	-
Donations and other miscellaneous revenue	141,694	359,137
	<b>2,554,900</b>	<b>2,378,982</b>
<b>EXPENDITURES</b>		
General government administration and buildings	746,384	613,095
Community planning and grants in aid	80,680	21,521
Solid waste, recycling and cemetery maintenance	100,264	97,604
Protective services	322,368	119,849
Public works	392,079	344,712
Aerodrome	12,951	20,399
Recreation and cultural services	110,119	113,063
Debt and lease charges		
- Interest	-	-
- Principal payment	27,443	46,869
Capital expenditures	528,664	527,527
	<b>2,320,952</b>	<b>1,904,639</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>233,948</b>	<b>474,343</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>933,051</b>	<b>930,874</b>
Transfer to Sewer Utility Operating Fund	(18,587)	(11,937)
Transfer to Reserve Funds	(312,854)	(555,112)
Transfer from Reserve Fund	104,746	94,883
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b>\$ 940,304</b>	<b>\$ 933,051</b>

**VILLAGE OF KASLO**  
**SCHEDULE 5 - GENERAL, SANITARY SEWER, AND WATERWORKS UTILITY**  
**CAPITAL FUNDS**  
**STATEMENT OF FINANCIAL POSITION**  
**As At December 31, 2022**  
**(Unaudited)**

<b>LIABILITIES</b>	<b>2022</b>	<b>2021</b>
<b>GENERAL</b>		
MFA equipment finance loans	\$ 31,992	\$ 59,435
	<b>31,992</b>	<b>59,435</b>
<b>TANGIBLE CAPITAL ASSETS</b>		
<b>GENERAL</b>		
Land, buildings, and equipment	5,270,823	5,034,760
<b>SANITARY SEWER</b>		
Sanitary sewer treatment system	1,975,888	2,045,648
<b>WATERWORKS UTILITY</b>		
Plant and equipment	2,864,218	2,271,242
	<b>10,110,929</b>	<b>9,351,650</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 10,078,937</b>	<b>\$ 9,292,215</b>
Represented by:		
<b>EQUITY IN TANGIBLE CAPITAL ASSETS</b>		
General Capital	\$ 5,238,831	\$ 4,975,325
Sanitary Sewer Capital	1,975,888	2,045,648
Waterworks Capital	2,864,218	2,271,242
	<b>\$ 10,078,937</b>	<b>\$ 9,292,215</b>

**VILLAGE OF KASLO**  
**SCHEDULE 6 - CAPITAL FUNDS**  
**STATEMENT OF EQUITY IN TANGIBLE CAPITAL ASSETS**  
**For the Year Ended December 31, 2022**  
**(Unaudited)**

	2022	2021
<b>GENERAL CAPITAL FUND</b>		
Balance, beginning of year	\$ 4,975,325	\$ 4,614,751
Add:		
Tangible capital asset additions	528,664	527,527
Equipment loan principal repayments	27,443	46,869
Deduct:		
Amortization	(245,388)	(213,822)
Net book value of assets disposed	(47,213)	-
Balance, end of year	<u>\$ 5,238,831</u>	<u>\$ 4,975,325</u>
<b>SANITARY SEWER CAPITAL FUND</b>		
Balance, beginning of year	\$ 2,045,648	\$ 2,071,454
Add:		
Tangible capital asset additions	11,500	54,708
Deduct:		
Amortization	(81,260)	(80,514)
Balance, end of year	<u>\$ 1,975,888</u>	<u>\$ 2,045,648</u>
<b>WATERWORKS CAPITAL FUND</b>		
Balance, beginning of year	\$ 2,271,242	\$ 2,322,831
Add:		
Tangible capital asset additions	738,024	73,439
Long-term debt principal repayment	-	12,494
Actuarial adjustment	-	5,289
Deduct:		
Amortization	(145,048)	(142,811)
Balance, end of year	<u>\$ 2,864,218</u>	<u>\$ 2,271,242</u>

**VILLAGE OF KASLO**  
**SCHEDULE 7 - WATERWORKS UTILITY OPERATING FUND**  
**STATEMENT OF FINANCIAL POSITION**  
**As At December 31, 2022**  
**(Unaudited)**

	2022	2021
<b>ASSETS</b>		
Water user fees receivable	\$ 9,275	\$ 9,781
Due from General Operating Fund	-	231,179
Inventory of supplies	28,677	23,716
	<b>37,952</b>	<b>264,676</b>
<b>LIABILITIES</b>		
Accrued interest payable	1,069	1,069
Deferred revenue	2,511	2,511
Due to General Operating Fund	11,148	-
	<b>14,728</b>	<b>3,580</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 23,224</b>	<b>\$ 261,096</b>

Draft for discussion purposes



**VILLAGE OF KASLO**  
**SCHEDULE 8 - WATERWORKS UTILITY OPERATING FUND**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the Year Ended December 31, 2022**  
**(Unaudited)**

	2022	2021
<b>REVENUE</b>		
Water user and connection fees	\$ 310,526	\$ 270,841
Parcel tax	61,462	61,318
Emergency funding and insurance proceeds	34,555	219,903
Grant	9,093	-
Interest	786	-
	<b>416,422</b>	<b>552,062</b>
<b>EXPENDITURES</b>		
Administration and allocation of labour costs from general	79,812	101,705
Maintenance materials and services	150,625	275,422
Debt charges		
- Interest	-	2,913
- Principal payment	-	12,494
Capital expenditures	738,024	73,439
	<b>968,461</b>	<b>465,973</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>(552,039)</b>	<b>86,089</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>261,096</b>	<b>191,822</b>
Transfer from Reserve Funds	438,961	-
Transfer to Reserve Fund	(124,794)	(16,815)
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b>\$ 23,224</b>	<b>\$ 261,096</b>

**VILLAGE OF KASLO**  
**SCHEDULE 9 - SANITARY SEWER UTILITY OPERATING FUND**  
**STATEMENT OF FINANCIAL POSITION**  
**As At December 31, 2022**  
**(Unaudited)**

	2022	2021
<b>ASSETS</b>		
Sewer rates receivable	\$ 12,936	\$ 5,921
Inventory	12,904	9,798
	<b>25,840</b>	<b>15,719</b>
<b>LIABILITIES</b>		
Due to General Operating Fund	4,958	14,911
<b>ACCUMULATED SURPLUS</b>	<b>\$ 20,882</b>	<b>\$ 808</b>

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**VILLAGE OF KASLO**  
**SCHEDULE 10 - SANITARY SEWER UTILITY OPERATING FUND**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the Year Ended December 31, 2022**  
**(Unaudited)**

	2022	2021
<b>REVENUE</b>		
Sewer rates and charges	\$ 149,106	\$ 136,839
Parcel tax	14,018	13,048
Conditional grants	-	10,000
Sanidump fees	4,640	4,695
	<b>167,764</b>	<b>164,582</b>
<b>EXPENDITURES</b>		
Materials and services	30,886	49,055
Wages and benefits	91,215	114,276
Capital expenditures	11,500	54,708
	<b>133,601</b>	<b>218,039</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>34,163</b>	<b>(53,457)</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>808</b>	<b>20,693</b>
Transfer from Sewer Reserve Fund	1,500	54,708
Transfer to Sewer Reserve Fund	(34,176)	(33,073)
Transfer from General Operating Fund - Village own connection and use	9,329	10,159
Transfer from General Operating Fund - Allocation from campground	9,258	1,778
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b>\$ 20,882</b>	<b>\$ 808</b>

**VILLAGE OF KASLO**  
**SCHEDULE 11 - RESERVE FUNDS**  
**STATEMENT OF FINANCIAL POSITION**  
**As At December 31, 2022**  
**(Unaudited)**

	2022	2021
<b>FINANCIAL ASSETS</b>		
Cash and short-term investments	\$ 1,850,473	\$ 1,865,816
Due from General Operating Fund	-	26,797
	<b>\$ 1,850,473</b>	<b>\$ 1,892,613</b>
<b>RESERVE FUNDS</b>		
Aerodrome	\$ 126,953	\$ 109,619
Buildings, Vehicles, and Equipment	40,583	21,313
City Hall National Historic Site	60,178	54,219
Community Works	192,784	545,822
Contingency	123,465	120,831
Greenhouse Gas Emissions Reduction	52,466	2,383
Kaslo and Area D Arena Property	97,155	169,105
Kaslo Public Arts	2,814	812
Kemball Memorial Centre	37,205	12,198
Library	213,953	101,111
Recreation, Parks, and Open Spaces	176,778	150,007
Sick Leave Bank and Settlement	88,186	73,257
Transportation	147,446	116,874
Sewer Infrastructure	145,466	110,815
Water Infrastructure	345,041	304,247
	<b>\$ 1,850,473</b>	<b>\$ 1,892,613</b>

Draft for discussion purposes

**VILLAGE OF KASLO**  
**SCHEDULE 12 - RESERVE FUND**  
**STATEMENT OF TRANSACTIONS**  
For the Year Ended December 31, 2022  
(Unaudited)

	Balance, Beginning of Year	Contributions	Transfers to Other Funds	Interest Earned	Balance, End of Year
Aerodrome	\$ 109,619	\$ 15,639	\$ -	\$ 1,695	\$ 126,953
Buildings, Vehicles, and Equipment	21,313	18,893	-	377	40,583
City Hall National Historic Site	54,219	5,000	-	959	60,178
Community Works	545,822	-	(362,511)	9,473	192,784
Contingency	120,831	-	-	2,634	123,465
Greenhouse Gas Emissions Reduction	2,383	50,082	-	1	52,466
Kaslo and Area D Arena Property	169,105	10,000	(82,904)	954	97,155
Kaslo Public Arts	812	2,000	-	2	2,814
Kemball Memorial Centre Library	12,198	25,000	-	7	37,205
Library	101,111	111,000	-	1,842	213,953
Recreation, Parks, Open Spaces	150,007	32,357	(8,892)	3,306	176,778
Sick Leave Bank and Settlement	73,257	14,389	-	540	88,186
Transportation	116,874	28,494	-	2,078	147,446
Sewer Infrastructure	110,815	34,176	(1,500)	1,975	145,466
Water Infrastructure	304,247	124,794	(89,400)	5,400	345,041
	<b>\$ 1,892,613</b>	<b>\$ 471,824</b>	<b>\$ (545,207)</b>	<b>\$ 31,243</b>	<b>\$ 1,850,473</b>

**VILLAGE OF KASLO**  
**SCHEDULE 13 - COVID-19 SAFE RESTART GRANT**  
**STATEMENT OF TRANSACTIONS**  
For the Year Ended December 31, 2022  
(Unaudited)

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	2022	2021
Opening balance	405,615	\$ -
COVID-19 Safe Restart Grant Revenue	-	480,000
Expenditures	<u>(49,739)</u>	<u>(74,385)</u>
Balance, December 31, 2022	<u><b>355,876</b></u>	<u><b>\$ 405,615</b></u>

The Village has expended \$49,739 (2021: \$74,385) of the Provincial COVID-19 safe restart grant funding in the current year. The full amount received during 2020 was recognized in revenue with government transfers - conditional. The remaining unspent funds have been appropriated within the accumulated surplus of the general operating fund to carry forward for use in the subsequent year.

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Draft for discussion purposes

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: May 3, 2023

SUBJECT: Code of Conduct Declaration

**PURPOSE:** To confirm Council's intention to develop and adopt a Code of Conduct

**OPTIONS:**

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

1. **Commit to adoption. Staff will prepare a draft for Council's consideration.**
2. Decide not to adopt. *Council must provide reasons for its decision.*
3. Refer back to staff for further review and report. *The Village will not be in compliance with legislation.*

**RECOMMENDATION:**

THAT the Council of the Village of Kaslo commits to establishing a Code of Conduct for its members.

**ANALYSIS:**

- A. **Background:** The *Community Charter* was amended in 2022 to add section 113.1, requiring Council to publicly declare whether or not to establish a Code of Conduct. Although this topic has been discussed by Council during strategic planning no formal position has been publicly stated. A Council resolution is required to comply with the legislation.
- B. **Discussion:** A Code of Conduct is recommended. All elected officials have been invited to complete online training provided by the Working Group on Responsible Conduct (Province of BC, UBCM & LGMA). Responsible conduct has been covered during Council orientation and Local Government Leadership Academy Elected Official sessions and was touched on at the AKBLG convention. These efforts ensure that Council is familiar with the principles involved and is making an informed decision about whether or not to adopt a Code of Conduct. Development of a Code of Conduct is included on the 2023 workplan and is currently slated to begin in Q3.
- C. **Attachments:**
  - Foundational Principles of Responsible Conduct
  - Model Code of Conduct
- D. **Financial Implications:** No anticipated costs beyond staff time.
- E. **Corporate Priority:** Required by legislation.
- F. **Environmental Implications:** Nil
- G. **Communication Strategy:** Council may choose to schedule a Committee of the Whole meeting to discuss the topic and provide direction to staff. Comments from the public will be accepted at any time and the draft document will be publicly available when it is presented to Council. Once adopted, a copy of the Code of Conduct will be placed on the Village's website.

# Foundational Principles of Responsible Conduct

For BC's Local Governments

## Key Foundational Principles:

- Integrity
- Accountability
- Respect
- Leadership & Collaboration

## What are foundational principles?

The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public.

These principles are intended to guide both the conduct of individual elected officials and the collective behaviour of the local government council or board. The principles are also meant to guide local governments in fulfilling their corporate functions and responsibilities to their communities.

Responsible conduct at all of these levels is key to furthering a local government's ability to provide good governance to its community.

## How do the principles "fit" with legal obligations?

It is the duty of elected officials to understand and abide by all legal requirements that apply to elected officials and local governments<sup>1</sup>, and nothing in this document should be interpreted as taking precedence over such legal obligations.

Local government elected officials should interpret the principles described below in accordance with the responsibilities and obligations set out in B.C.'s local government legislation, other applicable legislation, the common law and the policies and bylaws of the local government.

## How are the principles incorporated into the existing local government framework?

Elected officials are encouraged to incorporate the foundational principles whenever they are carrying out their official duties; but there are some circumstances where they are required to consider these principles.

Elected officials must recite an oath or affirmation where they make a commitment to uphold these principles before they can hold office.

Elected officials must also contemplate these principles when considering adopting a code of conduct at the beginning of a new term.

These principles will continue to be incorporated into B.C.'s local government framework to help bolster responsible conduct practices.

<sup>1</sup> Many legal obligations apply to elected officials and local governments, including but not limited to rules about: ethical standards such as conflict of interest; open meetings; protecting confidential information; workplace safety such as harassment; and expenditure of local government funds.



## **INTEGRITY:**

### **Conducting oneself honestly and ethically**

- Be open and truthful in all local government dealings, while protecting confidentiality where necessary
- Behave in a manner that promotes public confidence, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct
- Act in the best interest of the public and community
- Ensure actions are consistent with the shared principles, values, policies, and bylaws collectively agreed to by the council or board
- Demonstrate the same ethical principles during both meetings that are open and closed to the public
- Express sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties

<sup>2</sup> Discriminatory conduct includes any verbal or physical actions taken against someone because of their Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age pursuant to the BC Human Rights Code.

## **Foundational Principles of Responsible Conduct**

## **RESPECT:**

### **Valuing the perspectives, wishes, and rights of others**

- Treat elected officials, staff, and the public with dignity, understanding and respect
- Acknowledge how people's beliefs, values, ideas, and contributions add diverse perspectives
- Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory
- Refrain from any form of discriminatory conduct<sup>2</sup> against another elected official, staff, or the public
- Honour the offices of local government and fulfill the obligations of Mayor/Chair and Councillor/Director dutifully
- Recognize and value the distinct roles and responsibilities of local government staff
- Call for and expect respect from the community towards elected officials and staff
- Ensure that public statements and social media posts that concern other elected officials, staff, and the public are respectful

## **ACCOUNTABILITY:**

### **An obligation and willingness to accept responsibility or to account for one's actions**

- Be transparent about how elected officials carry out their duties and how council conducts business
- Ensure information and decision-making processes are accessible to the public while protecting confidentiality where necessary
- Correct any mistakes or errors in a timely and transparent manner
- Accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for their behaviour and individual decisions
- Listen to and consider the opinions and needs of the community in all decision-making, and allow for public discourse and feedback
- Act in accordance with the law, which includes, but is not limited to, the statutes, bylaws, and policies that govern the local government

## **LEADERSHIP AND COLLABORATION:**

### **An ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts honestly and ethically**

- Demonstrate behaviour that builds public confidence and trust in local government
- Provide considered direction on municipal policies and support colleagues and staff to do the same
- Educate colleagues and staff on the harmful impacts of discriminatory conduct, and take action to prevent this type of conduct from reoccurring if necessary
- Create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority
- Advocate for shared decision-making and actively work with other elected officials, staff, the public, and other stakeholders to achieve common goals
- Foster positive working relationships between elected officials, staff, and the public
- Commit to building mutually beneficial working relationships with neighbouring First Nations to further advance reconciliation efforts
- Positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings

The Working Group on Responsible Conduct is a joint initiative between the UBCM, LGMA and the Ministry of Municipal Affairs. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

MODEL CODE OF CONDUCT

# Getting Started on a Code of Conduct for Your Council / Board

*Produced by the Working Group on Responsible Conduct*

*Updated in October 2022*



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*The Working Group on Responsible Conduct* is a joint initiative between the Union of BC Municipalities, the Local Government Management Association, and the Ministry of Municipal Affairs. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

## INTRODUCTION & EXPLANATORY NOTES

### What is a code of conduct?

- A code of conduct is a written document that sets shared expectations for conduct or behaviour. A local government council or board can adopt a code of conduct to establish shared expectations for how members should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their community.
- Responsible conduct of elected officials is not optional; it is essential to good governance. Responsible conduct refers to how government elected officials conduct themselves with their elected colleagues, with staff, and with the public. It is grounded in conducting oneself according to principles such as integrity, accountability, respect, and leadership and collaboration.
- A code of conduct is one tool that can be used by a local government council or board to promote or further responsible conduct. See the [Forging the Path to Responsible Conduct in Your Local Government](#) guide for complementary tools.

### What is the purpose of this document?

- The purpose of this document is to provide local government council or board members with a model code of conduct which establishes a set of principles and general standards of conduct that can be used as a starting point to develop their own code of conduct.
- This model code of conduct may also be useful for councils or boards who already have a code of conduct in place but are required to consider updating their code following the 2022 general local elections.
- The Working Group on Responsible Conduct has also developed a “Companion Guide” to accompany this document that provides discussion questions, things to keep in mind, and other tips to facilitate a council or board’s conversation in developing a code of conduct.
- The general standards of conduct set out in this model code of conduct reflect the foundational principles of integrity, respect, accountability, and leadership and collaboration. Local governments are required to reflect on these principles when considering whether to establish or update a code of conduct.
- Councils or boards may choose to customize and expand on the general standards of conduct provided in this model code of conduct by:
  - Adding examples of specific behaviours or other details to further elaborate on the standards of conduct that are provided;
  - Including additional standards of conduct that address topics of importance to the council or board and which are not directly dealt with by the standards of conduct already provided;
  - Including additional provisions in the code of conduct to support compliance or to cover informal resolution processes, formal enforcement processes such as complaints investigation and final resolution, and sanctions; and/or

- Incorporating, referencing or attaching other policies that are generally related to responsible conduct (such as social media policies), where a council or board feels it is appropriate.

### **What are some considerations in developing and using a code of conduct?**

- In developing a code of conduct, council or board members should consider not just the content of the code of conduct, but also how to make it meaningful for members, both as individuals and as a collective decision-making body. While there is no ‘right’ way to develop and use a code of conduct, councils or boards should consider the following to maximize the effectiveness of their code of conduct:
  - *Don’t overlook the importance of the process when developing and adopting a code of conduct:* How a code of conduct is developed and adopted matters; providing opportunities for council or board members to discuss not just the “what” but also the “why” of a code of conduct will help ensure its effectiveness.

To start with, understanding the context for developing and adopting a code of conduct is important – is the council or board being proactive or have there been particular incidents of concern; does the council or board need to consider its collective “blind spots”, such as identifying and airing subconscious assumptions or systemic barriers? Discussing the language and content of the code of conduct and how it can best be customized to meet the needs of the council or board and individual members is also important. Discussing shared expectations as a part of the orientation process for newly elected officials or including the code of conduct as an outcome of a strategic planning process (with dedicated follow-up opportunities for development) could be good ways of ensuring a code of conduct is adopted in a meaningful way.

- *Make the code of conduct meaningful:* Finding ways to integrate the code of conduct into the council or board’s ongoing governance will help ensure that it remains a relevant and effective living document. For instance, some councils or boards may choose to refer to the code of conduct at every meeting; others may have a copy included in every agenda package or framed on the wall in the meeting room or placed on the desk of each elected official as a regular point of reference.
- *Make sure the code of conduct is consistent with existing laws and policies:* Council or board members may include a variety of topics in their code of conduct. Where existing laws or policies deal with topics they choose to include in their code of conduct (i.e., privacy legislation; Human Resources policies; etc.), they must ensure that their code of conduct is consistent with those laws and policies.
- *Offer ongoing advice, education, and support:* A council or board will also want to consider how members can best be supported in working with their code of conduct. This could include, for example, general education around the purpose of codes of conduct, opportunities for members to receive specific advice on how the code of conduct should be interpreted and applied, as well as other ongoing opportunities for support and education – for example, orientation when new members join the council or board or regular debriefings following council or board meetings to discuss how effectively the code of conduct guided the discussion.
- *Revisit it regularly:* Council or board members should approach their code of conduct as a living document to be reviewed and amended from time to time, to ensure that it remains a relevant and

effective tool. At a minimum, councils and boards are required to consider updating their code of conduct following a general local election; however, it is encouraged that councils and board review it more often than once per term.

# MODEL CODE OF CONDUCT <sup>1</sup>

## A. INTRODUCTION

As local elected representatives (“members”), we recognize that responsible conduct is essential to providing good governance for the [city / municipality / regional district / district] of [name of local government].

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

## B. HOW TO APPLY AND INTERPRET THIS CODE OF CONDUCT

This code of conduct applies to the members of [city / municipality / regional district / district] of [name of local government]. It is each member’s individual responsibility to uphold both the letter and the spirit of this code of conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This code of conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable federal and provincial laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council or board.

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<sup>1</sup> Some sections of this code of conduct include additional information in a shaded box. This information is for guidance and context only and is not intended to be included in a local government’s code of conduct.

## C. FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

### **Information about the Foundational Principles:**

*The foundational principles of integrity, respect, accountability and leadership and collaboration have been identified by the Working Group on Responsible Conduct as being important to promoting and furthering responsible conduct and should be incorporated into every code of conduct.*

*A high-level definition of each foundational principle, along with a general description of the type of conduct that upholds each principle, is provided below. These principles are intended to provide members with a shared understanding of responsible conduct and guide them in fulfilling their roles and responsibilities both as individual elected officials and as a collective council or board. Key standards of conduct are set out in subsequent sections of this model code of conduct to provide specific examples of the types of conduct that demonstrate the foundational principles.*

*These four principles, in conjunction with the key standards of conduct, can be used as a guide for elected officials against which to assess their own conduct.*

1. **Integrity** – means conducting oneself honestly and ethically.
2. **Respect** – means valuing the perspectives, wishes, and rights of others.
3. **Accountability** – means an obligation and willingness to accept responsibility or to account for one’s actions.
4. **Leadership and Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts.

## D. OPTIONAL: VALUE STATEMENTS

### **Information about including Value Statements:**

*A council or board may wish to customize their code of conduct to include ‘value statements’. These are high-level statements that identify the values that the council or board consider important and feels should be included for context in their code of conduct.*

*A council or board may find the “Companion Guide” to this code of conduct useful as they consider how ‘value statements’ may be incorporated into their own code of conduct.*



## **E. STANDARDS OF CONDUCT**

### ***Information about the Standards of Conduct:***

*The following section provides general standards of conduct that reflect the foundational principles identified above. A council or board can customize their code of conduct by including additional standards of conduct, or by expanding on existing standards of conduct to more clearly demonstrate how a member can exemplify responsible conduct.*

*A council or board may find the “Companion Guide” to this code of conduct useful as they consider how these general standards of conduct may be customized to best fit their needs.*

***Integrity:*** Integrity is demonstrated by the following conduct:

- Members will be open and truthful in all local government dealings, while protecting confidentiality where necessary.
- Members will behave in a manner that promotes public confidence, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Members will act in the best interest of the public and community.
- Members will ensure actions are consistent with the shared principles, values, policies, and bylaws collectively agreed to by the council or board.
- Members will demonstrate the same ethical principles during both meetings that are open and closed to the public.
- Members will express sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties.

***Respect:*** Respect is demonstrated through the following conduct:

- Members will treat elected officials, staff, and the public with dignity, understanding, and respect.
- Members will acknowledge that people’s beliefs, values, ideas, and contributions add diverse perspectives.
- Members will create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.

- Members will refrain from any form of discriminatory conduct against another elected official, staff, or the public.
- Members will honour the offices of local government and fulfill the obligations of Mayor/Chair and Councillor/Director dutifully.
- Members will recognize and value the distinct roles and responsibilities of local government staff.
- Members will call for and expect respect from the community towards elected officials and staff.
- Members will ensure that public statements and social media posts that concern other elected officials, staff, and the public are respectful.

**Accountability:** Accountability is demonstrated through the following conduct:

- Members will be transparent about how elected officials carry out their duties and how council conducts business.
- Members will ensure any information and decision-making processes are accessible to the public while protecting confidentiality where necessary.
- Members will correct any mistakes or errors in a timely and transparent manner.
- Members will accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for their behaviour and individual decisions.
- Members will listen to and consider the opinions and needs of the community in all decision-making and allow for public discourse and feedback.
- Members will act in accordance with the law, which includes, but is not limited to, the statutes, bylaws, and policies that govern local government.

**Leadership and Collaboration:** Leadership and collaboration is demonstrated through the following conduct:

- Members will demonstrate behaviour that builds public confidence and trust in local government.

- Members will provide considered direction on municipal policies and support colleagues and staff to do the same.
- Members will educate colleagues and staff on the harmful impacts of discriminatory conduct, and take action to prevent this type of conduct from reoccurring if necessary
- Members will create space for open expression by others, take responsibility for one’s own actions and reactions, and accept the decisions of the majority.
- Members will advocate for shared decision-making and actively work with other elected officials, staff, the public, and other stakeholders to achieve common goals.
- Members will foster positive working relationships between elected officials, staff, and the public.
- Members will commit to building mutually beneficial working relationships with neighbouring First Nations to further advance reconciliation efforts.
- Members will positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings.

## **F. ENCOURAGED: ENFORCEMENT MECHANISMS**

### ***Information about including Enforcement Mechanisms:***

*A council or board may want to include enforcement mechanisms to support compliance of their code of conduct. These mechanisms may include informal resolution, administratively fair and formal complaint processes, third-party investigators, and sanctions. Local governments are always first encouraged to focus on continuous improvement to foster responsible conduct, maintain good governance, and resolve conduct issues informally. A council or board may want to consult the “Companion Guide” and the “Forging the Path to Responsible Conduct in Your Local Government” guide for tips and resources that support the development of practical enforcement mechanisms.*

## **G. OPTIONAL: ADDITIONAL POLICIES**

### ***Information about including Additional Policies:***

*A council or board may choose to include additional policies as part of their code of conduct. These additional policies may be useful in addressing matters of importance that require deeper attention or that are connected to the four foundational principles. Some examples of the types of policies that a council or board could include are provided below.*

*A council or board may want to consult the “Companion Guide” for tips and resources for including additional policies.*

### **Policies About Communications**

- *Use of social media by members.*
- *How members communicate as representatives of the local government.*

### **Policies About Personal Interaction**

- *Interactions between members and others, such as the public, staff, bodies appointed by the local government, and other governments and agencies (e.g., respectful workplace policies).*
- *Roles and responsibilities of staff and elected officials.*

### **Policies About How Information is Handled**

- *Proper handling and use of information, including information which is confidential or otherwise protected and is made available to members in the conduct of their responsibilities.*
- *Retention and destruction of records.*
- *How and when information that was relevant to the decision making process is made publicly available.*

### **Policies About Other Matters**

- *Creation, use, and retention of the local government’s intellectual property.*
- *Personal use of local government resources.*
- *Receipt of gifts and personal benefits by members.*
- *Provision of remuneration, expenses, or benefits to members in relation to their duties as members.*

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: April 17, 2023

SUBJECT: Acting Mayor Appointments

**PURPOSE:** To confirm the Acting Mayor appointments for November and December 2023.

**OPTIONS:**

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

1. **Confirm the existing appointments.**
2. Make alternate appointments.
3. Refer back to staff for further review and report.

**RECOMMENDATION:**

THAT Councillor Bird is appointed as the Acting Mayor for November and December 2023.

**ANALYSIS:**

- A. **Background:** At the inaugural meeting on 2022.11.01, Council adopted the following resolution:

THAT the Village of Kaslo's Acting Mayor for the period November 1, 2022 through October 31, 2023 be as follows:  
Councillor Bird: Nov, Dec, Jan  
Councillor Brown: Feb, Mar, Apr  
Councillor Lang: May, Jun, Jul  
Councillor Leathwood: Aug, Sept, Oct

- B. **Discussion:** The resolution adopted in November 2022 only addresses appointments through the end of October, 2023. A further resolution is required to confirm the appointment of the Acting Mayor for November and December 2023. Prior to December 31, 2023, Council must adopt a resolution regarding Acting Mayor appointments for 2024. Staff proposes following the established pattern of Acting Mayor appointments.
- C. **Attachments:** Nil
- D. **Financial Implications:** Nil
- E. **Corporate Priority:** Nil
- F. **Environmental Implications:** Nil
- G. **Communication Strategy:** Nil

CAO Approval: [Date approved by CAO]