



# AGENDA

## Regular Council Meeting

6:00 PM - Tuesday, December 9, 2025

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 December 9, 2025 Regular Council Meeting be adopted as presented.***

### 3. ADOPTION OF MINUTES

3.1. Meeting Minutes

5 - 11

[Committee of the Whole Meeting - 04 Nov 2025 - Minutes DRAFT](#)

[Special Council Meeting - 04 Nov 2025 - Minutes DRAFT](#)

[Regular Council Meeting - 18 Nov 2025 - Minutes DRAFT](#)

**Recommendation: *THAT the minutes of the November 4, 2025 Committee of the Whole and the November 4, 2025 Special Meeting of Council and the November 18, 2025 Regular Council Meeting be adopted as presented.***

### 4. DELEGATIONS

### 5. INFORMATION ITEMS

5.1. Reports from Council

13 - 28

[2025.12.05 Mayors Report](#)

5.2. Report from the Chief Administrative Officer

5.3. Presentation from Manager of Strategic Initiatives

29 - 72

[DRAFT South Kaslo Development Plan](#)

5.4. Committee Meetings

5.5. Information Items

73 - 119

[Information Items](#)

### 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. Development Variance Permit Application No. 2025-03 121 - 138  
To review Development Variance Permit Application No. 2025-03 seeking approval for a fence exceeding the maximum height permitted under Land Use Bylaw No. 1130.  
[Staff Report - Development Variance Permit Application No. 2025-03](#)  
[DVP Application No. 2025-03 - Public Notice - Response - Tyers](#)  
[DVP Application No. 2025-03 - Public Notice](#)  
[DVP Application No. 2025-03 Redacted](#)  
**Recommendation: THAT Development Variance Permit Application No. 2025-03 be denied and the applicant directed to remove or modify their fence to conform to Land Use Bylaw No. 1130.**
- 7.2. Public Notice Bylaw No. 1328 139 - 140  
To consider Public Notice Bylaw No. 1328, 2025.  
[Public Notice Bylaw No. 1328, 2025 DRAFT](#)  
**Recommendation: *THAT the Public Notice Bylaw No. 1328, 2025 be adopted.***
- 7.3. Fees and Charges Amendment Bylaw No. 1329, 2025 141 - 142  
To consider an amendment to the Village's Camping Fees.  
[DRAFT Fees and Charges Bylaw No. 1329, 2025 - Amendment #5](#)  
**Recommendation: *THAT the Fees and Charges Amendment Bylaw No. 1329, 2025 be adopted.***
- 7.4. Consolidation and Revision Authority Bylaw No. 1322, 2025 143 - 144  
To present Council with an updated version of the Bylaw Consolidation and Revision Authority Bylaw.  
[1322 - Bylaw Consolidation and Revision Authority Bylaw](#)  
**Recommendation: THAT the Consolidation and Revision Authority Bylaw No. 1322, 2025 be given a third reading.**
- 7.5. Development Procedures Bylaw No. 1332, 2025 145 - 148  
To amend and consolidate Development Procedures Bylaw No. 1283, 2022.  
[Staff Report - Development Procedures Bylaw - Amendment #1](#)  
[Development Procedures Bylaw No. 1332, 2025 - Amendment #1](#)  
**Recommendation: THAT Development Procedures Bylaw No. 1332, 2025 - Amendment #1, be given first, second, and third readings.**
- 7.6. Village of Kaslo Outdoor Burning Regulation Bylaw No. 1330, 2025 149 - 164  
To evaluate whether the Village's Outdoor Burning Regulation Bylaw No. 1213, 2018 remains necessary considering the existing provincial framework governing open burning.  
[Staff Report - Outdoor Burning Regulation](#)  
[1330 - Bylaw to Repeal Outdoor Burning Regulation](#)  
[1213 - Outdoor Burning Regulation Bylaw](#)  
**Recommendation: *THAT a bylaw to repeal the Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018 receive first and second readings.***



7.7. Council Procedures Bylaw No. 1323, 2025

165 - 213

To present a revised Council Procedures Bylaw and related policies for consideration.

[Staff Report - Council Procedures Bylaw](#)

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

[DRAFT Public Input - Written Policy](#)

[DRAFT Council Correspondence Policy](#)

[DRAFT Electronic Meeting Participation Requirements Policy](#)

**Recommendation: THAT Council give first and second readings to Council Procedures Bylaw No. 1323, 2025.**

**8. LATE ITEMS**

**9. ADJOURNMENT**

9.1. Meeting Adjournment

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





**MINUTES**  
**Committee of the Whole Meeting**  
**6:00 PM Tuesday, November 4, 2025**  
**Council Chambers, 413 Fourth Street, Kaslo, BC**

**COUNCIL PRESENT:** Suzan Hewat, Mayor  
Matthew Brown, Councillor  
Molly Leathwood, Councillor

**COUNCIL ABSENT:** Erika Bird, Councillor  
Rob Lang, Councillor

**STAFF PRESENT:** Robert Baker, Chief Administrative Officer

**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 6:01 PM.

**2. ADOPTION OF THE AGENDA**

- 2.1. Addition of Late Items
- 2.2. Adoption of the Agenda

**R-01-2025**

***THAT the agenda for the November 4, 2025 Committee of the Whole meeting be adopted as presented.***

**Carried**

**3. DELEGATIONS**

- 3.1. Patricia (Trish) Bennett - Kaslo Municipal Campground Operator

The Campground Operator provided a summary of operations for the 2025 season including the following:

- The overflow camping areas were used consistently and she'd like them available throughout the entire camping season, whereas the current policy restricts overflow.
- The current policy permits a person to book a maximum of 16 days/year of camping, and she would like this changed to 16 days/year during

peak season and no restrictions in the shoulder season (May, June, September, October).

- There has been an increase in usage by mountain bikers and Americans.
- The season was not impacted by air quality issues (smoke)

The Campground Operator would like the following upgrades at the campground:

- Electrical power at sites 6-9, including pedestals with outlets and power available to tent-only sites.
- Potable water at sani-dump.
- Automated payment at sani-dump.
- Sewer connections at sites 14-21.
- Cement pads under picnic tables.

Ms. Bennet also identified general maintenance items which will be attended to by Village staff with the resources available.

4. QUESTION PERIOD

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

5. LATE ITEMS

6. ADJOURNMENT

6.1. Meeting Adjournment

**R-02-2025**

***THAT the Committee of the Whole Meeting be adjourned at 6:22 PM.***

**Carried**

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Mayor

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Corporate Officer



**MINUTES**  
**Special Council Meeting Meeting**  
**Tuesday, November 4, 2025 Council Chambers, 413 4th**  
**Street, Kaslo, BC 6:30 PM**

**COUNCIL PRESENT:** Suzan Hewat, Mayor  
Matthew Brown, Councillor  
Molly Leathwood, Councillor

**COUNCIL ABSENT:** Erika Bird, Councillor  
Rob Lang, Councillor

**STAFF PRESENT:** Robert Baker, Chief Administrative Officer

**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 6:26 PM.

**2. ADOPTION OF THE AGENDA**

**2.1. Adoption of the Agenda**

**R-01-2025**

***THAT the agenda for the November 4, 2025 Special Meeting of Council be adopted as presented.***

**Carried**

**3. BUSINESS**

- 3.1. Financial Officer and Corporate Administrator**  
To appoint Robert Baker as Chief Financial Officer and Corporate Officer.

**R-02-2025**

**THAT Robert Baker be appointed as the Village of Kaslo's Chief Financial Officer and Corporate Officer effective immediately, and**

**Carried**

**R-03-2025**

THAT Joni L'Heureux cease to be the Village of Kaslo's Chief Financial Officer and Corporate Officer effective immediately.

**Carried**

**4. ADJOURNMENT**

**4.1. Meeting Adjournment**

**R-04-2025**

***THAT the November 4, 2025 Special Meeting of Council be adjourned at 6:28 PM.***

**Carried**

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Mayor

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Corporate Officer





**MINUTES**  
**Regular Council Meeting**  
**6:00 PM - Tuesday, November 18, 2025**  
Council Chambers, 413 4th Street, Kaslo, BC

**MEMBERS PRESENT:**

Suzan Hewat, Mayor  
Erika Bird, Councillor  
Matthew Brown, Councillor  
Rob Lang, Councillor  
Molly Leathwood, Councillor

**STAFF PRESENT:**

Robert Baker, Chief Administrative Officer  
Karissa Stroshein, Deputy Clerk  
Ian Dunlop, Manager of Strategic Initiatives

**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 6:01 PM.

**2. ADOPTION OF THE AGENDA**

**2.1. Addition of Late Items**

**R-247-2025**

**THAT the Community Development Grant request from Kaslo Community Services be added as a late item to the agenda.**

**Carried**

**2.2. Adoption of the Agenda**

**R-248-2025**

**THAT the agenda for the November 18, 2025 Regular Council Meeting be adopted with the addition of the late item.**

**Carried**

**3. ADOPTION OF MINUTES**

**3.1. Meeting Minutes**

**R-249-2025**

**THAT the minutes of the October 28, 2025 Regular Council Meeting be adopted as presented.**

**Carried**

**4. DELEGATIONS**

5. INFORMATION ITEMS

- 5.1. Reports from Council
- 5.2. Report from the Chief Administrative Officer
- 5.3. Committee Meetings
- 5.4. Correspondence

6. QUESTION PERIOD

*One member of the public presented a question.*

7. BUSINESS

- 7.1. 2025 Fall Recreation Grants

**R-250-2025**

***THAT the Recreation Grants for the Fall 2025 intake be awarded in accordance with the recommendations of the Recreation Grants Committee.***

**Carried**

- 7.2. Kootenay Lake West Transit Service Establishment Amendment

**R-251-2025**

**THAT Council consent to Bylaw No. 3036.**

**Carried**

- 7.3. Consolidation and Revision Authority Bylaw No. 1322, 2025

**R-252-2025**

***THAT third reading of Consolidation and Revision Authority Bylaw No. 1322, 2025 be rescinded.***

**Carried**

**R-253-2025**

***THAT Consolidation and Revision Authority Bylaw No. 1322, 2025 be given third reading, as amended.***

**Carried**

- 7.4. Fees and Charges Amendment Bylaw No.1327, 2025

**R-254-2025**

***THAT the Fees and Charges Amendment Bylaw No. 1327, 2025 be adopted.***

**Carried**

- 7.5. Fees and Charges Amendment Bylaw No. 1329, 2025

**R-255-2025**

***THAT the Fees and Charges Amendment Bylaw No. 1329, 2025 be read a first, second, and third time.***

**Carried**

- 7.6. Public Notice Bylaw No. 1328, 2025

**R-256-2025**

***THAT Public Notice Bylaw No. 1328, 2025 be read a first, second, and third time.***

**Carried**

**8. LATE ITEMS**

**8.1. Community Development Grant - Kaslo Community Services**

*Councillor Leathwood recused herself from the meeting at 6:35PM.  
Councillor Leathwood returned to the meeting at 6:37PM.*

**R-257-2025**

**THAT Council approves Kaslo Community Services' application for \$10,000 in funding from the Community Development Grant program for 'The House Next Door' project.**

**Carried**

**9. IN CAMERA NOTICE**

**9.1. Closed Meeting**

**R-258-2025**

***THAT the November 18, 2025 Regular Council Meeting be closed to the public pursuant to the Community Charter provisions, section 90(1)(c) "labour relations and other employee relations); AND  
THAT persons other than Council Members and municipal officers be excluded from the meeting.***

**Carried**

**10. RECONVENE IN OPEN MEETING**

The Regular Council Meeting reconvened at 6:39 PM.

**11. ADJOURNMENT**

**11.1. Meeting Adjournment**

**R-260-2025**

***THAT the Regular Council Meeting be adjourned at 7:21PM.***

**Carried**

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Mayor

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Corporate Officer



# VILLAGE OF KASLO - MAYORS REPORT



## **Regular Council Meeting, Tuesday, December 9, 2025**

### **Report Date: December 2, 2025**

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



#### **Board Meeting in Nelson**

This was the final meeting for 3 members of the board. Chair Jocelyn Carver, Krista Turcasso and Bill van Yzerloo. A celebratory dinner was held to honour them. Several past board members attended as well as former MLA and Minister of all things Columbia, Katrine Conroy.

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

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



#### **Joint Resource Recovery**

Members of the West Kootenay Back Country Wilderness Watch Society attended to present on their illegal dumping clean up efforts.

#### **Board Meeting**

Director Watson acclaimed as Chair for 2026.

Director Aidan McLaren-Caux and Director Diana Lockwood were nominated for vice chair. After a secret ballot, the vote resulted in a tie. Because of this, the successful candidate was chosen by drawing a name from the hat. Director Aidan McLaren-Caux's name was chosen so he continues as vice-chair for 2026.

Delegation from Central Kootenay Food Council.

Executive Director Damon Chouinard provided a report on the work done during 2025 as well as the gaps and opportunities. He outlined the 2026 priorities and presented their funding request for 'The Kootenay Food Procurement Network' project.

# VILLAGE OF KASLO - MAYORS REPORT

I can provide a copy of the presentation by request.

## **6.1.5 Joint Resource Recovery Committee: minutes November 12, 2025.**

The following resolutions were passed as recommended by JRRC and they affect the entire RDCK.

After some discussion by the board, there may be some changes made to the letters prior to them being sent out.

1. That the Board send a letter of concern to the Ministry of Environment and Parks regarding the proposed new fees under the Environmental Management Act.
2. That the Board send a letter to the Ministry of Environment and Parks as drafted, requesting an amendment to the Recycling Regulation for the inclusion of mattresses and foundations.
3. That the Board send a letter to Environment and Climate Change Canada as drafted, regarding the Federal Plastics Registry's new reporting, audit requirements and costs.

The board is considering bringing a resolution to the March 2026 FCM Board Meeting regarding the Federal Plastics Registry and I was asked to connect RDCK staff with FCM to find out who to send a copy of the letter to. I was able to do that, and it turns out that this was already an item being addressed by FCM staff and they were happy to have a local government on board.

## **Columbia Basin Trust Wildfire Grant**

That the Board authorize staff to apply for the 2025 Columbia Basin Trust Community Resiliency Investment Program – Columbia Basin Wildfire Resiliency Initiative grant from Columbia Basin Trust in the amount of \$1,638,130 to build resiliency towards wildfire through education and wildfire risk reduction work.

Below is an excerpt from the staff report. This is the portion of the grant that would affect Kaslo.

*Youth FireSmart Education. With current grant funding through the UBCM Community Resiliency Investment (CRI) Grant, the RDCK has only provided limited programming and outreach to broaden youth FireSmart education. Adding a Youth FireSmart Educator, equivalent to 1.0FTE for an 18 month term, to provide outreach with FireSmart education materials or learning in schools, libraries and youth events would broaden the understanding of FireSmart among young people in the RDCK and provide other educators the tools to continue to deliver this education to youth. This program will be delivered in all electoral areas and municipalities that participate in the RDCK Emergency Program.*

## **9.1.4 UBCM Community Emergency Preparedness Fund - Emergency Support Services.**

Ian Briscoe asked Dan Seguin to pass along his sincere thank you to each of the 9 municipalities within the RDCK for agreeing to partner on this regional funding application.

## **9.2.2 2026-2030 Draft Financial Plan: Emergency Consolidated Services (A101), Geospatial Information Systems (S102), Building Inspection (S103) and Planning & Land Use (S104).**

Dan Seguin gave a presentation on service A101 and Yev Maloff presented on Services S102 and S103.

A copy of the presentation can be provided if requested.

Discussion of the Service S104 budget was referred to the December meeting.



## VILLAGE OF KASLO - MAYORS REPORT

### **9.3.1 UBCM Community Emergency Preparedness Fund: Fire Department Equipment and Training Grant.**

That the Board direct staff to apply to the UBCM Community Emergency Preparedness Fund intake for Volunteer and Composite Fire Departments, with a \$30,000 per fire department grant application (totaling \$480,000) for each of Robson, Ootischenia, Tarrys, Pass Creek, Crescent Valley, Passmore, Winlaw, Slocan, Beasley, Blewett, Ymir, Yahk Kingsgate, Riondel, North Shore, Balfour Harrop and Kaslo fire departments.

### **West Transit Services Committee.**

Tom Dool, Research Analyst gave a presentation on the budget development for the service. The meeting scheduled for 2026 was adopted.

### **Central Resource Recovery.**

Resource Recovery Manager Amy Wilson went through the budget with the committee.

### **North Kootenay Lake Services Committee.**

RDCK staff presented an updated draft of the McDonald Creek contract and answered director questions. There were some changes identified and the revised contract will be brought back at the January meeting.

Kaslo Fire Chief Mick Scuce and Regional Deputy Fire Chief Dan Zayac attended to give an overview of the draft budget for S280: Fire Protection Kaslo and S299: Area D Medical First Responder. One thing to note is that there are contributions to the equipment reserve being proposed. This is for the replacement of the fire engine in 2029. Staff was asked to plan for a purchase of a 'quint' which is a smaller ladder truck. This will be a requirement if there are five 3-story buildings in the fire service area.

Joe Chirico, General Manager of Community Services and Cary Gaynor, Regional Parks Manager provided an overview of the budget for S221 – Regional Facilities, Recreation and Park budget. This service funds the following parks: Ainsworth Wharf, Glacier Creek Park and Lardeau Park and the following community halls and recreational facilities: Ainsworth Recreation Association, Argenta Community Association, Johnsons Landing Community Association, Kaslo & District Arena Association, Kaslo Curling Club, Lardeau Valley Community Club. The service also provides funding for Kaslo Parks, the Recreation Grant Program as well as a contribution towards a capital reserve for the Kaslo Arena.

## **OTHER EVENTS/MEETINGS**

### **Library fundraising meeting.**

At our Saturday meeting the details of the Dickens Christmas Carol reading were finalized. The reading will be held Friday, December 19<sup>th</sup> at the Langham Cultural Centre.

On Sunday, we did a read through of the script, with most of the readers in attendance.

### **Remembrance Day Parade and Program.**

I participated in the parade along with Director Watson, then I took part in the program in the Royal Canadian Legion Hall afterward.

The Legion Ladies Auxiliary provided lunch afterward.

# VILLAGE OF KASLO - MAYORS REPORT

## **Meeting with members of the Kaslo Climate Action Team.**

Director Watson and I were invited to meet some of their members to discuss climate action initiatives that have been undertaken by the Regional District and the Village. We answered questions from the group and were able to provide clarification about local government roles in some of the climate mitigation programs.

## **Kaslo & Area Senior Citizens Christmas lunch at the Legion.**

The Legion Ladies Auxiliary prepared an excellent turkey lunch.

## **MEETINGS/EVENTS AFTER THE AGENDA DEADLINE**

Times have been included for meetings that are open for public participation. The Zoom links and agendas for the RDCK meetings can be accessed on their website.



- Dec. 8 Directors Remuneration Committee.
- 9 Workshop: Regional and Local Community Needs Project.  
Community Sustainable Living Advisory Committee @ 1:00pm.
- 10 Joint Resource Recovery @ 1:00pm.
- 11 Board @ 9:00am.
- 16 West Transit Committee @ 1:00pm.

## **OTHER EVENTS/MEETINGS**

- Dec. 8 Kaslo Search and Rescue Christmas Party.
- 12 Kaslo & Area Chamber of Commerce Christmas event at the Corked Fork @ 7:00pm.
- 13 Kaslo Fire Christmas Party.
- 16 Dickens Tech Rehearsal.
- 19 Dickens Reading – a fundraising event for the New Library Project at the Langham @ 6:30pm.



Respectfully submitted,  
Mayor Suzan Hewat



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS



# **FCM October 2025 Board of Directors Meeting *Report to Council***



*Scan the QR code to access FCM's advocacy materials and full recommendations for the November federal budget.*



# Context

- ▶ Board meeting held in person in Ottawa on **October 29**. Committee meetings held virtually two weeks prior.
- ▶ This board meeting took place during FCM's Advocacy Days, with over 90 meetings held between FCM board and committee members and parliamentarians across party lines.
- ▶ This board meeting also took place just before the federal budget was tabled on November 4, helping to underpin and empower our advocacy efforts over this period.



# Advocacy Discussion – Budget 2025

- ▶ At this board meeting, FCM's President and CEO spoke to our strategy for the fall 2025 federal budget.
- ▶ They highlighted the vital importance of municipal infrastructure, the **economic backbone** of the country. Municipalities are ready to partner with the government to focus on the key issues of **housing, infrastructure, public safety** and **climate resilience**.
- ▶ Municipalities' capacity to help build a stronger Canada is clear. Supporting local infrastructure means **strengthening our economy for the long-term**.



# FCM's Advocacy Days 2025

- ▶ Over 90 meetings were held between municipal leaders and parliamentarians on Parliament Hill.
- ▶ FCM board and committee members advanced our key priorities via these in-person meetings.
- ▶ A key focus in these meetings was investment in municipal infrastructure as being an investment in Canada's economic backbone, with municipalities ready to partner up and help to achieve stated federal goals.
- ▶ Municipal concerns were heard by parliamentarians across political lines, setting the stage for municipalities to continue playing their vital role in the current moment for Canada.
- ▶ FCM board and committee members engaged in Q&As with Minister of Housing and Infrastructure Gregor Robertson (LPC), Shadow Minister of Housing Scott Aitchison (CPC), and the interim NDP leader, Don Davies. FCM's Rural Forum also met with Secretary of State (Rural Development) Buckley Belanger, and Chair of the National Liberal Rural Caucus Kody Blois.





# FCM's recommendations

FCM's advocacy ahead of the federal budget and at our Advocacy Days included the promotion of our recommendations. This was accomplished through:

- ▶ Presenting federal decision-makers and staffers with our recommendations in a concise, physical format (see QR code at start of presentation)]
- ▶ Directing MPs and senators to our web content which outlined our recommendations in full (see QR code)
- ▶ Pushing our message via video and multimedia content published in time with our Advocacy Days schedule on LinkedIn, Instagram, X, Facebook, and other platforms.
- ▶ Equipping FCM members with a toolkit of digital resources to continue their own advocacy on these key issues in the period after Advocacy Days.



# Board Meeting

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Decisions taken  
and resolutions  
adopted



# Decisions Taken

1. Approval of a decision memo on tax-exempt municipal bonds.

# Resolutions adopted

1. Preventative cancer screening for firefighters



Review all resolutions  
in our database:

<https://fcmresolutions.powersappsrpals.com/en-US/Resolutions/?keyword=>



# Resolutions adopted

2. Strengthening the criminal code to protect first responders.

3. Ensuring road safety and durability of line markings

4. Enhanced communication from railway companies

5. Sustainable funding for small water systems



Review all resolutions  
in our database:

<https://fcmresolutions.powersports.com/en-US/Resolutions/?keyword=>





# Resolutions adopted

6. Rail safety – noise nuisance from train whistles

7. Sale of uninspected meat and dairy

8. International student programs

9. Increased income support thresholds for veterans



Review all resolutions  
in our database:

<https://fcmresolutions.powersappsportals.com/en-US/Resolutions/?keyword=>



## Board meeting – other highlights

- ▶ Ratification of new board director – Cori Ramsay, President of Union of British Columbia Municipalities (UBCM).
- ▶ The chair of the Finance and Audit Committee provided the committee report including the financial report as of June 30, 2025.
- ▶ The Board approved the FCM membership fees for 2026-2027:
  - 3.5% increase on per capita fee (municipal members) and affiliate member fee.
- ▶ The chairs of the Human Resources Committee and the Governance Committee provided their committee reports.
- ▶ Brittany Merrifield, FCM director and member of the Green Municipal Fund (GMF) Council presented the GMF annual report.



[Download the  
2024 – 2025 GMF  
annual report in full](#)





# Next FCM board meeting

- ▶ **February 17-20, 2026:**  
Committee Meetings (virtual)
- ▶ **March 3-5, 2026:**  
Board week –  
St. John's, Newfoundland and  
Labrador





*Scan the QR code to access FCM's advocacy materials and full recommendations for the November federal budget.*





*Village of  
Kaslo*

# South Kaslo Development Plan

**DRAFT**

NOVEMBER 2025



# The Opportunity

*The South Kaslo lands represent a rare opportunity for the Village to guide meaningful, phased growth that reflects local values, addresses housing needs, and provides long-term community benefits. Located just steps from downtown and the Kaslo River trail network, the site offers scenic natural features, walkable access, and over 40 acres of mostly*

*Village-owned land. With the ability to establish clear zoning, manage servicing, and control the pace of development, the Village is well-positioned to shape a vibrant, complete neighbourhood that includes diverse housing, civic spaces, and small-scale commercial uses.*



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# Overview

# 1. Overview

*The purpose of the South Kaslo Development Plan is to provide clear direction for how the area can evolve in a way that is practical, community-supported, and financially viable. The plan serves as a tool to guide land use decisions, support infrastructure planning, and inform future investment in the area.*

## 1.1. Project Overview

The South Kaslo Development Plan provides a comprehensive framework to guide the future growth of South Kaslo in alignment with the Village's Official Community Plan (OCP). The project focuses on planning the extension of municipal services, identifying opportunities for diverse and affordable housing, and establishing a phased development strategy that reflects local market conditions and infrastructure capacity. It also explores investment approaches to attract interest from developers and other stakeholders. By integrating community priorities, environmental stewardship, and practical implementation tools, the plan aims to support a sustainable and inclusive approach to neighbourhood development.



# 1.2. The Process

The South Kaslo Development Plan was developed through a collaborative and iterative planning process that included multiple phases of engagement and analysis. Community and stakeholder input played a central role in shaping the plan’s direction. Key engagement activities included:

- **Drop-in Open House** held on May 26, 2025, from 6–8 pm at St. Andrew’s Heritage Hall (500 4th Street), where residents reviewed early ideas and shared feedback.
- **Stakeholder workshop** with local organizations and service providers to explore infrastructure, housing, and servicing needs.
- **Council workshop** to align the plan with Village priorities and receive early direction.
- **Early Directions Survey** conducted to gather broader public input on land use, housing types, and development preferences.
- **Draft Plan Survey** and comment period

The feedback received informed the development of the draft plan and helped ensure it reflects the needs, values, and aspirations of the Kaslo community.



## Background Analysis

WINTER 2025

Analyze background information



## Community Engagement

SPRING 2025

Community consultation, including virtual and in-person public events, surveys, and stakeholder workshops



## Key Directions

SPRING/SUMMER 2025

Draft key directions, policies, and objectives to inform the full Development Plan



## Develop, Refine and Finalize the Development Plan

FALL 2025

Develop and refine the South Kaslo Development Plan for community consideration



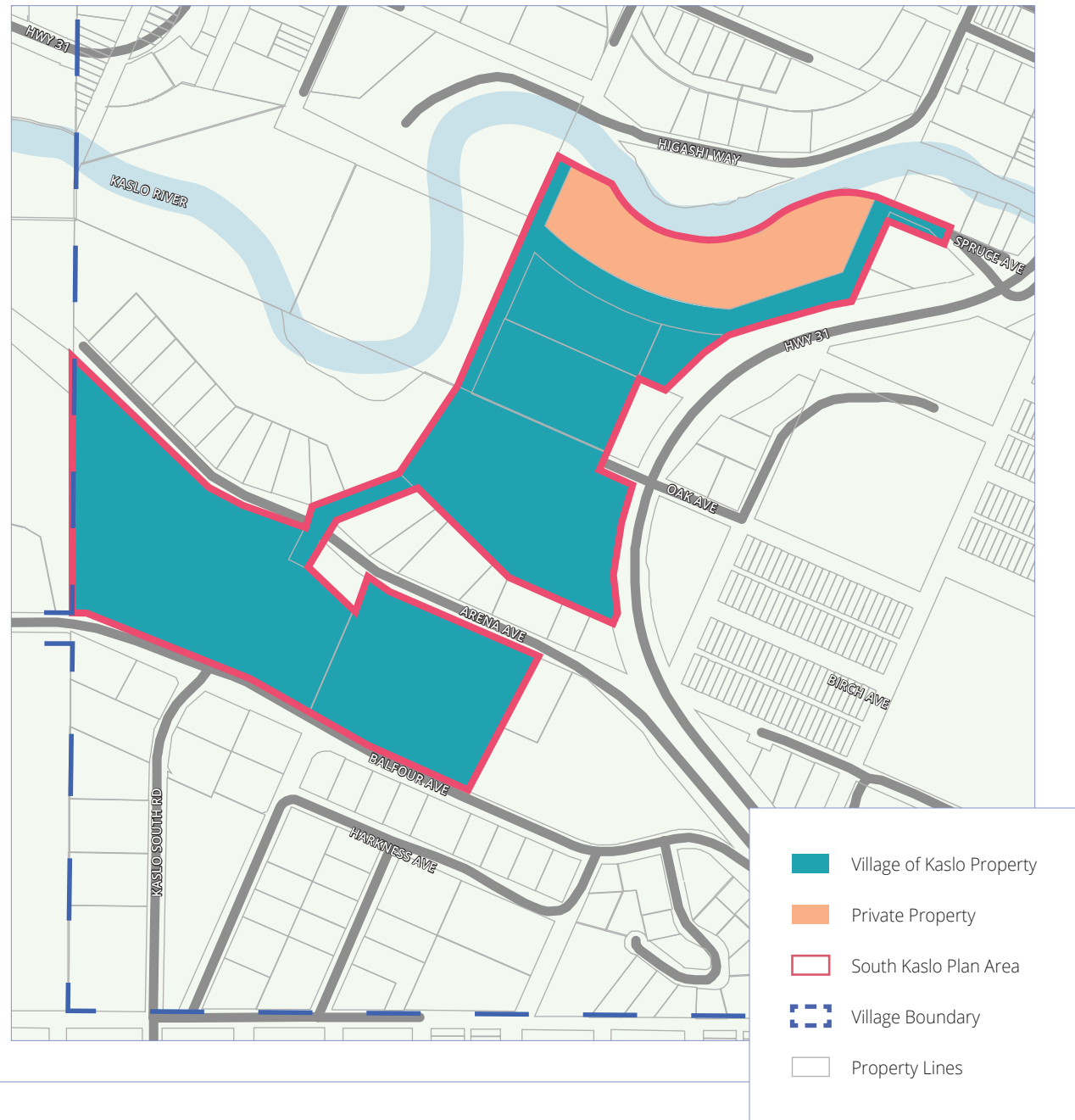
### 1.3. South Kaslo Context

The South Kaslo Plan Area is located south and east of the Kaslo River and is bordered by Highway 31 to the west and Arena and Balfour Ave to the south. Downtown Kaslo is less than 1km away from the plan area, connected by Highway 31 and through a pedestrian bridge (Unity Bridge) across the Kaslo River.

The total site area is approximately 41.2 Acres / 166,730 square metres / 1,794,672 square feet.

#### Ownership

The majority of the plan area is owned by the Village of Kaslo. However, a 5.86-acre property along the Kaslo River is privately owned.



#### SOUTH KASLO OWNERSHIP



# Development Framework

## 2. Development Framework

*The following goals and principles provide the foundation for the South Kaslo Development Plan. They reflect community priorities, site-specific analysis, and policy direction, guiding how growth should occur in a way that is viable, sustainable, and grounded in local context.*

### 2.1. Development Goals

These goals reflect the community's aspirations and set the direction for the plan's land use, infrastructure, and design decisions.



#### Support Housing Diversity and Attainability

Deliver a range of housing options, including single-family, multi-unit, and attainable models, to serve residents of varying ages, incomes, and household types.



#### Enhance Connectivity and Mobility

Create safe, walkable, and bikeable connections within South Kaslo and to downtown, integrating trails, multi-use paths, and low-speed road networks.



#### Protect and Integrate Natural Systems

Conserve key natural features, respect slope and drainage conditions, and promote development that works with – not against – the landscape.



#### Infrastructure Readiness

Ensure servicing capacity is adequate and sustainable, and explore cost recovery and innovative servicing solutions that balance economic viability with long-term function.



#### Strengthen Community Well-Being

Support civic, recreational, and small-scale commercial uses that enhance quality of life, create gathering places, and contribute to a complete neighbourhood.

## 2.2. Planning Principles

These principles guide how development should occur and frame the design and implementation approach.



Phased and Scalable Growth

Develop in manageable phases that reflect local market absorption, minimize risk, and align with service extensions.



Compact and Contextual Design

Design buildings and landscapes to blend with the established character of Kaslo, using site-sensitive design, appropriate densities, and a human-scaled built form.



Resilience Through Low-Impact Design

Incorporate stormwater infiltration, erosion control, and climate-adapted infrastructure to build resilience and reduce environmental impacts.



Equity and Inclusion

Ensure development serves a diverse population, creates access to attainable housing, and avoids displacement or segregation.



Transparency and Collaboration

Ensure development planning and decision-making is transparent, coordinated, and community-centred, ensuring that infrastructure, amenities, and development benefits are equitably delivered.



## 2.3. Concept Plan

The Concept Plan and perspective illustrations that follow provide an illustration of how South Kaslo could evolve over time, based on the goals, principles, and directions established in the Development Plan. It is not a fixed design, but rather an indication of how the neighbourhood could take shape as the area develops over time.



### KEY FEATURES

- 1 Create a mix of housing forms to support diverse socio-economic, age, and ability groups.
- 2 Establish connections between the plan area and the existing trail network along and across the Kaslo River.
- 3 Respect the site's natural topography and environmental conditions while incorporating opportunities for both passive and active recreation.
- 4 Develop active transportation routes through the site with multi-use trails and pedestrian connections, linking the site to downtown Kaslo and adjacent areas.
- 5 Explore the development of an affordable or supportive housing site in partnership with the Kaslo Housing Society, while mitigating potential impacts on neighbours.
- 6 Continue and expand civic and recreational (e.g., community uses) on Arena Avenue.
- 7 Encourage a commercial or mixed-use "Neighbourhood Hub" with small-scale retail and potential residential units above.



2.3.2.Perspectives



*Looking west in the multi-residential area envisioned at the north end of the site*





*Looking east in the residential area envisioned off of Oak Ave, with a small community hub building in the background*





*Looking north along a new rural residential area envisioned in the upper/south part of the site*



## 2.4. Development Pathways

South Kaslo represents a significant opportunity for the Village to deliver lasting community benefits while balancing financial considerations and the complexities of implementation. A range of potential delivery options were reviewed, reflecting varying degrees of municipal involvement, financial risk, and potential return.

A high-level overview is presented below. A detailed breakdown is presented in section 4.2.

Options	Description	Pros	Cons
Option 1: Sell Land to Developers (Low Risk / Moderate Return)	Village sets zoning and sells parcels to private developers who handle subdivision, servicing, and construction.	<ul style="list-style-type: none"><li>» Low municipal risk</li><li>» Minimal management needs</li><li>» Upfront land sale revenue</li><li>» Zoning provides control</li></ul>	<ul style="list-style-type: none"><li>» Limited share of long-term value</li><li>» Less control over detailed design and build quality</li></ul>
Option 2: Village-Led Development (High Risk / High Return)	Village acts as the developer – coordinating servicing, design, construction, and potentially marketing and sales.	<ul style="list-style-type: none"><li>» Full control over development</li><li>» Potential for higher returns</li></ul>	<ul style="list-style-type: none"><li>» High financial and operational risk</li><li>» Requires in-house expertise and staffing</li><li>» Exposure to market shifts</li></ul>
Recommended: Modified Option 1	Village sets zoning and policy, subdivides land, and sells development-ready parcels to qualified builders.	<ul style="list-style-type: none"><li>» Balanced approach</li><li>» Control through zoning and design guidelines</li><li>» Developer amenity contributions and servicing secured through development agreements and covenants</li><li>» Captures land value without full risk</li></ul>	<ul style="list-style-type: none"><li>» Limited long-term revenue beyond land sales</li><li>» Success depends on market uptake</li></ul>



# Development Plan

# 3. Development Plan

*This section outlines how South Kaslo will grow into a complete neighbourhood, with homes, parks, trails, roads, and services designed to fit the land and reflect Kaslo's small-town character. The plans and directions that follow provide clear guidance to shape future development in a coordinated way.*

## 3.1. Structure Plan





The Structure Plan is the visual guide that sets out the overall structure, character, and form of development in South Kaslo. It illustrates how land uses, housing areas, open spaces, roads, trails, and community amenities fit together to create a complete and well-designed neighbourhood.







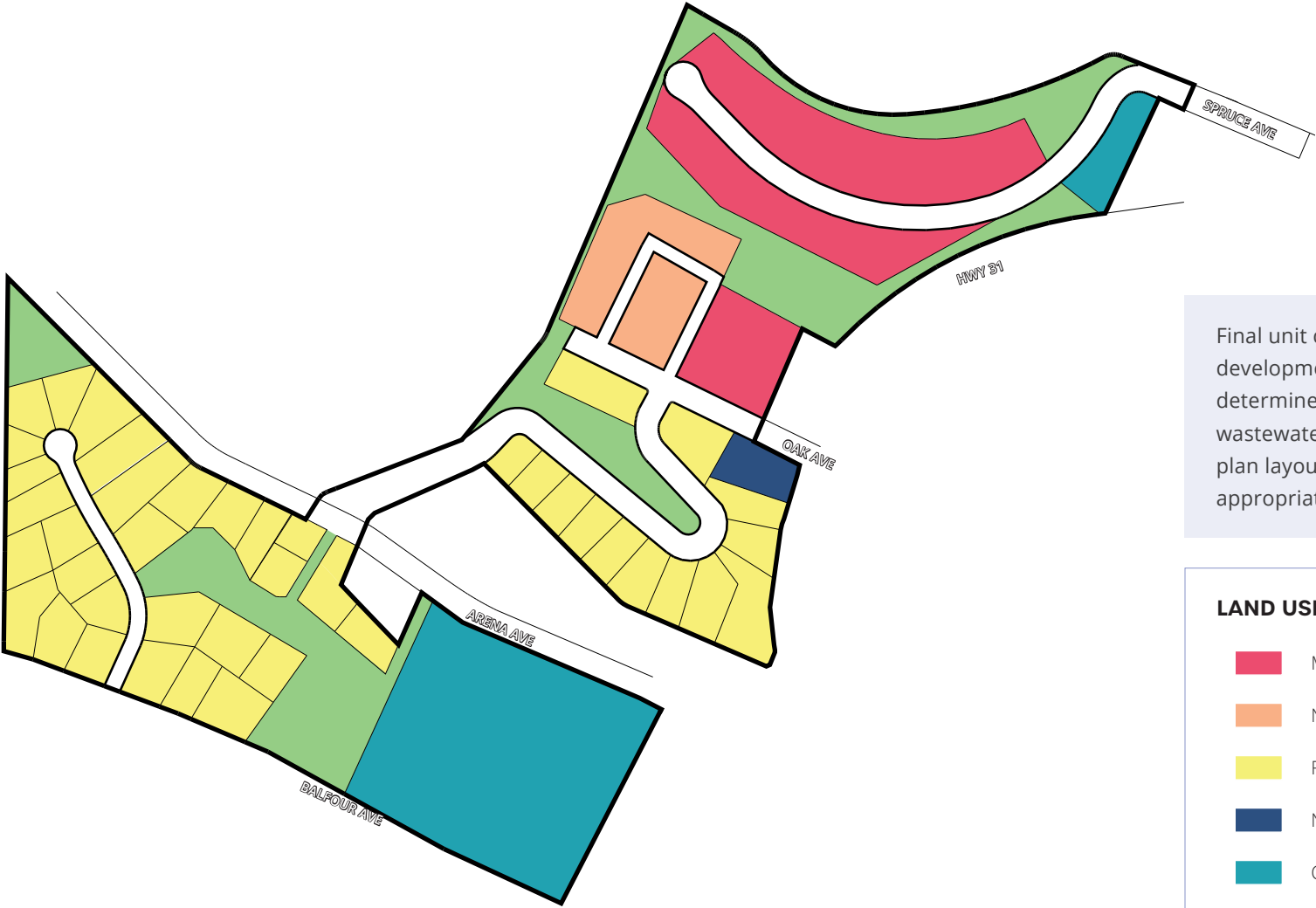
#### ELEMENTS

-  Natural Areas
-  Multi-residential
-  Neighbourhood / Small-lot Residential
-  Rural Residential
-  Community Use
-  Expanded Public Works Yard
-  Neighbourhood Hub
-  Community Hub
-  Natural Hub
-  Trails
-  Roads
-  Connections

## STRUCTURE PLAN

### 3.2. Land Use Plan + Directions

The Land Use Plan and Directions guide where different types of housing, amenities, and open spaces are located, ensuring growth is organized, balanced, and consistent with community goals.



Final unit counts, lot plan, and development capacity will be determined through detailed wastewater system design and final site plan layout to ensure infrastructure is appropriately sized and sustainable.

LAND USES

Multi-residential

Neighbourhood / Small-lot Residential

Rural Residential

Neighbourhood Commercial

Community Use

Parks and Open Space



### 3.2.1 Housing Directions

The housing directions for South Kaslo are as follows:

1. Encourage a diverse mix of housing types and ownership models, including single-family, duplexes, townhomes, modular units, co-housing, rental, and ownership, while prioritizing attainable options for families, seniors, and local workers.
2. Work with the Kaslo Housing Society and other partners to explore affordable housing opportunities and support proposals that are carefully evaluated with community input, service capacity analysis, and appropriate siting.
3. Phase housing growth with infrastructure capacity, ensuring sewer, water, and emergency services are in place first.
4. Promote compact, low-impact housing that reduces servicing costs and protects natural features.
5. Ensure housing development delivers public benefits such as parks, playgrounds, and trail connections.
6. Focus higher-density housing near downtown, with larger-lot homes at the plan area's rural edges.
7. Support flexible, innovative housing such as live-work units, mixed-use buildings, and adaptable designs.



### 3.2.2 Community Design Directions

The community design directions for South Kaslo are as follows:

1. Design new neighbourhoods to respect the site's natural topography, Kaslo River, and surrounding landscape.
2. Incorporate sustainable site design and green infrastructure to manage stormwater, erosion, and climate impacts.
3. Ensure new development blends with Kaslo's small-town character through scale, form, and rural design cues.
4. Create connected trails and pedestrian networks that link the plan area to the Kaslo River and downtown.
5. Provide safe, walkable, and bike-friendly streets that balance local access with ecological sensitivity.
6. Integrate parks, natural areas, and recreational spaces as core features of neighbourhood design.
7. Support a small-scale "Neighbourhood Hub" with community gathering spaces, flexible commercial, and housing above.
8. Require civic and community-oriented spaces to be included in development to strengthen social connections.
9. Apply phased, coordinated planning to ensure design decisions align with infrastructure capacity and community needs.





### 3.2.2.1 Design Guidelines

Development in South Kaslo should respond to the following guidelines:

1. Orient buildings, entrances, and windows toward streets and trails to create welcoming, people-focused frontages that balance privacy with neighbourly connection.
2. Design parks, gathering areas, and play spaces to be functional and inviting, with natural landscaping and features that reflect Kaslo's character.
3. Use durable, high-quality materials and a cohesive design that reflects South Kaslo's small-town and rural setting, while allowing unique, colorful elements for wayfinding and identity.
4. Prioritize safe, walkable streets and trails, integrating parking and access in ways that support a pedestrian- and cyclist-friendly environment.
5. Preserve and celebrate existing trees, slopes, waterways, and natural rock features as defining elements of neighbourhood identity.
6. Manage rainwater on-site through green infrastructure such as rain gardens, bioswales, drainage drywells, and permeable paving, supporting both ecology and climate resilience.



*Create welcoming, people-focused frontages.*



*Design gathering spaces to be functional and inviting.*



*Use durable, high-quality materials.*



*Prioritize safe, walkable streets and trails.*



*Preserve and celebrate existing trees slopes, and natural features.*

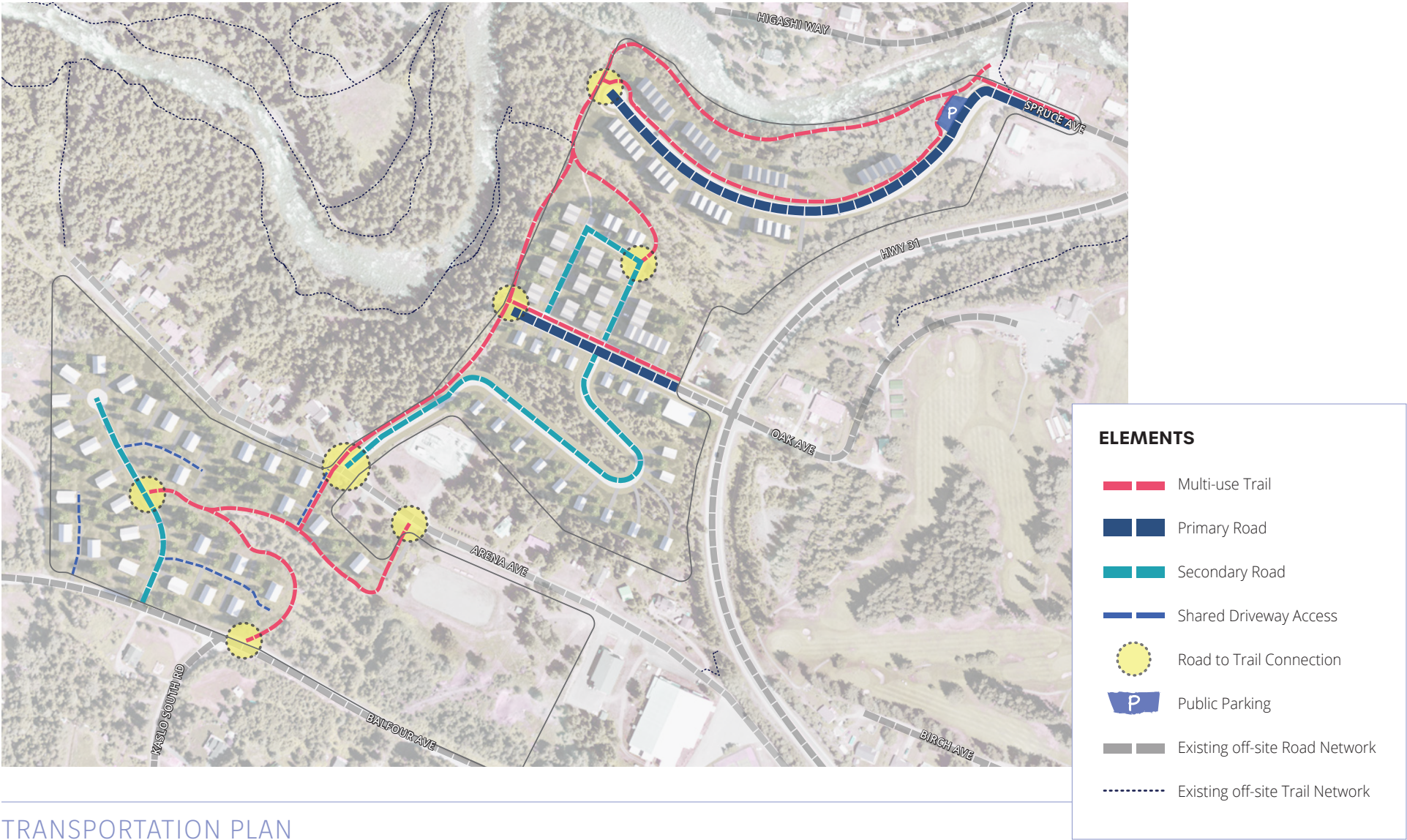


*Manage Rainwater on-site.*



### 3.3. Transportation + Directions

The Transportation Plan and Directions set out how roads, trails, and mobility options will connect South Kaslo to the village and riverfront, prioritizing safe, accessible, and sustainable ways of getting around.

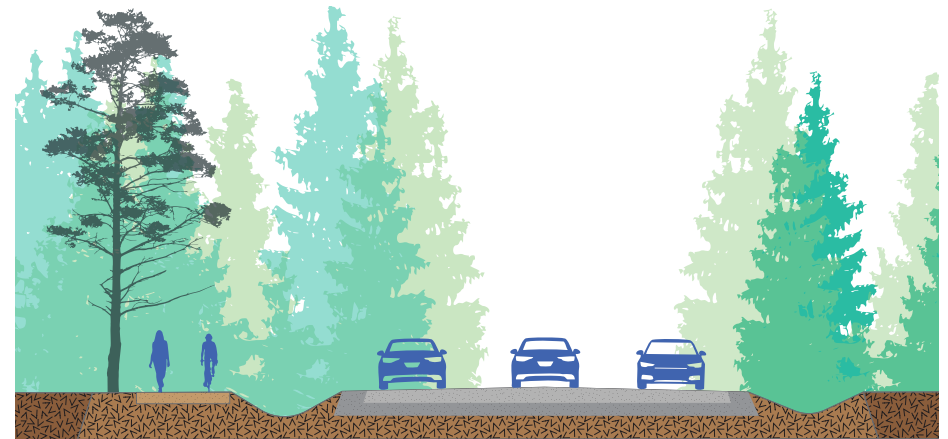


#### TRANSPORTATION PLAN

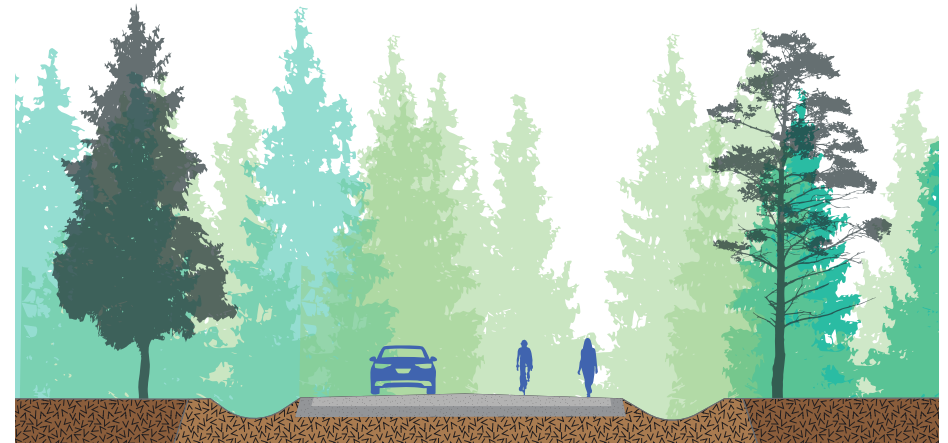
### 3.3.1 Transportation Directions

The transportation directions for South Kaslo are as follows:

1. Develop a connected network of multi-use trails and pedestrian routes that link South Kaslo to downtown and the Kaslo River trail system.
2. Design the mobility network to be universally accessible, ensuring safe, barrier-free routes for people of all ages and abilities.
3. Prioritize safe, accessible walking and cycling routes, including facilities physical separate from vehicles and shared treatments on low-speed streets.
4. Design streets to balance local access with ecological sensitivity, incorporating natural stormwater management and green corridors, reducing hard paved surfaces where possible.
5. Integrate EV charging, bike parking, shared mobility options, and other sustainable transportation infrastructure to support long-term community needs.
6. Design street alignments that follow natural topography, minimizing grades to improve accessibility and walkability.
7. Manage vehicle traffic to balance neighbourhood access with sustainable mobility, maintaining low speeds and volumes to create safe, comfortable conditions for walking and cycling.
8. Manage parking to meet community needs without excess supply, using shared facilities and efficient design to maximize land for housing and open space.
9. Ensure all mobility improvements are phased with infrastructure capacity and coordinated with broader development planning.
10. Ensure shared driveway access is secured by registered easement at subdivision, unless the development proceeds as a strata plan, in which case access will be provided as common property.



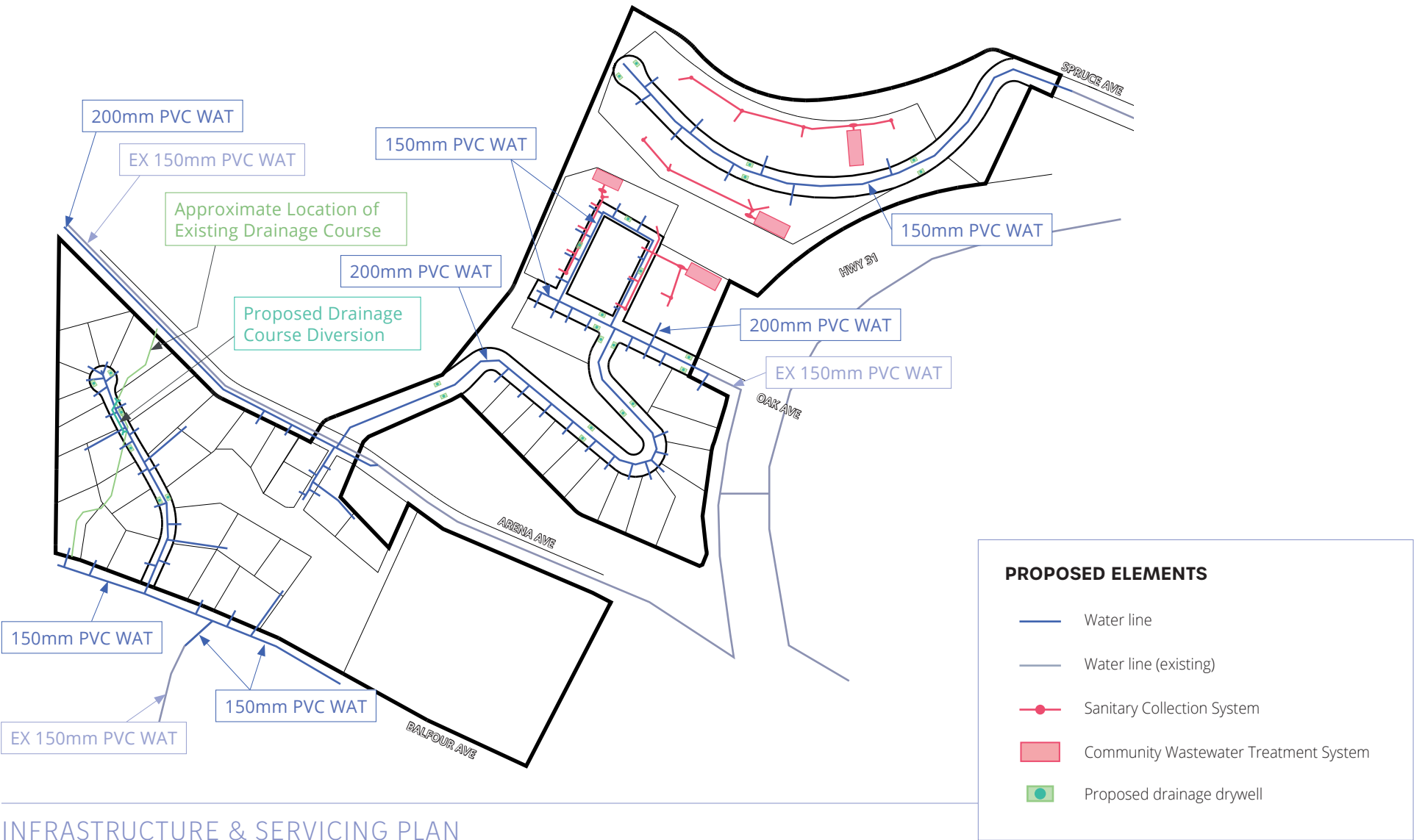
*Primary Road (18m) with Multi-use Trail Section.*



*Secondary Road (12.5m) Section.*

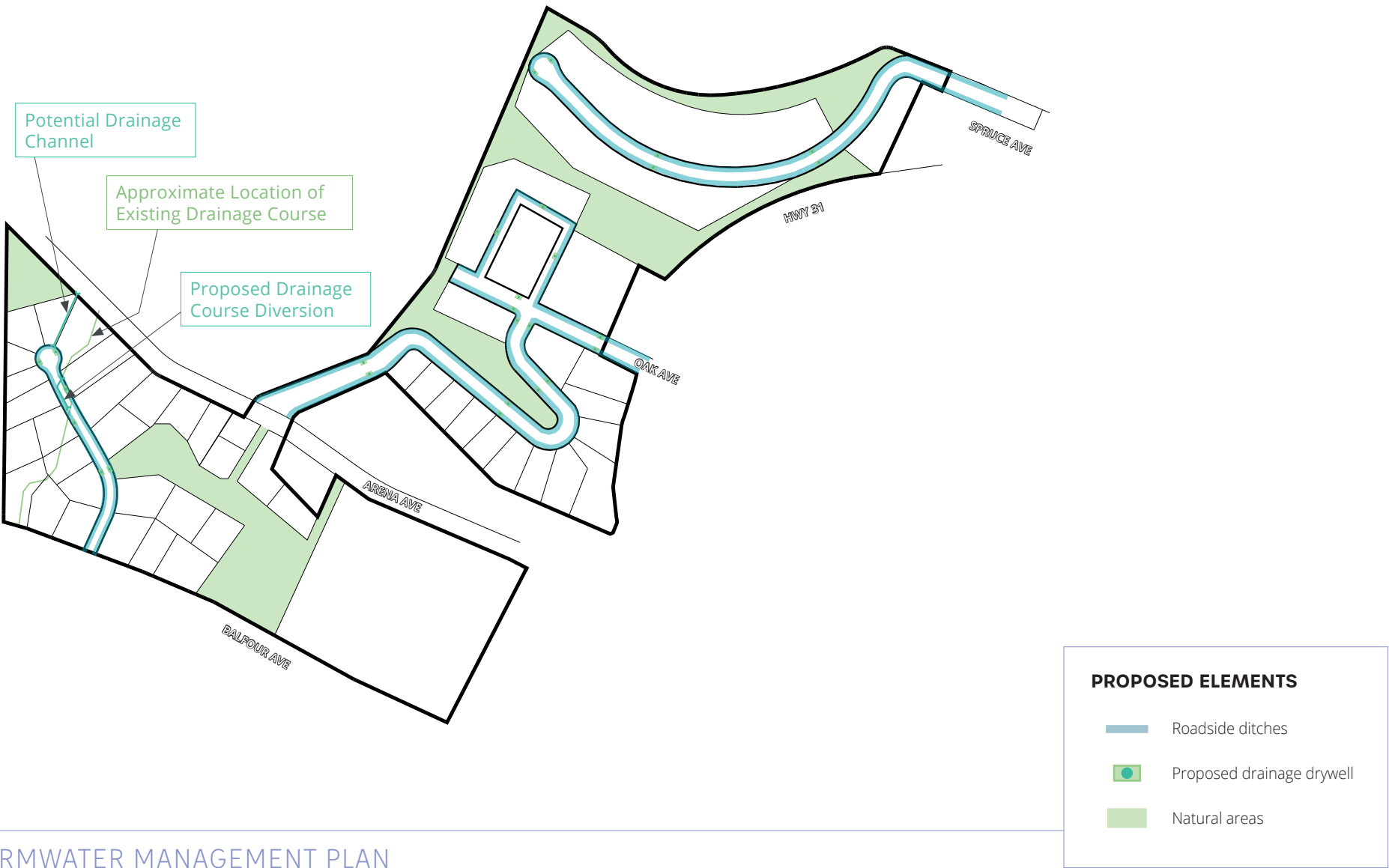
### 3.4. Infrastructure & Servicing Plan + Directions

The Infrastructure and Servicing Plan and Directions ensure water, wastewater, stormwater, energy, and internet systems are reliable, climate-resilient, and coordinated with neighbourhood growth.





Stormwater will be managed through a combination of roadside ditches, drywells, and natural areas that allow water to infiltrate and flow naturally.



### 3.4.1 Infrastructure & Servicing + Directions

The infrastructure and servicing directions for South Kaslo are as follows:

1. Incorporate infrastructure design that anticipates climate change impacts such as intense rainfall, wildfire risk, and heat events, ensuring emergency access and redundancy in critical services.
2. Encourage innovative servicing solutions such as greywater reuse, rainwater harvesting, shared geothermal loops, and community energy systems where feasible.
3. Align infrastructure improvements with fire protection, emergency response, and evacuation needs to ensure safety as the community grows.

#### Sewer, Wastewater, and Water

4. Require new development to use high-performance on-site wastewater systems (e.g., advanced treatment, clustered systems, or community-scale septic) that are designed for local soils, sized for seasonal fluctuations, and regularly monitored to protect water quality.
5. Final unit counts and development capacity shall be determined through detailed wastewater system design and final site plan layout to ensure infrastructure is appropriately sized and sustainable.
  - » Final unit counts and development capacity will be determined through detailed wastewater system design and final site plan layout to ensure infrastructure is appropriately sized and sustainable.
6. Ensure potable water infrastructure is secure, reliable, and phased with growth, with best practices such as water conservation measures, leak detection, and drought-resilient design.
7. Encourage water conservation in both private and public systems by promoting low-flow fixtures, drought-tolerant landscaping, and efficient irrigation practices that reduce overall water demand for the area.

#### Stormwater Management & Natural Systems

8. Require new development to manage rainwater on-site using green infrastructure practices such as rain gardens, bioswales, infiltration trenches, and permeable paving to reduce post-development runoff.
9. Manage stormwater within public roads and rights-of-way through ditches, drywells, and rock pits designed to promote infiltration and mimic natural drainage patterns.
10. Protect and integrate natural systems (slopes, ravines, creeks, and mature trees) as part of the servicing design, using natural buffers, erosion control, and habitat protection to enhance ecosystem resilience.
11. Explore opportunities to assess and address adjacent drainage or erosion issues through coordinated design and servicing improvements associated with new development.



*Small-scale community septic system.*



*Protect and integrate natural systems.*



## Electricity & Internet

12. Ensure reliable internet and electricity service, incorporating underground servicing where possible, and encourage distributed renewable energy systems (e.g., rooftop solar, micro-hydro) to increase resilience and reduce long-term costs.

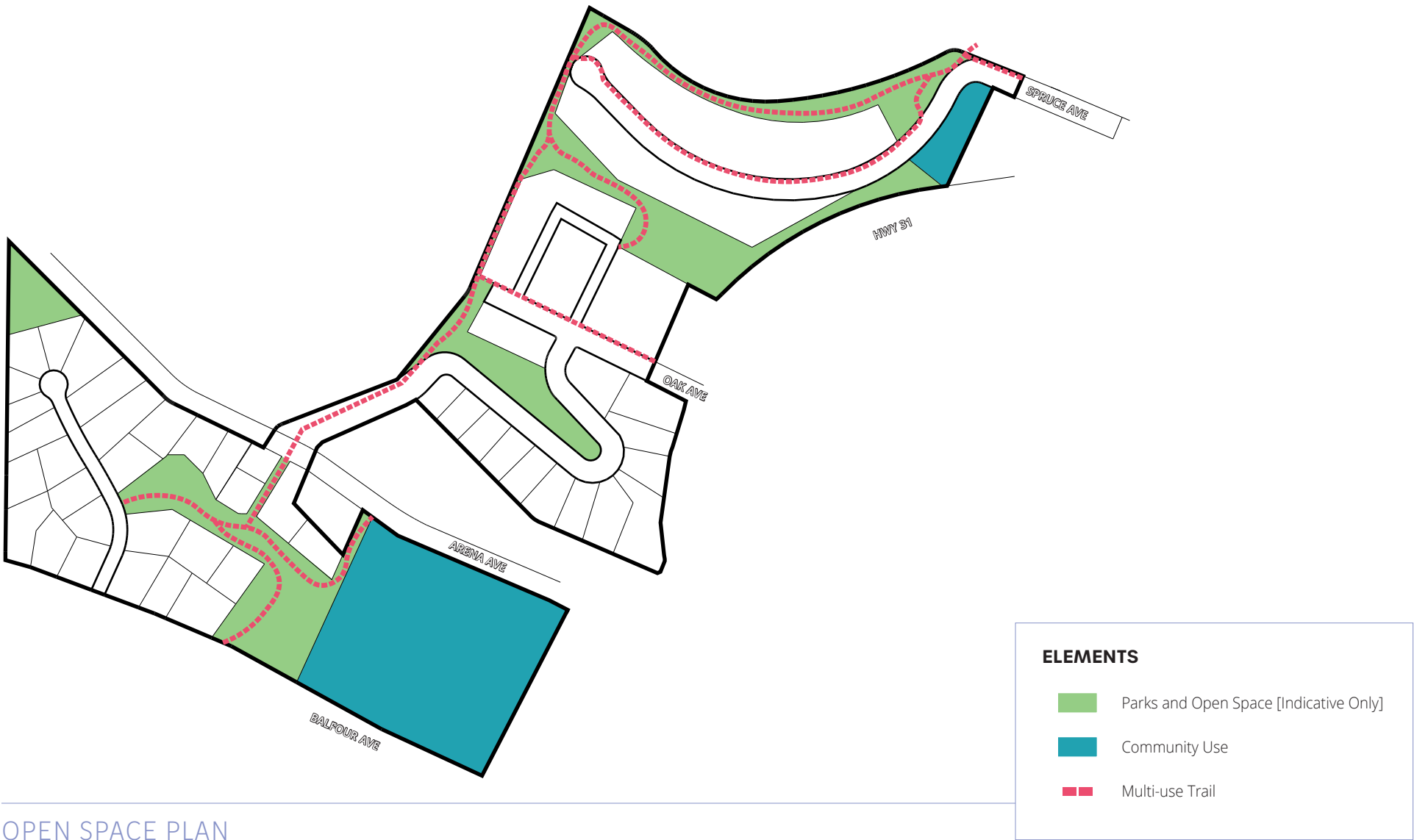
## Integrated Planning

13. Establish clear policies on how servicing costs are funded, using tools such as amenity contributions, or servicing agreements, ensuring that growth does not burden existing taxpayers.
14. Coordinate water, wastewater, energy, and stormwater systems with land use and transportation planning to create efficient, complete neighbourhoods rather than piecemeal development.



### 3.5. Open Space Plan + Directions

The Open Space Plan and Directions provide parks, trails, and natural areas that protect the environment while creating spaces for recreation, gathering, and community life.



### 3.5.1 Open Space Directions

The open space directions for South Kaslo are as follows:

1. Provide a range of parks, play areas, and gathering spaces that are safe, accessible, and designed for all ages, incorporating elements such as trails, natural play structures, and small plazas or seating areas.
2. Expand and connect trails within South Kaslo to the Kaslo River corridor and downtown, using best practices like natural surfacing, wayfinding signage, and accessible design for varied mobility needs.
3. Preserve and integrate creeks, riparian buffers, and mature trees into the open space system, ensuring these natural assets serve as both ecological corridors and community amenities.
4. Explore opportunities to develop recreation spaces that can serve multiple purposes (e.g., small sports facilities, picnic areas, outdoor classrooms, community gardens) to maximize community benefit.
5. Use open spaces as part of the climate adaptation system, incorporating shade trees, drought-tolerant plantings, and areas for stormwater infiltration.
6. Strengthen and protect community access to the Kaslo River and shoreline through trails, viewing points, and picnic areas, while respecting riparian habitat values.
7. Design recreation and park spaces that are welcoming, barrier-free, and safe for all ages, abilities, and cultural practices.
8. Encourage community partnerships for stewardship, maintenance, and programming of parks and trails, involving local groups and schools to build ownership and capacity.



*Community rink.*



*Park space using existing slopes and natural features.*



# Development Strategy & Actions



# 4. Development Strategy & Actions

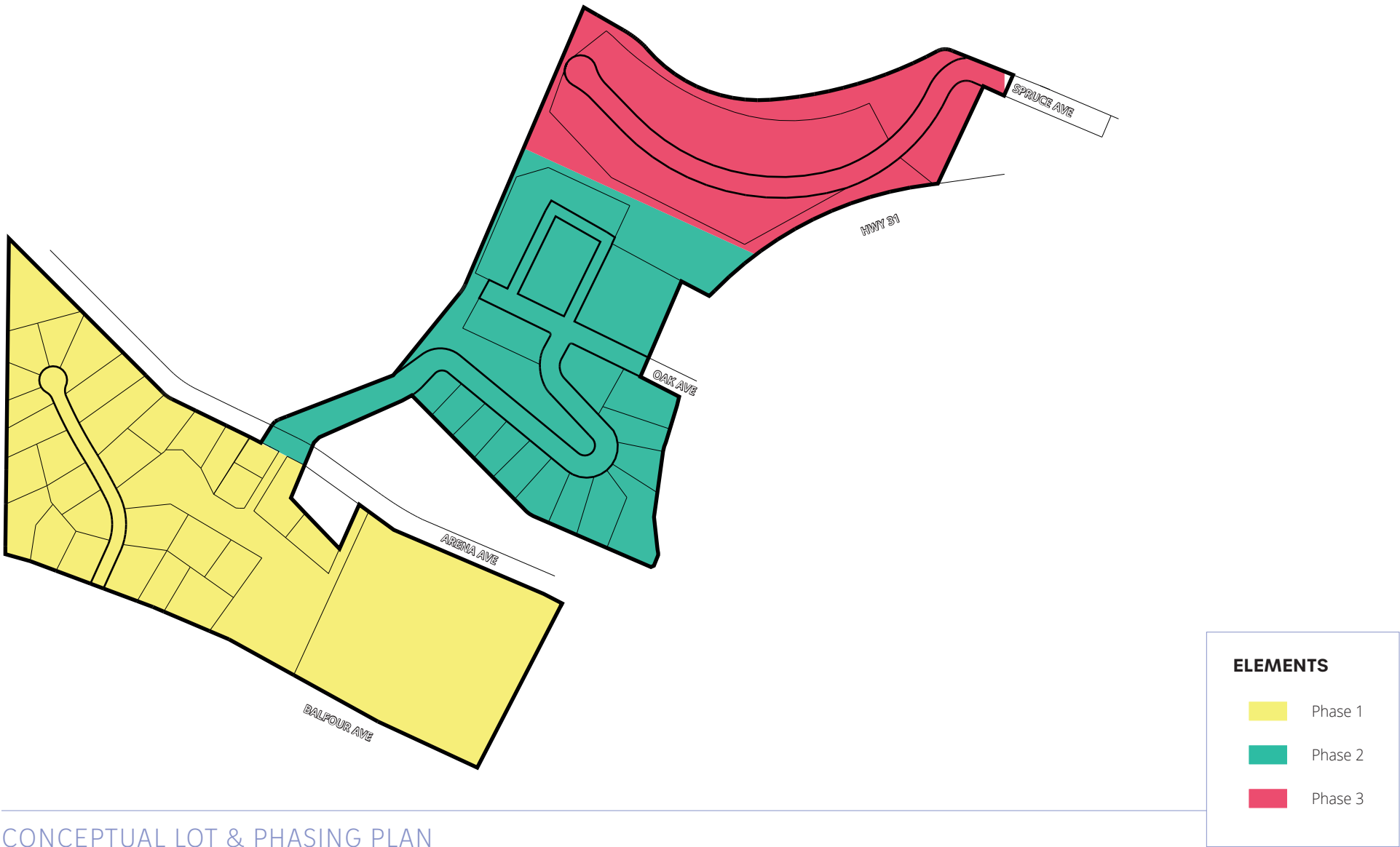
*The Development Strategy & Actions set out how South Kaslo will be built over time, including the subdivision layout, phasing approach, delivery options, and financial considerations. This section provides clear directions and actions to ensure growth is incremental, financially responsible, and aligned with community goals, servicing capacity, and market realities.*

## 4.1. Conceptual Lot & Phasing Plan

The Conceptual Lot Plan illustrates how land is divided into parcels, showing potential layouts for housing, amenities, and open spaces in a way that supports a complete neighbourhood. The Phasing Plan outlines the sequence of development, ensuring new housing, infrastructure, and amenities are delivered in a coordinated way that matches service capacity and community needs.



The Lot and Phasing Plan begins with lower-density areas farther from downtown to leverage existing services and market demand, setting the stage for more diverse housing in later phases.



CONCEPTUAL LOT & PHASING PLAN

## 4.1.1 Development Strategy & Phasing Directions

The development strategy and phasing directions for South Kaslo are as follows:

1. Align development phasing with infrastructure readiness, ensuring water, sewer, and emergency services are in place before significant growth.
2. Require completion of detailed engineering and design work prior to each phase, confirming infrastructure capacity and integration with existing municipal systems, including:
  - » Detailed design and approvals for water, sanitary sewer, drainage, and transportation networks.
  - » Integrated grading and stormwater management plans addressing site drainage, slope stability, and environmental protection.
  - » Coordination with utility providers (e.g., hydro, telecom, gas) to align servicing with road and trail extensions.
  - » Servicing or cost-sharing agreements ensuring growth funds required infrastructure before occupancy or subdivision approval.
3. Begin with areas farthest from downtown Kaslo to take advantage of market conditions and reinforce existing services and community connections before expanding inward; however, allow for flexibility in the development phasing based on market opportunities.
4. Phase lower-density (e.g., large lot) development earlier to support the creation of attainable housing, a mix of units, and neighbourhood vitality at later phases.
5. Build flexibility into the phasing strategy to adjust for market demand, servicing capacity, funding availability (e.g., for community infrastructure) and investment opportunities, and changing community priorities over time.
6. Require each phase to deliver community benefits and amenities consistent with community priorities and this plan, such as parks, trails, and usable open spaces alongside new housing.



*Multi-use Trail as a community amenity.*



7. Pursue partnerships, land acquisition, or access agreements to integrate privately owned lands in South Kaslo into the broader development plan.
8. Pursue access agreements with private landowners where required to ensure coordinated servicing, circulation, and connectivity between parcels.
9. Use servicing agreements and contributions to ensure that growth pays for required infrastructure in each phase.
10. Integrate environmental protection measures into all phases, preserving riparian areas, slopes, and natural systems as development occurs.
11. Establish a clear sequence of road, trail, and servicing extensions to avoid piecemeal or speculative development.





## 4.2. Development Options & Financial Considerations

The development of South Kaslo presents a unique opportunity for the Village to generate long-term community benefit while carefully managing financial risk and implementation complexity. Several delivery models were considered, each representing different levels of municipal involvement, risk exposure, and revenue potential.

For further financial considerations, see Appendix A.

### Recommended Approach: Modified Option 1

A modified Option 1 is the recommended approach, where the Village prepares and subdivides the land, sets clear zoning and policy, and sells development-ready parcels to qualified builders. This option offers a balanced return with manageable risk, enabling the Village to influence outcomes through zoning and design guidelines without overextending resources.

While Village-led development is possible, it is not advised given Kaslo’s small size, limited capacity, and market constraints. Without a long-term development program, the costs of acting as a developer would likely exceed the potential benefits.

### 4.2.1 Delivery Options

Two primary delivery models were considered for the South Kaslo lands, each offering different levels of municipal involvement, risk, and return:

Option 1: Sell Subdivided Lands to Developers <i>Low Risk / Moderate Return</i>	Option 2: Village-Led Development <i>High Risk / High Potential Return</i>
<b>Description</b> <ul style="list-style-type: none"><li>» The Village prepares the site through zoning, and policy clarity, then sells parcels to private builders to be subdivided.</li><li>» Developers assume the cost and risk of subdivision, servicing, design, and construction.</li><li>» The Village captures upfront land sale revenue and retains control over land use and form through pre-zoning and development permit requirements.</li></ul>	<b>Description</b> <ul style="list-style-type: none"><li>» The Village acts as the developer, coordinating servicing, design, construction, and potentially marketing and sales.</li><li>» Offers the opportunity to capture all development value, but requires significant financial investment and organizational capacity.</li></ul>
<b>Pros</b> <ul style="list-style-type: none"><li>» Low municipal risk</li><li>» Minimal staffing and management needs</li><li>» Predictable and timely returns through land sales</li><li>» Enables private sector delivery aligned with Village goals</li></ul>	<b>Pros</b> <ul style="list-style-type: none"><li>» Full control over form, phasing, and quality</li><li>» Potential to capture greater long-term revenue</li></ul>
<b>Cons</b> <ul style="list-style-type: none"><li>» Limited participation in future value created through development</li><li>» Less control over design and delivery beyond existing policy tools</li></ul>	<b>Cons</b> <ul style="list-style-type: none"><li>» High financial and market risk</li><li>» Requires development expertise and internal capacity</li><li>» Potential exposure to sales delays and cost overruns</li></ul>

## 4.2.2. Financial & Ownership Considerations

### Servicing and Market Benefits

If the Village chooses to invest in servicing the land before sale, it may realize several additional benefits:

- Higher land sale values due to reduced buyer risk
- Increased market depth, appealing to a broader pool of builders
- Faster lot absorption, reducing holding costs
- Greater certainty for buyers, thanks to visible infrastructure and lot configuration

### Leasehold Option

As an alternative to fee-simple sale, the Village could explore long-term leasehold arrangements (e.g., 30–99 years). This model retains long-term municipal ownership while offering affordability and revenue stability.

#### Potential Benefits

- Village retains ownership and long-term value appreciation.
- Reduces land speculation.
- Provides ongoing lease revenue.
- More affordable upfront for buyers or tenants.

#### Considerations

- Leasehold land typically sells at a discount (approx. 15%) vs. fee simple.
- Financing and resale options are more limited.
- Fewer buyers are comfortable with leasehold arrangements, potentially slowing absorption.

### Cost Recovery

Given that the Village is both the landowner and planning authority, a traditional cost recovery system (e.g., Development Cost Charges) is not recommended for this site. Introducing such a system would:

- Lower the land's market value
- Reduce flexibility in how revenues are spent
- Not generate additional income beyond what could be realized through land sales or leases

Instead, the Village can recover servicing investments directly through land disposition.

### Investment Attraction Potential

South Kaslo's unique location and regional context make it well-positioned to attract buyers and builders. Key marketing advantages include:

- Natural amenities: Kaslo River frontage, potential lake views, and trail access
- Recreation access: Close to Kootenay Lake, Kokanee Glacier Park, and Ainsworth Hot Springs
- Cultural and historic identity: Kaslo's silver boom history and authentic small-town charm
- Affordability: Compared to rising costs in Nelson and broader BC markets

Marketing materials should emphasize both the lifestyle appeal and strategic advantages of South Kaslo as a development-ready opportunity within a growing mountain community.

## 4.3. Action Plan

Action Area	Recommended Actions	Timing	Lead / Partners
1. Land Use Policy Alignment / Zoning & other Bylaw Updates	<ul style="list-style-type: none"> <li>» Amend the Official Community Plan (OCP) to incorporate any updates needed to align with this plan</li> <li>» Ensure alignment with housing, servicing, and environmental goals</li> <li>» Update zoning to reflect the plan's land use framework (e.g., mixed residential, civic, neighbourhood commercial)</li> <li>» Update other plans and policies as necessary</li> </ul> <p><i>See section 4.2.1 for more details.</i></p>	Winter 2025-2026	<ul style="list-style-type: none"> <li>» Village Staff</li> <li>» Planning Consultant</li> </ul>
2. Subdivision Planning	<ul style="list-style-type: none"> <li>» Undertake a site survey and prepare a preliminary subdivision plan that reflects the conceptual lot plan, phasing strategy, and infrastructure strategy of this plan</li> <li>» Pursue partnerships or access agreements to align private lands with the development plan.</li> <li>» Include access, lot layout, trail connections, and park lands</li> </ul>	Winter-Spring 2026	<ul style="list-style-type: none"> <li>» Village Staff</li> <li>» Surveyor</li> <li>» Civil Engineer</li> </ul>
3. Marketing, Communications, & Partnerships	<ul style="list-style-type: none"> <li>» Develop and Distribute marketing materials to key partners (e.g., builders, realtors, housing providers) and potential investors</li> <li>» Engage local builders, housing societies (e.g., Kaslo Housing Society), and non-profit developers</li> <li>» Provide updates through new materials and direct communication to partners and potential investors</li> <li>» Explore options for joint ventures or land disposition agreements</li> </ul>	Spring-Summer 2026	<ul style="list-style-type: none"> <li>» Village Staff</li> <li>» Planning/Real Estate Consultant</li> <li>» Housing Partners</li> </ul>
4. Detailed Design & Implementation	<ul style="list-style-type: none"> <li>» Prepare template servicing and development agreements defining responsibilities for infrastructure delivery, inspection, and cost recovery.</li> <li>» Require a final subdivision plan, detailed infrastructure and servicing design, and related commitments prior to development approvals, including lot access, lot tenure, septic, stormwater/erosion management, and water conservation measures.</li> <li>» Explore and pursue preferred funding models (e.g., phased investment, partnerships)</li> <li>» Coordinate with utility providers (e.g., FortisBC, Kaslo InfoNet) to align extensions with phasing and subdivision plans.</li> </ul>	Ongoing (launch in 2026)	<ul style="list-style-type: none"> <li>» Village Staff</li> <li>» Proponent</li> <li>» Real Estate Consultant</li> <li>» Civil Engineer</li> <li>» Finance Advisor</li> </ul>

Action Area	Recommended Actions	Timing	Lead / Partners
5. Update Phasing & Development Strategy	<ul style="list-style-type: none"> <li>» Confirm phasing approach based on market conditions and absorption rates (5–10 units/year)</li> <li>» Decide on sale vs. leasehold for each phase</li> <li>» Monitor early phases and adjust strategy as needed to reflect current conditions or lessons learned</li> </ul>	Ongoing (launch in 2026)	<ul style="list-style-type: none"> <li>» Council</li> <li>» Staff</li> <li>» Real Estate Advisor</li> </ul>
6. Monitoring & Adjustments	<ul style="list-style-type: none"> <li>» Track lot uptake, infrastructure costs, and market feedback-</li> <li>» Adjust phasing, servicing, or zoning as needed based on outcomes</li> <li>» Review and Update Development Plan</li> </ul>	2026 onward	<ul style="list-style-type: none"> <li>» Village Staff</li> <li>» Council</li> </ul>



### 4.3.1. Recommended Village Policy & Regulation Updates

The South Kaslo plan area is currently guided by Neighbourhood Residential land use in the OCP, which follows the General Residential objectives and supports a diversity of housing forms. This includes multi-unit residential in appropriate areas to make efficient use of land and infrastructure, and opportunities for mixed-use development where apartments or townhouses may be located above or behind commercial uses. A portion of the site is also designated Civic and Recreation, which allows for educational, recreational, health, institutional, and cultural facilities that contribute to community well-being. Existing zoning includes Multiple Residential (RM-1), Single Family and Two-Family Residential, and Civic and Institutional.

#### Recommended Land Use Regulation Updates

To enable the envisioned neighbourhood hub, a rezoning process will be required. If the hub is strictly commercial, a shift to Neighbourhood Commercial (C-3) zoning will be necessary. If the hub combines commercial with residential, then a Waterfront Commercial (C-1) or similar mixed-use zone will be required.



*Community Hub.*



# Appendices

# A.1. Financial Considerations

A high-level financial analysis was conducted to assess the viability of developing the South Kaslo lands. Two primary development typologies were considered:

- Estate-style residential lots in the upper portion of the site; and
- Mix of townhouses, duplexes, and smaller lots in the lower, more accessible portion.

Both scenarios demonstrate the potential for the Village to recover servicing costs and generate a positive financial return.

## Key Findings

- Servicing Costs were estimated at approximately \$4.18 million for the upper portion (estate lots) and \$5.5 million for the lower portion (higher-density housing).
- If the Village can achieve land values of \$353,000 per acre for the upper estate lots and \$417,500 per acre for the lower, higher-density area, it would recover its servicing costs and generate a profit sufficient to justify the investment on commercial terms.
- Based on these assumptions, the Village could achieve a 15% profit margin above servicing costs for each development typology.

This level of return is commercially reasonable and would justify municipal investment in servicing, provided the market supports the projected values. However, Kaslo's small scale and limited resources make direct development impractical, as costs would likely outweigh the benefits.

These estimates are preliminary and would require confirmation through detailed civil design and cost analysis.

Table: Financial Analysis of Proposed Development Typologies

	Gross	Per Acre
Typology: Estate Lots		
Acres	19	
Unserviced Land Value	\$1,900,000	\$100,000
Estimated Servicing Cost	\$4,180,000	\$220,000
Servicing Cost Profit/Acre	\$627,000	15%
Serviced Value	\$6,707,000	\$353,000
Typology: Duplex + Townhomes + Small SF Lots		
Acres	22	
Unserviced Land Value:	\$2,860,000	\$130,000
Estimated Servicing Cost	\$5,500,000	\$250,000
Servicing Cost Profit/Acre	\$825,000	15%
Serviced Value	\$9,185,000	\$417,500

## Servicing and Market Benefits

If the Village chooses to invest in servicing the land before sale, it may realize several additional benefits:

- Higher land sale values due to reduced buyer risk.
- Increased market depth, appealing to a broader pool of builders.
- Faster lot absorption, reducing holding costs.
- Greater certainty for buyers, thanks to visible infrastructure and lot configuration.

## Leasehold Option

As an alternative to fee-simple sale, the Village could explore long-term leasehold arrangements (e.g., 30–99 years). This model retains long-term municipal ownership while offering affordability and revenue stability.

### Potential Benefits

- Village retains ownership and long-term value appreciation.
- Reduces land speculation.
- Provides ongoing lease revenue.
- More affordable upfront for buyers or tenants.

### Considerations

- Leasehold land typically sells at a discount (approx. 15%) vs. fee simple.
- Financing and resale options are more limited.
- Fewer buyers are comfortable with leasehold arrangements, potentially slowing absorption.

## Cost Recovery

Given that the Village is both the landowner and planning authority, a traditional cost recovery system (e.g., Development Cost Charges) is not recommended for this site. Introducing such a system would:

- Lower the land's market value.
- Reduce flexibility in how revenues are spent.
- Not generate additional income beyond what could be realized through land sales or leases.

Instead, the Village can recover servicing investments directly through land disposition.

## Investment Attraction Potential

South Kaslo's unique location and regional context make it well-positioned to attract buyers and builders. Key marketing advantages include:

- **Natural amenities:** Kaslo River frontage, potential lake views, and trail access.
- **Recreation access:** Close to Kootenay Lake, Kokanee Glacier Park, and Ainsworth Hot Springs.
- **Cultural and historic identity:** Kaslo's silver boom history and authentic small-town charm.
- **Affordability:** Compared to rising costs in Nelson and broader BC markets.

Marketing materials should emphasize both the lifestyle appeal and strategic advantages of South Kaslo as a development-ready opportunity within a growing mountain community.



# A.2. Background Report





**KASLO**  
**MAYOR'S REPORT**  
**QUARTER 3, 2025**

**Kaslo RCMP Detachment**

335 A Avenue

PO Box 632

Kaslo, BC V0G 1M0

Telephone (250) 353-2225 Fax (250) 353-2226

**Village of Kaslo**

Box 576

312 4th Street

Kaslo, BC V0G 1M0

October 8, 2025

Dear Mayor Hewat:

**RE: Quarterly Crime Statistics - July/ August / September**

CRIME CATEGORIES	TOTAL Q3 2024	KASLO Q3 2025	South of Kaslo to Balfour Q3 2025	North of Kaslo Q3 2025	Total Q3 2025
Homicide / Attempted Homicide	0	0	0	0	0
Assaults	2	3	2	0	5
Sexual Offences	0	0	0	0	0
Robbery	0	0	0	0	0
Auto Theft	1	1	0	0	1
Break and Enters	2	0	2	0	2
Theft From Motor Vehicle	1	2	0	0	2
Drug Investigations	0	0	0	0	0
Motor Vehicle Collisions	8	4	2	1	7
Motor Vehicle Collisions W Fatality	0	0	0	1	1
Impaired Driving - CC	2	2	0	0	2
Impaired Driving - MVA (IRPs)	0	0	0	0	0
TOTAL PERSONS/VIOLENT CC	5	13	4	0	17
TOTAL PROPERTY CC	22	17	13	1	31
TOTAL OTHER CC	16	4	5	1	10
TOTAL CRIMINAL CODE (CC)	43	34	22	2	58
TOTAL CALLS FOR SERVICE	261	143	97	46	286

COMMUNITY	TOTAL Q3 2024	KASLO Q3 2025	South Q3 2025	North Q3 2025	Total Q3 2025
Files with youth negative contacts	0	0	0	0	0
Mental Health Related Calls	25	25	10	3	38
Files involving Alcohol / Drugs	29	15	11	5	31
Domestic Violence Files	0	1	1	0	2

Should you have any questions or concerns, or should you wish to discuss these statistics, please do not hesitate to contact me at 250-353-2225.

Yours truly,

Harland Venema, Cpl., NCO I/C  
Kaslo RCMP Detachment

## Andrea Reimer

---

**From:** Michelle Poulin [REDACTED]  
**Sent:** October 26, 2025 7:52 AM  
**To:** Admin Mailbox  
**Subject:** Abbey Manor

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

To Kaslo councillors, for your information. Delivered to Abbey Manor residents and to B.C. housing

This letter is written to dispel bad rumours about the previous Abbey Manor board regarding the purchase and installation of the back up generator. The money, \$254000.00 was generously provided by Columbia Basin Trust. The requirements for a back up generator in Canada are 100% of peak load plus 20%. A 100 KW generator with a peak output of 110 KW was ordered from a Canadian company Westquip. The generator that was ordered had a fully insulated waterproof covering, a Thermostatic radiator shutter kit, heater for coolant and a battery charger for winter conditions at a cost of \$70275.00. The unit was assembled in Canada with British components. We were trying to stay away from Chinese and American products and support Canadian workers. The new board cancelled this generator ( losing a \$17000.00 deposit) and ordered a 80 KW generator. Steve Jaksitz did a load calculation on Abbey Manor and I will be surprised if the electrical inspector passes the generator because 80 KW might not be big enough if we get a cold snap and the power goes out.

I would like to thank the members of the old Abbey Manor board, some with over 20 years service for their time and efforts and for leaving Abbey Manor in such good shape.

Phil Trotter



## Andrea Reimer

---

**From:** Shelley Stickel [REDACTED]  
**Sent:** October 27, 2025 5:31 PM  
**To:** Admin Mailbox  
**Subject:** Fwd: To Kaslo Village Council

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Mayor and Kaslo Council members

I am sending you this information that I received from Chantelle Grafton, **Sr. Regional Specialist, Water and Dike Safety**

Water Management | North Area

Phone 778-693-2766 |

Ministry of Water, Land and Resource Stewardship

I hope that this helps you in your conversations about South Beach. Respectfully, Shelley Stickel

----- Forwarded message -----

**From:** Grafton, Chantelle WLRS:EX <[Chantelle.Grafton@gov.bc.ca](mailto:Chantelle.Grafton@gov.bc.ca)>

**Date:** Mon, Oct 27, 2025 at 2:57 PM

**Subject:** RE: To Kaslo Village Council

**To:** Shelley Stickel [REDACTED], Kaslo Administration <[admin@kaslo.ca](mailto:admin@kaslo.ca)>, Minister, WLRS WLRS:EX <[WLRS.Minister@gov.bc.ca](mailto:WLRS.Minister@gov.bc.ca)>, Amy Watson <[awatson@rdck.bc.ca](mailto:awatson@rdck.bc.ca)>, Emily Mattas [REDACTED]

Hello Shelley,

Thank you for reaching out and sharing your concerns regarding the proposed works as you have described. Please know that I am unaware of the project and am basing my response off of the correspondence I have received.

Please note that **any structure intended to provide flood protection to more than one property requires formal approval from the Province of British Columbia**. Before a project of this nature proceeds, it must be submitted to the Province for review and authorization. A structure that is not meant for flood protection but built within the floodplain may inadvertently provide such protection as well and requires provincial oversight. If it is adjacent to existing flood protection structures, we need confirmation that it will not impact the function of those structures as well.

The provincial review process ensures that projects meet appropriate technical and safety standards, and it specifically addresses issues related to the transfer of flood risk that may result from constructing new dikes or other flood protection structures. This process is essential to confirm that flood risks are not inadvertently shifted to other properties or areas.

In addition, projects of this type typically require approvals under other legislation, such as the **Water Sustainability Act**, and may include consultation with affected First Nations.

Given these requirements, it is important that the project be brought forward to the Province early in the planning stages to allow for appropriate review, coordination, and consultation before any work proceeds.

We appreciate your attention to this matter and your efforts to ensure that proper regulatory processes are followed.



**Chantelle Grafton**

**Sr. Regional Specialist, Water and Dike Safety**

Water Management | North Area

Phone 778-693-2766 |

Ministry of Water, Land and Resource Stewardship

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**From:** Shelley Stickel [REDACTED]

**Sent:** Tuesday, October 7, 2025 3:24 PM

**To:** Kaslo Administration <[admin@kaslo.ca](mailto:admin@kaslo.ca)>; Minister, WLRs WLRs:EX <[WLRs.Minister@gov.bc.ca](mailto:WLRs.Minister@gov.bc.ca)>; Amy Watson <[awatson@rdck.bc.ca](mailto:awatson@rdck.bc.ca)>; Emily Mattas [REDACTED]; Grafton, Chantelle WLRs:EX <[Chantelle.Grafton@gov.bc.ca](mailto:Chantelle.Grafton@gov.bc.ca)>

**Subject:** To Kaslo Village Council

You don't often get email from [shelleystickelmiles@gmail.com](mailto:shelleystickelmiles@gmail.com). [Learn why this is important](#)

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Dear Council

I think that perhaps you might have been a bit surprised by the statement from QP Developments that they would need to build a 12 ft. high wall with a chain link fence on top and put in 50 thousand truckloads of fill to make the property on south beach above a flood zone.

This 'new' fence will be very ugly for the town and create a more 'gated' feeling to the RV proposed RV development AND as it has come to light, and lower Kaslo folks have a concern that this new wall not compromise their safety, nor the provincially specified work of the dyke. As I have walked around collecting signatures, I have not had one person not be unwilling to sign because they are confident about how this is all going to work for the continued protection for lower Kaslo. I would submit to you that persons from the official provincial dyke management team be asked to review what the concrete fence will do to the safety plan already in place for lower Kaslo. I also heard that the existing dyke is in need of attention.

One person told me that just 50 truck loads of debris taken away from their home in California, totally wrecked the highway they drove on, and it has not been repaired. The trucks were taking debris away from their property which had burned. It would be a shame to wreck the highway leading to our new bridge when QP Developments bring in the 50 thousand truck loads of fill for their private development.

If they are trying to make the floodplain of south beach, into something different in order to create a viable RV park, then I think it behooves Council to say I'm sorry your private land is a necessary floodplain, as it has been for a long time. Council needs to be clear whether or not the flood plane might be a required safety pathway which the existing dyke depends on being there, and know from provincial management that that is so.

I think that there are a lot of very sketchy, ugly and potentially dangerous outcomes to the QP development strategy at South Beach. Sometimes in cities so much environmental damage has been done throughout the area that one building project just has to build higher, stronger, wider, bigger to mitigate any sort of disaster. This is not the situation in Kaslo at the moment. We saw this in China, Japan, and in the busy city of Kelowna where QP Development is used to building.

Council can say to the Developer that the flood plain of South Beach will remain a floodplain for good reasons, just as Grand Forks had to recreate the floodplain after several years of flooding. It cost the City to make that re-remediation.

Thank you for registering my concern, as my mother lives in lower Kaslo and I want to know that due diligence has been done, even though it didn't look like such an evaluation was needed at the beginning, surely provincial experts and money can come into play to support you .

Respectfully yours, Shelley Stickel

--

Peace friends, from Shelley Stickel, Ceremony Encourager

Let's assume there are no insiders or outsiders.

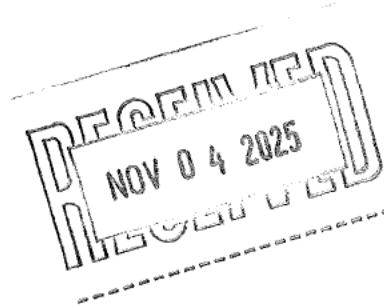
--

Peace friends, from Shelley Stickel, Ceremony Encourager

Let's assume there are no insiders or outsiders.



Village of Kaslo  
To: Mayor Hewat  
Councillors Bird, Brown, Lang, and Leathwood



4 November 2025

Please consider the attached correspondence from Chantelle Grafton, Ministry of Water, Land and Resource Stewardship. This is in response to the letter and supporting documents regarding Transfer of Risk submitted to you on October 7, 2025, and cc'd to her. The letter presented to council [copy also attached] was signed by over 150 residents and property owners of lower Kaslo, and represents 208 people who would be affected by flooding.

Thank you,

Doug Roberts, Emily Mattas



*Kaslo, BC*



Emily Mattas &lt;emilymattas@gmail.com&gt;

## Correspondence to Village of Kaslo Mayor and Council re Transfer of Risk to Dike #105 is attached

Grafton, Chantelle WLRS:EX &lt;Chantelle.Grafton@gov.bc.ca&gt;

Mon, Oct 27, 2025 at 2:58 PM

To: Emily Mattas [REDACTED] "WLRS DMO WLRS:EX" <WLRS.DMO@gov.bc.ca>, Aimee Watson <awatson@rdck.bc.ca>, "Ray, Jeff TT:EX" <Jeff.Ray@gov.bc.ca>, "Anderson.MLA, Brittney LASS:EX" <Brittney.Anderson.MLA@leg.bc.ca>

Hello Emily Mattas and Doug Roberts,

Thank you for reaching out and sharing your concerns regarding the proposed works as you have described. Please know that I am unaware of the project and am basing my response off of the correspondence I have received.

Please note that **any structure intended to provide flood protection to more than one property requires formal approval from the Province of British Columbia**. Before a project of this nature proceeds, it must be submitted to the Province for review and authorization. A structure that is not meant for flood protection but built within the floodplain may inadvertently provide such protection as well and requires provincial oversight. If it is adjacent to existing flood protection structures, we need confirmation that it will not impact the function of those structures as well.

The provincial review process ensures that projects meet appropriate technical and safety standards, and it specifically addresses issues related to the transfer of flood risk that may result from constructing new dikes or other flood protection structures. This process is essential to confirm that flood risks are not inadvertently shifted to other properties or areas.

In addition, projects of this type typically require approvals under other legislation, such as the **Water Sustainability Act**, and may include consultation with affected First Nations.

Given these requirements, it is important that the project be brought forward to the Province early in the planning stages to allow for appropriate review, coordination, and consultation before any work proceeds.

We appreciate your attention to this matter and your efforts to ensure that proper regulatory processes are followed.



**Chantelle Grafton**

**Sr. Regional Specialist, Water and Dike Safety**

Water Management | North Area

Phone 778-693-2766 |

Ministry of Water, Land and Resource Stewardship

From: Emily Mattas [REDACTED]

Sent: Wednesday, October 8, 2025 8:15 PM

To: Grafton, Chantelle WLRS:EX <Chantelle.Grafton@gov.bc.ca>; WLRS DMO WLRS:EX <WLRS.DMO@gov.bc.ca>; Aimee Watson <awatson@rdck.bc.ca>; Ray, Jeff TT:EX <Jeff.Ray@gov.bc.ca>;

To Mayor Hewat

Councillors Bird, Brown, Lang, and Leathwood

7 October 2025

The Village of Kaslo Council is being asked by QP Developments to approve their proposed Strata Title RV Park. It has come to our attention that in their proposed plan, QP's project engineers call for building a concrete lock-block wall along the south side of the Kaslo River. According to their maps, this wall would extend, parallel to the river, all the way down to the seasonal high water level of Kootenay Lake, a length of approximately 730m/2400ft-- two village blocks long.

We are appalled that the Mayor and Council are considering approval of a structure that puts protecting the interests of a developer above protecting the homes, property, and well being of the citizens of Kaslo.

Kaslo River is fed by a watershed of about 450 square kilometers and is at risk of high velocity water and debris flows. It could experience extreme flooding at any time. The sole purpose of QP's wall is to deflect any flood water away from their development to protect their investment. That flood water and debris would instead be directed towards lower Kaslo.

Our dike [BC Dike registry #105] on the north side of Kaslo River, was especially designed and built to work in conjunction with the ability of the river's south delta to accept and disperse excess flood water-- the natural water-land interaction of the South Beach delta.

Any change to the flow of flood water caused by QP's Wall would compromise the effectiveness of our dike and delta, and transfer the risk of flooding away from QP's development towards the homes and property of the residents of Lower Kaslo, village roads, infrastructure, parks, etc.

For those of us living in the flood plain, flood insurance is either prohibitively expensive or impossible to get, and flood damage could mean a total loss. Should we suffer flood damage, we would hold the Village legally responsible for any actions permitting this wall to be constructed. You may wish to note that the city of Grand Forks is currently buying up properties in their flood plain, and the town of Merritt is being sued for negligence for allowing their dike system to be compromised.

**Under no circumstances should the integrity of our Kaslo River Dike [#105] be compromised. Any Transfer of Risk is unacceptable.**

**From the Undersigned Concerned Residents of Kaslo**

Cc: Brittny Anderson, MLA / Lori Halls, Deputy Minister, Ministry of Water, Land and Resource Stewardship/  
Chantelle Grafton, Deputy Inspector of Dikes / Jeff Ray, MoT West Kootenay District Area Manager, Bridges /  
Aimee Watson, RDCK



## CALL FOR RESOLUTIONS - 2026

The main forum for UBCM policy making is the **annual resolutions cycle** and this is an opportunity for local governments of all sizes and from all areas to express concerns, share their experiences and take a united position. This is a call for resolutions from AKBLG members. Resolutions must be submitted to AKBLG by **Tuesday, February 17th, 2026 (4:30pm PT)** to have them included for debate at the 2026 AKBLG Convention in Trail.

It is time to formulate, have them endorsed by your local government and submit them to AKBLG.

AKBLG members are reminded that an extraordinary resolution to amend the UBCM Bylaws to streamline the resolutions process was endorsed at the 2025 UBCM Convention. These changes provide the resolution committee the authority to determine which annual resolutions will be included for consideration at the UBCM Convention and specifies that resolutions that are outside the scope of the BC local governments, do not meet UBCM criteria for format or clarity or are regional in focus will be excluded from consideration by the committee. A more detailed summary of these changes is included as [Appendix A](#) to this document.

Please remember:

- Resolutions are only accepted from AKBLG member local governments and **must have been endorsed by the board or council**.
- Resolutions **must be relevant to other local governments within AKBLG** rather than specific to a single member government.
- Resolution sponsors should be prepared to introduce their resolutions at the AKBLG Resolutions session (2 minutes).
- Each resolution must include a separate backgrounder that is a maximum of 3 pages and specific to a **single** resolution. The backgrounder may include links to other information sources and reports.
- Resolutions may be combined with other, similar resolutions from other local governments if each local government agrees to co-sponsorship.
- All resolutions, along with supportive background information, shall be sent as a **WORD DOCUMENT** to the AKBLG office by **Tuesday, FEBRUARY 17th, 2026 (4:30pm PT)**.
- Resolutions should be forwarded by email to [admin@akblg.ca](mailto:admin@akblg.ca); receipt of emailed resolutions will be confirmed by return email.
- Resolutions should be written in accordance with the AKBLG and UBCM Writing Guidelines which are outlined in [Appendix B](#).
- A Resolution which focuses on an issue specific to the AKBLG region will not be forwarded to UBCM for debate should it be endorsed at the AKBLG Convention. Such



resolutions which are not relevant to the rest of the province will remain with the AKBLG Board for further action and advocacy.

**Resolutions Preparation Assistance:**

If you have questions regarding resolution preparation, please contact the Executive Director at [admin@akblg.ca](mailto:admin@akblg.ca) or by phone 250-551-5215. We hope to have well-written and impactful resolutions in 2026 and are happy to assist you to draft them.

Thank you,

Your AKBLG resolutions committee,

Kyle Hamilton (Chair), Wesley Routley, Tina Knoohuizen, Aidan McLaren-Caux, Susan Clovechok

Linda Tynan, Executive Director

cc [Appendix A: Changes to UBCM Bylaws – Streamlining the Resolution Process](#)  
[Appendix B: Drafting Your Resolutions & Template](#)

## **APPENDIX A**

### **UBCM Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process – passed by 2/3 of UBCM Membership at the 2025 UBCM Convention**

The Resolutions Committee:

- shall examine all Annual Resolutions regularly submitted to the Convention;
- shall determine which Annual Resolutions will be included for consideration by the membership at Convention;
- shall recommend in favour of or against the Annual Resolutions respectively;
- may correlate Annual Resolutions; and
- may recommend amendments.

Any Annual Resolution may be referred by the Convention to the Resolutions Committee either alone or with new resolutions for study and report to the Convention.

Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:

- Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);
- Resolution is outside of the scope of BC local governments and member First Nations;
- Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or
- Resolution is regional in focus.

## APPENDIX B

### DRAFTING YOUR RESOLUTIONS (including a Template)

#### 1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

#### 2. For resolutions to be debated at UBCM, focus on issues that are province wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AKBLG region. A resolution that addresses a topic specific to the AKBLG region will not be entered for debate during the UBCM Convention but may be actioned by the AKBLG Executive if endorsed.

#### 3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

#### 4. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AKBLG for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution must include a separate backgrounder that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports. Resolutions submitted without background information will not be considered until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

#### 5. Construct a brief, descriptive title.

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

#### 6. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

## CREATING THE RESOLUTION

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

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

### Preamble:

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

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses. There should be only one sentence per WHEREAS clause.

### Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AKBLG and/or UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations and use the appropriate language.

## TEMPLATE

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?* >> :

Therefore be it resolved that AKBLG and/or UBCM << *specify here the action(s) that AKBLG and/or UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AKBLG may take action, and for all other resolutions, AKBLG and UBCM may take action* >>

- If necessary, there can be a second enactment clause (the "therefore" clause that specifies the action requested) with the following format:

And be it further resolved that AKBLG and/or UBCM << *specify any additional specific actions needed to address the problem identified in the whereas clauses* >>.



**From:** Anderson, George <G.Anderson@leg.bc.ca>  
**Sent:** November 14, 2025 1:17 PM  
**Cc:** Anderson.MLA, George <George.Anderson.MLA@leg.bc.ca>  
**Subject:** Working together, the Professional Reliance Act

Dear Mayors & Councillors,

My name is George Anderson. I am the MLA for Nanaimo-Lantzville.

Recently, I tabled a Private Members Bill M 216 *Professional Reliance Act*. The goal of the *Act* is to uplift the work that is already occurring in British Columbia.

Several municipalities, such as the City of Prince George, Town of Ladysmith, City of Surrey, and many others across British Columbia already utilize professional reliance or a certified professional program.

On November 6, 2025, I met with the Union of British Columbia President Cori Ramsey and Executive Director MacIsaac regarding the bill, and I am hopeful that UBCM and I can work together to deliver what British Columbians expect of us.

Attached to this email you will find the following:

- A briefing note on the bill, with a Q&A fact sheet;
- A letter of Support from Homes for Living a Non-Profit based in Victoria; and
- A Joint Letter of Support signed by the Greater Vancouver Board of Trade and Urban Development Institute.

Lastly, you will find an op-ed that I've written titled "British Columbia can Build the Homes we need faster, if We Trust the People Who know how to build them." It makes the case for reform that lets municipalities accept certified work from provincially regulated professionals to accelerate housing approvals without lowering standards. Moreover, the piece uses examples of where this practice is already in place in British Columbia, such as in Vancouver, Surrey, the town of Ladysmith, and City of Prince George.

Lastly, I have included a few articles on the bill:

<https://www.beautifulnanaimo.ca/posts/2025/11/01/bill-m216>

<https://businessexaminer.ca/victoria-articles/item/editorial-professional-reliance-act-could-speed-up-home-building-significantly/>

<https://nanaimobulletin.com/2025/10/30/nanaimo-lantzville-mla-introduces-bill-to-streamline-housing-approvals/>

As a former City Councillor and Regional District Director, I have tremendous respect for the work that all of you do to build our communities.

If you have suggestions on how we can make this bill work for your community, please do not hesitate to reach out to my office to set up a meeting or send your comments directly to me.

Sincerely,

George



LEGISLATIVE ASSEMBLY  
of BRITISH COLUMBIA

**George A.G. Anderson** | MLA, Nanaimo – Lantzville

[g.anderson@leg.bc.ca](mailto:g.anderson@leg.bc.ca)

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November 14, 2025

Hon. George Anderson  
MLA, Nanaimo-Lantzville  
[George.Anderson.MLA@leg.bc.ca](mailto:George.Anderson.MLA@leg.bc.ca)

***RE: Support for Bill M 216 – Professional Reliance Act***

Dear Mr. Anderson,

On behalf of the Greater Vancouver Board of Trade (GVBOT) and the Urban Development Institute (UDI), we wish to express our support for the intent of *Bill M 216 – Professional Reliance Act*.

This proposed legislation will help address a major concern of the development community by recognizing the importance of improving the efficiency and predictability of the development approvals process across British Columbia. Expediting the development approvals process by reducing redundancies in the review process, while upholding the professional standards of qualified professionals (QPs), is another regulatory tool which would support the more timely delivery of new homes for British Columbians who need more housing options.

A significant portion of the cost to build a new home is attributed to government-imposed measures – whether it be fees, long review processes, or new requirements. Of particular concern is rising construction costs, which are being largely driven by building code requirements. One builder recently reviewed their project proformas over the past 15 years, which revealed that construction costs have soared to over \$562.59 per square foot – up from under \$204.19 per square foot. This is well beyond the Consumer Price Index rate of inflation. These costs ultimately fall to homebuyers and renters, compounding the affordability crisis across the province.

This professional reliance initiative comes at a time when the cost of delivering new homes has reached a breaking point. Higher construction costs, increased interest rates, and government fees combined with lengthy approval timelines make it increasingly difficult to bring new housing to market that homebuyers and renters can afford.

As has been noted in the debate on *Bill M 216*, municipalities already depend extensively on QPs to support the development approval process, and the proposed framework recognizes that work in a constructive and transparent way. For example, the municipalities of Vancouver, Burnaby, and Surrey all utilize a Certified Professionals

Program for the issuance of Building Permits. These programs would be enhanced through this legislation, by ensuring the original purpose of the programs (rapid permit issuance through professional review and reliance) are achieved.

The *Professional Reliance Act* offers an opportunity to apply those learnings province-wide, so that all communities can benefit from timely growth and responsible oversight. That said, there may have to be regulatory powers that differentiate between technical and urban design-related Development Permit requirements. Where technical requirements are definitive, urban design-related requirements require a more nuanced by nature and may be better suited for review by local governments.

Some additional issues for consideration at the Committee stage include:

- Ensuring the legislation applies to the City of Vancouver, which is under the *Vancouver Charter*;
- Ensuring the legislation applies to all trade permits, such as sprinklers, plumbing, and electrical permits;
- Instead of relying on the Superintendent for dispute resolution, move this task to the regulated professions (e.g. Engineers and Geoscientists of BC, Architectural Institute of BC); and
- Ensuring the legislation is coordinated with the *Building Act*.

Our organizations want more British Columbians to have more housing options available to them. Establishing a more consistent, streamlined, and professionally informed process will help support more timely approvals for new housing supply by reducing the uncertainty, risks, and carrying costs that currently delay projects and reduce affordability. We encourage all MLAs to pass *Bill M 216*, and would be pleased to discuss in greater detail as this makes its way through the legislative process

Sincerely,



Bridgitte Anderson  
President and CEO  
Greater Vancouver Board of Trade



Anne McMullin  
President and CEO  
Urban Development Institute



## **Briefing Note re: Professional Reliance Act**

**Prepared by:** MLA George Anderson, Nanaimo - Lantzville

**RE: *Professional Reliance Act***

**Purpose:** To strengthen local government capacity, accelerate housing approvals, and reduce costs by trusting qualified professionals under existing provincial regulation.

### **Overview**

British Columbia needs to build housing and community infrastructure faster without compromising safety or accountability.

Right now, many local governments are required to re-review the technical work of provincially licensed professionals (engineers, architects, etc.), even though those professionals are already accountable under the *Professional Governance Act* (PGA).

This duplication drains staff time, delays housing, and increases costs for families and local taxpayers.

The *Professional Reliance Act* fixes that.

It allows municipalities to **accept certified work from qualified professionals** and move projects forward faster, freeing up staff for community planning and public engagement.

### **Key Benefits**

#### **For young people:**

- More homes coming to market sooner, making home ownership and renting more attainable.

#### **For families:**

- A better chance to find or own a home in the community they love.

#### **For local governments:**

- Less red tape, more capacity, and reduced administrative costs.

#### **For taxpayers:**

- Savings on staff duplication and lower development costs over time.

### **How It Works**

- If a professional certified under the *Professional Governance Act* (PGA) seals their work, local governments can accept it without a second technical peer review.
- The professional remains fully liable and accountable through their regulatory body (Architectural Institute of British Columbia, Engineers and Geoscientist of British Columbia, etc.).
- Municipalities maintain control over zoning, design guidelines, and policy decisions — this reform only streamlines *technical* approvals.
- Disputes between professionals can be referred to the Office of the Superintendent of Professional Governance (OSPG).

### **What It's Not**

- Not privatization - accountability stays public through OSPG oversight.
- Not deregulation - standards stay the same. The process just becomes faster.
- Not a download to municipalities. Simply a reduction in administrative pressure.

## **Q&A Sheet – Professional Reliance Act**

### **Q1: Why is this bill needed?**

**A:** Many housing projects are delayed because local governments have to re-review work already completed by licensed professionals.

This duplication adds time, costs, and frustration. The bill modernizes that process so projects move faster and local governments can focus on planning great communities.

### **Q2: Will this reduce oversight or lower standards?**

**A:** No. Professionals are still regulated, insured, and accountable under the *Professional Governance Act* and the Office of the Superintendent of Professional Governance. Oversight remains public and strong.

### **Q3: How does this help housing affordability?**

**A:** Every month of delay adds cost. Both for builders and, eventually, for families. By removing redundant steps, we reduce those costs and get homes to market faster.

### **Q4: Does this take power away from local governments?**

**A:** No. Local councils still decide zoning, design, and land-use policy. The *Act* streamlines technical review so staff can focus on community priorities instead of paperwork.

### **Q5: How does this help smaller municipalities?**

**A:** Smaller towns often struggle to hire engineers or architects for peer review. This bill saves them those costs and lets them rely on provincially regulated professionals instead.

**Q6: Is this a “developer giveaway”?**

**A:** No. Developers still meet all local requirements and hire qualified, accountable professionals. The difference is that cities won’t waste months re-checking certified work.

**Q7: What about unionized staff in local governments?**

**A:** This bill doesn’t eliminate positions; it helps municipal staff focus on higher-value work like long-term planning, housing strategy, and public consultation.

**Q8: Is this costly to implement?**

**A:** No. It uses existing provincial structures under the *Professional Governance Act* and the OSPG. Local governments may make small bylaw or process adjustments, but the overall effect is cost-saving.

**Q9: What about RidgeView Place in Langford? Couldn’t this potentially lead to more of that?**

**A:** The issues at Ridgeview Place occurred under the existing system and partially informed this bill.

This bill would make it clear that the professionals remain fully liable and accountable through their regulatory body. Further clarifying that local governments will not be liable for the actions of certified professionals.

**Q10: Are there any other municipalities using this model or Professional Reliance?**

**A:** Yes, there are several certified professional programs in British Columbia, for example:

- |                             |                        |
|-----------------------------|------------------------|
| *City of Vancouver          | *City of Surrey        |
| *City of Burnaby            | * District of Squamish |
| *District of West Vancouver | *City of Maple Ridge   |
| *Town of Ladysmith          | *City of Abbotsford    |
| * City of Prince George     |                        |



## Anderson.MLA, George

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**From:** Homes For Living <hello@homesforliving.ca>  
**Sent:** November 10, 2025 9:59 PM  
**To:** Homes For Living  
**Subject:** Support for Bill B216 - Professional Reliance Act

Dear Member of the Legislative Assembly,

Homes for Living supports a move towards increasing reliance on qualified professionals to streamline building permits in urban areas, and supports [Member Bill M216](#), the *Professional Reliance Act*.

Homes for Living is a community housing advocacy group, made up of volunteers concerned about the housing crisis in the Capital Regional District. The region has a dire housing shortage, with housing completions falling [well short](#) of what is needed to achieve broad affordability. The shortage is driven by zoning codes that make new multifamily housing illegal, high fees on new housing, and lengthy permitting timelines that means that families can only move into new housing years after it is first proposed by a proponent.

These challenges are most acute in built-up urban areas, such as the City of Victoria, where infill housing is both the most sustainable and cost-effective type of new housing, but also the most difficult, expensive, and time-consuming to build. To meet affordability goals, we must ensure that it is faster and easier to build dense infill housing rather than suburban sprawl.

The changes proposed by Bill M216, the *Professional Reliance Act*, would help alleviate one aspect of this challenge. While additional, substantial reforms are needed to ensure that municipal zoning is not a constraint on new housing, reducing approval timelines after a project receives zoning approval is also critical. We have received feedback from developers that the process and degree of inspections and verifications varies widely between CRD municipalities, with some trusting professionals to do their due diligence, while others require duplicative review and inspection of projects that are certified by an applicant's Architect and Engineers.

We would submit that infill housing is a good candidate for a consistent Professional Reliance framework. Infill housing is typically built in areas with no or minimal environmental concerns (environmental engineering being an area with past concerns about Professional Reliance approaches). It should be noted that similar frameworks have been adopted in other jurisdictions where quickly building housing is a priority. For instance, the County of LA implemented a pilot [self-reliance approval](#) process that allowed builders of certain categories of homes to self-certify that their home designs meet code.

Best regards,

*The Homes for Living team*

**ABOUT HOMES FOR LIVING:** We are a community housing advocacy group, made up of volunteers concerned about the housing crisis in the capital region. Homes for Living is advocating for more homes through policy reform to make Victoria more affordable for people across the income and housing needs spectrum. We are a volunteer-funded non-profit, and our voting members cannot be developers, politicians, or their relatives.

More: <https://homesforliving.ca/about-us>



## **Opinion: British Columbia can Build the Homes we need faster, if We Trust the people who know how to build them**

By George Anderson, MLA for Nanaimo–Lantzville

Date: November 5, 2025

British Columbia is at a crossroads where the urgency of the moment around housing meets the opportunity to do things differently. Across the province from Nanaimo to Prince George, to Coquitlam, to Vernon: people want homes built faster, communities planned better, and governments that deliver.

However, our ability to build homes can be trapped in a process that mistakes repetition for rigour. Across the province, housing projects sit waiting not for financing or workers, but for busy municipal staff to recheck the work that has been completed by qualified professionals.

This isn't due to mistakes or distrust, but instead because the system of approvals hasn't kept up to meet the needs of community.

Right now, we have reached a point where delay is the most expensive material in construction. As a former City Councillor and Commercial lawyer at one of Canada's largest law firms, I have witnessed this firsthand.

That's why on October 21, 2025, as a private member, I introduced the *Professional Reliance Act*. A reform designed to move housing approvals from backlog to breakthrough.

The premise is simple: when a provincially regulated professional, such as an architect or engineer, certifies their work that certification should stand. These individuals are licensed under the *Professional Governance Act*, accountable to the Province, and insured for the public interest.

Under this proposed legislation, local governments across BC would be empowered to accept certified work with confidence instead of double checking the work which causes an extensive backlog. The accountability remains, but it rests where the expertise already exists.

Some people might wonder whether or not this approach can be done. However, this approach is already working in multiple municipalities in British Columbia. In Vancouver, the Certified Professional Program facilitates the issuance of building permits for new or existing buildings, thereby allowing construction to start earlier. Certified professionals are trusted to sign off on specific design and structural components, expediting reviews without compromising safety.

In Surrey, a fast-growing city on track to becoming the largest city in British Columbia, managing thousands of permits annually, utilizes professional reliance principles to streamline engineering and building applications, giving staff more capacity to focus on infrastructure planning.

In Prince George, a smaller municipality, a professional reliance building permit stream allows certified experts to take responsibility for technical submissions. This process saves both time and taxpayer resources while maintaining full public oversight.

The *Professional Reliance Act* builds on the successful approaches already taken by Local Governments and extends them province-wide.

This is not deregulation. This bill demonstrates trust through structure creating a framework where local governments retain control over zoning, land-use planning, and design, while relying on professional certification to move projects forward faster.

The result: British Columbians keep what we value: safety, public accountability, and professional standards. Removing what we can no longer afford: unnecessary duplication, months of delay, and rising costs that push homes further out of reach for everyday people.

When housing approval drags on, the cost doesn't disappear. Every day, month, and year of delay is passed down to: renters, first-time buyers, and to families who are saying their hopes for stability fade a little more with every delay.

For young people, this bill provides the hope of homes coming to market sooner.

For families, this bill provides hope of a better chance to own a place in the community they love.

For local governments, this bill means more results, less red tape, and the capacity to serve British Columbians more efficiently.

For British Columbia's economy, this bill means aligning the skills of professionals, skilled trades, and planners toward a common shared goal of building together.

Lastly, housing is a non-partisan issue. As legislators, regardless of our political stripes, we want to achieve the same goal of ensuring British Columbians can afford homes, work in their community, and live a good life. Through this bill we can demonstrate that when legislators put outcomes ahead of ideology, we can show good governance allowing British Columbia to thrive.

My hope in introducing the Professional Reliance Act is start a conversation about how we realize our potential as a province.

British Columbia is a province defined by ambition. British Columbia leads in clean technology, innovation, and sustainable development. However, leadership means matching our vision with velocity, aligning our systems with the urgency British Columbians feel, and ensuring our systems match our ambition.

Should the bill become law, it will be a signal that in British Columbia we still believe in what is possible.

We can build faster without cutting corners.

We can build smarter without losing oversight.

And we can build a province where young people see their future, not their exit.

When we create the conditions to build easier and smarter, we make it easier to belong.

That's what British Columbians expect and deserve.

And that's what this legislation delivers.





## TOWN OF VIEW ROYAL

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45 View Royal Avenue, Victoria, BC, Canada V9B 1A6  
Ph. 250-479-6800 • E. [info@viewroyal.ca](mailto:info@viewroyal.ca) • [www.viewroyal.ca](http://www.viewroyal.ca)

November 27, 2025

Written Submission of Mayor Tobias

Town Of View Royal

### **RE: Bill M-216 – Professional Reliance Act**

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#### **I. Introduction**

As Mayor of the Town of View Royal, I submit the following concerns regarding Bill M-216.

While framed as a measure to improve efficiency within development approvals, this Bill removes municipal authority and oversight without public demand, municipal request, or evidence demonstrating that such governance restructuring is necessary or beneficial. It conflicts with the foundational responsibilities established under the Community Charter and continues a legislative direction that diminishes local democratic decision-making in favour of private and industry interests.

#### **II. An Unusual Legislative Pathway**

It is unusual for legislation with province-wide impact on governance structures to be introduced as a Private Member's Bill. Reforms of this scale are typically introduced through government legislation, with Cabinet review, intergovernmental consultation, and analysis of administrative feasibility. Introducing structural governance change outside those pathways raises questions regarding due process, transparency, and the drivers behind this proposal.

#### **III. Lack of Public or Municipal Mandate**

A foundational question must be asked:

If municipalities are not asking for this, and the public is not asking for this, then who is?

No municipality, professional regulatory body, local government association, affordable housing advocate, or community organization has requested the removal of municipal oversight or the outsourcing of public decision-making to private applicant-hired professionals. The only formally documented support comes from the Urban Development Institute (UDI) and the Greater Vancouver Board of Trade — entities representing the financial interests of the development sector. Legislation reshaping public governance should not be led by those who stand to benefit financially from reduced oversight.

#### **IV. Alignment with Lobby-Supported Legislative Direction**

Bill M-216 follows recent legislation that removed public hearing requirements, mandated provincial rezoning baselines, constrained municipal cost-recovery tools, shortened review timelines, and centralized development authority. Each of these measures aligns closely with the long-term lobbying objectives of the same industry organizations supporting this Bill. Bill M-

216 appears not as an isolated reform, but as the next step in a coordinated agenda that reduces local authority and expands private-sector influence over public decisions.

## **V. Conflict with the Community Charter**

The Community Charter clearly establishes municipalities as an order of government responsible for good government, stewardship of public assets, and ensuring the well-being of present and future communities. These duties require independent review, discretion, judgment, and accountability — all of which Bill M-216 restricts. If the Province intends to redefine municipal authority in British Columbia, such a shift must be undertaken transparently through amendments to the Community Charter, not through piecemeal legislation that erodes its application.

## **VI. Legal Concern: Authority Removed, Responsibility Retained**

Administrative law is clear: a public body cannot be held responsible for decisions it is prevented from making. Bill M-216 requires municipalities to accept private professional certifications as sufficient to satisfy regulatory obligations — yet leaves municipalities legally and financially responsible for emergency and fire response capacity, policing and enforcement, roads, water, sewer and stormwater servicing, transportation and emergency access planning, long-term maintenance, and climate resiliency. This creates an administratively unreasonable governance structure, amounting to improper delegation of public authority to private actors.

A municipality cannot be accountable for risks it is prohibited from evaluating.

## **VII. The Practical Gap: Who Is This Professional?**

Municipal review requires a team — planners, engineers, building officials, fire prevention staff, transportation analysts, environmental specialists, and asset managers. Bill M-216 assumes one registered professional is capable of performing all these functions. No such designation exists, no competency standard defines one, and no liability framework assigns accountability. If we would not permit one private professional to run a municipality, we should not legislate a system where one can overrule one.

## **VIII. A Pattern of Democratic Erosion**

This Bill continues a trend recognizable in governance research as democratic erosion — where the structures of public decision-making remain visible, but their authority is gradually transferred to private actors or centralized administrative bodies. Efficiency must not become a substitute for democracy.

## **IX. Legislative Timing and the Systematic Exclusion of Municipal Input**

UBCM exists to ensure municipalities can participate meaningfully in provincial legislative development. Its structured resolution system, requiring formal submissions by June 15 each year, ensures that local governments can collectively identify concerns, seek clarification, and propose alternatives.

However, recent housing-related legislation has been introduced and passed outside these engagement windows. In November 2023, three major housing bills were introduced between November 1 and 8 and received Royal Assent by November 30. Given the UBCM resolution cutoff months earlier, municipalities had no procedural avenue to collectively respond. The same pattern is repeated with Bill M-216: a significant restructuring of municipal governance introduced outside UBCM's consultative cycle and without any obligation for structured municipal engagement.

This pattern demonstrates not only a lack of consultation but the removal of the opportunity for consultation. Bypassing the formal system designed to give municipalities a voice is, in effect, bypassing municipalities themselves.

#### **X. The Core Public Interest Question: What Problem Are We Solving?**

Before proceeding, the province must clearly articulate the rationale behind this Bill:

- Is the objective simply to build more housing?
- Is the goal to build more affordable housing?
- Are we preserving existing affordability or replacing naturally affordable housing with higher-priced units?
- Are we still legislating based on outdated demand forecasts when thousands of new units remain unsold or unoccupied?
- Have projections been updated to reflect reduced foreign student enrolment, lower investor demand, and changing immigration policy?

Policy must reflect current data, not outdated assumptions or industry momentum.

This question is especially important because recent trends in British Columbia make one reality clear: increasing housing supply does not automatically mean improving housing affordability. Supply and affordability are often conflated, yet they are not interchangeable. New units entering the market frequently do so at price points far beyond the reach of ordinary working households. If older, naturally affordable rental housing is demolished or redeveloped and replaced with higher-priced units, then the net effect is increased housing supply without increased affordability. In that scenario, the system produces more housing, yet makes cities less affordable.

Vacancy rates, income-to-shelter-cost ratios, and cost-of-living pressures across BC demonstrate that supply growth alone does not correct price volatility or speculation-driven value structures. Without alignment between construction and local wages, additional supply risks reinforcing market pressures rather than relieving them.

Simply put: more units do not guarantee more affordability.

#### **XI. Looking Ahead: Remaining Lobby Priorities**

UDI's remaining lobbying priorities — not yet realized in legislation — provide insight into what future bills may seek to accomplish. These include tying transit and infrastructure funding to

municipal compliance with housing targets, reducing or capping Development Cost Charges and Amenity Contributions, further shortening or eliminating public participation mechanisms, establishing provincial oversight positions empowered to intervene in municipal approvals, expanding blanket upzoning areas beyond those already mandated, and redefining affordable housing in ways that allow market-priced units to qualify. Municipalities must therefore anticipate continued attempts to reduce local autonomy, oversight capacity, and democratic accountability.

## **XII. Growth and Taxation Evidence**

Across British Columbia, a clear pattern has emerged: the fastest-growing municipalities are experiencing some of the highest increases in taxation. This trend reflects a simple reality — growth demands immediate investment in infrastructure and public services, while revenue from development arrives slowly, unevenly, or in constrained forms when cost-recovery tools are limited. This pattern is visible across the West Shore, Surrey, Kelowna, Sooke, and other rapidly expanding communities.

Growth does not pay for growth under the current model — existing taxpayers do.

Removing municipal authority while increasing growth pressure exacerbates this imbalance.

## **XIII. Final Reflection**

British Columbians expect decisions affecting their communities, safety, infrastructure, and future to be made by accountable democratic institutions — not delegated to private consultants. If the sponsoring MLA's genuine objective is to strengthen democracy, uphold the responsibilities of the Community Charter, and preserve the integrity of public governance in British Columbia, then the responsible action is clear:

Bill M-216 should be withdrawn.

Withdrawal would not end the conversation — it would place it back on the proper foundation: evidence, transparency, consultation, and alignment with the public interest.

Respectfully submitted,

A handwritten signature in dark ink, appearing to be 'Sid Tobias', with a stylized, overlapping loop structure.

**Mayor Sid Tobias**  
Town of View Royal



The Corporation of the  
District of Central Saanich

November 28<sup>th</sup>, 2025

**Honourable David Eby**

Premier of British Columbia

**Honourable Christine Boyle**

Minister of Housing and Municipal Affairs

**Honourable Lana Popham**

Member of the Legislative Assembly, Saanich South

**Honourable Rob Botterell**

Member of the Legislative Assembly, Saanich North & the Islands

**Subject: Bill M216 *Professional Reliance Act* – District of Central Saanich Comments**

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On behalf of the District of Central Saanich, following a motion passed by Council on November 24<sup>th</sup>, 2025, I am writing to express our strong opposition to Bill M216, the *Professional Reliance Act*. While we recognize the Province's commitment to addressing housing supply challenges, this legislation represents a significant overreach into municipal jurisdiction and undermines the democratic principles that guide local governance.

It appears to us that Bill M216 would erode the decision-making authority of locally elected councils, who are directly accountable to their communities and best positioned to address local needs. It also threatens to bypass the professional expertise of municipal planners and staff, whose knowledge of local context is essential for responsible and sustainable development.

Central Saanich has already met both provincially mandated and locally established housing targets, demonstrating that municipalities can effectively deliver housing solutions without sweeping provincial intervention. A one-size-fits-all approach disregards community diversity and penalizes municipalities that have acted responsibly.

Further, Bill M216 introduces risks to public interest by limiting municipal oversight of technical submissions and creating uncertainty through a dispute resolution process that relies on the Office of the Superintendent of Professional Governance—an entity without the mandate or capacity to adjudicate local planning matters.

We urge the Province to pause Bill M216 and engage in meaningful consultation with local governments and professional organizations before proceeding. Respecting municipal authority and democratic processes is critical to achieving housing goals while safeguarding public trust.

Thank you for your attention to this matter. We look forward to working collaboratively to advance housing solutions that respect local autonomy.



Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Windsor', with a long horizontal flourish extending to the right.

Mayor Ryan Windsor

cc: Christine Culham, Chief Administrative Officer

Jarret Matanowitsch, Director of Planning, Building and Bylaw Services

BC Municipalities & Regional Districts

November 25<sup>th</sup>, 2025

At the November 24<sup>th</sup>, 2025 Regular Council Meeting, the following resolution was adopted by Council:

**Resolution #2025-175**

*THAT the Village of Radium Hot Springs Council resolve to oppose the provincial draft Professional Reliance Act bill (M216).*

Certified a true copy of Resolution #2025-175 this 25<sup>th</sup> day of November, 2025.



Jill Logan  
Corporate Officer  
Village of Radium Hot Springs

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<b>Meeting Type and Date:</b>	<b>Regular Council Meeting – November 24, 2025</b>
<b>Written by:</b>	<b>Adrian Bergles, CAO</b>
<b>Reviewed and Approved by CAO:</b>	<b>N/A</b>
<b>Subject:</b>	<b>Suggested Village of Radium Hot Springs opposition to draft <i>Professional Reliance Act</i> bill (M216) and consultation period response</b>
 <b>Recommendation:</b>	 <b>That the Village of Radium Hot Springs Council resolve to oppose the provincial draft <i>Professional Reliance Act</i> bill (M216)</b>

**Request for Decision** ☒      **Department Report** ☐      **Information Report** ☐

---

**Implications of Recommendation:**

**Asset Management:**      Y  
**Financial:**                Y  
**OCP:**                        Y  
**Policy:**                     Y  
**Strategic Plan:**         Y

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**SUMMARY INFORMATION**

Recently the provincial NDP government has tabled a draft *Professional Reliance Act* bill (M216).

The draft legislation, which has received two readings and is open for public comment is intended to streamline development approvals in BC. Fundamentally it would end municipalities' – like the Village of Radium Hot Springs – ability to have planning documents prepared by licensed professionals undergo third party, peer review, which is fundamental to current processes.

This is seen as a method of speeding up development approvals, but it may have the opposite effect.

Groups like the Union of BC Municipalities, the Planning Institute of BC, and other professional organizations are either coming out in opposition to this proposed legislation, or are stating serious concerns with it.

Some of those concerns are:

- Deregulation of local government approvals via inability to provide peer review which routinely identifies deficiencies, leaving municipalities and taxpayers potentially on the hook to pay for reconstruction of something that could have been easily caught
- Slowing of development approvals, and introduction of uncertainties, as any deficiencies noted would have to be reported to the Office of the Superintendent for Professional Guidance
- Lack of innovation – local governments are currently empowered to employ professional reliance in instances that support community goals
- Creation of the draft bill in a vacuum – the bill lacks real-world ground truthing and nuance, unintended consequences are likely
- Part of a broader pattern of provincial overreach, building on provincial housing legislation that removes planning approval from municipalities
- Institutionalizing conflict of interest by which professionals hired by developers approve the projects by which they earn their income
- Erosion of municipal self-determination
- Centralization without affordability – removal of democratic checks does not guarantee affordability. On the contrary, it risks handing over unprecedented control to private actors and provincially appointed officials
- Inconsistency with professional programs already being implemented by local governments to streamline development processes
- The scope of bill (M216) is unnecessarily broad

At the very least, many of these groups request that the public comment period be extended beyond the beginning of December.

This is a significant piece of draft legislation, with far reaching and likely unintended consequences, some of which are likely to be negative.

Staff of the Village of Radium Hot Springs asks Council to consider the resolution to oppose this legislation. If this resolution is adopted, staff will forward this information and a corresponding letter to the provincial consultation portal which has been created to receive comments on the draft legislation.

**Options for Council:**

- 1) Adopt the resolution as presented (recommended)
- 2) Suggest changes to the resolution
- 3) Table and do not adopt the resolution

Respectfully submitted:

Adrian Bergles,

Chief Administrative Officer



**From:** [Jay Chalke, BC Ombudsperson](#)  
**To:** [Admin Mailbox](#)  
**Subject:** BC Ombudsperson 2024/25 Annual Report  
**Date:** November 18, 2025 3:21:24 PM

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Good afternoon Mayor Hewat,

I'm writing to let you know that our 2024/25 Annual Report was tabled in the Legislature today and is now available on our website. [You can read or download it here.](#)

This has been a difficult time for governments at every level. Municipalities are being asked to do more with limited resources, respond to increasingly complex needs in communities, and manage public expectations in a challenging fiscal environment. I know that this puts real pressure on councils, boards, and staff who are working hard to deliver essential services.

In that context, fairness in public service delivery matters more than ever. When decisions are made transparently, processes are accessible, and people feel heard, it builds trust – even when the outcome is not what they had hoped for. Our office's role is to support that trust by helping resolve individual concerns and identifying opportunities to improve public administration.

The report outlines our work under both the *Ombudsperson Act* and the *Public Interest Disclosure Act*, including case examples and investigations that involve local governments.

I want to take this opportunity to express my deep appreciation for the countless public servants in local governments who uphold fairness every day – by listening carefully, explaining decisions clearly, and being willing to reconsider when something has gone wrong. Your commitment and collaboration make a real difference for the people you serve.

Over my time as Ombudsperson, I have been grateful for the constructive way many of you and your staff have engaged with our office. I am confident that this work will continue, grounded in our shared goal: ensuring that people in British Columbia are treated fairly when they interact with public services.

Thank you for your leadership and for the work you do in your communities.

Jay



Email sent to: [admin@kaslo.ca](mailto:admin@kaslo.ca)

BC Ombudsperson  
PO Box 9039 Stn Prov Govt

Victoria, British Columbia | V8W 9A5 | Canada  
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November 27, 2025

Mayor and Council,

Please accept this invitation to be part of the **2026 BC Communities in Bloom (BC CiB) Program**.

For three decades, the CiB program has provided a framework to inspire local collaboration through an established set of evaluation criteria. Participants wanting to activate community engagement have found the CiB process useful for improving social, environmental and economic aspects of the community.

The evaluation components of the program are adjusted according to the participant's population size and resources, while also appreciating local geographical challenges. There are several participation levels from gradual entry into the evaluation process to non-evaluated options.

Communities in Bloom is a grassroots program where everyone wins, and any type of community can be involved! BC CiB is proud to connect, educate, and inspire communities across British Columbia as they participate in CiB.

We would be happy to provide more information about this year's program, please contact me by phone at (604) 576-6506, or by email at [catherine.bccib@gmail.com](mailto:catherine.bccib@gmail.com).

Please see the attached 2026 Provincial Registration Form, registration deadline is March 31.

Kind regards,

Catherine Kennedy,  
Executive Director

**BC COMMUNITIES IN BLOOM**

c/o 4451 212 Street, Langley, BC V3A 7Z8 | 604 576-6506

**The BC CiB program provides a proven process to help municipalities inspire their residents and businesses around a positive message of 'Growing Great Places Together'**









## BC Communities in Bloom

### 2026 PROVINCIAL EDITION REGISTRATION FORM

MUNICIPALITY (PLEASE PRINT)	TOTAL POPULATION	MAYOR
NAME OF MUNICIPAL CONTACT	POSITION / TITLE	
ADDRESS	CITY	POSTAL CODE
( )		
PHONE	MUNICIPAL CONTACT EMAIL	
NAME OF COMMUNITY CONTACT OR LOCAL CIB CHAIR	WEBSITE ADDRESS FOR COMMUNITY	
( )		
PHONE	COMMUNITY CONTACT/CHAIR E-MAIL	
PROGRAM OPTIONS (indicate your level of participation)		
REGISTRATION FEE Based on Population Size:		
<input type="checkbox"/> <b>GROW</b> - MODIFIED EVALUATION 3-Criteria  Results are based on an in-person evaluation. Community is awarded a Certificate and Report. <a href="#">See page 2 for more details.</a>	<input type="checkbox"/> Up to 1000 - \$ 375 <input type="checkbox"/> 1001 to 2000 - \$ 450 <input type="checkbox"/> 2001 to 5000 - \$ 500 <input type="checkbox"/> 5001 to 10,000 - \$ 600 (Plus 5% GST)	<input type="checkbox"/> 10,001 to 20,000 - \$ 700 <input type="checkbox"/> 20,001 to 50,000 - \$ 800 <input type="checkbox"/> 50,001 to 100,000 - \$ 925 <input type="checkbox"/> 100,000+ - \$1150 (Plus 5% GST)
<input type="checkbox"/> <b>BLOOM</b> - FULL EVALUATION 6-Criteria  Results are based on an in-person evaluation. Community is awarded a BLOOM RATING and 18-page Report. <a href="#">See page 2 for Awards and more details.</a>	<input type="checkbox"/> Up to 1000 - \$ 500 <input type="checkbox"/> 1001 to 2000 - \$ 600 <input type="checkbox"/> 2001 to 5000 - \$ 675 <input type="checkbox"/> 5001 to 10,000 - \$ 800 (Plus 5% GST)	<input type="checkbox"/> 10,001 to 20,000 - \$ 925 <input type="checkbox"/> 20,001 to 50,000 - \$1025 <input type="checkbox"/> 50,001 to 100,000 - \$1225 <input type="checkbox"/> 100,000+ - \$1525 (Plus 5% GST)
<input type="checkbox"/> <b>FRIENDS</b> - NON-EVALUATED Half of Full Evaluation Registration Fee based on population size noted above.  Recognition category for past CiB communities who do not want an evaluation but want to continue showing their support for their CiB initiatives and the BC Communities in Bloom provincial program. <a href="#">See page 2 for more details</a>		
AMOUNT ENCLOSED      Population Fee + 5% GST = \$      GST # 8446 03670 RT0001		
PLEASE INVOICE US AT <input type="radio"/> Above Address or		
MAIL FORM & FEE TO      BC Communities in Bloom c/o 4451 212 Street, Langley, BC V3A 7Z8 <a href="#">← Please note updated mailing info</a>		
OR PAY BY CREDIT CARD at <a href="http://www.bccib.ca">www.bccib.ca</a> NOTE: Please also email completed form to Catherine at <a href="mailto:c.kennedy@telus.net">c.kennedy@telus.net</a>		
CANCELLATION POLICY      Before May 30th a \$50.00 fee may be charged, after that, all registration fees are non-refundable.		
CONTACT      Catherine Kennedy, Executive Director <a href="mailto:c.kennedy@telus.net">c.kennedy@telus.net</a> (604) 576-6506   <a href="http://www.bccib.ca">www.bccib.ca</a>		

**The BC Communities in Bloom program provides a proven process to help municipalities inspire their residents and businesses around a positive message of 'Growing Great Places Together'.**

EVALUATED OPTIONS		AWARDS
	<b>GROW MODIFIED EVALUATION – 3 Criteria Only</b> <ul style="list-style-type: none"> <li>For first time, smaller or returning municipalities who want a simpler CiB option.</li> <li>Participants may choose any 3 criteria to be evaluated OR choose a theme.</li> <li>Host a pair of judges. (shortened tour day) – see additional details for more info.</li> </ul> <p>ENHANCEMENT: Community Appearance   Landscape Areas   Plant &amp; Floral Displays</p> <p>CONSERVATION: Environmental Action   Heritage Conservation   Tree Management</p>	<p><b>Awarding Certificate and Report with no Bloom Rating</b></p> <p><b>Eligible to Win a Criteria Award*</b></p>
	 <b>BLOOM FULL EVALUATION – all 6 Criteria.</b> <ul style="list-style-type: none"> <li>Open to all Municipalities wanting the full program experience and its many benefits.</li> <li>Gain social value from the community involvement elements of the program.</li> <li>5-Bloom Winners receive special recognition.</li> <li>Future entry point for National and International Communities in Bloom competition.</li> <li>Host a pair of judges. (2-hr first day, 7-hr tour day)</li> </ul> <p><b>EVALUATION CRITERIA:</b> Community Appearance   Environmental Action   Heritage Conservation   Tree Management   Landscape Areas   Plant &amp; Floral Displays</p>	<p><b>Awarding Blooms</b></p>  <p><b>Eligible to Win a Criteria Award*</b></p> <p><b>Or</b></p> <p><b>Outstanding Community Involvement Trophy</b></p>
<p>*SPONSORED CRITERIA AWARDS recognize outstanding achievement in specific evaluation criteria or to encourage communities working towards 5-Blooms. British Columbia Communities in Bloom values its relationship with our sponsors; we thank them for their support.</p>		
<b>COMMUNITY RECEIVES:</b> <ul style="list-style-type: none"> <li>Getting Started Package of Information.</li> <li>Evaluation by a pair of trained BC CiB Judges.</li> <li>Evaluation Report with Comments &amp; Suggestions.</li> <li>Rating Certificate (Blooms only for full evaluated program).</li> <li>5-Bloom Winners receive special recognition.</li> <li>Profile on newsletter, press releases, <a href="http://www.bccib.ca">www.bccib.ca</a> website and Gardens BC tourism website.</li> </ul>		<b>PROGRAM BENEFITS:</b> <ul style="list-style-type: none"> <li>Strengthens community pride for residents and businesses</li> <li>Collaborative, creates opportunities to celebrate volunteers</li> <li>Enhances enjoyment and value of green spaces</li> <li>Highlights climate action initiatives</li> <li>Contributes to a healthy social &amp; economic lifestyle</li> <li>Profile for best features of the Community</li> <li>Measurable results with year over year benefits</li> </ul>
<b>ADDITIONAL DETAILS:</b> <ul style="list-style-type: none"> <li>Grow a local ‘in Bloom’ committee to build collaboration with residents, businesses, service clubs and a municipal rep. (Councillor, Public Works, Administration or Parks &amp; Recreation staff).</li> <li>Plan to meet online mid-season with Provincial CiB Judges with a Virtual Check Up on how to support your CiB efforts.</li> <li>Develop a basic budget to cover registration fee and to create community wide CiB awareness projects, i.e.: parades, tidy up days. Consider planning some fundraising events too. Document volunteer contributions.</li> <li>Create a Community Profile Document to capture components judges may not see in person. Plan a judge’s tour to view community in the 3 or 6 evaluation criteria. (Once registered, additional information is provided in the Getting Started Package).</li> <li>Host 2-judges in 2<sup>nd</sup> week of July (TBC), in separate rooms (Hotel, B&amp;B or Billeting if certain conditions can be met), with meals during evaluation day. Expect to host two nights minimum, some factors will necessitate +/- night and will be determined asap.</li> <li>Communities will be presented a Certificate and a Report at the Provincial Awards in the fall. (Event details to be confirmed)</li> <li>Evaluating three or six criteria, the report creates a benchmark score to celebrate successes and for future improvements.</li> </ul>		
NON-EVALUATED OPTIONS		
 <b>FRIENDS</b> For communities that want recognition for ongoing CiB initiatives but want to take time off from evaluation. (see form front) Bonus: this category is encouraged to provide a Showcase.	 <b>MEMBERSHIP</b> (requires separate form) – The BC CiB organization represents all areas of the province, if you would like more information go to our website’s Volunteer page.	 <b>SHOWCASE</b> (requires separate form)
<p>Photo disclaimer: Submitted photos give authorization to BC Communities in Bloom to use at their discretion for program promotion.</p>		



**From:** Alan Thomson <alan@mountainstation.ca>

**Sent:** November 28, 2025 5:27 PM

**To:** alan@mountainstation.ca; Council <council@kaslo.ca>; Admin Mailbox <admin@kaslo.ca>

**Cc:** Suchy, Martin (ECCC) <Martin.Suchy@ec.gc.ca>; 'Michelsen, Sonja M CIV USARMY CENWS (USA)' <sonja.m.michelsen@usace.army.mil>; 'Varner, David C CIV USARMY CENWS (USA)' <David.C.Varner@usace.army.mil>

**Subject:** IJC Kootenay Lake Board of Control - Plan of Study for Kootenay Lake

Hello Village of Kaslo;

The IJC Kootenay Lake Board of Control (“Board”) will be reviewing and possibly modernizing the Order of Approval on the Corra Linn Dam at the outlet of Kootenay Lake to ensure water levels in Kootenay Lake are managed for the public benefit of both Canada and the United States. The IJC has asked several Boards across Canada to review their respective Orders and since the Order on the Corra Linn dam has been unchanged since 1938, the Board has embarked on a multi phased process that will ultimately determine whether a revised Order is necessary, and if so make a recommendation for a revised Order for the IJC to consider.

The scope of the Order Review for Kootenay Lake will remain within the mandate of the Board, and will focus on levels and flows, with emphasis on potential benefits or consequences of these, and will be geographically focused on Kootenay Lake and the backwater it causes upstream into Idaho.

The first phase of the Order Review is a Plan of Study (“Study”). The Study will identify all studies needed to fully inform a review to the existing Kootenay Lake Order based in part on input from stakeholders, government agencies, First Nations and Tribes, and the general public.

Public meetings will be held within the coming two weeks - two in person and one virtual at the locations below.

- December 3 –in-person meeting in Bonners Ferry, ID at the Best Western Kootenai River Inn at 6 pm
- December 4 – in-person meeting in Nelson, BC at the Prestige Lakeside Resort at 6 pm
- December 9 – virtual meeting from 6:00 – 8:00 pm PST with advanced registration required.

See <https://ijc.org/en/klbc/international-kootenay-lake-board-control-hosts-public-information-gathering-sessions-solicit> for details on how to register for the virtual event and for additional information concerning the Study.

The Board has contracted me, Alan Thomson of Mountain Station Consultants (MSC) in Nelson B.C to conduct the Study. I would like to meet with interested Village staff and council early in the new year – in person or via video link – to hear ideas, thoughts, concerns about current water levels in the Lake that are directly influenced by the Order and what studies are required to address data gaps in understanding the impact of current water levels that the Board via the Order controls.

You are of course welcome to attend the in-person or virtual public meetings. However, there will be an opportunity for the Village to provide direct feedback in meeting with me early in the new year if you wish.

I will reach out early in the new year to determine the Village’s interest and if there is interest, who should attend a meeting or provide feedback to this process.

In the meantime, if you have any immediate feedback or wish to contact me, please do so using the contact information below. You can also reach out to the Board secretaries below.

Thank you.

Alan Thomson

---

Alan Thomson MRM P.Eng.  
Mountain Station Consultants Inc.  
Nelson B.C.  
250-505-2799  
[alan@mountainstation.ca](mailto:alan@mountainstation.ca)

**Kootenay Lake Board of Control Canadian Section Co-Secretary**

Martin Suchy  
Senior Scientist  
National Hydrological Services | Services hydrologiques Nationaux  
Environment and Climate Change Canada | Environnement et Changement Climatique Canada  
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**Kootenay Lake Board of Control United States Section Co-Secretary**

Sonja Michelsen, P.E.  
Hydrology Section Chief  
206-316-3947 (desk)  
206-240-1262 (cell)  
Email: [sonja.m.michelsen@usace.army.mil](mailto:sonja.m.michelsen@usace.army.mil)  
(until December 15<sup>th</sup> and after April 15<sup>th</sup>)

Or

David Varner, P.E.  
US Army Corp of Engineers  
Email: [david.c.varner@usace.army.mil](mailto:david.c.varner@usace.army.mil)  
(December 15<sup>th</sup> to April 15<sup>th</sup>)

November 20, 2025

To my fellow small community colleagues,

It my pleasure to be reaching out to you from the UBCM Executive as your Small Community Representative.

We had our first executive meeting in Richmond last week, and I wanted to touch base with you for a few reasons:

- First of all, I would like all of you to know that I am here for you: if you would like to discuss what's going on in your community, if there is work that UBCM can assist you with, or if you just need someone to talk to about the challenges of local government. My cell phone number and email are below. Please feel free to reach out anytime.
- Second, I want to share what we your executive is doing; please see my notes below.
- Lastly, I would like to set up regular virtual check-ins for us small community folks throughout the year. If you would be interested in joining for an hour or so in the near future, *please RSVP to my email to say so and include a few topics of interest*, so I can facilitate a loose agenda.

Thank you for your support in taking on this important role at UBCM, and please know that I am here to support you in the important work you are doing in your own community.

Here is some of what we covered at the November UBCM Executive Meeting:

- analysis of our 2024 and 2025 resolutions from convention
- UBCM's response to the proposed changes to the Heritage Conservation Act: <https://conta.cc/4hWb0v3>
- received a delegation from Minister of Housing and Municipal Affairs, Christine Boyle and Minister of State for Local Governments and Rural Communities, Brittney Anderson,
- endorsed the creation of a new committee to support local government engagement in the development of a comprehensive emergency management plan
- endorsed an extension of the end date of the Local Government Advisory Committee on Emergency and Disaster Management Act (EDMA) Regulations until June 30, 2026
- approved the Gitaanmax Band for membership, and
- arranged a workshop with legal counsel on the Cowichan Tribes Supreme Court decision at the February executive meeting.

For more detailed information about UBCM's ongoing work, subscribe to The Compass, our periodical newsletter, here: <https://www.ubcm.ca/thecompass>

*Aidan McLaren-Caux*

*UBCM Small Community Representative*

*Councillor*

**Village of Nakusp**

PO Box 280, 91 1st Street NW, Nakusp, BC V0G 1R0

**Phone:** 250-265-3689. **Cell:** 250-265-8764 **Fax:** 250-265-3788

**Email:** [amclarencaux@nakusp.com](mailto:amclarencaux@nakusp.com)

**Web:** [www.nakusp.com](http://www.nakusp.com)

Village of Kaslo  
PO Box 576  
Kaslo, BC  
VOG 1M0

Attention: CAO, Mayor & Council

Dear Village of Kaslo Mayor, Councillors, and CAO,

**Re: Neighbourhood Grant Funding**

It has recently come to my attention that, this year, no Neighbourhood Grant funding is available for FireSmart Neighbourhoods within the Village of Kaslo. Although FireSmart Neighbourhoods in RDCK Area D are receiving, or will be eligible for, funding through the RDCK, the Village of Kaslo has opted not to receive CRI funds for Neighbourhood Grant applications.

As the Neighbourhood Champion for the Bayview FireSmart Neighbourhood, I was surprised to learn this. Our Neighbourhood has successfully applied for and received funding in previous years through the RDCK/Village of Kaslo Neighbourhood Grant program. I respectfully request an explanation from the CAO regarding why the Village chose not to participate in this year's Neighbourhood grant stream.

As you know, there are only two recognized FireSmart Neighbourhoods within the Village limits—Bayview and Downtown (of potentially 20). Without access to the Neighbourhood Grant, encouraging the formation of new FireSmart Neighbourhoods will become even more difficult.

Bayview FN is entering its fifth year as a recognized FireSmart Neighbourhood. Each year since our formation, we have hosted numerous FireSmart events and work parties, using grant funding to educate residents, acquire FireSmart tools and equipment, and develop mitigation plans tailored to our Neighborhood area.

This winter and spring of 2026, we will be participating in the development of a FireSmart Emergency Preparedness Plan for our Neighbourhood. While FireSmart typically focuses on mitigation—reducing risk before a fire—emergency preparedness addresses what to do when a wildfire actively threatens a neighbourhood and community.

Our intent was to use this year's Neighbourhood Grant funding to support the development of our Emergency Preparedness Plan, while continuing work on mitigation planning and implementation. I

have included a summary outline of our proposed Emergency Preparedness Plan for your consideration.

Without this funding stream, existing FireSmart Neighbourhoods within the Village, as well as any potential new ones, will face significant limitations. Emerging neighbourhoods will struggle not only to understand how to form a FireSmart Neighbourhood, but also—without Village support such as a dedicated FireSmart Coordinator—to secure a viable source of startup funding.

Kaslo is situated in an extreme fire-risk zone, surrounded by volatile forest fuels. We have witnessed firsthand the devastation of wildfires in nearby communities, and we have also seen the effectiveness of FireSmart and emergency preparedness measures within Upper Kootenay Lake (Area D) when wildfire has threatened their small community. **Proactive preparation is essential.** Due to climate change and decades of fire suppression, major wildfires are now an inevitability for at-risk communities like ours—not a remote possibility. Kaslo is an “at-risk” community!

I strongly urge the Village of Kaslo to take proactive steps to encourage the creation of additional FireSmart Neighbourhoods and to support both existing and emerging neighbourhoods through funding initiatives and incentives.

**Sincerely,**

**John Addison**

Bayview FireSmart Neighbourhood Champion



During the winter of 2025/26, our Bayview FireSmart Neighbourhood will be focusing on Emergency Preparedness. While most of FireSmart focuses on mitigation (reducing the risk before a fire), emergency preparedness covers what to do when a fire threatens your community:

We will ensure that all participating and (encourage) non-participating FireSmart Neighbours to be aware of and actively involved in:

1. Emergency Preparedness Plans, including:
  - Evacuation Routes and Choke Points
  - Vulnerable Populations Protocol (Inclusion)
  - Pet and Livestock Protocol
  - Sheltering and Reception
2. Communications Strategies, including:
  - Diverse Alert Systems
  - Neighbourhood Communication Tree
  - Emergency Contact Cards
  - Two-Way Information Flow
3. Mutual Aid and Resource Identification, including:
  - Skills Inventory
  - Equipment Inventory
  - Shared Staging Area
4. Last-Minute Mitigation Checklists, including:
  - Home Preparation Detailed checklists
  - Document Security
  - Access Route Clearance



DATE: December 4, 2025

FILE NUMBER: 3090-20

TO: Robert Baker, Chief Administrative Officer

FROM: Ian Dunlop, Manager of Strategic Initiatives

SUBJECT: Development Variance Permit Application No. 2025-03

## 1.0 PURPOSE

To review Development Variance Permit Application No. 2025-03 seeking approval for a fence exceeding the maximum height permitted under Land Use Bylaw No. 1130.

## 2.0 RECOMMENDATION

THAT Development Variance Permit Application No. 2025-03 be denied and the applicant directed to remove or modify their fence to conform to Land Use Bylaw No. 1130.

## 3.0 BACKGROUND

The applicant, Terry-Lynn Geche, has constructed a wood fence on her property at:

502 Oak Ave

Legal: Lot 3 District Lot 209 Kootenay District Plan 16636.

PID: 006-746-683

The property is zoned C-3, Neighbourhood Commercial, which permits office, retail, personal services and the existing multiple-residential use. The existing building does not meet the interior side yard and rear yard setbacks for the C-3 zone but is considered to be legally non-conforming as the building existed before the C-3 zone was established. The front yard and exterior side yard (5<sup>th</sup> St side) setbacks of the building are in conformance with the bylaw requirements.

Land Use Bylaw No. 1130 has specific requirements for the placement and height of fences under section 2.6. The regulations are intended to provide a balance between privacy and maintaining clear views along roads.

### *2.6 Fences and landscape screens must not exceed a height of*

#### *a. 0.9 metre where they are located on or adjacent to*

*i a front or exterior lot line,*

*ii. an interior lot line within 4.5 metres of the front lot line, or*

*iii. a rear lot line within 4.5 metres of an exterior lot line; and*

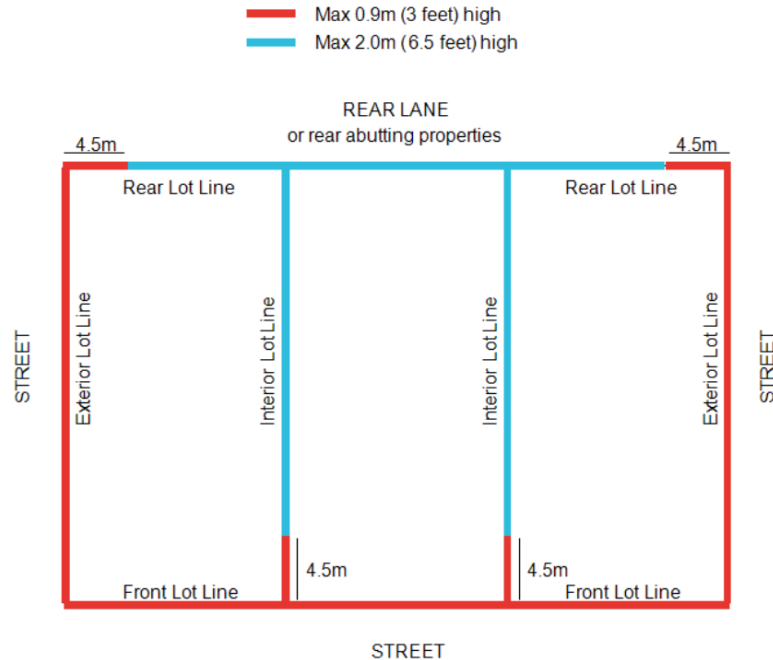
#### *b. 2 metres where they are located on or adjacent to*

*i. an interior lot line greater than 4.5 metres from a front lot line, or*

*ii. a rear lot line greater than 4.5 metres from an exterior lot line.*

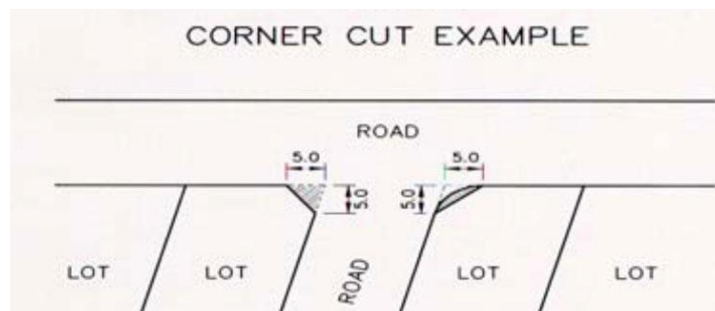
These regulations are illustrated in the figure on the next page. As shown, fences abutting a street can have a maximum height of 0.9 metres (approx. 3 feet), while fences that are at least 4.5 metres back from the street can have a maximum height of 2 metres (approx. 6½ feet).

## Kaslo Land Use Bylaw 1130 Fence Height Regulation (Section 2.6)



The fence was constructed without a DVP and is in contravention of Land Use Bylaw No. 1130, as the height exceeds 0.9m within 4.5m of the front and exterior lot lines.

Corner lots are also required to maintain a clear area within 5 metres of the corner to maintain a clear vision of the intersection, per section 2.7. A fence or obstruction exceeding 1 metre must not be within 5 metres of the corner, as illustrated below. The fence does not appear to be within this corner cut requirement.



### 4.0 DISCUSSION

The front of the fence, along Oak Ave, appears to be 3 to 3.5 metres from the front property line, while the side along 5<sup>th</sup> St appears to be mostly on the property line with an opening for access to the rear yard. The neighbouring property owner has expressed concern that part of the fence may have been constructed on their property. The height of the fence exceeds the bylaw maximum of 0.9 metres, and parts of it may exceed 2.0 metres. The construction of the fence is also of concern, as some of the posts are not standing straight and may be supporting too much weight.



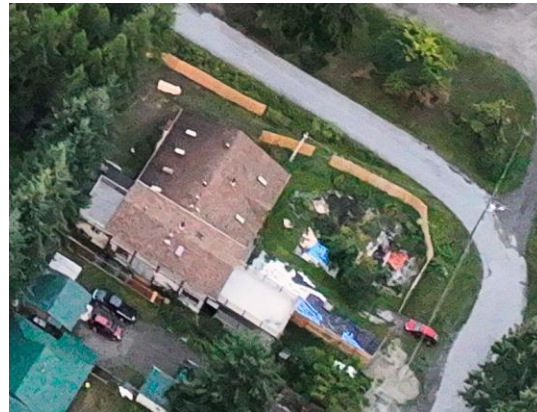
Aerial satellite view (source: Google Maps, Open Street Map, BC Assessment).



Corner of Oak Ave and 5<sup>th</sup> St.



5<sup>th</sup> Street side. (Sept. 25)



Oblique photos, August 2025.



The intent of Land Use Bylaw No. 1130 is to maintain an open streetscape by restricting the height of obstructions in the front and side yards abutting a street. The applicant's rationale for constructing the fence is to help prevent errant golf balls from coming on to their property from the Kaslo Golf Club.

The Village provided notice to affected property owners and tenants in accordance with Section 499 of the *Local Government Act* and the *Village's Development Procedures Bylaw*. One submission was received, raising concerns that the over-height fence impairs driver visibility and alleging that portions of the fence encroach onto their property.

Staff have determined that the fence has a significant visual impact on the streetscape, and the property owner's assertion that an over-height fence is necessary to deflect golf balls has not been substantiated. This rationale does not justify constructing the fence without first obtaining a DVP. Accordingly, staff recommend that the DVP application be denied and that the property owner be directed to remove or modify the fence to comply with Land Use Bylaw No. 1130. If the corner property pins cannot be located, a legal survey will be required to confirm property boundaries and ensure the fence does not encroach onto the road allowance or adjacent private property.

## 5.0 OPTIONS

1. **Development Variance Permit Application No. 2025-03 be denied and the applicant directed to remove or modify the fence to conform to Land Use Bylaw No. 1130.** *The applicant will be informed of Council's decision and required to confirm property boundaries to ensure the fence is not encroaching onto the road allowance or adjacent private property.*
2. Approve DVP Application 2025-03. *A DVP will be granted to allow the over-height fence, however, the applicant will be required to confirm property boundaries to ensure the fence is not encroaching onto the road allowance or adjacent private property.*

## 6.0 FINANCIAL CONSIDERATIONS

The DVP application fee of \$250 has been received.

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

### Legislation

Division 9 of the Local Government Act (Development Variance Permits)

### Bylaw

Land Use Bylaw No. 1130, sections 2.6 and 2.9

Development Procedures Bylaw No. 1283

## 8.0 STRATEGIC PRIORITIES

n/a

## RESPECTFULLY SUBMITTED



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Ian Dunlop, Planner

Attachments: DVP Application No. 2025-03  
DVP Application No. 2025-03 - Public Notice  
DVP Application No. 2025-03 - Public Notice - Response - Tyers

**CAO COMMENTS:**

Council should proceed as recommended.

APPROVED FOR SUBMISSION TO COUNCIL.

A handwritten signature in blue ink, appearing to read 'R. H. Baker', is written over a horizontal line.

Robert Baker, Chief Administrative Officer



## Morgan Bukowski

---

**From:** Amber Tyers [REDACTED]  
**Sent:** Tuesday, November 25, 2025 6:03 PM  
**To:** Admin Mailbox  
**Subject:** response to notice of Development Variance Permit

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Nov 25, 2025

Village of Kaslo

In response to the letter we received from the Village of Kaslo regarding an application for a development variance permit at 502 Oak Ave. One of the issues with the fence is its height which restricts driver vision when turning the corner from 5th street to Oak Ave. The greater issue to us, as explained to the Village in a letter on Sept 26, 2025 is that multiple parts of the fence run two feet or more onto our property. We did try to speak with the owner when they started building it. We did not give permission for this fence to be built on our property and would appreciate the Villages help resolving this issue.

Thank you,

Amber and T.J. Tyers







## VILLAGE OF KASLO

### Notice of an application for a Development Variance Permit

The Village of Kaslo has received an application for a Development Variance Permit for the property located at **502 Oak Avenue**.

The *Local Government Act* and *Village of Kaslo Development Procedures Bylaw 1283* require us to give you notice that the Council of the Village of Kaslo will consider issuing the Development Variance Permit (File DVP2025-03) at their Regular Meeting on **Tuesday, December 9, 2025**, which starts at **6:00 p.m.** in **Council Chambers at City Hall, 413 4<sup>th</sup> Street**.

CIVIC ADDRESS: 502 Oak Ave  
PARCEL IDENTIFIER: 006-746-683  
LEGAL DESCRIPTION: Lot 3 District Lot 209 Kootenay  
District Plan 16636

The applicant is requesting a variance to the following provision of the *Village of Kaslo Land Use Bylaw 1130*, as amended:

- To permit a fence with a height in excess of 0.9 metres on or adjacent to the front or exterior lot line (abutting the street) in contravention of Section 2.6 of Bylaw 1130.**



#### Summary:

*The applicant has constructed a wood panel fence along the street frontage of their property to improve their privacy. Bylaw 1130 requires that fences located on or adjacent to the front or exterior lot line must not exceed a height of 0.9 metres. Granting the variance would permit the fence to remain. Denial of the variance would require the owner to reduce the height of the fence or remove it to comply with the bylaw.*

Details of the application and the proposed permit are available for inspection at the Village Office in City Hall between the hours of 10AM and 3PM, weekdays except statutory holidays.

Anyone who believes that approval of will affect their interests is invited to provide their comments to the Village. Written submissions can be sent by email, mail or hand delivered using the contact information below. All submissions must be received no later than noon on the Tuesday prior to the Council Meeting in order to be included in the agenda package.

Village of Kaslo  
413 Fourth Street  
PO Box 576, Kaslo, BC, V0G 1M0  
250-353-2311  
admin@kaslo.ca  
[www.kaslo.ca](http://www.kaslo.ca)





## VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

(for use with Bylaw 1283)

### TYPE OF APPLICATION

<input type="checkbox"/>	Rezoning/Land Use Bylaw Amendment	<input type="checkbox"/>	Type of Development Permit
<input type="checkbox"/>	Official Community Plan Amendment	<input type="checkbox"/>	Heritage & Commercial Core
<input type="checkbox"/>	Development Permit	<input type="checkbox"/>	Lakefront Protection
<input checked="" type="checkbox"/>	Development Variance Permit	<input type="checkbox"/>	Stream Protection
<input type="checkbox"/>	Temporary Use Permit	<input type="checkbox"/>	Wildfire

Refer to the current Fees and Charges Bylaw for current application fees.

Do not use this form for Building Permit or Subdivision applications.

### DESCRIPTION OF PROPERTY

Civic Address: 502 Oak Ave Kaslo BC PID 006-746-683

Legal Description (from title document):

Lot 3 DL 209 NEP 16636

### CONTACTS

#### Applicant:

Name <u>Terry-Lynn Goche</u>		Company	
Address <u>502 Oak Ave</u>		City <u>Kaslo BC</u>	
		Postal Code <u>V0G 1M0</u>	
Phone <u>[REDACTED]</u>	Cell <u>[REDACTED]</u>	Fax	
		Date <u>Sept 23/25</u>	

#### Owner, if the Applicant is not the Owner:

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

The "Authorization of Owner" form signed by the owner(s) is also required.

#### OFFICE USE ONLY

Date	Dev. File No.
Received By	Folio No.
Receipt No.	Fees \$

Terry Geehe  
502 Oak Ave Kaslo BC  
Sept 23-25

To: Village of Kaslo

Regarding Rationale for my proposal.

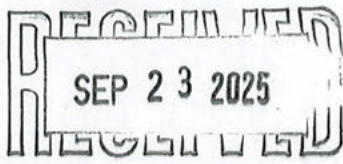
I have considered alternatives  
to my fence before construction.  
That is why I contacted the  
Kaslo Golf Course.

Going around the corner is  
safe & visibility high as the  
fence is placed on an angle to be able  
to see around the corner.  
Many people have complimented  
me about the fence. The wood  
is pleasing to look at and privacy  
there has been missing re: corner traffic.  
It has improved the privacy and  
golf balls entering yard.

Thank-you

Terry Geehe





Terry Geche  
502 Oak Ave.  
Kaslo BC  
Sept 23-25

10: Village of Kaslo.  
re 502 Oak Ave Kaslo  
+ your letter.

As you know this spring  
I went in golf cart ride  
with George re: golf balls  
into my property. The  
outcome from the golf course  
is that they do not want  
to pay for any fencing  
as it is expensive. I was  
told this by George.  
(Golf courses have fencing  
re: Nelson golf course)

I have done my best and  
paid ~~A LOT~~ of money  
for my fence. as the  
golf course would not.

The fence stopped several  
balls coming into my yard  
as when I was in garden  
they bounced off my  
fence. At least I was  
not hit by the balls.  
(over)



I would like someone to  
come to my property &  
show me what the problem  
is. Please call [REDACTED]  
and set up <sup>no</sup> text a time.

Thank you for your  
attention to this matter  
Terry George

TITLE SEARCH PRINT

File Reference:

Declared Value \$28500

2025-09-23, 13:53:22  
Requestor: Andrea Reimer

\*\*CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN\*\*

<b>Land Title District</b> Land Title Office	NELSON NELSON
<b>Title Number</b> From Title Number	XK27516 U17583
<b>Application Received</b>	1996-09-23
<b>Application Entered</b>	1996-09-30
<b>Registered Owner in Fee Simple</b> Registered Owner/Mailing Address:	TERRY GECHE, BUSINESSWOMAN BOX 1372 KASLO, BC V0G 1M0
<b>Taxation Authority</b>	Nelson Trail Assessment Area Kaslo, Village of
<b>Description of Land</b> Parcel Identifier: Legal Description:	006-746-683 LOT 3 DISTRICT LOT 209 KOOTENAY DISTRICT PLAN 16636
<b>Legal Notations</b>	NONE
<b>Charges, Liens and Interests</b>	NONE
<b>Duplicate Indefeasible Title</b>	NONE OUTSTANDING
<b>Transfers</b>	NONE
<b>Pending Applications</b>	NONE







Thank you for  
your payment Village of Kaslo  
(250) 353-2311

TERRY GECHE  
Receipt #: 01-42986

23/09/25 14:37:11

01 Other Revenue  
07 07 - BC ONLINE TITLE SEARCHES  
11-452-7300-600

\$12.00

05 Permits  
05 05 - DVP  
11-251-6900-532  
502 OAK AVE - DVP  
FENCE - GECHE

\$250.00

INTER

\$262.00

GST5% #:

AMOUNT TENDERED  
CHANGE DUE

\$262.00  
\$0.00



# PUBLIC NOTICE BYLAW NO. 1328, 2025

## A Bylaw to authorize alternate means of publishing public notices

WHEREAS the Community Charter provides that Council may, by bylaw, provide for alternative means of publishing a public notice;

AND WHEREAS Council has considered the principles of reliability, suitability, and accessibility as they apply to the means of publishing a public notice;

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

## 1. Title

1.1. This Bylaw may be cited as “**Public Notice Bylaw No. 1328, 2025.**”

## 2. Definitions

“**Public Notice Places**” means the bulletin boards both inside and outside of the Village Office.

“**Municipal Website**” means the Village of Kaslo’s website ([www.kaslo.ca](http://www.kaslo.ca))

“**Social Media**” means the Village of Kaslo’s Facebook page.

“**Village**” means the Village of Kaslo.

## 3. Advertising Method

3.1. Any notice required to be advertised in accordance with section 94 of the Community Charter may instead be given, in accordance with section 94.2 of the Community Charter, by:

- 3.1.1. Posting a copy of the notice on the Public Notice Places; and
- 3.1.2. Posting a copy of the notice on the Municipal Website; and
- 3.1.3. Publishing the notice via the Social Media platforms maintained by the Village.

## 4. Effective Date

4.1. This Bylaw shall take effect upon adoption.

## 5. Severability

5.1.If any part, section, sub-section, clause or sub-clause of this Bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, it must be severed and the validity of the remaining provisions of this Bylaw must not be affected.

## 6. Repeal

6.1.Public Notice Bylaw No. 1275, 2022 and all amendments are hereby repealed.

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

---

Corporate Officer

---

Mayor

# Village of Kaslo

Bylaw No. 1329, 2025

A bylaw to amend and consolidate the Fees and Charges Bylaw No. 1300, 2023.

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

**1. Title**

1.1. This bylaw shall be known and cited as “Fees and Charges Bylaw No. 1329, 2025 - Amendment #5”.

**2. Purpose**

2.1. The purpose of the Bylaw is to amend the Campground Fees section of Fees and Charges Bylaw No. 1300, 2023.

**3. Authority**

3.1. Community Charter:

Section 122 - Exercise of powers by bylaw or resolution;

Section 137 - Power to amend or repeal a bylaw;

Section 138 - Municipal codes and other general bylaws;

Section 139 - Consolidation of bylaws.

**4. Definitions**

4.1. In this bylaw, any work and term that is defined in the Community Charter or the Fees and Charges Bylaw No. 1300, 2023 has the same meaning as in that Charter or Bylaw

**5. Schedule E – Community Services**

5.1. Delete from Schedule E - Community Services the table identified as *Campground Fees*.

5.2. Insert into Schedule E - Community Services:

<i>FEE CATEGORY: Camping Fees</i>	
<i>Service</i>	<i>Fee</i>
<i>Campsite</i>	<i>\$38 per night</i>
<i>Serviced Site with 15-amp electricity</i>	<i>\$43 per night</i>
<i>Serviced Site with 30-amp electricity</i>	<i>\$50 per night</i>
<i>Serviced Site with 30-amp electricity, and wastewater</i>	<i>\$55 per night</i>
<i>Additional Camper</i>	<i>\$5 per person per night</i>
<i>Overflow Camping Areas</i>	<i>\$38 per Campsite per night</i>
<i>Group Camping</i>	<i>\$15 per person per night</i>
<i>Shower Fees</i>	<i>\$1.00</i>
<i>These fees include GST</i>	

**6. Bylaw Consolidation**

6.1. Pursuant to Section 139 of the Community Charter, the Corporate Officer is authorized and further required to prepare a consolidation of Fees and Charges Bylaw No. 1300, 2023 and all amendments made heretofore.

**7. Effective Date**

7.1. Fees and Charges Bylaw No. 1329, 2025 - Amendment #5 comes into effect upon adoption.

READ A FIRST TIME this 18<sup>th</sup> day of November, 2025.

READ A SECOND TIME this 18<sup>th</sup> day of November, 2025.

READ A THIRD TIME this 18<sup>th</sup> day of November, 2025.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

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

This Fees and Charges Bylaw No. 1329, 2025 - Amendment #5 adopted by the Council of the Village of Kaslo on \_\_\_\_\_ is certified to be a true copy.

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

\_\_\_\_\_  
Date

# Village of Kaslo

Bylaw No. 1322, 2025

A bylaw to authorize the Consolidation and Revision of bylaws by the Corporate Officer.

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

## 1. Title

- 1.1. This bylaw shall be known and cited as the “Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025.”

## 2. Application

- 2.1. This bylaw applies to the Corporate Officer.

## 3. Authority

- 3.1. This bylaw is enacted pursuant to Sections 139 and 140 of the *Community Charter*, and the *Bylaw Revision Regulation*.

## 4. Definitions

- 4.1. In this Bylaw, any work and term that is defined in the *Community Charter* or *Bylaw Revision Regulation* shall have the same meaning as provided in those enactments.
- 4.2. “Consolidation” or “Consolidate” means incorporating a bylaw and all amendments into a single document, including deleting provisions that have been repealed or expired.
- 4.3. “Revision” or “Revise” means making changes to a bylaw without altering its substance, for clarity or accuracy.

## 5. General

- 5.1. The purpose of this Bylaw is to authorize the Consolidation and Revision of bylaws by the Corporate Officer.

## 6. Authorization to Consolidate Bylaws

- 6.1. The Corporate Officer is authorized to Consolidate bylaws of the Village in accordance with this Bylaw and the *Community Charter*, as amended.

## 7. Authorization to Revise Bylaws

- 7.1. The Corporate Officer is authorized to Revise bylaws of the Village in accordance with this Bylaw, the *Community Charter*, and the *Bylaw Revision Regulation*, as amended.

## 8. Severability

- 8.1. If any section, subsection, paragraph, subparagraph or clause of the Bylaw Consolidation and Revision Authority Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Bylaw Consolidation and Revision Authority Bylaw.



## 9. Effective Date

- 9.1. This Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025, shall be effective on the date of approval and adoption below.

### **First Reading:**

This Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025, was read a first time at the Council meeting held on the 14<sup>th</sup> day of October, 2025.

### **Second Reading:**

This Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025, was read a second time at the Council meeting held on the 14<sup>th</sup> day of October, 2025.

### **Third Reading:**

This Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025, was read a third time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

### **Approval and Adoption by Council:**

This Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_ day of \_\_\_\_\_, 20XX.

## 10. Signatures

\_\_\_\_\_  
Mayor

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



---

MEETING DATE:	December 9, 2025	FILE No:	3900-02
TO:	Mayor and Council		
FROM:	Robert Baker, Chief Administrative Officer		
SUBJECT:	Development Procedures Bylaw No. 1332, 2025 - Amendment #1		
DATE WRITTEN:	December 4, 2025		

---

## 1.0 PURPOSE:

The purpose of this report is to present Bylaw No. 1332, 2025, which proposes an amendment to the Development Procedures Bylaw No. 1283, 2022. The amendment removes the provision allowing appeals of Council's denial of a Development Variance Permit (DVP) to the Board of Variance.

## 2.0 RECOMMENDATION:

THAT Development Procedures Bylaw No. 1332, 2025 - Amendment #1, be given first, second, and third readings.

## 3.0 BACKGROUND:

The current Development Procedures Bylaw includes a clause (Section 12.4) stating that a denial of a DVP by Council may be appealed to the Board of Variance. This provision is inconsistent with the *Local Government Act* and the statutory role of the Board of Variance, which does not have jurisdiction over Council decisions on DVPs. The Board's authority is limited to variances under zoning bylaws, not to review Council decisions.

## 4.0 DISCUSSION:

The proposed amendment:

- Deletes subsection 12.4 from the Development Procedures Bylaw.
- Clarifies that there is no appeal mechanism to the Board of Variance for DVP decisions.
- Ensures alignment with provincial legislation and best practices for municipal development procedures.

This change will reduce confusion for applicants and staff, and prevent procedural errors. The amendment also authorizes the Corporate Officer to consolidate the original bylaw and all amendments for clarity and ease of reference.

## 5.0 OPTIONS:

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

1. **Proceed with the proposed amendment by giving first, second, and third readings to Bylaw No. 1332, 2025.**
2. Maintain the existing wording in the Development Procedures Bylaw, which may perpetuate inconsistencies with the Community Charter.
3. Direct staff to provide additional information or alternative wording before proceeding.

**6.0 FINANCIAL CONSIDERATIONS:**

None to report.

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

Legislation

Local Government Act, Part 14: Division 9 – Development Variance Permits

Local Government Act, Part 14: Division 15 – Board of Variance

Note: Staff sought legal counsel regarding Section 12.4 of the Development Procedures Bylaw and were encouraged to have it deleted from the Bylaw for the reasons detailed in this staff report.

Bylaw

Development Procedures Bylaw No. 1283, 2022

**8.0 STRATEGIC PRIORITIES:**

None to report.

**9.0 OTHER CONSIDERATIONS:**

Staff have engaged legal counsel to conduct a comprehensive review of the Village's *Development Procedures Bylaw* and *Board of Variance Bylaw* to confirm compliance with applicable legislation and alignment with industry best practices. Any recommendations arising from this review will be implemented by staff and may include amendments, a complete rewrite, or repeal of existing provisions.

**RESPECTFULLY SUBMITTED:**

Robert Baker

Chief Administrative Officer

Attachments:

1. Development Procedures Bylaw No. 1332, 2025 - Amendment #1

# Village of Kaslo

Bylaw No. 1332, 2025

A bylaw to amend and consolidate Development Procedures Bylaw No. 1283, 2022.

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

## 1. Title

- 1.1. This bylaw shall be known and cited as “Development Procedures Bylaw No. 1332, 2025 - Amendment #1.”

## 2. Purpose

- 2.1. 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.

## 3. Authority

- 3.1. Pursuant to Section 137 of the *Community Charter* - Power to amend or repeal a bylaw.

## 4. Definitions

- 4.1. In this Bylaw, any work and term that is defined in the *Community Charter* has the same meaning as in this Bylaw

## 5. Section 12. Reapplication

- 5.1. Delete subsection 12.4 “*Denial of a Development Variance Permit by Council may be appealed by application to the Board of Variance, with regard for the procedures and fees for application to that body, and a decision of the Board of Variance is final.*”

## 6. Bylaw Consolidation

- 6.1. Pursuant to Section 139 of the Community Charter, the Corporate Officer is authorized and further required to prepare a consolidation of Development Procedures Bylaw No. 1283, 2022 and all amendments made heretofore.

## 7. Effective Date

- 7.1. This Development Procedures Bylaw No. 1332, 2025 – Amendment #1 shall be effective on the date of approval and adoption below.

# Village of Kaslo

Bylaw No. 1332, 2025

**First Reading:**

This Development Procedures Bylaw No. 1332, 2025 – Amendment #1, was read a first time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

**Second Reading:**

This Development Procedures Bylaw No. 1332, 2025 – Amendment #1, was read a second time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

**Third Reading:**

This Development Procedures Bylaw No. 1332, 2025 – Amendment #1, was read a third time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

**Approval and Adoption by Council:**

This Development Procedures Bylaw No. 1332, 2025 – Amendment #1, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

**8. Signatures**

\_\_\_\_\_  
Mayor

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





MEETING DATE: December 9, 2025  
TO: Mayor and Council  
FROM: Robert Baker, Chief Administrative Officer  
SUBJECT: Outdoor Burning Regulation  
DATE WRITTEN: November 20, 2025

FILE No: 3900-02

## 1.0 PURPOSE:

To evaluate whether the Village's *Outdoor Burning Regulation Bylaw No. 1213, 2018* remains necessary considering the existing provincial framework governing open burning.

## 2.0 RECOMMENDATION:

THAT a bylaw to repeal the Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018 receive first and second readings.

## 3.0 BACKGROUND:

Outdoor burning in British Columbia is subject to numerous regulations and bylaws that govern what can be burned, and when and where burning may occur. In some cases, authorization is required before burning.

Many municipalities and regional districts have adopted bylaws that restrict outdoor burning beyond provincial legislation, including the regulation of campfires, beach fires, and backyard burning, as well as specifying allowable materials. The Village of Kaslo has such a bylaw, *Outdoor Burning Regulation Bylaw No. 1213, 2018*. The original intent behind this bylaw is unclear, as no staff report can be found in Village records. Its provisions do not prohibit open burning; rather, they incorporate and reflect the requirements set out in the Acts and Regulations referenced in this staff report. Further, during the 9-year period between 2016 to 2025, the Village issued 5 burn permits, and 1 bylaw violation notice. This raises questions about the bylaw's value relative to the administrative costs of maintaining it.

The purpose of this staff report is to prompt Council to consider the repeal of its *Outdoor Burning Regulation Bylaw No. 1213, 2018*.

## 4.0 DISCUSSION:

Provincial legislation governs open burning even when a local government has enacted a bylaw.

The *Environmental Management Act* and *Open Burning Smoke Control Regulation (OBSCR)* set strict requirements for burning vegetative debris, including:

- Seasonal restrictions
- Ventilation index requirements
- Prohibited materials list
- Smoke sensitivity zones (High, Medium, Low) with different rules

The OBSCR establishes rules for outdoor burning, including what materials may be burned and the conditions under which burning can take place. Its purpose is to encourage the reduction and reuse of vegetative debris from burns typically associated with land clearing, construction, or forestry operations.

The *Wildfire Act* and *Wildfire Regulation* govern all open fires in B.C. to prevent wildfires, and you must check for fire bans or restrictions before burning. For large burns (Category 3 fires: piles over 2m high or multiple piles), the province requires a Burn Registration Number from the BC Wildfire Service and compliance with *OBSCR*, which includes:

- Following prescribed safety protocols
- Checking the venting index for our zone
- Keeping records of the burn
- Burning only vegetative debris and minimizing smoke

The *Solid Fuel Burning Domestic Appliance Regulation* sets standards for wood stoves and other wood-burning appliances sold in B.C.

The *Waste Discharge Regulation* prohibits burning certain materials such as plastics, treated wood, and garbage.

The Village's bylaw does not prohibit open burning, rather it mirrors provincial legislation. The key difference between provincial legislation and the Village's bylaw is that the bylaw includes provisions for fireworks. Local governments often adopt fireworks bylaws to regulate sale, possession, and discharge. Without a local bylaw, provincial and federal legislation applies. Both levels require liability coverage and adherence to safety standards.

The *Fireworks Act* applies if a municipality declares it applicable by bylaw or if the area is designated by regulation. It restricts sale and discharge from October 24 to November 1 unless for a permitted public display, which requires written permission from the local authority.

The *Explosives Act* and *Regulations* govern manufacturing, storage, and transportation of fireworks and require certified fireworks supervisors for public displays.

The Village's outdoor burning regulation currently prohibits the sale of fireworks within municipal boundaries. If Council wishes to maintain this prohibition but repeal the remainder of its open burning bylaw because it is superfluous to legislation, it could regulate the sale of fireworks through the Village's business licence bylaw. Under the *Community Charter*, municipalities have broad authority to regulate businesses and impose conditions, including:

- Refusing to issue a licence for businesses selling fireworks
- Adding conditions that prohibit fireworks sales as part of licensing requirements

The Village's current bylaw does not prohibit the possession or discharge of fireworks. If Council's goal is to control sales, but not possession or discharge, then regulation through the business licence bylaw is sufficient.

A standalone fireworks bylaw is typically used when the municipality wants to regulate possession or discharge, impose, public safety rules (e.g., times, locations, permits for displays), or otherwise enforcement provisions beyond business licensing.

Many municipalities use both their business license bylaw and a standalone fireworks bylaw:

- The business licence bylaw restricts or prohibits retail sales
- The fireworks bylaw regulates use and discharge for safety and nuisance control

If Council wishes to maintain the current prohibition on the sale of fireworks within Village limits, staff recommend addressing this through the Village's business license bylaw. If Council also wishes to restrict the sale and discharge of fireworks from October 24 to November 1, unless for a permitted public display which requires written permission from the local authority, then staff recommend that Council adopt a bylaw that prohibits the sale of fireworks and formally declares the *Fireworks Act* applicable within Village limits.

## 5.0 OPTIONS:

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

1. **Council gives first and second readings to a bylaw to repeal the Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018.** *This will prompt public input for Council to consider prior to 3rd reading.*
2. **The Village draft a bylaw(s) that formally declares the *Fireworks Act* applicable within the Village and prohibits the sale of fireworks.** *Staff will prepare draft bylaw(s) for Council's review, with the intention of bringing them forward for consideration and potential adoption following the repeal of the outdoor burning bylaw.*
3. Status quo, no action will be taken by staff.

## 6.0 FINANCIAL CONSIDERATIONS:

The *Outdoor Burning Regulation Bylaw No. 1213, 2018* does not identify the penalties that may be imposed for violation(s), nor has the Village ever issued a fine for a contravention under this bylaw.

The Village's Fees & Charges Bylaw includes a \$30 fee for burn permit applications, and yet the *Outdoor Burning Regulation Bylaw No. 1213, 2018* does not regulate outdoor burning to any meaningful extent beyond provincial legislation. Administering burn permits requires staff time and yet the value that issuing these permits provides to the community is undefined. If the bylaw is repealed and Village staff no longer need to administer the burn permit bylaw, it would provide for operational efficiencies.

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

### Legislation

Community Charter: Section 8 – Fundamental powers

- (3)(d) A council may, by bylaw, regulate, prohibit and impose requirements in relation to...firecrackers, fireworks and explosives
- (6) A council may, by bylaw, regulate in relation to business.

Community Charter: Section 15 – Licensing and standards authority

### Bylaw

Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018

## 8.0 STRATEGIC PRIORITIES:

None to report.

**9.0 OTHER CONSIDERATIONS:**

None to report.

**RESPECTFULLY SUBMITTED:**

Robert Baker

Chief Administrative Officer

**Attachments:**

1. Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018
2. DRAFT Bylaw to Repeal the Village of Kaslo Outdoor Burning Regulation No. 1330, 2025

# A Bylaw to Repeal the Village of Kaslo Outdoor Burning Regulation

*Village of Kaslo*

Bylaw No. 1330, 2025

A bylaw to repeal Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018
--

## TITLE

1. This bylaw shall be known and cited as a "Bylaw to Repeal the Village of Kaslo Outdoor Burning Regulation No. 1330, 2025".

## AUTHORITY

2. Pursuant to Section 137 of the Community Charter, Power to amend or repeal a bylaw.

## ENACTMENT

3. The Council of the Village of Kaslo hereby enacts that the Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018 is hereby repealed.

## EFFECTIVE DATE

4. This Bylaw to Repeal the Village of Kaslo Outdoor Burning Regulation Bylaw No. 1330, 2025, shall be effective on the date of approval and adoption below.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2025.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

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





## VILLAGE OF KASLO

### BYLAW NO. 1213, 2018

Being a bylaw to regulate outdoor burning and fireworks in the Village of Kaslo
--

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

#### **Title**

1. This bylaw may be cited as the “Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018”.

#### **Interpretation**

2. In this bylaw;

“Category 1 Fire” is a cooking fire or fire for ceremonial purposes contained within a barbecue pit or fire pit not exceeding .5 m by .5 m; or within a manufactured gas, coal or electric barbecue;

“Category 2 Fire” is an outdoor fire which occurs in garden waste consisting of non-toxic garden materials stored on a parcel of land, and includes grass clippings, leaves and branches pruned from trees and shrubs in piles not exceeding 1 m in height and 1.5 m in width;

“Category 3 Fire” is an outdoor fire which occurs in combustibles which are in piles exceeding 1 m in height and 1.5 m in width, but not exceeding 2 m in height and 3 m in width;

“Category 4 Fire” is an outdoor fire which occurs in waste resulting from the demolition or construction of a building or structure, or a land clearing fire.

“Consumer Fireworks” means outdoor, low-hazard recreational fireworks (Canadian Class 7.2.1) such as showers, fountains, golden rain, Roman Candles, volcanoes as may be designated under the provisions of the Natural Resources Canada “Display Fireworks Manual”, but excludes sparklers.

“garden refuse fire” means an outdoor fire in which garden refuse is deliberately burned for disposal;

BYLAW 1213,2018

1

“High Hazard fireworks” means those fireworks defined as such under the Explosives Regulations made under the current federal legislation;

“land clearing fire” means an outdoor fire of trees, bushes and other indigenous growth piled together by machine in order to clear land in preparation for construction or planting;

“noxious material” includes tires, oil, tar asphalt, shingles, batteries, plastic and other substances which produce heavy black smoke, noxious odours or toxic residue when burned;

“officer” means that person duly appointed by Council to lawfully act upon enforcing the bylaw, including the RCMP, Kaslo and Area ‘D’ Fire Chief, Kaslo and Area ‘D’ Deputy Fire Chief, Bylaw Enforcement Officer, Public Works Crew and Chief Administrative Officer;

“outdoor fire” means a fire that burns outdoors in the open air that is not enclosed in a fireplace, fire pit, furnace or other such device;

“permit” means a permit required or issued under this bylaw.

### **General Regulations - Outdoor Fires**

#### **3. No person shall**

- (a) except as expressly permitted by this bylaw, start or maintain any outdoor fire or permit any outdoor fire to burn on property owned or occupied by that person;
- (b) burn any noxious, explosive, corrosive or toxic material, pesticide or herbicide in an outdoor fire;
- (c) burn, in an outdoor fire, material brought from another location;
- (d) light, ignite or start or allow or cause to be lighted, ignited or started, an outdoor fire without first obtaining a permit if required by this bylaw;
- (e) burn for more than twenty-four (24) consecutive hours.
- (f) burn outdoor fires contrary to Government of British Columbia fire bans announced Province-wide or regionally without the written consent of Council and the Regional District of Central Kootenay (Kaslo & Area ‘D’) Fire Department.

4. The following types of outdoor fires may be started and maintained at any time without a permit, subject to regulation under Section 8(d) of this bylaw:
- (a) Category 1 Fires; and
  - (b) fires started and maintained by the Regional District of Central Kootenay for fire department training purposes or to prevent commencement or spreading of fire; and
  - (c) Category 2 and 3 fires required by the Village of Kaslo for municipal operations or contracted activities when the venting index is favourable and the forest fire threat level is low.

#### **General Regulations - Category 2 Fires**

5. No person shall start or maintain a Category 2 Fire
- (a) except between October 1<sup>st</sup> to May 15<sup>th</sup> inclusive, yearly.
  - (b) within thirty (30) feet of any building, structure, overhead wires or cables;
  - (c) unless a person nineteen (19) years of age or older is, at all times, present at the burning site when the fire is burning, and until the fire is totally extinguished, for the purposes of supervising and extinguishing the fire;
  - (d) unless a water hose, connected to an adequate water supply, and shovel is present for the duration of the fire and until it is extinguished.

#### **General Regulations - Category 3 and Category 4 Fires**

6. No person shall start or maintain a Category 3 or Category 4 Fire
- (a) except between October 1<sup>st</sup> to May 15<sup>th</sup> inclusive, yearly.
  - (b) within thirty (30) metres from neighbouring residences and businesses, and five-hundred (500) metres from schools in session, hospital and facilities used for continuing care as defined under the Continuing Care Act;
  - (c) unless a person nineteen (19) years of age or older is, at all time, present at the burning site when the fire is burning and until the fire is totally extinguished, for the purposes of supervising and extinguishing the fire;

- (d) unless a water hose, connected to an adequate water supply, shovel and/or excavation machine is present at the burning site;
- (e) unless it is permitted under the Southern Interior Ventilation Index as prescribed in Schedule “B” of this bylaw.

## Permits

7. (a) No person shall start Category 3-4 outdoor fires, other than those excepted from the bylaw in section 4, hereof, without first obtaining a permit. The form of application for a permit and the form of permit shall be substantially in the form of Schedule “A”, attached to and made a part of this bylaw.  
  
(b) No person shall start a Category 3 or Category 4 Fire without first paying a permit fee identified in the Village of Kaslo fees and Charges Bylaw. The maximum time a permit may be issued for shall be three days.
8. An Officer may
  - (a) issue a permit in the form attached to this bylaw as Schedule “A”, from 8:00 a.m. to 4:00 p.m. at the Village of Kaslo Municipal Office, and;
  - (b) prior to issuing a permit, any Village of Kaslo Officer may inspect the proposed site of the fire and direct that actions be taken to comply with the provisions of this bylaw and;
  - (c) without limiting the generality of the foregoing, specify in the permit
    - (i) fire fighting equipment to be provided on the site of the fire or;
    - (ii) requirements to consult with the Kaslo and Area ‘D’ Fire Department;
    - (iii) any other precautions.
  - (d) limit any burning within the municipality, including Categories 1, 2, 3 and 4, to meet or exceed Province of BC restrictions in place at the time.
9. A permit shall state the dates on which a permitted outdoor fire may burn.
10. An Officer may refuse to issue a permit when the Officer considers that it is not safe for the proposed fire to be started or maintained and may, without limiting what the Officer may take into account, consider weather conditions, site conditions and availability of Fire Department personnel to extinguish the proposed fire.
11. An Officer may



- (a) suspend or cancel a permit issued pursuant to Section 8 when, in the opinion of the Officer, the fire conditions relevant to the fire become unsafe or a nuisance, and;
  - (b) may reissue the permit at a later date.
- 12. The permit holder shall inspect the fire site following the permit expiration date and, within four (4) hours of the cessation of the fire, ensure that the fire is extinguished.

### **Other Legislation**

- 13. In addition to the requirements of this bylaw, all burning must meet the requirements of applicable regional bylaws and provincial legislation.

### **Fireworks**

- 14. No person or organization shall:
  - (a) Sell fireworks in the Village of Kaslo;
  - (b) Possess, light, hold, distribute to another person or persons, set off or explode any firework at any time within the Village of Kaslo, unless that person is over the age of 18;
  - (c) Set off or explode any High Hazard Fireworks within the Village of Kaslo unless they are a holder of an appropriate Fireworks Operator Certificate providing a service for a Village sanctioned public occasion or special event;
  - (d) Set off or explode any Consumer Fireworks within the Village of Kaslo to the effect of causing a public hazard, danger or nuisance;
  - (e) Set off or explode any Fireworks within the Village of Kaslo contrary to Government of British Columbia fire bans announced Province-wide or regionally.

### **Inspections and Orders**

- 15. An Officer may
  - (a) enter on any property that is subject to the requirements or regulations of this bylaw, to ascertain whether the regulations in this bylaw or directions made under this bylaw are being observed;

- (b) inspect premises for conditions which may cause a fire or increase the danger of a fire or increase the danger to persons;
- (c) order that the fire be immediately extinguished because of a contravention of this bylaw, and without immediate compliance, may dispatch the Regional District of Central Kootenay (Kaslo & Area 'D') Fire Department to extinguish the fire at the applicable call-out rate at the cost of the property owner or occupier;
- (d) make orders directing the owners or occupiers of property to bring their premises or a fire into compliance with this bylaw.
- (e) by their own forces or those of a contractor, immediately enter on a property and carry out the work described in bylaw compliance orders at the expense of the owner or occupier and, whether the order was directed at the owner or the occupier of the property, or both, recover the costs in the same manner and with the same remedies as ordinary taxes on land and improvements under the *Community Charter*.

**16.** A person who contravenes this bylaw commits an offence and is liable on conviction to the penalties prescribed in the "Offence Act".

## **Offences**

**17.**

- (a) No person shall commit any act or permit any act or thing to be done in contravention of this bylaw.
- (b) Every person who violates any provision of this bylaw, or who permits any act or thing to be done in contravention of this bylaw, or who fails to do any act or thing required by this bylaw, shall be deemed to have committed an offence against this bylaw and:
  - (i) Shall be liable to any conditions set out in the Village of Kaslo Municipal Ticket Information (MTI) Bylaw; or,
  - (ii) Shall be liable, upon summary conviction, to the penalties provided under the Offence Act; or
  - (iii) Any combination of the above.
- (c) Each day that an offence against this bylaw continues shall be deemed a separate and distinct offence.
- (d) If any person fails to comply with the terms of any notice served pursuant to this bylaw,

the Village by its employees or other persons authorized to act on its behalf may enter the property and carry out such work as is required in order to bring the property into compliance with this bylaw at the expense of the person given such notice.

- (e) If the person given notice in accordance with the bylaw does not pay the costs of any action taken by Village employees or authorized persons on or before December 31 in the year in which the costs were incurred, the costs shall be added to and form part of the taxes payable on the real property as taxes in arrears.
- (f) Any penalty imposed pursuant to this bylaw shall be in addition to, and not in substitution for, any other penalty or remedy imposed pursuant to any other applicable statute, law or legislation.

### **Severability**

- 18. If any section, subsection or clause of this bylaw is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of this bylaw shall be deemed to have been adopted without the invalid and severed section, subsection or clause.

### **Schedules**

- 19. Schedules “A” and “B” form a part of and are enforceable in the same manner as this bylaw.

### **REPEAL**

- 20. BYLAW 1207 is hereby repealed.

### **IN FORCE AND EFFECT**

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

READ A FIRST TIME this 9<sup>th</sup> day of January 2018;

READ A SECOND TIME this 9<sup>th</sup> day of January 2018;

READ A THIRD TIME this 9<sup>th</sup> day of January 2018;

RECONSIDERED AND ADOPTED this 23<sup>rd</sup> day of January 2018.

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Mayor S. Hewat

CERTIFIED CORRECT:

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Chief Administrative Officer

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Chief Administrative Officer

## SCHEDULE "A" - BURNING PERMIT

Authority is hereby granted to \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

To set out fire upon the following described lands:

during the period of \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_  
subject to the provisions of the current adopted Outdoor Burning bylaw.

Date \_\_\_\_\_, 20\_\_\_\_

Officer: \_\_\_\_\_ Permit Holder: \_\_\_\_\_

### PERMIT HOLDER

Class of Fire: Category 2 \_\_\_\_\_ Category 3 \_\_\_\_\_ Category 4 \_\_\_\_\_

### CONDITIONS OF PERMIT:

1. The permit holder shall be liable for all damages and costs of fire suppression caused by any fire set under this permit.
2. The permit holder shall be responsible to extinguish all fires by the expiry date of this permit.
3. No permit holder shall, on or in any fire, burn any oil, tar, batteries, plastic materials, tires, construction waste, or any other materials which produce heavy black smoke.
4. The permit holder shall place and keep an adult person at all times in charge of such fire while the same is burning or smouldering, and until such fire is completely extinguished and shall provide that person with efficient appliances and equipment required by the bylaw e.g. hoses, shovels, water supply, etc. in order to prevent the fire from getting beyond control or causing damage or becoming dangerous to life and property.
5. An Officer may revoke this permit if, in his/her opinion, weather conditions are such as to render the lighting of fires in open air hazardous.
6. The permit holder has been instructed to consult the Kaslo and Area 'D' Fire Department with respect to this permit if a Category 3 or Category 4 permit has been requested and, as such, understands that the the officer consulted may rescind this permit for any reason with the full support and authority of the Village of Kaslo.
7. All open air burning permits are subject to Provincial Fire Bans.

FOR STAFF: *Signed copy of this permit is to be sent to the Kaslo and Area 'D' Fire Department.*

## **SCHEDULE “B”**

### **AIR QUALITY VENTILATION INDEX FOR THE KOOTENAYS**

Before you burn:

1. The permit holder shall check the current Southern Interior ventilation index by calling 1-888-281-2992 for the most localised information available.
2. The current ventilation index must be “Good” for the first day and “Good” or “Fair” for the next two days of burning.
3. It is your responsibility to check the index on a daily basis. If the contact information on this schedule is out of date, please contact the Ministry of Environment for an updated information source.
4. You may be required to extinguish your fire if smoke and/or ash is deemed to be excessive or if the smoke and/or ash adversely impacts on surrounding areas.





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MEETING DATE:	December 9, 2025	FILE No:	3900-02
TO:	Mayor and Council		
FROM:	Robert Baker, Chief Administrative Officer		
SUBJECT:	Council Procedures Bylaw and Related Policies		
DATE WRITTEN:	December 4, 2025		

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## 1.0 PURPOSE:

To present a revised Council Procedures Bylaw and related policies for consideration.

## 2.0 RECOMMENDATION:

THAT Council give first and second readings to Council Procedures Bylaw No. 1323, 2025.
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## 3.0 BACKGROUND:

Under Section 124 of the *Community Charter*, every municipal council in British Columbia is required to establish a Procedure Bylaw that sets out the rules for the conduct of council meetings and council business. This bylaw provides the legal framework for how meetings are organized, how decisions are made and recorded, how participants (including the public) are involved in meetings, and how matters such as meeting schedules and notice requirements are handled. When applied effectively, a Procedure Bylaw ensures transparency, fairness, and consistency in decision-making.

Local government meetings are where councils and boards collectively deliberate and make decisions. Most of these meetings are open to the public to ensure transparency and accountability. To function effectively as a decision-making body, council and board members must understand and follow a shared set of rules.

A well-crafted Procedure Bylaw sets a positive tone for meetings. Clear rules help councils and staff foster respectful conduct, encourage open debate, and support collaborative approaches. Understanding meeting processes and procedural rules enables council members to know what is expected of them and act accordingly.

Procedure bylaws strengthen governance by ensuring that the public, elected officials, and staff understand how decisions are made and what to expect during meetings. The way meetings are conducted also influences how residents perceive local government operations.

The *Ministry of Municipal Affairs* and the *Local Government Management Association (LGMA)* recommend that local governments review their Procedure Bylaw regularly to ensure alignment with legislation and best practices. To support this, they have jointly developed the *Procedure Bylaw Guide for BC Local Governments*. Staff have reviewed the Village's current bylaw using this guide and incorporated its recommendations into the new draft now presented for Council's consideration.

To complement the updates to the Procedure Bylaw, staff have also reviewed related Council policies to ensure consistency with the new draft. As part of this report, Council is being presented with updated policies on *Council Correspondence*, *Public Input – Written*, and *Electronic Meeting Participation Requirements*, reflecting best practices and supporting the overall framework for transparent and effective meeting processes.

#### 4.0 DISCUSSION:

While the *Community Charter* does not prescribe an exact format for a Procedure Bylaw, it requires certain elements that must be addressed. Following is a list of what must be included:

##### Meeting Procedures

Rules for the conduct of Council meetings and Council committee meetings. This includes how meetings are called, scheduled, and conducted; how resolutions may be passed and the manner in which bylaws may be adopted; and the taking of minutes including certification of those minutes.

*Section 124 [Procedure bylaw], Section 135 [Requirements for passing bylaws]*

##### Notice of Meetings

Requirements for public notice of regular meetings and special meetings, including the time, date, and place of meetings and the procedures for giving that notice, as well as identification of the place of public notice posting places.

*Section 124(2)(d) and (e) [Procedure bylaw], Section 127 [Notice of Council Meetings], Section 94 [Public Notice]*

##### Electronic Meetings

Conditions under which Council or committee members may participate electronically.

*Section 128 [Electronic meetings and participation]*

##### Closed Meetings

Procedures for closing meetings to the public.

*Section 90 [Meetings that may be closed], Section 91 [Other persons attending closed meetings],*

*Section 92 [Requirements before meeting is closed]*

##### Acting Mayor

Establish the procedure for designating a council member to act in place of the mayor when the mayor is absent or otherwise unable to act or when the office of mayor is vacant.

*Section 130 [Designation of member to act in place of mayor]*

##### Meeting Schedule

Establish the first regular council meeting date, and to meet regularly thereafter in accordance with the Procedure Bylaw.

*Section 124(2)(g) [Procedure bylaw], Section 125 [Council meetings]*

In addition to meeting legislative requirements, the new draft Procedure Bylaw incorporates key elements recommended by the *Procedure Bylaw Guide for BC Local Governments*, including:

- Identification of the role of Council in conduct and debate
- Generally accepted procedural rules and customs for deliberation and debate
- Application of the Procedure Bylaw to other bodies
- Protocols for order of business and agenda preparation
- Procedures for delegations, presentations, and public input
- Rules for notices of motion
- Time limits for debate
- Rules for quorum and voting procedures
- How correspondence addressed to Council is managed

To provide greater clarity and detail, certain aspects of these provisions have been expanded within the updated *Council Correspondence*, *Public Input – Written*, and *Electronic Meeting Participation Requirements* policies. Additional related policies may be required and will be brought forward as needed.

## 5.0 OPTIONS:

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

1. **THAT Council give first and second readings to Council Procedures Bylaw No. 1323, 2025.** *Staff will issue public notice of changes to the Procedure Bylaw in accordance with the Community Charter to prompt public input.*

*After the Procedure Bylaw is adopted, Council will be asked to adopt the new Council Correspondence, Public Input – Written, and Electronic Meeting Participation Requirements policies. Council will also be asked to repeal the Communications, Correspondence and Social Media Policy (2017)*

2. That Council decline to proceed with the reading of Council Procedures Bylaw No. 1323, 2025 at this time, and continue to conduct its meetings and operations in accordance with the existing procedures and practices currently in effect.

## 6.0 FINANCIAL CONSIDERATIONS:

There are no significant financial implications associated with adopting this bylaw. Administrative costs are limited to staff time for preparation and implementation.

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

### Legislation

*Community Charter*

### Bylaw

*Council Procedures Bylaw No. 1279, 2022 (to be repealed)*

### Policy

*Communications, Correspondence and Social Media – resolution 232/2017 (to be repealed)*

## 8.0 STRATEGIC PRIORITIES:

### Governance and Operations – Administrative Improvements

(I) Review/develop bylaws, policies, process maps, procedures: (7) Council Correspondence

## 9.0 OTHER CONSIDERATIONS:

A Procedure Bylaw must not be amended, or repealed and substituted, unless the council first gives notice in accordance with section 94 [*public notice*] of the *Community Charter* describing the proposed changes in general terms. The Village will provide such notice prior to adoption of the new Procedure Bylaw.

## RESPECTFULLY SUBMITTED:

Robert Baker

Chief Administrative Officer

## Attachments:

1. DRAFT Council Procedures Bylaw No. 1323, 2025
2. DRAFT Council Correspondence Policy
3. DRAFT Public Input – Written Policy
4. DRAFT Electronic Meeting Participation Requirements Policy



**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.

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

“Council” means the Council of the Village;

“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 PART 13 – 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 the public to convey information to Council, either verbally or in a written submission at a 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 section 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 sections 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 on or before December 31 of the preceding year;
  - (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 section 138 of 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 section 138 of 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 must be adjourned within two (2) hours after the time at which the meeting started, unless it is scheduled with a defined end time in which case the meeting shall be adjourned by the scheduled end time, unless its members resolve to extend the meeting in accordance with section 142 of this Bylaw.

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

18. In accordance with the Community Charter [notice of council meetings], Council must prepare annually before December 31 of the preceding year, a schedule of the dates, times, and places of Regular Council Meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
19. Council must give notice annually before December 31 of the preceding year of the availability of the annual schedule of the dates, times, and places of Regular Council Meetings for the following year in accordance with the Community Charter [requirements for public notice] and the Village's Public Notice Bylaw.
20. Council may, by majority vote, resolve to revise the annual schedule of Regular Council Meetings, including cancelling, rescheduling, or changing the time or location for holding a meeting. When Council makes such revisions, the Corporate Officer must, as soon as possible, post a notice in accordance with the Village's Public Notice Bylaw which indicates any revisions to the schedule of Regular Council Meetings.

### **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 section 21 must describe in general terms the purpose of the Meeting.

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

#### *Electronic Meetings*

23. If the conditions set out in the Community Charter [electronic meetings and participation by members] 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 are met, Public Hearings may be conducted by means of electronic or other communication facilities.

#### *Electronic Participation*

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 section 27 must fulfill the responsibilities of the Acting Mayor in the absence of the Mayor.
29. If the Mayor and the Acting Mayor designated under section 27 are absent from the Council meeting, the Members present must choose a Member to Chair the Council meeting.
30. The Member designated as Acting Mayor under section 27 or chosen under section 29 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 PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR, Council must reconsider the Acting Mayor schedule at its earliest convenience after the Member's leave comes into effect.
33. For the purposes of section 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, sections 36 to 40 apply to all meetings of the bodies referred to in the Community Charter [application of 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 Council meeting is closed].

38. Despite section 36, the Mayor or Acting Mayor may expel or exclude from a Council meeting a Member in accordance with section 109.
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, sections 42 to 47 apply 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 section 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. Section 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 Vice-Chair is available to attend a Committee, Advisory Board, or Commission meeting, the Chair or Mayor may request that another Member of Council plan to act as the 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, section 50 applies.

### **Agenda**

52. Prior to each Regular or Special Council meeting, Committee meeting, Advisory Board meeting, 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 section 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 and Business**

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 Minutes
  - (e) General Matters
    - (i) Art at Council
    - (ii) Presentations and Delegations

- (f) Public Input
    - (i) Verbal Submissions
    - (ii) 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
  - (l) Information Items
  - (m) Public Input
    - (i) 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 sections 1381 and 82.
  60. When a Public Hearing has been scheduled on the same night as a Regular Council Meeting, Council will consider the items that were the subject of the Public Hearing following the Adoption of the Agenda section and before the General Matters section.

#### **Public Input - Verbal**

61. Regular Council Meetings must include one fifteen (15) minute Public Input period after the General Matters section and before the Verbal Reports from Council and Staff section, and they must include a second Public Input period, ten (10) minutes in length, immediately before the Adjournment section.
62. Standing Committee Meetings must include fifteen (15) minute Public Input period after the Adoption of the Agenda section and in advance of the Standing Committee Business section of the Agenda.
63. Council may extend a Public Input period in ten (10) minute increments by a majority vote.
64. Anyone wishing to speak during a Public Input period must register in-person by providing their name and jurisdiction of residence on a speakers' list prior to the Public Input period. The speaker's list shall take priority and determine the order of speakers. After those on the list have spoken, the Presiding Member may accept verbal Public Input from online attendees in the order they are recognized.
65. During Public Input periods, once recognized by the presiding Member, speakers may address Council to comment on any matter within the jurisdiction of Council.
  - (a) Each speaker must state their name and jurisdiction of residence, and may speak for up to two (2) minutes.
66. A person must not make a 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.
67. Members shall not engage with speakers during the Public Input period. However, the Presiding Member may, at their discretion, permit Members to ask clarifying questions of the speakers prior to the conclusion of the Public Input period, provided such questions can be accommodated within the time allotted for that Public Input period.

68. 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.), Public Input related to this specific matter may be held when the item is considered on the Agenda.
69. 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 – Written**

70. Written Public Input shall be managed in accordance with the Village's *Public Input - Written* policy. This Policy governs the submission, acceptance, and publication of written comments provided to Council.
71. 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.), Public Input related to this specific matter may be held when the item is considered on the Agenda.
72. Once the nomination period preceding a General Local Election or by-election begins, Public Input periods must be suspended until the meeting of Council following the election.

### **Consent Agenda**

73. 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.
74. Items that may be included in the consent Agenda are:
  - (a) recommendations from Committees;
  - (b) reports for information; and
  - (c) bylaws and items for which debate is not expected.
75. Any Member may request that an item included on the consent Agenda be removed from the consent Agenda and dealt with separately.
76. Members must request removal of items from the consent Agenda prior to moving adoption of recommendations listed in the consent Agenda.
77. Council must consider any item that is removed from a consent Agenda immediately after the consideration of the consent Agenda.
78. Prior to an Agenda being published, a Member may request that an item be included on the consent Agenda.
79. Members may vote on and adopt in one motion all recommendations appearing on the consent Agenda.

### **Late Items**

80. In addition to its application to Regular or Special Council Meetings, sections 81 to 82 apply to all meetings of the bodies referred to in the Community Charter [application of rules to other bodies].
81. 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.
82. If the Council makes a resolution under section 81, information pertaining to late items must be distributed to the Members.

## **Voting at Meetings**

83. 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 rules to other bodies].
84. 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 section 84 (a) and (b), 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 under section 84 (b) except to raise a point of order;
  - (d) after the Presiding Member puts the question to a vote under section 84 (b), 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**

85. Council shall receive Presentations and Delegations if:
- (a) at least fifteen (15) days prior to the date of the meeting at which the presenter wishes to appear, the Presenter or Delegation submits their request to appear before Council in writing to the Corporate Officer clearly outlining the intended subject matter to be presented and specific request to be made, the name of the presenter, and, if applicable, the organization being represented;
  - (b) the Corporate Officer has advised the Presenter or Delegation of the date of the meeting at which they may appear;
  - (c) the subject matter falls within the jurisdiction of Council in accordance with PART 13 – EXTRA-JURISDICTIONAL MATTERS.
86. Despite section 85, if approved by unanimous vote of the Members present, a Delegation may address the meeting without prior submission of a written request to the Corporate Officer. If accepted as a late item, the Delegation’s written request will be added as a Business Item.



87. Presenters must submit items for Presentation to Council (e.g. Presentation slides) to the Corporate Officer no later than 12:00pm the Friday before the Council meeting.
88. Presentations and Delegations must be confined to the subject that was indicated in the written request and are limited to:
  - (a) ten (10) minutes for a Presentation; and
  - (b) five (5) minutes for a Delegation.
89. Council may waive strict compliance with section 88 by a resolution passed by a majority vote of all Members present.
90. Council must not permit a Presenter or a Delegation to address a meeting of 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.
91. 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 of the Delegation.
92. The Corporate Officer may refuse to place a Presentation or a Delegation on the Agenda if the issue is considered Extra-Jurisdictional as provided in PART 13 – EXTRA-JURISDICTIONAL MATTERS; however, Council by a majority vote may add the Presentation or Delegation to a Council agenda.
93. Unless Council has specifically resolved otherwise at a previous meeting, the maximum number of Presentations at each meeting is one (1), and the maximum number of Delegations at each meeting is one (1). Council may by a majority vote of those present and voting increase the maximum number of Presentations or Delegations for a subsequent meeting.
94. Despite section 93, the Corporate Officer may schedule up to one (1) additional Delegation in cases where time is of the essence.

### **Points of Order**

95. 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.
96. 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.
97. The Member alleged to be in breach may, upon recognition by the Presiding Member, offer a brief explanation respecting the Point of Order.
98. 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.
99. 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.
100. 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.
- 101. 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**

- 102. A Member may speak to a question or motion at a Council meeting only if that Member first addresses the Presiding Member.
- 103. Members must address the Presiding Member by that person's title of Mayor, Acting Mayor, or Councillor.
- 104. Members must address other non-Presiding Members by the title Councillor.
- 105. Members must adhere to the Village's *Council Code of Conduct* policy.
- 106. No Member may interrupt a Member who is speaking except to raise a Point of Order.
- 107. If more than one Member speaks, the Presiding Member must call on the Member who, in the Presiding Member's opinion, first spoke.
- 108. 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.
- 109. If a Member is considered to be 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.
- 110. 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.
- 111. The following rules apply to limit speech on matters 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**

112. The Presiding Member may speak to any motion.
113. Council may debate and vote on a motion only if it is first made by one Member and then seconded by another.
114. 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.
115. 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.
116. A member may not amend or debate a motion made under section 115(c) to 115(g).
117. 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**

118. 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**

119. 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**

120. A Member may, without notice, move to amend a motion that is being considered.
121. An amendment may propose removing, substituting, or adding to the words of a motion.
122. If requested by the Presiding Member, the mover must reproduce a proposed amendment in writing.
123. 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.
124. A Member may only amend an amendment once.
125. A Member must not again propose a motion to amend that has been defeated by a vote of Council.
126. A Member may propose an amendment to an adopted amendment.

127. 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**

128. Any Member has the right to give a notice of motion under the Verbal Reports from Council section of the Agenda.
129. 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.
130. The notice of motion will appear on the next appropriate Council meeting Agenda, along with an 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.
131. Any resolution or direction considered from a Motion Served must not take effect unless Council has considered information provided by staff pursuant to section 130(b), if applicable.
132. As an exception to section 130(b), the Chief Administrative Officer may indicate that a report is not necessary to move forward.
133. 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**

134. 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.
135. A matter of privilege must be immediately considered when it arises at a Council meeting.
136. For the purposes of section 135, when two or more matters of privilege arise at the same time, they shall be considered in the order listed in section 134, with the first item having the highest priority.

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

137. 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**

138. 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.
139. 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.
140. Section 139 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.
141. 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 requirements to adjourn a Public Hearing in the Local Government Act.
142. 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**

143. 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**

144. 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**

145. 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**

146. 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**

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

## **Limitations**

148. 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**

149. 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**

150. 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**

151. 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**

152. 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.
153. The readings of the bylaw may be given by stating its title and statement of purpose.
154. Council may debate and amend a proposed bylaw at any time during the first three readings unless prohibited by the Community Charter.
155. In accordance with the Community Charter [requirements for passing bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting.
156. Subject to the Local Government Act [OCP adoption procedures], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Members present.
157. Despite the Community Charter [requirements for passing bylaws], and in accordance with the Local Government Act [OCP adoption procedures] and [zoning bylaw adoption procedures], Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw received third reading.

## **Bylaws Must be Signed**

158. 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 - RESOLUTIONS**

### **Introducing Resolutions**

159. Council must deal with resolutions on a motion put by a Member and seconded by another Member.

## **PART 8 – PUBLIC HEARINGS**

### **Presentations at Public Hearings**

160. 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.
161. A person must not speak until the Presiding Member acknowledges them.
162. Speakers must first identify themselves by stating their name and jurisdiction of residence, and the name and jurisdiction of residence of the person or body they represent, if applicable.
163. 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. Without limiting the opportunity provided for in section 160, Council must encourage speakers to confine their comments to new information.

## **PART 9 – STANDING COMMITTEE MEETINGS**

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

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

### **Duties of Standing Committees**

165. 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.
166. 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**

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

### **Presiding Members**

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

### **Conduct and Debate**

169. The rules of Council apply to Standing Committee Meetings.

### **Voting at Meetings**

170. Votes at Standing Committee Meetings must be taken by a show of hands if requested by a Member.
171. The Presiding Member must declare the results of voting.

### **Reports**

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.
172. Committee business report resolutions for ratification (rise and reports) will be noted in the minutes for the record.

## **PART 10 – SELECT COMMITTEES AND ADVISORY BODIES**

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

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

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

174. Select Committees and Advisory Bodies must consider, inquire into, report on, and make recommendations to Council about the matters referred to them by Council.
175. 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**

176. At its first meeting after its establishment, a Select Committee or Advisory Body must establish a regular schedule of meetings.
177. 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**

178. Subject to section 179, 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 at the Public Notice Posting Place; and
  - (b) providing a copy of the schedule electronically to each member of the Select Committee or Advisory Body.
179. 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 at the Public Notice Posting Place.
180. The Chair of a Select Committee or Advisory Body must cause a notice of the day, time, and place of a meeting called under section 177 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 and Business**

181. 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 Minutes
  - (d) Discussion Items
  - (e) Information Items
  - (f) Adjournment
182. 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**

183. 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 or Advisory Body Meetings**

184. 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 Meetings**

185. 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**

186. 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 11 - COMMISSIONS**

### **Purpose of Commission Meetings**

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

### **Schedule of Commission Meetings**

188. At its first meeting after its establishment, a Commission must establish a regular schedule of meetings.
189. 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**

190. Subject to section 192, 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 at the Public Notice Posting Place; and
  - (b) providing a copy of the schedule to each member of the Commission.
191. 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 at the Public Notice Posting Place.
192. The Chair of a Commission must cause a notice of the day, time, and place of a meeting called under section 189 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**

193. Where an 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 12 - COMMITTEE OF THE WHOLE**

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

194. When assembled as the Committee of the Whole, Council shall operate under modified procedural rules, allowing for extended discussion and comprehensive examination of business, but without exercising the full legislative authority of Council.
195. 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**

196. 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**

197. Subject to section 199, after Council has established a regular schedule of Committee of the Whole meetings, including the times, dates, and places of the meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Place; and
  - (b) providing a copy of the schedule to each member of the Committee of the Whole.
198. Where revisions are necessary to the annual schedule of Committee of the Whole meetings, a notice that indicates any revisions to the date, time, and place for cancellation of a Committee of the Whole meeting must, as soon as possible, be posted at the Public Notice Posting Place.
199. The Chair of a Committee of the Whole meeting must cause a notice of the day, time, and place of a meeting called under section 196 to be given to all members of the Committee of the Whole at least twenty-four (24) hours before the time of the meeting.

### **Chair**

200. 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**

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

### **Order of Business**

202. The Agenda for Committee of the Whole meetings must include, without limitation, the following:
- (a) Call to Order
  - (b) Adoption of Agenda

- (c) Presentations and Delegations
- (d) Discussion Items
- (e) Adjournment

### **Conduct and Debate**

203. The rules of procedure for Council apply to Committee of the Whole meetings, except that:
- (a) motions are for recommendation only and are not binding on Council;
  - (b) voting is by show of hands and recorded in the minutes as recommendations.

## **PART 13 – WORKSHOPS, PLANNING SESSIONS, AND STRATEGIC PRIORITY SESSIONS**

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

204. 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**

205. These informal gatherings do not constitute a meeting of Council for the purposes of the Community Charter [General rule that meetings must be open to the public] if:
- (a) No decisions, directions, or votes are taken that would bind the Village, and
  - (b) Any recommendations or ideas arising from these sessions are brought forward to a Regular or Special Council Meeting for formal consideration.

### **Participation**

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

### **Record**

207. 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**

208. 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 section 209, the Corporate Officer will circulate Extra-Jurisdictional Matters to Council for information but will not include them on the Agenda.
209. Council may add an Extra-Jurisdictional Matter to an Agenda by unanimous vote of Members present and voting.
210. Persons who consider themselves to be aggrieved by a rejection of a requested agenda matter under PART 13 – EXTRA-JURISDICTIONAL MATTERS may appeal in writing to Council for a ruling on the matter, in which case section 209 applies.
211. 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; and 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**

212. 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 - Written*, and *Electronic Meeting Participation Requirements* policy.
213. 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.
214. Orientation under section 213 may also include training on parliamentary procedure, and any related policies adopted by Council, such as the *Council Code of Conduct*, *Council Correspondence*, *Public Input - Written*, and *Electronic Meeting Participation Requirements* policy.
215. The Corporate Officer must maintain a record confirming that an orientation under section 213 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**

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

### **Severability**

217. 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**

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

**First Reading:**

This \_\_\_\_\_ Bylaw, Bylaw# 20XX-XX, was read a first time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

**Second Reading:**

This \_\_\_\_\_ Bylaw, Bylaw# 20XX-XX, was read a second time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

**Third Reading:**

This \_\_\_\_\_ Bylaw, Bylaw# 20XX-XX, was read a third time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

*Dates of amending motions*

*Dates of other requirements (inserted between appropriate readings)*

- *Advertisements and notices*
- *Public hearings and opportunities for public comment*
- *Assent voting or alternative approval process*

**Approval and Adoption by Council:**

This \_\_\_\_\_ Bylaw, Bylaw# 20XX-XX, 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**

SECTION:	Administration	01	
SUB-SECTION	Council - General	0550	
TITLE	Public Input - Written	2025	##

## RELATED DOCUMENTS

Number	Title
	Council Procedures Bylaw
	Council Correspondence Policy

## APPROVALS

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

## PURPOSE

The Village of Kaslo values transparency, accountability, and community engagement. Public input is an essential part of informed decision-making and helps ensure that Council's actions reflect the interests and priorities of residents. This policy establishes a clear and consistent process for submitting written input for consideration during Council meetings.

The purpose of this policy is to provide members of the public with an accessible and respectful avenue to share their views, request information, or provide feedback on municipal matters. Submissions will be handled in accordance with principles of decorum and respectful communication, ensuring that all engagement remains constructive and focused on issues rather than individuals.

By formalizing this process, the Village aims to:

- Promote open governance and strengthen public trust;
- Ensure fairness and consistency in how input is received and presented;
- Support efficient meeting management while maintaining opportunities for civic participation;
- Comply with applicable legislation, including the *Community Charter* and the *Freedom of Information and Protection of Privacy Act* (FIPPA).

This framework reflects the Village's commitment to meaningful dialogue and collaborative decision-making, while safeguarding the integrity of Council meetings.

## 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

- Grants council the authority to establish rules of procedure for its meetings.
- Requires every council to adopt a Procedure Bylaw, which governs how meetings are conducted, including public participation.
- Provides municipalities with broad corporate powers to regulate matters within their jurisdiction, including administrative processes.

### Local Government Act

- Governs procedures for certain types of public input to local governments.

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

- Governs how personal information in written submissions is collected, used, and disclosed.

## INTERPRETATION

In this Policy:

- (a) "Written Public Input" means written submissions presented to Council at a Council meeting under the Public Input agenda item as referenced in the *Council Procedures Bylaw*.
- (b) 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*;
- (c) 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 Village of Kaslo is committed to providing the public with a clear and accessible process for submitting written input to Council, ensuring that community voices are heard and considered in decision-making.
2. All written submissions must adhere to principles of respectful communication and focus on issues rather than individuals. Submissions containing defamatory, threatening, or inappropriate content will not be included in the Written Public Input package.
3. Written Public Input will be managed in accordance with the *Community Charter*, the *Local Government Act*, and the *Freedom of Information and Protection of Privacy Act* (FIPPA) to protect personal information and uphold procedural integrity.
4. Written Public Input must include the submitter's name and place of residence, be addressed to Mayor and Council, and comply with established deadlines and format requirements (e.g., word limits, acceptable delivery methods).
5. Submissions will not be included in the public input package if they pertain to personnel matters, confidential issues, or content that cannot be reasonably redacted under FIPPA. The Mayor, Chief Administrative Officer, or Corporate Officer may exercise discretion to exclude submissions that violate these standards.
6. Administrative staff will review submissions for compliance, compile the Written Public Input package, and ensure timely distribution to Council and posting on the Village website.
7. Council will review and consider all submissions included in the Written Public Input package as part of its deliberations, recognizing the importance of public engagement in municipal governance.

## PROCEDURES

8. The public may participate in the Written Public Input process by providing a submission that fits the criteria below:
  - (a) a request for information or clarification regarding corporate activities and/or initiatives;
  - (b) the conveyance of information; and/or
  - (c) a complaint pertaining to corporate service delivery.
9. Submissions where Council is copied, but not addressed as the primary recipient, might not be considered Written Public Input.
10. Written Public Input must:
  - (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, 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).

11. Written Public Input that exceeds the length parameters can still be received by Council if submitted by the Mayor or any other member of Council pursuant to the section titled "Correspondence on Council Meeting Agendas" of the *Council Correspondence Policy*.
12. Written Public Input received past the deadline will be included in the Written Public Input package of the next meeting. If the matter is time sensitive, staff will provide it to Council and will advise that it may appear in the next package, once reviewed.
13. Written Public Input that meets any of the following criteria will not be included in the Written Public Input package:
  - (a) personnel matters;
  - (b) matters protected under the *FIPPA* that cannot be reasonably redacted;
  - (c) matters that contain reference to a sensitive or confidential matter, including matters being considered in Closed Council; and/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.
14. 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 the input 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.
15. Administrative staff will review Written Public Input submissions and compile the package in accordance with legislative requirements.
16. The Written Public Input package will be provided to Council 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 in the City Hall Council Chambers during the Council meeting.
18. The Written Public Input package will be available online the day following a Council meeting.

## **RESPONSIBILITIES**

### Council Members

- Review Written Public Input included in the meeting package.
- Consider submissions respectfully during deliberations.

### Corporate Officer

- Oversee the administration of the Written Public Input process.
- Ensure submissions meet deadlines and policy requirements.
- Apply discretion to exclude or redact submissions that violate policy or legislation.
- Compile and distribute the Written Public Input package to Council and post it online.

### Administrative Staff

- Receive and log submissions.
- Review written submissions for completeness and compliance with format requirements.
- Prepare and deliver the Written Public Input package within timelines.

### Public

- Submit input in accordance with policy requirements (format, deadlines, respectful content).
- Ensure submissions are addressed to Mayor and Council and include name and place of residence.



- Avoid content that is defamatory, threatening, or confidential.

DRAFT



SECTION:	Administration	01	
SUB-SECTION	Council - General	0530	
TITLE	Council Correspondence	2025	##

## RELATED DOCUMENTS

Number	Title
	Council Procedures Bylaw
	Public Input -Written Policy

## 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 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;

## **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 Council 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. 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. 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."*

8. 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 are in receipt of your email. Should your email require a response from Council, the Mayor will respond within five business days."*

9. 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

10. 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.
11. 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.
12. 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

13. The Mayor or any member of Council may submit a request to the Corporate Officer to include Correspondence for Action on an upcoming Council agenda under "Other Business". Such requests must be made in writing in the form of a memorandum, which must include 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.
14. The Mayor or any member of Council may submit a request to the Corporate Officer to include Correspondence for Information on an upcoming Council 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

- Review Correspondence distributed by staff.
- Maintain confidentiality in accordance with the *Community Charter* and *FIPPA*.
- Submit requests to the Corporate Officer for inclusion of Correspondence on Council agendas under "Other Business" or "Information Items."
- Clearly identify any independent responses to avoid confusion with official Village positions.

### Mayor

- Act as the official spokesperson for Council in responding to Correspondence of a political nature.
- Provide timely direction to staff regarding correspondence addressed to the Mayor.

### Corporate Officer

- Administer and monitor the policy.
- Ensure compliance with legislative requirements for privacy and record-keeping.
- Coordinate inclusion of Correspondence on Council agendas as requested.

#### Administrative Staff

- Receive, open, scan, and distribute incoming mail and email addressed to Mayor or Council.
- Send acknowledgment emails to correspondents and forward inquiries to appropriate staff.
- Maintain records of all Correspondence in accordance with retention schedules and privacy legislation.
- Provide Council with copies of outgoing responses from the Mayor.

#### Public

- Submit Correspondence through designated channels (mail, email, or online form).
- Ensure submissions comply with applicable legislation and respect 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	0530	
TITLE	Electronic Meeting Participation Requirements	2025	##

## 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

1. Electronic Meetings will be held using videoconferencing software (e.g. Zoom, Microsoft TEAMS, etc.).
2. 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.
3. 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.
4. 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.
5. While a Member is attending an Electronic Meeting, the video feed must be on at all times. Interruptions of the video feed caused by technical difficulties will be allowed if the Member notifies the meeting administrator or Chair and if it is temporary in nature, not lasting more than two minutes at a time.

6. A Member may leave and enter an Electronic Meeting without limits, except for those that may be set out in the *Council Procedure Bylaw*.
7. 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.
8. 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.
9. Blurred or virtual backgrounds may not be used in closed Electronic Meetings.
10. 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.
11. 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

12. 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.
13. 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

14. 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

- Ensure compliance with all participation requirements outlined in this policy when attending electronic meetings.
- Maintain functioning audio and video, remain visible, and adhere to decorum standards during meetings.
- Secure their remote location for closed meetings and immediately report any unauthorized access.
- Notify the meeting administrator or Chair of technical issues or conflicts of interest as required.

#### Presiding Member

- Preside over Electronic Meetings and enforce compliance with participation requirements.

#### Corporate Officer

- Administer and monitor this policy and ensure its application across all Electronic Meetings.
- Suspend participation requirements in emergency situations and include notification of suspension in the meeting notice.

- Maintain records of attendance and ensure meeting security protocols are followed.

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### Meeting Administrator

- Set up and manage the designated platform for Electronic Meetings.
- Assist Members with technical issues and ensure video and audio functionality.
- Manage entry and exit of Members, including placing Members in waiting rooms when necessary (e.g. conflict of interest or security breach).
- Ensure meeting decorum and address any disruptions, including inappropriate backgrounds or audio interference.

### Invited Attendees

- Comply with meeting decorum and technical requirements as directed by the meeting administrator or Chair.
- Use approved virtual backgrounds and avoid 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.