



# Agenda

## Regular Meeting of Council

Council Chambers - City Hall  
413 Fourth Street, Kaslo

Page

### 1. CALL TO ORDER

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

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

### 2. ADOPTION OF THE AGENDA

2.1 Addition of late items

2.2 Adoption of the agenda

***Recommendation:***

***THAT the agenda for the 2024.10.22 Council Meeting be adopted as presented.***

### 3. ADOPTION OF THE MINUTES

6 - 8

[2024.10.08 Minutes DRAFT](#) 

***Recommendation:***

***THAT the minutes of the 2024.10.08 Council Meeting be adopted as presented.***

### 4. DELEGATIONS

4.1 Erin Lawrence, WildSafe BC Coordinator

9

*The Kaslo & Area WildSafe BC Coordinator will provide an interim update on the 2024 program.*

[Interim summary WildSafe BC - Kaslo.pdf](#) 

### 5. INFORMATION ITEMS

5.1 Council Reports

10 - 12

## Mayor's Report

- [October 22, 2024 Mayor's Report](#) 
- [Trust Board Highlights Sep2024.pdf](#) 

## Councillor Reports

- Councillor Lang (verbal report)

5.2 Committee Meetings - none

5.3 Staff Reports

13 - 37

CAO Report

[2024 3rd Quarter Municipal Progress Report](#) 

5.4 Correspondence

38 - 46

[2024.10.04 Precious letter re South Beach.pdf](#) 

[2024.10.07 Shanti letter re South Beach.pdf](#) 

[2024.10.08 Mercy letter re South Beach.pdf](#) 

[2024.10.15 South Beach Working Group.pdf](#) 

[2024.10.22 Circulation Package.pdf](#) 

## 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 Request for Community Development Funds - Kaslo  
Community Services (Holiday Hampers)

47 - 51

*To consider a request from Kaslo Community Services for \$4000 in Community Development Funds for 2024 holiday hampers.*

[Staff Report - KCS CDP request - holiday hampers.pdf](#) 

[2024.10.01 Community Development Grant V0K 2024 - Hampers.pdf](#)



### **Recommendation:**

**THAT Council [approves/does not approve] Kaslo Community Services' application for \$4,000 in funding from the Community Development Grant program for 2024 holiday hampers.**

7.2 Grant Application - Columbia Basin Trust Small Community

52 - 54





## Wildfire Readiness Supports

*To consider applying to the Columbia Basin Trust for \$18,300 in funding through the Small Community Wildfire Readiness Supports program to offset the cost of attending the Wildfire Resiliency Summit and gathering detailed information about the availability of water sources.*

[Staff Report - CBT SCWRS grant application.pdf](#) 

### **Recommendation:**

**THAT the Village of Kaslo submit an application for funding from the Columbia Basin Trust's Small Community Wildfire Readiness Supports Program for up to \$18,300 towards attending the Wildfire Resiliency Summit and gathering detailed information about the availability of water sources.**

- |     |   |         |
|-----|---|---------|
| 7.3 | <p>Request for In-Kind Assistance - Kaslo Search And Rescue</p> <p><i>To consider a request from Kaslo Search &amp; Rescue for the Village to provide in-kind services to assist Kaslo Search &amp; Rescue with Motor Vehicle Accident Training scenarios</i></p> <p><a href="#">Staff Report - Request from Search &amp; Rescue.pdf</a> </p> <p><a href="#">Request from KSAR.pdf</a> </p> <p><b>Recommendation:</b></p> <p><b>THAT the Village provide an operator and equipment as in-kind services to assist Kaslo Search &amp; Rescue with Motor Vehicle Accident Training scenarios up to 5 hours annually.</b></p> | 55 - 57 |
| 7.4 | <p>Municipal Regional District Tax Renewal</p> <p><i>To consider a request from Nelson Kootenay Lake Tourism to authorize renewal of the 2% MRDT for a further 5-year term.</i></p> <p><a href="#">Staff Report - NKLT request for MRDT renewal.pdf</a> </p> <p><a href="#">NKLT - Request For Support.pdf</a> </p> <p><b>Recommendation:</b></p> <p><b>THAT the Village of Kaslo provide a letter in support of Nelson Kootenay Lake Tourism's collection of the 2% Municipal Regional District Tax for a five-year term.</b></p>  | 58 - 60 |
| 7.5 | <p>RDCK Economic Development Commission Appointments</p> <p><i>To consider re-appointing Village of Kaslo representatives to the Kaslo &amp; Area D Economic Development Commission.</i></p>  | 61 - 72 |

[Staff Report - Economic Development Commission appointments.pdf](#)



[2024.09.06 RDCK Appointment requests.pdf](#)



[2482-KAS-AreaD-EDC bylaw.pdf](#)



[2562-AMD-2482-KAS-D-EDC bylaw.pdf](#)



**Recommendation:**

**THAT Rick Nay and Councillor Rob Lang be appointed as representatives of the Village of Kaslo on the Kaslo & Area D Economic Development Commission for a 2-year term ending December 31, 2026.**

7.6 Health Advisory Committee Appointments 73 - 76

*To consider appointing Jana Gmur and Patrick Steiner to fill existing vacancies on the Health Advisory Committee.*

[Staff Report - Health Advisory Committee appointments.pdf](#)



[J Gmur & P Steiner re Health Advisory Committee.pdf](#)



[Health Advisory Committee Terms of Reference.pdf](#)



**Recommendation:**

**THAT Jana Gmur and Patrick Steiner be appointed to the Health Advisory Committee for a term ending December 31, 2026.**

7.7 Disposition of Lot 60, 515 Sixth Street 77 - 79

*To seek direction regarding disposal of Lot 60, 515 Sixth Street*

[7.7 Staff Report - Disposition of Lot 60, 515 Sixth Avenue revised.pdf](#)



**Recommendation:**

**THAT the Village issue public notice for disposition of PID 032-057-130 in the amount of \$718 to Margaret Edwards as detailed in the Staff Report titled *Disposition of Lot 60, 515 Sixth Street*, dated October 17, 2024.**

## 8. LATE ITEMS

8.1 Accessibility Committee Appointment 80

*To consider appointing Alexandra Halliday to fill a vacancy on the Accessibility Committee*

***Recommendation:***

**THAT Alexandra Halliday be appointed to the Accessibility Committee for a term ending December 31, 2026.**

**9. IN CAMERA NOTICE**

**10. RAISED FROM IN CAMERA MEETING**

**11. ADJOURNMENT**

***Recommendation:***

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

## REGULAR MEETING OF COUNCIL MINUTES

DATE: 2024.10.08

LOCATION:

Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

PRESENT: Chair: Mayor Hewat  
Councillors: Bird, Brown, Lang, Leathwood  
Staff: CAO Baker, CO Allaway  
Public: 33 members of the public

### 1. Call to Order

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

### 2. Adoption of the Agenda

200/2024 Moved, seconded and CARRIED

***THAT the Agenda for the 2024.10.08 Council Meeting be adopted as presented.***

### 3. Adoption of the Minutes

3.1 Corrections to the minutes

3.2 Adoption of the minutes

201/2024 Moved, seconded and CARRIED

***THAT the Minutes of the 2024.09.10 Council Meeting be adopted as presented.***

### 4. Delegations

4.1 Peter Moynes, Nelson Kootenay Lake Tourism

*Mr. Moynes provided an overview of the Municipal and Regional District Tax levied on accommodation providers and collected by Nelson and Kootenay Lake Tourism to promote the area.*

### 5. Information Items

#### 5.1 Council Reports

5.1.1 Mayor's Report

5.1.2 Councillor Bird's Report

5.1.3 Councillor Brown's Report

#### 5.2 Committee Minutes

5.2.1 2024.09.05 Recreation Grant Committee Meeting Minutes DRAFT

#### 5.3 Staff Reports

5.3.1 CAO Report

#### 5.4 Correspondence

5.4.1 2024.09.03 D. Borsos committee resignation

5.4.2 2024.09.06 RDCK Commission Appointments

5.4.3 2024.09.10 L. Lynch re South Beach

5.4.4 2024.09.11 to KBSA re Netting

- 5.4.5 2024.09.17 Kaslo BearSmart Working Group
- 5.4.6 2024.09.22 S. Keenan re South Beach
- 5.4.7 2024.09.24 J. Barratt re South Beach
- 5.4.8 2024.09.25 Ministry of Children & Family Development
- 5.4.9 2024.09.26 K. John re South Beach
- 5.4.10 2024.10.01 Arthur-Denner re Mobile Vendors
- 5.4.11 2024.10.01 Behn-McKinney re Mobile Vendors
- 5.4.12 2024.10.01 South Beach Open House Request

**5.5 2024.10.08 Circulation Package**

**6. Question Period**

*5 members of the public expressed concerns regarding the proposed development of South Beach.*

**7. Business**

- 202/2024**      **7.1 Permissive Tax Exemption Bylaw 1306, 2024**  
 Moved, seconded and CARRIED  
***THAT Permissive Tax Exemption Bylaw 1306, 2024 be adopted.***
- 203/2024**      **7.2 Temporary Street Closure Request - Kootenay Mushroom Festival**  
 Moved, seconded and CARRIED  
***THAT the portion of 5th Street south of A Avenue, between the Langham and the Legion, be temporarily closed to traffic from 8:00 a.m. to 5:00 p.m. on Saturday, October 12, 2024 for the third annual Kootenay Mushroom Festival.***
- 204/2024**      **7.3 Temporary Licence of Occupation - Kaslo RC Club**  
 Moved, seconded and CARRIED  
***THAT a Temporary Licence of Occupation be issued to the Kaslo RC Club for a one year term, to permit their occasional use of lands at the Kaslo Aerodrome.***
- 205/2024**      **7.4 Green and Inclusive Community Buildings Program Grant Application - Library**  
 Moved, seconded and CARRIED  
***THAT an application be submitted to the Green & Inclusive Community Buildings grant program for construction of a Kaslo & District Public Library, and the Village commit to funding any shortfall as detailed in the staff report titled Grant Application - Green & Inclusive Community Buildings dated September 27, 2024, SUBJECT TO an operational agreement being in place with the Regional District of Central Kootenay before the Contribution Agreement is finalized.***
- 206/2024**      Moved, seconded and CARRIED



***THAT \$50,000 from the Community Works Fund be allocated to the Kaslo and District Public Library construction project in the 5-year Financial Plan [2025-2030].***

**207/2024**

Moved, seconded and CARRIED

***THAT \$318,000 from the Growing Communities Fund be allocated to the Kaslo and District Public Library construction project in the 5-year Financial Plan [2025-2030].***

**8. Late Items – Nil**

**9. In Camera Meeting**

**208/2024**

Moved, seconded and CARRIED

***THAT Council now recess and reconvene in-camera with the public excluded under sections 90(1)(a) and (e) of the Community Charter to consider matters relating to personnel and land disposition.***

The open meeting recessed at 7:14 p.m.

The open meeting reconvened at 8:21 p.m.

**10. Raised from In Camera Meeting**

**11. Adjournment**

The meeting was adjourned at 8:21 p.m.

CERTIFIED CORRECT:

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

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





## **Activity Summary For WildSafeBC Kaslo**

This report describes the activities of the WildSafeBC Kaslo Program between June 15th to September 15th, 2024. The program covers the Kaslo region, which includes diverse ecosystems and wildlife habitats, vital to both the local community and the environment. We acknowledge that this area is situated on the traditional territory of the Sinixt Nation and the Ktunaxa Nation. During this period, there was notable wildlife activity, particularly with black bears, deer, coyotes, and other noted species, leading to increased interactions between wildlife and community members.

The WildSafeBC Community Coordinator (WCC) performed outreach activities aimed at preventing conflicts with wildlife in the community. The following summarizes key program deliverables over the course of the season:

- One rat presentation given to 20 central Kaslo participants
- 130 people reached through DTD in person and 42 door hangers left
- Rat education delivered through DTD to people 28
- Gleaning aid and attractant education provided to five Households, connected homeowners with farmstead and arborist services.
- Four bin tagging outings with three garbage bins and four recycling bins tagged, 0% of the residences whose bins were tagged during the initial survey and then were not found on the curb again during the following surveys
- Three display booths reaching 85 people
- 30 Facebook posts reaching up to 807 people at a time
- Future workshops being planned: Bear Spray and Wildlife awareness workshops, Cougar awareness workshop, Rat mitigation and safety talk, Grizzly bear awareness and movie night, WSR animal habitat activity.

In addition to these primary activities, the program fostered a connection with the local school for future wildlife education and collaboration, and supported community-led events focused on promoting wildlife awareness and safety. The Kaslo program also partnered with local hobby groups to enhance community food security while reducing bear attractants.

We would like to extend our gratitude to sponsors and volunteers for their continued support. Key challenges faced this year included managing increased wildlife attractants due to a over abundant fruit year, a lack of awareness amongst community members and limited resources for outreach. However, opportunities for community engagement and collaboration remain strong. Moving forward, these initiatives and collaborations will help “keep wildlife wild and our community safe.”



# Mayors Report

## Regular Council Meeting

Tuesday, October 22, 2024

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

October 1 FCM Election Priorities and Readiness

October 4 Interview with Watt Consulting re: Kaslo Active Transportation Network Plan

October 8 Regular Meeting of Council

October 9 Regional Invasive Species Working Group meeting

Chair, Director Kelly Vandenberghe was unable to attend so I was asked to take on the role of Chair for this meeting.

CKISS staff provided an update on the 3 species of concern for our region, which need regional management plans. These are Scotchbroom (fire risk), Poison Hemlock (agriculture and health risk) and Knotweed (flooding and fish habitat risk)

There were 2 delegations at this meeting: Dr. David Clements, Trinity Western University on Knotweed, Waterways and Flooding and Jenny Eastman, Regional Invasive Species Program Coordinator, Environmental Protection from Capital Regional District.

I can provide copies of the presentations if Council would like.

October 16 RDCK Community Sustainable Living Advisory Committee – meeting cancelled.

Rat Education Workshop & Community Discussion – this was a very informative workshop and people got tips regarding rats, were able to ask questions and share their rat management practices.

## Upcoming Meetings

October 17 RDCK – Rural Affairs Committee

Municipal Directors have been invited to join the meeting regarding Item 7.8 - Complete Communities Project Introduction - Licker Geospatial and Modus Planning, Engagement & Design.

RDCK Joint Resource Recovery

October 18 RDCK Board Meeting

October 21 North Kootenay Lake Services Committee

Kaslo & Area D Economic Development Commission

Liquid Waste Monitoring





## Mayors Report

October 22 Regular Meeting of Council

October 23 West Kootenay-Boundary Regional Hospital District – meeting cancelled

Respectfully submitted,  
Mayor Suzan Hewat

<b>KASLO</b>	2023 carry forward		\$	97,748.69
	2024 Budget Allocation	21-Mar-24		22,625.00
	Kaslo Baseball and Softball Association	13-Jun-24	12,000.00	
	2024 Allocation Increase	4-Jul-24		17,708.17
	Total grants issued to date		12,000.00	
	<b>Total Available Funds</b>		<b>\$</b>	<b>126,081.86</b>



These board highlights provide a general overview of discussion items and major decisions made at the Board of Directors meeting on **September 27/28, 2024**, which was held in ʔaąam/Cranbrook, BC. It excludes confidential information such as business negotiations, personnel issues and legal matters.

- The Trust held its Annual General Meeting on Thursday, September 26 both online and in person at the St. Eugene Resort in ʔaąam. During the event, highlights from the 2023/24 Annual Service Plan Report were shared, along with examples of key initiatives and projects that have positively impacted the region. Approximately 50 people attended in person, with an additional 80 participants joining virtually via Zoom and Facebook.

Read the Annual Service Plan Report at [ourtrust.org/annualreport](https://ourtrust.org/annualreport).

A recording of the AGM can be viewed at [ourtrust.org/agm](https://ourtrust.org/agm).

- The Board approved a draft Housing Development Plan which proposes an expanded role for the Trust in directly supporting affordable housing development, particularly in smaller, rural communities across the region. A final version of the Plan, outlining a three-year strategy, will be presented to the Board for approval in early 2025.
- The Trust's activities are guided by the renewed [Columbia Basin Management Plan](#) (CBMP). As part of moving forward with the implementation of the CBMP, the Board approved a revised approach for resident involvement in the advisory bodies that provide the Trust with community perspectives, subject matter expertise and strategic advice on specific issues/sectors to support our activities. New task force recommendations will be brought forward for Board decision in early 2025.
- The Board welcomed representatives from the Northwest Power & Conservation Council (Council), including the Vice-Chair, Executive Director, General Counsel and Staff, who provided an information session on the Council's activities. This session was part of the ongoing transboundary relationship between the Trust and the Council. Learn more about their work at [nwcouncil.org](https://nwcouncil.org).
- The Board welcomed Kathy Eichenberger, Executive Director, Columbia River Treaty Review Branch, who provided an information session on the Columbia River Treaty Agreement-in-Principle. Learn more at [engage.gov.bc.ca/columbiarivertreaty](https://engage.gov.bc.ca/columbiarivertreaty).
- The following is the 2024 meeting schedule for the Trust Board of Directors:
  - November 22/23 Creston
- The following is the 2025 meeting schedule for the Trust Board of Directors:
  - January 24/25 Castlegar
  - April 4/5 Kimberley
  - May 23/24 Valemount
  - July 25/26 TBD
  - September 19/20 Radium (AGM)
  - November 28/29 Nelson
- Board meeting minutes are posted to the Trust website after they have been approved by the Board at the following meeting. View minutes here: [ourtrust.org/publications](https://ourtrust.org/publications).



# Village of Kaslo

**2024**

**3<sup>rd</sup> Quarter Municipal Progress Report**

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## Municipals Services and Operations

Building, Development, and Variance Permits

Type	2022	2023	2024 YTD
Building Permits	31	16	17
Development Permits	5	8	8
Development Variance Permits	5	7	5
Board of Variance Requests	0	0	0

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Capital Projects

MSI – Manager of Strategic Initiatives      CAO - Chief Administrative Officer      MCS – Manager of Corporate Services      PW – Public Works Foreman      CFO – Chief Financial Officer      FSC – FireSmart Coordinator

Area of Operations	Project	Assigned	Status	Budget	Actual	Year-End Projection	Anticipated Completion	Notes
Administration	Asset Management Plan	MSI	Complete	\$15,000	\$16,863	\$16,863	Complete	Grant application submitted for 2025.
Buildings, Facilities, Property	Arena Upgrades	MSI	15%	\$160,000	\$24,544	\$35,000	Winter	Insufficient funding for mechanical upgrades. Staff Report to be developed in 4 <sup>th</sup> quarter. Design and feasibility study in progress.
	City Hall - Painting	MSI	5%	\$60,000	\$0	\$0	2025	Insufficient funding. Staff Report to be developed in 4 <sup>th</sup> quarter. Work could occur in 2025.
	Kemball Building Renovation	MSI	15%	\$1,075,625	\$62,487		2025	AI work in progress.
	Mower	PW	0%	\$18,000	\$0	\$0	2025	Project not completed, carry forward to 2025.
Equipment & Supplies	Snowblower attachment	PW	0%	\$15,000	\$0	\$12,000	Winter	Equipment ordered, awaiting delivery.
Information Systems	iCompass	MCS	Complete	\$9,375	\$5,600	\$5,600	Fall	Project complete.
	MAIS scan	MCS	0%	\$8,450	\$0	\$0	2025	Project postponed due to staff capacity.
	MAIS work management	MCS	5%	\$10,000	\$0	\$10,000	Winter	
Personnel	Manager of Strategic Initiatives	CAO	75%	\$145,200	\$116,539	\$145,200	Winter	Funding for wages, benefits, office expenses.
Land Administration	Zoning Legislation	CAO	50%	\$156,400	\$5,800	\$5,800	Winter	Contract awarded in 2 <sup>nd</sup> quarter. Contract terminated in October, work to be performed by MSI. Work in progress.
Engineering & Public Works	Front Street Park Landscaping	MSI	50%	\$185,450	\$7,009	\$115,000	Fall	Design complete, contract awarded for construction. To be completed in 4 <sup>th</sup> quarter.
	SS Moyie Amphitheatre	MSI	0%	\$40,000	\$0	\$0	TBD	Scope is design only. Limited staff capacity, project will not be completed in 2024.
	Kaslo River Dike	MSI	Complete	\$166,327	\$149,112	\$149,112	Complete	
	Paving	MSI /PW	1%	\$500,000	\$5,700	\$25,000	Winter	Project not feasible for 2024. Scope changed to the development of a pavement management plan instead.
	LED Streetlights	PW	40%	\$15,000	\$5,700	\$15,000	Fall	Request for install submitted to FortisBC.
	Water Treatment Plant Upgrades	MSI /PW	20%	\$1,018,000	\$167,733	\$200,000	2025	Valves installed. UV system currently in design. Equipment ordered. Installation RFP to be issued.
	Pressure Regulating Valves	MSI /PW	0%	\$50,000	\$0	\$50,000	TBD	Design only in 2024. RFP issued in 3 <sup>rd</sup> quarter. Council to consider awarding contract in 4 <sup>th</sup> quarter.
	Wastewater Treatment Plant Upgrades	MSI /PW	0%	\$50,000	\$0	\$0	TBD	Scope is design only, however project will not be completed in 2024 as scope needs to be defined.
Planning & Development	Kaslo South	CAO	0%	\$45,000	\$0	\$5,000	2025	RFP issued and Council to consider awarding contract in 4 <sup>th</sup> quarter.
	Waterfront	-	0%	\$45,000	-	\$0	TBD	Limited staff capacity, project won't be complete in 2024.
	Wharf Demo	-	0%	\$23,559	-	\$0	TBD	Limited staff capacity, project won't be complete in 2024.
Protective Services	FireSmart	FSC	50%	\$208,334	\$172,468	\$200,000	Winter	
Transportation & Transit Services	Active Transportation Network Plan	MSI	60%	\$30,000	\$10,866	\$32,335	Winter	Work in progress. Projected to be 108% by year-end.
TOTAL				\$4,175,536	\$750,241	\$1,021,910		

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Municipal Objectives & Measures

The following is a list of the municipal objectives, and measures that will be used to determine progress respecting those objectives, for the current year. These objectives and measures are reflective of the Areas of Focus identified within the Strategic Plan developed by Council for 2023-2026.

MSI – Manager of Strategic Initiatives      CAO - Chief Administrative Officer      MCS – Manager of Corporate Services      PW – Public Works Foreman      CFO – Chief Financial Officer      FSC – FireSmart Coordinator

Administration

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Integrate the planning, design, construction, operation, maintenance, asset disposal & renewal, and financial planning functions of the Village. [carried from 2023]	Gather asset data, and input in registry (2024, 2025)	Capacity - asset management planning	MSI	100%	2025	Work is complete for 2024, however, a grant application has been submitted for additional work to occur.
	Develop a Preventative Maintenance Program, with reference to asset-specific Plans [buildings, roads, water, parks, etc.] (2024)	Capacity - asset management planning	CAO	0%	TBD	Work will not be completed in 2024. Additional staff capacity is required.
Ensure the Village has an effective organizational structure.	Perform an Organizational Review. (2024)	Capacity - succession planning and training	CAO	50%	TBD	Performed review of City Hall structure and staffing levels. Review of Public Works required. Will not be completed in 2024.
	Implement recommendations of the Organizational Review as funding permits. (2025)	Capacity - succession planning and training	CAO	50%	2025	Deputy Clerk/Treasurer position has been eliminated, and Deputy Treasurer and Accounting Assistant positions implemented.
Develop an annual reporting system that promotes greater understanding of municipal responsibilities and priorities, fosters accountability, improves services, and enables continuous improvement in service delivery, as well as improved taxpayer awareness and knowledge of municipal services. [A Guide to Municipal Progress Reporting, Province of BC]	Develop a Governance and Operations Manual with reference to all municipal services and operations. (2024)	Governance - review policies and rescind obsolete policies	CAO	10%	2024	Draft table of contents developed. Will not be completed in 2024.
	Develop a Quality Assurance Program that enables the development of measurable objectives for annual municipal reporting. (2024, 2025)	Governance - review policies and rescind obsolete policies	CAO	0%	2024	Will not be completed in 2024.

Follow industry best practices for Records Management.	Develop a Records Management Policy based on LGMA standards. (2024)	Capacity - records management	MCS	5%	2024	Updated LGMA Records Management manual has been purchased. This work is planned to be completed by year-end.
	Develop process maps and procedures, including naming conventions (2024)	Capacity - records management	MCS	0%	2024	This work is planned to be completed by year-end.
Improve public communication system	Develop a Correspondence Policy, process maps, and procedures (2024)	Governance - review policies and rescind obsolete policies	MCS	5%	2024	Some examples of policies have been collected from other municipalities
Ensure people with disabilities can access Village information, services, and products without any barriers, making their lives easier and more fulfilling.	Refer to the Accessibility Committee any reports of barriers that individuals are experiencing with Village information, services, or products, and seek their advice on how to remove and prevent those barriers. (2024)	-	Council	-	2024	

## Buildings, Facilities, and Properties

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Foster rural resident retention and attraction. [carried from 2023]	Include rural resident retention and attraction policies within development plans for south Kaslo. (2025)	Capital Projects - Kaslo south land servicing and roads	CAO	10%	2025	RFP issued in 3 <sup>rd</sup> quarter. Council to consider awarding in 4 <sup>th</sup> quarter.
Develop Kemball Building. [carried from 2023]	Complete construction – Phase 1 (2025), Phase 2 (2026)	Capital Projects - Kemball Building renovations (Kemball Rural Innovation Centre)	CAO	15% - Phase 1	2026	All work in progress.
	Asset Management Committee to explore opportunities to provide secure, capable, and accessible storage and data processing capacity in a secured and geographically distributed fashion. [Kemball Data Centre] (2024)	Capital Projects - Kemball Building renovations (Kemball Rural Innovation Centre)	MSI	10%	2024	Committee has made a recommendation to Council. Staff Report to be developed in 4 <sup>th</sup> quarter.
	Review lease and rental structures, processes, procedures. (2025)	Governance - review policies and rescind obsolete policies	CAO	5%	2025	In progress as part of Thrift Store lease review. Will not be completed in 2024.
Improve grounds at SS Moyie. [carried from 2023]	Complete amphitheater and retaining wall design (2024)	Capital Projects - SS Moyie slope stabilization and amphitheatre	MSI	0%	TBD	Will not be completed in 2024.
Renovate Kaslo Arena to enhance its functionality in the event of an emergency (Kitchen, Ventilation, Accessibility, Backup Power). [carried from 2023]	Perform Feasibility Study & Design (2024)	Parks & Natural Areas - arena improvements to accessibility and emergencies	MSI	15%	2024	Design and feasibility study in progress.

Make Courtroom at City Hall available for private rentals.	Determine rental types and rates. Determine janitorial needs. Determine access control. Develop cost estimate for acoustic treatment.		CAO	0%	TBD	Will not be completed in 2024.
Support the development and implementation of an Asset Management Plan. [carried from 2023]	Develop Roof Replacement Plans and perform initial condition assessments of all buildings. (2024)	Capacity - asset management planning, implement the asset management plan, incorporate asset management into 5-year financial plan and all aspects of operations.	MSI/PW	5%	2024	Cost estimates range from \$30,000 to \$70,000. To be considered during budget deliberations.
	Perform repairs and painting to exterior of City Hall. (2024)	Capacity - asset management planning, implement the asset management plan, incorporate asset management into 5-year financial plan and all aspects of operations.	MSI	10%	2025	RFP issued in 3 <sup>rd</sup> quarter. Insufficient funding. Council to consider awarding contract in 4 <sup>th</sup> quarter.
Perform structural assessments of roofs every 5 years.	Inventory buildings, gather structural assessment data, plan for assessments. (2024)	Capacity - asset management planning, implement the asset management plan, incorporate asset management into 5-year financial plan and all aspects of operations.	MSI	0%	TBD	Will not be completed in 2024.
Operate electrical systems in compliance with regulations, industry standards and best practices.	Comply with electrical permit requirements of Technical Safety BC under the BC Electrical Code. (2024)		MSI/PW	15%	2024	Contract awarded in 3 <sup>rd</sup> quarter. Work to occur in 4 <sup>th</sup> quarter.



Equipment and Supplies

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Replace assets at the end of their useful life in accordance with Asset Management Plan.	Replace zero-turn mower. (2024)	Capacity - asset management planning, implement the asset management plan, incorporate asset management into 5-year financial plan and all aspects of operations.	PW	0%	2024	May not be completed in 2024.
Improve functionality of fleet equipment	Purchase snowblower attachment for skid-steer. (2024)	Capacity - asset management planning, implement the asset management plan, incorporate asset management into 5-year financial plan and all aspects of operations.	PW	10%	2024	Equipment ordered and expected to arrive in 2024.

Information Systems and Services

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Seek efficiencies in administrative and finance functions	Implement iCompass and MAIS computer software modules (2024, 2025)	Governance - improve availability of Council agenda documents	MCS/CFO	30%	2024	Council training on iCompass to be scheduled. MAIS Work Management module under review.

## Finance

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Adopt best practices for municipal financial management	Establish Fleet Reserve Fund (2024)	Capacity - reserve bylaw review, incorporate asset management into 5-year financial plan and all aspects of operations. Governance - update reserve bylaw	CFO/MCS	0%	2024	System to be developed in 4 <sup>th</sup> quarter. Council to determine funding for 2025 during budget deliberations.
	Standardize year-end audit documentation (2024)	Governance - review policies and rescind obsolete policies	CFO	0%	2024	In progress.
	Define GL Accounts, breakdown standard charges, and track annual changes. (2024)		CAO	0%	2024	Will not be completed in 2024.
	Review and amend Purchasing Policy, considering spending limits, delegation of authority, and digital signatures. (2024)	Governance - review policies and rescind obsolete policies	CFO/MCS	100%	2024	Complete.
	Review and amend Parcel Tax Bylaw (2024)	Governance - review policies and rescind obsolete policies	CFO	0%	2024	
	Review grant-in-aid policy, then develop bylaw, process maps, and procedures. (2024)	Governance - review policies and rescind obsolete policies	CAO/MCS	0%	2024	Will not be completed in 2024.
Improve communication of financial information between staff, Council, public	Develop quarterly and year-end financial reporting (2024)	Capacity - public communication and engagement	CAO	100%	2024	Design template for Annual Municipal Report developed, as well as quarterly reporting. Staff gathering info to add e-subscription to website.

## Legal Matters

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Ensure licenses of occupation, lease/rental, and service agreements are valid and in accordance with industry standards and best practices.	Renew Marine Lease Agreements with Boat Clubs located in Kaslo Bay. (2024)	Planning & Development - Kaslo Bay waterfront planning	CAO	75%	2024	In progress.
	Renew Agreement with Service BC located at City Hall. (2024)	Capacity - City Hall office space reorganization	MCS	100%	2024	Complete.
	Renew Lease Agreement with Kaslo & District Library. (2024)	-	MCS	90%	2024	The draft agreement has been forwarded to Province by Library for approval.
	Renew Lease Agreement with Thrift Store located in the old fire hall building. (2024)	-	MCS	75%	2024	Staff Report to be provided in 4 <sup>th</sup> quarter.
	Renew Lease Agreement with Kaslo Racquet Club. (2024)	-	MCS	50%	2024	Agreement expires in December, to be negotiated by year-end.
	Develop an Agreement with a campground operator, including consideration of public washroom cleaning. (2024)	-	MCS	0%	2024	Agreement expires in December, to be negotiated by year-end.
	Renew Service Agreement with a recycling contractor, including consultation with the RDCK in improvements to transfer station. (2024)	-	MCS	0%	2024	
	Renegotiate the Water Use Agreement for MacDonald Creek area with RDCK or decide to pursue municipal boundary expansion. (2024)	-	MCS	0%	2025	RDCK has been advised that the Village wishes to renegotiate the agreement, which expires at the end of 2025. Completion date revised to 2025.

### Personnel

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Comply with occupational health and safety regulations.	Review and amend Workplace Bullying and Harassment Policy (2024)	Governance - review policies and rescind obsolete policies	MCS	0%	2024	Will not be completed in 2024.
	Review and amend Occupational Health & Safety Program. (2025)	Governance - review policies and rescind obsolete policies	CAO/PW	50%	2025	Draft Program has been developed. Will not be completed in 2024.
Follow best practices for human resource management within municipal government.	Systemize flextime as described in Collective Agreement by developing Village policy, processes, and procedures. (2024)	Governance - review policies and rescind obsolete policies	MCS	0%	2024	Will not be completed in 2024.
	Develop Performance Plan & Review system for supervisory positions. (2024)	Governance - review policies and rescind obsolete policies	CAO	75%	2024	Plan developed for Manager of Corporate Services. Plan for Foreman position to be developed for 2025.

### Land Administration

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Update Zoning Bylaw to align with 2022 OCP [carried from 2023]	Project completion (2024)	Planning & Development - amend zoning bylaw	MSI	0%	2024	Consultant contract terminated. Assigned to Manager of Strategic Initiatives.
Systemize land development applications	Develop process maps and procedures for development applications (2024)	Governance - review policies and rescind obsolete policies	MSI	10%	2024	Some processes have been maps developed. Assigned to Manager of Strategic Initiatives. Will not be completed in 2024.

Legislative and Regulatory Services

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Review and amend Bylaws to foster business retention and expansion. [carried from 2023]	Review and amend Zoning Bylaw (2024)	Planning & Development - review the parking requirements of the zoning bylaw, update zoning bylaw to align with 2022 OCP	CAO	50%	2024	Will not be completed in 2024.
Develop system for processing building permit applications	Develop process maps and written procedures for building permit applications (2024)	Governance - review policies and rescind obsolete policies	CAO	10%	2024	Some process maps have been developed. Assigned to Manager of Strategic Initiatives. Will not be completed in 2024.

Community Services

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Advocate for community health	Support Health Advisory Committee (on-going)	Community Health - advocate for expanded health services	Council	-	-	
Advocate for affordable housing [carried from 2023]	Welcome an annual delegation to Council (on-going)	-	Council	-	-	

Engineering and Public Works

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Expand capacity of wastewater treatment system. [carried from 2023]	Perform enhanced effluent testing to gather data. (2024)	Capital projects - sewer system expansion in lower Kaslo.	MSI/PW	75%	2024	Effluent testing in progress.
	Perform preliminary design of wastewater treatment plant expansion. (2024)	Capital projects - sewer system expansion in lower Kaslo.	MSI	0%	2024	Scope needs to be defined. Will not be completed in 2024.
Operate wastewater treatment system in accordance with industry standards and best practices.	Attain operational certificate from Ministry of Environment. (2024)		MSI	10%	2024	Discussions with Province have occurred. Awaiting response.
Comply with water treatment regulatory requirements.	Upgrade water treatment plant with electronic valves and UV treatment. (2024)	Capital projects - water treatment plant UV system	MSI/PW	10%	2024	Valves installed and commissioned. Adjustments and warranty items to be completed by year-end. UV system currently in design. Contract awarded for supply. RFP for installation in 4 <sup>th</sup> quarter.
Support the development and implementation of an Asset Management Plan.	Develop Pavement Management Plan and perform initial condition assessments. (2024)	Capital Projects - street paving program  Capacity - asset management planning, implement the asset management plan, incorporate asset management into 5-year financial plan and all aspects of operations.	MSI/PW	10%	2024	Contract awarded, work in progress.
Replace assets at the end of their useful life in accordance with Asset Management Plan.	Reconstruct road at east end of Front Street. (2024)	Capital Projects - street paving program	MSI/PW	0%	2024	No paving in 2024.

Maintain water distribution system in accordance with regulations, industry standards and best practices.	Perform design of pressure reducing valves 2 and 4. (2024)	Capital Projects - replace pressure regulating valves	MSI	0%	2024	Insufficient funding in budget. Staff Report to be developed in 4 <sup>th</sup> quarter.
Protect the Village’s natural assets and infrastructure with proactive drainage and flood control measures.	Complete Phase 2 of Kaslo River Dike Project (2024)	Capital Projects - Kaslo River dike and bank flood and erosion control	MSI/PW	100%	2024	Complete
Support the development and implementation of an Asset Management Plan. [carried from 2023]	Replace streetlights that are at their end of life. (2024)	Capital Projects - streetlight conversion to LED	PW	100%	2024	45 lights are remaining to be replaced (\$36,675)

### Parks Administration

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Improve quality of Park services	Improve signage for Dog Off-Leash Area. (2024)	-	CAO/PW	0%	2024	
	Complete landscaping of Front Street Park. [carried from 2023]	Capital Projects - complete Front Street Park	MSI	25%	2024	Contract awarded. To be completed in 4 <sup>th</sup> quarter.

### Planning and Development

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Develop south Kaslo. [carried from 2023]	Develop cost estimate for development plan. (2024)	Planning and Land Use - Kaslo south lands planning Economy - Kaslo south lands development Community Health - explore development mechanisms for Kaslo south Capital Projects - Kaslo south land servicing and roads	CAO	10%	2024	RFP issued. Council to consider awarding contract in 4th quarter.
Comply with new Legislation regarding small-scale multi-unit homes.	Review and amend OCP and Zoning Bylaw in accordance with Bill 44. (2024)	Planning and Land Use - review parking requirements of zoning bylaw, update zoning bylaw to align with 2022 OCP.	CAO	100%	2024	



### Protective Services

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Comply with Indigenous Engagement Requirements within the Emergency and Disaster Management Act (EDMA).	Engage with indigenous communities to build relationships and collaborate towards the requirements of the EDMA. (2024)	Governance - indigenous reconciliation and relationship-building	CAO	0%	2024	
Employ FireSmart tactics to decrease the likelihood of losses from wildfire events.	Perform FireSmart treatment of areas prescribed in the Community Wildfire Protection Plan. (2024, 2025)	Parks, Recreation & Natural Areas - continue working towards making Kaslo a FireSmart community through the Community Resiliency Investment program and other wildfire risk reduction programs, support interagency collaboration and emergency preparedness	FSC	95%	2024, 2025	Burn piles scheduled for 4 <sup>th</sup> quarter.

### Recreation and Cultural Services

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Support community events	Plan Kaslo birthday celebration	Arts, Culture & Heritage - events committee to coordinate events in the Village with partner organizations	MCS	100%	2024	Complete.
Foster community spirit	Citizen of the Year recognition (on-going)	Arts, Culture & Heritage - events committee to coordinate events in the Village with partner organizations	MCS	100%	2024	Complete.

Transportation and Transit Services

Objective	Measure/Strategies	Strategic Priority	Assigned	Status	Anticipated Completion	Notes
Develop Active Transportation Network Plan [carried from 2023]	Develop Active Transportation Network Plan (2024)	Planning & Development - Active Transportation Plan	MSI	60%	2024	Work is in progress.
Improve traffic safety	Develop a Strategic Action Plan for traffic safety improvements with particular concern for Vimy Park (2024)	Capital Projects - directional signage	CAO/MSI	90%	2024	Awaiting final report from consultant.
Maintain compliance with Aerodrome Standards & Best Practices	Perform regulatory audit and implement findings as funding permits. (2025)	Economy - aerodrome area development Capital Projects - aerodrome area improvements	CAO/MSI	100%	2025	Transport Canada visited in July, no concerns reported. No further work to occur in 2024.

## Financial Report (as of June 30, 2024)

Revenue	Budget Amount	Year-to-Date	Percent	Comments
General Tax Revenue	(782,000.00)	(782,083.99)	100.0%	Village taxes collected. No additional revenue anticipated.
Grants-in-Lieu	(33,845.38)	(33,888.52)	100%	Payments in lieu of taxes from RCMP & Post Office, utilities. No additional revenue anticipated.
Tax Penalties & Interest	(14,400.00)	(14,880.18)	103%	No additional revenue anticipated.
Sale of Services	(129,530.00)	(110,120.40)	85%	Garbage bag tags and recycling revenue through May. Expected to be 100% by year-end.
Licenses & Permits	(18,690.00)	(21,092.32)	113%	
Planning & Development	(14,098.22)	(10,549.51)	75%	Revenue might not reach 100% by year-end.
Rental & Leases	(98,140.00)	(58,881.32)	60%	Revenue will not reach 100% by year-end.
Other Income	(81,584.00)	(57,660.13)	71%	\$43,000 library land donation. Revenue might not reach 100% by year-end.
Investment Income	(130,000.00)	(99,840.28)	77%	Roughly half is income and half is due to holding accounts and reserves.
Campground	(40,000.00)	(31,587.60)	79%	Revenue anticipated to be 100% by year-end.
Aerodrome	(14,000.00)	(11,631.93)	83%	Commercial lease fees due in 4 <sup>th</sup> quarter. Expected to be 100% by year-end.
Cemeteries	(12,000.00)	(4,076.90)	34%	Revenue will not reach 100% by year-end.
Capital & Project Funding	(1,677,589.94)	(152,000.00)	9%	Grant funding to be allocated as revenue as projects progress.
Non-Capital Conditional Funding	(749,545.00)	(423,746.63)	57%	Includes funding for programs such as FireSmart, REDIP, CDP. Expected to be 100% by year-end.
Unconditional Funding	(345,000.00)	(345,000.00)	100.0%	
Sale of Assets & Land	0.00	0.00	0.0%	
Transfers between Accounts	(51,034.03)	0.00	0.0%	Transfers between operating, water and sewer are recorded in 4 <sup>th</sup> quarter.
Transfers from Reserves	(934,339.33)	(93,608.21)	10%	Transfers from reserve funds to date. Remaining transfers determined at year-end.
Transfers from Surplus	(142,600.00)	0.00	0.0%	Transfer from surplus will be determined at year end.
Water Rates & Charges	(303,195.30)	(331,272.68)	109%	Water bills paid. Connection fees and other revenue on target.
Water Taxation	(75,139.00)	(75,172.52)	100.0%	Water parcel taxes. Revenue on target.
Water Other Revenue	(42,000.00)	0.00	0.0%	RDCK revenue, expected to be 100% by year-end.
Water Capital Funding	(1,026,000.00)	0.00	0.0%	ICIP funding will be received in arrears.
Sewer Rates & Charges	(149,795.00)	(148,379.54)	99%	Sewer bills paid. Connection fees and other revenue, expected to be 100% by year-end.
Sewer Taxation	(16,764.00)	(16,764.50)	100.0%	Sewer parcel taxes.
Sewer Other Revenue	(6,950.47)	(3,190.000)	46%	Sani dump and campground fees through May recorded.
Sewer Capital Funding	(50,000.00)	0.00	0.0%	Project to begin in 3 <sup>rd</sup> quarter.
Collections for Others	(1,418,462.98)	(1,434,652.71)	101%	
<b>TOTAL REVENUE</b>	<b>(8,356,702.65)</b>	<b>(4,260,079.97)</b>	<b>51%</b>	<b>On target for 3<sup>rd</sup> quarter. Transfers and capital projects are significant influences.</b>

Expense	Budget Amount	Year-to-Date	Percent	Comments
Council & Administration	804,011.48	614,382.84	76%	Wages and benefits. Expected to be 100% by year-end.
Supplies & Services	245,325.00	228,196.28	93%	Financial audit, insurance, legal fees, contract CFO. Will be over-budget at year-end due to contract CFO.
Protective Services	423,010.67	230,343.69	54%	Includes FireSmart program.
Planning & Economic Development	352,749.75	64,322.64	18%	Some expenses offset by revenue/grants. Includes contract planner.
Facilities	174,334.00	148,461.52	85%	Includes annual property insurance \$95,837. Expected to be 100% by year-end. Staff to monitor.
Recreation & Culture	111,652.57	109,695.29	98%	Includes wages, benefits, tools, supplies, repairs & maintenance. Staff to monitor.
PW Operations	287,903.93	180,735.13	63%	Includes wages, benefits, tools, supplies, cell phone, etc.
PW Fleet & Equipment	87,000.00	43,744.62	50%	Includes insurance, repairs & maintenance, fuel.
Environmental Services	111,854.35	79,322.22	71%	Includes garbage & recycling, tipping fees. Expected to be 100% by year-end.
Campground	28,907.67	12,936	45%	Includes wages, repair & maintenance.
Aerodrome	15,515.02	14,325.10	92%	Includes wages, repair & maintenance. Should be on-budget for year-end.
Cemeteries	2,232.02	5,473.75	245%	Includes wages, repair & maintenance. No volunteers so PW staff performing maintenance, off-set by lower allocation of staff time to other accounts.
Debt Servicing	7,559.00	7,162.87	95%	Dump truck loan paid off April 30 <sup>th</sup> .
Capital & Projects	2,185,401.89	219,870.00	10%	Expenses to be paid as projects progress through year-end.
Transfers between Accounts	756.00	718.00	95%	Transfer will be determined at year-end.
Transfers to Reserves	430,182.54	86,426.35	20	Transfer will be determined at year-end.
Water Personnel	102,525.23	56,722.42	55%	Includes wages.
Water Operating	113,759.21	80,456.76	71%	
Water Debt Servicing	0.00	0.00	0.0%	
Water Emergency Management	0.00	0.00	0.0%	
Water Capital Expenditures	1,068,000.00	158,272.66	15%	Expenses to be paid as projects progress through year-end.
Transfer to Water Reserve	162,049.86	0.00	0.0%	Transfer will be determined at year-end.
Sewer Personnel	94,360.63	34,451.51	37%	Includes wages. Expected to be 100% by year-end.
Sewer Operating	37,410.00	17,396.48	47%	Expected to be 100% by year-end.
Sewer Debt Servicing	0.00	0.00	0.0%	
Sewer Capital Expenditures	50,000.00	1,477.50	3%	
Transfer to Sewer Reserve	41,738.83	0.00	0.0%	Transfer will be determined at year-end.
Collections for Others	1,418,462.98	1,381,439.18	97%	Collections for others become payable between July and year end.
<b>TOTAL EXPENDITURES</b>	<b>8,356,702.65</b>	<b>3,776,423.78</b>	<b>45%</b>	<b>Below target due to major projects not completed.</b>
<b>TOTAL VARIANCE</b>		<b>(483,656.19)</b>	<b>89%</b>	

End of Report

## Andrea Reimer

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**From:** Russell Precious [REDACTED]  
**Sent:** October 4, 2024 3:33 PM  
**To:** Village of Kaslo  
**Subject:** Southbeach Development

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Mayor, councillors and administration. Friday, October 4th, 2024

50 years ago colleagues and I chose this area as the best place in BC to establish a permanent home to raise our children and ourselves.

We landed in Argenta but found it somewhat impractical. We then settled 6 miles from Nelson for 10 years; then in Harrop/Procter for 27 years and only recently finally made our last move to Kaslo—not far from where we started. After all its nice to have some of the basic amenities missing in Argenta.

Growing up in West Vancouver in the 50's & 60's I initially took for granted the amazing landscape 'Stanley Park'. Growing older I came to appreciate what incredible genius and foresight the founders of Vancouver revealed in saving this remarkable piece of land. I mean think of it—a developer's dream, and enormous income for the city—and yet some wise souls had the vision to think of future generations.

Southbeach isn't Stanley Park, but in comparison to the size of Kaslo it's equally significant and as the question of development is now upon us, the same challenge sits before our elected officials to weigh their decision with great care and consideration.

Like many others who assumed the Southbeach property was entirely privately owned, I too was surprised to learn that a significant portion (40%?) is owned by the City of Kaslo.

I was also surprised that a decision to sell its portion (one of the remaining, pristine waterfront properties on Kootenay Lake) would be considered without an invitation for input from our Kaslo citizenry. I don't accept for one minute that the event put on by the developer was an equivalent.

Please take your time to hear from those of us who live here and hold that place dear.  
AND let's consider all options before we rush to conclusion. An open house would be a good start.

Offered in appreciation to all of you who serve our community.

russell precious [REDACTED]

## Andrea Reimer

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**From:** sana shanti [REDACTED]  
**Sent:** October 5, 2024 4:30 PM  
**To:** Village of Kaslo

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Council,

Please give alternative suggestions for south beach a consideration.

It is a precious piece of property.

Could it not be bought to become a park?

Couldn't its natural beauty be preserved as a rustic tent camp with the beach accessible to all. Provincial parks are booked solid.

More camping is needed. Maybe even winter camping. Something to bring people in the pff season.

Given some of it is village land, there is greater potential to create something that serves all the community.

I am curious as to why the majority council is in agreement with it?

Thank you for giving this consideration.

Sana shanti

## Andrea Reimer

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**From:** Tamara Schwartzentruber [REDACTED]  
**Sent:** October 7, 2024 9:29 PM  
**To:** Mayor Hewat; Erika Bird; Matthew Brown; Rob Lang; Molly Leathwood  
**Cc:** Village of Kaslo  
**Subject:** Request for Open House on South Beach

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Mayor and Councillors,

we're writing to voice our support for the request being presented to Council this Tuesday, October 8th, that an Open House be held to allow further community discussion of the South Beach rezoning and development proposal *before* any further decisions are made regarding the rezoning application or the development.

We feel that there are still important unanswered questions regarding this development -- in particular concerning the impact on local infrastructure such as roads and the sewage system, as well as on the local character of Kaslo. It's also very unclear whether this is the best use we as a community can come up with for this land. We appreciate that the developer has attempted to make accommodations for some community concerns that have been raised; however, deeper questions about the impact of the project remain unanswered.

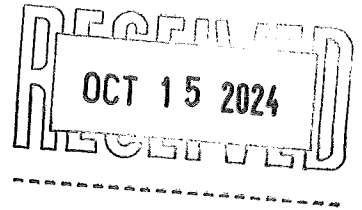
Please heed local citizens' request for an open house to discuss these concerns further.

Many thanks,

Tamara Schwartzentruber and Robin Mercy



## South Beach Working Group prepares alternative proposal



At the most recent council meeting (Tuesday the 8<sup>th</sup>), the South Beach Working group submitted a letter requesting that an open house be held for the citizens of Kaslo regarding the future of south beach. We appreciated the opportunity to share a few thoughts with council and understand that the matter is being considered.

At the Quality Property presentation held last November, Ian Dunlop, the previous CAO for the Village made a commitment to the citizens of Kaslo. As reported:

*Dunlop, who has been involved in the process since the beginning, reassured community members that yes, they do have a say. Approving rezoning wouldn't approve the whole development. There would be a series of steps and consultations before anything goes forward—and that process includes ample public consultation.*

Given the significance as to what happens to this property both in the immediate future and even more so for generations to come, citizen engagement would seem to be the proper and prudent course to follow.

In our efforts to solicit community feedback this past spring and summer we heard a consistent concern for the proposed development. Many people sent letters to this effect. In fact most people had no idea that Kaslo owned nearly 40% of the land in question and that the Village even had a say in the matter.

**We have now reached a critical juncture: the South Beach Working group is now in a position to offer an alternative proposal for south beach that we believe will not only have broad public support but aligns far more favourably with our OCP.**

We will be prepared in due course to share the details of our plan and a template to establish south beach as a conservation area as a public asset. BUT, we to believe that it behooves us to hear from community members before getting ahead of ourselves.

We conclude by once again making a strong appeal for an **Open House** so we might all end up more informed and with greater clarity so as to make the wise choice going forward.

As the OCP reminds us:

*“Remember that we are the caretakers of the land during our brief time here in the earth’s history and our decisions today affect the generations to come.*

Respectfully submitted: Southbeach Working Group October 15<sup>th</sup>, 2024

*Linda Ullo Lynch*

*Don Scarlett*

*Jimi Holland*

*Laura Douglas*

*Russell Precious*



23 September 2024

Dear Mayor and Council,

**Re: British Columbia Youth Parliament, 96th Parliament**

The British Columbia Youth Parliament will hold its 96th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2024.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a “youth of the year” award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$455** registration fee. Thanks to private donations and fundraising, a portion of the cost of transportation and accommodation is covered for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant’s chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/session>.

**All application forms must be received by November 1, 2024.** Selected applicants will be notified in mid November. If you require more information, please contact me by e-mail as indicated above. You may also visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,

Ambrose Yung  
Registrar, Youth Parliament of BC Alumni Society

**Subject:** Kootenay Boundary Regional RTDWG Drought Level broad distribution update bulletin  
- October 16, 2024

RE: Kootenay Boundary Regional RTDWG Drought Level Update Bulletin – October 16, 2024

On October 16, 2024 the Kootenay Boundary Regional Technical Drought Working Group (RTDWG) met to make Drought Level Recommendations for the KBR. The [BC Drought Information Portal](#) is the online location for public dissemination. This email serves to provide notice and context for the Kootenay-Boundary Region Drought conditions. The next meeting is scheduled for October 30, 2024.

## Kootenay-Boundary Region Drought Bulletin

October 16, 2024

This Week's Synopsis

- The KBR is experiencing a broad spectrum from a level 5 drought in the South to level 0 in the North. The southern portions of the region have had a prolonged precipitation deficit. The South Kootenays continues to experience prolonged drought conditions as the rest of the province has received autumn rains.
- The southern watersheds of the West Kootenay have numerous record low percentile flow conditions in WSC gauged small tributaries ( Redfish Ck, Anderson Ck, Lemon Ck, Duck Ck and Arrow Ck.). The percentile core indicators warrant a Drought Level 4 and 5. The north of the basin has robust Drought Level 1 conditions.
- The Granby River has also dropped below 5 % MAD flows, a Drought Level (DL) 4 is warranted.
- Fortunately, the West Kettle and the Upper Kettle River are maintaining themselves above the 5% Critical Environmental Flows threshold (DL 3).
- The Middle and Lower Kettle River mainstems are reflecting the gradual decline, maintaining the Drought level at 3.
- Duck and Arrow Ck in the mid bench elevations of the Creston Precinct are exhibiting continued base flow recession. The Creston Precinct warrants a Drought Level 5.
- The Lower Columbia Arrow Lakes is forecast to receive significant rain in the next few days. No impacts to Kokanee migration and spawning have been recorded to date in the Arrow Lake tributaries.
- Most ground water wells are maintaining percentiles within the normal range across the KBR basins and continue to provide base flow resilience and support surface stream levels.
- Finally, a long-awaited synoptic weather event will extend across the entire region. Expect variable changes in drought levels across the region based on which basins and watersheds benefit from significant precipitation amounts.
- The irrigation season has ended as of September 30.
- Continued water conservation benefits both natural and water purveyor infrastructure systems, please consider the local Drought Level in your watershed and or basin in your usage.

Current Drought Levels and Associated Actions		
Drought Basin	Level	Conservation Action
Upper Columbia	0	
East Kootenay	2	Water conservation recommended
West Kootenay	4	Voluntary reductions requested
• Creston*	5	Voluntary reductions requested
Lower Columbia	2	Water conservation recommended
Boundary / Kettle	3	Voluntary reductions requested
• West Kettle River*	3	Voluntary reductions requested
• Upper Kettle River*	3	Voluntary reductions requested
• Granby River*	4	Voluntary reductions requested
• Middle Kettle River*	3	Voluntary reductions requested
• Lower Kettle River*	3	Voluntary reductions requested

\* Stream Watch Sub-basin

#### Useful Drought Resources

[BC Drought Information Webpage \(https://www2.gov.bc.ca/gov/content/drought/\)](https://www2.gov.bc.ca/gov/content/drought/):

Conservation resources and general information on drought in British Columbia

[Provincial Drought and Water Scarcity Response Plan \(https://bit.ly/2VG3QVx\)](https://bit.ly/2VG3QVx):

Summary of Provincial drought levels, indicators, and approach to response

[River Forecast Center \(https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/drought-flooding-dikes-dams/river-forecast-centre\)](https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/drought-flooding-dikes-dams/river-forecast-centre):

Streamflow conditions and forecasts

[Drought in Agriculture Webpage \(https://bit.ly/44d2lqJ\)](https://bit.ly/44d2lqJ):

Water conservation, drought adaptation, and crop loss compensation resources

[BC Drought Information Portal \(https://droughtportal.gov.bc.ca/\)](https://droughtportal.gov.bc.ca/):

Click "Kootenay-Boundary Stream Watch" to monitor levels and conservation actions specific to your area

[Temporary Protection Order under the WSA](#)

### Interpreting Drought Levels / Responding to Enquiries and Impacts

**Voluntary Water Reduction Requests** are intended to facilitate cooperative efforts to conserve water and are fully voluntary in nature. Each recipient of these letters should interpret them within the context of their own water supply, demands for water, and opportunities for conservation.

**Municipal or Community Water Restrictions** apply to water users supplied by local providers rather than their own water licence or well. Local water restrictions should be determined by local contexts, which may differ from provincial drought levels. The public may confuse provincial drought level with local water restrictions. If a local provider is approached by a member of the public with enquiries related to provincial drought levels and response, they should be directed to FrontCounter BC at 1-877-855-3222 or [FrontCounterBC@gov.bc.ca](mailto:FrontCounterBC@gov.bc.ca).

**Accounts of Suspected Unauthorized Water Use** should be reported to the RAPP line at 1-877-952-7277 or via the [online incident portal \(https://bit.ly/45vZ4ZW\)](https://bit.ly/45vZ4ZW).

**Accounts of Water Shortages** should be reported to the Kootenay-Boundary Water Stewardship Division at [kbwaterinfo@gov.bc.ca](mailto:kbwaterinfo@gov.bc.ca).

#### Barry G Watson, MSc, PAg

KBR Drought Lead  
Water Stewardship & Authorizations  
Kootenay Boundary Region  
1902 Theatre Rd  
Cranbrook, BC

Ministry of Water, Lands and Resource Stewardship

Phone: 250-420-6361  
[Barry.watson@gov.bc.ca](mailto:Barry.watson@gov.bc.ca)

DATE: October 18, 2024

FILE NUMBER: 1850

TO: Robert Baker, Chief Administrative Officer

FROM: Catherine Allaway, Corporate Officer

SUBJECT: Request for Community Development Funds – Kaslo Community Services (Holiday Hampers)

## 1.0 PURPOSE

To consider a request from Kaslo Community Services for \$4,000 in Community Development Funds for 2024 holiday hampers.

## 2.0 RECOMMENDATION

THAT Council [approves/does not approve] Kaslo Community Services' application for \$4,000 in funding from the Community Development Grant program for 2024 holiday hampers.

## 3.0 BACKGROUND

Kaslo Community Services wishes to access \$4,000 from the Village of Kaslo's Community Development Grant funds to help deliver holiday hampers to locals in need. In 2023, the Village provided \$3,500 from the CDP program for holiday hampers. A Council resolution is required for the RDCK to process the grant application.

## 4.0 DISCUSSION

The Community Development Program (CDP) is administered by the RDCK and funded through grants in lieu of taxes from entities such as BC Hydro. The proposal from Kaslo Community Services meets the CDP eligibility criteria and will provide assistance to residents with demonstrated need. The requested contribution from the Village of Kaslo is being matched by the RDCK Area D Director.

## 5.0 OPTIONS

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

1. Authorize the application. *Funding will be awarded to the group for their project.*
2. Do not authorize the application. *The group will be advised of Council's decision.*
3. Refer back to staff for further review and report.

## 6.0 FINANCIAL CONSIDERATIONS

The \$4,000 contribution requested from the Village of Kaslo represents 29% of the total project budget of \$14,000. The Village of Kaslo's CDP balance is currently \$126,081.86.

<b>KASLO</b>	2023 carry forward			\$	97,748.69
	2024 Budget Allocation	21-Mar-24			22,625.00
	Kaslo Baseball and Softball Association	13-Jun-24	12,000.00		
	2024 Allocation Increase	4-Jul-24			17,708.17
	Total grants issued to date		12,000.00		
	<b>Total Available Funds</b>			<b>\$</b>	<b>126,081.86</b>

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

CDP funding is intended to support initiatives that further the social, economic and/or environmental wellbeing of residents or organizations and can be accessed by societies, organizations, municipalities or RDCK services. There is no current policy that guides the allocation of Kaslo's CDP grant funds.

## 8.0 STRATEGIC PRIORITIES

Development of a Grant Support Policy was identified as a priority in the 2023-2026 Strategic Plan but this has not yet been completed.

## 9.0 OTHER CONSIDERATIONS

Nil

## RESPECTFULLY SUBMITTED



Catherine Allaway, Corporate Officer

## ATTACHMENTS:

- 2024.10.01 letter from Jane Ballantyne, Kaslo Community Services Co-Executive Director
- CDP Grant Application – Kaslo Community Services

## CAO COMMENTS:

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer

Date



Oct 1, 2024

Village of Kaslo

413 Fourth Street,

Kaslo, BC V0G 1M0

Re: Community Development Grant – Holiday Hampers program

Dear Mayor and Council,

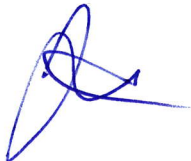
I am writing to ask for assistance with our Holiday Hamper program for December 2024. Kaslo Community Services has been running this program since 2010, providing Holiday Hampers to families and individuals in need, living in Kaslo and RDCK Area D.

In 2023, we provided 105 hampers at a total cost of \$13,200 cash plus generous donations of food and gifts from local businesses and individuals.

RDCK Area D has indicated that they can provide \$4,000 towards our estimated budget of \$14,000 for the 2024 Holiday Hamper program. I would like to request that Village of Kaslo match that contribution of \$4,000. We will be seeking an additional grant of \$2,000 from Columbia Power as well as asking for donations. With the generous help of JVH students, we hope to raise the remaining \$4,000 in donations from local individuals and groups.

I have submitted a formal request for a Village of Kaslo Community Development grant in the amount of \$4,000 through the RDCK website (copy attached)

Thank you for your consideration,



Sincerely,

Jane Ballantyne

Co-Executive Director



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_\_\_

### Contact Information:

**Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.**

<b>Organization/Society Name:</b> Kaslo Community Services Society	<b>Date of Application:</b> 10/01/2024
<b>Contact Name:</b> Jane Ballantyne	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Kaslo
<b>Mailing Address:</b> 336 B Avenue PO Box 546 Kaslo BC V0G1M0	<b>Payment Type:</b> <input checked="" type="radio"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 353-7691	<b>Email:</b> janeballantyne@kaslo.services


### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)

*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

Kaslo Community Services will provide Holiday Hampers to families and individuals in need living in Kaslo and RDCK Area D. Hampers will be distributed through the Kaslo Food Hub in late December 2024. Each hamper will include food for a holiday meal, appropriate to the size of the family, plus gifts for children. The project is overseen by KCS staff. Volunteers help to pack and distribute the hampers. In 2023, 105 hampers were provided to local residents. Funds will be used for staff wages, food and toys.

### Grant Application:

<b>Total Grant Requested:</b> \$ 4000	<b>Which funding criterial objective does this project meet?</b> <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
<b>Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:</b> RDCK Area D - \$4,000 - pending Columbia Power - \$2,000 - pending ...	
<b>Previous Community Development Grants Received – Year and Amount:</b> Kaslo 2023 \$3500 RDCK 2023 \$4000	
By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.	
 Signed at: 2024-10-01 10:12:19 _____ Signature	Jane Ballantyne _____ Print Name
<b>Authorization</b>	
Signature of Area Director	Total Grant Approved \$
Board Approved Date:	Resolution #



# **COMMUNITY DEVELOPMENT PROGRAM**

## **REGIONAL DISTRICT OF CENTRAL KOOTENAY**

### **COMMUNITY DEVELOPMENT GRANT**

### **RECIPIENT OBLIGATIONS**

The Recipient shall:

- (a) Use the funding received from the RDCK substantively in accordance with the purposes, methodologies and timeframes described in the funding application. Significant changes to project scope or budget require RDCK approval.
- (b) Comply with all applicable laws and adhere to good business practices in delivering the project or service funded through the community development program grants.
- (c) Unless agreed otherwise by the RDCK, retain ownership to all assets acquired or intangible property created with the funding provided by the RDCK.
- (d) When requested, co-operate with the RDCK in making public announcements regarding the projects or services funded by the RDCK.
- (e) Use the RDCK 's logo in any communications acknowledging the financial contribution of the RDCK and comply with the graphic standards and any conditions communicated by the RDCK.
- (f) Acknowledge that the Recipient and the RDCK are independent contractors, and nothing in the provision of the grant funding by the RDCK is intended to create any joint venture or agency relationship between the two parties. Neither party may purport to create or assume any obligation on behalf of the other.
- (g) Indemnify and save harmless the RDCK , its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, cost and expenses that the RDCK may sustain, incur, suffer or be put to at any time either before or after the projects or services funded by the RDCK are complete, if the same or any of them are based on, arise out of or occur, directly or indirectly, by reason of any act or omission of the Recipient, or of any agent, employee, officer, director or sub-contractor of the Recipient pursuant to this Agreement, excepting always liability arising out of the independent negligent acts of the RDCK.
- (h) Within one year of grant award, submit a report to the RDCK which details how the funds were expended. Loss of eligibility for future Community Development grants may result from failure to submit required reports.
- (i) Where the grant award exceeds \$5,000 in total value, enter into a formal Funding Agreement with the RDCK.

DATE: October 15, 2024

FILE NUMBER: 1855

TO: Robert Baker, CAO

FROM: FireSmart Coordinator

SUBJECT: Columbia Basin Trust Small Community Wildfire Readiness Supports Program (SCWRS)

**1.0 PURPOSE**

To consider applying to the Columbia Basin Trust for \$18,300 in funding through the Small Community Wildfire Readiness Supports program to offset the cost of attending the Wildfire Resiliency Summit and gathering detailed information about the availability of water sources.

**2.0 RECOMMENDATION**

THAT the Village of Kaslo submit an application for funding from the Columbia Basin Trust's Small Community Wildfire Readiness Supports Program for up to \$18,300 towards attending the Wildfire Resiliency Summit and gathering detailed information about the availability of water sources.

**3.0 BACKGROUND**

The Columbia Basin Trust (CBT) is accepting applications to the Small Community Wildfire Readiness Support program until November 7, 2024. This program provides 100% funding for wildfire prevention planning/assessments, training and equipment (capital purchases are funded at 50%). A Council resolution is required to authorize the submission.

The Village of Kaslo has successfully accessed CBT funding in recent years to support wildfire resilience:

Year	Program - CBT	Funding	Project Outcomes
2021	Columbia Basin Economic Recovery Initiative	\$49,278.00	Airport East Fuel Modification & Youth Video
2023	Columbia Basin Wildfire Resiliency Initiative	\$40,350.00	Youth FireSmart Coordinator & Youth Video
2024	Columbia Basin Wildfire Resiliency Initiative	\$32,600.00	Youth FireSmart Coordinator - ongoing

**4.0 DISCUSSION**

During an interface fire event, hydrants in the municipal system may be leveraged to fill bladders for sprinkler protection or for tenders such as fire trucks to fill and action spot fires. Understanding and ensuring the capacity of this infrastructure will benefit interface fire response. Gathering this data will also assist with asset management and renewal decision making.

FireSmart education is key to developing ignition resistance and cultivating resilient communities. Interagency Cooperation has been integral to the successes of FireSmart programming in Kaslo. By securing funding to allow members of the FireSmart Committee to attend the Wildfire Resilience Summit in April of 2025, we are equipping community leaders from a variety of relevant jurisdictions with the most current information and education, ultimately benefitting the entire community.

The proposed application aligns with the Community Wildfire Resilience Plan (CWRP) adopted earlier this year and the priorities identified by the FireSmart Committee. The proposed project start date is January 31<sup>st</sup>, 2025 to be completed by January 31<sup>st</sup>, 2026.

Staff is still in discussions with CBT regarding the eligibility of program elements and adjustments to the application may take place prior to the submission deadline. Any changes to the application will be reported to Council prior to finalizing a funding agreement with CBT.

## 5.0 OPTIONS

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

1. **Submit the funding application. *Staff will deliver the proposed activities.***
2. Do not submit the funding application. *Activities will not be completed unless other funding opportunities can be secured.*

## 6.0 FINANCIAL CONSIDERATIONS

The funding program covers 100% of wages and consultant costs, but only 50% of capital purchases.

The amounts being requested from CBT are summarized below:

Item:	Cost:
Wildfire Resilience Training Summit	\$6,600
Hydrant Flow Test Kit	\$2,900
Hydrant Flow Testing	\$4,800
GIS Consultant	\$4,000
<b>Total</b>	<b>\$18,300</b>

The Village may need to provide a cash contribution of \$1450 (1/2 of the cost of the hydrant flow test kit) which represents less than 8% of the total project budget. The Village will also contribute in-kind administration and project management costs. It is anticipated that hydrant flow testing will be completed by the Public Works crew at the time of annual hydrant maintenance. The incremental cost for additional time flow testing is included in this application.

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Community Wildfire Resilience Plan (2024)

- Item # 27: Kaslo's FireSmart Coordinator (and/or other relevant staff member or Kaslo VFD Fire Chief) should attend (annually) the FireSmart BC Wildfire Resiliency and Training Summit. The Summit explores the lessons learned from previous years, along with the latest research, technologies, best practices, and other information to help regions and communities prepare for the upcoming wildfire season.
- Items # 28, 29, 30, 38: Regarding water availability resources and mapping.

CBT has produced the [Small Community Wildfire Readiness Support Program Guide](#) (2024) which outlines the grant eligibility criteria.

## 8.0 STRATEGIC PRIORITIES

Parks & Natural Areas

- FireSmart, Community Resiliency Investment and other wildfire risk reduction programs.
- Support inter-agency FireSmart collaboration and emergency preparedness.

#### **9.0 OTHER CONSIDERATIONS**

The Village's ability to provide fire protection that meets standards set by the Fire Underwriters Survey affects insurance costs for residents.

#### **RESPECTFULLY SUBMITTED**



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Jessie Lay, FireSmart Coordinator

#### **ATTACHMENTS:**

- CBT Small Community Wildfire Readiness Support Program Application Work Sheet DRAFT

#### **CAO COMMENTS:**

APPROVED FOR SUBMISSION TO COUNCIL:

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Robert Baker, Chief Administrative Officer

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Date

DATE: October 15, 2024

FILE NUMBER: 7010

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Request from Kaslo Search & Rescue

## 1.0 PURPOSE

To consider a request from Kaslo Search & Rescue for the Village to provide in-kind services to assist Kaslo Search & Rescue with Motor Vehicle Accident Training scenarios

## 2.0 RECOMMENDATION

**THAT the Village provide an operator and equipment as in-kind services to assist Kaslo Search & Rescue with Motor Vehicle Accident Training scenarios up to 5 hours annually.**

## 3.0 BACKGROUND

Kaslo Search & Rescue (SAR) is a registered charity, volunteer organization based out of Kaslo. They have specialized training to provide search and rescue services for those lost, injured, or stranded in the northern Kootenay Lake area, including:

- Road Rescue/Extrication
- Missing Person Searches
- High Angle Rope Rescue
- Backcountry Medical Rescue/Recovery
- Off-Road Recovery
- Mountain Rescue
- SAR Management
- Avalanche Rescue
- Swiftwater Rescue
- Marine Rescue (Flatwater)
- Tracking
- Search Dog Team

They have requested the help of a Village operator and a front-end loader 3-5 times per year to move vehicles for their Motor Vehicle Accident Training scenarios.

## 4.0 DISCUSSION

The Village can provide in-kind services that Council believes provide value to the community. There is a past practice in the Village of providing in-kind labour and equipment to SAR, however it is unknown whether it was approved by Council. If Council would like to continue to support SAR as requested, then staff would suggest that Council adopt a policy by resolution with the following conditions:

- Only Village staff be permitted to operate Village-owned equipment.
- The work be performed during regular work hours within the constraints of day-to-day operations and at the discretion of the Public Works Foreman. Any work performed by Village staff after-hours be voluntary and unpaid; no overtime be incurred.

## 5.0 OPTIONS

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

1. **THAT the Village provide an operator and equipment as in-kind services to assist Kaslo Search & Rescue with Motor Vehicle Accident Training scenarios up to 5 hours annually.** Staff will advise Search & Rescue, and document the policy.
2. Council provides direction to staff for further review and report.

## 6.0 FINANCIAL CONSIDERATIONS

If the proposed recommendation is passed, the Village would provide an estimated \$250 for in-kind labour and \$250 for in-kind equipment (assuming \$50/hour labour rate).

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

### Legislation

Section 8(1) of the Community Charter vests B.C. municipalities with the “capacity, rights, powers and privileges of a natural person of full capacity”. On its face, this section would permit a municipality to do anything that a real person might do. However, the Legislature has seen fit to restrict ‘natural persons’ powers, reflecting the fact that natural person municipalities have unnatural powers such as the power to impose taxes to generate revenue. These restrictions include rules regarding the provision of assistance to a *business*, as defined by the Community Charter. Whereas the Kaslo Search & Rescue is a charity, not a business, the Village is not constrained by the Community Charter in providing in-kind resources to support Kaslo Search & Rescue.

### Policy

Authorization and direction are required for in-kind resources to be provided to Kaslo Search & Rescue. As such, a policy must be adopted by resolution.

### Bylaw

None to report.

## 8.0 STRATEGIC PRIORITIES

Not applicable.

## 9.0 OTHER CONSIDERATIONS

None to report.

## RESPECTFULLY SUBMITTED



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Robert Baker, Chief Administrative Officer

## ATTACHMENTS:

Email – October 11, 2024 – Request from Kaslo Search & Rescue



**From:** Stefan Lettrari <stefan.lettrari@kaslosar.com>

**Sent on:** Friday, October 11, 2024 4:11:59 PM

**To:** Robert Baker (CAO Kaslo) <cao@kaslo.ca>

**CC:** KSAR Administrator <admin@kaslosar.com>

**Subject:** Kaslo Search and Rescue, Village Loader request.

Hello Robert,

Just touching base with you on getting the official approval for Kaslo Search and Rescue to be able to request the use of the Village loader 3-5 times throughout the year (usually only 15-20mins at a time) to help with moving vehicles in place for our Motor Vehicle Accident Training scenarios.

The loader will be operated by Village crew, we'll just coordinate times with the Village Forman's schedule when it's needed.

If you have any questions, feel free to get a hold of me.

Thanks,

Stefan Lettrari

President | Kaslo Search and Rescue

**E:** [stefan.lettrari@kaslosar.com](mailto:stefan.lettrari@kaslosar.com)

**A:** Kaslo, BC



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

DATE: October 18, 2024

FILE NUMBER: 1660-02

TO: Robert Baker, Chief Administrative Officer

FROM: Catherine Allaway, Corporate Officer

SUBJECT: Municipal & Regional District Tax Renewal

## 1.0 PURPOSE

To consider a request from Nelson & Kootenay Lake Tourism (NKLT) to authorize renewal of the 2% Municipal & Regional District Tax (MRDT) for a further 5-year term.

## 2.0 RECOMMENDATION

THAT the Village of Kaslo provide a letter in support of Nelson & Kootenay Lake Tourism's collection of the 2% Municipal & Regional District Tax for a five-year term.

## 3.0 BACKGROUND

The MRDT is an up-to three percent tax applied to sales of short-term accommodation provided in participating areas of British Columbia on behalf of municipalities, regional districts and eligible entities, to provide funding for local tourism marketing, programs, and projects. A 2% MRDT is currently being collected in Kaslo and used by NKLT to further their tourism promotion activities in the region. Peter Moynes, Executive Director of NKLT attended the 2024.10.08 Council Meeting as a delegation to provide information about the program. A Council resolution is required to authorize continued collection of the 2% MRDT.

## 4.0 DISCUSSION

Every 5 years, participating municipalities are asked to confirm their support for the MRDT. NKLT has shared the One-year Tactical Plan and Five-year Strategic Business Plan for the area with Council to outline the proposed use of the collected funds. The Village has not received any feedback from local accommodation providers regarding the MRDT.

## 5.0 OPTIONS

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

1. **Support the renewal request. *The 2% MRDT will continue to be collected from local accommodation providers to support the work of NKLT.***
2. Do not support the renewal request. *The NKLT will not benefit from MRDT funds collected in Kaslo and their tourism promotion efforts may not include Kaslo.*
3. Refer back to staff for further review and report.

## 6.0 FINANCIAL CONSIDERATIONS

Participation in the MRDT program does not have a direct impact on Village of Kaslo finances.

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

The MRDT program is jointly administered by the Ministry of Finance, the Ministry of Tourism, Arts and Culture, and Destination BC. As the designated recipient of funds for the region, NKLT promotes tourism in Kaslo and area, in accordance with the One-year Tactical Plan and Five-year Strategic Business Plan.

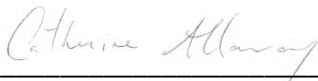
## 8.0 STRATEGIC PRIORITIES

Nil

## 9.0 OTHER CONSIDERATIONS

Nil

## RESPECTFULLY SUBMITTED



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Catherine Allaway, Corporate Officer

## ATTACHMENTS:

- 2024.10.11 letter from Peter Moynes, Executive Director of Nelson & Kootenay Lake Tourism

## CAO COMMENTS:

APPROVED FOR SUBMISSION TO COUNCIL:

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Robert Baker, Chief Administrative Officer

---

Date



11/10/2024

To: Village of Kaslo Mayor & Council

Re: Letter For Request of Support

Hello Kaslo Mayor & Council,

I am writing this letter today in request of your support for Nelson and Kootenay Lake Tourism Society to remain the “eligible entity” to collect the MRDT for our region. The MRDT Repeal date is March 1<sup>st</sup>, 2025, and we will be staying at an MRDT rate of 2%. Your support would be great appreciated.

Sincerely,

Peter Moynes

Executive Director, NKLT

DATE: October 18, 2024

FILE NUMBER: 0360-05

TO: Robert Baker, Chief Administrative Officer

FROM: Catherine Allaway, Corporate Officer

SUBJECT: RDCK Kaslo & Area D Economic Development Commission Appointments

## 1.0 PURPOSE

To consider re-appointing Village of Kaslo representatives to the Kaslo & Area D Economic Development Commission.

## 2.0 RECOMMENDATION

THAT Rick Nay and Councillor Rob Lang be appointed as representatives of the Village of Kaslo on the Kaslo & Area D Economic Development Commission for a 2-year term ending December 31, 2026.

## 3.0 BACKGROUND

The Regional District of Central Kootenay (RDCK) established the Kaslo & Area D Economic Development Commission (EDC) to facilitate and promote economic and cultural development within the Village of Kaslo and Electoral Area D. The Mayor of Kaslo serves on the commission by virtue of office and there are 3 additional seats for Village of Kaslo representatives. The current 2-year terms expire on December 31, 2024. A Council resolution is required to make the appointments

## 4.0 DISCUSSION

Councillor Lang and Rick Nay currently represent the Village of Kaslo on the commission. Their terms expire on December 31, 2024 and they have both indicated a willingness to continue for a further 2-year term which will expire December 31, 2026. There is still one Village of Kaslo vacancy on the commission, if other members of Council or the community are interested.

## 5.0 OPTIONS

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

1. **Make the appointments.** *The incumbents will continue to represent the Village on the EDC.*
2. Do not make the appointments. *The Village of Kaslo will have 3 vacancies on the EDC as of January 1, 2025 and quorum may be difficult to achieve.*
3. Refer back to staff for further review and report.

## 6.0 FINANCIAL CONSIDERATIONS

Nil

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

RDCK Bylaw 2482 (2016) establishes the Kaslo & Area D Economic Development Commission, and Bylaw 2562 (2017) added provisions for reimbursement of expenses for commission members.

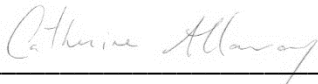
## **8.0 STRATEGIC PRIORITIES**

Continued collaboration with the Kaslo & Area D Economic Development Commission was identified as a priority in the 2023-2026 Strategic Plan.

## **9.0 OTHER CONSIDERATIONS**

Nil

## **RESPECTFULLY SUBMITTED**



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Catherine Allaway, Corporate Officer

## **ATTACHMENTS:**

- 2024.09.06 letter from RDCK
- RDCK Bylaw 2482
- RDCK Bylaw 2562

## **CAO COMMENTS:**

APPROVED FOR SUBMISSION TO COUNCIL:

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Robert Baker, Chief Administrative Officer

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Date



September 6, 2024

Suzan Hewat

Via Email: [shewat@rdck.bc.ca](mailto:shewat@rdck.bc.ca)

Dear Director Hewat:

**RE: COMMISSION APPOINTMENTS – VILLAGE OF KASLO**

Attached you will find the current listing of appointees on file with the Regional District of Central Kootenay and their term expiry dates.

Any terms expiring December 31, 2024 will require appointments for Board endorsement at the December 12, 2024 Board meeting. Please forward all new Commission appointee's names and contact information (address, phone & email) to Angela Lund at [alund@rdck.bc.ca](mailto:alund@rdck.bc.ca) by **November 29, 2024** along with any revisions of the current appointees list.

**Glacier Creek  
Regional Park  
Commission**

**4 Kaslo appointments vacant – NO QUORUM**

**Recreation  
Commission No. 2**

**3 Kaslo appointments expired – NO QUORUM**

**Kaslo & Area D  
Economic  
Development  
Commission**

**2 Kaslo appointments expiring and 1 appointment vacant.**

Thank you for your assistance in regards to this matter.

Sincerely,

Angela Lund  
Deputy Corporate Officer

Enclosures: Appointment Lists

## KASLO & AREA D

Bylaw No. 2482 & 2562

File No. 0520-30-D

Memberships Required: 9 members - 2 Directors, 3 Kaslo & 4 Area D

	AREA REPRESENTED	APPOINTEE	CONTACT INFORMATION	2 YEAR TERM	PER RES.
1	Director, Area D	Aimee Watson	<a href="mailto:awatson@rdck.bc.ca">awatson@rdck.bc.ca</a>	By virtue of office	
2	Director, Village of Kaslo	Suzan Hewat	<a href="mailto:mayor@kaslo.ca">mayor@kaslo.ca</a>	By virtue of office	
3	Village of Kaslo - Councillor	Rob Lang <i>expiring</i>	<a href="mailto:lang@kaslo.ca">lang@kaslo.ca</a>	December 31, 2024	22/23; 802/20
4	Area D	Matthew Brown <i>expiring</i>		December 31, 2024	23/23; 802/20; 834/18;
5	Area D	Chelsey Jones <i>expiring</i>		December 31, 2024	732/22; 179/22
6	Area D	Donna Cormie		December 31, 2025	725/23
7	Village of Kaslo	Rick Nay <i>expiring</i>		December 31, 2024	107/23
8	Area D	VACANT			
9	Village of Kaslo	VACANT			

Email List:

[awatson@rdck.bc.ca](mailto:awatson@rdck.bc.ca); [mayor@kaslo.ca](mailto:mayor@kaslo.ca); [lang@kaslo.ca](mailto:lang@kaslo.ca); [REDACTED]



REGIONAL DISTRICT OF CENTRAL KOOTENAY

BYLAW NO. 2482

A bylaw to establish an Economic Development Commission for the Village of Kaslo and Electoral Area D of the Regional District of Central Kootenay

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WHEREAS a regional district may, pursuant to section 176(1)(g) of the *Local Government Act*, establish a commission to operate a regional district service;

AND WHEREAS a regional district may by bylaw, pursuant to sections 176(1)(e) and Part 5, Division 6 of the *Local Government Act*, delegate certain administrative duties and authorizes to a commission;

AND WHEREAS the Regional Board adopted "Village of Kaslo and Electoral Area D Economic Development Conversion and Service Establishment Bylaw No. 2481, 2016" which established an economic development service on behalf of the Village of Kaslo and Electoral Area D;

AND WHEREAS the Council of the Village of Kaslo has, by resolution, consented to becoming a participant member in the economic development commission function;

AND WHEREAS the Director representing Electoral Area D has given written consent to becoming a participant member in the economic development commission function;

NOW THEREFORE the Board of Directors of the Regional District of Central Kootenay, in open meeting assembled, enacts as follows:

**1. COMMISSION ESTABLISHMENT**

The Village of Kaslo and Electoral Area D Economic Development Commission is hereby established.

**2. DEFINITIONS**

In this bylaw:

"**Board**" means the Board of the Regional District of Central Kootenay.

**“Commission”** means the Village of Kaslo and Electoral Area D Economic Development Commission established by this bylaw.

**“Regional District”** means the Regional District of Central Kootenay.

### **3. COMMISSION PURPOSE**

The purpose of the Commission is to facilitate and promote economic and cultural development within the Village of Kaslo and Electoral Area D.

### **4. MEMBERSHIP**

#### **(1) Composition**

The Commission shall consist of:

- a)
  - i) the Director representing Electoral Area D
  - ii) the Mayor of Kaslo

who shall be appointed by a resolution of the Board of Directors.

- b) Three other persons from the Village of Kaslo to be appointed by a resolution of the Board of Directors.
- c) Four other persons from Electoral Area D to be appointed by a resolution of the Board of Directors.

#### **(2) Appointment**

- a) The Regional District of Central Kootenay shall advertise in publications which serve the service area for any vacant position on the Commission.
- b) As a condition of eligibility for appointment to the Commission, members shall reside within the boundaries of Kaslo or Electoral Area D.
- c) The Director representing the service area shall review all applications and recommend to the Board of Directors the names of candidates for appointment to the Commission.
- d) All nominations shall be submitted to the Board for consideration not later than November 30<sup>th</sup> of the year preceding the initial year of the

term to filled and shall be ratified by resolution at the December Board meeting.

- e) All Commission members shall be appointed by resolution of the Board.
- f) Members may be reappointed at the discretion of the Board.
- g) The Board may, at any time, by an affirmative vote of not less than two-thirds (2/3) of all its members, at a duly constituted meeting, terminate the appointment of any or all members of the Commission.

(3) **Term**

- a) Members shall be appointed for two-year terms.
- b) Members are expected to commit to attending meetings as required. Alternate or substitute members will not be permitted.
- b) A member of the Commission who misses three consecutive meetings without the approval of the Chair or without reason satisfactory to the Commission shall be deemed to have resigned, at which time the Commission shall notify the Board in writing in order that a new appointment can be made.
- c) An appointment to fill a vacancy on the Commission shall be for the remainder of the term of the member being replaced.
- d) In the event of the death, resignation or disqualification of a member of the Commission, the Board may appoint a successor for the remainder of that member's term.
- e) Should a Member at Large cease being a resident of the area he/she represents, he/she will be deemed to have resigned from the Commission.
- f) The Commission is, and has been, since establishment by Regional District bylaw, always continuing and existing notwithstanding a change in membership. As such, a member shall continue to serve until such time as a successor has been appointed regardless of expiration of the member's term of appointment.

(4) **Remuneration**

Members of the Commission shall serve without remuneration.

(5) **Structure**

- a) The Commission shall choose a Chair from within its membership.
- b) The Commission shall choose a Secretary from within its membership.  
The Secretary shall be responsible for recording all those present at the meetings, as well as all resolutions, in the form of minutes.

**5. MEETINGS**

- (1) Unless otherwise authorized by Section 90 of the *Community Charter*, all Commission meetings will be open to the public and held in a location accessible to the public.
- (2) All meetings of the Commission shall be held within the local service area.
- (3) The Commission shall hold a minimum of four (4) regularly scheduled meetings per year, with the first meeting normally held in January. The Commission shall approve the schedule of meetings at its January meeting.
- (5) The Chair or any two members may summon a special meeting of the Commission by giving at least two days' notice in writing to each member, stating the time, place and purpose for which the meeting is called.
- (6) Prior to each Commission meeting, the Secretary shall prepare an agenda which shall be circulated to the Commission members at least 24 hours in advance. The Commission may waive the requirement for advance notice of the agenda in emergency situations requiring a special meeting.
- (7) All meetings of the Commission shall be subject to Regional District bylaws and policies.
- (8) The rules of procedure for the Commission shall be consistent with the rules of procedure for the Regional District.
- (9) The Commission shall conduct their meetings in accordance with the current edition of *Robert's Rules of Order*.
- (10) All business of the Commission shall be conducted through the forum of a duly constituted meeting.

- (11) Commission members shall abide by the conflict of interest provisions of the *Local Government Act*. Members who have a direct or pecuniary interest in a matter under discussion shall not participate in the discussion of the matter or vote on a question on the matter. Where members believe they are in a conflict, they must declare the conflict and state the general nature of the conflict, and leave that part of the meeting where the matter is under discussion. The member's declaration shall be recorded in the minutes. The member shall not attempt before, during or after the meeting to influence the voting on any question in respect of the matter.
- (12) The Chair shall preside at meeting of the Commission when present.
- (13) In the absence of the Chair, the members present shall appoint a member to act as Chair for that meeting or until the elected Chair arrives.
- (14) The Chair or Acting Chair, at any meeting, shall be entitled to vote on all matters before the Commission.
- (15) No act or other proceeding of the Commission shall be valid unless it is authorized by resolution at a meeting of the Commission or a resolution of the Board.
- (16) A majority of the Commission shall constitute a quorum.
- (17) All questions before the Commission shall be decided by a majority vote.
- (18) Each member of the Commission shall have one vote.
- (19) A motion is defeated in the case of a tie.
- (20) Any member who abstains from voting shall be deemed to have voted in the affirmative.

## **6. AGENDAS AND MINUTES**

- (1) Agendas shall be prepared by the Secretary of the Commission.
- (2) Minutes shall be kept of all meetings of the Commission. They must record all those present at the meetings, as well as all staff actions and resolutions. The minutes shall be certified as correct by the Secretary.

- (3) The minutes shall be forwarded to the Regional District Corporate Officer within fourteen (14) days of the meeting.

## **7. DUTIES AND RESPONSIBILITIES**

- (1) The duties and responsibilities of the Commission shall include consideration of the following matters and the initiation, coordination and procurement of such programs and activities in relation to those matters as the Commission may deem necessary and the Board so approves:
  - a) preparation of economic data, analyses, policies and recommendations within the context of economic growth and cultural development objectives of the Village of Kaslo and Electoral Area D;
  - b) identification of viable economic and cultural development opportunities and existing constraints to development;
  - c) promotion and marketing of economic and cultural opportunities;
  - d) the maximum utilization of financial and employment programs designed to facilitate economic and cultural development; and
  - e) such other matters as the Commission considers relevant to the promotion and encouragement of economic and cultural development within the Village of Kaslo and Electoral Area D.
- (2) The Commission shall prepare and submit an annual budget to the Regional Board for consideration and approval at such time as the Board may direct.
- (3) The Commission must recommend any grant allocations to the Board for review and approval by resolution.
- (4) The Commission shall undertake other matters referred by the Board or delegation by resolution and shall provide reports as required by the Board.

## **8. RIGHTS OF THE BOARD**

The powers delegated to the Commission shall not extend to or include any of the powers of the Board of Directors which are exercised by bylaw only.

- a) Notwithstanding the provisions of Section 5 of this Bylaw, the Regional Board retains the right of approval of the policies with respect to the approval, distribution, and accountability of financial contributions from the Commission to persons or groups providing economic development services on behalf of the Commission.
- b) The Regional Board reserves unto itself all of its powers with respect to entering into contracts and agreements.
- c) The powers delegated to the Commission are subject to the limitations on delegation authority set forth in Section 191 of the *Local Government Act*.

**9. SEVERABILITY**

If any section, clause, sub-clause or phrase of this bylaw is for any reason held to be invalid by the decision of the court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

**10. REPEAL**


*"Regional District of Central Kootenay Kaslo and 'D' Economic Development Commission Bylaw No. 592, 1986"* is hereby REPEALED.

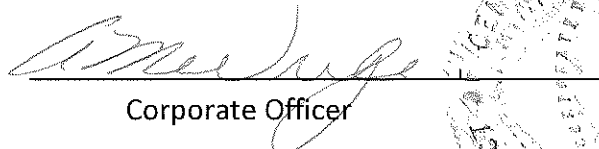
**11. CITATION**

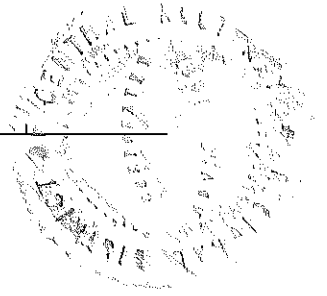
This bylaw may be cited for all purposes as the "Kaslo and Electoral Area D Economic Development Commission Bylaw No. 2482, 2016."

READ A FIRST, SECOND AND THIRD TIME this 17<sup>th</sup> day of November, 2016.

ADOPTED this 17<sup>th</sup> day of November, 2016.

  
Chair

  
Corporate Officer



REGIONAL DISTRICT OF CENTRAL KOOTENAY

BYLAW NO. 2562

A bylaw to amend Bylaw No. 2482, being the "Kaslo and Electoral Area D Economic Development Commission Bylaw No. 2482, 2016."

WHEREAS an Economic Development Commission has been established by the Regional District of Central Kootenay by Bylaw No. 2482, being the "Kaslo and Electoral Area D Economic Development Commission Bylaw No. 2482, 2016", as amended;

AND WHEREAS the Regional District of Central Kootenay deems it expedient to amend the remuneration of the bylaw;

NOW THEREFORE the Board of Directors of the Regional District of Central Kootenay, in open meeting assembled, enacts as follows:

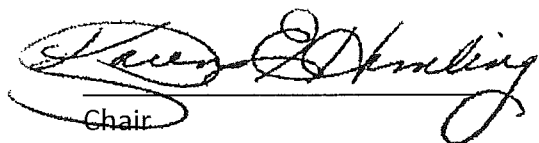
1. Section 4(4) is deleted and replaced with the following:
  - (a) Members of the Commission shall be entitled to remuneration for child care, not to exceed ten dollars per hour.
  - (b) Members of the Commission shall be entitled to reimbursement for mileage at a rate equivalent to the allowance rates recognized by the Canada Revenue Agency as of January 1<sup>st</sup> of each year for travel greater than 20km.
2. This Bylaw may be cited as "**Kaslo and Electoral Area D Economic Development Commission Amendment Bylaw No. 2562, 2017.**"

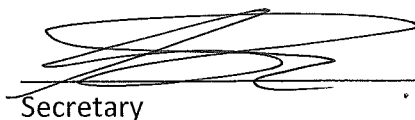
READ A FIRST TIME this 20<sup>th</sup> day of July, 2017.

READ A SECOND TIME this 20<sup>th</sup> day of July, 2017.

READ A THIRD TIME this 20<sup>th</sup> day of July, 2017.

ADOPTED this 20<sup>th</sup> day of July, 2017.

  
Chair

  
Secretary



DATE: October 18, 2024

FILE NUMBER: 0540-20

TO: Robert Baker, Chief Administrative Officer

FROM: Catherine Allaway, Corporate Officer

SUBJECT: Health Advisory Committee Appointments

## 1.0 PURPOSE

To consider appointing members of the public to fill existing vacancies on the Health Advisory Committee.

## 2.0 RECOMMENDATION

THAT Jana Gmur and Patrick Steiner be appointed to the Health Advisory Committee for a term ending December 31, 2026.

## 3.0 BACKGROUND

The Health Advisory Committee is a select committee of Council established to investigate and make recommendations to Council regarding options for improving health care services and access for residents of Kaslo and the surrounding area. There are currently 2 vacancies on the committee. A Council resolution is required to make the appointments.

## 4.0 DISCUSSION

The Health Advisory Committee includes up to 5 members of the public, and there are currently 2 vacant seats resulting from the departures of Kate O'Keefe and Deb Borsos. Jana Gmur and Patrick Steiner have expressed interest in serving on the committee. Having a full complement of appointees makes it easier to achieve quorum for meetings.

## 5.0 OPTIONS

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

1. **Make the appointments. *Jana Gmur and Patrick Steiner will join the committee and have voting privileges at the November 18<sup>th</sup> meeting.***
2. Do not make the appointments. *Two vacancies will remain which makes it difficult to achieve quorum.*
3. Refer back to staff for further review and report.

## 6.0 FINANCIAL CONSIDERATIONS

Nil

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

The Health Advisory Committee is a select committee of Council established in accordance with s.141 of the *Community Charter*. The current Terms of Reference for the committee were adopted January 10, 2023.

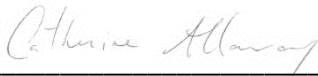
## 8.0 STRATEGIC PRIORITIES

Continuing to support the Health Advisory Committee's advocacy to expand health services was identified as a priority in the 2023-2026 Strategic Plan.

## 9.0 OTHER CONSIDERATIONS

Nil

## RESPECTFULLY SUBMITTED



Catherine Allaway, Corporate Officer

## ATTACHMENTS:

- 2024.10.10 email from Jana Gmur
- Health Advisory Committee Terms of Reference

## CAO COMMENTS:

APPROVED FOR SUBMISSION TO COUNCIL:

\_\_\_\_\_  
Robert Baker, Chief Administrative Officer

\_\_\_\_\_  
Date

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## Health Advisory Committee

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**From** Jana Gmür <janagmur@kaslo.services>  
**Date** Thu 2024-10-10 10:59 AM  
**To** Village of Kaslo <admin@kaslo.ca>  
**Cc** Patrick Steiner <patricksteiner@kaslo.services>

Hello,

We are writing to express our interest in joining the Village of Kaslo's Health Advisory Committee as representatives of Kaslo Community Services.

Our colleague, Elizabeth Brandrick, has been attending the committee meetings in her role as Senior's Coordinator, and we are grateful for her contributions. However, due to her work commitments, it has become challenging for her to continue participating, so we propose attending in her place.

As Co-Executive Directors, Patrick and I believe we can bring a wide range of experiences and perspectives, drawn from both our staff and program participants within community services. Our intention is to alternate attendance at the committee meetings to ensure consistent and effective participation.

We would be happy to provide any additional information about our interest in joining the committee if needed.

Thank you,

**Jana Gmür**

Co Executive Director- Counselling and Early Years

**Hours:** Monday-Thursday 8:30-5:00

Preferred Pronouns: She, Her, Hers



**Kaslo Community Services Society**

336 'B' Avenue  
Box 546 Kaslo V0G 1M0  
Phone: 250 353 7691 ext. 201  
Cell: 205 353 3285  
Fax: 250 353 7694  
Web : kaslo.services

*Kaslo Community Services works on the stolen territories of the Ktunaxa, Sinixt and Syilx nations. We acknowledge the impacts of colonization, both past and present, and we seek to deliver our services in a manner that honours the land and the Indigenous peoples living here today.*



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### HEALTH ADVISORY COMMITTEE

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EFFECTIVE DATE: January 10, 2023

RESOLUTION #: 12/2023

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**PURPOSE:** The committee is a Select Committee, established by Council resolution to consider or inquire into any matter and to report its findings and opinion to the council. (CC s.141)

#### Mandate

The committee is responsible for investigating and making recommendations to Council regarding options for improving health care services and access for residents of Kaslo and the surrounding area.

#### Reporting

The committee will report to Council at least annually.

#### Schedule

Meetings shall be held at the call of the Chair.

**MEMBERSHIP:** All appointments to voting positions must be made by resolution of Council.

#### Term

Appointments shall be for a 4 year term. Appointments may be rescinded at any time by Council and vacancies may be filled by Council resolution.

#### Composition

The voting members of the Committee shall be:

- The Mayor of Kaslo
- One member of Council
- Up to 5 members of the community
- The RDCK Area D Director

Staff may attend meetings at the discretion of the CAO, to provide procedural or subject matter advice, but will not have voting rights.

#### Quorum

Quorum shall be 4 voting members (one must be a member of Council) of the Committee.

#### **RESOURCING:**

The Corporate Officer or their designate will ensure that meeting notices are posted, agenda packages are distributed, minutes are recorded, and meeting materials are available for public inspection.

#### **PROCEDURE:**

Council may refer specific matters to the Committee at any time.

The provisions in the Council Procedures Bylaw regarding Committees will apply.

DATE: October 17, 2024

FILE NUMBER: 3320-20-24

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Disposition of Lot 60, 515 Sixth Street

## 1.0 PURPOSE

To seek direction regarding disposal of Lot 60, 515 Sixth Street.

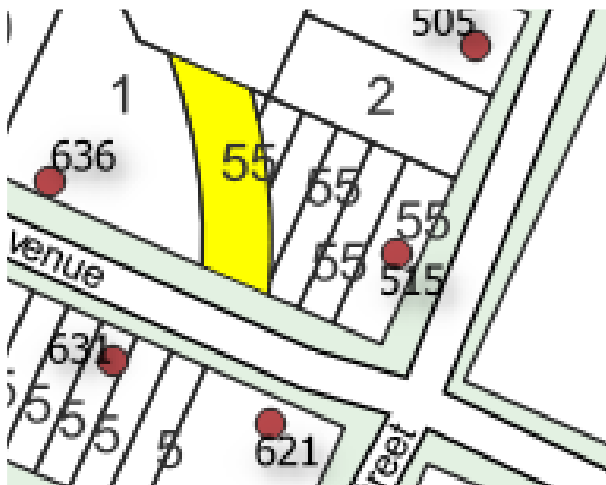
## 2.0 RECOMMENDATION

THAT the Village offers to dispose of PID 032-057-130 to Margaret Edwards in the amount of \$718; and if the offer is accepted,

THAT THE VILLAGE issue a public notice for disposition of PID 032-057-130 in the amount of \$718 to Margaret Edwards as detailed in the Staff Report titled *Disposition of Lot 60, 515 Sixth Street*, dated October 17, 2024.

## 3.0 BACKGROUND

The Village has received a Final Subdivision Application affecting 515 Sixth Avenue which includes several Lots to be consolidated. Six of the Lots are owned by the applicant, however, there is a 105 square foot Lot that is owned by the Village; Lot 60. In 1976, the Village gave written permission to the property owner to use the land, but an easement was never granted. Private property surrounds the Lot and so it does not have any legal access or value to anyone other than the adjacent property owner. As a best practice, staff believe Lot 60 should be consolidated with the adjacent Lots as part of the subdivision process. The market value of this property must be determined for disposal to occur.



## 4.0 DISCUSSION

An appraiser familiar with these types of scenarios has provided guidance. They have indicated that the valuation of these types of properties is typically carried out using an appraisal technique referred to as an

“over-the-fence” analysis. This includes an opinion of the value for the subject land based on a unit value (square foot or acre) of the adjacent lands assuming these properties fairly represent the characteristics of the subject. The problem we have in this instance is that the valuation process requires a narrative report and is relatively expensive, +/- \$2,800, which is substantially more than the value of the property. The appraiser’s suggestion is to use BC Assessment information for the purpose of this analysis. Based on a review of the adjoining properties, the value of Lot 60 is within a range of \$6.84 to \$8.80 per square foot, with a mid-point of \$7.82. This equates to \$718-\$924.

The Village has discussed the possible disposition of Lot 60 with the owner of 515 Sixth Avenue. There is no statutory requirement for the owner to purchase Lot 60 from the Village, and the Village is under no obligation to dispose of it. As such, the Village could maintain status quo by retaining ownership of Lot 60 and granting an easement to the owner of 515 Sixth Avenue for use of the lands. However, if a purchase and sale is to occur, then the price must be agreeable to both the Village and the property owner. Market value is not defined by the Community Charter, however BC Assessment defines it as the highest price, expressed in terms of money, that a property would bring, in an open and unrestricted market, between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other. The range of \$718-\$924 is based on this rationale, and Council is being asked to determine a final price. Given the lack of legal access, staff would suggest the property falls at the lower end of the range and be assigned a value of \$718.

## 5.0 OPTIONS

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

1. **Dispose of PID 032-057-130 to Margaret Edwards in the amount of \$718.** *Staff will coordinate disposition including public notice and then return to Council for final approval of a Purchase and Sale Agreement. All legal costs and filing fees will be paid for by the purchaser.*
2. Council provides direction to staff for further review and report.

## 6.0 FINANCIAL CONSIDERATIONS

If the purchase and sale proceeds, then all legal costs and filing fees will be paid for by the purchaser.

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

### Legislation

Community Charter section 24 (1) states that a council must give notice in accordance with section 94 *[public notice]* of its intention to provide any of the following forms of assistance to a person or organization:

- (a) disposing of land or improvements, or any interest or right in or with respect to them, for less than market value.

Staff have established a range of \$718-\$924 for the value of Lot 60 based on BC Assessment values for adjacent lots. This effectively establishes the market value, and if disposed of within this range the Village does not need to give public notice of the value of the disposition.

Section 26 (1) states that before a council disposes of land or improvements, it must publish notice of the proposed disposition in accordance with section 94 *[public notice]*. Subsection (3) states that in the case of property that is not available to the public for acquisition, notice under this section must include the following:

- (a) a description of the land or improvements;
- (b) the person or public authority who is to acquire the property under the proposed disposition;
- (c) the nature and, if applicable, the term of the proposed disposition;
- (d) the consideration to be received by the municipality for the disposition.

Although the Village would not need to give notice of the value of the disposition, it must still provide general notice of the disposition in accordance with section 26 (3) as detailed above.

Policy

Nothing to report.

Bylaw

Nothing to report.

**8.0 STRATEGIC PRIORITIES**

Nothing to report.

**9.0 OTHER CONSIDERATIONS**

None to report.

**RESPECTFULLY SUBMITTED**



---

Robert Baker, Chief Administrative Officer

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## Accessibility Committee

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**From** Michael Halliday [REDACTED]  
**Date** Tue 2024-10-22 9:42 AM  
**To** Catherine Allaway <allaway@kaslo.ca>

Hi Catherine,

About a month or so ago I gave a presentation as a legally blind person representing myself and the blind/deafblind community and CNIB at the yearly Ladies Auxiliary Conference held at the Legion. I currently chair the Southern Interior CNIB Gaming & Grants Board and sit on the Gaming & Grants Board BC/Yukon Division and the Strategic Leadership Council. As part of my work with the Council I also participate on a number of committees, as the need arises. These range from Education Grants & Bursaries to Technology, Independent Living and Accessibility.

Molly Leahtwood gave me your contact information, as I had expressed an interest in sitting on the Accessibility Committee.

I look forward to learning more about and participating in our local Accessibility Committee and its work.

Thank you for your consideration!

All The Best!  
Alexandra Halliday