



REGULAR MEETING OF COUNCIL AGENDA

DATE: 2022.11.22

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 2022.11.22 Council Meeting

3. Adoption of the Minutes

3.1 Adoption of the Minutes of the 2022.11.08 Council Meeting

4. Delegations

4.1 WildSafe BC

5. Information Items

5.1 Mayor's Report

5.2 Council Reports

5.3 CAO Report

5.4 Financial Report – October 31, 2022

5.5 2022.11.22 Circulation Package

6. Question Period

7. Business

7.1 Budget Amendment Bylaw

First, second and third reading of a bylaw to amend Five Year Financial Plan Bylaw 1277, 2022.

7.2 Fees & Charges Amendment Bylaw

First, second and third reading of a bylaw to amend schedules to Fees & Charges Bylaw 1271, 2021. Fees for Business Licences, Campground, and Sewer are affected.

7.3 2023 CBT CRI Wildfire Resiliency Initiative Application

Consider authorizing an application for funding from the Columbia Basin Trust to conduct wildfire reduction activities in Kaslo.

7.4 Temporary Licence of Occupation (Aerodrome) – Kootenay Mountain Holidays

Consider an agreement for temporary use of municipal lands at the Kaslo Aerodrome by Kootenay Mountain Holidays to allow placement of an equipment storage shed.

7.5 Email Use Policy

Consider adopting a policy to govern the use of email by Village staff and Council.

7.6 Tree Canada Grant Application

Consider authorizing an application for funding from Tree Canada to offset costs associated with implementation of the Tree Planting Plan.

7.7 KORTS Trail Proposals

Consider authorizing the establishment of trails connecting the new parking area and kiosk near the Kaslo Aerodrome to existing recreation trails.

7.8 REDIP Funding

Consider directing staff to prepare an application for funding.

7.9 Kaslo River Dike & Bank Project

Consider awarding the contract for repairs to the Kaslo River Dike Repair Project.

8. Late Items

9. In Camera Meeting

10. Raised from In Camera Meeting

11. Adjournment





REGULAR MEETING OF COUNCIL MINUTES

DATE: 2022.11.08

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

PRESENT:	Chair:	Mayor Hewat
	Councillors:	Bird, Brown, Lang, Leathwood
	Regrets:	
	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 2022.11.08 Council Meeting

340/2022 Moved, seconded and CARRIED

THAT the Agenda for the 2022.11.08 Regular Meeting of Council be adopted as presented.

3. Adoption of the Minutes

3.1. Adoption of the Minutes of the 2022.10.11 Council Meeting

341/2022 Moved, seconded and CARRIED

THAT the Minutes for the 2022.10.11 Regular Meeting of Council be adopted as presented.

3.2. Adoption of the Minutes of the 2022.11.01 Inaugural Meeting

342/2022 Moved, seconded and CARRIED

THAT the Minutes for the 2022.10.11 Inaugural Meeting of Council be adopted as presented.

4. Delegations

4.1. RCMP – Corporal Harland Venema

Corporal Venema provided an update on RCMP activities and answered questions from Council.

343/2022 Moved, seconded and CARRIED

THAT Council dissolve into Committee of the Whole for agenda item 5.

5. Information Items

5.1. Mayor's Report

- 5.1.1. FCM September 2022 Report to Council**
- 5.1.2. FCM Anti-Racism and Equity Commitment Statement**
- 5.1.3. SS Moyie 125 Committee Minutes**
- 5.1.4. Imagine Kootenay Partnership – Planning Session Minutes 2022.10.03**
- 5.1.5. Food Policy Council 2022 Overview**
- 5.1.6. RNIP Presentation 2022.10.17**

Mayor Hewat provided an overview of her recent activities and answered questions about the background on the Imagine Kootenay Partnership.

5.2. CAO Report

CAO Dunlop reported on the A Ave Watermain Project and land development and planning activities. He provided summaries of recent meetings with partner organizations and gave an update on municipal operations.

5.3. Election Report

5.4. RCMP Quarterly Report

5.5. RDCK

- 5.5.1. Board Highlights**
- 5.5.2. Curbside Recycling Collection**
- 5.5.3. 2023 Tipping Fee Increase**

5.6. UBCM

- 5.6.1. Working Group on Responsible Conduct – Education Module**
- 5.6.2. UBCM Convention Follow-Up 2022.10.25**

5.7. ETSI BC – Request for Advisory Committee Members

5.8. Kaslo & District Community Arena

- 5.8.1. Minutes 2022.09.07**
- 5.8.2. Ice Schedule**

5.9. Kaslo & District Community Forest Society Minutes 2022.09.22

5.10. 2022.11.08 Circulation Package

344/2022 Moved, seconded and CARRIED
THAT Council rise without reporting.

345/2022 Moved, seconded and CARRIED



THAT Council receive items 5.1-5.10 for information.

6. Question Period

15 minutes is available for members of the public in attendance to ask questions or make comments relating to items on the agenda.

7. Business

7.1. Bell Media

Consider renewal of the lease for Bell Media tower located at the Kaslo Golf Club.

346/2022

Moved, seconded and CARRIED

THAT notice be given of the Village's intent to lease municipal lands at the Kaslo Golf Club to Bell Media for a 5 year term starting January 1, 2023 and ending December 31, 2027, at a cost of \$900/year for 2023, with 2% annual increases in each subsequent year of the term.

Councillor Brown declared a conflict of interest regarding the matter at hand and absented himself from the meeting at 6:37 p.m. as his wife is involved in the delivery of the "Nobody's Perfect" program.

7.2. Kaslo Community Services 2022 Fall Recreation Grant Application

Reconsider an application for Fall Recreation Grant funding.

347/2022

Moved, seconded and CARRIED

THAT a Fall Recreation Grant of \$500 be awarded to North Kootenay Lake/Kaslo Community Services for their "Nobody's Perfect" program.

Councillor Brown returned to the meeting at 6:38 p.m.

7.3. Email Use Policy

Consider adopting a policy to guide the use of municipal email accounts.

348/2022

Moved, seconded and CARRIED

THAT the Email Use Policy be referred back to staff for further review and report.

7.4. SS Moyie 125th Celebrations

Consider inviting the Prime Minister to celebrations planned for 2023.

349/2022

Moved, seconded and CARRIED

THAT the Village of Kaslo extend an invitation to the Prime Minister to visit Kaslo in 2023 and attend events celebrating the SS Moyie's 125th anniversary.

8. Late Items

Nil



9. In Camera Meeting

350/2022

Moved, seconded and CARRIED

THAT Council now recess and reconvene in-camera with the public excluded under Sections 90(1) (a), and (e) of the Community Charter.

The open meeting recessed at 6:41 p.m.

The open meeting reconvened at 8:01 p.m.

10. Raised from In Camera Meeting

Nil

11. Adjournment

The meeting was adjourned at 8:02 p.m.

CERTIFIED CORRECT:

Corporate Officer

Mayor Hewat





Mayors Report to Council

Regular Council Meeting

Tuesday, November 22, 2022

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, please don't hesitate to ask.

November 5th

Lidstone & Company Elected Officials Orientation 2022

– The agenda for the session is included in my report.

November 5th

Kaslo & District Public Library Gala

The evening went very well with most people dressed in 1920's style. The Legion Ladies Auxiliary prepared great appetizers and meals, the entertainment was excellent and the community support through donations of silent auction items was much appreciated. It appears that we reached our fundraising goal for the event.

November 10th

Rural & Northern Immigration Pilot (RNIP) Site Visit.

CAO Dunlop attended this session with 2 Outreach Officers from Immigration, Refugees and Citizenship in Ottawa who made a site visits to the West Kootenays. Also in attendance were Erin Rooney (Community Futures), Barb Szuta (Columbia Basin Alliance for Literacy), Sarah Sinclair, Director Aimee Watson. I have included a copy of the presentation.

November 11th

Remembrance Day

I attended the wreath laying ceremony and laid the wreath on behalf of the Village. I also attended the ceremonies at the Legion Hall which was also attended by Councillor Bird.

November 14th

IHA Capital Equipment Fall Prioritization – as the West Kootenay-Boundary Regional Hospital District (WKBHRD) Chair I will be in attendance. Interior Health and facility staff will go through the capital list and set the priorities for each facility. These priorities will be brought forward for consideration at a future meeting of the WKBHRD.

RDCK Meeting Training 101

November 15th

RDCK Board of Directors Wildfire Development Permit Area Workshop

Urban Systems, the consultants working on this project did a presentation and answered questions from Directors and staff from the municipalities that were on the call. There was some very good information provided and I'm sure that Ian has gotten some valuable information to use when we start our process for developing a Wildfire DPA.





Mayors Report to Council

Moyie 125th Anniversary meeting – the minutes of the October 18th meeting are included.

Upcoming Meetings

Please see the attached Directors Schedule of meetings. I am going to attend as many of these as I am able depending upon my work commitments. I will however have limited availability for meetings the week of December 5th to 9th due to my attendance at FCM.

November 16th

RDCK Orientation

November 17th

RDCK Board Meeting

Economic Trust of the Southern Interior (ETSI) BC Info session

November 18th

Mercer Celgar Stakeholders call – we will get a chance to meet new President and CEO Juan Carlos Bueno.

November 19th

Council orientation in Nakusp

November 22nd

Regular meeting of council

November 24th

Kaslo & Area D Emergency Preparedness Committee

November 27th

Council Strategic Planning

November 28th

RDCK Climate Actions workshop – in person at the Nelson Chamber of Commerce

November 29th

RDCK Community Sustainable Living Advisory Committee (CSLAC)

December 4th to 9th

Federation of Canadian Municipalities (FCM) Advocacy Days in Ottawa.

During this week we will be meeting with MP's to discuss the following 4 priority areas:

Housing affordability, supply and homelessness

Climate mitigation and adaptation

Infrastructure





Mayors Report to Council

RCMP retroactive costs

On another note, I have been asked by FCM to serve as governance representative for the Municipal Asset Management Program (MAMP). We are just trying to coordinate a meeting to brief me on the program and what the role entails.

December 12th

North Kootenay Lake Services Committee

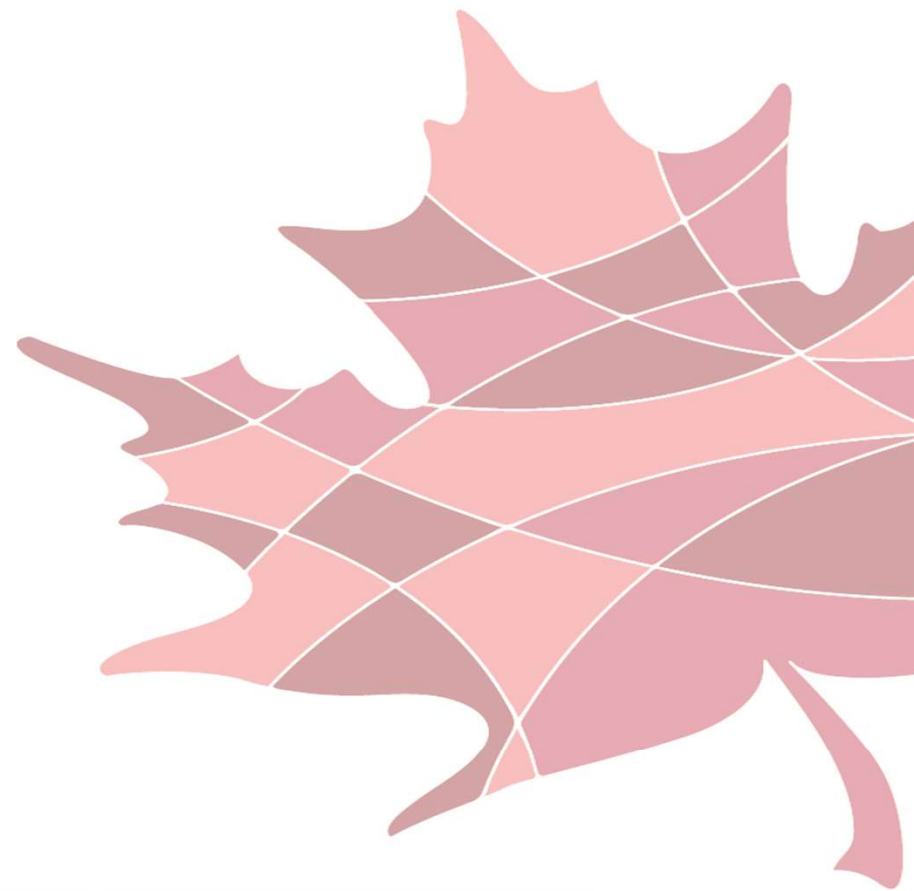
Kaslo & Area D Economic Development Commission

Kaslo & Area D Health Select Committee (tentative)

Respectfully submitted,
Mayor Suzan Hewat



Rural and Northern Immigration Pilot



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada

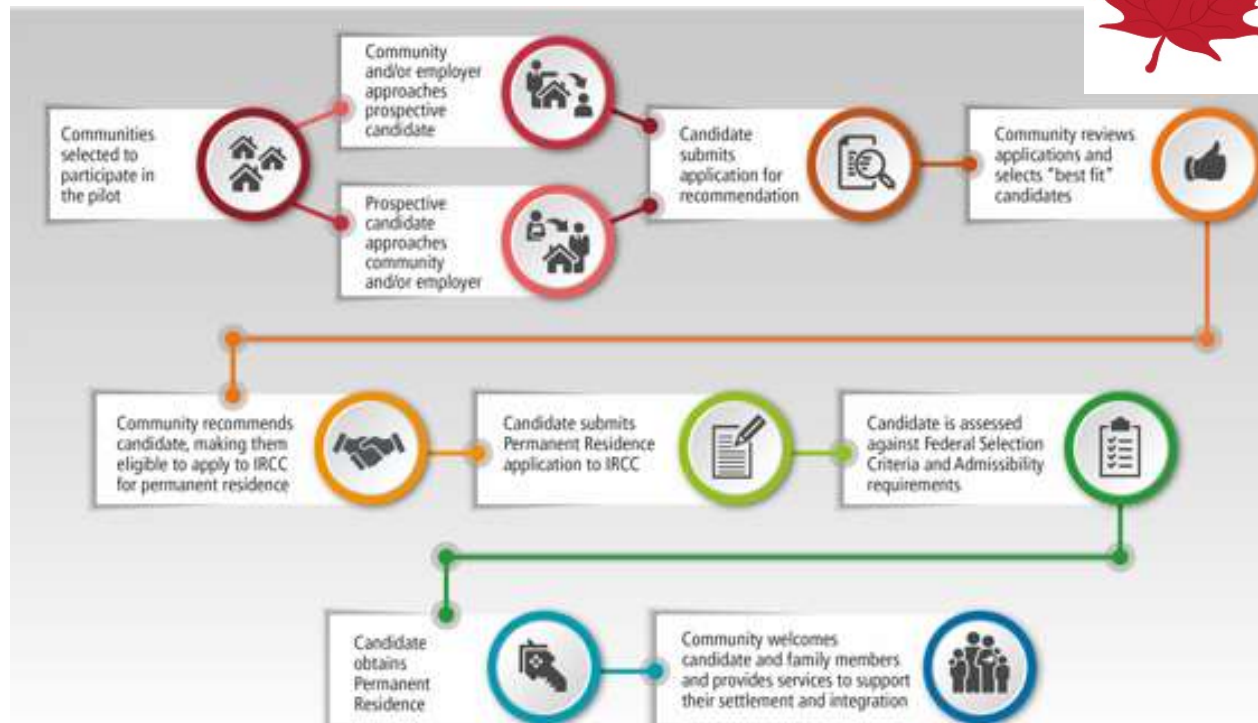
Canada

What is RNIP?

- A community-based immigration pilot, **offering a pathway to permanent residence**, that tests targeted attraction and settlement approaches at the local level.
 - An experimental approach in a small number of diverse communities. It provides an opportunity for innovation.
- Guiding Principles:
 - Community-driven and responsive to local economic development needs.
 - Focused on retention and economic independence of newcomers.
 - Complementary to other federal and provincial immigration initiatives.
 - Part of the solution, not the only solution.

Addressing the challenge at the community level allows for tailored approaches

Rural and Northern Immigration Pilot Program Process Flow



Rural and Northern Immigration Pilot Program Federal Eligibility Requirements

- 1. Offer of employment
- 2. Work experience (unless exempt)
- 3. Education
- 4. Language
- 5. Funds (if applicable)
- 6. Intent to reside
- 7. Community Recommendation





1. Offer of Employment

- Must be **genuine** from an employer that carries on business in the **community**
- Must be **full-time, non-seasonal** and **permanent** (no end date)
- A **wage** that is **above or within** the range of wages for that particular occupation as designated by ESDC <https://www.jobbank.gc.ca/trend-analysis/search-wages>



1.

• Offer of employment

2.

• Work experience or exemption

3.

• Education

4.

• Language

5.

• Settlement funds

6.

• Intent to reside

7.

• Community recommendation



2. Work Experience



- Must have **1 year of work experience** acquired overseas or in Canada in the **3 years** preceding the date of their application:
 - ✓ Must have been **full time** (or part time equivalent to full time)
 - ✓ Must have been accumulated in the past 3 years and in any occupation that applies to the skill level of the job being offered
 - ✓ Acquired while **employed by a third party** (e.g. does not include self-employed) (*unless acquired as a medical practitioner*)
 - ✓ If acquired in Canada, have **temporary resident status** and be authorized to work
- The applicant must also have carried out the activities listed in the **lead statement of the NOC** and a **substantial number** of the main duties.

1.

- Offer of employment

2.

- Work experience or exemption

3

- Education

4

- Language

5

- Settlement funds

6

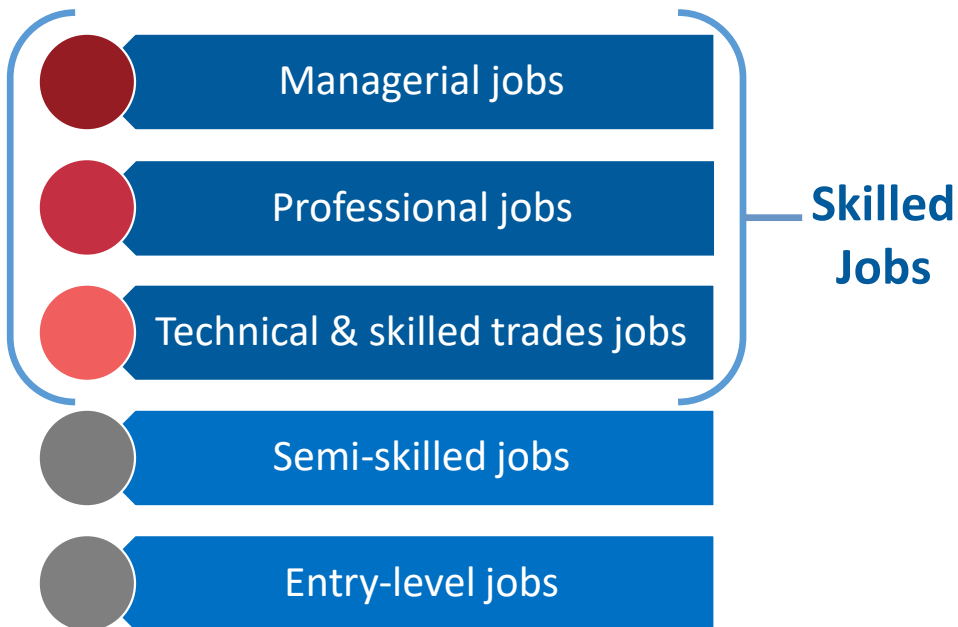
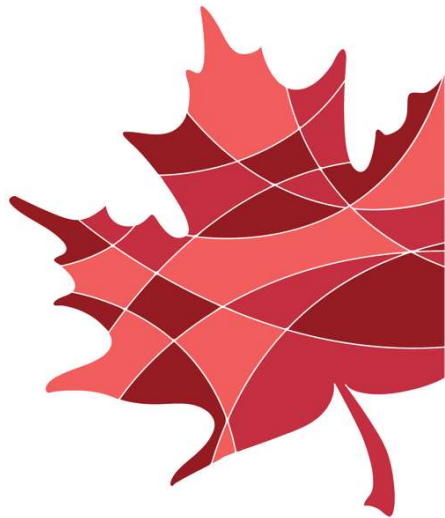
- Intent to reside

7

- Community recommendation

National Occupational Classification

(NOC)



1. • Offer of employment
2. • Work experience or exemption
3. • Education
4. • Language
5. • Settlement funds
6. • Intent to reside
7. • Community Recommendation

[ESDC's National Occupational Classification /IRCC's "Find your NOC"](#)



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada

Canada



Work experience & Offer of employment (cont.)

- As of **November 16, 2022**, must be in an eligible TEER as applicant's work experience:

Job Offer	Work Experience
TEER 0	TEER 0 TEER 1 TEER 2 TEER 3
TEER 1	TEER 0 TEER 1 TEER 2 TEER 3
TEER 2 or TEER 3	TEER 1 TEER 2 TEER 3 TEER 4
TEER 4	TEER 2 TEER 3 TEER 4
TEER 5	TEER 5 (Must be in the same 5 digit NOC code)

1.

- Work Experience or exemption

2

- Offer of Employment

4

- Language

5

- Intent to Reside

6

- Settlement Funds

7

- Community Recommendation

[NOC \(ESDC\)](#)



2. Work Experience - Qualifying Work Experience – International Graduate Exemption

- Work experience **not required for applicants** who obtained an eligible program credential from a post-secondary program and they:
 - ✓ were **enrolled as a fulltime student** during the entire 2 year or more post secondary program while obtaining the credential;
 - ✓ obtained the credential within the **18 months prior** to the application for permanent residence to IRCC; and
 - ✓ were **physically present** in the rural and northern community for **at least 16 months** during the 24 months immediately prior to obtaining the eligible credential or for the **duration of their studies, if the credential was a master's or doctoral degree less than two years**



1.

- Offer of employment

2.

- Work experience or exemption

3.

- Education

4.

- Language

5.

- Settlement funds

6.

- Intent to reside

7.

- Community recommendation



3. Education

- A **Canadian secondary (high school)** or post-secondary certificate, diploma or degree,
- or
- A completed foreign credential, and
- An Educational Credential Assessment ([ECA](#)) report from an agency approved by IRCC that is:

- ✓ Equal to a completed Canadian **secondary (high school)** or post-secondary certificate, diploma or degree; **and**
- ✓ **Be less than five years old** at the time it is submitted with the application to IRCC.

1.

- Offer of employment

2.

- Work experience or exemption

3

- Education

4

- Language

5

- Settlement funds

6

- Intent to reside

7

- Community recommendation



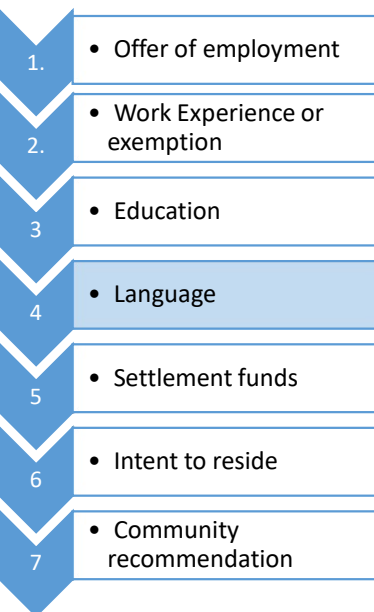


4. Official Language Proficiency (cont.)

- As of **November 16, 2022**, minimum language level required for the National Occupational Classification (NOC) of the applicant's job offer:

TEER	Canadian Language Benchmark (CLB)
TEER 0	6
TEER 1	6
TEER 2	5
TEER 3	5
TEER 4	4
TEER 5	4

- Test results must be **less than two years old** on the date of application to IRCC.





5. Settlement Funds

- If not already working in Canada must have available funds to settle to Canada. The **funds** must be 1/8 of the current *low income cut-offs (LICO) for rural areas outside Census Metropolitan Areas or Census Agglomerations*
- IRCC will assess and verify funds.

Number of Family Members	Funds Required (in Canadian dollars)
1	\$2,274
2	\$2,831
3	\$3,480
4	\$4,226
5	\$4,792
6	\$5,405
7 or more	\$6,018

or Already working in Canada

1.

- Offer of employment

2.

- Work experience or exemption

3

- Education

4

- Language

5

- Settlement funds

6

- Intent to reside

7

- Community recommendation



6. Intent to Reside

- **Intent to reside** must be shown by the applicant and is based on information available at the time of assessment.
- Intention to reside is a forward looking assessment. Some factors that could be examined to establish intention to reside are: knowledge of the community, actions taken to put plans into place to establish in the community, linkages to the community, linkages to other communities, etc.
- One way in which to determine intention to reside could be by way of interviews.

1.

• Offer of employment

2.

• Work experience or exemption

3

• Education

4

• Language

5

• Settlement funds

6

• Intent to reside

7

• Community recommendation





7. Community Recommendation

- In addition to IRCC's federal eligibility requirements, the communities have additional **community-specific criteria**.
- If a candidate meets federal requirements and community-specific criteria, they may apply for a **community recommendation**.
- If a community recommends a candidate, they can apply for **permanent residence to IRCC**.

1.

- Offer of employment

2.

- Work experience or exemption

3.

- Education

4.

- Language

5.

- Settlement funds

6.

- Intent to reside

7.

- Community recommendation



7. Community Recommendation

Lock-in date:



The date the candidate submits a complete application for recommendation to the EDO is the **lock-in date**. The lock-in date is needed to freeze information so that it does not change over time, regardless of how long processing takes. IRCC uses the age at lock-in date to see if the candidate's child qualifies as a dependent.

Who can be included on the candidate application:

- ✓ the **spouse or common-law partner** of the candidate;
- ✓ **dependent child** of the candidate or of the candidate's spouse or common-law partner; and
- ✓ a dependent child of a dependent child

To be considered as common-law partners they must have cohabited for at least one year.

1.

• Offer of employment

2.

• Work experience or exemption

3.

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4.

• Language

5.

• Settlement funds

6.

• Intent to reside

7.

• Community recommendation

Questions?

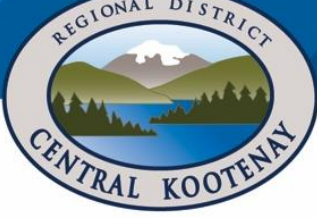
Comments?



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada

Canada



UPDATED: Directors' Schedule

Important Dates and Information

All Directors are welcome to all sessions.

November 14, 2022 – 1:00 p.m. to 3:00 p.m.

RDCK Meeting Training 101 – Newly Elected Officials

In-person or remote attendance

This training is for newly elected RDCK Directors and will address the following:

- Receive equipment for new Directors' role
- Training on how to use webmail and equipment
- Training on how to use eScribe
- Basic training on meeting procedures

November 16, 2022 – 9:00 a.m. to 4:30 p.m. (Full Day)

RDCK Directors Orientation

In-person or remote attendance – will be recorded

This training is for all RDCK Directors and will address the following:

- RDCK 101 w/ CAO
- Corporate Administration and Governance
- Finance
- High level introduction to the following departments and services:
 - Development and Community Sustainability
 - Environmental Services
 - Community Services
 - Human Resources

November 17, 2022 – 9:00 a.m. to 4:30 p.m. (Full Day)

RDCK Inaugural Board Meeting

In-person or remote attendance

RDCK Directors' Oath of Office, Election of the RDCK Board Chair and the beginning of the 2022-2026 term.

The workshops listed below (in green) are a more detailed look at each of the RDCK departments and the services provided.

November 21, 2022 – 10:00 a.m. – 12:00 p.m.

Development and Community Sustainability: Planning/Building/Bylaw Enforcement

Remote attendance – will be recorded

November 23, 2022 – 2:00 p.m. to 4:00 p.m.

Development and Community Sustainability: GIS/Local Conservation Fund/Community Sustainable Living Advisory Committee Initiatives

Remote attendance – will be recorded

November 25, 2022 – 10:00 a.m. to 12:00 p.m.

Development and Community Sustainability: Wildfire & Flood Mitigation/Watershed Governance Initiative/Climate Action

Remote attendance – will be recorded

November 28, 2022 – 12:00 p.m. to 4:00 p.m.

Development and Community Sustainability: RDCK Climate Action Workshop

This workshop is in-person and will be held at the Nelson Chamber of Commerce on 91st Baker Street, Nelson BC.

November 29, 2022 – 9:00 a.m. to 11:00 a.m.

Community Sustainable Living Advisory Committee (CSLAC) Meeting

In-Person and Remote attendance

Directors who are a part of the Community Sustainable Living Service attend this meeting. Election of CSLAC Chair.

December 1, 2022 – 1:00 p.m. to 3:00 p.m.

Environmental Services: Resource Recovery

Remote attendance – will be recorded

December 5, 2022 – 10:00 a.m. to 12:00 p.m.

Environmental Services: Utility Services

Remote attendance – will be recorded

December 7, 2022 – 9:00 a.m. to 12:00 p.m.

Rural Affairs Committee (RAC) Meeting

In-Person and Remote attendance

All rural electoral areas attend this meeting. Election of RAC Chair.

December 7, 2022 – 1:00 p.m. to 4:30 p.m.

Joint Resource Recovery Committee (JRRC) Meeting

In-Person and Remote attendance

All RDCK Directors attend this meeting. Chair for JRRC rotates.

December 8, 2022 – 9:00 a.m. to 4:30 p.m. (Full Day)

RDCK Board Meeting

In-Person and Remote attendance

All RDCK Directors attend this meeting. External Committee appointments will be addressed.

December 13, 2022 – 10:00 a.m. to 12:00 p.m.

Community Services: Recreation and Parks

Remote attendance – will be recorded

December 15, 2022 – 1:00 p.m. to 3:00 p.m.

Corporate Administration/Finance/Information Technology/Human Resources

Remote attendance – will be recorded

NOTE: CAO Horn will be reaching out to the municipalities to arrange a time to meet with the councils and will be inviting the Electoral Area Directors to attend.



Moyie 125 Committee

Meeting Tuesday October 18, 2022 at 4:00pm at the Visitor Centre

MINUTES

Present: Sarah Sinclair, Kit Ashenhurst, Suzan Hewat, Pat Desmeules, Elizabeth Scarlett

Call to order 4:10pm

1. **Motion** to approve the Agenda made by Suzan/Kit/carried
2. **Motion** to approve the minutes of the meeting of 2022 September 27 made by Kit/Elizabeth/carried.
3. Moyie 2023 calendar:
 - a. Elizabeth will arrange to take to communities around the lake and offer them 5 per community. Sell to them at \$20 and suggest retail at \$25. Include Tom Thomson, Nelson Chamber and Nelson Kootenay Lake Tourism.
4. BC HISTORY Magazine. Editor has approved Bob Turner's submission of an article on the SS Moyie for the Spring edition which comes out mid-March.
5. Review events tentatively planned and assign tasks. See planning document by month.
 - a. **February Heritage Week** Feb 20 - 26 Sarah to contact the Langham. Possibility of a combined fundraiser. Elizabeth to seek out what movies we have and check other sources.
 - b. **March/April work days.** Choose days in consultation with Kit since ship work will still be ongoing. Consider Earth Day 22nd April for a work day.
 - c. **Mother's Day Opening** Sunday May 14th Tea: Pat to seek Interior Health guidelines and whether KLHS will need a permit.
 - d. **Indigenous Peoples Day June 21:** Sarah will contact the Ktunaxa Nation to discuss their participation.
 - e. **July 1st Canada Day** Invite guests. Kit to determine cost of producing pennants for stringing between the 4 hog posts. Victorian dress with photographers available to take photos. Capitol Theatre may have suitable costumes. KLHS has a few. Collaborate with other groups in the village to organise. Dale Morris - Flydini, the magician, may be available to perform. Elizabeth will contact him.
 - f. **Pirate Day Sat 12th or Sunday August 13.** Recreation grant from VOK. Apply in Feb/March. Mark Krivy and Scream dimension. Need volunteers to plan and lead events. MerryJill may be interested.

- g. **September Afternoon Teas.** Select dates. Food, drink, servers, etc. IH guidelines.
- h. **October 22nd Dinner at Kaslo Hotel.** Book with Hotel; Who to invite?
Program; print tickets and sell early.

Elizabeth to send a letter to Village asking them if they would send a letter Government to Government to invite PM Trudeau to attend an event August to early September.
Invite MLAs and MP, and Aimee Watson.

- 6. Funding possibilities:
 - a. CFNKLS (up to \$4,000 available June 2023)
 - b. CBT Event sponsorship and Community Initiatives.
 - c. Canadian Heritage - Building Communities Through Arts and Heritage –
Legacy Fund. Yes, we can apply despite CCSF funding for Moyie project.
 - d. RDCK Community Initiatives
 - e. Destination BC
 - f. Nelson Kootenay Lake Tourism
 - g. Kootenay Rockies Tourism.
- 7. Merchandise Ideas: T Shirts, Moyie 125 special brew at Angry Hen, Honey Candles 125 candle.
- 8. Other business: Advertising in Pennywise and Valley Voice with an article on the calendar.
- 9. **Next Meeting:** Tuesday November 15 4:00pm at Visitor Centre.
- 10. Adjournment 5:45pm

Minutes approved at the Moyie 125 Committee meeting 2022 November 15.

Elizabeth A. Scanlett Secretary.



Village of Kaslo

Regular Meeting of Council

Chief Administrative Officer's REPORT

REPORT TO:	Mayor & Council	DATE: November 17, 2022
FROM:	Chief Administrative Officer	
SUBJECT:	CAO Report for November 22, 2022, Regular Meeting of Council	

Good evening, Mayor Hewat and Members of Council,

This report provides an update on current Village projects and initiatives that staff are working on or involved with since the last Council meeting. I am happy to answer any questions you have, or to follow up with further information on any of these matters.

CAO Activities

- A Avenue Watermain
 - Contractor will return in Spring for final milling and paving of highway crossing and complete other areas. (This is due to the sudden cold weather)
 - New valves and connections installed for the existing PRV station. Some leaks were found during pressure testing at the PRV station and these were fixed by replacing couplers and restraining the lines.
 - Legion parking lot and entrance paved. A dry well for drainage at the rear of the property will be installed Monday along with final grading of the area.
 - A financial update on the project will be provided at the Council meeting.
- CRI, WRR and FireSmart Project
 - Burning of slash piles south and west sides of aerodrome complete.
 - 2023 CBT WRR application is being presented to Council at this meeting.
 - 2022 CBT WRR project is completed and the final report will be prepared by the project manager and submitted to CBT. Project budget was \$52,508 and final costs came in at \$49,278.
 - Application for 2023 CRI being prepared for submission and will be presented to Council at the December 13 meeting. Project will include:
 - Community Wildfire Resilience Plan
 - FireSmart Coordinator for education and community engagement
 - FireSmart treatment for approx. 5 ha of Village lands south of Kaslo River
 - Asset management.
 - FireSmart Committee met on October 26th.
 - Community Open House at Legion on November 21. CAO presented on the new Wildfire Prevention Development Permit Area that is in the new OCP.
- Front Street Park
 - No update. One washroom will be open daily through winter, typically 8am-6pm.
- Arena Project
 - Contractor is starting work on the fire alarm system.

- Kaslo River Dike & Bank Project
 - Costing out the materials and working with project engineer to finalize construction specifications.
- Kemball Building Renovations
 - A shelter will be constructed to protect the backup power generator from damage due to icefall off the roof of the building, which damaged the enclosure last year.
- Planning & Development
 - Working on planning reports for permit and subdivision applications.
 - No new applications since last report.
- Other activities:
 - Preparing for Council strategic planning on Nov. 27.
 - CAO will attend Council Orientation in Nakusp on Nov 19.
 - Attended RDCK Directors workshop on Wildfire Development Permit Areas
 - Attended Rural & Northern Immigration Pilot meeting on Nov. 10
 - Bylaw and budget updates.
 - Received \$34,554 Disaster Financial Assistance (DFA) claim for a portion of the road and dam repairs that were not covered by insurance from the 2020 debris flood washout. Funds will be put in the water reserve.
- Corporate Officer Activities
 - Working on boat club leases, Bell and CBC leases, and aerodrome licenses
 - Bylaws and Policies: Fees & Charges, Email policy, consolidation bylaw, business licenses, cemetery, temporary licenses of occupation.
 - Grant applications: Tree Canada
 - Waste contract renewal
 - Fire inspection contract
- Public Works
 - A Avenue watermain project support.
 - Fence installation at public works yard
 - Snow removal and winter maintenance
 - Winter sand production for YRB and Village at gravel pit.
 - Tree order for Spring 2023

CAO Schedule

Nov 22 Regular Meeting of Council
 Nov 23 Kootenay Lake Partnership (Nelson)
 Nov 24 Weekly staff meeting
 Emergency Preparedness Committee
 Nov 23-25 CO Attending Corporate Officers Forum
 Nov 25 CAO Forum – Creating Effective Homeless Support Strategies
 Nov 27 Strategic Planning
 Dec 1 BC Social Procurement training
 Dec 9 BC Flood Engagements 2022
 Dec 12 North Kootenay Lake Shared Services Committee
 Economic Development Commission
 Dec 13 Regular Council Meeting

VILLAGE OF KASLO 2022 BUDGET VARIANCE REPORT

Year-to-date as of OCTOBER 31, 2022

	2022 Y-T-D as				% Budget		
	2022 BUDGET	of Oct 31-22	Variance	Remaining	Realized/Exp	ended	
GENERAL OPERATING REVENUE							
Municipal Property Tax	\$ (682,500)	\$ (682,474)	\$ 25	\$ (25)	100%		Discrepancy due to change in property assessment
Grants in Lieu of Taxes	\$ (31,364)	\$ (31,627)	\$ (1)	\$ (1)	101%		Payments from federal government and utilities
Interest on Taxes	\$ (9,500)	\$ (16,281)	\$ (6,781)	\$ (6,781)	171%		Penalty of 10% added to taxes unpaid after July 2
Sale of Services	\$ (76,200)	\$ (56,956)	\$ 19,244	\$ -	75%		Revenues for waste and recycling still to come
Recreation	\$ (34,000)	\$ (38,468)	\$ (2,202)	\$ (2,202)	113%		Campground revenue is up this year
Permits and Licenses	\$ (16,370)	\$ (17,602)	\$ (1,232)	\$ (1,232)	108%		Business license revenue is up
Rental and Lease Revenue	\$ (109,054)	\$ (101,427)	\$ (2,994)	\$ (2,994)	93%		Lease revenues still to come, includes Kemball Building
Other Revenue and Donations	\$ (367,500)	\$ (393,494)	\$ (25,994)	\$ (25,994)	107%		Includes logging revenues, higher than budgeted
Investment Income	\$ (20,000)	\$ (35,551)	\$ (15,551)	\$ (15,551)	178%		Rising interest rates have boosted investment income
Conditional Transfers & Grants	\$ (1,893,528)	\$ (250,843)	\$ 1,734,417	\$ -	13%		This revenue is project dependent and there is slow progress on capital projects
Unconditional Transfers & Grants	\$ (368,033)	\$ (457,000)	\$ (88,967)	\$ (88,967)	124%		Additional Small Community Protection Grant one-time funding was received
Sale of Assets	\$ -	\$ (10)	\$ (10)	\$ (10)	0%		This is the sale of land for the housing project
Total Operating Revenue	\$ (3,608,049)	\$ (2,081,733)	\$ 1,609,954	\$ -	58%		Revenues are under budget due to delayed large capital projects
GENERAL OPERATING EXPENSE							
Debt Charges - Principal & Interest	\$ 28,758	\$ 21,916	\$ (6,842)	\$ 6,842	76%		Public works equipment financing payments; more to come
Community Planning and Services	\$ 199,584	\$ 23,419	\$ (176,165)	\$ 176,165	12%		Planning projects for waterfront and south lands not started, so not expensed
Materials and Supplies	\$ 274,810	\$ 223,588	\$ (51,222)	\$ 51,222	81%		On target
Administrative - Wages and Benefits	\$ 577,446	\$ 475,417	\$ (104,807)	\$ 104,807	82%		On target
Protective Services	\$ 290,502	\$ 236,716	\$ (53,786)	\$ 53,786	81%		On target; includes CRIFireSmart project
Public Works - Operations & Maintenance	\$ 218,900	\$ 163,669	\$ (55,231)	\$ 55,231	75%		On target
Public Works - Wages and benefits	\$ 295,320	\$ 253,335	\$ (26,736)	\$ 26,736	86%		Likely to go over-budget due to overtime
Environmental Services	\$ 98,352	\$ 67,983	\$ (30,369)	\$ 30,369	69%		Waste and recycling collection expenses still to come
Aeordome	\$ 14,946	\$ 12,217	\$ (2,729)	\$ 2,729	82%		On target
Recreation and Cultural	\$ 59,342	\$ 45,490	\$ (10,852)	\$ 10,852	77%		On target
Capital Expenditures	\$ 1,835,876	\$ 339,705	\$ (1,336,298)	\$ 1,336,298	19%		Slow progress on capital projects
Total Operating Expense	\$ 3,893,836	\$ 1,863,455	\$ (1,855,037)	\$ 1,855,037	48%		Expenses are under budget due to delayed large capital projects
OPERATING (SURPLUS)/DEFICIT	\$ 285,787	\$ (218,278)			-76%		
WATER UTILITY REVENUE							
Water Rates & Charges	\$ (407,500)	\$ (300,660)	\$ (106,840)	\$ (106,840)	74%		Budgeted amount includes a prior year surplus that has not been reconciled yet
Water Parcel Tax	\$ (60,560)	\$ (62,143)	\$ 1,583	\$ -	103%		On target
Water Capital Grants & Reserves	\$ (460,000)	\$ (316)	\$ (459,684)	\$ (459,684)	0%		Budgeted reserve; transfers towards the A Avenue project, yet to be reconciled
Total Water Revenue	\$ (928,060)	\$ (363,119)	\$ (564,941)	\$ (564,941)	39%		
WATER UTILITY EXPENSE							
Water Wages, Benefits & Administration	\$ 112,320	\$ 43,840	\$ (68,480)	\$ (68,480)	39%		Lower PW time at WTP this year; admin costs not reconciled
Water Operations and maintenance	\$ 155,180	\$ 70,699	\$ (84,481)	\$ (84,481)	46%		
Debt Charges - Principal & Interest	\$ -	\$ -	\$ -	\$ -	0%		
Water Capital Expenditures	\$ 600,000	\$ 304,091	\$ (295,909)	\$ (295,909)	51%		Maintenance and engineering costs below budget and transfers not reconciled
Transfers to reserves Water	\$ 60,560	\$ -	\$ (60,560)	\$ (60,560)	0%		Transfer to reserve not yet reconciled
Total Water Expense	\$ 928,060	\$ 418,630	\$ (509,431)	\$ (509,431)	45%		
WATER UTILITY (SURPLUS)/DEFICIT	\$ -	\$ 55,510					
SEWER UTILITY REVENUE							
Sewer Rates & Charges	\$ (141,995)	\$ (150,244)	\$ (8,249)	\$ (8,249)	106%		Higher revenues due to new connections
Sewer Other Revenue & Parcel Tax	\$ (20,378)	\$ (19,218)	\$ 1,160	\$ -	94%		On target
Sewer Capital Grants & Reserves	\$ (11,500)	\$ (10,000)	\$ 1,500	\$ -	87%		
Total Sewer Revenue	\$ (173,873)	\$ (179,462)	\$ (5,589)	\$ (5,589)	103%		
SEWER UTILITY EXPENSE							
Sewer Wages, Benefits & Administration	\$ 103,045	\$ 68,377	\$ (34,668)	\$ (34,668)	66%		PW time still to come; admin costs not reconciled
Materials and services	\$ 34,482	\$ 25,591	\$ (8,891)	\$ (8,891)	74%		On target
Debt Charges - Principle & Interest	\$ -	\$ -	\$ -	\$ -	0%		
Sewer Capital Expenditures	\$ 11,500	\$ 11,500	\$ -	\$ -	100%		Final payment for highway crossing at D Ave
Transfers to reserves Sewer	\$ 24,847	\$ -	\$ (24,847)	\$ (24,847)	0%		Transfer to reserve has not happened yet
Total Sewer Expense	\$ 173,873	\$ 105,468	\$ (68,406)	\$ (68,406)	61%		
SEWER UTILITY (SURPLUS)/DEFICIT	\$ -	\$ (73,994)					
Total Revenue before Transfers	\$ (4,709,982)	\$ (2,624,314)	\$ 1,039,424		56%		
Total Expenditures before Transfers	\$ 4,995,769	\$ 2,387,552	\$ (2,432,874)		48%		
TRANSFERS							
Net Transfers to (from) Reserves, excluding Utilities	\$ 79,693	\$ (120,000)	\$ (199,693)				Transfers are not done yet
Net Transfers to (from) Utilities to Operating	\$ (74,656)	\$ 18,350	\$ 93,007				Transfers are not done yet
Transfer to (from) Operating Surplus*	\$ (290,823)	\$ (74,385)	\$ 216,438				Transfers are not done yet
*includes COVID Rapid Restart Funds							
NET (SURPLUS)/DEFICIT	\$ (0)	\$ (412,797)					

	2022 Y-T-D as				
	2022 BUDGET	of Oct 31-22	Variance		
COLLECTIONS FOR OTHERS					
Taxes collected on behalf other Governments	\$ (1,218,096)	\$ (1,218,047)	\$ 48		
School Tax Collection	\$ 483,876	\$ 449,780	\$ (34,096)		Final remittances will be made at year-end
Police Tax Collection	\$ 61,041	\$ 57,234	\$ (3,807)		
RDCK Tax Collection	\$ 586,582	\$ 586,852	\$ 270		
Hospital District Collection	\$ 53,503	\$ 53,503	\$ -		
MFA Collection	\$ 59	\$ 59	\$ 0		
BCAA Collection	\$ 11,135	\$ 11,136	\$ 1		
GIL/PILT Collections for other agencies	\$ 21,900	\$ 1	\$ (21,898)		
Taxes remitted to other Gov'ts:	\$ 1,218,096	\$ 1,158,564	\$ (59,531)		
NET BUDGET including Collections	\$ (0)	\$ (472,280)			

November 3, 2022

Suzan Hewat
Mayor
Village of Kaslo
312 Fourth Street, Box 576
Kaslo, BC V0G 1M0

Dear Mayor Hewat:

On behalf of Columbia Basin Trust, I would like to take this opportunity to offer congratulations to you and your council following the local government elections in October.

Elected leaders are the backbones of our communities, and the Trust is pleased to have such strong and positive working relationships across the region. As the Trust works to support the efforts of the people of the Basin to create a legacy of social, economic and environmental well-being, we are only as successful as our partnerships. Our relationships with local government are key to delivering on our mandate.

To support that relationship, local governments will be provided the opportunity to learn more about the Trust by participating in virtual orientation sessions being offered early in the new year. We will be sharing further information on dates, times, and other details shortly.

Your contribution to Kaslo is sincerely appreciated and I look forward to working together as we head into 2023.

Again, please accept my congratulations on behalf of the Trust Board and staff. Should there ever be any questions please do not hesitate to contact me at jstrilaeff@ourtrust.org or via phone at 250.304.1632.

Sincerely,



Johnny Strilaeff
President and Chief Executive Officer
Columbia Basin Trust



Kaslo Report - November 2022

Nelson and Kootenay Lake Tourism reaches out to its members regularly through a Member Newsletter (sent to owner/leader of the business/organization) and the [Facebook Group](#) that is open to all members to post and comment. Please reference these platforms to stay up-to-date on what is going on in the region that impacts tourism.

FUNDING

- Destination Development Funding announced Nov 9 - The fund provides \$30 million in one-time grants to support the development and rejuvenation of tourism infrastructure, assets and experiences. - [visit link for details](#)
 - We are assisting the Nelson Street Car in their application
- [NKLT Infrastructure Fund](#) - up to \$2000 annually to nonprofits to assist in infrastructure related developments that impact tourism - this has been in effect for 10 years and we cap at \$10,000 annually
- [NKLT Event Sponsorship Fund](#) - up to \$2500 to assist in an event that impacts tourism - this is new in 2022 to support the arts and caps at \$25,000 annually
- DBC request for marketing partnership funding for 2023-24 due November 30
- MRDT tactical plan for 2023 due Nov 30
- MRDT Funding - this fiscal (April 1) we are up 40% so far from year previous. We get funding 3 months after so we currently only know April to August funds
- Disc Golf - \$2000 for baskets provided to the organization

MARKETING INITIATIVES

- Winter - Wow & Pow
 - Google ads, print, digital, social
- Sign up for our Visitor newsletter through our website - bottom of the page
- [Podcasts](#) released November - we are announcing one every two weeks but they are all up on the podcast page
- [Local IG Influencer program](#) - every two weeks we have a local take over our IG stories. If you know anyone that would be good let us know.
- Photography - monthly local [photographer in residence](#) on our Inspiration page and pushed out through our social channels, website and newsletter
- Remembrance Day - hired Jessie Schapakowski to shoot the Kaslo event for our archives and evergreen story we can use in future years
- [Kootenay Road Trip](#) - with Rossland and Castlegar, winter campaign starts Dec 1
 - BC Ale Trail - February Ale Trail promotion
- [KootenayXC](#) - partner with other DMOs lead by Tourism Fernie



- [KootenayArts](#) - lead by NKLT and partner with other DMOs
- [KootenayDirt](#) - partner with other DMOs lead by Tourism Fernie
- Travel Specials - requesting accom and activity specials for winter travel - was [posted in newsletter](#)
 - These are new modules on the [Book Your Trip](#) page which is a reservation system running off of the Meridian Online Reservation System platform. It is being updated with winter specials over the next few weeks then we will announce to visitors via newsletter and social beginning of December
- Sustainability - Survey completed in October and collating data and finalizing report to release in December
- Accessibility - working with Kootenay Adaptive and developing our own accessible story (accom, activities, experience). Did a plane photoshoot with low accessibility people to show it as an accessible tourism product.
 - If you have any unique products let us know
- Kootenay Lake Road Trip App
 - Over 3500 downloads in 8 months - this exceeded our expectations - please download and give it a drive
 - adding in Kaslo River Trail tour. Working with Diemm on script and recording. To be released in the spring.
 - Adding 11 more murals to the Mural Tour, in English and French (if Kaslo has some murals let us know and we will add it to the app as a tour)
 - Heritage tour - will begin this in the spring and will be released in the summer
 - Movie landmark tour - [highlight locations filmed over the years](#). If Kaslo has some landmarks let us know.
- Developing online planning tool to enhance website experience and planning around the region
- [Kootenay Calendar](#) - partnered with Kootenay Co-op Radio on a new calendar hosted by KCR and supported by NKLT. Please encourage all organizations and businesses and locals to post events here and they will be promoted by NKLT and KCR.
- Burger Month now in Kaslo too at Chez Serge - great initiative to drive people to Kaslo
- Website - updating content continually.
- [New member listings](#) - if you know of a tourism-related business not listed please let us know or send them this link to sign up.
- Simple Rez - if you don't have an online reservation system, Simple Rez, through our Meridian based reservation system can assist and offer you a NKLT discount.

DESTINATION DEVELOPMENT

- Kaslo Mtn Bike Club meeting in Kaslo Nov 14 with NKLT Kaslo Rep (Dan Miles) and Summer rep (Jay Manton). Supported KMBC to attend MBTA symposium in Vernon



in September and now discussing ideas on how to better work together on future initiatives to improve the mtn biking experience for locals and visitors

- KORTS and Kaslo Nordic - reached to support GPS mapping of groomers to post on their website
- Highway 3 - part of the ongoing discussions lead by Susan Denbak
- West Koot Route - meeting to discuss melding Kootenay Road Trip with Arrow Lakes and Slocan Valley and all using West Koot Route in the future
- West Kootenay Destination Development - lead by Christine Palarski and Kootenay Rockies Tourism - they are creating info sheets to share with leaders in our communities to encourage them to travel around all of the West Kootenays to be better informed of the tourism assets. Coming to Kaslo Council soon.
- Harrop Wetlands - met and supported them regarding ongoing work with CKISS and FOLKS
- Bi-weekly Kootenay Rockies DMO meetings for round table discussions
- Kootenay Rockies Tourism AGM was in Castlegar beginning of Nov this year and was great to learn about all the food and beverages available in their area
- Visitor Survey - Spring/Summer - completed and to be shared out in December
- Recent Member Newsletters
 - [Nov 10](#) - specials
 - [October newsletter](#)
- [NKL Tourism Partners](#) - Closed Facebook Group for all members to post and comment



November 8, 2022

Ref: 271491

Local Government CAOs of British Columbia

Dear CAOs:

With the arrival of cooler weather, Emergency Management BC (EMBC) has shared the following guidelines to provide clarity to Indigenous Communities and Local Authorities on preparing for extreme weather conditions and setting up warming centres. Since the current contact information for the newly elected Mayors and Regional District Chairs has not been finalized, please share this letter with the appropriate elected officials in your local government.

For the purposes of these guidelines, the definition of "extreme weather conditions," as listed in the [Assistance to Shelter Regulation](#), are outlined below:

- a) Any of the following conditions are prescribed for the **Fraser Region, the Vancouver Coastal Region and the Vancouver Island Region**:
 - i. Environment Canada is forecasting, for the next 24-hour period, a temperature of -4° Celsius or lower as the lowest temperature for that period;
 - ii. According to Environment Canada, the temperature currently is -4° Celsius or lower;
 - iii. Environment Canada, for the next 24-hour period, is forecasting a temperature of 0° Celsius or lower as the lowest temperature for that period and has issued a weather warning;
 - iv. According to Environment Canada the temperature currently is 0° Celsius or lower and Environment Canada has issued a weather warning, and
- b) Any of the following conditions are prescribed for the **Interior Region and the North Region**:
 - i. Environment Canada is forecasting, for the next 24-hour period, a temperature of -10° Celsius or lower as the lowest temperature for that period;
 - ii. According to Environment Canada, the temperature currently is -10° Celsius or lower;
 - iii. Environment Canada, for the next 24-hour period, is forecasting a temperature of 0° Celsius or lower as the lowest temperature for that period and has issued a weather warning;
 - iv. According to Environment Canada, the temperature currently is 0° Celsius or lower and Environment Canada has issued a weather warning.

Warming Centres:

- Warming centres may be established when extreme weather conditions exist, as listed in the [Assistance to Shelter Regulation](#). A task number may be authorized to ensure the health or safety of vulnerable individuals or families and to provide coverage for volunteers.
- A warming centre is a place for people to go to warm up and get information on how to safely stay warm in their own homes.
- Fuel and operating costs for generators for Indigenous or Local Government-owned-or-run facilities may be eligible for reimbursement by EMBC.
- Rental costs for non-Indigenous or Local Government owned-or-run facilities may be eligible for reimbursement by Emergency Management BC.
- **Note:**
 - Fuel for privately-owned generators for use at a private residence is not an eligible expense.
 - Local NGOs and Faith-Based Organizations may be able to assist their neighbours, thus enhancing personal and community resilience.
- Warming centres are not a substitute for overnight shelters. The BC Housing Extreme Weather Response (EWR) program funds community-based services to provide temporary emergency shelter spaces during periods of extreme winter weather which threaten the health and safety of homeless individuals. EWR is generally funded for 12-hour overnight operations. EWR sites must have a community plan approved by BC Housing, have municipal approval for the site and follow [the Assistance to Shelter Act](#) in activating and deactivating.

Process for Establishing Additional Warming Centres

1. Confirm existing community and BC Housing shelter resources are at capacity.
2. Exhaust resources available through BC Housing, including EWR.
3. Reach out to the Emergency Coordination Centre: 1-800-663-3456 to seek a task number, provide information regarding steps your community has taken to seek additional supports through BC Housing and express that there is a need for additional supports.
4. EMBC will issue a task number on a case-by-case basis. Approval will cover incremental costs to set up additional warming centres.

Mayors, Regional District Chairs and CAOs
Page 3

BC Housing Emergency Shelter Program

Questions about the [BC Housing Emergency Shelter](https://www.bchousing.org/contact) Program or Extreme Weather Shelter program can be directed to:

<https://www.bchousing.org/contact>

<https://www.bchousing.org/housing-assistance/homelessness-services>

Sincerely,

A handwritten signature in blue ink, appearing to read "Bedford", enclosed within a hand-drawn oval.

Brian Bedford
Acting Assistant Deputy Minister

pc: Madeline Maley, Assistant Deputy Minister Regional Operations, Emergency Management BC

Kaslo Administration

From: Selkirk Innovates <jjones1@selkirk.ca>
Sent: November 10, 2022 10:15 AM
To: Kaslo Administration
Subject: State of the Basin Focus - Decrease in Persons with Low Income Coincides with Pandemic Benefits



State of the Basin Focus

Stories of well-being in our region

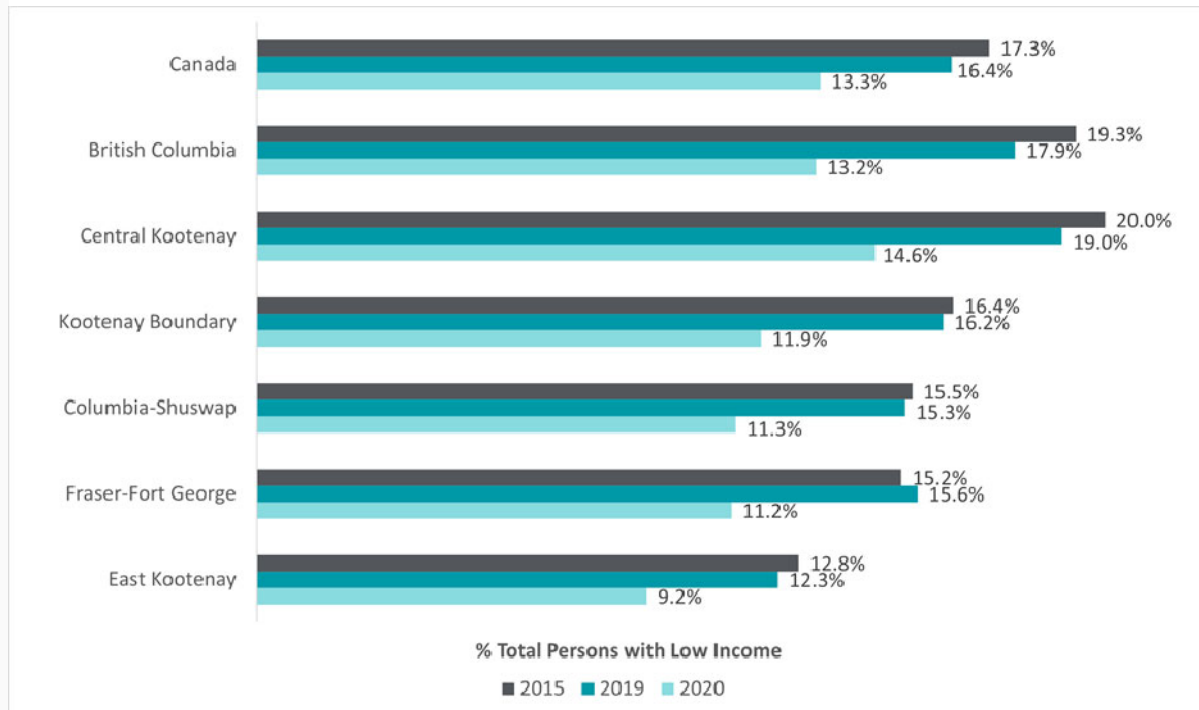
2022 - Issue 8



Decrease in Persons with Low Income Coincides with Pandemic Benefits

Low income data from 2020 are now available. It shows a dramatic decrease in the percentage of persons with low income compared to previous years. Statistics Canada reports the reduction in persons with low income during the five years between 2015 and 2020 “[was the largest decline of any five-year period since 1976.](#)” This decrease is partly attributed to government benefits distributed during the COVID-19 pandemic.

According to Taxfiler data, persons with low income in British Columbia decreased from 19.3% in 2015 to 13.2% in 2020. However, during this time, the percentage of persons with low income decreased the most between 2019 and 2020. This reduction coincides with the pandemic and pandemic-related government benefits. A similar decrease occurred across all Columbia Basin-Boundary regional districts during these same periods. See the graph below.



Low income measure (LIM) data are derived by comparing a person’s income to the national [low income measure threshold](#) for their family size. A person below this threshold is considered low income. According to [Statistics Canada](#), for the LIM rate to fall, as we saw in 2020, “the income gap between lower-income people and other people has to narrow.”

Due in part to the conclusion of emergency government transfers over the last two years (e.g., Canada Emergency Response Benefit (CERB) in 2020 and Canada Recovery Benefit in 2021), it is anticipated that this decreasing trend in persons with low income will not continue. See the feature article on [CERB supports](#) for more information on how this specific pandemic support was distributed across the region.

Visit the [Low Income Measure](#) indicator for more information, including low income data at the community level.

Visit the [Consumer Bankruptcies](#) indicator for another example of a well-being indicator that has a decrease in 2020 due in part to government financial supports during the pandemic.

To learn more about other indicators of well-being, please visit the State of the Basin website stateofthebasin.ca.

Selkirk College Research Project Receives Green Light to Explore Regional Response to Homelessness

Researchers, faculty, and students at Selkirk College are embarking on an extensive three-year project to address rural homelessness that brings together diverse community partners with the overall goal to improve the well-being of those experiencing homelessness across the West Kootenay.

The ***Bridging Rural Homelessness and Well-Being: A Sustainable and Collaborative Regional Response*** applied research project aims to:

- Support evidence-based decision-making through evolving conditions;
- Strengthen relationships for sustainable regional collaboration and response actions;
- Build regional homelessness response capacity by mobilizing college resources; and
- Disseminate lessons learned in the region and beyond.

Led by project director Jayme Jones, this research will be a collaboration of more than 17 community partners, including local governments, social service organizations, and more. One example of a benefit from this project includes year-round street outreach by Selkirk College nursing students over the next three years.

[Learn more about the project](#)

Data Provision Services Available

Are you looking for specific data to help your evidenced-based decision-making? Not sure where to find what you need? The team conducting State the Basin research can help. We can give one-

on-one support to provide State of the Basin research for use by your organization or initiative. To access this service, contact [Jayme Jones](#).

We want to hear from you! Your feedback matters to us.

Click here to share your feedback!



Selkirk Innovates gratefully acknowledges the support of Columbia Basin Trust.

State of the Basin Focus is a monthly e-newsletter highlighting stories of well-being in our region. You are receiving this email because you have attended a Selkirk College event, are a Selkirk College stakeholder, or have subscribed to receive updates on the State of the Basin.

Selkirk College acknowledges the First Nations of the West Kootenay and Boundary regions on whose traditional territories we are honoured to operate: the Sṛíṣayčkstx (Sinixt), the Syilx (Okanagan), the Ktunaxa, and the Secwépemc (Shuswap). The State of the Basin initiative also extends to the traditional territory of the Lheidli T'enneh First Nation. We are grateful to these Nations as keepers of the lands and value their efforts to enhance resilience and well-being across the region.



Selkirk Innovates
Selkirk College
301 Frank Beinder Way
Castlegar BC V1N 4L3

[Preferences](#) | [Unsubscribe](#)

Ambulance Paramedics

of British Columbia - CUPE 873



Tel: 604-273-5722 | **Fax:** 604-273-5762 | **Toll Free:** 1-866-273-5766 | **Toll Free Fax:** 1-866-273-5762
105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8
info@apbc.ca | www.apbc.ca

November 4, 2022

Kaslo District
413 Fourth Street, Box 576
Kaslo, BC V0G 1M0

Dear Mayor Suzan Hewat and City Councilors,

I want to first congratulate all of you on your election or re-elections, and also thank those who did not run or were unsuccessful, your service is appreciated and honourable.

As we reflect on our week at UBCM and the relationship we have built over the past years with you and your communities, we are grateful for the connection, engagement and collaboration between all levels of government and stakeholders. We appreciated the opportunity to meet with so many mayors, councilors, and community leaders, and we hope you had a chance to visit our booth.

In case you missed it, we invite you to check out the following website link with documents that were available at our booth and explore the versatile skillset that uniquely qualifies paramedics to address public safety, emergency first response, patient transportation and community-based health innovation across BC.

[UBCM – Paramedic Services in your Community](#)

I am reaching out today to extend an invitation to you to set a time to meet and follow-up on the initiatives and solutions available to your community and address paramedic, dispatch, and ambulance resources.

At your earliest convenience please contact our office by phone at 604-273-5722 or by email at info@apbc.ca or troy.clifford@apbc.ca.

I look forward to connecting with you, virtually or in person, and continuing to work collaboratively to support paramedic services in your community.

Sincerely,

Troy Clifford
Provincial President
Ambulance Paramedics of BC
CUPE Local 873

TC/sd/MoveUp

From: [KOOTENAY ROCKIES TOURISM](#)
To: [Kaslo Administration](#)
Subject: BC Government Announcement
Date: November 14, 2022 9:49:46 AM

[View Online](#)



Destination Development Fund



**The Province is launching a \$30 million fund
to build a strong and globally competitive tourism sector
that fosters vibrant communities across BC.**

The Destination Development Fund is providing one-time grants to support the development and rejuvenation of tourism infrastructure, assets and experiences to build long term resiliency of the tourism industry post-pandemic.

The fund aims to strengthen a year-round visitor economy, invest in a sustainable future through destination stewardship and develop accessible and inclusive destinations that are welcoming to all.

This fund is a targeted investment to advance the priorities in the Strategic Framework for Tourism 2022-2024 and regional destination development plans.

**The Ministry of Tourism, Arts, Culture and Sport is seeking
Expressions of Interest (EOI) -
Applications accepted NOW until December 7, 2022.**

Successful EOIs will be invited to submit a full application.

For detailed information about the fund and EOI forms,
please visit the [website](#) or contact program staff at
DestinationDevelopment@gov.bc.ca.

LEARN MORE

MORE NEWS & OPPORTUNITIES



Kootenay Rockies Regional Wage Survey - Pilot Project

Survey Closes: November 16, 2022

Data Available: November / December 2022

Credible wage surveys are valuable in any economic environment.

They provide statistical insights into the markets in which you compete for employee skills. A thorough analysis of the current skills market allows you to maximize the return on investment of your overall compensation programs.

Why now? As part of the HR Advisory Services initiative that began early in the summer, wages have emerged as a key theme for businesses in our region.

By conducting a wage survey over the next short while, businesses will have data before the new year in time for the next business-planning cycle.

What's in it for my business? When you participate, you get access to all the results. These results are unavailable to the general public or any non-participating businesses, and could offer you an advantage in this highly competitive market for talent.

MORE INFO ON THE REGIONAL WAGE SURVEY



TOURISM LEARNING CENTRE

Open 24/7, access free resources and tools, featured articles, guides, templates and videos. Learn something new today.

For even more resources, tools and information for small business owners and entrepreneurs, see the provincial government [resources](#) page and visit [Small Business BC](#).

Destination BC has a new partnership with Small Business BC to support tourism businesses through COVID-19 recovery and mitigate ongoing impacts.

LEARN MORE

Industry Events



Professional Development



Kootenay Rockies
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Research
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Kootenay Rockies Tourism (KRT) is one of British Columbia's five official Regional Destination Management Organizations (RDMO).

**The Kootenay Rockies Tourism staff are here to help
with all tourism industry services. Contact us any time:**

Kathy Cooper, CEO

Kathy@KootenayRockies.com

Wendy Van Puymbroeck

Director, Industry Development & Destination Marketing

Wendy@KootenayRockies.com

Shannon Harrison

Manager, Digital Content

Shannon@KootenayRockies.com

Karen Cook

Manager, Stakeholder & Corporate Communications

Karen@KootenayRockies.com

Heidi Korven

Regional Media Relations Specialist

Heidi@KootenayRockies.com

Rhiannon Paterson

Destination Development & Sustainability Coordinator

Travel Trade Specialist

Rhiannon@KootenayRockies.com

Sylvia O'Connor

Destination Development & Sustainability Coordinator

Sylvia@KootenayRockies.com

Bonnie Castle-Dixon

Finance & HR

Accounting@KootenayRockies.com

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From: [Grootveld, Ryan FOR:EX](#)
To: ["admin@kaslo.ca"](#); ["admin@montrose.ca"](#); [alex.terbasket@lsib.net](#); [asaul@lsib.ca](#); [bcote@shuswapband.ca](#); [bradarnouse@neskonlith.net](#); [cao@pib.ca](#); ["cao@salmo.ca"](#); ["castlegar@castlegar.ca"](#); [cglasser@sylix.org](#); [chief.greg.gabriel@pib.ca](#); [Chief@lsib.net](#); [chief@oib.ca](#); [Chief@uppernicola.com](#); ["cinnes@nelson.ca"](#); ["CMcIsaac@trail.ca"](#); [Cody.Desautel@colvilletribes.com](#); [colleen.marchand@okanagan.org](#); [councillor.fkruger@pib.ca](#); [CouncilSecretary@okanagan.org](#); [cultural.heritage@uppernicola.com](#); [cwillum@kootenay.com](#); ["Darrell Beck"](#); [dderosa@sylix.org](#); ["Derrick.Anderson@cranbrook.ca"](#); [dnordquist@alib.ca](#); [doug.thomas@splatsin.ca](#); [dthomas@lsib.ca](#); ["engineeringdept@rdek.bc.ca"](#); [Fisheries.Manager@simpcw.com](#); [gallaughier.consulting@gmail.com](#); [gdenkovski@rdkb.com](#); [greg.johnson@ktunaxa.org](#); [heidi.gravelle@tobaccoplains.org](#); ["info@creston.ca"](#); ["info@greenwoodcity.com"](#); ["info@village.fruitvale.bc.ca"](#); ["info@villageofslocan.ca"](#); ["info@warfield.ca"](#); [jason.gravelle@tobaccoplains.org](#); [Jason.Perrault@cranbrook.ca](#); [JMcdiarmid@rdck.bc.ca](#); ["jnicolas@ktunaxa.org"](#); [jpepper@pib.ca](#); [jpierre@aqam.net](#); [jsulton@wfn.ca](#); [jtomma@lsib.ca](#); [judywilson@neskonlith.net](#); ["Kristina Anderson"](#); [Ishovar@akisqnuuk.org](#); [Itegart@shuswapband.ca](#); [Mail@wfn.ca](#); ["mark.read@radiumhotsprings.ca"](#); [mcampol@oib.ca](#); ["midwaybc@shaw.ca"](#); [midwaychief@shaw.ca](#); ["mshortridge@aqam.net"](#); [myra.juckers@tobaccoplains.org](#); [nmorisette@kimberley.ca](#); [NRD.Manager@simpcw.com](#); ["office@newdenver.ca"](#); [okibreferrals@okanagan.org](#); [operations@kimberley.ca](#); [PMarshallSmith@rdck.bc.ca](#); [reception@lowerkootenay.com](#); [referrals@sylix.org](#); [rhutton@lsib.com](#); [robyn.laubman@splatsin.ca](#); [ron.lampreau@simpcw.com](#); [rtopping@kimberley.ca](#); [shelly.loring@simpcw.com](#); ["smorigeau@aqam.net"](#); [swinton@nelson.ca](#); ["TPhillips@tobaccoplains.org"](#); [TZumpano@rdck.bc.ca](#); [vernjlouie@icloud.com](#); ["warfieldadmin@shawlink.ca"](#); ["WaterContact@rdck.bc.ca"](#); [XT:Anderson, Mark Kootenay Boundary Regional District EAO:IN](#); [XT:Elkford, District ENV:IN](#); [XT:Fernie, City ENV:IN](#); [XT:GrandForks, City ENV:IN](#); [XT:Invermere, District ENV:IN](#); [XT:Long, Frances CITZ:IN](#); [XT:Muni Sparwood, General CITZ:IN](#); [XT:Nakusp, Village ENV:IN](#); [XT:Rossland, City ENV:IN](#); [XT:Silverton, Village ENV:IN](#); [XT:Trail, City ENV:IN](#)

Subject: Kootenay Boundary Regional Drought Level Update- November 10, 2022
Date: November 9, 2022 8:09:43 PM
Attachments: [image001.png](#)

Good day,

Winter conditions have arrived across the region and with that, a likelihood that we may not see much or any further stream flow recovery in most of the region's streams through the winter low-flow period. Many systems did appear to experienced some stream flow recovery from the last precipitation event before temperatures dropped well below freezing. These observed recoveries may however, be short lived with the onset of freezing temperatures. The possibility also exists that the recharge of aquifers by recent precipitation was limited in areas already experiencing low groundwater levels, which may impact stream flow in some systems through the winter.

The Kootenay Boundary Regional Drought Working Group met on November 8th and after considering the current available drought indicator information and the recent shift to winter freezing conditions, recommended the following regional drought levels:

Drought Basin	Drought Level	Conservation Action
Upper Columbia	2	Use normal seasonal conservation measures
East Kootenay	2	Use normal seasonal conservation measures
West Kootenay	2	Use normal seasonal conservation measures
-Creston Water Management Precinct stream watch basin	2	Use normal seasonal conservation measures
Lower Columbia	2	Use normal seasonal conservation measures
Kettle	3	Voluntary water use reduction
- West Kettle River stream watch basin	4	Voluntary water use reduction
-Upper Kettle River stream watch basin	4	Voluntary water use reduction
-Granby River stream watch basin	4	Voluntary water use reduction
-Middle Kettle River stream watch basin	3	Voluntary water use reduction
-Lower Kettle River stream watch basin	3	Voluntary water use reduction

The moderate to high levels of drought remain in part by taking note of decreases in partially recovered flows and already lower than normal water levels for the period as conditions freeze up. Lower than normal stream flows may now persist through the winter, possibly leading to impacts to stream ecosystems. Although water consumption is vastly reduced through the winter months, the Province continues to ask that water users voluntarily conserve water where possible to further help limit impacts, particularly in areas at drought levels 3 and higher.

Updated regional drought levels and supporting information can be found on the [BC Drought Information Portal](#). New this year on the Drought Portal is a **Stream Watch Tab** specific to the Kootenay Boundary Region where information on requested voluntary reductions can also be found by all water users. This new resource is designed to provide additional information to water users in some watersheds identified as having high demand, a history of very low flows and where aquatic ecosystems are particularly susceptible to those impacts. Water users are encouraged to monitor the BC Drought Information Portal regularly through the drought season for up to date drought conditions in their area.

This six level drought scale and associated indicator thresholds, as well as other provincial drought response information can be found in the [BC Drought and Water Scarcity Response Plan](#).

I am sending this email to:

- Make you aware of current conditions and recommendations
- Establish lines of communication
- Provide you with information on where to direct public inquiries which may be outside of your scope
- Provide you with resources with drought information

I am NOT sending this email to:

- ***Require** you to implement further water use restrictions in your community
- *Those decisions should be made based on your own supply and demand situation and essential water use requirements. Municipal or community water conservation levels do not need to match the provincial drought levels

The drought levels updated on the [BC Drought Information Portal](#) may be picked up by local media. Note that the public may confuse provincial drought level with municipal or community water restrictions. If you are approached by members of the public with questions related to the provincial drought level which are outside of your scope, you can direct them to FrontCounter BC at 1-877-855-3222. Additional information can be found on the Provincial [Drought Information](#) webpage.

If any water systems in your community are being impacted by drought conditions through the season, please let me know. I would be happy to answer questions you may have about how the province manages hydrological drought.

Please distribute this information as you see fit and please help me update my contact list if these emails should be directed to someone else.

Regards,

Ryan



Ryan Grootveld

Authorizations Specialist- Regional Drought Coordinator

Ministry of Forests- Kootenay Boundary Region

1902 Theatre Road Cranbrook, BC V1C 7G1

Ryan.Grootveld@gov.bc.ca

(250) 420-6438

Catherine Allaway

From: KOOTENAY ROCKIES TOURISM <info@kootenayrockies.com>
Sent: November 8, 2022 11:07 AM
To: Kaslo Administration
Subject: A successful KRT Conference & New Board Introduction

[View Online](#)



Pathways for Positive Change in Tourism

**Kootenay Rockies Tourism's
45th Annual General Meeting & Industry Conference
was held last week in Castlegar**

The Conference which spanned over 2 days, was attended by over 60 industry folks including speakers, regional stakeholders, KRT Board of Directors and staff. Our keynote speaker, Sophie Pierre, Ktunaxa Hereditary Chief spoke inspiring to the delegates on the topic of 'Achieving Change Through Partnerships'.



Excellent [presentations](#) from Destination British Columbia, Tourism Industry Association of British Columbia, Kootenay Adaptive Sport Association, BC Hotel Association, and Indigenous Tourism BC were delivered.



We thank [Destination Castlegar](#) for coordinating and sponsoring the 'Taste of Castlegar' evening event where delegates connected in a relaxed setting to enjoy the many wonderful samples from local restaurants and beverage companies.

Thank you to everyone who attended and

Thank you to our two Sponsors!



&



**We are pleased to introduce our new
2023 Board of Directors.**

This year, the four board members seeking another term and a new candidate whose nomination was accepted, were all moved forward to the board by acclamation. Congratulations to the returning board members, Janice Alpine, Mike McPhee, Mike Riediger & Andrea Ryman and congratulations to new board member John Holton.

MEET THE BOARD EXECUTIVE & DIRECTORS



Mike McPhee, Chair

Tourism Management Instructor
College of the Rockies, and
Proprietor
ClearStream Consulting,
Cranbrook



Mike Riediger, Vice-Chair

Chief Executive Officer
Kootenay Adaptive Sport
Association,
Nakusp



Tristan MacLaggan, Vice-Chair

General Manager

Golden Skybridge /
Pursuit Collection,
Golden



Kristy Jahn-Smith,
Secretary / Treasurer
Executive Director
Cranbrook Tourism,
Cranbrook



Janice Alpine, Director
Business Development Officer,
Tourism Engagement for
Economic & Investment Sector,
Ktunaxa Nation Council
Cranbrook



John Holton, Director
General Manager
Copper Point Resort /
Invermere Inn & Suites
Invermere



Kevin Manuel, Director

Director of Marketing

Revelstoke Mountain Resort,

Revelstoke



Meghan Porath, Director

Executive Director

Revelstoke Visual Arts Centre,

Revelstoke



Andrea Ryman, Director

Marketing Director

Destination Castlegar,

Castlegar

Congratulations & farewell to Board Director Brad Parsell

Brad Parsell, Executive Director with the Fernie Chamber of Commerce served as a board member with Kootenay Rockies Tourism during 2021/22.

Brad also served as Chair for the KRT Destination Development Advisory Committee. Brad has accepted the position of Executive Director at Tourism Tofino and will be leaving this region this month.



***Kootenay Rockies Tourism would like to thank Brad
for his work while on the Board and
wishes him success in his new endeavour.***

NATIONAL AWARD FOR KTUNAXA HOMELANDS CAMPAIGN



Ktunaxa Homelands Campaign receives National Award.

The Ktunaxa Homelands campaign is a collaboration between Ktunaxa Nation, Cranbrook Tourism, Tourism Fernie and Tourism Kimberley. The campaign launched earlier this year and is a three part video series depicting the Ktunaxa Creation Story, which helps viewers to gain an understanding of how the local waterways were formed.

Janice Alpine, with the Ktunaxa Nation Council wanted to showcase the Ktunaxa perspective in tourism marketing efforts. *"As we reclaim our stories of the land, we can now share with our neighbours and visitors," she said. "We want to create an experience to be held in the memory, which can be taken away and revisited anytime."*

Collaboration Lead, Kristy Jahn-Smith of Cranbrook Tourism, said *"We want to support Ktunaxa in telling their stories in their words. I feel we have achieved that in this collaboration and look forward to more work together in the future."*

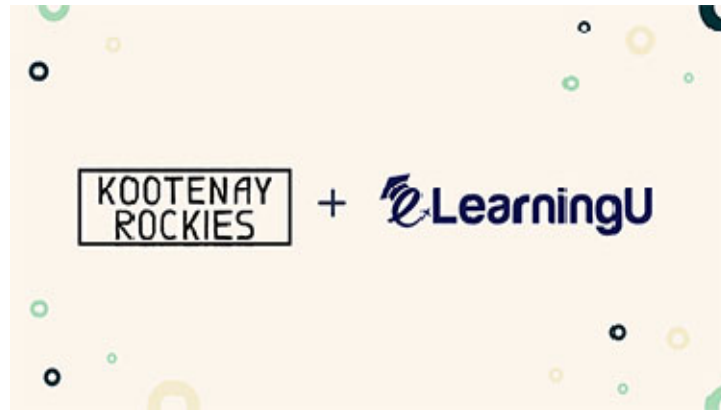
The project spanned across the Ktunaxa Homelands, including the communities of Cranbrook, Kimberley and Fernie, and was supported with funding from the communities as well as the Columbia Basin Trust and Destination British Columbia.

[READ MORE & WATCH VIDEO](#)

Congratulations to all on this inspiring and educational campaign.

OPPORTUNITIES & HIGHLIGHTS

Kootenay Rockies Tourism stakeholders to receive discounted pricing with eLearningU.



eLearningU provides world-class digital marketing to the tourism industry with the most up-to-date collection of certifications and lessons, available on-demand, any time, anywhere.

As a registered partner with Kootenay Rockies Tourism, you are eligible to receive 50% off the original course fee of \$495, plus 3 months free access to the Live Lessons and Lesson Library.

- The award-winning 12 **Tourism Digital Marketing Course**: all lessons are available on-demand so that you can pause, fast forward and return to your favourite parts any time. The course takes you on a journey of digital marketing that begins with strategy and touches on every major marketing tactic along the way.
- Live **Tourism Marketing Lessons**, which are held every Thursday, feature a guest expert from places like Google, TripAdvisor, RedBull and some of the world's best travel brands.

- The **Lesson Library** is an ever growing, searchable collection of lessons from some of the best tourism marketers in the industry on topics ranging from influencer marketing to free social media tools, Google Analytics and everything in between.

[LEARN MORE](#)

[GETTING STARTED IS EASY! JUST CREATE YOUR ACCOUNT](#)

Deepen Your Understanding of Equity, Diversity and Inclusion (EDI)

Webinar - November 24



Equity, diversity and inclusion are important elements in sustainable labour recovery.

But, what do these really mean in the workplace context? While businesses are aware of the importance of these elements, many are often unsure where to start. go2HR is committed to building strong and safe workplaces. They have engaged ParriagGroup, a leading EDI firm to build a webinar that deepens our under-standing of EDI and how to start reshaping the workplace.

[MORE INFO & REGISTER](#)

Kootenay Rockies Tourism attends Media Events



In mid-October, Heidi Korven, KRT's Media Relations Specialist, (*pictured back centre*) attended Destination BC's Vancouver and Calgary Media Events.

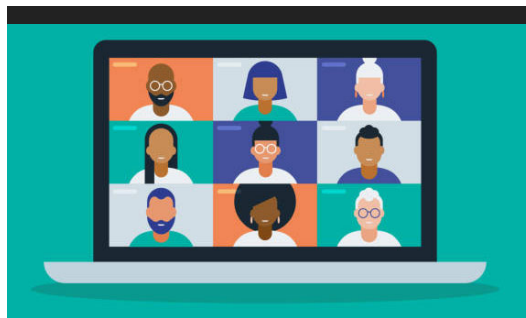
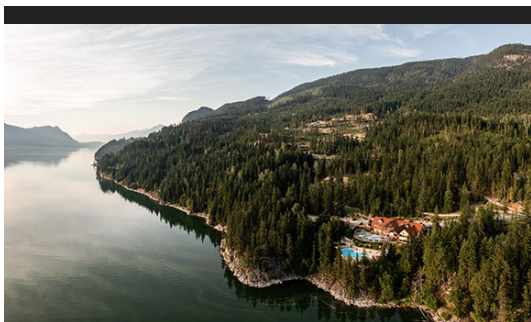
These events presented the opportunity to connect with travel media, along with Destination BC and other regional & provincial representatives, in these two key markets to discuss winter and spring story ideas.

This was the first in-market media event since pre-COVID.

Photo courtesy of Meaghan Baxter Photography of the BC Team at the River Café in Calgary.

Industry Events

Professional Development



Kootenay Rockies Online Imagebank



Research Data & Insights



**KOOTENAY
ROCKIES**

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**The Kootenay Rockies Tourism staff are here to help
with all tourism industry services. Contact us any time:**

Kathy Cooper, CEO

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Karen Cook

Manager, Stakeholder & Corporate Communications

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Rhiannon Paterson

Destination Development & Sustainability Coordinator

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Bonnie Castle-Dixon

Finance & HR

Accounting@KootenayRockies.com

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KDCFS Regular Board Meeting Minutes – Oct 27 2022

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

Attendees: Steve Anderson (Chair), Chris Webster (Vice Chair), Tom Duchastel (Director), Stephen Fawcett (Secretary), Jeff Mattes (Treasurer), Doug Drain, Stephen Neville (Directors), Jeff Reyden (Management Team), Alicia Sergeant (Bookkeeper)

Absent with notice: Greg Lay (Director)

Absent without notice: Neil Johnson (Director)

Meeting called to order at 7.01pm in person and via Zoom

A. Preliminaries:

Agenda that the Board of Directors adopt the Kaslo & District Community Forest Regular Meeting Agenda of Oct 27th, 2022

C. 4) added – Wildfire Service Engagement Agreement

Moved to adopt: Stephen Neville

Carried

Minutes that the Board of Directors acknowledge the Kaslo and District Community Forest Regular Meeting Minutes of Sept 22nd 2022 being approved Sept 28th 2022.

Treasurer Report

Will be about 50% of projected logging. Thankfully log process are holding on the higher side.

Note: To be aware of NPO and investment profit especially reserve funds in regards to the CRA

Moved to adopt: Doug Drain

Carried

AGENDA ITEMS

B. Manager's Report

Q: What is the process regarding FLPs?

A: Started process already; discuss and identify the different values different groups have on the landscape. As a CF we have used these values prior.

Q: Firewood update?

A: Local NPOs are looking for cord donations. Management to advertise this.

Q: What were the BCCFA AGM highlights?

A: Move to OGDAs and FLPs. No expansion happening anytime soon. The Ktunaxa in Cranbrook have written up their own forest standards.

Q: Is any timber salvageable from the Briggs Creek Wildfire cut blocks?

A: Will layout as much as possible – to occur next year. Some of the area is hard to access. The First 3km of Keen Creek Road is a very sensitive area.

Q: Should any precautionary work be done on Keen Creek Road?

A: Already have channels, the biggest concern is landslide.

Moved to adopt: Stephen Neville

Carried

C. Items for Board Discussion

1. Should KDCFS work on having our own tree seed bank? Would have to register and follow set protocol. There are different classes of seed and a certain timeframe to harvest them. Management to sit on this and it could be added in the 2023 budget.
2. Community tour – Lost Ledge Rd in bad condition. Tour location to be changed to Keen Creek.
3. Ventures follow up – Following previous passed motion, a max 2 page business proposal will be filled out and presented to the Board at a later date.
4. Wildfire Service Engagement Agreement – Jeff Mattes was forwarded the agreement concerning CFs and BCWS.
Motion – invite a representative from BCWS to talk to the Board and the VOK to establish a relationship and discuss the recent Briggs Creek Wildfire and how it was handled. Carried
Motion – Board members review the agreement and placed on the agenda for discussion next meeting.
Carried

D. Governance

1. Read and review policies; Broadcast Burning and Fire Smart Forest Management (pg 24-26). Policy CTE to meet to rework policies in detail.
2. Budget planning meeting – to meet early December.

Late item added – WITF

Yes to going ahead. KHS to be contacted to see if interested as in past years

E. Community Comments

None

F. In-Camera

Meeting adjourned – 8.29pm

Next Board Meeting: Nov 17th, 2022

Minutes KDAA Board meeting Wednesday October 12, 2022 held at the Arena at 7pm

Present, All Directors save Trish who was with the MH team in Nakusp.
Also Present : Damon, our new manager and Nikita Bouwmeester

Agenda approved
Draft Minutes of Sept 7, 2022 approved

Nikita advised the Board that she has interest from 10 and expects more for skating lessons. Desired is 2 back to back half hour sessions for lessons; one for adults, one for children with ice time afterwards for practice

Discussion and determination: to designate one hour, Fridays from 5 to 6 pm for the lessons, and that the participants could utilize the early part of the Friday Night Public Skate that starts at 6pm. Fee to be the same as Skills and Drills: \$10 per participant. Nikita to collect and turn over to the Manager Damon

Ice scrape and flood determined not necessary between Skate Lessons and Public Skating.

Nikita also expressed interest in promoting an Ice Show in January. Nikita to revisit the Board with this project later in the year.

The Olympia is ready at the facility at the coast. Rebuilding cost is reported at \$16,600. Transport there and back is \$6,000. KDAA is unaware whether taxes etc are included. Decision: to pay this cost out of the KDAA's own reserve which is approximately \$60,000.

The Olympia is effectively rebuilt with a new motor last year.

Molly/Conner to arrange for transport back.

Trail Arena/ Robert to be thanked for the loan of their extra Zamboni to put in the ice.

Operations so far: Damon reports things are going well, Ice will likely be ready for use Sunday October 16; Joe to advise teams as well as finalize the arena schedule.

Damon will attend Board meetings to advise the Board.

Damon to attend one day Refrigeration Course on Tuesday, Oct 18
Milage/cost to be paid by the KDAA. Damon advises things are progressing well.

With help from Robert from the Trail Arena and availability of Steve Scott and Scott Gillies to familiarize Damon and Brandon with the Olympia, determined to cease using Barry's service immediately. Molly to advise Barry.

Extra Costs:

Being advised that Refrigerant costs will be increasing and the the present refrigerant used might be modified, several years of refrigerant were ordered. There is a cost this year of \$10,000 that should be amortized over a number of years but is beyond our accounting practices.

Molly advised the Village has entered into a contract for the Alarm System, one of the subjects of the grant that included the new condenser. The Total Cost, mainly by reason of the Engineered Alarm system is \$132,000 OVER the amount of the grant.

It is anticipated that the funds donated by Murray's estate will be utilized.

Approximately \$10,000 of the Arena's Reserve is from the old RDCK/CBT AAF/CIP grant for replacement of the condenser. This will affect how much reserves exist in the various funds.

Available APPROXIMATE reserves will expected to be;

Murray's Estate held by the Village... \$80,000 to \$70,000

Arena reserves... \$36,000 to \$26,000.

Variations depend upon the application of the old AAF/CIP funds.

Reserves in bylaw 1159 for benefit of Arena., Curling Club and Tennis Court... \$50,000 to \$60,000

Roof of old Condenser Room over the Mechanical room is to be removed asap. JOSH to undertake Volunteer crew. This is to prevent snow sliding off roof into the new condenser fans. This structure will have to be removed/ covered/modified to prevent the Arena burning during an ember storm. The existing fire proofing ember screening erected by Glen McR had to be removed to extract the old condenser.

Concession Area and Upstairs at the South end.

Rick, with a group of the Jamboree crew are interested and willing to make modifications that may be significant improvements.

The Concession was originally a dressing room. Part of this could be turned back into a dressing room, likely a dressing room for referees or females.

There would still be sufficient room for the concession.

Determined: Rick to discuss with the Curling club to get their blessings.

JO to contact possible concession operators.

Advertise for concession operators if necessary, approach MH...

At the South end, upstairs:

Build a new office. Build a new dressing room for referees or females

Build a smaller storage room.

All construction would be non structural.

Determination: To clear old storage room of all non viable gear and only accept donations of skates, helmets and gloves.

Further reports/discussion expected. All views at the arena side are favourable at this time.

Schedule discussed and tentatively approved. User Groups who do not notify management about cancelations will be charged for the ice time.

JOE to circulate.

Adjournment: next meeting to be called in November by Molly.

Minutes approved at the KDAA Board meeting of Nov. 7, 2022.

From: [Customer Connections BCA:EX](#)
To: [Kaslo Administration](#)
Subject: Congratulations in the 2022 Local Government General Elections
Date: November 9, 2022 1:09:17 PM

Dear Mayor Suzan Hewat and Councilors,

On behalf of BC Assessment, I want to offer my congratulations regarding your recent success in the 2022 local government general elections. My name is Ramaish Shah, and I am the regional liaison for your community.

BC Assessment is the Crown corporation responsible for producing independent and equitable annual property assessments and trusted assessment information. The products and services that we offer support development of strong and vibrant communities in British Columbia.

All British Columbia property owners will receive their annual property assessment notices in early January 2023. You can visit bcassessment.ca on January 3 to access a variety of 2023 assessment information including searching and comparing 2023 property assessments as well as regional news releases with detailed assessment value changes by community and other market movement trends.

In addition, please visit our Local Government webpage anytime to access self-serve products and services available to support you at:
<https://info.bcasessment.ca/services-products/government/local-government/>
Our Local Government Department strives to serve local governments with continuous improvement to ensure our products and services effectively meet your needs. You can contact our Local Government Department at localgovernment@bcassessment.ca.

Congratulations once again, and we welcome opportunities to grow the relationship between BC Assessment and your Council. We look forward to connecting with you at upcoming local government conferences and we are available to present to your Council upon request to share more details about our mandate and specific market activity within your community.

Sincerely,

Ramaish Shah
Deputy Assessor, Kootenay Columbia Region
ramaish.shah@bcassessment.ca
1-866-valueBC (825-8322) x 21234



Village of Kaslo

The Village is a member of the British Columbia Social Procurement Initiative (BCSPI). This document provides information for elected officials about the Village's progress to-date, social procurement, and the benefits of BCSPI membership.

What steps has the Village of Kaslo taken to-date?

The Village is a new member of BCSPI and has not yet undertaken any activities through its BCSPI membership.

What are the recommended next steps for the Village of Kaslo?

Recommended next steps for social procurement implementation include:

- Undertake an initial planning meeting with the BCSPI team to establish social procurement objectives and next steps
- Have staff participate in BCSPI training sessions
- Identify projects to pilot social procurement with support of BCSPI consulting services
- Include social and sustainable considerations in purchasing policy
- Once policy is in place, consider organization-wide training from BCSPI to support implementation
- Develop a vendor and supplier engagement strategy with support from BCSPI
- Impact measurement using the BCSPI impact measurement framework and tools
- Celebrate your success with additional case studies and BCSPI marketing support.

What can elected officials do to support the success of social procurement?

Recommended actions for elected officials to support success include:

- Nominate a member of Council to take part in quarterly BCSPI steering committee meetings
- Understand how social procurement aligns with your community's strategic priorities and your organization's impact to-date
- Champion staff capacity to move forward, track and achieve social procurement goals and outcomes
- Communicate the benefits and outcomes to members of the community (please refer to the key messages section of this document)
- Encourage your peers at neighbouring communities, other local purchasers (school board, healthcare, community college etc.), and other municipalities across BC to explore social procurement and BCSPI membership.

Are the dollars you spend supporting your community?

What is social procurement?

Every purchase has an economic, social, cultural, and environmental impact, whether intentional or not. Social procurement is an emerging best practice being used by governments and other public purchasers. It is a strategic approach to spending that can create additional social and sustainable value to help address a wide range of community challenges, while still ensuring best value for money and quality of service.

Local governments spend billions of dollars annually through procurement, the process of purchasing goods, services, and building infrastructure. Implementing social procurement practices within this existing spending helps ensure these dollars go further by creating the opportunity for additional social, environmental, and cultural value that aligns with governments' strategic goals and objectives. Social procurement supports things like:

- Creating healthy and resilient local economies
- Contributing to climate and sustainability objectives
- Creating employment, training, and apprenticeship opportunities
- Creating social and sustainable value in the supply chain
- Supporting vulnerable populations
- Contributing to equity, diversity, and inclusion
- Enhancing engagement with local First Nations

What is the British Columbia Social Procurement Initiative (BCSPI)?

In 2016, a group of elected officials looked at the billions of dollars being spent across the province, and asked, "Is this spending creating the best value and outcomes for our communities?". They were interested in exploring how an emerging, strategic approach called social procurement could help mobilize their existing financial resources to support their social, environmental, and cultural goals, while still delivering best value and high-quality services.

Two years of later, with support from the Island Coastal Economic Trust (ICET), the Coastal Communities Social Procurement Initiative (CCSPI) was launched with six member governments as a 2-year shared learning pilot for the Vancouver Island and the Coast region. The Initiative was designed to provide training, expert support, and other resources to help governments develop, pilot, and implement social procurement best practices through a collaborative learning model.

From 2019-2021, CCSPI grew from its initial six members to over 20 local governments, creating [significant local impact](#). In 2021, the Government of British Columbia, through the Ministry of Municipal Affairs, recognized the work and impact of the initiative and [provided funding](#) to expand access to CCSPI to all governments across the province.

Since 2021, BCSPI has [continued to grow](#) and now comprises over 35 member organizations including municipalities, regional districts, institutional purchasers, and Crown Corporations. To-date, BCSPI members have mobilized over \$350 million of local government spending through projects that have included social and sustainable value. The initiative has trained over 200 staff and elected officials, adding significant capacity and knowledge to the municipal workforce.

How is BCSPI governed?

BCSPI is a public initiative governed by a steering committee, comprised of elected officials and senior staff from participating member communities. It is funded by a combination of Provincial Government funding and annual member fees. Member fees are based on population size to ensure that the Initiative remains highly accessible for smaller communities.

Services for members are contracted to and delivered in partnership by Scale Collaborative, Buy Social Canada, and the Vancouver Island Construction Association. The combined industry experience and expertise of these organizations ensures that BCSPI members receive the best possible support for social procurement implementation.

How does BCSPI membership support the goals of municipal governments?

BCSPI membership supports the social, environmental, and cultural goals of governments by providing the capacity building, skills and knowledge needed to unlock additional social value from their existing spending. This strategic approach to public spending helps provide the “best value” for every dollar spent while still ensuring the best price and quality for public purchasing.

BCSPI provides training, resources, and coaching for government staff to support the implementation of social procurement across all levels of government purchasing. From smaller, discretionary spending like corporate credit card purchasing, to contracting for goods and services, to integrating social value into multi-stage construction and infrastructure projects.

What are we getting with our membership?

As an existing BCSPI member you are:

- Ensuring your spending is strategic, and that every dollar spent can go further
- Mobilizing your existing financial resources to address economic, social, and environmental challenges
- Providing professional development opportunities for staff
- Adding capacity to existing resources through access to support, tools, and resources
- Collaborating with other municipalities around best practices
- Taking advantage of a highly affordable annual membership fee subsidized by the Government of British Columbia

BCSPI supports municipalities of all sizes, with solutions for both centralized and decentralized purchasing models. Members start by working with the BCSPI team to create a customized plan for their social procurement implementation journey. This reflects the unique needs of their community or region, their existing purchasing practices, and their resource capacity. Members' social procurement objectives are connected to their existing strategic goals and policies for economic development, inclusion, diversity, reconciliation, poverty reduction, and climate action.

BCSPI guides members through the steps of their social procurement implementation journey. Each step is supported by professional development and training, expert consulting and advice, a rich library of resources, tools and templates, and a thriving community of practice. The initiative provides resources for all levels of government, from elected officials to senior team members to departmental and purchasing staff. There is no limit to the number of staff who can participate, and additional staff members can be added as required.

BCSPI also provides supplier engagement resources and communication tools to help members communicate change both internally and externally, and impact measurement support through access to a common measurement framework and measurement tools aligned with the United Nations Sustainable Development Goals (SDGs).

Frequently Asked Questions:

What is social procurement?

Every purchase has a social, economic, cultural, and environmental impact. Social procurement is about using your existing purchasing strategically, to capture those impacts to achieve overarching institutional, governmental, or individual goals that help shape inclusive, vibrant, and healthy communities. It is a shift from requiring 'lowest price' to achieving 'best value'.

What is BCSPi?

BCSPi is here to foster social, environmental, cultural, and economic impact across British Columbia. Our team of experts support local governments and institutional purchasers to make the money you spend do more for your community. Through the initiative, BCSPi members can build capacity through training, consulting, resources, and support to implement purchasing that achieves community goals.

Why is social procurement important?

Local governments spend millions of dollars annually. There is an opportunity for local governments to look at the potential for their spending to support local employment, economic and community benefits. For smaller communities and those in economic transition, local government spending can be a significant lever to generate positive local and community impacts.

What are the goals of social procurement?

Each community will set their goals depending to their needs and opportunities. Social procurement includes social value as part of the procurement bidding and evaluation process. The information and questions centre around employment, training and apprenticeships, supply chain and/or community engagement. Bidders will be asked to describe their current practices, and what community benefits they can provide should they be the successful proponent.

Is it legal for governments to use social procurement? Don't we have trade agreements to comply with?

Yes, governments must comply with trade agreements. You cannot restrict competition, but you can seek social value outcomes from all bidders. The important part is making the process competitive and transparent for all bidders.

Does social procurement mean buying from local businesses?

No, social procurement is not about 'buying local'- this is not allowed under trade agreements. Instead, social procurement looks for ways to structure procurement to make it more possible for local businesses to bid and demonstrate the value they provide to the community. They still need to compete in a fair and transparent process. It is also a way to ask businesses from outside the community how they are going to provide local benefits to the communities where they do business.

Does social procurement cost taxpayers more?

In terms of proposals received, so far there has not been an increase in costs. In fact, by unbundling projects (breaking large contracts into smaller, clearly separate parts), there has even been significant cost savings that result from goods and services being delivered by local businesses. However, depending on what the goals might be, a decision could be made to pay more for greater value.

Key Messages

The following key messages are intended to communicate the benefits of social procurement, and can be used in written or oral communications, at events or formal or informal meetings, in presentation slides, for press and media, on your website, on social media, and in briefing notes. They are split into two categories: messages for community members, and messages for vendors and businesses.

Please note: These messages are intended to provide only baseline language. Please review each accordingly to ensure the specific content is accurate to what your jurisdiction is doing and update as required.

Messages for community members

- We work hard to ensure every purchase delivers on community priorities. That's why we're implementing social procurement, a practice that leverages our supply chain and purchasing to amplify benefits to our community and our environment.
- We're committed to making the money we spend go further by working towards social, environmental and community outcomes.
- How we purchase matters. We're working to align our purchasing to achieve social, environmental, and community outcomes.
- Purchasing decisions enable the re-circulation of money in the local economy to create a cascading effect of impact. Learn more about how we're amplifying benefits in our community.
- We're working to deliver impact through our purchasing decisions. Implementing social procurement helps us benefit people, planet, and community.
- Social purchasing is a critical tool to reach our goals.

Messages for vendors and businesses

- Purchasing decisions enable the re-circulation of money in the local economy to create a cascading effect of impact. That's why we're implementing social procurement to create more opportunities for small businesses, social enterprises, and diverse-owned businesses in our community.
- We want to hear from you. Help us purchase with social value in a way that is accessible and beneficial to our local community.
- We know that a purchase in the local economy is an investment into local business, local employment, affordability, community vibrancy and resilience. That's why we're implementing social procurement to leverage our supply chains and purchasing.
- There are many ways for the local vendor community to get involved and benefit from social procurement (list them or add relevant CTA).

- We want to create more opportunities to do business with small businesses, social enterprises, and diverse-owned businesses in our community. We're using our purchasing power to create best value and amplify social and environmental benefits.
- Social procurement has a proven track record of creating thriving businesses and resilient local economies (provide BCSPI Case Study or another example).

Explore other ways to engage vendors in the [BCSPI Vendor Outreach Guide](#).

Social Procurement Myths and Facts:

Myth: Trade agreements don't allow for social procurement.

Fact: Trade agreements have parameters to work within, but they do allow social value outcomes.

Additional Information:

- A procurement process that meets trade agreement thresholds cannot limit who can bid
- Procurement processes that meet trade agreement thresholds cannot give preference to local bidders, but can seek social value outcomes from all bidders
- There are exceptions within the trade agreements for direct purchasing from non-profits and other groups.
- For more information about local preferences, refer to Buy Social Canada's [Trade Agreements Local Briefing Note](#).

Myth: Social procurement costs more.

Fact: There is no evidence to support that claim.

Additional information:

- In some cases, social procurement can reduce costs, for example when contractors utilize local social value supply chains as opposed to bringing in outside resources
- Cost does not always have to be the deciding factor when "best value" includes social, environmental, and cultural benefits to the community
- "There were no known cost implications associated with the social procurement concepts that were included in the RFP." - Scott Hainsworth, Comox Valley Regional District – Water Treatment Project, 2020

Myth: Social procurement means lower quality.

Fact: There is no evidence to support that claim.

Additional information:

- While a social value weighting is added to the RFx process, the weighting factors and percentages are still determined based on the needs of the buyer for the goods or services. Price and quality/technical criteria remain important considerations.

Myth: The social procurement journey is straightforward and linear.

Fact: The social procurement journey is complex and iterative.

Additional Information:

- The journey will require changes in policy, practice and culture and can have incredible impact in communities – it's worth it!
- BCSPi is here to support and make this journey simpler, with trainings, resources, templates and guides, and learnings from peers to support best practices. We have done the heavy lifting and taken most of the testing and risk out of the process.



REQUEST FOR COUNCIL DECISION

PREPARED BY: Ian Dunlop, CAO

DATE: November 22, 2022

SUBJECT: Revised 2022 Financial Plan Bylaw

PURPOSE: To give three readings to 2022-2026 Five Year Financial Plan Amendment Bylaw No. 1282, 2022

OPTIONS:

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

1. **Give three readings to the bylaw as presented. *The bylaw will be placed on the agenda for the 2022.12.13 Council meeting for adoption***
2. Give three readings to the bylaw as amended. *The bylaw, with specified amendments, will be placed on the agenda for the 2022.12.13 Council meeting for adoption*
3. Give one or two readings and refer back to staff for further review and report. *A special meeting of Council will be scheduled before the end of 2022, or the amended budget will not be adopted.*

RECOMMENDATION:

THAT 2022-2026 Five Year Financial Plan Amendment Bylaw No. 1282, 2022 be read a first, second and third time.

ANALYSIS:

- A. **Background:** 2022-2026 Five Year Financial Plan Bylaw No. 1277, 2022 was adopted in May 2022. All fees & charges imposed by the municipality must be established (or amended) by bylaw. The proposed amendments only affect the current 2022 fiscal year. The remainder of the 5-year financial plan (2023-2026) is unchanged. Council will consider a new 5-year financial plan for years 2023-2027 in early 2023.

The Community Charter allows municipalities to amend their budget anytime during the fiscal year to reflect changes in anticipated revenues and expenditures.

If Council wishes to discuss elements of the bylaw and make changes this can be achieved by entering Committee of the Whole (by resolution) before Council considers any readings of the bylaw. Last minute changes resulting from the discussion can still be incorporated if Council approves readings of the bylaw as amended.

- B. **Discussion:**

The following table (next page) is a comparison of the original 2022 budget and the proposed amendment, along with notes to explain the differences.

VILLAGE OF KASLO BUDGET JANUARY 1 to DECEMBER 31, 2022			
	2022 Original Budget	2022 Amended Budget	Notes
GENERAL OPERATING REVENUE			
Municipal Property Tax	\$(682,500)	\$(682,500)	No change in property taxation-related revenues
Grants in Lieu of Taxes	\$ (31,364)	\$(31,364)	
Interest on Taxes	\$ (9,500)	\$(9,500)	
Sale of Services	\$ (76,200)	\$(106,230)	Increased revenue from gravel pit (YRB winter sand contract)
Recreation	\$ (34,000)	\$(39,002)	Campground revenues up
Permits and Licenses	\$ (16,370)	\$(17,686)	Business permit revenue up
Rental and Lease Revenue	\$(109,054)	\$(115,188)	Kemball rent revenue up
Other Revenue and Donations	\$(367,500)	\$(292,394)	Donations reallocated to deferred revenue; additional logging revenue
Investment Income	\$ (20,000)	\$(20,000)	Unchanged, but revenue may be higher due to interest rates
Conditional Transfers & Grants	\$ (1,893,528)	\$(1,177,033)	Lower due to unrealized grant funding for projects not started
Unconditional Transfers & Grants	\$(368,033)	\$(505,082)	Additional revenue through LGCAP and Small Communities Fund
Sale of Assets	\$ -	\$(10)	Sale of land for Penny Lane Apartments
Total Operating Revenue	\$ (3,608,049)	\$(2,995,988)	
GENERAL OPERATING EXPENSE			
Debt Charges - Principal & Interest	\$28,758	\$28,758	Public works equipment leases
Community Planning and Services	\$199,584	\$20,975	Major planning projects did not get started due to OCP review
Materials and Supplies	\$274,810	\$267,334	Some costs lower than expected
Administrative - Wages and Benefits	\$577,446	\$581,946	Increase in travel/training budget offset by lower material & supplies costs
Protective Services	\$290,502	\$369,250	Additional costs for FireSmart activities; covered by funding and logging revenue
Public Works - Operations & Maintenance	\$218,900	\$222,083	Higher costs due to major equipment repairs and overhaul
Public Works - Wages and benefits	\$295,320	\$293,320	Lower travel and training costs
Environmental Services	\$98,352	\$98,352	
Aeordome	\$14,946	\$14,946	
Recreation and Cultural	\$59,342	\$58,381	Higher washroom maintenance costs offset by lower landscaping costs
Capital Expenditures	\$ 1,835,876	\$1,063,850	Delayed start to certain capital projects
Total Operating Expense	\$ 3,893,836	\$3,019,195	
OPERATING (SURPLUS)/DEFICIT	\$285,787	\$23,206	

WATER UTILITY REVENUE	2022 Original Budget	2022 Amended Budget	
Water Rates & Charges	\$(407,500)	\$(282,500)	Corrected rate revenue; reallocated surplus funds to capital project
Water Parcel Tax	\$ (60,560)	\$ (60,560)	
Water Capital Grants & Reserves	\$(460,000)	\$(794,500)	Funding for A Avenue watermain project
Emergency Funding - Dam	\$ -	\$ (34,555)	Received Disaster Financial Relief from 2020 dam washout
Total Water Revenue	\$(928,060)	\$ (1,172,115)	
WATER UTILITY EXPENSE			
Water Wages, Benefits & Administration	\$112,320	\$112,320	
Water Operations and maintenance	\$155,180	\$155,180	
Debt Charges - Principle & Interest	\$ -	\$ -	
Water Capital Expenditures	\$600,000	\$790,000	A Avenue watermain project higher than original budget
Transfers to reserves Water	\$60,560	\$114,615	Increased transfer to reserve with the DFA funds and surplus revenues
Emergency Response & Recovery - Dam	\$ -	\$ -	
Total Water Expense	\$928,060	\$ 1,172,115	
WATER UTILITY (SURPLUS)/DEFICIT	\$ -	\$ -	
SEWER UTILITY REVENUE	2022 Original Budget	2022 Amended Budget	
Sewer Rates & Charges	\$(141,995)	\$(149,547)	More new sewer connection fees than originally budgeted
Sewer Other Revenue & Parcel Tax	\$ (20,378)	\$ (20,598)	
Sewer Capital Grants & Reserves	\$ (11,500)	\$ (11,500)	
Total Sewer Revenue	\$(173,873)	\$(181,645)	
SEWER UTILITY EXPENSE			
Sewer Wages, Benefits & Administration	\$103,045	\$103,045	
Materials and services	\$34,482	\$34,592	
Debt Charges - Principle & Interest	\$ -	\$ -	
Sewer Capital Expenditures	\$11,500	\$11,500	
Transfers to reserves Sewer	\$24,847	\$32,509	Revenues up, so increased transfer to reserves
Total Sewer Expense	\$173,873	\$181,645	
SEWER UTILITY (SURPLUS)/DEFICIT	\$ -	\$ -	

	2022 Original Budget	2022 Amended Budget	
<i>Total Revenue before Transfers</i>	\$ (4,709,982)	\$ (4,349,749)	
<i>Total Expenditures before Transfers</i>	\$ 4,995,769	\$ 4,372,955	
TRANSFERS			
Net Transfers to (from) Reserves, excluding Utilities	\$79,693	\$ 154,526	Increased transfers to reserves for Kemball, Aerodrome, Parks, Transportation, Carbon Offset; decreased withdrawals
Net Transfers to (from) Utilities to Operating	\$ (74,656)	\$ (72,273)	As per original budget
Transfer to (from) Operating Surplus*	\$(290,823)	\$ (105,459)	Lower draw from surplus due to additional revenues
<i>*includes COVID Rapid Restart Funds</i>			
NET (SURPLUS)/DEFICIT	\$ 0	\$ 0	Budget must balance to \$0

2022 Capital Projects included in the amended budget:

SUMMARY OF CAPITAL PROJECTS IN THE 5-YEAR FINANCIAL PLAN				
Project	Project Budget	2022 Rev. Budget	Target Completion	Funding Status
Kaslo River Dike & Bank Remediation	\$ 346,033	\$ 250,000	2023	Funded
Arena Upgrades	\$ 389,620	\$ 356,675	2022	Funded
Front Street Park	\$ 460,000	\$ 47,710	2022	Funded
Pearson Ballfield Improvements	\$-	\$ 18,881	2022	Funded
Seniors' Hall Upgrades	\$ 89,793	\$ 89,793	2022	Funded
A Avenue Watermain Replacement	\$ 755,000	\$ 790,000	2022	Funded
City Hall Upgrades	\$ 51,440	\$ 1,800	2023	Funded
Public Works Facility Upgrades	\$ 59,000	\$ 94,000	2023	Funded
Kemball Innovation Centre	\$1,029,173	\$ 250,000	2024	Funded
Moyie Amphitheatre	\$ 200,000	\$-	2024	Partly Funded
Road Repaving	\$ 300,000	\$-	2024	Partly Funded
LED Streetlights	\$ 35,000	\$ 15,000	2024	Partly Funded
Wastewater Plant Upgrades	\$2,600,000	\$-	2024	Grant-dependent
UV Treatment & Water Plant Upgrades	\$1,018,000	\$-	2025	Grant-dependent
Kaslo & District Public Library	\$4,100,000	\$-	2025	Grant-dependent
PRV 2 & 4 Replacement (Water)	\$ 300,000	\$-	2025	Not funded
Other water system renewals	\$1,500,000	\$-	2026	Not funded
Sewer System Expansion Phase 2	\$2,200,000	\$-	2026	Not funded

CAO Approval: 2022.11.22

**VILLAGE OF KASLO
BYLAW NO. 1282**

BEING A BYLAW TO AMEND THE FIVE-YEAR FINANCIAL PLAN OF THE VILLAGE OF KASLO FOR 2022 TO 2026

Whereas, pursuant to the requirements of the Community Charter, the Council of the Village of Kaslo duly adopted Bylaw 1277, "2022-2026 Five Year Financial Plan Bylaw" for the period January 1, 2022 through December 31, 2026 on the 12th day of May, 2022; and,

Whereas, pursuant to Section 165(2) of the Community Charter, the financial plan may be amended by Bylaw at any time;

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

The Schedule A and the table in Part A of Schedule B to Bylaw 1277 are hereby replaced with Schedule A and the table in Part A of Schedule B attached to this bylaw, as the amended financial plan for the Village of Kaslo for the period commencing 1st January 2022 through 31 December 2026.

This bylaw may be cited for all purposes as the **"2022-2026 Five Year Financial Plan Amendment Bylaw No. 1282, 2022"**

This bylaw shall come into full force and effect upon final adoption.

READ A FIRST TIME this ____ day of November, 2022.

READ A SECOND TIME this ____ day of November, 2022.

READ A THIRD TIME this ____ day of November, 2022.

ADOPTED this ____ day of December, 2022.

Mayor Hewat

Corporate Officer

Certified correct:

Corporate Officer

SCHEDULE "A" TO the Village of Kaslo 2022-2026 Five Year Financial Plan Bylaw (as amended by Bylaw 1282)

**VILLAGE OF KASLO BUDGET JANUARY 1, 2022
REVISED**

	2022 BUDGET	2023	2024	2025	2026
GENERAL OPERATING REVENUE					
Municipal Property Tax	\$(682,500)	\$(716,625)	\$ (738,124)	\$(760,267)	\$(783,075)
Grants in Lieu of Taxes	\$(31,364)	\$(32,932)	\$ (33,591)	\$(34,262)	\$(34,948)
Interest on Taxes	\$(9,500)	\$(9,975)	\$ (10,175)	\$(10,378)	\$(10,586)
Sale of Services	\$(106,230)	\$(77,724)	\$ (79,278)	\$(80,864)	\$(82,481)
Recreation	\$(39,002)	\$(35,700)	\$ (36,414)	\$(37,142)	\$(37,885)
Permits and Licenses	\$(17,686)	\$(16,697)	\$ (17,031)	\$(17,372)	\$(17,719)
Rental and Lease Revenue	\$(115,188)	\$(111,235)	\$ (113,460)	\$(115,729)	\$(118,043)
Other Revenue and Donations	\$(292,394)	\$(153,227)	\$ (888,298)	\$(152,219)	\$(154,164)
Investment Income	\$(20,000)	\$(20,400)	\$ (20,808)	\$(21,224)	\$(21,649)
Conditional Transfers & Grants	\$ (1,177,033)	\$(509,767)	\$(2,524,449)	\$(495,150)	\$(255,305)
Unconditional Transfers & Grants	\$(505,082)	\$(375,394)	\$ (382,902)	\$(390,560)	\$(398,371)
Sale of Assets	\$(10)	\$-	\$-	\$-	\$-
<i>Total Operating Revenue</i>	<i>\$ (2,995,988)</i>	<i>\$(2,059,676)</i>	<i>\$(4,844,529)</i>	<i>\$(2,115,168)</i>	<i>\$(1,914,226)</i>
GENERAL OPERATING EXPENSE					
Debt Charges - Principal & Interest	\$28,758	\$ 25,786	\$ 5,641	\$-	\$-
Community Planning and Services	\$20,975	\$ 100,000	\$ 102,000	\$ 104,040	\$ 106,121
Materials and Supplies	\$ 267,334	\$ 280,306	\$ 285,912	\$ 285,912	\$ 291,631
Administrative - Wages and Benefits	\$ 581,946	\$ 606,318	\$ 618,444	\$ 618,444	\$ 630,813
Protective Services	\$ 369,250	\$ 206,000	\$ 210,120	\$ 210,120	\$ 214,322
Public Works - Operations & Maintenance	\$ 222,083	\$ 193,278	\$ 197,144	\$ 197,144	\$ 201,086
Public Works - Wages and benefits	\$ 293,320	\$ 310,086	\$ 316,288	\$ 316,288	\$ 322,613
Environmental Services	\$98,352	\$ 100,319	\$ 102,326	\$ 102,326	\$ 104,372
Aeordome	\$14,946	\$ 15,245	\$ 15,550	\$ 15,550	\$ 15,861
Recreation and Cultural	\$58,381	\$ 60,529	\$ 61,739	\$ 61,739	\$ 62,974
Capital Expenditures	\$1,063,850	\$ 647,152	\$ 3,145,695	\$ 577,211	\$ 50,000
<i>Total Operating Expense</i>	<i>\$3,019,195</i>	<i>\$2,545,020</i>	<i>\$ 5,060,859</i>	<i>\$2,488,774</i>	<i>\$1,999,795</i>
OPERATING (SURPLUS)/DEFICIT	\$23,206	\$ 485,344	\$ 216,330	\$ 373,607	\$ 85,568

	2022				
WATER UTILITY REVENUE	BUDGET	2023	2024	2025	2026
Water Rates & Charges	\$(282,500)	\$(276,220)	\$ (281,744)	\$(287,379)	\$(293,127)
Water Parcel Tax	\$(60,560)	\$(60,560)	\$ (60,560)	\$(60,560)	\$(60,560)
Water Capital Grants & Reserves	\$(794,500)	\$(117,250)	\$ (900,750)	\$(300,000)	\$(1,500,000)
Emergency Funding - Dam	\$(34,555)				
<i>Total Water Revenue</i>	<i>\$ (1,172,115)</i>	<i>\$(454,030)</i>	<i>\$(1,243,055)</i>	<i>\$(647,940)</i>	<i>\$(1,853,687)</i>
WATER UTILITY EXPENSE					
Water Wages, Benefits & Administration	\$ 112,320	\$ 117,936	\$ 120,295	\$ 122,701	\$ 125,155
Water Operations and maintenance	\$ 155,180	\$ 158,284	\$ 161,449	\$ 164,678	\$ 167,972
Debt Charges - Principle & Interest	\$-	\$-	\$-	\$-	\$-
Water Capital Expenditures	\$ 790,000	\$ 117,250	\$ 900,750	\$ 300,000	\$1,500,000
Transfers to reserves Water	\$ 114,615	\$ 60,560	\$ 60,560	\$ 60,560	\$ 60,560
Emergency Response & Recovery - Dam	\$-				
<i>Total Water Expense</i>	<i>\$1,172,115</i>	<i>\$ 454,030</i>	<i>\$ 1,243,054</i>	<i>\$ 647,939</i>	<i>\$1,853,687</i>
WATER UTILITY (SURPLUS)/DEFICIT	\$-	\$(0)	\$ (0)	\$(0)	\$(0)

	2022				
SEWER UTILITY REVENUE	BUDGET	2023	2024	2025	2026
Sewer Rates & Charges	\$(149,547)	\$(149,095)	\$ (152,077)	\$(155,118)	\$(158,221)
Sewer Other Revenue & Parcel Tax	\$(20,598)	\$(34,705)	\$ (35,399)	\$(36,107)	\$(36,829)
Sewer Capital Grants & Reserves	\$(11,500)	\$(1,100,000)	\$(1,500,000)	\$(1,200,000)	\$(1,250,000)
<i>Total Sewer Revenue</i>	<i>\$(181,645)</i>	<i>\$(1,283,800)</i>	<i>\$(1,687,476)</i>	<i>\$(1,391,225)</i>	<i>\$(1,445,050)</i>
SEWER UTILITY EXPENSE					
Sewer Wages, Benefits & Administration	\$ 103,045	\$ 108,197	\$ 110,361	\$ 112,568	\$ 114,819
Materials and services	\$34,592	\$ 35,171	\$ 35,875	\$ 36,592	\$ 37,324
Debt Charges - Principle & Interest	\$-	\$-	\$-	\$-	\$-
Sewer Capital Expenditures	\$11,500	\$1,100,000	\$ 1,500,000	\$1,200,000	\$1,250,000
Transfers to reserves Sewer	\$32,509	\$ 40,431	\$ 41,240	\$ 42,065	\$ 42,906
<i>Total Sewer Expense</i>	<i>\$ 181,645</i>	<i>\$1,283,800</i>	<i>\$ 1,687,476</i>	<i>\$1,391,225</i>	<i>\$1,445,050</i>
SEWER UTILITY (SURPLUS)/DEFICIT	\$-	\$-	\$-	\$-	\$-

	2022 BUDGET	2023	2024	2025	2026
<i>Total Revenue before Transfers</i>	\$ (4,349,749)	\$(3,797,506)	\$(7,775,060)	\$(4,154,332)	\$(5,212,963)
<i>Total Expenditures before Transfers</i>	\$4,372,955	\$4,282,849	\$ 7,991,389	\$4,527,939	\$5,298,531
TRANSFERS					
Net Transfers to (from) Reserves, excluding Utilities	\$ 154,526	\$(300,000)	\$ (50,000)	\$(250,000)	\$(50,000)
Net Transfers to (from) Utilities to Operating	\$(72,273)	\$(76,149)	\$ (77,672)	\$(79,226)	\$(80,810)
Transfer to (from) Operating Surplus*	\$(105,459)	\$(109,194)	\$ (88,657)	\$(44,380)	\$ 45,242
<i>*includes COVID Rapid Restart Funds</i>					
NET (SURPLUS)/DEFICIT	<u>\$0</u>	<u>\$ 0</u>	<u>\$ (0)</u>	<u>\$(0)</u>	<u>\$(0)</u>
COLLECTIONS FOR OTHERS					
Taxes collected on behalf other Governments	\$ (1,218,096)	Future year collections are not budgeted.			
School Tax Collection	\$ 483,876				
Police Tax Collection	\$61,041				
RDCK Tax Collection	\$ 586,582				
Hospital District Collection	\$53,503				
MFA Collection	\$ 59				
BCAA Collection	\$11,135				
GIL/PILT Collections for other agencies	<u>\$21,900</u>				
Taxes remitted to other Gov'ts:	\$1,218,096				
NET BUDGET including Collections	<u>\$0</u>	<u>\$ 0</u>	<u>\$ (0)</u>	<u>\$(0)</u>	<u>\$(0)</u>

SCHEDULE "B"
Village of Kaslo 2022-2026 Five Year Financial Plan Bylaw
(as amended by Bylaw 1282)

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 shows the proportion of total revenue proposed to be raised from each funding source.

Revenue Source	Dollar Value (\$)	% of Total Revenue
Municipal Property Taxation	-\$ 804,522	17%
Sale of Services	-\$ 106,230	2%
Other Own-source Revenue	-\$ 484,270	10%
Conditional & Unconditional Grants*	-\$ 1,682,115	35%
Net Transfers from Reserves & Surplus	-\$ 23,206	0%
Water & Sewer Utility Fees	-\$ 432,047	9%
Borrowing Proceeds	\$ -	0%
Collections for Others	-\$ 1,218,096	26%
TOTAL 2022 Revenues	-\$ 4,750,486	100%
<i>* includes unconfirmed grants and anticipated recovery proceeds</i>		

REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: November 18, 2022

SUBJECT: Fees & Charges Amendment Bylaw 1281, 2022

PURPOSE: To give three readings to Fees & Charges Amendment Bylaw 1281, 2022

OPTIONS:

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

1. **Give three readings to the bylaw as presented. *The bylaw will be placed on the agenda for the 2022.12.13 Council meeting for adoption***
2. Give three readings to the bylaw as amended. *The bylaw, with specified amendments, will be placed on the agenda for the 2022.12.13 Council meeting for adoption*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT Fees & Charges Amendment Bylaw 1281, 2022 be read a first, second and third time.

ANALYSIS:

- A. **Background:** Fees and Charges Bylaw No. 1271, 2021 was adopted in December 2022 and Schedule D (Development Services) was amended in February of 2022. All fees & charges imposed by the municipality must be established (or amended) by bylaw. The bylaw as presented proposes amendments to the following schedules:
- Schedule C – Business Licences (new rates for regulated services & clarification of rates for market vendors)
 - Schedule E – Community Services (increases to campground rates)
 - Schedule H – Water (new rate for metered irrigation, adjusted rate for institutional use)
 - Schedule I – Waste (2.5% increases to sewer costs and increased deposit required for portable toilet rentals)

If Council wishes to discuss elements of the bylaw and make changes to the fees proposed by staff this can be achieved by entering Committee of the Whole (by resolution) before Council considers any readings of the bylaw. Last minute changes resulting from the discussion can still be incorporated if Council approves readings of the bylaw as amended.

- B. **Discussion:** Municipal fees and charges require periodic review to ensure fee structures are supporting strategic priorities including cost recovery for services.

Business Licence Fees:

- The discount for applications made after July 1st has been removed to align with the provisions outlined in Business Licence Bylaw No. 1260, 2021 (25% discount after April 1st, 50% after July 1st, 75% after October 1st)
- The categories for “Contractors & Certified Trades” (\$120/year) and for “Professional and Financial Services” (\$150/year) have been combined into “Regulated Trades and Professions” (\$125/year)

- A nominal licence fee (\$20) has been added for Non-Profit Organizations engaging in business activities.
- The licence fees for temporary businesses have been amended to clarify the requirement for vendors at Community Events and Trade Shows to hold a valid licence.
- The cost of a licence for an Outdoor Market has been reduced from \$100/day to \$200/season. Note that licences are not required for individual vendors at an Outdoor Market.

Campground Fees

The increases to the campground fees are proposed at the request of the Campground Operator. As shown in the table below, the revenues for the campground are up, but operating costs are also rising. The Campground Operator's 2021 expenses were almost \$23,000 (supplies, waste disposal, support staff costs) and although final figures for the current year are not yet available significant increases are expected. For example, the cost of paper towel & toilet paper for the washrooms went from \$39.99/case in 2021 to \$69.99/case in 2022 and waste disposal

Summary of Campground Revenues								
Year	May	June	July	Aug	Sept	Oct	Village	Operator
2021	2,112.86	4,277.43	8,378.00	8,110.29	6,000.00	1,640.86	30,519.44	71,212.03
2022	2,278.57	4,108.00	13,158.57	8,806.20	6,527.40	1,323.30	36,202.04	84,471.43
10 year average	2,254.56	3,262.48	8,247.19	9,007.57	4,195.33	1,383.38	28,350.50	66,151.16

costs went from \$1,012.57 to \$2,008.55 in the same period.

Water Rates

The proposed bylaw adds a new category for metered irrigation. This ensures that the Golf Course continues to receive a discounted rate for irrigation but other institutional customers pay the full cost of service.

Sewer Rates

The sewer rates have been increased by 2.5% across the board, to provide continued cost recovery. The amount required as a deposit if portable toilets are rented has been increased to cover the cost of pumping & disposal – the deposit is fully refundable if the renter returns the units clean and empty.

C. **Attachments:** Fees & Charges Amendment Bylaw 1281, 2022

D. **Financial Implications:**

Changes to fees are indicated in **bold** in the tables below.

FEE CATEGORY: Annual Business Licences

Item	Fee	Last Amended
Licence Transfer or Change	10% of licence fee, minimum \$15	2021
Third Party Vending Machine	\$20	2021
Non-Profit Organization doing business	\$20	NEW
Home Based Business	\$60	2015.11.10
Short-term Rental Accommodation	\$60 per rentable bedroom	2021
Regulated Trades & Professions	\$125 (was \$150 or \$130)	NEW
Cannabis Related Business	\$750	2018
Liquor or Cannabis Retail Application	\$1,750	2018
All Other Resident Businesses	\$75	2015.11.10
All Other Non-Resident Businesses	\$100	2015.11.10
Inter-Community Business Licence (ICBL)	\$100	2020

FEE CATEGORY: Temporary Business Licences

Item	Fee	Last Amended
Community Event	\$15 per event	2015.11.10
Vendors at Community Event or Trade Show	\$10 per vendor per day	2017
Outdoor Market	\$200 per season (was \$100/day)	2021
Mobile Vendor	\$200 per season \$25 per day	2020

FEE CATEGORY: Campground Fees

Item	Current Fee	Proposed Fee	Last Amended
Serviced Site - 30A	\$40	\$45 per night	2021
Serviced Site - 15A	\$35	\$38 per night	2021
Regular Site	\$30	\$33 per night	2021
Site with sewer available	\$5	add \$5 per night per unit	2021
Additional occupants (beyond 2)	\$4	\$5 per person per night	2015
Group Sites	\$9	\$10 per person per night	2021
Special Event Group Camping	\$220	\$230 per night	2021
Overflow Camping - campers & RVs	\$25	\$30 per unit per night	2021
Overflow Camping - tents	\$9	\$10 per person per night	2021
Showers - campers	\$1	\$1.00	2009
Showers - day park user	\$5	\$5.00	2016
These amounts include GST			

FEE CATEGORY: Metered Water and Irrigation Rates			
Item	2021	2022	2023
Unmetered irrigation (per 0.4 ha or part thereof, per 6-month period)	\$79.00	\$80.00	\$81.00
Metered irrigation, per cubic metre			\$0.22
Basic monthly charge	\$43.24	\$44.11	\$45.00
Monthly meter rental	\$4.47	\$4.56	\$4.65
Residential usage, per cubic metre	\$0.45	\$0.45	\$0.46
Institutional usage, per cubic metre	\$0.20	\$0.21	\$0.46*
Usage for cannabis production or cannabis-related business in unincorporated areas, per cubic metre	\$0.86	\$0.87	\$0.88
Monthly meter reading fee (if meter can not be read externally)	\$20.00	\$20.00	\$20.00
Water meter installation	Actual Cost		
	*was \$0.22		

FEE CATEGORY: Sewer Fees – all categories		
Item	Proposed Increase	Last Amended
Annual Residential Sewer Fees	+2.5%	2021
Annual Commercial/Institutional Sewer Fees	+2.5%	2021
Annual Short-Term Rental Accommodation Sewer Fees	+2.5%	2021
Sewer Connection Fees	+2.5%	2021

FEE CATEGORY: Sani Dump Fees		
Item	2021	Proposed
Bulk disposal from Municipal operations (per gallon)	\$0.53	\$0.54
RV tanks	\$10	\$10
Portable toilet damage deposit - first unit	\$200	\$500
Portable toilet damage deposit - each additional unit	\$100	\$100
Portable toilet rental	\$45/day	\$45/day
	\$70/day	\$70/day
	\$150/month	\$150/month

E. **Corporate Priority:** Nil

F. **Communication Strategy:** Staff is preparing inserts for business licence renewal notices that will advise customers of the changes. A copy of the bylaw will be available on the Village's website.

CAO Approval: [Date approved by CAO]

VILLAGE OF KASLO
BYLAW NO. 1281, 2022

A BYLAW TO AMEND FEES AND CHARGES BYLAW NO. 1271, 2021

WHEREAS the *Community Charter* provides that Council may, by bylaw, impose a fee payable in respect to all or part of a service or product of the municipality;

NOW, THEREFORE, Council of the Village of Kaslo, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "Fees and Charges Amendment Bylaw No. 1281, 2022".
2. The Village of Kaslo Fees and Charges Bylaw No. 1271, 2022 is hereby amended as follows:
 - a) SCHEDULE C (Business Licences) of that bylaw is replaced by SCHEDULE C attached to this bylaw.
 - b) SCHEDULE E (Community Services) of that bylaw is replaced by SCHEDULE E attached to this bylaw.
 - c) SCHEDULE H (Water) of that bylaw is replaced by SCHEDULE H attached to this bylaw.
 - d) SCHEDULE I (Waste) of that bylaw is replaced by SCHEDULE I attached to this bylaw.
3. This bylaw shall take effect January 1, 2023.

READ A FIRST TIME this ____ day of _____, 202_.

READ A SECOND TIME this ____ day of _____, 202_.

READ A THIRD TIME this ____ day of _____, 202_.

RECONSIDERED AND ADOPTED this ____ day of _____.

MAYOR

CORPORATE OFFICER

Certified to be a true copy of "Fees and Charges Amendment Bylaw No. 1281, 2022"

CORPORATE OFFICER

FEE CATEGORY: Annual Business Licences	
Item	Fee
Licence Transfer or Change	10% of licence fee, minimum \$15
Third Party Vending Machine	\$20
Non-Profit Organization doing business	\$20
Home Based Business	\$60
Short-term Rental Accommodation	\$60 per rentable bedroom
Cannabis Related Business	\$750
Liquor or Cannabis Retail Application	\$1,750
Regulated Trades & Professions	\$125
All Other Businesses – Resident	\$75
All Other Businesses – Non-Resident	\$100
Inter-Community Business Licence (ICBL)	\$100

FEE CATEGORY: Temporary Business Licences	
Item	Fee
Community Event	\$15 per event
Vendors at Community Event or Trade Show	\$10 per vendor per day
Outdoor Market	\$200 per season
Mobile Vendor	\$200 per season \$25 per day

FEE CATEGORY: Cemetery Fees	
Item	Fee
Grave Space – Kaslo & Area resident	\$200 (includes \$50 allocation to care fund)
Grave Space – Non-resident	\$550 (includes \$150 allocation to care fund)
Memorial Installation	\$150 (includes \$25 allocation to care fund)
Opening/closing - Adult	\$550
Opening/closing - Child/Infant	\$475
Opening/closing - Cremated remains	\$225
Opening/closing - Exhumation	\$800
Opening/closing - Exhumation (Cremated remains)	\$200
Reinterment	\$550
After Hours Surcharge (opening/closing)	\$300
Licence Transfer	\$25
These amounts do not include GST which will be applied	

FEE CATEGORY: Campground Fees	
Item	Fee
Serviced Site - 30A	\$45 per night
Serviced Site - 15A	\$38 per night
Regular Site	\$33 per night
Site with sewer available	add \$5 per night per unit
Additional occupants (beyond 2)	\$5 per person per night
Group Sites	\$10 per person per night
Special Event Group Camping	\$230 per night
Overflow Camping - campers & RVs	\$30 per unit per night
Overflow Camping - tents	\$10 per person per night
Showers - campers	\$1.00
Showers - day park user	\$5.00
These amounts include GST	

FEE CATEGORY: Electric Vehicle Charging Fees	
Item	Fee
FLO Level 2 (240V) - per hour	\$2.00

FEE CATEGORY: Annual Residential Water Fees	
Item	Fee
Dwelling Unit (each)	\$360
Swimming Pool	\$125

FEE CATEGORY: Annual Home Based Business Water Surcharges	
Item	Fee
Hairdressing, barber shops, beauty salons, pet grooming	\$295
Boardinghouse, rooming house, lodge (per unit)	\$118
Home-based food and beverage production (no seating/dining)	\$150
Short-term rental accommodation (per room available)	\$118
Other home-based business (per washroom)	\$118

FEE CATEGORY: Annual Commercial/Institutional Water Fees	
Item	Fee
Hairdressing, barber shops, beauty salons, pet grooming	\$365
Coffee shop, restaurant, dining	\$576
Food/beverage production facilities, take out - no seating	\$377
Food/beverage production facilities, take out - with seating	\$576
Brewery	\$1,200
Service stations	\$360
Car Wash (per bay)	\$585
Laundries - first machine	\$266
Laundries - each additional machine	\$110
Motel units and/or tourist cabins - first unit	\$334
Motel units and/or tourist cabins - each additional unit	\$150
Hotel accommodation (per unit)	\$117
Hotel café, pub lounge or dining room	\$567
Short term rental accommodation - up to 4 bedrooms	\$475
Short term rental accommodation - each additional bedroom	\$119
Short term rental accommodation - strata unit	\$390
Retail stores, public halls	\$295
Offices, with use of washroom facility	\$333
School, per classroom	\$333
Commercial work/maintenance yards	\$577
Industrial sites	\$1,200
Commercial swimming pools	\$1,200
Vacant lot with service available	\$65
Other uses (per washroom)	\$295

FEE CATEGORY: Metered Water and Irrigation Rates	
Item	Fee
Basic monthly charge	\$45.00
Monthly meter rental	\$4.65
Monthly meter reading fee (if meter can not be read externally)	\$20.00
Residential usage, per cubic metre	\$0.46
Commercial, manufacturing or industrial usage, per cubic metre	\$0.46
Institutional usage, per cubic metre	\$0.46
Usage for cannabis production or cannabis-related business in unincorporated areas, per cubic metre	\$0.88
Unmetered Irrigation (per 0.4 ha or part thereof, max. 6-month)	\$81.00
Metered irrigation, per cubic metre	\$0.22
Water meter installation	Actual Cost

FEE CATEGORY: Discounts and Penalties	
Item	Fee
Payment before February 15 th (December 31 st for eligible seniors)	10% discount
Penalty, applied monthly beginning April 1 st	\$2.00/month

FEE CATEGORY: Water Connection Fees	
Item	Fee
20mm (3/4") service connection	\$3,400
25mm (1") service connection	\$4,000
>25mm (>1") service connection	\$4,000 + \$100 for each mm >25mm
Upgrade to existing service	Actual Cost + 15%
Seal off abandoned service connection	Actual Cost + 15%
Water disconnect or connect - regular working hours	\$40
Water disconnect or connect - after hours	\$200
Public works required for water connection and street restoration	Actual Cost + 15%

FEE CATEGORY: Solid Waste Fees	
Item	Fee
Garbage bag tags retail	Same as RDCK fee for one (1) container of mixed waste
Garbage bag tags wholesale (minimum 10 sheets)	20% discount

FEE CATEGORY: Annual Residential Sewer Fees	
Item	Fee
Dwelling Unit	\$411
Vacant residential lot with service available	\$411
Improved residential lot with service available	\$103

FEE CATEGORY: Annual Commercial/Institutional Sewer Fees	
Item	Fee
Small retail/commercial, office, service station	\$411
Take out restaurant	\$617
Café/restaurant/bar with seating	\$822
Large retail	\$1,233
Brewery	\$1,541
Municipal facility	\$2,467
Hospital	\$8,223
School	\$10,278
Car wash - per bay	\$617
Laundromat - per machine	\$206
Other use - per washroom	\$206
Vacant commercial lot with service available	\$617
Improved commercial lot with service available	\$411

FEE CATEGORY: Annual Short-Term Rental Accommodation Sewer Fees	
Item	Fee
Hotel/Motel/Cabins - first 4 units	\$822
Vacation rental - up to 4 bedrooms	\$822
Each additional rentable room or unit	\$103

FEE CATEGORY: Sewer Connection Fees	
Item	Fee
Connection to municipal sewer or wastewater treatment plant	\$4,278
Public works required for sewer connection and street restoration	Actual Cost + 15%

FEE CATEGORY: Sani Dump Fees	
Item	Fee
Bulk disposal from Municipal operations (per gallon)	\$0.54
RV tanks	\$10

FEE CATEGORY: Portable Toilet Rental	
	Fee
Portable toilet damage deposit - first unit	\$500
Portable toilet damage deposit - each additional unit	\$105
Portable toilet rental	\$45/day
	\$70/week
	\$150/month



REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: November 18, 2022

SUBJECT: Application for CBT Wildfire Resiliency Initiative Funding

PURPOSE: To seek Council authorization for an application for funding for FireSmart activities

OPTIONS:

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

1. **Authorize the application. A funding decision is expected in March 2023.**
2. Do not authorize the application. *The application will be withdrawn.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT the Village of Kaslo authorize an application to the Columbia Basin Trust Community Resiliency Investment Program – Columbia Basin Wildfire Resiliency Initiative for funding to deliver a Kaslo Youth FireSmart Program in 2023.

ANALYSIS:

- A. **Background:** The Village of Kaslo has been working for several years to reduce wildfire risk locally. Grant funding from the Columbia Basin Trust's Community Resiliency Investment Program – Columbia Basin Wildfire Resiliency Initiative can be used to build community capacity and continue this work. A Council resolution is required to authorize the application. The proposed grant funding will allow that important work to continue, and will include expanded capacity to involve local youth in FireSmart activities.
- B. **Discussion:** The application deadline for the program was November 1, 2022 and because of the election timelines, Council approval was not obtained prior to grant submission. The Columbia Basin Trust (CBT) has indicated that Council approval can be provided after the fact – if Council chooses not to support the application it will be withdrawn.
The proposed project, developed by members of the FireSmart Committee and supported by Fire Chief Yee, seeks to increase the involvement of local youth in FireSmart activities. Funds for a Youth Coordinator position, honoraria for FireSmart Committee members and educational material (video and outreach) are included in the proposal. The project will run from March – December, 2023.
- C. **Attachments:** CBT Community Resiliency Investment Program – Columbia Basin Wildfire Resiliency Initiative program description
- D. **Financial Implications:** The program provides 100% grant funding, with no cash contribution required from the applicant. The Village will provide in-kind administrative support for the project, with an estimated value of approximately \$3,000.

The project budget is as follows:

Activity	Amount
FireSmart Youth Coordinator (\$20/h, 24h/wk, 45 wks)	\$21,600
FireSmart Committee Honoraria	\$6,750
Video Production	\$9,500
Outreach Material	\$2,500
Total	\$40,350

- E. **Corporate Priority:** Working towards making Kaslo a FireSmart community was identified as a priority in the Village's 2021-2025 Corporate Strategic Plan.
- F. **Communication Strategy:** Communications relating to the project will be carried out in consultation with the FireSmart Committee.

CAO Approval: [Date approved by CAO]

Community Resiliency Investment Program – Columbia Basin Wildfire Resiliency Initiative



Does your organization or community have a project idea that will build your community's resilience to wildfire? The Community Resiliency Investment Program – Columbia Basin Wildfire Resiliency Initiative supports Basin communities to build capacity and strengthens wildfire resilience and wildfire risk reduction as it relates to the seven FireSmart™ disciplines.

The initiative is a partnership between the Province of BC (<https://www2.gov.bc.ca/gov/content/safety/wildfire-status/prevention/funding-for-wildfire-prevention/crip>) and Columbia Basin Trust, developed with the BC Wildfire Service. The Trust is administering this program on behalf of the partners.

Eligible Project Types



To be eligible for funding, projects must align with at least one of the broad categories described below:

- activities related to the seven FireSmart disciplines working towards wildfire resiliency, including the establishment of Community FireSmart and Resiliency Committees under the FireSmart umbrella

- fuel management demonstration and innovation projects on provincial Crown land and adjacent local government-owned land and/or First Nations land
- planning for the application of cultural and prescribed fire on local government-owned land and/or First Nations land
- capacity-building activities at the local level so that communities may become more empowered to manage wildfire interface risks and implement community-led solutions

Who Can Apply?



Applicants must be located in Columbia Basin Trust's [region](https://ourtrust.org/about/basin-map/) (<https://ourtrust.org/about/basin-map/>).

Eligible applicants include:

- Registered non-profits from communities with identified wildfire risk reduction need
- Legally incorporated society-run fire departments and brigades
- First Nations
- Post-secondary institutions
- Local governments (municipalities or regional districts)

How to Apply



Application Deadline



Past Projects





REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: November 17, 2022

SUBJECT: Temporary Licence of Occupation – Kootenay Mountain Holidays

PURPOSE: To seek Council authorization to issue a temporary Licence of Occupation

OPTIONS:

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

1. **Issue the licence. *Kootenay Mountain Holidays will continue to use the Kaslo Aerodrome for their staging area.***
2. Do not issue the licence. *The operators will be advised that they need to remove their material from the property. Continued use of the Kaslo Aerodrome may not be feasible.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT a Temporary Licence of Occupation be issued to Kootenay Mountain Holidays for a one year term, to allow placement of a storage shed on lands at the Kaslo Aerodrome.

ANALYSIS:

- A. **Background:** Kootenay Mountain Holidays (KMH) operates Mt. Carlyle Lodge and uses the Kaslo Aerodrome for helicopter staging and guest pick up/drop off. Since 2019, KMH has held a licence of occupation to permit the placement of a storage shed near the staging area. The current Temporary Licence of Occupation (TLO) will expire on November 28, 2022 and KMH wishes to continue the arrangement. A Council resolution is required in order to issue a TLO.
- B. **Discussion:** The new TLO reflects the relocation of the shed, from within the fenced hangar area to the west end of the runway, near the BC Wildfire Service's storage compound. This arrangement will reduce congestion on the apron, providing greater safety for all parties. The proposed activities fall within the permitted uses identified in Land Use Bylaw 1130 (as amended). No complaints have been received regarding the current operation.
- C. **Attachments:** Licence of Occupation – Kootenay Mountain Holidays
- D. **Financial Implications:** The rate for the TLO will be \$175/year. An area of approximately 12' x 12' is occupied, which would trigger annual fees of \$40.20 based on the rate set in the Fees & Charges Bylaw. However the bylaw specifies a minimum rate of \$175 for TLOs at the Kaslo Aerodrome, so that is the applicable amount.
- E. **Corporate Priority:** Development of the Kaslo Aerodrome was identified as a priority in the 2021-2025 Corporate Strategic Plan.
- F. **Communication Strategy:** Nil.

CAO Approval: [Date approved by CAO]



LICENCE OF OCCUPATION

Agreement for the temporary use of municipal lands

BETWEEN:

VILLAGE OF KASLO, a municipal corporation having its office at
413 Fourth Street, PO Box 576
Kaslo, BC V0G 1M0

(the "Village")

OF THE FIRST PART

AND:

Kootenay Mountain Holidays Inc.
RR1 GR-9 C-9
Winlaw, BC
V0G 2J0

(the "Licensee")

OF THE SECOND PART

WHEREAS:

- A. The Licensee wishes to temporarily place a storage building on land owned by the Village of Kaslo; and
- B. The Village is prepared to grant the Licensee a Licence of Occupation for a term of one (1) year for the purposes of placing a storage shed on municipal land at the Kaslo Aerodrome.

NOW THEREFORE in consideration of the fee payment schedule outlined and other good and valuable consideration, from the Licensee to the Village, the receipt and sufficiency of which are hereby acknowledged, the Village and the Licensee covenant and agree as follows:

1. **Grant** – The Village grants to the Licensee to enter onto the property shown on **Schedule "A"**, attached hereto (the "Licence Area") for the purposes of storing equipment on municipal land.
2. **Term** – The duration of this Agreement and Licence herein granted shall be for a term of one (1) year commencing November 28, 2022, unless earlier terminated in accordance with Section 22.
3. **Fees**
 - 3.1 The Licensee shall pay the Village the following fees:

Year	Fee
2022	\$175.00
 - 3.2 Unpaid fees will result in termination of the agreement.
4. **Hours of Operation** – The hours shall conform to Village Bylaws and other pertinent regulations.
5. **Keep Licenced Area Free and Clear/Care in Use** – The Licensee shall exercise the greatest care in the use and occupation of the Licence Area and adjacent areas and shall personally undertake to be responsible for the due observance of the rules and regulations governing the use of the Licence Area.
6. **State of Licence Area at Termination** – In the event that this Agreement terminates or expires for any reason, the Licensee will cease all occupation of the Licence Area and will remove all equipment, chattels, fixtures and other improvements from the Licence Area. The Licensee will leave the Licence Area in a safe, clean and tidy condition and clear of contamination occurring since the date of commencement of this Agreement. In the event that the Licensee fails to remove any equipment or chattels upon termination of this Agreement then the Village may do so and recover the expense thereof from the Licensee. All improvements and fixtures remaining on the Licence Area become the sole property of the Village upon termination of this Agreement, without any compensation whatsoever to the Licensee.
7. **Licence Area – Improvements and Maintenance**
 - 7.1 No improvements (temporary or permanent) that require a Regional District of Central Kootenay Building Permit will be constructed within the Licence Area.
8. **Restrictions on Operations**
 - 8.1 Access to the Licence Area is not guaranteed during winter months.
 - 8.2 The Village makes no representations that the lands and road dedications within the Licence Area are developed or serviced to any required standard for access or other uses.



LICENCE OF OCCUPATION

Agreement for the temporary use of municipal lands

- 8.3 Additional conditions of use are listed in **Schedule B**, attached hereto.
- 8.4 The Village retains the right to revoke any permission granted under this Licence at any time where it is found that the use is creating difficulties deemed unacceptable to the Village, including:
- (a) Failure to respect restrictions on the Licence;
 - (b) Concerns with respect to public safety or regulatory infractions reported to the Village by regional, provincial or federal authorities.
9. **Licensee Contact** – The Licensee shall exercise the greatest care in the use and occupation of the Licence Area and adjacent facilities. The following Operation Contact shall personally undertake to be responsible for the due observance of the rules and regulations governing the Licence Area and shall be the main liaison with the Village for purposes of the Operation.
- Brian Cross, Owner
Phone: 250 355 2269
Email: info@kmhbc.com
10. **Village Contact** - In the event that the Licensee needs to contact the Village during the hours of Operation, the Licensee shall contact the Village of Kaslo phone number at (250) 353-2311.
11. **Report of Damages, etc.** – The Licensee shall report any or all damages to Chief Administrative Officer at 250-353-2311.
12. **Non-exclusive Use** – The Licensee agrees that:
- 12.1 The rights granted under this Agreement do not constitute any interest in the Licence Area or entitle the Licensee to exclusive possession of the Licence Area;
 - 12.2 The Licensee's rights under this Agreement are at all times subject to the rights and interest of the Village as owner and possessor of the Licence Area.
13. **No Waste or Nuisance** – The Licensee will not do or permit anything that may become a nuisance to occupiers or invitees on adjoining lands.
14. **Terms and Conditions** – The Licensee will comply with all the terms, conditions, rules or regulations that the Village may from time to time impose in respect of the use and administration of the Licence Area. The Licensee acknowledges that the fact that the Licence is granted by the Village does not excuse the Licensee from obtaining building permits, development permits, business licences and other required permissions.
15. **Compliance with Laws** – The Licensee will comply with all laws and regulations pertaining to its use and occupation of the Licence Area.
16. **Inspection by the Village** – The Village may review and inspect the Licence Area and the Operation which the Licensee is undertaking pursuant to this Agreement to determine if the Licensee is in compliance with the terms of this Agreement.
17. **No Transfer** – The rights granted to the Licensee under this Agreement may not be sub-licensed, assigned or otherwise transferred.
18. **Risk** – The Licensee accepts the Licence Area on an as-is basis and agrees that it will use the Licence Area at its own risk, and the Village will not be liable in respect of any loss of life, personal injury, damage to property, loss of property or other loss or damage suffered by the Licensee, its contractors, subcontractors, agents, invitees, employees or any other person arising out of this Agreement or the use and occupation of the Licence Area except in the case of negligence or wilful act or omission by the Village, its employees, agents or invitees.
19. **Indemnity** – The Licensee will indemnify and save harmless the Village and its elected and appointed officials, officers, employees, agents and others from and against any claim, action, damage, liability, cost and expense in connection with loss of life, personal injury, loss of property, damage to property or other loss or damage arising from this Licence or any occurrence on or around the Licence Area during the term of this Licence, or by use or occupancy of the Licence Area by the Licensee or any default of the Licensee under this Agreement or any wrongful act, omission or negligence of the Licensee or its officers, employees, contractors or agents for whom the Licensee is responsible save and except as may be caused by the negligence of other users of the Licensed Area or of the Village and its elected officials, employees and agents. This indemnity will survive the expiry or sooner termination of this Agreement.
20. **Release** – The Licensee hereby releases and forever discharges the Village, its elected officials, officers, employees, agents and invitees, of and from any claim, causes of action, suit, demand, expense, cost, legal fees and compensation of whatever kind, whether known or unknown, at law or in equity, including without limitation any claim under the *Property Law Act* (collectively "Claims"), which the Licensee may have, sustain or suffer, as the case may be, now or in the future arising from the Works, other improvements in the Licence Area, the expiry or termination of this Licence, the exercise by the Village of any of its rights under this Licence or from or in any way connected with the Licensee's use of the



Licence Area, except claims arising from the exclusive negligence of the Village.

21. **Insurance** – During the term of this Agreement, the Licensee will carry public liability insurance, in a form and with an insurer acceptable to the Village, insuring the Licensee and the Village under this Agreement in an amount not less than \$5,000,000.00 per occurrence, and any other type of insurance that the Village may reasonably require. The Licensee will provide the Village with proof of insurance at the time of execution of this Agreement and must ensure that the Village receives a copy of each insurance renewal certificate.
22. **Cancellation and Early Termination** – The Village may terminate this Licence, without cause and without notice, if the Licensee breaches any of the terms or conditions of this Licence and may enter into possession of the Licence Area and retain all monies received by the Village under this Licence and may recover all fees, costs, losses and damages due under this Agreement by suit or otherwise.
23. **Notices** – Any notice given pursuant to this Agreement will be sufficiently given if it is in writing and delivered by hand or mailed by prepaid registered mail or sent by facsimile transmission to the intended party at its address set out on page 1 of this Agreement or to such other address as either party may provide in writing to the other pursuant to the provisions of this paragraph.

All notices to the Village must be marked to the attention of the Corporate Officer.

A notice will be deemed to be received on the day it is delivered, if delivered by hand, on the day of transmission, if sent by facsimile, or 3 days after the date it was mailed or if that day is not a business day, the next day that is a business day. If mailed, should there be at the time of mailing or between the time of mailing and the deemed receipt of the notice, a mail strike or slowdown, labour or other dispute which might affect the delivery of such notice by the mails, then such notice will only be effective if delivered by hand or sent by facsimile transmission.

24. **No Effect on Laws or Powers** – Nothing contained or implied herein prejudices or affects the Village's rights and powers in the exercise of its functions pursuant to the *Community Charter* and *Local Government Act* or its rights and powers under any enactment to the extent the same are applicable to the Licence Area, all of which may be fully and effectively exercised in relation to the Licence Area as if this Agreement had not been fully executed and delivered.
25. **Severance** – If any portion of this Agreement is held invalid by a Court of competent jurisdiction, the invalid

portion shall be severed and the decision that it is invalid must not affect the validity of the remainder of the Agreement.

26. **Further Actions** – Each of the parties hereto shall from time to time hereafter and upon any reasonable request of the other, execute and deliver, make or cause to be made all such further acts, deeds, assurances and things as may be required or necessary to more effectually implement and carry out the true intent and meaning of this Agreement.
27. **Waiver or Non-action** – Waiver by the Village of any breach of any term, covenant or condition of this Agreement by the Licensee must not be deemed to be a waiver of any subsequent default by the Licensee. Failure by the Village to take any action in respect of any breach of any term, covenant or condition of this Agreement by the Licensee must not be deemed to be a waiver of such term, covenant or condition.
28. **Reference** – Every reference to a party is deemed to include the heirs, executors, administrators, successors, servants, employees, agents, contractors and officers of such party wherever the context so requires or allows.
29. **Freedom of Information** – The Licensee acknowledges that the Village is a public body with duties and obligations under the *Freedom of Information and Protection of Privacy Act* and that the Village may be required by law to disclose information relating to the Licensee and this agreement.
30. **General**
- 31.1 This Agreement will bind and benefit each party to this Agreement, and its respective corporate successors;
- 31.2 The Schedules attached to this Agreement form part of this Agreement;
- 31.3 This Agreement constitutes the entire agreement between the parties and may not be amended except by agreement in writing signed by all parties to this Agreement;
- 31.4 Time is of the essence of this Agreement;
- 31.5 This Agreement must be construed according to the laws of the Province of British Columbia.

Whenever the singular or masculine is used in this licence, the same shall be deemed to include the plural or the feminine, or the body politic or corporate, also the heirs, executors, administrators, successors or assigns of the parties hereto (where the context or the parties



LICENCE OF OCCUPATION

Agreement for the temporary use of municipal lands

so require).

IN WITNESS WHEREOF the parties have executed this agreement on the ____ day of _____, 2022.

Village of Kaslo
by its authorized signatory

WITNESS

Name:

Name:

Title:

Date:

Kootenay Mountain Holidays Inc.
by its authorized signatory

WITNESS

Name:

Name:

Title:

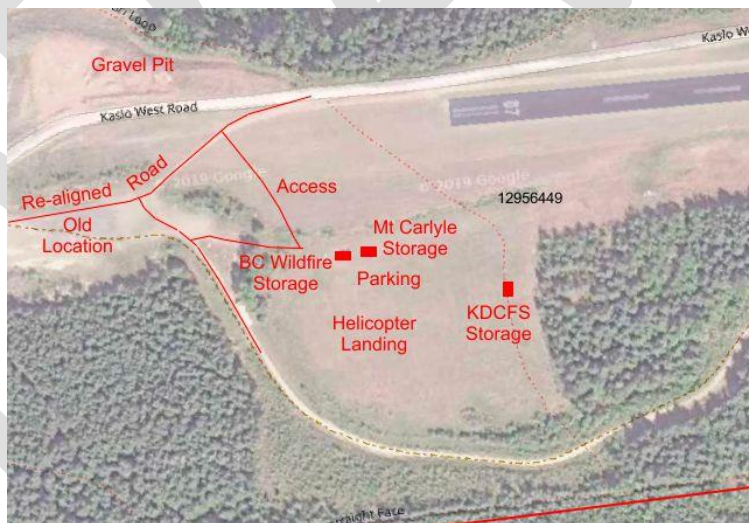
Date:



Schedule A

SUBJECT LANDS

That portion outlined in red, measuring approximately 12' x 12'





Schedule B

CONDITIONS OF USE

- **The Village of Kaslo agrees that the storage shed may be placed on municipal lands.**
- **All material must be located within the storage shed, unless authorized in writing by the Village.**
- **Storage of material unrelated to the transport of guests or associated equipment is not permitted.**

DRAFT



REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: November 17, 2022

SUBJECT: Email Use Policy

PURPOSE: To seek Council approval of a draft policy to guide use of municipal emails.

OPTIONS:

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

1. **Adopt the policy as presented. *The policy will take effect upon adoption.***
2. Adopt the policy as amended. *The policy will be adopted with the specified amendments.*
3. Do not adopt the policy. *The Village will not have a clear policy governing the use of email.*
4. Refer back to staff for further review and report.

RECOMMENDATION:

THAT the Email Use Policy be adopted as presented.

ANALYSIS:

- A. **Background:** The Village of Kaslo lacks a clear policy governing the use of municipal email. A Council resolution is required to adopt the policy.
- B. **Discussion:** The draft policy was presented to Council at the 2022.11.10 Regular Meeting, and at that time staff was directed to review the draft and report back. There have not been any significant changes to the policy but some minor edits for clarity and consistency have been completed. The proposed policy provides guidance to elected officials and staff regarding the responsible use of municipal email services. The goal is to ensure that email communication adheres to the Freedom of Information and Protection of Privacy Act, as well as other applicable federal, provincial or municipal regulations.

If adopted by Council, the policy will apply to all staff and elected officials.

- C. **Attachments:** Draft Email Use Policy
- D. **Financial Implications:** Nil
- E. **Corporate Priority:** Nil
- F. **Communication Strategy:** Copies of the adopted policy will be forwarded to all staff and elected officials.

CAO Approval: [Date approved by CAO]



POLICY TITLE: Email Use

EFFECTIVE DATE:

RESOLUTION #:

POLICY STATEMENT: The purpose of this policy is to establish guidelines for email use at the Village of Kaslo.

Access to email is provided to users to assist them in performing their work. Their use of email must not jeopardize operation of the system or the reputation and/or integrity of the Village. The proper use of email technology improves efficiency and effectiveness of Village operations, can reduce administrative overheads, and improves customer service. However, the improper use of this email technology may jeopardize systems integrity, security and service levels.

POLICY SCOPE: This policy shall apply to all Village elected or appointed officials, employees, and consultants or other non-employees utilizing email for the Village (hereinafter "user"). For this policy, "email" includes all communications originating, received, and transmitted through the Village's corporate domain, kaslo.ca, and any other email and electronic messages pertaining to Village and Council business and activities even if sent through a personal account.

POLICY PURPOSE: The objective of this policy is to ensure that email communication adheres to all Village policies, bylaws and the Freedom of Information and Protection of Privacy Act, as well as all applicable federal, provincial, and local laws and statutes.

1. OVERVIEW:

- 1.1 All email is the property of the Village and email services are provided for business purposes to enhance productivity and improve customer service. As with any other business tool, the Village requires that email be used in a responsible, ethical and lawful manner. The Village respects individual privacy but a user cannot expect privacy rights to extend to work-related conduct or the use of email. Consequently, users have no reasonable expectation of privacy in email communication.
- 1.2 Email usage must be able to withstand public scrutiny. Users must comply with all applicable legislation, regulations, policies and standards. This includes complying with copyright and license provisions with respect to both programs and data.
- 1.3 While email is provided as a business tool to users, its reasonable, incidental use for personal purposes is acceptable. This use must not, however, detrimentally affect employee productivity, disrupt the system and/or harm the Village's reputation.
- 1.4 Users must not send, forward and/or reply to large distribution lists concerning non-



Village business. In addition, users must consider the impact on the network when creating and using large, work-related distribution lists as this can result in email being classified as spam.

- 1.5 Users are responsible to ensure that nobody else uses or has access to their email account. Passwords must be kept strictly confidential. Users are responsible for any actions performed by someone else using their email account. Email accounts must be kept secure by changing passwords frequently.
- 1.6 Email is a record, and management of email must comply with existing legislation, regulations, retention policies, and standards (e.g. the *Freedom of Information and Protection of Privacy Act*).
- 1.7 The CAO must be copied on all email between members of Council and staff.

2. PROHIBITED USE OF EMAIL

- 2.1 Emails that disrupt or threaten to disrupt the efficient operation of Village business or administration are prohibited. Email prohibited in this section include, but are not limited to:
 - a. Email that publicizes a personal dispute other than according to an approved grievance or complaint procedure.
 - b. Email that constitutes or counsel insubordination.
 - c. Email that may harm close working relationships.
 - d. Email that may distract staff from their assigned tasks.
 - e. Email that could undermine the Village's ability to provide public services.
 - f. Email that is trivial and consumes Village resources in responding or sending.
 - g. Unless authorized, email that makes a statement that implies an official position or binds the Village or Council.
- 2.2 Emails that violate law, violate individual rights, or create potential liability for the Village are prohibited.

These prohibited emails include, but are not limited to:

- a. Email which are pornographic or obscene.



- b. Email in conflict with the Village's Workplace Bullying and Harassment Policy, or any other policy prohibiting discrimination, including harassment, on the basis of race, color, religion, sex, national origin, ancestry, age, physical disability, mental disability, medical condition, veteran status, marital status, sexual orientation or any other status protected by local, provincial or federal law.
 - c. The use of racial, religious or ethnic slurs in email.
 - d. Email intended to harass or annoy.
 - e. Threats that implicate personal safety in email.
- 2.3 Email shall not be used to solicit or recruit others for non-job-related commercial ventures, religious or political causes, outside organizations or other non-job-related activities.
- 2.4 Email shall not be used for the sale or promotion of non-Village ventures, goods, services or events.

3. STATUS OF EMAIL COMMUNICATION

- 3.1 Email communication is not confidential because may be reviewed by Village Management or subject to public disclosure.
- 3.2 Email communication may be subpoenaed or requested under the Freedom of Information and Protection of Privacy Act and/or may be used as evidence in court or as part of an investigation. The content of email communication may be disclosed within or outside of the Village without the user's permission or knowledge.
- 3.3 Village management has the authority to access email at any time for any lawful Village business-related reason.

4. MANAGEMENT OF EMAIL

- 4.1 Emails which are intended to be retained in the ordinary course of the Village's business are recognized as official records that need protection and retention.
- 4.2 Email is subject to public disclosure, even if they are drafts or informal notes, unless the need to retain their confidentiality outweighs the need for disclosure as determined by Freedom of Information and Protection of Privacy Regulations.
- 4.3 Email that is not intended to be retained and which serve no useful purpose to the Village should be deleted. This includes email both in the Inbox and the Sent folders.



Messages that should be discarded as soon as their useful life is over include:

- a. Transitory or fleeting messages
- b. Attachments that are duplicates
- c. Administrative or facilitative messages, for example, booking appointments, meeting rooms, etc.
- d. Copies received for information only
- e. Personal messages

5. SPAM POLICY

- 5.1 Users must report any strange email activity immediately to the Village's CAO or their designate, who may refer the email to the Village's Information Technology contractor.
- 5.2 Users should never open email attachments if the source is from a third party unless the attachment was expected.
- 5.3 Users must not respond to unsolicited commercial electronic mail ("spam") or click on "remove me from the list" or any other links. Permanently delete all spam email.

6. EMAIL ETIQUETTE AND USE

- 6.1 Remember you are representing the Village of Kaslo through your email communication both internally and externally, and it is critical that you maintain a positive image for both yourself and the Village. Users should carefully consider the intended audience, tone, formality, and format for all email messages.
- 6.2 Be certain that your email communication is addressed to the proper person. Email should not be used for broadcast purposes unless the message is of interest to the list of users being communicated with. Any message received which is intended for another person should be returned to the sender. All copies of the misdirected message should be deleted after it has been returned to the sender. An incorrectly addressed message should only be forwarded to the intended recipient if the identity of that recipient is known and certain.
- 6.3 Capitalize words only to emphasize an important point or to distinguish a title or heading. Capitalizing whole words that are not titles is generally interpreted as shouting.
- 6.4 Be professional and careful of what you say about others. Emails are easily



forwarded and blind-copied.

- 6.5 Be cautious when using sarcasm and humor. Without face-to-face communication, humor may be viewed as criticism. By the same token, also carefully read what others write. The perceived tone may easily be misinterpreted.
- 6.6 Some emails, especially those written in "the heat of the moment," are best unsent. Think twice before sending angry or sarcastic email or using email to let off steam.
- 6.7 Be aware that deleting or erasing email is, in many cases, ineffective. Email may be electronically recalled or recreated regardless of whether they may have been erased or deleted by a user. Further, since the Village backs-up email, they may exist even after a user assumes they are deleted. Finally, email may still exist in the storage areas of other users. Therefore, users who delete or erase email should not assume that such communication is confidential.
- 6.8 The creation of single topic messages should be done whenever possible. This will facilitate filing, retrieval and forwarding messages.
- 6.9 The "TO" line will contain the names of the party that you are expecting a response from.
- 6.10 The "CC" line will contain the names of the people who are receiving the email for information purposes only (therefore no response is expected from them).
- 6.11 The "BCC" line contains the names of people receiving the email for information purposes that will not be disclosed to the other parties receiving the email. This line should only be used for broad distribution of official Village information, such as newsletters and announcements, where it is appropriate to suppress personal information.
- 6.12 Use of the "High Importance Flag" will be restricted to matters of significance only and should be used with caution.

7. PENALTIES FOR MISUSE OF EMAIL

- 7.1 All users will be provided a copy of this policy, upon the granting of access to the Village's email service. Each user shall be required to complete an acknowledgement of receipt of policy.
- 7.2 Failure on the part of any employee to comply with the provisions of this policy shall subject the user to disciplinary action. Further, failure to comply with any provision of this policy may result in suspension or revocation of the privilege of using or accessing email services.



- 7.3 Failure on the part of any Village elected or appointed official to comply with the provisions of this policy will constitute grounds for the Village Council to deny the official access to email services.
- 7.4 Failure on the part of any contractor, consultant or other non-employees utilizing Village email service to comply with the provisions of this policy will constitute grounds for termination of their contract with the Village.

8. UNAUTHORIZED MONITORING OF EMAIL

- 8.1 It is a violation of Village policy for any user, including system administrators, supervisors, or programmers to use electronic devices and services for satisfying idle curiosity about the affairs of others, for obtaining access to email of others with no substantial business purpose or legal authority. Abuse of authority by accessing email for such purposes is prohibited and may result in discipline.



Acknowledgement Form - Email Use Policy

This form is used to acknowledge receipt of and compliance with the Village of Kaslo's Email Use Policy. This policy contains important information and it is the employee's responsibility to read and know the contents and to routinely check for updates to the policy since revisions may supersede, modify or eliminate pre-existing policy content.

Procedure:

1. Read the Email Use Policy
2. Sign and date in the spaces provided below
3. Return a copy of this signed document to the Corporate Officer for filing.

Employee Declaration:

I, _____, the undersigned, have read and

understand the above **Email Use Policy** and agree to adhere to the rules outlined therein. I understand that failure to use the system described in this policy can lead to serious consequences such as discipline or termination of employment.

Employee Printed Name

Signature

Date

Witness Printed Name

Signature

Date



REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: November 18, 2022

SUBJECT: Tree Canada Grant Application

PURPOSE: To seek direction from Council regarding an application for funding from Tree Canada.

OPTIONS:

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

1. **Authorize an application. *Staff will submit an application for funding.***
2. Do not authorize an application. *Staff will not submit an application for funding.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT the Village of Kaslo submit an application to Tree Canada for funding to assist with the implementation of the Tree Planting Plan.

ANALYSIS:

A. Background:

In 2021, the Village of Kaslo adopted a Tree Planting Plan to guide location and species selection activities for new trees on public property. In 2022, 11 trees were planted on Village boulevards in the vicinity of Third Street and A Avenue, at a cost of approximately \$3000 (plus crew and equipment time).

Tree Canada provides grant funding to Canadian municipalities, Indigenous communities, business improvement associations, non-profit and community groups to support greening projects wherever people live, work or play. Grants of up to \$10,000 are available, with an application deadline of December 12, 2022.

B. Discussion:

The Tree Canada program provides funding for the following expense categories:

- Site preparation related to the planting (e.g. grading, bed preparation, hole digging)
- Purchase and planting of trees and shrubs
- Materials related to the trees/shrubs covered under the grant (e.g. tree guards, mulch, soil, stakes, mycorrhizae fungal associate)
- Maintenance pertaining to planting such as gator bags, irrigation equipment if installed at same time as trees are being planted
- Educational materials and promotional material to inform community on the project such as educational signage, workshop, flyers, etc.

The proposed project will see 12 new trees planted in Kaslo in the coming year. In determining the phasing of the project, priority is given to those sites where residents have volunteered to water, monitor and otherwise care for the newly planted trees. Species selections are proposed but may change as locations are confirmed.

C. Attachments:

- Tree Canada “Treemendous Communities” program brochure
- Project Budget (draft)

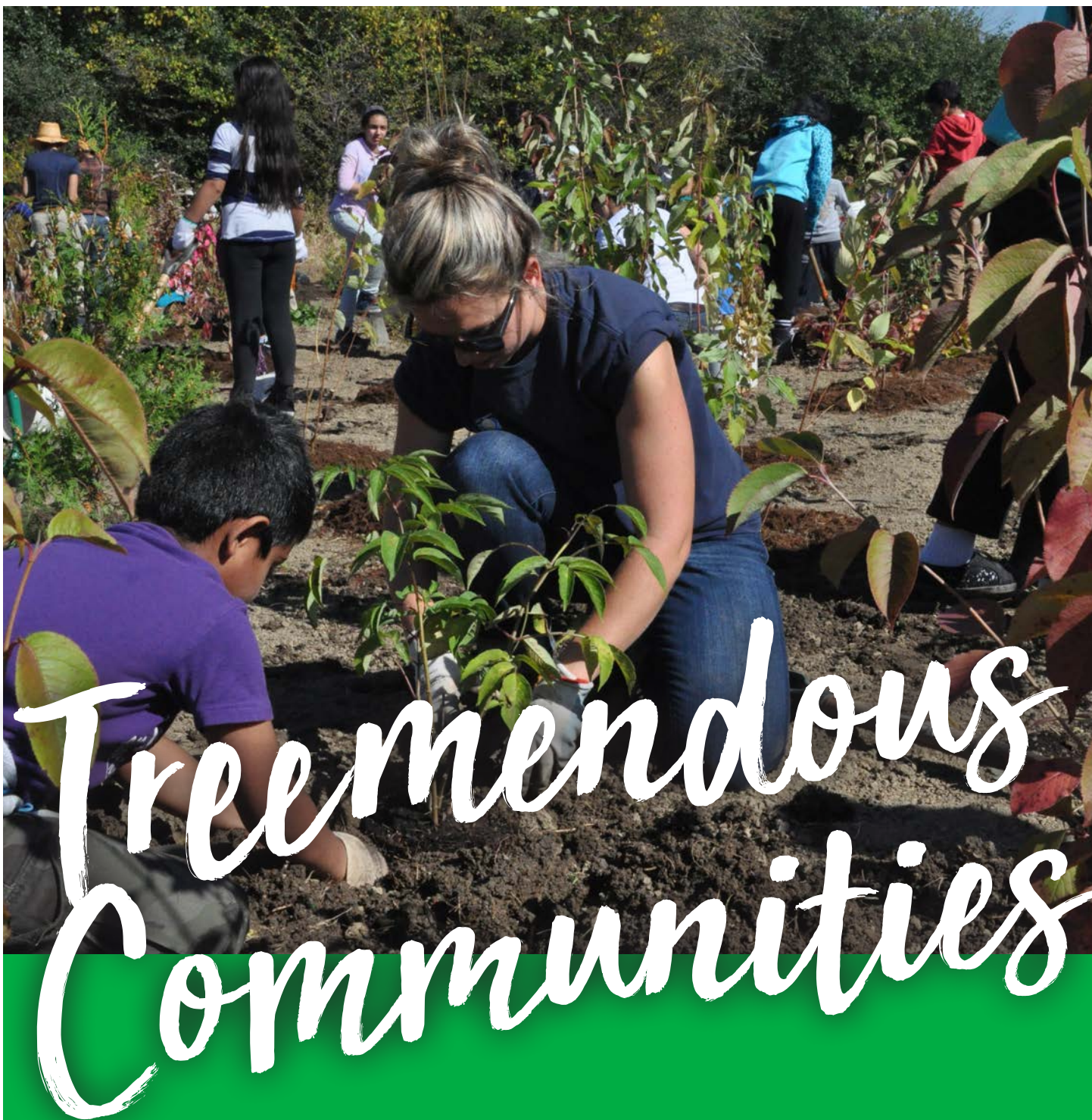
D. Financial Implications:

The proposed draft budget shows a request for full funding of almost \$6,000 in project costs. Actual amounts may change as locations are finalized, pending confirmation of Adopt-A-Tree volunteers. Advice is being sought regarding the benefit of financial or in-kind contributions from the Village and this may result in adjustments to the project budget. If necessary, labour and equipment costs will be removed from the funding request and will be recorded as in-kind support.

Accessing funds through Tree Canada’s Treemendous Communities Program will allow the Village of Kaslo to continue implementation of the Tree Planting Plan at minimal cost to the taxpayer.

- E. Corporate Priority:** Implementing the Tree Planting Plan was identified as a priority in the 2021-2025 Corporate Strategic Plan.
- F. Communication Strategy:** The Tree Planting Plan is available on the Village’s website. If the funding application is successful, communications regarding the project will be coordinated with Tree Canada. Residents of lands adjacent to the planned location of the new trees will be advised of the planting schedule once finalized (spring 2023).

CAO Approval: [Date approved by CAO]



Tree-mendous Communities

WHY WE DO IT:

The effect of climate change has a negative and costly impact on communities and decreases the quality of life of residents.

By supporting greening initiatives and green infrastructure development projects, municipalities and their communities can benefit from services such as fighting against heat islands, improving air quality, reducing noise pollution, and controlling runoff water, while contributing to the psychological well-being of all its citizens.



TreeCanada

WHAT WE DO:

Since 1992, Tree Canada and its sponsors have greened more than **500 municipalities, Indigenous communities** and **business improvement areas**.

Funding up to \$10,000 is available to Canadian municipalities, Indigenous communities, business improvement associations, non-profit and up to \$3,500 will be available to community groups.

WHO WE SUPPORT:

We support Canadian municipalities, Indigenous communities, business improvement associations, non-profit and community groups in their greening initiatives.

Tree Canada's *Treemendous Communities* program supports community tree planting projects that create long-lasting benefits within communities across Canada. We accept a wide range of project proposals, such as heat island mitigation projects, biodiversity corridor plantings, stormwater retention, invasive species control, riparian planting, park and street tree plantings and more.

HOW DOES IT WORK:

The call for grant applications opens in October the year prior to project implementation and applications are accepted until the end of November of the same year. Once the application submission closes, Tree Canada evaluates all applications received and by March all applicants are informed of whether their project proposal has been successful in receiving a grant or not. In some cases, some projects may be put on a waiting list and may be contacted if a new funding opportunity arises. Granted projects are to be completed the following spring or fall.

HOW WE OFFER SUPPORT:

Tree Canada offers logistical support for each project from our national office and on-the-ground support from a Tree Canada community adviser, a specialist who is able to provide guidance, support and recommendations on the project.

SPONSORSHIP REQUIREMENT:

We understand that it may be difficult to confirm details of celebration events and recognition activities due to the COVID-19 pandemic and ongoing restrictions. Depending on future provincial and local health guidelines, we ask that recipients describe how they intend to promote their project and thank Tree Canada and the sponsor, should it become possible to hold events in the future. In your descriptions, please include details of the event and how the sponsor will be recognized.

*Together we can create
resilient and healthy
communities*



Green your *community* today.
Visit treecanada.ca/treemendouscommunities

Tree Canada is the only national non-profit organization dedicated to planting and nurturing trees in rural and urban environments. Through our programs, research and engagement efforts, we have helped restore tree cover in areas hit by natural disasters, guided communities in managing their urban forests, supported over 700 schoolyard greening projects and organized urban forest conferences. To date, with our community partners and sponsors, we have planted more than 83 million trees.

To get involved or make a donation, visit us at TREECANADA.CA, follow and like us on social media @TREECANADA or send us an email at info@treecanada.ca.



TreeCanada

Village of Kaslo Tree Canada Grant Budget

Trees and Shrubs - Arbres et Arbustes					
Common Name - Nom Commun	Scientific Name - Nom Scientifique	Number - Nombre	Size at Planting - Calibre	Unit Cost - Coût Unitaire	Total Cost - Coût Total
					\$0.00
Snowbird Hawthorn	Crataegus x morden	1	#10pot	\$180.00	\$180.00
Thornless Honey Locust Sunburst	Thornless Honey Locust Sunburst	1	#10	\$168.00	\$168.00
Kolreuteria paniculata	Goldenrain Tree	1	#10	\$250.00	\$250.00
American sweetgum	Liquidambar styraciflua	2	caliper root ball3feet	\$400.00	\$800.00
Common Hackberry	Celtis occidentalis	1	caliper root b/b	\$188.00	\$188.00
Star Magnolia	Magnolia stellata	1	#7pot	\$130.00	\$130.00
Japanese Flowering Cherry	Prunus Kanzan	5	caliper two chest height b and b	\$300.00	\$1,500.00
			Total Cost - Coût Total		\$3,216.00

Materials and Other - Matériaux et Autres			
Material - Matériel	Quantity - Quantité	Unit Cost - Coût Unitaire	Total Cost - Coût Total
soil	24	\$12.00	\$288.00
mulch	12	\$15.49	\$185.88
mykes (soil amendment)	2	\$40.00	\$80.00
freight & deliver	2	\$200.00	\$400.00
watering bags	12	\$32.99	\$395.88
fertilizer	6	\$21.99	\$131.94
tree guards	12	\$11.69	\$140.28
labour & equipment	12	\$105.00	\$1,260.00
			\$0.00
Total Cost - Coût Total			\$2,593.98

Total Budget - Budget Total	\$5,809.98
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REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: November 17, 2022

SUBJECT: KORTS Trail Proposals

PURPOSE: To seek Council authorization to develop trails on municipal land

OPTIONS:

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

1. **Authorize construction of the new trails. KORTS will be advised of Council's decision and development can proceed.**
2. Do not authorize the new trails. KORTS will be advised of Council's decision.
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT the Kaslo Outdoor Recreation and Trails Society be authorized to develop trails to connect the True Blue Trailhead to the existing Straight Face and Lettrari Loop trails.

ANALYSIS:

- A. **Background:** The Kaslo Outdoor Recreation and Trails Society (KORTS) develops and maintains trail networks on municipal property on behalf of the Village. At the 2022.04.12 Regular Meeting, Council authorized the relocation of the True Blue Trailhead to the west end of the runway at the Kaslo Aerodrome. Connector trails are required to link the new trailhead parking area to the existing trails.
- B. **Discussion:** The proposed connector trails will provide safe routes for recreationalists using the new True Blue Trailhead to access the existing trail network. Public Works staff has reviewed the proposal and does not have any objections.
- C. **Attachments:**
 - 2022.10.23 email from Dan Miles, KORTS Secretary
 - Map – proposed location of connector trails
- D. **Financial Implications:** The cost of developing the trails will be borne by KORTS. The Village will need to provide additional snow clearing for winter access – this should be considered during budget deliberations.
- E. **Corporate Priority:** Nil
- F. **Communication Strategy:** Nil

CAO Approval: [Date approved by CAO]

Kaslo Administration

Subject: Approval to build new trail

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

From: Kaslo Outdoor Recreation and Trails Society <kortsbc@gmail.com>

Sent: October 23, 2022 7:30 PM

To: Kaslo Administration <admin@kaslo.ca>

Cc: Dan Miles, President KORTS; Kaslo Mountain Bike Club <bikekaslo@gmail.com>; Osa Thatcher; Francois Blouin; heardstuart

Subject: Approval to build new trail

Hello

Kaslo Outdoor Recreation and Trails Society (KORTS) is seeking permission and approval from the Village of Kaslo to build two new trails on Village property that will connect the new True Blue Trailhead at the west end of the airstrip to the BC Section 57 sanctioned and approved existing Straight Face and Lettrari Loop trails (please see attached map image).

The new connector trail to Straight Face will be situated in the recent fire smart cut area to the southwest of the airstrip and will be a low grade (max 3% with 12m elevation gain over 337m) trail that will provide the major arterial entry from the trailhead into the True Blue trail network. The proposed new trail will be built by KORTS to a Beginner/Green level standard, using KORTS funds. If approved soon, it is possible that the KORTS 2022 Summer Trail Crew could begin work on the trail, or otherwise it will be scheduled for build next spring/early summer (pending approval of the 2023 CBT Summer Trail Crew grant).

The new connector trail to Lettrari Loop will be located to the west of any airstrip exclusion requirements and will include Caution Bike/Road crossing signage where the trail crosses the existing road to the transfer station. It will be built to a Beginner/Green level entry trail standard. Similarly, it will be built either this autumn or spring 2023 by the KORTS Summer Trail Crew or KORTS volunteers (again, pending approval of the 2023 CBT Summer Trails Crew grant application).

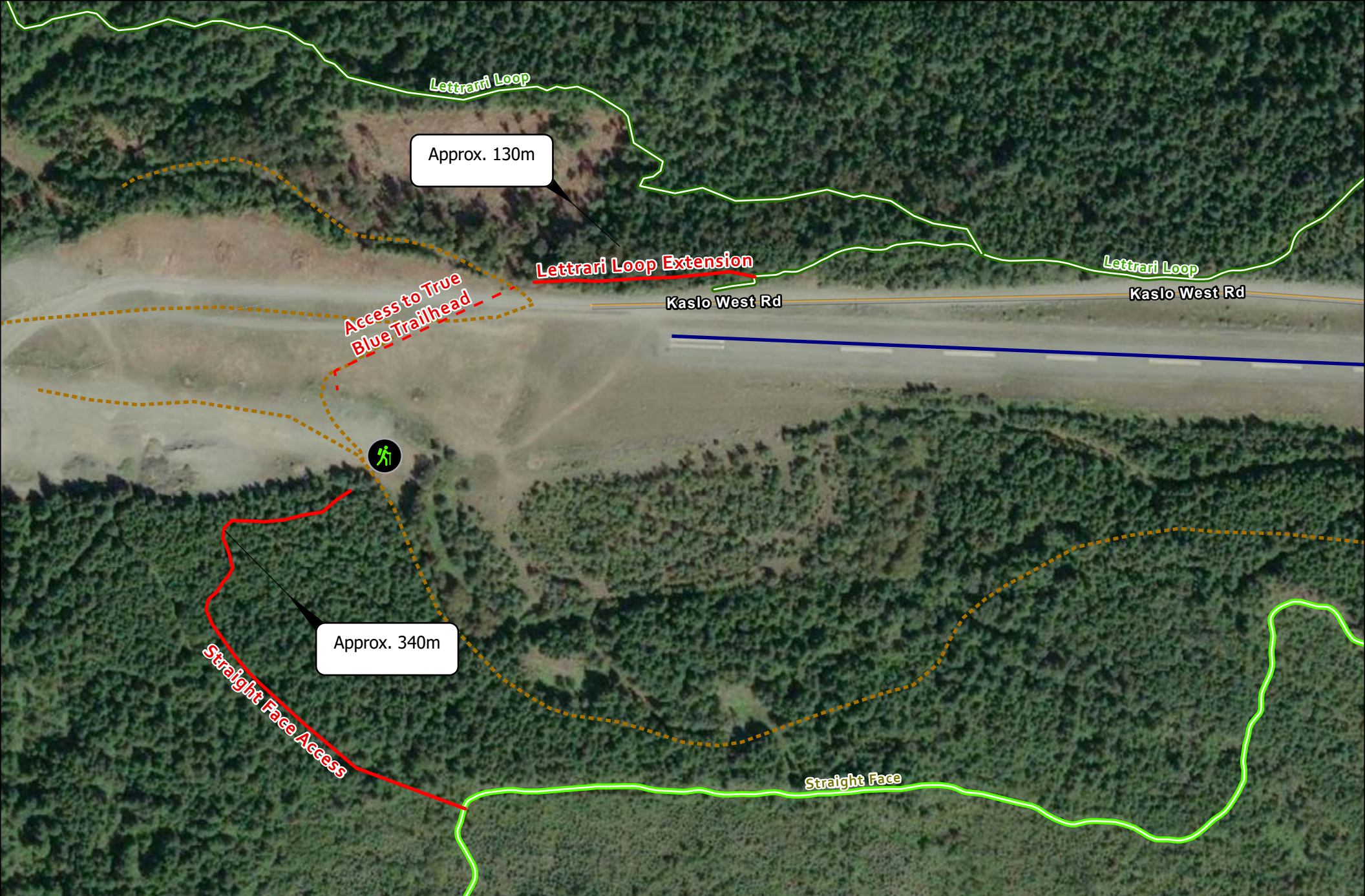
KORTS will be happy to present this proposal to Committee or Council as required.

Thank you for considering our request.

Regards,

Dan Miles, President

Kaslo Outdoor Recreation and Trails Society



Approx. 130m

Access to True
Blue Trailhead

Lettrari Loop Extension

Kaslo West Rd

Lettrari Loop

Kaslo West Rd



Approx. 340m

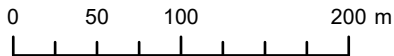
Straight Face Access

Straight Face

- - Access to True Blue Trailhead
- Straight Face Access; Lettrari Loop Extension

- Existing Trails
- Sanctioned Trail Group
- KMBC and or KORTS

- Kaslo Horse Riding Club





REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: November 17, 2022

SUBJECT: REDIP Grant Funding

PURPOSE: To seek direction from Council regarding an application for funding

OPTIONS:

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

1. **Refer to Strategic Planning. Discussion regarding Council priorities will inform a possible application. Authorization to proceed with an application will be considered at the 2022.12.13 Council Meeting.**
2. Authorize an application. *Staff will prepare an application for funding.*
3. Do not authorize an application. *No application will be submitted.*
4. Refer back to staff for further review and report.

RECOMMENDATION:

THAT discussion of the REDIP grant funding be referred to Council's November 27th Strategic Planning Session.

ANALYSIS:

- A. **Background:** The Rural Economic Diversification and Infrastructure Program (REDIP) is a new grant launched by the Ministry of Jobs, Economic Recovery and Innovation (JERI). The program has \$33 million allocated for 2023, with an application deadline of 1:00 p.m. on January 4, 2023. A Council resolution is required to authorize an application.
- B. **Discussion:** The Village of Kaslo is eligible for all streams and may submit one application to the program. The schedule for Economic Development Commission and RDCK Board meetings do not align with the grant submission timelines.
- C. **Attachments:** letter from MLA Anderson dated November 14, 2022

- D. **Financial Implications:** The funding terms for the various streams are as follows:

Stream	Maximum Funding	% Project Costs
Economic Capacity	\$100,000	100%
Economic Diversification – Development Stream	\$100,000	80%
Economic Diversification – Infrastructure Stream	\$1,000,000	80%
Forest Impact Transition	\$500,000	100%

- E. **Corporate Priority:** The Village's 2021-2025 Corporate Strategic Plan identifies working with the Kaslo & Area D Economic Development Commission and the Chamber of Commerce to support economic development locally as a priority.

- F. **Communication Strategy:** Nil

CAO Approval: [Date approved by CAO]



November 14, 2022

Brittney Anderson
MLA, Nelson-Creston

Dear [Mayor/Chief and/or council],

Today, our government announced the Rural Economic Diversification and Infrastructure Program (REDIP). REDIP is designed to diversify local, small economies across the province to mitigate the impacts of sector-specific economic shocks.

There is a total of \$33 million available this coming year for projects, across three streams:

1. **Economic Diversification** – Projects that plan and/or implement programs, services, and infrastructure to support economic development and diversification in communities with populations of 25,000 or less (maximum funding: \$1 million).
2. **Economic Capacity** – Projects that build local capacity and improve ability to support economic development and diversification in communities with populations of 2,500 or less (maximum funding: \$100,000).
3. **Forest Impact Transition** – Projects that support economic recovery and diversification in impacted forest-dependent communities (maximum funding: \$500,000).

Applications open on Tuesday, November 15 for the first round, with another intake opening Spring 2023.

Building resilient communities is a key part of our StrongerBC Economic Plan, and I'm excited to see where this and other soon-to-be-announced programs can support us all in building the vibrant, thriving rural communities we all want to see.

My office would be happy to answer any questions you may have and provide support where we can on this exciting new program, please don't hesitate to reach out.

In your service,

Sincerely,



Brittney Anderson, MLA
Nelson-Creston

Constituency Office

433 Josephine Street
Nelson BC V1L 1W4
T 250-354-5944 F 250-354-5937
Toll Free 1-877-388-4498



REQUEST FOR COUNCIL DECISION

PREPARED BY: Ian Dunlop, CAO

DATE: November 21, 2022

SUBJECT: Kaslo River Dike and Bank Remediation Project

PURPOSE: To seek Council approval to proceed with contracting the first phase of Kaslo River Dike and Bank Remediation project construction.

OPTIONS:

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

1. **Approve procurement of construction services from Brenton Industries Ltd. for \$191,196 + GST. Staff will formalize a contract with Brenton Industries Ltd. and if terms are mutually agreed construction can begin on Sections 1 and 2 of the project. The remainder of the project can be tendered later for Spring construction.**
2. Initiate a tendering process for the entire project. *Staff will prepare a tender for the project. The tendering process will take approximately 3 months and may not meet the timing requirements for phase 1 funding and permits.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT Council approves procurement of construction services from Brenton Industries Ltd. for Phase 1 of the Kaslo River Dike and Bank Remediation Process for \$191,196 + GST subject to entering into a mutually agreeable contract arrangement with the Village and the total construction budget not to exceed \$320,574 including costs to date.

ANALYSIS:

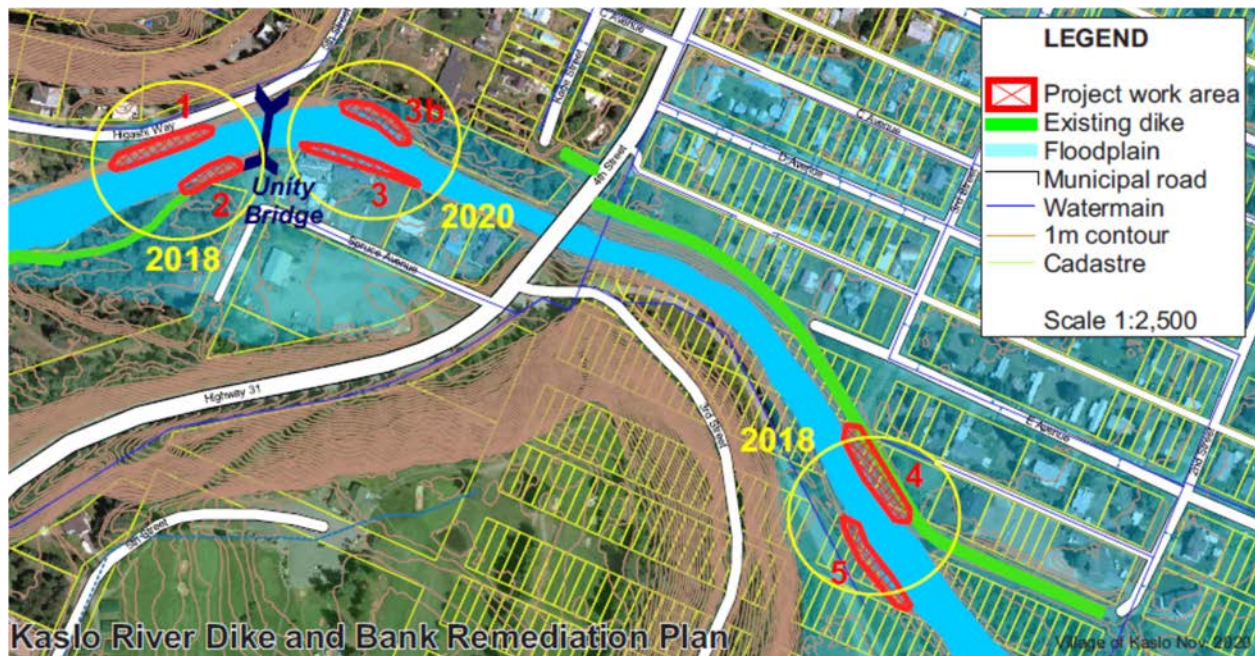
- A. **Background:** The remediation of the Kaslo River dike and bank is recognized as an important flood mitigation project that has been planned since 2016. Funding was received through the UBCM Structural Flood Mitigation Program in 2018 for \$304,869, which at the time was estimated to be the full cost of the project. As the project progressed through environmental approvals and permitting it became clear that the timelines and costs would increase. The original estimated cost also incorrectly assumed that Village crew could do the majority of the work, but the Village does not have the equipment and labour necessary to complete a heavy construction project. Environmental protection requirements also called for installation of coffer dams, dewatering, fish salvage and creating an offset riparian area to compensate for lost vegetation. The cost was revised to \$460,066 and divided into two phases so the already approved funding could be allocated to Phase 1.

Council approved splitting the project into two phases and applying for a second round of UBCM funding for \$146,164 to complete the project.

Phase 1 (2018 grant funds): Sections 1, 2, 4 and 5	\$313,902
Phase 2 (2020 grant funds): Sections 3 and 3b	\$146,164

The remediation work includes a combination of rip rap shoreline (sections 2, 3b and 5), mechanically stabilized earth (MSE) wall (section 1) and dike rehabilitation (section 4). See map on next page.

Environmental permits and approvals process with the FLNRORD and DFO commenced in late 2019 and permission letters were received in August 2021.



With all permits finally in hand to complete Phase 1, we tendered sections 1, 2, 4 and 5 in September 2021 in anticipation of completing the work by November 30, 2021, consistent with our dike works permit timeline. The total revised budget for Phase 1 was \$313,902 and the grant award was \$304,869.

We received 3 bids for construction ranging from \$478,527.55 to \$587,886.87

The funds available for Phase 1 construction, after considering engineering and environmental monitoring costs and the proportional cost of planning and design to date is \$255,864. The difference was surprising and disappointing, and the tender had to be cancelled. Staff and our engineering contractor have discussed the results in detail and feel there are some cost savings that could be achieved along with modifying the specifications on the environmental mitigation and reducing the scope to achieve a result that is closer to budget.

The Village intended to prepare a new tender invitation with a revised scope that includes just Sections 1 and 2 and investigate options for contracting and own forces for section 4. Section 5 would be deferred to a future funding intake. Extensions to the environmental permit approvals to May 2023 so the project can be completed this fall / winter and early spring 2023 during low water conditions was received.

The Village informed the funder of the situation last November and heard in January that we could submit a revised application for the 2018 grant to reduce the scope as proposed. The delay in reply to the request was due to EMBC being very busy dealing with emergencies across the province. We submitted the revised application in April and are waiting to hear back for approval on the reduced scope and extended timeline but did not get confirmation of the revised scope and timeline extension through UBCM until August.

- B. **Discussion:** Austin Engineering was engaged by the Village to provide the original riverbank designs, plans and tendering. Austin Engineering was acquired by BBA Engineering in late 2021. For continuity, their familiarity with the project, and our project timeline, Council approved continuing the project administration with BBA. BBA will provide field engineering services during construction and final inspection in compliance with our permit requirements.

This procurement does not exceed the construction value threshold of \$200,000 to trigger a formal tendering process under the Village's procurement policy but would normally require obtaining competitive quotes. Since we have tendered this project before through a public tendering process and had to cancel the project due to the results being nearly double the budgeted amount, we are justified in considering an alternative approach and directly awarding a construction contract that comes within the desired cost.

Under the proposed arrangement, Brenton Industries will construct the project and the Village will procure and supply the materials, rather than having a single tender for both construction and materials. This approach should also save the Village some money on material mark-up. Staff have contacted the suppliers of the materials and are waiting for final cost estimates. Therefore the resolution is worded with a requirement to keep the project total budget within the targeted budget amount (see financial section for budget breakdown). If the material costs have escalated, the project may have to be delayed again or Council can approve a revised total amount.

This project is funded by the Structural Flood Mitigation Program grant through UBCM that was approved in 2018 and extended to the end of April 2023. The Village will submit a revised 2020 application with a modified scope and timeline for sections 3 and 3b once specifications are finalized.

- C. **Attachments:** Kaslo River Dike and Bank Remediation Project plans.

D. **Financial Implications**

See next page for the project budgets for the revised 2018 grant and 2020 grant scope.

The revised budget for sections 1 and 2 (2018 revised scope) may result in a grant shortfall of \$15,705, which will be covered by the Village. We can use Canada Building Fund (Community Works) to fund the shortfall if needed. The budget for sections 3 and 3b (2020 scope) is also being reviewed and will require additional funds from the Village to complete. Staff will report to Council on the revised budget as information becomes available.

Kaslo River Dike and Bank Remediation Project - 2022 Cost Update (Rev 4)

Date 18-Nov-22

Sections 1 and 2 (FOR 2018 REVISED APPLICATION)

I. Dunlop (Village of Kaslo) based on R. Keyes (Austin Eng.) and results of 2021 tender.

LS = Lump Sum

Item No.	Description of Work	Unit of Measure	Revised Quantity (1,2)	Unit Price	Budgetd Amount	Comments
1	Mobilization/Demobilization	LS		\$25,000	\$25,000	
2	Environmental management	LS		\$10,000	\$10,000	
3	Survey	LS		\$10,000	\$10,000	
4	Clearing and grubbing	M ²		n/a	\$5,000	
5	Coffer dam placement	LS		\$2,000	\$30,000	
6	Dewatering	LS		\$20,000	\$20,000	
7	Excavation	M ³	1049	\$19	\$19,676	
8	Non-woven geotextile	M ²	2686	\$6	\$15,443	Contractor to install supplied material
9	Granular fill	M ³	355	\$31	\$10,932	Material from Village gravel pit - contractor haul and place
10	Riprap	M ³	372	\$49	\$18,036	Material from Village gravel pit - contractor haul and place
11	MSE Rock	M ³	209	\$50	\$10,467	Material from Village gravel pit - contractor haul and place
12	Nilex Tensar BX-1500 Geogrid	M ²	1008	\$12	\$12,098	Contractor to install supplied material
13	Nilex Tensar UX-1100 Geogrid	M ²	149	\$18	\$2,678	Contractor to install supplied material
14	MSE wall	M ²	196	\$220	\$43,044	Contractor to install (any remaing work not covered by items 11, 12 and 13)
				SUBTOTAL	\$232,374	
15	Riparian vegetation offset	1 gal plant	400	\$15	\$6,000	To be completed by village public works
16	Post construction vegetation monitoring	LS	1	\$5,000	\$5,000	Estimate from Masse Environmental
				SUBTOTAL	\$11,000	
SUBTOTAL - Construction (of above)					\$243,374	
SUBTOTAL - Environmental Monitoring & Field Engineering					\$27,900	
PROPORTIONAL ENGINEERING & PERMITTING EXPENSES TO DATE					\$40,000	
GRAVEL PIT MATERIAL HANDLING					\$9,300	
				TOTAL	\$320,574	

Kaslo River Dike and Bank Remediation Project - 2020 Cost Update (Rev 1)

Date 19-Nov-20

Sections 3 and 3b (2020 PHASE 2 APPLICATION)

R.Keyes (Austin Engineering)

LS = Lump Sum

Item No.	Description of Work	Unit of Measure	Estimated Quantity	Unit Price	Amount	Comments
1	Mobilization/Demobilization	LS	1	\$10,000	\$10,000	
2	Environmental management	LS	1	\$4,000	\$4,000	
3	Survey	LS	1	\$2,000	\$2,000	Survey subcontract managed by Contractor
4a	Clearing and grubbing (Section 3)	M ²	150	\$0	\$0	Completed by Village Public Works
4b	Clearing and grubbing (Section 3b)	M ²	450	\$20	\$9,000	
5	Coffer dam placement	LS	1	\$1,000	\$1,000	Contractor to supply materials and install
6	Dewatering	LS	1	\$2,000	\$2,000	Contractor to supply pumps and manage dewatering
7	Excavation	M ³	754	\$30	\$22,606	2016 estimate had excavation completed by Public Works
8	Non-woven geotextile	M ²	1276	\$10	\$12,756	Contractor to supply material and install
9	Granular fill	M ³	254	\$30	\$7,612	Village to supply material - contractor haul and place
10	Riprap	M ³	446	\$40	\$17,850	Village to supply material - contractor haul and place
11	MSE Rock	M ³	131	\$40	\$5,243	Village to supply material - contractor haul and place
12	Nilex Tensar BX-1500 Geogrid	M ²	349	\$25	\$8,713	Contractor to supply material and install
13	Nilex Tensar UX-1100 Geogrid	M ²	77	\$25	\$1,913	Contractor to supply material and install
14	MSE wall	M ²	101	\$170	\$17,106	Contractor to install (any remaing work not covered by items 11, 12 and 13)
				SUBTOTAL	\$121,798	\$327.69
15	Revegetation (anticipated for HADD authorization)	1 gal plant	400	\$10	\$4,000	Supply and install - email from Ico de Zwart dated Aug 27, 2020
16	Post construction vegetation monitoring	LS	1	\$5,000	\$5,000	Estimate from Ico
				SUBTOTAL	\$9,000	
				SUBTOTAL	\$130,798	
				SUB TOTAL (Worksheet 2)	\$15,366	
				TOTAL	\$146,164	

Scope of Work

Site Descriptions

Figures 1-6 show remediation sections 1, 2, 3, 3b, 4, and 5 with both the existing grades and the design grades overlaid on top. Additional information is shown on the maps and design drawings provided in Appendix A including maps with the project footprint (plan view) area below the high-water mark drawn to scale.

Table 1 provides an estimate of the aquatic and riparian areas that will be disturbed by the project. This includes the project footprint below the high-water mark and disturbances to the riparian area due to the remediation work and associated footprint required for access and the permanent and temporary stockpiling of materials.

Table 1 – Summary of Disturbance to Riparian Areas and Areas below Highwater Mark (HWM)

Section	Vertical below HWM	Existing Slope	Design toe offset from existing toe	Disturbance area below HWM (L x W) plan area	Riparian disturbance area
1	0.75 m	1.5H:1V	0 m	45 m ² (40 m x 1.125 m)	40 m ²
2	0.75 m	1.5H:1V	0.5 m maximum	32.5 m ² (20 m x 1.63 m)	200 m ² (20 m x 10 m)
3	0.6 m	1H:1V	0 m	18 m ² (30 m x 0.6 m)	150 m ² (30 m x 5 m)
3b	0.6 m	2H:1V	0.5 m maximum	68 m ² (40 m x 1.7 m)	450 m ² (40 m x 10 m plus access)
4	0.5 m	3H:1V	0.3 m maximum	45 m ² (25 m x 1.8 m)	None
5	0.5 m	2H:1V	0.5 m maximum	60 m ² (40 m x 1.5 m)	None



Figure 1 - Remediation Section 1 with Design Grades Overlaid on Existing Grades

Remediation Section 1 is illustrated in Figure 1. The aquatic habitat present is an instream substrate that consists of a mixture of cobbles and boulders on a steep bank that provides little to no rearing habitat. There is no gravel present.

The riparian habitat present consists of vegetation that is limited to a narrow (5 m) strip at the top of bank due to the adjacent road (Railroad Ave). The vegetation present consists of small western red cedar and birch (< 5 m), small shrubs, and grasses. Adjacent vegetation consists of sapling and mature conifers (primarily Douglas fir). Access to the site is via Railroad Ave.



Figure 2 - Remediation Section 2 with Design Grades Overlaid on Existing Grades

Remediation Section 2 is illustrated in Figure 2. The aquatic habitat present is an instream substrate that consists of a mixture of cobbles and boulders and provides little to no rearing habitat. There is no gravel present.

The riparian habitat present consists of vegetation at the top of bank - primarily late seral conifers (Douglas fir) approximately 10 to 15 m in height with an understorey of grass and low shrubs. There is no vegetation present on the bank as it has recently eroded. Access to the site is via the existing cleared area.



Figure 3 - Remediation Section 3 with Design Grades Overlaid on Existing Grades

Remediation Section 3 is illustrated in Figure 3. The aquatic habitat present is an instream substrate that consists of a mixture of cobbles and boulders on the bank and provides little to no rearing habitat. A small side bar is present at the toe of the slope consisting primarily of large cobbles which is exposed at low water but may provide some resting areas at moderate flows. At the upstream end of the site, several larger boulders create small pools that would provide rearing and resting habitat. There is no gravel present.

The riparian habitat consists of approximately 20 birch and western red cedar present on the bank that are roughly 15 m high. At the top of bank, vegetation consists of a narrow strip of lawn in front of the existing buildings. Proposed access to the site is from the upstream side, where a stand of birch with one western white pine and small western red cedar saplings is present.

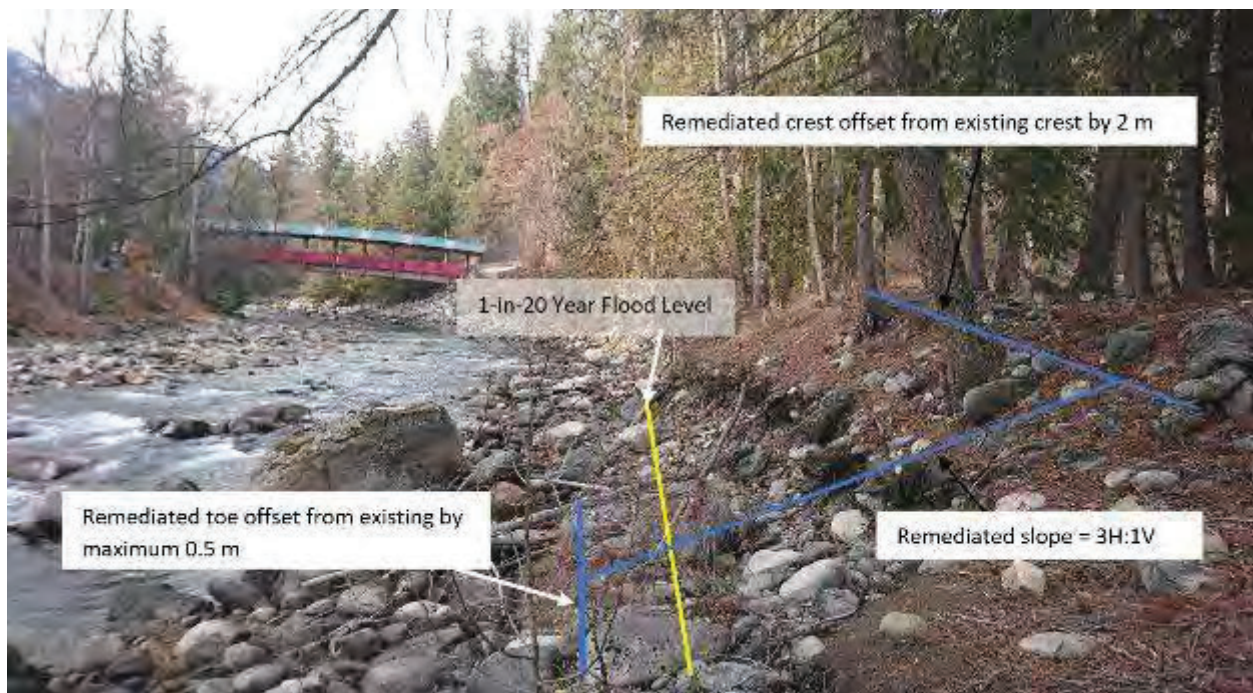


Figure 4 - Remediation Section 3b with Design Grades Overlaid on Existing Grades

Remediation Section 3b is illustrated in Figure 4. The aquatic habitat present is an instream substrate that consists of a mixture of boulders and large and small cobble, along with a large boulder at the base of the slope. Larger boulders may provide some rearing/resting habitat at moderate to high flow.

The riparian habitat consists of the little vegetation that is present on the bank, as it has recently eroded. Vegetation at the top of bank consists of a 15 m wide forest of mixed conifers (douglas fir, western red cedar) and deciduous (birch) trees up to 20 m high with a sparse understory.

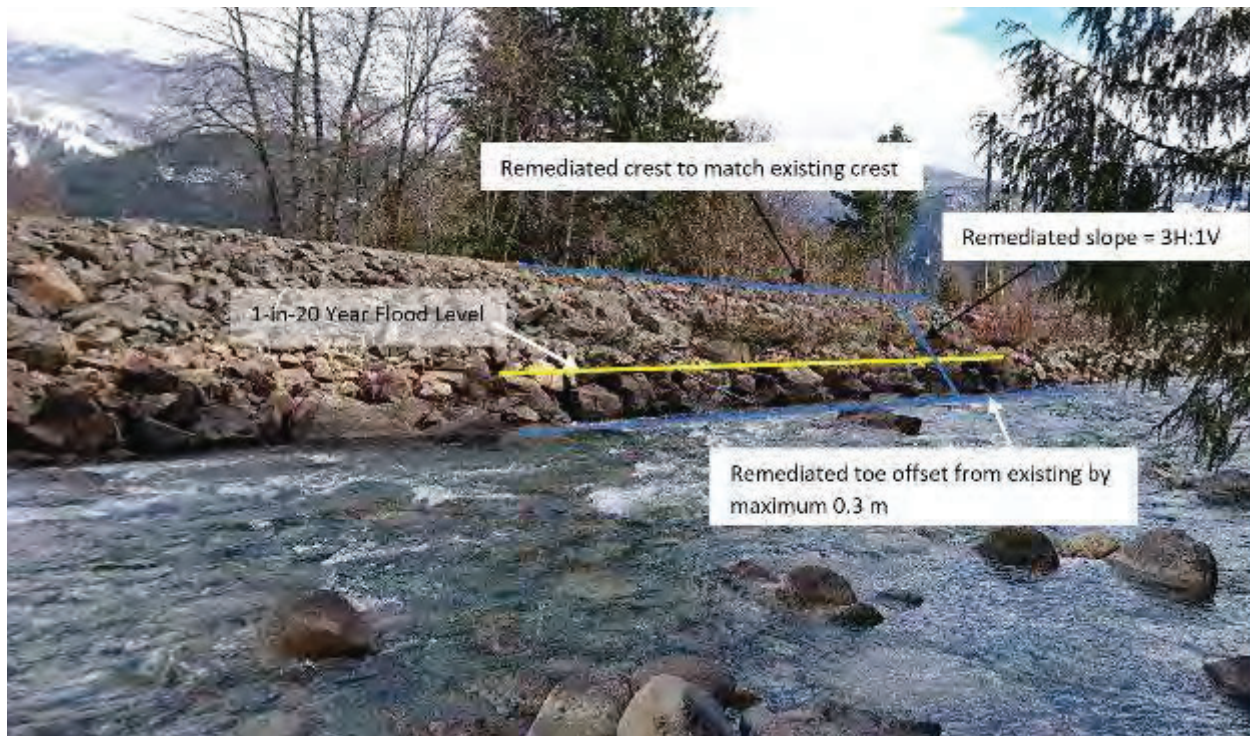


Figure 5 - Remediation Section 4 with Design Grades Overlaid on Existing Grades

Remediation Section 4 is illustrated in Figure 5. The aquatic habitat present is an instream substrate that consists of riprap, with boulder and cobble along the base. Limited rearing habitat is present, although the interstitial spaces in large riprap provides some rearing habitat for small fish species, as well as resting areas at high flows. Larger boulders along the base may also provide some resting areas.

The riparian habitat consists of the sparse vegetation present on the bank, as it is a riprap dike. Several smaller shrubs (alder) are present in the area where the bank has slumped. Little vegetation is present at the top of bank as it is a maintained dike with an access trail along the crest.

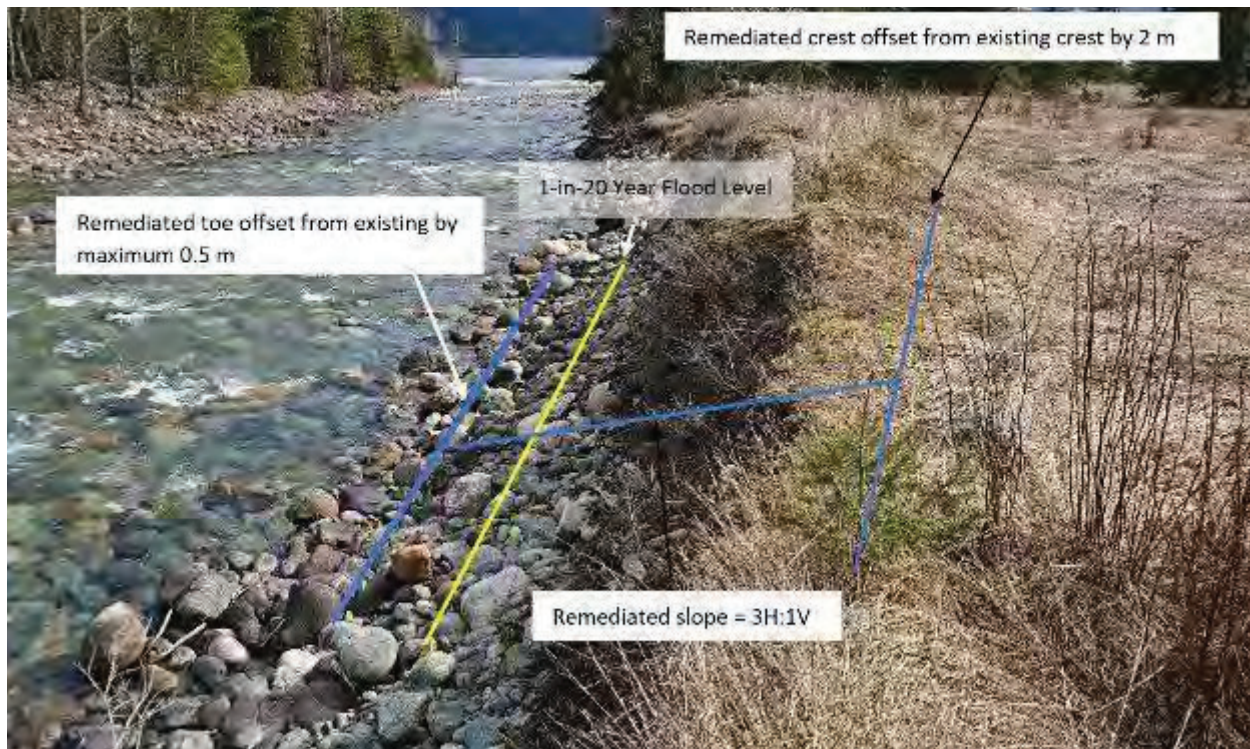


Figure 6 - Remediation Section 5 with Design Grades Overlaid on Existing Grades

Remediation Section 5 is illustrated in Figure 6. The aquatic habitat present is an instream substrate that consists of large cobble and small cobble with some boulders and provides little rearing habitat. No gravels are present.

The riparian habitat consists of the sparse vegetation that is present on the bank, as it has recently eroded. Various grasses and one douglas fir sapling are present on the top of slope.

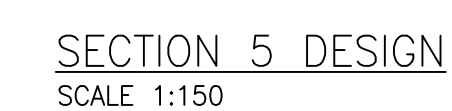
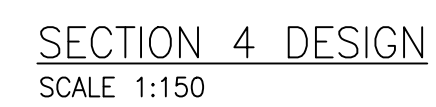
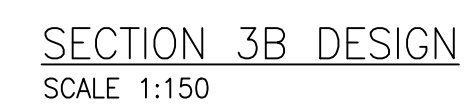
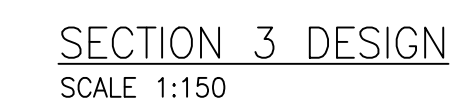
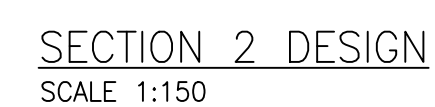
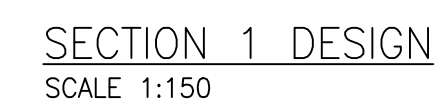
Project Team

The project team is summarized in Table 2 below. The Village of Kaslo will be the prime contractor during construction with Village crews and equipment completing most of the works. The Village may consider using a sub-contractor to complete portions of the work.

The Village of Kaslo Project Manager will be responsible for the following:

- management of the Project from design stage to completed construction including management of any sub-contractors engaged by the Village;
- coordinates all required communications and activities;
- ensures that all environmental controls are implemented; and
- in the event of an environmental incident, required actions and reporting are completed.

Environmental monitoring will be undertaken by the Village of Kaslo, Austin Engineering and Masse Environmental Ltd.



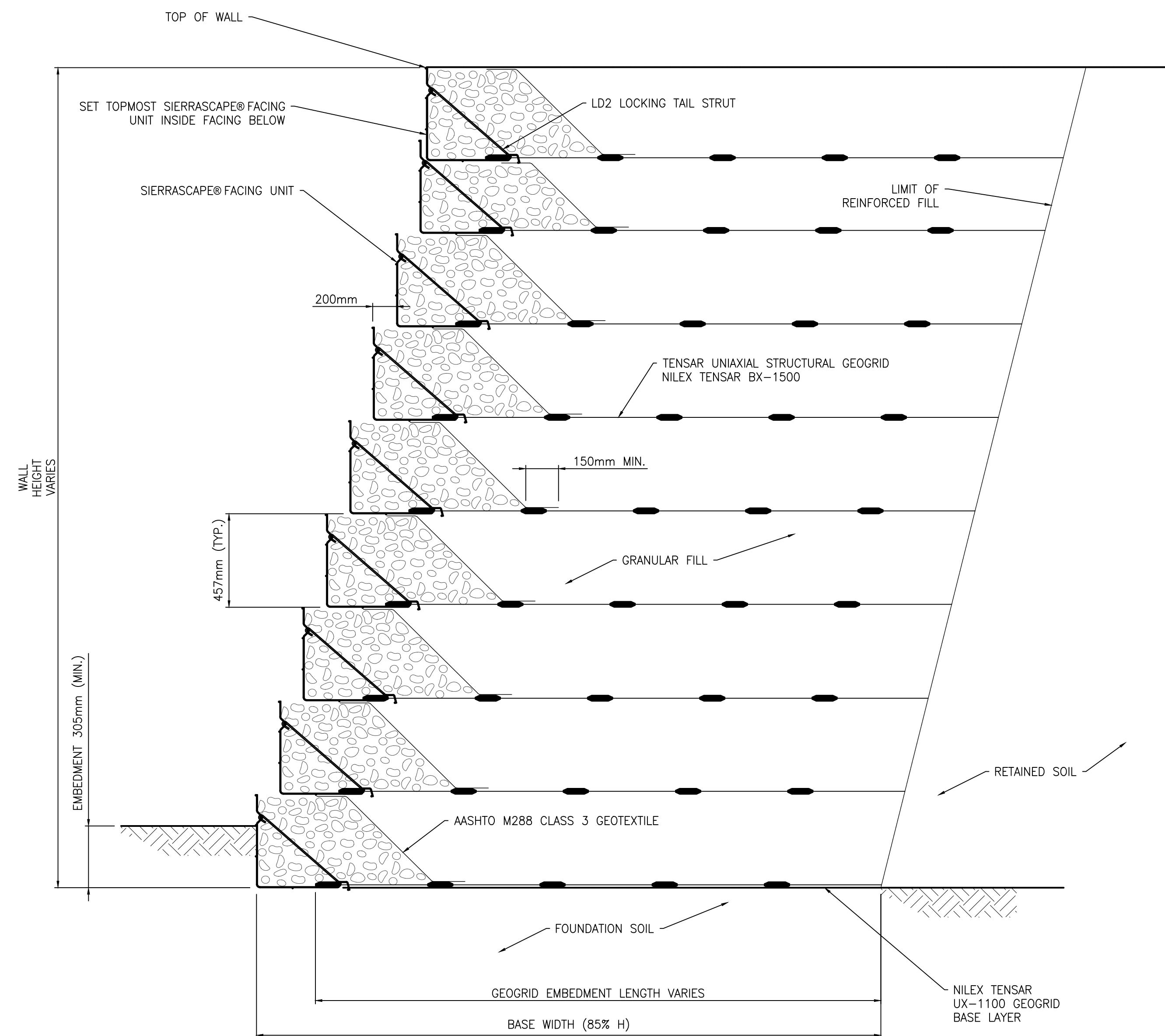
1. SECTION 3 AND SECTION 3B ARE EXCLUDED FROM THE SCOPE OF THIS CONTRACT.

[illegible]



NOTE 1:
THIS NOTE SHALL APPLY TO SECTIONS 2,3B AND 5 ONLY

- INSTALL LIVE DORMANT SHRUBS WITHIN RIP RAP STARTING AT APPROX. 1.0m ABOVE HIGH WATER MARK
- POTTED SHRUB STOCK CAN BE UTILIZED IN PLACE OF CUTTING (ENSURING STOCKS ARE LONG ENOUGH TO EXTEND THROUGH RIP RAP)
- CUTTINGS ARE TO BE LOCALLY SOURCED WILLOW AND/OR RED OSIER DOGWOOD SPECIES
- CUTTINGS MIN. BUTT END DIAMETER 2cm
- CUTTINGS MUST BE SOAKED IN FRESH, COLD AERATED WATER FOR 10 DAYS PRIOR TO INSTALLATION
- CUTTINGS MUST BE PROTECTED FROM DAMAGE DURING RIP RAP PLACEMENT
- CUTTINGS SHOULD BE PLANTED IN CLUSTERS (MAX 2m WIDE) OF UP TO 5 STEMS PER CLUSTER WITH 2-3m SPACING BETWEEN CLUSTERS
- CLUSTERS SHOULD BE OFFSET WITH ROW BELOW TO OBTAIN PATCHWORK OF SHRUB COMMUNITIES



NOTE:

1. SECTION 3 AND SECTION 3B ARE EXCLUDED FROM THE SCOPE OF THIS CONTRACT.

[illegible]