



# AGENDA

## Regular Council Meeting

6:00 PM - Tuesday, February 10, 2026

Council Chambers, 413 Fourth Street, Kaslo, BC

Page

### 1. CALL TO ORDER

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

The meeting is called to order at \_\_\_\_ PM.

### 2. ADOPTION OF THE AGENDA

2.1. Addition of Late Items

2.2. Adoption of the Agenda

**Recommendation: *THAT the agenda for the February 10, 2026 Regular Council Meeting be adopted as presented.***

### 3. ADOPTION OF MINUTES

3.1. Meeting Minutes

5 - 9

[Regular Council Meeting - 27 Jan 2026 - Minutes - Pdf](#)

**Recommendation: *THAT the minutes of the January 27, 2026 Regular Council Meeting be adopted as presented.***

### 4. DELEGATIONS

None.

### 5. INFORMATION ITEMS

5.1. Reports from Council

11 - 19

[Mayor's Report](#)

5.2. Report from the Chief Administrative Officer

5.3. Committee Meetings

5.4. Correspondence

### 6. QUESTION PERIOD

*An opportunity for members of the public to ask questions or make comments regarding items on the agenda.*

### 7. BUSINESS

7.1. Council Procedures Bylaw

21 - 57

To consider adoption of Council Procedures Bylaw No. 1323, 2025.

[DRAFT Council Procedures Bylaw No. 1323, 2025](#)

[FAQ - Public Input](#)

**Recommendation: *THAT Council Procedures Bylaw No. 1323, 2025 be adopted.***

- 7.2. Council Correspondence Policy 59 - 62  
To consider adopting a policy for how correspondence sent to Council is handled.

[DRAFT Council Correspondence Policy](#)

**Recommendation: *THAT the policy for Council Correspondence be adopted.***

- 7.3. Public Input at Regular Council Meetings Policy 63 - 67  
To consider adopting a policy for Public Input at Regular Council Meetings.

[DRAFT Public Input at Regular Council Meetings Policy](#)

**Recommendation: *THAT the policy for Public Input at Regular Council Meetings be adopted.***

- 7.4. Electronic Meeting Participation Requirements 69 - 72  
To consider adopting a policy for Electronic Meeting Participation Requirements.

[DRAFT Electronic Meeting Participation Requirements Policy](#)

**Recommendation: *THAT the policy for Electronic Meeting Participation Requirements be adopted.***

- 7.5. Council Remuneration & Expense Bylaw 73 - 83  
To consider a bylaw establishing Council remuneration, benefits, supports, and expenses, effective at the commencement of the 2026–2030 Council term.

[DRAFT Council Remuneration & Expenses Bylaw No. 1333, 2026](#)

[DRAFT Council Remuneration & Expenses Policy](#)

**Recommendation: *THAT Council Remuneration & Expense Bylaw No. 1333, 2026 be given first, second, and third readings.***

- 7.6. Grants-in-Aid Policy 85 - 103  
To consider adopting a policy for Grants-in-Aid.

[Staff Report - Grants-in-Aid Policy](#)

[DRAFT Grants-in-Aid Policy](#)

[Municipal Grants and Non-Profit Advertising Sponsorship Policy](#)

[Recreation Grant Eligibility Criteria Policy](#)

**Recommendation: *THAT the Municipal Grants and Non-Profit Advertising Sponsorship Policy, and the Recreation Grant Eligibility Criteria Policy be repealed, AND***

***THAT the Grants-in-Aid Policy be adopted, as presented by way of the staff report dated February 3, 2026.***

- 7.7. Council Meeting Schedule  
An Open House has been scheduled for February 17 to inform the public of Council's 2026 Strategic Priorities and seek input into the 2026 budget.

**Recommendation: *THAT the February 17, 2026 Committee of the***

***Whole meeting be cancelled.***

7.8. Chinese New Year Lantern Display

105 - 107

To consider a request from the Kaslo Community Acupuncture Society (KCAS) to hang paper Chinese lanterns outside participating businesses along Front Street the week of February 17.

[Staff Report - Chinese New Year Lantern Display](#)

[Email - KCAS - Chinese New Year Lantern Display](#)

***Recommendation: THAT the Kaslo Community Acupuncture Society be permitted to hang paper Chinese lanterns outside participating businesses along Front Street the week of February 17.***

**8. LATE ITEMS**

**9. ADJOURNMENT**

9.1. Meeting Adjournment

***Recommendation: THAT the Regular Council Meeting be adjourned at \_\_\_\_PM.***





**MINUTES**  
**Regular Council Meeting**  
**6:00 PM - Tuesday, January 27, 2026**  
Council Chambers, 413 Fourth Street, Kaslo, BC

**MEMBERS PRESENT:** Suzan Hewat, Mayor  
Erika Bird, Councillor  
Matthew Brown, Councillor  
Rob Lang, Councillor

**MEMBERS ABSENT:** Molly Leathwood, Councillor

**STAFF PRESENT:** Chief Administrative Officer

**1. CALL TO ORDER**

*The meeting is called to order at 6:05 PM.*

**2. ADOPTION OF THE AGENDA**

**2.1. Addition of Late Items**

1. February 24, 2026 regular Council meeting.

**2.2. Adoption of the Agenda**

**R-10-2026**

***THAT the agenda for the January 27, 2026 Regular Council Meeting be adopted with the addition of Late Items.***

**Carried**

**3. ADOPTION OF MINUTES**

**3.1. Meeting Minutes**

**R-11-2026**

***THAT the minutes of the January 14, 2026 Regular Council Meeting be adopted as presented.***

**Carried**

**4. DELEGATIONS**

None.

**5. INFORMATION ITEMS**

**5.1. Reports from Council**

The Mayor provided a verbal report.

- 5.2. Report from the Chief Administrative Officer  
The CAO provided a verbal report.
- 5.3. Circulation Package  
Received as information.

6. QUESTION PERIOD

*An opportunity for members of the public to ask questions or make comments regarding items on the agenda.*

7. BUSINESS

- 7.1. Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6  
Council considered a bylaw to amend and consolidate Fees & Charges Bylaw No. 1300, 2023.

**R-12-2026**

***THAT Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6 be adopted.***

**Carried**

- 7.2. Bylaw Consolidation and Revision Authority Bylaw No. 1322  
Council considered a bylaw to authorize the Consolidation and Revision of bylaws by the Corporate Officer.

**R-13-2026**

***THAT Bylaw Consolidation and Revision Authority Bylaw No. 1322, 2025 be adopted.***

**Carried**

- 7.3. Art in Legacy Park  
Council considered a recommendation from the Art & Heritage Committee regarding Art in Legacy Park.

**R-14-2026**

***THAT the Village approve the installation of a wood carving depicting a bear beneath a tree in Legacy Park as the community's 2026 public art initiative; AND FURTHER***

***THAT Village staff work with the artist to confirm installation and insurance requirements, and execute an agreement prior to installation.***

**Carried**

- 7.4. Council Procedures Bylaw No. 1323, 2025  
Council considered a revised draft of the Council Procedures Bylaw and associated policies based on input received during the January 14th Regular Council Meeting. Notice of the Bylaw has been issued in accordance with the Village's Public Notice Bylaw and all public input has been provided to Council.

**R-15-2026**

***THAT the revised draft of the Council Procedures Bylaw No. 1323, 2025 be amended to include a second public input period during regular council meeting proceedings.***

**Carried**

**R-16-2026**

***THAT Council give third reading to Council Procedures Bylaw No. 1323, 2025, as amended.***

**Carried**

- 7.5. Council Remuneration  
Council considered the Council Remuneration Task Force's Final Report and all public input received through January 20th.

**R-17-2026**

***THAT staff develop a draft Council Remuneration Policy and amendments to the Council Remuneration Bylaw, based on the Task Force's recommendations; AND FURTHER***

***THAT staff return the draft policy and bylaw amendments to Council for review and consideration at a future regular meeting.***

**Carried**

- 7.6. Winter in the Forest  
For Council to consider providing Village resources in support of the Winter in the Forest community event.

**R-18-2026**

***THAT Council approve the provision of in-kind Public Works labour and equipment support for the 2026 Winter in the Forest Festival, up to a maximum value of \$5,000; AND FURTHER***

***THAT staff prepare and execute an agreement with the Winter in the Forest event organizers governing the use of Village land at the Kaslo Aerodrome, including terms related to in-kind Public Works support, insurance, indemnification, regulatory compliance, and all other legal and operational conditions deemed necessary; AND FURTHER***

***THAT staff advise the Winter in the Forest event organizers that, beginning in 2026, all planning requests and coordination with the Village must be initiated no later than October 31 each year, to allow sufficient time for review, operational planning, and Council decision-making.***

**Carried**

**R-19-2026**

***THAT the Special Event Fee of \$275/day, as set out in the Village's Fees and Charges Bylaw, be applied to the 2026 Winter in the Forest Festival.***

**Carried**

7.7. Council Meeting Schedule

**R-20-2026**

***THAT the February 3, 2026 Committee of the Whole meeting be cancelled, and a public open house be scheduled for February to present Council's strategic priorities and receive public input for the 2026 budget.***

**Carried**

8. LATE ITEMS

8.1. February 24, 2026 regular Council meeting

**R-21-2026**

***THAT the February 24, 2026 regular Council meeting be cancelled.***

**Carried**

9. IN CAMERA NOTICE

9.1. Closed Meeting

***The Regular Council Meeting recessed at 6:47 PM.***

**R-22-2026**

***THAT the January 27, 2026, Regular Council Meeting be closed to the public pursuant to the Community Charter provisions, section 90(1)(a) "personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality"; AND FURTHER***

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

**Carried**

***The Regular Council Meeting reconvened at 7:05 PM.***

10. ADJOURNMENT

10.1. Meeting Adjournment

**R-23-2026**

***THAT the Regular Council Meeting be adjourned at 7:07 PM.***

**Carried**



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Mayor

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Corporate Officer



# VILLAGE OF KASLO - MAYORS REPORT

## Regular Council Meeting, Wednesday, February 10, 2026 Report Date: February 3, 2026



The following is a summary of the meetings and events that I have participated in since my last written report.

This report is intended to provide information to Council, Staff and the Public that you might find useful. As always, I am happy to answer any questions.

### **Accessibility Committee**

The committee discussed the Accessibility Plan, possible additions to the plan as well as potential projects. The next meeting of the Committee is scheduled for February 9<sup>th</sup>.

### **Events Committee**

The committee met with the coordinator for the 2026 Winter in the Forest event scheduled for Family Day. The recommendations from the meeting were forwarded to the January 27<sup>th</sup> council meeting.

### **Council meeting – January 14**

#### Information Items

##### *Mayors written report.*

This was received by Council. I answered questions regarding the RDCK Community Sustainable Living Advisory Committee. I was asked to forward a copy of the report received from RDCK staff at the December board meeting. This was sent to CAO Baker for distribution to Council.

I also spoke about a couple of items that arose since my report was submitted to staff for inclusion on the agenda.

##### *CAO verbal report*

CAO Baker provided a verbal report and answered questions from Council members.

##### *Staff report on Compliance with Bill 44.*

This report was received by Council.

#### Business Items

##### *Council's Strategic Priorities*

The staff report on Council's 2026 Strategic Priorities was received and CAO Baker answered questions from Council members.

Council's Strategic Priorities for 2026 were adopted as presented.

##### *Council Remuneration Task Force*

The final report from the committee was received. Staff was directed to seek public input on the report and to prepare a report of the feedback received for Council's consideration prior to making a final decision on remuneration adjustments.

# VILLAGE OF KASLO - MAYORS REPORT

Council extends their sincere thanks to the public members who participated on the committee: Steve Anderson, Jeff Davie and Tammy Horrick. We appreciate the amount of time and effort they put into developing their recommendations for consideration.

## *Bylaws*

### Fees and Charges Amendment Bylaw No 1331.2025 – Amendment #6.

*The purpose of this Bylaw is to amend Fees and Charges Bylaw No. 1300, 2023 to include fees related to providing access to records under the Freedom of Information and Protection of Privacy Act.*

The bylaw was given three readings.

### Bylaw Consolidation and Revision Authority Bylaw 1322.

This bylaw was referred from the December council meeting. A change was made at the request of Council.

The bylaw was given third reading.

### Outdoor Burning Regulation Repeal Bylaw No. 1330, 2025.

The bylaw was given third reading.

### Development Procedures Bylaw No. 1332.2025 Amendment #1.

*The purpose of this Bylaw is to amend the Development Procedures Bylaw No. 1283, 2022 by deleting reference to the Board of Variance hearing appeals from unsuccessful Development Variance Permit applications.*

The bylaw was adopted.

### Council Procedures Bylaw No. 1323, 2025.

*To consider the Council Procedures Bylaw and related policies.*

CAO Baker reviewed with Council his compilation of the feedback received, answered questions and received direction regarding possible changes.

The bylaw will be brought back to the January 27<sup>th</sup> meeting after the public input period has closed.

## **Meeting with Minister of State Anderson**

Members of Council and CAO Baker met with Minister of State Anderson on February 13<sup>th</sup>.

We discussed the following items.

Broadband & Digital Connectivity, Affordable & Supportive Housing, Wildfire Mitigation & Resilience, Indigenous Reconciliation & Collaboration, Climate Adaptation & Emergency Preparedness, Health Care & Long-Term Care and Transit Expansion.

## **Arts & Heritage Committee**

Committee members were presented with 3 submissions from local artists. After careful consideration, the committee made a recommendation which will be considered at the January 27<sup>th</sup> council meeting.

The committee would like to thank North Kootenay Lake Arts & Heritage Committee members for their participation in the process, including putting out the call for submissions.

## **Council meeting – January 27**

### Information Items

*CAO Baker and I provided brief verbal reports and answered Council questions.*

# VILLAGE OF KASLO - MAYORS REPORT

## Business Items

### *Bylaws*

#### Fees and Charges Amendment Bylaw No 1331.2025 – Amendment #6.

The bylaw was adopted.

#### Bylaw Consolidation and Revision Authority Bylaw 1322.

The bylaw was adopted.

#### Council Procedures Bylaw No. 1323, 2025.

The revised draft of the bylaw was amended to include a second public input period.

The amended bylaw was then given third reading.

### *Art in Legacy Park.*

Council approved the installation of wood carving in Legacy Park. This was based upon a recommendation from the Art Committee who worked in collaboration with the North Kootenay Lake Arts & Heritage Council.

### *Council Remuneration.*

Council considered the final report, and staff are to return with the draft policy and bylaw amendments for review and consideration at a future regular meeting.

### *Winter in the Forest*

Event organizers met with the Events Committee to hear about the plans for the 2026 event.

Council approved the provision of the in-kind contribution of Public Works labour and equipment support. Staff will prepare and execute the necessary agreement.

### *Council Meeting Schedule.*

The February 3<sup>rd</sup> Committee of the Whole meeting was cancelled, and a public open house will be scheduled to present Council's strategic priorities and receive public input for the 2026 budget.

### Late Item.

The February 24<sup>th</sup> Regular Meeting was cancelled to allow CAO Baker to attend a CAO training session.



The resolutions below were copied from the RDCK meeting platform. Since the minutes are not approved until the meeting held the following month, they may differ from the official record.

## **North Kootenay Lake Services Committee**

The Directors for Kaslo and Area D meet several times per year to discuss the services that we share. Some of them are funded by taxpayers of Kaslo & Area D or by the entire RDCK.

These include: S100 - General Administration, S102 – GIS Service, S103 – Building Inspection, S105 – Community Sustainability, S109 – Economic Development Commission – Kaslo & Area D, S150 – Jaws of Life (Kaslo Search & Rescue), S156 – Emergency Communications 911, S162 – Emergency Planning - Kaslo & Area D, S187 – Refuse Disposal – Central Subregion, S194 – Library – Kaslo and

# VILLAGE OF KASLO - MAYORS REPORT

Defined portion of Area D, S221 – Community Facilities, Recreation & Parks - Kaslo & Area D, S239 – Kootenay West Transit, S280 – Kaslo.

At this meeting, Library Board Chair Celia Cheatley presented their 2026 budget to the committee.

Joe Chirico, General Manager of Community Services and Cary Gaynor, Regional Parks and Trails Manager presented the updated 2026 Regional Facilities, Recreation and Park Service budget.

Stuart Horn, RDCK Chief Administrative Officer presented the draft budget for the service. The projects funded through the service have been reduced to cover grants to the Kaslo & Area Chamber of Commerce and Lardeau Valley Links. It also covers membership in Imagine Kootenay.

A change in scope for the Kaslo Curling Club capital request was approved.

The next meeting is scheduled for Monday, February 23<sup>rd</sup>.

## **Directors Remuneration Select Committee**

The committee received a report outlining the resolutions passed regarding Stipends from November 2022 to December 2025.

Yev Maloff, General Manager of Finance, IT & Economic Development provided a verbal report regarding Directors Cell Phones.

Reports were received regarding Directors Indemnification following a director question.

A report on stipends paid to alternate directors during this term was received for information.

A verbal report was provided regarding Director Expense Reimbursement re: Carpooling.

## **Joint Resource Recovery**

### Delegation.

Members of the Nelson Leafs Hockey Society appeared as a delegation to present on the Nelson Recycling Center's successes and challenges and to explore solutions.

**4.1** The Committee Report from Heidi Bench, Projects Advisory regarding a review of the Resource Recovery facility operating hours was received.

## **CENTRAL SUB-REGION**

Kaslo transfer station and core recycling depot.

### Current Hours.

Summer (May 1 – September 30)

**Sunday**, Tuesday, Friday 9:00am - 3:00pm

**Winter** (October 1 – **April 30**)

Sunday, Tuesday, Friday 10:00am - 3:00pm

### Proposed Hours.

Summer (April 1 – September 30)

Tuesday & Friday 9:00am – 3:00pm

**Sunday 9:00am – 4:00pm**

**Winter** (October 1 – **March 31**)

Sunday, Tuesday, Friday 10:00am – 3:00pm

The changes highlighted above would result in an increase of **38** hours.

**A copy of the full report can be provided upon request.**

The changes made to the 2026-2030 Financial Plan were received.

The resolutions made appear on the Board Agenda.

# VILLAGE OF KASLO - MAYORS REPORT

## **Board Meeting**

### Delegation.

Laurie Carr, Executive Director of the Central Kootenay Invasive Species Society appeared as a delegation.

### Business Arising out of the Minutes.

#### **3.1 Regional Invasive Species Strategy: Improving Regional Organizational Capacity - 2025 Results and 2026 Funding Request.**

That the Board approve the RDCK extending the agreement with Central Kootenay Invasive Species Society (CKISS) to continue implementing the Regional Invasive Species Strategy to a maximum value of \$15,000 for the period of April 2026 to March 2027; AND FURTHER, that this amount be included in the 2026 Draft Financial Plan for Service 100 – General Administration.

#### **3.2 Kootenay Food Council: Regional Food and Farm Coordination - 2025 Results and 2026 Funding Request.**

That the Board approve the RDCK extending the Service Agreement with the Kootenay Food Council for the delivery of regional food systems coordination, communication, and network development to a maximum value of \$30,000 for the period April 2026 to March 2027.

AND FURTHER, that this amount be included in the 2026-2030 Draft Financial Plan for Service 100 – General Administration.

#### **3.3 The letter from Andrea Wilkey, Community Futures Central Kootenay, seeking funding support for the West Kootenay Rural Community Immigration Pilot project in 2026.**

That the Board approve funds in the amount of \$40,000 to the community futures on behalf of the West Kootenay Rural Community Immigration Pilot project for 2026 to be paid from General Administration Service S100.

#### **4.1.3 Joint Resource Recovery Committee Operational Hours Review.**

**That the Board direct staff to implement adjustments to operating hours at Kaslo Transfer Station and Recycling Depot in April 2026.**

#### **6.8 Bylaw 3071: Temporary Borrowing 2026**

That the Temporary Borrowing 2026 Bylaw No. 3071, 2026 be read a FIRST, SECOND, and THIRD time by content.

#### **7.1.1 The Board Report and Presentation from Sayena Singla, Senior Energy Specialist, re: HomeSave (formerly known as Regional Energy Efficiency Program - REEP has been received for information. A copy of the report can be provided upon request.**

#### **7.14.4 Kootenay Food Council: Kootenay Food Procurement Network Funding Request.**

That the Board direct staff to enter into agreement with Kootenay Food Council for the Kootenay Food Procurement Network project for a total of \$20,000 for the period April 2026 to March 2027; AND FURTHER, that this amount be include in the 2026-2030 Draft Financial Plan for S100 - General Administration.

#### **7.3.1 RDCK Accessibility Plan**

That the Board adopt the Regional District of Central Kootenay Accessibility Plan dated December 2, 2025.

# VILLAGE OF KASLO - MAYORS REPORT

A copy of the report has been provided to staff so it can be shared with members of our Accessibility Committee for information.

## **Board Special Meeting.**

Yev Maloff, General Manager of Finance, IT & Economic Development went through a presentation and answered Director questions.

A copy of the presentation has been provided to staff.

The Regional District produces a quarterly newsletter. Please use the address below to sign up to receive this via email.

<https://www.rdck.ca/corporate-admini/rdck-newsletter-stay-connected/>

## **West Kootenay-Boundary Regional Hospital District**

### **3.1 Election of Board Chair.**

Kaslo Mayor Suzan Hewat was the successful candidate for 2026.

### **3.2 Election of Acting Chair.**

Grand Forks Mayor Everett Baker was the successful candidate for 2026.

### **4.4.3 Appointment of the Executive Committee.**

That the following Directors, in addition to the Chair and Acting Chair, are hereby appointed to the Executive Committee of the West Kootenay-Boundary Regional Hospital Board for 2026:

Arrow Lakes/Slocan/Castlegar/Nakusp: Aidan McLaren-Caux, Village of Nakusp.

Kootenay (Kaslo/Nelson/Salmo): Keith Page, City of Nelson.

Boundary: Sharen Gibbs. Electoral Area E.

Greater Trail: Terry Martin, City of Trail.

## Delegations.

Interior Health Authority.

Matt Wilkie, Corporate Director, Business Operations

Lannon de Best, Executive Director, Clinical Operations – Kootenay Boundary.

### **4.5.1 Capital Project Status Report.**

We were given an update on the projects that are currently underway along with their anticipated completion dates.

### **4.5.2 2026/27 Capital Funding Request.**

The capital requests for this year were outlined and Director questions were answered.

## New Business.

### **4.7.2 Interior Health Capital Funding Request for the 2026/27 Fiscal Year.**

That the WKBRHD Board consider funding each of the items in the Interior Health Authority's 2026 funding request and that staff be directed to prepare the necessary bylaws for Board review and decision at the March 25, 2026, Board meeting.

### **4.7.5 2026 WKBRHD Board Meeting Dates.**

That the 2026 WKBRHD Board meeting dates be set as follows:

Wednesday January 28,

Wednesday March 25,

Wednesday, June 24.



# VILLAGE OF KASLO - MAYORS REPORT



Housing Task Force Meeting

Finance & Audit Committee Meeting

Board Meeting.

The January board meeting was held in Fairmont.

At this meeting a new Chair (Owen Torgersen) and Vice-Chair (Susan Clovechok) were elected.

This was the first meeting for new directors, Amed Naqvi (Nelson), Katrine Conroy (Pass Creek) and Melanie Jeannotte (Fernie).

The next board meeting will be held in Trail on March 27<sup>th</sup> and 28<sup>th</sup>. There will be an opportunity for board members to tour the Waneta Expansion project.

**A copy of the Trust Board Highlights is attached.**

The following is the link where copies of minutes and Trust Board Highlights from previous meetings can be accessed.

<https://ourtrust.org/newsroom/publications/>



On Monday, February 2<sup>nd</sup> a special board meeting was held to appoint new directors. There were vacancies created because of municipal elections in the fall. This was done in advance of the March board session so the new members can participate fully in the meetings.

## **OTHER EVENTS/MEETINGS**

These are events and meetings that I participate in beyond those which are part of what I consider to be my official duties to show support for our local organizations.

### **Imagine Kootenay Steering Committee.**

Committee members were joined by guests:

Jen Comer, Regional Economic Operations – Regional Manager Central Kootenay, Ministry of Jobs and Economic Growth

Sarah Breen, Regional Innovation Chair in Rural Economic Development at Selkirk Innovates.

New steering committee member Rebecca Richards from Community Futures Boundary was welcomed.

An operational update was provided by Chair Tom Thomson and Riley Wilcox Imagine Kootenay Coordinator.

Coordinator Riley Wilcox will have a booth during the tradeshow held in conjunction with AKBLG in Trail.

There have been requests made to the Regional Districts of: Central Kootenay, East Kootenay, Kootenay Boundary and Columbia Shuswap.

# VILLAGE OF KASLO - MAYORS REPORT

## UPCOMING MEETINGS/EVENTS.

Times have been included for meetings that are open for public participation.



The Zoom links and agendas for the RDCK meetings can be accessed here. <https://www.rdck.ca/events/>

- |     |    |   |
|-----|----|---|
| Feb | 9  | Village of Kaslo - Accessibility Committee meeting @ 4.15pm.    |
|     | 16 | Family Day and Winter in the Forest.                            |
|     | 17 | Possible Workshop   |
|     |    | FCM BC Caucus.  |
|     |    | Village of Kaslo – Committee of the Whole @6:00pm.              |
|     | 18 | FCM Governance Committee.                                       |
|     |    | RDCK Joint Resource Recovery @ 1:00pm.                          |
|     | 19 | FCM Environmental Issues and Sustainable Development Committee. |
|     |    | RDCK Board @ 9:00am.  |
|     | 20 | FCM Social-Economic Development Committee.                      |
|     | 23 | North Kootenay Lake Services Committee @ 10:00am.               |
|     |    | Imagine Kootenay Steering Committee.                            |
|     |    | RDCK Parcel Tax Roll Review.                                    |
|     | 24 | Retirement Celebration for Joe Chirico.                         |
|     | 28 | Depart for FCM Board meetings in St. John's, Newfoundland.      |

Respectfully submitted,  
Mayor Suzan Hewat

These highlights provide a general summary of key discussion items and decisions from the Board of Directors' meetings held **January 23/24, 2026** in Fairmont, BC. Confidential matters, such as business negotiations, personnel matters and legal issues, are not included.

▪ **Chair, Vice-Chair and Welcome of New Directors**

The Board elected Owen Torgerson as Chair and Susan Clovechok as Vice-Chair of the Board of Directors.

The Board welcomed Amed Naqvi (Nelson), Katrine Conroy (Pass Creek) and Melanie Jeannotte (Ferne) as new Directors, effective January 1, 2026. Formal appointment of a fourth new Director is expected shortly.

The Board also approved the 2026 membership appointments to its committees.

Learn more: [ourtrust.org/board](https://ourtrust.org/board).

▪ **\$12 Million Approved for Delivery of Benefits Activities**

The Board approved \$12 million to expand existing programs and introduce new initiatives for 2025/26 (to a maximum of \$75 million for the year) that align with the [2024–2034 Columbia Basin Management Plan](#). Details on specific initiatives will be shared in the coming months.

- Columbia Basin Management Plan focus areas: [ourtrust.org/ourfocus](https://ourtrust.org/ourfocus)
- Current programs: [ourtrust.org/grants](https://ourtrust.org/grants)

▪ **Budget for 2026/27**

The Board approved the 2026/27 budget, which includes \$122 million for Delivery of Benefits activities. The Trust's work is guided by the [2024–2034 Columbia Basin Management Plan](#), which sets out objectives and focus areas developed in consultation with Columbia Basin residents.

▪ **Service Plan**

The Board approved the Columbia Basin Trust Service Plan 2026/27–2028/29, which outlines goals, budget details, performance measures and financial forecasts. The Service Plan will be presented to the Legislature as part of the Province's annual budget.

- Service Plan: [ourtrust.org/serviceplan](https://ourtrust.org/serviceplan) (available February 17, 2026)

▪ **Board Meeting Schedule**

2026 meeting dates:

- |                  |                |
|------------------|----------------|
| ○ March 27/28    | Trail          |
| ○ May 22/23      | Revelstoke     |
| ○ July 24/25     | Crawford Bay   |
| ○ September      | Rosslund (AGM) |
| ○ November 27/28 | Ferne          |

Board meeting minutes are posted once approved at the subsequent meeting. View minutes at [ourtrust.org/publications](https://ourtrust.org/publications).



# Village of Kaslo

## Council Procedures Bylaw No. 1323, 2025

### *A bylaw to establish rules of procedure for Council meetings*

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**BE IT ENACTED** by the Council of the Village of Kaslo as follows:

## **PART 1 - INTRODUCTION**

### **Citation and Repeal**

1. This Bylaw shall be known and cited as the “Council Procedures Bylaw No. 1323, 2025.”
2. Council Procedures Bylaw No. 1279, 2022 and all amendments thereto are hereby repealed.

### **Application**

3. This Bylaw governs the proceedings of Council, Committees, Advisory Boards, and Commissions.
4. In cases not provided for under this Bylaw or the Community Charter, the most current version of Robert’s Rules of Order applies to the proceedings of Council, Committees, and Commissions to the extent that these rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with this Bylaw, the Community Charter, or other applicable enactments.

### **Interpretation**

5. In this Bylaw:
  - (a) any work and term that is defined in the Community Charter has the same meaning as in the Community Charter;
  - (b) the definitions used are the same as those in Schedule 1 of the Freedom of Information and Protection of Privacy Act;
  - (c) words importing the singular number include the plural and vice versa and words importing the neutral gender include the masculine and the feminine genders;
  - (d) headings given to sections are for convenience of reference only and do not form part of this Bylaw;
  - (e) unless expressly stated otherwise, a reference to a “section” is a reference to a section in this Bylaw and a reference to a “Part” is a reference to a Part in this Bylaw;
  - (f) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw is a reference to a Village bylaw, as amended, revised, consolidated or replaced from time to time; and
  - (g) except as otherwise provided for in the Act, the Charter or this Bylaw, reference to a resolution or vote of Council is a reference to a resolution or vote passed by an affirmative vote of a majority of Council Members present and entitled to vote on the matter.

### **Definitions**

In this Bylaw,

“Act” means the Local Government Act;

“Acting Mayor” means the Councillor designated pursuant to this Bylaw as responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant;

“Agenda” means the list of items and order of proceedings for any meeting of Council;



“Advisory Body” means a body constituted by resolution of Council, other than a Committee or Commission, which is established for the purpose of providing advice, recommendations, or input to Council respecting matters within the jurisdiction of the municipality. For the purposes of this Bylaw, an Advisory Body includes, without limitation, a:

- (a) Task Force,
- (b) Parcel Tax Review Panel,
- (c) Board of Variance, or
- (d) any similar entity created pursuant to a Council-approved terms of reference, mandate, or both;

“Board of Variance” means a body established by bylaw of Council pursuant to the Local Government Act for the purpose of considering and deciding upon applications for minor variances to zoning bylaws and other matters as authorized by statute. The Board of Variance exercises the jurisdiction and authority conferred by the Local Government Act and must conduct its proceedings in accordance with the requirements of that Act and any applicable municipal bylaw;

“Chair” means the person authorized to preside over a Meeting in accordance with this Bylaw.

“Closed Council Meeting” means a meeting of Council that is closed to the public in accordance with the Community Charter;

“City Hall” means Village City Hall located at 413 Fourth Street, Kaslo, British Columbia;

“Commission” means a body established by Council under authority of the Community Charter, Local Government Act, or other applicable legislation, for the purpose of exercising powers or performing duties delegated by Council within a defined mandate, often with a degree of authority that goes beyond advisory roles. A Commission may include Members of Council and persons who are not Members of Council, and operates in accordance with its establishing bylaw or resolution;

“Committee” means:

- (a) a Select Committee of Council,
- (b) a Standing Committee of Council, or
- (c) any other body established by Council that is composed solely of Council members;

“Committee of the Whole” means the entire Council convened as a committee for the purpose of deliberating on designated matters in a manner less formal than that required for Regular Council Meetings.

“Consent Agenda” means a section of the meeting Agenda that consolidates routine, non-controversial, or administrative matters into a single item for approval by one motion, without separate discussion. Adoption of the Consent Agenda constitutes approval of all items within it.

“Corporate Officer” mean the Corporate Officer for the Village as defined by the Community Charter;

“Council” means the governing body of the Village, consisting of the Mayor and all duly elected Councillors;

“Delegation” means an address to Council or Committee at the request of the person wishing to speak and relates to an item of business on the Agenda of the Meeting at which the person wishes to appear or includes the submission of a request;

“Extra-Jurisdictional Matter” means a matter described in the Part of this Bylaw addressing Extra-Jurisdictional Matters;

“General Local Election” means the election held for the Mayor and Councillors under the Community Charter;

“Late Item” means a matter that was not included in the published Agenda but is introduced for consideration at the meeting, usually due to urgency or time sensitivity.

“Main Question” means the motion that first brings a matter before Council.

“Mayor” means the Mayor of the Village;

“Member” means a member of the Council of the Village, including the Mayor, or a person appointed to serve on a Committee, Advisory Board, or Commission;

“Motion Served” means a motion given with notice by a Member at a previous Council Meeting;

“Parcel Tax Review Panel” means a body established by resolution of Council in accordance with the Community Charter [Parcel tax roll review panel] for the purpose of reviewing and correcting the parcel tax roll, and hearing complaints respecting the roll;

“Point of Order” means the procedure by which a Member interrupts another speaker to ask the Chair to rule on a procedural matter;

“Presentation” means an address to Council or Committee for the provision of information of interest to Council and residents, and generally, though not necessarily, relates to a non-business item. Requests for action are not submitted as part of a presentation;

“Presiding Member” or “Chair” means the Mayor, the Acting Mayor, or any other Member appointed under the Community Charter or this Bylaw to preside over and chair a meeting;

“Public Hearing” means a hearing held pursuant to the Local Government Act [Planning and Land Use Management]

“Public Input” means an opportunity for members of the public to provide information to Council, either verbally or through written submissions received during a Regular Council Meeting, and does not include a Public Hearing;

“Public Notice Posting Place” means the location(s) identified in the Village’s Public Notice Bylaw;

“Quorum” means, in the case of:

- (a) a Council meeting, a majority of the Members;
- (b) a Committee meeting, a majority of the Committee members;
- (c) an Advisory Body, a majority of the Advisory Body members; and
- (d) a Commission meeting, a majority of the Commission members;

“Regular Council Meeting” means a meeting of Council held per the adopted schedule of meetings approved in accordance with the Community Charter [notice of council meetings];

“Robert’s Rules of Order” means Robert’s Rules of Order, Newly Revised, 12th Edition by Henry M. Robert (Public Affairs, 2020), or the most recent subsequent edition;

“Rules of Procedure” means the prescribed provisions, requirements, and protocols adopted by Council through its Procedure Bylaw, and any applicable statutes or parliamentary authority, which govern the calling, conduct, and transaction of Council and Committee meetings, including the order of business, debate, voting, and decorum.

“Select Committee” means a committee created by and appointed by Council under the Community Charter for a specific purpose, task, or inquiry, and which exists only until its mandate has been fulfilled and a report or recommendation has been delivered to Council.

“Special Council Meeting” means a meeting of Council other than a Regular Council Meeting;

“Standing Committee” means a committee established by the Mayor to consider and report on matters within a specific area of responsibility on an ongoing basis. A Standing Committee continues for the duration of the Council term, or until dissolved by resolution of Council, and meets at regular intervals or as directed by Council.

“Standing Committee Meeting” means a meeting of a Standing Committee for the purpose of conducting the Committee’s business.

“Task Force” means a temporary Advisory Body established by resolution of Council for a defined purpose, with a specific mandate and duration, to examine, consider, and provide advice or recommendations to Council on matters referred to it. A Task Force may include persons who are not members of Council and must operate in accordance with the terms of reference approved by Council.

“Village” means the Village of Kaslo;

“Website” means the information resource found at [www.kaslo.ca](http://www.kaslo.ca).

## **PART 2 – COUNCIL MEETINGS**

### **Inaugural Meeting**

6. Following a General Local Election, the first Council meeting must be held on the first Tuesday in November in the year of the election.
7. If a Quorum of Members elected at the General Local Election has not taken office by the date of the meeting referred to in clause 6, the Corporate Officer must call and hold the first Council meeting as soon as reasonably possible after a Quorum has taken office.
8. Each Member must make an oath or solemn affirmation of office in accordance with the Community Charter [oath or affirmation of office].

### **Time and Location of Meetings**

9. Unless Council resolves to hold meetings elsewhere, a Council meeting must:
  - (a) take place within City Hall; or
  - (b) be held electronically in accordance with clause 23 to 26 of this Bylaw.
10. Regular Council Meetings must:
  - (a) occur on the second Tuesday of every month, and Council may schedule additional Regular Council Meetings when adopting the annual schedule of meetings;
  - (b) be held in accordance with the schedule adopted by resolution of Council;
  - (c) begin generally, but not exclusively, at 6:00pm and if needed, immediately following a Public Hearing;
  - (d) be adjourned within three (3) hours after the time at which the meeting started unless the meeting has been scheduled with a defined end time, in which case the meeting shall be adjourned at the scheduled end time, unless Council resolves to extend the meeting in accordance with this Bylaw; and
  - (e) when the scheduled meeting falls on a statutory holiday, be held on the next day City Hall is open.
11. Council may cancel Regular Council Meetings, provided that two consecutive meetings are not cancelled.
12. If the Mayor gives the Corporate Officer at least two days' prior written notice, the Mayor may postpone Regular Council Meetings to a different day, time, and place.
13. If a Closed Council Meeting is scheduled other than during a Regular Council Meeting, the Closed Council Meeting must be adjourned within three (3) hours after the time at which the meeting started, unless Council resolves to extend the meeting in accordance with this Bylaw.
14. Public Hearings may be held generally, but not exclusively, on the second Tuesday of each month.
15. If a Public Hearing is held on a day when a Regular Council Meeting was not scheduled, Council may hold a Special Council meeting immediately following the Public Hearing to consider the subjects of the Public Hearing.
16. Council may start Regular Council Meetings and Public Hearings earlier than 6:00pm when circumstances determined by the Mayor, staff, or both, require them, including but not limited to a high volume of business, special Presentations, or the anticipation of a large Public Hearing.
17. Committee, Advisory Body, and Commission meetings shall adjourn no later than two (2) hours after the time at which the meeting is convened, unless the meeting has been scheduled with a defined end time, in which case it shall adjourn at that scheduled end time, except where the members resolve to extend the meeting in accordance with this Bylaw.

### **Notice of Regular Council Meetings**

18. Pursuant to the Community Charter [notice of council meetings], Council must make available to the public a schedule specifying the dates, times, and places of Regular Council Meetings. The schedule of Regular Council Meetings shall be made available to the public on or before December 31 of each year.
19. Pursuant to the Community Charter [notice of council meetings], Council must give notice of the availability of the Regular Council meeting schedule in accordance with the Community Charter [requirements for public notice] at least once a year. Such notice shall be provided in accordance with the Village's Public Notice Bylaw.
20. Council may, by resolution passed by a majority of its members, amend the annual schedule of Regular Council Meetings, including by cancelling a meeting, rescheduling a meeting, or altering the time or location at which a meeting is to be held. Upon Council approving any such revision, the Corporate Officer must, as soon as practicable, provide public notice of the revision in accordance with the Village's Public Notice Bylaw.

### **Notice of Special Council Meetings**

21. Except where Council waives notice of a Special Council Meeting by unanimous vote of all Members under the Community Charter [notice of council meetings], the Corporate Officer must give notice of the date, hour, and place of a Special Council Meeting at least twenty-four (24) hours before the time of meeting by:
  - (a) posting a notice in accordance with the Village's Public Notice Bylaw; and
  - (b) advising Members of the Special Council Meeting by electronic means.
22. The notice under clause 21 must describe in general terms the purpose of the Meeting.

### **Electronic Participation at Meetings and Electronic Meetings**

23. If the conditions set out in the Community Charter [electronic participation by members in council and council committee meetings] are met, Regular Council Meetings, Committee meetings, Advisory Body meetings, and Commission meetings may be conducted by means of electronic or other communication facilities.
24. Special Council Meetings may be conducted by means of electronic or other communication facilities if:
  - (a) the Mayor calls for a meeting by electronic means; or
  - (b) in extreme emergency situations as determined by the Mayor or Corporate Officer, such as when a state of local emergency has been declared, when Members are unable to physically meet in one location together.
25. If the conditions set out in the Local Government Act [public hearing procedures] are met, Public Hearings may be conducted by means of electronic or other communication facilities.
26. A Member may only participate electronically in a meeting of Council if the requirements of the Village's *Electronic Meeting Participation Requirements Policy* is observed.

### **PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

27. At least annually, Council must designate Members to serve on a rotating basis as the Acting Mayor.
28. Each Member designated under this Part must fulfill the responsibilities of the Acting Mayor in the absence of the Mayor.
29. If the Mayor and the Acting Mayor designated under this Part are absent from the Council meeting, the Members present must choose a Member to Chair the Council meeting.
30. The Member designated or chosen as Acting Mayor under this Part has the same powers and duties as the Mayor in relation to the applicable matter.
31. If the Mayor or Acting Mayor arrives after the start of a meeting, the Mayor must Chair the meeting upon arrival.
32. If the Mayor is granted a leave of absence for a period greater than one month, or if the Acting Mayor is granted a leave of absence for a period greater than one month and the Member is unable to fulfil their obligations under this Part, Council must reconsider the Acting Mayor schedule at its earliest convenience after the Member's leave comes into effect.
33. For the purposes of clause 32, Council may, by a majority vote, establish the length of the Acting Mayor assignment and determine the assignments by lot.

## **PART 4 – COUNCIL PROCEEDINGS**

### **Community Charter Provisions**

34. Matters pertaining to Council proceedings are governed by the Community Charter including those provisions found in [Open Meetings] and [Council Proceedings].

### **Attendance of Public at Meetings**

35. In addition to its application to Council meetings, this section applies to all meetings of the bodies referred to in the Community Charter [application of procedure rules to other bodies].
36. Except where the provisions of the Community Charter [meetings that may or must be closed to the public] apply, all Council meetings must be open to the public.
37. Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in an open meeting in accordance with the Community Charter [requirements before meeting is closed].
38. Despite clause 36, the Mayor or Acting Mayor may expel or exclude from a Council meeting a Member in accordance with this Bylaw.
39. Members of the public in attendance at any proceedings held pursuant to this Bylaw must conduct themselves in accordance with the Village's *Workplace Bullying & Harassment Policy*.
40. If the Presiding member determines a member of the public is not complying with the Village's *Workplace Bullying & Harassment Policy*, they may exclude or expel the member of the public from the meeting pursuant to the Community Charter [expulsion from meetings].

### **Minutes of Meetings to be Maintained and Available to the Public**

41. In addition to its application to Council meetings, this section applies to all meetings of the bodies referred to in the Community Charter [application of rules to other bodies].
42. The Corporate Officer shall record in the minutes every motion that is seconded, and whether it is carried or defeated.
- (a) If a motion is not seconded, it shall not be recorded in the minutes.
43. Minutes of the proceedings of Council must be:
- (a) legibly recorded;
- (b) certified as correct by the Corporate Officer; and
- (c) signed by the Mayor or the Presiding Member.
44. Subject to clause 45, and in accordance with the Community Charter [other records to which public access must be provided], minutes of Council proceedings must be open for public inspection at City Hall during its regular office hours.
45. Clause 44 does not apply to minutes of a Council meeting, or that part of a Council meeting, that is closed in accordance with the Community Charter [meetings that may or must be closed to the public].

### **Calling Meeting to Order**

46. With the exception of Regular or Special Council Meetings held on the same night as a Public Hearing, as soon after the time specified for a Regular or Special Council meeting as there is a Quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order; however, where the Mayor is absent, the Acting Mayor must take the Chair and call such meeting to order.

47. With the exception of Regular or Special Council Meetings held on the same night as a Public Hearing, if a Quorum of Council is present for a Regular or Special Council meeting but the Mayor or Acting Mayor does not attend within fifteen (15) minutes of the scheduled time:
  - (a) the Corporate Officer or their designate must call to order the Members present; and
  - (b) the Members present must choose a Chair from the Members present at the meeting.
48. If a Quorum is present at a Committee, Advisory Body, or Commission meeting but the Presiding Member does not attend within fifteen (15) minutes of the scheduled time for the meeting:
  - (a) the Corporate Officer or their designate must call to order the Members present; and
  - (b) the Members present must choose a Member to preside at the meeting.
49. If neither the Chair nor the Vice-Chair is available to attend a meeting of a Committee, Advisory Board, or Commission, the Chair or the Mayor may designate another Member of Council in advance to act as Chair for that meeting.

### **Adjourning Meeting if No Quorum**

50. If there is no Quorum present within fifteen (15) minutes of the scheduled start time for a Regular or Special Council meeting, Committee meeting, Advisory Board meeting, or Commission meeting, the Corporate Officer must:
  - (a) record the names of the Members present and those absent;
  - (b) adjourn the meeting until the next scheduled meeting; and
  - (c) place all business on the Agenda that is not dealt with at the meeting on the Agenda for the next meeting.
51. If Quorum is lost during a Regular or Special Council meeting, Committee meeting, Advisory Board meeting, or Commission meeting, the meeting must be recessed, and if not reconvened within fifteen (15) minutes, clause 50 applies.

### **Agenda**

52. Prior to each Regular or Special Council, Committee, Advisory Board, or Commission meeting the Corporate Officer must prepare an Agenda setting out the items for consideration at that meeting and noting in short form a summary for each item on the Agenda.
53. The deadline for Council submissions to the Corporate Officer of items for inclusion on a Regular Council Meeting Agenda is 12:00pm on the Tuesday of the week prior to the meeting.
54. Despite the requirements of clause 53, the Corporate Officer may, where practical, include on a Regular Council Meeting Agenda, prior to its publication, an item or report which is not provided by the time and date required.
55. The Corporate Officer must make an Agenda available to the Members and the public at City Hall and, providing there are no technical difficulties, on the Village Website:
  - (a) for Regular Council Meetings and Public Hearings, before 9:00pm the Friday prior to the meeting; and
  - (b) for Special Council Meetings, as soon as is practicable and at the discretion of the Corporate Officer.
56. For Closed Council Meetings, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting the sections of the Community Charter [meetings that may or must be closed to the public] under which the discussions must or may be held in a Closed Council Meeting. The Corporate Officer must make this Agenda available to Members and the public before 9:00pm the Friday prior to the meeting.



## Order of Proceedings

57. The Agenda for all Regular Council Meetings contains the following matters in the order in which they are listed below:
- (a) Call to Order
  - (b) Territorial Land Acknowledgement
  - (c) Adoption of the Agenda
  - (d) Adoption of Previous Minutes
  - (e) General Matters (Art at Council, Presentations and Delegations)
  - (f) Public Input (Verbal Submissions, Written Submissions)
  - (g) Verbal Reports from Council and Staff
  - (h) Consent Agenda
  - (i) Items Removed from the Consent Agenda
  - (j) Business Items
  - (k) Other Business (Correspondence for Action, Motion Served)
  - (l) Information Items (Correspondence for Information, Reports for Information)
  - (m) Public Input (Verbal Submissions)
  - (n) Adjournment
58. Council must take up matters in the order in which it is listed on the Agenda unless otherwise resolved by a majority vote of Council.
59. Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a Late Item pursuant to this Bylaw.
60. Where a Public Hearing is held on the same date as a Regular Council Meeting, Council shall consider all bylaws and matters that were the subject of the Public Hearing immediately following the Adoption of the Agenda and prior to the commencement of the General Matters section of the meeting.

## Public Input

61. Public Input shall be managed in accordance with this Bylaw and the Village's *Public Input at Regular Council Meetings Policy*.
62. Regular Council Meetings must include a fifteen (15) minute verbal Public Input period after the General Matters section and before the Verbal Reports from Council and Staff section. They must also include a second verbal Public Input period, ten (10) minutes in length, immediately before the Adjournment section.
63. Council may extend a verbal Public Input period in ten (10) minute increments by a majority vote.
64. A person must not make a verbal or written submission regarding a proposed official community plan bylaw or a proposed zoning bylaw in respect of which a Public Hearing has been held, except where a second or subsequent Public Hearing is to be held on the matter.
65. Written Public Input that does not relate to an item of business on the Agenda shall not be included in, or provided to Council as part of, a Regular Council Meeting. Such correspondence shall instead be handled in accordance with the *Council Correspondence Policy*.
66. During the verbal Public Input period, members of the public may address Council when recognized by the Presiding Member. The Presiding Member may invite comments from in-person attendees and online participants in any order deemed appropriate to ensure the orderly conduct of the meeting.

67. Once recognized, a speaker may address Council relating only to items of business appearing on the meeting Agenda. Comments not related to an item of business on the Agenda are prohibited and will be ruled out of order. Each speaker must state their name, place of residence, and may speak for up to two (2) minutes.
68. Council members shall not engage with speakers until the end of the Public Input period. After all speakers have concluded, members may, through the Presiding Member, speak once for the limited purpose of responding to comments or asking brief, clarifying questions. Council's comments or questions must not give rise to debate and must fit within the Public Input period time limits. The Presiding Member retains full authority to regulate time, maintain order, and ensure compliance with these provisions.
69. On evenings where notice for Public Input was given in relation to a specific item (e.g. the annual report, consideration of Development Variance Permits/Temporary Use Permits, etc.), the Public Input related to that specific matter may be received when the item of business is considered on the Agenda.
70. Once the nomination period preceding a General Local Election or by-election begins, Public Input periods shall be suspended until the meeting of Council following the election. Public Input will resume at the first Council meeting following the election.

### **Consent Agenda**

71. On a Regular or Special Council Meeting Agenda, as determined by the Corporate Officer in consultation with the Mayor, non-controversial, routine items which do not require discussion or debate may be grouped together under a Consent Agenda and dealt with under one resolution of Council.
72. Items that may be included in the Consent Agenda are:
  - (a) recommendations from Committees;
  - (b) bylaws and items for which debate is not expected.
73. Prior to an Agenda being published, a Member may request that an item be included on the Consent Agenda.
74. Any Member may request that an item included on the Consent Agenda be removed from the Consent Agenda and dealt with separately.
75. Members must request removal of items from the Consent Agenda prior to moving adoption of recommendations listed in the Consent Agenda.
76. Council must consider any item that is removed from a Consent Agenda immediately after the consideration of the Consent Agenda.
77. Members may vote on and adopt in one motion all recommendations appearing on the Consent Agenda.

### **Late Items**

78. In addition to its application to Regular or Special Council Meetings, this section applies to all meetings of the bodies referred to in the Community Charter [application of procedure rules to other bodies].
79. An item of business not included on the Agenda must not be considered unless Council approves introduction of the Late Item with a unanimous vote of all Members present.
80. If the Council makes a resolution under this section, information pertaining to Late Item must be distributed to the Members.

## **Voting at Meetings**

81. In addition to its application to Regular or Special Council Meetings, this section applies to all meetings of the bodies referred to in the Community Charter [application of procedure rules to other bodies].
82. The following procedures apply to voting at meetings:
- (a) when debate on a matter is closed, the Presiding Member must put the matter to a vote of Members;
  - (b) the Presiding Member must put the matter to a vote by either stating:
    - (i) “those in favour, raise your hands,” and then, “those opposed, raise your hands.”; or
    - (ii) “please enter your vote electronically,” if electronic voting is being used;
  - (c) when the Presiding Member is putting the matter to a vote under this section, a Member must not:
    - (i) cross or leave the room, unless excused as a result of not being entitled to vote under the Community Charter;
    - (ii) make a noise or other disturbance; or
    - (iii) interrupt the voting procedure except to raise a point of order;
  - (d) after the Presiding Member puts the question to a vote under this section, a Member must not speak to the question or make a motion concerning it;
  - (e) the Presiding Member’s decision about whether a question has been finally put is conclusive;
  - (f) whenever a vote on a matter is taken, each Member present must signify their vote by raising their hand or by entering their vote into the electronic voting system if such a system is being used;
  - (g) the Presiding Member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative and stating the names of those voting in opposition;
  - (h) should any Member refrain from voting when any question is put, the Member shall be regarded as having voted in the affirmative and the Member’s vote must be so counted; and
  - (i) the Corporate Officer or designate may, at any time, request clarification on the motion or voting results for the record.

## **Presentations and Delegations**

83. Council shall hear a Presentation or Delegation only where:
- (a) the presenter or organization has, not less than fifteen (15) days prior to the meeting at which they seek to appear, submitted to the Corporate Officer a written request that:
    - (i) clearly identifies the subject matter to be addressed;
    - (ii) specifies any relief or action sought from Council; and
    - (iii) provides the full name of the presenter and, if applicable, the name of the organization represented.
  - (b) the Corporate Officer has notified the presenter or organization of the date of the meeting at which their appearance has been scheduled.
  - (c) the subject matter falls within the jurisdiction of Council as set out in the Part of this Bylaw addressing Extra-Jurisdictional Matters.

84. Despite clause 83, if approved by unanimous vote of the Members present, a presenter or organization may address Council without prior submission of a written request to the Corporate Officer. If accepted as a Late Item, a Delegation's written request will be added as an item of business.
85. A presenter or organization must submit any presentation materials, including slides or supporting documents, to the Corporate Officer no later than 12:00 p.m. on the Friday preceding the Council meeting.
86. Council must not permit a Presentation or Delegation to address Council regarding a proposed official community plan bylaw or a proposed zoning bylaw in respect of which a Public Hearing has been held, except where a second or subsequent Public Hearing is to be held on the matter.
87. The Corporate Officer may schedule a Presentation or a Delegation to another Council, Committee, Advisory Body, or Commission meeting as deemed appropriate according to the subject matter.
88. The Corporate Officer may refuse to place a Presentation or a Delegation on the Agenda if the issue does not fall within the falls within the jurisdiction of Council as set out in the Part of this Bylaw addressing Extra-Jurisdictional Matters; however, Council by a majority vote may add the Presentation or Delegation to an Agenda in accordance with clause 84.
89. Presentations and Delegations are confined to the subject that was indicated in their written request and are limited to ten (10) minutes.
90. Council may waive strict compliance with clause 89 by a resolution passed by a majority vote of all Members present.
91. Delegations may be scheduled to present to Council at the time their respective item of business is considered on the Agenda.
92. Following a Presentation or Delegation, Council members may, through the Presiding Member, speak once for the limited purpose of responding to comments or asking brief clarifying questions, provided such questions do not give rise to debate. Council's comments or questions are not required to be accommodated within the ten (10) minutes allotted for the Presentation or Delegation.
93. Unless Council has specifically resolved otherwise at a previous meeting, the maximum number of Presentations or Delegations at each meeting is two (2). Council may, by a majority vote of those members present and voting, increase the maximum number of Presentations or Delegations scheduled for a subsequent meeting.

### **Points of Order**

94. Any Member may, at any time during debate, rise on a Point of Order upon asserting that a contravention of the Rules of Procedure has occurred.
95. Upon a Point of Order being raised, the Presiding Member shall immediately suspend debate and recognize the Member raising the Point. All other Members shall immediately cease speaking. The Member so recognized shall succinctly state the nature of the alleged breach, without interruption.
96. The Member alleged to be in breach may, upon recognition by the Presiding Member, offer a brief explanation respecting the Point of Order.
97. The Presiding Member shall, without undue delay, render a ruling as to whether the Point of Order is sustained or dismissed, save and except where the Presiding Member expressly reserves such ruling to the next regular meeting of Council.
98. The ruling of the Presiding Member may include such directions as are necessary to remedy the breach or to resume debate. No Member shall question or comment upon the rule or authority cited by the Presiding Member in rendering the ruling.

99. The Member determined to be in breach may, with the support of a seconder, appeal the ruling of the Presiding Member to Council. Upon such appeal, the Presiding Member shall state the question in the following form:
- (a) "Shall the ruling of the Chair be sustained?"
  - (b) Council shall vote upon the question without debate.
  - (c) A majority of Members present shall determine whether the ruling is sustained. A tie vote shall sustain the ruling of the Chair.
100. The decision of Council upon an appeal shall be final and binding, and debate shall thereupon proceed in accordance with such decision.

### **Conduct and Debate**

101. A Member may speak to a question or motion at a Council meeting only if that Member first addresses the Presiding Member.
102. Members must address the Presiding Member by that person's title of Mayor, Acting Mayor, or Councillor.
103. Members must address other non-Presiding Members by the title Councillor.
104. Members must adhere to the Village's *Council Code of Conduct Policy*.
105. No Member may interrupt a Member who is speaking except to raise a Point of Order.
106. If more than one Member speaks, the Presiding Member must call on the Member who, in the Presiding Member's opinion, first spoke.
107. Members at a Council meeting:
- (a) must speak only in connection with the matter being debated;
  - (b) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded;
  - (c) must adhere to the Rules of Procedure established under this Bylaw; and
  - (d) must not use cellular phones while a Council meeting is in session.
108. If a Member is acting contrary to the standards of conduct set out in this Bylaw and the Village's *Council Code of Conduct Policy*, or any other applicable policy or bylaw, the Presiding Member may order the Member to leave the Member's seat, and:
- (a) if the Member refuses to leave, the Presiding Member may cause the Member to be removed by a peace officer from the Member's seat; and
  - (b) if the Member apologizes to the Council, Council may, by resolution, allow the Member to retake the Member's seat.
109. A Member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another Member who is speaking.
110. The following rules apply to limit speech on business being considered at a Council meeting:
- (a) a Member may speak more than once in connection with the same question only:
    - (i) with the permission of Council; or
    - (ii) if the Member is explaining a material part of a previous speech without introducing a new matter;
  - (b) a Member who has made a substantive motion to the Council may reply to the debate only to provide clarification, and Council may determine whether the Member's reply is clarification;

- (c) a Member who has moved an amendment, the previous question, or an instruction to a Committee may not reply to the debate; and
- (d) a Member may speak to a question, or may speak in reply, for longer than a total time of five minutes only with the permission of Council.

### **Motions Generally**

- 111. The Presiding Member may speak to any motion.
- 112. Council may debate and vote on a motion only if it is first made by one Member and then seconded by another.
- 113. Whenever possible, Members are encouraged to share with the Corporate Officer and all Members, in advance, wording of motions that they intend to introduce at Council meetings, as amendments, or as motions arising.
- 114. A Member may make only the following motions when the Council is considering a question:
  - (a) to refer to committee;
  - (b) to amend;
  - (c) to lay on the table;
  - (d) to postpone indefinitely;
  - (e) to postpone to a certain time;
  - (f) to move the previous question; and
  - (g) to adjourn.
- 115. A member may not amend or debate a motion made under clause 114 (c) to (g).
- 116. Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Member.

### **Motion to Commit**

- 117. Until it is decided, a motion made at a Council meeting to refer to Committee precludes an amendment of the main question.

### **Motion to the Main Question**

- 118. At a Council meeting, the following rules apply:
  - (a) if a Member moves to put the Main Question to a vote, or the Main Question as amended to a vote, then that motion must be dealt with before any other amendments are made to the motion on the Main Question; and
  - (b) if the vote is decided in the negative, then Council may again debate the question or proceed to other business.

### **Amendments Generally**

- 119. A Member may, without notice, move to amend a motion that is being considered.
- 120. An amendment may propose removing, substituting, or adding to the words of a motion.
- 121. If requested by the Presiding Member, the mover must reproduce a proposed amendment in writing.
- 122. A proposed amendment must be decided before the motion being considered is put to a vote unless there is a call for the Main Question to be put to a vote.
- 123. A Member may only amend an amendment once.

124. A Member must not again propose a motion to amend that has been defeated by a vote of Council.
125. A Member may propose an amendment to an adopted amendment.
126. The Presiding Member must put the Main Question and its amendments in the following order for the vote of Council:
  - (a) a motion to amend a motion amending the Main Question;
  - (b) a motion to amend the Main Question, or an amended motion amending the Main Question if the vote under subparagraph (a) is positive; and
  - (c) the Main Question.

### **Notices of Motion**

127. A Member may give a notice of motion at any time during a meeting when recognized by the Presiding Member. The notice shall be formally stated for the record and shall be placed on the Agenda for the next appropriate Council meeting in accordance with this section of the Bylaw.
128. The Member must write and submit the associated background memo for the notice of motion in accordance with the Village's operational policies, including *Notice of Motion and Accompanying Submissions by Council Members*, and *Council Report Standards*.
129. The notice of motion will appear on the next appropriate Council meeting Agenda, along with the associated background memo, as a "Motion Served" under the "Other Business" section of the Agenda, where Council will consider one of the following recommendations:
  - (a) receive for information;
  - (b) refer to staff for a response (staff will determine if the nature of the work warrants a project proposal or a staff report and will include considerations with respect to feasibility, resources, funding source, timeline, strategic plan alignment, and legislative analysis) [Note: A proposed Notice of Motion may have a referral to staff built into the recommendation]; or
  - (c) refer to the Chief Administrative Officer for consideration and, if required, inclusion in the Strategic Priorities intake process.
130. Any resolution or direction considered from a Motion Served must not take effect unless Council has considered information provided by staff pursuant to clause 129 (b), if applicable.
131. As an exception to clause 129 (b), the Chief Administrative Officer may indicate that a report is not necessary to move forward.
132. When appropriate, the Chief Administrative Officer may direct staff to include a brief memo if the information is required for Council to make their determination.

### **Privilege**

133. A matter of privilege refers to any of the following motions:
  - (a) fix the time to adjourn;
  - (b) adjourn;
  - (c) recess;
  - (d) raise a question of privilege of the Council; and
  - (e) raise a question of privilege of a Member.
134. A matter of privilege must be immediately considered when it arises at a Council meeting.
135. For the purposes of clause 134, when two or more matters of privilege arise at the same time, they shall be considered in the order listed in clause 133, with the first item having the highest priority.

## **Resolutions of Committees, Advisory Bodies, Commissions**

136. Council may take any of the following actions in connection with a resolution it receives from a Committee, Advisory Body, or Commission:
- (a) agree or disagree with the resolution;
  - (b) amend the resolution;
  - (c) refer the resolution back to the Committee, Advisory Body, Commission; or
  - (d) postpone its consideration of the resolution.

## **Adjournment**

137. A Council may continue a Regular or Closed Council Meeting for an additional hour after the three (3) hour limit has been met only by a majority vote of the Members present. At the expiration of the additional hour, Council must pass an affirmative unanimous vote to continue the meeting for an additional hour, as well as every hour thereafter.
138. A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
139. Clause 138 does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day; or
  - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.
140. The Presiding Member of a Public Hearing may adjourn the Public Hearing provided they inform those in attendance of,
- (a) the time and date of the resumption of the hearing;
  - (b) the place of the resumed hearing, if applicable;
  - (c) the way in which the hearing is to be conducted, by electronic means, other communication facilities, if applicable,
- in accordance with the Local Government Act [public hearing procedures].
141. Members of a Committee, Advisory Board, or Commission may continue their meeting for an additional thirty (30) minutes beyond the first two (2) hours only by a majority vote of the members present. At the expiration of the additional thirty (30) minutes, an affirmative unanimous vote to continue the meeting for an additional fifteen (15) minutes is required, as well as every fifteen (15) minutes thereafter.



## **PART 5 - RECONSIDERATION OF A DELEGATE'S DECISION**

### **Right of Reconsideration**

142. In accordance with the Community Charter [reconsideration of delegate's decisions], a person who is subject to a decision made by a delegate of Council under authority delegated by bylaw has the right to have that decision reconsidered by Council.

### **Application for Reconsideration**

143. A person seeking reconsideration must:

- (a) submit a written request to the Corporate Officer within 30 days of being notified of the delegate's decision;
- (b) include the reasons for requesting reconsideration and any supporting documentation; and
- (c) identify the decision being challenged and the name of the delegate who made the decision.

### **Scheduling and Notice**

144. Upon receipt of a complete application, the Corporate Officer must:

- (a) place the matter on the Agenda of the next Regular Council Meeting or a Special Council Meeting called for that purpose; and
- (b) notify the applicant in writing of the date, time, and place of the meeting at which the reconsideration will occur.

### **Procedure at Reconsideration**

145. At the meeting:

- (a) the applicant may appear before Council and make oral submissions;
- (b) Council may consider any written or oral submissions from the applicant and any additional information provided by staff; and
- (c) Council has the same authority as the delegate had in making the original decision.

### **Effect of Reconsideration**

146. If Council rejects the original decision upon reconsideration, the decision is of no effect and is deemed to be rescinded.

### **Limitations**

147. The right of reconsideration does not apply to:

- (a) decisions that Council is prohibited from delegating under the Community Charter [delegation of council authority];
- (b) decisions that have been acted upon irreversibly; or
- (c) decisions for which a statutory right of appeal exists under another enactment.

## **PART 6 - BYLAWS**

### **Copies of Proposed Bylaws to Members**

148. A Member may introduce a proposed bylaw at a Council meeting only if a copy of it has been delivered to each Member at least twenty-four (24) hours before the Council meeting, or all Members unanimously agree to waive this requirement.

### **Form of Bylaws**

149. A bylaw introduced at a Council meeting must:
- (a) be printed or in electronic format;
  - (b) have a distinguishing name;
  - (c) have a distinguishing number;
  - (d) contain an introductory statement of purpose; and
  - (e) be divided into sections as necessary.

### **Bylaws to be Considered Separately or Jointly**

150. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the Presiding Member or requested by another Member; or
  - (b) jointly with other proposed bylaws in the sequence determined by the Presiding Member.

### **Reading and Adopting Bylaws**

151. The Presiding Member of a Council meeting may:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
  - (b) request a motion that the proposed bylaw or group of bylaws be read.
152. The readings of the bylaw may be given by stating its title and statement of purpose.
153. Council may debate and amend a proposed bylaw at any time during the first three readings unless prohibited by the Community Charter.
154. Pursuant to the Community Charter [requirements for passing bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting.
155. Subject to the Local Government Act [adoption procedures for official community plan], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Members present.
156. Despite the Community Charter [requirements for passing bylaws], and in accordance with the Local Government Act [adoption procedures for official community plan] and [adoption of municipal zoning bylaw], Council may adopt an official community plan bylaw or a zoning bylaw at the same meeting at which the bylaw receives third reading.

### **Bylaws Must be Signed**

157. After a bylaw is adopted and signed by the Corporate Officer and the Presiding Member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village's records for safekeeping and endorse upon it:
- (a) the dates of its readings and adoption; and
  - (b) the date of Ministerial approval or approval of the electorate, if applicable.

## **PART 7 – PUBLIC HEARINGS**

### **Presentations at Public Hearings**

158. Council must afford all persons with an interest in a proposed bylaw which is the subject of a Public Hearing a reasonable opportunity to be heard or to present written submissions on matters contained in the bylaw.
159. A person must not speak until the Presiding Member acknowledges them.
160. Speakers must first identify themselves by stating their name, place of residence, and the name and place of residence of the person or body they represent, if applicable.
161. Persons presenting at a Public Hearing must limit their Presentation to a maximum of five (5) minutes each. If a person has additional information that they are unable to provide within that time, Council must give them further opportunities to address Council after all other interested members of the public have been heard a first time.
162. Without limiting the opportunity provided for in this Part, Council must encourage speakers to confine their comments to new information.

## **PART 8 – STANDING COMMITTEE MEETINGS**

### **Purpose of Standing Committee Meetings**

163. Standing Committee Meetings are intended to be regularly scheduled meetings for the purpose of conducting Standing Committee business.

### **Duties of Standing Committees**

164. Standing Committees must consider, inquire into, report on, and make recommendations to Council about all the following matters:

- (a) matters that are related to the general subject indicated by the name of the Committee;
- (b) matters that fit the criteria as defined in the Standing Committee's terms of reference; and
- (c) matters that are assigned by the Mayor.

165. Standing Committees must report and make recommendations to Council at all the following times:

- (a) as may be scheduled by the Corporate Officer or the Presiding Member; and
- (b) where Council or the Mayor assigns a matter to a Standing Committee, the Committee shall report to Council:
  - (i) within the time specified by the Mayor; or
  - (ii) if no time is specified, at the next Regular Meeting of Council following such assignment.

### **Schedule of Standing Committee Meetings**

166. Standing Committee Meetings are generally held on the third Tuesday of each month and may also be called on an as-needed basis.

### **Presiding Member at Standing Committee Meetings**

167. The Mayor must preside over Standing Committee Meetings and may appoint the Acting Mayor to preside in order to participate in the discussion.

### **Order of Proceedings at Standing Committee Meetings**

168. The Agenda for all Standing Committee meetings must contain, without limitation, the following matters in the order in which they are listed below:

- (a) Call to Order
- (b) Adoption of the Agenda
- (c) Adoption of Previous Minutes
- (d) Discussion Items
- (e) Information Items
- (f) Adjournment

169. A Standing Committee must take up business at a meeting in the order in which it is listed on the Agenda unless otherwise resolved by a majority vote of Standing Committee members present.

### **Attendance at Standing Committee Meetings**

170. Council Members who are not members of a Standing Committee may attend the meetings of the Standing Committee.

### **Conduct and Debate at Standing Committee Meetings**

171. The rules of Council conduct and debate established in this Bylaw apply in full to Standing Committee Meetings.
172. Council Members attending a Standing Committee meeting of which they are not a member may participate in the discussion only with the permission of a majority of the Standing Committee members present.

### **Voting at Standing Committee Meetings**

173. Council Members attending a meeting of a Standing Committee of which they are not a member must not vote on a question.
174. Votes at Standing Committee Meetings must be taken by a show of hands, if requested by a Member, and the Presiding Member must declare the results of voting.

### **Reports at Standing Committee Meetings**

175. Standing Committee Meetings may consider reports and bylaws only if:
  - (a) they are included in the Agenda package, and the Members each have a copy; or
  - (b) a majority of the Members present decide without debate that the requirements of paragraph (a) do not apply.
176. Committee business resolutions for ratification (rise and reports) will be noted in the minutes for the record.

## **PART 9 – SELECT COMMITTEES AND ADVISORY BODIES**

### **Purpose of Select Committee and Advisory Body Meetings**

177. Select Committees and Advisory Bodies shall meet as required to conduct business within their respective mandates.

### **Duties of Select Committees and Advisory Bodies**

178. Select Committees and Advisory Bodies must consider, inquire into, report on, and make recommendations to Council about the matters referred to them by Council.
179. Select Committees and Advisory Bodies must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

### **Schedule of Select Committee and Advisory Body Meetings**

180. At its first meeting after its establishment, a Select Committee or Advisory Body must establish a regular schedule of meetings.
181. The Chair of a Select Committee or Advisory Body may call a meeting of the Select Committee or Advisory Body in addition to the scheduled meetings or may cancel a meeting.

### **Notice of Select Committee or Advisory Body Meetings**

182. Subject to clause 181, after the regular schedule of Select Committee or Advisory Body meetings, including the times, dates, and places of the Select Committee or Advisory Body meetings, has been established, notice of the schedule must be given by:
- (a) posting a copy of the schedule in accordance with the Public Notice Bylaw; and
  - (b) providing a copy of the schedule electronically to each member of the Select Committee or Advisory Body.
183. Where revisions are necessary to the schedule of Select Committee or Advisory Body meetings, the Corporate Officer must, as soon as possible, post a notice that indicates any revisions to the date, time, and place, or cancellation of a Select Committee or Advisory Body meeting in accordance with the Public Notice Bylaw.
184. The Chair of a Select Committee or Advisory Body must cause a notice of the day, time, and place of a meeting called under clause 181 to be given to all members of the Select Committee or Advisory Body at least twenty-four (24) hours before the time of the meeting.

### **Order of Proceedings at Select Committee and Advisory Body Meetings**

185. The Agenda for all Select Committee or Advisory Body meetings must contain, without limitation, the following matters in the order in which they are listed below:
- (a) Call to Order
  - (b) Adoption of the Agenda
  - (c) Adoption of Previous Minutes
  - (d) Discussion Items
  - (e) Information Items
  - (f) Adjournment
186. A Select Committee or Advisory Body must take up business at a meeting in the order in which it is listed on the Agenda unless otherwise resolved by a majority vote of Select Committee or Advisory Body Members.

**Attendance at Select Committee or Advisory Body Meetings**

187. Council Members who are not members of a Select Committee or Advisory Body may attend the meetings of the Select Committee or Advisory Body.

**Conduct and Debate at Select Committee and Advisory Body Meetings**

188. Council Members attending a Select Committee or Advisory Body meeting of which they are not a member may participate in the discussion only with the permission of a majority of the Select Committee or Advisory Body members present.

**Voting at Select Committee and Advisory Body Meetings**

189. Council Members attending a meeting of a Select Committee or Advisory Body of which they are not a member must not vote on a question.

**Approval of Final Select Committee or Advisory Body Meeting Minutes**

190. Where a Select Committee or Advisory Body has completed its mandate and does not intend to meet again:

- (a) the Select Committee or Advisory Body may, during its final meeting, adopt a resolution authorizing the Presiding Member to approve the minutes of that meeting.
- (b) the Presiding Member shall review the draft minutes prepared by the Corporate Officer and may approve them as accurate and complete.

## **PART 10 - COMMISSIONS**

### **Purpose of Commission Meetings**

191. The purpose of a Commission meeting is to carry out specific functions or responsibilities delegated by Council.

### **Schedule of Commission Meetings**

192. At its first meeting after its establishment, a Commission must establish a regular schedule of meetings.

193. The Chair of a Commission may call a meeting of the Commission in addition to the scheduled meetings or may cancel a meeting.

### **Notice of Commission Meetings**

194. Subject to clause 193, after the Commission has established the regular schedule of Commission meetings, including the times, dates, and places of the Commission meetings, notice of the schedule must be given by:

- (a) posting a copy of the schedule in accordance with the Public Notice Bylaw; and
- (b) providing a copy of the schedule to each member of the Commission.

195. Where revisions are necessary to the annual schedule of the Commission meetings, a notice that indicates any revisions to the date, time, and place for cancellation of a Commission meeting must, as soon as possible, be posted in accordance with the Public Notice Bylaw.

196. The Chair of a Commission must cause a notice of the day, time, and place of a meeting called under clause 193 to be given to all members of the Commission at least twenty-four (24) hours before the time of the meeting.

### **Approval of Final Commission Meeting Minutes**

197. Where a Commission has completed its mandate and does not intend to meet again:

- (a) the Commission may, during its final meeting, adopt a resolution authorizing the Presiding Member to approve the minutes of that meeting.
- (b) the Presiding Member shall review the draft minutes prepared by the Corporate Officer and may approve them as accurate and complete.



## **PART 11 - COMMITTEE OF THE WHOLE**

### **Purpose of Committee of the Whole Meetings**

198. The Committee provides a forum for Council to receive the same information at the same time, to explore issues collaboratively, and to work toward common understanding of complex matters.
199. The Committee of the Whole may:
- (a) consider and discuss matters referred by Council;
  - (b) hear presentations and delegations;
  - (c) make recommendations to Council for consideration at a Regular or Special Council Meeting.

### **Schedule of Committee of the Whole Meetings**

200. Council may adopt a regular schedule for meetings of the Committee of the Whole, or they may be convened by resolution of Council or at the discretion of the Mayor.

### **Notice of Committee of the Whole Meetings**

201. Subject to clause 200, after the regular schedule of Committee of the Whole meetings, including the times, dates, and places of Committee of the Whole meetings, has been established, notice of the schedule must be given by:
- (a) posting a copy of the schedule in accordance with the Public Notice Bylaw; and
  - (b) providing a copy of the schedule electronically to each member of the Committee of the Whole.
202. Where revisions are necessary to the schedule of Committee of the Whole meetings, the Corporate Officer must, as soon as possible, post a notice that indicates any revisions to the date, time, and place, or cancellation of a Committee of the Whole meeting in accordance with the Public Notice Bylaw.
203. The Chair of the Committee of the Whole must cause a notice of the day, time, and place of a meeting called under clause 200 to be given to all members of the Committee of the Whole at least twenty-four (24) hours before the time of the meeting.

### **Presiding Member of Committee of the Whole Meetings**

204. The Mayor shall preside as Chair at all Committee of the Whole meetings unless the Mayor designates another Council member to act as Chair, or Council appoints another member by resolution.

### **Quorum at Committee of the Whole Meetings**

205. A majority of Council Members constitutes a quorum for a Committee of the Whole meeting.

### **Order of Business at Committee of the Whole Meetings**

206. The Agenda for Committee of the Whole meetings must include, without limitation, the following:
- (a) Call to Order
  - (b) Adoption of the Agenda
  - (c) Adoption of Previous Minutes
  - (d) Discussion Items
  - (e) Information Items
  - (f) Adjournment
207. A Committee of the Whole must take up business at a meeting in the order in which it is listed on the Agenda unless otherwise resolved by a majority vote of Committee of the Whole members present.

### **Conduct and Debate at Committee of the Whole Meetings**

- 208. When meeting as the Committee of the Whole, Council shall operate under the Council's rules of procedure except as modified in this Part, permitting extended discussion and detailed examination of matters, while not exercising the full legislative authority of Council.
- 209. Unless otherwise required by legislation, the Committee may, by unanimous consent, suspend any procedural rule contained in this Bylaw for the duration of the Committee of the Whole session.
- 210. The Committee may not adopt bylaws or exercise powers reserved for Council in an open meeting.
- 211. If, in the opinion of the Chair, the level of informality is impeding the orderly conduct of the meeting, the Chair may reinstate formal rules of procedure for any portion of the meeting.
- 212. Members may speak more than once on any item of business and without time limitation, unless the Chair establishes reasonable limits to ensure orderly discussion.
- 213. Debate shall be conducted in a less formal manner than in a regular Council meeting. Members may engage in open dialogue, ask questions freely, and seek clarification without requiring formal recognition from the Chair, provided that order is maintained.
- 214. The Chair may allow members to speak without strict adherence to established speaking order rules and may recognize speakers in the sequence most conducive to productive deliberation.
- 215. Staff, consultants, and invited delegations may participate in discussion at the discretion of the Chair, including responding to questions and engaging in dialogue with members.

### **Points of Order at Committee of the Whole Meetings**

- 216. Points of order and procedural objections may be addressed informally. The Chair may resolve such matters without invoking full procedural requirements unless necessary to maintain order.

### **Voting at Committee of the Whole Meetings**

- 217. The Committee shall seek to reach consensus whenever possible. Where direction is required, the Committee may pass a non-binding recommendation to Council by a simple show of hands or general consent. Recommendations will be recorded in the minutes.
- 218. All recommendations shall be forwarded to the next Regular Council Meeting, or a specified future meeting, for consideration, unless otherwise directed by Council.

### **Presentations and Delegations at Committee of the Whole Meetings**

- 219. The Committee may receive presentations or delegations. Discussion after the presentation may proceed informally until the Committee chooses to formulate a recommendation.
- 220. Presentations and Delegations must comply with the rules of procedure for Regular Council Meetings, including submission deadlines and presentation time limits, unless otherwise permitted by the Chair.

## **PART 12 – WORKSHOPS, PLANNING SESSIONS, AND STRATEGIC PRIORITY SESSIONS**

### **Purpose of Workshops, Planning Sessions, Strategic Priority Sessions**

221. Council Workshops, Planning Sessions, and Strategic Priority Sessions are informal gatherings convened for the purpose of information-sharing, education, and planning on matters including, but not limited to, long-term goals, strategic initiatives, and policy development.

### **Nature of Workshops, Planning Sessions, Strategic Priority Sessions**

222. These informal gatherings do not constitute a meeting of Council provided they do not form a material part of Council's decision-making process, and provided no decisions or directions are made.
223. A majority of Council Members may attend these sessions; however, attendance alone does not constitute a Council meeting. These sessions must not be used to deliberate toward decisions or conduct municipal business.

### **Participation at Workshops, Planning Sessions, Strategic Priority Sessions**

224. A majority of Council Members may attend these sessions; however, attendance does not constitute a quorum for the purposes of conducting municipal business.

### **Records of Workshops, Planning Sessions, Strategic Priority Sessions**

225. The Corporate Officer may prepare a summary of topics discussed for internal reference. Summaries are not official minutes and are not required to be adopted by Council.

### **PART 13 – EXTRA-JURISDICTIONAL MATTERS**

226. During the Agenda review process, the Mayor, Chief Administrative Officer, and Corporate Officer must distinguish Extra-Jurisdictional Matters from those that will be placed on the Agenda. Subject to clause 229, the Corporate Officer may circulate Extra-Jurisdictional Matters to Council for information but will not include them on the Agenda.
227. During a meeting, Council may add an Extra-Jurisdictional Matter to an Agenda as a Late Item by unanimous vote of Members present and voting.
228. Persons who consider themselves to be aggrieved by a rejection of a requested Agenda matter under this Part may appeal in writing to Council for a ruling on the matter, in which case clause 227 applies.
229. The following matters are Extra-Jurisdictional for purposes of this Bylaw:
- (a) subject matters over which Council does not have legal, financial, geographic, or operational effect;
  - (b) religious faith-based subject matters;
  - (c) subject matters that violate the Canadian Charter of Rights and Freedoms;
  - (d) subject matters that violate Canadian enactments of Canada, the Province, or the Village;
230. For certainty, advocacy to other orders of government or local government organizations such as the Association of Kootenay Boundary Local Governments, Union of British Columbia Municipalities, or Federation of Canadian Municipalities regarding issues of municipal concern are not Extra-Jurisdictional Matters.

## **PART 14 – GENERAL**

### **Review and Orientation**

231. Council must review this Bylaw at the beginning of each term of Council and at any other time that Council considers appropriate, to ensure alignment with supporting policies, including without limitation the *Council Code of Conduct*, *Council Correspondence*, *Public Input at Regular Council Meetings*, *Electronic Meeting Participation Requirement*, *Notice of Motion and Accompanying Submissions by Council Members*, and *Council Report Standards* policies.
232. At the commencement of each Council term, the Corporate Officer must ensure that all Members receive an orientation session on the provisions of this Bylaw, including:
- (a) the rules of procedure for meetings;
  - (b) the requirements of the Community Charter and other applicable enactments referenced in this Bylaw;
  - (c) the roles and responsibilities of the Mayor, Acting Mayor, and Members in relation to meeting conduct and debate;
  - (d) the process for introducing motions, bylaws, and notices of motion;
  - (e) the provisions respecting electronic meetings and participation; and
  - (f) the procedures for reconsideration of decisions, including those made by delegates.
233. Orientation under this Part may also include training on parliamentary procedure, and any related policies adopted by Council, including without limitation the *Council Code of Conduct*, *Council Correspondence*, *Public Input at Regular Council Meetings*, *Electronic Meeting Participation Requirement*, *Notice of Motion and Accompanying Submissions by Council Members*, and *Council Report Standards* policies.
234. The Corporate Officer must maintain a record confirming that an orientation under this Part has been provided to all Members and may schedule additional training sessions during the Council term as deemed necessary by Council or the Chief Administrative Officer.

### **Public Notice**

235. This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the Community Charter [procedure bylaws].

### **Severability**

236. If a portion of this Bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this Bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause, or phrase.

### **Effective Date**

237. This Council Procedure Bylaw No. 1323, 2025, shall be effective on the date of approval and adoption below.

**First Reading:**

This Council Procedure Bylaw No. 1323, 2025, was read a first time at the Council meeting held on the 9<sup>th</sup> day of December, 2025.

**Second Reading:**

This Council Procedure Bylaw No. 1323, 2025, was read a second time at the Council meeting held on the 9<sup>th</sup> day of December, 2025.

**Third Reading:**

This Council Procedure Bylaw No. 1323, 2025, was read a third time at the Council meeting held on the 27<sup>th</sup> day of January, 2026.

Public Notice of this Bylaw was issued January 6, 2026.

Opportunities for public input were provided during Regular Council Meetings on:

- December 9, 2025
- January 14, 2026
- January 27, 2026

Revision of the proposed Bylaw was directed by a consensus of Council members present at a Regular Council Meeting on January 14, 2026.

Amendment of the proposed Bylaw was directed by a resolution of Council members present at a Regular Council Meeting on January 27, 2026.

**Approval and Adoption by Council:**

This Council Procedure Bylaw No. 1323, 2025, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

**Signatures**

\_\_\_\_\_  
**Mayor**

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

This [Bylaw] adopted by the Council of the Village of Kaslo on [Date] is certified to be a true copy.

\_\_\_\_\_  
**Corporate Officer Signature**

\_\_\_\_\_  
**Date**



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## Village of Kaslo

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# Frequently Asked Questions

## Public Input

### 1. How do I send correspondence to Council?

By Mail: Staff will open the mail, scan the materials, and email the information to Council.

By Email: Send to [council@kaslo.ca](mailto:council@kaslo.ca) and staff will acknowledge receipt.

- Operational matters will be responded to by staff.
- Political matters will be forwarded to Council and responded to by the Mayor.
- Public Hearing emails do not form part of the official record unless sent to [admin@kaslo.ca](mailto:admin@kaslo.ca).

### 2. How can I provide input at a Council meeting?

#### Verbal Input

Regular Council Meetings include two (2) dedicated Public Input periods:

- One 15-minute period allotted at the beginning of the meeting.
- One 10-minute period allotted at the end of the meeting.
- When called upon, provide your name and place of residence.
- Each speaker has up to 2 minutes.
- Comments must relate to items of business on the meeting agenda.
- No discussion on bylaws that have already had a Public Hearing (unless a second hearing is scheduled).

#### Written Input

Address to Mayor and Council with 'Public Input' in the subject line/on the envelope.

- Include your name and place of residence.
- Deadline: 12:00 pm one business day before the meeting.
- Length: 750 words / 3 pages max.
- Comments must relate to items of business on the meeting agenda.
- Availability: Included in the Written Public Input package provided to Council and posted online after the meeting.
- Submissions can be sent to:
  - Email: [council@kaslo.ca](mailto:council@kaslo.ca),
  - Hard copy: City Hall, 413 Fourth Avenue, Kaslo, BC, or
  - Online form: Available on the Village website.

### 3. How do I make a presentation or appear as a delegation at a Council meeting?

#### Presentation:

- Purpose: Share information of interest to Council and residents.
- Key Feature: Informational only; no request for action.
- Time Limit: 10 minutes.
- Example: Update on a community project or educational topic.

#### Delegation

- Purpose: Request Council action on a specific matter.
- Key Feature: Includes a formal request for Council decision.
- Time Limit: 10 minutes.
- Example: Requesting funding or policy change.

#### Requirements for Presentation or Delegation

- Submit a written request to the Corporate Officer at least 15 days before the meeting.
- Include subject matter, purpose, and name of presenter/organization.
- Provide materials (e.g., slides) by 12:00 pm the Friday before the meeting.
- Normally limited to two presentations or delegations per meeting, however, Council may allow a delegation without prior notice by unanimous vote (added as a late item).

### 4. What topics can I speak or write about?

Topics must be within Council's jurisdiction. Extra-Jurisdictional Matters (e.g., religious issues, matters outside municipal authority) will not be placed on the agenda. Advocacy to other levels of government on municipal issues is allowed.

### 5. Can I speak about a bylaw that is part of a Public Hearing?

No. You cannot make submissions on a bylaw that has already had a Public Hearing, unless a second hearing is scheduled.

### 6. How is my privacy protected?

Personal identifiers are redacted before publishing correspondence or written input in public agendas. All handling complies with *Freedom of Information and Protection of Privacy Act* (FIPPA).

### 7. How do I participate electronically?

Electronic participation is allowed under the Village's *Electronic Meeting Participation Requirements Policy*. Public may attend electronically when facilities are provided.

### 8. What other ways can correspondence appear on a Council agenda?

For Action: Requires a written memo from the Mayor or a Councillor with a recommendation. Appears under "Other Business".

For Information: Requires a written request from the Mayor or a Councillor. Appears under "Information Items" (there is no discussion on Information Items unless Council unanimously agrees to add it as an item of business).



#### 9. Where can I find meeting schedules and agendas?

Annual schedule of Regular Council Meetings is posted at the Public Notice Posting Place and on the Village website. Agendas are available for:

- Regular Meetings by 9:00 pm the Friday before the meeting.
- Special Meetings as soon as practicable.

#### 10. How do I request reconsideration of a delegated decision?

A delegated decision is a decision made by a person or body (such as municipal staff or a committee) who has been given authority by Council to act on its behalf under a delegation bylaw or policy. These decisions are typically administrative or operational and do not require full Council approval at the time they are made. To request reconsideration of a delegated decision, submit a written request to the Corporate Officer or designated staff member, stating:

- The decision you want reconsidered.
- The reasons why you believe reconsideration is warranted.
- Any supporting information or documentation.

The request must be made within 30 days of the decision. The request will be placed on a Council agenda for consideration. Council may:

- Uphold the delegated decision,
- Amend it, or
- Overturn it.

Note: Not all delegated decisions are eligible for reconsideration. Check the delegation bylaw or policy for restrictions.



SECTION:	Administration	01	
SUB-SECTION	Council - General	0530	
TITLE	Council Correspondence	2026	##

## RELATED DOCUMENTS

Number	Title
	Council Procedures Bylaw
	Public Input at Regular Council Meetings

## APPROVALS

Approval Date:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

## PURPOSE

Effective communication between the public and Council is essential for transparent and accountable governance. This policy establishes clear guidelines for the receipt, handling, and distribution of Correspondence. Its purpose is to ensure that all communications are managed consistently, respectfully, and in accordance with legislative requirements, while supporting informed decision-making and maintaining public trust.

The policy includes procedures for:

- Receiving and acknowledging Correspondence
- Determining how Correspondence is presented to Council
- Ensuring timely responses and appropriate record-keeping
- Protecting privacy and complying with applicable legislation

Adoption of this policy affirms the Village's commitment to open, accessible, and professional communication practices that reflect the principles of good governance.

## AUTHORITY & APPLICATION

This policy is established under the authority of provincial legislation governing local government operations and privacy protection. The following statutes and provisions apply:

### Community Charter

- Requires Council meetings to be open to the public, with limited exceptions for closed meetings.
- Imposes confidentiality obligations on Council members regarding information discussed in closed meetings.
- Requires proper record-keeping of municipal documents, including Correspondence.

### Local Government Act

- Governs procedures for petitions, delegations, and other forms of public input to local governments.

### Freedom of Information and Protection of Privacy Act (FIPPA)

- Regulates the collection, use, and disclosure of personal information by public bodies.
- Requires redaction of personal identifiers before publishing Correspondence in public Agendas or records.

## **INTERPRETATION**

In this Policy:

- (a) any word or term defined in the *Community Charter* or the *Council Procedures Bylaw* shall have the same meaning in this Policy;
- (b) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw is a reference to a Village bylaw, as amended, revised, consolidated or replaced from time to time;

## **GUIDING PRINCIPLES**

1. The Mayor and all members of Council shall be informed of Correspondence addressed to Council, as well as the action taken and response provided.
2. The Mayor or any member of Council may submit a request to the Corporate Officer to include a Correspondence item on an upcoming Agenda under “Other Business” or “Information Items”.
3. Outgoing Correspondence shall provide the most current and accurate information available, and be limited to one official response on behalf of Council.
4. Any response to Correspondence by an individual Council member must be clearly identified as such to avoid confusion with the Village’s official response or formal actions.

## **PROCEDURES**

### Incoming Correspondence by Mail

5. Administrative staff shall have access to the Village’s post office box. Correspondence received by mail and addressed to Mayor or Council will be reviewed by administrative staff and distributed as follows:
  - (a) incoming mail addressed to the Mayor will be opened by administrative staff, scanned, and filed. Within 2 business days, staff will request direction from the Mayor to forward the Correspondence by email to Council or staff. The Mayor will provide direction in a timely manner;
  - (b) incoming mail addressed to Mayor and Council will be opened by administrative staff, scanned, and filed. Staff will send the Correspondence by email to Council;
  - (c) incoming mail addressed to individual Council members will be opened by administrative staff, scanned, filed, then sent to the member by email.
6. Should the Mayor or any member of Council want to address an item of Correspondence received by mail, a request must be submitted to the Corporate Officer to include the item on an upcoming Agenda under “Other Business” or “Information Items”, as applicable.

#### Incoming Correspondence by Electronic Mail (email)

7. Administrative staff shall have access to the council@kaslo.ca email.
8. Any emails that are sent by members of the public to the Mayor or Council with questions, concerns, or comments of an operational nature will be responded to with the following message from administrative staff with a carbon copy to Council and the Chief Administrative Officer:

*"Thank you for your email to Mayor and Council. This email is to acknowledge that Mayor and Council have received your email. Your inquiry is important to us and has been forwarded to staff for review and follow-up, as applicable."*

9. Any question, concern, or comment of a **political** nature shall be responded to by the Mayor, as the Council Spokesperson. The response shall be in writing (mail or email) and the following email response will be sent by administrative staff with a carbon copy to Council and the Chief Administrative Officer:

*"Thank you for your email to Mayor and Council. This email is to acknowledge that Mayor and Council have received your email. Should your email require a response from Council, the Mayor will respond within five business days, however, response times may vary if the Mayor is away or unavailable."*

10. Any emails sent to Council regarding a Public Hearing item must include a response stating that the input will not form part of the official public record for the Public Hearing. Therefore, administrative staff will send the following response:

*"Thank you for your email to Mayor and Council. Your email has been received by Council; however, it will not form part of the public record. If it is your desire to have your correspondence form part of the public record for the Public Hearing on <date of Public Hearing>, then you are required to submit it directly to the Corporate Officer by email at admin@kaslo.ca".*

#### Outgoing Correspondence

11. Outgoing Correspondence in response to a question, concern, or comment of a political nature will be made by the Mayor, as the Council Spokesperson. Administrative staff will provide Council with a copy of any response made by the Mayor. This will occur in a timely manner once the matter has been researched and the Mayor is satisfied that a full response can be provided.
12. Should the matter require Council direction prior to a full response being provided, administrative staff will advise the member of the public and the matter will be placed before Council for direction at the earliest opportunity based on the Council meeting schedule.
13. If a Councillor chooses to respond to the Correspondence independently, the Councillor shall indicate to the member of the public that the information and opinions in the response is that Council member's alone and an official response will be forthcoming from the Mayor's office. The following standard disclosure will be used by any Councillor responding to Correspondence addressed to Council:

*"This response is provided by Councillor (insert name) and may not reflect the Village of Kaslo's official position or that of Council."*

#### Correspondence on Council Meeting Agendas

14. The Mayor or any member of Council may submit a request to the Corporate Officer to include Correspondence for Action on an upcoming Agenda under "Other Business". Such requests must be made in writing in the form of a memorandum, which must include the original correspondence and a recommendation. The Correspondence for Action item will be included in the Agenda under "Other Business", and will be accompanied by the memo requesting its inclusion.

15. The Mayor or any member of Council may submit a request to the Corporate Officer to include Correspondence for Information on an upcoming Agenda under "Information Items". Such requests must be made in writing. The Correspondence for information will be included in the Agenda, but will not be accompanied by the request for its inclusion. References may be made to "Information Items" during verbal reports, but no discussion or motion may arise from these items unless Council passes a unanimous resolution to add the item to the Agenda as a Business Item.

## **RESPONSIBILITIES**

### Council Members

Council Members are responsible for reviewing correspondence distributed by staff, maintaining confidentiality in accordance with the *Community Charter* and *Freedom of Information and Protection of Privacy Act*, submitting requests to the Corporate Officer for the inclusion of correspondence on Agendas under "Other Business" or "Information Items," and clearly identifying any independent responses to avoid confusion with official Village positions.

### Mayor

The Mayor is responsible for acting as the official spokesperson for Council in responding to correspondence of a political nature and for providing timely direction to staff regarding correspondence addressed to the Council.

### Corporate Officer

The Corporate Officer is responsible for administering and monitoring this policy, ensuring compliance with legislative requirements for privacy and record-keeping, and coordinating the inclusion of correspondence on Agendas as requested.

### Administrative Staff

Administrative Staff are responsible for receiving, opening, scanning, and distributing incoming mail and email addressed to the Mayor or Council, sending acknowledgment emails to correspondents and forwarding inquiries to the appropriate staff, maintaining records of all correspondence in accordance with retention schedules and privacy legislation, and providing Council with copies of outgoing responses from the Mayor.

### Public

The Public is responsible for submitting correspondence through designated channels, such as mail, email, or the online form, and ensuring that their submissions comply with applicable legislation and respect the guidelines for inclusion in public records.

## **DEFINITIONS**

"Correspondence" refers to messages addressed to Mayor or Council and sent by mail, email (council@kaslo.ca), or online form.

"Correspondence for Action" means Correspondence that may require discussion, response, forwarding, requesting further information, or Council direction.

"Correspondence for Information" means Correspondence that is provided for information only and excludes Correspondence for Action.

SECTION:	Administration	01	
SUB-SECTION	Council - General	0550	
TITLE	Public Input at Regular Council Meetings	2026	##

## RELATED DOCUMENTS

Number	Title
	Council Procedures Bylaw
	Council Correspondence Policy

## APPROVALS

Approval Date:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
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## PURPOSE

The *Council Procedures Bylaw* permits Public Input at Regular Council Meetings to allow members of the public to provide verbal and written submissions related to items of business included on the Agenda. This policy establishes a clear, impartial, and consistent process for receiving, reviewing, and presenting Public Input to Council, supporting informed decision-making, orderly meetings, and respectful public participation. Public Input that is threatening, defamatory, or otherwise inappropriate may be restricted, excluded, or redacted.

## AUTHORITY & APPLICATION

This policy is established under the authority of the *Community Charter* and is informed by the *Local Government Act* and the *Freedom of Information and Protection of Privacy Act (FIPPA)*.

This policy is administered in accordance with the *Council Procedures Bylaw* [public input]. In the event of any conflict between this Policy and the Bylaw, the *Council Procedures Bylaw* prevails.

## INTERPRETATION

In this Policy:

- (a) any word or term defined in the *Community Charter* or the *Council Procedures Bylaw* shall have the same meaning in this Policy;
- (b) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw is a reference to a Village bylaw, as amended, revised, consolidated or replaced from time to time;

## DEFINITIONS

In this Policy:

- (a) “an item of business on the Agenda” means a Business Item or Other Business included on the published Agenda for the applicable Regular Council Meeting, as referenced in the *Council Procedures Bylaw*.
- (b) “Verbal Public Input” means spoken comments provided by members of the public during a Public Input period of a Regular Council Meeting, as referenced in the *Council Procedures Bylaw*.
- (c) “Written Public Input” means written submissions received by Council during a Public Input period of a Regular Council Meeting, as referenced in the *Council Procedures Bylaw*.

## POLICY

Public Input at a Regular Council Meeting provides an opportunity for the public to address Council on items of business included on the Agenda. The process is administered in accordance with the *Council Procedures Bylaw* and this Policy. Verbal Public Input includes brief, respectful remarks to inform Council’s understanding of Agenda items, but may not lead to debate, raise matters not on the Agenda, or disclose confidential or inappropriate information. Written Public Input simulates a Verbal Public Input period with parameters for content and length of submission.

The Village will provide reasonable accommodations to support accessibility in the Public Input process. Alternative submission formats to those detailed in this Policy may be accepted upon request.

## PROCEDURES

### Verbal Public Input

1. Verbal Public Input must relate to an item of business on the Agenda for that Regular Council Meeting.
  - (a) Input that does not relate to an item of business on the Agenda is prohibited and will be ruled out of order by the Presiding Member.
2. The Presiding Member may invite comments from in-person attendees and online participants in any order deemed appropriate for maintaining orderly conduct.
3. The Presiding Member retains full authority to regulate time, maintain order, and ensure compliance with the provisions of the *Council Procedures Bylaw* and this Policy.
4. Speakers may only address Council when recognized by the Presiding Member.
5. Once recognized by the Presiding Member, a speaker must:
  - (a) State their name;
  - (b) Place of residence;
  - (c) Limit comments to two (2) minutes.



6. Speakers must not:
  - (a) Interrupt, speak out of turn, or engage in disorderly behavior;
  - (b) Use defamatory, threatening, discriminatory, or abusive language;
  - (c) Disclose personal, confidential, or in-camera information.
7. Operational or procedural questions will not be answered during the Public Input period.
  - (a) The Presiding Member will direct speakers to contact staff during regular business hours for assistance.
8. Where numerous speakers wish to address Council with substantially identical input, the Presiding Member may request that additional speakers refrain from repeating the same comments once Council has heard a representative summary.
9. Council members shall not engage with speakers until the end of the Public Input period.
10. After all speakers have concluded, members may, through the Presiding Member, speak once for the limited purpose of responding to comments or asking brief, clarifying questions.
  - (a) Council's comments or questions must not give rise to debate and must fit within the Public Input period time limit.
11. Council is not required to respond to individual speakers, but will consider Verbal Public Input collectively as part of its deliberations.

#### Written Public Input

12. Written Public Input must relate to an item of business on the Agenda for that Regular Council Meeting, and:
  - (a) include the name and place of residence of the person submitting the input;
  - (b) be submitted using one of the following methods:
    - (i) email: [council@kaslo.ca](mailto:council@kaslo.ca), or
    - (ii) hard copy delivered to City Hall, 413 Fourth Avenue, Kaslo, BC V0G 1M0, or
    - (iii) Written Public Input webform available on the Village's public website;
  - (c) be addressed to Mayor and Council with "Public Input" in the subject line/on the envelope;
  - (d) be received no later than 12:00pm one business day before the Council meeting.
  - (e) be limited to 750 words / three (3) pages, including images. These parameters are established to simulate addressing Council during a Verbal Public Input period (two minutes to speak).
13. Attachments must be accessible, virus-free, and in standard formats (e.g. pdf, docx, jpg, png). External links may be included but may not be followed or verified by staff.
14. Staff will review submissions to ensure they meet eligibility requirements, including alignment with an item of business on the Agenda, respectful content, and compliance with this Policy, the *Council Procedures Bylaw*, and legislation.
15. A confidential log of ineligible submissions will be maintained by staff, documenting the reason(s).
16. Staff will compile Written Public Input into a package for Council to receive as soon as possible, and no later than two (2) hours prior to the commencement of the Council meeting.
17. A hard copy of the Written Public Input package will be available to view at City Hall during the Council meeting.

18. The Written Public Input package will be posted online by the end of the week following the Council meeting.
19. Written Public Input that does not relate to an item of business on the Agenda or exceeds the length parameters shall not be included in, or provided to Council as part of, a Regular Council Meeting.
  - (a) Such correspondence shall instead be handled in accordance with the *Council Correspondence Policy*. Staff will notify the submitter of the redirection or advise them of the correct avenue for their submission.
20. Written Public Input submitted after the deadline will be held on file and provided to Council within the package of a future Regular Council Meeting if the related item of business is considered within six (6) months of the submission date.
21. Written Public Input related to the following matters will not be included in the Written Public Input package:
  - (a) Village personnel;
  - (b) information protected under the *Freedom of Information and Protection of Privacy Act* that cannot be reasonably redacted;
  - (c) matters that contain reference to a sensitive or confidential matter, including matters being considered in a closed Council meeting; or
  - (d) matters that contain content that is deemed, at the discretion of the Mayor, Chief Administrative Officer, or Corporate Officer, to be or to include parts that are threatening, deliberately and unreasonably repetitious, defamatory, or otherwise inappropriate.
  - (a) Where clarification is required for accuracy or for *Freedom of Information and Protection of Privacy Act* compliance, staff may contact the submitter. If clarification is not received within a reasonable time, the submission may be deferred in accordance with clause 20 or excluded.
22. Personal information provided as Written Public Input will be published as submitted unless redaction is required under the *Freedom of Information and Protection of Privacy Act*. Submitters should avoid including personal identifiers of third parties or sensitive personal information.
23. Where multiple substantially similar submissions are received, staff may consolidate them into a single summarized entry for the Written Public Input package, noting the number of submitters.
24. The Village may, at anytime, delay the inclusion of a Written Public Input submission into the package if the Written Public Input requires further time to assess or if the matter requires clarification of the information or statements made. The matter will still be provided to Council in accordance with the *Council Correspondence Policy* so that there is minimal delay in Council receiving the input.
25. Council is not required to respond to individual Written Public Input submissions, but will consider Written Public Input collectively as part of its deliberations.

## **RESPONSIBILITIES**

### Council Members

Council Members are responsible for respectfully considering Public Input as part of their deliberations and for supporting the Presiding Member in maintaining order and ensuring compliance with meeting procedures.

### Presiding Member

The Presiding Member is responsible for recognizing speakers, ensuring adherence to time limits and agenda restrictions, maintaining decorum, and ruling speakers out of order when necessary.

#### Corporate Officer

Oversee the administration of the Public Input process, ensure submissions meet deadlines and policy requirements, apply discretion to exclude or redact submissions that violate policy or legislation, and compile and distribute the Written Public Input package.

#### Staff

Staff are responsible for ensuring that all applicable policies and legislative requirements are met. This includes identifying Public Input periods on meeting Agendas; receiving, reviewing, compiling, and distributing Written Public Input; assisting the Presiding Member with the orderly management of speakers; and ensuring that meeting recordings and minutes accurately reflect the Public Input period in accordance with the *Council Procedures Bylaw*.

#### Public

Members of the public are responsible for participating respectfully and in accordance with all procedural requirements. This includes speaking only to items of business on the Agenda, observing time limits, and submitting Public Input in the required format and within established deadlines. Written submissions must be addressed to the Mayor and Council, include the submitter's name and place of residence, and must not contain defamatory, threatening, confidential, or otherwise inappropriate content.



SECTION:	Administration	01	
SUB-SECTION	Council - General	0530	
TITLE	Electronic Meeting Participation Requirements	2026	##

## RELATED DOCUMENTS

Number	Title
	Council Procedures Bylaw

## APPROVALS

Approval Date:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

## PURPOSE

The *Electronic Meeting Participation Requirements* policy establishes the standards and procedures for participating in Village of Kaslo business meetings conducted wholly or partially through electronic or other communication facilities. This policy applies to Council, Committees, Advisory Bodies, and Commissions and ensures compliance with the *Community Charter* and the *Council Procedure Bylaw*. It outlines participation requirements for electronic meetings, including technical standards, conduct expectations, and security protocols for closed sessions. Additionally, the policy provides guidance for emergency situations where standard requirements may be temporarily waived. Its purpose is to maintain transparency, accessibility, and procedural integrity in all electronically facilitated meetings of the Village.

## APPLICATION & STATUTORY PROVISIONS

This policy applies to all Village of Kaslo business meetings conducted electronically, whether wholly virtual or in a hybrid format. It governs participation by Council members, Committees, Advisory Bodies, Commissions, and invited attendees, ensuring consistent standards for open and closed meetings.

Electronic meetings for Council, Committee, Advisory Body, Commission business are authorized under the *Council Procedure Bylaw*, as amended from time to time, and must comply with the notice provisions of the *Community Charter*. These statutory requirements ensure that electronic meetings maintain the same legal validity and procedural integrity as in-person meetings.

## INTERPRETATION

In this Policy:

- (a) any word or term defined in the *Community Charter* or the *Council Procedures Bylaw* shall have the same meaning in this Policy as in the *Community Charter* or the *Council Procedures Bylaw*;
- (b) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw is a reference to a Village bylaw, as amended, revised, consolidated or replaced from time to time;

## POLICY STATEMENTS

### Electronic Meetings in General

2. Electronic Meetings will be held using videoconferencing software (e.g. Zoom, Microsoft TEAMS, etc.).
3. Participation in Electronic Meetings solely by telephone is prohibited; however, Members may choose to use the telephone audio function as a substitute for the computer audio function while simultaneously using a computer, a tablet, or a smart phone app to participate in the videoconference.
4. Individual Members may participate electronically in Regular or Closed Council meetings conducted in a hybrid meeting format for a total of no more than six (6) days per year. Council permission is required to exceed this limit.
5. Members participating in Electronic Meetings must have functioning audio, must be visible, and must be able to both hear and see other Members at all times during a meeting.
6. While participating in an Electronic Meeting, a Member must keep their video feed on at all times. Temporary video interruptions caused by technical difficulties are permitted, provided the Member notifies the meeting administrator or the Presiding Member and the interruption does not exceed two minutes.
7. If a Member becomes disconnected from the meeting or experiences technical difficulties that prevent them from hearing and being heard, the Presiding Member shall pause the meeting for up to ten (10) minutes to allow the Member to reconnect. If the Member is unable to rejoin within this time, the meeting may resume, provided quorum is maintained and all legislative and procedural requirements continue to be met.
  - (a) The Presiding Member shall announce the pause and the reason for it, so all participants understand the cause of the delay.
  - (b) A Member who has disconnected is not considered to be participating until they have rejoined with functioning audio and video.
8. A Member may temporarily leave and re-enter an Electronic Meeting, consistent with how Members may step out during an in-person meeting. While present and participating, they must meet all participation requirements in this policy, including maintaining audio and video connectivity. If a Member becomes disconnected or cannot hear and be heard, clause 7 applies, and the Presiding Member may pause the meeting to allow reconnection. A Member's ability to leave or re-enter remains subject to the *Council Procedure Bylaw*, including requirements for quorum, voting, and managing conflicts of interest.
9. A Member who declares a conflict of interest must leave the meeting either by disconnecting from the meeting or by being placed into the waiting room; the Member will be readmitted to the meeting once the conflict item is concluded.

10. The location from which a Member is participating remotely must be free from background sounds, movements, images, and words that may interfere with the understanding of the Member's speech or distract other participants or viewers. When the Member is not speaking, no sound should be transmitted.
11. Blurred or virtual backgrounds may not be used in closed Electronic Meetings.
12. Village of Kaslo Council and staff are permitted to use the approved corporate virtual backgrounds or blurred backgrounds in open meetings. Members or external meeting participants (e.g. another municipality) may use blurred backgrounds or a corporate virtual background. Advertising is not permitted on virtual backgrounds. The Chair or meeting administrator may request backgrounds be turned off with cause.
13. This section applies to all Electronic Meetings, including open and closed meetings of Council and open and closed meetings of Committees, Advisory Bodies, and Commissions.

#### Closed Electronic Meetings

14. The location from which a Member is participating remotely in a meeting that is closed to the public must be secured against access by anyone other than the participant.
15. In the case of unauthorized access to a Member's closed meeting location, that Member must immediately disconnect from the meeting or be placed into the waiting room by the meeting administrator or Chair. Once the Member has re-established the security of the location, the Member may rejoin the meeting or, if placed into the waiting room, notify the meeting administrator or Chair of their readiness for readmission.

#### Waiving Electronic Meeting Participation Requirements in Case of Emergency

16. Under extenuating circumstances, such as existing or foreseeable large-scale infrastructure failure affecting a majority of meeting participants, the Corporate Officer may suspend this policy by including the notification of the suspension of this policy in the notice of meeting.

### **RESPONSIBILITIES**

#### Council Members

Council Members must ensure compliance with all participation requirements outlined in this policy when attending electronic meetings. They must maintain functioning audio and video, remain visible, and adhere to standards of decorum throughout the meeting. Members are responsible for securing their remote location during closed meetings and must immediately report any unauthorized access. They must also notify the meeting administrator or Chair of any technical issues or conflicts of interest as required.

#### Presiding Member

The Presiding Member is responsible for presiding over Electronic Meetings and enforcing compliance with all participation requirements.

#### Corporate Officer

The Corporate Officer administers and monitors this policy and ensures its consistent application across all Electronic Meetings. The Corporate Officer may suspend participation requirements in emergency situations and must include notice of any suspension in the meeting notice. They also maintain records of attendance and ensure that meeting security protocols are followed.

#### Meeting Administrator

The Meeting Administrator is responsible for setting up and managing the designated platform used for Electronic Meetings. They assist Members with technical issues, ensure audio and video functionality, and manage the entry and exit of Members, including placing Members in waiting rooms when necessary, for

example, in cases involving conflicts of interest or security breaches. The Meeting Administrator also ensures meeting decorum and addresses any disruptions, including inappropriate backgrounds or audio interference.

#### Invited Attendees

Invited Attendees must comply with meeting decorum and technical requirements as directed by the meeting administrator or Chair. They are required to use approved virtual backgrounds and avoid any advertising or distracting visuals.

#### **DEFINTIIONS**

“Attendee” means a person invited to attend and observe an Electronic Meeting and may apply to persons from external organizations/municipalities, staff, the public, etc.

“Designated Platform” means the meeting systems and software specified by the Village of Kaslo, which may change from time to time. The Village currently uses Zoom Meetings, Microsoft TEAMS, and iCompass.

“Electronic Meeting” means a meeting of Village business, Council, Committee/Advisory Body/Commission conducted (wholly or as a hybrid meeting) by means of electronic or other communication facilities. In this policy, Electronic Meeting, in the context of a Council meetings, refers to such meetings for which notice is provided in accordance with the requirements of the *Community Charter*, as amended.

“Participant” means a member of Council, a Committee/Advisory Body/Commission, or an invited person participating in a meeting to facilitate the business of the meeting agenda.



# Village of Kaslo

Bylaw No. 1333, 2026

*A bylaw to establish Council remuneration, benefits, supports, and expense reimbursement.*

**BE IT ENACTED** by the Council of the Village of Kaslo as follows:

## PART 1 – INTRODUCTION

### Citation and Repeal

1. This bylaw shall be known and cited as the “Council Remuneration & Expenses Bylaw No. 1333, 2026”.
2. Remuneration and Expense Bylaw 1199, 2017 and all amendments thereto are hereby repealed.

### Application

3. This Bylaw governs the remuneration and expenses of council, including:
  - (a) Council remuneration and adjustments;
  - (b) Council benefits and supports; and
  - (c) Council expense reimbursement for municipal business

### Authority

4. Pursuant to the *Community Charter* [exercise of powers by bylaw or resolution] and [reporting of council remuneration, expenses and contracts].

### Interpretation

5. In this Bylaw:
  - (a) any work and term that is defined in the *Community Charter*, *Freedom of Information and Protection of Privacy Act*, or *Council Procedures Bylaw* has the same meaning in this Bylaw;
  - (b) words importing the singular number include the plural and vice versa and words importing the neutral gender include the masculine and the feminine genders;
  - (c) headings given to sections are for convenience of reference only and do not form part of this Bylaw;
  - (d) unless expressly stated otherwise, a reference to a “clause” is a reference to a clause in this Bylaw, a reference to a “section” is a reference to a section in this Bylaw, and a reference to a “Part” is a reference to a part in this Bylaw;
  - (e) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw or policy is a reference to a Village bylaw or policy, as amended, revised, consolidated or replaced from time to time; and
  - (f) except as otherwise provided for in the *Local Government Act*, the *Community Charter*, or this Bylaw, reference to a resolution or vote of Council is a reference to a resolution or vote passed by an affirmative vote of a majority of Members present and entitled to vote on the matter.

## Definitions

In this bylaw:

“Appointed” means formally assigned in writing to exercise the powers and perform the duties of a specified role, including Acting Mayor.

“Benefits” means the incentives, services and protections provided to Members during their time in office.

“CAO” means the Chief Administrative Officer for the Village as defined by the Community Charter;

“Caregiver Support” means babysitting or other care provided for an individual who depends on a Member due to age, disability, illness, or other need recognized by Council.

“Commercial Accommodation” means paid lodging (hotel, motel, or similar);

“Councillor” means a person elected to the Council of the Village and does not include the Mayor or Acting-Mayor, unless otherwise provided in this Bylaw;

“CFO” means the Chief Financial Officer for the Village as defined by the Community Charter;

“Designated Acting Mayor” means the same as Acting Mayor.

“Expenses” means charges incurred by Members in the course of their duties, and are necessary in order to perform their duties.

“Incidental Expense” means an out-of-pocket expense necessarily incurred in the course of authorized municipal travel that is not otherwise covered by mileage, fares, accommodation, registration, or meal allowances, and for which a receipt is available;

“Municipal Business” means duties and activities undertaken in an official capacity for the Village, including Council and committee meetings, sanctioned conferences, intergovernmental meetings, and other activities authorized by Council or the CAO;

“Parental Leave” means a period of authorized absence from duties granted to a Member for the purpose of caring for a newborn child or a newly adopted or placed child.

“Private Accommodation” means overnight lodging in a non-commercial setting (e.g., staying with family or friends);

“RDCK” means the Regional District of Central Kootenay;

“Remuneration” means, both monetary payment for the performance of duties and non-monetary payments such as health and dental benefits. Expense reimbursement is not a form of remuneration.

## **PART 2 – REMUNERATION**

### **Base Remuneration**

6. Members will be paid a base remuneration at the rate set by the *Council Remuneration & Expenses Policy*.
7. Base remuneration is paid in monthly equal installments and is pro-rated for partial periods of service.
8. A Member's entitlement to base remuneration begins on the date the member takes office following the applicable election or appointment.

### **Cost of Living Adjustment**

9. Effective January 1 of each year, the base remuneration amounts in the *Council Remuneration & Expenses Policy* will be adjusted by the latest available 12-month average percentage change in the British Columbia Consumer Price Index (BC CPI).
10. If the BC CPI is a negative amount, the base remuneration will remain at the previous year's level.
11. Adjusted amounts will be rounded to the nearest whole dollar.

### **Remuneration during Absence**

12. If a Member is absent from the Village, or unable to discharge the duties of office, for sixteen (16) days or more in any one calendar month, the base remuneration otherwise payable to that Member for that month shall not be paid.
13. Despite clause 12, Council may, by resolution, approve an absence exceeding sixteen (16) days in a calendar month, and where such absence is approved, base remuneration may continue to be paid for that month, subject to any terms or conditions established by Council.

### **Review**

14. A review of this Bylaw will be initiated by the CAO during the third year of each Council term.
15. Any changes to base remuneration resulting from the remuneration review will take effect at the beginning of the next Council term, unless Council determines that earlier implementation is required to address a change beyond Council's control.

### **Acting Mayor**

16. This section shall be administered in accordance with the *Council Procedures Bylaw* [designation of member to act in place of mayor].
17. Where a Councillor has been Appointed as Acting Mayor, the Councillor is entitled to the additional remuneration set out in the *Council Remuneration & Expenses Policy*.
18. To receive the additional remuneration, the Member must submit a claim using the Village's approved form.

### **Committee Chair**

19. This section shall be administered in accordance with the *Council Procedures Bylaw*.
20. Where a Member has been Appointed as the Chair of a Committee, the Member is entitled to the additional remuneration set out in the *Council Remuneration & Expenses Policy*.
21. To receive the additional remuneration, the Member must submit a claim using the Village's approved form.

## PART 3 — BENEFITS AND SUPPORTS

### Extended Health & Dental Benefits

22. If a Member is not eligible for extended health and dental benefits through an employer or pension plan, the Village shall provide extended health and dental benefits to the Member under a benefits plan determined by the Village. The scope of coverage may be amended from time to time at the discretion of the Village.
23. The Village will pay 100% of the premium cost for Members enrolled in the plan.
24. No cash-in-lieu payment is provided where a Member declines participation.

### Technology Support

25. Each Member is eligible for a technology allowance at the rate set in the *Council Remuneration & Expenses Policy*.
26. Receipts are not required to receive the technology allowance.
27. The allowance may be used for Council-related technical needs and connectivity including, but not limited to:
  - (a) device purchase or replacement;
  - (b) internet access required for Council duties;
  - (c) mobile phone plans or related connectivity costs; and
  - (d) technical support.

### Caregiver Support

28. A Member who incurs costs for Caregiver Support in order to attend a Council or Committee meeting is eligible for an allowance at the rate set in the *Council Remuneration & Expenses Policy*, upon written request.
29. The request must:
  - (a) identify the meeting date and the care need; and
  - (b) include a signed declaration that the cost was necessarily incurred to enable attendance.
30. The allowance is not payable where the care is provided by a person who normally resides with the Member, unless Council approves an exception.

### Parental Leave

31. Subject to applicable legislation, a Member may take Parental Leave for up to two (2) months with continued payment of base remuneration.
32. The Member must provide written notice to the Corporate Officer as soon as reasonably practicable, including anticipated start and end dates.
33. Council may grant additional unpaid leave consistent with legislation and the *Council Procedures Bylaw*.

## **Training & Development**

34. A Member may request approval from Council to attend training or professional development, including without limitation the following:
  - (a) Indigenous cultural safety and cultural humility training;
  - (b) Emergency management training;
  - (c) Union of British Columbia Municipalities (UBCM) Convention;
  - (d) Local Government Leadership Academy (LGLA) Certificate Program; or
  - (e) Association of Kootenay Boundary Local Governments Convention.
35. All requests for training or professional development under this Section are subject to review by Council, which may approve or deny the request at its discretion.
36. The Village shall reimburse or directly pay costs of Council training or professional development opportunities that are approved in advance by Council and can be afforded within the annual budget.

## **PART 4 — EXPENSES**

### **General**

37. Members will be reimbursed for reasonable and necessary expenses incurred during the course of Municipal Business.
38. A Member must not claim expenses from more than one source for the same cost (e.g. RDCK and Village)
39. Where possible, travel and accommodation shall be booked through the Village.

### **Travel**

40. Where a Member uses a personal vehicle for authorized Municipal Business travel, mileage reimbursement shall be paid at the rate established by the British Columbia Treasury Board and in effect on January 1 of each year.
41. Ferry, taxi, parking, and other transportation costs will be reimbursed at actual cost with receipts.
42. Where the Village has designated transportation by commercial carrier as the approved mode of travel, and a Member elects to use a private motor vehicle instead, reimbursement shall be limited to the lesser of:
  - (a) the applicable private vehicle distance allowance plus any applicable transportation toll charges;
  - (b) the cost of the designated commercial carrier for the same trip.

No reimbursement shall be provided for meals, accommodation, travel, or any other Expenses beyond the transportation costs that would have been incurred had the Member travelled by the designated commercial carrier.

43. When personal travel is combined with Municipal Business travel, reimbursement will be limited to the lesser of the actual transportation costs or the most economical transportation costs that would have been incurred if no personal travel had taken place. Expenses will not be reimbursed beyond what would have been incurred for Municipal Business travel alone.

44. Where a Member's private vehicle is damaged by vandalism or because of an accident while in use on Municipal Business, the Village shall reimburse the lesser of actual vehicle damage repair cost or the Member's vehicle insurance deductible to a maximum of \$750 per occurrence. However, no reimbursement shall be provided where a court holds that the Member or driver of the vehicle is guilty of willful, wanton or gross negligence.

### **Accommodation**

45. Commercial Accommodation will be reimbursed at actual cost with receipts, subject to reasonableness.
46. A Member who uses Private Accommodation is eligible for an allowance at the rate set in the *Council Remuneration & Expenses Policy*.

### **Meals**

47. Meal allowances are payable only when a Member has been authorized to travel for Municipal Business.
48. Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.
49. Meal allowance rates are set out in the *Council Remuneration & Expenses Policy*, and are inclusive of taxes and gratuities.
50. Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.
51. Receipts are not required for meal allowances.

### **Incidentals**

52. Incidental Expenses are reimbursable only where:
  - (a) the expense was necessary and unforeseeable; and
  - (b) a receipt is provided.
53. For clarity, gratuities related to meals are included in the meal allowance and will not be reimbursed as incidentals.

### **Expense Claim Procedure**

54. All expense claims must be submitted on the Village's approved form and supported by receipts where required.
55. Claims should be submitted within sixty (60) days after travel is completed.
56. The CFO is authorized to approve claims processed under this Bylaw.

### **Extraordinary Loss**

57. Where a Member on Municipal Business incurs a loss of or damage to personal property which is pertinent to the performance of their duties, that is not otherwise covered by Village policy or insurance, the Village may reimburse the lesser of the loss, or the repair or the deductible portion of the Member's insurance policy, up to a maximum of \$500.

### **Transition**

58. Claims incurred prior to the effective date of this Bylaw shall be processed under the repealed Bylaws, only if they are submitted within sixty (60) days.

## PART 5 – GENERAL

### Review and Orientation

59. Council must review this Bylaw at the beginning of each term of Council and at any other time that Council considers appropriate, to ensure alignment with supporting policies, including without limitation the *Council Procedures Bylaw* and the *Council Remuneration & Expenses Policy*.
60. At the commencement of each Council term, the Corporate Officer must ensure that all Members receive an orientation session on the provisions of this Bylaw and the *Council Remuneration & Expenses Policy*, including:
  - (a) Base remuneration and remuneration during absence,
  - (b) Additional remuneration for Acting Mayor and Committee Chair,
  - (c) Benefits and supports, and
  - (d) Eligible expenses and the procedure for submitting claims.
61. The Corporate Officer must maintain a record confirming that an orientation under this Section has been provided to all Members and may schedule additional training sessions during the Council term as deemed necessary by Council or the CAO.

### Amendments

62. Prior to making any amendments to this Bylaw that alters existing remuneration, benefits, and expense policies, Council shall appoint a Council Remuneration Task Force to perform an independent, objective review.
63. This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the Village's Public Notice Bylaw.

### Reporting

64. Further to the requirements of the *Community Charter* [reporting of council remuneration, expenses and contracts], the Village will make publicly available through the Village's website this Bylaw and reference to applicable legislation, the *Council Remuneration & Expenses Policy*, each Member's financial disclosure statement, and a summary of each Member's annual remuneration, expenses, and contracts.

### Severability

65. If a portion of this Bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this Bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause, or phrase.

**Effective Date**

66. This Council Remuneration & Expense Bylaw No. 1333, 2026, shall be effective as of the inaugural meeting after the 2026 election.

**First Reading:**

This Council Remuneration & Expense Bylaw No. 1333, 2026, was read a first time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**Second Reading:**

This Council Remuneration & Expense Bylaw No. 1333, 2026, was read a second time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**Third Reading:**

This Council Remuneration & Expense Bylaw No. 1333, 2026, was read a third time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Dates of amending motions

Dates of other requirements (inserted between appropriate readings)

- Advertisements and notices
- Opportunities for public comment

**Approval and Adoption by Council:**

This Council Remuneration & Expense Bylaw No. 1333, 2026, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**Signatures**

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**Mayor**

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**Corporate Officer**

This Council Remuneration & Expense Bylaw No. 1333, 2026 adopted by the Council of the Village of Kaslo on [Date] is certified to be a true copy.

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**Corporate Officer Signature**

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**Date**



SECTION:	Finance	05
SUB-SECTION	General	1610
TITLE	Council Remuneration & Expenses	##

## RELATED DOCUMENTS

Number	Title
	Council Remuneration & Expense Bylaw

## APPROVALS

Approval Date:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

## INTERPRETATION

### 1. In this Policy:

- (a) any work and term that is defined in the Community Charter, Freedom of Information and Protection of Privacy Act, Council Procedures Bylaw, or Council Remuneration & Expenses Bylaw has the same meaning in this Policy;
- (b) words importing the singular number include the plural and vice versa and words importing the neutral gender include the masculine and the feminine genders;
- (c) headings given to sections are for convenience of reference only and do not form part of this Policy;
- (d) unless expressly stated otherwise, a reference to a “clause” is a reference to a clause in this Policy, a reference to a “section” is a reference to a section in this Policy, and a reference to a “Part” is a reference to a part in this Policy;
- (e) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw or policy is a reference to a Village bylaw or policy, as amended, revised, consolidated or replaced from time to time; and
- (f) except as otherwise provided for in the Local Government Act, the Community Charter, or this Policy, reference to a resolution or vote of Council is a reference to a resolution or vote passed by an affirmative vote of a majority of Members present and entitled to vote on the matter.

## **PURPOSE**

2. This Policy provides the remuneration rates and allowances pursuant to the *Council Remuneration & Expense Bylaw*.

## **APPLICATION & STATUTORY PROVISIONS**

3. This Policy is pursuant to the *Council Remuneration & Expense Bylaw* and comes into effect as of the inaugural meeting after the 2026 election.
4. If there is any conflict or inconsistency between this Policy and the *Council Remuneration & Expense Bylaw*, the Bylaw shall prevail.

## **POLICY STATEMENTS**

### Base Remuneration

5. Base remuneration rates are subject to the cost-of-living increases identified in the *Council Remuneration & Expense Bylaw*.
6. The Mayor shall be paid a base remuneration of \$17,341 per year.
7. Each Councillor shall be paid a base remuneration of \$9,086 per year.

### Acting Mayor

8. The Acting Mayor shall be paid an amount equal to ten percent (10%) of the Mayor's monthly base remuneration for each Regular or Special Council meeting that they are appointed to Chair.

### Committee Chair

9. The Chair of a Committee shall be paid an amount equal to ten percent (10%) of the Member's monthly base remuneration for each meeting that they are appointed to Chair.

### Technology Support

10. Each Member is eligible for a technology allowance of \$1,000 per term, paid on a monthly basis during the period the Member holds office.

### Caregiver Support

11. A Member who incurs costs for Caregiver Support in order to attend a Council or Committee meeting is eligible for an allowance of \$50 per meeting.

### Accommodation

12. A Member who uses Private Accommodation is eligible for an allowance of \$50 per night.

### Meals

13. Meal allowances are flat rates inclusive of taxes and gratuities:
  - (a) Breakfast - \$30
  - (b) Lunch - \$40
  - (c) Dinner - \$65

## PROCEDURE

14. Members must submit a claim using the Village's approved form to receive the:
- (a) Acting Mayor remuneration;
  - (b) Committee Chair remuneration;
  - (c) Caregiver Support allowance;
  - (d) Private Accommodation allowance; or
  - (e) Meal allowance.

## RESPONSIBILITIES

### Council Members

Each Member is responsible for understanding this Policy and submitting allowance and expense claims on the Village's approved form.

### Chief Administrative Officer (CAO)

The CAO is responsible for providing administrative oversight of the implementation of this Policy.

### Chief Financial Officer (CFO)

The CFO is responsible for maintaining financial records related to Council remuneration and expenses, as well as reviewing, approving, and processing expense claims submitted under this Policy. They must ensure:

- claims are complete and compliant,
- appropriate deductions (e.g., for taxable allowances) are applied,
- payments are issued accurately and on time.

### Corporate Officer (CO)

The CO is responsible for ensuring Council is oriented to this Policy.

### Village staff

Administrative and finance staff are responsible for supporting Members with travel bookings, claim forms, and procedural guidance.





MEETING DATE: February 10, 2026  
TO: Mayor and Council  
FROM: Robert Baker, Chief Administrative Officer  
SUBJECT: Grants-in-Aid Policy  
DATE WRITTEN: February 3, 2026

FILE No: 1850-01

## 1.0 PURPOSE:

To present a Grants-in-Aid Policy that would establish consistent eligibility rules, evaluation criteria, timelines, roles and responsibilities, and reporting requirements, supporting greater fairness, transparency, and accountability in the allocation of public funds.

## 2.0 RECOMMENDATION:

THAT the *Municipal Grants and Non-Profit Advertising Sponsorship Policy* (25/2016), and the *Recreation Grant Eligibility Criteria Policy* (83/2023) be repealed, AND

THAT the *Grants-in-Aid Policy* be adopted, as presented by way of the staff report dated February 3, 2026.

## 3.0 BACKGROUND:

The Village currently administers municipal grants and non-profit advertising sponsorship under the *Municipal Grants and Non-Profit Advertising Sponsorship Policy* adopted in 2016. This policy combines grants and advertising/sponsorship into a single framework and applies a uniform per-grant cap of \$500, but does not include a modern framework. In particular, it lacks clear eligibility criteria, evaluation standards, accountability requirements, staff screening, fixed intake timelines, and a transparent decision-making process, all of which are now considered standard practice for municipal grant programs.

Recreation grants are administered separately under the *Recreation Grant Eligibility Criteria Policy* adopted in 2023. While this policy provides basic eligibility guidance, it contains several deficiencies that present governance, administrative, and equity risks. The policy does not establish fixed application or decision-making timelines and does not clearly state whether the Recreation Grants Committee makes final decisions or provides recommendations to Council. It also fails to assign administrative oversight to staff, which limits accountability and consistency. In addition, the policy does not include reporting requirements, conflict-of-interest provisions, or mechanisms for monitoring compliance with grant conditions.

The Village does not currently have a policy governing the provision of in-kind services or cash grants to special event organizations. Historically, in-kind support provided for community events has not been consistently documented or valued, resulting in limited transparency regarding the true cost to taxpayers and reduced accountability for public resources.

As a result, the Village's current grant practices operate through multiple disconnected policies and informal processes. This fragmented approach increases the risk of inconsistency, duplication, unclear authority, and uneven accountability across grant types. To address these issues, Council is encouraged to adopt a single, comprehensive grants policy that governs all Village grant programs, including cash grants, in-kind services,

municipal grants, recreation grants, and special event assistance. A unified policy would establish consistent eligibility rules, evaluation criteria, timelines, roles and responsibilities, and reporting requirements, supporting greater fairness, transparency, and accountability in the allocation of public funds.

#### 4.0 DISCUSSION:

The draft policy replaces a fragmented approach to grant administration with a single, comprehensive framework covering all Village grants, including cash and in-kind assistance. This consolidation improves clarity and consistency for applicants, staff, and Council, and reduces the risk of duplication, inconsistency, or perceived unfairness between grant streams.

The policy clearly defines administrative, advisory, and decision-making roles, strengthening governance and ensuring Council retains final approval authority. Defined evaluation principles and the option of a standardized scoring matrix support fair, transparent, and defensible decision-making while preserving Council discretion. Assigning eligibility screening, intake management, and compliance monitoring to staff improves administrative efficiency and allows advisory bodies and Council to focus on policy-level considerations. Formal accountability measures, including standardized terms, reporting, conflict-of-interest provisions, and documentation of in-kind support, enhance transparency and protect public resources.

The policy also emphasizes measurable community benefit, accessibility, and inclusivity, while maintaining flexibility for Council to respond to changing or time-sensitive community needs. Finally, its adaptable structure supports stability and consistency over time, while allowing Council to adjust priorities through annual budget and resolution processes.

#### 5.0 OPTIONS:

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

1. **Repeal the *Municipal Grants and Non-Profit Advertising Sponsorship Policy (25/2016)* and the *Recreation Grant Eligibility Criteria Policy (83/2023)*, then adopt the new *Grants-in-Aid Policy*. Staff will implement the policy changes and issue public notice for 2026 Municipal grants and the spring intake of Recreation grants.**
2. Status-quo. *No action will be taken, and the existing policies will remain in place. This means Council direction is required for staff to issue a call for 2026 Municipal or spring Recreation grant applications.*

#### 6.0 FINANCIAL CONSIDERATIONS:

Grant funding under the proposed Policy remains subject to Council approval through the annual budget process and does not commit the Village to increased spending. Instead, the policy provides a clearer framework for allocating approved funds through defined grant streams, limits, and emergency set-asides, reducing the risk of ad hoc expenditures.

By consolidating all cash and in-kind grants into a single framework, the policy improves Council's visibility into the total value of support provided to community organizations, including staff time, equipment use, and facility access, thereby increasing transparency around the full cost of Village assistance. While the policy introduces clearer administrative responsibilities related to application screening, evaluation, compliance, and reporting, these requirements largely reflect existing practices and are not expected to require additional staffing, though they will rely on sufficient staff capacity.

Standardized terms and conditions, reporting requirements, and compliance measures strengthen financial accountability and reduce the risk of misuse of public funds. Clear timelines and consistent processes also improve predictability for Council and applicants, supporting more informed financial planning. The policy includes a defined reserve for emergency grant requests, improving responsiveness to unforeseen needs while requiring careful monitoring to preserve availability. Grant amounts are not indexed or automatically increased, ensuring Council retains full control over funding levels through the budget and resolution process, and enhanced documentation and reporting improve transparency to taxpayers regarding the use of public funds.

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

### Legislation

The BC Ombudsperson recommends fair, open, and reasoned decision-making, and the *Schlenker v. Torgimson* decision clarified that elected officials who sit on society boards may have an indirect pecuniary interest in grant decisions, requiring recusal. Modern policy should embed both.

Grant forms collect personal information; the *Freedom of Information and Protection of Privacy Act* requires a collection notice stating purpose, legal authority, and a contact, provided before collection. Current policies and its materials don't include this.

### Policy

The proposed *Grants-in-Aid Policy* would supersede the *Municipal Grants and Non-Profit Advertising Sponsorship Policy* (resolution 25/2016), and the *Recreation Grant Eligibility Criteria Policy* (resolution 83/2023).

## **8.0 STRATEGIC PRIORITIES:**

While the draft policy does not directly align with Council's current strategic priorities, it introduces important administrative improvements that support efficient and consistent service delivery.

## **9.0 OTHER CONSIDERATIONS**

If the Grants-in-Aid Policy is adopted, staff will develop application forms for Municipal and Recreation grants, as well as Special Event Financial Assistance, that align with the new Policy.

### **RESPECTFULLY SUBMITTED:**

Robert Baker  
Chief Administrative Officer

### Attachments:

1. DRAFT Grants-in-Aid Policy
2. 2016 - Municipal Grants and Non-Profit Advertising Sponsorship Policy
3. 2023 - Recreation Grant Eligibility Criteria Policy





SECTION:	Finance	05
SUB-SECTION	Grants to Organizations	1850
TITLE	Grants-in-Aid	##

## RELATED DOCUMENTS

Number	Title
	Municipal Grant Application
	Recreation Grant Application
	Special Event Financial Assistance Application

## APPROVALS

Approval Date:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

## INTERPRETATION

In this Policy:

- any work and term that is defined in the *Community Charter* or *Freedom of Information and Protection of Privacy Act* has the same meaning in this Policy;
- words importing the singular number include the plural and vice versa and words importing the neutral gender include the masculine and the feminine genders;
- headings given to sections are for convenience of reference only and do not form part of this Policy;
- unless expressly stated otherwise, a reference to a “clause” is a reference to a clause in this Policy, a reference to a “section” is a reference to a section in this Policy, and a reference to a “Part” is a reference to a part in this Policy;
- unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw or policy is a reference to a Village bylaw or policy, as amended, revised, consolidated or replaced from time to time; and
- except as otherwise provided for in the *Local Government Act*, the *Community Charter*, or this Policy, reference to a resolution or vote of Council is a reference to a resolution or vote passed by an affirmative vote of a majority of Members present and entitled to vote on the matter.

## INTRODUCTION

The Village is committed to enhancing the quality of life of all residents through services it considers necessary or desirable. One way this commitment is demonstrated is through providing grants to organizations that are based in, or deliver services to, Village residents.

## PURPOSE

The purpose of this Policy is to provide a fair, transparent, and consistent framework for awarding grants to eligible non-profit organizations delivering measurable community benefits that are aligned with Council's priorities and Village plans.

## APPLICATION & STATUTORY PROVISIONS

This Policy is pursuant to the *Community Charter* [fundamental powers] and [restrictions on providing assistance].

## POLICY STATEMENTS

### General

1. This Policy applies to in-kind services and cash grants. It does not apply to:
  - (a) Fees established by partnering agreements or leases;
  - (b) Advertising or sponsorship;
  - (c) Third-party grant programs (e.g. RDCK Community Development Grant Program).
2. The Village shall administer three (3) grant-in-aid streams:
  - (a) Municipal
  - (b) Recreation (spring and fall intakes)
  - (c) Special Event Financial Assistance
3. Municipal and Recreation grants shall not be awarded for more than 10% of the total annual grant budget for each stream.
4. 10% of the total annual budget for the Municipal grant stream shall be set aside for Emergency Grant requests.
5. Only one application per organization is permitted, per grant intake. Spring and fall Recreation grants are considered separate intakes.
6. When an applicant is located outside the Village, any grant awarded will reflect only the proportion of the project or activity that directly benefits Village residents.
7. Individuals involved in the grant process must avoid actual, potential, or perceived conflicts of interest and declare any such conflict immediately. Anyone with a conflict must not participate in the consideration or decision-making on the affected application.

## Eligibility

8. To be eligible to apply for a grant administered under this Policy, an applicant must fit into one of the following categories:
  - (a) Non-profit organizations, societies, or community groups that are based in the Village of Kaslo or that deliver programs, services, or activities that directly benefit residents of the Village;
  - (b) Organizations located outside the Village of Kaslo, provided that the application clearly demonstrates that a defined portion of the proposed project or activity directly benefits Village residents, in which case funding may be limited to that proportion;
  - (c) Public schools or school districts serving Village of Kaslo students, for the purpose of scholarships, citizenship awards, or recognized student achievement programs; and
  - (d) Event organizers, where eligible, through the Special Event Financial Assistance stream.
9. To be eligible for a Recreation grant, the request must be directly related to a Recreation activity and may include equipment.
10. The following expenses are not eligible for a grant:
  - (a) administrative costs,
  - (b) prizes,
  - (c) food,
  - (d) signage,
  - (e) advertising,
  - (f) ancillary amenities (benches, garbage cans).
11. The following are not eligible for any Village grant under this Policy:
  - (a) For-profit businesses or individuals, except where explicitly authorized under this Policy;
  - (b) Political parties or political advocacy organizations;
  - (c) Organizations that receive a Permissive Tax Exemption (PTE) from the Village.
  - (d) Organizations that are in default of any term or condition under a previous year's grant-in-aid, including failure to submit a final report;
  - (e) Requests to waive fees established through bylaw; and
  - (f) Requests that are more appropriately addressed through another Village program or external funding source.
12. Applicants that do not meet the qualification requirements will be notified as such by the Chief Administrative Officer, without further review.

## **PROCEDURES**

### **Call for Applications**

13. A call for applications for Municipal and spring Recreation grants shall be issued by the Chief Administrative Officer prior to January 15 of each year in accordance with the Public Notice Bylaw. The application period will close February 28.
14. Applications for Municipal grants received after February 28 will only be considered if the need for funding could not reasonably have been anticipated before the deadline. Such submissions will be treated as Emergency Grant requests.
15. A call for applications for fall Recreation grant applications shall be issued by the Chief Administrative Officer prior to July 15 of each year in accordance with the Public Notice Bylaw. The application period will close August 31.
16. Applications for Special Event Financial Assistance will be received on an on-going basis.

### **Application Form**

17. Applicants must use the Village-supplied application form and include the following information:
  - (a) the purpose of the grant request;
  - (b) the amount of funding requested;
  - (c) the geographic area served by the organization;
  - (d) the estimated proportion of the grant's benefit that will accrue to Village residents;
  - (e) how the organization will recognize the Village's grant contribution;
  - (f) the organization's most recent financial statements (preferably from the previous fiscal year);
  - (g) the organization's current-year budget.

### **Evaluation**

18. The Chief Administrative Officer will forward qualifying Municipal and Recreation grant applications to a Council Advisory Group for evaluation. The Advisory Group shall make recommendations to Council within 30 days of the application period closing.
19. The Chief Administrative Officer will forward qualifying Special Event Financial Assistance applications to the Events Committee for evaluation. The Committee shall make recommendations to Council within 30 days of the application being accepted.
20. The following principles shall be considered when evaluating grant applications:
  - (a) availability of grant stream funds;
  - (b) the extent to which a demonstrated need in the community will be addressed;
  - (c) alignment with Council's priorities and Village plans;
  - (d) the degree to which the grant will promote the well-being and quality of life of Village residents;
  - (e) the degree to which funding will be used for the community as a whole;
  - (f) the extent to which the organization has attempted to obtain other sources of funding (e.g., corporate sponsorships, fundraising campaigns, etc.);
  - (g) the extent to which the funds are expended within the Village limits;
  - (h) the needs of the organization requesting funding;

- (i) the extent to which any benefits will be directed to support equity, diversity, inclusion, and indigenous reconciliation initiatives;
  - (j) the extent to which volunteers are involved and community spirit is fostered; and
  - (k) accessibility.
- 21. For Recreation grants, applications that benefit Active Recreation shall be given priority over applications that benefit Passive Recreation.
- 22. Grants for the purpose of scholarships, citizenship awards, or recognized student achievement programs for high school students will be evaluated based on, but not limited to, the following criteria:
  - (a) Village resident;
  - (b) continuing to post-secondary education;
  - (c) leadership and contributions to the school and/or community;
  - (d) excellence in academics, athletics, arts, or technical education;
  - (e) financial need; and
  - (f) good academic standing ('B' average)
- 23. Payments for scholarships, citizenship awards, or recognized student achievement programs for high school students will be made to students upon demonstration of enrolment into a recognized post-secondary institution.
- 24. To support consistent evaluation, eligible grant applications may be assessed using the scoring matrix set out in Schedule "A", which reflects the evaluation principles established in this Policy.
- 25. To mitigate the risks of conflicts of interest:
  - (a) Prior to considering applications, Advisory Group or Events Committee members must disclose any actual, potential, or perceived conflict of interest related to an applicant or application.
  - (b) Where a conflict is declared, the member must not access non-public application materials beyond what is necessary to identify the conflict, must not participate in the evaluation of that application, and must not influence other reviewers.
  - (c) Declared conflicts and related recusals shall be documented in meeting minutes.

#### Award

- 26. Council members must disclose any conflict of interest in accordance with applicable legislation and must not participate in Council discussion or decision making on any grant application where a conflict exists.
- 27. Council shall make the final decision on the award of grants-in-aid within 30 days of receiving the Advisory Group or Events Committee recommendations.
- 28. The Chief Administrative Officer shall notify applicants of Council's decision within 30 days of the decision being made, including any terms or conditions attached to the grant. Council may impose any terms or conditions it considers appropriate, including but not limited to final reporting.
- 29. As a condition of receiving a grant, successful applicants must agree to the Village's terms and conditions. The Chief Administrative Officer is delegated the authority to administer these terms and conditions, subject to any specific directions issued by Council.

## Final Reporting

30. As a condition of receiving a grant, applicants may be asked to provide a final report after the grant funding has been expensed. The Chief Administrative Officer is delegated the authority to administer final reporting requirements, subject to any specific directions issued by Council.
31. When required, the final report shall be provided on the Village-supplied final report form and may be required to include the following information:
  - (a) A summary with brief description of the funded project or activity, confirmation that the project was completed as approved, dates and location(s) of delivery.
  - (b) A description of key activities carried out and any deviations from the approved scope, timeline, or budget (with explanation).
  - (c) A summary of outcomes achieved, description of community benefits delivered, number and type of participants or attendees, and how the project benefited Village residents.
  - (d) A summary of how the project supported the objectives identified in the application, contribution to community well-being, accessibility, inclusion, or engagement, volunteer involvement and community participation
  - (e) A summary of how grant funds were spent, comparison of approved budget versus actual expenditures, identification of any unspent funds (and confirmation of return, if applicable).
  - (f) The Village may ask for copies of receipts, invoices, or proof of payment.
  - (g) A description of how the Village's financial support was acknowledged.
  - (h) A list of challenges encountered during implementation, with lessons learned or recommendations for future projects.
  - (i) Confirmation that funds were used only for the approved purpose.
  - (j) Photos or media from the project.

## **RESPONSIBILITIES**

### **Council**

Council is responsible for:

- Establishing the overall policy framework and funding priorities for Grants-in-Aid.
- Making final decisions on the approval, denial, or modification of grant applications.
- Approving grant amounts and imposing any terms or conditions it considers appropriate.
- Approving any amendments to this Policy.
- Declare conflicts and recuse from discussion and voting on affected applications.

### **Council Advisory Group**

The Advisory Group is responsible for:

- Reviewing eligible Municipal and Recreation grant applications referred by staff.
- Evaluating applications against the criteria set out in this Policy.
- Making written recommendations to Council within the timelines established by the Policy.
- Declaring any conflicts of interest and refraining from participating where a conflict exists.
- Declare conflicts prior to evaluation; refrain from accessing non-public information and from influencing evaluation where a conflict exists; ensure recusals are recorded.

### **Chief Administrative Officer (CAO)**

The Chief Administrative Officer is responsible for:

- Administering and overseeing the Grants-in-Aid program in accordance with this Policy.
- Issuing calls for applications in compliance with the Public Notice Bylaw.
- Receiving and screening applications for eligibility and completeness.
- Notifying applicants who do not meet eligibility requirements.
- Referring qualifying applications to the Advisory Group, where applicable.
- Communicating Council's decisions to applicants, including any terms and conditions.
- Administering grant agreements, including enforcing terms and conditions approved by Council.
- Authorizing the release of grant funds in accordance with Council decisions and policy requirements.
- Monitoring compliance, including receipt and review of final reports and financial documentation.
- Taking administrative action where recipients fail to comply with grant conditions, subject to Council direction where required.
- Provide guidance on conflicts of interest at the beginning of each grant intake and remind reviewers of disclosure requirements.
- Maintain a record of declared conflicts and recusals for the grant intake file.

### **Village Staff**

Village staff may be responsible for:

- Providing administrative support to the CAO and Advisory Group.
- Reviewing applications for technical completeness or compliance.
- Monitoring funded projects for compliance with approved terms and conditions.
- Assisting with record-keeping, reporting, and public transparency requirements.

## Applicants

Applicants are responsible for:

- Reviewing and understanding this Policy prior to submitting an application.
- Submitting complete and accurate applications using the Village-supplied form.
- Demonstrating eligibility and measurable community benefit to Village residents.
- Providing truthful financial and organizational information.
- Submitting applications by the stated deadlines, unless applying for an Emergency Grant.
- Acknowledging that submission of an application does not guarantee funding.

## Grant Recipients

Grant recipients are responsible for:

- Using grant funds solely for the purpose approved by Council.
- Complying with all terms and conditions of the grant.
- Maintaining accurate financial records related to the grant.
- Submitting required reports and documentation within specified timeframes.
- Acknowledging the Village's financial support as required.
- Obtaining and maintaining any required permits, insurance, or approvals.
- Notifying the Village in advance of any material changes to the approved project.
- Returning any unspent or improperly used funds to the Village.
- Understanding that failure to comply may result in repayment, suspension of funds, or ineligibility for future grants.



## DEFINITIONS

“Active Recreation” means recreation activities that involve physical exertion or movement by participants and contribute to physical fitness, health, or skill development. Examples include, but are not limited to, sports, fitness classes, hiking, cycling, swimming, and organized physical activities.

“Advisory Group” means a Council-appointed committee or body tasked with reviewing and making recommendations on eligible grant applications.

“Community Benefit” means a demonstrable positive outcome arising from a funded activity that serves Village of Kaslo residents, including social, cultural, recreational, environmental, or economic benefits.

“Conflict of Interest” means a situation in which a person’s private interests, relationships, or obligations could influence, or be perceived to influence, the impartial performance of their duties under this Policy. Conflicts may be actual, potential, or perceived.

“Emergency Grant” means a grant request submitted outside of regular intake periods where the need for funding could not reasonably have been anticipated and is time-sensitive.

“Immediate Family” means spouse/partner, parent, child, sibling, and any person living in the same household, and may include any other relationship defined in applicable enactments.

“Material Change” means a significant change to the approved project scope, budget, timeline, location, or purpose that may affect the community benefit or compliance with Council’s approval.

“Passive Recreation” means recreation activities in which participants are primarily observers or engage in minimal physical activity, and which emphasize enjoyment, cultural participation, or social engagement rather than physical exertion. Examples include, but are not limited to, attending performances or events, arts and cultural activities, festivals, and spectator activities.

“Perceived Conflict of Interest” means a situation where a reasonable person could conclude that a person’s private interests could improperly influence their duties, whether or not that influence actually occurs.

“Private interest” includes financial interests and non-financial interests such as family relationships, close personal relationships, board membership, employment, contracting relationships, or other affiliations with an applicant.

“Recreation” means an activity undertaken voluntarily during leisure time for enjoyment, relaxation, physical activity, social connection, or personal well-being, and may include cultural, artistic, athletic, educational, or social pursuits.

“Village” means the municipal boundaries of the Village of Kaslo.

## Schedule A

### Grant-in-Aid Evaluation Criteria

Applications must first meet all eligibility requirements in the Policy. Ineligible or incomplete applications are screened out by staff and not scored.

#### Community Need & Benefit

Assesses the extent to which the proposal delivers a measurable benefit to Village residents.

Score Range	Description
0–5	Minimal or unclear community benefit; limited relevance to Village residents
6–15	Demonstrated benefit to a defined group of residents
16–25	Clear, well-defined, and measurable benefit to the broader Village community

#### Alignment with Council Priorities & Village Plans

Measures how well the proposal aligns with Council priorities, Village plans, and strategic objectives.

Score Range	Description
0–5	Weak or no alignment identified
6–10	General alignment stated but limited detail
11–15	Strong, explicit alignment with clear references to Village priorities or plans

#### Scope of Benefit & Inclusivity

Evaluates who benefits and how accessible the activity or project is.

Score Range	Description
0–5	Benefits a narrow or limited audience
6–10	Benefits a defined segment of the community
11–15	Broad, inclusive benefit with attention to accessibility, equity, or reconciliation

#### Organizational Capacity & Financial Need

Assesses the applicant's ability to deliver the project and the appropriateness of Village funding.

Score Range	Description
0–5	Limited capacity; unclear budget or financial need
6–10	Adequate capacity; reasonable financial rationale
11–15	Strong governance, clear financial need, and demonstrated capacity to deliver

### Use of Funds & Local Impact

Considers how and where funds will be spent.

Score Range	Description
0–3	Limited detail or limited benefit within Village
4–7	Majority of funds spent locally
8–10	Clear, efficient use of funds primarily within Village limits

### Leveraging & Other Funding Sources

Evaluates efforts to secure other funding and maximize impact.

Score Range	Description
0–3	No other funding sources identified
4–7	Some fundraising or external funding attempted
8–10	Strong leveraging of other funds, partnerships, or sponsorships

### Volunteer Involvement & Community Engagement

Assesses community participation and volunteer contribution.

Score Range	Description
0–3	Minimal volunteer involvement
4–7	Moderate volunteer engagement
8–10	Strong volunteer participation and community building

**Total Possible Score: 100 points**



## THE VILLAGE OF KASLO

### Resolution #25/2016

**POLICY TITLE:** Municipal Grants and Non-Profit Advertising Sponsorship

**POLICY STATEMENT:**

Council's vision for Kaslo is supported by a network of organizations that contribute to the wellness and vitality of the community. Funding will be allocated to the Municipal Grants program and advertising budget as part of the Village's business planning process and grants may be awarded to organizations that provide valuable community services in support of Council's objectives. It is recognized that community organizations contribute significant value to the Village. The goal of this policy is to establish open and transparent guidelines for the evaluation and distribution of municipal grants and advertising sponsorship, respecting the limited financial resources available for this purpose.

**LEGISLATIVE AUTHORITY:**

As per section 8 (2) of the Community Charter, a municipality "may provide any service that Council considers necessary or desirable, and may do this directly or through another public authority or another person or organization".

**MUNICIPAL GRANT APPLICATION POLICY:**

1. Only one (1) application is accepted from each group or society annually.
2. No applications will be accepted from individuals or businesses pursuant to Section 25 of the *Community Charter*.
3. The most current financial statement of the applicant must accompany an application.
4. Activity funded must be conducted within the Village of Kaslo.
5. An applicant awarded the grant in a previous year that has not provided a report with respect to their subsequent use of funds will **NOT** be considered for funding the following year.

**PERMISSIVE TAX EXEMPTIONS:**

6. Community organizations that receive a Permissive Tax Exemption worth in excess of \$500 per annum from the Village or from other legislative authority are automatically considered as lower priority for award in years where the funds available are outstripped by the applications submitted. This is in recognition of a significant financial benefit already being provided to those organisations at cost to municipal revenues.

**GRANT AMOUNT:**

7. Individual municipal grants made under this program will not exceed \$500.

## **ADVERTISING SPONSORSHIP:**

8. Council currently funds the annual advertising sponsorship for the following organizations, events or causes:

Minor Hockey  
Heritage Week  
JVH Graduation  
Fire Prevention Week  
Remembrance Day

9. Addition to this list for advertising sponsorship requires a resolution of Council for one-off advertising or a recurring annual commitment going forward.

10. If the Village receives a request that is time sensitive and between meetings, the CAO has authority to agree to an advertising spot of under \$100 value if there is both sufficient budgetary contingency available and a rationale that such advertising is in the community interest. Council must review the decision subsequently and determine if the expense is likely to recur and if it should be supported going forward.

11. The Village will automatically decline advertising sponsorship requests from organizations already awarded a Municipal Grant in the same financial year.

## **CONTRIBUTION GRANTS**

12. Contribution grants for a specific purpose, such as that annually provided to Kaslo and District Chamber of Commerce, are not covered by this policy.

## **RECREATION GRANTS**

13. Recreation grants awarded from funds provided to the Village by the Kaslo and Area D (RDCK) Recreation Service are not covered by this policy.

THIS POLICY WAS CONSIDERED AND ADOPTED BY COUNCIL ON 2016.02.09  
RESOLUTION 25/2016

SUPERCEDES: 2012.02.28



POLICY TITLE: RECREATION GRANT ELIGIBILITY CRITERIA

EFFECTIVE DATE: 2023.03.14

RESOLUTION #: 83/2023

**POLICY STATMENT:** Applications for Spring and/or Fall Recreation Grants will be adjudicated by the Recreation Grants Committee, as appointed by Council, in accordance with the criteria established in this policy.

**POLICY SCOPE:** This policy applies to Spring and Fall Recreation Grant funding applications submitted to the Village of Kaslo.

**POLICY PURPOSE:** The policy aims to provide clarity to applicants regarding activities that are eligible for grant funding. The policy also provides guidance to members of the Recreation Grants Committee as they consider the allocation of available funds, and to members of Council that receive the recommendations from the committee and make final decisions about the distribution of funds.

### DEFINITIONS:

**Recreation** means an activity done for enjoyment, on a voluntary basis, during leisure time. This term includes both Active and Passive recreation.

**Active recreation** means recreation activities that involve some physical activity on the part of participants.

**Passive recreation** means recreation activities where participants are primarily in the role of observers or audience members.

### PROCEDURE:

1. Applications must be submitted using the form provided by the Village.
2. All funded activities must take place within the boundaries of the Village of Kaslo and/or RDCK Area D.
3. No group shall submit more than one application per intake. Applications to both the spring and fall intakes are permitted.
4. Maximum funding award is \$500 per group, per intake.
5. Applications from individuals or businesses will not be accepted.
6. Applicants must include the most current financial statement for their organization as part of their application.
7. Preference is given to applications that support active recreation activities, compared to passive recreation activities.
8. Applications for essential equipment that is integral to the delivery of a recreation activity are eligible for funding.
9. The following elements are not eligible for funding:
  - a. Office supplies
  - b. Prizes
  - c. Food
  - d. General signage
  - e. Ancillary amenities (benches, garbage cans)
  - f. Administration costs







MEETING DATE: February 10, 2026  
TO: Mayor and Council  
FROM: Robert Baker, Chief Administrative Officer  
SUBJECT: Chinese New Year Lantern Display  
DATE WRITTEN: February 3, 2026

FILE No: 8100-20

## 1.0 PURPOSE:

To consider a request from the Kaslo Community Acupuncture Society (KCAS) to hang paper Chinese lanterns outside participating businesses along Front Street the week of February 17.

## 2.0 RECOMMENDATION:

THAT the Kaslo Community Acupuncture Society (KCAS) be permitted to hang paper Chinese lanterns outside participating businesses along Front Street the week of February 17.

## 3.0 BACKGROUND:

The Kaslo Community Acupuncture Society (KCAS) has submitted a request to hang 30-40cm paper Chinese lanterns on lamp posts/street fixtures outside participating businesses along Front Street the week of February 17. The lanterns would not have any light installation, and no open flame. The KCAS would hang the lanterns on February 16-17 and remove them on February 23-24.

## 4.0 DISCUSSION:

KCAS has indicated that the lanterns would not impede headroom along the sidewalk, and staff can confirm that the temporary installation would not be contrary to any bylaw of policy, pose a safety issue or impede sightlines, utilities, or emergency access.

The proposal has a cultural and community-building element, contributing visual interest and seasonal activation of the downtown area during winter months. Council may wish to weigh the community benefit and alignment with Council values or objectives related to cultural expression, inclusion, and downtown vitality.

Approval of this request may set a precedent for similar requests from other organizations or for other cultural, fundraising, or promotional initiatives in the future.

## 5.0 OPTIONS:

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

1. **Council approve of the request.** *Staff will advise the KCAS of Council's decision and monitor the installation and removal to ensure no issues arise.*
2. Council deny the request. The KCAS will be advised accordingly of Council's decision.

## 6.0 FINANCIAL CONSIDERATIONS:

None to report.

**7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:**

None to report.

**8.0 STRATEGIC PRIORITIES:**

None to report.

**9.0 OTHER CONSIDERATIONS:**

None to report.

**RESPECTFULLY SUBMITTED:**

Robert Baker

Chief Administrative Officer

**Attachments:**

1. Email - KCAS - Chinese New Year Lantern Display

## Andrea Reimer

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**From:** Kaslo Acupuncture <kaslocas@gmail.com>  
**Sent:** January 25, 2026 3:28 PM  
**To:** Admin Mailbox  
**Subject:** Inquiry re: Chinese New Year Fundraiser & Downtown Lantern Display

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

Dear Mayor and Council / Village of Kaslo team,

I'm writing on behalf of the Kaslo Community Acupuncture Society (KCAS). We are in the early days of planning a small Chinese New Year fundraising initiative and wanted to reach out to the Village for guidance.

As part of the fundraiser, we have a vision of hanging paper Chinese lanterns outside participating businesses along Front Street. Our hope is to bring a bit of extra colour and celebration to downtown during the winter months, while also raising awareness about KCAS and the community services we provide.

**INQUIRY:** Before moving any further with planning, we wanted to ask whether village permission is required to hang lanterns in the downtown area. If approval is needed, we would be grateful to know whether this request could be placed on the agenda for an upcoming council meeting, or if there is another process we should follow.

The fundraiser is planned to run for one week, beginning February 17, 2026.

Thank you very much for your time and guidance. We appreciate your support of community-based initiatives and look forward to your advice.

With gratitude,

Amanda Tubman  
Kaslo Community Acupuncture Society