



REGULAR MEETING OF COUNCIL AGENDA

DATE: 2023.11.14

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

1. Call to Order

2. Adoption of the Agenda

2.1 Adoption of the Agenda for the 2023.11.14 Council Meeting

3. Adoption of the Minutes

3.1 Adoption of the Minutes of the 2023.10.24 Council Meeting

4. Delegations

5. Information Items

5.1 Council Reports

5.1.1 Mayors Report

5.1.2 Councillor Reports

5.2 Committee Minutes

5.2.1 2023.11.06 Liquid Waste Monitoring Committee Minutes DRAFT

5.3 Staff Reports

5.3.1 CAO Report

5.3.2 REDIP Application – Kaslo Rural Innovation Centre (Kemball Building)

5.4 Correspondence & Items for Information

5.4.1 CBT – Youth Take on Wildfire Resilience

5.4.2 Interior Health – Victorian Community Health Centre

5.4.3 RDCK Board Highlights

5.4.4 RDCK Notice of Potential Tipping Fee Increase

5.4.5 Minister of Housing - Local Government Housing Initiatives

5.5 2023.11.14 Circulation Package

6. Question Period

7. Business

7.1 Bylaw 1296 – 5-Year Financial Plan Amendment

To consider amending the 2023 5-year financial plan to update revenues and expenditures for the current fiscal year.

7.2 AKBLG Resolutions

To discuss possible resolutions to submit for 2024 AKBLG and UBCM conventions.

7.3 Kaslo Raquet Club

To consider a request from the Kaslo Racquet Club to initiate site preparation work for Phase 2 of their project.

7.4 Arena Reserve Expense Authorization

To consider drawing from the Kaslo and Area D Arena Property Reserve Fund for the purchase of new toilets.

7.5 Central Kootenay Invasive Species Society

To consider appointing a member of council to the CKISS Regional Invasive Species Working Group.

7.6 Youth Fire Smart 2024

To consider approving an application to Columbia Basin Trust to fund a Youth FireSmart Coordinator position and related FireSmart community education activities.

7.7 Kaslo Chamber – Light Up Requests

To consider requests from the Chamber of Commerce for 2024 Light-up festival.

7.8 RDCK Complete Communities Application

To consider approving a partnership request from RDCK to participate in the Complete Communities Initiative, whereby Kaslo's eligible funding will be pooled with the RDCK and other participating municipalities for a regional application.

7.9 Liquid Waste Monitoring Committee (LWMC)

To consider adopting the recommendations from the 2023.11.06 LWMC meeting.

7.10 Canada Summer Jobs

To consider the Village applying for the Canada Summer Jobs program.

7.11 Community Tree Grant

To consider applying for the Tree Canada Grant.

7.12 Victorian Hospital of Kaslo Auxiliary Society – Grant Application & Renovations

To consider approving renovations and solar panel upgrades.

7.13 Kaslo Baseball and Softball Association Request

To consider requests from the Kaslo Baseball and Softball Association.



7.14 Kaslo and Area Volunteer Fire Department Street Closure

To consider a street closure for the Kaslo and Area Volunteer Fire Department training.

7.15 MFA Signing Authorities

To update the designated staff and Council signing authorities for Municipal Finance Authority.

8. Late Items

9. In Camera Meeting

10. Raised from In Camera Meeting

11. Adjournment





REGULAR MEETING OF COUNCIL MINUTES

DATE: 2023.10.24

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 Dunlop, CO Allaway
	Public:	5

1. Call to Order

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

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

2. Adoption of the Agenda

2.1 Adoption of the Agenda for the 2023.10.24 Council Meeting

283/2023 Moved, seconded and CARRIED

THAT the Agenda for the 2023.10.24 Regular Meeting of Council be adopted as presented.

3. Adoption of the Minutes

3.1 Adoption of the Minutes of the 2023.10.10 Council Meeting

284/2023 Moved, seconded and CARRIED

THAT the Minutes for the 2023.10.10 Regular Meeting of Council be adopted as presented.

285/2023 Moved, seconded and CARRIED

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

4. Delegations

4.1 RCMP

4.2 Request for reconsideration – T. Balla

286/2023 Moved, seconded and CARRIED

THAT Ms. Balla's request to appear as a delegation to Council be denied.

5. Information Items

5.1 Council Reports

5.1.1. Mayor Hewat provided written reports summarizing her activities and answered questions from Council.

5.1.2. Councillor Bird reported that the Kaslo Housing Society Annual General Meeting is scheduled for November 20th at the Seniors Hall and advised that there has been interest from CBC Kelowna about the need for dialysis in Nelson.

5.1.3. Councillor Leathwood reported on Kaslo & District Library affairs.

5.2 Committee Minutes

5.2.1. 2023.10.19 Recreation Grant Committee Meeting Minutes DRAFT

5.3 Staff Reports

5.3.1. CAO Dunlop provided an update on municipal activities including progress on FireSmart projects.

5.4 Correspondence

5.4.1. COVID-19 Restart Funds

5.4.2. RCMP Q3 Report

5.5 2023.10.24 Circulation Package

6. Question Period – Nil

287/2023 Moved, seconded and CARRIED
THAT Council rise without reporting from Committee of the Whole.

7. Business

7.1 2023-2026 5-Year Financial Plan Amendment Bylaw 1296

CAO Dunlop provided a presentation about proposed updates to the budget for information only.

7.2 Bylaw 1297 – Floodplain Amendment Bylaw

288/2023 Moved, seconded and CARRIED
THAT the Floodplain Amendment Bylaw 1297 be adopted as presented.

7.3 Zoning Amendment Bylaw No. 1298, 2023 (QP Developments)

289/2023 Moved, seconded and CARRIED
THAT the Zoning Amendment Bylaw No. 1298, 2023 be read a first time.

7.4 Rural Economic Diversification and Infrastructure Program (REDIP) Application

290/2023 Moved, seconded and CARRIED
THAT Council approves applying for a grant under the Rural Economic Diversification and Infrastructure Program – Economic Diversification Implementation Grant for \$1,000,000 towards the Kaslo Rural Innovation Centre project; and,

THAT the Village of Kaslo agrees to cover its share of the costs (\$200,000) and any cost overruns if the application is successful.

7.5 Community Development Grant Application – Kaslo Community Services

291/2023 Moved, seconded and CARRIED



THAT Council approves the Kaslo Community Services application for \$3,500 in funding from the Community Development Grant program for holiday hampers.

7.6 AKBLG Convention April 19th – 21st, 2024

292/2023

Moved, seconded and CARRIED

THAT the CAO, Mayor Hewat and Councillors Bird and Brown be authorized to attend the Association of Kootenay Boundary Local Governments Convention in Radium Hot Springs from April 19-21, 2024 with expenses paid.

7.7 Sinixt Confederacy Office Opening

293/2023

Moved, seconded and CARRIED

THAT Mayor Hewat be authorized to attend the grand opening of the Sinixt Confederacy office in Nelson on October 25, 2023, with expenses paid.

7.8 Fall Recreation Grants

294/2023

Moved, seconded and CARRIED

THAT 2024 Fall Recreation Grants be awarded as follows:

- ***Kaslo and District Arena Society - \$500.00***
- ***JB Fletcher Restoration Society - \$480.00***
- ***Kaslo & Area Youth Council - \$500.00***
- ***Kaslo Outdoor Recreation and Trails Society - \$500.00***
- ***Kaslo Racquet Club - \$500.00***
- ***North Kootenay Lake Art & Heritage Council - \$500.00***
- ***Kaslo Minor Hockey - \$500.00***
- ***Kaslo & District Public Library Association- \$500.00***
- ***Kootenay Lake Independent School Society - \$450.00***

7.9 North Kootenay Lake Arts & Heritage Council Banners

295/2023

Moved, seconded and CARRIED

THAT the agreement between the Village of Kaslo and the North Kootenay Lake Arts and Heritage Council be amended to cover the installation and removal of banners throughout the downtown core.

8. Late Items – Nil

9. In Camera Meeting

296/2023

Moved, seconded and CARRIED

THAT Council now recess and reconvene In-Camera with the public excluded under Sections 90(1) (a), (c), (d) and (j) of the Community Charter.

The open meeting recessed at 7:16 p.m.

The open meeting reconvened at 8:46 p.m.



10. Raised from In Camera Meeting

10.1 Community Wildfire Resiliency Plan Proposal

IC107/23

Moved, seconded and CARRIED

THAT the Village of Kaslo contract with Cathro Consulting for the development of a Community Wildfire Resiliency Plan, at a cost not to exceed \$29,975 as outlined in the proposal dated October 12, 2023, pending approval of funding.

10.2 CAO Transition

IC109/23

Moved, seconded and CARRIED

THAT Council reluctantly accepts the resignation of Ian Dunlop as Chief Administrative Officer and Chief Financial Officer effective as of the end of the business day, Friday, December 15, 2023.

IC110/23

Moved, seconded and CARRIED

THAT Linda Tynan Consulting Services be engaged to assist Council with CAO Recruitment and Selection Services for the Village of Kaslo.

IC111/23

Moved, seconded and CARRIED

THAT the proposal from Linda Tynan Consulting Services for Interim CAO Services for January 2024, be accepted.

IC112/23

Moved, seconded and CARRIED

THAT Mayor Hewat and Councillor Leathwood be appointed to the CAO Hiring Committee.

10.3 Boat Club Lease Agreements

IC113/23

Moved, seconded and CARRIED

THAT the Kaslo Bay Marine Club and Kaslo Boat Club be asked to provide a response to the Village of Kaslo regarding the proposed lease arrangements no later than December 1, 2023.

11. Adjournment

The meeting was adjourned at 8:47 p.m.

CERTIFIED CORRECT:

Corporate Officer

Mayor Hewat





Mayors Report

Regular Council Meeting

Tuesday, November 14, 2023

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.

October 19th

RDCK Board Meeting

There was a delegation by members of the West Kootenay Climate Hub.

Bylaw 2908: Building Amendment was referred to the November 16th board meeting.

Motion from the West Kootenay Transit Committee:

That the Board direct staff to reach out to members of the West Kootenay Transit Service to jointly write a letter to Premier Eby and Minister Rob Fleming requesting the Provincial government make rural transit one of its top transportation priorities for funding.

Motions from the Joint Resource Recovery meeting.

That the Board approve the hiring of three (3) full time, permanent Assistant Supervisors, with the start date to be no earlier than January 1, 2024, with a cost of \$288,783 to be allocated through Resource Recovery A102.

The following motions were passed by the Board.

- That the Defined Area D Medical First Responder Bylaw No. 2923, 2023 be read a FIRST, SECOND, and THIRD time by content.
- That the Ktunaxa RDCK Traditional Use Study Summary Report dated April 2023 be received by the Board.
- That the Board approves the Service Agreement between the RDCK and Yaqan Nukiy formalizing the role of the RDCK in order to issue, maintain and rescind Evacuation Alerts & Orders on behalf of the Band as required during emergencies and that the Chair and Corporate Officer be authorized to sign the necessary documents.

A report was received from Sangita Sudan seeking board approval continuation of the Kootenay and Boundary Farm Advisory Program.

Director Kelly Vandenberghe and I were appointed to the Regional Invasive Species Working Group.

October 22nd – SS Moyie 125th Anniversary Gala at the Royal Canadian Legion

There were over 60 people in attendance. We were pleased that MLA Brittney Anderson was able to attend and offer congratulations.

Elizabeth Scarlett did a great job of MC for the event and opened by reading some of the comments left in the guest book at the Moyie.

It was a very pleasant evening, with dinner prepared by the Legion Ladies Auxiliary. Robert Turner, SS Moyie Historian was also in attendance and give a presentation.

October 24th - Regular Meeting of Council





Mayors Report

October 25th

Live interview with Chris Walker on CBC Daybreak South regarding the Village's letter to WKBRHD regarding dialysis.

Sinixt Office Opening Event in Nelson

Thank you for allowing me opportunity to attend this event. There were approximately 200 people who attended, which was far more than had been expected.

Part of the event included a signing of a Memorandum of Understanding between the Nelson Museum and the Confederated Tribes of the Colville Reservation. The Museum will be the repository of Sinixt artifacts. James Baxter also outlined some of the work that would be done by the staff members at their office.

West Kootenay-Boundary Regional Hospital District Meeting (Virtual)

Lannon DeBest attended as the delegation for IHA and gave an update on clinical operations. During the update, he outlined the changes at the Victorian Community Health Centre in Kaslo. Director Watson and I expressed our displeasure that the IHA communications team had done a poor job in this instance as the changes had not been publicized in advance.

The letter written by the Village of Kaslo regarding the dialysis service at Kootenay Lake Hospital was received. Donna Jansons, Regional Director of Renal Services from IHA was in attendance and the many questions posed by directors. Questions regarding the different types of dialysis services provided in the Region was explained. Staff from BC Renal will be asked to attend the next board meeting in January.

The schedule of meeting set for 2024 is as follows:

Wednesday, January 24th

- The election of the Chair, Acting Chair and Executive Committee members occurs at the first meeting of the year.
- The IHA funding request letter will be received for discussion and consideration.

Wednesday, March 27th

- The Capital Expenditure Bylaws are discussed and are given three readings and adopted (if agreed by the directors).

Wednesday, June 26th

- If warranted, this meeting typically be focused on discussing the issue(s) that the Board wishes to raise at UBCM in September.

Wednesday, October 23rd

November 1st



1st Poppy of 2023 Presentation





Mayors Report

Langham 50th Anniversary Meeting

Each of the subcommittees reported back to the larger group on their meetings. Some dates were solidified, and the subcommittees will meet again to move forward with planning including budget considerations.

November 2nd – Library Fundraising Meeting

Eva provided the committee with a fundraising update and the most recent fundraisers and upcoming fundraising events were discussed.

November 6th – Liquid Waste Monitoring Committee Meeting

Upcoming Meetings and Events

November 8th – RDCK Strategic Planning Workshop

November 14th - Regular Meeting of Council

November 15th - RDCK Joint Resource Recovery Committee

November 16th - RDCK Board Meeting

November 19th – 25th – Federation of Canadian Municipalities Advocacy Days in Ottawa

November 27th – RDCK All Recreation Commission Meeting

November 28th - Regular Meeting of Council

November 29th

RDCK Central Resource Recovery Budget Meeting

Quality Properties open house regarding the South Beach Development Proposal

Below is a summary the summary of the Community Development Grants for 2023.

KASLO	2022 carry forward			\$	94,113.45
	Kootenay Lake Historical Society	16-Mar-23	6,500.00		
	Village of Kaslo	16-Mar-23	5,000.00		
	2023 Budget Allocation	31-Mar-23			22,625.00
	Village of Kaslo	18-May-23	19,640.50		
	2023 Allocation Increase	4-Jul-23			15,650.74
	Total grants issued to date		31,140.50		
	Total Available Funds			\$	101,248.69

Respectfully submitted,
Mayor Suzan Hewat





LIQUID WASTE MONITORING COMMITTEE MINUTES

DATE: 2023.11.06

LOCATION: Council Chambers – City Hall

TIME: 11:00 a.m.

413 Fourth Street, Kaslo

PRESENT:	Chair:	Mayor Hewat
	Members:	Lynn van Deursen, Anne Malik, David Russell, Don Scarlett
	Regrets:	Lang
	Staff:	CAO Dunlop, Foreman Scott
	Public:	0

1. Call to Order

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

The meeting was called to order at 11:00 a.m.

2. Adoption of the Agenda

2.1 Adoption of the Agenda for the 2023.11.06 Liquid Waste Monitoring Committee Meeting.

Moved, seconded and CARRIED

THAT the agenda for the 2023.11.06 Liquid Waste Monitoring Committee meeting be adopted as presented.

3. Adoption of the Minutes

3.1 Adoption of the Minutes from the 2023.04.17 Liquid Waste Monitoring Committee Meeting.

Moved, seconded and CARRIED

THAT the minutes of the 2023.04.17 Liquid Waste Monitoring Committee meeting be adopted as presented.

4. Information Items

4.1 Malik 2023.10.30

5. Question Period

Nil

6. Business

6.1 Sewer Regulatory Framework

6.1.1 LWMP Priorities

The committee discussed the LWMP priorities identified in Malik's correspondence and resolved the following recommendations. Content for a

newsletter page on sewer and septic systems was also discussed. Members may follow up with CAO Dunlop in the next 7 days with other suggestions.

Moved, seconded and CARRIED

THAT the Liquid Waste Monitoring Committee recommend to Council that staff contact Interior Health regarding access to septic system records for lower Kaslo.

Moved, seconded and CARRIED

THAT the Liquid Waste Monitoring Committee recommend to Council that staff be directed to investigate and report back to the Liquid Waste Monitoring Committee on the feasibility and cost of lake water quality testing.

Moved, seconded and CARRIED

THAT the Liquid Waste Monitoring Committee recommend to Council that a Source Control Bylaw be drafted that regulates quantity, quality, and timing of effluent discharge through operating permits for commercial, industrial, and institutional users.

6.1.2 Parcel Tax and Rates for 2024

Moved, seconded and CARRIED

***THAT the Liquid Waste Monitoring Committee recommends to council that the frontages for the 2024 sewer parcel tax be based on 40 foot minimum and 200-foot maximum frontages; and,
THAT the sewer user rates be increased by 5% for 2024.***

7. Late Items

Nil

8. Next Meeting

Unless otherwise specified the next meeting will be held at the call of the Chair.

9. Adjournment

The meeting was adjourned at 12:40 p.m.

CERTIFIED CORRECT:

Deputy Corporate Officer

Chair



Recommendations to Council:

THAT the Liquid Waste Monitoring Committee recommend to Council that staff contact Interior Health regarding access to septic system records for lower Kaslo.

THAT the Liquid Waste Monitoring Committee recommend to Council that staff be directed to investigate and report back to the Liquid Waste Monitoring Committee on the feasibility and cost lake water quality testing.

THAT the Liquid Waste Monitoring Committee recommend to Council that a Source Control Bylaw be drafted that regulates quantity, quality, and timing of effluent discharge through operating permits for commercial, industrial, and institutional users.

THAT the Liquid Waste Monitoring Committee recommends to council that the frontages for the 2024 sewer parcel tax be based on 40 foot minimum and 200 foot maximum frontages; and,

THAT the sewer user rates be increased by 5% for 2024.





Village of Kaslo

Regular Meeting of Council

Chief Administrative Officer's REPORT

REPORT TO:	Mayor & Council	DATE: November 9, 2023
FROM:	Chief Administrative Officer	
SUBJECT:	CAO Report for November 14, 2023, Regular Meeting of Council	

Good evening, Mayor Hewat and Members of Council,

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

CAO Activities

- CRI, WRR and FireSmart Project.
 - FireSmart Coordinator position is posted. First review of applicants will be the week of Nov. 14.
 - Received funding agreement for 2023 UBCM CRI program grant of \$194,650 on November 7. Application was originally submitted in January.
 - 2023 program kick-off meeting will be scheduled. Project activities include development of the Community Wildfire Resiliency Plan, FireSmart Coordinator, supporting the FireSmart Working Group, education, and FireSmart treatment of Kaslo South lands.
- Arena Project
 - Waiting for CBT engineering consultant report so we can formally submit the Community Readiness Grant.
 - Smoke sensors will be switched out for heat sensors due to false alarms caused by shower steam and changeroom ventilation. Cost of \$3,417.69
 - Arena Board has requested reimbursement from Pearson funds for replacement of plumbing fixtures (on this agenda for approval).
- Kaslo River Dike & Bank Project
 - Met with contractor onsite to review the project on Oct 23.
 - Received cost estimates for construction and engineering for work to commence between December '23 and April '24. Should take 4 weeks once started.
 - Authorization of expenditures will be coming to Council.
- Kemball Building Renovations
 - REDIP grant submitted for \$1 million (included for information on this agenda).
 - Extension request for CERIP grant also submitted.
 - Architect working on plans for accessible washrooms.
 - Meeting with KiN to review server room requirements week of December 4.
- Planning & Development
 - No new applications since last report.

- Continuing review of rezoning application for “South Beach”. Public meeting scheduled for Wednesday, November 29 at the Legion
- Met with applicant for Rogers communication tower to discuss concerns of the golf club, potential alternatives including a different tower design to reduce visual impact. A public meeting will be scheduled for early 2024. Construction would not occur until 2025 if approved.
- Finance
 - Revised 2023 budget will be presented at the November 14 meeting.
 - Reserve transfers and other transactions needing Council approval before year-end will be coming to the next meeting.
- Fire/Emergency Management
 - Meeting with Regional District Fire Chief Hannon and RDCK Corporate Officer Morrison to discuss Kaslo & District Fire Chief recruitment and feasibility of incorporating Village bylaw enforcement into the job to make it a full-time position. Additional cost of supervision and administration for bylaw enforcement by RDCK management staff could be a barrier to making it work for the Village. The Kaslo Fire Chief position will be full-time regardless of the Village’s involvement.
 - Attended Emergency Preparedness Meeting on Oct. 26 at Fire Hall.
 - RDCK EOC was active for 20 days in 2023 (to date)
 - Discussed Lardeau Bluffs incident with Ministry of Transportation
 - Creation of a First Responder service for the north end of Kootenay Lake is going to an alternative approval process. Currently, the residents of the area do not pay into the service, which is provided by the RDCK Kaslo & Area Volunteer Fire Department.
 - Level 3 drought conditions persist in most of the province. A warmer, drier winter than normal is anticipated due to El Nino weather pattern.
- Asset Management
 - Reviewing asset management data while preparing responses to a Statistics Canada Infrastructure Survey. The survey is comprehensive and an estimated 30 hours to complete but the work is useful towards developing an asset management plan.
- Corporate
 - Continuing to work on policy and bylaw updates as per Council direction.
 - Jazzfest debrief was held on Tuesday, October 24 attended by Paul Hinrichs of Kaslo Jazz Etc festival and RCMP Corporal Venema. RCMP will have a similar staffing level next year. The possible loss of South Beach for camping is a concern. Jazzfest and Village will look at the feasibility of using the west end of the Aerodrome lands for future camping.
 - Letter from Boat clubs to identify lease renewal concerns is expected.
 - Fall Recreation Grant cheques issued.
 - Continuing records management and file server restructuring.
 - Update of tree policy to integrate with tree planting plan (2024).
 - Cemetery planning.
 - Deputy Clerk/Treasurer attended MAIS (municipal accounting software) conference in Nelson
- Public Works
 - Bucket truck is back in service after being sent to Castlegar for annual inspection.

- Roof will be installed by PW crew using the bucket truck (work started Nov. 9).
- Foreman Scott attend Dike Inspection workshop in Nelson. Learned about specific details that need to be included in the annual report, and how the report can be used to support future grant funding opportunities.
- Working on the annual water report and emergency response plan.
- Flag poles at Kemball building are being inspected to see if they can be repaired, so we have a place to fly a flag, other than the Canadian flag, on its own pole.
- Met with representatives of KiN to review Kemball generator maintenance. KiN agreed to take this on, as it is in their interest to ensure reliable internet connectivity, while the Village will continue to cover the propane cost.
- Other activities:
 - Attended REDIP online Q&A sessions.
 - Attended Liquid Waste Monitoring Committee meeting on Nov. 6 (recommendations on this agenda).
 - Attended Complete Communities program planning meeting with RDCK Nov. 8.
 - Attended site visit at Thrift Store shed to discuss renovation plans on Nov. 7.
 - Floodplain mapping scoping study call on Nov. 9.

CAO Schedule

Nov 14	Regular Council Meeting
Nov 15	EMBC Fall Regional Seasonal Preparedness Call
Nov 16	Staff Meeting
Nov 23	FireSmart Working Group
Nov 28	Local Government Climate Action Program engagement
Nov 28	Regular Council Meeting
Nov 29	SE Regional ESS engagement
Dec 4	North Kootenay Lake Shared Services
Dec 6	Asset Management Committee
Dec 11	Economic Development Commission
Dec 12	Regular Council Meeting

November 7, 2023

Mayor Hewat and Council
Village of Kaslo
PO Box 576
Kaslo, BC V0G 1M0

Reference: CRI-663

Re: 2023 CRI FireSmart Community Funding & Supports Approval Agreement & Terms of Conditions of Funding

Dear Mayor Hewat and Council,

Thank you for submitting an application, revised August, 2023, under the Community Resiliency Investment program for 2023 FireSmart Community Funding & Supports funding.

I am pleased to inform you that the Evaluation Committee recommended your project, *Kaslo 2023 Wildfire Risk Reduction Project*, for funding. A grant in the amount of \$194,650.00 has now been approved.

As outlined in the Program & Application Guide, an initial payment in the amount of \$97,325.00 or fifty per cent (50%) of the total approved grant will follow by electronic funds transfer after the signed Approval Agreement has been returned to UBCM. The remainder of the grant will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Forests has provided funding for this program and the general Terms & Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM within 30 days;
- (2) A post-grant approval meeting with the local BCWS Wildfire Prevention Officer or FNESS Mitigation Specialist must be completed prior to commencing work. Please contact Daniel Klein at the Southeast Fire Centre to schedule this meeting.

The Community Resiliency Investment program is funded by the Province of BC

- (3) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in your approved application;
- (4) All expenditures must meet eligibility and funding requirements as defined in the Program & Application Guide (refer to Sections 5 and 6);
- (5) All project activities must be completed within two years of the date of this letter and no later than November 8, 2025;
- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than December 8, 2025. Refer to Attachment 1 for final report requirements;
- (7) Any unused funds must be returned to UBCM within 30 days following the project end date;
- (8) Projects that include the development of a Community Wildfire Resiliency Plan must use the 2022 CWRP Template and follow the 2022 CWRP Supplemental Instruction Guide, including the guidance for establishing an area of interest and determining the wildland-urban interface;
- (9) Projects that include the development of a fuel management prescription must be consistent with BC Wildfire Service 2022 Fuel Management Prescription Guidance document;
- (10) Projects that include the development of a burn plan must use the template identified in the Program & Application Guide;
- (11) For projects that include a FireSmart rebate program, the requirements identified in Appendix 2 of the Program & Application Guide must be met;
- (12) For projects that include the purchase of FireSmart structure protection equipment, the requirements identified in Appendix 3 of the Program & Application Guide must be met;
- (13) Local FireSmart Representative training workshops are virtual this year and do not have a registration fee. Only costs related to travel due to access to Internet or required technology will be considered for funding;
- (14) FireSmart™ and FireSmart logos are registered trademarks of the Canadian Interagency Forest Fire Centre, and FireSmart BC is governed by the BC FireSmart Committee. Use of the word FireSmart and associated logos is administered through licensing agreements. Any products/materials that are created using FireSmart brands must be reviewed and approved by the BC FireSmart Committee as the provincial agency representing FireSmart Canada. Request permission to use FireSmart brands here.

Please review the attached FireSmart BC Information Sheet. It is expected that applicants will make use of available and free FireSmart Resources which can be found at FireSmartBC.ca or by reaching out to info@firesmartbc.ca

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all interim, progress and/or final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee and BC FireSmart Committee, I would like to congratulate you for responding to this opportunity to reduce the risk and impact of wildfires in your community.

If you have any questions, please contact Community Resiliency Investment at 250-356-2947 or cri@ubcm.ca.

Sincerely,



Jonas Woodrow, Program Officer

Reference: CRI-663

Approval Agreement (to be signed by the CAO, Band Manager, or designate)

I, IAN DUNLOP, have read and agree to the general Terms & Conditions, requirements for funding under the 2023 FireSmart Community Funding & Supports program and the reporting requirements (Attachment 1).



Signature

NOVEMBER 7, 2023

Date

Please return a scanned copy of the signed Approval Agreement within 30 days to cri@ubcm.ca

Attachment 1: Interim and Final Reporting Requirements

Interim Report Requirements

For projects that include prescription/prescribed fire burn plan development and fuel management treatment for the same treatment unit(s) the following is required:

- Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments
- Copy of the Burn Plan that is signed by the qualified professional (for prescribed fire only)
- Confirmation that First Nations information sharing has been completed (for Crown land only)
- Maps and spatial data as required in Appendix 8

The prescription and/or prescribed fire burn plan will be reviewed by the BCWS Wildfire Prevention Officer or FNESS Mitigation Specialist and must be supported prior to initiation of the fuel management treatment. **Treatments that have been initiated prior to an approved technical review may not eligible for further funding.**

Refer to Appendix 7 of the Program & Application Guide for complete interim reporting requirements.

Final Report Requirements

Applicants are required to submit an electronic copy of the complete final report, as outlined below:

Required Final Report Contents & Related Attachments	
Required Submissions	Related Attachments
Final Report Form	Copies, excerpts and/or links to all materials produced with grant funding
Final Report Worksheet 1	<ul style="list-style-type: none">• Evidence of community education component, as required in Q. 2• Copies of completed FireSmart assessments for land or buildings, as required in Q. 3• Copies of completed FireSmart Community Plans, FireSmart assessments, list of addresses receiving rebates and rebate amounts, as required in Q. 8

Final Report Worksheet 2: Fuel Management Activities	Prescriptions, Burn Plans and Phased Projects <ul style="list-style-type: none"> • Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments • Copy of the Burn Plan that is signed by the qualified professional • Maps and spatial data as outlined in Appendix 8
	Treatments and Phased Projects <ul style="list-style-type: none"> • Post-treatment wildfire threat assessments or data collection as outlined in Prescription Guidance document • Post-treatment report with updated survey data collection as per direction in the prescription, summary of post treatments conditions and fire behaviour outcomes and relationship to prescription treatment objectives • Fire effects monitoring pre burn, and fire effects monitoring post burn reports • Pre and post-treatment pictures • Maps as and spatial data as outlined in Appendix 8
Final Report Worksheet 3: CWRPs and CWPP Updates	<ul style="list-style-type: none"> • Copy of the completed CWRP or amended CWPP/CWRP • Maps and spatial data as outlined in Appendix 8

Submission of Interim & Final Reports

Interim and final reports should be submitted as Word or PDF files. Total file size for email attachments cannot exceed 20 MB.

All interim and final reports should be submitted to Union of BC Municipalities through cri@ubcm.ca.

PREPARED BY: Ian Dunlop, CAO

DATE: November 10, 2023

SUBJECT: Kemball Memorial Building CERIP/REDIP Grants Update

PURPOSE: To provide a further update to Council on the Kemball Building grant applications.**ANALYSIS:****A. Background:**

Council approved applying to the Rural Economic Diversification Infrastructure Program (REDIP) for a development grant of \$1 million towards the Kemball Building renovation project. This grant will supplement the \$979,173 awarded through the COVID-19 Economic Recovery Infrastructure Program (CERIP) grant in 2022, as the total costs of the Kemball project are over \$2 million. The REDIP grant was submitted by the October 30, 2023 deadline (copy attached). A letter is also being sent to the Ministry of Jobs, Economic Development and Innovation requesting an extension to the CERIP grant beyond the deadline of March 2024.

B. Discussion:

The revised project budget has been split into 2 phases, as work related to the new REDIP grant cannot start until after the grant is approved, which is expected by April, 2024. In the meantime, we can continue spending the CERIP grant towards the project until the end of March 2024. Therefore, Phase 1 is the work expected to be complete by the end of March 2024 and Phase 2 is the work to be completed after the beginning of April 2024.

ORIGINAL BUDGET	
Categorized Expenses	
Accessibility	\$91,780
Energy	\$122,160
Exterior	\$215,750
Systems	\$108,000
Main Floor	\$52,248
Upper Level	\$111,585
Kitchenette	\$37,650
Washrooms	\$40,000
Project Management	\$65,000
Communications	\$20,000
Engineering	\$40,000
Contingency	\$75,000
TOTAL	\$979,173

DESCRIPTION	Cost	Class	Source
PHASE 1: <i>(To be completed prior to REDIP grant award, provided for information only)</i>			
Design/Engineering			
Mechanical + Electrical	\$ 12,500	A	CERIP
Architectural	\$ 15,327	A	CERIP
Energy Consultant	\$ 9,860	A	CERIP
Hazmat Assessment	\$ 2,700	A	CERIP
Construction/Materials			
Staircase modifications (handrail, code refit)	\$ 8,000	C	CERIP
LED Lighting replacement	\$ 39,000	E	CERIP
Lighting Occupancy Sensors	\$ 10,000	E	CERIP
Repair roof hatch	\$ 5,000	C	CERIP
Water service upgrade to 4"	\$ 19,083	A	CERIP
Bathrooms Rennovation Labour	\$ 10,000	C	CERIP
Bathrooms Rennovation Materials/Furniture/Equipment	\$ 30,000	C	CERIP
Total Phase 1 costs (ineligible for REDIP)	\$ 161,470		
PHASE 2:			
Design / Engineering			
Architectural	\$ 30,000	E	
Mechanical Engineering (sprinkler)	\$ 12,500	E	
Structural Engineering	\$ 15,000	E	
Construction/Materials			
Improvement of Hydronic heating with Geo-exchange	\$ 50,000	C	VOK
Update heating system, replace radiators	\$ 55,577	C	VOK
Ventilation	\$ 50,000	C	CERIP
Fire Alarm replacement	\$ 40,000	E	CERIP
Repair concrete walkways	\$ 10,000	E	CERIP
Exterior brick repointing	\$ 160,000	C	CERIP
Replace Windows	\$ 341,000	Q	CERIP
Provide gutters and downspouts	\$ 15,000	C	CERIP
Screen openings in the attic facing exterior	\$ 5,000	C	CERIP
Improve roof insulation and ventilation	\$ 20,000	C	CERIP
Repair north east wall foundation cracks	\$ 15,000	C	CERIP
Repair or replace chimney vent liner and provide a chimney cap	\$ 7,500	C	CERIP
Update heating system, replace radiators	\$ 44,423	C	CERIP
Building Accessibility	\$ 80,000	E	REDIP
Main Floor Room Rennovation Labour	\$ 7,500	C	REDIP

Main Floor Room Renovation Materials/Furniture/Equipment	\$ 44,748	C	REDIP
Upper Floor Court Room Renovation Labour	\$ 10,000	C	REDIP
Upper Floor Court Room Renovation Materials/Furniture/Equipment	\$ 62,735	C	REDIP
Upper Floor Conference Room Renovation Labour	\$ 7,500	C	REDIP
Upper Floor Conference Room Renovation Materials/Furniture/Equipment	\$ 31,350	C	REDIP
Foyer/Stairway Labour	\$ 15,000	C	REDIP
Foyer/Stairway Materials/Furniture/Equipment	\$ 40,780	C	REDIP
Roof - Repair (interlocking metal tiles)	\$ 75,000	E	REDIP
Structural Repairs	\$ 50,000	E	REDIP
Hazmat remediation (vermiculite removal, allowance)	\$ 20,000	E	REDIP
Lower Floor Radon remediation	\$ 30,638	C	REDIP
Lower Floor Washroom	\$ 30,000	E	REDIP
Lower Floor Slab	\$ 18,000	E	REDIP
Sprinkler System	\$ 100,000	E	REDIP
Kitchenette Labour	\$ 10,000	C	VOK
Kitchenette Materials/Furniture/Equipment	\$ 27,650	C	VOK
Lower Floor Renovations (Archives)	\$ 20,000	E	VOK
Server Room	\$ 50,000	E	VOK
Entrance and stairs	\$ 75,000	E	REDIP
Other Eligible Costs			
Construction management	\$ 50,000	B	REDIP
Communications, promotion	\$ 20,000	B	VOK
Project management	\$ 25,000	B	REDIP-EC
Contingency			
~15%	\$ 304,039	B	CERIP/REDIP
TOTAL ELIGIBLE PROJECT COST	\$ 2,075,940		
TOTAL, PHASE 1 & 2 COMBINED	\$ 2,237,409		

SOURCES OF FUNDING	
CERIP RER Grant	\$979,173
REDIP-ED Implementation Grant	\$1,000,000
Columbia Basin Trust – Basin Charge-up	\$105,577
Village of Kaslo – Kemball Building Reserve	\$47,528
Interest on held funds	\$50,000
Village Community Development Fund	\$20,000
Other – Village surplus funds, KiN, fundraising	\$35,131
TOTAL	\$2,237,409

The Village portion of funding cannot come from other federal or provincial sources, such as the Canada Community Building Fund, Growing Communities Fund or COVID Restart fund. But any cost overruns can be covered by those funds and could be allocated towards a reduced project scope if the REDIP application is unsuccessful.

C. **Attachments:**

- REDIP application and budget.

D. **Financial Implications:**

Funds will be allocated in the revised 2023 financial plan and the forthcoming 2024 5-year financial plan. Other implications are as noted in the discussion section of this report. As noted in the sources of funding, the Village can use the interest earned on the CERIP funds towards the project, which were received in full in 2022 and have earned approximately 5% for most of the 2023 fiscal year.

E. **Corporate Priority:** The project meets the strategic priority of “Encouraging the Kemball Co-Work Space and Tech Hub initiative, keeping the options open for the future of the Kemball building.”

F. **Communication Strategy:** The province will make a formal announcement and may require a sign at the property.

Actions ▾



Ministry of
Jobs, Economic Development
and Innovation

✓ Success! Thank you for your submission.

💡 This application was completed on **2023-10-31 04:42:13 UTC** and is now read-only.



Rural Economic Diversification and Infrastructure Program

PLEASE READ THE RURAL ECONOMIC DIVERSIFICATION AND INFRASTRUCTURE PROGRAM (REDIP) INFORMATION GUIDE before completing this application form. You can download the program guide here <https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27>). It is important to review the eligibility and selection criteria and submit a fully completed application online by October 30, 2023 (11:59 pm PST).

NOTE: This online application form is dynamic, meaning you can use navigation bars to go back and forth through sections prior to submitting. Some questions are responsive: additional questions will appear based on your responses.

The online application form will auto-save while you work on it, even if you close your browser window. If you clear your browser history or select “Start Over” progress will be lost. To ensure progress is not lost, we recommend saving a back-up of your answers in the Word version of the application form available on the REDIP website. When you start an online application, we recommend bookmarking the link for easier access to your in-progress application.”

ALL TEXT-BASED QUESTIONS CAN BE ANSWERED IN BULLET FORM.

REDIP - Contact Information

Rural Policy and Programs Branch

Phone: (250) 356-7950

Eligibility Criteria

Let's make sure you're in the right place. Start by answering these basic eligibility questions.

REDIP Funding Streams

REDIP is comprised of three distinct funding streams. Each stream has a specific purpose and targets different project types and communities.

Economic Capacity: Building capacity in small rural communities and Indigenous communities. Up to \$100,000, 100% of project costs.

Economic Diversification: Development and implementation of projects aimed at local economic diversification and development. The Development sub funding stream has a maximum of \$100,000, 80% of project costs and the Implementation sub funding stream has a maximum of \$1,000,000, 80% of project costs.

Forest Impact Transition: Supporting economic recovery and transition in areas impacted by changes in the forest sector. Max \$500,000, 100% of project costs.

THE ONLINE APPLICATION FORM REQUIRES YOU TO CONFIRM ELIGIBILITY PRIOR TO THE APPLICATION QUESTIONS OUTLINED BELOW

Which funding stream are you applying for?

- ☐ Economic Capacity
- ☒ Economic Diversification
- ☐ Forest Impact Transition

Which Economic Diversification sub funding stream are you applying for?

- ☐ Development
- ☒ Implementation

Eligible Target Communities for the Economic Diversification Funding Stream:

Communities with populations of 25,000 or less outside Metro Vancouver and the Capital Regional District.

Indigenous communities and organizations.

Is the target community for this project eligible for this funding stream?

- ☒ Yes
- ☐ No

Eligible Lead Applicants for the Economic Diversification Funding Stream:

Local Government.

Indigenous communities and organizations.

Indigenous Dev. Corp.

Not-for-profits.

Additionally:

All applications must have one lead applicant identified for contact purposes.

Applications can have multiple partner organizations (eligible partners outlined below).

All applicants (lead and partners) must have a physical or service presence in the area of the proposed activity/project.

Ineligible lead applicants are:

Federal entities, including federal Crown Corporations.

Applicants not operating within the Province of British Columbia.

Businesses.

A political party, political action group or lobby group.

Registered charities.

Please click to expand the definitions for the eligible applicants above.

Is the lead applicant for this project eligible for this funding stream?

☒ Yes

☐ No

Partnership applications are intended to support collaboration between communities and organizations to pursue regional economic development and diversification projects. Are you partnering with any other organizations for this project?

☐ Yes

☒ No

Eligibility Criteria (continued)

Let's make sure you're in the right place. Start by answering these basic eligibility questions.

Eligible Projects for the Economic Diversification Funding Stream:

Hard Infrastructure - physical infrastructure, including:

Improvements to industrial lands (connectivity, electrical upgrades).

Infrastructure to support development, stability, and scaling up of businesses.

Assets to support resident and visitor attraction.

Soft Infrastructure - activities related to development of infrastructure projects as well as programs and services, including:

Programs and services related to workforce development, business development, and industry/sector development, retention, and expansion.

Feasibility assessment.

Business case development.

Infrastructure design, engineering, and assessment costs for infrastructure required to develop industrial and residential lands.

Regulatory Considerations

Projects must meet all applicable federal and provincial environmental legislation and standards including consultation with Indigenous nations. Where a project is excluded from a review under federal or provincial environmental assessment legislation it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.


Is your project eligible for this funding stream?

☒ Yes

☐ No

Please note, this application asks for the following documents.

Required

Budget Form (templates can be downloaded from [gov.bc.ca/redip](https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27) 
(<https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27>))

For partnerships: Partnership letters/emails

Optional

Project quotes and plans

List of required/anticipated permits

Evidence of Funding Confirmation

Letters of support

ALL TEXT BASED QUESTIONS CAN BE ANSWERED IN BULLET FORM.

Applicant Information

Legal Name of Lead Applicant:

Village of Kaslo

Please provide your valid BC Registration/Incorporation Number or Business Number (whichever applies)

106985443

Please provide your valid GST#

106985443RT0001

Address

413 Fourth St

Address (line 2) (optional)

PO Box 576

City

Kaslo

Postal Code

V0G 1M0

(Optional) Please attach your direct deposit application (<https://www2.gov.bc.ca/gov/content/employment-business/economic-development/support-organizations-community-partners/rural-economic-development/redip>) form: ?

Please provide contact information for the primary contact for this request.

Primary Contact First name ?

Ian

Last name

Dunlop

Title

Chief Administrative Officer

Phone number

250-353-2311

Email**Please confirm your email****Financial/Decision Making Authority Name/Title ?****Financial/Decision Making Authority Name Email address****Financial/Decision Making Authority Phone Number****Who is the lead applicant for this project? (Select One)**

- ☒ Local Government
- ☐ Regional District
- ☐ Indigenous Goverment
- ☐ Indigenous Development Corporation
- ☐ Non-profit
- ☐ Indigenous Non-Profit

Please tell us about your organization and describe any key economic development priorities or goals. (Max 250 words)

The Village of Kaslo is a municipal government providing services to a resident population of 1,050. The Village is also an important hub and service centre for north Kootenay Lake and RDCK Electoral Area D. Kaslo's Council recently adopted a new Corporate Strategic Plan for 2023-2026 that includes several important economic development priorities including:

1) Kaslo Economic Infrastructure Acceleration Project - this project is partly funded through a REDIP Economic Capacity grant to help the village "kickstart implementation of planning and economic development projects, community and Indigenous consultation through local capacity building."

2) Kemball Rural Innovation Centre (Tech-hub) - this project is underway to renovate the former provincial building in Kaslo, an important heritage landmark and the focus of this REDIP-ED application to create a business centre in the heart of Kaslo's historic downtown. This building is also the demarcation point for the area's high-speed fibre network.

3) Business retention and expansion (BR&E), and coordinating with the Kaslo & Area D Economic Development Commission on such initiatives to attract new businesses, entrepreneurs and innovation to Kaslo.

Project Information

Project Title

Kaslo Rural Innovation Centre

Please briefly describe your project in 1-2 sentences. This answer may be used for public communications. (Max 100 words)

This project's mission is to create the Kaslo Innovation Centre, a rural tech innovation and co-working space located in a historic, renovated downtown Kaslo structure (the Kemball Building), designed to leverage our unique strength in. community-controlled fibre optic connectivity, providing opportunities for entrepreneurship, education, training, and innovation support for local, regional & BC rural/First Nation businesses & organizations, while serving to attract tech-centric entrepreneurs & businesses to Kaslo and the surrounding region.

What project type best describes your project?

Preservation of an existing asset

Select the BC Economic Development Region [↗](https://www2.gov.bc.ca/gov/content/data/geographic-data-services/land-use/administrative-boundaries/census-boundaries)

(<https://www2.gov.bc.ca/gov/content/data/geographic-data-services/land-use/administrative-boundaries/census-boundaries>) where the project will take place:

Kootenay

Select the Kootenay Regional District where the project will take place.

Central Kootenay

Which Central Kootenay community will the project will take place (Select One)

Kaslo

Optional: What other community(ies) will benefit from the project? Please list

Central Kootenay D, including the rural communities of Balfour, Ainsworth, Woodbury, Mirror Lake, Schroeder Creek, Lardeau, Cooper Creek, Meadow Creek, Argenta, and Johnson's Landing

Please tell us about the community(ies). In particular, what are the key economic sectors or drivers within the community(ies)? (Max 250 words)

The Village of Kaslo is a remote community on the western shore of the north arm of Kootenay Lake, within the unceded lands that have been traversed for centuries by the Ktunaxa, Sinixt, and Syilx people. Today, Kaslo is also home to many Indigenous and Metis residents. The tourism sector has seen growth in recent years, with the Village home to two National Historic Sites and becoming a hub of winter recreation. The Village harnesses the knowledge and creativity of its citizens to ensure that challenges, including food security, shelter, a safe water supply, climate change, and economic sustainability, are met with confidence and enthusiasm. Other economic drivers include IT, small-scale manufacturing and artisans.

What community need are you trying to address? (Max 200 words)

In the wake of the respective collapses of mining and forestry as local and regional economic drivers in so many communities, the path toward truly resilient economic recovery lies in identifying Kaslo's unique community assets, then embracing them boldly. The opportunity to repurpose the Kemball Building from an underused, over century-old government edifice to a state-of-the-art rural innovation centre emerges as an attractive solution for Kaslo. The need for this project was determined through research and consultation with local stakeholders including the Village of Kaslo, RDCK, Kaslo & Area Chamber of Commerce, BC Rural Centre, community groups, and the public.

What are the intended outcomes of the project? (Max 200 words) ?

This project's mission is to create the Kaslo Innovation Centre, a rural tech innovation and co-working space located in a historic, renovated downtown Kaslo structure (the Kemball Building), designed to leverage unique local & regional strengths (i.e. community-controlled fibre optic connectivity and an unusually high number of small tech businesses & entrepreneurs), providing education, training, services, and innovation support for local, regional & BC rural/First Nation businesses & organizations, while serving to attract tech-centric entrepreneurs & businesses to Kaslo and the surrounding region. A particularly positive benefit of this initiative rests in the fact it will both make a significant contribution to Kaslo/North Kootenay Lake's economic recovery and emerge as BC's de facto rural/remote/First Nations innovation hub.

Please list the key project activities and how they relate to the intended outcomes (Max 300 words)

The project activities aim to create a comfortable, modern workplace inside a heritage building where creativity and innovation can happen, along with services and supports that can benefit the entire community.

These activities, which are achieved as project milestones, are:

- IT Server Room: New server and fibre demarcation centre with server co-location for businesses.
- Co-work space and innovation centre to foster entrepreneurs, business start-up, remote working.
- Energy efficiency improvements: LED lighting replacement; heating system upgrade
- Exterior refinishing: Brick repointing, crack and stucco repair
- Air quality improvements: New ventilation; radon and asbestos mitigation
- Accessibility improvements: Entrance, stairs, and chair lift; accessible washrooms; railings.
- Life safety improvements: Emergency lighting and fire alarm system.

Project Information (continued)

Please select at least one economic sector that this project will contribute to. (Select all that apply)

- ☒ Services
- ☒ Technology
- ☐ Commercial/Retail
- ☐ Aquaculture
- ☐ Transportation
- ☐ Manufacturing/Value Added Manufacturing
- ☐ Agriculture
- ☐ Natural Resources [please specify]
- ☐ Tourism/Hospitality
- ☒ Clean growth/Circular Economy/Green Technology
- ☐ Other [please specify]

Please select up to three economic development/diversification indicators that relate to your project

- ☒ Creating a new business
- ☐ Increasing revenue for local businesses or organizations
- ☒ Supporting a new or emerging industry or sector
- ☐ Attracting investment to the community
- ☒ Attracting skilled workers to the community
- ☐ Increasing tourist visitation
- ☐ Supporting clean growth/circular economy opportunities
- ☐ Other [please specify]

Please explain how your project will contribute to the economic development/diversification indicators you selected.

The innovation centre will provide an affordable office space for entrepreneurs to start a new business and foster collaboration with other like-minded people.

The IT sector continues to evolve, as does the nature of remote and hybrid work. The centre leverages Kaslo InfoNet's superb internet backbone to provide the best possible online connectivity experience. Kaslo is already home to remote IT workers because of its connectivity. The new server room in the building, with server co-location (businesses can rent rack space or a virtual server for their point-of-presence or cloud services).

The centre creates a culture of innovation that will attract more skilled workers to the community. They can work in the building in an office, co-work space, or elsewhere in the community with a secure connection through this hub.

The proposed Centre will become the core of an innovative, tech-based new economy for Kaslo and the surrounding region. It will serve as a catalyst and hub, bringing together a critical mass of entrepreneurs, businesses, educators, and creatives, leveraging existing community assets while attracting new, innovative entrepreneurs and businesses to Kaslo, in the process breaking the area's historical reliance on natural resource-based industries for jobs and economic growth.

Will this project create direct jobs in the community? ?

☐ Yes

☒ No

Please provide any relevant details on the linkage of the proposed infrastructure to increased economic development or employment in the applicant community. (Max 200 words) ?

The Kaslo Rural Innovation Centre will create jobs both directly, through the process of attracting new businesses to the community that will be in need of staff, and indirectly, thanks to the economic spin-offs created by an influx of well-paid newcomers and others attracted to the community by the Centre's "halo effect."

If applicable, you may attach any of the following documents in support of your project if they have been acquired: Project quotes, Project plans, Permits, and/or Funding Confirmation. Please do not provide community plans or feasibility studies.



KasloRuralInnovationCentre_Additional_Information.pdf (<https://forms.benevity.org/00e274f7-cda5-4c71-85b9-55a7f39492d2/summary?success=1>)
2.48 MB

Project Timeline

Indicate the estimated start and end dates of the project. Please refer to the Program Guide for additional information on project timelines. [↗](https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/economic-development/find-support-organizations/rural-economic-development/photos/redip_program_guide.pdf)
(https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/economic-development/find-support-organizations/rural-economic-development/photos/redip_program_guide.pdf)

When will the project start?



When is the project expected to be complete? (All projects should be completed by March 2026)



Please provide a project timeline with up to ten project milestones. If your project require obtaining permits and approvals, include the time required to obtain them in the project timeline.

For each milestone, please include estimate completion (month, year) and a description of milestone (maximum 100 words)

Description of milestone (Max 100 words)

IT Server Room:

The Kemball Building is the demarcation point for high-speed fibre internet for Kaslo and north Kootenay Lake. The basement currently houses the router and server equipment in a utility room for the Kaslo InfoNet Society. The room is inadequately climate controlled and secured for such purposes. Another basement storage room will be completely repurposed and redesigned to be the new server room, with features including climate and dust control, heat recovery, fire suppression, remote monitoring, and a raised floor in case of water infiltration into the basement of the building.

Estimated completion of milestone



Would you like to include another project milestone?

☒ Yes

☐ No

Description of milestone (Max 100 words)

Co-work space:

The Kemball Building is home to the Kootenay Lake Innovation Centre, a non-profit that started up during the pandemic. The Village of Kaslo offered them space at discounted rent to help them get started, but they've had difficulty attracting remote workers, "hot desk" users and innovators due to the inadequate amenities, climate control, and general dinginess of the building. This milestone will see the co-work space completely renovated and a new space added on the second

floor to foster a more innovative environment that takes advantage of Kaslo's unique community-owned fibre internet.

Estimated completion of milestone

2024-11-01

**Would you like to include another project milestone?**☒ Yes☐ No**Description of milestone (Max 100 words)**

Energy efficiency improvements:

A hydraulic geothermal system was installed in the building but is inadequate to heat the building in winter and a propane backup system must be used. This milestone involves replacing the radiator systems in the building to support the geothermal system so it can do its job. Cooling capability will also be added. Propane use will be eliminated, reducing the Village's GHG emissions by over 5 tonnes annually. Columbia Basin Trust supports this milestone with a grant through their Basin Charge-Up initiative. Engineering and engineering assessments are completed for this milestone.

Estimated completion of milestone

2024-08-30

**Would you like to include another project milestone?**☒ Yes☐ No**Description of milestone (Max 100 words)**

Exterior refinishing:

When the Village of Kaslo purchased the building from the Province in 2008, the exterior of the building was already in worrisome shape but funding has not been available to address this until receiving a CERIP grant in 2022. The complexity of the project delayed the start, but this milestone that includes brick re-pointing, stucco work, window replacement and roof improvements will ensure that the building will last for generations longer. This work is mostly funded by the CERIP grant funding subject to extension of the program through the 2024 construction season.

Estimated completion of milestone

2024-09-30

**Would you like to include another project milestone?**☒ Yes☐ No**Description of milestone (Max 100 words)**

Indoor air quality improvements:

The building currently lacks ventilation other than open windows and its draftiness. New ventilation air exchangers, along with the HVAC upgrades, will improve air circulation and indoor air quality. The basement of the building is subject to radon buildup, so the improved ventilation and mitigation measures will make life better for the important work of the volunteers of the Village's archives who use that space. Vermiculite asbestos insulation will be removed from the attic space and replaced with fibreglass at a higher R-rating.

Estimated completion of milestone

2024-10-31	
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Would you like to include another project milestone?

- ☒ Yes
- ☐ No

Description of milestone (Max 100 words)

Accessibility improvements:
The Kemball Building is not accessible to people with any physical challenges and, as a public building, this has to change. This milestone includes a stair lift, front entrance improvements, improving code compliance of the heritage staircase, and installing accessible washrooms on the main and second floors. This milestone assures that the Kaslo Rural Innovation Centre is a welcoming space for people of all abilities.

Estimated completion of milestone

2024-10-31	
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Would you like to include another project milestone?

- ☒ Yes
- ☐ No

Description of milestone (Max 100 words)

Life safety improvements:
The Kemball Building does not have a central, monitored alarm system, so it does not meet code for a building of its occupancy. A new alarm system will be installed. A new 4" water service was installed during phase 1 for a sprinkler system if needed, as determine through code review. Fire egress will also be reviewed.

Estimated completion of milestone

2024-11-29	
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Would you like to include another project milestone?

- ☐ Yes
- ☒ No

Project Budget

Please complete and submit the separate detailed Budget Form, available on the REDIP website [🔗 \(https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27\)](https://www2.gov.bc.ca/gov/content?id=A1DA8CBF520D452DA91D81FD2FD05B27) including eligible and ineligible costs, application contributions and other sources of funding.



budget_form_redip-ed_23-24_kaslo.xlsx (https://forms.benevity.org/api/upload/53.99 kB)

Total Project Cost

\$2,075,940

Funding Request from REDIP

\$1,000,000

Total Applicant Contribution

Cash contributions

\$213,227

In-kind contributions

\$20,000

Other sources of Funding (if applicable)

\$817,713 CERIP RER #RE0067

\$25,000 REDIP EC #2022110377

Project Risk & Feasibility

The information in this section is used to assess the level of preparedness of the applicant to identify and mitigate potential risks to the project implementation and completion

Please provide any relevant details about how the budget was prepared (e.g. from where did you receive quotes, how recent are the quotes etc.). (Max 200 words) ?

The Village of Kaslo engaged a reputable construction contractor from our region to confirm the project budget between May 2022 and July 2023. The contractor obtained estimates and quotes from a variety of trades and suppliers and compiled them into an updated project budget. Other project requirements were identified through this process, which included engineering, hazmat and energy reports from qualified consultants, to help us determine the project scope. The project budget from the original CERIP application in 2020 was not professionally prepared, nor was the Village involved in that application. After we enthusiastically inherited the project and quickly determined that the budget was inadequate. Through our due diligence, we are now confident that the budget is reliably just more than double the original estimate for the intended scope of work.

How will you address an overrun in project costs that meets or exceeds the contingency provided in the budget? Successful applicants will have a contractual obligation to address costs overruns to ensure project delivery, and additional funding through this program will not be available.” (Maximum 200 words) ?

This risk is the reason that the project was slow to start, and obtaining the REDIP-ED grant is now critical to ensure the project's success. With the initial price shocks out of the way, and up-to-date estimates in hand, the risk of cost overrun is largely mitigated. The Village has reserves and surplus funds to cover overruns of 10 to 15% of the cost without borrowing or causing a tax burden to residents. In addition, we will continue to pursue other grants through energy and heritage programs to further enhance the project and mitigate overrun risk.

Please select (minimum of two) project risks from the list provided. Provide your plan to mitigate and address each risk if it occurs. (Select all that apply; select a minimum of two) ?

- ☒ Timeline risks/delays
- ☐ Permit/approvals risks
- ☒ Financial risks/other sources of funding
- ☒ Staff capacity/availability
- ☐ Availability of materials/supplies
- ☐ Conflicts of interest
- ☐ Potential scope changes
- ☐ Lack of community support

- ☐ Natural disasters
- ☐ Changes in organizational/community priorities
- ☐ Other [please specify]

Please provide mitigation considerations for this risk for timelines

Priority will be given to the tasks to be completed under the CERIP grant extension first in 2024 to ensure those funds are expended. The REDIP-ED timeline has some flexibility, as we plan on completing most activities in 2024 in coordination with other milestones, but there is another year available in the program if there are delays. The Village's project manager (new Manager of Strategic Initiatives position) will be able to dedicate 20-25% of their time to this project to manage contractors, timelines and deliverables. This position was not available when the original project under CERIP began, and it shows through the delay in getting that project started. The Village has also engaged a local architect and completed engineering and energy analyses of the building, and this information is being compiled for a building permit application, which is expected to be in place prior to REDIP grant award in April 2024.

Please provide mitigation considerations for this risk for Financial risks/other sources of funding

We have categorized and itemized the project deliverables such that they can be completed independently of each other if a funding component falls short, a decision is delayed, or is denied. This means we can also work with a lesser amount of funding if an amount lesser than what we applied for is granted. Other funding opportunities for energy and heritage will also be pursued to enhance the project or fill gaps that are identified before tasks get underway.

Please provide mitigation considerations for this risk for Staff capacity/availability

The Village of Kaslo was successful in obtaining a REDIP-EC capacity grant to help us with our staff capacity challenges. The grant will cover most of the wages and benefits for a new position, Manager of Strategic Initiatives, for a one year contract over a two-fiscal-year period. Council recognizes that all of the projects they would like to complete, including this one, come with staff capacity challenges and, after an unsuccessful recruitment for a one-year contract position, have considered making the new position permanent to be more attractive to candidates, thanks to the additional boost provided by the Growing Communities Fund.

Who will own the completed infrastructure? If applicable, will the infrastructure be accessible to other beneficiaries (such as businesses or the project partner)? (Max 100 words)

The Village of Kaslo owns the building and the land it sits on. The building and grounds are open to the public. The grounds feature a heritage courtyard surrounded by a masonry and iron wall, making it a focal point of the community located at a prominent intersection of the Village's downtown. The building is home to the Village's Archives, which managed by the Kootenay Lake Historical Society, the Kaslo InfoNet Society's fibre internet infrastructure, Kootenay Lake Innovation Centre, a community meeting room, and several small businesses providing services to the community, which will all benefit

from the building renovations.

Please describe who will be responsible for ongoing operational costs and maintenance of the project when complete. (Max 200 words)

The Village of Kaslo will own, operate and maintain the building for the foreseeable future. It is a cherished local heritage landmark that local residents and businesses would like to see remain in public ownership. Revenue from the business and innovation centre activities in the building will go towards upkeep and maintenance. The Village also has a reserve fund set up to save for future capital projects and infrastructure renewal, specifically for the Kemball Building. A local contractor is employed for routine cleaning and maintenance.

Are there potential environmental impacts of the project to consider?

☐ Yes

☒ No

Please describe the resources and skills of your organization and project partners (if applicable) to manage and complete the project, including past achievements or experience implementing similar projects. (Max 300 words)

The Village of Kaslo has recently completed the following capital infrastructure projects:

- A Avenue watermain replacement, 2022-2023, \$850,000
- Kaslo & District Arena upgrades, 2022-2023, \$330,000
- Sewer Expansion Phase 1, 2019, \$919,000
- Kaslo River Dike and Bank Remediation, 2021-2024, \$451,000
- Front Street Park Stage & Washrooms, 2021-2023, \$630,000

The Village is recruiting a Manager of Strategic Initiatives, who is dedicated to managing the current and future projects including infrastructure expansion and upgrades, a new library, climate change-related projects, community resiliency (FireSmart), asset management, and others. This manager will also be responsible for the Kaslo Rural Innovation Centre project.

Community Support/Planning

How does the project support existing community or economic plans? (Max 200 words)

The Kaslo Rural Innovation Centre project is important to the economic diversification of Kaslo and the entire north Kootenay Lake area (RDCK Area D). The Kaslo & Area Economic Development Commission recently completed studies on the business opportunities of the area, and noted the uniqueness of Kaslo's community-owned high-speed internet backbone to new businesses and remote workers in attracting new investment to the area.

Is there community support for the project either through public consultation or letters of support?

- ☒ Yes
- ☐ In progress
- ☐ No

Please describe this community support and how it is demonstrated. (Max 200 words)

This project creates a new business incubator through KLIC and their efforts to establish a co-working space in the building. This project will make the building more comfortable and attractive to entrepreneurs, and provide a stable business and technological anchor to Kaslo and Area. The project is also supported by the BC Rural Centre, who originally applied for the CERIP grant in 2020, along with the Chamber of Commerce. (Letters of support to follow).

If you have acquired letters of support please attach them now. (optional) ?

Additional Documentation

Do you have any additional documentation that you would like to add? ?

- ☐ Yes
- ☒ No

Diversity, Inclusion and Reconciliation

Is there Indigenous support for this project either through engagement or partnerships?

- ☐ Yes
- ☒ In progress

☐ No

Please describe the Indigenous support and how it is demonstrated. (Max 200 words)

Part of the role of the new Manager of Strategic Initiatives is to help the Village formally establish relationships with indigenous partners, as called for in Kaslo's 2022 Official Community Plan.

What are the potential impacts of the project on all community members (e.g., sex, gender, ethnicity, race, culture, language, age, ability, geography, economic status)? How have these impacts been identified and understood? (Max 200 words)

A key deliverable of the Kaslo Rural Innovation Centre project is improved accessibility to the building, which currently does not have wheelchair access. Lifts will be installed, along with accessible washrooms, improved floor coverings, lighting and air quality to make the building a comfortable and welcoming environment for all.

Does your organization have policy or guiding principles related to diversity, inclusion and/or Indigenous reconciliation?

☒ Yes

☐ No

Please describe the policy or guiding principles and how this project will strengthen diversity, inclusion and/or Indigenous reconciliation. (Max 200 words)

The Council of the Village of Kaslo endorsed UNDRIP and the TRC calls to action in September 2021. The 2022 Official Community Plan calls for building new and improved relationships with local area first nations, including the Ktunaxa (Lower Kootenay Band), and to that end we are part of the Kootenay Lake Partnership working towards the planning and protection of the lake's shoreline development.

Forest-Sector Impacts

Economic Capacity and Economic Diversification: Forest-Sector Impacts questions will not affect the scoring. Some projects submitted under these streams may be considered for funding under Forest Impact Transition.

How dependent is your community on the forestry sector?

☐ Not at all dependant ☒ Somewhat dependant ☐ Dependant

☐ Very Dependant ☐ Completely Dependant

Applicant Feedback

We are always looking for ways to improve our grant application process and our communication with applicants. This section is optional, but your answers will help us improve the services we provide.

How did you learn about REDIP?

- ☐ Press/Media Announcement
- ☐ Regional Economic Trust
- ☐ Community Organization
- ☒ Government of BC Regional Manager
- ☐ Word of Mouth
- ☐ Other

If applicable, select the provincial rural economic development programs you have applied to in the past. (Select all that apply.)

Rural Dividend Program

Community Economic Recovery Infrastructure Program

Rural Economic Diversification and Infrastructure Program

Were you successful in receiving funding?

- ☒ Yes
- ☐ No

How long did this application take you to complete (hours)?

24

Do you have any additional comments about the application process? (Max 250 words)

Almost Done!

First, here's some information about our grant review process.

What's next?

Before submitting your application, please use the tabs at the top of the screen to review your responses. Once you click submit, you will receive an email notification that we have received your application. Following internal review, we'll let you know if your request has been approved or declined, provided no additional information is required.

Applicant Attestation

By submitting this application, I confirm that I have the authority to submit this request and agree to the conditions described below.

All information contained herein is correct and complete to the best of my knowledge;

Awarding of funding to successful applicants will be conditional upon finalization of a grant agreement that sets out the terms and conditions of the funding;

I consent to receiving email notifications regarding this application and any subsequent emails from the Rural Economic Diversification and Infrastructure Program or those working on behalf of the Rural Economic Diversification and Infrastructure Program that relate to this application.

Applications submitted under the program are subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of administering the program and will be used for the purpose of evaluating eligibility under the program.

Information collected through the application process may be disclosed to Government of British Columbia staff outside the Rural Policy and Programs Branch in order to conduct due diligence on this application.

In addition, the applicant organization's name, location, funded activity and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.

Attachment Checklist

Please ensure you have included the following:

Budget document in correct template (mandatory)

Partnership letters (mandatory for partnership projects)

Letters of support (optional)

Supporting documents such as project plans, permits and quotes (optional)

Direct deposit application form (optional)

BEFORE SUBMITTING, PLEASE SAVE A PDF COPY OF YOUR APPLICATION:

Click the "Actions" button in the top righthand side of the application.

Select "Print"

In your print settings, select "Print to PDF" – the application will save as a PDF for your records.

☒ I have read the Attestation above and agree to all the terms therein.

☒ I have the support of the lead applicant's leadership to submit this application and can provide documentation upon request.

Rural Economic Diversification and Infrastructure Program - Economic Diversification Category (REDIP-ED)



NOTE: This budget template is only for REDIP-Economic Diversification projects. For REDIP-Economic Capacity or REDIP-Forest Impact Transition projects, please use their respective budget templates.

Detailed Cost Estimate

Applicant Name: Village of Kaslo
Project Title: Kaslo Rural Innovation Centre
Funding Stream REDIP-ED: Implementation
Cost Estimate Developed By: Ian Dunlop, Chief Financial Officer
Date of Cost Estimate (DD-MM-YYYY): 26-10-2023
Cost Estimate Class - A,B,C,D (see guidance below): B
Optional: Phase of Project 2
(if phases identified as part of application):

This page should present a breakdown of overall project costs, with totals corresponding with the amounts in the Project Cost section of the Application Form.
Add lines as necessary; to ensure auto-calcualte remains functional, add lines to the middle of each cost-category.

ELIGIBLE COSTS					
	Description	Total Quantity	Per Unit Amount (If Applicable)	Total Cost	Funding Source
Administrative Costs					
Including internal salaries and wages*, project management/administration costs specifically related to the project. *Up to 15% of REDIP funding can go toward this cost category. Provide job title, wage rate, number of hours or months of employment.	Salary - Project Manager (0.2 of existing FT position)	400 hours	\$62.5/hr Salary incl. benefits	25,000	Other Government Funding
	Other staff costs for project administration, finance, communications	500 hours	\$40/hr Salary incl. benefits	20,000	Applicant In-Kind
					Please Select
					Please Select
					Please Select
					Please Select
					Please Select
					Please Select
Administrative Costs Sub-Total:				\$45,000	
Consulting & Professional Fees					
List any costs associated with external project management, business studies, and project-related professional fees. Also includes: Environmental/archaeological assessments, engineering fees etc.	Construction Management			50,000	REDIP
	Architectural			30,000	REDIP
	Mechanical Engineering			12,500	REDIP
	Structural Engineering			15,000	REDIP
	Note: Additional engineering and pre-construction costs were covered in phase 1				Please Select
Consulting & Professional Fees Sub-Total:				\$107,500	
Construction - Materials & Labour (Only needed for Infrastructure/Construction projects)					
Items should reflect the major components in your project without going into specific detail.	Accessibility Improvements			210,780	REDIP
	HVAC Systems and Energy Efficiency Retrofit			105,577	Applicant Cash
	HVAC Systems and Energy Efficiency Retrofit			44,423	Other Government Funding
	Mechanical Systems			100,000	REDIP
	Mechanical Systems			90,000	Other Government Funding
	Building Exterior			50,000	REDIP
	Building Exterior			192,500	Other Government Funding
	Window Replacement			341,000	Other Government Funding
	Roof and attic, including asbestos remediation			95,000	REDIP
	Roof and attic, including asbestos remediation			40,000	Other Government Funding
	Main Floor Renovations			52,248	REDIP
	Upper Floor Renovations			111,585	REDIP
	Basement Renovations			78,638	REDIP
	Basement Renovations			20,000	Applicant Cash
	Server Room			50,000	Applicant Cash
	Kitchenette			37,650	Applicant Cash
Construction / Materials Sub-Total:				\$1,619,401	

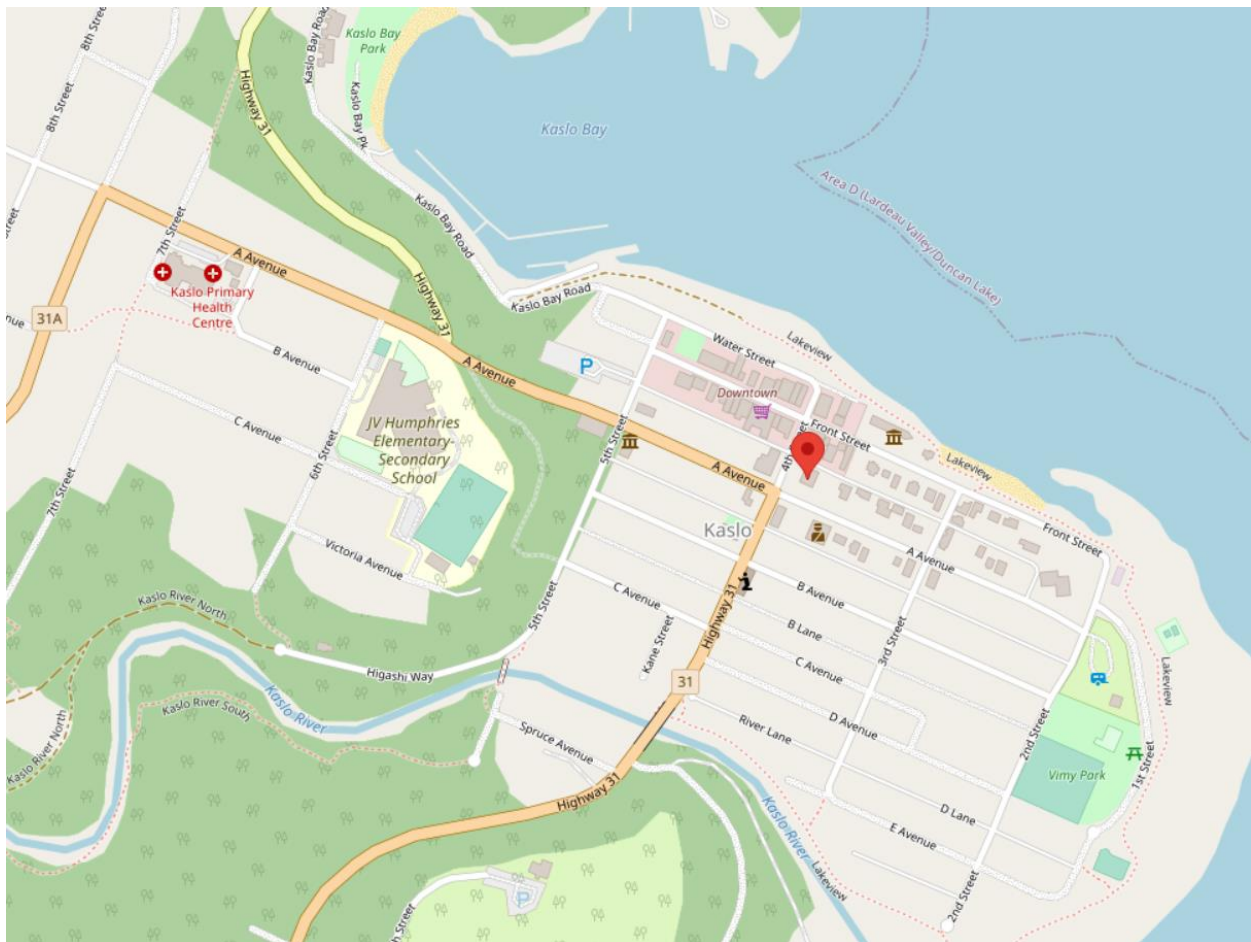
Contingency (Only needed for Infrastructure/Construction projects)					
Contingency is generally reflective of the Class of Cost Estimate. Please find guidance on Cost Estimate Classes and related contingencies at the bottom of this document.				194,249	REDIP
				109,790	Other Government Funding
Contingency Sub-Total:				\$304,039	15%
Please ensure contingency reflects the correct percentage required based on the Cost Estimate Class you've selected. Please refer to the guide at the bottom of this template to ensure you have the correct percentage of contingency allocated.					
Training					
Training activities as part of the Eligible Project or to support the project.					Please Select
					Please Select
					Please Select
Training Sub-Total:				\$0	
Capital Purchases					
Capital purchases that are essential to project implementation, including: off-road vehicles, office equipment, and software and new technology. *Up to 35% of REDIP funding can go toward this cost category.					Please Select
					Please Select
					Please Select
Capital Purchases Sub-Total:				\$0	
Marketing, Promotion and Engagement					
Includes marketing costs (such as website hosting/surveys/print materials), meetings and travel and costs related to engagement such as honorariums for Indigenous knowledge.					Please Select
					Please Select
					Please Select
Meals and travel-related expenses must be based on government per diem rates: https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf					Please Select
					Please Select
					Please Select
Marketing, Promotion and Engagement Sub-Total:				\$0	
Other Eligible Costs					
Any eligible costs that do not fit under the above categories. Please refer to the Program Guide for a list of eligible costs. The Program Guide is available at gov.bc.ca/REDIP					Please Select
					Please Select
					Please Select
Other Eligible Costs Sub-Total:				\$0	
TOTAL ELIGIBLE COSTS*				\$2,075,940	
INELIGIBLE COSTS					
	Description	Total Cost	Funding Source		
Land Acquisition Costs			Please Select		
Leasing Land, Building space and Other Facilities			Please Select		
Insurance			Please Select		
Financing Charges			Please Select		
Legal Fees			Please Select		
Tax Rebate			Please Select		
Other	Note: Phase 1 costs expected to be completed prior to REDIP funding announcement are estimated at \$203,470 are not included in this budget, as per program guide			Please Select	
TOTAL INELIGIBLE COSTS*				\$0	
TOTAL GROSS PROJECT COSTS (Eligible + Ineligible)*:				\$2,075,940	
*Totals must match totals in the Budget section of the Application Form.					
PROJECT FUNDING					
REDIP FUNDING	REDIP GRANT REQUEST			\$ 1,000,000.00	

REDIP FUNDING (Auto Calculated) (Maximum 80% of total project costs up to \$1,000,000)	Maximum Allowed REDIP Funding (based on selected sub-stream)			\$ 1,000,000.00		
	Percentage of Total Project Costs:			48%	Note: REDIP funding should not exceed 80% of total project costs	
APPLICANT CONTRIBUTION (Auto Calculated) (Minimum contribution is 20% of total project cost or \$200,000, whichever is lowest)		Description/Source		Total Amount	% of Total Project Costs	
	Applicant Financial Contribution (minimum 10% of total project costs)			\$ 213,227.00	10%	
	Applicant In-Kind Contribution (maximum 10% of total project costs)			\$ 20,000.00	1%	
	TOTAL APPLICANT CONTRIBUTION:			\$ 233,227.00	11%	
OTHER FUNDING SOURCES Please manually enter source, description, confirmation status and amount for each additional funding source. "Other Funding Balance Check" is auto-calculated when you select "Other Government Funding" or "Other Funding Source" in column F of your budget. The "Total Other Funding" will match "Other Funding Balance Check" when all other funding sources cited within the budget have been accounted for.	Funding Source		Description	Funding Confirmed (Y/N)?	Total Amount	% of Total Project Costs
	Other Government Funding		CERIP RER #RE0067	Y	817713	
	Other Government Funding		REDIP EC #2022110377	Y	25000	
	TOTAL OTHER FUNDING:				842,713.00	41%
	OTHER FUNDING BALANCE CHECK:				-	0%
Summary						
TOTAL REDIP GRANT REQUEST:			\$1,000,000		48%	
TOTAL APPLICANT CONTRIBUTION:			\$233,227		11%	
TOTAL OTHER FUNDING:			\$842,713		41%	
TOTAL PROJECT BUDGET:			\$2,075,940		100%	

Cost Estimate Classes - definitions & assumptions [sourced from the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)]			
Cost estimate class	Features & Uses	Suggested Contingency for Associated Class	
Class A	Detailed estimate based on final drawings and specifications Used to evaluate tenders	±10-15%	
Class B	Prepared after completing site investigations and studies, and after defining major systems Based on a project brief and preliminary design Used for project approvals and budgetary control	±15-25%	
Class C	Prepared with limited site information and based on probable conditions Captures major cost elements Used to refine project definition and for preliminary approvals	±25-40%	
Class D	Preliminary estimate based on little or no site information Represents the approximate magnitude of cost, based on broad requirements Used for preliminary discussion and long-term capital planning	±50%	

KASLO RURAL INNOVATION CENTRE

Project Location



Source: Open Street Map



Exterior front



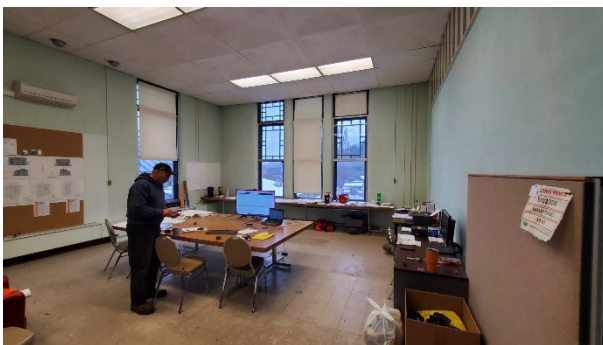
Exterior rear



Exterior side



Entrance lobby



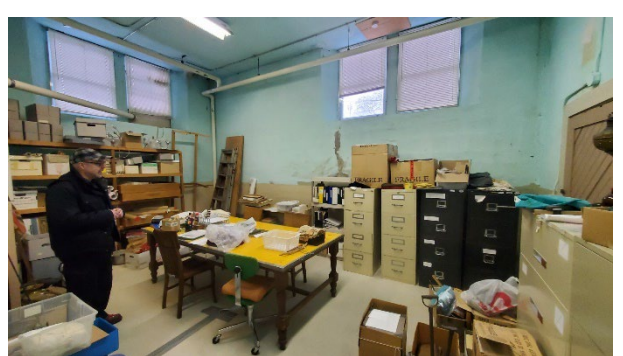
Example interior office space



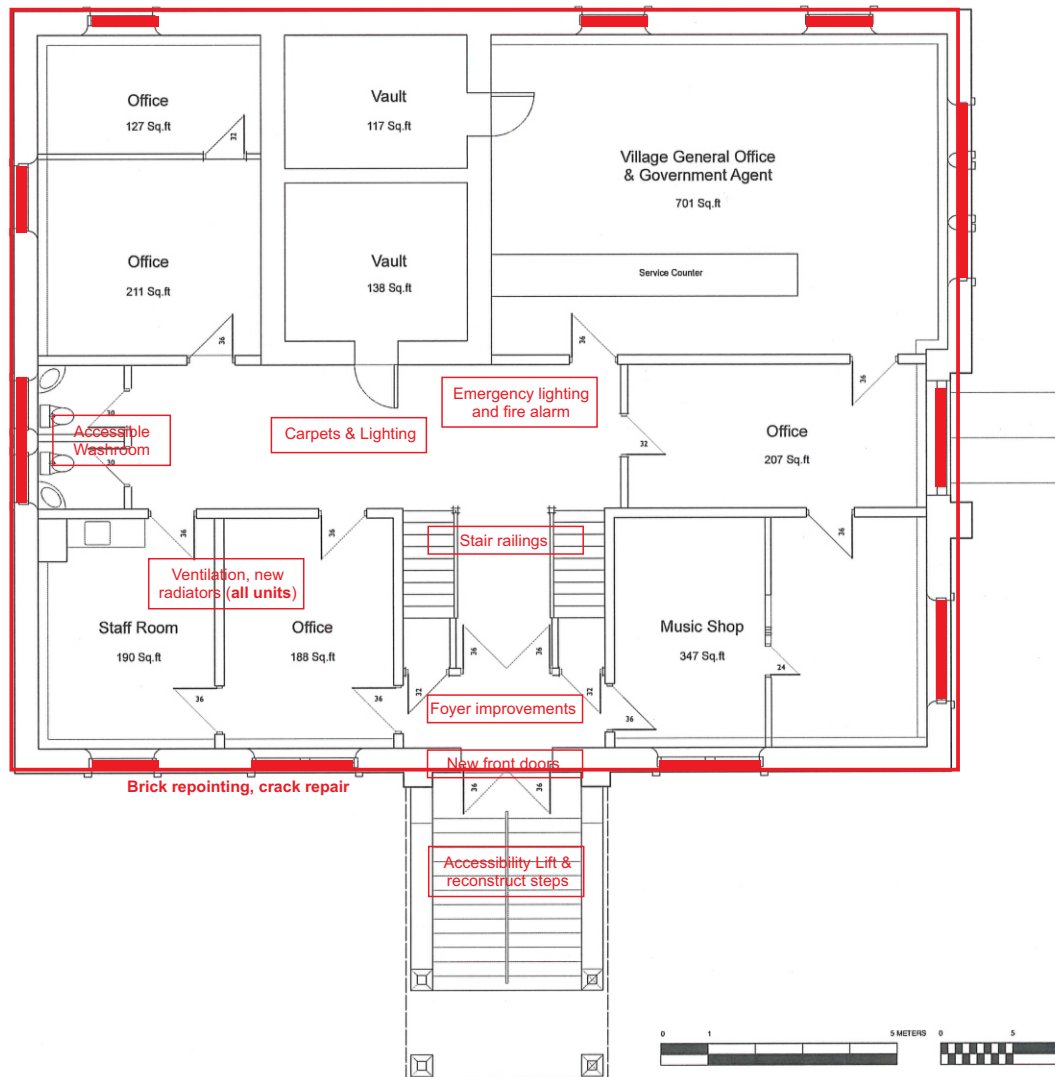
Geo-exchange heat pumps



Propane boilers



Archives (basement)



PROJECT TITLE

Asset Management
Kaslo, B.C.

PROJECT STATUS

Existing

SHEET TITLE

Kemball Memorial Centre
Main Floor Plan

DRAWN BY JJC FILE 1629 EX-1X

SCALE 1/4"=1'-0" DATE PLOTTED July 28, 2016

PROJECT NUMBER 1629 SHEET NO.

FAIRBANK ARCHITECTS

404 YANON STREET

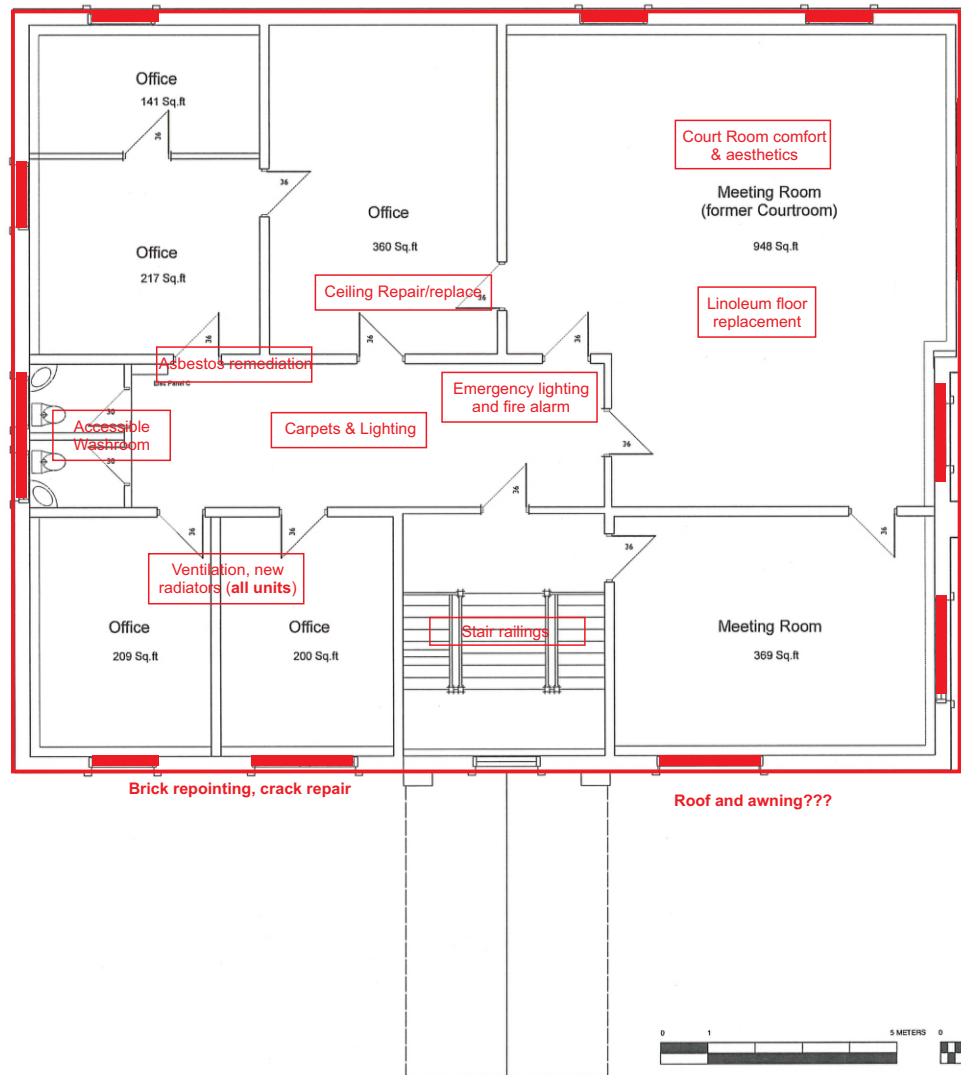
NELSON, BC V1L 6E5

office@fairbankarchitects.com

TEL: 250-353-3321

FAX: 250-353-8542

EX-2-2



PROJECT TITLE

Asset Management
Kaslo, B.C.

PROJECT STATUS

Existing

SHEET TITLE

Kemball Memorial Centre
Second Floor Plan

DRAWN BY: JYC FILE: 1629 EX-1X

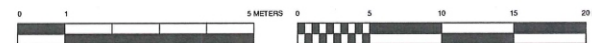
SCALE: 1/8"=1'-0" DATE PLOTTED: July 28, 2016

PROJECT NUMBER: 1629

SHEET NO.



EX-2-3



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**KASLO RURAL INNOVATION CENTRE
DETAILED PROJECT BUDGET**

26-Oct-23

DESCRIPTION	Cost	Class	Source
PHASE 1: <i>(To be completed prior to REDIP grant award, provided for information only)</i>			
Design/Engineering			
Mechanical + Electrical	\$ 12,500	A	CERIP
Architectural	\$ 15,327	A	CERIP
Energy Consultant	\$ 9,860	A	CERIP
Hazmat Assessment	\$ 2,700	A	CERIP
Construction/Materials			
Staircase modifications (handrail, code refit)	\$ 8,000	C	CERIP
LED Lighting replacement	\$ 39,000	E	CERIP
Lighting Occupancy Sensors	\$ 10,000	E	CERIP
Repair roof hatch	\$ 5,000	C	CERIP
Water service upgrade to 4"	\$ 19,083	A	CERIP
Bathrooms Rennovation Labour	\$ 10,000	C	CERIP
Bathrooms Rennovation Materials/Furniture/Equipment	\$ 30,000	C	CERIP
Total Phase 1 costs (ineligible for REDIP)	\$ 161,470		
PHASE 2:			
Design / Engineering			
Architectural	\$ 30,000	E	
Mechanical Engineering (sprinkler)	\$ 12,500	E	
Structural Engineering	\$ 15,000	E	
Construction/Materials			
Improvement of Hydronic heating with Geo-exchange	\$ 50,000	C	VOK
Update heating system, replace radiators	\$ 55,577	C	VOK
Ventilation	\$ 50,000	C	CERIP
Fire Alarm replacement	\$ 40,000	E	CERIP
Repair concrete walkways	\$ 10,000	E	CERIP
Exterior brick repointing	\$ 160,000	C	CERIP
Replace Windows	\$ 341,000	Q	CERIP
Provide gutters and downspouts	\$ 15,000	C	CERIP
Screen openings in the attic facing exterior	\$ 5,000	C	CERIP
Improve roof insulation and ventilation	\$ 20,000	C	CERIP
Repair north east wall foundation cracks	\$ 15,000	C	CERIP
Repair or replace chimney vent liner and provide a chimney cap	\$ 7,500	C	CERIP
Update heating system, replace radiators	\$ 44,423	C	CERIP
Building Accessibility	\$ 80,000	E	REDIP
Main Floor Room Rennovation Labour	\$ 7,500	C	REDIP
Main Floor Room Rennovation Materials/Furniture/Equipment	\$ 44,748	C	REDIP

Upper Floor Court Room Rennovation Labour	\$ 10,000	C	REDIP
Upper Floor Court Room Rennovation Materials/Furniture/Equipment	\$ 62,735	C	REDIP
Upper Floor Conference Room Rennovation Labour	\$ 7,500	C	REDIP
Upper Floor Conference Room Rennovation Materials/Furniture/Equipment	\$ 31,350	C	REDIP
Foyer/Stairway Labour	\$ 15,000	C	REDIP
Foyer/Stairway Materials/Furniture/Equipment	\$ 40,780	C	REDIP
Roof - Repair (interlocking metal tiles)	\$ 75,000	E	REDIP
Structural Repairs	\$ 50,000	E	REDIP
Hazmat remediation (vermiculite removal, allowance)	\$ 20,000	E	REDIP
Lower Floor Radon remediation	\$ 30,638	C	REDIP
Lower Floor Washroom	\$ 30,000	E	REDIP
Lower Floor Slab	\$ 18,000	E	REDIP
Sprinkler System	\$ 100,000	E	REDIP
Kitchenette Labour	\$ 10,000	C	VOK
Kitchenette Materials/Furniture/Equipment	\$ 27,650	C	VOK
Lower Floor Renovations (Archives)	\$ 20,000	E	VOK
Server Room	\$ 50,000	E	VOK
Entrance and stairs	\$ 75,000	E	REDIP
Other Eligible Costs			
Construction management	\$ 50,000	B	REDIP
Communications, promotion	\$ 20,000	B	VOK
Project management	\$ 25,000	B	REDIP-EC
Contingency			
~15%	\$ 304,039	B	CERIP/REDIP
TOTAL ELIGIBLE PROJECT COST	\$ 2,075,940		

Cost classifications:

A = Actual cost

C = Estimated by contractor or professional

Q = Quoted

E = Estimated based on earlier building reports with adjustments or other

B = Budgeted allowance

KASLO YOUTH TAKE ON WILDFIRE RESILIENCE

A FireSmart project creates impact among the younger crowd



“What is the story you want to tell local youth about our community, wildfire resilience and climate change?” That’s the question that Kenya Blouin was tasked with in her summer 2023 role as the Village of Kaslo’s Youth FireSmart Coordinator.

“Youth will be the ones navigating our society through climate change,” she says. “The earlier we can prepare them and expose them to the threats of wildfires and the benefits of programs such as FireSmart, the more prepared we will all be to adapt to our changing climate.”

For reasons like this, in 2023 the Village’s FireSmart committee decided to focus on engaging youth. Having just returned home to Kaslo from her first year at the University of Waterloo, Blouin was the ideal person to lead the project, which was supported by the [Community Resiliency Investment Program – Columbia Basin Wildfire Resiliency Initiative](#), a partnership between the Province of BC and the Trust, developed with BC Wildfire Service.

“Blouin had a deep understanding of the Kaslo community, having spent most of her teen years there,” says John Cathro, Columbia Basin Trust Wildfire Resilience Advisor, who helped develop Blouin’s workplan. Leaning on her own curiosity and creativity, “She really rose to the occasion.”

Because this was the first youth-focused project of its kind in Kaslo, Blouin couldn’t look to what had been done before when it came to engaging youth. Rather, she leaned on partners at the Regional District of Central Kootenay, like Jessie Lay, Wildfire Mitigation Specialist, whom Blouin worked alongside at several FireSmart booths throughout the summer. She also attended FireSmart BC’s Wildfire Resiliency and Training Summit in May 2023, just one week into her role, finding inspiration in other projects happening across the province.

With Cathro’s input, Blouin realized that it’s best to let youth lead, and decided to build on interest in videography at the local high school. She hired professional videographer Carlo Alcos to teach the students about filmmaking, and the students attended FireSmart events, interviewed residents, and filmed and edited a video to be shared with other schools in the region to teach students about FireSmart.

Blouin’s engagement with J.V. Humphries students didn’t stop there. She gave presentations to students of all ages, and brought in wildfire professionals to speak about working in the industry and answer questions. When the outdoor adventure class was fundraising for its Juan de Fuca Trail hike, she hired the students to clear woody debris on a Village lot in the centre of a neighbourhood.

“We were able to not only teach youth about wildfire resilience, but also give them skills and knowledge, such as how to FireSmart a building, what training you need to become a wildland firefighter and more,” Blouin says.

In addition, students collaborated to create a FireSmart banner, which was displayed at the weekly Kaslo Saturday Market, enhancing the FireSmart booth and helping raise FireSmart awareness among the community in general.

Blouin also brought the FireSmart message to the Kaslo Jazz Etc. Festival and Kaslo’s 130th anniversary celebration, among other events co-organized with Jessie Lay and John Addison, Kaslo’s FireSmart Neighbourhood Coordinator. This included a climate-change “art night” hosted at the Langham Cultural Centre, where people came together to reflect on the devastation caused by wildfires across the province and learn about how FireSmart principles can make a difference.

To cap off her summer’s work, Blouin reached out to Wildsight’s West Kootenay Youth Climate Corps, whose members put their knowledge and passion to hard work. Together, they created a non-flammable perimeter around two important community buildings: the Village office and the seniors’ centre. To do so, they dug up sod and replaced it with the most popular FireSmart solution: gravel. The buildings are better protected, the youth learned by doing, and all community members can view excellent FireSmart examples.

“Having the chance to participate creatively in youth engagement was really fun and refreshing,” says Blouin. “I roped students into dragging sticks out of the forest and exposed them to what wildfire mitigation work can look like. Now our community understands wildfires and wildfire resilience a little better, and we are better for that.”

-30-

PHOTO: Village of Kaslo’s Youth FireSmart Coordinator Kenya Blouin poses with FireSmart BC mascot Ember, and engages with local youth at public events.

Let me know if you have any questions or would like to connect further.

Claire Samulak | Communications Coordinator
Columbia Basin Trust
Direct 1.250.304.6022 | 1.800.505.8998
ourtrust.org





For Immediate Release | October 26, 2023

Change to weekend scheduled appointments at Victorian Community Health Centre

KASLO – Physicians at the Victorian Community Health Centre are no longer able to provide scheduled physician appointments on Saturdays.

This temporary change will not impact current weekday daytime emergency department coverage or weekday primary care appointments.

Physicians will also continue to support care at Victorian Community Long-Term Care.

Anyone requiring emergency care in Kaslo after hours or on weekends should call 9-1-1 or visit the emergency department at Kootenay Lake Hospital in Nelson.

We recognize this change will inconvenience some residents in Kaslo and area. Interior Health remains committed to addressing current challenges and working with the Kootenay Boundary Division of Family Practice to bring additional physicians to support services in Kaslo. We appreciate your understanding and patience during this time.

Interior Health will provide updates to the community when new information is available.

- 30 -



REGIONAL DISTRICT OF
CENTRAL KOOTENAY

Representing Diverse Communities in the Kootenays

RDCK Board Highlights - October 2023

October 26, 2023

Union of BC Municipalities Convention

The RDCK Board of Directors attended the Union of BC Municipalities (UBCM) Convention in Vancouver from September 18-22 in Vancouver. This is an opportunity for Directors to collaborate with colleagues, meet with Provincial Ministers, and attend sessions on a variety of topics, including housing, climate action, decriminalization and public use of illegal drugs, wildfires, and using new technologies (artificial intelligence) in a local government setting.

Electoral Area G Director Hans Cunningham received a long-term service award for over 35 years of public service. Congratulations Hans!



Pictured (L-R): Roger Tierney, Keith Page, Brittney Anderson, Hans Cunningham, Aimee Watson, and Cheryl Graham.

Checkout [Mike Morrison's \(Manager of Corporate Administration\) meetings notes](#) (Item 9.4.2, pg. 625) and [Chair Watson's report](#) (Item 9.7, pg. 660) for more information on the UBCM convention.

Recreation Inclusion and Access Select Committee

RDCK Community Services continues to develop new opportunities to promote access and inclusivity in recreation for RDCK communities. As a result, the Board created a RDCK Recreation Inclusion and Access Select Committee. The committee will establish strategic goals for reducing barriers to programs and services. Directors Davidoff (Electoral Area I) and Vandenberghe (Electoral Area C) have been appointed to the committee and will work with staff to develop a budget and sustainable delivery model.

Water Quality Management Policy

The Board adopted the Drinking Water Systems Pathogen Risk Water Quality Management Policy. This policy is for all existing and future RDCK owned water services and improves health risk identification for potential water users on long term water quality advisories or boil water notices. The intent of this policy is to provide guidance on pathogen risk water quality management where financial and budgetary limitations are delaying longer term, permanent solutions to water quality issues.

Permissive Tax Exemptions

The Permissive Tax Exemption Bylaw was adopted by the Board. Permissive tax exemptions, which exempt eligible properties from taxation for a specified period of time, are issued by the RDCK Board to foster or preserve development that is aligned with the priorities of the RDCK as they pertain to specific land uses, prescribed by the Province, in the Local Government Act. Properties eligible for a permissive tax exemption include land owned and held by an athletic or service organization for recreational use by the public, places of worship, agricultural or horticultural societies, halls or venues, and art galleries or museums owned by not for profit organizations.

Ktunaxa RDCK Traditional Use Study Summary Report

The Board received the Ktunaxa RDCK Traditional Use Study Summary Report which provides a review of five proposed areas for regional parks. The review includes existing Traditional Use Study documents from past projects, documentation of the project sites and areas from a Ktunaxa perspective, and identification of key Ktunaxa places, practices, and species or resources that may be influenced. The five locations include: Goat River South, West Creston Ferry Landing, Martell Beach, Crawford Creek Regional Park and Powerline Beach. Should the RDCK choose to proceed with the development of any of these parks there is a path forward for further engagement and additional studies that are required.

Emergency Program Support for Yaqaan Nukiy

The Board approved a Mutual Aid Service Agreement for the RDCK to administer Evacuation Alerts and Orders on behalf of The Lower Kootenay Band, locally known as Yaqaan Nukiy. Located on approximately 6,000 acres in the Creston Valley, Yaqaan Nukiy has 237 citizens living in their community, but lack an emergency notification alerting system. The RDCK will provide Emergency Operations Centre support during any active emergency by issuing, maintaining, and rescinding Evacuation Alerts and Orders. As well, Yaqaan Nukiy residents will be eligible to sign up to receive emergency messages via the RDCK's emergency notification system (Voyent Alert!).

Kootenay and Boundary Farm Advisory Program Funding

The Board approved the allocation of \$45,000 per year for the draft 2024-2028 Financial Plan budget to allow the continuation of the Kootenay and Boundary Farm Advisor (KBFA) Program. Formed in 2016, the KBFA Program is a project developed through partnership with the RDCK, Regional District of East Kootenay, Regional District of Kootenay Boundary, and Columbia Basin Trust, to provide farmers with free, technical production support and information. Since the inception of the program approximately 800 farms have reached out and received support from the program.

Fire to Food Youth Climate Corps – Wildsight Project

The Board will provide a letter of support to the Rural Economic Diversification & Infrastructure Program for the Fire

to Food Youth Climate Corps – Wildsight project with in-kind support of \$19,200. Fire to Food is a circular economy pilot to produce biochar from wood waste. Biochar is an organic, carbon-rich material made up of organic residues such as plants and wood waste that when applied to soil allow nutrient-enhancing microorganisms to help feed the plant, providing nutrients and water. They can also help reduce soil's nitrous oxide emissions, a potent greenhouse gas.

Director's Reports

RDCK Directors provide monthly reports outlining what they have been working on. [Click here](#) to read the October reports in the Board minutes (agenda item 4.4, pg. 189).

RDCK Quarterly Report

For the latest RDCK Quarterly Report, which details the current projects and initiatives of the RDCK, please [follow the link](#).

[Click here](#) to read a print-friendly PDF version.

The content on this page was last updated October 26 2023 at 4:16 AM



November 03, 2023

TO Whom it May Concern:

RE: Potential 2024 TIPPING FEE INCREASE

Regional District of Central Kootenay (RDCK) Staff feel it pertinent to inform municipalities and contractors of a potential 10% increase in tipping fees for 2023 due to inflation and significant operating cost increases.

This notification is to serve as a precaution for adjusting municipal budgets and quotes in the private sector.

Staff will propose up to a 10% increase at the upcoming budget meetings at the end of November, however the final decision will rest with the RDCK Board of Directors.

Therefore, pending final approval by the RDCK Board, waste tipping fees may expected to increase up to 10% effective January 1, 2024. Affected waste categories, as defined in the Bylaw, may include, but not limited to:

- Mixed Waste
- Mixed Waste (compacted)
- Controlled Waste as specified in Schedule C of the Resource Recovery Facilities Regulatory Bylaw
- Reusable Products

If you have any questions please contact Todd Johnston, Environmental Coordinator, at 250.352.1523 or tjohnston@rdck.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Wilson", with a stylized flourish at the end.

Amy Wilson, B.Sc., ASCT
Resource Recovery Manager

AW/sme

cc: Todd Johnston, Environmental Coordinator



VIA EMAIL

Ref: 62641

November 9, 2023

Their Worship Suzan Hewat
Mayor of the Village of Kaslo
Email: mayor@kaslo.ca

Dear Mayor Suzan Hewat:

RE: New legislation to support local government housing initiatives

Over the past week, I have introduced several pieces of legislation to support local governments to get more homes built faster while enabling updated and new tools to effectively fund the costs of infrastructure and amenities to support increased housing supply and growth. Taken together, these changes are critical to getting more of the right kind of housing built in the right places to provide homes for British Columbians.

Last week, I introduced Bill 44, to support communities to deliver the homes people need quickly by allowing small-scale multi-unit housing across BC. These homes, including townhomes, triplexes, and secondary suites, can generally be built in a reasonable timeframe and blend more seamlessly into neighbourhoods. The legislation will apply to many areas of the province, and we anticipate it will allow up to 4 units in single-detached and duplex zones (or 3 depending on the size/type of lot) and up to 6 units permitted in single-detached and duplex zones close to bus stops with frequent service. It will also allow secondary suites or an accessory dwelling unit on single-detached lots throughout BC.

Bill 44 will also speed up the approvals process by moving away from spot zoning to ensure more comprehensive upfront planning and zoning to meet current and future housing needs. The changes include using a robust, standard methodology for calculating long-term housing needs for all Housing Needs Reports to ensure consistency across the

.../2

province. Municipalities will also be required to update Official Community Plans (OCPs) and zoning bylaws to ensure their communities have sufficient land designated and zoned to meet long-term housing needs and continue to make these updates on a regular basis. The new legislation will also remove the option for local governments to hold public hearings for rezonings for housing projects consistent with OCPs.

Today, I announced new legislation, Bill 47, to support new housing to get built near high-frequency transit, and yesterday Bill 46, to ensure local governments have tools to collect amenity and infrastructure contributions outside of the re-zoning process.

Bill 47 will require local governments to designate areas near high frequency transit stations as 'TOD Areas.' TOD Areas are near SkyTrain stations and busy bus exchanges and are expected to be identified in 29 municipalities in BC. This is different from the 6-unit requirements in the small-scale multi-unit housing legislation which will focus on properties within 400 metres of bus stops with frequent service. TOD areas will include minimum levels of density, size, and dimension prescribed by regulation. Similar to implementing small-scale multi-unit housing requirements, local governments will have a comprehensive provincial policy manual to assist in making bylaw amendments consistent with the TOD legislation. Off-street parking spaces in TOD areas will be determined by the market; local governments will not be able to require off-street residential parking, other than spaces for other uses like commercial, spaces for disabled persons and loading spaces. These changes will help get more of the right kind of housing built in the right places to provide homes for British Columbians. A subsequent letter will notify the identified municipalities in December.

The new legislation will expand the scope of infrastructure for which Development Cost Charges (DCCs) can be collected to include fire protection facilities, police facilities, and solid waste facilities. It also allows local governments to collect DCCs for provincial highway infrastructure projects where there is a cost-sharing arrangement between the municipality and the Province.

The new Amenity Cost Charges (ACCs) tool will allow local governments to collect monetary and in-kind contributions for amenities (e.g., community centres, recreation centres, libraries) to support liveable communities in areas where new housing is going. This tool will provide certainty and transparency for local governments and developers.

We are aware that local governments require tools and supports to facilitate the delivery of affordable housing in their communities. We are currently exploring policy options and additional tools, including the potential for inclusionary zoning, and I look forward to sharing more about this in the coming months.

I know that the new housing initiatives announced over the past week will take work to implement and require additional resources for your local government to meet the requirements. We have committed to \$51 million in funding for local governments to support planning and capacity to meet these new requirements. The funding will be allocated based on population and the volume of work needed because there are different requirements for municipalities and regional governments. The funding will be distributed in early 2024.

The Province has also provided another \$10 million for a second intake of the Local Government Development Approvals Program (LGDAP), managed by the Union of B.C. Municipalities (UBCM). This funding is in addition to the \$1 billion provided to local governments through the Growing Communities Fund to support the delivery of infrastructure projects needed to support increasing density.

The Ministry of Housing is committed to working together and supporting every community as we move forward with new approaches and new ways to deliver the housing supply our province needs. In the coming weeks, we will be providing policy manuals detailing the site-level specifications for small-scale multi-unit housing and TOD areas. Further guidance will be coming in the new year to support implementation of the development finance tools and pro-active zoning requirements. Ministry of Housing staff will be in touch with your administration in the coming weeks to provide more detail about the changes and about funding and educational support and opportunities.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ravi Kahlon', with a stylized, flowing script.

Ravi Kahlon
Minister of Housing

pc: Honourable Rob Fleming, Minister of Transportation and Infrastructure
Honourable Anne Kang, Minister of Municipal Affairs
Teri Collins, Deputy Minister, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Ian Dunlop, Chief Administrative Officer, Village of Kaslo (cao@kaslo.ca)

Links:

Local Government Housing Initiatives Webpage: [Local government housing initiatives - Province of British Columbia](#)

Bill 44 Announcement: news.gov.bc.ca/releases/2023PREM0062-001706

Bill 46 Announcement: news.gov.bc.ca/releases/2023HOUS0063-001737

Bill 47 Announcement: news.gov.bc.ca/releases/2023HOUS0063-001748



Kaslo & Area

CHAMBER of
COMMERCE



Christmas PARTY

Join us to celebrate member achievements
over the year in business!

DECEMBER 8



7 - 10 PM

Kaslo Arena Mezzanine

Tickets \$25 - includes one drink,
appetizers & desserts, live
music and fun!

thekaslochamber@gmail.com
250-354-9792





For Immediate Release | October 26, 2023

Change to weekend scheduled appointments at Victorian Community Health Centre

KASLO – Physicians at the Victorian Community Health Centre are no longer able to provide scheduled physician appointments on Saturdays.

This temporary change will not impact current weekday daytime emergency department coverage or weekday primary care appointments.

Physicians will also continue to support care at Victorian Community Long-Term Care.

Anyone requiring emergency care in Kaslo after hours or on weekends should call 9-1-1 or visit the emergency department at Kootenay Lake Hospital in Nelson.

We recognize this change will inconvenience some residents in Kaslo and area. Interior Health remains committed to addressing current challenges and working with the Kootenay Boundary Division of Family Practice to bring additional physicians to support services in Kaslo. We appreciate your understanding and patience during this time.

Interior Health will provide updates to the community when new information is available.

- 30 -

From: Kristy Archer <karcher@ourtrust.org> **On Behalf Of** Trust Non-profit Advisors Program
Sent: Thursday, November 2, 2023 3:28 PM
Subject: Non-Profit Workshop in Kaslo: Friday, November 17th

Good afternoon!

In partnership with Selkirk College, the Trust's [Non-profit Advisors Program](#) is hosting an in-person workshop in **Kaslo** on **Friday, November 17th** on **Payroll and Human Resources for Non-profits**. Please help us spread the word and share this email with your colleagues, volunteers, and non-profit community.

Payroll and Human Resources for Non-profits

This workshop will cover a variety of payroll and human resources topics for non-profits with employees. Join Jolene Minchin as she supports your non-profit to understand what classifies a person as an employee vs a subcontractor, the legal responsibilities non-profits have both provincially and federally as an employer, when to issue T4A's for honorariums and scholarships/bursaries, available extended health options and a review of the Workers Compensation Board antibullying guidelines.

Where: Selkirk College, Kaslo Learning Centre

When: Friday, November 17th, 2023 12:30pm - 3:30pm PST

[Click here](#) to register and learn more.

We also have free webinars for Non-profits throughout November, visit our [webinar page](#) for registration details.

Please reach out if you have any questions,

Kristy

Kristy Archer | Program Coordinator, Delivery of Benefits
(She/Her)

Columbia Basin Trust

Direct 1.250.344.4662 | 1.800.505.8998

Mobile 1.250.939.8627 | ourtrust.org



Columbia Basin Trust gratefully operates on the unceded traditional territories of the Ktunaxa, Lheidli T'enneh, Secwépemc, Sinixt and Syilx Nations.

Kootenay-Boundary Region Drought Snapshot

November 9, 2023

This Week's Update

- Persisting flow improvements in the Upper Columbia Basin and Granby Sub-basin have justified lowering drought levels
- In the rest of the region, drought levels remain at 3 and 4 due to lingering effects of long-term precipitation deficits and low baseflows
- While recent precipitation has assisted with instream flows in the West Kootenays and Lower Columbia, numerous tributaries to the Arrow Lakes and Kootenay Lake remain disconnected

Proposed Drought Levels and Associated Actions

Drought Basin	Level	Conservation Action
Upper Columbia (↓ two levels)	1	Normal conservation measures
East Kootenay	4	50% voluntary water use reduction
West Kootenay	3	30% voluntary water use reduction
• Creston* (↑ one level)	4	50% voluntary water use reduction
Lower Columbia	3	30% voluntary water use reduction
Kettle	4	50% voluntary water use reduction
• West Kettle River*	4	50% voluntary water use reduction
• Upper Kettle River*	4	50% voluntary water use reduction
• Granby River* (↓ one level)	3	30% voluntary water use reduction
• Middle Kettle River*	4	50% voluntary water use reduction
• Lower Kettle River*	4	50% voluntary water use reduction

* Stream Watch Sub-basin

Useful Drought Resources

BC Drought Information Webpage (<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>):

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

River Forecast Center (<https://bit.ly/37C9PNG>):

Streamflow conditions and forecasts

Drought in Agriculture Webpage (<https://bit.ly/44d2lqj>):

Water conservation, drought adaptation, and crop loss compensation resources

BC Drought Information Portal (<http://bit.ly/BCDroughtPortal>):

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

Temporary Protection Order Info Page (<https://bit.ly/3EQYA4R>):

Clarifying information on what a Temporary Protection Order is, and how/when it is used

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.

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>).

Accounts of Water Shortages should be reported to the Kootenay-Boundary Water Stewardship Division at kbwaterinfo@gov.bc.ca.

Local Governments in British Columbia

Oct 18, 2023

Re: CALL FOR IMMEDIATE ACTION TO PREVENT INVASIVE MUSSEL INTRODUCTION TO B.C.

Dear B.C. Local Government Boards and Councils,

We are writing to request your support; calling on senior governments for immediate action to prevent the introduction of invasive mussels into B.C. If senior governments fail to act, local governments and First Nations in B.C. will bear the brunt of managing and paying for the costs of invasive mussel mitigation.

On September 18th, the State of Idaho announced that invasive quagga mussels had been found in the Snake River, a tributary to the Columbia. The location of the discovery at Twin Falls is less than an 11-hour drive from the B.C. border.

Based on water chemistry analysis, every major population centre in B.C. is at moderate to high risk from invasive mussels. These rapidly spreading species are expected to cost the province more than \$129 million annually, based on costs for infrastructure, maintenance for boats and marinas, lost profits and provincial revenue and loss in residential property values and lost property taxes. These costs do not include the devastating effects on fish – especially Pacific salmon, and aquatic ecosystems in general. Invasive mussels can create toxic algae blooms, litter beaches with razor-sharp shells, clog water intakes and boat motors, and corrode concrete and metal in the water. In the Great Lakes region, invasive mussels have cost more than \$500 million per year just to manage the effects.

In response to the mussel detection in Idaho, state officials released more than 116,000 litres – almost four large tanker-trucks – of a copper-based pesticide into a 26 km stretch of the Snake River, killing invertebrates, algae, plants, and fish, including 2-meter-long sturgeon. This will be followed up with another chemical treatment and a biocontrol treatment. This was considered a better option than allowing the mussels to take hold, but there is still no guarantee that it will have the desired affect. It is possible that mussels have already escaped the containment area, and if so, they will spread through the Columbia Basin over the next several years.

Chemical treatments in most large lakes in B.C. are unlikely to be effective. We do not wish to have such treatments as a public-relations exercise.

The OBWB has provided a detailed memorandum to the Province of B.C. and will provide a letter to both levels of government this week summarizing our Calls to Action (attached). We ask that local government boards and councils provide a letter or resolution of support for these calls to action and send them to the Ministers listed below. We have also prepared a short video presentation outlining the threat of invasive mussels, the current situation in Idaho, and the reasons behind the calls to action. You can view this video on our YouTube channel here: <https://youtu.be/j255iBHtzLg>

Actions to be taken immediately by the Province of B.C.:

1. Introduce a temporary moratorium on out-of-province watercraft entering B.C., until the full status of the infestation in the Columbia Basin is assessed, and until the effectiveness of the chemical and biocontrol treatments in Idaho is known.
2. Introduce “pull-the-plug” legislation to be in effect prior to the 2024 boating season, and before the moratorium is lifted, requiring all watercraft owners to remove drain plugs prior to vessels being transported on public roads.
3. Ask Canada’s Minister for Public Safety to issue direction for all watercraft entering Canada at all border crossings, from Saskatchewan to B.C., to be inspected prior to allowing entry.
4. Commit funding to the Invasive Mussel Defence Program of no less than \$4 million per year (all sources), indexed to inflation for at least 10 years going forward.

Following these immediate actions, we call on the province to fill the following gaps in the current inspection and prevention system, and in planning for response and long-term mitigation:

5. Enhance funding to recruit and retain B.C. Conservation Officers, Auxiliary Conservation Officers, and other Invasive Mussel Defence Program staff as needed to 2019 levels (64 inspectors).
6. Update the provincial Early Detection, Rapid Response plan, including a round of consultation with partner organizations prior to finalization.
7. Lead a planning process to create long-term response, containment, and control plans in regions at high risk of introduction and vulnerable to infestation, including the Okanagan, Shuswap, and Kootenay Regions.
8. Promote vulnerability assessments by utilities, local jurisdictions, and private entities.

Finally, we call on the province to reconsider our previous call to action to require inspection for all watercraft entering B.C., both at federal and provincial borders.

Actions to be taken immediately by the Government of Canada:

1. We ask that the Minister of Public Safety issue immediate direction to all Canada Border Service Agency locations between Saskatchewan and the Pacific that all watercraft entering Canada in that region be inspected for invasive mussels following provincial protocols.
2. We have asked the Government of B.C. to issue a temporary moratorium on out-of-province boats until the full extent of the infestation is known, and until the success of chemical treatments in Idaho is determined. And so, we also ask that the federal government use its authority to support any such temporary moratorium.

Since 2012, the Okanagan Basin Water Board has run the Don’t Move A Mussel public awareness campaign, including the message to boaters to Clean, Drain, Dry their watercraft before launching in B.C. waters. We are also developing a guide for vulnerability assessments for in-water infrastructure which will allow all facility operators to assess the vulnerability of their source waters and understand specific risks to infrastructure

components, how to mitigate those risks, and will allow for advanced capital planning for changes or retrofits as needed. The guide should be ready by the end of this year and will be freely available for all users.

We appreciate your consideration and support protecting the waters of B.C.

Yours truly,



Anna Warwick Sears, Ph.D. — Executive Director
Okanagan Basin Water Board
1450 KLO Road, Kelowna, B.C. V1W 3Z4
Email : anna.warwick.sears@obwb.ca
Office: 250.469.6251

Addressees for Letters of Support:

Honourable Dominic LeBlanc
Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs
269 Laurier Avenue West
Ottawa, Ontario K1A 0P8
iga.minister-ministre.aig@pco-bcp.gc.ca

Honourable Diane Lebouthillier
Minister of Fisheries, Oceans and the Canadian Coast Guard
200 Kent St Station 15N100
Ottawa, Ontario K1A 0E6
DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca

Honourable Nathan Cullen
Minister of Water, Land and Resource Stewardship
PO Box 9012 Stn Prov. Govt.
Victoria, BC V8M 9L6
WLRS.Minister@gov.bc.ca

Honourable George Heyman
Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Gov
Victoria, BC V8W 9E2
ENV.Minister@gov.bc.ca



CC:

- Okanagan MLAs: Harwinder Sandhu, Norm Letnick, Renee Merrifield, Ben Stewart, Dan Ashton, Roly Russell
- Okanagan MPs: Mel Arnold, Tracy Gray, Dan Albas, Richard Cannings
- Okanagan Nation Alliance, Chiefs Executive Council
- Pacific NorthWest Economic Region: Matt Morrison, Chief Executive Officer
- Invasive Species Council of B.C.: Gail Wallin, Executive Director
- Okanagan Chambers of Commerce
- Thompson Okanagan Tourism Association
- Union of BC Municipalities
- Shuswap Watershed Council
- Okanagan and Similkameen Invasive Species Society

Attachments:

- Letter to Province: Call for Immediate Action to Prevent Invasive Mussel Introduction to B.C.
- Letter to Federal Govt: Call for Immediate Action to Prevent Invasive Mussel Introduction to B.C.
- Memorandum to Deputy Minister: Recommendations for Invasive Mussel Prevention

Honourable Nathan Cullen
Minister of Water, Land and Resource Stewardship
PO Box 9012 Stn Prov. Govt.
Victoria, BC V8M 9L6
WLRS.Minister@gov.bc.ca

Oct 18, 2023

Honourable George Heyman
Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Gov
Victoria, BC V8W 9E2
ENV.Minister@gov.bc.ca

Re: CALL FOR IMMEDIATE ACTION TO PREVENT INVASIVE MUSSEL INTRODUCTION TO B.C.

Dear Ministers,

We are writing to again express our extreme concern over the threats posed by invasive mussels to B.C. waters, recognizing the September 18th announcement that invasive quagga mussels have been found in Idaho in the Snake River. On September 25th, following meetings with Minister Cullen at UBCM, we provided a memorandum with specific recommendations and details to mitigate, prepare for, and respond to this threat (attached). The calls to action here are a summary of that memorandum.

We are writing to ask for the following actions to be taken immediately by the province of B.C.

1. Introduce a temporary moratorium on out of province watercraft entering B.C. until the full status of the infestation in the Columbia basin is assessed, and until the effectiveness of the chemical and biocontrol treatments in Idaho is known.
2. Introduce “pull-the-plug” legislation to be in effect prior to the 2024 boating season, and before the moratorium is lifted, requiring all watercraft owners to remove the drain plug prior to vessels being transported on public roads.
3. Ask Canada’s Minister for Public Safety to issue direction for all watercraft entering Canada at all border crossing from Saskatchewan to B.C. to be inspected prior to allowing entry.
4. Commit funding to the Invasive Mussel Defence Program of no less than \$4 million per year (all sources), indexed to inflation for at least 10 years.

Following these immediate actions, we ask you to fill the following gaps in the current inspection and prevention system, and in planning for response and long-term mitigation:

5. Enhance funding to recruit and retain B.C. Conservation Officers, Auxiliary Conservation Officers, and other IMDP staff as needed to 2019 levels (64 inspectors).
6. Update the provincial Early Detection, Rapid Response plan (EDRR), including a round of consultation with partner organizations prior to finalization.

7. Lead a planning process to create long-term response, containment, and control plans in regions at high risk of introduction and vulnerable to infestation, including the Okanagan, Shuswap, and Kootenay Regions.
8. Promote vulnerability assessments by utilities, local jurisdictions, and private entities.

Finally, we ask you to reconsider our previous call to action to require inspection for all watercraft entering B.C., both at federal and provincial borders. Again, the attached memorandum provides details for how this can be accomplished.

In response to the mussel detection in Idaho, state officials released more than 116,000 litres – almost four large tanker-trucks - of a copper-based pesticide into a 26 km stretch of the Snake River, killing invertebrates, algae, plants, and fish, including 2-meter-long sturgeon. This will be followed up with another chemical treatment and a biocontrol treatment. This was considered a better option than allowing the mussels to take hold, but there is still no guarantee that it will have the desired affect. It is possible that mussels have already escaped the containment area, and if so, they will spread throughout the Columbia Basin over the next several years.

Chemical treatments in most large lakes in B.C. are unlikely to have the desired effect, and the Province must take strong immediate action to close the obvious gaps in inspections and legislation to prevent invasive mussels in the first place.

We will also be writing to federal ministers to call for their support in your efforts, especially enhanced inspections at federal border crossings. We will also continue our own efforts in public awareness and education, providing a vulnerability assessment guide to prepare infrastructure, and working with local governments and First Nations to promote these calls to action, and the Clean, Drain, Dry message for boat owners.

The critical time to act is now.

Yours truly,



Anna Warwick Sears, Ph.D. — Executive Director
Okanagan Basin Water Board
1450 KLO Road, Kelowna, B.C. V1W 3Z4
Email : anna.warwick.sears@obwb.ca
Office: 250.469.6251



CC:

- Okanagan MLAs: Harwinder Sandhu, Norm Letnick, Renee Merrifield, Ben Stewart, Dan Ashton, Roly Russell
- Okanagan Nation Alliance, Chiefs Executive Council
- Okanagan Local Government Chairs and Mayors
- Okanagan MPs: Mel Arnold, Tracy Gray, Dan Albas, Richard Cannings
- Pacific NorthWest Economic Region: Matt Morrison, Chief Executive Officer
- Invasive Species Council of B.C.: Gail Wallin, Executive Director
- Okanagan Chambers of Commerce
- Thompson Okanagan Tourism Association
- Union of BC Municipalities
- Shuswap Watershed Council
- Okanagan and Similkameen Invasive Species Society

Honourable Dominic LeBlanc
Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs
269 Laurier Avenue West
Ottawa, Ontario K1A 0P8
iga.minister-ministre.aig@pco-bcp.gc.ca

Oct 18, 2023

Honourable Diane Lebouthillier
Minister of Fisheries, Oceans and the Canadian Coast Guard
200 Kent St Station 15N100
Ottawa, Ontario K1A 0E6
DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca

Re: CALL FOR IMMEDIATE ACTION TO PREVENT INVASIVE MUSSEL INTRODUCTION TO B.C.

Dear Ministers,

We are again writing to express our extreme concern over the threats posed by invasive mussels to B.C. waters, recognizing the September 18th announcement that invasive quagga mussels were found in Idaho in the Snake River, a tributary to the Columbia River. A May 2023 report by the Province of B.C., *Potential Economic Impact of Zebra and Quagga Mussels in B.C.*, shows that both the Fraser River and Columbia River watersheds are at moderate to high risk of a mussel infestation based on water chemistry. In order to protect Pacific salmon habitat in both of these major river systems, and protect the economy of the west, the Government of Canada must act now.

1. We ask that you issue immediate direction to all Canada Border Service Agency locations between Saskatchewan and the Pacific that all watercraft entering Canada in that region be inspected for invasive mussels following provincial protocols.
2. We have asked the Government of B.C. to issue a temporary moratorium on out-of-province boats until the full extent of the infestation is known, and until the success of chemical treatments in Idaho is determined. We ask you to use your authority to support any such temporary moratorium.

In response to the mussel detection in Idaho, state officials released more than 116,000 litres – almost four large tanker-trucks - of a copper-based pesticide into a 26 km stretch of the Snake River, killing invertebrates, algae, plants, and fish, including 2-meter-long hatchery sturgeon. This will be followed up with another chemical treatment and a biocontrol treatment. This was considered a better option than allowing the mussels to take hold, but there is still no guarantee that it will have the desired affect. It is possible that mussels have already escaped the containment area, and if so, they will spread throughout the Columbia Basin over the next several years.

Chemical treatments in most large lakes in B.C. are unlikely to be effective. Instead, we need senior governments to take strong immediate action to close the obvious gaps in inspections and legislation to prevent invasive mussels in the first place.

The Okanagan Basin Water Board will continue our own efforts in public awareness and education, providing a vulnerability assessment guide to prepare infrastructure, and working with local governments and First Nations to promote these calls to action, and the Clean, Drain, Dry message for boat owners.

The critical time to act is now.

Yours truly,



Anna Warwick Sears, Ph.D. — Executive Director
Okanagan Basin Water Board
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- Union of BC Municipalities
- Shuswap Watershed Council
- Okanagan and Similkameen Invasive Species Society

MEMORANDUM

To: Deputy Minister Lori Halls
From: Anna Warwick Sears, OBWB Executive Director
Date: September 25, 2023
Subject: **Recommendations for Invasive Mussel Prevention**

Background

This report is a follow-up to our September 21, 2023 meeting with Minister Nathan Cullen and Parliamentary Secretary Kelly Greene, regarding our recommendations on how to prevent zebra and quagga mussels from invading B.C. waters. We discussed the news that there had been positive tests for quagga mussel veligers in Twin Falls, Idaho on the Snake River, a tributary to the Columbia River.

According to the Idaho news media, there were multiple 'positive samples' along a 6 km stretch of the Snake River, in the vicinity of Centennial Park, in Twin Falls. The river in this reach is moving at greater than 15.5 m³/s, and this is not likely to be a candidate for applications of potash or other pesticides to control mussels – so there is little hope for eradication.

At the meeting, we discussed the importance of taking a 'disaster management' approach, including the four pillars of **mitigation, preparation, response** and **recovery**. We have updated our recommendations specific to each of these categories. The minister specifically requested that we send you more information on 'pull-the-plug' legislation, and inspection sticker programs. Our analysis of these is given below (pages 5 – 10).

OBWB Recommendations for WLRS

Mitigation:

1. Ask the Canada Minister of Public Safety to have the CBSA stop and inspect ALL watercraft coming to B.C. from the U.S., consistently at ALL border crossings from Saskatchewan to B.C.

In the past, we have noted that some border crossings take this duty more seriously than others.

2. B.C. should consider a temporary moratorium on out-of-province boats until the full status of the infestation of the Columbia Basin is assessed.

As the boating season is close to ending for the season, this would have limited economic impact.

3. Commit funding to the IMDP of no less than \$4 million per year (all sources), indexed to inflation for at least 10 years.

The 2019 budget for the IMDP, the year the program conducted the most inspections, was \$3.5 million, equivalent to \$4.04 million today. This is the minimum level of funding the program should receive. In 2023, the IMDP ran only six inspection stations, with a reduced staff of 43 inspectors, (down from 12 stations and 64 staff in 2019).

4. Enhance funding to recruit and retain B.C. Conservation Officers, Auxiliary Conservation Officers, and other IMDP staff as needed to 2019 levels (64 inspectors).

Do whatever is necessary to recruit and retain seasonal staff for the IMDP. This may require increasing pay levels to attract qualified candidates. It is also important to meet the housing needs of staff who are sometimes deployed to remote locations during the height of tourist and fire-fighting seasons, when competition for accommodations is highest.

5. Introduce “pull-the-plug” legislation to be in effect prior to the 2024 boating season.

Since July 2019, we have called for “pull the plug” legislation, requiring all watercraft owners to remove the drain plug prior to transporting vessels on public roads, to ensure that vessels have been cleaned, drained, and dried before launching in B.C. waters. All other Western Canadian provinces have put this legislation in place, with B.C. as the only exception.

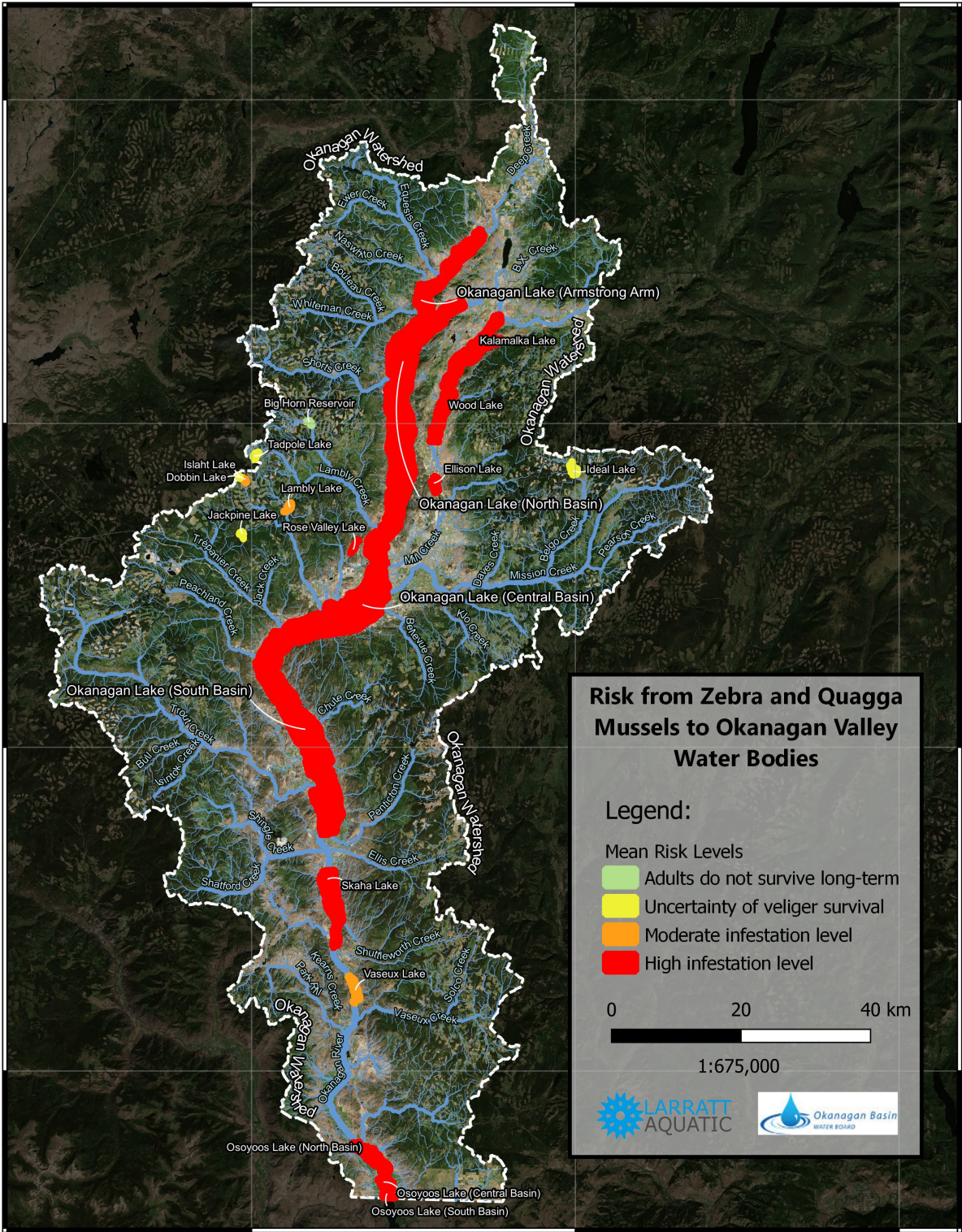
Preparation:

6. Promote vulnerability assessments by utilities, local jurisdictions, and private entities.

The OBWB has been working with PNWER and other partners to develop a Vulnerability Assessment Guide for freshwater infrastructure, including dams, wastewater and drinking water treatment plants, bridges, docks, intakes, etc. This guide is based on one developed by the U.S. Army Corps of Engineers and is currently under technical review. It contains information on how to assess the vulnerability of a waterbody to infestation, based on water chemistry, and vulnerability of specific forms of infrastructure, as well as proactive mitigation measures such as coatings or cleaning procedures. The guide is expected to be completed by January 1, 2023.

OBWB hired Larratt Aquatic Consultants to analyze the Okanagan water quality database against the Vulnerability Assessment Guide’s criteria for determining levels of infestation by invasive mussels. Larratt produced the map on the following page, showing the expected level of infestation by water body where water chemistry data was available. A similar map could be produced for anywhere in B.C., showing the expected infestation level for specific streams, and by sections of lakes, since not every site is expected to have the same level of infestation throughout a given lake.

This analysis shows that the Okanagan’s large valley-bottom lakes are generally expected to experience a more severe infestation than higher mountain lakes and reservoirs.



Response:

7. Update the provincial Early Detection, Rapid Response plan (EDRR), including a round of consultation with partner organizations prior to finalization.

The current EDRR was published in 2015. Since then, B.C. has gathered significant information on watercraft travel patterns, at-risk lakes, and economic factors. B.C. has also had to respond to several near misses with contaminated vessels. The new EDRR should incorporate all lessons learned and look to longer-term options for ongoing regional containment, quarantine, and control methods.

8. Lead a planning process to create long-term response, containment, and control plans in regions at high risk of introduction and vulnerable to infestation, including the Okanagan, Shuswap, and Kootenay Regions.

With new information on watercraft travel patterns and water chemistry, we know which regions are at most risk of introduction due to the high number of watercraft travelling there, and which water bodies are at greatest risk due to water chemistry. With this information, it is possible to create plans which could reduce the time for containment of a lake from days to hours and reduce the time for attempted eradication from weeks to days. This planning process could also help to identify regional gaps in prevention, prepare infrastructure, solicit public engagement and feedback, and identify resources for long-term control.

Recovery

9. In our more than ten years tracking this issue, we have not heard of any jurisdiction that has ‘recovered’ from invasive mussels, once they have taken hold. At best, local jurisdictions have had to absorb costs, and learn to live with the societal and environmental damage. Many (but not all) of these costs are given in the WLRS’s report from May 2023: [Potential Economic Impact of Zebra and Quagga Mussels in B.C.](#)

Aquatic Invasive Species – Pull the plug legislation

British Columbia is the last remaining Western province without pull-the-plug legislation in place. Most Northwestern States also require drain plugs pulled prior to transport on roadways. Here is the relevant legislation/regulation for each Western province.

Alberta Fisheries Act Regulation 220/1997 (2016)

Transportation of watercraft 6.1

A person shall not transport an item of watercraft on a highway by means of a conveyance if the watercraft has a drainage hole in the lower hull or bilge that is blocked with a plug. AR 45/2016 s8

<https://www.canlii.org/en/ab/laws/regu/alta-reg-220-1997/latest/alta-reg-220-1997.html#sec6.1>

Saskatchewan The Fisheries Regulations 88.6 (2018)

Transportation of watercraft

No person shall transport a watercraft on a highway by means of a conveyance if the watercraft has a drainage hole in the lower hull or bilge and that drainage hole is blocked with a plug. 6 Apr 2018 SR 22/2018 s12.

<https://pubsaskdev.blob.core.windows.net/pubsask-prod/1869/F16-1r1.pdf>

Manitoba The Water Protection Act AIS Regulation (2015)

3(3) When transporting a watercraft on land, a person must (a) ensure that the drain plug and all valves or other devices used to drain water from the watercraft are removed or left open, other than plugs used in kitchen or washroom facilities on the watercraft; and (b) ensure that the motor vehicle and any trailer transporting the watercraft are free of aquatic invasive species and aquatic plants.

https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=173/2015

Inspection/Sticker Program Summary

Overall, stopping at an open inspection station is mandatory in all cases. Oregon, Idaho and Montana require boaters to be inspected and pay certain fees when coming from out of state. These fees are used to pay for inspection programs and monitoring. Out of state boaters pay more than resident boaters.

Alberta

No passport or sticker system all boats must stop every time they come to an inspection station. No special rules depending on where you live.

Fees

- Seems to be a free service.

Requirements

- **Watercraft inspections are now mandatory.** All passing watercraft, including non-motorized, commercially hauled and privately-hauled watercraft, **must stop every time, regardless of where you are coming from or going to**
- When highway signage indicates that a watercraft inspection station is open, it is mandatory.
 - Bypassing an inspection station results in a \$324 fine
 - Failing to pull the plug leads to a \$180 fine
- When arriving at a station, boaters are required by law to answer a few simple questions to help establish the risk factor.

Relevant legislation

- Bill 13: Fisheries (Alberta) Amendment Act, 2015
- Ministerial Order 30/2015
- Section 32 (14) of Fisheries (Alberta) Act

Inspection

- An inspection of your watercraft and trailer will be conducted and sometimes these inspections are supported by trained K-9 inspectors. All areas of boat inspected and you will be asked to show hold is dry.

Miscellaneous

- [K9 teams search shorelines and boats](#)
- [Inspection webpage](#)
- [2017 Report](#)

Saskatchewan

We could not find an in-depth provincial plan for boat inspections. Inspections are stated to be mandatory in the province. There was a lot more documentation of the clean drain dry program.

The only references we could find were as follows:

- **Watercraft inspection is mandatory in Saskatchewan** - even if you are just passing through. They work with neighbouring provinces, states and the Canada Border Services Agency to coordinate inspection efforts. So far, Saskatchewan has been successful in preventing the introduction and establishment of AIS.
- Provincial regulations allow **conservation officers to inspect, quarantine and decontaminate watercraft known or suspected to contain invasive species.**
- The province works with other agencies and jurisdictions to coordinate inspection and other prevention measures.
- The ministry will take a risk-based approach to watercraft inspection, focusing on high-risk pathways and targeted enforcement of violations related to aquatic invasive species.

Washington

There are different requirements for residence and non-residence. A Washington resident pays a \$2 fee and gets a sticker. A non-resident pays a \$24 fee and must obtain a permit.

Requirements

- Out-of-state boat owners- must get a permit before going to Washington
 - Watercraft operators **not registered in Washington State**, seaplanes, and commercial transporters of specified vessel types **must purchase aquatic invasive species (AIS) prevention permits** to help prevent the spread of AIS in Washington.
 - Permits are valid for one year.
 - It can be purchased online.
 - Each watercraft is given a **registration number** to prove it has been legally registered and is generally **displayed on both sides of the boat's bow**.

Fees

- **Non-resident \$24 fee** (\$20 permit plus transaction and dealer fees) support the department's efforts to keep Washington's waters free of AIS.
 - AIS prevention permit sales are expected to generate about \$412,000 annually by 2023.
- **Washington residents pay a \$2** annual fee to support the department's AIS program when registering boats.
 - **A valid registration sticker is proof of payment, and an AIS prevention permit is not required.**

Relevant legislation

- [SB 5303 - 2017-18](#)
- [Aquatic invasive species prevention permit—Operators of vessels and aquatic conveyances.](#)

Inspection

- Inspections seem to be mandatory but there was no clear documentation.
- [General information](#)
- Exemptions from needing a permit.
 - Residence with a sticker
 - Small watercraft from out of state e.g. canoes
 - Federal and military vessels or watercraft registered as “tenders”

Miscellaneous

- To access some waters, you need a vehicle access pass – related to hunting regulations.
- [Aquatic Invasive Species Funding Advisory Committee Report and Recommendations](#) – has historical AIS budgets for states and provinces.
- [Link to the permit website](#)

Oregon

There are two different permits and inspections are mandatory. A waterways access permit is required for everyone and a special permit for out-of-state boatowners; this permit funds the inspection program. Within the state, boatowners must comply with mandatory inspection.

Requirements

- **Any operator** of a boat or paddle craft 10ft or longer need a **Waterway Access Permit**
 - The Waterway Access Permit is transferrable to another non-motorized watercraft.
 - The 10ft watercraft includes kayaks, canoes, rafts and other inflatables, stand-up paddle boards, et.
- Out-of-state boat owners must get a **Aquatic Invasive Species Prevention Permit**
 - Anyone traveling through Oregon and not launching watercraft in state waters DOES NOT need a permit.
 - Children 13 and younger do not need a permit.
- Oregon motorized boaters must have valid registration decals displayed on their motorboats

Type of Boat	Requirements
Out-of-state motorized boat	Out-of-state Aquatic Invasive Species Permit
Oregon and out-of-state non-motorized watercraft 10 feet or longer	Waterway Access Permit
Out-of-state sailboats 12 feet or longer	Out-of-state Aquatic Invasive Species Permit
Oregon sailboats 10 feet to 11 feet 11 inches long	Waterway Access Permit
Oregon sailboats 12 feet or longer	Oregon sailboat title and registration

- **Mandatory inspection**
 - **All vehicles towing watercraft into Oregon must stop at an inspection station.**
 - There are 6 stations.
 - All boaters must stop if a station is open.
 - Inspection teams are made up of specially trained personnel employed with the Oregon Department of Fish and Wildlife.
 - After the inspection boaters are given an inspection report that is the proof of compliance. – if the boat is contaminated it will be decontaminated on site.

Relevant legislation

- SECTION 1. ORS 570.855

Fees

- **The AIS Prevention Permit costs \$20** and failure to have one results in a \$50 fine.
 - **The permit costs fund the inspection stations.**
- **Waterway Access Permit:** price depends on permit which are all based on the number of days you want access. Failure to show the Waterways Access Permit to law enforcement can lead to a \$115 fine.

Miscellaneous

- [2022 report of inspection program](#)

- During the 2022 fiscal year, revenue collected from permit sales totaled **\$768,435** . Oregon motorized permit revenue from boater registrations was \$254,975; non-motorized watercraft \$377,905; out-of-state motorized \$128,940; liveries and guides \$6,615.
 - **The program provided full or partial funding for seven full-time positions, and ten seasonal or part-time positions.**
 - We received additional funding from the US Army Corps of Engineers as part of the Water Resources Reform and Development Act (WRRDA) for \$572,277; these monies help fund additional inspectors and hours of operation at the inspection stations.
- In 2022 the program completed 14,462 watercraft inspections.
- [Webpage for general information](#)
- [Waterways Access Permit](#)
- [AIS Permit](#)

Idaho

In Idaho there is a mandatory sticker program that funds the inspection stations. It is mandatory to stop at inspection stations.

Requirements

- **Mandatory to stop at inspection stations.**
- Idaho law requires the owner of any boat and any non-motorized vessel to **buy and display an Idaho Invasive Species Fund sticker** to legally launch and operate the boat in Idaho.
 - This includes nonmotorized boats, rafts, canoes, etc. .
 - Does not include inflatable, non-motorized vessels less than 10 feet long
 - Stickers can be bought online
 - Work with law enforcement to make sure of compliance

Fees

- The sticker program funds the inspection stations.
 - A one-year sticker is **\$12.0** or a two year sticker is **\$22.50**.

Inspections

- In 2022, the program performed over 100,000 watercraft inspections and **intercepted 36** mussel-fouled watercrafts. Throughout the history of the program Idaho stations have performed over one million inspections intercepting 413 mussel-fouled watercrafts prior to launching.
- Idaho's inspection stations are placed on major highways at or near the Idaho state line

Montana

It is mandatory to stop at inspections stations and out of state owners or people crossing the continental divide must get an inspection before launching. There are passes that must be purchased if you are from out of state.

Requirements

- It is **mandatory to stop at an inspection station**. Motorized and nonmotorized watercraft.
 - Out-of-state boats must be inspected before launching in Montana.

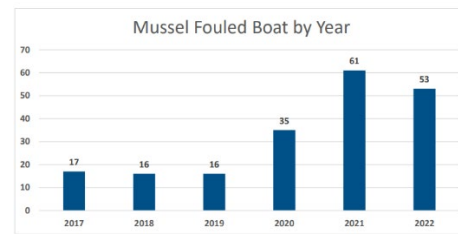
- Must carry a **proof on inspection.**
- Must stop at all inspection stations you encounter.
- If you cross a Continental Divide, you must have your boat inspected before launch.
- **Purchase a AIS Prevention Pass**
 - **Non-resident** watercraft launching in Montana must purchase.
 - Motorized watercraft fee is \$30.
 - Nonmotorized watercraft fee is \$10.
 - Not transferable between vessels

Fees

- The fee for a permit is \$10 to \$30 deepening on boat type.

Inspection

- [2022 AIS report](#) – very good report
 - Over 119,000 watercraft inspections
 - **53 zebra and quagga mussel fouled vessels intercepted.**
 - Stations placed on major highways near state borders.



- Inspections are done by the Ministry of Fish, Wildlife, and Parks as well as other partner groups.

Miscellaneous

- [Inspection information](#)
- [Traveling to Montana](#)
- [Summary of Laws and regulations.](#)

CITY OF SURREY

OFFICE OF THE MAYOR

October 20, 2023

Dear colleagues,

I am writing to you about the Surrey police transition, and the growing impacts on all communities in the region as a result of the Provincial Government's approach. Instead of working with the City of Surrey to unwind this poorly planned transition, the Province is trying to take power over policing away from local governments. The Province will be spending significant provincial tax dollars for no added public safety benefit in Surrey, and creating an environment for policing instability in the region.

Sweeping new powers over local policing

As you likely know, the Province recently introduced unprecedented revisions to the *Police Act* to cover up a mess they created. The Province approved the original transition in 2019 despite prescient warnings about the overwhelming cost impacts to Surrey taxpayers, as well as significant challenges to recruiting frontline officers to the Surrey Police Service (SPS).

The proposed changes to the *Police Act* should concern all local governments and elected officials. Effectively, the Solicitor General is taking the ultimate power of choosing the model of policing away from local governments, clearly motivated by papering over a decision he should not have made in the first place.

As elected officials, it is our job to represent the voters and work earnestly to enact the mandate upon which we were elected. The Province's job should continue to be to ensure that local governments have an appropriate policing plan in place, supported by voters. It is not their role to step-in and make important decisions about local policing models based on their own political motivations.

Significant new costs for Surrey and regional taxpayers

If forced to move ahead, this transition will cost Surrey taxpayers hundreds of millions of dollars. I continue to oppose the Province's plan, and do not believe that it is in the best interest of Surrey, or the region. It is not the best use of provincial tax dollars to fund a police transition that Surrey does not want and that will provide no added public safety benefit.

The Province has already committed \$150 million toward support with additional transition costs, but the ongoing gap between the RCMP contract model and a new municipal force is estimated at no less than \$462 million over the next 10 years. We are looking at our options to continue to fight this transition, but make no mistake, if the Province has the ability to force this transition ahead with this unprecedented legislation, I will be seeking hundreds of millions more from the Province to protect Surrey taxpayers.



BRENDA LOCKE
MAYOR

MAYOR@SURREY.CA

604.591.4126



Furthermore, if Surrey does not maintain the RCMP, our City's share of the Division Administrative costs are in excess of \$32M per year, based on our full strength of members. Once the RCMP ceases to police Surrey, these costs will need to be absorbed by all other Municipalities across BC that continue to have RCMP provide Policing services.

But, again, this is not the best use of Provincial tax dollars. As a region, we have significant challenges in front of us requiring urgent Provincial attention including housing, hospitals, schools, and transit. We should all be encouraging the Province to stand down and focus scarce provincial funds on more urgent priorities.

Recruitment woes creating a destabilizing effect on local policing

Finally, if the Province is able to force this transition ahead, it will have a significant destabilizing effect on policing throughout the region. The Province was warned by many experts that the original transition plan had a gaping hole in it, and those warnings about SPS recruitment issues have come true. Today, 75% of the police in Surrey are still with the RCMP. In recent weeks and months, the SPS has even lost recruits. As it stands, the SPS is nowhere near the number of frontline officers they need to become the police of jurisdiction.

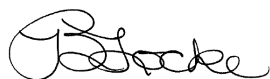
And since Surrey RCMP officers are not transferring to the SPS, which the Province was very clearly warned about, the SPS is actively recruiting from municipal police forces in Vancouver, Delta, Abbotsford, New Westminster, Port Moody, and West Vancouver. This has become a serious policing problem not just in Surrey, but in other communities now as well. Again, this issue is a direct result of the Province's mismanagement of this transition from the beginning.

Sending the Province a message

As the Mayor of Surrey, it is my job to stand up for public safety and taxpayers in Surrey. But as this issue continues to drag on, the impacts for the rest of the region are also growing. Instead of doing their job and properly scrutinizing the proposed transition from the start, the Province is now taking policing powers from local governments, spending scarce tax dollars on a transition Surrey does not want, and creating real instability in policing throughout the region.

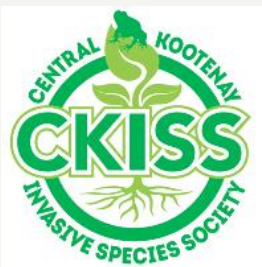
I hope that you will join me in raising these concerns with the Premier and the Solicitor General. They need to know that the region's Mayors are not prepared to accept the growing list of impacts as a result of their mismanagement of this important file.

Sincerely,



Brenda Locke,
Mayor





CKISS n'Tell

Fall 2023



2023 Mussel Defence Program : Lake Monitoring Program

The 2023 field season for our lake monitoring program has wrapped up for the season. The CKISS team started sampling efforts on June 5, 2023 and collected 267 samples from 10 waterbodies: Kootenay Lake, Arrow Lake (lower), Slocan Lake, Kootenay River (Nelson), Arrow Lake (upper), Columbia River, Slocan River, Whatshan Lake, Duncan Lake and Summit Lake.

This is an essential part of the provincial Invasive Mussel Defence Program, aimed at preventing the introduction of invasive zebra & quagga mussels (ZQM) to the waters of BC. Currently there have been no ZQM detected in BC and we hope it remains this way! The only way to ensure this success continues is for people to #CleanDrainDry their watercraft and equipment. #ProtectOurWaters

[To read more about the 2023 Mussel Defence Program Click Here](#)

The Central Kootenay Invasive Species Society (CKISS) recognizes the Habitat Conservation Trust Foundation, and the Province of British Columbia for making significant financial contributions to support the Invasive Mussel Defense Program. These lake monitoring efforts support the Province's ongoing delivery of the [Invasive Mussel Defence Program](#). CKISS would also like to recognize the contributions of Columbia Power to this project.



The Kootenay Riparian Project 2023 Update.

Bugs, boats and bags full of invasive plants!

During the 2023 field season the CKISS team was out on the waters of Kootenay Lake conducting surveys and mechanical treatment for invasive purple loosestrife and yellow flag iris, as well as some riparian restoration. Things went swimmingly with some help from our friends at the Okanagan Nation Alliance, Nature Trust of BC, and Morrow BioScience! The crew even found some bio-control agents!

[To read more about the project click here.](#)

Kootenay Riparian Invasive Plant Control was managed and delivered with financial support from the Fish and Wildlife Compensation Program. www.fwcp.ca. This Project is funded by the Fish and Wildlife Compensation Program (FWCP). The FWCP is partnership between BC Hydro, the Province of B.C., Fisheries and Oceans Canada, First Nations and public stakeholders to conserve and enhance fish and wildlife in watersheds impacted by BC Hydro dams. Additional support for the Kootenay Riparian has been provided by Columbia Basin Trust, Columbia Power, FortisBC and Teck.

HAZARDOUS PLANT ALERT!



REPORT SIGHTINGS OF

POISON HEMLOCK



info@ckiss.ca



1-866-352-1160

Hazardous poison hemlock recently spotted in Nelson!

WARNING! All parts of the plant are DEADLY to people, livestock, and wildlife when ingested. Young plants can be mistaken for wild carrots. Go to ER or call 911 if plant has been ingested. Please report this plant to CKISS by calling 1-866-352-1160 OR email info@ckiss.ca.

Identification Tips:

- ☞ Bright green, fernlike leaves with strong musty smell.
- ☞ Stems have reddish or purple streaking/spotting.
- ☞ Numerous small, umbrella-shaped clusters of tiny white flowers.

Treatment:

✂ NEVER mow poison hemlock, mowing can disperse inhalable toxins into the air.

🔧 Small sites dig out entire plant, wear long sleeves/gloves, wash hands after handling.

👉 Adding layer of mulch or replanting will reduce germination of seeds.

😊 DO NOT COMPOST, bag plant materials and bring to landfill. If it is a clear bag there are no tipping fees in the RDCK or RDKB!

☎ Consult a certified pesticide applicator for chemical control options.

📷 of flower courtesy of Marc Andre Beaucher

INVADERS ON THE MOVE!

INVADER ALERT!

**Quagga mussels have been
detected in Idaho for the
first time**



It is with a heavy heart that we announce that invasive quagga mussels have been detected for the first time in Idaho. ☹️ On September 21, 2023 the Idaho State Department of Agriculture (ISDA) confirmed the presence of quagga mussel larvae in the Centennial Waterfront Park area of the Snake River. ISDA is asking for the public's cooperation in staying out of the water in the Centennial Waterfront Park area, in an effort to contain the mussel populations. All watercraft users are encouraged to follow the "Clean, Drain and Dry" actions for watercraft and equipment before entering and after leaving waterbodies. [#CleanDrainDry](#) [#ProtectOurWater](#)

[To learn more click here](#)



Spotted Lanternfly!

Spot it? Snap it, catch it and report it

The invasive spotted lanternfly has been spotted in Canada for the first time. The sighting took place in the Niagara region of Ontario. The spotted lanternfly (*Lycorma delicatula*, Hemiptera: Fulgoridae) is an impressive and colourful insect native to Asia and it is a major threat to Canada's grape, fruit tree and forestry industries.

If you think you have found the spotted lanternfly or its egg masses, report it to the Canadian Food Inspection Agency immediately.

[To learn more about the Spotted Lanternfly click here](#)

[Report Sightings of Spotted Lanternfly](#)



Whirling Disease detected in B.C. for the first time causing the closure of lakes in Yoho & Kootenay National Parks.

Whirling disease is a microscopic parasite that causes skeletal deformities, causing fish to whirl in a tail-chasing behaviour. It can potentially kill up to 90% of juveniles of trout, salmon and whitefish. Parks Canada staff confirmed that whirling disease has been found in B.C. In order to prevent the spread Parks Canada has closed all waterbodies in Yoho and Kootenay National Parks until the end of March next year.

If I find a fish that is exhibiting signs of whirling disease call the RAPP line 1-877-952-7277.

[Click here to learn other ways you can help!](#)

CKISS Fall Event Highlights



During the month of October the CKISS Education Team was busy coordinating native planting and maintenance days at three wetland restoration sites. Thanks to

the helping hands of community volunteers, school groups and partners from Friends of Kootenay Lake Stewardship Society and the Slocan Lake Stewardship Society. The sites located in Rossland, Hills and Harrop now have more native species planted, native seed spread and invasive species removed thanks to these efforts of the community. This work is part of the Communities Protect Freshwater Together: Riparian Restoration in the Kootenay Region Eco Action Project.

This project was undertaken with the financial support of the Government of Canada through the federal Department of Environment and Climate Change.

Ce projet a été réalisé avec l'appui financier du gouvernement du Canada agissant par l'entremise du ministère fédéral de l'Environnement et du Changement climatique

[Click here to see photos from the Harrop Planting Day](#)

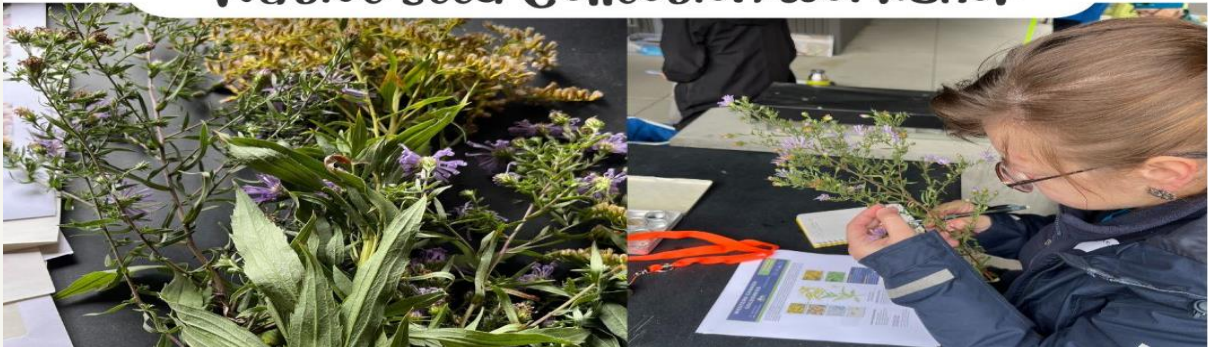
[Photos from the Hunter Siding Planting Day in the Slocan Valley](#)

[Photos from the Jubilee Planting Day in Rossland](#)

[Click here to see photos from the Field Tour!](#)



Native Seed Collection Workshop



The CKISS inaugural Native Seed Collection workshop was a huge success! Over 25 participants joined CKISS and Kinseed Ecologies at the base of Red Mountain to learn about and practice ethical native seed collection. Thank you to the participants who donated their bags of native goldenrod, fireweed, pearly everlasting and asters to the restoration efforts taking place at the Jubilee wetland. The students at the Rossland Summit School spread the native seed collected as part of their native planting day (see Eco Action post above). If you ended up on the waiting list we are sorry we didn't have space for you this year. Since it was so popular we hope to run it again in the fall of 2024!

[Photos from the Native Seed Collection Workshop](#)

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Our mailing address is:

Suite 19-622 Front St, Nelson BC, V1L 4B7
1-844-352-1160
info@ckiss.ca

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Central Kootenay Invasive Species Society · Suite 19, 622 Front Street · Nelson, British Columbia V1L 4B7 · Canada



From: Heritage BC <info@heritagebc.ca>
Sent: Wednesday, October 25, 2023 11:15 AM
To: Karissa Stroshein <admin@kaslo.ca>
Subject: The Heritage BC Update

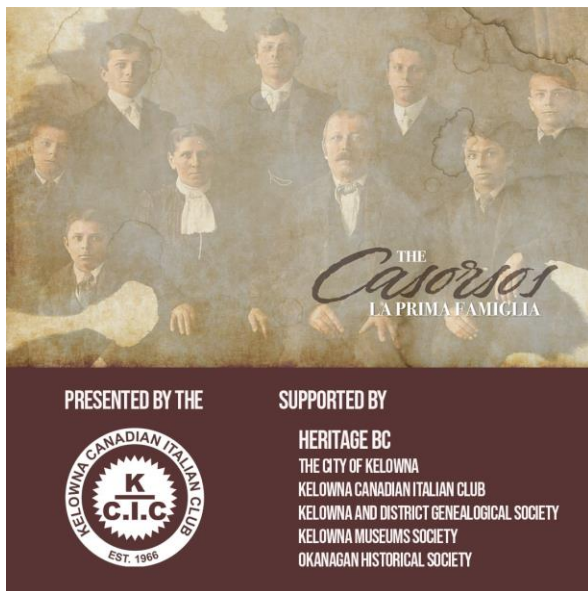
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The Heritage BC UPDATE



Highlighting Grant Recipients

Heritage BC takes pride in providing its own [Heritage Legacy Fund](#) grant and managing additional grant and funding programs from the Government of British Columbia, including the [Community Economic Recovery Infrastructure Program](#) (2021) and the [150 Time Immemorial Grant Program](#) (2022). These granting opportunities ensure a wide variety of heritage projects from several grant streams and programs receive necessary funds. Awarded projects range from built heritage planning, conservation and restoration projects, to education and awareness projects and Indigenous partnership projects, and take place all across BC. Learn more about these grants and funding opportunities on our [website](#).



We're highlighting three heritage projects we have the privilege of supporting:

Kelowna Canadian Italian Club received funding from the Heritage Legacy Fund in 2021 for their Heritage Awareness project: The Casorsos: La Prima Famiglia [Il Nostro Lascito (Our Legacy) Project]. A documentary film about the Casorso Family and their voyage to Canada 140 years ago, and their impact on the City of Kelowna and their Italian community. The film is debuting Monday, October 30th at the Mary Irwin Theatre in Kelowna. Visit the [Kelowna Canadian Italian Club website](#) for more information on the project and the [film screening](#).

The Craigdarroch Castle Historical Museum Society received Community Economic Recovery Infrastructure Program funding in 2021, in the category of Unique Heritage Infrastructure for their project to restore the Dunsmuir-era Kitchen. The project was completed in 2023 and was unveiled earlier this month. Learn more about the unveiling of Craigdarroch's new, old kitchen online by visiting these articles:

Capital Daily - [Craigdarroch Castle unveils its new, old kitchen](#)

Victoria News - [PHOTOS: Victoria's Craigdarroch Castle reveals restored Dunsmuir-era kitchen](#)



Image from the Craigdarroch Castle Dunsmuir-era kitchen unveiling.



Image from the Craigdarroch Castle Dunsmuir-era kitchen unveiling.

The City of Vancouver received infrastructure funding from the 150 Time Immemorial Grant Program for their Carnegie Community Centre Restoration project. This project is currently ongoing and we look forward to seeing the results once the restoration is complete.

To learn more about all of our grant recipients and funded projects, visit our [website](#). Did you receive a grant from us and want to see your heritage project highlighted in our newsletter? [Email us](#).

Last Reminder!



The deadline for submissions for the 2024 Conference, Prioritizing People is November 6th, 2023.

Types of submissions we are accepting:

- A topic, idea or challenge we are facing in the sector that you believe should be addressed during the conference.
- A proposal for a conference presentation where you would be a speaker.

Proposals should focus on examples of putting people first in your work. Learn more about the [conference](#) or [submit a proposal](#) on our website.

**Vancouver Heritage Foundation's Upcoming Heritage Conservation Workshops:
Heritage 101 Online**



Heritage 101 provides a comprehensive overview of heritage conservation principles and practices and is open to all - from property owners and construction professionals to students and heritage enthusiasts. Led by experienced heritage consultants Donald Luxton and Judy Oberlander, the workshop covers the history and conventions of heritage conservation, regulatory landscape, and cultural, environmental, and economic significance of heritage conservation.

November 4, 9:00am-12:30pm & November 8, 6:00-9:30pm
\$95+tax

Register for the virtual sessions [online](#) with the Vancouver Heritage Foundation.



New on the Heritage BC Job Board

Fort Steele Heritage Town - [Executive Director](#)
(Full-time permanent position)
Deadline for Applications is midnight **November 5, 2023**

For more information or to submit a job visit [Heritage BC's Job Board](#).



Check out these articles we find interesting!

Mission City Record - [Get an inside look at how Hammond Forever House was created](#)

CBC News - [Montreal passes bylaw cracking down on owners who let empty buildings become derelict](#)

Kelowna Now - [City of Kelowna to move forward with redevelopment of Train Station Pub property](#)

Connect with us on social media 



BECOME A MEMBER

Heritage BC is a member-based non-profit organization that supports the heritage sector across British Columbia through education, training and skills development, capacity building in heritage planning and funding through the Heritage Legacy Fund.

A strong membership is vital to our work. Support Heritage BC by becoming a member today. Membership fees start as low as \$35.

[Become a member today!](#)

Statement of Acknowledgement

As an organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members and all people to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage. [Learn more about whose land you live on.](#)



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Heritage BC
PO Box 846
Ladysmith, BC V9G 16A
Canada

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From: BC Ombudsperson <consult@bcombudsperson.ca>
Sent: Wednesday, October 25, 2023 9:04 AM
To: Karissa Stroshein <admin@kaslo.ca>
Subject: RESCHEDULED Fairness Day and Virtual Workshop Registration

[Click here to view this invitation in your browser](#)

Learn how to be more fair in your work.

Please join us for one of our upcoming engagement and learning opportunities:

Rescheduled Fairness Day with the Ombudsperson—in-person

If you're on the lower mainland, attend our rescheduled Fairness Day in Vancouver (*our original October 18 event had to be postponed due to unforeseen circumstances*)

Interactive virtual workshops

Register for one of our virtual Fairness in Practice workshops for public sector employees coming up in December

Scroll down for more information and registration details for both opportunities

RESCHEDULED

Please note new date and location below!



Join BC Ombudsperson Jay Chalke and staff at our

FAIRNESS DAY

for employees of provincial and local public bodies.

Wednesday, November 22nd
UBC Robson Square

800 Robson Street, Vancouver

SCHEDULE

Open House: 10:00 am - 12:45 pm

Remarks by Jay Chalke: 10:30 am *and* 12:00 pm

Fairness in Practice Workshop: 1:00 pm - 4:00 pm

(All events are in-person only)

Choose which Fairness Day events to attend:

Drop in to our **Open House** to pick up some useful resources on fair decision-making, complaint handling, bias and discretion. Learn more about the Ombudsperson's fairness workshops, resources and consultations, and hear from the Ombudsperson.

Attend our popular **Fairness in Practice workshop, *in person!***

This interactive three-hour workshop will provide an introduction to administrative fairness and topics covered will include how to follow a fair decision-making process, make fair decisions and deliver services fairly. *Note: this is a condensed version of our standard six-hour Fairness in Practice workshop.*

Fairness Day Register Here

Space is limited. Please register by clicking above.

Please share this invitation with your colleagues.

OR...

Join us online for our next round of interactive virtual Fairness in Practice workshops

Registration is now open

In this two-day workshop, you'll learn what administrative fairness means in public service, how to exercise discretion fairly, essentials of service fairness and other important skills for public sector employees.



The following sessions are open for registration now (space is limited):

- **December 5 & 6 | 9:00am-12:00pm**
- **December 12 & 13 | 9:00am-12:00pm**

[**Virtual Workshops Register Here**](#)



OMBUDSPERSON
BRITISH COLUMBIA

Email sent to: admin@kaslo.ca

BC Ombudsperson
PO Box 9039 Stn Prov Govt
Victoria, British Columbia | V8W 9A5 | Canada
Toll Free: 1.800.567.3247 | info@bcombudsperson.ca

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From: Heather Hachigian <Heather.Hachigian@royalroads.ca>

Sent: Thursday, November 2, 2023 10:44 PM

Subject: Ownership Matters: Building Community Wealth in Canada - Invitation to Speaker Series

Good Evening Mayor, Council, and Senior Staff,

In the face of the concurrent challenges of climate change, rising inequality, and divisive political discourse, local governments around the world are engaging in transformative approaches to local economic development by building wealth within their communities. A key economic structure to keeping this wealth in communities is ownership, as it is the ownership of wealth-generating assets like real estate, infrastructure, and local businesses that can further perpetuate these challenges or can be leveraged by communities to fundamentally address them.

With a foreword by Lisa Helps, former Mayor of Victoria and Housing Solutions Advisor in the Premier's Office, [Ownership Matters: Building Community Wealth in Canada](#) identifies opportunities for governments at all levels in Canada to make changes required to help create the economies and communities we all need for the future. We invite you to read the report and share it with your networks.

We are also hosting a speaker series on Ownership Matters: Building Community Wealth, with the first speaker series taking place on **Friday, November 17th, from 10 am - 11 am (Pacific Time)**. It will introduce the concept of community ownership within the broader community wealth building frame and showcase innovative examples of community ownership of wealth-generating assets in Canada.

The speaker series will lead to an in-person event on community wealth building and community ownership in Victoria, BC, in May 2024.

You can find details and register for one or more of the online speaker series here:
<https://ownershipmatters.ca/speaker-series>.

Thank you for taking the time to review the report and invitation.

Kind regards,
Heather

Heather Hachigian, PhD, Assistant Professor
School of Business | **Royal Roads University**
2005 Sooke Road, Victoria, BC Canada V9B 5Y2 | royalroads.ca

Royal Roads acknowledges the campus is located on the traditional Lands of the Lekwungen-speaking Peoples, the Songhees and Esquimalt Nations.

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For Immediate Release | Nov. 3, 2023

Take action and book influenza and COVID-19 immunizations

IH-WIDE - Immunization is the best way to lower rates of respiratory infection, such as influenza and COVID-19.

Booking your appointment for both vaccines is easier than ever this year. Invitations to book vaccine appointments are sent from the provincial Get Vaccinated system once you are eligible. These vaccines are free of charge and available at most pharmacies as well as some public health clinics and primary care providers.

The influenza vaccine is available to everyone six months and older annually. The recently updated COVID-19 vaccine can be provided at the same time. Those over six months of age are eligible for a COVID-19 vaccine when it has been six months since their last COVID-19 vaccine.

Immunization is especially important for those at greatest risk from infection including children under five years of age, adults 65 years and older, pregnant people and those with some chronic conditions.

If you have not yet registered to receive invitations via SMS (text) or email, visit [Get Vaccinated BC](#) to register online. Registering online is the fastest option, but you can also register by phone (1-833-838-2323) or in person at a Service BC office.

Children under nine years of age receiving their first-ever influenza vaccine dose will need a second dose after four weeks. Those who have had it in previous years only require a single dose.

To learn more visit interiorhealth.ca.

- 30 -

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>

Sent: Tuesday, October 31, 2023 11:36 AM

To: Karissa Stroshein <admin@kaslo.ca>

Subject: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

VIA E-MAIL

Ref: 282965

Your Worship Mayor Suzan Hewat and Council
Kaslo
E-mail: admin@kaslo.ca

Dear Mayor Hewat and Council:

As Minister of Children and Family Development, I am once again honoured to declare that November will be recognized as Adoption Awareness Month, and I invite you to celebrate with me and help raise awareness for children and youth still waiting for permanent families.

Adoptive families make a difference in the lives of children and youth by providing care, stability, and a sense of belonging. This month, the province is celebrating the families that give children and youth love and support as permanent members of their family. These families ensure that children and youth have a strong foundation to build their lives and stay connected to their community and culture.

November is also about recognizing that there are children who are still in need of permanent homes. Every child deserves the love and support of a nurturing family. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia, including:

- The [Ways to Adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country;
- [Adopt BC Kids](#) is an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application; and
- [The Adoptive Families Association of British Columbia](#) website provides information and support services for families who wish to adopt now or in the future.

Please join me in celebrating November as Adoption Awareness Month. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean
Minister

Sent on behalf of the Minister by:

This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

State of the Basin Focus

Stories of well-being in our region

2023 - Issue 08



Data Digest: Education Indicators

Over the last two school years, 2021/22 and 2022/23, what have the educational conditions and trends been in the Columbia Basin-Boundary Region? Here's the State of the Basin data round-up for education:

[Class Size & Composition:](#)

- During the 2022/23 school year, class sizes in local school districts were below or closely aligned with the provincial average. Notably, Arrow Lakes School District (SD 10) reported

the smallest sizes spanning all grades. Smaller classes can enhance learning conditions and boost academic performance, particularly for younger and disadvantaged students.

- Four of the seven school districts in the region reported Kindergarten to Grade 3 classes having four or more students entitled to an Individual Education Plan (IEP). It is generally recommended that there should be no more than three students per class with an IEP, with exceptions subject to consultation between the teacher, principal, and superintendent.
- Education Assistants (EA) assigned to classrooms provide support for students with IEPs. In the region, the percentage of classrooms with an EA varies between 25% and 100% depending on the school district. Across the province, 40% of classrooms have an EA.

Student Enrolment:

- The one-year trend in student enrolment (2021/22 to 2022/23), shows an increase in students across five of seven local school districts. Revelstoke School District (SD 19) experienced the largest growth at 3.7% (+39 students).
- Looking to the near future, projections for the next eight years (2023/24 to 2031/32) suggest an overall decrease in student enrolment. The exception is Revelstoke (SD 19), which is estimated to see a 1.6% increase during that time.

High School Completion:

- In the 2021/22 school year, high school completion rates varied across the region. Outperforming the provincial completion rate (91.4%) were the school districts of Revelstoke (SD 19) at 97.4% and Arrow Lakes (SD 10) at 96.7%.
- For Indigenous students, all five school districts in Columbia Basin-Boundary with available data met or exceeded the provincial completion rate over the last five-year period (2017/18 to 2021/22).
- During the same five year-period, students with diverse abilities had varying completion rates, with three school districts surpassing the provincial rate and three falling below.

College Enrolment:

- International enrolment decreased during the one-year from 2020/21 to 2021/22 for all four post-secondary institutions with campuses in the region. During the same time, domestic enrolment increased for three of four local post-secondary institutions, with the exception being Selkirk College with a small decrease of -1.9%.
- Overall, enrolment in 2021/22 remained lower than pre-pandemic levels experienced in 2018/19.

In summary, our region is experiencing smaller class sizes, increasing student enrolment for Grades K-12, varying high school completion rates, and increasing domestic student enrolment in post-secondary.



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

Community Profiles Released in Web-based Format

The State of the Basin community profiles have been revised to a web-based format, rather than the previous static report documents. This will allow the State of the Basin team to update community profile indicator data more regularly. These community profiles will continue to be built out and updated over time, so check back often. As this is their first iteration, if you have feedback on these profiles that will support their future development, please email [Jayme Jones](mailto:Jayme.Jones@stateofthebasin.ca).

[Click here to visit the Community Profiles](#)

Census Learning Centre

Did you know Statistic's Canada has created a series of short videos to help users better understand Census of Population concepts?

[Click here for the Census Learning Centre](#)

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

[Click here to share your feedback!](#)



Selkirk Innovates gratefully acknowledges the support of Columbia Basin Trust.

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

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



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 **Forward**

Selkirk Innovates

Selkirk College

301 Frank Beinder Way

Castlegar BC V1N 4L3

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A BYLAW TO AMEND 2023-2027 FIVE YEAR FINANCIAL PLAN BYLAW NO. 1291, 2023

WHEREAS Council desires to amend the 2023-2027 Five Year Financial Plan Bylaw No. 1291, 2023;

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

1. Title

This Bylaw may be cited as **"2023-2027 Five Year Financial Plan Amendment Bylaw No. 1296, 2023"**.

2. Provisions

- 2.1. Schedule "A" of the 2023-2027 Five Year Financial Plan Bylaw No. 1291, 2023 is deleted and replaced with Schedule "A" attached hereto.
- 2.2. Schedule "B" of the 2023-2027 Five Year Financial Plan Bylaw No. 1291, 2023 is deleted and replaced with Schedule "B" attached hereto.

3. Effective Date

This bylaw shall take effect upon adoption.

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

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

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

RECONSIDERED AND ADOPTED this ____ day of _____, 202__.

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

Certified to be a true copy of "2023-2027 Five Year Financial Plan Amendment Bylaw No. 1296, 2023"

CORPORATE OFFICER

SCHEDULE "A"

SCHEDULE "A" TO the Village of Kaslo 2023-2027 Five Year Financial Plan Bylaw
as amended by Bylaw 1296.

REVENUE	Revised 2023	2024	2025	2026	2027
General Tax Revenue	(732,003.07)	(775,920.00)	(814,716.00)	(847,304.64)	(872,723.78)
Grants-in-Lieu	(32,708.62)	(34,671.13)	(36,404.69)	(37,860.87)	(38,996.70)
Tax Penalties & Interest	(13,400.00)	(14,204.00)	(14,914.20)	(15,510.77)	(15,976.09)
Sale of Services	(66,233.13)	(63,790.80)	(66,980.34)	(69,659.55)	(71,749.34)
Licenses & Permits	(18,036.00)	(19,147.80)	(20,105.19)	(20,909.40)	(21,536.68)
Planning & Development	(13,000.00)	(11,660.00)	(12,243.00)	(12,732.72)	(13,114.70)
Rental & Leases	(102,383.63)	(103,105.30)	(105,167.41)	(107,270.75)	(109,416.17)
Other Income	(66,434.00)	(24,605.70)	(25,835.99)	(26,869.42)	(27,675.51)
Investment Income	(145,000.00)	(63,000.00)	(66,150.00)	(68,796.00)	(70,859.88)
Campground	(36,000.00)	(37,740.00)	(38,494.80)	(39,264.70)	(40,049.99)
Aerodrome	(14,000.00)	(14,700.00)	(15,435.00)	(16,052.40)	(16,533.97)
Cemeteries	(12,000.00)	(12,240.00)	(12,484.80)	(12,734.50)	(12,989.19)
Capital & Project Funding	(1,751,529.00)	(326,011.80)	(1,402,819.20)	(992,884.20)	0.00
Non-Capital Conditional Funding	(668,526.40)	(570,583.00)	(581,994.66)	(593,634.55)	(605,507.24)
Unconditional Funding	(351,000.00)	(365,600.00)	(365,600.00)	(365,600.00)	(365,600.00)
Sale of Assets & Land	0.00	0.00	0.00	0.00	0.00
Transfers between Accounts	(103,501.40)	(109,711.48)	(115,197.05)	(119,804.94)	(123,399.08)
Transfers from Reserves	(122,252.17)	(540,500.25)	(330,100.00)	(700,500.00)	(277,441.00)
Transfers from Surplus	(184,285.14)	0.00	0.00	0.00	0.00
Water Rates & Charges	(318,695.30)	(307,548.40)	(322,925.82)	(335,842.85)	(345,918.14)
Water Taxation	(75,139.00)	(75,139.00)	(75,139.00)	(75,139.00)	(75,139.00)
Water Other Revenue	(42,000.00)	0.00	0.00	0.00	0.00
Water Capital Funding	(277,400.00)	(900,750.00)	(300,000.00)	(1,500,000.00)	(77,441.00)
Sewer Rates & Charges	(144,675.00)	(161,108.85)	(167,553.20)	(172,579.80)	(176,031.40)
Sewer Taxation	(16,764.00)	(16,764.00)	(16,764.00)	(16,764.00)	(16,764.00)
Sewer Other Revenue	(6,950.47)	(7,297.99)	(7,589.91)	(7,817.61)	(7,973.96)
Sewer Capital Funding	0.00	(1,100,000.00)	(1,500,000.00)	(1,200,000.00)	(1,250,000.00)
Collections for Others	(1,365,143.19)	(1,447,825.96)	(1,520,217.26)	(1,581,025.95)	(1,628,456.73)
TOTAL REVENUE	(6,679,059.52)	(7,103,625.46)	(7,934,831.51)	(8,936,558.62)	(6,261,293.54)

SCHEDULE "A"

SCHEDULE "A" TO the Village of Kaslo 2023-2027 Five Year Financial Plan Bylaw
as amended by Bylaw 1296.

EXPENSE	2023	2024	2025	2026	2027
Council & Administration	641,592.77	679,558.34	713,536.26	742,077.71	764,340.04
Supplies & Services	144,894.75	128,451.86	134,874.45	140,269.43	144,477.51
Protective Services	330,500.48	350,012.51	367,513.14	382,213.66	393,680.07
Planning & Economic Development	132,500.00	306,402.54	321,722.67	334,591.57	344,629.32
Facilities	154,333.18	159,742.19	167,729.30	174,438.47	179,671.63
Recreation & Culture	127,112.87	112,553.63	118,181.31	122,908.56	126,595.82
PW Operations	311,379.55	331,122.32	347,678.44	361,585.57	372,433.14
PW Fleet & Equipment	84,492.00	89,150.24	93,607.75	97,352.06	100,272.62
Environmental Services	103,679.97	109,900.77	115,395.81	120,011.64	123,611.99
Campground	31,410.43	20,495.93	21,520.73	22,381.56	23,053.00
Aerodrome	14,217.45	13,874.13	14,567.84	15,150.55	15,605.07
Cemeteries	2,360.45	2,407.66	2,455.81	2,504.93	2,555.03
Debt Servicing	26,686.00	24,000.00	0.00	0.00	0.00
Capital & Projects	1,093,443.00	326,011.80	1,402,819.20	992,884.20	0.00
Transfers between Accounts	61,808.90	65,517.43	68,793.30	71,545.03	73,691.38
Transfers to Reserves	1,249,540.95	367,989.91	134,246.32	467,474.46	18,952.70
Water Personnel	110,202.32	116,814.46	122,655.18	127,561.39	131,388.23
Water Operating	118,559.00	112,952.54	118,600.17	123,344.17	127,044.50
Water Debt Servicing	0.00	0.00	0.00	0.00	0.00
Water Emergency Management	0.00	0.00			
Water Capital Expenditures	277,400.00	900,750.00	300,000.00	1,500,000.00	77,441.00
Transfer to Water Reserve	137,639.00	152,920.40	156,809.47	160,076.29	162,624.41
Sewer Personnel	95,253.01	100,015.66	104,016.29	107,136.77	109,279.51
Sewer Operating	36,971.00	38,819.55	40,372.33	41,583.50	42,415.17
Sewer Debt Servicing	0.00	0.00	0.00	0.00	0.00
Sewer Capital Expenditures	0.00	1,100,000.00	1,500,000.00	1,200,000.00	1,250,000.00
Transfer to Sewer Reserve	27,939.23	46,335.63	47,518.50	48,441.13	49,074.67
Collections for Others	1,365,143.19	1,447,825.96	1,520,217.26	1,581,025.95	1,628,456.73
TOTAL EXPENDITURES	6,679,059.52	7,103,625.46	7,934,831.51	8,936,558.62	6,261,293.54

SCHEDULE “B”

SCHEDULE “B” TO the Village of Kaslo 2023-2027 Five Year Financial Plan Bylaw
as amended by Bylaw 1296.

Pursuant to section 165 (3.1) of the Community Charter

Part A: Proportion of Total Revenue Proposed to Come from Each Funding Source

Table 1, below, shows the proportion of total revenue proposed to be raised from each funding source.

REVENUE SOURCES	Dollar Value (\$)	% of Total Revenue
Municipal Taxation	-\$ 778,112	11.7%
Sale of Services	-\$ 97,269	1.5%
Other Own-Source Revenue	-\$ 375,818	5.7%
Conditional & Unconditional Grants*	-\$ 3,048,455	45.9%
Net Transfers from Reserves & Surplus	-\$ 410,039	6.2%
Water & Sewer Utility Fees	-\$ 562,224	8.5%
Borrowing Proceeds	\$ -	0.0%
Collections for Others	-\$ 1,365,143	20.6%
	-\$ 6,637,060	100%

* May include unconfirmed grants.

Property value tax is the primary source of operating funds for general municipal purposes. Property taxation is simple to administer and offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis.

Sale of services and fees form another significant portion of planned revenue. Many municipal services such as utilities and recreation lend well to a fee for service basis. Costs can be associated to a level of service provided, particularly where services are optional.

Grant funding is an integral funding source for major capital and operating projects due to the Village's limited tax base and borrowing authority. Due to the extensive use of Community Works (Canada Community Building Fund) for many projects and projects identified in the Village's Corporate Strategy, grants form a significant source of funding for the Village in the Financial Plan. The Village also receives unconditional funds under the Strategic Community Initiative (Small Community grant) which provides a significant source of funds for operations and capital maintenance programs and acts as a funding bridge between revenue collection cycles.

The Village received \$480,000 through the COVID Rapid Restart Grant in 2020. The revised 2023 budget includes spending of up to \$153,000 to fund community development and infrastructure projects

SCHEDULE “A”

including the completion of Front Street Park, Kaslo Bay Park, Asset Management and capacity building, City Hall and public works facility upgrades, community planning.

The Village leases vehicles and equipment and secures debenture financing for portions of large, committed projects not funded by grants or other internal sources. The Village reviews all other funding options prior to financing, recognizing that borrowing constitutes a long-term commitment and because borrowing authority is limited for an organization of this size. No new borrowing for new equipment is planned for 2023. Long-term debt is now paid in full, leaving the Village ample capacity to complete future or unanticipated capital projects.

Other revenue includes sources of funds which do not fit another category and include donations, grants from non-government sources, investment revenue, permits and licensing.

Parcel taxes were established to fund the current and future capital costs of providing water and sewer infrastructure. Capital costs include the funding of capital asset depreciation over the life cycle of the asset to reduce the future borrowing and taxation requirements for future generations of property owners. The intention is to use these taxes toward the capital renewal, replacement and expansion of water and sewer infrastructure and direct user fees towards utility operation and routine maintenance.

Divestiture of select municipal properties and improvements surplus to the needs of incorporation, to boost both capital reserves and economic development is under review. The budget includes funding towards professional planning and engineering advice towards development of surplus municipal land.

The also Village is undertaking an Asset Management program, with the assistance of funding from the Federation of Canadian Municipalities. The program enables hiring additional administrative capacity to create a comprehensive asset registry, develop an asset management framework and train current staff. The Asset Management project will be completed in Fall of 2023, culminating in a new asset management plan. The plan will help inform next year’s 5-year financial plan and beyond.

Objective and Policies

Over the next five years, the Village has the following financial objectives and policies:

- to progressively enhance the funding of capital asset depreciation through reserve growth and stabilize tax and utility rates at appropriate levels.
- to develop a plan around municipal building asset management and divestiture, particularly with respect to heritage buildings that are fully depreciated and require unique capital reserve considerations;
- to actively seek grants for major infrastructure repair and replacement where possible;
- to routinely modernize and improve financial management, analysis and reporting;
- to annually review utility rates to ensure water and sewer operating and delivery costs are fully funded;
- to continually review the distribution of taxation between different property tax classes;

SCHEDULE “A”

- to review the Village’s land and lease portfolio with respect to potential income generation;
- to progressively move to fee and lease structures that at least cover the costs of operation, maintenance and insurance of the asset; and
- Support levels of staffing and succession planning that ensure satisfactory levels of public service and safely run utilities.

5-Year Capital Expenditure Plan

The 5-year financial plan includes the following capital projects. The Village leverages its own revenues and reserves to pursue infrastructure grant funding to complete the projects that are dependent on grants due to their size. Projects listed as “Not Funded” or “Partially Funded” means that the Village either already has, or intends to, apply for capital infrastructure grants in combination with building up reserve funds to acquire the funding needed for the project over the term of the 5-year plan.

SUMMARY OF CAPITAL PROJECTS IN THE 5-YEAR FINANCIAL PLAN				
Project	Project Budget	Target Completion	Funding Status	Source(s)*
Arena Fire Alarm System	\$ 147,740	2023	Funded	Grant + Reserve
Asset Management	\$ 75,000	2023	Funded	Grants + Operating
City Hall Upgrades	\$ 50,000	2024	Funded	Reserve
CRI (FireSmart)	\$ 321,497	2025	Funded	Grants
Electric PW Truck	\$ 93,444	2023	Funded	Grant + Reserve
EV Charging Station	\$ 10,000	2023	Funded	Grant + Reserve
Front Street Park	\$ 90,000	2024	Funded	Grant + Reserve
Kaslo River Dike Project	\$ 425,000	2024	Funded	Grant + Reserve
LED Streetlights	\$ 30,000	2024	Funded	Reserve
Moyie Beach Swim Dock	\$ 15,000	2023	Funded	Reserve
Planning Project	\$ 87,059	2024	Funded	Grants
Public Works Facility	\$ 89,000	2023	Funded	Reserve
Vimy Park	\$ 19,800	2023	Funded	Grant
Zero-Turn Mower	\$ 15,000	2024	Funded	Grants + Reserve
Active Transportation Plan	\$ 30,000	2026	Funded	Grants + Operating
EcDev Capacity Building	\$ 150,000	2025	Funded	Grants + Operating
Kaslo Bay Washroom	\$ 110,000	2024	Not Funded	TBD
Kemball Building	\$ 1,214,173	2024	Underfunded	TBD
Moyie Amphitheatre	\$ 260,000	2025	Partly Funded	Grants + Reserve
PRV 2 & 4 Replacement	\$ 300,000	2025	Not Funded	TBD
WTP UV Treatment	\$ 1,018,000	2025	Funded	Grants + Reserve
WWTP Plant Expansion	\$ 3,312,123	2025	Not Funded	TBD
Library	\$ 4,739,200	2026	Not Funded	TBD

SCHEDULE "A"

Paving Program	\$ 850,000	2026	Not Funded	TBD
Water Asset Management	\$ 1,577,441	2026	Not Funded	TBD
Sewer Asset Management	\$ 150,000	2027	Not Funded	TBD
Sewer Expansion Phase 2	\$ 2,300,000	2027	Not Funded	TBD

Part B: Distribution of Property Taxes among Property Classes

Table 2, below, provides the distribution of property tax among the property classes.

PROPERTY CLASS		RATIO	% TOTAL PROPERTY TAX	DOLLAR VALUE
1	Residential	1	84.8%	\$ 620,565.73
2	Utilities	10	2.0%	\$ 14,713.86
3	Supportive Housing	1	0.0%	\$ -
4	Major Industry	3.4	0.0%	\$ -
5	Light Industrial	3	0.3%	\$ 2,076.77
6	Business	2.45	12.8%	\$ 93,619.60
7	Managed Forest	3	0.0%	\$ -
8	Recreational/Non-Profit	1.07	0.1%	\$ 1,012.35
9	Farm	12	0.0%	\$ 11.69
TOTAL			100.0%	\$ 732,000.00

Tax rates are set to maintain tax stability and ensure that municipal revenues keep pace with the cost of business and responsible fiscal management. Although residential assessment grew over 29% over the previous year, light industrial and business assessment remained the same or saw a decrease in overall property value.

The Village recognizes the need to attract and retain businesses and industry for economic development and to not rely heavily on any one industry as a tax source. Council believes that its rates reflect that philosophy.

Part C: The Use of Permissive Tax Exemptions

The Village of Kaslo believes that Permissive Tax exemptions are an appropriate way to recognize the value of services provided to the community by non-profit organizations.

The Village's policy is to ensure that permissive tax exemptions are utilized to maximize the benefit of non-profit organizations for residential quality of life, with the following caveats:

- Where the Village leases property to the recipients of Permissive or Statutory Tax Exemptions, the Village expects these partners to recognize that this assistance, combined with nominal

SCHEDULE "A"

lease charges, can contribute to the inability of the Village to adequately fund capital reserves that support maintenance and capital repairs to those properties. These partners are expected to partner with the Village on grant pursuit for capital funds on an annual basis as appropriate;

- The Village will not consider Permissive Tax Exemption requests for Local Service or Parcel Taxes with respect to the water and sewer utility as the full cost of such exemptions would have to be covered by a balancing transfer from general operating to the sewer utility or by an increase in taxation to all other users within the service area;
- The tax exemption bylaw was renewed in 2021 for three years. Beneficiaries of the Permissive Tax Exemption were required to fill out an application form, demonstrate the benefit they provide to the community, and provide financial statements.

Part D: Proposed Transfers to or Between Reserve Funds

Table 3, below, summarizes the proposed reserve transfers for 2023, pursuant to section 165(9) of the Community Charter.

The 2023 budget includes the following transfers to or from reserve funds. Money transferred from reserve goes towards funding capital projects and improvements, including the completion of Front Street Park, A Avenue Watermain replacement, Water Treatment Plant upgrades, Kemball Building renovations, Arena upgrades, and energy efficiency upgrades.

FUND NAME	Opening Balance	Transfers To	Transfers From	Closing Balance
Canada Community Building Fund	\$192,783	\$30,000	-\$82,000	\$140,783
Climate Action Reserve	\$52,466	\$48,082	-\$25,344	\$75,204
Growing Communities Fund	\$0	\$919,000	\$0	\$919,000
Cemetery Care	\$90,274	\$1,000	\$0	\$91,274
Library Reserve	\$216,190	\$43,000	\$0	\$259,190
Aerodrome Reserve	\$128,446	\$0	\$0	\$128,446
Buildings, Machinery & Equipment Reserve	\$40,864	\$21,099	\$0	\$61,963
City Hall Reserve	\$60,901	\$5,000	\$0	\$65,901
Sewer Capital Reserve	\$147,154	\$27,939	\$0	\$175,093
Transportation Reserve	\$149,161	\$3,000	\$0	\$152,161
Water Capital Reserve	\$349,184	\$137,639	-\$52,172	\$434,652
Arena Property Reserve	\$98,887	\$15,000	-\$31,523	\$82,364
Contingency Reserve	\$124,485	\$0	\$0	\$124,485
Kemball Building Reserve	\$37,529	\$10,000	\$0	\$47,529
Public Arts Reserve	\$2,844	\$0	\$0	\$2,844
Recreation & Parks Reserve	\$178,282	\$32,004	-\$18,653	\$191,632
Sick Leave and Settlement Reserve	\$70,154	\$0	-\$16,732	\$53,422
	\$1,939,603	\$1,292,763	-\$226,424	\$3,005,942

SCHEDULE "A"

Some transfers to reserve recognize the deposit of conditional grants received by the Village, such as the Community Works (Canada Community Building Fund). The Growing Communities Fund was announced by the Provincial government earlier this year. The funds can be spent on a variety of capital and other projects but must first be placed in a dedicated reserve fund. The deposit of library and arena fundraising and donations is estimated in the above table because the amount will be variable over the year.

Any additional funds raised by the library will be deposited into a dedicated capital building reserve towards construction of the new library. Arena donations will be deposited to the Arena Capital Reserve to be used towards the Arena Upgrades project. Deposits to other funds are to build up the reserves for future maintenance and capital projects, which will be informed by asset management practices.

SCHEDULE “B”



REQUEST FOR COUNCIL DECISION

PREPARED BY: Karissa Stroshein, Legislative Clerk

DATE: November 10, 2023

SUBJECT: Association of Kootenay Boundary Local Government (AKBLG) Resolution

PURPOSE: To seek direction from Council regarding making an Association of Kootenay Boundary Local Government (AKBLG) Resolution.

OPTIONS:

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

1. **Direct staff to draft a resolution on _____(topic) for council to approve. *Staff will research and draft a resolution for the 2023.12.12 Regular meeting of Council.***
2. Do not proceed with an AKBLG Resolution. *No resolution will be submitted.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT council directs staff to draft an AKBLG resolution regarding _____ for council to approve.

ANALYSIS:

- A. **Background:** Annually the AKBLG calls for resolutions to give local governments opportunities to express concerns, share experiences and take a united position on topics that matter. The deadline for submissions is February 16, 2024. Resolutions endorsed at AKBLG are forwarded to UBCM for consideration at the UBCM Convention.
- B. **Discussion:** Council may choose to submit a resolution or not.
- C. **Attachments:**
 - AKBLG call for resolutions notice.
 - AKBLG writing guidelines.
- D. **Financial Implications:** Nil
- E. **Corporate Priority:** Political advocacy through AKBLG/UBCM resolutions should pertain to one or more of the Corporate Strategic Plan priorities.
- F. **Environmental Implications:** Nil
- G. **Communication Strategy:** Nil

CAO Approval: 2023.11.10

Hi!

This email is being sent to the CAOs and staff designated for AKBLG support that we have listed as contacts.

The AKBLG Resolutions Committee is gearing up for 2024 and is asking for your assistance in getting the Resolution process in your community onto your agendas early! Even though the deadline for resolution submission is not until **February 16th, 2024** – it will come faster than we think!! All resolutions must be endorsed by the Board or Council so it can take time to finalize submissions. We encourage all our members to closely review the best practises for resolution drafting or contact us for assistance. Last year we had to extend the deadline for resolution submission – but this year, we will be adhering to this deadline due to timing requirements for UBCM to review before our convention.

I have attached detailed information about the requirements for Resolution process as well as UBCM Best practices info. You will note on the guidelines attached, that AKBLG strongly suggests that supporting documentation be submitted together with the resolution.

This year, the Resolutions Committee will also be hosting an informal virtual “roundtable” which will be an opportunity for elected officials to discuss their ideas for resolutions that they would like to bring forward to their Board/Council but who may wish to talk to our committee members for wording suggestions, resolution development, etc. **This session will be held on NOVEMBER 15th at 6:00pm PT/7:00pm MT.** Everyone is welcome to attend and a zoom link will be sent out in an email to elected officials following this message.

If you have any questions at all, please don’t hesitate to contact me at admin@akblg.ca or Aidan McLaren-Caux, Resolutions Committee Chair at resolutions@akblg.ca.

Thanks!

Linda

Linda Tynan
Executive Director
AKBLG
250.551.5215



October 26, 2023

Hello AKBLG members,

On behalf of the Resolutions Committee for AKBLG, I wanted to reach out to our fellow elected officials to encourage you start the process of crafting your resolutions for our annual convention coming up in April. Building off the momentum of a successful UBCM conference last month in Vancouver, we hope that inspired you to continue developing your ideas for next year.

With so many newly elected members of councils and regional boards this term, I want to highlight the importance of the resolution process, starting at your local tables, working through the area associations like AKBLG, then finally to the provincial level at UBCM. One of the key strengths of our membership is leveraging our voice as only one of five associations in the province.

Don't wait until the last minute and rush to get your resolutions in. Start the conversations now among your staff and colleagues; the deadline for submission will arrive sooner than you might think. To that end, the Committee will be offering informal workshops between now and then to help you work through your ideas and discuss them amongst your peers.

Please feel free to get in touch with me and the committee if you have any questions about the process, and we would be happy to help.

Thank you for your time and for your service to your communities. We will look forward to another excellent round of resolutions in a few short months!

Aidan

Aidan McLaren-Caux
Chair
AKBLG Resolutions Committee
Councillor, Village of Nakusp



CALL FOR RESOLUTIONS

The main forum for UBCM policy making is the **annual resolutions cycle** and this is an opportunity for local governments of all sizes and from all areas to express concerns, share their experiences and take a united position. This is the first call for resolutions from AKBLG. Resolutions must be submitted to AKBLG by **February 16, 2024.**

It is time to start thinking about resolutions and to have them endorsed by your local government.

Please remember:

- Resolutions are only accepted from AKBLG member local governments and **must have been endorsed by the board or council.**
- Resolutions **must be relevant to other local governments within AKBLG** rather than specific to a single member government.
- UBCM encourages all members to submit resolutions first to Area Associations for consideration. Resolution sponsors should be prepared to introduce their resolutions at the AKBLG Resolutions session.
- Each resolution **should** include a separate backgrounder that is a maximum of 3 pages and specific to a single resolution. The backgrounder may include links to other information sources and reports.
- Resolutions may be combined with other, similar resolutions from other local governments if each local government agrees to co-sponsorship.
- All resolutions, along with any supportive background information, shall be sent to the AKBLG office BY **FEBRUARY 16, 2024.**
- Resolutions should be forwarded by email to resolutions@akblg.ca
- Receipt of emailed resolutions will be confirmed by return email.
- Resolutions should be written in accordance with the UBCM Writing Guidelines (attached to this email).

Resolutions Preparation Assistance:

If you have questions regarding resolution preparation please contact the AKBLG Resolutions Chair, Aidan McLaren-Caux at resolutions@akblg.ca or the AKBLG Executive Director at admin@akblg.ca. **We are ready to assist you to draft impactful resolutions.**

Thank you,

Your AKBLG resolutions committee,

Aidan McLaren-Caux (Chair), Kyle Hamilton, Kevin McIsaac, Erin Palashniuk, Wesley Routley



Writing Guidelines for Resolutions

1. Structure of a Resolution

All resolutions consist of a preamble and an enactment. The preamble describes the issue and the enactment outlines the action being requested. A resolution should answer three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

Preamble

The preamble begins with "WHEREAS", and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment

The enactment begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by UBCM.

Keep the enactment as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

2. Writing Tips

(a) Address one subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is too complex for them to understand quickly.

(b) Use simple, action-oriented language and avoid ambiguous terms.

Explain the situation briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated wording or vague concepts.

(c) Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully.

Submit background information in one of the following two formats:

i. Supplementary Memo

A brief, one-page memo from the sponsor local government, which outlines the background that led to the adoption of the resolution by the council or board.

ii. Council/Board Report

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential information and submit it with the resolution.

Resolutions submitted without background information will not be considered until the sponsor has provided adequate background information.

(d) Construct a brief, descriptive title.

A title identifies the intent of the resolution and is usually drawn from the "enactment clause". For ease of printing in the Resolutions Book and for clarity, the title should be no more than three or four words.

(e) Check legislative references for accuracy.

Where necessary, identify:

- the correct legislation, including the title of the act or regulation
- the correct jurisdictional responsibility (responsible ministry or department, and whether it is provincial or federal)

(f) Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC regional districts and municipalities.



Kaslo Racquet Club

P.O. Box 485

Kaslo, BC V0G 1M0

Phone: 250-353-2258

Email: kasloracquetclub@gmail.com

October 25, 2023

Village of Kaslo
Box # 576
Kaslo, BC V0G-1M0

Attn: CAO Ian Dunlop

Dear Mr. Dunlop:

RE: KASLO RACQUET CLUB / PHASE 2 PROJECT / FENCED SHELTER & STORAGE BUILDING

KRC & VOK Staff had a very useful meeting with the Arena management on Oct 10, 2023. At that meeting and on behalf of KRC, we expressed concerns with respect to the uncertainty of the Fire Smart logging project as it relates to our desire to take advantage of any possible funding available. We therefore requested that KRC be allowed to proceed with site preparation independently. If my recollection is correct, it was indicated that this should not be a problem. May we have confirmation of this, please.

To follow up on that, we would like to provide a little more detail on that activity for your information.

In the upcoming grant season, it may be possible that KRC will be granted funds just for the site preparation and, accordingly, we will describe that activity separately as below.

SCOPE OF WORK: See KRC Dwg #22/23 PH2 SITE#1 / 01, 22 OCT 2023.

- 1) Clear scrub brush and small trees in area marked in Green on the drawing.
- 2) Remove stumps and organics from site.
- 3) Rough level whole area, +/- 6 inches of existing court elevation.
- 4) Call KRC requesting final inspection & sign off for payment.

A detailed Work Plan with Safety Plan will be issued prior to and as a part of the Contract.

Hoping you will find this sufficient for KRC to proceed with obtaining quotations & selecting a vendor.

Please advise us of any concerns or comments. Thank you.

Yours sincerely,
KASLO RACQUET CLUB

Mabel Russell, President

pub number	date	revise	drawn by	checked by	file name	total sheets	sheet numbers
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Site Plan

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Kasho, BC
VOG 1 MO

Proposed Court Revisions

Kaslo Racquet Club

12468

extent

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REFERENCES

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1-800-451-2500





REQUEST FOR COUNCIL DECISION

PREPARED BY: Ian Dunlop, CAO

DATE: November 12, 2023

SUBJECT: Kaslo Raquet Club Phase 2 Project

PURPOSE: To seek Council approval for the Kaslo Racquet Club (KRC) to proceed with site preparations for Phase 2 of their site improvements.

OPTIONS:

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

1. **Authorize the work. *KRC will be advised that they can proceed with site preparation and applying for grant funding.***
2. Do not authorize the work. *KRC cannot proceed with site preparation at this time.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT Council approve allowing the Kaslo Racquet Club to proceed with site preparation work as outlined in their October 25, 2023 letter.

ANALYSIS:

- A. **Background:** The KRC recently completed Phase 1 of improvements to the courts on Arena Avenue, which included resurfacing the courts and creating new Pickleball courts. The next phase involves expanding the fenced area and constructing a storage building. The KRC would like to level and clear a portion of their leased area to enable Phase 2 of their site improvements.
- B. **Discussion:** There is still some uncertainty around potential logging/clearing of the slope behind the courts for FireSmart activities. Due to the difficult terrain and presence of power and water utilities. Revenue from logging cannot cover the cost, so the FireSmart activities are delayed until funding availability in 2024. In the meantime, KRC would like to initiate clearing and levelling of their leased area in preparation for Phase 2. The clearing work should only make accessing the site for FireSmart work easier, so there is a mutual benefit. But construction of any new structures or fencing should not begin until the FireSmart work is sorted.
- Phase 2 was originally to include a washroom for KRC users, but the Village recently facilitated discussion between the Arena Board and KRC to use the arena foyer washrooms, which eliminates the need for a new publicly-owned washroom and associated future maintenance costs.
- C. **Attachments**
- i. Letter and site plan from KRC
- D. **Financial Implications:** KRC has not asked for funding at this time.
- E. **Corporate Priority:** Fostering partnerships with non-profit service providers (operators of municipally-owned facilities) is a strategic priority.
- F. **Communication Strategy:** Nil



REQUEST FOR COUNCIL DECISION

PREPARED BY: Karissa Stroshein, Legislative Assistant

DATE: November 1, 2023

SUBJECT: Kaslo and Area D Arena Property Reserve Fund Expenditure – Toilets

PURPOSE: To seek Council approval for expenditures from the Pearson memorial funds.

OPTIONS:

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

1. **Authorize the reserve expenditure.**
2. Do not authorize the reserve expenditures.
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT funds to cover the \$5,532.65 purchase of new toilets be drawn from the Murray Pearson Family donation funds held by the Village.

ANALYSIS:

- A. **Background:** The Kaslo and District Arena Association replaced and upgraded the toilets at the arena. Labour for the installation by a qualified person was donated.
- B. **Discussion:** The Arena Association wishes to use the funds donated by the Pearson family to cover the costs for the new toilets in the washrooms. The funds received from the Pearson family in 2022 are currently held outside of the Kaslo and Area D Arena Reserve Fund so that the funds are not subject to the reserve fund requirements.
- C. **Attachments**
 - i. Ace Building Centre Invoice
 - ii. Kaslo & District Arena Association Minutes
- D. **Financial Implications:** As of June 30, 2023 there was \$ 115,739.25 in the Kaslo and Area D Arena Reserve Fund plus another \$100,000 in Murray Pearson Family donated funds held outside of the reserve fund.
- E. **Corporate Priority:** Supporting arena improvements is a Corporate Strategic Priority.
- F. **Communication Strategy:** Nil

CAO Approval: 2023.11.10



Sold to	Ship to
KASLO & DIST. ARENA (KASARE), KASLO & DISTRICT ARENA	KASLO & DIST. ARENA (KASARE), KASLO & DISTRICT ARENA
BOX 543	BOX 543
KASLO	KASLO
V0G 1M0 (250) 353-2855	CANADA
	V0G 1M0 (250) 353-2855

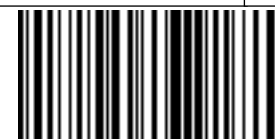
Date		
08/30/2023 10:23:29 AM	Invoice	102046338
	Order	0010661
Salesperson	Jo D.	Page 1
Customer	3532855	
Reference	TOILETS FOR RINK	
Purchaser		

Item	Description	Quantity	U/M	Unit price		Amount
002-2913	TOILET ADA WHITE TTG CADET3 ETA AUG 24-25 CALL JO WHEN IN 250-353-3409 PLEASE LEAVE ON A PALLET WE WILL TAKE TO RINK FOR THE ARENA	13.000	EA	379.990		4939.87 FP

I agree to pay a 2 % monthly late fees on every past due account. Any purchased merchandise remains the property of the retailer until it is paid in full.

Any claim should be done within 30 days of the purchase. Returned special orders are subject to acceptance by the store and to returning fees

	Sub total	4939.87
(122373905)	G.S.T. 5%	246.99
(122373905)	P.S.T. 7%	345.79
	Total	5532.65
	Deposit / Payment	0.00
	Balance due	5532.65



102046338

Kaslo & District Arena Association

Board Meeting Agenda Date: Monday October 2 ,2023

Present to the meeting: Molly, Josh (Director), Jo, Blair, Nate, Conner, Rogan, Damon.

1. **Call to order** – 7:00 pm
2. **Adoption of the Agenda**

THAT the agenda for the 2023.10.30 KDAA Board Meeting be approved as presented

Carried

3. **Adoption of the Minutes**

THAT the minutes of the 2023.10.02 KDAA Board Meeting be approved as presented

Carried

4. **Unfinished Business**

- Hockey Night In Kaslo- Friday Nov.24th. The event will be 6:00 -7:15 pm skate followed by 7:30 - 9:00 pm Game (Burners vs Ainsworth). Admission by donation thru the spectator entrance and no outside alcohol. Pris will be selling food and Chole will be selling beer.
- Renting out the lobby Bathrooms in the offseason. We would ask for them to pay for power bill and for the bathrooms to be cleaned.
- Minor hockey asked if we will be willing to split the bill for vinyl dividers. The purpose is to hoist tournaments so that two games can happen at the same time. Price is \$3,277.30. Our share would be \$1,638.65.

Resolution

- Kaslo and District Arena Association request reimbursement from the village of Kaslo in the amount of \$5,532.65. for the purchase of the toilets. Reimbursement to be from Pearson donation.

Moved and Carried

- Advertise Christmas schedule. Christmas hours Dec.25/ 26/ Jan 1 will be closed. Dec. 27/28/29 open for 2 hours for public skate.

- Zeb to fix website calendar “busy”, just need more clarification and information.
- Fundraiser for Minor Hockey for donation of a logging truck. All money raised goes into MH. Ask Jeff
- The Logger sports committee was wondering if the arena board wanted to take on the beer gardens for logger sports for May Days. The golf course does not want to take it on anymore. We wanted to ask the golf course what exactly we need to do IE: volunteers, serve it right, fencing, signage before committing to it.

5. **Treasurer’s Report**

Receive financials

Carried

6. **Next Meeting** - Monday Nov.27 , 2023

7. **Adjourn-** 7:50 pm

Karissa Stroshein

Subject: Regional Invasive Species Working Group

From: Laurie Carr <lcarr@ckiss.ca>
Sent: Thursday, November 2, 2023 4:59 PM
To: Mayor Hewat <mayor@kaslo.ca>
Subject: Regional Invasive Species Working Group

Dear Mayor Hewat,

I am reaching out to you with regards to a Village of Kaslo appointee to the new CKISS Regional Invasive Species Working Group (RISWG). I was excited to learn you will be joining the group as an appointee for the RDCK. Did you also want to appoint a Village staff or councillor to the group or will you be able to speak on behalf of Kaslo as well?

I am checking to ensure I have all the contacts for the group so I can schedule a meeting. Thanks again for joining!

Cheers,

Laurie Carr

Development Coordinator



My workdays are: Tuesday to Thursday

Office: 1 (844) 352-1160, ext 210 | www.ckiss.ca

Mailing address: Suite 19-622 Front Street, Nelson, BC V1L 4B7

Office address: 614 Josephine St., Nelson, BC V1L 1W7

For a list of staff contacts, please refer to the [CKISS website](http://www.ckiss.ca)



REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: October 26, 2023

SUBJECT: Application for CBT Wildfire Resiliency Initiative Funding – Youth FireSmart Program

PURPOSE: To seek Council authorization for an application for funding to continue the Youth FireSmart Program

OPTIONS:

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

1. **Authorize the application. A funding decision is expected in January 2024.**
2. Do not authorize the application. *The application will be withdrawn.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT the Village of Kaslo authorize an application to the Columbia Basin Trust Community Resiliency Investment Program – Columbia Basin Wildfire Resiliency Initiative for funding to deliver a Kaslo Youth FireSmart Program in 2024.

ANALYSIS:

- A. **Background:** The Village of Kaslo has been working for several years to reduce wildfire risk locally. Grant funding from the Columbia Basin Trust's Community Resiliency Investment Program – Columbia Basin Wildfire Resiliency Initiative can be used to build community capacity and continue this work. The proposed grant funding will support the continuation of the seasonal Youth FireSmart Coordinator position that was created in 2023. A Council resolution is required to authorize the application.
- B. **Discussion:** The program application deadline was November 2, 2023. The application was not prepared in time to obtain Council approval prior to submission. The Columbia Basin Trust (CBT) has indicated that Council approval can be provided after the fact – if Council chooses not to support the application it will be withdrawn.
- C. **Attachments:**
 - Village of Kaslo 2024 Youth FireSmart Program grant application
 - Project summary
 - Project budget
- D. **Financial Implications:** The program provides 100% grant funding, with no cash contribution required from the applicant. The Village will provide in-kind project management and supervision, with an estimated value of approximately \$3,300. Administration costs of \$2,500 are being requested as part of the grant activities.
- E. **Corporate Priority:** Working towards making Kaslo a FireSmart community was identified as a priority in the Village's 2023-2026 Strategic Plan.

- F. **Environmental Impact:** Promoting FireSmart approaches to wildfire mitigation will help to protect the Village of Kaslo and area from the impacts of climate change.
- G. **Communication Strategy:** Development of a communication strategy will be part of the project.

CAO Approval: 2023.11.10

APPLICANT INFORMATION SECTION

Organization Legal Name	Village of Kaslo
Mailing Address	PO Bocx 576
City	Kaslo
Province	BC
Postal Code	V0G 1M0
Signing Authority Name	Catherine
Last Name	Allaway
Phone Number	(250) 353-2311
Email Address	allaway@kaslo.ca
Is Signing Authority same as the Project Contact?	Check if Signing Authority information is the same as the Project Contact information.
Primary Contact Name	Catherine
Primary Last Name	Allaway
Phone Number	(250) 353-2311
Email Address	allaway@kaslo.ca

PROJECT DETAILS SECTION

Project Title (Limit of five words)	Kaslo Youth FireSmart Program
Project Location	Village of Kaslo
Estimated Start Date	April 15, 2024
Estimated Completion Date	December 31, 2023

<p>What Project Category does your project fit? (select all that apply)</p>	<p>1. activities related to the seven FireSmart disciplines;, 2. fuel management demonstration, innovation or maintenance project;, 4.capacity-building activities related to Categories 1, 2 and 3 above.</p>
<p>What will your project do to build wildfire resiliency and reduce wildfire risk in your community? How will this be achieved and how will the proposed activities support your community(ies)' longer-term capacity to manage wildfire risks and solutions?</p>	<p>This project will build on the success of the 2023 Youth FireSmart program which introduced the FireSmart principles to the younger generation in Kaslo. Engaging youth in FireSmart activities provides them with scientifically-based knowledge about wildfire risk and strategies for mitigation. Today's youth are the decision makers of the future and providing them with a solid understanding now will ensure that a FireSmart lens can be applied to their future choices. The program also provides an opportunity for youth to take concrete action in the face of climate change, taking part in fuel treatment demonstrations. This promotes a sense of agency which is critical to mental health, particularly for young people who are not yet fully independent. Teaching youth to rely on evidence-based solutions for the challenges they face prepares them to be effective leaders and will help them to create the resilient communities of the future.</p>

<p>Why is your organization best suited to deliver this project?</p>	<p>Kaslo has been working on wildfire risk reduction activities since 2010, with considerable progress made since 2018. In 2023, the Village piloted a Youth FireSmart program, with financial assistance from the Trust, that was very well-received by the community. Continued support of the program for 2024 would build on the existing momentum and allow for the delivery of more activities that engage residents of all ages in FireSmart activities. The Village anticipates being able to find alternate sources of funding to support the program beyond 2024.</p>
<p>Describe any partnerships (government, non-profit or private) that supported the development of your project, or that will support its implementation.</p>	<p>For the past 5 years, the Village of Kaslo, through the FireSmart Resiliency Committee working group, has been strengthening relationships with the RDCK, BCWS, local trail user groups, FireSmart neighbourhoods, and the Kaslo & District Community Forest to work together on reducing wildfire risk and promoting resiliency. Through the Youth FireSmart program the Village has been able to increase the amount of collaboration with the school, the Kaslo & Area Youth Centre and the Youth Climate Corps, bringing awareness about FireSmart principles to a younger audience. Working with the Kaslo Saturday Market and the Kaslo Jazz Fest we have been able to reach a wide audience including visitors to the area as well as local residents.</p>

Describe how the communities benefiting from this project were involved in identifying priorities and plans for wildfire resiliency and risk mitigation, and how this project will address these priorities/plans.	The Kaslo & Area FireSmart Resiliency Committee working group has met over the past two years to discuss and identify priority activities. These include the development of a new CWRP to replace the outdated CWPP and establish an action plan for the coming years. The Youth FireSmart Coordinator will participate in this process and provide input on how to bring awareness about FireSmart principles and strategies for community resiliency to the next generation.
Does your project address any identified wildland urban interface (WUI) risks (e.g. adjacent to critical infrastructure, within 1km of valued assets, within 2km of community, easily accessible)? Explain.	All proposed activities will be delivered within the Kaslo WUI, as identified in the 2016 CWPP.
Have you applied/are you applying to other Community Resiliency Investment (CRI) programs (within the last year) for any activities that are also included in this application?	Yes
COMMUNITY RESILIENCY	
CRI Program	Activities for which you have requested funding
FireSmart Community Funding & Supports (FSFC)	Development of a CWRP, FireSmart Coordinator, Fuel management implementation, FireSmart Committee, Outreach & education
UBCM BCWS FireSmart Economic Recovery Initiative	
Community Forest Association BCWS Economic Recovery Initiative	

Crown Land Wildfire Risk Reduction / Forest Employment Program	
Forest Enhancement Society of BC	
Does your project include creating or updating a fuel management prescription?	No
Does your project include creating or updating a burn plan for local government-owned or First Nations land?	No
Does your project include treatment of wildfire fuel accumulation?	No
Does your project include a FireSmart education event?	Yes
Please describe the event.	The program will encompass at least 2 FireSmart education events and opportunities including a booth at the local farmers market, Village of Kaslo birthday through the spring and summer season.

WORKPLAN

Activity	Overseen by	Start Date	End Date
Recruit & hire Youth FireSmart Coordinator	Village of Kaslo Staff	March 15, 2024	April 15, 2024
Develop youth involvement plan	Youth FireSmart Coordinator	April 15, 2024	August 31, 2024
Participate in FireSmart Resiliency Committee working group meetings	Youth FireSmart Coordinator	April 15, 2024	August 31, 2024
Host minimum 2 FireSmart events	Youth FireSmart Coordinator	May 15, 2024	August 31, 2024
Develop social media content	Youth FireSmart Coordinator	May 15, 2024	August 31, 2024

Complete project reporting	Village of Kaslo Staff	August 31, 2024	December 31, 2024
PROJECT BUDGET SECTION			
Contract Fees and/or Staff Wages			
Cash Budget Item		Total Amount Required	
FireSmart Youth Coordinator		16100	
Social media mentorship		2000	
Project administration		3000	
Subtotal Contract Fees Budget		\$21,100.00	
Marketing and Communications			
Cash Budget Item		Total Amount Required	
Outreach material		2500	
Events budget		5000	
Subtotal Marketing and Communications Budget		\$7,500.00	
Training Costs			
Cash Budget Item		Total Amount Required	
Professional development opportunity		3000	
Subtotal Training Budget		\$3,000.00	
Capital Costs			
Cash Budget Item		Total Amount Required	
Computer & accessories		1000	
Subtotal Capital Budget		\$1,000.00	
Other Costs Budget			
Cash Budget Item		Total Amount Required	
Subtotal Other Cost Budget		\$0.00	

TOTAL PROJECT CASH BUDGET		\$32,600.00
REVENUE SOURCES		
Source Name	Confirmed (Y/N)	Amount
Columbia Basin Trust	No	32600
TOTAL CASH REVENUE		\$32,600.00
FINAL STEPS SECTION		
Describe what contributions are being made to the project other than cash. In-kind contributions are goods or services donated to your project from another organization or individual that you would have otherwise had to pay for.	Village of Kaslo will provide in-kind staff support for orientation, project management and administrative support valued at \$3,300	
What is the main, and first way you heard about this program?	Direct from Trust staff	
Would you like to receive email correspondence from the Trust?	No	
Facebook	https://www.facebook.com/KasloBC	
How do you like to receive news and hear updates from the Trust?	Direct from Trust staff, Email from the Trust	
I have read and agree to the declaration above.	I Agree	
Date	November 6, 2023	
Applicant Name	Ian Dunlop	
Applicant Title	Chief Administrative Officer	

REQUEST FOR COUNCIL DECISION

PREPARED BY: Legislative Clerk and CAO

DATE: November 10, 2023

SUBJECT: Kaslo & Area Chamber of Commerce Light Up Christmas Tree

PURPOSE: To seek Councils direction on the Kaslo & Area Chamber of Commerce request for a Christmas Tree.

SUMMARY: For the past 3 years, the Village of Kaslo has procured and erected a Christmas tree in Front Street Park as part of the community holiday light up event in the downtown core.

OPTIONS:

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

1. **Direct staff to find an alternative solution to cutting down a tree within the municipality.**
2. Direct staff to notify the Chamber that the Village will not help with the Christmas Tree. *The Chamber will have to find another solution for their request.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT Council directs staff to contact the Kaslo and District Community Forest Society Road and Yellowhead Bridge to inquire if they could supply a tree for Christmas Light Up.

ANALYSIS:

- A. **Background:** Two of the three previous years a Christmas tree was supplied to the Village from a private source and last year one was found within the municipality on village land.
- B. **Discussion:** The Village of Kaslo's Tree Policy states that two trees are to be planted for every tree cut down and there is a limited number of trees suitable as a Christmas tree within the municipality. So, we have to question whether taking down a healthy tree within the Village for this purpose is sustainable, when there may be other options.

The Kaslo & District Community Forest should be approached to see if they can source a suitable tree. If they can bring the tree to a site with road access, such as their licensed area near the Aerodrome, the public works crew can pick it up and install it at Front Street Park. YRB may also come across suitable trees that can justifiably be removed to improve highway safety and visibility, and likewise, our crew can pick it up and install it. Either of these measures builds cooperation towards a common cause and improves the sustainability of the Christmas tree program.

- C. **Attachments:** Light-up requests from the Chamber of Commerce (Email).
- D. **Financial Implications:** Public works labour and equipment costs.
- E. **Corporate Priority:** A shared strategy for sourcing a suitable Christmas tree sustainably aligns with the over-arching theme of climate action in the Corporate Strategic Plan.
- F. **Environmental Implications:** Cutting a healthy tree down every year from municipal land within the municipality is not a sustainable practice unless the tree is deemed a hazard or identified for removal through the FireSmart program.

CAO Approval: 2023.11.10

Karissa Stroshein

Subject: Light up requests

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

From: Karma halleran <karma@pennywiseads.com>

Sent: Wednesday, October 18, 2023 1:50 PM

To: Karissa Stroshein <admin@kaslo.ca>

Cc: Cassie Gerretsen

Subject: Light up requests

Hi Karissa,

The Chamber would like again to request that the Village:

- 1) Raise the Lightup Banner by the river by the 10 of November
- 2) find, raise and decorate a Christmas tree for Front st Park, by nov 27
- 3) and please email me the application form to have a bonfire on the library lot

Thank you

Karma

K Halleran,
Publisher

REQUEST FOR COUNCIL DECISION

PREPARED BY: Ian Dunlop, CAO

DATE: November 12, 2023

SUBJECT: RDCK UBCM Complete Communities Grant Application

PURPOSE: To seek Council approval for the Village of Kaslo to partner with the RDCK and other area municipalities in a joint application to the UBCM Complete Communities Initiative.

OPTIONS:

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

1. **Approve partnering with RDCK on the application to UBCM Complete Communities Initiative.**
RDCK will be advised of the Village's participation in the grant application.
2. Do not approve partnering. *The Village will not participate in the grant application and the scope of the RDCK's project will not include Kaslo.*
3. Refer back to staff for further review and report on other options, such as the Village of Kaslo submitting its own application to the program.

RECOMMENDATION:

THAT Council provide approval for Regional District of Central Kootenay (RDCK) staff to submit an application to the Union of British Columbia Municipalities (UBCM) Complete Communities Program, in support of growth management planning, for the full amount of eligible costs, and that such funding be received and managed by the RDCK on behalf of the Village of Kaslo.

ANALYSIS:

- A. **Background:** RDCK staff canvassed area municipalities in August to see if there was interest in partnering on an application to the UBCM Complete Communities program. This was followed up with a conference call earlier this month that included RDCK, Nelson, Creston, Slokan, Salmo and Kaslo. The program aims to build on previous work such as the Housing Needs Assessment and Housing Action Plan on regional growth management.
- B. **Discussion:** By participating in this initiative, the study will look at boundary and service expansion in fringe areas, meaning that for Kaslo, the relationship between the Area D communities bordering on Kaslo and the Village itself will be considered. This could include transportation linkages, water provision and land use issues of joint interest.
- RDCK staff indicate that the project will largely be a mapping/GIS exercise to analyse data towards making planning decisions. A summary of the November meeting is included in the attached material. The municipal participants emphasized that there must be active involvement by the municipalities in the project, not that it just be led by the RDCK.
- C. **Attachments**
- i. Report to RDCK board
 - ii. Emails from Dana Hawkins, RDCK Planner
 - iii. UBCM Complete Communities Program information
- D. **Financial Implications:** The RDCK is eligible for \$150,000 in funding plus an additional \$50,000 for each partnering municipality. There is no financial contribution required directly from the Village but some staff time will be needed to review information, attend online meetings and provide input.
- E. **Corporate Priority:** Exploring options for boundary and service expansion is a strategic priority.
- F. **Communication Strategy:** Nil



Board Report

Date of Report: September 27, 2023
Date & Type of Meeting: October 19, 2023 Open Regular Board Meeting
Author: Dana Hawkins, Planner
Subject: UBCM Complete Communities Program
File: 10-5200-20-CCP Complete Communities Program
Electoral Area/Municipality: All Electoral Areas / Municipalities

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to recommend that the Board support a funding application to the UBCM Complete Communities program for regional growth management planning. The proposed project will build on previous work such as the Regional Housing Needs Assessment and Housing Action Plan (HAP) and facilitate one of the recommended actions of the HAP – growth management planning. Staff are recommending a regional application in partnership with interested member municipalities and First Nations.

SECTION 2: BACKGROUND/ANALYSIS

2.1 Background

Housing Action Plan

Safe, affordable, and inclusive housing is vital to societal, economic, and individual health and well-being of Central Kootenay communities and residents. Unfortunately, safe, affordable, and inclusive housing is increasingly difficult to find. On May 18, 2023 the Board endorsed the Housing Action Plan (HAP). The HAP includes recommended actions for the RDCK to provide support and reduce barriers for affordable housing development across the region.

One tool recommended by the HAP with high impact is growth management planning covering the entire region to ensure efficient expansion of servicing and infrastructure in line with long-term community development goals. The RDCK can identify key areas for targeted residential growth in rural areas considering:

- Co- location of housing with social and physical infrastructure;
- A diversity of housing options in growth areas close to amenities, services, and transportation networks; and,
- Alignment of long-term water and servicing requirements with housing needs and long-term objectives.

2.2 Grant Application

Complete Communities Program

The intent of the Complete Communities program is to support local governments and modern Treaty First Nations to enhance their ability to make evidence-based land use planning decisions through assessments of their current community completeness. This consists of analysis and identification of strengths, opportunities, challenges and potential actions that align with identified community goals and support creating more complete communities as well as an implementation plan.

The Complete Communities program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$150,000.00. Funding requests for regional projects may be submitted as a single application for

eligible collaborative projects. In this case, the maximum funding available would be up to \$150,000 in base funding plus up to an additional \$50,000 for additional eligible applicants up to \$500,000. The application deadline is January 12, 2024.

Complete Communities

Complete communities are communities (or areas within a community) which provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a connected and compact area. Creating more complete communities can support a range of identified community goals and offer many interrelated benefits, including:

- More housing and transportation options;
- Increased walkability, accessibility, age-friendliness, and equity;
- Greater efficiency with servicing and infrastructure;
- Environmental sustainability, including reduced GHG emissions, largely from transportation; and,
- Preservation of the natural environment by reducing sprawl.

All communities have the potential to be more complete, regardless of their existing context and physical characteristics. In a small town, a town centre might form the main hub of daily needs, with most housing nearby. In a regional district, complete communities could be the hubs that are part of a connected regional network.

Proposed RDCK Application

Staff propose utilizing the Complete Communities program to implement the growth management planning recommended tool of the HAP. The complete communities analysis can identify areas to focus growth in the RDCK that are that are socially, economically and environmentally sustainable for generations to come. The resulting report can identify growth nodes and provide direction on supporting proposed growth such as asset management, servicing and transportation. Staff see an opportunity to work with our member municipalities and First Nations and undergo a growth management planning exercise region wide that has never been done before. Staff have contacted all member municipalities and the Yaqan Nukiy and determined there is interest in a regional project. Working regionally would fulfill another recommendation of the HAP.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Financial Plan Amendment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Debt Bylaw Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Public/Gov’t Approvals Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

The Complete Communities program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$150,000.00.

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

None at this time.

3.3 Environmental Considerations

Creating more complete communities can benefit the environment by reduced GHG emissions (largely from transportation) and preservation of the natural environment by reducing sprawl.

3.4 Social Considerations:

Using complete communities as a lens to assess future growth aims to provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a connected compact area.

3.5 Economic Considerations:

Allowing for a more diverse mix of land uses, including residential use, can increase the livability of a community through better access to services, jobs, and amenities. It encourages economic investment and promotes more efficient use of infrastructure.

3.6 Communication Considerations:

Should the project proceed, an engagement plan would be made.

3.7 Staffing/Departmental Workplan Considerations:

Staff propose the project be led by a consultant with the Planner 2 as project manager. The project will require GIS staff involvement.

3.8 Board Strategic Plan/Priorities Considerations:

‘Partner with our member communities to leverage the skills in the Region to ensure valuable work is done by those who do it well.’

SECTION 4: OPTIONS & PROS / CONS

4.1 Summary

The RDCK Board passed a resolution endorsing the Housing Action Plan, which includes actions the RDCK can take to address housing needs. Staff recommend implementing one of the suggested high impact tools within the plan – growth management planning. Staff have identified a grant opportunity to fund 100% of the project with the opportunity to partner with interested member municipalities and First Nations.

Staff recommend that the Board support a regional funding application to UBCM Complete Communities program for region wide growth management planning.

4.2 Options

1. Support Grant Application

That the Board direct staff to apply to the UBCM Complete Communities Program for growth management planning.

2. No Further Action

That the Board take no further action with respects to the UBCM Complete Communities Program.

SECTION 5: RECOMMENDATIONS

That the Board direct staff to apply to the UBCM Complete Communities Program for growth management planning.

Respectfully submitted,
Dana Hawkins, MCIP, RPP

CONCURRENCE

Approved

Approved

Approved

Email from Dana Hawkins, RDCK, November 9, 2023

RE: Complete Communities Initiative – Regional Funding Application Update (Post-meeting)

Hello,

Thank you to everyone who joined our call yesterday. As a follow up I committed to sharing the results of the meeting with everyone and next steps.

Meeting Summary

- There was an aligned interest in a joint application for cooperative planning between municipalities and nearby rural communities and growth management planning. - Especially focused around planning for future servicing provision and connecting neighbouring communities.
- It was noted the 100% funding and timing may be a good opportunity to support Official Community Plan updates which will be required by the Province every 5 years.
- It is expected a successful application would go to tender for a consultant.
- The timeline of the grant is a one year period from signing an agreement with UBCM est. March 2024 - March 2025.
- Before an application is made the level of municipal involvement needs to be clarified. - Balancing requirements on municipal staff time with ensuring each partner is getting a useful result for their community.

Next Steps

- Attendees agreed to brief their Elected Officials in advance of the Nov 16th RDCK Board meeting. – Speaking notes were requested and I've included some below.
- I will follow up again with this group after the Board meeting with any Board direction. (if you do not wish to receive further emails on this topic just let me know).
- As a reminder those interested in a joint application will need to provide a Council resolution in advance of the January 12, 2024 application deadline (sample wording is in the previous email below).

Speaking Notes

- 100% funding of \$150,000 and an additional \$50,000 per partnering community up to \$500,000 for a complete communities assessment.
- *What are complete communities?* Communities – or areas within a community – which provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a 15-20 minute walk. All communities have the potential to be more complete, regardless of their existing context and physical characteristics. In a small town, a town centre might form the main hub of daily needs, with most housing nearby. In a regional district, complete communities could be the hubs that are part of a connected regional network.
- *Why do a complete communities assessment?* An assessment could be used to support existing planning processes like OCP's or as a stand alone document to inform decisions about:
 - How to plan for identified housing needs.
 - How to improve connections between destinations.
 - Where to direct growth.
 - Whether to proceed with specific developments or investments. For example, to support decisions on re-zoning applications, where to site new major facilities, or where to focus investments in other community infrastructure.

Email from Dana Hawkins, RDCK, November 9, 2023

RE: Complete Communities Initiative – Regional Funding Application Update (Post-meeting)

- *What is the assessment process?* The process involves spatial assessment methods and communication and engagement to look at the community through the four lenses of Housing, Daily Needs, Transportation, and Infrastructure.

Please do not hesitate to get in touch with any questions or concerns.

Kind regards,

Dana Hawkins MCIP, RPP | Planner

Phone: 250.352.8153 | **Fax:** 250.352.9300

Email from Dana Hawkins, RDCK, October 23, 2023

RE: Complete Communities Initiative - Regional Funding Application Update

Hi Everyone,

I hope this message finds you all well. This email is to update you regarding RDCK's proposal to apply to UBCM's Complete Communities Program (CCP) by the next application intake deadline of January 12, 2024. The intent of the CCP is to support local governments and modern Treaty First Nations to enhance our ability to make evidence-based land use planning decisions, to provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, while providing employment opportunities and amenities within community hubs that are part of a connected regional network.

At the October 19th, 2023 Regular Board meeting the RDCK Board passed the following resolutions:

That the following recommendation BE REFERRED to the November 16, 2023 Board meeting:

That the Board direct staff to apply to the UBCM Complete Communities Program for growth management planning.

That the Board direct staff to share the UBCM Complete Communities Program application for regional growth management planning with the municipalities.

The staff report is included with this email for your information.

The RDCK is exploring whether all or some of our member municipalities would like to partner in submitting a single regional application to be considered eligible as a collaborative project. While individual local governments can apply separately for a maximum funding amount of \$150,000, if we submit a regional application the funding available starts at \$150,000 with an extra \$50 k for each additional applicant. The maximum funding request for regional projects is \$500k. The purpose of this email to inform you about the CCP, and to glean if your municipality or First Nation is interested in this initiative, and the opportunity to collaborate on a regional project. Under UBCM's granting process each partnering local government is required to submit a Council or Board resolution that clearly states approval for the primary applicant to apply for, receive, and manage the funding on their behalf. Sample wording for a resolution is included below:

That _____ provide approval for Regional District of Central Kootenay (RDCK) staff to submit an application to the Union of British Columbia Municipalities (UBCM) Complete Communities Program, in support of growth management planning, for the full amount of eligible costs, and that such funding be received and managed by the RDCK on behalf of _____.

More information about the CCP program is available from the link below.

<https://www.ubcm.ca/lgps/complete-communities>

Please feel free to contact me with any questions. If your municipality is interested in moving forward, please consider scheduling Council consideration of the resolution at a upcoming Council meeting in advance of the January 12th application deadline.

Thank you kindly in advance for your attention to this email.

Cheers,

Dana Hawkins MCIP, RPP | Planner

Regional District of Central Kootenay

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Complete Communities

2023/24 Program & Application Guide

1. Introduction

The Complete Communities program supports local governments and modern Treaty First Nations in advancing identified community goals through the creation of more complete communities. The program supports communities in undertaking assessments to inform land use decision-making, considering housing need, supply, and location; providing transportation options including increased walkability; and making connections to infrastructure investment and servicing decisions.

The Complete Communities program aligns with commitments in the [CleanBC Roadmap to 2030](#), the Province's plan to achieve its emissions reduction targets while building a cleaner economy that benefits everyone.

All local governments in BC are signatories to the Climate Action Charter and the program supports signatories in fulfilling their commitment to create more complete, compact, and energy efficient communities.

What is a 'complete community'?

Complete communities is a broad concept and can be defined in several different ways. For the purposes of the program, complete communities are communities – or areas within a community – which provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a 15-20 minute walk.

All communities have the potential to be more complete, regardless of their existing context and physical characteristics. In larger urban areas, creating more complete communities might focus on neighbourhoods within a municipality. In a small town, a town centre might form the main hub of daily needs, with most housing nearby. And in a regional district, complete communities could be the hubs that are part of a connected regional network.

Complete Communities Program

The intent of the Complete Communities program is to support local governments and modern Treaty First Nations to enhance their ability to make evidence-based land use planning decisions through assessments of their current community completeness; analysis and identification of strengths, opportunities, challenges and potential actions that align with identified community goals and support creating more complete communities; and an implementation plan.

To support alignment with the intent of the funding program, the [Ministry of Housing Complete Communities Guide](#) is available.

The Ministry of Housing has provided \$10 million in funding and UBCM is administering the program.

2. Eligible Applicants

All local governments (municipalities, regional districts, and the Islands Trust) and modern Treaty First Nations (as defined by the *Interpretation Act*) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Grant Maximum

The Complete Communities program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$150,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other financial contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. This includes any other grant funding and any revenue that is generated from activities that are funded by the Complete Communities program.

4. Eligible Projects

To be eligible for funding, applicants must select a minimum of three of the four lenses identified in the Ministry of Housing's *Complete Communities Guide* to assess their community completeness:

- Housing
- Transportation
- Daily Needs
- Infrastructure

In addition, to qualify for funding, projects must:

- Produce a report that sets out: key assessment findings; identified strengths, opportunities, and challenges to increase community completeness; and an implementation plan that includes potential future actions.
- Include new activities or represent a new phase of an existing project (retroactive funding is not available).
- Be capable of completion by the applicant within one year of the date of grant approval.

Applicants must choose to apply as a single applicant (e.g., an individual local government as identified in Section 2) or as part of a regional project.

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible collaborative projects. In this case, the maximum funding available would be up to \$150,000 in base funding plus up to an additional \$50,000 for additional eligible applicants. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The total funding request for regional projects cannot exceed \$500,000.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 7 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

5. Requirements for Funding

As part of the Approval Agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders or guidance.
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

In addition, as part of both the development of the application package and the delivery of the approved project, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities and enhance reconciliation. More information on engagement best practices is available [here](#).

6. Eligible & Ineligible Costs & Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Table 1 identifies examples of activities that are eligible for funding. Other activities that support the intent of the program may be considered for funding. Eligible activities must be cost-effective.

Table 1: Activities Eligible for Funding
1. Prepare (Ministry of Housing <i>Complete Communities Guide</i> - Phase 1)
<ul style="list-style-type: none">• Review of community context and identified community goals that support complete communities.• Prepare scope of work (identification of team, resources, project goals, and engagement strategy, if applicable).• Data collection, compilation, and updates (e.g., spatial data/mapping/digitalization). Data may include, but is not limited to, that which supports measurement of the suggested indicators outlined in the Ministry of Housing <i>Complete Communities Guide</i>.
2. Assess (Ministry of Housing <i>Complete Communities Guide</i> – Phase 2)
<ul style="list-style-type: none">• Spatial analysis of selected lenses (Housing, Transportation, Daily Needs, and Infrastructure) individually and in relation to each other.• Assessment of strengths, opportunities, and challenges to becoming more complete.• Determine potential actions (e.g., extending cycling infrastructure, changes to zoning bylaw, complete street development).• Creation of scenarios to test potential actions.• Analysis of potential trade-offs for different potential actions and of how these actions may help achieve community goals.
3. Act (Ministry of Housing <i>Complete Communities Guide</i> – Phase 3)
<ul style="list-style-type: none">• Development of implementation plan, based on identified actions.

Additional Eligible Costs & Activities

In addition to the activities identified in Table 1, the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff and administration costs (e.g., creating a new position or adding new responsibilities to an existing position).
- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., planning events) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Engagement with experts (e.g., knowledge keepers, health authorities), the community (e.g., equity-denied populations), Indigenous Nations, other local governments, or modern Treaty First Nations, etc.
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Honoraria for equity-denied populations or service organizations that support equity-denied populations.
- Spatial/visual outputs to support decision-making (i.e., comparative growth and infrastructure costing over different time horizons).
- Translation costs and the development of culturally appropriate materials.
- Public engagement or workshops including preparation and events.

Ineligible Costs & Activities

The following expenditures are not eligible for funding:

- Implementation of recommended actions.
- Monitoring and associated reporting on implemented actions.
- Development or update of feasibility studies.
- Routine or ongoing operating costs or activities (e.g., heating, cooling and lighting costs; security; software or service subscriptions or membership fees).
- Routine or ongoing planning costs or planning activities (e.g., costs related to bylaw adoption).
- Legal, audit, or interest fees or fees to incorporate a society.
- Fundraising, lobbying, or sponsorship campaigns.
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members.
- Data that is already available at no cost, including data provided by the BC Proximity Measures Database and by the Province to support the completion of Housing Needs Reports.

7. Application Requirements & Process

Application Deadline

Funding permitting, two application deadlines are scheduled: June 16, 2023 and January 12, 2024. Applicants will be advised of the status of their applications within 90 days of the application deadline.

Required Application Contents

All applicants are required to submit an electronic copy of the complete application, including:

- Completed Application Form with all required attachments.
- Detailed budget that indicates the proposed expenditures from the Complete Communities program and other sources (if applicable) and that aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
- Council, Board, Local Trust Committee or modern Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- For regional projects: Council, Board, Local Trust Committee, modern Treaty First Nation resolution from each partnering applicant that clearly states approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

Resolutions from partnering applicants must include the language above.
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Submission of Applications

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of all applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met.

Following this, the Evaluation Committee will assess and score all eligible applications. Higher scores will be given to applications that:

- Demonstrate alignment with the intent of the Complete Communities program;
- Demonstrate evidence of engagement with First Nations and/or Indigenous organizations in advance of submitting the application and as part of the proposed project (e.g., collaborative planning tables; incorporating First Nation values and perspectives in proposed activities; existing outreach, plans, engagement reports or processes; including First Nation engagement costs in the budget; completion of Indigenous Cultural Safety and Cultural Humility Training);
- Effectively engage with neighbouring jurisdictions, and other impacted or affected parties as appropriate to the project;
- Demonstrate how the Complete Communities program supports or will be used to inform community goals (specifically, but not exclusively, related to housing, climate action, transportation, and fiscal sustainability), corporate plans (e.g., OCP updates, zoning bylaw updates, housing plans, climate action plans or transportation plans); and
- Demonstrate cost-effectiveness.

Point values and weighting will be established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding. The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a provincial priority basis. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC.

8. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM and 50% when the project is complete and UBCM has received and approved the required final report and a financial summary.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date;
- Description of funds expended to date; and
- Written rationale for receiving a progress payment.

Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review. To propose changes to an approved project, approved applicants are required to submit:

- Amended application package, including updated, signed application form, required attachments, and an updated resolution or motion.
- For regional projects only, evidence of support from partnering applicants for proposed amendments will be required.
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The Interim Report Form will be required to be submitted for all extension requests over 6 months. Extensions will not exceed one year from the date of the original final report deadline.

9. Interim and Final Report Requirements and Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Interim Reports

The Interim Report Form will be required to be submitted in support of any extension requests over six months (see above).

Final Reports

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments.
- Copy of the completed Complete Communities report that includes key assessment findings; identified strengths, opportunities, and challenges to increase community completeness; and an implementation plan that includes potential future actions.
- Detailed financial summary that indicates the actual expenditures from the Complete Communities Program funding and other sources (if applicable) and that aligns with the actual activities outlined in the final report form.
- Copies, excerpts and/or links to all materials produced with grant funding.
- Photos or media related to the funded project.

Submission of Final Reports

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Review of Final Reports

UBCM will perform a preliminary review of all final reports to ensure the required report elements have been submitted.

All final report materials will be shared with the Province of BC.
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10. Additional Information

For enquiries about the application process or general questions regarding the program, please contact UBCM at lgps@ubcm.ca or 604-270-8226, extension 220.

PREPARED BY: Ian Dunlop, CAO

DATE: November 10, 2023

SUBJECT: Sewer Capital Parcel Tax Options

PURPOSE: For Council to consider recommendations from the Liquid Waste Monitoring Committee arising from their November 6, 2023 meeting.

OPTIONS:

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

1. **Adopt the recommendations. *The recommended parcel tax and sewer user rates will be used for drafting an amendment to the 2024 Fees & Charges Bylaw and a new 2024 Parcel Tax roll and bylaw with new frontages.***
2. Do not adopt the recommendations. *Council may set different rates or refer consideration of sewer rates and parcel tax to future budget discussions.*
3. Refer back to staff for further review and report.

RECOMMENDATIONS FROM LWMC:

1. THAT the Liquid Waste Monitoring Committee recommend to Council that staff contact Interior Health regarding access to septic system records for lower Kaslo.
2. THAT the Liquid Waste Monitoring Committee recommend to Council that staff be directed to investigate and report back to the Liquid Waste Monitoring Committee on the feasibility and cost of lake water quality testing.
3. THAT the Liquid Waste Monitoring Committee recommend to Council that a Source Control Bylaw be drafted that regulates quantity, quality, and timing of effluent discharge through operating permits for commercial, industrial, and institutional users.
4. THAT the Liquid Waste Monitoring Committee recommends to council that the frontages for the 2024 sewer parcel tax be based on 40 foot minimum and 200 foot maximum frontages; and,
THAT the sewer user rates be increased by 5% for 2024.

ANALYSIS:**A. Background:**

The Liquid Waste Monitoring Committee (LWMC) reviewed the priorities of the Village's Liquid Waste Monitoring Plan at their November 6, 2023 meeting. Public education and monitoring of not only the municipal sewer system but also private septic systems is included in the plan.

The LWMC also provided input on information to be included in the next Village newsletter pertaining to maintaining septic systems and provide guidance to users of the municipal sewer system on acceptable discharges.

The parcel tax and user rates for sewer for 2024 were also reviewed. The LWMC previously requested a review of the maximum and minimum frontages used for parcel tax calculation, and to provide input on sewer rates before they are set.

B. Discussion:

Septic System Records:

The LWMC would like the Village to obtain records of private septic systems from Interior Health so that data on the overall situation and condition of private systems can be assessed. This data could make a stronger case for expansion of the municipal sewer system and treatment plant improvements in future grant applications. It is suspected that there are no records for the majority of private septic systems in the Village as they were installed prior to current regulations. There is normally a fee to access such records, but the municipality may be able to have the fees waived if the request is for official purposes.

Lake Water Testing:

The proposed lake water quality testing would supplement the testing already done around the sewer outfall in the lake by taking samples at other locations around Kaslo Bay and towards the mouth of Kaslo River. The intent is to see if leaching from septic systems is detectable. If it's not, no worries, but if it is, there is a stronger case for sewer system expansion to address unmitigated effluent entering the lake ecosystem. The recommendation is for staff to the cost and feasibility and report back to LWMC for further recommendation to Council.

Source Control Bylaw:

The intent of this bylaw would be to improve monitoring of industrial, commercial and institutional (ICI) discharge into the municipal sewer system for both monitoring and effluent concentration. An operating permit system was thought to be a good way to assess and educate ICI users. The recommendation involves drafting a bylaw after staff have done some research into best practices from other municipalities and bringing the draft back to LWMC for review before consideration by Council.

Parcel Tax:

The Village of Kaslo levies a Parcel Tax to collect revenues from local properties where municipal sewer service is available. The Parcel Tax Roll lists the affected properties and indicates the frontage that is used to calculate the amount of tax imposed on a given property. A bylaw is passed annually to update the tax rate for these frontages. Parcel taxation goes towards capital infrastructure costs and can be used to pay down debt from past projects, pay for current year budgeted capital costs, or be put in a reserve fund to save up for future projects. The Village does not currently have any debt, so the main purpose of the parcel tax revenue is to build reserves to cover the Village's portion of future sewer plant and system expansion and replacement of system components as they wear out.

Funds raised by the parcel tax are added to the Sewer Capital Infrastructure Reserve. Saving up money in the reserve reduces the need to go into debt or rely too much on uncertain grant funding to pay for future sewer infrastructure projects. Although money in the reserve is

primarily directed towards the capital maintenance existing Sewer Service Area (SSA), funds were borrowed from the reserve to pay for the sewer crossing at D Avenue during Kaslo River Bridge Construction. Expansion of the wastewater treatment plant is being planned along with future expansion of the wastewater collection system to more of Lower Kaslo, but substantial funding other than the reserve will be needed to make that happen.

As costs for capital improvements are increasing significantly due to supply chain issues and high inflation, additional revenues are needed to ensure the future sustainability of the sewer system. With that in mind, the parcel (frontage) tax rate was increased by 20% in 2022 from \$1.10 per foot to \$1.32 per foot. The bylaw also sets a minimum and maximum frontage to be levied. The minimum is currently 25 feet, and maximum is 120 feet. (Imperial, rather than metric measurements, are used because that is BC Assessment's standard).

The Liquid Waste Monitoring Committee requested a review of the minimum and maximum frontage rates, to ensure fairness and equity. There was concern that the minimum was set too low. For example, a dwelling assessed at the minimum 25' frontage is likely to generate a similar volume of effluent as a single dwelling on 50' frontage lot, so perhaps the minimum should be raised so there is an equitable floor rate. By contrast, there was concern that the maximum was too low, as large producers such as the school or hospital pay the same parcel tax as a large single residential lot based on the maximum 120' frontage.

Parcel taxes can only be set by the following methods:

- A flat rate per parcel.
- Based on the linear frontage of the parcel.
- Based on the size (area) of the parcel.

Provincial legislation does not allow setting up different parcel tax rates by land use (i.e. commercial, institutional, residential). But service areas can be designated and charged differently, such as levying different rates for SSA1, SSA2, etc.

Prior to setting the 25' minimum, the minimum was 40'. The maximum was unchanged at 120'.

There are 213 properties subject to sewer parcel tax. Of these, 65 are assessed the minimum of 25' (30 of which are the strata units) and 25 are assessed the maximum frontage of 120'. The parcel tax raised \$16,764 in 2023. The average frontage was 60' and tax paid was \$79 (minimum \$33, maximum \$158.40).

Increasing the minimum frontage to 40' and the maximum to 200' would raise another \$3,026, based on the 2023 rates (\$19,856). There would be 68 properties assessed at 40' and 8 properties assessed at 200'. The average frontage is then 70.6' and tax paid is \$93.22. Properties that enjoy a permissive tax exemption from the Village for property tax are not exempt from the parcel taxes.

A change in maximum and minimum values for water should also be considered if the sewer change is implemented.

User Rates:

Sewer rates adequately cover the annual operating costs of the sewer system and there may be a small surplus this year as there were no extraordinary costs. The surplus is carried forward to the next fiscal year.

Village staff wages rose an average of 5.5% in 2023 due to inflationary pressures and settlement of a new CUPE contract. An increase of 5% to sewer rates is recommended for 2024.

C. Attachments:

- Sewer rate chart

- D. Financial Implications:** Parcel tax is transferred to the Sewer Capital Infrastructure Reserve Fund. The fund currently has a balance of \$170,918. A transfer of \$23,764 into the reserve is estimated before the end of the 2023 fiscal year, as follows:

Parcel Tax	\$16,764	
Sewer Connection Fees	\$4,175	
50% Sani-dump revenue	\$2,825	(estimated)

The reserve balance is healthy for covering repairs to the plant or collection system but well short of the funding that may be required for sewer plant improvements and expansion, estimated at \$2.5 million. The typical formula for ICIP infrastructure grants is for the municipality to contribute 26.7% of the project cost, or \$667,500. Borrowing would be needed to cover this, which would be repaid through future parcel tax payments.

- E. Corporate Priority:** Asset management and sewer system expansion are priorities in the Corporate Strategic Plan and mentioned throughout the Official Community Plan.
- F. Environmental Implications:** The sewer system and treatment plant help ensure that domestic effluent is released into the environment in the most ecologically responsible way.
- G. Communication Strategy:** All property owners affected by the change to the parcel tax roll must be notified by mail and will have the opportunity to appeal their assessment before the Parcel Tax Review committee before the tax is implemented in May 2024. Utility bills will be sent out in January 2024.

Sewer Rate Chart (Proposed 5% increase)

FEE CATEGORY: Residential Sewer Fees		
Item	2023	2024
Dwelling Unit	\$411	\$432
Vacant residential lot with service available	\$411	\$432
Improved residential lot with service available	\$103	\$108
FEE CATEGORY: Commercial/Institutional Sewer Fees		
Item		
Small retail/commercial, office, service station	\$411	\$432
Take out restaurant	\$617	\$648
Café/restaurant/bar with seating	\$822	\$863
Large retail	\$1,233	\$1,295
Brewery	\$1,541	\$1,618
Municipal facility	\$2,467	\$2,590
Hospital	\$8,223	\$8,634
School	\$10,278	\$10,792
Car wash - per bay	\$617	\$648
Laundromat - per machine	\$206	\$216
Other use - per washroom	\$206	\$216
Vacant commercial lot with service available	\$617	\$648
Improved commercial lot with service available	\$411	\$432
FEE CATEGORY: Short-Term Rental Accommodation Sewer Fees		
Item		
Hotel/Motel/Cabins - first 4 units	\$822	\$863
Vacation rental - up to 4 bedrooms	\$822	\$863
Each additional rentable room or unit	\$103	\$108
FEE CATEGORY: Sewer Connection Fees		
Item		
Connection to municipal sewer or wastewater treatment plant	\$4,278	\$4,492



REQUEST FOR COUNCIL DECISION

PREPARED BY: Karissa Stroshein, Legislative Assistant

DATE: November 10, 2023

SUBJECT: Canada Summer Jobs 2024

PURPOSE: To obtain Council approval for a grant application

OPTIONS:

1. **Authorize submission of the application. *Staff will apply.***
2. Do not authorize the application. *No application will be submitted.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT the Village of Kaslo apply to the 2024 Canada Summer Jobs program.

ALTERNATIVES & IMPLICATIONS:

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

ANALYSIS:

A. **Background:**

The Canada Summer Jobs (CSJ) is a program under the federal Youth Employment and Skills Strategy, which aims to help all young Canadians develop their skills and gain paid work experience to successfully transition into the labour market. The program provides wage subsidies to employers from not-for-profit organizations, the public sector, and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years. The application deadline for the program is January 10, 2024.

B. **Discussion:** The Village will seek funding for 2 student positions in the Public Works department. If funding is granted, the Village will be able to complete additional maintenance/project work without increasing taxes and will increase the availability of quality work experiences for local youth.

C. **Attachments:** Nil

D. **Financial Implications:** The rate for student positions is \$20.60/h as of April 1, 2024, in accordance with the Collective Agreement. The Village is eligible for a subsidy of \$8.38/h (50% of the provincial minimum hourly wage) for 30-40h/week for 6-16 weeks.

E. **Corporate Priority:** Hiring summer students improves staff capacity to implement the Corporate Strategic Plan priorities.

F. **Communication Strategy:** If funding is received the employment opportunities will be publicly advertised.

CAO Approval: 2023.11.10

PREPARED BY: Corporate Officer and CAO

DATE: November 10, 2023

SUBJECT: Tree Canada Grant Application

PURPOSE: To seek direction from Council regarding an application for funding from Tree Canada.**OPTIONS:**Recommendation is indicated in **bold**. Implications are in *italics*.

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

RECOMMENDATION:

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

ANALYSIS:**A. Background:**

In 2022, the Village of Kaslo adopted a Tree Planting Plan to guide location and species selection activities for new trees on public property. In 2022, 11 trees were planted on Village boulevards in the vicinity of Third Street and A Avenue, at a cost of approximately \$3,000 (plus crew and equipment time) and in 2023 another 11 trees were planted at a cost of \$3,097.20. We applied for a Tree Canada grant in 2022 for the 2023 tree planting program but the application was turned down. Funding for 2023 came from the Village's landscaping and public works operational budget.

B. Discussion:

Tree Canada provides grant funding to Canadian municipalities, Indigenous communities, business improvement associations, non-profit and community groups to support greening projects wherever people live, work or play. Grants of up to \$10,000 are available, with an application deadline of December 3, 2023.

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

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

The tree planting program for 2024 would see 12 new trees planted in Kaslo. In determining the phasing of the project, priority is given to those sites where residents have volunteered to water, monitor and otherwise care for the newly planted trees. Species selections are proposed but may change as locations are confirmed. If the funding application fails, funding will come from the Village landscaping and public works budget again, but it doesn't hurt to see if we can obtain the external funding again.

The attached budget is from the 2023 application and may be modified by staff prior to submission based on product availability from area nurseries.

C. **Attachments:**

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

D. **Financial Implications:**

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

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

E. **Corporate Priority:** Implementing the Tree Planting Plan was identified as a priority in the Corporate Strategic Plan.

F. **Communication Strategy:** The Tree Planting Plan is available on the Village's website. If the funding application is successful, communications regarding the project will be coordinated with Tree Canada. Residents of lands adjacent to the planned location of the new trees will be advised of the planting schedule once finalized (spring 2024).

CAO Approval: 2023.11.10

Village of Kaslo Tree Canada Grant Budget

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

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

Total Budget - Budget Total	\$5,809.98
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COMMUNITY TREE GRANTS

Treemendous Communities

[VIEW OUR OTHER COMMUNITY TREE GRANTS](#)

Supporting community planting for long-term benefits

Since 1992, Tree Canada has greened more than 730 municipalities, Indigenous communities and business improvement areas.

Eligible projects receive funding up to \$10,000 to cover the cost of purchasing and planting trees and shrubs, site preparation, tree maintenance, planting materials and developing education materials.

We accept a wide range of project proposals such as heat island mitigation projects, biodiversity corridors, stormwater retention, invasive species control, riparian planting, park and street tree plantings, and more.



How It Works

After a grant is awarded, Tree Canada offers logistical support from our national office and on-the-ground support from one of our community advisors. These specialists provide guidance, support and recommendations to help ensure the success of your project.

Application Period

Grant applications are accepted from October to early December the year before project implementation. We inform applicants by the following March if their project has received a grant or not, and most projects are expected to be completed that same year.

Eligibility

Tree Canada supports greening projects wherever people live, work or play. Treemendous Communities funding is available to Canadian municipalities, Indigenous communities, business improvement associations, non-profit organisations and community groups.

Amount

Up to \$10,000 per project



Applications

Tree Canada's *Treemendous Communities* program will be accepting applications from October 10th to December 3rd, 2023.

For further questions about this grant, please email the [Treemendous Communities Program Manager](#).

[GRANT APPLICATION](#)

Hear from a Past Grant Recipient

"Tree Canada's grant was instrumental in helping our organization to plant poplars in our provincial park for the first time. It provided critical funding to support the purchase of vegetation, equipment and supplies for outreach initiatives, which not only helped us to get native trees in the ground but engage the public in the issue. We are grateful!"

– Shana Barbour, Social Enterprise and Stewardship Manager, Friends of Fish Creek Provincial Park, Calgary, Alberta

Benefits of Green Communities

Urban forests help address the challenges brought on by climate change. For more benefits of urban forests, visit our [Compendium of Best Urban Forest Management Practices](#).



Improved Health

Promotes mental well-being and reduces stress, heart rate and blood pressure.



Cooler Cities

Reduces the urban heat island effect by lowering temperatures in cities.



Economic Benefits

Helps create attractive business districts and improve visitors' perceptions of them.

Email from Andy Shadrack
Received Sunday, November 12, 2023
RE: Thrift Store Shed Improvements

Kaslo, BC

Sunday November 12th

Dear CAO

Further to our meeting with the Building Inspector and contractor Dom Fraissard I hope you have now received the solar PV quote from electrician Braden East. The purpose of our improving the Thrift Store Shed is to convert it from a raw storage area to one in which we can store and sort Thrift Store goods year round. This will involve insulating the walls, roof and the floor, including removing the current floor to ensure the foundation is solid. We also intend to install a door and some windows in the south end of the shed for safety reasons and understand we have to make the wall adjacent to the western owner fireproof. We also intend to shape the roof so that snow will flow off on the east side, thus avoiding going into the neighbours yard. We also understand that we have to meet the sites heritage requirements and may have to apply for a variance permit due to the proximity of the Shed to the neighbouring property. We are also considering installing a heat pump, but currently the cost benefit analysis indicates a small space heater on the wall might be the best financial option. As previously noted the solar PV system will consist of 6 panels and they can be installed on the Shed roof.

Please let me know if you or our Mayor and Council have anymore questions as the deadline for our application to CBT is November 23rd.

Respectfully
Andy Shadrack
VHKAS Board member

Karissa Stroshein

Subject: VHKA: Trust Non-Profit SMART Program Application

From: Andy Shadrack
Sent: Tuesday, October 31, 2023 2:10 PM
To: Karissa Stroshein <admin@kaslo.ca>
Subject: FYI: VHKA: Trust Non-Profit SMART Program Application

Wednesday August 8th

Dear Mayor & Council:

Victorian Hospital of Kaslo Auxillary Society is writing to advise that we have applied to the Columbia Basin Trust for a grant to improve the Thrift Store shed useage by adding wall and roof insulation, new windows, new roof, lighting and heating, and solar PV panels to help offset our cost of operating the Thrift Store on A Avenue. Below is our acceptance from CBT to work with their Advisor so that we can make a full application for the grant.

Normally the results of the initial application acceptance are kept between CBT and the applicant, but I asked that we be able to share the news with Kaslo Village Council since you lease the property to us. Part of our final application will require that the Village confirm that they are willing to continue the lease, which is up for renewal next year. Also, given that we are planning to look at adding solar PV panels, I am hoping that we could negotiate a longer lease of around twenty-five years, instead of another five.

I note that we were first given permission to upgrade the Thrift Store shed by the Village on April 30th 2009 and attach that letter.

Respectfully submitted,
Andy Shadrack
VHKAS BOard member

----- Forwarded Message -----

Subject:Trust Non-Profit SMART Program Application
Date:Wed, 2 Aug 2023 20:08:02 +0000
From:CBT NonProfitSMART <nonprofitsmart@ourtrust.org>
To:wammon08@gmail.com <wammon08@gmail.com>
CC:andys@kaslo.org <andys@kaslo.org>

Dear Wanda,

RE: Victorian Hospital of Kaslo Auxillary Society - Non-Profit SMART Grants

Thank you for submitting your Expression of Interest (EOI) to Columbia Basin Trust Non-Profit SMART Grants.

We are pleased to inform you that based on the EOI your organization has been selected to move forward to the next stage in the Application process which will include a site visit and building review from the Trust's Program Advisor (Advisor).

Next Steps:

- Applications seeking funding for building related upgrades must be developed with support and guidance from the Advisor. The Advisor will assess your needs in detail and produce a report with a project scope and cost estimates (Report) that will form part of your final application. We will provide your contact information to the Advisor who will be in touch in the coming weeks to request the following from you:
 - a convenient date and time to access your facility. Please allow two to four hours for the visit;
 - information on your utility billing (if available) for review;
 - information regarding your building including floor plans, recent upgrades, and/or mechanical systems information (if available); and
 - any inspections, estimates or quotes related to your building envelope, structure, or energy retrofits (if available.)
- In early October 2023 we will reach out with a link to the online application form.
- You will need to submit your full application by November 23, 2023 at 2:00 pm PT / 3:00 pm MT.

This is not a funding confirmation, and this invitation does not guarantee that the final submitted application will be approved. We respectfully ask that you keep this information confidential within your organization.

Please contact me at nonprofitsmart@ourtrust.org or 250-344-4662 with any questions.

Congratulations!

Kristy

Kristy Archer | Program Coordinator, Delivery of Benefits (She/Her)
Columbia Basin Trust
Direct 1.250.344.4662 | 1.800.505.8998
Mobile 1.250.939.8627 | ourtrust.org



We are writing a new Columbia Basin Management Plan and we can't do it without you. Watch for updates at ourtrust.org/future.



Columbia Basin Trust gratefully operates on the unceded traditional territories of the Ktunaxa, Lheidli T'enneh, Secwépemc, Sinixt and Syilx Nations.



Village of Kaslo

April 30, 2009

Ms. Iwona Smuga-Otto
Thrift Store Manager
PO Box 607
KASLO, B. C.
V0G 1M0

Dear Ms. Smuga-Otto,

Thank you for your presentation to Council at their April 28th regular meeting.

Council has granted permission to the Ladies Auxiliary to proceed with renovations to the A Avenue Fire Hall wooden shed at its cost, subject to proper permits being issued and consultation with the Public Works Foreman regarding assistance by Village equipment.

Additionally, I have noticed that a large pile of paper and cardboard has accumulated in this shed and as it is unsecured, consider it a potential fire hazard. Until it is secured, I ask that flammable material not be stored in this shed.

We offer support and wish you success with your project to stabilize this shed.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Carol Hughes".

Carol Hughes
Deputy Clerk

Columbia Basin Trust Non-Profit SMART Grant Program Advisor Report



Victorian Hospital of Kaslo Auxiliary Society

Address: 409 A Ave, Kaslo, BC V0G 1M0
Project Number: 2023424

TABLE OF CONTENTS

1.	INTRODUCTION	2
2.	METHODOLOGY	3
3.	BUILDING AND SYSTEM DESCRIPTION.....	4
3.1	GENERAL SITE AND BUILDING DESCRIPTION	4
3.2	MECHANICAL SYSTEM DESCRIPTION	4
3.3	ENVELOPE DESCRIPTION	5
4.	PROGRAM OPPORTUNITIES.....	6
1.	RECOMMENDATIONS	8

Disclaimer

This report was prepared by Prism Engineering Limited for the Columbia Basin Trust and the program participant. The material in it reflects our professional judgement in light of the information available to us at the time of preparation. Without express written permission, any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Prism Engineering Limited accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

1. INTRODUCTION

This report summarizes the findings from an assessment conducted by Prism Engineering and funded by the Columbia Basin Trust (Trust). The study investigated opportunities for greenhouse gas (GHG) emissions reduction, energy savings, and climate resiliency adaptation as part of the Trust's Non-Profit SMART program.

The Non-Profit Sustainable Mitigation, Adaptation, and Resilience Transition (SMART) Grants support non-profits and Indigenous communities in the Columbia Basin to make operational and/or infrastructure upgrades that help them mitigate or adapt to the impacts of climate change, and/or reduce GHG emissions. The Program supports community well-being and climate resilience, both of which are priorities in the Columbia Basin Management Plan.

The intent of this report is to provide the participant with the information needed to make a decision on whether they wish to pursue any grant applications, and to provide them with information needed to support the application.

2. METHODOLOGY

The following methodology was used to complete the study:

Site Visit

A site visit was conducted by Prism Engineering on Sept 27th, 2023. We met with Andy Shadrack and examined the organization's current equipment and operations; their assistance is much appreciated.

Audit and Analysis

The study focused on upgrade opportunities which align with the organization's goals, equipment renewal schedules and the goals of the Non-Profit SMART study

- building energy efficiency;
- reduction of GHG emissions; and
- provide improved climate resiliency for the organizations or communities.

Energy Use Analysis

Prism reviewed the existing energy use with historical metered electrical and fuel consumption where available. The estimated energy savings and greenhouse gas (GHG) emissions reduction were determined.

Climate Vulnerability Assessment

To evaluate the potential climate vulnerability of various attributes based on different climate events that this facility might face, we have applied a scoring system. This system uses the matrix shown below to estimate the likelihood and consequence that a climate event might have on various aspects of the facility. The overall risk score for an event is determined by multiplying the *Likelihood* rating by the *Consequence* rating. The intent of providing a numerical scoring system is to allow the community to prioritize upgrades based on the level of potential risk.

Scores have been applied to each climate event based on our understanding of the local climate, but have not been validated by climate models or specialists. This is intended to provide a comparative evaluation only.

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

Figure 1: Risk evaluation matrix

3. BUILDING AND SYSTEM DESCRIPTION

3.1 General Site and Building Description

A brick building, originally constructed in 1910 as a warehouse and fire department, is currently under the operation of the Victorian Hospital of Kaslo Auxiliary Society (VHKAS).



Figure 2 Building Exterior

VHKAS manages a Thrift Store dedicated to clothing and household items, which served as the primary source of income for the society in 2022. This income was channeled towards various health and wellness initiatives and projects within the Kaslo and Area D, RDCK region of North Kootenay Lake between 2013 and 2021. In 2021, important upgrades were made, including the addition of bathroom water and sewage connections, a heat recovery ventilator, LED lighting, and floor improvements to mitigate water infiltration issues. Additionally, there is a storage outbuilding situated behind the main building.

3.2 Mechanical System Description

The primary heat source for the main building is a split system heat pump.

The storage outbuilding lacks a permanent heating source. The storage outbuilding also houses the main site's electrical meter and connection, which is advantageous for implementing energy-efficient upgrades.



Figure 3 Main building heat pump

Furthermore, the site's domestic hot water is provided by an electric tank.



Figure 4 Electric DHWT

3.3 Envelope Description

The main building, constructed from brick, seems to lack insulation or has limited insulation in the walls and roof. The walls appear to be well sealed against air intrusion, due to the building only having two relatively small windows at the front of the building.

The outbuilding lacks insulation and has wooden siding with visible holes. The ceiling space has no insulation, and the outbuilding is topped with a metal roof. Instead of a traditional foundation, the building's floor is suspended above the ground on a wooden structure.



Figure 5 Existing outbuilding exterior

4. PROGRAM OPPORTUNITIES

Table 1 summarizes the opportunities identified as part of the SMART program. These can have benefits including energy savings, climate impact mitigation via greenhouse gas emissions reduction or improved resiliency to climate events. Many measures will have benefits in multiple categories. The energy and cost savings below represent each measure in isolation and do not consider interactive effects between measures.

Return on investment (ROI) is calculated by: $ROI = ((\text{Lifetime Cost Savings} - \text{Initial Capital Cost}) / \text{Initial Capital Cost}) * 100\%$. Lifetime cost savings include energy cost savings with a 2.5% annual increase in utility rate and increasing federal and provincial carbon tax. (\$65 per tonne as of April 1st, 2023. Tax will continue to rise by \$15 each year until 2030 (\$170 per tonne).

Table 1: Summary of Opportunity Findings

Section	Opportunity:	Opportunity Type:			Lifetime Savings Impact:	ROI (%)	Estimated Cost (\$)	Total Cost Savings (\$)	Lifetime Metric tons of CO2 Emissions Reduced	Climate Vulnerability Risk Score
		Energy Efficiency	Climate Impact Mitigation	Climate Adaption / Resiliency						
4.1	Upgrade Outbuilding to Conditioned Space The current outbuilding is not suitable for occupancy in the summer because it gets extremely hot inside, and it's also problematic during the winter due to cold weather and water seeping in through the roof and walls. To improve its suitability for occupancy, several improvements are necessary, such as: <ul style="list-style-type: none"> Replacing the existing metal roof, which is currently leaking and lacks insulation. Installing new siding and adding insulation to the walls. Adding insulation around the perimeter beneath the outbuilding's floor. 			X	n/a	n/a	\$24,800 (based on adjusted contractor quote)	n/a	n/a	4 (moderate) Relevant Climate Events: -Heatwave
4.2	Upgrade Outbuilding Heating Source: The outbuilding is presently heated by an electric space heater on a temporary basis. It is advisable to install a small split system heat pump to offer both heating and cooling for the outbuilding. Incorporating cooling would also render the outbuilding occupiable during the summer.			X	Electrical Savings: 20,000 (over 20 year project life)	-51% Over 20 Year Life	\$10,000 (estimate)	Estimated Energy Cost Savings: \$120 Annually	0.2 tCO2e (Replacing Electrical Heating)	4 (moderate) Relevant Climate Events: -Heatwave

Section	Opportunity:	Opportunity Type:			Lifetime Savings Impact:	ROI (%)	Estimated Cost (\$)	Total Cost Savings (\$)	Lifetime Metric tons of CO2 Emissions Reduced	Climate Vulnerability Risk Score
		Energy Efficiency	Climate Impact Mitigation	Climate Adaption / Resiliency						
4.3	Install PV Panels The society is exploring the feasibility of installing a solar photovoltaic (PV) array on the southeast section of the roof. The proposed location for this array was selected for sun exposure, ease of access and proximity to main electrical distribution for net metering.	X	X		Electrical Generation: 64,000 (over 20 year project life)	22% Over 20 Year Life	\$10,000 (estimate)	Estimated Energy Cost Savings: \$400 Annually	0.6 tCO2e	-
	Energy generation calculations and cost estimates for this proposed array consider a 3 kW array using standard panels tilted at approximately a 40° above horizontal aligned on an azimuth of 225°. The modelled angle of tilt is equal slope of the existing roof. This results in an estimated 3,160 kWh generated per year.									

5. RECOMMENDATIONS

The following section summarizes key results of this Program Advisor report:

- Measure 4.1 involves improving an existing outbuilding such that it will be useable and occupiable during extreme weather conditions in the summer and winter.
- Measure 4.2 will allow the society to both heat and cool the new sorting space while utilizing a high efficiency system with low GHG emissions. It does not have a positive ROI, but the addition of cooling for this space will make it much more acceptable for use during heatwaves and other high temperature conditions.
- Measure 4.3 provides on site power generation through a new solar panel array. This will help to offset the power usage of the building and provide an ongoing benefit by reducing the overall operating costs for the society. This measure has a net positive ROI and will improve the overall efficiency of the building.

APPENDIX: CONTACT INFORMATION

APPLICANT CONTACT	VHKAS
Address	409 A Ave, Kaslo, BC V0G 1M0
Contact Name	Andy Shadrack
Title	Coordinator
Telephone	(250) 353-7350
Email	andys@kaslo.org

GRANT PROGRAM CONTACT	COLUMBIA BASIN TRUST
Website	ourtrust.org
Contact Name	Kristy Archer
Title	Program Coordinator, Delivery of Benefits
Telephone	1 (800) 505-8998
Email	nonprofitSMART@ourtrust.org

CONSULTANT CONTACT	PRISM ENGINEERING LTD.
Address	330 Baker Street, Nelson BC
Website	www.prismengineering.com
Contact Name	Sam Thomas B.Sc., CEM, CPEnMS(I)
Title	Principal, Kootenay Branch Manager
Phone:	(250) 687-4406
Email	Sam@prismengineering.com
Contact Name	Alex Macauley
Title	Energy Engineer, EIT
Phone:	(250)889-6354
Email	alexm@prismengineering.com



REQUEST FOR COUNCIL DECISION

PREPARED BY: Ian Dunlop, CAO

DATE: November 13, 2023

SUBJECT: Victorian Hospital of Kaslo Auxiliary Society – Grant Application & Renovations

PURPOSE: To seek Council approval for the Victorian Hospital of Kaslo Auxiliary Society (VHKAS) to proceed with project planning and a grant application for renovations to the Thrift Store storage shed.

OPTIONS:

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

1. **Authorize the work. VHKAS will be advised that they can proceed with project planning and apply for grant funding with the Village's support.**
2. Do not authorize the work. *KRC cannot renovate the shed.*
3. Refer back to staff for further review and report.

RECOMMENDATION:

THAT Council approve allowing the Victorian Hospital of Kaslo Auxiliary Society to proceed with the Thrift Store Shed Renovation Project; and,
THAT the Mayor be authorized to sign a letter of support on behalf of Council to endorse the project and acknowledge the long-term relationship that the Village and Victorian Hospital of Kaslo Auxiliary Society have established for the operation of the Thrift Store.

ANALYSIS:

- A. **Background:** VKHAS submitted an expression of interest to Columbia Basin Trust (CBT) for a grant to renovate and make energy efficiency improvements to the storage shed located behind the Thrift Store on A Avenue (old Fire Hall). As the Village owns the property, VHKAS requires permission to submit the grant application to CBT and assurance of the continued use of the property for this purpose.
- B. **Discussion:** CAO Dunlop met with the RDCK Building Inspector, Mr. Shadrack and a contractor on site on November 7. The proposal involves upgrading the walls and roof of the shed along with insulation so it can be used year-round for sorting items donated to the Thrift Store. Installation of solar panels on the new roof is also proposed. The existing shed is constructed of cedar plank but will be finished in the same siding and colour as the back of the Thrift Store and the recent rear addition. The heritage form and character regulations pertain to the main Thrift Store building and its façade, not to the storage shed, so the renovation can proceed without a Heritage Development Permit. The shed has a zero setback from the neighbouring property, but this is permitted for commercial buildings in the C-2 zone. Roof modifications will also reduce drainage and snow shedding from the roof onto the neighboring property.
- C. **Attachments**
- i. Email from A. Shadrack on behalf of VHKAS
 - ii. Report from Prism Engineering prepared on behalf of Columbia Basin Trust
- D. **Financial Implications:** VHKAS has not asked for funding at this time.
- E. **Corporate Priority:** Fostering partnerships with non-profit service providers (operators of municipally-owned facilities) is a strategic priority.
- F. **Communication Strategy:** Nil

Karissa Stroshein

Subject: KBSA Request

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

From: Jo

Sent: Tuesday, November 7, 2023 7:10 PM

To: Karissa Stroshein <admin@kaslo.ca>; Ian Dunlop (CAO Kaslo) <cao@kaslo.ca>

Subject: KBSA Request

To: Village of Kaslo CAO, Mayor & Council

From: Kaslo Baseball & Softball Association

To whom it may concern,

I am writing today on behalf of Kaslo Baseball and Softball Association.

We are in the process of applying for a Community Works Fund application to the RDCK for \$20,000 for improvements to Murray Pearson Memorial Field. These upgrades include a batting cage, curved outfield fence, and installation of a digital scoreboard.

We would like to formally request that the road that runs through Murrar Pearson Memorial Fields outfield be decommissioned to allow us to utilize that space within the footprint of the field to build a batting cage. The current fencing and gates would remain in place to allow emergency vehicles and village works crew access to the field for maintenance and emergency purposes.

We would also request that the Village of Kaslo provide \$10,000 in Community Development funds as well as \$10,000 of in-kind work to match the total the RDCK would commit.

This would allow us to curve the outfield fence, install a digital scoreboard, and install a batting cage. This work would vastly improve the safety of the facility by offering a designated safe place for batting practice, allowing multiple drills to be performed at once. A scoreboard will both improve the fan experience as well as provide our community the opportunity to host tournaments, which can be a significant economic driver for Kaslo.

We ask that you consider these requests and reply to us as soon as possible as the RDCK grant must be submitted in 2023.

Thank you for your consideration of this matter, and your continued support of Baseball and Softball in our community. We couldn't have gotten to where we are without your support, and look forward to further collaboration in the future.

Sincerely,

Jo Davie

Kaslo Baseball & Softball Association President



REQUEST FOR COUNCIL DECISION

PREPARED BY: Ian Dunlop, CAO

DATE: November 13, 2023

SUBJECT: Kaslo Baseball and Softball Association Request

PURPOSE: To seek Council approval for the Kaslo Baseball and Softball Association (KBSA) to proceed with project planning and a grant application for outfield improvements to the Murray Pearson Memorial Ball Field.

OPTIONS:

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

1. **Authorize the project and direct staff to investigate closure of the D Avenue road allowance.**
KBSA will be advised that they can proceed with project planning and apply for grant funding.
2. Do not authorize the work. *KBSA cannot renovate the field.*
3. Refer the matter to a future meeting once more information is available.

RECOMMENDATION:

THAT Council approve allowing the Kaslo Baseball and Softball Association to proceed with a grant application for renovations to the outfield of the Murray Pearson Memorial Ball Field; and, THAT staff be directed to investigate and report back on the closure of the D Avenue road allowance between First and Second Street for dedication to parkland.

ANALYSIS:

- A. **Background:** KBSA would like to erect a curved fence within the existing fenced area of the Murray Pearson Memorial Ball Field. Last year, a perimeter fence was erected along Second Street and D Avenue. The Village public works crew provided the labour and equipment for the installation, and a grant was provided for the cost of the fence material. The D Avenue road allowance through the park was maintained for public access with open sections for pedestrians and gates at either end for maintenance and emergency access. D Avenue, being a right-of-way although not constructed as a road, must have public through access maintained at all times.
- KBSA is pursuing funding from RDCK Area D through the Canada Community Building Fund for \$20,000 towards the project and would like the Village to commit the equivalent through a Community Development Grant and in-kind public works crew and equipment time.
- B. **Discussion:** KBSA would like to use a portion of the road allowance to construct a batting cage and bullpen between the new curved fence and perimeter fence. The existing gates and access would remain, but they would like to see the road allowance closed and the land dedicated as park. Homes south of the park have D Avenue addresses but are accessed from the lane between D and E Avenues. This situation has caused confusion for emergency response, as last year, a resident with a D Avenue address called to report a watermain leak but was informed that their address did not exist in the call centre's database. That was because D Avenue does not show on maps as extending between First and Second Streets. The unnamed lane between D and E Avenues can be given a name, such as D Lane or Dee Lane, and new addresses with the name would be assigned to the 3 affected properties. The property owners will also be consulted.
- Staff will also need to investigate whether or not the road allowance needs to be surveyed for it to be decommissioned and dedicated as parkland. We should also take the opportunity to look into the

various 25' lots that make up the ball field and Vimy park to see if the titles can be cancelled and the land made into a contiguous block of parkland. This would also include decommissioning of the other road allowances and lanes through the park. As part of reporting back, staff will identify potential costs for surveying, legal and registration fees that Council would need to approve in the 2024 budget. Grant funding may be available to assist with the cost of land tenure matters if the scope is expanded to Vimy Park and the Campground.

If Council eventually approves the road allowance closure, passing of a bylaw and public notice are required. Referral to the Ministry of Highways and Infrastructure is also required.

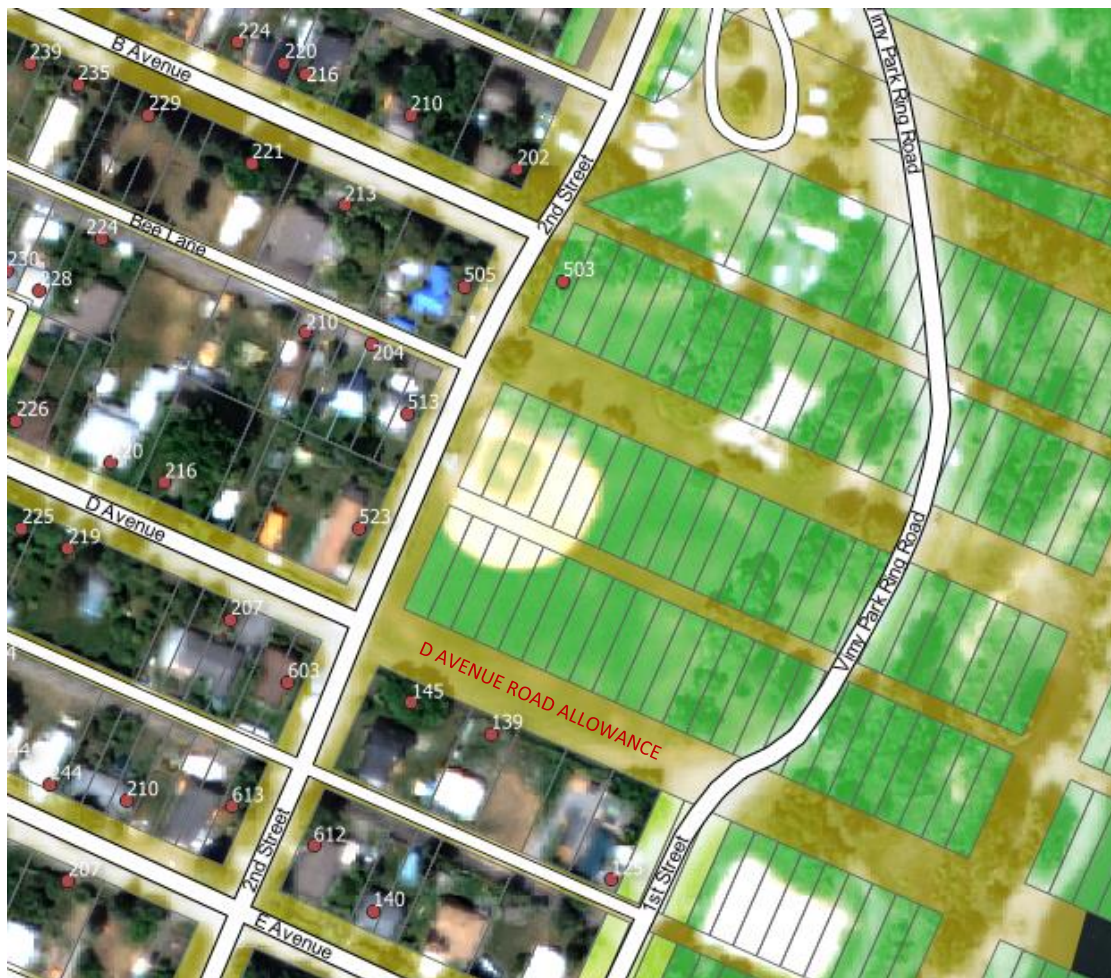
C. Attachments

- i. Email from Jo Davie, KBSA
- ii. Map showing D Avenue Road Allowance

D. Financial Implications: Although funding through the Community Development Fund has been requested, an application was not received in time for this agenda. KBSA is invited to submit an application but the decision on a grant award can be referred to the next meeting. In-kind public works crew time and equipment would not have an operating budget implication unless overtime was required, which is not anticipated.

E. Corporate Priority: Fostering partnerships with non-profit service providers (operators of municipally-owned facilities) is a strategic priority.

F. Communication Strategy: Nil



TEMPORARY STREET CLOSURES

Commercial:

All requests for closures of commercial streets to vehicular traffic must be submitted in writing to the Village of Kaslo 30 days in advance of the event. All applications will be reviewed by all property owners or tenants affected by the closure, and closures must be approved in advance by Council.

Residential:

All requests for closure of residential streets to vehicular traffic must be made to the municipal office at least 96 hours in advance of any event and may be approved or rejected by Administration.

General:

All applicants are responsible for adequate traffic control, notifying the RCMP of any closure once approved and for maintaining emergency vehicle access at all times during a street closure.

Under no circumstances will the Village of Kaslo issue approval for the Provincial highway to be closed.

2012.04.24

VILLAGE OF KASLO
NOTICE
TEMPORARY STREET CLOSURE

The Village of Kaslo has received a request from:

Kaslo & Area Volunteer Fire Department

(name of organization)

to close a street or streets pursuant to the map (see over) on:

DATE(S) November 7, 2023

BETWEEN THE HOURS OF 1900 to 2100

FOR THE PURPOSE OF Fire Department - Water supply practice

This form may EITHER be returned to the person delivering it OR returned to the Village office by the person who completes the form.

Please return this form to the Village Office at 413 Fourth Street Kaslo B.C. prior to 12 Noon on Wednesday Nov 8, 2023 with any comments may you have regarding the proposed closure. Council will be reconsidering this proposal for closure at its regular meeting scheduled to be held _____.

COMMENTS: Kaslo Fire would like to conduct a water supply training exercise on Front Street and Pennywise Lane on November 21, 2023 from 7pm to 9pm. This would require the following street closures (see attached map):

- 4th Street from A Avenue to Water Street
- Front Street and Pennywise Lane from 4th Street to 5th Street

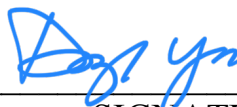
5th Street will remain open for access to Kaslo Hotel and Water Street to minimize disruptions to Kaslo Hotel..

We will position our engines along Front Street and Pennywise Lane and connect to a hydrant on Front Street with hoses deployed to various locations. This training will help prepare us should a fire occur downtown and provide a valuable pre-planning opportunity.

Any questions or concerns can be sent to the Kaslo Fire Chief, Douglas Yee, by email at dyee@rdck.bc.ca or phone at 250-505-8175.

Douglas Yee

NAME (printed)

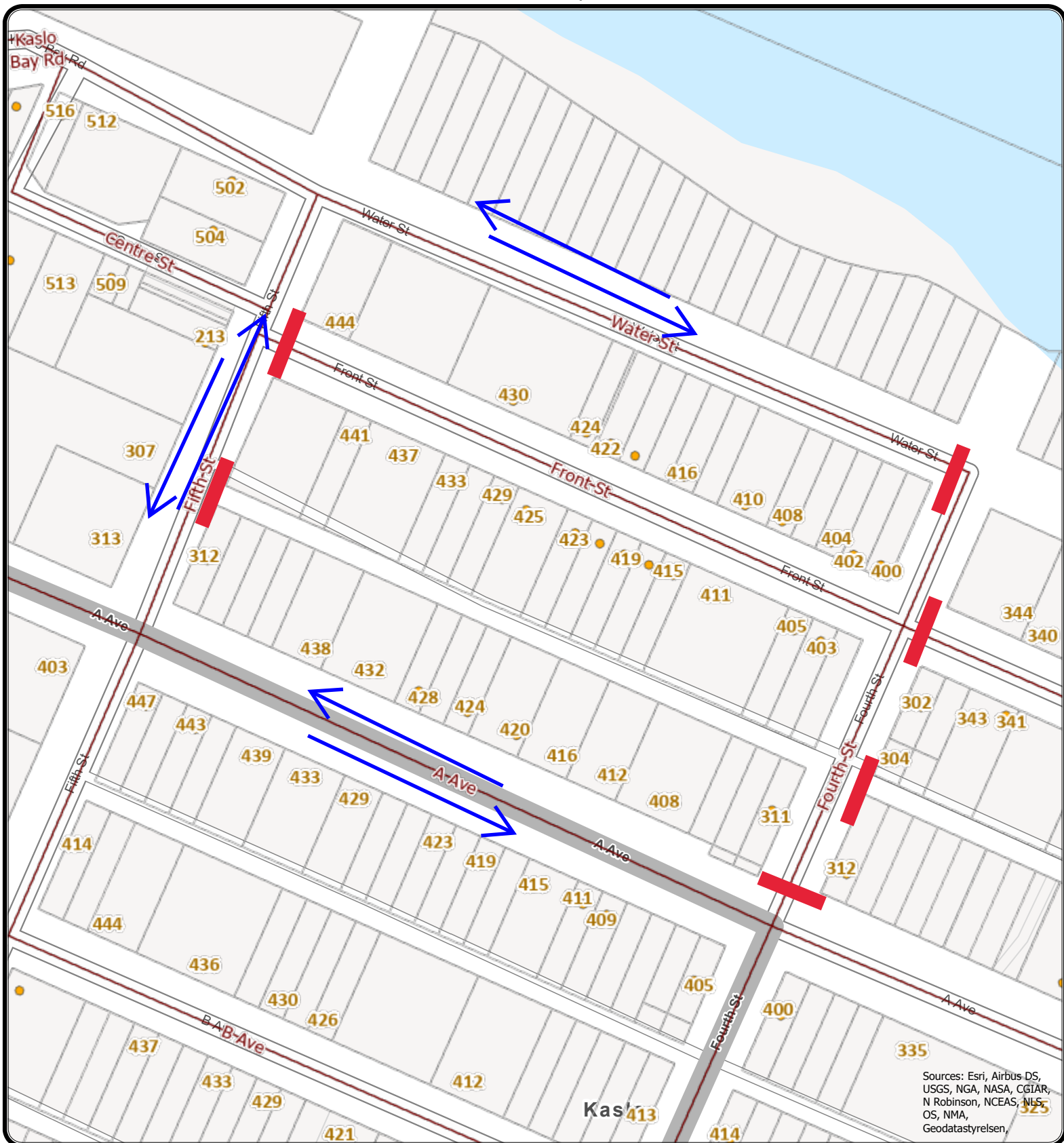


SIGNATURE:

November 7, 2023

DATE

RDCK Map



Sources: Esri, Airbus DS,
USGS, NGA, NASA, CGIAR,
N Robinson, NCEAS, NLS,
OS, NMA,
Geodastysrelsen,



REGIONAL DISTRICT OF CENTRAL KOOTENAY
Box 590, 202 Lakeside Drive,
Nelson, BC V1L 5R4
Phone: 1-800-268-7325 www.rdck.bc.ca
maps@rdck.bc.ca

Legend

- Electoral Areas
- RDCK Streets
- Cadastre - Legal Parcels
- Address Points

Map Scale:

1:2,257

Date: November 8, 2023



The mapping information shown are approximate representations and should only be used for reference purposes. The Regional District of Central Kootenay is not responsible for any errors or omissions on this map.



SIGNING AUTHORITY UPDATE

Please email this form to mfa@mfa.bc.ca

General Information

- As with other financial institutions, the MFA must be notified of any changes to your organization's authorized signers. This is to ensure your accounts are protected and to make sure there is no disruption of access.
- The officer responsible for financial administration must be one of your authorized signers.
- It is recommended that your organization have sufficient signers available and in place prior to holiday or vacation periods, to avoid disruption of access.
- Signing authority structure must be in one of three formats. Please see the Schedule of Authorized Signers for options.
- The Pooled High Interest Savings Accounts (PHISAs) require a separate set of signing documentation. Please email invest@mfa.bc.ca for instructions on how to update PHISA signers.
- Documents must be filled out electronically to ensure accurate information is provided to MFA. Adobe Acrobat is free program available from www.adobe.com.
- We do not require originals, please retain them for your records.

To Remove a Signer/Signers

- Individuals who are no longer authorized signers must be removed from your list of authorized signers immediately. If they also have Client Portal user access, Administrators must ensure their access is deactivated.
- Please email a request on letterhead to mfa@mfa.bc.ca, signed by the CFO (or deputy or CAO or CO); **or**
- Complete a new Schedule of Authorized Signers, listing all authorized signers and their positions.

To Update Your Signers

- Complete the Schedule of Authorized Signers, listing all authorized signers and their titles.
- Complete a Signature Card for each of your authorized signers, ensuring each signature is attested by your Corporate Officer.
- If the Corporate Officer is also an authorized signer, please provide a clear copy of his or her photo ID.
- You do not need to provide a new signature card, if a signer currently has one on file, provided that the information is still valid.

Name Change Support

- Please provide supporting documentation such as a resolution or other legal document that supports the name change.

To Update Access to the Client Portal

- All new account signers will automatically be granted user access to the account through the Client Portal.
- Client users with Administrator privileges can update permissions, and add or deactivate users.
- We recommend that clients have at least two active Administrators. If you do not have an active Administrator, please email mfa@mfa.bc.ca and we will assist you.



- To make updates, log into the Client Portal: <https://portal.mfa.bc.ca/auth>.
- See options under the User Administration heading.
- Client Portal FAQs: <https://mfa.bc.ca/client-login-faqs>.

Other Forms You May Need to Update

Banking Information

- When you have a change in any bank account information that is currently on file with MFA.
- When you open a new bank account for an MFA program.

Pre-Authorized Debit Agreement

- To be completed by participants of MFA programs.



SCHEDULE OF AUTHORIZED SIGNERS

Please email this form to mfa@mfa.bc.ca

Member Information

Organization Legal Name: _____

Organization Street Address: _____

City, Province, Postal Code: _____

Program Contacts

Please assign a staff contact for each applicable program, to ensure the appropriate person in your organization receives information relevant to their position.

	Contact Person	Email
Long-Term Financing		
Short-Term Financing		
Equipment Financing		
Pooled Investments		

Officers

	Name	Phone
Chief Administrative Office		
Corporate Officer		
Financial Officer		

Programs

The signers below will be authorized to sign for the following programs – chose all that apply. If you require different signers for certain programs, please submit a separate Schedule of Authorized Signers.

☐ Equipment Financing ☐ Short-Term Borrowing ☐ Long-Term Borrowing ☐ Pooled Investment Funds ☐ Tax Levy

Signing Authority Structure

Choose One:

- ☐ Any one signer from List A
- ☐ Any two signers from List A
- ☐ Any two signers - one from List A, and one from List B

List of Authorized Signers

Please note these signers may differ from your authorized PHISA program signers, which are established under separate documentation. The following is a complete and current list of designated signing officers with Municipal Finance Authority.

LIST A		
Name	Title	Email

LIST B		
Name	Title	Email

Please note that each listed signer must have a Signature Card on file.



Please fill out a Signature Card for each Authorized Signer listed.

Member Information

Organization Legal Name: _____

Signer Information

First and Last Name: _____

Title: _____

Signature: _____
This is how you will sign MFA documents

Attestation Signature

Each signature must be attested by the Corporate Officer (CO) or equivalent. Where the Corporate Officer is also an Authorized Signer, please provide a clear copy of his or her photo ID.

Print Attestation Name: _____

Print Attestation Title: _____

Attestation Signature: _____