



# Agenda

## Regular Meeting of Council

### Tuesday, February 25, 2025

Council Chambers - City Hall  
413 Fourth Street, Kaslo

Page

#### 1. CALL TO ORDER

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

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

#### 2. ADOPTION OF THE AGENDA

- 2.1 Addition of late items  
a. Kaslo Softball & Baseball Association

***Recommendation:***

***THAT the late items be added to the agenda.***

- 2.2 Adoption of the agenda

***Recommendation:***

***THAT the agenda for the February 25, 2025 Council Meeting be adopted as amended with the addition of the late items.***

#### 3. ADOPTION OF THE MINUTES

6 - 11

[February 11 2025 Regular Council Meeting Minutes](#)

[February 18 2025 Committee of the Whole Meeting Minutes](#)

***Recommendation:***

***THAT the minutes from the February 11, 2025 Council Meeting be adopted as presented, AND***

***THAT the minutes from the February 18, 2025 Committee of the Whole Meeting be adopted as presented.***

#### 4. DELEGATIONS

None.

## 5. INFORMATION ITEMS







- 5.1 Council Reports  
Mayor's Report  
Councillor Reports
- 5.2 Committee Meetings 12 - 15  
[Draft Minutes of the Kaslo Events Committee Meeting Feb 11 2025](#) 
- 5.3 Staff Reports  
CAO Report
- 5.4 Correspondence 16 - 37  
[2025.02.08 Malik RE Overflow camping](#)   
[2025.02.09 Malik RE Sani-dump operations](#)   
[2025.02.10 Baer RE Pickleball Court Management](#)   
[2025.02.11 Postnikoff RE South Beach](#)   
[2025.02.13 Wells RE Again High Marks](#)   
[2025.02.17 Malik RE Oppose Bylaw 1298](#)   
[2025.02.17 Woodhurst RE Attachment Errors](#)   
[2025.02.18 Scarlett RE Letter to Council 18 Feb 2025](#) 
- 5.5 South Kaslo Development Plan Project Proposal 38 - 62  
[Kaslo South - Barefoot Planning - for Council Information](#) 
- 5.6 Letters of Support 63 - 65  
[2025.02.10 Letter of Support for Central Kootenay Invasive Species Society for ReDi grant](#)   
[2025.02.11 Letter of Support to KORTS for ReDi grant](#) 
- 5.7 Follow-Up to the Environmental Assessment: Kaslo RV Park 66 - 68  
[2025.02.11 Ecoscape Environmental Consultants Ltd RE Follow-up to the Environmental Assessment - Kaslo RV Park](#) 

## 6. QUESTION PERIOD

*An opportunity for members of the public to ask questions or make comments*

regarding items on the agenda.

## 7. BUSINESS

- 7.1 Kaslo Parks Regulation Amendment Bylaw 1311, 2025 69 - 83  
[1311 Amendment to Kaslo Parks Regulation Bylaw](#)   
[1162 Kaslo Parks Regulation Bylaw - Consolidated 2025.02.21.pdf](#) 
- Recommendation:**  
**THAT Kaslo Parks Regulation Amendment Bylaw 1311, 2025 be adopted.**
- 7.2 Kaslo Municipal Campground Bylaw 1312, 2025 84 - 86  
[1312 Kaslo Municipal Campground Bylaw](#) 
- Recommendation:**  
**THAT Kaslo Municipal Campground Bylaw 1312, 2025 be adopted.**
- 7.3 For Council to consider an application for a street patio License of Occupation for two parking spaces in front of Eric’s Meat Market / The Dog House restaurant for up to 5 years. 87 - 95  
[Staff Report: Temporary License of Occupation - Eric's Meat Market](#)   
[Eric's Meat Market - Application for a Temporary License of Occupation](#) 
- Recommendation:**  
**THAT a Temporary License of Occupation for Eric’s Meat Market to use two parking stalls in front of 425 Front Street for an outdoor patio be approved for up to 5 years (2025 to 2029) as described in the staff report titled Temporary License of Occupation – Eric’s Meat Market dated February 20, 2024.**
- 7.4 Visitor Information Centre 96  
[Emailed request from Kootenay Lake Historical Society](#) 
- Recommendation:**  
**THAT the Village provide Destination BC with a letter confirming the Kootenay Lake Historical Society as the operator of the Village's Visitor Information Centre for 2025.**

7.5 Raised from Kaslo Events Committee

**Recommendation:**

**THAT the Events Committee proceed with planning a Volunteer Fair and Appreciation event on Saturday April 12, 2025; AND**

**THAT the Events Committee apply for a Community Development grant in the amount of \$4,000 to cover the cost of the event.**

7.6 BC Association of Farmers' Markets

97

[Correspondence from BC Association of Farmers' Markets](#) 

**THAT the Village write a letter to Minister Osborne in support of BC Farmers Markets highlighting their importance to our community.**

7.7 Correspondence from the Environmental Assessment Office regarding the Zincton Resort Project

98 - 100

[Letter re: Environmental Assessment of Zincton All-Season Resort](#) 

**THAT the Mayor and CAO write a Letter to the Environmental Assessment Office in response to the questions posed in their February 14, 2025 Letter to the Mayor.**

## 8. LATE ITEMS

8.1 Kaslo Softball & Baseball Association

Request for permission to install metal plaques on the back of the new dugouts.

**Recommendation:**

**THAT Kaslo Softball & Baseball Association be permitted to sell sponsorship recognition for the new dugouts constructed at Murray Pearson Memorial Ballpark, and that the design of the plaques be submitted to Village staff for approval.**

## 9. IN CAMERA NOTICE

**Recommendation:**

**THAT in accordance with Section 90(1) A part of a council**

***meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following;***

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

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

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

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

**10. RAISED FROM IN CAMERA MEETING**

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

**11. ADJOURNMENT**

***Recommendation:***

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



## Council Meeting - Feb 11 2025 Minutes

Tuesday, February 11, 2025 at 6:00 PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair: Mayor Hewat  
Councillors: Bird, Brown, Lang, Leathwood  
Staff: CAO Baker, L. Symmes

### 1. CALL TO ORDER

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

### 2. ADOPTION OF THE AGENDA

2.1 Addition of late items

*None*

2.2 Adoption of the agenda

**028/25 THAT the agenda for the February 11, 2025 Council Meeting be adopted as presented.**

**CARRIED**

### 3. ADOPTION OF THE MINUTES

**029/25 THAT the minutes of the January 28, 2025 Council Meeting be adopted as presented.**

**CARRIED**

### 4. DELEGATIONS

*None*

### 5. INFORMATION ITEMS

5.1 Council Reports

*Mayor Hewat provided two written reports on her activities, as well as a verbal summary and update.*

*Councillor Bird reminded Council about the Winter in the Forest event occurring Monday February 17, 2025.*

- 5.2 Committee Meetings  
*Draft minutes from the January 28, 2025 Liquid Waste Monitoring Committee meeting.*
- 5.3 Staff Reports  
*CAO Baker provided a verbal update on municipal activities including ongoing and upcoming projects.*
- 5.4 Staff Report - Road Sign and Pavement Marking Safety Review  
*CAO Baker answered questions from Council.*
- 5.5 Columbia Basin Trust - REACH Expression of Interest
- 5.6 Correspondence
  - 2025.01.22 Kaslo and Area Senior Citizens Society re Village of Kaslo Recreation Grant Fall 2024
  - 2025.01.27 Begg RE Steve Begg Correspondence 01-28-25-Meeting
  - 2025.01.27 Thomson RE Flooding impacts on Kootenay Lake
  - 2025.01.28 Stickel-Miles RE meeting tonight
  - 2025.01.28 Watson RE South Beach
  - 2025.01.30 Wells RE High marks for your discussion
  - 2025.02.02 Malik RE South Beach Waterfront Development Area

**6. QUESTION PERIOD**

**7. BUSINESS**

7.1 Appointment of Auditor

**030/25 THAT Grant Thornton LLP be appointed to perform an audit of the Village of Kaslo's financial statements and other related services for the year ending December 31, 2024.**

**CARRIED**

7.2 Kaslo Municipal Campground

**031/25 THAT operating and capital improvements for the Kaslo Municipal Campground be reviewed during the Committee of the Whole meeting scheduled for February 18, 2025, AND**

**THAT Kaslo Parks Regulation Amendment Bylaw No. 1311, 2025 receive first, second, and third readings, AND**

**THAT Kaslo Municipal Campground Bylaw No. 1312, 2025 as amended, receive first, second, and third readings, AND**

**THAT the Village renew its Agreement with Patricia Bennett to operate the Kaslo Municipal Campground for a (2) two year term with an option to renew for (1) one additional year by mutual agreement.**

**CARRIED**

*Councillor Leathwood left the room.*

7.3 Beer Garden License Application – Kaslo & District Arena Association

**032/25 THAT a Beer Garden License be granted to the Kaslo & District Arena Association for their 2025 Annual Scholarship Hockey Game occurring February 21, 2025.**

**CARRIED**

*Councillor Leathwood returned to the meeting.*

7.4 2025 Council Meeting Schedule - Revised

**033/25 THAT the 2025 Council meeting schedule be revised as detailed in the staff report titled 2025 Council Meeting Schedule - Revised, dated February 6, 2025.**

**CARRIED**



7.5 Letter of Support Policy

**034/25 THAT the Letter of Support policy be revised as presented within the Staff Report titled Letter of Support Policy, dated February 5, 2025.**

**CARRIED**

7.6 RV Park Proposal

**035/25 THAT Council decline the proposal, in its current form, from QP Developments.**

*Moved by:* Councillor Brown

*Seconded by:* Councillor Bird

**Aye** Mayor Hewat, Councillor Bird, Councillor Brown, and Councillor Leathwood

**Nay** Councillor Lang

**CARRIED 4-1**

**8. LATE ITEMS**

*None*

**9. ADJOURNMENT**

**036/25 THAT the meeting be adjourned at 8:18 p.m.**

**CARRIED**

---

Corporate Officer

---

Mayor



## Committee of the Whole Meeting - Feb 18 2025 Minutes

Tuesday, February 18, 2025 at 6:00 PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

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

### 1. CALL TO ORDER

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

### 2. ADOPTION OF THE AGENDA

**037/25 THAT the Agenda for the February 18, 2025 Committee of the Whole Meeting be adopted as presented.**

**CARRIED**

### 3. INFORMATION ITEMS

2025 Draft Budget Presentation by CAO Baker.

**038/25 THAT the Committee recommends to Council the allocation of \$7500 for the Village to provide Municipal Grants, and \$1000 for the SS Moyie to provide beach washroom maintenance, in the 2025 Draft Operating Budget.**

**CARRIED**

**039/25 THAT the Committee recommends to Council the provision of a budget for the Events Committee of \$1500.**

**CARRIED**

### 4. QUESTION PERIOD

*None.*

### 5. LATE ITEMS

*None.*

**6. ADJOURNMENT**

**040/25 THAT the meeting be adjourned at 8:31 p.m.**

**CARRIED**

---

Corporate Officer

---

Mayor



## Kaslo Events Committee - Feb 11 2025 Minutes

Tuesday, February 11, 2025 at 4:00 PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair:	Mayor Hewat
Councillors:	Leathwood
Staff:	L. Symmes
Public:	2

### 1. ELECTION OF THE CHAIR

Mayor Hewat was nominated and elected as Committee chair.

### 2. CALL TO ORDER

The meeting is called to order at 4:03 p.m.

### 3. ADOPTION OF THE AGENDA

3.1 Addition of late items

None

3.2 Adoption of the agenda

#### **Recommendation:**

**THAT the agenda for the February 11, 2025 Kaslo Events Committee Meeting be adopted as presented.**

**CARRIED**

### 4. ADOPTION OF THE MINUTES

#### **Recommendation:**

**THAT the minutes of the July 9, 2024 Kaslo Events Committee Meeting be adopted as presented.**

**CARRIED**

### 5. DELEGATIONS

None

### 6. INFORMATION ITEMS

None

## 7. QUESTION PERIOD

None

## 8. BUSINESS

8.1 Motion to accommodate guest attendee

**THAT Alana Jenkins be given freedom of the floor.**

**CARRIED**

8.2 Heritage Week

Verbal report from Councillor Leathwood regarding the upcoming Heritage Week event, Saturday February 22<sup>nd</sup> 2025, 1:00 pm - 3:00 pm.

8.3 Kaslo's Birthday

Discussion of timing and schedule for the event.

**THAT Kaslo's birthday celebration be held on Friday August 15th 2025, from 12 noon until 2pm; AND,**

**THAT the Committee will coordinate with Village staff regarding advertising the event.**

**CARRIED**

8.4 Citizen of the Year

Discussion included:

- To be advertised in the April 21st edition of Pennywise, May 22nd edition of The Valley Voice.
- Deadline for nominations for Citizen of the Year will be Friday June 6 2025.
- Decision will be made during an In-Camera Committee meeting, on or before June 20, 2025, in order to have time to order the plaque.
- Review of the wording of a previous year's newspaper advertisement: no major changes required.

8.5 Volunteer Fair

Verbal summary by Mayor Hewat of the proposed event to be held on Saturday April 12, 2025. The event would end at 3:00pm, with the volunteer dinner following later that evening.

Discussion of Legion Hall rental options & rates.

Discussion of application for RDCK Community Development Grant. Grant application to appear on Village of Kaslo Council agenda February 25, 2025, and if approved would go to RDCK Board March 17, 2025.

**THAT the Events Committee recommends to Council that the Committee be authorized to hold a Volunteer Fair and Appreciation event on Saturday April 12, 2025;**

**AND THAT the Events Committee recommends to Council that an application be submitted for a Community Development grant in the amount of \$4,000 to cover the cost of the event.**

**CARRIED**

**9. LATE ITEMS**

None

**10. NEXT MEETING**

The next meeting is scheduled for Tuesday March 4, 2025 at 4:00 pm.

**11. ADJOURNMENT**

**THAT the meeting be adjourned at 4:46 p.m.**

**CARRIED**

---

Corporate Officer

---

Mayor

DRAFT

February 8, 2025

Village of Kaslo

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

Re: Overflow Camping

We applaud Staff for their thoughtful recommendation - "It is not in the community's best interest to permit camping in the loggers sports area throughout the entire camping season."

Park land east of the Ring Road is within the Lakefront Protection Development Permit area. Camping in the loggers sports area throughout the entire camping season could cause irreparable damage to this Lakeshore environment.

We are hopeful that Council will concur with the Staff recommendation that we support.

For your consideration,

Vladimir and Anne Malik



February 9, 2025

Village of Kaslo

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

Re: Sani-dump operations

It is my understanding from the information provided in the February 11<sup>th</sup> council meeting agenda package that 50% of sani-dump fees are retained by the campground operator.

This arrangement was negotiated in the past when the campground operator had posted hours at the sani-dump and inspected the type of odour control product used in RV black water tanks.

No longer are there posted hours. Is the campground operator still inspecting the type of odour control product?

Should the operator's request to have the sani-dump converted to a coin operation I have several questions:

1. Are odour control products no longer an issue for the wastewater treatment plant?
2. How secure (anti-theft) is the coin depository?
3. Why would the campground operator retain 50% of sani-dump fees?
4. Who would empty the coin depository and with what frequency?

For your consideration,

Anne Malik

c.c. Lynn van Deursen, Don Scarlett, Dave Russell



[REDACTED]

---

**From:** Hans Baer <[REDACTED]>  
**Sent:** Monday, February 10, 2025 4:09 PM  
**To:** Village of Kaslo  
**Cc:** Catherine Allaway  
**Subject:** Pickleball Court Management  
**Attachments:** Survey 30 returns Feb 1.xlsx; Summary of most important survey results and comparison with Kaslo situation.docx; Open Letter Kaslo Council and Racquet Club.docx

**PLEASE forward to Mayor and Council members**

Dear Mayor and Council Members,

In November 2024, you chose to completely disregard my detailed submission regarding the management of the tennis and pickleball courts in Kaslo and instead granted the Kaslo Racquet Club (KRC) an exclusive five-year lease, giving them full control over this community-owned facility.

Only one member of your Council appeared to acknowledge the arguments I presented, while another dismissed further inquiry as a "waste of time." I strongly disagree. It is never a waste of time to carefully consider the long-term consequences of a decision—especially one that effectively excludes residents from a public recreational space for five years.

Your concerns seemed to center on two key issues: precedent and volunteerism. However, it is evident that volunteers in our community have contributed far beyond what KRC members have provided—consider, for example, the development of the River Trails without restricting public access. Furthermore, other recreational assets in Kaslo, such as parks, the skate park, and trails, are managed in an open and accessible manner, with insurance costs covered accordingly. So, why are the tennis and pickleball courts dealt with differently?

I have outlined my concerns in an Open Letter to you, the Council, and to KRC, which will appear in the upcoming issue of *Valley Voice* (attached). Additionally, I conducted a survey of 71 pickleball clubs across British Columbia to gather insights into how publicly owned outdoor courts are managed. Copies of the Open Letter and files of the Survey results are attached, and I suggest you look at the file "*Summary...*" which highlights the main results and describes the situation at two clubs comparable to Kaslo. Among the 30 clubs that responded, only one has an arrangement as restrictive as the one you approved (but being in a completely different situation). The rest explicitly keep their courts open to both non-member residents and visitors, reflecting an appropriate sense of civic responsibility—one that is unfortunately lacking in Kaslo's current approach both on part of Council and KRC.

There are internal issues within KRC that will require resolution. Once addressed, I hope that this exclusive and, in my view, inappropriate lease arrangement can be reconsidered in the best interest of the broader community.

Yours sincerely,

Hans Baer, Pickleballer

# Open Letter to Kaslo Village Council and Kaslo Racquet Club

By Hans Baer, Kaslo BC - kaslopickleball@gmail.com

## **Dear Mayor and Village Council of Kaslo, BC, and Board Members of Kaslo Racquet Club:**

I find it both disappointing and incomprehensible that the Council of the Village of Kaslo has granted the Kaslo Racquet Club (KRC), a small private club, an exclusive five-year lease for the use and complete control of the community-owned courts for tennis and pickleball. This decision completely disregards the concerns outlined in my eight-page letter to the Council last November (ask for a copy: kaslopickleball@gmail.com), in which I detailed why such an arrangement for a publicly owned recreational facility deprives tax-paying residents of Kaslo of free and unimpeded access to these courts.

Equally puzzling is why the Board of KRC would request and accept such an exclusive and inappropriate arrangement, apparently without even the express consent of its members. They now have total control over a publicly owned recreational facility, including the setting and collection of inappropriate user fees and the establishment of rules dictating how community residents and visitors can access a community-owned recreational facility.

When I co-founded pickleball in Kaslo in 2017, my goal was to make this rapidly growing sport accessible to all residents. I also supported the laudable efforts of the KRC Board and its volunteer members to secure funding for the renovation of the aging courts next to the arena. Thanks to a large grant from the Columbia Basin Trust and member donations of time and money, the courts were renovated to professional standards—an investment totaling approximately a quarter of a million dollars.

Having played pickleball in various locations across British Columbia and beyond, I have never encountered public courts that were not freely accessible to both residents and visitors. Why is Kaslo the exception?

To better understand how publicly owned pickleball facilities are managed elsewhere, I conducted a survey of over 70 pickleball clubs across BC (ask for copy: kaslopickleball@gmail.com). I received 30 responses from clubs across all corners of our province, with only one club operating under a similarly restrictive arrangement as in Kaslo. In all other cases, municipalities ensured that community courts remained accessible to all, irrespective of any membership in a local club. While about half of the clubs surveyed are granted designated time slots for their members, the others operate strictly on a first-come/first-served basis for club members and residents or visitors. Additionally, most of the surveyed courts remain permanently unlocked, with just a few locking the courts overnight.

KRC has made little effort to expand its membership. My personal attempts to introduce special play days, inviting friends from neighboring clubs and visitors—including friends I met playing

pickleball in Vancouver or Mexico—were met by the Board not with gratitude and encouragement but with the imposition of new restrictive rules never communicated to its members. Instead of fostering growth and inclusivity, these rules discouraged broader participation.

When I raised these concerns in my letter to the Village Council, there was no meaningful discussion or consideration of the issues I outlined. At the November 12 meeting of the Council (See video and transcript of Council meeting November 12 , 2024: <https://www.youtube.com/watch?v=Aklv55sa1w>, time point 59.52), two primary concerns were cited as justification for extending KRC's exclusive lease: lacking precedent and alienating volunteer involvement . However, these arguments do not hold up under scrutiny. The Village already manages or co-manages several other recreational facilities—such as the skate park and river trails—under an open-access model, without user access restrictions. Moreover, community volunteer efforts (most exceeding those made by KRC members in scope and man-hours) have been instrumental in developing numerous public amenities without resulting in exclusive control by a single group or club.

Notably, the Kaslo pickleball and tennis courts are significantly underutilized. Kaslo has only two to three active tennis players, and the pickleball courts are occupied only 20–25% of the time, with only about 5–15 players present during designated hours. The Columbia Basin Trust should question whether its funding was effectively allocated, considering that the intended community benefits are being undermined by both the community administration and a small club of approximately 40 members being granted this five-year restricted and exclusive user arrangement.

Other BC communities have thriving pickleball programs on community courts that welcome both residents and visitors. Many organize special events, social activities, and competitive tournaments while also engaging in youth development initiatives and offering free training to newcomers. These programs not only enrich the local sports culture but also enhance tourism appeal. Notably, pickleball is a sport that is not just for the young and physically able but especially for retirees and seniors who can no longer run after fast-moving tennis balls. My survey revealed that at some clubs, the oldest players are already in their 90s. In a village chosen by many retirees as a residence, one would think that the community administration would be especially eager to keep its recreational facilities open and accessible to all.

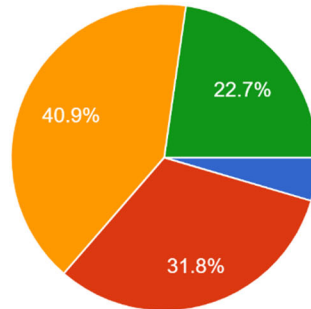
Kaslo residents involved in the tourism business—including hotel/motel operators, campgrounds, B&Bs, and other visitor services—should also take note of “pickleball tourism” as a growing phenomenon. Promoting the availability of Kaslo's excellent professional court facilities as a welcoming and accessible asset could significantly boost tourism and benefit the local economy. One BC community, Christina Lake, capitalizes on this idea by calling itself the "Official Pickleball Capital of Canada," with a welcoming and open free-access policy for its courts, where local club members, non-members, and tourists of all ages and skill levels mingle (google their amazing website!). Kaslo, similarly attractive to tourists, should not restrict access to its pickleball courts but instead reverse this counterproductive five-year lease arrangement with the small KRC. The KRC Board and members need to understand that their much-appreciated volunteerism, which led

to the renovation of their playing facilities, should be directed toward being an open and welcoming club that helps promote the concept of “Pickleball Destination Kaslo.”

The Village Council must reconsider its decision and adopt a more inclusive approach that ensures these public facilities serve the entire community, not just a select few. Any arrangement with a local club may include the privilege of setting some time slots for club use—but beyond that, club members should feel proud of directing their volunteer efforts not just toward developing their court facilities but now on focusing on membership growth, program development, and generally being welcoming to all members of the community. Ultimately, the residents of Kaslo are the rightful owners of these court facilities, and they deserve unrestricted access to their courts.

If your outdoor courts are public and owned by the community (village, town), what is your user agreement with that community?

22 responses



- We have a lease agreement giving our club exclusive use of the courts.
- We have a lease agreement covering certain time slots only (usually 2-3 hours per days or on certain days).
- Our club has no lease or special reservation for court use, and any group or club can play on a first-come/first-pl...
- There is a different arrangement as explained in the next question.

## Review of the Survey on Management of Public Court Use by BC Pickleball Clubs

Hans Baer, Jan 24, 2025

Here is a summary of the results of the survey, just commenting on the most important issues regarding management of publicly owned outdoor courts in BC.

I had 71 email addresses the survey was sent to, and I received 30 replies, for a 42% return rate. Most addresses were extracted from the Pickleball Website.

### Regarding user arrangement with the respective community administrations:

The numbers game is this:

- Courts are not leased or booked, play is by “first come/first serve: **11 clubs**
- Lease/boogking arrangements with the community, like specific time slots, or part of the courts: **11 clubs**
- Total lease (like in Kaslo): **1 club**

Here are the comments by the 22.7 % who reported that they “operated via a different arrangement”:

- Program director gives us slots for indoor that are reserved weekly for us to use as we see fit. We approach the board if we feel we need more slots. All members pay a \$2 user fee each session).(and must be a member of hall and Pickleball Canada) When weather is good these time slots are reserved for us for 2 outdoor courts. Other people in the community can use courts during other times on a first come first basis free of charge.

- We built the courts and maintain the courts, provide benches, balls, paddles, first aid and a storage unit for squeezes, dry vac etc. We have club time Mon-Fri 9-12 but we cannot turn away the public. We invite them to join in and encourage them to join our Club along with BC and Canada. We are hoping to present to town council to request exclusive club time in the times mentioned above.
- We have 6 courts. 4 courts are for club use, 2 courts are public use. For special events we can use all 6 courts but have to arrange it with the city.
- The Town of Princeton knows that when we have special events, like our funday Sunday as well at Our Princeton Paddle Battle Tournament. We just let them know the dates The Town then books those times off for our Events. We also as a Club/ Association have throughout Summer we advanced and beginner Courses for the Public and all its members. Free pickleball lessons.

Clearly, **in just about all** cases where there is a “different arrangement”, this is such that some clubs have a part-time or part-court reservation system in place but **only one club has an exclusive use of public course as is the case in Kaslo**. But this latter club happens to be a club with 1200 members, and probably its members will fill the available court spaces fully and they will have lineups and hardly any room to accommodate “other” players. This contrasts with the situation in Kaslo where courts remain empty 75-80% of daylight hours! So, with this one exception, public courts are NOT blocked for use by non-members such as residents or visitors.

### **Regarding charging user fees**

Over 60% do not charge user fees. The few that charge some fees (some only from non-members) only charge very modest amounts like 2-5\$/day. On club charges rather high fees from both members and non-members - - but it seems this huge club has also costly indoor facilities in addition to outdoor facilities and thus is in an exceptional situation. Note that outdoor courts entail close to zero yearly maintenance costs while indoor costs are rather high: power, lights, heating, cleaning!

### **Services provided or asked for in turn for using and sometimes reserving courts:**

This is difficult to summarize. So, please read the varied comments in the spreadsheet. There are a few clubs that provide, or are expected to provide on request by their community administration, some services like court maintenance or pickleball introductions and lessons, benefiting all users, members and non-members. Most of these services are volunteer commitments and nicely reflect on a positive community sense of responsibility on part of clubs and their members.



### **Requirement for Sign-up when coming to courts for playing :**

Seventy percent do not require signups and operate on a “first come-first play” basis. No mention of signing of any meaningless waivers if non-members or visitors show up.

### **Fencing and locking courts**

All courts are fenced, and about 80 % are never locked, except for 1 club. The remainder are locked overnight only, with the locking and opening done about half the time by a club member, otherwise by a community employee. One club keeps courts always locked, with club members requiring a key (this club charges non-members a fee of \$5 and they did not state don't know how non-members can enter the courts).

The clubs that have courts locked overnight seem to be doing so because there was a history of vandalism. I did not ask how often that occurred, and the incidences described ranged from minor (chalk marks by kids while parents played) to more serious like net damage.

### **Age of players**

This was just a fun question and is difficult to summarize, but the youngest was 10, the oldest 96. One club reported they had a 14 yo player who played at a professional level. Most players seem to be near or somewhat above retirement age.

### **Regarding Insurance**

Over sixty-eight percent of clubs have insurance as automatically provided by being a member of PickleballBC (this insurance is Canada-wide and actually provided not by BC but by Pickleball Canada).

About 20% of clubs have no insurance requirement (although the survey question was not differentiating enough to conclude whether there was a damage insurance on part of the owners, i.e. the communities involved – as likely there was. I know that some clubs require players from outside the clubs to have individual insurance (for what?) when coming as guests for fun and/or tournament play. This individual insurance provided by Pickleball Canada costs about \$15 per year (I have it, some KRC members have it, as required when playing a tournament in Balfour). I have contacted PB Canada for more information but have not received a reply as yet.

(A word of caution for Kaslo pickleballers who are likely to compare their situation with that existing with their nearest neighbors in Balfour: The courts in Balfour are NOT community owned but belong to the local Golf Club. So they are playing on a private courts, and there the owner can do whatever he wants!)

---

**OVERALL COMMENT with respect to conditions of playing pickleball in Kaslo:**

The tiny Kaslo Racquet Club (about 40 members) only has 10-20 players regularly showing up during the daily 2-hour play times (on weekdays only), thus leaving the courts empty 75% of time unused on weekdays and over 82 % based on the entire week using (figuring 8 hours of potential play time per day) time in the summer (not figuring the fact that there above user times are half because seldom is there any need to use more than 2 of the 4 courts!).

Then they charge \$10/day (actually, players rarely would play more than 2 h/day) to residents and \$5.- for nonresidents and visitors – a strange upside down ruling that was established to demonstrate to the granting agency (Columbia Basin Trust) how Kaslo residents were so dedicated to playing pickleball – in reality, however, turning residents away from their community courts.

The question of whether or not KRC should be entitled to collect user fees is a highly debatable one! I consider it totally inappropriate. Most clubs do not charge any fees for outdoor play on publicly owned courts, and why should they: the maintenance cost of these courts is next to zero, just requiring a once yearly power wash, some weed control outside the fence and occasional emptying of a garbage bin.

None of the users of trails, parks, playgrounds, skate parks, ball parks or similar recreational facilities owned and managed by the respective communities pay any user or entrance fees – why tennis and pickle ball courts? The courts in Kaslo are now renovated, and maintenance of any recreational facilities is a responsibility of the owner, the Village of Kaslo, figured in the share of the property tax levied each year from the residents .

Any KRC non-member players, residents or visitors, are required to sign an insurance waiver that states that the insurance would reject all claims for any medical injuries sustained on the courts, because such injuries were to be expected when playing the sport. The waiver does not state what the insurance actually covers. I do not recall how much the club is actually paying. The Village, as the court owner, currently pays nothing but it does cover insurance with respect to other recreational facilities in the Village! (see letter from the Corporate Officer referenced elsewhere)).

KRC's insurance is likely to be way more expensive than what Pickleball BC/Canada is charging. In clubs that are members of PickleballBC no such conditions are imposed on the players and no signs are posted on the gates saying “play at your own risk” as is the case in Kaslo.

With the Kaslo courts being locked permanently and the difficulty for someone to be let onto the court plus (apparently) requiring that they can only play in the presence of a member, makes Kaslo easily the most user-unfriendly or non-welcoming pickleball club in British Columbia. This Fact is now well documented by the survey I conducted and is partly reviewed above.

Now, in a very positive note, let me tell the reader about two clubs in BC who clearly have a totally different attitude. I comment on these clubs only because it so happened that I received phone calls from them asking for more information regarding the aims of the survey, being concerned about the survey not allowing them to tell their whole story:

### **Christina Lake Pickleball Club (200+ members)**

Proudly calling themselves the “Pickleball Capital of BC,” the Christina Lake Pickleball Club strives to live up to its claim. A former female director of the club emphasized their dedication to creating an inclusive and enjoyable environment not only for their members but also for both local non-members and visitors. Almost weekly, they host activities and events that enhance the pleasure of playing pickleball for all, fostering a strong sense of community and fun.

Of the 200 members, about 70 are reported to be steady players and the courts are well used with a morning crowd and late afternoon crowd involving both club members and local non-members plus a good number of visitors. There is no signing in or dealing with insurance waivers, though they recommend all to be signed with Pickleball BC as individuals or through other clubs. Their community administration requires that their 6 courts are open to use by anyone – with no privileges or leases exclusive for the club and its members. The courts are never locked, although in the survey they reported “minor” under the item vandalism). The former director highlighted the excitement and camaraderie that visitors bring, creating a vibrant mix of fun and competitive spirit for all players.

This welcoming attitude is not only a club value but also a community expectation. Again, the local village administration strongly encourages openness and hospitality toward visitors—an approach that starkly contrasts with that of the administration in Kaslo, which seems less attuned to the benefits of supporting tourism and community engagement through pickleball. This is puzzling, considering the striking similarities between the two communities. Both Christina Lake and Kaslo are nestled on picturesque lakes and are popular tourist destinations due to their natural beauty. By

embracing pickleball as an added attraction, Christina Lake enhances the visitor's experience, offering a perfect blend of nature and recreation.

### **Princeton Pickleball Association (63 Members)**

In Princeton, a remarkable community effort has brought the joy of pickleball to life. According to Barry Ovington, who spoke passionately about their achievements (with his wife apparently standing behind him and saying "Tell him, tell him"!), the association recently built four professional-grade courts. Unlike other projects that relied heavily on large grants, this initiative was primarily funded through private donations, community contributions, and volunteer labor. The local government provided the land, while businesses and residents stepped up with financial and construction support. The result? Stunning, professional courts that are a source of pride for the community.

Access to the courts is completely open, reflecting a community-driven philosophy. There are no fees or mandatory insurance requirements for players, though membership in Pickleball BC covers the club's members. Basic rules of sportsmanship and play change-overs are encouraged to maintain harmony on the courts. The courts are locked only at night, with the community administration covering insurance costs for the facilities (I guess, covering against damages due to natural causes – remember, there was a huge flooding problem there in recent years) as well as vandalism, though none has been reported to date).

The Princeton Pickleball Association offers a variety of programs, including lessons for beginners and regular fun events. They have a good number of regular players (non-members!) from nearby resorts such as the Tulameen area and also from places as far away as Keremeos.

Barry's enthusiasm during our phone call was infectious, underscoring how much the members value interaction with visitors and non-members alike. This welcoming spirit often motivates newcomers to join the club and contribute to its ongoing growth and success. ***Kaslo: take a lesson from that!***

Congratulations to Princeton for fostering such a positive and inclusive pickleball community!

-----

When I began working to establish pickleball in Kaslo, my goal was to help create a vibrant and inclusive club atmosphere, similar to what I've heard from two clubs I just described and which is reflected in the responses to my survey with respect to almost all other clubs. There's something uniquely special about pickleball—why is it so engaging and attractive to

people of all ages, both men and women? Perhaps this is due to it being largely a doubles sport, fostering social connection and camaraderie even among those who, due to age or other circumstances, are no longer at the peak of their athletic abilities. For me, pickleball kind of gave me a new lease on life.

This combination of accessibility and fun for everyone playing pickleball may be the foundation of its amazing, growing popularity, spreading into even the remotest corners of our beautiful province and beyond. Local growth, along with making the sport accessible and open to all—whether organized through a club or not—is key to fostering community development and enjoyment.

**Unfortunately, the welcoming spirit that makes pickleball so enjoyable seems notably absent in the leadership of the Kaslo Pickleball Club and the administration of the village of Kaslo. However, it's never too late to embrace these values and make a positive change.**

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Tuesday, February 11, 2025 10:12 AM  
**To:** Mayor Hewat; Village of Kaslo  
**Subject:** Re: South Beach

Mayor and Council Kaslo BC

Re: South Beach development

I am writing to support those concerned with South Beach rezoned to allow for an RV park development.

I reside outside Nelson and though I am not able to visit Kaslo often, whenever I do I am awed by one of the beaches, I am not sure if this is South Beach. This beach is on the side where the Moyie was located. This is a very beautiful beach area and should never be developed. You would lose a really beautiful area.

Kaslo is very nice as it is and I hope any development will not change it greatly.

Yours truly,

Christina Postnikoff  
[REDACTED]  
Nelson, BC  
V1L 6Y5

[REDACTED]

---

**From:** Wells Thomson [REDACTED]  
**Sent:** Thursday, February 13, 2025 9:55 AM  
**To:** Mayor Hewat; Rob Lang; Molly Leathwood; Erika Bird; Matthew Brown  
**Cc:** Village of Kaslo  
**Subject:** Again, High Marks!

Dear Mayor and Council,

I tuned in via Zoom again to Tuesday evening's Regular Council Meeting.

It is gratifying to witness the high level of discussion, the integrity of the speakers, and the forthright explanations of your reasoning, by all of you. No matter the result of the vote regarding the South Beach development proposal, I am proud to be a resident and citizen of this Village.

Yours truly,  
Bill Wells

February 17, 2025

Village of Kaslo

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

Re: **South Beach and Bylaw 1298**

Kaslo's OCP states: "Limit development on a floodplain to passive recreational uses which may include seasonal campgrounds/RV parks."

An RV park is a place where people can stay overnight in tents, camp trailers and RV's. RV parks may also be called campgrounds and may have facilities such as washrooms and showers. An RV park is not necessarily a bare land strata lot development.

**Strata lot ownership or lease in the proposed C4 zone, Zoning Bylaw 1298 is not consistent with our OCP.**

**We oppose bare land strata lot development for the following reasons:**

- a) "A BC municipality generally cannot directly restrict a strata lot owner. The primary authority to regulate a strata lot owner lies with the strata corporation itself through strata bylaws and rules." The Village may be able to initially have a hand in shaping the bylaws that are filed by the owner developer with the land title office; however, over time "the strata corporation may amend, change, create or delete bylaws through a three quarter vote of the owners and file the amendments in the land title office."
- b) The primary tool for regulating strata development is the municipalities zoning bylaw which defines allowed land uses, density and other development parameters. But can Council and Staff anticipate every possibility to include in a Zoning Bylaw required for a bare land strata lot proposal?
- c) As well, communication with multiple strata lot owners, a strata council and possibly a management company could overtask Staff.



**We oppose the proposed boat launch.** Although a non-motorised boat launch is permitted in the Lakefront Protection DPA, canoes, kayaks, stand-ups, dinghies and other non-motorised watercraft are launched from beaches.

**We oppose the provision for decks and patios.** Given a flood, decks and patios could become debris flow material and end up in Kootenay Lake. They are not typical campground amenities.

**Bare land strata regulations in B.C.** state that a bare land strata plan can be denied if:

- “the land is subject or could reasonably be expected to be subject to flooding.”

We oppose the proposed flood mitigation berm, walls and fill which could change the river’s flow, transfer risk to the north dike and threaten properties in Lower Kaslo’s floodplain area. The safety of residents could be endangered. Property values and insurance premiums could be affected. South Beach serves as a safety valve today, protects residences in Lower Kaslo and should continue to function in this fashion.

**Bare land strata regulations in B.C.** state that a bare land strata plan can be denied if:

- “the development would adversely affect the natural environment to an unacceptable level.”

The proposed flood mitigation berm, walls and fill, roads (possibly paved), a perimeter fence, a concrete block wall, installation of water, electrical and septic infrastructure, the construction of decks and patios, and road/lot lighting **will affect the natural environment to an unacceptable level.**

**We ask Council to defeat Zoning Bylaw 1298.**

For your consideration,

Vladimir and Anne Malik

[REDACTED]

---

**From:** barrie woodhurst [REDACTED]  
**Sent:** Monday, February 17, 2025 6:03 AM  
**To:** Village of Kaslo  
**Subject:** Fwd: Attachments Errors

Dear CaO and staff. I am further informed that correct process is addressing these letters to ADMIN.  
----- Forwarded message -----

**From:** barrie woodhurst [REDACTED]  
**Date:** Sun, Feb 16, 2025 at 3:44 PM  
**Subject:** Attachments Errors  
**To:** <[cao@kaslo.ca](mailto:cao@kaslo.ca)>

With apologies for technical problems.

Mayor and Council, Village of Kaslo;

16/2 /2024

These are some thoughts regarding the “South Beach Development issues”

#### Riparian Area Definition

The Kootenay Lake Development Area Project [[www.RDCK.ca](http://www.RDCK.ca)] takes a great interest in this topic. I find that the RDCK explains Development Areas, Riparian Areas and other similar considerations quite understandably and clearly [and they have good maps]

The Riparian area regulation for RDCK Area D states that the Riparian area extends 30 metres inland from the Natural Boundary.

The "Natural Boundary" is clearly defined and diagrammed as the HIGH WATER MARK on both RIVERS and KOOTENAY LAKE.

Some references state that high water mark is best designated as an elevation using modern survey techniques though many still refer to visual inspection.

I found no indication on the RDCK site or Village of Kaslo site that the Village has, or could, alter the 30 metre riparian designation or the definition of Natural Boundary.

Thus, some of the reports, maps, and correspondence in the South Beach development proposal discussions include errors in use of these terms.

The RDCK documents referenced above do refer to 15 m setbacks in other electoral areas without explanation as to why the variation exists. If references to the reasons for the variations, or alternative interpretations are found I would like to see them.

The Plans for various “earthworks” in the “development area” “access road” etc.

The I have reviewed the Ecoscape Environmental Report and the Appendix B, the Engineers Flood Risk Assessment.

This is the most important part of the Environmental Report in terms of risk assessment for the Village of Kaslo. We should all reread it especially the sections 3.4 discussion and 4. Conclusions and Recommendations. Please note that this report self describes as a MEMO and exhorts the Village to obtain further in-depth Engineering studies.

For me, important concerns raised in the report include:

The earthworks of various types in and around the development area require a lot of analysis.

He brings to light the probable need for ground elevation changes in an RV development. This requires any proposal to present valid engineering plans for "fill" and sewage management and drainage. i.e. the grade in the floodplain is too low to build structures on. [I would add viewscape considerations]

The report also considers flood protection works for the RV park [various berm/dike/wall possibilities]. These would require plans for analysis by the village. Even if the structures are classified as "private" dikes under BC dike laws he states they must be constructed to BC Gov. Standards.

The consultant explains the necessity for RISK TRANSFER analysis. This includes risk to the

left dike function in protecting Lower Kaslo and right bank issues above and below the development.

Certainly, ANY transfer of flood risk to Lower Kaslo will be a great concern as it will affect insurance rates and land values and infrastructure in Lower Kaslo.

Thus, a FULL ENGINEERING DESIGN and careful assessment of RISK TRANSFER for any development and access road construction and long term maintenance becomes essential.

The points Watershed Engineering makes about the steep, partly eroded and undercut Kaslo River LEFT Bank at the site entrance seems to me to be very important. These points were not specified in the earlier 2018 dike report. They may well have worsened in the intervening years.

I regard the RIGHT BANK and ROAD FAILURE at the entrance as the "most likely to occur" event even in the absence of a "major flood" condition. It is the only access and deserves careful attention as a risk point.

If the floodplain is not modified and the area is a walk in passive recreation park the risks are much reduced.

To me the floodplain-river-access issues and the probable significant risk transfer and road failure/maintenance concerns are VERY STRONG NEGATIVES to a co-development of the South Beach area.

In contrast, citizen access to the flood plain for passive recreational use would be simple to control at times of risk. Even when the major event does occur it will be managed with relative safety and equanimity. [we HAVE been there before]. The "big flood" without the RV site would be inconvenient and some disruptive .... but not a disaster for people and their possessions nor a financial risk to Kaslo.

I see it as very important to stress the "CO-DEVELOPMENT" nature of any South Beach development proposal.

NO RISK TRANSFER to Kaslo and NO LONG TERM RISK assumption by Kaslo is reasonable.

Yours Truly

Barrie Woodhurst

## Some thoughts for the February 25 Council Meeting

The last Council Meeting showed that the Village Council has been listening to the community, and for that we owe you thanks because we know sitting on Council can be tedious and stressful. We realize that it is much harder to take personal responsibility for an important decision than to simply follow recommendations of staff.

It is now time to consider the real issue: ***is selling public land to enable an RV Park at South Beach a good thing for Kaslo?*** Here are some pertinent new thoughts that are long overdue:

### **What works for Kaslo?**

After many years trying to develop a survival strategy for a small community remote from major centres, Kaslo is doing well. We have a relatively stable population, a safe community and adequate local services and supplies. Local businesses work hard to provide what our community needs and wants. Excellent locally provided digital connectivity removes the threat of isolation from urban employment and services. Our community has chosen to build on its proved strengths instead of adopting the “tourist trap” approach used by communities that have much less to offer than Kaslo does.

### **This is what visitors to Kaslo expect to find and enjoy:**

- Clean, natural beauty (Kootenay Lake, mountain views, intact forest, Kaslo River & streams).
- History: SS Moyie, City Hall, Front Street, Kemball Bldg, Langham, Gazebo, preserved houses and mansions.
- Surrounding area: Mt. Buchanan, Highway 31A, old mining sites, Duncan Lake, east shore landings, hiking.
- Activities: May Days, logger sports, a parade that goes around twice, the Maypole, Langham openings, Jazz Fest, Winter in the Forest Festival.

### **What RV park people do and their effect on Kaslo:**

- They are more interested in their RV community than the Village itself. They aren't drawn by what the community offers other than a place near the water with a view.
- They don't eat out or stay at hotels or motels; their RV is their home for the summer. They shop before they drive to Kaslo and visit Front Street only if they run out of supplies.
- The RV park becomes a parking lot for rigs, empty of people several months of every year. Locals will have to creep around the edges of the RV Park to reach the beach but during the summer the RV park people will control the beach altogether.

### **First conclusion:**

An RV Park is an Okanagan-style beach attraction—something that has no precedent in Kaslo and which is unrelated to—and incompatible with—everything Kaslo presently offers.

### **Further thoughts:**

Long term residents and Village Council members are better judges of what is best for Kaslo than Village staff who are new to Kaslo or don't even live here. That's the value of an elected Village Council which in the end takes responsibility for decisions that affect the entire community into the future. ***The Council is under no obligation to sell Village land cheaply to a developer so he can build a project that changes the character of the community for the worse.***

As we have repeatedly reminded Village Council, the wording in Section 16.4.3.4 of the 2022 OCP is very clear in stating, **“development within the Lakefront Protection Development Permit Area shall be limited to passive recreational amenities, such as walking and multi use trails, natural parks areas, non-motorized pleasure craft launches, and park benches.”** These words were written by the 2022 Kaslo OCP Committee and backed up by maps that clearly showed what land at South Beach they were talking about.

The developer’s lawyer claims that this is inconsistent with Section 11.2.10 of the 2022 OCP which says “**the Village will limit development on a floodplain to passive recreational uses, which may include seasonal campgrounds/RV parks and require appropriate flood mitigation measures as determined by a qualified professional.**”

**The choice between these two views is up to the Mayor and Council of the Village of Kaslo which have the power to decide** whether or not to sell Village land to the developer and ultimately let him build his RV Park. You already have made it clear that the developer’s plan as presented *is not acceptable*. Section 16.4.3.4 is specific to the intent of the 2022 OCP because it refers to the Lakefront Protection Development Permit Area and identified by detailed description in the OCP and maps that reference potential flooding. Section 11.2.10 is general and has no location reference specific to South Beach.

Or you can simply decide on principle not to sell Village land to the developer –on the grounds that it would conflict with the best interests of the community of Kaslo and unravel the charm that has attracted visitors and new residents to Kaslo for decades—and, we hope, will continue to do so into the future.

**South Beach Working Group (SBWG)**

Laura Douglas, Jim Holland, Linda Lynch, Emily Mattas, Russell Precious, Doug Roberts & Don Scarlett

# SOUTH KASLO DEVELOPMENT PLAN

## PROJECT PROPOSAL



**RFP:**

2024-20

**DATE:**

October 4, 2024

**PREPARED BY:**

**Evan Peterson**

*Principal, Barefoot Planning + Design*

(250) 216-8402

evan@barefootplanning.com

**PREPARED FOR:**

**Robert Bake**

*Chief Administrative Officer*

413 Fourth Street, Kaslo, BC PO Box 576 , VOG 1M0

cao@kaslo.ca

Dear Robert,

We are excited to submit a proposal for the South Kaslo Development Plan to the Village of Kaslo. Barefoot is an award-winning planning, design, and engagement consultancy that offers a contemporary alternative to corporate consulting to public, private, and First Nations clients across BC.

We have assembled a highly-capable, multidisciplinary team specifically tailored to the needs of this project: Our team has proven experience in the region – and multiple partners based in the Kootenays. Together, our competitive advantage is being capable of not only creating a clear, contextual, and compelling vision but also developing the strategies, actions, and policies necessary to realize that vision.

Our project lead, Evan Peterson (Barefoot), is a sought-after planner and designer with a wealth of experience providing project oversight, technical expertise, and strategic advice in complex, multi-disciplinary projects in BC, including the New Denver and Nakusp Downtown Revitalization Plans. Our Transportation planner Dan Casey (Urban Systems) brings decades of experience leading successful and industry-leading transportation projects across BC. Our consulting engineer, Blake Lawson (Lawson Engineering), brings decades of experience leading successful civil engineering projects in small- to mid-sized communities across Interior BC. Our economic consultant, Siavash Tahan, has over 10 years of experience in the real estate industry and is highly familiar with public policy and its impacts on real estate and the development industry.


For this project, our goal is to tap into local knowledge to identify the unique issues and opportunities of this key area, while, through a stakeholder-driven and solutions-oriented process, create a practical framework to guide future public and private investment and decision-making in South Kaslo. Projects like this one represent the core of what our team does best:

- **ENGAGEMENT** - As skilled facilitators and communicators, we have a strong track record of developing and implementing effective engagement strategies. We use a diversity of tools and techniques to listen, learn, and engage –including digital tools that provide flexibility, adaptability, and improved access across the project process.
- **DESIGN & ANALYSIS** - Our community design practice weaves together the many strands of site analysis, placemaking, livability, and revitalization in the creation of vibrant and sustainable spaces and communities. We regularly lead integrated teams in master planning and design processes at the site, neighbourhood, and community scale.
- **LAND USE & POLICY** - We specialize in the development of actionable plans, policies, and regulations that are grounded in context and focused on implementation and usability. We have developed, updated, and delivered area-based plans, policies, and visions for over 30 local governments in British Columbia, with a focus on small- to medium-sized communities.

Jargon aside, we are thrilled to offer this team of forward-thinking, like-minded professionals who enjoy working together. This plan presents an opportunity to harness our respective skills and shared values toward an aspirational yet achievable outcome for the community – and have fun while doing it.

In summary, our submission reflects our enthusiasm for this work and identifies our proposed team, approach, work plan, and an associated fee estimate. The experience and expertise of our team members make us uniquely suited to assist you with this project, and we look forward to the opportunity to work with you.

Sincerely,

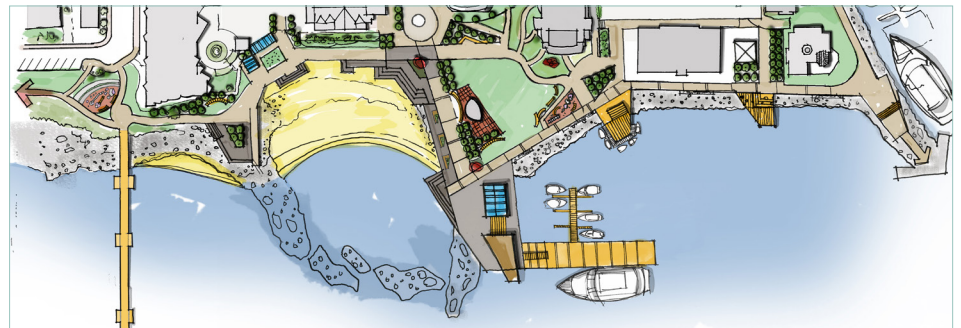


Evan Peterson

*Principal*  
**Barefoot Planning + Design**

E: [evan@barefootplanning.com](mailto:evan@barefootplanning.com)  
P: (250) 216-8402

We acknowledge the receipt of the one page Addendum #1 (RFP 2024-20) issued on September 25, 2024.





# TABLE OF CONTENTS

- PROJECT UNDERSTANDING . . . . .1**
- QUALIFICATIONS & EXPERIENCE. . . . . 2**
  - PROFILE . . . . . 2
  - TEAM - BAREFOOT PLANNING + DESIGN. . . . . 3
  - TEAM - URBAN SYSTEMS . . . . . 5
  - TEAM - LAWSON ENGINEERING . . . . . 6
  - TEAM - URBANICS . . . . . 7
  - EXPERIENCE . . . . . 8
  - REFERENCES. . . . .13
- APPROACH . . . . .15**
  - APPROACH . . . . .15
  - PROCESS & TIMELINE . . . . .16
- BUDGET . . . . .21**
  - TEAM RATES . . . . . 22
- APPENDIX. . . . .23**
  - PROJECT TEAM RESUMES . . . . . 23

# PROJECT UNDERSTANDING

The Village of Kaslo aims to develop the area known as South Kaslo in alignment with the goals outlined in its Official Community Plan. To facilitate this, the Village needs a detailed Plan that outlines the extension of services to the area, provides guidance on any necessary amendments to the Official Community Plan, and ensures that development is phased in a logical and cost-effective manner. The Plan should also analyze public and private investment models to support decision-making. Additionally, it will serve as a marketing resource on the Village's website and be shared with potential developers, builders, and realtors. Key elements may include:

- Background Research and Planning (policy and bylaws)
- Stakeholder Consultation
- Public Engagement
- Transportation Planning
- Infrastructure Servicing
- Development Plan Design (CAD drawings and mapping)
- Conceptual Modeling
- Presentation to Council



# QUALIFICATIONS & EXPERIENCE

## PROFILE

### BAREFOOT PLANNING + DESIGN

Barefoot Planning offers a contemporary alternative to corporate consulting: one that is accessible, collaborative, and progressive. Established in 2011 as a sole proprietorship by Principal Evan Peterson, Barefoot now includes several associate members, including a senior advisor, senior planners, community planners, a graphic designer, and a GIS analyst. Barefoot specializes in community planning and design, engagement, and Indigenous community planning.

At heart, Barefoot is driven by the desire to reconnect people, places, and ecology through skilled communication, systems thinking, and an honest approach to sustainability. We consistently apply design thinking – the effective use of empathy, creativity, and rationality to problem-solve – to help find a better way to do something and go beyond the status quo for our clients. Barefoot takes an alternative, 21st century approach to consulting by tapping into a network of talented professionals to collaborate and form the ideal team for any given project.

We understand that you will have the opportunity to partner with large corporate firms in order to carry out this work. However, we think our collaborative approach and nimble firm offers a more suitable team to work with you on this project. Because we are a small, dynamic firm with low overhead, we are able to choose the best possible team for any given project and prioritize works of passion. This project represents what we are passionate about, as it aligns with our core values of honouring the past and present, strong visioning for the future, and meaningful community engagement. Therefore, this project will be a priority for each of our team members.



Barefoot has already worked with a wide range of clients, including:

- Village of Nakusp
- Village of New Denver
- Town of Creston
- District of Mackenzie
- City of Kelowna
- Town of Sidney
- City of Victoria
- District of Saanich
- City of Colwood
- District of Highlands
- Town of Esquimalt
- City of Coquitlam
- City of Port Moody
- Regional District of Nanaimo
- District of Ucluelet
- Tlowitsis First Nation
- Malahat Nation
- T'Sou-ke Nation
- Nanoose First Nation
- Songhees First Nation
- Cowichan Tribes
- Te'mexw Treaty Association
- Uchucklesaht Tribe Government
- Blueberry River First Nation

# TEAM - BAREFOOT PLANNING + DESIGN

Our collaborative team offers a breadth of relevant expertise. While we take pride in our innovative approaches, we ground our designs and plans on a firm understanding of context and implementation (e.g., site conditions, policy, regulation, resources). This section highlights the key project personnel from each firm.

## EVAN PETERSON

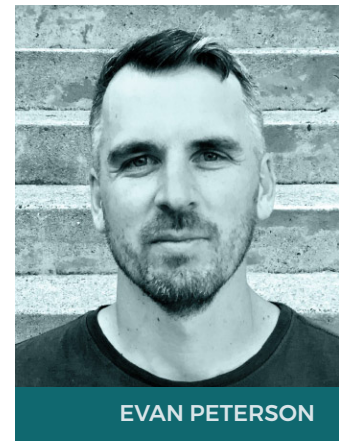
*Principal – Planner, Designer, Facilitator*

### TEAM ROLE: PROJECT MANAGER

Evan is the Principal of Barefoot and a collaborative leader with 12 years of experience providing planning, design, and engagement services to local governments, First Nations, and landowners in BC. Evan will be the Project Manager for the South Kaslo Development Plan, communicating with staff on a regular basis to manage the planning process, consultant team responsibilities, deliverables and budget.

### WHY EVAN?

- A skilled planner and designer, approachable leader, and creative problem-solver that strives to push the boundaries of progressive practice – while being highly sensitive to context.
- 12+ years experience in community planning, urban design, and community consultation with a focus on small- to mid-sized communities and First Nations in BC.
- Proven ability to deliver highly successful plans across a broad project spectrum – from community and area plans, to urban design and revitalization strategies, to Treaty lands analyses and First Nations consultation, to large-scale community engagement.
- Proven ability to develop actionable plans and strategies with a focus on implementation – including in-depth knowledge of policy, regulation, and guideline development.
- In-depth experience consulting with First Nation communities in BC across a variety of contexts.
- Holds an MA in Planning and a Charrette Leader Certificate from the National Charrette Institute.
- Led the Nakusp Downtown Revitalization Plan project.



## MARK MCNAUGHTON

*Community Planner & Urban Designer*

### TEAM ROLE: COMMUNITY PLANNER & URBAN DESIGNER

Mark will provide research, design, engagement and policy development support throughout the project. Mark is a planner with 4+ years' experience working with local governments, First Nations, and landowners in BC on projects related to local area planning, public realm, treaty lands analysis, sustainability, transportation, and economic development.

### WHY MARK?

- Extensive experience (private and public sector) working with local governments, First Nations, including the City of Victoria, Town of Creston, and Songhees Nation on projects related to, land use, urban design, and economic development.
- An excellent researcher and writer, with experience contributing to research reports for First Nations and local, regional, and provincial governments across Canada.
- Former Planner at the City of Victoria and Sustainability Planner at Origin Sustainable Planning + Design.



---

## CARRIE HUBKA

*Graphic Designer*

### TEAM ROLE: GRAPHIC DESIGNER

Carrie brings a passion for effective visual communication and 10+ years of graphic design experience. She has worked on a vast amount of projects and is responsible for creating or adhering to branding standards, developing print publications such as proposals and reports, presentation materials (boards, posters, interactive pieces), advertisements, brochures and handouts, as well as social media and web based materials.



## TEAM - URBAN SYSTEMS

Founded in 1975, Urban Systems is one of Western Canada's leading inter-disciplinary consulting firms. They began as, and remain, an employee-owned company comprising approximately 450 staff. They are passionately committed to supporting communities across a variety of professional disciplines in working toward achieving positive change.

### DAN CASEY

*Senior Transportation Planner*

#### TEAM ROLE: TRANSPORTATION PLANNER

Dan is a Senior Transportation Planner for Urban Systems. With his education and credentials focused in urban planning and 15+ years of experience specifically in transportation, Dan brings "big picture" thinking and a diverse technical skill-set to our transportation practice. His project experience is multi-modal in nature and spans the transportation discipline, ranging from regional planning and policy development to technical analysis and design. He is regarded for strong written, verbal and visual communication skills, and an ability to convey technical transportation subject matter in an easily understood manner. Dan will be responsible for identifying grant funding, partnership opportunities, and any other alternative revenue sources specific to suggested improvements and developments.



#### WHY DAN?

- 15+ years experience working on community planning processes of all scales related to transportation.
- Expertise in bicycle and pedestrian planning, transit planning, streetscape design, parking management, and transportation demand management.
- An established reputation for progressive transportation methods and abilities to convey complex subject matter in an easily understood manner.
- Holds a Master's of Planning from Dalhousie University, is a Certified Member of the Canadian Institute of Planners, and is a Registered Professional Planner with the Planning Institute of BC.
- Established track record as transportation subject matter expert on downtown / village plans in communities such as Burns Lake, Sooke, West Kelowna, Chemainus, Prince Rupert, Okanagan Falls, and Creston.
- Partnered with Barefoot (while at Watt Consulting Group) on many highly-successful and demanding area plans– Downtown Vision & Action Plan (District of Mackenzie), Bell McKinnon Local Area Plan (North Cowichan), and the award-winning Sidney West Side Local Area Plan.

## TEAM - LAWSON ENGINEERING LTD.

Lawson Engineering Ltd. (LEL) – formally Lawson Engineering and Development Services Ltd. is a civil engineering and consulting company providing service to both public and private clientele throughout British Columbia and Alberta operating since 2015. LEL specializes in providing a variety of civil engineering and planning services. Our firm consists of a highly skilled group of professionals and support staff who provide the expertise required to design and manage municipal and land development projects from their initial concept to project completion. LEL was formed to give clients an option to utilize a company where the owners and managers are not just client contacts but are involved in all facets of the engineering process. LEL strives to provide engineering services specifically tailored to each client’s requirements and treat each project as our own. We believe that there is a better way to provide engineering services, which is through a strong core of employees working towards common goals which provide the foundation that LEL’s efficient, cost effective and high-quality services is based.

### **BLAKE LAWSON**

*Principal - Civil Engineer*

#### **TEAM ROLE: CIVIL ENGINEER**

Blake Lawson, P.Eng is a member of EGBC (British Columbia) and APEGA (Alberta) as a Professional Engineer. Blake's current focus is on municipal and land development engineering projects for private and public-sector clients throughout BC. Blake's knowledge stems from several years of experience working with a number of municipalities, land developers and government organizations throughout BC. Blake will advise on engineering considerations and create high-level costing estimates.



#### **WHY BLAKE?**

- 18+ years experience working on municipal and land development engineering projects for private and public-sector clients throughout BC and AB.
- Holds a Bachelor of Applied Science in Civil Engineering from the University of British Columbia Okanagan and is member of EGBC (British Columbia) and APEGA (Alberta) as a Professional Engineer.
- Established track record as engineer and subject matter expert on parks, streetscape, and downtown revitalization and engineering projects in interior BC communities such as Salmon Arm, Vernon, Coldstream, Armstrong, Merritt, Revelstoke, and Sicamous.

## TEAM - URBANICS

Urbanics Consultants Ltd. is one of Canada's leading firms of land economists, planners, policy analysts, and development management consultants. Based in Vancouver, British Columbia, we offer real estate analysis, planning, and implementation services for all forms of retail, residential, office, industrial, recreational, and other land uses throughout North America and around the world. Our work spans small-scale developments to projects focusing on entire municipalities and regions.

### **SIAVASH TAHAN**

*President - Civil Engineer*

#### **TEAM ROLE: ECONOMIST**

Siavash has over 10 years of experience in the real estate industry. He has worked in the mortgage banking sector helping finance billions of dollars worth of development. Over the past decade he has provided consulting and development management advice to a wide range of public and private sector clients helping them realize the value of their land and bringing projects to completion. He is also familiar with public policy and its impacts on real estate and the development industry. He is a graduate of the University of British Columbia with a combined economics and politics degree and is also pursuing his CFA designation.





# EXPERIENCE

Here are examples of projects undertaken by our team, which represent our abilities and approach to the South Kaslo Development Plan.



## RELEVANCE TO PROJECT REQUIREMENTS:

- Facilitating a community and stakeholder-driven process
- Demonstrating urban design and civil engineering expertise
- Delivering an original, context sensitive design and plan
- Developing a high quality design achievable with limited resources
- Delivering conceptual designs

## DOWNTOWN REVITALIZATION PLAN

*2017 - Village of Nakusp*

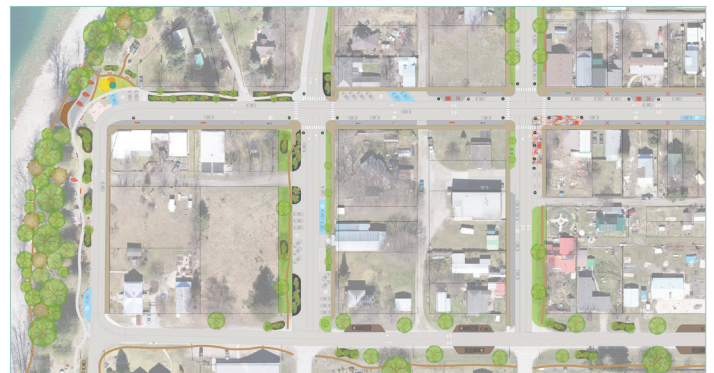
Barefoot led a multidisciplinary team in the development of a design-oriented Revitalization Plan for the village of Nakusp. Stakeholder engagement was central to the project process, which included 10 collaborative Advisory Committee meetings, as well as a hugely successful public process (e.g., over 250 survey responses from a population of 1,600).

The final document not only provided detailed streetscape design drawings and guidelines, but also included a set of planning recommendations and an implementation plan to enhance the social, economic, and environmental future of downtown Nakusp.

## DOWNTOWN REVITALIZATION PLAN

*2023/24 - Village of New Denver*

Barefoot, in Collaboration with Lawson, spearheaded the creation of a Downtown Revitalization Plan for the Village of New Denver. The project encompassed developing a compelling urban design vision for the future of this important community and regional hub, along with a comprehensive policy and implementation framework to bring it to life. The plan incorporates various land use, transportation, open space, and sustainable development principles, turning them into actionable strategies. Key components include new active transportation links, vibrant ground-floor land uses, landscape-driven stormwater management, and a range of diverse housing options.



## RELEVANCE TO PROJECT REQUIREMENTS:

- Facilitating a community and stakeholder-driven process
- Delivering a context sensitive vision and plan with a focus on implementation
- Demonstrating expertise in Project Management and coordination of subconsultants



**RELEVANCE TO PROJECT REQUIREMENTS:**

- Identification of community needs and opportunities
- Development of zoning
- Development of park concept designs and associated costing
- Development of implementation strategies

**BOWERS MASTER PLAN & ZONING**

*2020-2023 – Private Client*

Barefoot is lead the planning and design for a new Master Planned community in Nanaimo – Bowers District. This infill site is envisioned to be a compact, mixed use urban community with a strong emphasis on a high quality and 'green' public realm.

As part of the Master Plan development and subsequent Rezoning strategy development, Barefoot developed in-depth zoning development for the site.

**DOWNTOWN REVITALIZATION PLAN**

*2023 - Town of Creston*

Barefoot led the development of a Downtown Revitalization Plan for the Town of Creston in the BC Interior. The scope involved not only creating a rich urban design vision for the future of this key community and regional node but also developing a comprehensive policy and implementation framework to make it a reality. The plan integrates a number of land use, transportation, open space, and sustainable development principles and makes them actionable through policy and development targets – including new active transportation connections, active ground floor land uses, landscape-based stormwater management, and diverse housing options.



**RELEVANCE TO PROJECT REQUIREMENTS:**

- Facilitating a community and stakeholder-driven process
- Delivering a context sensitive vision and plan with a focus on implementation
- Demonstrating expertise in Project Management and coordination of subconsultants

## LOCAL AREA, VILLAGE, AND TRANSPORTATION PLANS

### Local Area Plans

Barefoot led the development of a comprehensive LAP for the Bell McKinnon neighbourhood in North Cowichan – a rural neighbourhood on the cusp of significant growth. Our team developed a comprehensive planning, design, landscape, and transportation framework to inform the future of the neighbourhood, with a focus on strong urban design, innovative green practices, and the creation of a model green neighbourhood and village core. The project was founded on [a] in-depth community and stakeholder engagement, including key sessions with First Nations, and [b] the application of progressive planning principles and innovative best practices in land use, transportation, stormwater management, and more.

Recently, Barefoot has also completed local area plans for the Town of Sidney, Saanichton (District of Central Saanich), and South Highlands (District of the Highlands).

### Village Plans

Barefoot led the development of a Village Plan for the traditional village of Ehtlathese for UTG. The Village Plan focused on the creation of a comprehensive policy and regulatory framework to guide future development (short- and long-term) in the village, as well as a detailed site planning process for the historic village core.

### Transportation Plans

Barefoot led the development of an Active Transportation Plan for the Uchucklesaht Nation on Vancouver Island. The scope involved enhancing the active transportation network in Ehtlathese Village, but also connecting parts of Uchucklesaht's expansive Traditional Territory, connecting Citizens with their traditional lands and practices. The Plan integrates a number of cultural principles into the design of the network as well as strategies to overcome unique challenges in remote areas.

Additionally, transportation policy and graphics are key components of many of the other plans we work on (e.g., Local Area and Downtown Revitalization Plans).



#### RELEVANCE TO PROJECT REQUIREMENTS:

- Facilitating a community and stakeholder-driven process
- Firm understanding of the Local Government Act and related components of an OCP
- Demonstrated ability to develop clear and effective plan policy and regulations
- Ability to create context-specific plans and policies

# DEVELOPMENT PERMIT GUIDELINES

City of Kelowna (2021) & District of Saanich (2023)

Barefoot, working with PWL Partnership and Origin, led the development of community-wide Design Guidelines for the City of Kelowna and District of Saanich. The scope involves an extensive re-write of the City's Development Permit Guidelines to be integrated into its new OCP. Additionally, the guidelines were aligned with best practices for high performance buildings, and included a high-performance section that provides form and character design strategies for achieving well-designed high-performance buildings that also support other City design goals such as achieving a strong relationship to the street and a unified architectural expression. Overall, with aspirations for a progressive set of guidelines that will help shape the future of the City and overcome a number of contextual challenges, we created a document that seeks to become a best practice in planning and urban design policy.



## RELEVANCE TO PROJECT REQUIREMENTS:

- Identification of staff needs and project opportunities
- Development of clear diagrams, concepts, and a graphically rich document
- Adopted a 'typology-based' approach to design guidelines resulting in comprehensive and easy to use regulatory tool

# GRAPHIC LANGUAGE

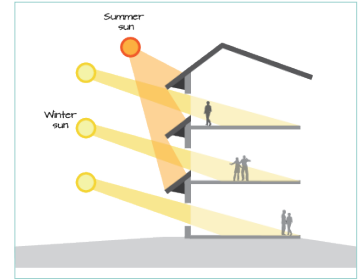
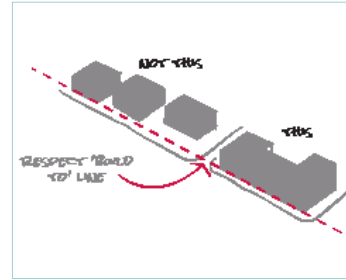
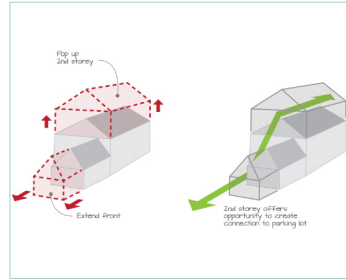
Our team prides itself on our graphic communication abilities. For urban design graphics it is important to produce clear, concise diagrams and imagery with policy language. We tailor our graphic techniques to communicate in a variety of ways, from loose and conceptual, to detailed and technical.

## LOOSE / CONCEPTUAL

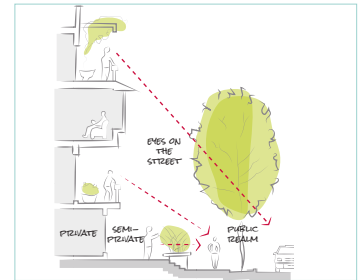
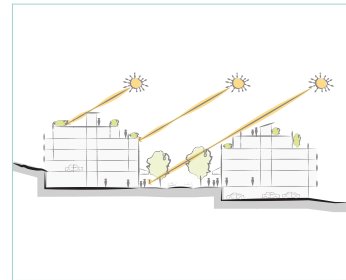
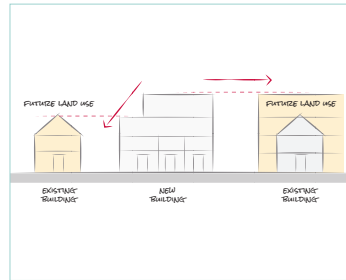
## DETAILED / TECHNICAL



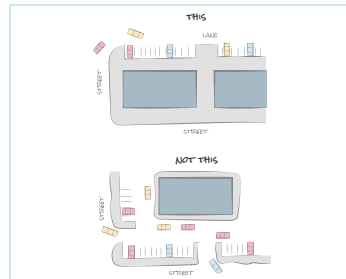
### CONCEPT DIAGRAM



### SECTION / ELEVATION



### PLAN VIEW



### PERSPECTIVE



# REFERENCES

## PROJECT REFERENCE #1

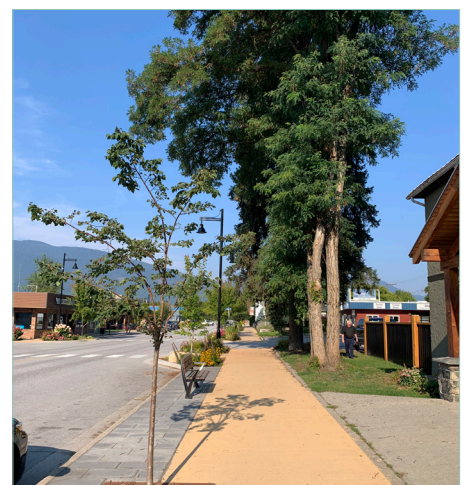
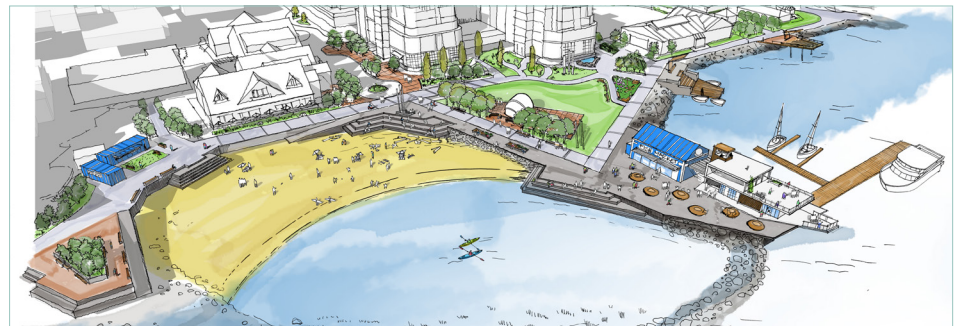
<b>Client Organization Name</b>	Town of Creston
<b>Year Services Performed</b>	2022-2023
<b>Brief Description</b>	Project Lead for the Downtown Revitalization Plan   Parks Master Plan
<b>Name of Consultant's Project Lead</b>	Evan Peterson
<b>Client Contact Name &amp; Tel No.</b>	Joel Comer, Manager of Community Planning & Development joel.comer@creston.ca (250) 428-8654

## PROJECT REFERENCE #2

<b>Client Organization Name</b>	District of Saanich
<b>Year Services Performed</b>	2022-2023
<b>Brief Description</b>	Project Lead for Development Permit Guidelines
<b>Name of Consultant's Project Lead</b>	Evan Peterson
<b>Client Contact Name &amp; Tel No.</b>	Rebecca Newlove, Manager of Sustainability Rebecca.Newlove@saanich.ca (250) 475-7118

## PROJECT REFERENCE #3

<b>Client Organization Name</b>	Municipality of North Cowichan
<b>Year Services Performed</b>	2018
<b>Brief Description</b>	Project Lead for award-winning Bell McKinnon Local Area Plan
<b>Name of Consultant's Project Lead</b>	Evan Peterson
<b>Client Contact Name &amp; Tel No.</b>	Chris Hutton, Community Planning Coordinator chris.hutton@northcowichan.ca (250) 746-3155



# APPROACH

A comprehensive Development Plan will involve a combination of theory, technical analysis, community engagement, and robust policy development. Key elements of our approach include:

## COMBINING SUSTAINABILITY, RESILIENCE & EQUITY

Sustainability focuses on managing resources in a way that guarantees welfare and promotes equity for current and future generations. Resilience is the capacity of a system to withstand, respond to, and adapt more readily to shocks and stresses to emerge stronger after tough times, and live better in good times. Equity refers to the fair and respectful treatment of all people. Our approach will focus on sustainability as a goal of Kaslo, resilience as a characteristic of the urban systems, and equity as a lens through which we engage the community and create a sense of shared ownership over the vision for the future.

## UNDERSTANDING THE CONTEXT

Building a common understanding of the context and background for the project is a critical part of any planning process. This research is intended to answer the question of "what is the reason for the vision?" as well as "what are the issues / challenges and strengths / opportunities facing South Kaslo and what needs to address?" Our team will connect with local knowledge holders and champions, review background documents, interview staff and local experts, and work with our expert subconsultants to develop the strongest understanding we can of the planning and design context.

## ENGAGING THE COMMUNITY

A meaningful community engagement process is a fundamental part of the planning process. Our team will work with staff to develop a Community Engagement Strategy that outlines the why, who, what, when, where, and how of engagement.

Our team selects engagement tools and questions to match the needs and objectives of the Master Plan. We use a variety of communication techniques and tools, including highly visual and explanatory elements, to educate, inform, and engage the community. We use both quantitative and qualitative analysis to understand community insights, and we report back to the public in a "What We Heard" report outlining who was involved and what we heard. We then develop plan directions and policies based on community input, best practices, and background analyses.

## DEVELOPING THE MASTER PLAN

Our team will iteratively draft the plan until we have a robust policy framework and implementation plan that identifies action items, partnerships, funding mechanisms, and needed amendments to existing policies or bylaws to align with the vision and policies of the South Kaslo Development Plan. At the end of the project, our team will develop an actionable, community-driven, technically sound, and graphically-rich South Kaslo Development Plan document that is comprehensive, cohesive, and easy for Council, staff, community, and property owners to interpret and use.



# PROCESS & TIMELINE

Land use planning processes take many different forms depending on a community's needs and resources. We have laid out an overall strategic planning framework for you to consider based on our current understanding of the project's objectives. We will work with you to develop and refine the overall framework and work plan to best meet your needs.

## SOUTH KASLO DEVELOPMENT PLAN

**1**

### PHASE 1: PRE-PLANNING

**NOVEMBER 2024 - JANUARY 2025**

#### PRE-PLANNING WILL BE THE TIME TO:

- Bring the planning team together
- Inform community and leaders about the plan and team and gain their support
- Prepare the groundwork for an open, inclusive, and effective planning process
- Gather ideas on the plan's purpose, scope, and process
- Conduct background research

#### BY THE END OF PRE-PLANNING WE WILL HAVE:

- A planning team in place
- A work plan to guide the planning process
- Strategies to engage the community
- A review of planning history and documents

**2**

### PHASE 2: DIRECTIONS & ENGAGEMENT

**FEBRUARY - MARCH 2025**

#### DIRECTIONS & ENGAGEMENT WILL BE THE TIME TO:

- Community to analyze its land-related strengths, issues, and opportunities
- Community, supported by the planning team, to establish a shared vision and values for the future and identify the land use planning framework to realize that vision

#### BY THE END OF DIRECTIONS & ENGAGEMENT WE WILL HAVE:

- A community-driven process
- Draft Planning Principles and Plan Directions
- Engagement Summaries

**3**

### PHASE 3: PLAN DEVELOPMENT & FINALIZATION

**MARCH - MAY 2025**

#### PLAN DEVELOPMENT & FINALIZATION WILL BE A TIME TO:

- Develop early draft Development Plan and Implementation and cost strategy
- Review and reflect with staff
- Engage with the community

#### BY THE END OF PLAN DEVELOPMENT & FINALIZATION WE WILL HAVE:

- Community consensus
- Finalized South Kaslo Development Plan, including implementation strategy
- Council presentation

Phase	Event / Task	Tool(s)	Level of engagement	Objectives	Audience	Timeline / Venue	Roles
PHASE 1 Pre-Planning	A <b>Startup Meeting with Staff &amp; Internal Strategy Meeting</b>	<ul style="list-style-type: none"> <li>Virtual Meeting</li> <li>Agenda</li> <li>Presentation</li> <li>Dialogue/discussion</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Discuss objectives, scope of work, progress made to date, and measures of success</li> <li>Establish overall project process, timeline and constraints</li> <li>Define project roles and responsibilities</li> <li>Discuss next steps</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Village Staff</li> </ul>	December 2024	<b>Project Team</b> <ul style="list-style-type: none"> <li>Organize and facilitate meeting</li> </ul>
PHASE 1 Pre-Planning	B <b>Develop and Finalize Engagement Strategy</b>	<ul style="list-style-type: none"> <li>Engagement &amp; Communication Strategy</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Develop and finalize engagement and communication strategy to engage neighbouring First Nations, local businesses, Village officials, and the public</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Village Staff</li> </ul>	January/February 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Develop Strategy</li> </ul> <b>Village Staff</b> <ul style="list-style-type: none"> <li>Support development of Strategy</li> </ul>
PHASE 1 Pre-Planning	C <b>Targeted Consultations</b>	<ul style="list-style-type: none"> <li>Virtual meeting(s)</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Conduct targeted engagement with Village Officials, staff, First Nations, and stakeholders, including business owners, on issues and opportunities for South Kaslo as needed</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Stakeholders</li> </ul>	February/March 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Organize and facilitate meeting(s)</li> </ul> <b>Village Staff</b> <ul style="list-style-type: none"> <li>Make project team introductions (e.g., via email) to stakeholders</li> <li>Attend meetings as requested</li> </ul>
PHASE 1 Pre-Planning	D <b>Support Preparation of Digital Engagement</b>	<ul style="list-style-type: none"> <li>Project webpage (e.g., project information, online engagement)</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Prepare an online engagement platform for Phase 2 of public engagement</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Community</li> </ul> <b>Secondary</b> <ul style="list-style-type: none"> <li>First Nations</li> <li>Stakeholders</li> </ul>	March/April 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Develop online platform</li> </ul> <b>Village Staff</b> <ul style="list-style-type: none"> <li>Review and provide feedback on the online platform</li> </ul>
PHASE 1 Pre-Planning	E <b>Develop Engagement Materials &amp; Support Public Launch</b>	<ul style="list-style-type: none"> <li>"Let's Talk South Kaslo" campaign advertisements (e.g. newsletter, online, content, press release, news advertisement, poster)</li> <li>Survey</li> <li>Display Boards</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Set up logistics, venues/platforms, and resources needed for Phase 2 of public engagement</li> <li>Prepare materials to support public engagement on the Development Plan, opportunities and challenges, and early concepts</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Community</li> </ul> <b>Secondary</b> <ul style="list-style-type: none"> <li>First Nations</li> <li>Stakeholders</li> </ul>	March/April 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Develop engagement materials and tools</li> </ul> <b>Village Staff</b> <ul style="list-style-type: none"> <li>Review and provide feedback on engagement materials</li> </ul>
PHASE 2 Directions & Engagement	A <b>Check-in Meeting</b>	<ul style="list-style-type: none"> <li>Virtual Meeting</li> <li>Agenda</li> </ul>	Inform	<ul style="list-style-type: none"> <li>Meet with the Village Project Manager</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Village Project Manager</li> </ul>	April 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Organize and facilitate meeting</li> </ul>

# ENGAGEMENT PLAN | South Kaslo Development Plan



Phase	Event / Task	Tool(s)	Level of engagement	Objectives	Audience	Timeline / Venue	Roles
				<ul style="list-style-type: none"> <li>Review insights and feedback from Phase 1</li> <li>Refine the approach and strategies for Phase 2</li> </ul>			
PHASE 2 Directions & Engagement	B Facilitate Ideas Fair & Online Engagement	<ul style="list-style-type: none"> <li>Drop-in, in-person Ideas Fair</li> <li>Display Boards</li> <li>Physical surveys</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Organize and facilitate in-person Ideas Fair</li> <li>Receive community feedback on community needs, a vision, planning and design principles, and priorities for South Kaslo</li> <li>Administer community needs and visioning surveys</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Community</li> </ul> <b>Secondary</b> <ul style="list-style-type: none"> <li>First Nations</li> <li>Stakeholders</li> </ul>	April/May 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Facilitate Ideas Fair</li> </ul> <b>Village Staff</b> <ul style="list-style-type: none"> <li>Organize the venue for the Ideas Fair</li> <li>Support project team at the Ideas Fair</li> </ul>
PHASE 2 Directions & Engagement	C Key Stakeholder Workshop #1 Facilitation	<ul style="list-style-type: none"> <li>Virtual or in-person Workshop</li> <li>Presentation</li> <li>Dialogue/discussion</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Develop and facilitate an in-person or virtual Stakeholder Workshop</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>First Nations</li> <li>Stakeholders</li> </ul>	April/May 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Organize and facilitate workshops</li> </ul> <b>Village Staff</b> <ul style="list-style-type: none"> <li>Support project team with Stakeholder engagement</li> </ul>
PHASE 2 Directions & Engagement	D Develop Phase 2 Engagement Summary	<ul style="list-style-type: none"> <li>"What We Heard" Report</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Collect and analyze community input Phase 2 in a "What We Heard" report</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Community</li> <li>First Nations</li> <li>Stakeholders</li> </ul>	May 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Develop Report</li> </ul> <b>Village Staff</b> <ul style="list-style-type: none"> <li>Review Report</li> </ul>
PHASE 3 Development & Finalization	A Check-in Meeting	<ul style="list-style-type: none"> <li>Virtual Meeting</li> <li>Agenda</li> </ul>	Inform	<ul style="list-style-type: none"> <li>Meet with the Village Project Manager</li> <li>Review insights and feedback from Phase 2</li> <li>Refine the approach and strategies for Phase 3</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Village Project Manager</li> </ul>	May 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Organize and facilitate meeting</li> </ul>
PHASE 3 Development & Finalization	B Develop Early Plan Content and Review with Staff	<ul style="list-style-type: none"> <li>Draft Development Plan</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Work with Village staff to prepare a preliminary draft of the Development Plan</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Village Staff</li> </ul>	May/June 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Draft South Kaslo Development Plan</li> </ul> <b>Village Staff</b> <ul style="list-style-type: none"> <li>Provide input on the draft Development Plan</li> </ul>
PHASE 3 Development & Finalization	C Review Round with Staff	<ul style="list-style-type: none"> <li>Virtual Meeting</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Organize a review meeting with the project team to review the draft Development Plan content, graphics,</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Village Staff</li> </ul>	June 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Organize and facilitate meeting</li> </ul>

Phase	Event / Task	Tool(s)	Level of engagement	Objectives	Audience	Timeline / Venue	Roles
				and maps and the upcoming Open House			<b>Village Staff</b> <ul style="list-style-type: none"> <li>Review and provide input on the draft Development Plan</li> <li>Provide feedback on Open House ideas</li> </ul>
PHASE 3 Development & Finalization	D Refine and Develop Implementation Strategy with Staff	<ul style="list-style-type: none"> <li>Draft Development Plan</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Refine the Development Plan and develop an implementation strategy with staff input</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Village Staff</li> </ul>	May 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Refine Development Plan</li> <li>Develop Implementation Strategy</li> </ul> <b>Village Staff</b> <ul style="list-style-type: none"> <li>Review and provide input on the draft Development Plan &amp; Implementation Strategy</li> </ul>
PHASE 3 Development & Finalization	E Prepare for Open House and Digital Feedback	<ul style="list-style-type: none"> <li>Draft Development Plan</li> <li>Presentation</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Organize and prepare for a virtual open house to elicit feedback from the community and stakeholders on the draft Development Plan</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Village Staff</li> </ul>	July/August 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Organize and facilitate meeting(s)</li> </ul> <b>Village Staff</b> <ul style="list-style-type: none"> <li>Review and provide input on the draft Development Plan</li> <li>Provide feedback on Open House ideas</li> </ul>
PHASE 3 Development & Finalization	F Facilitate Open House (virtual)	<ul style="list-style-type: none"> <li>Virtual Open House</li> <li>Presentation</li> <li>Dialogue/discussion</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Facilitate the Open House on the Draft Plan</li> <li>Open House will include a presentation for the public</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Community</li> <li>First Nations</li> <li>Stakeholders</li> </ul> <b>Secondary</b> <ul style="list-style-type: none"> <li>Village Staff</li> </ul>	September 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Organize and facilitate Open House</li> </ul> <b>Village Staff</b> <ul style="list-style-type: none"> <li>Support project team with Open House</li> </ul>
PHASE 3 Development & Finalization	G Presentation to Council	<ul style="list-style-type: none"> <li>Finalized South Kaslo Development Plan</li> <li>Presentation</li> </ul>	Inform / Consult	<ul style="list-style-type: none"> <li>Present the finalized Development Plan to the Council for consideration and adoption</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>Village Council</li> </ul> <b>Secondary</b> <ul style="list-style-type: none"> <li>Village Staff</li> </ul>	November 2025	<b>Project Team</b> <ul style="list-style-type: none"> <li>Present Development Plan</li> </ul> <b>Village Staff</b> <ul style="list-style-type: none"> <li>Support project team with Council presentation</li> </ul>

FIRST NATIONS LIST

#	GROUP / NAME	LEVEL OF ENGAGEMENT	NOTES
1	Ktunaxa Nation	Inform, Consult, Involve	
	<ul style="list-style-type: none"> <li>• ʔakisq̓nuk First Nation</li> <li>• Yaq̓it ʔa-knuq̓ti'it – Tobacco Plains Indian Band</li> <li>• ʔaq̓am – St. Mary's Indian Band</li> <li>• Yaqan Nuʔkiy – Lower Kootenay Band</li> </ul>		<ul style="list-style-type: none"> <li>• ʔakisq̓nuk First Nation are located in Windermere</li> <li>• Yaq̓it ʔa-knuq̓ti'it – Tobacco Plains Indian Band are located near Grasmere</li> <li>• ʔaq̓am – St. Mary's Indian Band are located near Cranbrook</li> <li>• Yaqan Nuʔkiy – Lower Kootenay Band are located near Creston</li> </ul>
2	Sinixt Confederacy	Inform	Sinixt Confederacy's offices are located in Nelson
3	Syilx Okanagan Nation	Inform	
	<ul style="list-style-type: none"> <li>• Westbank First Nation</li> <li>• Lower Similkameen Indian Band</li> <li>• Upper Similkameen Indian Band</li> <li>• Osoyoos Indian Band</li> <li>• Penticton Indian Band</li> <li>• Okanagan Indian Band</li> <li>• Upper Nicola Indian Band</li> </ul>		<ul style="list-style-type: none"> <li>• Westbank First Nation are located in Kelowna</li> <li>• Lower Similkameen Indian Band are located near Cawston</li> <li>• Upper Similkameen Indian Band are located near Hedley</li> <li>• Osoyoos Indian Band are located in Oliver</li> <li>• Penticton Indian Band are located in Penticton</li> <li>• Okanagan Indian Band are located in Vernon</li> <li>• Upper Nicola Indian Band are located near Douglas Lake</li> </ul>

STAKEHOLDER LIST

#	GROUP / NAME	LEVEL OF ENGAGEMENT	NOTES
1	Kaslo Village Officials	Inform, Consult, Involve	
2	Local Interest Groups	Inform, Consult, Involve	
	<ul style="list-style-type: none"> <li>• Kaslo Business Owners</li> <li>• Kaslo Chamber of Commerce</li> <li>• Kaslo Outdoor Recreation &amp; Trails Society</li> </ul>		
3	Kaslo Residents	Inform, Consult, Involve	
4	West Kootenay Regional District	Inform, Consult, Involve	
5	Regional Interest Groups	Inform	
	<ul style="list-style-type: none"> <li>• Kootenay Lake Historical Society</li> <li>• Kootenay Conservation Program</li> </ul>		





---

## Village of Kaslo

---

File #: 7320-20

February 10, 2025

Laurie Frankcom  
Education Program Coordinator  
Central Kootenay Invasive Species Society  
Suite 19 – 622 Front Street  
Nelson, BC, V1L 4B7

ReDi Grant Local Selection Committee:

---

### RE: COLUMBIA BASIN TRUST ReDi GRANT APPLICATION

---

On behalf of the Village of Kaslo and the Kaslo FireSmart Program, we would like to provide our enthusiastic support for the Central Kootenay Invasive Species Society's (CKISS) application for the Columbia Basin Trust Resident Directed Grant (ReDi Grant). The proposed Community Pulling Together Event in Kaslo, targeting invasive Scotch broom, aligns closely with our commitment to reducing wildfire risk and protecting our communities from fire hazards.

Scotch broom is a highly aggressive and flammable invasive species, posing a significant threat to both ecosystem health and fire safety in our region. Its rapid spread outcompetes native vegetation, disrupts natural habitats, and increases the risk of wildfire by creating dense, dry fuel loads. By working together to remove this invasive plant, we are not only protecting local biodiversity but also taking proactive steps to reduce fire hazards near our communities.

The Village and our FireSmart Program is committed to supporting this initiative through volunteer recruitment and plant debris disposal assistance. We recognize the importance of this effort and believe that through collaboration, we can make a meaningful impact in safeguarding both our natural environment and our community's safety.

Sincerely,

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

*February 11/25*  
\_\_\_\_\_  
Date







2025.02.11

Columbia Basin Trust  
Suite 300  
445 – 13 Ave.  
Castlegar, BC  
V1N 1G1

Dear Columbia Basin Trust:

**Re: Kaslo Outdoor Recreation & Trails Society Grant Application**

The Village of Kaslo supports in principle the Kaslo Outdoor Recreation & Trails Society application for a 2025 ReDi Grant for hiring a professional Arborist crew to assist KORTS in the December 2024 storm clean up on the Kaslo River trail and associated facilities, and other local Kaslo / Area D trails. The Village of Kaslo (OCPlan section 9.3) recognizes the importance of trail development and maintenance and the on-going role of the Kaslo Outdoor Recreation and Trails Society in working with the Village of Kaslo and Area D in providing facilities and trails for outdoor recreation opportunities.

The Village of Kaslo supports the work of the Kaslo Outdoor Recreation & Trails Society and hopes that their funding request is successful.

Sincerely,

Robert Baker  
CAO

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



February 11, 2025

File No. 22-4165 | Version 2

Village of Kaslo  
413 Fourth Street  
Kaslo, BC V0G 1M0

Attn: Distinguished Mayor and Council

**SUBJECT: FOLLOW-UP TO THE ENVIRONMENTAL ASSESSMENT: KASLO RV PARK**

In July 2023, Ecoscape provided an environmental assessment (EA) of a proposed RV Park and associated site servicing on a land parcel located at the confluence of Kaslo River and Kootenay Lake. The subject site was formally a lumber mill that was decommissioned in the 1980s. As a result, the subject site is largely disturbed and cleared of native vegetation on the flat portions of the site. There is an existing gravel access road that extends along the right bank of Kaslo River. Riparian setback requirements for the site are regulated under the Village of Kaslo Floodplain Management Bylaw No. 1193 and Section 4.2.2 and 4.2.4 of the Official Community Plan Bylaw No. 1098. As per Section 6 of Bylaw No. 1193 and the Streamside Protection Regulation, the riparian setbacks are as follows:

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

The site visit for the EA took place on February 15-16, 2022. The site assessment focused on the areas proposed for development. The assessment occurred when there was significant snow cover and consequently, some site conditions may not have been visible. Detailed wildlife and vegetation inventories were not completed, acknowledging that disturbance does not necessarily reduce utilization by species, including rare or endangered ones.

The Environmental Sensitivity Analysis presented in the EA report identified the Very High and High valued ecosystems associated with the riparian areas of Kaslo River, Kootenay Lake and the upland forest. In general, ecosystem sensitivities only considered current site conditions, and not their potential, meaning that historically disturbed areas had inherently lower value.

The footprint of the proposed RV Park avoids the Very High and High valued ecosystems associated with Kaslo River, Kootenay Lake and the steep slopes adjacent to the golf course. It does however encroach into the High valued ecosystems of the upland forest near the toe of slope. Ecoscape



has suggested lakefront and streamside restoration enhancements (e.g., native vegetation plants), as well as split rail fencing along the lakefront to limit lake access points. Detailed designs of restoration are not yet available. Ultimately, these designs should focus on improving current site conditions that have resulted from historic activities.

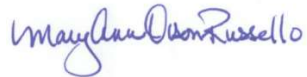
Additional disturbance will occur within the Kalso River riparian setback to facilitate a Village owned access gravel trail, approximately 1.5 m in width, to provide public access to the lakefront. Ecoscape understands that an engineered trail design has not been undertaken, and the trail will be field fit to minimize environmental impacts. For these reasons, the extent of the trail related impacts has been estimated based on the proposed trail width, however, there are uncertainties due to the early planning stages. The EA did not consider operational impacts of public access to the lakefront. The following should be considered by the Village:

- Typically, riparian area management is intended for habitat enhancement and restoration only. Therefore, the trail should be very carefully sited to avoid high value trees, native vegetation and areas that would subsequently require danger tree management.
- The trail should be located above the top of bank and outside the riparian setback wherever possible.
- Danger trees have not been assessed. There is the potential for additional loss of riparian habitat if trees within striking distance of the trail become hazardous.
- Public access to the lakefront may need to be regulated by the Village to ensure that it does not negatively impact the functionality of riparian ecosystems.
- The site needs to be assessed for Pileated Woodpecker nesting cavities and Great Blue Heron nest sites. Trees that support nesting for these species cannot be removed and may affect the trail location and/or other works.

The RV Park footprint has largely been limited to areas of previous disturbance and avoids the most sensitive riparian ecosystems. The buildout of the RV Park should be monitored by a qualified environmental professional (QEP), with a focus on wildlife tree retention, working within disturbance limits, minimizing environmental impacts and restoration/enhancement with native species, all of which have been identified in the EA.

I am hopeful that these comments clarify the environmental impact of the proposed RV development, given the available information, as well as future considerations, as the development process proceeds. Should you have any questions or comments, please contact the undersigned at your convenience.

Respectfully Submitted  
Ecoscape Environmental Consultants Ltd.,



Mary Ann Olson-Russello, M.Sc., R.P.Bio.  
Senior Natural Resource Biologist  
778-940-3473  
mao@ecoscapeltd.com

# Kaslo Parks Regulation Amendment Bylaw

Village of Kaslo

Bylaw No. 1311, 2025

A bylaw to amend and consolidate the Kaslo Parks Regulation Bylaw No. 1162, 2014.

The Council of the Village of Kaslo hereby enacts as follows:

## TITLE

1. This bylaw may be cited as the Kaslo Parks Regulation Amendment Bylaw.

## PROVISIONS

2. Delete precis:

*A BYLAW TO PROVIDE FOR THE REGULATION AND USE OF KASLO MUNICIPAL CAMPGROUND AND MUNICIPAL PARKS*

Insert precis:

*A BYLAW TO PROVIDE FOR THE REGULATION AND USE OF KASLO MUNICIPAL PARKS*

3. Delete recital and enactment clauses:

*WHEREAS the Council of the Village of Kaslo deems it advisable to regulate the use of its parks and municipal campground;*

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

Insert enactment clause:

*The Council of the Village of Kaslo hereby enacts as follows:*

4. Delete the following definitions:

*(c) "Camper" means an individual who has registered with the Operator and paid the Camping Fee to camp at a Campsite;*

*(d) "Camping Fee" means the fee imposed under Schedule B of this Bylaw for each night of occupancy of a Campsite;*

*(e) "Camping Unit" means a tent, truck and camper, trailer, or motorhome used as a temporary sleeping quarters by travellers;*

*(f) "Camping Party" means a maximum of 6 persons, with at least one and no more than four being over 18 years of age, occupying a single Camping Unit.*

*(g) "Campsite" means an area prepared and designated for placing of a Camping Unit and includes a Group Campsite;*

*(h) "Operator" means any person appointed from time to time by Council to be the Operator of a Park, and his or her delegate from time to time;*

*(i) "Group Campsite" means an area prepared and designated for placing of one or more Camping Units;*

5. Delete section 3 - Camping Regulations:

*(a) No person shall camp in any Park or public place except Kaslo Municipal Campground or overflow areas specifically authorized by Council for special events.*

*(b) No person shall occupy a Campsite except in accordance with this Bylaw.*

*(c) All persons intending to occupy a Campsite must register as a Camper with the Operator by providing the Operator with their name, address, expected length of stay and by paying the Camping Fee to the Operator.*

*(d) No person shall camp or place a Camping Unit in any Park unless that person has first paid to the Operator the Camping Fee for that Campsite, as set out in Schedule "B" to this Bylaw.*

*(e) Where a Camping Party includes minor children (12 years of age and younger), one small tent in addition to the primary Camping Unit shall be permitted in a Campsite at no additional cost.*

*(f) No person shall place a Camping Unit in any Park except at a Campsite or a Group Campsite.*

*(g) No person shall camp in any Park for more than fourteen (14) consecutive nights with special permission.*

*(h) All persons occupying a Campsite shall leave the campsite no later than 11:00 a.m. on the day of their departure.*

*(i) A person who is not registered with the Operator as a Camper shall not occupy a campsite outside the posted hours.*

*(j) All persons occupying a Campsite shall at all times keep all equipment, personal belongings and tents within the Campsite and shall keep the Campsite area in a neat and clean condition.*

6. Delete section 22:

*This Bylaw may be cited as the "Kaslo Parks Regulation Bylaw No. 1162, 2014"*

7. Insert title:

*This bylaw may be cited as the Kaslo Municipal Parks Bylaw.*

8. Delete from Schedule A:

*Kaslo Municipal Campground*

9. Delete from Schedule B:  
*CAMPER FEES*  
*Kaslo Municipal Campground*

*Serviced Sites:*  
*\$30.00 per night per camper unit.*

*Unserviced sites:*  
*\$25 per night per camper unit*

*Campsite occupancy beyond two adults: \$4 per person (children under 10 years of age are free)*

*Group Sites:*  
*\$8.25 per night per person*

*Showers: \$1 each*

*Firewood: as determined by the Operator.*

*Sanidump fee: \$5 for campers, \$8 for all others.*

*Garbage fee: \$4 discretionary charge for excessive amounts as determined by the Operator.*

10. Sequentially renumber all sections of Kaslo Parks Regulation Bylaw No. 1162, 2014 following the deletions and additions identified in the Kaslo Parks Regulation Amendment Bylaw.

**COMING INTO EFFECT**

11. The Kaslo Parks Regulation Amendment Bylaw comes into effect upon adoption.

READ A FIRST TIME this 11<sup>th</sup> day of February, 2025.

READ A SECOND TIME this 11<sup>th</sup> day of February, 2025.

READ A THIRD TIME this 11<sup>th</sup> day of February, 2025.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this 25<sup>th</sup> day of February, 2025.

---

Mayor

---

Corporate Officer

Certified a true copy of Bylaw No. 1311, 2025 as adopted.

# Kaslo Municipal Parks Bylaw

*Village of Kaslo*

Bylaw No. 1162, 2025

A bylaw to provide for the regulation and use of Kaslo municipal parks, including consolidation with amending Bylaw No. 1311, 2025 and No. 1191, 2016.

The Council of the Village of Kaslo hereby enacts as follows:

## **TITLE**

1. This bylaw may be cited as the Kaslo Municipal Parks Bylaw.

## **INTERPRETATION**

2. In this Bylaw:

“Administrator” means the employee appointed and acting as Chief Administrative Officer of the Village of Kaslo.

“Council” means the Council of the Village of Kaslo;

“Natural Park Feature” means any tree, shrub, herb, flower, grass, turf, plant or vegetation of any land, and any soil, sand, silt, gravel, rock, mineral, wood, fallen timber or other natural park material within a Park;

“Park” means those parks identified on Schedule “A” to this Bylaw, and any other areas of land set aside and designated for park use by the Village in its land use bylaws, including all bodies of water and beaches within;

“Parks Committee” means a committee established by bylaw of the Village, to oversee the administration of this Bylaw in one or more Parks;

“Posted Notice” means a written notice or sign which has been posted or affixed by the Village in a Park or which has been set out in a brochure or map relating to the Park;

“Refuse” means all refuse, garbage, contaminate or other waste of any kind;

“Village” means the Village of Kaslo;

“Special Event” means any publicly advertised event, open to the general public and conducted within a Park which attracts or is intended to attract participants or spectators, except weddings, christenings and group picnics;

“Special Event Permit” means a permit issued by the Village under section 9 of this Bylaw.

“Special Use” means on-going agricultural, equestrian, or recreational activities open to the general public and conducted within a park.

“Special Use Agreement” means an agreement between the Village and another party regarding the use and management of all or part of a park for special use purposes.



## **Kaslo Municipal Parks Bylaw**

### *Village of Kaslo*

#### Bylaw No. 1162, 2025

“Designated Trails” means those trails and pedestrian infrastructure identified on Schedule “B” to this Bylaw, designated as a municipal trail by the Village and subject to the same regulations as Parks where applicable.

#### **PARK COMMITTEE**

3. Council may establish a Parks Committee to oversee the administration and enforcement of this Bylaw, and where a Parks Committee is established to oversee one or more Parks, that Parks Committee will be authorized to advise the Chief Administrative Officer and Council for the purposes of administration of this Bylaw.

#### **PRESERVATION OF PARKS**

4. No person shall:
  - (a) cut, trim, dig up, excavate, deface, remove, damage or injure any Natural Park Feature;
  - (b) cut or remove any tree or wood from a Park;
  - (c) pick or gather any flower or fruit from a Park;
  - (d) deface, remove, destroy or injure any Park Property;
  - (e) deposit any refuse anywhere in a Park except in a receptacle designated for that purpose;
  - (f) foul or pollute or introduce any Refuse into a Park or any body of water in a Park;
  - (g) use any toilet which is not equipped with a holding tank, nor dispose of the contents of any holding tank anywhere in a Park except in a place designated for that purpose by Posted Notice;
  - (h) defecate or urinate in any Park except in facilities designated for that purpose by Posted Notice;
  - (i) throw, discard or place upon the ground any lighted match, cigar, cigarette or other burning substance;
  - (j) molest, disturb, frighten or injure any animal, fish or any nest or animal sanctuary; or
  - (k) Let off, turn on or unnecessarily discharge any water so that the water runs to waste.
  - (l) Operate or drive motorized vehicles of any kind on Designated Trails or Park for the purpose of off-road recreation.

# **Kaslo Municipal Parks Bylaw**

## *Village of Kaslo*

Bylaw No. 1162, 2025

### **CARE OF ANIMALS**

5. Except as otherwise provided in this bylaw, every person owning or having the care, custody or control of any animal in a Park, shall:
  - (a) ensure the animal is securely held on a leash of no more than three (3) metres in length and under that person's direct and continuous charge and control;
  - (b) ensure the animal does not cause any annoyance or disturbance or injury to any person or other animal;
  - (c) ensure the animal does not dig up, damage or injure any Natural Park feature, or destroy, deface or damage any Park Property; and
  - (d) immediately remove all feces deposited in the Park by that animal.
6. Section 5(a) shall not apply to the designated dog beach area of Park adjacent to Vimy Park.

### **FIRE REGULATIONS**

7. No person in any park shall:
  - (a) make, set, light or keep lit a fire in a Park, except in a fire pit or other area designated for that purpose; or
  - (b) leave a fire unattended.

### **ACTIVITIES AND EVENTS**

8. Except as specifically authorized by a Special Event Permit or a Special Use Agreement, no person in any Park shall:
  - (a) make or cause noises or sounds, including the playing of music or the operation of vehicles, which disturbs or tends to disturb the peace, quiet, enjoyment or comfort of persons in the Park or in the vicinity of the Park;
  - (b) sell, expose, or display for sale or exchange or barter any goods or materials, or conduct any business, or offer any service;
  - (c) post, paint, affix, distribute, deliver, or publish any notice, advertisement, sign, placard or handbill of any kind;
  - (d) drive or operate any vehicle except on designated roadways within a Park, and in such cases not in excess of ten (10) kilometres per hour;
  - (e) cause or permit a vehicle to obstruct traffic within a Park;
  - (f) erect, construct or build or cause to be erected, constructed or built any building, shelter, pavilion or other structure whatsoever.

# Kaslo Municipal Parks Bylaw

## *Village of Kaslo*

Bylaw No. 1162, 2025

### **SPECIAL EVENTS**

9. No person shall organize, conduct or participate in any Special Event in a Park except where such person is:
  - (a) the holder of a valid and subsisting Special Event Permit or Special Use Agreement; or
  - (b) a participant in an activity for which a valid and subsisting Special Event Permit or Special Use Agreement has been issued to another person.
10. Any person wishing to conduct or hold a Special Event in a Park may make application to the Administrator, in the form attached as Schedule "C", for a Special Event Permit authorizing the applicant and the participants in the Special Event to conduct the Special Event as set out in the Special Event Permit.
11. The Administrator shall accept only completed applications for Special Event Permits, and where:
  - (a) the proposed Special event is permitted under this Bylaw;
  - (b) the application form and all requirements thereunder have been met; and
  - (c) subject to availability and scheduling, all as determined by the Administrator, may issue a Special Event Permit in the form set out in Schedule "C".
12. Every person receiving a Special Event Permit under this Bylaw shall at all times be subject to and comply with this Bylaw and all terms and conditions set out in the Special Event Permit.
13. A Special Event Permit may, where necessary in conjunction with a Special Event, permit specified activities which are otherwise prohibited under Section 7 of this Bylaw, as set out in the Special Event Permit.
14. The Administrator may amend, suspend or revoke any Special Event Permit for any violation or non-compliance with the terms and conditions of this Bylaw or the Special Event Permit.
15. The Administrator shall not be obligated to issue any Special Event Permit and may refuse to issue a Special Event Permit, without limitation, to any person who has contravened any previous Special Event Permit issued to that person, or any provisions of this Bylaw.
16. The holder of a Special Event Permit is solely responsible for the conduct of any activity authorized thereunder and neither the Village nor any of its officers, servants, agents, employees and others accepts or assumes any responsibility for any claims, proceedings, costs, expenses, damages or demands in respect to death, injury, loss or damage to persons or to property arising out of or in connection with the holding of the activity for which the Special Event Permit was issued.

# **Kaslo Municipal Parks Bylaw**

*Village of Kaslo*

Bylaw No. 1162, 2025

## **PUBLIC CONDUCT**

17. No person in any Park shall:

- (a) behave in a disorderly, dangerous or offensive manner;
- (b) violate any bylaw, regulation, rule, Posted Notice, or direction of the Village or of the Operator;  
and
- (c) hunt or carry any loaded firearm or discharge any firearm of any kind.

## **BEACHES, FISHING AND BOATING ACTIVITY**

18. No person in any Park shall:

- (a) disobey, hinder or interfere with the duties of any person having the superintendence, management or control of any beach or swimming area;
- (b) swim in any area designated as a no swimming area by way of Posted Notice;
- (c) operate any watercraft in the immediate vicinity of any beach area in such a manner as to endanger, disturb or otherwise interfere with the free use of the water for swimming or fishing purposes; or
- (d) bring to any beach or body of water any underwater spear or shooting device.

## **VILLAGE STAFF AND CONTRACTORS**

19. This bylaw in no way restricts Village staff, appointed contractors or agents in conducting authorized maintenance, operational or capital project activities as required by the Village.

## **SEVERABILITY**

20. If any section, subsection or clause of this Bylaw is declared or held to be invalid by a court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been enacted and adopted without the invalid and severed section, subsection or clause.

## **ENFORCEMENT**

21. Every person who contravenes a provision of this Bylaw shall be liable upon summary conviction to a fine not exceeding \$2,000 and the costs of prosecution plus the costs of repairing any damages. Each day that a violation of this Bylaw continues constitutes a separate offence.

## **COMING INTO EFFECT**

22. The Kaslo Municipal Parks Bylaw comes into effect upon adoption.

**Kaslo Municipal Parks Bylaw**

*Village of Kaslo*

Bylaw No. 1162, 2025

READ A FIRST TIME this 11<sup>th</sup> day of February, 2025.

READ A SECOND TIME this 11<sup>th</sup> day of February, 2025.

READ A THIRD TIME this 11<sup>th</sup> day of February, 2025.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this 25<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Mayor

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

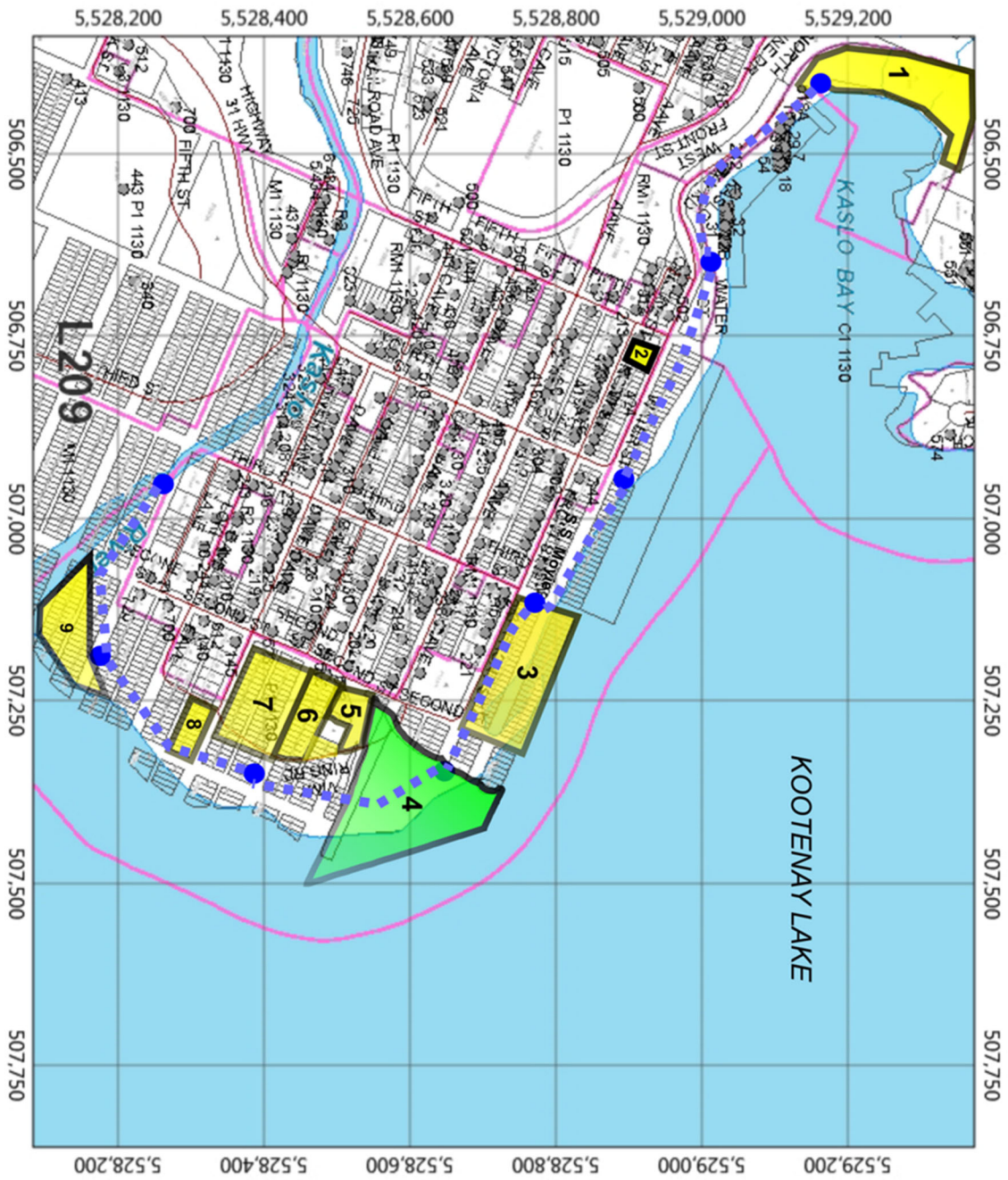
Certified a true copy of Bylaw No. 1311, 2025 as adopted.

# Kaslo Municipal Parks Bylaw

Village of Kaslo

Bylaw No. 1162, 2025

## SCHEDULE A



### Schedule "A" Parks and Boundaries

#### Legend

- Civic Address
  - Address Range
  - Streams
  - Cadastre / Property Lines
  - Zoning
  - Lakes (Mid Scale)
1. Kaslo Bay Park
  2. Front Street Park
  3. Moyie Beach
  4. Logger Sports Grounds (Tenure)
  5. Vimy Park
  6. Baseball Park
  7. Skate Park
  8. Dog Beach
  9. Dog Beach

● Waterfront Trail juncture

#### Notes

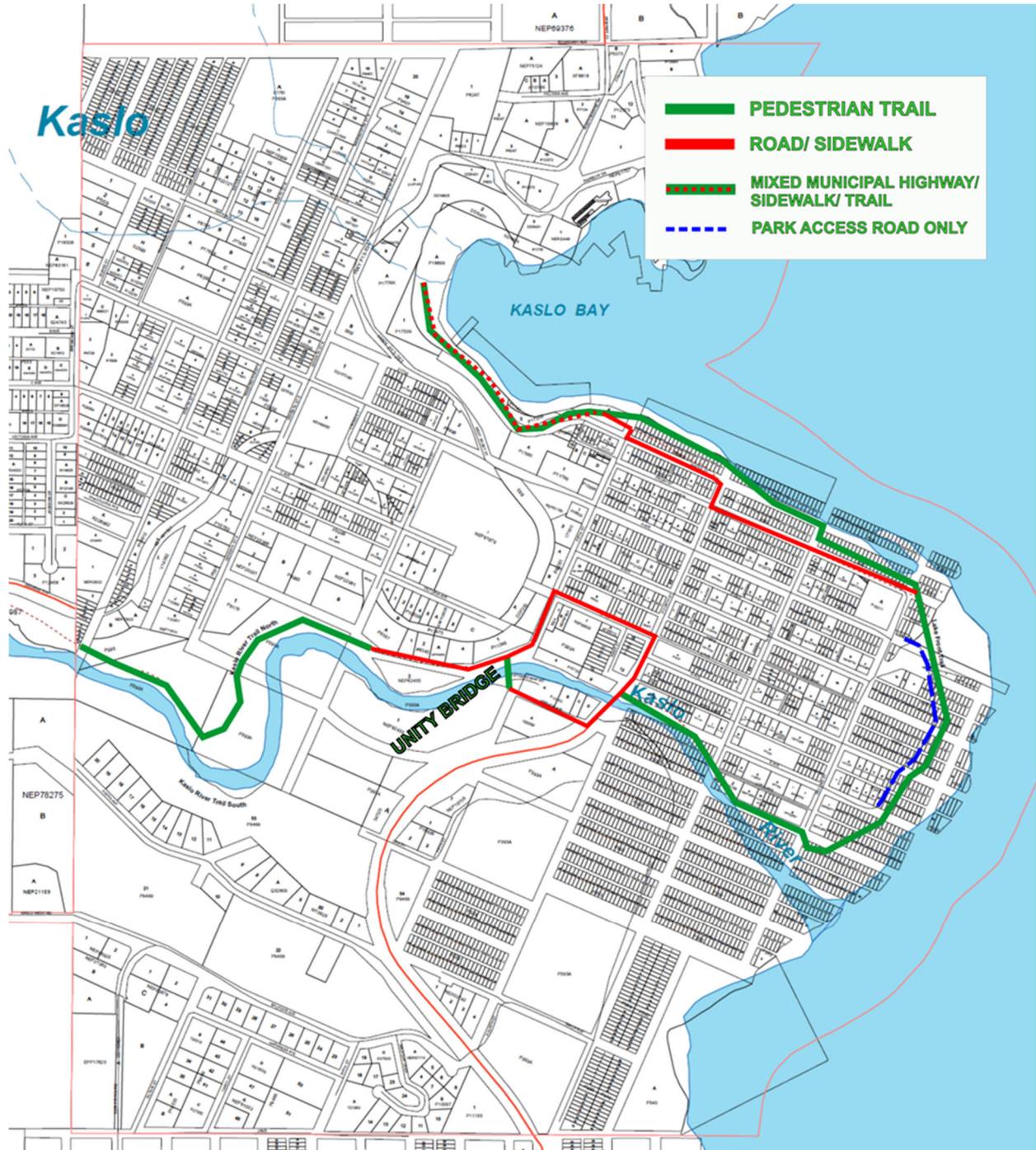
Map Details  
Boundaries are approximate.  
Map only indicates defined parks, not all municipal property zoned as park.

# Kaslo Municipal Parks Bylaw

Village of Kaslo

Bylaw No. 1162, 2025

## SCHEDULE B



**Kaslo Municipal Parks Bylaw**

*Village of Kaslo*

Bylaw No. 1162, 2025

**SCHEDULE C**

Permit No. \_\_\_\_\_

**APPLICATION FOR SPECIAL EVENT PERMIT**

Name of Applicant:

\_\_\_\_\_  
(the "Applicant")

On behalf of (may be same as Applicant): \_\_\_\_\_  
(the "Permittee")

Address of Applicant and Permittee: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Nature of Event or Activity: \_\_\_\_\_  
(the "Event")

Number of Participants (Estimated): \_\_\_\_\_

Date(s) of the event: \_\_\_\_\_

Time: From: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Location of Event: \_\_\_\_\_

---

**Permit Area**

The Permittee hereby applies to the Village of Kaslo (the "Village") for permission to hold the Special Event in the Permit Area on the date and at the time specified above.

In consideration of the issuance to the Permittee of a permit for the Event, the Permittee agrees that the terms and conditions set out on the following pages form part of this Permit, and agrees to fully comply with and be bound by these terms and conditions.



**Kaslo Municipal Parks Bylaw**

*Village of Kaslo*

Bylaw No. 1162, 2025

**THE APPLICANT HAS READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND AGREES THAT THEY WILL BE OBSERVED BY THE PERMITTEE, ITS OFFICERS, EMPLOYEES, SERVANTS, AGENTS, LICENSEES AND INVITEES.**

The applicant warrants and represents that it has the power, authority and capacity to enter into this agreement on behalf of the Permittee and to bind the Permittee with its signature.

The return of this application to the Applicant, signed on behalf of the Village of Kaslo will constitute the issuance of a Permit for the Event.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNED on behalf of the  
**VILLAGE OF KASLO**  
by its authorized signatories:

SIGNED on behalf of  
**PERMITTEE**  
by its authorized signatories:

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

**THIS PERMIT IS HEREBY ISSUED ON THE TERMS AND CONDITIONS SET OUT BELOW.**

# Kaslo Municipal Parks Bylaw

*Village of Kaslo*

Bylaw No. 1162, 2025

## TERMS AND CONDITIONS OF SPECIAL EVENTS PERMIT

### SPECIFIC TERMS AND CONDITIONS

1.

---

---

---

---

---

---

### TERM OF PERMIT

2. This permit shall be valid only for the date and time set out on the application unless the Permittee is granted an extension, in writing, by the Village.

### Insurance

3. If required by the Village, the Permittee shall obtain and maintain comprehensive general liability insurance including, without limitation, coverage for indemnity provided herein, with an insurer and on terms satisfactory to the Village, including that the Village be a named insured. Prior to the issuance of this Permit, if so required, the Permittee shall deliver to the Village evidence, in a form satisfactory to the Village, that the Permittee has obtained comprehensive general liability insurance with coverage of not less than \$2,000,000 per accident or occurrence, including \$2,000,000 for the bodily injury, death, property damage, economic loss and all other loss and damage affecting any persons or property arising out of or in any way connected with the Event for which this Permit is issued.

### Indemnity

4. The Permittee hereby releases, indemnifies and saves harmless the Village and its officers, servants, agents, employees and others from and against all costs, losses, damages, compensation, claims, demands, actions, judgements and expenses, including actual legal expenses of every kind, description and nature whatsoever, in any way connected with or arising from the Event, in whole or in part, including but not limited to, any death or injury to persons or property loss or damage resulting from any acts or omissions of the Permittee, its directors, officers, employees, agents, contractors, subcontractors and others, or that would have not occurred but for the use or occupation of the Permit Area by the Permittee.
5. The Permittee shall conduct the Event in the Permit Area only and no other lands or premises may be used by the Permittee for the Event.
6. The permission granted to the Permittee in this Permit to use the Permit Area for the Event is personal and cannot be assigned, conveyed, transferred or alienated in any way to another individual, organization or corporation without the prior written consent of the Village.
7. The Permittee shall use the Permit Area with care and in a manner that does not unreasonably interfere with or detract from the general public's enjoyment of the Permit Area. The Event shall be conducted in a manner which is compatible with public health, welfare, safety and recreation

## **Kaslo Municipal Parks Bylaw**

### *Village of Kaslo*

#### Bylaw No. 1162, 2025

8. At all times that the Event is in progress, two designated competent and trustworthy representatives of the Permittee must be present and responsible for the conduct of the Event in accordance with the terms and conditions of this permit.
9. The Permittee, or its designated representatives, shall advise all attendees of the Event that they must adhere strictly to the terms and conditions of this Permit.
10. The Permittee shall leave all lands, buildings, structures, equipment and other property in a neat, clean, tidy and undamaged condition. Failure to do so may result in a fee being levied for maintenance and repair. The Permittee, or its designated representatives, shall immediately report any damage to the Village.
11. The Permittee shall ensure that persons attending the Event conduct themselves in an orderly manner and promptly comply with any reasonable instruction of any representative of the Village in respect of the conduct of the Event.
12. The Permittee represents and warrants that the event shall not include any violence, crime or disorderly conduct.
13. The Permittee shall comply with all applicable laws, including all bylaws, rules and regulations of the Village.
14. If alcohol is to be served at the Event, the following terms and conditions apply:
  - (a) the Permittee shall obtain a special occasion liquor licence;
  - (b) The Permittee shall comply with all provisions of the British Columbia Liquor Control and Licensing Act and regulations as amended;
  - (c) if the Event is to continue past dusk, the Permittee shall ensure that the area is properly illuminated by artificial lights.
15. The Permittee shall ensure that all vehicles are parked only in designated parking areas.
16. The Permittee must conduct the Event so as not to interfere with normal traffic flow on roadways within the Park. No roadway closures shall be permitted except as set out in this Permit.
17. The Park Operator or other person designated by the Village may revoke this permit without notice and without payment of any damages if the Permittee does not comply with the terms and conditions of this permit or with any applicable legislation.
18. The Permittee must conduct the Event as described herein and shall not deviate from this description or the terms and conditions of this Permit.
19. This Permit shall endure to the benefit of and be binding on the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.
20. The Permittee shall immediately notify the Village if the Event is cancelled and the Permittee does not intend to use the Permit.

# Kaslo Municipal Campground Bylaw

*Village of Kaslo*

Bylaw No. 1312, 2025

A bylaw to provide for the regulation of the Kaslo Municipal Campground

The Council of the Village of Kaslo hereby enacts as follows:

## **TITLE**

1. This bylaw may be cited as the Kaslo Municipal Campground Bylaw.

## **INTERPRETATION**

2. Interpretation

In this bylaw:

“Administrator” means the employee appointed and acting as Chief Administrative Officer (CAO) of the Village of Kaslo.

“Camp” means to stay overnight in a tent, vehicle or other form of shelter whether on a temporary or permanent basis.

“Camper” means an individual who has registered with the Operator and paid the Camping Fee to camp at a Campsite.

“Campground” means the area depicted in Campground map within the Manual.

“Camping Fee” means the fee imposed by the Operator for each night of occupancy of a Campsite.

“Camping Unit” means a tent, truck and camper, trailer, or motorhome used as a temporary sleeping quarters by travelers.

“Camping Season” is May 1 and ends after Thanksgiving weekend in October, but may be extended by mutual agreement of the Administrator and Operator.

“Campsite” means an area prepared and designated for placing of a Camping Unit and includes a Group Campsite.

“Manual” means the system of procedures and policy for the Kaslo Municipal Campground.

“Operator” means the third-party designated by Council to be the Operator of the Kaslo Municipal Campground.

“Level of Service” is the specific parameters that describe the extent and quality of the service provided by the Village.

“Overflow Camping” means the areas depicted in the Overflow Camping Areas map.

“Public Place” means any land which is a highway, a park, a parking lot, or crown land.

“Service Objectives” reflect User Needs and Expectations for a service, and are intended to guide the Level of Service.

### **KASLO MUNICIPAL CAMPGROUND SERVICE ESTABLISHED**

3. The Kaslo Municipal Campground service is established and authorized.

### **PROHIBITIONS**

4. Except as permitted by the Kaslo Municipal Campground Policy, a person must not Camp or sleep overnight in any Public Place.

### **ENFORCEMENT AND PENALTIES**

5. This bylaw may be enforced by a bylaw enforcement officer, a police officer, or a peace officer.
6. Every person must not obstruct a bylaw enforcement officer, a police officer, or a peace officer engaged in the enforcement of this bylaw.
7. Any bylaw enforcement officer, employee or agent of the Village of Kaslo may remove or caused to be removed any tent, shelter, structure, or building in a public place which is in breach of this bylaw.
8. Any person who:
  - (a) violates or fails to comply with any provision of this bylaw;
  - (b) permits, suffers or allows any action or thing to be done in violation of this bylaw; or
  - (c) fails or neglects to do anything required to be done under this bylaw,contravenes this bylaw, and where the contravention is a continuing one, each day that the contravention continues amounts to a separation contravention.
9. Any person who contravenes this bylaw commits an offence and upon conviction by way of a proceeding under the Offence Act is liable to a penalty of not more than ten thousand dollars (\$10,000.00) for each offence and the costs of prosecution.
10. This bylaw may be enforced by the issuance of a bylaw notice or a municipal ticket.

**MANUAL OF PROCEDURES AND POLICY**

11. The Administrator is authorized and responsible for the creation, maintenance, and overall management of a system of procedures and policy (the “Manual”) for the safe and effective operation of the Kaslo Municipal Campground.

**AUTHORIZATION TO AMEND MANUAL**

12. The Administrator is authorized to amend the Manual, however, Council resolution is required to amend the Kaslo Municipal Campground Policy.

**COMPLIANCE WITH KASLO MUNICIPAL CAMPGROUND MANUAL**

13. Management of the Kaslo Municipal Campground must comply with the Kaslo Municipal Campground Manual. All employees, management, service providers, volunteers, and Campers must comply with the Manual.

**COMPLIANCE WITH LAW**

14. Management of the Kaslo Municipal Campground must comply with applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.

**SEVERABILITY**

15. If any section, subsection, paragraph, subparagraph or clause of the Kaslo Municipal Campground Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Kaslo Municipal Campground Bylaw.

**COMING INTO EFFECT**

16. The Kaslo Municipal Campground Bylaw comes into effect upon adoption.

READ A FIRST TIME this 11<sup>th</sup> day of February, 2025.

READ A SECOND TIME this 11<sup>th</sup> day of February, 2025.

READ A THIRD TIME this 11<sup>th</sup> day of February, 2025.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this 25<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Mayor

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

Certified a true copy of Bylaw No. 1312, 2025 as adopted.

---

DATE: February 20, 2025

FILE NUMBER: 4320-80

TO: Mayor and Council

FROM: Ian Dunlop, Manager of Strategic Initiatives

SUBJECT: Temporary License of Occupation – Eric’s Meat Market

---

### **1.0 PURPOSE**

For Council to consider an application for a street patio License of Occupation for two parking spaces in front of Eric’s Meat Market / The Dog House restaurant for up to 5 years.

### **2.0 RECOMMENDATION**

THAT a Temporary License of Occupation for Eric’s Meat Market to use two parking stalls in front of 425 Front Street for an outdoor patio be approved for up to 5 years (2025 to 2029) as described in the staff report titled Temporary License of Occupation – Eric’s Meat Market dated February 20, 2024.

### **3.0 BACKGROUND**

The Village’s Temporary License of Occupation Policy was adopted by Council in 2018 to regulate “the use of a portion of Village boulevards, rights-of-way and street parking spaces may be permitted for occupation at the discretion of Council, principally for the purpose of facilitating food and beverage service patios.” The policy allows for up to 10 street frontage parking stalls to be made available for such use within the Heritage Commercial Core area. Where parking stalls are not delineated by painted lines, a stall is considered 20 feet of street frontage.

Seasonal street patios were most common in 2021 during the pandemic, when food service businesses could expand their serving areas outside to accommodate social distancing. That year, 6 parking stalls were dedicated to street patios. There have not been any street patios installed for the past couple of years.

The policy gives Council the authority to approve street patios for up to 5 years, renewable and payable annually, which can simplify the process for the business owner by eliminating the need for Council approval each year. The business owner is still required to meet policy requirements each year including inspections and all policy regulations. A License of Occupation can be revoked at any time if the street patio becomes problematic.

The design of the street patio undergoes a thorough review in the first year of occupation. A building permit is required, and the aesthetics of the structure must meet the intent of the Official Community Plan Heritage Design Guidelines, as determined by the RDCK building official and Village staff. Upon renewal each year, an inspection is completed to ensure safety but changes in the design must undergo a new building permit review. The patio must also meet accessibility requirements and there must be a washroom within the business that is accessible to patrons. A liquor license is also required if alcoholic beverages are served on the patio, and the patio must be appropriately enclosed to meet licensing requirements.

#### 4.0 DISCUSSION

Eric's Meat Market has applied for a seasonal street patio in front of their business as an extension of The Dog House outdoor restaurant that opened last year. They are seeking permission to operate May 1st to September 30<sup>th</sup>, 11am to 8pm, 6 days a week for May, June, and September; and 7 days a week for July and August; with extended hours during May Days and Jazz Fest.

The two existing parking stalls in front of The Dog House, totaling 44' between the painted lines, aligns with the property's frontage. A diagram of the proposed patio layout is included for information in the Council package. As required by the Temporary License of Occupation Policy, the patio will not extend further than 6'4" from the curb towards the centre of Front Street as to avoid interference with vehicular traffic. The patio will extend 1'8" over the sidewalk, which still allows for ease of pedestrian traffic. Design details, including heritage considerations, will be determined during the building permit review process. Emergency services (police/fire) will also be consulted during the design review to ensure there are no public safety concerns. The patio would need to be removed from October through April for snow clearing.

If Council approves of the license of occupation in principle, the business owner is required to complete a license of occupation agreement to the satisfaction of the Village CAO, submit the required fees, insurance, building permit, and proof of compliance with provincial and municipal licensing.

The Temporary License of Occupation Policy enables Council to determine if broad public notice notifications are required for an application. Because a license of occupation is not a disposition of municipal land, advertising and public notice are not required by legislation. The business owner was encouraged to seek support from neighbouring businesses, and this information is included in Council's package. Council can determine whether this effort is sufficient or what additional public notice is required.

#### 5.0 OPTIONS

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

1. **THAT a Temporary License of Occupation for Eric's Meat Market to use two parking stalls in front of 425 Front Street for an outdoor patio be approved for up to 5 years.**  
*The business owner will be invited to enter into a license of occupation agreement with the Village for the maximum period of 5 years, which provides future assurance to the owner but is revokable at any time.*
2. THAT a Temporary License of Occupation for Eric's Meat Market to use two parking stalls in front of 425 Front Street for an outdoor patio be approved for the 2025 operating season.  
*The license is approved for one year trial basis. The owner must seek Council approval again next year if they would like to operate the patio in 2026.*
3. THAT the Village provide broad public notice of Eric's Meat Market application for a Temporary License of Occupation, and staff report back to Council with any public input.  
*Staff will contact property owners within 60 metres of the business by letter or provide other notice or advertising and timeline as Council deems appropriate.*



## **6.0 FINANCIAL CONSIDERATIONS**

The applicant has paid an application fee of \$100. If the license of occupation is approved, a fee of \$550 per parking stall per season is required plus building permit fees and an inspection fee of \$92 in the first year and \$50 in subsequent years.

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

### Legislation

Provincial liquor licensing and Interior Health.

### Policy

License of Occupation Policy (Resolution 124/2018)

### Bylaw

Fees & Charges Bylaw 1300

Official Community Plan Heritage Design Guidelines

Street & Traffic Bylaw 1120

## **8.0 STRATEGIC PRIORITIES**

N/A

## **9.0 OTHER CONSIDERATIONS**

N/A

## **RESPECTFULLY SUBMITTED**



---

Ian Dunlop, Mgr. Strategic Initiatives

### Attachments:

Temporary License of Occupation Application and supporting information from Eric's Meat Market Ltd.

**CAO COMMENTS:**

If Council supports the application in principle and is satisfied with the public engagement performed by the applicant, then it should proceed as recommended. If more information or public engagement is desired, direction should be provided to staff.

APPROVED FOR SUBMISSION TO COUNCIL:



---

Robert Baker, Chief Administrative Officer

February 20, 2025

---

Date



**Village of Kaslo**  
**APPLICATION FOR A TEMPORARY LICENCE OF OCCUPATION ON MUNICIPAL**  
**PROPERTY, ROAD ALLOWANCE OR PARKING STALL (COMMERCIAL CENTRE)**

**PLEASE CHECK APPROPRIATE BOX:**

Is this a New Application

Or a

Renewal of Existing Licence

Renewals - Please let staff know if there are any design changes since last season. Fees for next license may change.

PERIOD OF OPERATION (PLEASE CHECK APPLICABLE YEARS REQUESTED) 2025

2022 Season Yes \_\_\_ No \_\_\_ 2023 Season Yes \_\_\_ No \_\_\_ (2024) Season Yes  No \_\_\_ 5 YEAR LICENCE Yes \_\_\_ No

Name of Business:	Eric's Meat Market Ltd.		
Physical Address:	425 Front Street, Kaslo		
Mailing Address:	P.O. Box 368 Kaslo, BC V0G 1M0		
Legal Description (for office use only):			
Heritage Permit Area (for office use only):			
Applicant Name:	Daniella Collier	Property Owner (if different than applicant)	
Main Contact Telephone:	250-353-2436	Email Address:	operations@eric'smeatmarket.co
Hours of Operation: (Doghouse)	11am - 8pm	Number of Tables:	8
Days of Operation:	FRI - WED and Daily July / Aug	Number of Chairs:	25
Dimensions of Patio:	44' x 8'	Fence or Railing:	Yes
Number of parking stalls or feet of frontage required (specify):	2 stalls	Other:	
Amenities (flower boxes, umbrellas, heaters, etc.):	Umbrellas and Sunshade		

LICENSE TO OCCUPY SUBMISSION CHECKLIST			
COPY OF BUSINESS LICENCE		PHOTOGRAPHS OF BUILDING EXTERIOR	
AREA SITEPLAN		CONSTRUCTION SPECIFICATIONS (IF APPLICABLE)	
APPLICATION FEE		LETTER OF INTENT	

Refer to the Village of Kaslo Temporary License of Occupation Policy 124/2018

If the applicant is not the registered owner, complete the owner information and attach a letter of authorization from the property owner(s) or have the owner sign the following authorization:

As owner(s) of the land described in this application, I/we hereby authorize \_\_\_\_\_ to act as applicant in regard to this application for licence to occupy municipal road allowance or sidewalk area.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

I have attached the required documentation, as noted on the Licence to Occupy Submission Checklist and hereby agree to submit further information deemed necessary for processing this application.

Signature: Daniella Collier Date: February 10, 2025

This application will not be accepted unless it is complete and the required documents are attached.

Eric's Meat Market/The Doghouse  
425 Front St., PO Box 368, Kaslo, BC V0G 1M0

January 31, 2025

Village of Kaslo  
413 Fourth St  
PO Box 576, Kaslo, BC  
V0G 1M0

Re: Patio Permit for 425 Front St., Kaslo  
Letter of Intent

Dear Mayor and Council,

We, the owners of Eric's Meat Market/The Doghouse (Forrest and Bernelle Collier, Daniella and Angus Collier) wish to apply for a patio permit for the 2025 summer season. We would like to build an on-street deck, suitably enclosed, so as to provide seating for our patrons.

Two parking spots directly in front of our business premises will provide enough space to seat ~25 people comfortably. An on-street patio will augment Kaslo's capacity during the busy tourist season and we believe it will contribute to a welcoming and lively atmosphere in our downtown core, goals that are in keeping with the purpose and objectives described in 6.2 Core Commercial, Kaslo OCP. We also believe that our proposed patio corresponds nicely to the OCP's Guidelines for the Heritage and Commercial Core, in particular 16.3.2 : "2) Developments in this area should also enhance the pedestrian experience by engaging the street both visually and physically and highlight the views and connections to the surrounding landscape."

If all goes well, we will be serving beer and cider in addition to food. We are at the initial stages of satisfying the requirements for a liquor licence.

We hope to open the patio May 1st and be serving customers until September 30. Our hours of operation will be from 11am until 8pm, 6 days a week (7 days/wk in July and August, and extended hours during May Days and Jazz Fest.) We have every expectation of being fully staffed this summer.

Regards,

Forrest Collier, Bernelle Collier, Daniella Collier, Angus Collier

Front Street

44 ft

6'4"

8 ft

sidewalk

Trash can

Street Light

6'6"

9'7"

The Doghouse

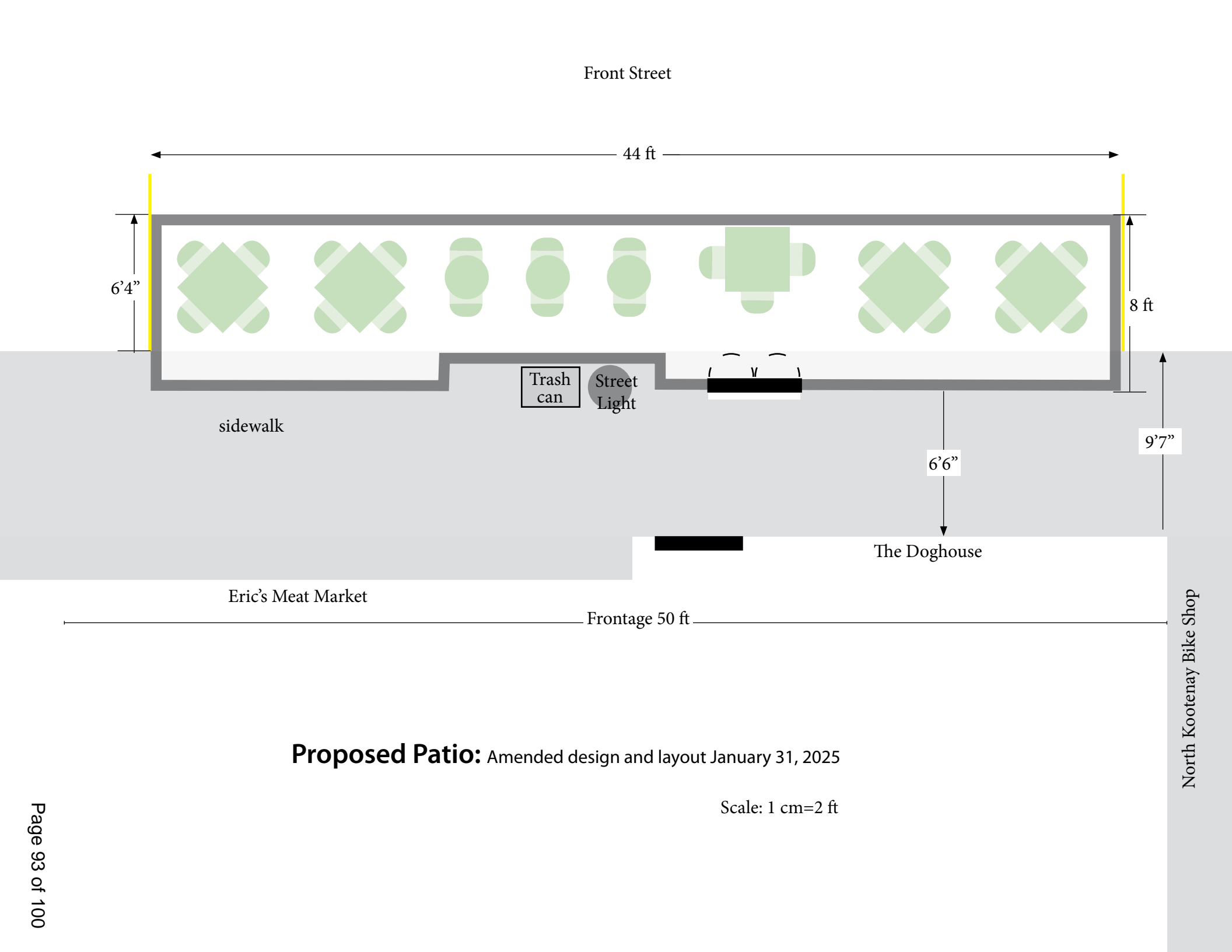
Eric's Meat Market

Frontage 50 ft

North Kootenay Bike Shop

**Proposed Patio:** Amended design and layout January 31, 2025

Scale: 1 cm=2 ft



[REDACTED]

---

**From:** Eric's Meat Market <operations@ericsmeatmarket.com>  
**Sent:** Thursday, February 20, 2025 6:17 AM  
**To:** Village of Kaslo  
**Subject:** Fw: Dog house

---

**From:** Neil McKinnon [REDACTED]  
**Sent:** February 19, 2025 12:39 PM  
**To:** Eric's Meat Market <operations@ericsmeatmarket.com>  
**Subject:** Dog house

Good morning, I've been informed by the owners of the Dog House grill and Eric's meat market, that they are going to apply for an outdoor patio, that will be located on Front Street in front of their stores.

North Kootenay Bike Store is excited for the outside patio, not only will it give a great vibe to Front street, it will also create business for our store. Last year we seen a huge increase in sales due to the Dog House grill being located beside our store.

NKBS strongly endorses this project and looks forward to having another successful collaboration with the Dog House grill.

Thank you

Neil

## Eric's Meat Market Patio

I support Eric's Meat Market in taking up two parking spaces on Front Street to serve drinks and food. I think this will add to a lively streetscape.

### Business

### Signature

421A Front St.

Suzanne Bepko

Kaslo Hotel/stellar

Cornucopia

FGMENTS

Kaslo infoNet Society

Sunnyside Naturals

Angry hen Brewery

Jim Thomas

[Signature]

[Signature]

[Signature]

[REDACTED]

---

**From:** Kootenay Lake Historical Society <ssmoyie@klhs.bc.ca>  
**Sent:** Wednesday, January 8, 2025 11:25 AM  
**To:** Mayor Hewat  
**Cc:** Village of Kaslo; Catherine Allaway  
**Subject:** Annual Visitor Centre Sponsorship Letter & Proof of Insurance  
**Attachments:** MIABC Certificate.pdf

Hi Mayor and Staff,

It is that time again where Destination BC requires a letter from the Village confirming that the Kootenay Lake Historical Society will be overseeing the Visitor Information Centre for our community. (see attached template)

We also need to provide them proof of municipal insurance coverage with Destination BC listed as a 3rd party service provider (or whatever the correct terminology is). I attached what was sent last year - for information purposes.

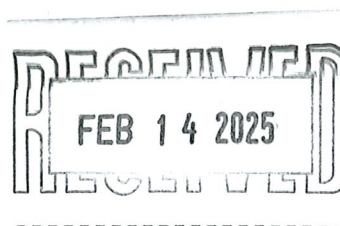
The deadline to submit the documents is March 14th but we would appreciate being able to tick this off our list sooner, if possible.

Please let me know if you have any questions or concerns.

Thank you,  
-Sarah  
President KLHS  
[REDACTED]

--





**February 7, 2025**

Dear Mayor Suzan Hewat and Council,

We're excited to share great news about **Kaslo** and the impact of the BC Farmers' Market Nutrition Coupon Program in 2024. This cherished initiative is making a meaningful difference in your community, just as it is in nearly 100 other communities across the province. Thanks to funding from the Province of British Columbia, the BC Association of Farmers' Markets has proudly delivered this program for over a decade.

**In Kaslo**

During the 2024 season, **North Kootenay Lake Community Services Society - Kaslo Food Hub** played a vital role in providing lower-income pregnant people, families with children, and seniors/elders with nutrition coupons. With these coupons they purchased fresh, local foods — including fruits, vegetables, cheese, eggs, nuts, fish, meat, herbs, and honey—directly from BC farmers at your local farmer's market.

These local residents redeemed **\$23,913** with local farmers at the **Kaslo Saturday Market**.

In **Kaslo** over **62** lower-income households benefited from better access to local, fresh foods while connecting to their community. This program is addressing nutrition needs, affordability and food security for those who participate.

At the same time, local farmers received an economic boost, helping them sustain and grow their farms, strengthening our local and regional food system, and contributing to a healthier, more connected community.

**How You Can Help**

We currently do not have funding secured for the 2025 program season and beyond. We are asking for your support to secure ongoing funding for this valuable program. A letter to the BC Minister of Health, The Honourable Josie Osborne, would go a long way in demonstrating the importance of continued and expanded funding investment for the BC Farmers' Market Nutrition Coupon Program.

We are eager to continue this meaningful work with your community in 2025 and in the future.

With gratitude,

Heather O'Hara  
BCAFM Executive Director

Wylie Bystedt  
Chair, BCAFME Board of Directors



File: 30200-20/CIAR 25

Reference: 414646

February 14, 2025

**SENT VIA EMAIL**

Suzan Hewat  
Mayor  
Village of Kaslo  
PO Box 576  
Kaslo BC V0G 1M0  
[Mayor@Kaslo.ca](mailto:Mayor@Kaslo.ca)

Dear Suzan Hewat:

On November 7, 2023, the Minister of Environment and Climate Change Strategy and the Minister of Tourism, Arts, Culture and Sport received an application (the Designation Application) from Wildsight requesting that the Zincton All-Season Resort (the Project) be designated as a reviewable project under Section 11 of the *Environmental Assessment Act* (2018) (the Act).

Following receipt of the application, the Environmental Assessment Office (EAO) requested additional information on the number of proposed bed units before determining whether the Project was eligible to be considered for designation—meaning it would not be a reviewable project under Section 9 of the [Reviewable Projects Regulation](#). On January 31, 2025, the proponent confirmed the bed units for the Project will not exceed 1,700 – meaning it will not require a project notification under Section 10 of the Act and does not meet the threshold for reviewability.

The Designation Application describes the Project as proposed by Zincton Farms Limited as an all-season ski resort located in the central Selkirk Mountains near the Village of New Denver, British Columbia (B.C.). The Designation Application has been uploaded to the EAO's Project Information Centre [here](#).

The EAO is commencing a review to inform a decision as to whether to designate the Project as reviewable under the Act.

...2

This review is guided by factors set out in Section 11 of the Act. Those are:

- Whether the project is an eligible project – meaning the project must not have [substantially started](#) and is not a reviewable project under Section 9 of the [Reviewable Projects Regulation](#);
- Whether the applicant of the designation application is an Indigenous nation;
- Whether the project could have potential effects on Indigenous nations and the rights recognized and affirmed by Section 35 of the *Constitution Act, 1982*;
- Whether the potential effects of the eligible project will be equivalent to or greater than the potential effects of projects in the prescribed category of reviewable projects; and,
- Whether an assessment is consistent with the purposes of the EAO (to promote sustainability by protecting the environment and fostering a sound economy and the well-being of British Columbians and their communities; and to support reconciliation with Indigenous peoples in B.C.).

Your response to the following questions would help to inform the EAO's review process:

1. Based on a review of information in the Designation Application, what is your understanding of the potential effects of the Project? Are those effects equal or greater than the effects of [other major projects that typically require environmental assessments](#)?
2. Would requiring an environmental assessment by the EAO of the Project:
  - help protect the environment?
  - foster a sound economy?
  - support the well-being of British Columbians?
  - support reconciliation with Indigenous peoples in B.C.?

**I respectfully request that the Village of Kaslo submit comments on the Designation Application to the EAO by February 28, 2025.**

If you wish, I would also be pleased to meet with the Village of Kaslo to discuss the designation review process and any comments or concerns.

In the coming weeks, the EAO will summarize and analyse the information received and prepare a report for the decision maker to support the decision. The Act requires that a decision regarding a designation application be made within 30 days of receiving the application. However, the EAO recognizes that the timeline may not be sufficient to allow for meaningful engagement and review of designation applications.

...3

Please note that, if the Minister or Chief Executive Assessment Officer is of the view that additional time is required for input and issues resolution with participants in the designation application review process, they may exercise their authority under the Act to extend the timeline for this review.

Please also note that, as part of the EAO's commitment to public transparency, this letter and responses provided to the EAO by the Village of Kaslo and other review participants may be posted publicly to the [EAO Project Information Centre](#).

Sincerely,



Matthew Scarr  
Project Assessment Director

cc: Todd Goodsell  
Executive Project Director  
Environmental Assessment Office  
[Todd.Goodsell@gov.bc.ca](mailto:Todd.Goodsell@gov.bc.ca)

Elise Matzanke  
Project Assessment Officer  
Environmental Assessment Office  
[Elise.Matzanke@gov.bc.ca](mailto:Elise.Matzanke@gov.bc.ca)