



AGENDA

Regular Council Meeting

6:00 PM - Wednesday, January 14, 2026

Council Chambers, 413 Fourth Street, Kaslo, BC

Page

1. CALL TO ORDER

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

The meeting is called to order at ____ PM.

2. ADOPTION OF THE AGENDA

2.1. Addition of Late Items

2.2. Adoption of the Agenda

Recommendation: *THAT the agenda for the January 14, 2026 Regular Council Meeting be adopted as presented.*

3. ADOPTION OF MINUTES

3.1. Meeting Minutes

5 - 8

[Regular Council Meeting - 09 Dec 2025 - Minutes - Pdf](#)

Recommendation: *THAT the minutes of the December 9, 2025 Regular Council Meeting be adopted as presented.*

4. DELEGATIONS

5. INFORMATION ITEMS

5.1. Mayor's Report

9 - 14

[Mayor's Report](#)

5.2. Council Reports

5.3. Council Committees

5.4. CAO Report

5.5. Staff Reports

15 - 67

[Compliance with Bill 44](#)

5.6. Circulation Package

69 - 99

[Circulation Package](#)

6. QUESTION PERIOD

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

7. BUSINESS

- 7.1. Council's Strategic Priorities 101 - 114
 To consider Council's Strategic Priorities for 2026.
[Staff Report - Council's 2026 Strategic Priorities](#)
Recommendation: THAT Council's Strategic Priorities for 2026 be adopted as presented in the Staff Report dated January 5, 2026, AND FURTHER

THAT the CAO ensures staff work plans align with Council's 2026 Strategic Priorities, and Council be provided with quarterly updates on progress, and a final review of Council's Strategic Priorities be scheduled for the fall of 2026.
- 7.2. Council Remuneration Task Force 115 - 161
 The Council Remuneration Task Force has completed its review and provided recommendations regarding Council compensation.
[Council Remuneration Task Force - Final Report](#)
Recommendation: THAT the Mayor provide a formal thank you to the members of the Council Remuneration Task Force for their time and contributions to this important process; AND

THAT staff seek public input on the Council Remuneration Task Force – Final Report by publishing the report on the Village website, promoting it through official communication channels, and inviting written submissions from the public by January 20, 2026; AND

THAT staff prepare a summary of public feedback on the Council Remuneration Task Force – Final Report for Council's consideration prior to making a final decision on remuneration adjustments.
- 7.3. Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6 163 - 164
 A bylaw to amend and consolidate Fees & Charges Bylaw No. 1300, 2023.
[Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6](#)
Recommendation: THAT Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6 be given first, second, and third readings.
- 7.4. Bylaw Consolidation and Revision Authority Bylaw No. 1322 165 - 166
 A bylaw to authorize the Consolidation and Revision of bylaws by the Corporate Officer.
[Bylaw Consolidation and Revision Authority Bylaw No. 1322 DRAFT](#)
Recommendation: THAT Bylaw Consolidation and Revision Authority Bylaw No. 1322, 2025 be given third reading.
- 7.5. Outdoor Burning Regulation Repeal Bylaw No. 1330, 2025 167 - 168
 A bylaw to repeal Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018.
[Outdoor Burning Regulation Repeal Bylaw No. 1330, 2025](#)
Recommendation: THAT Outdoor Burning Regulation Repeal

Bylaw No. 1330, 2025, be given third reading.

- 7.6. Development Procedures Bylaw No. 1332, 2025 - Amendment #1. 169 - 170
A bylaw to amend and consolidate Development Procedures Bylaw No. 1283, 2022.

[Development Procedures Bylaw No. 1332, 2025 - Amendment #1](#)

Recommendation: THAT Development Procedures Bylaw No. 1332, 2025 - Amendment #1 be adopted.

- 7.7. Council Procedures Bylaw No. 1323, 2025 171 - 212
To consider the Council Procedures Bylaw and related policies.

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

[DRAFT Council Correspondence Policy](#)

[DRAFT Electronic Meeting Participation Requirements Policy](#)

[DRAFT Public Input - Written Policy](#)

8. LATE ITEMS

9. ADJOURNMENT

- 9.1. Meeting Adjournment

Recommendation: *THAT the Regular Council Meeting be adjourned at ____PM.*



MINUTES
Regular Council Meeting
6:00 PM - Tuesday, December 9, 2025
Council Chambers, 413 Fourth Street, Kaslo, BC

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

MEMBERS ABSENT:

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 6:00 PM.

2. ADOPTION OF THE AGENDA

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

R-261-2025

THAT the agenda for the December 9, 2025 Regular Council Meeting be adopted as presented.

Carried

3. ADOPTION OF MINUTES

- 3.1. Meeting Minutes

R-262-2025

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

4. DELEGATIONS

5. INFORMATION ITEMS

5.1. Reports from Council

Councillor Leathwood gave a verbal report on the Kaslo Events Committee Volunteer Fair that was held November 22, 2025.

Mayor Hewat summarized her mayor's report.

5.2. Report from the Chief Administrative Officer

CAO Baker provided Council with an update on municipal activities.

5.3. Presentation from Manager of Strategic Initiatives

5.4. Committee Meetings

5.5. Information Items

6. QUESTION PERIOD

One member of the public asked questions pertaining to Bylaws 1323 and 1328 on the agenda.

7. BUSINESS

7.1. Development Variance Permit Application No. 2025-03

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.

R-263-2025

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.

Carried

7.2. Public Notice Bylaw No. 1328

To consider Public Notice Bylaw No. 1328, 2025.

R-264-2025

THAT the Public Notice Bylaw No. 1328, 2025 be adopted.

Carried

7.3. Fees and Charges Amendment Bylaw No. 1329, 2025

To consider an amendment to the Village's Camping Fees.

R-265-2025

THAT the Fees and Charges Amendment Bylaw No. 1329, 2025 be adopted.

Carried

- 7.4. Consolidation and Revision Authority Bylaw No. 1322, 2025
To present Council with an updated version of the Bylaw Consolidation and Revision Authority Bylaw.

R-266-2025

THAT the Consolidation and Revision Authority Bylaw No. 1322, 2025 be referred to the January 13, 2026 Council Meeting.

Carried

- 7.5. Development Procedures Bylaw No. 1332, 2025
To amend and consolidate Development Procedures Bylaw No. 1283, 2022.

R-267-2025

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

Carried

- 7.6. To Repeal Village of Kaslo Outdoor Burning Regulation Bylaw No. 1330, 2025
To evaluate whether the Village's Outdoor Burning Regulation Bylaw No. 1213, 2018 remains necessary considering the existing provincial framework governing open burning.

R-268-2025

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

Carried

- 7.7. Council Procedures Bylaw No. 1323, 2025
To present a revised Council Procedures Bylaw and related policies for consideration.

The meeting was recessed at 7:25 PM.

The meeting reconvened at 7:30 PM.

R-269-2025

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

Carried

8. LATE ITEMS

9. ADJOURNMENT

9.1. Meeting Adjournment

R-270-2025

THAT the Regular Council Meeting be adjourned at 8:35 PM.

Carried

Mayor

Corporate Officer

VILLAGE OF KASLO - MAYORS REPORT

Regular Council Meeting, Wednesday, January 14, 2026

Report Date: January 5, 2026

The following is a summary of the meetings and events that I have participated in since my last written report. This report is intended to provide information to Council, Staff and the Public that you might find useful. As always, I am happy to answer any questions.

Please note the highlighted items which I feel are important for Council to review. It would be good to discuss whether you would like to have staff take any action on the item.



Council meeting

South Kaslo Development Plan.

Manager of Strategic Initiatives Ian Dunlop gave a presentation on the Draft Plan.

This has introduced the plan to allow the public the opportunity to review the plan and provide feedback. The plan includes a potential Action Plan moving forward.

Unfortunately, due to a conflict, I was unable to participate in the

Bylaws

Public Notice Bylaw Adoption.

A Bylaw to authorize alternate means of publishing public notices.

This bylaw was introduced to provide an option for publishing notices as per the Community Charter should there not be an option for publishing notices in print media. This will remain to be a preferred option if the opportunity remains.

Fees and Charges Bylaw Adoption.

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

Consolidation and Revision Authority Bylaw.

This bylaw was referred to the January council meeting.

Development Procedures Bylaw.

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

The bylaw was given three readings.

Outdoor Burning Regulation.

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

The bylaw was given two readings.

VILLAGE OF KASLO - MAYORS REPORT

Council Procedures Bylaw and Related Policies.

A bylaw to establish rules of procedure for Council meetings.

CAO Baker gave a presentation on the proposed bylaw and answered Councils questions.

The bylaw was given two readings.



The resolutions below were copied from the RDCK meeting platform. Since the minutes are not approved until the next meeting, these may be different than the official record. The Resolutions in the approved minutes are to be considered final.

Directors Remuneration Select Committee

The committee reviewed the results of the director survey that was conducted as well as reviewing the Regional District's Director Remuneration & Expenses Comparison report prepared by staff.

Community Sustainable Living Advisory Committee

Electoral Areas A,B,C,D,E,F,G,H,I,J, and the Villages of Kaslo and Silverton are the current participants.

Following the interviews conducted by staff with CSLAC members in June 2025, the report outlined the financial impacts of Areas E, J, and K withdrawing from Service 105 and presents four scenarios for the Committee's consideration.

Staff provided a report outlining the Financial Projections and Scenarios for Consideration.

A copy of the report can be provided upon request.

Below is an excerpt from the report.

Currently, Areas E, J, and K contribute 29% of the Service 105 requisition. Area K has already withdrawn – representing a decrease in taxation of 6% for 2026, and Areas E and J (14% and 9% respectively) are expected to follow in 2027. This represents a significant reduction in the funding base.

The Village of Kaslo should carefully consider whether they wish to continue to be part of the service. As Council, what information do you need to make an informed decision? Is Kaslo seeing value for our residents in relation to the amount of taxation. Should we have staff reach out to determine the process for providing notice of withdrawal (which requires 2 years notice)?

Joint Resource Recovery

There were a couple of items considered by the Committee and the resolutions will appear on the Board Agenda.

Board Meeting

2.4.1 Kootenay and Boundary Farmers Advisors

Sarah Hirschfeld, Farm Advisor & Program Coordinator appeared as a delegation and spoke about the program.

VILLAGE OF KASLO - MAYORS REPORT

4.1.10 Joint Resource Recovery Committee

That the Resource Recovery Facilities Regulatory Bylaw No. 3065, 2025, be read a first, second and third time by content to repeal and replace Resource Recovery Facilities Regulatory Bylaw No. 2961, 2025.

That the Board approve the RDCK extend the Service Agreement with Environmental 360 Solutions Ltd. for the provision of the required services for the Household Hazardous Waste collection events to a maximum value of \$132,025 plus GST, subject to hazardous waste unit quantities and annual inflation, for the period December 1, 2025, to November 30, 2026.

4.3 2026 Appointments: External Committees

4.3.1 Columbia Basin Trust

That the Board forward the following nomination to Columbia Basin Trust (CBT) to be considered for the RDCK representative position on the CBT Board of Directors for a term to expire December 31, 2027:

Director Suzan Hewat

4.3.2 Municipal Finance Authority

That the Board appoint the following Directors as representatives to the Municipal Finance Authority for a term to end February 28, 2027, with stipends and usual expenses to be paid from General Administration Service S100:

Director Hewat

Director Newell (Alternate)

4.3.5 Regional Invasive Species Working Group

That the Board appoint the following two (2) Directors to the Regional Invasive Species Working Group for a term to end December 31, 2026:

Director Vandenberghe

Director Hewat

4.3.10.2 Parcel Tax Roll Review Panel: West

That the Board appoint the following Directors to the 2026 Parcel Tax Roll Review Panel to sit in Nelson, BC with stipends and usual expenses to be paid from the General Administration Service S100:

Director Newell

Director Hanegraaf

Director Lockwood

Director Hewat

5. 2026 Conferences

That the Board approves Directors as delegates to with stipends and expenses to be paid from the General Administration Service S100.

The 2026 Local Government Leadership Academy Forum in Richmond, BC from March 11-13, 2026.
The 2026 Federation of Canadian Municipalities Conference in Edmonton, Alberta from June 4-7, 2026.

The 2026 Union of BC Municipalities (UBCM) Conference in Victoria, BC from September 14-18, 2026.

VILLAGE OF KASLO - MAYORS REPORT

8.4.1 Service Agreement: UNIT4 ERP Software

That the Board approve the RDCK enter into a Software Services Agreement with Unit4 Business Software Corporation for Cloud Based ERP Software to a maximum value of \$140,000 per year plus GST for the five-year period 2026 to 2030 AND FURTHER, that the costs be paid from General Administration Service S100.

10.4 Director Main: Withdraw from Community Sustainable Living Service

That the Board direct staff to prepare an amendment for Community Sustainable Living Service Establishment Bylaw No. 2135, 2010 to remove Village of Silverton from the service, and the bylaw be brought to the December 2027 Board meeting to meet the 24 month notice for withdrawal.

This item should be considered in conjunction with my note regarding CSLAC above as this will result in an additional increase in requisition for those participants remaining in the service.

At this meeting, staff members were presented with long service awards ranging from 5 years to 35 years followed by Christmas lunch.

For those who are interested, the link below takes you to the RDCK website where you can sign up to receive the newsletter directly to your email inbox.

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

OTHER EVENTS/MEETINGS

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

- | | | |
|------|----|--|
| Dec. | 8 | Kaslo Search and Rescue Christmas event. |
| | 12 | Kaslo & Area Chamber of Commerce Christmas event. |
| | 13 | Kaslo Fire Christmas event. |
| | 16 | Dickens Tech Rehearsal. |
| | 19 | Dickens Reading fundraising event for the New Library Project. |

UPCOMING MEETINGS/EVENTS.

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



- | | | |
|-----|-------|-----------------------------|
| Jan | 14 | Housing Task Force. |
| | 16 | Finance & Audit Committee. |
| | 23/24 | Board meetings in Fairmont. |

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

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

VILLAGE OF KASLO - MAYORS REPORT



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

Jan	15	West Transit Committee @ 9:00am.
	19	North Kootenay Lake Services Committee (Kaslo & /Area D) @10:00am.
	21	Joint Resource Recovery @ 1:00pm.
	22	Board @ 9:00am.
	23	Special Budget @ 9:00am (virtual).
	27	Directors Remuneration @ 1:00pm.
	28	West Kootenay Boundary Regional Hospital District (WKBHRD) @ 6:00pm.

Respectfully submitted,
Mayor Suzan Hewat

These highlights provide a general summary of key discussion items and decisions from the Board of Directors' meetings held **November 28/29, 2025** in Nelson, BC. Confidential matters, such as business negotiations, personnel matters and legal issues, are not included.

▪ **Statement of Investment Policies and Procedures**

The Board conducted its biennial review of the Trust's [Statement of Investment Policies and Procedures](#) (SIPP). The SIPP guides how the Trust manages its assets to support the objectives of the Investment Program. Revenue generated from these investments enables the Trust to deliver benefits to the Basin.

Learn more: ourtrust.org/investments.

▪ **\$5.0 Million Approved for Delivery of Benefits Activities**

The Board approved \$5.0 million, within the current Delivery of Benefits budget, to expand existing programs and introduce new initiatives that align with the [2024–2034 Columbia Basin Management Plan](#). Details on specific initiatives will be shared in the coming months.

- Columbia Basin Management Plan Focus Areas: ourtrust.org/ourfocus
- Current programs: ourtrust.org/grants

▪ **Draft Budget for 2026/27**

The Board reviewed the draft consolidated budget for 2026/27. The final budget, along with a detailed Delivery of Benefits budget, will be presented for approval at the January 2026 Board meeting.

▪ **Board Meeting Schedule**

2026 meeting dates:

- January 23/24 Fairmont
- March 27/28 Trail
- May 22/23 Revelstoke
- July 24/25 Crawford Bay
- September Rossland (AGM)
- November 27/28 Fernie

Board meeting minutes are posted once approved at the subsequent meeting. View minutes at ourtrust.org/publications.



MEETING DATE: January 13, 2026
TO: Robert Baker, Chief Administrative Officer
FROM: Ian Dunlop, Manager of Strategic Initiatives
SUBJECT: Compliance with Bill 44
DATE WRITTEN: December 9, 2025

FILE No: 6480-22

1.0 PURPOSE:

To determine if the theoretical number of housing units that could be developed over the next 5- and 20-year periods, based on current OCP and zoning land use designations, is adequate to meet the targets of the Housing Needs Assessment and confirm compliance with the requirements of Bill 44 [Housing Statutes (Residential Development) Amendment Act].

2.0 RECOMMENDATION:

For information only.

3.0 BACKGROUND:

Bill 44 was enacted by the provincial government in 2023 and one of the bill's requirements is for all municipalities to produce updated Housing Needs Reports (HNR) and make necessary amendments to their Official Community Plan (OCP) and zoning bylaw to enable meeting HNR targets by December 31, 2025. The Village of Kaslo's updated HNR, prepared in partnership with the Regional District of Central Kootenay, specifies a 5-year target of 110 new dwelling units and a total of 282 units over 20 years to meet current and anticipated demand. There are currently 535 dwellings in Kaslo.

Staff conducted a desktop mapping analysis to identify the potential for housing development based on current OCP and zoning bylaw land use designations. If development potential is inadequate to accommodate the minimum number of new dwellings over the short and medium term, the Village would be compelled by the provincial legislation to amend its OCP to ensure it is possible to meet the housing targets. The timeline for compliance with the legislation is December 31, 2025.

4.0 DISCUSSION:

The Village will be amending its OCP and Zoning Bylaw, but this work is just beginning and is expected to be complete by mid-2026. The intent of this report is to show that the Village is already in compliance with the legislated goal of meeting the HNR targets. The ongoing work to update the OCP and Zoning Bylaw will only enhance that goal and ensure that the Village can appropriately guide future development while enabling housing opportunities for all.

To demonstrate compliance with the capacity requirements under the current OCP and zoning bylaw by December 31, 2025, municipalities can show how planned/zoned capacity was calculated in a staff report (this report), which must be made publicly available on the web site.

The following assumptions were made to form the methodology for the analysis of housing development potential based on the current Zoning Bylaw 1130 regulations:

1. R-1, Single and two-family Residential can support two dwelling units, such as a duplex, or a principal residence with a secondary suite or carriage house. Lots must be larger than 500 m² outside the sewer service area have on-site sewerage capacity to support a second unit. If these criteria are met:
 - (a) A second unit can be added if there is already a single-family dwelling.
 - (b) Two units can be developed on a vacant lot.
2. RM-1, Multiple Residential, has the potential for of 60 dwelling units per hectare under Land Use Bylaw No. 1130. This value was used for calculating the housing capacity even if the land is not serviced at this time.
3. C-1, Waterfront Commercial, includes several large vacant parcels of land around Kaslo Bay. The C-1 zone allows residential development according to the RM-1 zoning regulations, which are used for calculating the housing potential of those parcels.
4. Residential parcels that are not fully serviced, or only have access to water currently, are be included in the 20-year timeframe. The municipal sewer system may be expanded to serve some of these parcels within the 20-year timeframe to enable a higher density of development (notably the Lower Kaslo area).

The theoretical number of dwellings that could be constructed does not reflect the actual number of units that will be developed over the time periods, particularly within the 5-year timeframe. There are various market factors that would have to be considered by a prospective developer to determine if residential development on a specific site is economically viable. Landowners are not obligated to develop or re-develop their land simply because the OCP or zoning permits it. There are also physical land constraints that would make development impractical in some areas.

The land identified as potentially developable could take decades more to fully develop, depending on the future growth and actual housing demand in the years to come. This analysis only identifies the potential for development. Whether a landowner chooses to take advantage of that potential is another matter. Site servicing is also a significant limitation on development potential, which is not considered a constraint in this report. The current OCP does advocate for expansion of the municipal sewer system over the next 20 years, but making this a reality will depend on the project receiving funding from upper levels of government and consideration of development cost charges so the Village can fund its share of the cost.

This analysis also does not consider affordability or dwelling size (i.e. number of bedrooms). Such characteristics can be more carefully considered as the OCP and Zoning Bylaw are updated in 2026. However, the current OCP and Zoning Bylaw encourage a range of housing types, which can be accommodated throughout the broad range of residential development opportunities that are identified.

The summary table shows the maximum residential dwelling development potential by current land use classification:

5-year potential (within current sewer service area)

Opportunity Type	Quantity	Potential Housing Units
C-1 Zones (RM-1)	6.9 ha	412
RM-1 Zones	1.6 ha	86
R-1 Zone – Additional dwelling units	76 parcels	76
R-1 Zone – Vacant lots, 2 dwelling potential	9 parcels	18

20-year potential (outside current sewer service area)

Opportunity Type	Quantity	Potential Housing Units
RM-1 Zones – Lower Kaslo	1.1 ha	59
R-1, RM-1 Zones – Kaslo South	13.7	496
R-1 Zone – Additional dwelling units	348 parcels	348
R-1 Zone – Vacant lots, 2 dwelling potential	112 parcels	224

The current OCP and Zoning Bylaw allow for the potential development of 1,221 new dwellings in the Village if services are available, there are no geotechnical constraints, and all land was developed to the fullest. A wide variety of housing types and tenures, including critically needed affordable rental housing, would also be accommodated ranging through new build single-family dwellings, secondary suite / carriage houses in existing residential areas, and multi-unit developments on vacant parcels. Thereby, we can conclude that the Village's current land use regulations exceed the requirements set out in the Kaslo Housing Needs Report (110 units in 5 years, 282 units in 20 years) and provincial legislation as of December 31, 2025.

5.0 FINANCIAL CONSIDERATIONS:

The province has provided funding through the Local Government Housing Initiatives grant to fund planning capacity and engage professional consultants to update the OCP, zoning and other development-related bylaws to enable the work. This funding will carry over into 2026. Staff will submit the required reports to provincial authorities for the amount spent in 2025. Some of the funding also covered a portion of the wages for the Manager of Strategic Initiatives related to land use planning capacity and overseeing OCP related projects.

6.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:Legislation**Bill 44, Housing Statutes (Residential Development) Amendment Act**

This legislation aims to address housing supply shortages in British Columbia by facilitating the development of small-scale multi-unit housing. Municipalities are required to update their HNR and incorporate its housing targets into their OCP and Zoning Bylaws by December 31, 2025.

Bylaw**Official Community Plan Bylaw No. 1280, 2022**

The OCP references the previous HNR, which identified the greatest need is affordable rental housing. Although the current OCP identifies broad residential goals and policies, it needs to be updated to incorporate the findings of the updated HNR and specifically address how targets for different types of housing needs will be met over the 5- and 20-year timeframes to comply with Bill 44. This work is underway.

Land Use Bylaw No. 1130, 2013

Large tracts of private and publicly-owned vacant land are already zoned for residential development. This bylaw was first enacted in 2013 and needs to be updated to align with the 2022 OCP, forthcoming Kaslo South Plan, and the HNR. As this report shows, the current zoning may be too permissive in its regulations for residential development. In particular, the broadly-applied multi-residential (RM-1) density of 60 units per hectare is not practical given the Village's significant infrastructure and geotechnical constraints. Work is underway to update the bylaw to ensure that the HNR and legislated requirements are met while also ensuring that the potential residential growth is realistic and sustainable for the Village.

7.0 STRATEGIC PRIORITIES:

Updating the Zoning Bylaw to align with the OCP and Housing Needs Report was identified as a “NOW” priority in Council’s Strategic Priorities through 2025. Pursuing funding for expansion of the municipal sewer system is also a priority, and essential for meeting HNR targets.

RESPECTFULLY SUBMITTED:

Ian Dunlop

Manager of Strategic Initiatives

Attachments:

1. Kaslo Housing Potential by Zoning Class (Map), December 2025
2. Community Profile (Housing Needs Report) – Village of Kaslo, December 2024

CAO COMMENTS:

For information only, no action is required.

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer

Kaslo Housing Potential

by Zoning Class

- C-1 - Waterfront Commercial (RM-1)
- C-2B Central Business District Special Area B (RM-1)
- R-1 - Potential for Additional Dwelling Unit
- R-1 - Vacant, Potential for 2 Dwelling Units or Subdivision
- RM-1 - Multiple Residential (Potential 60 Dwellings/ha)

0 250 500 m



Kootenay
Lake

This map was prepared to accompany the report titled "Kaslo Housing Capacity Assessment" to identify parcels with the potential for one or more new dwelling units to meet future housing needs subject to zoning regulations, building code, infrastructure capacity and geotechnical constraints.

Data sources include BC Assessment, Village of Kaslo, and Open Street Map.

December 9, 2025.

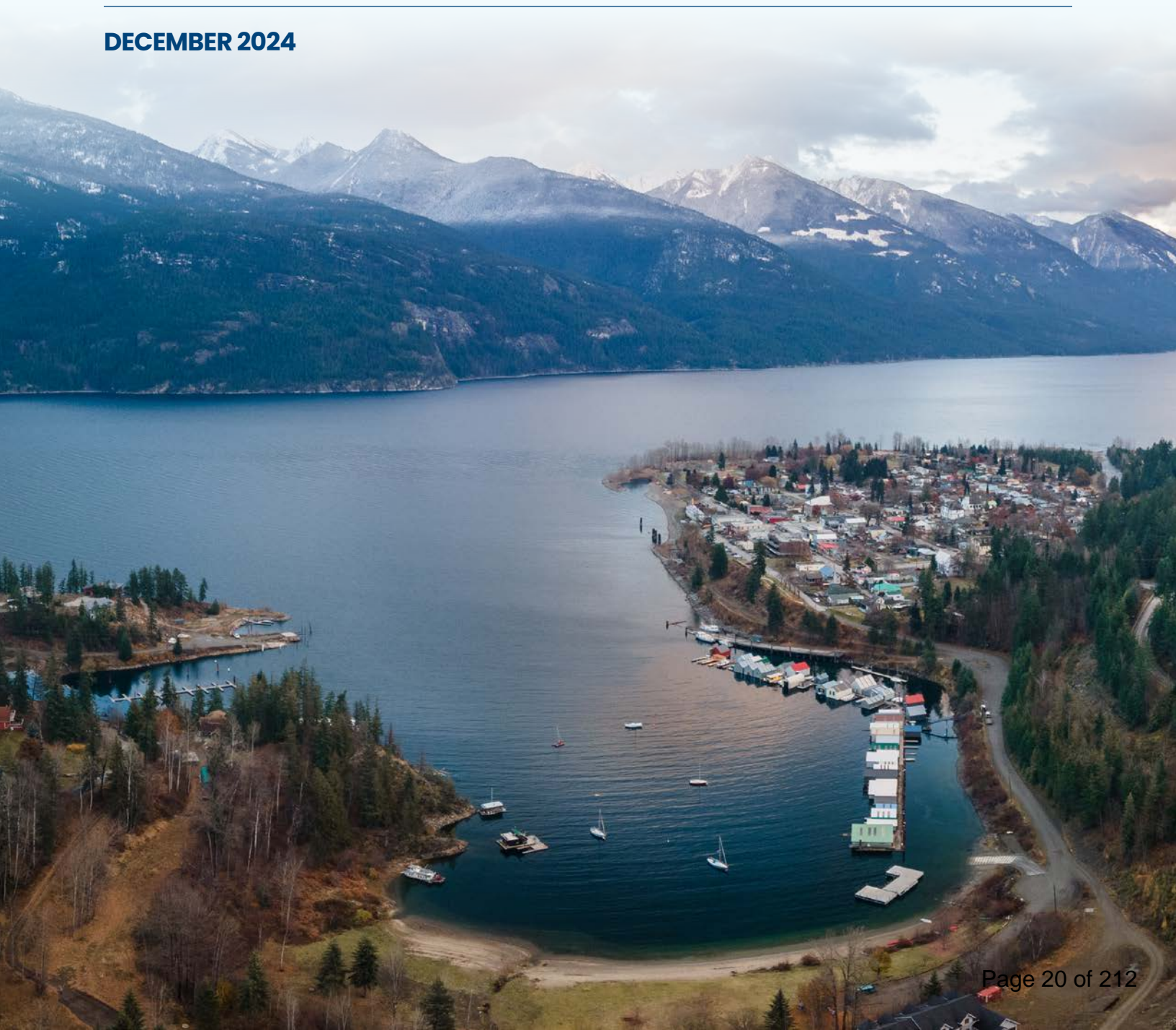


*Village of
Kaslo*

Community Profile

VILLAGE OF KASLO

DECEMBER 2024



Acknowledgments

The authors of this report acknowledge that this study takes place on the traditional land and territory of the ktunaxa ʔamakʔis. Since time immemorial ktunaxa people, in particular yaqan nukiy, have been active stewards of Kootenay Lake lake. The Sinixt, Secwepemc and Syilx people have also made use of the area.

We hope to continue their legacy of learning from, caring for, protecting, and enjoying the blessings of tradition and territory.

The development of this Housing Needs Report Update Community Profile was led by the Regional District of Central Kootenay (RDCK) and supported by staff from the Land Use and Planning department as well as staff from the Village of Kaslo.

Prepared for:



Regional District of Central Kootenay
Box 590, 202 Lakeside Drive
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Corey Scott
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Trish Dehnel
Chief Administrative Officer

Prepared by:



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**TURNER DRAKE
& PARTNERS LTD.**

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Appendix A: Definitions

Executive Summary

In 2020, the Regional District of Central Kootenay (RDCK), in partnership with participating member municipalities, including the Village of Kaslo, released its first iteration of Housing Needs Reports (HNRs) in response to new legislation and the changing housing landscape. Like many other Canadian communities, the Village of Kaslo is facing escalating housing pressures and rising housing costs.

Recognizing the dynamic nature of the housing market, the availability of new data, and the necessity for updated housing reports, the RDCK commissioned HNR updates for its rural Electoral Areas (A, B, C, D, E, F, G, H, I, J, and K) and partnering municipalities (the Villages of Kaslo, Nakusp, Salmo, Silverton, and Slocan). This Community Profile aims to provide an overview of Kaslo's current and anticipated local housing conditions and needs and meet new provincial legislative requirements.

KEY FINDINGS

The Population of Kaslo is Growing and Changing

- Kaslo's total population grew by 8% between 2016 to 2021. During this same period, households grew by 10%. It is anticipated that the community will continue to experience significant growth over the next two decades.
- The Province estimates that Kaslo's population was 1,080 in 2021. Projections expect there to be about 1,335 residents in the Village of Kaslo by 2041.
- Growth has historically been, and is expected to continue to be, greatest among seniors and older residents. Projections also anticipate considerable growth among 45- to 64-year-olds over the next 20 years. Youth (0 to 14) and family-aged adults (25 to 24) may experience a decrease over the same period.

Sale Prices are Rising, and Home Ownership is Increasingly Out of Reach for Many

- The median home sale price rose 58% between 2019 and 2022. The median single-detached house sold for just under \$457,500 in Kaslo in 2022.
- From 2012 to 2016, home ownership was only affordable for couple households making the median income. Since 2016, the median price of a home has become increasingly out of reach for all median household types, with the largest widening occurring after 2021.
- House prices in Kaslo are increasing at a much higher rate than incomes in the community, making it increasingly more difficult for current and future residents to purchase a home in the community.

Residents in Kaslo are Facing Housing Affordability Challenges

- In 2021, 15% of households in Kaslo lived in an unaffordable home, a large percentage relative to other neighboring communities in the RDCK and across BC.
- Renter households are most severely affected by affordability challenges. Thirty-six percent of Kaslo renters were in an unaffordable home and 46% were in Core Housing Need (46%). This is largely related to a high number of single income earners living in rental households.

- About 29% of households in Kaslo (150 households) earn a “very low income” or “low income.” These households can afford at most a monthly mortgage or rent of \$520. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).

Demand is Expected to Increase over the Next 20 Years

- Over the next two decades, provincial projections suggest Kaslo may need to add 295 new homes across the housing spectrum to mitigate increased market imbalances, account for anticipated new demand, and address existing housing deficits. Rental demand projections suggest 62% of new rental units would benefit from being affordable or offered at a below-market price to best meet the needs of Kaslo residents.
- Much of the demand will be influenced by population growth. Growth is largely driven by factors outside of local government control including economic opportunities, available services, infrastructure, transportation, natural disasters, federal and provincial policy, and education opportunities.
- Migration to Kaslo is largely from other areas of British Columbia, including adjacent communities. Preparing for growth and addressing demand is not just about accommodating new people – it is about preserving and deepening affordability so current residents across all age demographics in Kaslo can stay and thrive in their community.
- Housing and future growth was identified by Kaslo residents as a priority theme during the 2022 Official Community Plan engagement process. In response, the Village has proactively been looking at ways to facilitate a diversity of residential housing types in the village to accommodate demand. Building upon existing work, the Village of Kaslo is ready for the challenge of meeting anticipated housing demand.

Interim Report Requirements

The first legislative requirements for housing needs reports were established in 2019 and required local governments to collect data, analyze trends and present reports that describe current and anticipated housing needs. The RDCK and its partner communities, including the Village of Kaslo, completed a Housing Needs Assessment in September 2020.

In 2023, amendments to the *Local Government Act* introduced new requirements for housing needs reports. Local and regional governments must now use an established methodology to identify the 5- and 20-year housing need in their communities and local governments must update their official community plans and zoning bylaws to accommodate expected demand.

Communities must complete an interim housing needs report that is required to include three new additional items:

- 1. The number of housing units needed currently and over the next 5 and 20 years;
- 2. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
- 3. A description of the actions taken by local government, since receiving the most recent housing needs report, to reduce housing needs.

The RDCK and partnering communities have elected to complete the interim report requirements and a comprehensive data update using 2021 census data. For reference, required report content fulfilling the interim report requirements is included in this section. The body of this Community Profile contains all information required by legislation for the Interim Housing Needs Reports and should remain relevant until the next release of Census data, projected for 2027 or 2028.

NUMBER OF HOUSING UNITS REQUIRED TO MEET CURRENT AND ANTICIPATED HOUSING NEED

Table 0-1: HNR Method base year versus current year estimates

Description	5-year	20-year
Total demand from 2021 base year	102	295
Estimated total demand from current year (2024)	110	282

Further discussion and analysis of anticipated need is included in Section 5 of this report.

KEY AREAS OF LOCAL NEED

Based on analysis of data and feedback from elected officials and community organizations, the following summary statements describe the current and anticipated housing needs across the following seven key areas: affordable housing, rental housing, special needs housing, housing for seniors, housing for families, shelters for individuals experiencing or at risk of homelessness and housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit, and alternative forms of transportation.

Table 0-2: Key areas of local need

Need	Description
Affordable housing	<p>Affordability remains the largest local contributor to Core Housing Need in the Village of Kaslo, with approximately 15% of local households spending more than 30% of their total income on shelter in 2021. Since then, the gap between income purchasing power and actual house prices has widened, indicating that homeownership is further out of reach for most residents in Kaslo than it was three years ago.</p> <p>Individuals or families with one income are struggling the most to find affordable housing options in the community, whether to rent or own. Approximately 29% of households earned a "very low" or "low" income (see Section 3.3.2 for income categorization information). While many in these categories may already be shelter-secure (e.g., retired households with fully paid-off mortgages), this percentage represents a significant portion of the population that may be especially vulnerable to affordability challenges.</p> <p>The Village and its community partners are working to build new non-market affordable rental options in the community, but projections anticipate at least 114 subsidized affordable housing units and 181 additional market units will be needed by 2041 to meet demand and begin to balance prices.</p>
Rental housing	<p>Homeownership is becoming increasingly unaffordable for the typical household in Kaslo, forcing many who would prefer to own a home to rent instead. Although the cost of rent is also increasing, it often remains the more cost-effective option between the two tenures.</p> <p>Local data reflects this trend, with the share of renter-occupied dwellings increasing from 23% to 28% between 2016 and 2021. Broader vacancy trends in the RDCK's municipalities and across BC suggest that this trend will continue. As rental vacancy rates continue to decrease, there is a clear rise in the demand for rental housing relative to available supply. Although vacancy rates typically reflect purpose-built rentals in urban areas, a declining vacancy rate in these markets forces households to seek alternatives in lower-density markets where there is better availability and prices. This leads to increased demand overall.</p> <p>Although there is limited data available on the rental market in smaller communities within the RDCK, engagement with elected officials and community organizations/groups confirmed that vacancy rates remain well below the 3-5% healthy vacancy rate. Residents have reported having an extremely difficult time finding affordable, suitable rental options to meet their needs.</p> <p>Projection calculations support the data trends, anticipating a continued increase in rental housing demand, with approximately 42% of all dwellings expected to be rental units in 2041.</p>

Need	Description
Special needs housing	<p>Although data on waitlists and core housing need is not specific to community members with special needs, national disability statistics show that overall rates of disability increased from 22.3% to 27.0%¹ between 2017 and 2022 surveys. Much of this increase is attributed to the growth of the senior population. As the population in Kaslo ages, projections expect the need for more accessible and specialized housing to increase.</p> <p>Increases were also observed among youth and working-age adults, with significant rises in mental health, learning, and developmental challenges. This indicates a broad need for improved access to supportive housing options that cater to various specific support needs and age demographics.</p>
Housing for seniors	<p>According to BC projections, Kaslo can expect that senior-led households will continue to grow over the next two decades. By 2041, senior-led households may increase by 66% and could comprise 60% of households.</p> <p>In 2022, the Canadian disability rate among the senior population was 40%, an increase of three percentage points since the last survey in 2017. A significant portion of this rate is related to mobility issues, and the likelihood of disability that increases with age.</p> <p>Given the anticipated growth in senior households and the elevated disability rate within this group, increased senior housing interventions are necessary. These could include ensuring senior housing and facilities are widely permitted locally, further modifying building standards to support aging in place, and/or developing and improving existing senior services and programs.</p> <p>While many solutions fall outside the direct influence of local government, there may be opportunities to partner with other levels of government and local or regional organizations to encourage appropriate seniors housing.</p>
Housing for families	<p>Projections suggest that young family households may decline over the next two decades, with senior-led households comprising a larger share of total households. Consequently, the demand for family-specific dwellings (e.g., those with more bedrooms or larger floor areas) may be marginal.</p> <p>However, projections are inherently imperfect and should not be viewed as absolute. Young families are vital for sustaining local employment and productivity. Affordable options with multiple bedrooms are key to meeting the needs of families, especially lone parent households who often need non-market options to ensure appropriate affordability. Families may also be served by interventions in other areas of the housing spectrum, for example by additional seniors housing that helps reintegrate larger homes back into the market.</p>

¹ Statistics Canada. (2023, December 1). Canadian Survey on Disability, 2017 to 2022. <https://www150.statcan.gc.ca/n1/daily-quotidien/231201/dq231201b-eng.htm>

Need	Description
Shelters to address homelessness	<p>While shelters are often located in larger urban communities, homelessness is not confined to these areas. National and provincial trends show that overall homelessness is on the rise, with hidden homelessness likely increasing, particularly in small urban and rural areas.</p> <p>About 3% of regional households were identified as earning "very low" incomes. These individuals are the most vulnerable to changes in their housing circumstances and are the most likely to require emergency housing interventions.</p> <p>Addressing homelessness locally is ideal, as it allows residents to remain within their community. However, doing so can be challenging without provincial or federal support. Kaslo should stay engaged in regional homelessness strategies to help coordinate and determine the allocation of emergency housing services and programs.</p>
Proximity to transportation	<p>The Village of Kaslo recognizes the importance of situating future housing developments near transportation infrastructure to encourage more sustainable living choices for residents. The Neighborhood Residential area outlined in the OCP includes an objective to "enhance the walkability of the area by encouraging pedestrian activity, active transportation, low-speed electric vehicles, reduced speed limits, and encouraging parking at the rear of properties along laneways."² The Village is currently completing an Active Transportation Network Plan to identify future housing sites that are connected to community amenities for car-less residents.</p> <p>Offering housing options close to facilities that support walking, cycling, and public transit not only improves quality of life by providing convenient and affordable mobility for individuals of all ages and abilities, but it also plays a crucial role in reducing the Village's carbon footprint. By cultivating neighborhoods where residents can easily commute and run errands without relying on personal vehicles, the Village can foster a more inclusive, vibrant, healthy, and interconnected community.</p>

² Village of Kaslo Official Community Plan – Bylaw XX, Neighborhood Residential, pg. 21.

LOOKING BACK

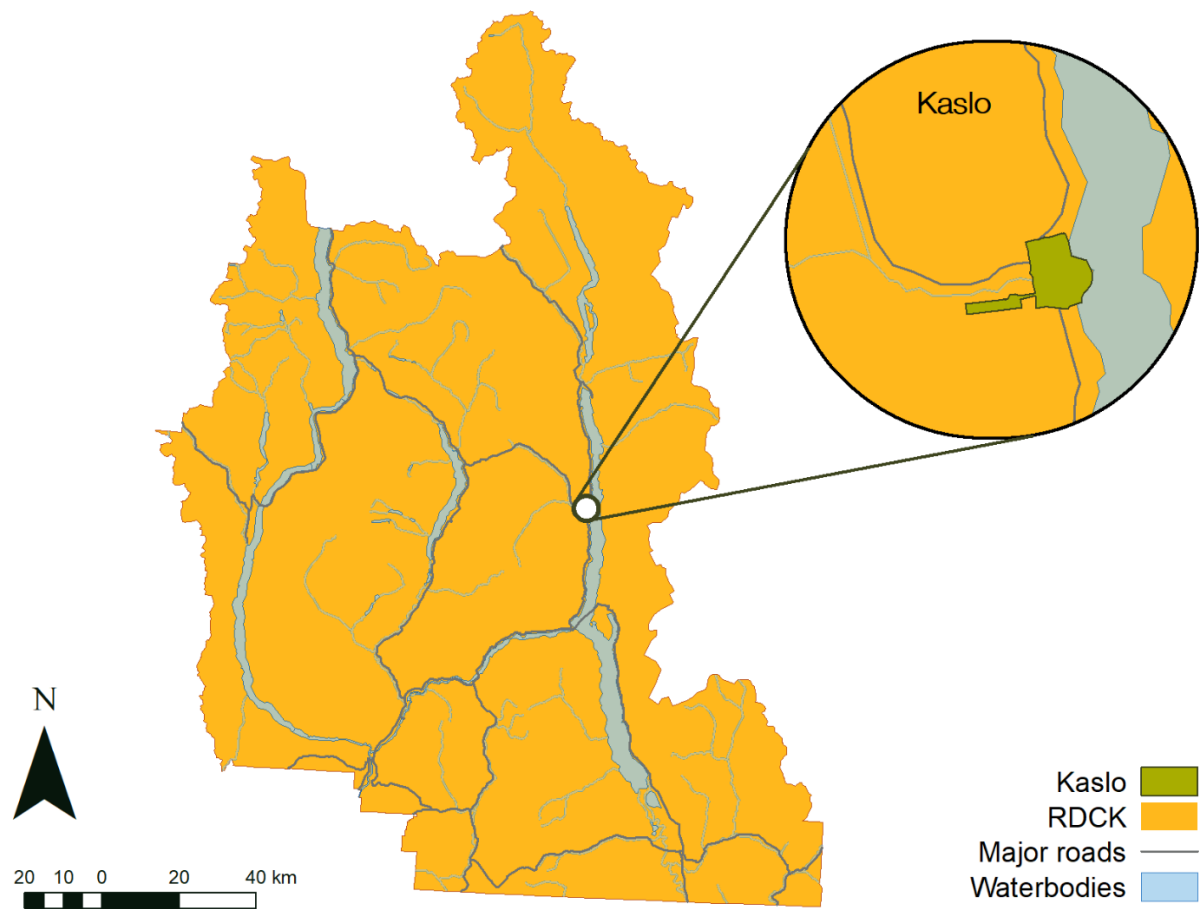
Table 0-3: Actions taken by the Village of Kaslo to reduce housing needs since the last HNR was received

General Housing Actions	
Date	Description of Action or Policy
June 2022	The Village of Kaslo sold a village owned parcel to the Kaslo Housing Society for a nominal fee to develop 10 new housing units in the community. Penny Lane Apartments is a three-storey, wood-frame building with a mix of studio, one-, two- and three-bedroom homes for families, seniors and individuals with low- to moderate-incomes. Two of these homes are accessible for people living with disabilities. The 10 homes are located near Kaslo's downtown core, close to amenities such as grocery stores, restaurants, health and wellness services, public beaches and parks.
Zoning Amendments	
Date	Description of Action or Policy
June 2024	The Village adopted Zoning Amendment Bylaw 1304 to amend the Village's Land Use Bylaw No. 1130 in accordance with the legislated requirements of Bill 44 (Housing Statutes (Residential Development) Amendment Act) and the Local Government Act (LGA).
Parking	
Date	Description of Action or Policy
July 2023	The approval of DVP 2023-05 and DVP 2023-07 allowed relaxation of location for residential parking spaces.
January 2024	The approval of DVP 2023-14 allowed relaxation of location for residential parking spaces.
February 2024	The approval of DVP 2023-15 reduced the required parking spaces for commercial use from 7 to 3.
	The approval of DVP 2024-01 allowed relaxation of location for home-based-business parking spaces.
May 2024	The approval of both DVP 2024-02 and DVP 2024-03 allowed relaxation of location for residential parking spaces.
June 2024	The adoption of Zoning amendment Bylaw 1304 reduced the requirement for carriage house parking.

1. Introduction

Using a wide range of quantitative data and qualitative input from elected officials and community organizations, this document analyzes existing and anticipated housing needs and gaps in the Village of Kaslo. All data presented in the report refers to Kaslo unless otherwise identified in the text. Figure 1-1 illustrates Kaslo’s location in relation to adjacent communities and the RDCK.

Figure 1-1: Location Map



Source: BC Geo Warehouse, Statistics Canada

The purpose of this report is to catalogue current and anticipated housing challenges so that decision makers, regulators, funders, and community members can better understand and react to housing issues in the Village of Kaslo. The data gathered and insights generated by a needs report can inform land use and social planning initiatives at local levels, as well as provide evidence to further advocacy to senior levels of government. They are also a useful resource for those engaged in or entering the housing sector.

1.1 DATA SOURCES

This report refers to several pieces of data that work together to contextualize housing conditions experienced by residents of the Village of Kaslo. The following is a list of secondary quantitative data sources (i.e., information collected by other organizations and used for this report):

- BC Assessment
- British Columbia Statistics
- Canada Mortgage and Housing Corporation (CMHC)
- Local government data
- Statistics Canada
- UBC Housing Assessment Resource Tools (HART)

Limitations for each source are detailed in the next subsection. At a high level, no analysis can be exact without individualized person or household datasets. Many datasets in this report rely on population samples which, though statistically sound, may not feel representative or reflect lived experience in Kaslo. Any analysis in this report should be considered informed estimates rather than precise descriptions.

This is especially applicable to projection work from any source. Estimating variable changes without knowledge of future conditions is inherently flawed. The projections included in this report are subject to economic, social, and environmental conditions that may not persist in the future. Projections should serve as guideposts, regularly recalculated and adjusted to incorporate new information as needed.

1.1.1 Data Limitations

BC Assessment

Grouped Information

BC Assessment provides assessment roll spreadsheets for communities across British Columbia for the years 2005/2006 through 2022/2023. Assessment roll information is not on an individual property level; rather, similar types of properties are grouped together in “folios” based on several factors, such as property type and dwelling type. These folio groups also mean that assessment and sale price values reflect averages, making it more difficult to express community level average and median values.

British Columbia Statistics

Urban Focus

BC Statistics helpfully consolidates most data related to complete Housing Needs Reports, like the new homes registry, non-market housing, post-secondary student housing, and homeless count sources. The database primarily offers data for urban areas, potentially excluding unincorporated or rural data, or suppressing data for confidentiality. This is often due to urban communities having greater data quality and quantity.

Canada Mortgage & Housing Corporation (CMHC)

Reporting Landscape

CMHC conducts its Rental Market Survey (RMS) every year in October to estimate the relative strengths in the rental market. The survey collects samples of market rent levels, turnover, and vacancy unit data for all

sampled structures. The survey only applies to **primary rental markets**, which are those urban areas with populations of 10,000 and more. The survey targets only privately initiated rental structures with at least three rental units, which have been on the market for at least three months. In the RDCK, CMHC only collects rental data for the City of Nelson.

Statistics Canada

Area and Data Suppression

Some geographic areas are too small to report, resulting in the deletion of information. Suppression can occur due to data quality or for technical reasons, limiting the use of granular Census geographies. This was not a particular concern for this study but limited the ability to use granular Census geographies (specifically, Dissemination Areas – see **Definitions**).

Random Rounding

Numbers are randomly rounded to multiples of “5” or “10,” leading to potential discrepancies when summed or grouped. Percentages derived from rounded data may not accurately reflect true percentages, introducing a level of approximation. Additionally, the sums of percentages may not equal 100%.

UBC Housing Assessment Resource Tools (HART)

Sourced from Statistics Canada

While HART offers detailed methodologies for their analysis, they do rely on Statistics Canada datasets. Consequently, the same limitations as stated above apply for HART analysis results.

1.2 ENGAGEMENT

The RDCK Housing Needs Report Updates Engagement Summary Report summarizes engagement activities conducted by the M’akola Development Services (MDS) and Turner Drake & Partners (TD) in collaboration with RDCK staff for the HNR updates. Engagement opportunities included targeted surveys, presentations, and facilitated discussions.

The Engagement Summary Report captures key themes and feedback shared by engagement groups, including RDCK elected officials, municipal staff, and community organizations/groups. The feedback gathered through these engagement activities informed and contextualized sections of the HNR updates. These findings are incorporated throughout the RDCK Regional Summary Report, Electoral Area Summary Report, and Village Profiles.

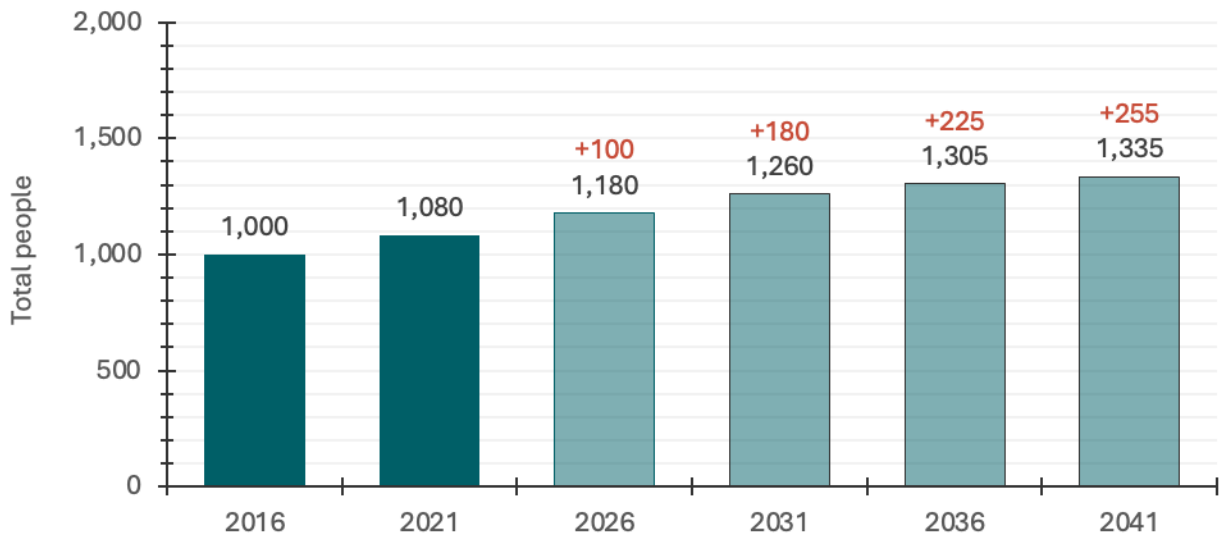
2. Demographic Profile

2.1 POPULATION

2.1.1 Historical & Anticipated Population

Government of British Columbia estimates show the Village of Kaslo grew 8% from 2016 to 2021.³ Figure 2-1 illustrates the changing total population from 2016 and 2021 (BC estimates for Census years) and to 2026 and 2041 (BC Government projections).

Figure 2-1: Historical and anticipated population, net anticipated change of population since 2021



Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-1 provides a summary of the historical population changes across different age cohorts and includes anticipated population figures over the next two decades.

³ Note that Statistics Canada's 2021 Census also reports an 8% increase to the Village of Kaslo's population. The totals from which the increases are calculated differ between sources. BC estimates are adjusted to account for possible undercounting during the Census' enumeration.

Table 2-1: Historical (BC Gov't estimates) and anticipated population by age cohort (BC Gov't projections)

	Total	0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical population							
2016 population	1,000	120	80	165	345	255	35
2021 population	1,080	110	70	205	310	340	40
% change ('16-'21)	+8%	-8%	-13%	+24%	-10%	+33%	+14%
Anticipated population							
2026 population	1,180	105	90	205	320	420	50
% change ('21-'26)	+9%	-5%	+29%	+0%	+3%	+24%	+25%
2041 population	1,335	85	90	135	375	490	150
% change ('26-'41)	+13%	-19%	+0%	-34%	+17%	+17%	+200%
% change ('21-'41)	+24%	-23%	+29%	-34%	+21%	+44%	+275%

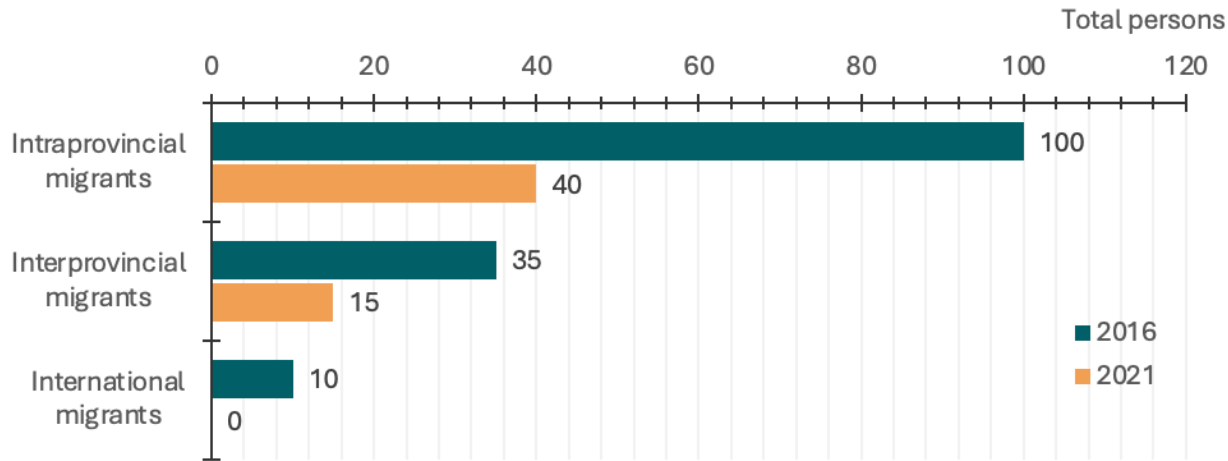
Source: BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

- The province estimates that Kaslo's total population was 1,080 people in 2021, up from 1,000 in 2016.
- The highest rates of growth have been largely among senior residents and adults aged 25 to 44. At the same time, older working age adults (45 to 64) and residents below 25 years of age decreased.
- The total population may grow 24% over the next two decades, potentially reaching 1,335 people in 2041. Most of the growth will likely be among residents 45 years and older. Family aged residents (i.e., youth and adults aged 25 to 44) may decrease over the same time period.
- About 255 additional people may call Kaslo home by 2041.

2.1.2 Recent Mobility Trends

Figure 2-2 illustrates the number of people who moved to Kaslo from another area, whether from within British Columbia (intraprovincial), another province (interprovincial), or another country (international). The data reflects mobility trends for the years prior to 2016 and 2021.

Figure 2-2: One-year mobility of population trends



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- People moving from other areas of British Columbia (including adjacent communities) are the largest source of incoming migrants, a trend consistent in both the 2016 and 2021 Census' (to less of an extent in 2021).
- Out-of-province in-migrants make up a small portion of incoming individuals / households.

2.2 HOUSEHOLDS

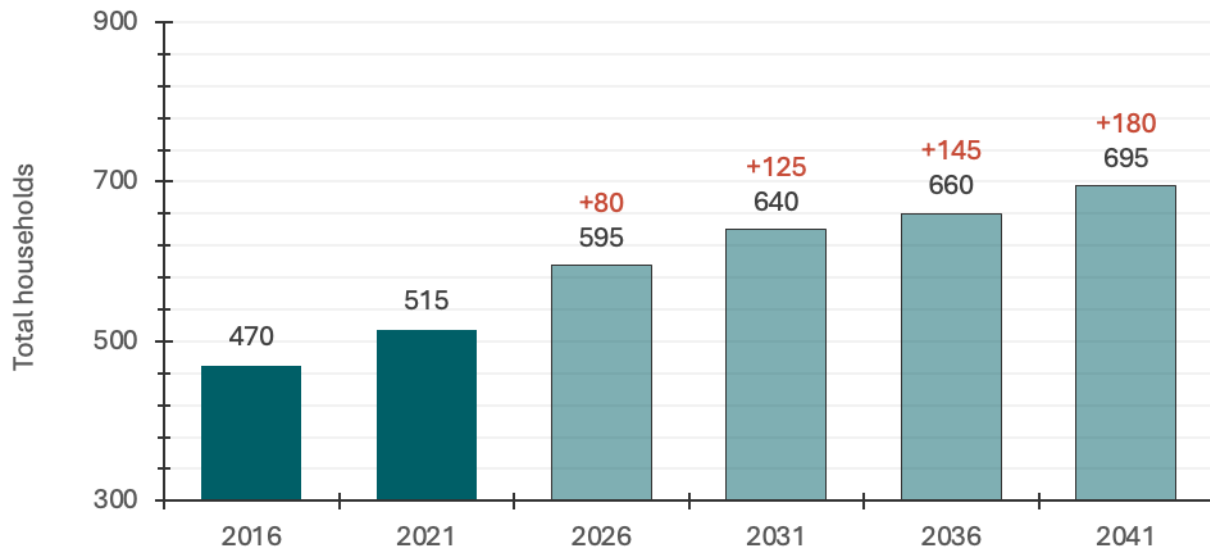
Statistics Canada defines a household as a person or group of persons sharing the same dwelling without another usual residence. A household is the highest-level descriptor of many unique living situations. Households are often categorized in this report by the primary household maintainer's age, which is the age of the person responsible for major expenses like rent, mortgage, taxes, and utilities. When multiple people share this responsibility, the first listed individual becomes the primary household maintainer.

2.2.1 Historical & Anticipated Households

Total households and the age distribution of maintainers are influenced by population changes, and driven by factors like relocations, preferences, and financial situations. Changes in household patterns typically align with broader population trends. Household growth is a key driver of housing demand. Since households need dwellings, projections are closely tied to the needed increase in housing stock to accommodate expected population changes. Economic and financial drivers, while influential, are excluded since they are difficult to predict, both in the near- and long-term.

Figure 2-3 illustrates each community's estimated historical households and the anticipated 20-year net growth in households.

Figure 2-3: Historical and anticipated households, net anticipated change of households since 2021



Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections

Table 2-2 summarizes historical shifts in total Kaslo households, providing insights into expected figures over the next two decades.

Table 2-2: Historical and anticipated households by primary maintainer age (BC Gov't projections)

	Total	15 to 24	25 to 44	45 to 64	65 to 84	85+
Historical households by primary maintainer age						
2016 households	470	0	85	190	175	15
2021 households	515	0	110	160	230	20
% change ('16-'21)	+10%	-	+29%	-16%	+31%	+33%
Anticipated households by primary maintainer age						
2026 households	595	0	115	170	280	25
% change ('21-'26)	+27%	-	+35%	-11%	+60%	+67%
2041 households	695	0	70	210	340	75
% change ('26-'41)	+17%	-	-39%	+24%	+21%	+200%
% change ('21-'41)	+35%	-	-36%	+31%	+48%	+275%

Source: Statistics Canada, BC P.E.O.P.L.E estimates, BC P.E.O.P.L.E projections, Turner Drake & Partners

- The province estimates that Kaslo had 515 households in 2021, up from 470 in 2016.
- Increases occurred across most age groups, with the largest growth among senior (65 to 84) and older senior (85+) led households.
- Total households may grow 35% between 2021 to 2041, reaching approximately 695. Greater relative change in total households versus total populations generally corresponds with an anticipated aging population. It is not uncommon for communities to have a higher rate of household growth than population growth. As a community ages, more people tend to live in smaller households (e.g. 1- or 2-person households rather than 3- or 4-person households.) This drives the average household size down and increases the number of households needed per capita.

2.2.2 Additional Household Characteristics

Table 2-3 summarizes the totals and distributions of households by their size per the 2016 and 2021 Censuses, as well as their respective tenure splits.

Household totals for 2016 and 2021 may differ between this and previous sections, as each section draws from different data sources with distinct purposes. This section relies on a custom Census dataset, purchased by the province from Statistics Canada, which provides more detailed information about households based on a 25% sample of the population. In contrast, the previous section's household data is from a separate provincial dataset, included here as it is an input for the province's prescribed unit demand calculations described later in the report.

Table 2-3: Historical households by household size and tenure share

2016 Census	Total	1 person	2 persons	3 persons	4 persons	5+ persons	Average HH size
Total households	470	190	190	30	30	25	2
Share of total	100%	41%	41%	6%	6%	5%	
Owner households	77%	71%	89%	57%	67%	60%	1.9
Renter households	23%	29%	11%	43%	33%	40%	2.2
2021 Census	Total	1 person	2 persons	3 persons	4 persons	5+ persons	Average HH size
Total households	525	225	190	60	25	30	1.9
Share of total	100%	42%	36%	11%	5%	6%	
Owner households	72%	66%	82%	54%	100%	100%	2
Renter households	28%	34%	18%	46%	0%	0%	1.8
% change ('16-'21)	+12%	+18%	+0%	+100%	-17%	+20%	

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- While the province reports a 13% change between 2016 and 2021, the Census indicates a slightly lower rate of 12% during the same period, which relates to the impacts of using two different datasets that also differ in their methodologies.
- Growth occurred among most of the defined household sizes, with the largest absolute growth amongst 1-person households.
- Continued growth from 2021 to 2023 (based on provincial numbers), particularly among 25- to 44-year and 65- to 84-year old led households, suggests that there may be concurrent increases in the number of younger adult couples and senior households. This could mean more 2 person households during that period (or even 3 or more if they are families with children or extended family).
- In 2021, the share of renter households grew. From 2016 to 2021, total renter households increased by 40, while owners increased by 20.
- Rates of rentership were highest among 3-person households in 2021, an atypical result as smaller households tend to have the largest percentage of renters. This is largely attributed to single person households generally earning less income and having less financial capacity to secure homeownership. With growth anticipated among the senior population, there is likely to be a corresponding increase in single person households and potentially renter households over the next two decades.

Table 2-4 summarizes the totals and distributions of households by their household family type per the 2016 and 2021 Censuses, as well as their respective tenure splits. Note that a “census-family with a child” includes both couples and lone parents. A “non-census family” refers to a household made up of a single person or unrelated individuals (i.e., roommates).

Table 2-4: Historical households by census-family type and tenure share

2016 Census	Total	Census-family w/o children	Census-family w/ children	Non-census family*
Total households	470	150	105	210
Share of total	100%	32%	22%	45%
Owner households	77%	94%	59%	74%
Renter households	23%	6%	41%	26%
2021 Census	Total	Census-family w/o children	Census-family w/ children	Non-census family*
Total households	525	170	125	230
Share of total	100%	32%	24%	44%
Owner households	72%	82%	67%	66%
Renter households	28%	18%	33%	34%
% change ('16-'21)	+12%	+13%	+19%	+10%

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- All household types experienced growth between 2016 to 2022, with equivalent numerical increases across all (20 households each).
- The fastest growing household type (from a percentage growth perspective) was families without children (i.e., couples), which grew by 19% over the five years. This is likely attributed to an increase of senior led households over the same time period.

2.3 INCOME

Income statistics are critically important for determining affordability. How much a household earns is the most important factor in determining what type and size of home the household can afford. A household's earnings are largely contingent on the characteristics and composition of the people making up the household (e.g., how old is the household, how many people are in the household, does a household own or rent their dwelling?) Most affordability calculations use median before-tax household, or the total income earned by a household before income taxes and other elements are deducted, as the primary input.

Key Definition

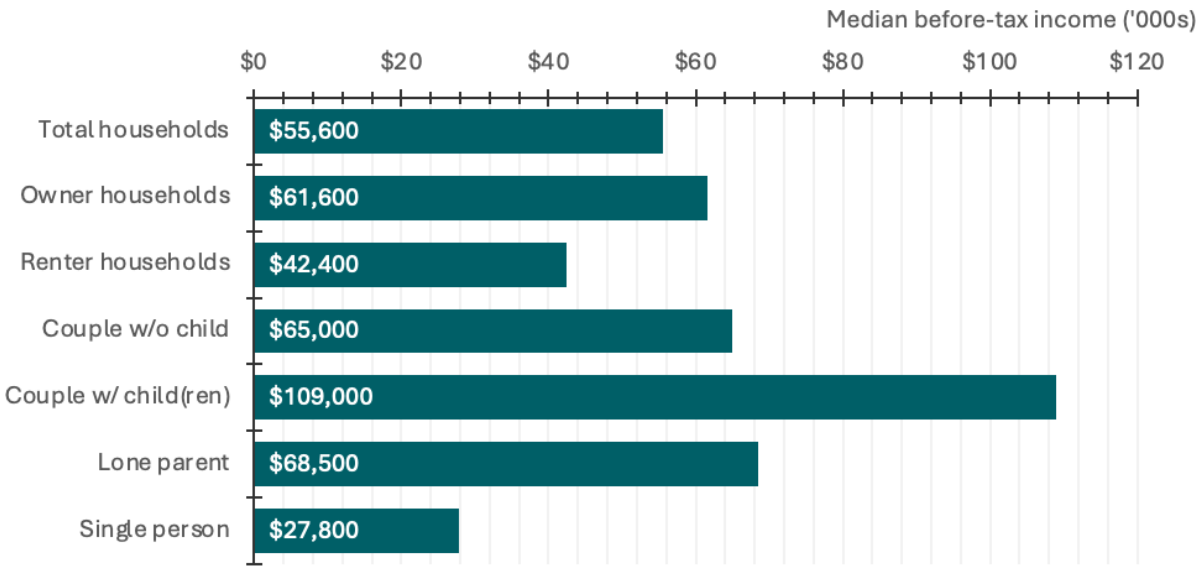
Median before-tax household income: the total income earned by a household before income taxes and other elements are deducted. Commonly used to determine housing affordability.

Note: Canadian Emergency Response Benefit (CERB) relief payments may have artificially boosted income data in the 2021 Census, obscuring some housing need. Though a necessary stimulus during the height of the COVID-19 pandemic, CERB temporarily raised the annual income for many residents of the RDCK, mostly in the lowest income brackets. Most households briefly pulled out of housing need by CERB likely returned to pre-COVID income levels after support programs ended.

2.3.1 Median before-tax household incomes

Figure 2-4 summarizes the median before-tax household incomes by tenure and household family type. Not all categories are displayed due to suppression, which is used by Statistics Canada to ensure confidentiality for small datasets.

Figure 2-4: Median before-tax household income by tenure and household family type, 2021



Source: BC Government purchased + Turner Drake purchased Custom Statistics Canada Census Tabulations

- In 2021, the median household earned \$55,600 before-tax, up 17% from 2016 (\$47,681). As noted above, this sharp increase is likely attributed to COVID-19 relief payments.
- Couples with children had the highest median annual income (\$109,000). Two or more person households are more likely to have a higher household income than single earners due to the increased likelihood of having two or more incomes.
- Owner households, which report a larger average household size, reported a higher median income than renter households.

2.3.2 Income categories

This report adopts methods used by UBC's Housing Assessment Resource Tools (HART), which uses custom Statistics Canada Census tabulations to establish five household income categories that can help inform the share of the population most at risk of financial pressures related to housing. The categories are as follows:

- **Very low income:** 20% or less of area median household income (AMHI), generally equivalent to shelter allowance for income support recipients.
- **Low income:** 21-50% AMHI, generally equivalent to one full-time minimum wage job.
- **Moderate income:** 51-80% AMHI, generally equivalent to a starting salary, depending on the job and sector.
- **Median income:** 81-120% AMHI, representing the 'middle class.'
- **High income:** More than 120% AMHI, the group with the greatest housing wealth

Table 2-5 summarizes the share of households that belong to each income category, and the approximate range of shelter costs that a household can afford. Note that the affordable shelter costs use Statistics Canada's 30% shelter-cost-to-income ratio (i.e., affordability threshold), further adjusted to account for an assumed 25% of shelter costs being allocated to ancillary costs like insurance or utilities. In other words, the affordable shelter cost provided in the table represents only a rent or mortgage payment.

Table 2-5: Income category summary, 2021

Income category	Annual household income	Affordable shelter cost	Estimated share of total households
Very low income	≤ \$11,120	< \$210	3%
Low income	\$11,121 to \$27,800	\$210 to \$520	26%
Moderate income	\$27,801 to \$44,480	\$520 to \$835	15%
Median income	\$44,481 to \$66,720	\$835 to \$1,250	17%
High income	\$66,721 +	\$1,250 +	40%

Source: UBC Housing Assessment Resource Tools (HART)

- In 2021, about 40% of households earned a "high income," and could afford monthly mortgage payments or rent of \$1,250 and higher.
- About 29% of households earn a "very low income" or "low income," totalling about 150 households. These households can afford at most monthly mortgage payments or rent of \$520. Many of these households may already own their home or are eligible for shelter assistance, so they may be able to afford more than is otherwise identified. However, this income group has higher susceptibility to sudden changes in costs (whether it is a repair or increase in rent).

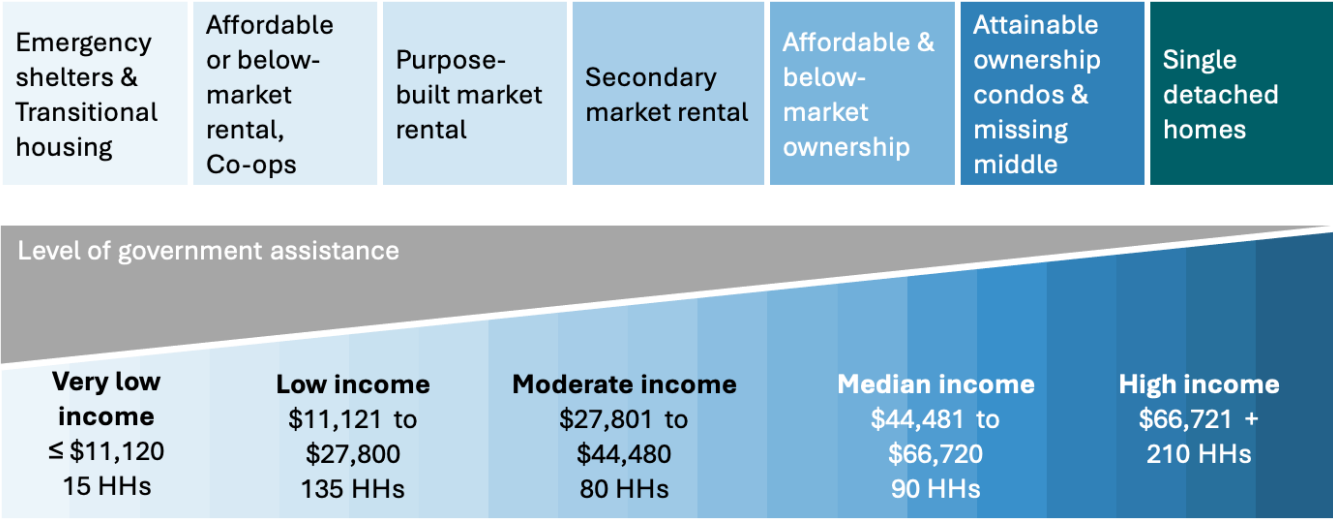
2.3.3 Income vs. Housing Continuum

Figure 2-5 illustrates a varied version of the housing continuum, originally created by the Canadian Mortgage and Housing Corporation (CMHC) and demonstrates how income categories and households within each category may align along this continuum.

It is difficult to determine the exact number of households that should occupy each type of housing given the specific circumstances of individual households are not known. However, this figure provides an estimate of the number of units needed to potentially accommodate the maximum number of households' needs.

Around 150 local households with very low to low incomes (earning less than or equal to \$27,800), often single individuals, are at higher risk of needing emergency housing services due to sudden personal, physical, or financial changes.

Figure 2-5: Rough distribution of households on the housing continuum



3. Housing Profile

The 2021 Census recorded 583 total dwellings in Kaslo, of which 525 were occupied by usual residents. A usual resident is an owner or renter that lives in their dwelling more than half of the year, which qualifies the dwelling as their primary place of residence. Conversely, a non-usual resident occupied dwelling could include a recreational property, short-term rental, or unoccupied dwelling.

Given these numbers, it is estimated that about 10% of local dwellings may have been used for purposes other than permanent occupation. In 2016, this number was about 15%, suggesting that more people are moving to Kaslo to make it their primary residence.

Table 3-1 summarises the totals and distribution by structure type for Kaslo.

Table 3-1: Dwellings occupied by usual residents by structural type and tenure, 2021

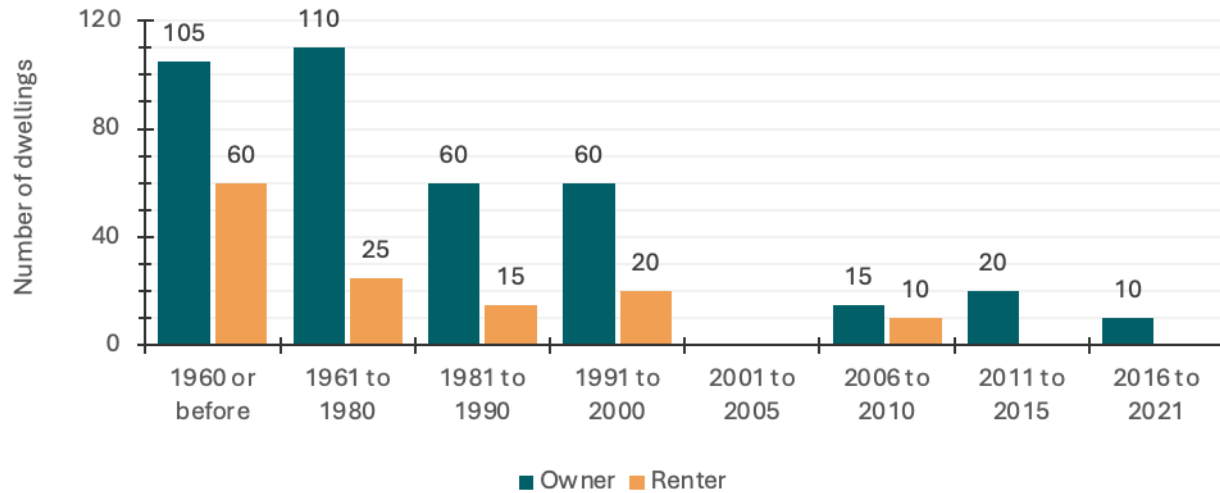
	Total	Single	Row	Semi	Duplex	Apt (≤5 floors)	Apt (5+ floors)	Mobile
Total	525	465	0	0	10	40	0	0
Share	100%	89%	0%	0%	2%	8%	0%	0%
Owner	72%	77%	–	–	0%	25%	–	–
Renter	28%	23%	–	–	100%	75%	–	–

Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Single-detached homes account for almost 90% of the housing supply (465 units), followed by apartments at 8% (40 units).

Figure 3-1 shows the distribution of the current dwelling stock by its age of construction. For the years that display no construction activity, this may not mean that no construction occurred, but instead that the volume of construction was small enough to either be suppressed by Statistics Canada for confidentiality or was rounded to 0. In either case, the lack of a reported value suggests slow construction activity.

Figure 3-1: Dwellings occupied by usual residents by age of construction and tenure, 2021



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- Almost 60% of local dwellings were built before the 1980s, a trend consistent for both owner and renter occupied dwellings. About 28% of dwellings were built between 1981 and 2000, with the remainder (12%) constructed after 2000.

3.1 RECENT DWELLING PERMIT ACTIVITY

Historical permit data indicates that the Village of Kaslo processed or built 43 units from 2017 to 2023. Among the units permitted was a 10-unit, three-storey apartment building. Twenty-three units were homes, five were secondary suites, and four were duplex units. Since 2017, Kaslo permitted about five units annually, which is above the rate identified by the Statistics Canada construction data by age.

3.2 PROPERTY OWNERSHIP

The Census identified that approximately 10% of dwellings were reported as not being occupied by a usual resident in 2021. While a useful number to quantify the relationship between permanently and non-permanently occupied dwellings, Statistics Canada does not offer much in terms of who owns these non-permanent dwellings. Despite the lack of detailed data, some initiatives from Statistics Canada – particularly the Canadian Housing Statistics Program – provide some insights into local property ownership.

Key Definitions

Investment property: A property owned by someone that is not identified as a primary place of residence by the owner.

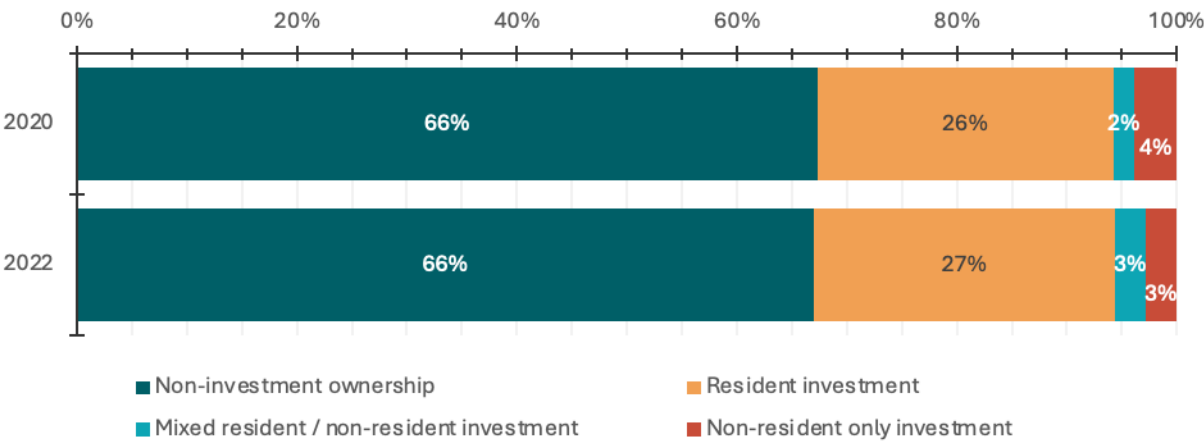
Non-investment property: A property owned and occupied by the owner.

Resident: A person who lives in Canada as their primary country of residence.

Non-resident: A person who does not live in Canada as their primary country of residence.

Figure 3-2 illustrates how the distribution of improved residential property ownership (i.e., a property with a dwelling on it) has changed from 2020 to 2022; specifically; what share of properties are owned locally, by residents of Canada, and by non-residents of Canada. Note that values may not equal 100% due to rounding.

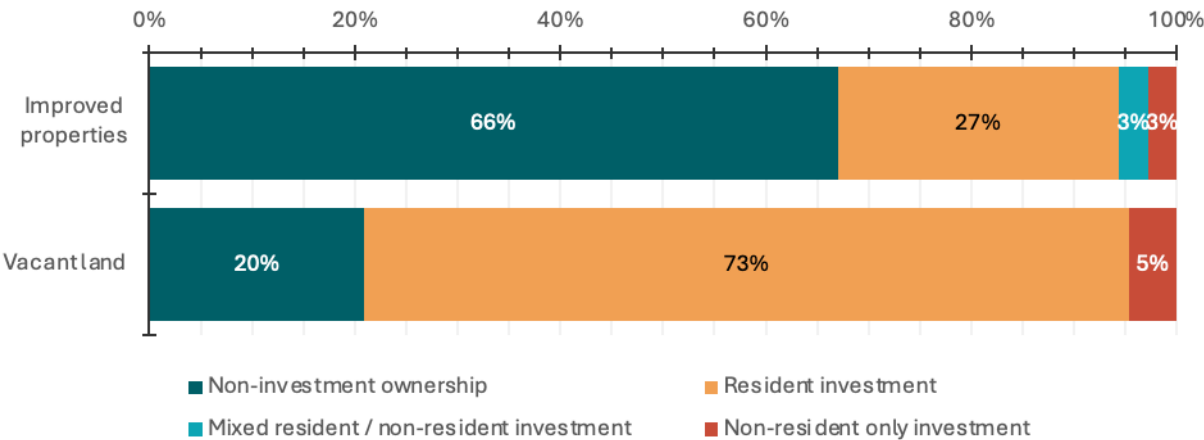
Figure 3-2: Share of local residential improved properties by ownership type



Source: Canadian Housing Statistics Program

Figure 3-3 illustrates how the distribution of ownership differs between an improved residential property and vacant land intended to be residential in 2022 (the most recent year collected). Note that values may not equal 100% due to rounding.

Figure 3-3: Share of local residential improved properties versus vacant residential properties by ownership type, 2022



Source: Canadian Housing Statistics Program

- About 32% of properties with a dwelling were classified as “investments” by Statistics Canada in 2020. Included in this percentage are permanently occupied rental properties owned by someone who may or may not have lived.

- In the same year, about 4% of dwellings were owned entirely by someone who does not live in Canada full-time.
- By 2022, the share of non-resident participants remained the same at 6%, but with a slight shift towards mixed ownership (i.e., combined ownership between resident and non-resident owners). Concurrently, the share of resident investor owned residential property increased marginally from 26% to 27%.
- Vacant properties intended for residential uses were majority owned by resident investors, which could include locals or people elsewhere in Canada.

3.3 RENTAL UNIVERSE

The rental universe includes a variety of different types of rental housing, most commonly categorized as either primary market, secondary market, or non-market rental housing.

CMHC's Rental Market Survey provides detailed data on the primary rental market (i.e., purpose-built rentals with 3+ units). Unfortunately, CMHC only surveys communities with a population of larger than 10,000 people. Because the Village of Kaslo does not meet the minimum community size requirements, there is limited available data specific to the Village's primary rental market.

Figure 3-4 summarizes the distribution of the local rental stock based on housing types identified in the Census, including what may be considered secondary rental market apartments (i.e. rental units that are not in a purpose-built rental building.) Non-market rental units are not delineated in the Census, but are covered more fully in section 3.5 of this report.

Key Definitions

Primary Market Rental: Purpose-built rental buildings with at least three rental units. These units are privately initiated, usually with the intention of being offered for rent at market rates.

Secondary Market Rental: All privately rented homes not categorized as primary market rentals. Can include: Rented detached homes, duplexes, semi-detached homes or row homes, rented freehold row/town homes, rented accessory apartments or suites, and rented condominiums.

Figure 3-4: Estimated overall rental universe by dwelling type, 2021



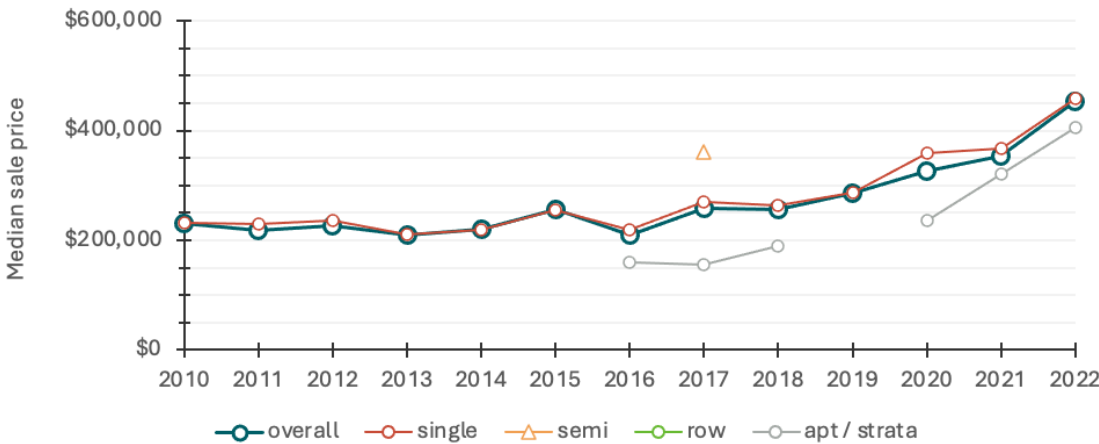
Source: BC Government purchased Custom Statistics Canada Census Tabulations

3.4 MARKET HOUSING

3.4.1 Home price trends

Figure 3-5 illustrates historical median home prices by dwelling type. The data is sourced from BC Assessment's historical revised rolls, which include sales information up to and including 2022. The dwelling types provided by BC Assessment have been reclassified to align with the categories used by Statistics Canada in their Census questionnaire.

Figure 3-5: Annual median sale price by dwelling type



Source: derived from BC Assessment

Table 3-2 offers the same data, but this time it presents the percentage change in median home prices by dwelling type over specific time intervals. Key findings include:

Table 3-2: Sale price and percentage change by dwelling type and select years

	Sale price				Percent change		
	2010	2016	2019	2022	'10-'16	'16-'19	'19-'22
Overall	\$231,300	\$210,200	\$286,800	\$452,400	-9%	+36%	+58%
Single-detached	\$231,300	\$219,500	\$286,800	\$457,500	-5%	+31%	+60%
Apartment / strata	-	\$160,000	-	\$406,300	-	-	-

Source: derived from BC Assessment

- House prices depreciated slightly from 2010 to 2016, which is opposite of what most communities within BC, and specifically the RDCK, experienced within this time frame.
- Price escalations became more significant after 2016, rising 36% between 2016 and 2019. Escalations ramped up even further post-2019, rising another 58% from 2019 to 2022.
- By 2022, the median home price had reached \$452,400.

3.4.2 Homeownership attainability

Figure 3-6 compares the median home price in Kaslo to the estimated price different household types earning the median income could afford. An “affordable price” is set using a variety of mortgage assumptions and the median annual income of each household family type. The purpose is to highlight the impact of changing local incomes and prices on affordability.

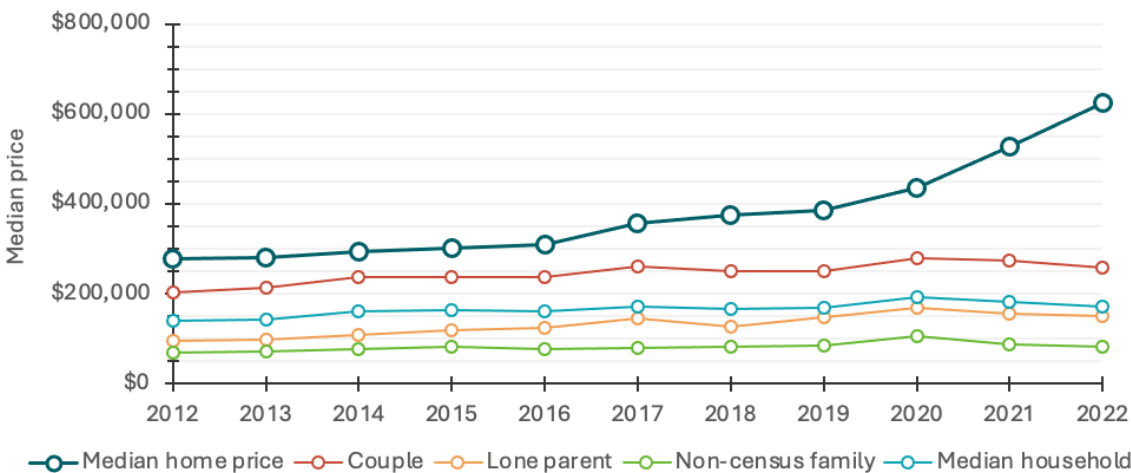
Assumptions

- Amortization period = 25 years
- Payment frequency = monthly
- Interest rate = prevailing (at given year) average weekly rate for 5-year fixed mortgage
- Down payment = 10%
- CMHC insurance = 3.10%
- Income used for shelter expenses = 30%
- Ancillary shelter costs = 25%
- Direct shelter costs (for a mortgage payment or rent) = 1 – ancillary = 75%

Calculations

- Collect 2021 median before-tax household incomes by household type, income bracket ranges, and income category ranges, as well as total households by characteristic.
- Estimate an affordable monthly payment using affordability assumptions above (i.e., $\text{income} \times 30\% \times [1 - 25\%] = \text{monthly payment}$).
- Convert the affordable monthly payment to an affordable purchase price, based on mortgage and down payment assumptions.
- Collect the 2022 median purchase prices by dwelling type.
- Compare median purchase prices to household budgets. If budget is below, a household’s income cannot afford the purchase price.

Figure 3-6: Historical estimated affordable dwelling price by household type vs actual median home price



Source: derived from BC Assessment, custom Statistics Canada dataset4 and mortgage assumptions

4 Statistics Canada. Table 11-10-0012-01 Distribution of total income by census family type and age of older partner, parent or individual. DOI: <https://doi.org/10.25318/1110001201-eng>

- From 2012 to 2016, the median couple household was the only defined household type to be able to afford the median house price. Couple households were the most capable of accessing housing given the likelihood of having a dual income.
- Since 2016, the median price of a home has become increasingly out of reach for all median household types, with the largest widening occurring after 2021.
- Notably, the gap between the median house price and the affordable threshold for the median household was approximately \$23,800 in 2016. The gap widened to \$259,000 in 2022.
- Homeownership attainability data highlights the notable disparity between growth in prices and growth in estimated incomes, leading to reduced purchasing power for shelter for most households in the community.

Important note: The gap between the affordable purchase price and actual price reflects the median. There are individuals or households who face significantly greater and significantly less financial challenges related to their shelter. As of 2021, 8% of owner households in Kaslo reported not reasonably affording where they live (see Section 4.1 for more details).

3.5 NON-MARKET HOUSING

Non-market housing encompasses all forms of housing not subject to market forces. This includes public or social housing, affordable housing offered by non-profit organizations, and transitional and emergency shelters, among others.

Table 3-3 provides an overview of the current housing and program offerings within the municipality, as reported by BC Housing in March 2024. Please note that “XX” indicates that a unit of housing or programming may exist but is kept confidential to ensure the identity of an individual or household is not compromised.

Table 3-3: Summary of local non-market housing and programs, March 2024

Emergency Shelter and Housing for the Homeless		Transitional Supported and Assisted Living	
Homeless housed	0	Supportive seniors housing	XX
Homeless rent supplements	0	Special needs	XX
Homeless shelters	0	Women & children fleeing violence	XX
Total	0	Total	1

Independent Social Housing		Rent Assistance in Private Market	
Low income families	XX	Rent assistance for families	XX
Low income seniors	XX	Rent assistance for seniors	XX
Total	20	Canada Housing Benefit recipient	XX
		Total	11

Source: BC Housing

- The Village of Kaslo is not the non-market housing centre of the RDCK, but still offers supply to the region’s inventory of units, programs, and services.
- There are 20 low-income units, 1 transitional supported / assisted living unit and 11 recipients of rent assistance.
- In total, Kaslo serves 32 of the 1,323 RDCK residents / households who are receiving housing assistance.

4. Housing Need

4.1 HOUSING CRITERIA

CMHC’s Core Housing Need (CHN) metric measures three critical housing criteria and whether reasonable alternatives exist in the market. A household is in core housing need if its housing does not meet one or more of the following standards:

Adequate

Housing is considered adequate when it isn’t in need of major repairs. Major repairs include defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings.

Suitable

Housing is considered suitable when there are enough bedrooms for the size and make-up of resident households. This is according to National Occupancy Standard (NOS) requirements.

Affordable

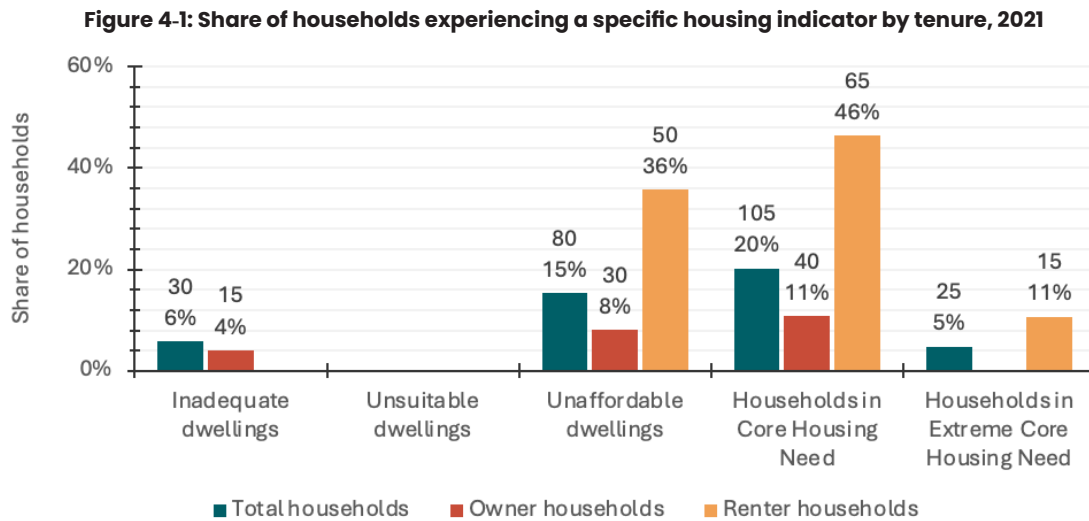
An affordable home costs less than 30% of the occupying household’s before-tax household income.

Acceptable housing is adequate in condition, suitable in size, and affordable. An added metric is “Extreme Core Housing Need (ECHN),” which refers to a household paying more than 50% of their income on shelter costs.

Historically, unaffordability has contributed the most to rates of CHN. However, a household in an unaffordable home does not necessarily mean they are experiencing CHN. CHN also considers whether affordable alternatives exist. In other words, CHN accounts for and does not include households living in an unaffordable home by choice (e.g., buying a home that is expensive now, but may be affordable later as the household income grows.)

4.2 HOUSING NEED BY TENURE

Figure 4-1 shows the rates of inadequacy, unsuitability, unaffordability, CHN, and ECHN for all households as well as households by tenure. Note that blanks exist where the data showed zeros, which are assumed to be cases of suppression resulting from Statistics Canada’s rounding practices to protect confidentiality.



Source: BC Government purchased Custom Statistics Canada Census Tabulations

- In 2021, about 6% of households in Kaslo required major repairs. Data is unavailable for unsuitability (i.e., households facing overcrowding).
- Unaffordability is the housing indicator that is often most prevalent among households. In Kaslo, 15% of households lived in unaffordable circumstances.
- Renter households are most severely affected by unaffordability (36%), Core Housing Need (46%), and Extreme Core Housing Need (11%). This is largely related to a higher number of single income earners living in rental households. However, higher core need than unaffordability indicates that many need both quality and space interventions to improve their housing condition.

4.3 ENERGY POVERTY

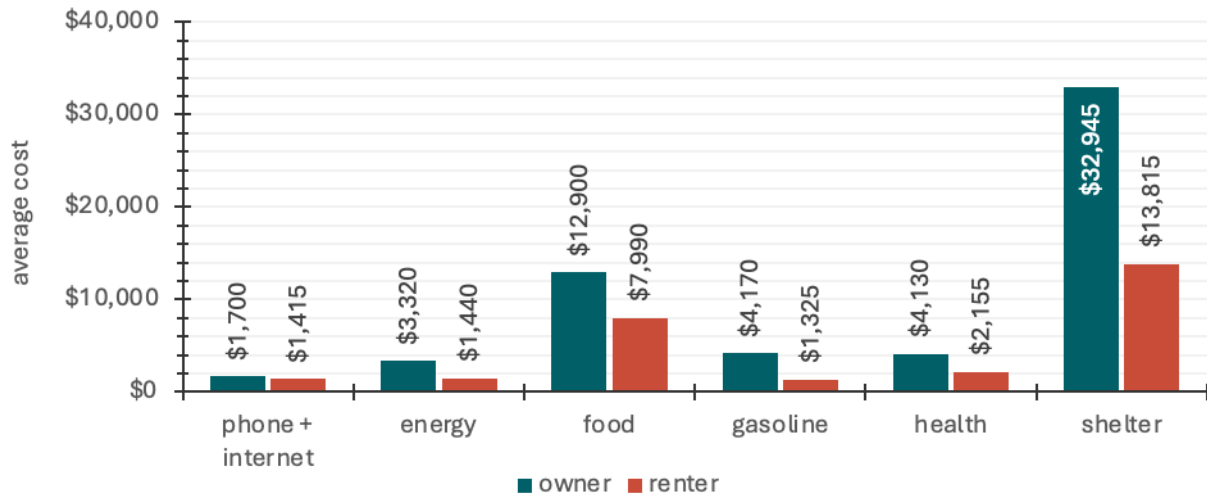
There are several expenses that contribute to the overall cost of housing. While these costs have always been a critical factor in determining a home's affordability, recent years of high inflation have brought household expenses to the forefront — namely, the rising cost of energy. Alongside increasing mortgage and rent payments, concurrently rising energy costs are pushing more households into “energy poverty.”

According to the Canadian Urban Sustainability Practitioners (CUSP), energy poverty refers to the experience of households or communities that struggle to heat and cool their homes and power their lights and appliances. Canadian academics have developed three key thresholds to define a disproportionate energy cost burden relative to a household's average after-tax income. A home is considered in energy poverty if it meets any of the following criteria:

1. Spending more than 6% of after-tax income on utilities,
2. spending more than 4% of after-tax income on fuel used for transportation, and
3. spending more than 10% of after-tax income for the combined of (1) and (2).

Figure 4-2 illustrates selected average annual living cost estimates for owning and renting households in Kaslo, inclusive of energy and gasoline costs. These estimates are produced using Statistics Canada’s 2019 Household Spending Survey data, adjusted by inflation and estimated locally based on distributions of dwelling structure types.

Figure 4-2: Average annual living expenses, 2023



Source: Statistics Canada Household Spending Survey, 2019 – adjusted to 2023 dollars using annual CPI

- Shelter cost estimates are the most expensive item for a household. The typical household pays approximately \$13,800 annually on rent or \$33,000 on a mortgage. Both figures include ancillary costs like insurance, condo fees, and taxes (if applicable).
- Food costs are the second-highest expense. With owner households generally having a higher average number of people, their reported average annual food cost is noticeably higher.
- To avoid being considered in “energy poverty,” a renter household would require an after-tax income of at least \$24,000 to afford the average annual energy bill, while an owner household would require an income of at least \$55,300.
- To consider vehicle gasoline costs affordable, a renter household would need an after-tax income of \$33,100, and an owner household would need \$104,300.
- Based on after-tax household incomes reported by Statistics Canada in 2021 (\$42,000 and \$61,200), the most burdensome energy costs for households are vehicle expenses. This is due to the vast geographies that many residents must regularly travel.

It is important to note that results for energy poverty may be underrepresented, as they cannot quantify whether households are living comfortably or just scraping by. The closer a household is to the energy poverty line, the greater the likelihood that they must make concessions in comfort to reduce energy costs.

5. Anticipated Housing Demand

5.1 DEMAND BY COMPONENT

In June 2024, the Province of British Columbia released a standardized HNR demand calculation methodology. The HNR Method estimates the total number of housing units required to address a community’s current and anticipated housing needs over 5- and 20-year timeframes, based on publicly available data sources that can be applied to communities of various scales. It is composed of six components (labeled A through F in Table 5-1). The standardized method for calculating demand ensures that all local governments produce consistent and comparable assessments of their housing need.

It is important to note that the HNR demand calculation methodology does not consider the unique challenges to development in Kaslo, such as servicing limitations/constraints, high construction costs, the availability of trades, and planning staff capacity, among other factors. Coordinated growth management planning with the RDCK, funding from senior levels of government, and creative solutions to densification will all be required to support the Village of Kaslo to meet anticipated demand.

Table 5-1 provides a summary of the result for each component of the HNR Method for the Village of Kaslo over the next 5 and 20 years, as required by legislation.

Table 5-1: Anticipated housing demand by anticipated period and component

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
A	Households in Extreme Core Housing Need	To estimate the number of new units required for those in vulnerable housing situations. Extreme need refers to those paying more than 50% of household income on shelter costs.	3	11
B	Individuals experiencing homelessness	To quantify the supply of permanent housing units required for those currently experiencing homelessness.	3	7
C	Suppressed households	To address those households that were unable to form between 2006 and the present due to a constrained housing environment.	10	40
D	Anticipated household growth	To quantify the additional households required to accommodate an increasing population over twenty years. Note that anticipated growth for municipalities is based on the average of local and regional projections (thus, population / household growth trends discussed above may not follow the same trajectory as dwelling projections) and electoral areas use solely regional projections.	71	178

Component	Housing units for:	Intention	5 year (by 2026)	20 year (by 2041)
E	Increasing the rental vacancy rate to 3%	To add surplus rental units to restore local vacancy rates to levels representing a healthy and well-functioning rental housing market. Typically, rates between 3% and 5% are considered healthy rates.	1	3
F	A local demand buffer	To reflect additional demand for housing within a given community, beyond the minimum units required to adequately house current and anticipated residents. This is called the “demand buffer” and is designed to better account for the number of units required to meet “healthy” market demand in different communities. For the purposes of HNRs, a demand factor is based on a ratio of housing price to housing density, and is calculated for each applicable community.	14	57
TOTAL:			102	295

Source: HNR demand calculation methodology ([link](#))

HNR Method Considerations

The HNR method prescribed by the BC Government is a standardized demand calculation methodology to ensure that all local governments produce consistent and comparable assessments of their housing need. This methodology works better for some areas than others. For municipalities with a small population base, the methodology is likely to result in an overestimate of demand. No projections are perfect, which is why the provincial legislation requires that municipalities repeat them every five years (as new information and data becomes available) as part of the HNR updates. The purpose of these projections is to serve as a target for municipalities to consider when assessing their zoning capacity to prepare for potential housing demand.

While it is required by legislation to report both the 5- and 20-year demand, the BC government is more interested in the 20-year projection. The short-term projection was a focus of the previous iteration of the HNR legislation which has since been revised to encourage communities to align housing projections with long term planning policies and tools (e.g., official community plans, zoning bylaws).

- The results indicate that Kaslo may need to build 102 units by 2026 and 295 units by 2041. While much of the demand will come from future growth, the number of suppressed households since 2006 and the demand buffer adjustment also contribute significantly.
- Components A, B, C, and E attempt to catalog unmet “current” demand, and thus serve as an estimate of the existing housing shortage (without considering any changes since 2021, which is the reference year).

5.2 DISTRIBUTION OF DEMAND

5.2.1 Housing price model and dwelling size

An adaptation of the HNR Method provides a rough idea of current market and non-market housing demand and what Kaslo can expect over the 20-year projection period. HNR Method guidelines do not prescribe how to perform this analysis, which could allow for more community level discretion.

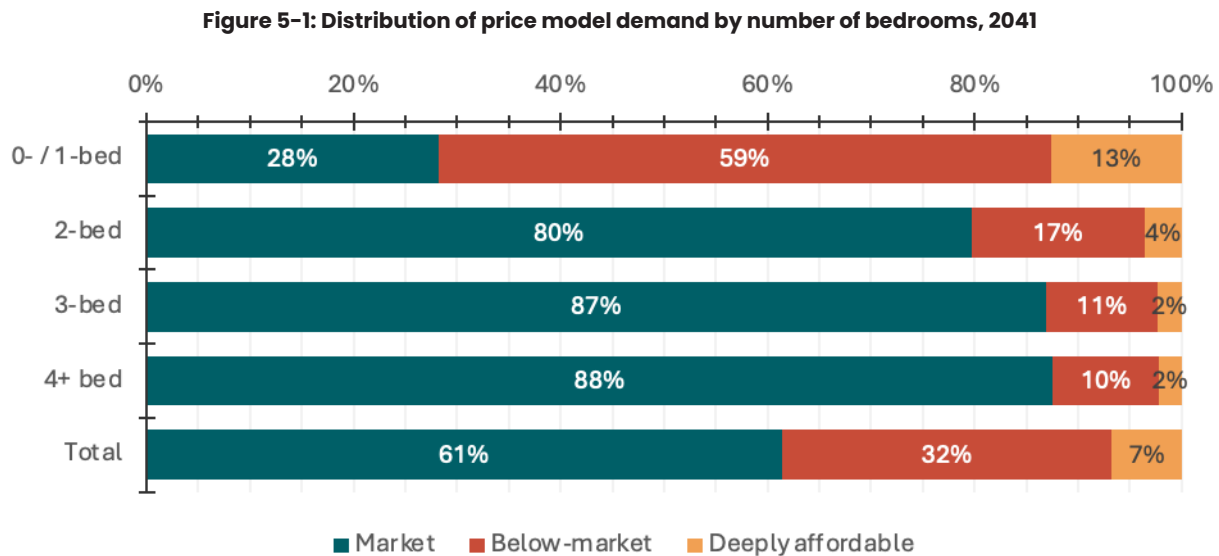
Table 5-2 summarizes the results of applying the dwelling size distributions discussed in the **2024 Regional District of Central Kootenay Housing Needs Report** to project demand in the Village of Kaslo. The outcome of this analysis is a table outlining anticipated demand, disaggregated by the number of bedrooms and intended market / price model. Note that non-market housing has been further separated into “affordable / below-market” housing (i.e., housing explicitly offered at prices below market, like the 80% of Median Market Rent criteria described by CMHC funding opportunities or rent-geared to income housing) and “deeply affordable” housing (i.e., rents offered at the shelter rate of income assistance, often combined with support services).

To distinguish what portion of the community might benefit from non-market housing, HART’s income categories and how they overlap across the housing continuum are considered. Briefly, we apply the historical proportions of households earning “very low” and “low” incomes to demand totals. The demand for deeply affordable and below-market units represents these respective income categories.

Table 5-2: Anticipated demand disaggregated by anticipated price model and required number of bedrooms

	Market		Affordable / below-market		Deeply affordable		Total	
	5-year	20-year	5-year	20-year	5-year	20-year	5-year	20-year
0- / 1-bed	12	34	24	71	5	15	41	120
2-bed	20	57	4	12	1	3	25	71
3-bed	18	53	3	7	1	1	21	62
4+ bed	13	37	2	4	0	1	15	42
Total	63	181	32	94	7	20	102	295

Figure 5-1 illustrates the distributions of the above price models by the number of bedrooms to show what dwelling sizes are best targeted by market or non-market interventions.



- The 5- and 20-year demand projections suggest a need for 102 and 295 units, respectively.
- Market housing should remain the primary contributor to the local inventory, though there is a clear need for non-market interventions. By 2041, Kaslo may need 94 affordable / below-market offerings and 20 additional deeply affordable units.
- Engagement respondents expressed the importance of ensuring all demographics have access to non-market, affordable housing options in the communities they live in.
- As suggested by the calculated shares of units by number of bedrooms, market housing demand will likely focus more on 2- and 3-bedroom units; whereas, non-market solutions may distribute more to 0- and 1-bedroom dwellings.

5.2.2 Housing price model and tenure

For the most part, the market will ultimately decide whether new dwellings are built for rental or ownership based on prices and preferences. However, adapting data to estimate how demand might be distributed between owner and renters is useful for understanding which price models might be most needed over time.

Table 5-3 showcases the results of this analysis (with greater detail in the regional housing report, highlighting how different forms of housing may be distributed by size).

Table 5-3: Anticipated demand disaggregated by anticipated price model and tenure

Price model:	5-year (by 2026)		20-year (by 2041)	
	Owner	Renter	Owner	Renter
Market housing	46	17	134	47
Affordable / below-market	13	19	38	56
Deeply affordable	0	7	0	20
Total	59	43	172	123

- While it is likely that market housing demand will mainly be for owner-occupied housing, there is a notable forecasted interest in expanding the local market rental inventory.
- Non-market solutions typically take the form of rentals, but data suggests there could be demand for below-market ownership options, which could mean considering alternative forms of ownership such as co-operatives or community land trusts if funding and support programs materialize.

6. Bill 44 Analysis and Recommendations

Bill 44 – Housing Statutes (Residential Development) Amendment Act includes a suite of legislative changes to the local government land use planning framework aimed at providing additional housing in British Columbia communities. As previously noted, all local governments are now required to use a standardized projection method to understand housing needs over the next 5 and 20 years. The new legislation mandates that municipalities update Official Community Plans (OCPs) and zoning bylaws to permit the total anticipated housing demand over at least the next 20 years, as identified by the HNR Method. OCPs must also include policies that address a wide range of housing types (e.g. affordable housing, rental housing, seniors housing, family housing, etc.). Local governments must complete their first review and OCP update based on the interim HNR projections by December 31, 2025.

Bill 44 also includes legislative amendments that require local government bylaws to allow for small-scale, multi-unit housing (SSMUH). SSMUH describes a range of housing units that can provide attainable housing for middle-income families, including secondary suites in single family dwellings, detached accessory dwelling units, triplexes, townhomes, and house-plexes. Local governments were required to update their bylaws by June 30, 2024, to accommodate SSMUH.

To support the Village of Kaslo to complete the required OCP and corresponding zoning bylaw updates, the consulting team has identified several best practices and considerations for meeting the requirements of Bill 44. The team reviewed the Kaslo OCP and identified areas for policy intervention, outlined in Table 6-1. It is important to note that this review is a starting point for staff and should not be considered a complete review. A full OCP update with specific policy recommendations is outside the scope of a typical HNR.

Table 6-1: Bill 44 best practices and considerations for legislated OCP updates

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
Low density language in the OCP (often referred to as “traditional residential or “stable residential”) should explicitly support various forms of missing middle and small scale multi-residential. No zones/ areas within the Village should exclusively allow single detached dwellings or single-family homes.	<p>The Village of Kaslo OCP language largely aligns with best practices for supporting a variety of housing types within residential neighborhoods. For example, Policy 5.1.2.2 encourages “higher density (multi-unit) residential development in some areas to encourage the highest and best use of land and infrastructure” as a general residential objective.</p> <p>The OCP is clear in encouraging increased residential density in areas that have adequate services.</p> <p>Policy 5.3.2.2: “Encourage increased residential density for properties that are fully serviced by municipal sewer.”</p> <p>The Village of Kaslo OCP also encourages the development of various forms of missing middle and small scale multi-residential.</p> <p>Policy 5.3.3.1 states that the Village will “permit development of carriage houses and secondary suites through zoning regulations.”</p>	No recommendations – existing language in the OCP is aligned with the best practice.
Consider allowing purpose built rental apartments in several areas in the Village rather than solely in growth/core/arterials. This could encourage more purpose-built rentals in areas throughout the Village. This type of housing is important for a community as it is often the only form of housing that is accessible to lower-income families, seniors, and young people.	<p>The Village of Kaslo OCP encourages a variety of housing types and development opportunities that will be distributed across multiple neighborhoods, while explicitly identifying a need for affordable rental housing in Section 3.4. Residential Characteristics.</p> <p>However, the OCP does not explicitly reference any policies or language related to encouraging the development of purpose-built rental apartments.</p>	<p>Add a new policy in Sections 4.2 General Form and Character of Existing and Future Land Use, and Section 5 Residential Areas to encourage the explicit development of multi-unit purpose-built rentals apartments.</p> <p>Add policy in 5.2 Neighbourhood Residential and 5.3 Core Residential to explicitly encourage the development of multi-unit purpose built rental apartments.</p>

Best Practice:	OCP Alignment/non-alignment:	Recommendations:
Ensure Development Permit Area (DPA) policies and guidelines do not unreasonably prohibit or restrict SSMUH development. According to the provincial policy manual, local governments are discouraged from using DPAs to regulate form and character of SSMUH development in all but exceptional circumstances. It is recommended to amend existing DPAs to remove SSMUH developments from intensive or multi-family residential definitions.	The Village of Kaslo OCP does not unreasonably prohibit or restrict SSMUH development. However, stronger language and clear policies regarding the exemption of SSMUH development from form and character regulation could be included to better encourage SSMUH development.	Revise Policy 16.3.4.2: "Single-family dwelling and duplex residential development are not subject to the Heritage and Commercial Core DPA" to include secondary suites, accessory dwelling units, triplexes, townhomes, and row homes.
Life-cycle costs of infrastructure and servicing are significantly more cost-efficient when growth occurs in existing neighbourhoods, and within urban containment boundaries, compared to sprawl. Consider focusing growth in areas that are already serviced.	<p>The OCP policies align with, and take into consideration, this best practice as it notes that new development in the Village should occur within serviced areas that have adjacent or nearby services and infrastructure including water, sewer, and roads. Policy examples are noted below.</p> <p>Policy 17.1. D: "Encourage mixed use and medium density development in lands adjacent to where services and amenities are available."</p> <p>Policy 5.1.2.2: "Encourage higher density (multi-unit) residential development in some areas to encourage the highest and best use of land and infrastructure."</p> <p>Policy 5.3.2.2: "Encourage increased residential density for properties that are fully serviced by municipal sewer."</p>	No recommendations – existing language in the OCP is aligned with the best practice.

7. Conclusion

The Village of Kaslo's housing landscape is evolving, driven by a notable increase in both population and households from 2016 to 2021. This growth trend is expected to continue through the next two decades, leading to a sustained rise in housing demand.

Population expansion has coincided with sustained price increases in recent years, with the median home price appreciating 58% between 2019 and 2022. This has exacerbated housing affordability challenges overall and increased strain on alternatives in the rental market. Expected low RDCK rental vacancy and a connected low rental supply should further challenge residents looking for rental units.

In 2021, approximately 15% of local households in Kaslo lived in unaffordable circumstances. Thus, meeting the demand for affordable housing options in the community is crucial. Estimates suggest that about 104 subsidized units could be required over the next 20 years to meet the needs of those most vulnerable. Overall, the Village of Kaslo may require an additional 295 total housing units be built by 2041 to mitigate existing and future market imbalances.

The Village of Kaslo recognizes that housing and future growth is a key topic for residents. Many residents are supportive of initiatives to increase density and add affordable housing options in their community. Village staff and leadership have shown their commitment to increasing non-market housing units by selling municipal land for a nominal fee in 2022 for an affordable housing project. The Village should continue to explore options to partner with local housing operators to facilitate non-market housing construction on Village-owned land.

The data presented here is intended to support and supplement the important work already being undertaken by the Village and its partners. Though it will be challenging, the Village of Kaslo, with support from the RDCK, non-profit and private partners, and senior levels of government, is more than capable of addressing the housing needs outlined in this report.

Consulting support from:





*Village of
Kaslo*

Village of Kaslo

HOUSING NEEDS REPORT

APPENDIX A: DEFINITIONS



Definitions

“bedrooms” refer to rooms in a private dwelling that are designed mainly for sleeping purposes even if they are now used for other purposes, such as guest rooms and television rooms. Also included are rooms used as bedrooms now, even if they were not originally built as bedrooms, such as bedrooms in a finished basement. Bedrooms exclude rooms designed for another use during the day such as dining rooms and living rooms even if they may be used for sleeping purposes at night. By definition, one-room private dwellings such as bachelor or studio apartments have zero bedrooms;

“census” means a census of population undertaken under the Statistics Act (Canada);

“census family” is defined as a married couple and the children, if any, of either and/or both spouses; a couple living common law and the children, if any, of either and/or both partners; or a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular census family live in the same dwelling. A couple may be of opposite or same sex;

“components of demographic growth” refers to any of the classes of events generating population movement variations. Births, deaths, migration, marriages, divorces, and new widowhoods are the components responsible for the variations since they alter either the total population or the age, sex, and marital status distribution of the population:

“emigrant” refers to a Canadian citizen or immigrant who has left Canada to establish a permanent residence in another country.

“immigrant” refers to a person who is, or who has ever been, a landed immigrant or permanent resident. Such a person has been granted the right to live in Canada permanently by immigration authorities;

“interprovincial migration” refers to movement from one province or territory to another involving a permanent change in residence. A person who takes up residence in another province or territory is an out-migrant with reference to the province or territory of origin and an in-migrant with reference to the province or territory of destination;

“intraprovincial migration” refers to movement from one region to another within the same province or territory involving a permanent change of residence. A person who takes up residence in another region is an out-migrant with reference to the region of origin and an in-migrant with reference to the region of destination;

“non-permanent residents” refers to persons who are lawfully in Canada on a temporary basis under the authority of a temporary resident permit, along with members of their family living with them. Non-permanent residents include foreign workers, foreign students, the humanitarian population and other temporary residents;

“core housing need” is when housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that meets all three housing standards;

“adequate housing” means that, according to the residents within the dwelling, no major repairs are required for proper use and enjoyment of said dwelling;

“affordable housing” means that household shelter costs equate to less than 30% of total before-tax household income;

“suitable housing” means that a dwelling has enough bedrooms for the size and composition of resident households according to National Occupancy Standard (NOS) requirements;

“dwelling” is defined as a set of living quarters. Two types of dwelling are identified in the Census, collective dwellings and private dwellings. The former pertains to dwellings which are institutional, communal or commercial in nature. The latter, Private dwelling refers to a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons;

“private dwelling occupied by usual residents” refers to a private dwelling in which a person or a group of persons is permanently residing. Also included are private dwellings whose usual residents are temporarily absent on May 11, 2021.

“private dwelling not occupied by usual residents” refers to a private dwelling which is not considered the primary place of residence of a household over a calendar year.

“dwelling type” means the structural characteristics or dwelling configuration of a housing unit, such as, but not limited to, the housing unit being a single-detached house, a semi-detached house, a row house, an apartment in a duplex or in a building that has a certain number of storeys, or a mobile home;

“single-detached house” means a single dwelling not attached to any other dwelling or structure (except its own garage or shed). A single-detached house has open space on all sides, and has no dwellings either above it or below it. A mobile home fixed permanently to a foundation is also classified as a single-detached house;

“semi-detached house” means one of two dwellings attached side by side (or back to back) to each other, but not attached to any other dwelling or structure (except its own garage or shed). A semi-detached dwelling has no dwellings either above it or below it, and the two units together have open space on all sides;

“row house” means one of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses;

“duplex” (also known as apartment or flat in a duplex) means one of two dwellings, located one above the other, may or may not be attached to other dwellings or buildings;

“apartment in a building that has five or more storeys” means a dwelling unit in a high-rise apartment building which has five or more storeys;

“apartment in a building that has fewer than five storeys” means a dwelling unit attached to other dwelling units, commercial units, or other non-residential space in a building that has fewer than five storeys;

“mobile home” means a single dwelling, designed and constructed to be transported on its own chassis and capable of being moved to a new location on short notice. It may be placed temporarily on a foundation pad and may be covered by a skirt;

“extreme core housing need” has the same meaning as core housing need except that the household has shelter costs for housing that are more than 50% of total before-tax household income;

“household” refers to a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere in Canada or abroad;

“owner household” refers to a private household where some member of the household owns the dwelling, even if it is still being paid for;

“renter household” refers to private households where no member of the household owns their dwelling. The dwelling is considered to be rented even if no cash rent is paid;

“household maintainer” refers to whether or not a person residing in the household is responsible for paying the rent, or the mortgage, or the taxes, or the electricity or other services or utilities. Where a number of people may contribute to the payments, more than one person in the household may be identified as a household maintainer. In the case of a household where two or more people are listed as household maintainers, the first person listed is chosen as the primary household maintainer;

“household size” refers to the number of persons in a private household;

“household type” refers to the differentiation of households on the basis of whether they are census family households or non-census-family households. Census family households are those that contain at least one census family;

“migrant” refers to a person who has moved from their place of residence, of which the origin is different than the destination community they reported in. Conversely, a non-migrant is a person who has moved within the same community;

“mobility status, one year” refers to the status of a person with regard to the place of residence on the reference day in relation to the place of residence on the same date one year earlier;

“primary rental market” means a market for rental housing units in apartment structures containing at least 3 rental housing units that were purpose-built as rental housing;

“Rental Market Survey” refers the collection of data samples from all urban areas with populations greater than 10,000 and targets only private apartments with at least three rental units. Among the information provided are median rental prices for units within the primary rental market;

“secondary rental market” means a market for rental housing units that were not purpose-built as rental housing;

“shelter cost” refers to the average or median monthly total of all shelter expenses paid by households that own or rent their dwelling. Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water and other municipal services. For renter households, shelter costs include, where applicable, the rent and the costs of electricity, heat, water and other municipal services;

“subsidized housing” refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances;

“tenure” refers to whether the household owns or rents their private dwelling. The private dwelling may be situated on rented or leased land or be part of a condominium. A household is considered to own their dwelling if some member of the household owns the dwelling even if it is not fully paid for, for example if there is a mortgage or some other claim on it. A household is considered to rent their dwelling if no member of the household owns the dwelling;

“vacancy” means a unit that, at the time of the CMHC Rental Market Survey, it is physically unoccupied and available for immediate rental.

KASLO ANNUAL REPORT 2025

Prepared By :

Erin Lawrence



***Keeping Wildlife Wild and
Communities Safe***



*Village of
Kaslo*



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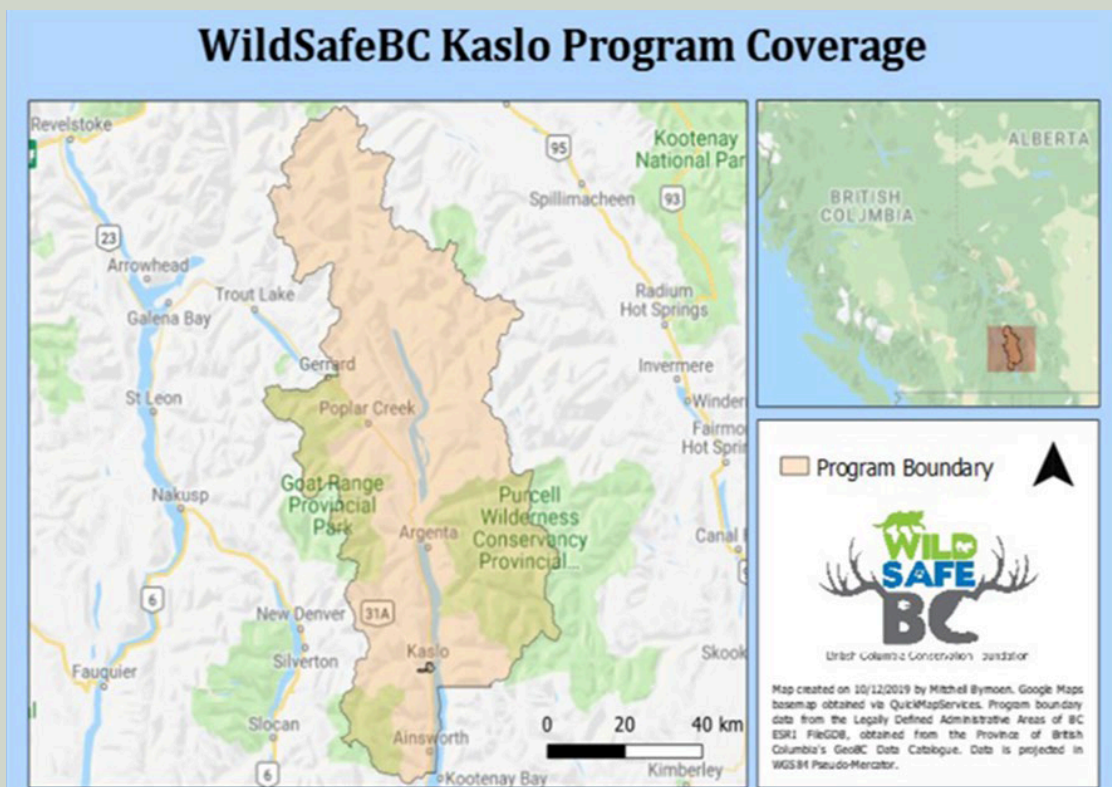
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Executive Summary

This report describes the activities of the WildSafeBC Kaslo and CKRD area D program for the 2025 season between May 5th and November 30th. The main goal of the WildSafeBC Community Coordinator is to assist communities in preventing human-wildlife conflicts through educational programs, collaboration, and community solutions. The following report summarizes key program deliverables over the course of the 2025 season, and will help shape the delivery of the program for the 2026 based on coordinator, community, and sponsor needs.

Program Coverage Area

The WildSafeBC Kaslo program covers the municipality of Kaslo and Central Kootenay Regional District Electoral Area D. Kaslo is located in the southern interior of BC in the Kootenay Mountain Ranges. Area D includes the communities of Lardeau, Argenta, Howser, Gerrard, Cooper Creek, Poplar creek, Ainsworth, Mirror Lake, Marblehead, Johnsons Landing, Shutty Bench and Meadow Creek.



2025 Highlights

430+

Community Members Reached

4

Community Event Booths

3

Bins Tagged

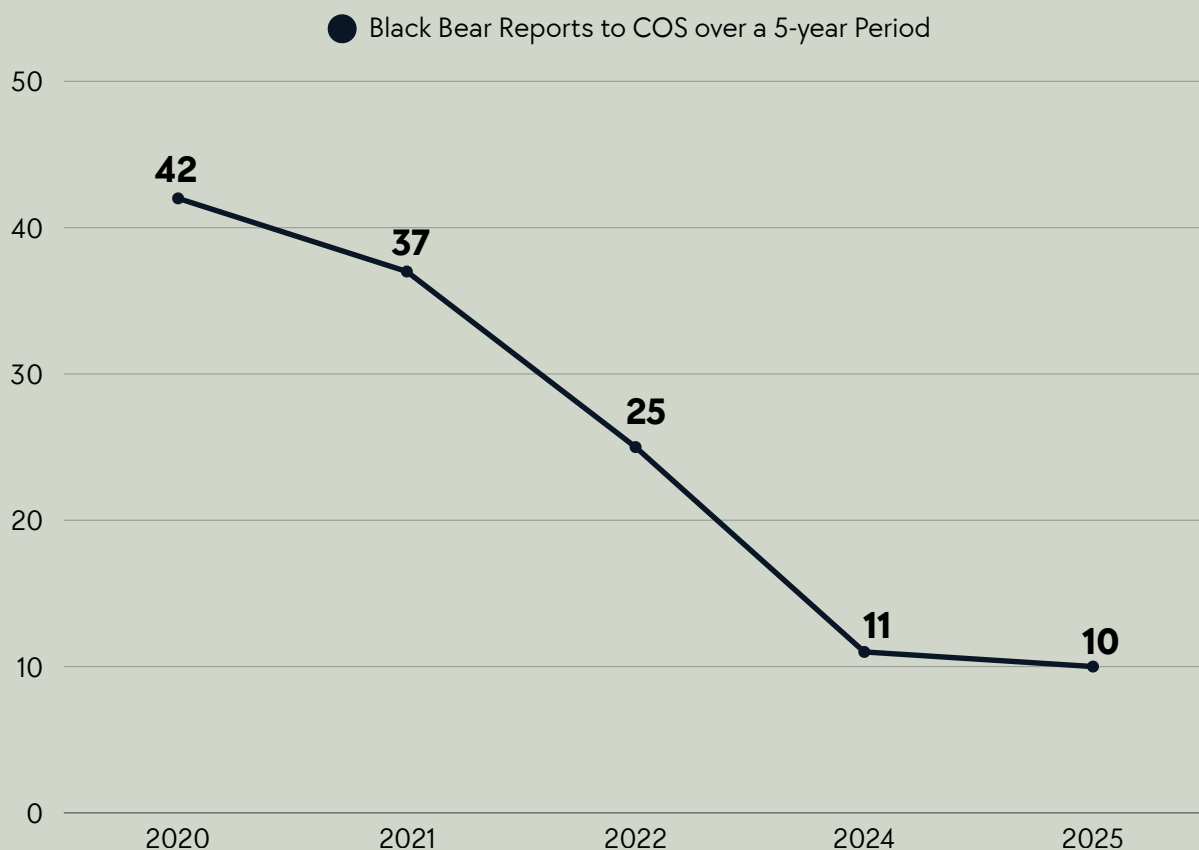
15.9K

Facebook Users Reached

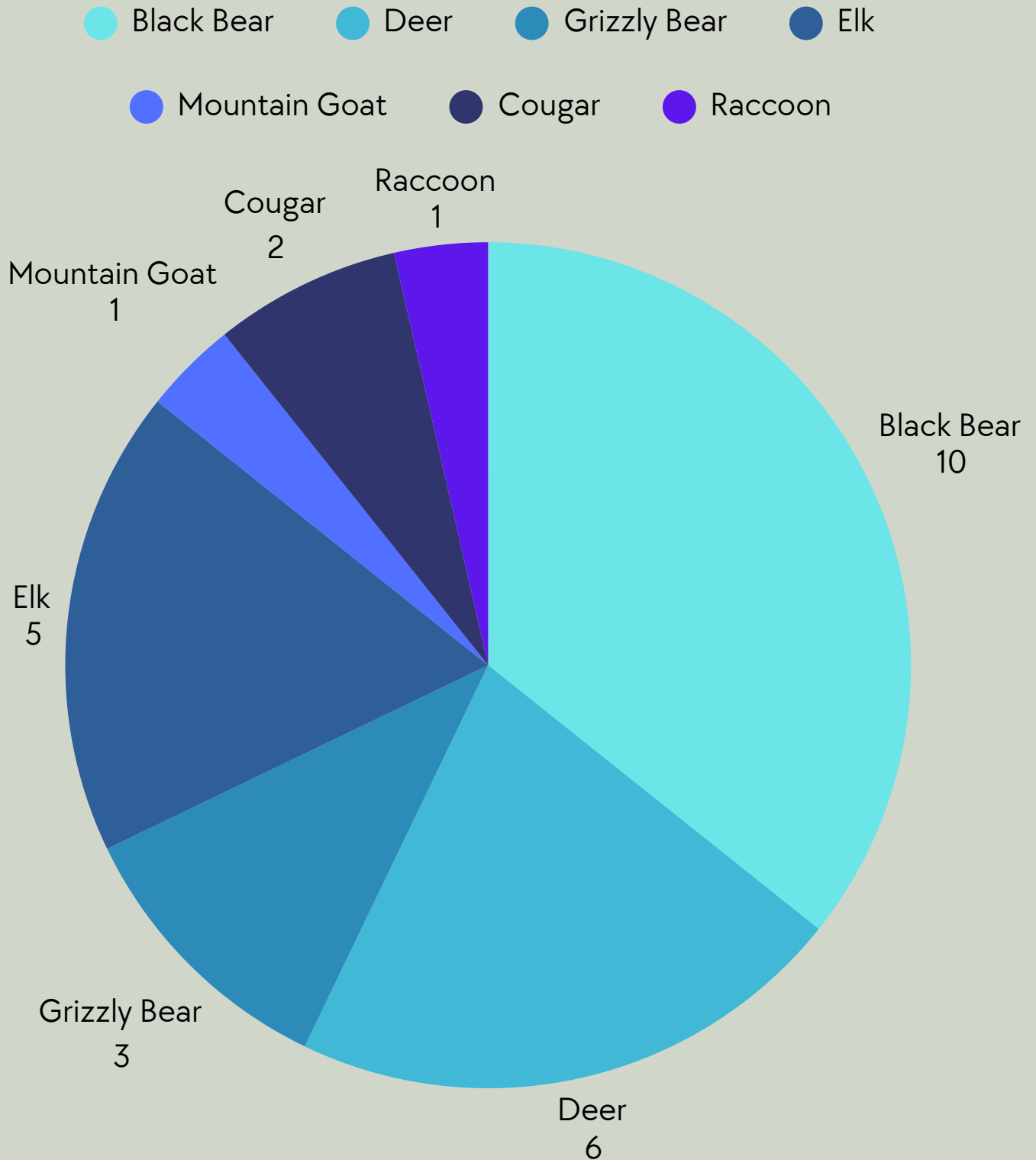
Conservation Officer Service Reports

From January 1 to November 30, a total of 27 wildlife reports have been made to the Conservation Officer Service through the Report All Poachers and Polluters (RAPP) line (1-877-952-7277) or online form (<https://forms.gov.bc.ca/environment/rapp/>). Black bears were the most reported species to the Conservation Officer Service, followed by deer, elk, and grizzly bears. Reports included three cases of food conditioning, two of livestock being killed, and four involving aggression.

There were 10 black bear reports this year, a decrease compared to 2022 and 2024 (no data available for 2023). While this steady decrease may be attributed to natural food being abundant again this year, it may also be attributed to the fact that much of the wildlife-related reporting seems to occur on social media, particularly the local Facebook page. It appears many community members prefer sharing sightings online, possibly due to concerns about potential consequences for wildlife when reporting through official channels. This highlights the need for increased public education on the importance of early reporting.



Conservation Officer Service Reports



WildSafe Ranger Program

The WildSafe Ranger Program introduces students to the concept of human-wildlife conflict and encourages them to take an active role in reducing human-wildlife conflict at home by helping their families identify backyard wildlife attractants. In addition, students learn how to have a safe and respectful relationship with wildlife. The program complements the BC Science K-9 Curriculum. This year two WildSafe Ranger presentations were given in the Kaslo / Area D region:

- Jewlett School in Meadow Creek: a classroom presentation for a combined Grade 4–6 class of 10 students plus their teachers.
- J.V. Humphries School in Kaslo: a larger, outdoor, interactive session with two grade 4 classes of 42 students and their teachers.

In the indoor session at Jewlett School, students learned about basic wildlife needs, habitat requirements, and the concept of human-wildlife conflict. In the outdoor session at J.V. Humphries School we focused on “thinking like an animal”: identifying attractants in our community, discussing what local wildlife need to survive, and how those needs intersect with human activities. We then examined a mock campsite set up ahead of time to explore practical ways to reduce attractants and make the site safer for wildlife and people. Feedback from students and teachers was positive — the combination of discussion, observation, and hands-on problem solving made the lessons memorable and engaging.

The program supported WildSafeBC’s broader goals of educating youth about coexistence with wildlife and empowering them to be active participants in reducing conflict at home and in the community. These school visits have helped build awareness among the youngest members of our community at a time when human-wildlife interactions continue to be a concern across the province. As we wrap up for the season, we look forward to continuing these educational efforts in the years to come.



Workshops

WildSafeBC's workshops are designed to educate residents on how to prevent human-wildlife conflict through practical, science-based strategies and increased community awareness. The first workshop given was on rat mitigation. With increasing discussion on the Kaslo Community web pages about the number of rodents sighted in towns and homes, many residents continued reaching out for support well into November. The workshop provided practical, prevention-based strategies consistent with WildSafeBC principles including proper waste management, reducing access to food and shelter, habitat modification around homes, and the safe and effective use of traps. Participants also learned how to identify different rat species and understand their behaviours, allowing for more targeted and successful management. The session drew in a mix of homeowners and community members motivated to reduce the number of rats in Kaslo.

To close out the season, WildSafeBC Kaslo also hosted a family-friendly community event. The purpose of this gathering was to connect with residents, clarify the role and mandate of the WildSafeBC program, and listen to public input on the types of education and services they would like to see offered next year. It was also an opportunity to thank local sponsors and supporters whose contributions make the program possible, and to celebrate the end of another successful season together.



Display Booths

Display booths allow the public to view and interact with our educational materials, learn about wildlife safety, discuss wildlife attractant management, and network our program offerings to various groups of residents. In 2025, more than 125 people visited the WildSafeBC display booth at 4 community events within Kaslo. These events included Kaslo's Birthday, the Kaslo Saturday Markets, and the Volunteer Fair, with the markets being the most popular.

Having bear skull and paw print replicas alongside bear spray totes and carriers drew in children and adults alike which led to many interesting conversations. Providing a physical space where community members could directly engage is a great way to learn about the concerns and joys of the community in relation to our wildlife. These encounters provided insights into community concerns, helped to identify key areas of educational focus for door to door canvassing, and identified locations with the highest concentrations of attractants and wildlife sightings. In 2024, reporting of sightings was very common and in 2025 there were less report and more wildlife encounters and experiences shared. This year there were racoon and beaver sightings which had not come up in the previous year. Most common topics of conversation included: Black bear and cougar safety, fruit trees and attractant concerns, rats and rat mitigation, wildlife encounters (including otters and coyotes!), bear proof bin enquiries and wildlife safety for children. Requests for bear spray safety workshops for spring 2026.



Bin Tagging

Garbage bin tagging consists of placing a highly visible and removable warning sticker on top of curbside containers the evening before collection day. During five outings, a total of three bins were tagged across the garbage collection zone. Two recycling bins and one garbage bin. The bin tagging outings covered all areas of Kaslo within the municipality. Again, no pattern was found as offending bins were evenly distributed throughout Kaslo.

The results show us that garbage bin tagging is most effective in the community of Kaslo in Spring and Fall. Bins were most often found in the Spring and fall over the 2024 and 2025 surveys. It would appear that during spring, the occasional resident becomes accustomed to leaving their garbage out early due to less smell in freezing temperatures and may need a reminder that wildlife are emerging in the spring. Bins being out in the fall most likely are due to busyness and time constraints.

Continuing the program in following years will offer a non-confrontational method for a gentle reminder to the public to keep up their good work. This can lead to positive changes in behavior over time. Secure waste management is key to preventing human-wildlife conflict and bin tagging serves as that nudge for those who may not have it on the forefront of their minds.



Door-to-Door Engagement

Last year, I introduced myself to the community through door-to-door outreach. I was able to provide general wildlife information, pass on contact details and learn about concerns and sightings in the area. Using this information for the WildSafeBC season of 2025 I was able to focus in on Kaslo's identified hotspots. Alerting residents in Spring along popular bear trails near the river trail and upper Kaslo. Initial visits to areas near the river trail and downtown were due to regular sightings of two curious bear cubs (yearlings) testing boundaries. In these visits I alerted residents, reinstated the importance of managing attractants around homes, keeping an eye on pets and asking for sightings to be reported.

I conducted two visits related to bear activity, addressing issues such as securing garbage, compost, and fruit trees. Four visits were in response to concerns from public around fruit trees not being cleared and one case of fruit dumping. One outing regarding rat sightings in which I provided advice on exclusion techniques and attractant management to the neighborhood. Two others regarding concerns of denning skunks and raccoons under peoples houses.

Fruit trees were a key focus throughout all visits and within both Kaslo and Electoral Area D. Door to door engagement reached over 115 local residents. In cases where homeowners were out, door hangers were left offering contact information, reason for visit and practical tips for managing attractants.

Gleaning and Public Education: This year I once again spent a larger portion of time educating households on gleaning practices to reduce wildlife attractants. This included hands-on demonstrations and tailored advice on how to harvest and manage excess fruit to minimize bear encounters. Whilst some homeowners followed advice given the previous years, the households that were the main concern to other members of the public were the same households I had spoken to the previous year. Despite the education, there are member within Kaslo and Area D who have little interest in maintaining their fruit trees and fruit waste. Further talks within the Village of Kaslo and the RDCK may need to happen in order to find some resolution to these problem areas.

Social Media and Press

The WildSafeBC Kaslo Facebook page came out of hibernation on May 5th 2025 with a spring post, reminding Kaslo residents of pruning, wildlife on roads and managing attractants. Throughout the season, the WildSafeBC Kaslo Coordinator engaged with posts relating to wildlife activity and provided education and information to residents in community Facebook Page groups. The page has 575 followers, and in total, 20 Facebook posts were created that reached 15.9K people from May 5th to November 30th.

In 2026, I would like to change the approach by providing a wider variety of content. Last year the aim was to increase Facebook users through useful information on the community page. Whilst users did increase by 2.5%, a wider variety of information is more likely to reach a higher number of Facebook users and provide local community members with valuable and engaging content. I found it interesting to learn that 92.5% of viewers are from within Canada with 47.6% being from Kaslo, 15.1% from Nelson and 13.4% from Balfour and Castlegar.

Many local residents recognized the WildSafeBC's coordinator through the Valley Voice, showing that many residents still prefer traditional routes of receiving information.

on empowering individuals to take small, actionable steps in their daily lives to improve the welfare of wildlife both close to home and worldwide.”

The WildSafeBC Coordinator position is a “great opportunity to use my experience to contribute to the safety and well-being of this community I now call home,” she said.

Erin says this year is particularly significant for wildlife in the Kootenays. Many young animals are striking out on their own, and there has been a notable increase in bear sightings in the area. “It’s crucial during this time to secure all attractants, clean up properties, prune back fruit trees, and take down



Erin Lawrence is Kaslo and area's WildSafeBC Coordinator.

Bare Campsite Program

Through the WildSafeBC Bare Campsite Program, WildSafeBC is able to provide clear guidelines and resources to assist campground operators in maintaining a safe campsite for both people and wildlife. The municipal campground continues to operate to a high standard. The campsite is kept very clean and tidy with bearproof bins and responsible guests. I spoke with the campground attendants in Davis Creek and Lost Ledge and left them with educational materials and resources. Visitors to these campgrounds along with those visiting Mirror Lake and Fletcher falls were reached as part of WildSafeBC's program.

The interactions I shared were full of curiosity and a great opportunity to talk to those from outside our area about human-wildlife conflict in the Kootenays. These interactions were not included in the community members reached numbers. Topics of conversations included active wildlife in the area, bear spray use, hazing wildlife in urban areas for both human and wildlife protection safe practices whilst hiking and safe campsites. Mirror lake campground had a change in management this year, moving forward I plan to offer support where they may need help with wildlife, offer training, and educate on the Bare Camping program.



BC Goes Wild

Throughout September when human-bear conflicts are at their highest in BC, WildSafeBC celebrates its annual BC Goes Wild campaign to acknowledge the spectacular diversity of wildlife in the Province. This year WildSafeBC celebrated it's 10th Annual BC Goes Wild Event. Throughout September, I had the pleasure of hosting two stalls at the Kaslo Saturday markets, where I handed out coloring competition sheets for kids and encouraged everyone to join in the wildlife photography contest. This year there was a lot more interest in the photo competition and I was able to encourage locals to engage more with the beautiful environment that surround us. I also organized a fun event at the Kaslo Library, with a coloring and crafting station and an interactive talk for families about local wildlife, and their habitats. An online Electric Fence workshop was shared to help keep the community informed and involved.

The BC Goes Wild campaign is a wonderful chance to raise awareness, spread the word about wildlife safety, and inspire positive changes in how we all coexist with wildlife here in Kaslo. In future I hope to engage the community in wildlife safety talks, a habitat craft session, offering the opportunity to participate in a bear spray workshop, work with local stores to promote wildlife themed purchases and look into running an event with the Langham. I see many opportunities for fun and informative events.



Challenges and Future Goals

Kaslo residents were found to be well intended when it comes to wildlife safety and managing attractants, yet continued to face challenges with personal life conflicts such as time pressure, finances or forgetfulness. Through a second year of community education, it is coming to light that not all residents are willing to make changes in order to protect wildlife or the neighborhood around them. Improperly managed garbage, fruit trees, bird feeders, and urban livestock continue to be a source of human-wildlife conflict in Kaslo, with fruit trees at the forefront of the issue. While some residents are familiar with conflict and how to prevent it, others are less aware of the risks of human-wildlife conflict. Continued outreach is needed to provide people with knowledge and skills on how to manage wildlife attractants and how to stay safe when in wildlife country. The WildSafeBC Kaslo Community Coordinator recommends the following activities for 2026:

- More freely available public spaces for presentations and workshops; inaccessibility to appropriate spaces for talks often prevented workshops from happening
- Coordinator to connect with Lardeau, Argenta and Johnsons community halls
- Continue with residential bin tagging in the spring and fall leaving summer to focus on other forms of education
- Continue to promote gleaning activities and connect fruit tree owners with local farms. Council or RDCK could provide incentive such as round ups, funding for tree removal or pruning, incentivizing through fines or providing signage for households offering free fruit to the community.
- WildSafeBC's Ranger program for schools and tailor workshops for homeschool groups
- Invite conservation officers for talks to better communicate the role/goals of the Conservation Officers
- Bylaw enforcement – enforcement resources – promote sense of reasonability and follow through
- Wildlife safety and awareness workshops including Bear spray workshops
- Find and establish relationship with internal contact for the RDCK to take on requests for the wider area of Kaslo

Acknowledgements

The WildSafeBC Kaslo Community Coordinator would like to thank the Village of Kaslo, the Central Kootenay Regional District, the Province of British Columbia, and the BC Conservation Foundation for funding the WildSafeBC Kaslo project. Thank you the many residents of Kaslo and the surrounding area for their continued efforts and support. Thank you to the Conservation Officer Service for their direction and support of the program.

Lastly, the WildSafeBC Kaslo Community Coordinator would like to send an enormous thank you to all the British Columbia Conservation Foundation staff and fellow provincial WildSafeBC Community Coordinators for their encouragement and support. This program would not be able to succeed without the collaboration of all those mentioned.

Thank You!



***Keeping Wildlife Wild and
Communities Safe***

December 12, 2025

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

Dear Mayor Suzan Hewat and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2025/2026**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2025/2026. An electronic transfer of \$55,588 is expected to occur in December 2025. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Cori Ramsay
UBCM President

PC: Robert Baker, Chief Administrative Officer

From: [REDACTED]
To: [Admin Mailbox](#)
Subject: South Beach Proposal
Date: December 12, 2025 6:25:11 AM

To Kaslo Mayor and Councillors,

I attended the public information evening, read the posted correspondence, Valley Voice, and the documents on your website. Thank you for your hard work on behalf of the residents. My observations at the public meeting convinced me that our Kaslo representatives operated with the best intentions for our community, in which I have enjoyed living for the past 48 years. In general I am in favour of electing good people, such as yourselves, and trusting them to govern without needless interference. Accountability comes at elections. In this case, listening to all the information presented, I make an exception. I am convinced by points opposing the development concerning the flood plain, climate change, industrial contamination, the intent for "passive recreation" in the Official Community Plan, the problematic road access, the water and sewage infrastructure concerns, and the strata model of ownership. Consider four more points.

1. I believe you should reject the 72 site RV strata proposal put forward by Quality Property Developments (QPD) Inc. It reminds me of a proposal from the 1950's by then Kaslo Mayor, Mr Draper. He wanted to replace the historic Town Hall and replace it with a modern ferro-cement structure. Roy Green managed to muster support and prevent this happening. Mr Unrau of QPD has the same short sightedness of Mayor Draper. Kaslo's tourism attraction depends on its beautiful setting beside Kootenay Lake. The 72 RV's on their cement pads with associated infrastructure will be a permanent eyesore, which will persist and worsen over time. It will damage our most important asset. An example of such ugliness can be seen at Crescent Beach Resort. Let us put the Community vision in place, not the vision of a company from Edmonton, Alberta with a vision of increasing its annual turnover, currently at \$6.5 million.

2. Seasonal residents erode the fabric of a community. Councillor Lang estimated the RV strata numbers conservatively at 140 individuals, 14% of Kaslo's census population. It is the permanent residents who are the driving force of our many volunteer organizations. The RV owners have no stake in the community, often arriving for intermittent stays with their loyalties and volunteer efforts elsewhere. I would encourage the Council to do a land swap with QPD on vacant village land elsewhere to promote low cost housing for young people in this town, so the long term health of this community is enhanced.

3. The 72 strata sites do not solve the short term camping overcrowding at the current village campground. Also the RV sites at Cedar Bay, ten km south of Kaslo for a number of years are at 10% capacity. The RV community could be directed there.

4. Why is this transaction necessary?

The trespass question can be solved with vertical steps down existing surveyed roads and the land below the Natural Boundary belongs to the Crown, which the general public have the privilege or bare licence to use and enjoy. Except for the days of the freshet, this means public access year round.

A councillor cites the closing of two Kaslo institutions as an indicator of economic decline and the need for stimulus. I believe that Pennywise closed because of changing allocations of the advertising dollar, and Selkirk College was part of a number of closures due to decline in overseas students for the parent organization. Our efforts should be devoted to promoting activities in shoulder and winter seasons. RV park clogs the already crowded July and August. As a parent of a new business owner in Kaslo, I can vouch for economic vibrancy, but concentrated in just a few months of the year.

Thank -you for considering my views,
Gerald Garnett

Morgan Bukowski

From: Admin Mailbox
Subject: B.C. city opposes provincial bill removing local development technical review | Nelson Star

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

From: Wells Thomson
Sent: Friday, December 5, 2025 6:12 AM
To: Admin Mailbox <admin@kaslo.ca>; Mayor Hewat; Erika Bird; Matthew Brown; Rob Lang; Molly Leathwood
Cc: Aimee Watson <awatson@rdck.bc.ca>
Subject: B.C. city opposes provincial bill removing local development technical review | Nelson Star

Mayor and Councillors,

Are the issues raised in this article about pending provincial legislation a topic for you to consider and officially comment on?

<https://nelsonstar.com/2025/12/04/b-c-city-opposes-provincial-bill-removing-local-development-technical-review/>

I believe such a change in provincial law would be a step in the wrong direction.

Yours truly,
Bill Wells, Kaslo

B.C. city opposes provincial bill removing local development technical review

Published 3:58 pm Thursday, December 4, 2025

By Alex Browne



The City of White Rock is raising concerns about a provincial bill that proposes removing some municipal oversight in development. (Peace Arch News files)

Reacting to alarms raised by staff, White Rock council is formally opposing a provincial bill that would take away municipalities' powers of technical review of development projects.

Bill M 216 (also known as the Professional Reliance Act), a bid to streamline the development approval process, would force local governments to accept technical submissions certified by provincially regulated professionals, rather than local oversight, with only limited exceptions.

But staff are concerned that, as well as eroding local authority, the bill could actually pose a risk to public safety and the environment.

A corporate report co-signed by city planning and development services director Anne Berry, engineering and municipal operations director Jim Gordon, planning and development deputy and chief building official Wayne Berg and fire chief Brad Davie outlined multiple concerns.

"Eliminating municipal technical review could lead to failures in slope stability, drainage systems, infrastructure integrity, particularly in environmentally sensitive areas like White Rock's waterfront and hillside neighborhoods," the report states.

At Monday's meeting (Dec. 1), council voted unanimously to support a staff recommendation to send a letter to the province, to Surrey-White Rock MLA Trevor Halford and the Union of B.C. Municipalities, stating the city's opposition to the bill.

Sounding the alarm loudly at the meeting was Berry, who noted the private member's bill was introduced at the end of October but already received second reading in the legislature on Nov. 17.

She also noted concerns about accountability and liability in case of building failures, as well as the bill's disregard for the 2018 Professional Reliance Review, which has emphasized the need for oversight and accountability safeguards.

"Staff only learned about the bill in the beginning of November," Berry said, adding that the original deadline for comment was set for Dec. 2 but has been extended to the beginning of January.

"The intent of the bill... is to streamline development approvals and reduce administrative costs, as related to the housing supply," she said.

"It will require municipalities to accept submissions by provincially regulated professionals as meeting permit and bylaw requirements – sort of a 'no-questions-asked' kind of approach."

"There is also a prohibition on peer review – sometimes we get these reports and need a little extra expertise to review them," she added, noting that the legislation would only allow limited peer reviews at the discretion of a provincial superintendent.

While the legislation would keep zoning authority, design guidelines and policy decisions with local governments, the absence of technical review authority could have serious impacts, she said.

"Areas that would be affected in White Rock can include building permit processing, development permit processing where we require geotechnical reports and environmental reports, fire and emergency services, engineering-related applications, even tree permits, because of the registered professional requirement for a tree permit application."

From a liability standpoint, while provincially regulated professionals are required to have insurance, Berry said the question is whether they would have "enough insurance" to cover significant building failures.

Berry also said staff have concerns about how effective the measure would be in actually speeding up the supply of housing.

"The big thing is the liability," Mayor Megan Knight commented.

“The province keeps wanting to shove thees things through to try to get housing built, and it doesn’t seem like they have the foresight to (say) the City of White Rock is a little different from the City of Langley, or whatever.”

Liability would be limited for individual consultants in a worst-case scenario, she said – they would just go out of business if something went wrong.

She suggested the letter from the city should include asking that the province “safeguards the city from liability falling back on us, and also have these professionals pay into a fund, like a reserve fund, because something – a real catastrophe – could happen and it all falls back on us.

“Just rubber stamping things to get more housing built – it’s just not right,” she said.

Coun. Christopher Trevelyan said that while a case has been made for using developers’ own professionals’ opinions to streamline the process, the province should be willing to cover all insurance costs for any problems that result from taking ultimate oversight away from municipalities.

“If they want to encourage building, great, step up and cover the price tab,” he said.

“The province continues to download stuff on municipalities,” Coun. Anthony Manning added.

“They’re really deflecting the blame from themselves for a lot of the housing shortage. You can’t ‘cookie-cutter’ to lower housing costs,” he continued.

“We have some pretty unique features in our city, and to have something approved by someone who may not be familiar with certain aspects is not right. I wonder where this is going to end.”

“It won’t,” responded Knight.

You Might Like



News

UBCM asks province to amend legislation to ban hybrid wolf-dogs

(<https://nelsonstar.com/2025/12/08/ubcm-asks-province-to-amend-legislation-to-ban-hybrid-wolf-dogs/>)



Entertainment

Montana movie filmed in small B.C. town

(<https://nelsonstar.com/2025/12/08/montana-movie-filmed-in-small-b-c-town/>)



News

Pattullo Bridge renamed Stal'ŋwasəm, replacement span to open soon

(<https://nelsonstar.com/2025/12/08/pattullo-bridge-renamed-stalwasm-replacement-span-to-open-soon/>)



Community

Call for Christmas cards to brighten the holidays for Kamloops attack victim

(<https://nelsonstar.com/2025/12/08/call-for-christmas-cards-to-brighten-the-holidays-for-kamloops-attack-victim/>)

December 12, 2025

Village of Kaslo

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

Re: **Council Meeting Highlights**

I recently stumbled across a Village Facebook post that caught my eye. I had never seen nor heard of *Council Meeting Highlights* before. When I checked out the link I was impressed. Kudos to the Staff who initiated this.

It's understood that a municipality is only legally required to publish official meeting minutes; however, there are BC municipalities who regularly publish council meeting highlights as a proactive measure to enhance transparency and public engagement. In our area, Nelson is a shining example.

During Council's deliberations of the *Draft Council Procedures Bylaw*, I ask that Council consider adding a section that would mandate the publication and circulation of *Council Meeting Highlights*.

To do so, could be the single most important decision this Council implements to ensure transparency and accountability.

Submitted,

Anne Malik

[Redacted Signature]



Village of Kaslo

COUNCIL MEETING HIGHLIGHTS

October 28, 2025 Regular Council Meeting

[Link to Meeting Agenda](#) [Link to Meeting Recording](#)

Meeting Details
Date: October 28, 2025
Chair: Mayor Hewat
Councillors Present: Bird, Brown, Leathwood, Lang
Staff Present: CAO Baker, DFCS L'Heureux
Public Attendance: 2

Call to Order
The meeting began at 6:01 p.m. with the Mayor reading the land recognition.

Agenda and Minutes
The agenda for the October 28, 2025 Regular Council Meeting and the minutes of the October 14, 2025 Regular Council Meeting were approved with no changes.

Information Items
Mayor's Report: Mayor Hewat's written report can be viewed using the Link to Meeting Agenda above, beginning on page 12.
CAO Report: CAO Baker provided Council with an update of recent Village activities including action on the concerns received about the tiny home currently located on the corner of 4th Street and 8 Avenue, the completed agreement for the municipal campground, and the potential for an upcoming meeting between Village Council and the Council of the Ktunaxa Nation. The CAO also provided information on upcoming committee meetings including the Recreation Grants Committee meeting on November 3rd and the Arts & Heritage Committee meeting on November 5th. Finally, the CAO provided Council with information regarding the correspondence being received by the Village expressing concerns about the floodplain area where the proposed RV Park is to be developed. He assured Council that the matters of concern are addressed in the conditions of the Purchase and Sale Agreement.
Correspondence: Council received various information items which can be viewed using the link to meeting agenda above.

Page 1 from the October 28th document for illustrative purposes.

December 18, 2025

Village of Kaslo

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

Re: Council Procedures Bylaw 1323 & Draft Policies – Feedback

A. Council Procedures Bylaw 1323

Although a overwhelmingly large portion of content from Bylaw 1279, a bylaw to regulate Kaslo Council meetings, has been carried forward into Bylaw 1323, some additions and amendments are not in the best interest of transparency, accountability, and community engagement. Feedback is provided for your consideration.

Order of Proceedings and Business

Clause 57(g) of the proposed Agenda format specifies that *Reports from Council and Staff* are verbal. In the past, written reports from the Mayor, Council Members, CAO and Staff were most often included in the agenda package. This practice provided Council Members time to reflect on the information and prepare questions. This practice also promoted accountability and transparency to the public.

Consider the addition of a clause to deal with this issue. Understandably, there may be occasions on which a written report is not necessary; however, **written reports** attached to the agenda package from the Mayor, CAO and Staff for circulation **should not be an exception but rather the rule**.

Public Input – Verbal

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.*

- Will registration prior to the Call to Order be necessary?
- How many minutes prior to the meeting will the opportunity to register be available?
- Will registration be accepted by staff at the counter during business hours?
- Will registration via email prior to the meeting be acceptable?
- How does a person register for the second Public Input period? Often it is Council's discussion of a business item that raises a question from the public. How are they to know to register?
- In-person attendees are being given preferential treatment.

Registration is a dramatic change in policy that is fraught with issues and may have unintended consequences.

Strike clause 64 from the bylaw. Maintain the current practice that provides equal opportunity and accessibility for in-person and on-line attendees and does not burden staff with another task.

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.*

Currently, the verbal public input period (Question period) has a focus. Other BC municipalities restrict questions or comments to be about the meeting's agenda topics, or agenda topics from the prior two meetings. If Council proceeds to implement two (2) public input periods, perhaps the first could be focused on the meeting's agenda topics and the second could be open to comments on any matter within Council's jurisdiction.

Public Input – Written

70. *Written Public Input shall be managed in accordance with the Village's Public Input – Written policy.*

Written public input is correspondence. The format restrictions in the *Draft Public Input - Written Policy* are a **form of censorship**. The two documents (*Draft Public Input – Written* and *Draft Council Correspondence Policy*) should be merged into one concise policy and Bylaw 1323 edited to read: *Written Public Input shall be managed in accordance with the Village's Council Correspondence policy.*

Presentations and Delegations

"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;

- In the past, Council would never consider a delegate's request at the same meeting. Following a delegation, Staff and Council need time to gather information and reflect on the request. Why is a delegate now restricted to speak to an item of business on the agenda?
- Perhaps a standard agenda item could be "Delegate requests." This would give Council the flexibility to either respond or refer.

"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;

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.*

- The requirement to have items (e.g. slides) to the Corporate Officer no later than 12:00 Noon, the Wednesday before the Council meeting worked in the past. Why impose tighter deadlines on staff? Maintain the current deadline but give staff the discretion in extenuating circumstances to accept items past the Wednesday deadline.
- Given the current wording, are items restricted to presenters? Delegates may very well have items.

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.*

- Five minutes simply may not be ample time to fully explain a request.
- Reducing a Delegation's time from the current 10 minutes to 5 minutes while at the same time permitting 10 minutes for a presentation **does not demonstrate equity and fairness**.

Maintain the current practice that the public currently understands. Maintain the 10-minute time limit and the maximum of two (2) delegations at each meeting.

- rewrite the definition of 'Presentation' in regard to 'public hearings'
- rewrite the definition of 'Delegation' to read: *"Delegation" means an address to Council or Committee at the request of the person wishing to speak and includes either the submission of a request or is an address to Council or Committee for the provision of information of interest to Council and residents."*
- edit the document to eliminate the words 'presentation' and 'presentations' outside of any section pertaining to public hearings

Note that Section C of this document suggests a detailed definition of "correspondence" be added to the bylaw.

B. Council Policy - Public Input – Written

Guiding Principles

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.

- “Review and consider” does not necessarily equate to discussion in an open meeting.
- The policy for how and when correspondence from the public would be discussed at an open meeting should be provided in concise, simple language.
- This is an example as to why the two draft policy documents should be merged as the procedure is explained in the *Draft Council Correspondence Policy*. Reference Guiding Principles 2 and Procedures 6, 13 and 14 in that document.

Procedures

9. Submissions where Council is copied, but not addressed as the primary recipient, might not be considered Written Public Input.

- Council is copied on correspondence to keep them informed without requiring them to act. It also keeps the public informed.
- On what basis would staff decide to omit a submission where Council is copied?
- Could these submissions be automatically considered to be and handled as *Information Items*?

10. Written Public Input must:

- (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.

- Imposing the requirement of “Public Input” in the subject line/on the envelope is unrealistic in our diverse community. Requiring staff to confirm the writer’s intention adds to staff workload.
- Why change the current policy that requires correspondence be submitted no later than 12:00 noon, the Tuesday prior to a Council Meeting? There’s general understanding of this policy in the public realm. There’s no need to add a layer of last-minute stress to staff’s workload.
- Limiting Written Public Input to 750 words / three (3) pages, including images is a form of censorship. Is this clause intended to discourage pages of signatures to a piece of correspondence or petitions?
- Written correspondence content is most often far more comprehensive than a question or comment that the public may raise in a verbal public input period. Suggesting that length parameters should simulate a verbal public input period is erroneous. **Please strike clause 10 from the policy.**
- To suggest input that exceeds the length parameters would be accommodated if submitted by any member of Council places further demands of time and energy on staff, Council members and the public. Too many format policies could stifle public engagement. **Strike clause 11 from the policy.**
- For example: this document is five (5) pages in length, with a word count of 2346 and has three (3) sections. Would Council rather have the author submit three (3) separate documents although the sections are related and reference each other?

13.(c) *matters that contain reference to a sensitive or confidential matter, including matters being considered in Closed Council*

- This clause requires clarification. For example: Would all correspondence pertaining to South Beach have been omitted from the *Written Public Input* package? Or, would correspondence in regard to only specific topics pertaining to South Beach being discussed in-camera have been omitted?

13. (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*

- It's understandable that "*unreasonably repetitious*" correspondence from the same individual may not be included; however, "*unreasonably repetitious*" should not be applied to input from different members of the public. Correspondence that may repeat a concern or issue from a multitude demonstrates the magnitude of an issue to Council and the public. How should this clause be amended?

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.*

- An understandable policy; however, in what manner would the author be notified?

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.*

- Distribution two (2) hours prior to the commencement of the Council meeting could have unintended consequences and imposes a stressful burden on Council members.

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.*

- Providing a single hard copy for multiple in-person attendees is not manageable and could very well create a disturbance during the meeting.
- Creates an opportunity for in-person attendees while denying accessibility to on-line attendees.
- Harkens back to the day when Council Members received a full hard-copy agenda package. Village procedures have moved with the times. Let's not go back to printing paper.

18. *The Written Public Input package will be available online the day following a Council meeting.*

- To understand Council's review and consideration of any submission during its deliberations, the public needs to have had the opportunity to read the submission.
- Open and inclusive communication best practices suggest the *Written Public Input* package be available together with the agenda package.

For all of the above reasons, consider a major rewrite that more or less reflects current practices and merges this document with the *Draft Council Correspondence Policy*.

C. Council Policy - Council Correspondence Policy

At Council's October 14, 2025 meeting a draft *Correspondence Policy* was introduced and referred to a future Council Meeting. A draft *Council Correspondence Policy* was introduced at Council's December 9, 2025 meeting. There are major differences in content between these two documents. For example: The former includes a specific clause pertaining to petitions. The latter makes no provision for the handling of "private" or "confidential" correspondence.

Consider a major rewrite that incorporates valid content from several documents (*Draft Correspondence Policy* received at Council's October 14, 2025 meeting and the *Village of Kaslo Resolution #232/2017*) **and incorporates content from the Draft Public Input – Written Policy.**

A detailed definition of "*correspondence*" should be added to the bylaw. Examples are found in both documents mentioned above.

The procedure for how correspondence from the public could be discussed at an open meeting is explained in three (3) clauses: *Draft Council Correspondence Policy* Procedures 6, 13 and 14.

- Could these clauses be consolidated?
- As the option to "pull an item for discussion" during a meeting is no longer available, how will the public be educated on this new procedure?
- In the event a Council Member has requested correspondence be included on a Council Agenda, will the originating correspondence be included?

A procedure for handling "*Information Items*" (e.g. correspondence c.c. to Council) should be included. Could they be part of the Agenda package made available on the Friday before a Regular Council Meeting for viewing electronically?

Clause 7 states: *Administrative staff shall have access to the council@kaslo.ca email.*

- Will each Council Member continue to have an individual email address and will Staff have access to these email addresses?

The terms "*operational*" and "*political*" are used in clauses 7 and 8 without providing a definition. Clause 8 states: "*the Mayor will respond within five business days.*" Is that five business days from receipt of the email or five days from Council deliberations. Clause 11 suggests that Council direction will be appropriate at times.

The 2025.09.09 *Draft Correspondence Policy* document contains clauses pertaining to several topics that should be included: Petitions, Appeal and Privacy. This draft policy document also acknowledges the diversity of our community and does not impose format restrictions. There is very good content in this document that should be used. For example: the simple, concise summary illustrated below could become the blueprint for summaries for both Council and the Public.

SYNOPSIS	
Type of Correspondence	Action
Addressed to the Mayor and received by staff, but not marked "private" or "confidential".	Forward to Corporate Officer for review, then Corporate Officer will forward to the Mayor and copy to Council as appropriate.
Addressed to the "Mayor and Council" or "Council", and received by staff.	Circulate electronically to all Council Members and the Corporate Officer. Corporate Officer will review and add to agenda or circulation package as appropriate.
Received directly by a Council member.	Forward to the Corporate Officer for review and disposition as appropriate.
Operational in nature.	Forward to the CAO who will direct it to the appropriate staff member for response.
Marked "private" or "confidential", and received by staff.	Directed unopened to the intended recipient.
Contains a request for action.	Forward to the Corporate Officer who will include on Council agenda.
Informational (e.g. newsletters, reports, conference information).	Forward to the Corporate Officer who will include in a Circulation Package.
Outside of Village scope, jurisdiction, or deemed inappropriate.	Forward to Corporate Officer for filing.

Submitted by,

Anne Malik
Kaslo

Andrea Reimer

From: Mandy Bath <mbath@kaslo.org>
Sent: December 30, 2025 6:17 PM
To: Council; Mayor Hewat; Erika Bird; Matthew Brown; Molly Leathwood; Rob Lang; CAO Mailbox
Cc: Admin Mailbox
Subject: Kaslo Village Document Centre website

Dear Mayor, Councillors and CAO,

I discovered by chance your 'Document Centre' (<https://kaslo.civicweb.net/filepro/documents/5115/>) and urge you to advertise its existence. This new site provides highlights of Council Meetings and includes information that is sadly lacking in the pro forma Council Meeting Minutes, which I find next to useless.

Please update this site as it does not yet include Highlights of the November and December Council Meetings.

As you know, public input is an essential part of informed decision-making and helps ensure that Council's actions reflect the interests and priorities of residents. Informed public input depends on our being given comprehensive information on topics of public concern.

Thank you for your dedication and hard work in 2025. Happy New Year to you all.

Mandy Bath
512 Water Street
Kaslo

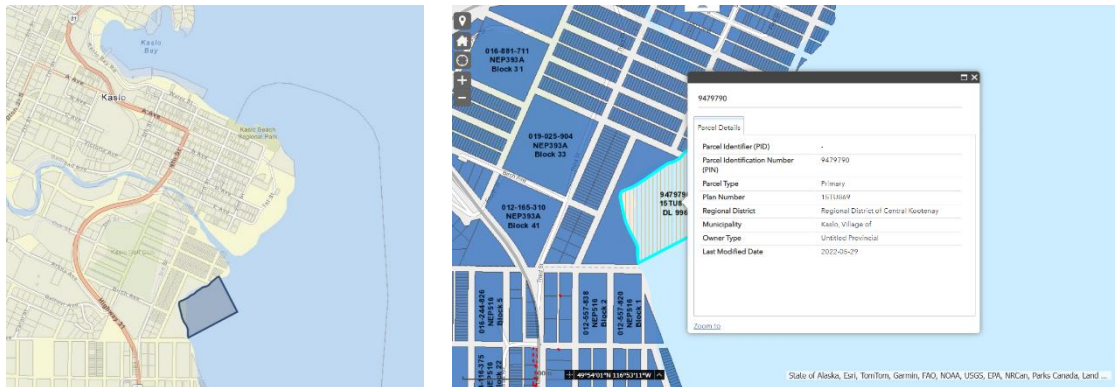
January 5, 2026

Village of Kaslo

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

Re: South Beach – Provincial Crown Land Tenure

A property (District Lot 996, Kootenay District PIN: 9479790) is situated on the southern portion of South Beach. This is a BC Provincial Crown land & water parcel. It surrounds the majority of the South Beach shoreline.



Since development will establish long-term use, the acquisition of tenure and a formal disposition of this Crown land & water parcel may be necessary. A municipality cannot assume a right to use Crown land for municipal purposes. As the proposed transaction would have the Village owning the land within 15-metres set back from Kootenay Lake and this lakefront property would be zoned park where swimming can be anticipated, an application for tenure of the Crown parcel may be necessary. *BC Land Procedure Tenure Administration* outlines policies and procedures.

Perhaps a successful tenure application for this land & water parcel should be added as a condition to the Purchase & Sale Agreement.

Yours truly,

Anne Malik
303 Front Street
Kaslo, BC

Attachments: *BC Land Procedure Tenure Administration*



MEETING DATE: January 14, 2026
TO: Mayor and Council
FROM: Robert Baker, Chief Administrative Officer
SUBJECT: Council's 2026 Strategic Priorities
DATE WRITTEN: January 5, 2026

FILE No: 6430-26

1.0 PURPOSE:

To affirm Council's Strategic Priorities through 2026 and seek direction for implementation.

2.0 RECOMMENDATION:

THAT Council's Strategic Priorities for 2026 be adopted as presented in the Staff dated January 5, 2026.
THAT the CAO ensures staff work plans align with Council's Strategic Priorities for 2026.
THAT the CAO provides Council with quarterly updates on Council's Strategic Priorities through 2026.
THAT the CAO schedules a final review of Council's Strategic Priorities for its term in the fall of 2026.

3.0 BACKGROUND:

Council and senior staff held strategic priority-setting sessions on October 20 and 30, 2024, to identify key strategic issues for the Village of Kaslo, explore potential solutions for the remaining two years of Council's term, and determine which items required immediate action and implementation.

On November 2, 2025, Council and senior staff reconvened to review progress and establish priorities for the final year of the term. The outcomes of these sessions can be summarized as follows:

- A. **Strategic Process** overview was provided to identify how to bridge present conditions and future expectations with the use of strategic priorities.
- B. **Strategic Topics** were identified within the context of sustainability:
 1. Environment - healthy and natural environment through responsible use and protection
 2. Economy - capacity to build, support and retain businesses and members
 3. Social - community engagement to improve the well-being and diversity of the community
 4. Governance - sustainable government focused on strategic decision-making
 5. Infrastructure - well maintained infrastructure and facilities that meet community needs
- C. **Strategic Possibilities** are the Topics that have been selected for potential implementation. In 2024, Council refined a Long List of forty-two (42) Strategic Topics into a Short List of twenty-three (23) Strategic Possibilities.
- D. **Strategic Priorities** are the steps necessary to realize Strategic Possibilities. They occur NOW, NEXT, LATER, and through Advocacy/Partnerships. Strategic Priorities reflect Council's areas of focus through 2026 based on feasibility, urgency, and staff capacity. These Priorities do not include the numerous

items in operational Work Plans that also contribute to the achievement of Council’s direction and expectations. For 2025, Council adopted twenty (20) Strategic Priorities.

The next step in the process is for Council to affirm its strategic priorities for 2026 by passing a resolution and providing staff with direction for implementation. This Staff Report is intended to facilitate that step.

4.0 DISCUSSION:

In 2025, considerable progress was made on twelve (12) of Council’s Strategic Priorities. Nine (9) have been completed and another three (3) will be completed in the first quarter of 2026. Following is a summary of the Strategic Priorities that were either completed in 2025 or are nearing completion.

2025 STRATEGIC PRIORITIES	
1.	Kemball Memorial Centre Renovations
2.	Water Treatment Plant Upgrades
3.	Front Street Park Landscaping [complete]
4.	South Kaslo Development Plan
5.	Asset Management Plan Development
6.	Wastewater Treatment Plant Design [complete]
7.	RV Park Purchase & Sale Agreement
8.	Arena Mechanical Upgrades – Design [complete]
9.	Arena Back-Up Power – Design [complete]
10.	Arena Accessibility – Feasibility Study [complete]
11.	Arena Kitchen – Feasibility Study [complete]
12.	Public Engagement & Communications Improvements [complete]
13.	Active Transportation Network Plan [complete]
14.	Records & Information Management System – Development [complete]
15.	Governance & Operations <ul style="list-style-type: none"> ▪ Replaced IT equipment at end of life [complete] ▪ Occupational Health & Safety Plan development [complete] ▪ Council Remuneration Review ▪ Organizational Review [complete] ▪ Renewal of key lease and operating agreements [complete] ▪ Improvements through bylaw repeals and amendments [complete]

At the November 2, 2025, planning session, Council expressed its desire to carry forward any Strategic Priorities not completed by year-end and incorporate them into the 2026 Strategic Priorities, along with several items previously categorized as NEXT or LATER.

Council's 2026 priorities have been broken down into actionable steps, complete with target dates and staff assignments. As current NOW priorities are completed, staff will transition to the NEXT priorities. Once those are achieved, attention will shift to items scheduled for LATER. More detailed information is provided in the attached document titled *2026 Strategic Priorities*.

In addition to providing strategic direction and delivering quality services, local government's mandate is to enable volunteer and nonprofit partners, and advocate community interests to external agencies and levels of government. The Village's current advocacy and partnership efforts include:

- Expansion of the health centre
- Improved highway signage to direct drivers to the downtown area
- Reliable power supply
- Accessible and affordable housing, and assisted living
- Economic development
- Building improvements
- Environmental stewardship
- Emergency preparedness

To implement Council's Strategic Priorities, staff will incorporate the individual tasks they've been assigned within annual Work Plans. A Service Level Review will be presented to Council as part of the 2026 budget development process, and any changes to service levels, as well as the projects identified in Council's Strategic Priorities through 2026 will be reflected in a draft budget. Once the budget is adopted through bylaw, Council will have effectively aligned its strategic direction with the day-to-day operations of staff. As Priorities and Work Plans are living documents, it's important that the CAO provide Council with quarterly reporting to summarize the progress being made and seek clarification or further direction as needed.

5.0 OPTIONS:

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

1. That Council's 2026 Strategic Priorities be adopted. *Staff will incorporate these Priorities within annual Work Plans and the draft 2026 operating and capital budgets.*
2. Council provides direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS:

Council's Strategic Priorities will influence a draft budget that will be presented to Council in the 1st quarter of 2026.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Part 5, Division 1 of the Community Charter outlines Council's role as considering the well-being and interests of the municipality and its residents, and contributing to the development and evaluation of policies and programs for municipal services and activities. Council fulfills these responsibilities through its powers and duties, such as adopting bylaws and policies, appointing municipal officials, and providing overall direction for operations.

While there is no legislative requirement for Council to establish strategic plans or priorities, effective leadership is difficult to achieve without clear goals and direction. Equally important is defining the respective roles of Council and staff, and distinguishing strategic oversight from operational management. An effective strategic planning and priority-setting process provides the framework to accomplish all of these objectives.

Bylaw

Five-Year Financial Plan Bylaw

Policy

Council's Strategic Plan 2023-2026

Council's 2025 Strategic Priorities

8.0 STRATEGIC PRIORITIES:

Not applicable.

9.0 OTHER CONSIDERATIONS:

None to report.

RESPECTFULLY SUBMITTED:

Robert Baker

Chief Administrative Officer

Attachments:

1. 2026 Strategic Priorities



Village of Kaslo

2026 Strategic Priorities

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COUNCIL PRIORITIES	
NOW	COMPLETION
Election	
(a) Develop plan	1 st Quarter 2026
(b) Hire contractor(s)	1 st Quarter 2026
(c) Coordinate election	4 th Quarter 2026
Records & Information Management System	
(a) Develop processes and procedures, including naming conventions	4 th Quarter 2026
(b) Provide staff training	4 th Quarter 2026
(c) Transition records	4 th Quarter 2026
RV Park	
(a) Finalize Purchase & Sale Agreement	1 st Quarter 2026
(b) Legal survey	
(c) Referrals to Province	
(d) Water system capacity study	
(e) Indigenous consultation	
(f) Archaeological review	
(g) Environmental review	
(h) Flood hazard review	
(i) Sewerage review	
(j) RV Park zoning bylaw	
(k) Road closures	
(l) Re-zoning	
(m) Subdivide	
Accessibility Plan	
(a) Determine scope	1 st Quarter 2026
(b) Establish funding	2 nd Quarter 2026
(c) Issue RFP	2 nd Quarter 2026
(d) Award contract	2 nd Quarter 2026
(e) Develop Plan	3 rd Quarter 2026
(f) Adopt Plan	4 th Quarter 2026
Public Engagement & Communications	
(a) New Council Procedures Bylaw	1 st Quarter 2026
(b) New Council Correspondence Policy	1 st Quarter 2026
(c) New Written Public Input Policy	1 st Quarter 2026
(d) E-News subscription through website	4 th Quarter 2026
(e) Integrate CivicWeb (Document Centre) with website	4 th Quarter 2026
Subdivision Servicing Bylaw	
(a) Determine scope and cost estimate for revision	1 st Quarter 2026
(b) Establish funding & award contract	2 nd Quarter 2026
(c) Perform revision	3 rd Quarter 2026
(d) Adopt Bylaw	4 th Quarter 2026

McDonald Creek Area Water Supply (a) Negotiate short-term agreement with Regional District (b) Establish funding for boundary expansion study (c) Conduct boundary expansion study	1 st Quarter 2026 2027 2027
South Kaslo Development Plan (a) Adopt Plan (b) Determine Next Steps	1 st Quarter 2026 4 th Quarter 2026
Human Resources (a) Recruit Manager of Finance & Corporate Services (b) Recruit Manager of Municipal Services (c) Recruit Municipal Services Clerk	4 th Quarter 2026 4 th Quarter 2026 4 th Quarter 2026
Kemball Memorial Centre Renovations (a) Finalize Designs (b) Award Contracts (c) Complete Construction	1 st Quarter 2026 1 st Quarter 2026 2 nd Quarter 2026
Water Treatment Plant Upgrades (a) Install (b) Commission & Training	1 st Quarter 2026 2 nd Quarter 2026
Arena Mechanical Upgrades (a) Finalize design of HVAC-R (b) Establish funding for HVAC-R (c) Issue RFP (d) Award contract (e) Construction	1 st Quarter 2026 1 st Quarter 2026 1 st Quarter 2026 1 st Quarter 2026 3 rd Quarter 2026
Arena Back-up Power (a) Finalize Design for Back-Up Power (b) Establish funding for Back-Up Power (c) Issue RFP (d) Award contract (e) Install Back-up Power	1 st Quarter 2026 1 st Quarter 2026 1 st Quarter 2026 1 st Quarter 2026 3 rd Quarter 2026
Zoning Bylaw (a) Revise to align with OCP and Housing Needs Report (b) Adopt Bylaw	2 nd Quarter 2026 4 th Quarter 2026
Wastewater Treatment Plant Upgrades (a) Apply for grant (b) Establish funding (c) Issue tender (d) Award contract (e) Construction	<i>(grant dependant)</i> 4 th Quarter 2025 2 nd Quarter 2026 2 nd Quarter 2026 3 rd Quarter 2026 2027

Kaslo Bay Park Washroom (a) Determine scope and design cost estimate (b) Establish design funding (c) Perform design and develop budget estimate (d) Establish funding (CBT) (e) Issue RFP (f) Award contract (g) Construction		1 st Quarter 2026 1 st Quarter 2026 1 st Quarter 2026 1 st Quarter 2026 1 st Quarter 2026 2 nd Quarter 2026 4 th Quarter 2026
Pressure Reducing Valves (a) Determine scope and design cost estimate (b) Establish design funding (c) Perform design and develop budget estimate (d) Establish funding (e) Issue tender (f) Award contract (g) Construction		1 st Quarter 2026 1 st Quarter 2026 1 st Quarter 2026 2 nd Quarter 2026 3 rd Quarter 2026 4 th Quarter 2026 2027
Flood & Erosion Planning (a) Develop scope (b) Establish budget (c) Issue RFP (d) Award Contract (e) Develop Plan		1 st Quarter 2026 1 st Quarter 2026 1 st Quarter 2026 1 st Quarter 2026 4 th Quarter 2026
Source Water Protection Plan (a) Develop scope (b) Establish budget (c) Issue RFP (d) Award contract (e) Develop Plan		1 st Quarter 2026 1 st Quarter 2026 1 st Quarter 2026 1 st Quarter 2026 4 th Quarter 2026
ADVOCACY		PARTNERSHIPS
Hospital Expansion – Health Advisory Committee, Victorian Hospital of Kaslo Auxiliary Society Highway Signage – Ministry of Transportation Reliable Power Supply - FortisBC Accessible and Affordable Housing, Assisted Living – Columbia Basin Trust, Ministry of Housing, MLA, Kaslo Housing Society, Kaslo & District Senior Citizens Shelter Society		Economic Development – Chamber of Commerce (community events) Building Improvements - Tenants & Lessees Environmental Stewardship – Ktunaxa, RDCK, Province (Kootenay Lake, Kaslo Bay) Emergency Preparedness – RDCK, FireSmart, Community Forest

STAFF ASSIGNMENTS	
Chief Administrative Officer	Manager of Finance & Corporate Services
RV Park McDonald Creek Area Water Supply Human Resources Subdivision Servicing Bylaw South Kaslo Development Plan Public Engagement & Communications	Election Records & Information Management System Accessibility Plan
Manager of Municipal Services	
Kemball Building Renovations Water Treatment Plant Upgrades Flood & Erosion Planning Source Water Protection Plan Zoning Bylaw	Arena Mechanical Upgrades Arena Back-up Power Kaslo Bay Park Washroom [Foreman] Pressure Reducing Valves Wastewater Treatment Plant Upgrades

COUNCIL PRIORITIES	
NEXT	
City Hall Generator <ul style="list-style-type: none"> (a) Determine scope (b) Perform design & cost estimate (c) Establish funding (d) Issue RFP (e) Award contract (f) Construction 	
Campground <ul style="list-style-type: none"> (a) Determine scope of projects (b) Perform designs & cost estimates (c) Establish budgets (d) Issue RFPs (e) Award Contracts (f) Construction 	
Vimy Park Accessible Playground Feature <ul style="list-style-type: none"> (a) Apply for grant (b) Issue RFP (c) Award design/build contract (d) Construction 	<i>(grant dependent)</i> 2025
New Library <ul style="list-style-type: none"> (a) Apply for grant (b) Consider Alternate Approvals Process for funding (c) Review Requisition Bylaw (d) Develop Operating Agreements with RDCK and Library (e) Hire Project Manager (f) Perform Final design (g) Issue tender (h) Award contract (i) Construction 	<i>(grant dependent)</i> 2024

COUNCIL PRIORITIES	
LATER	
Parks & Recreation Master Plan	<ul style="list-style-type: none"> (a) Determine scope (b) Establish funding (c) Issue RFP & award contract (d) Develop Plan
Moyie Amphitheatre/Slope Stabilization	<ul style="list-style-type: none"> (a) Determine scope (a) Perform design & cost estimate (b) Establish funding (c) Issue RFP & award contract (d) Construction
Airport Master Plan	<ul style="list-style-type: none"> (a) Determine scope (b) Establish funding (BCAAP) (c) Issue RFP & Award contract (d) Develop Plan
Airport Improvements	<ul style="list-style-type: none"> (a) Determine scope (b) Establish funding (BCAAP) (c) Issue RFPs & Award Contracts (d) Construction
City Hall Court Room Renovation	<ul style="list-style-type: none"> (a) Establish a rental process (b) Establish funding for acoustic treatment (c) Acoustics installation
Kaslo Bay	<ul style="list-style-type: none"> (a) Remedy derelict properties (b) Remedy Rainbow Drive engineering (c) Establish legal access to condos
Arena Accessibility	<ul style="list-style-type: none"> (a) Establish final design funding (b) Perform final design and develop construction budget estimate (c) Establish construction funding (d) Issue RFP & award contract (e) Construction
Arena Kitchen	<ul style="list-style-type: none"> (a) Establish final design funding (b) Perform final design and construction budget estimate (c) Establish construction funding (d) Issue RFP & award contract (e) Construction
Waterfront Master Plan [wharf demolition, zoning, design]	<ul style="list-style-type: none"> (a) Determine scope and design cost estimate (b) Establish design funding (c) Perform design and construction budget estimate (d) Establish construction funding (e) Issue RFPs & award contracts (f) Construction

End of Document

Village of Kaslo
Council Remuneration Review
Final Report



December 31, 2025

Submitted by
2025 Council Remuneration Task Force

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1. Acknowledgements

The Village of Kaslo Council Remuneration Task Force was comprised of three Kaslo residents:

- Steve Anderson (Chair, Member At Large)
- Jeff Davie (Chamber of Commerce member)
- Tammy Horick (Community Association member)

These individuals volunteered their time, energy, and thoughts to fulfill the Terms of Reference prescribed by the Village (Appendix I).

In addition to the Task Force, administrative support services were provided by Village Staff with special thanks to:

- Robert Baker (Chief Administrative Officer)
- Joni L'Heureux (Chief Financial Officer)
- Morgan Bukowski (Office Assistant)

Thanks as well to all the individuals who answered the many questions asked by Task Force members while providing information and support that was relevant and useful. Thank you to Joni L'Heureux for preparing the questionnaire and to all council members for taking the time to respond.

A debt of gratitude is also owed to the Union of BC Municipalities (UBCM) for their Council & Board Remuneration Guide and the best practices delineated therein.

2. Introduction

The Village of Kaslo's Remuneration Task Force was charged with providing an independent, objective review of the remuneration, benefits, and expense policies for the Village Mayor and Councillors. The current provisions for remuneration and expense allowances are set out in Bylaw 1199 as amended as well as Bylaw 1284 (Appendix II). These Bylaws define the amount of remuneration to be paid to the Mayor and Councillors, the conditions for payments, and the expenses for which they can claim reimbursement when travelling on Village business.

The Task Force's membership and mandate were set out in the Terms of Reference provided by Village staff. The Task Force convened in Fall 2025 with three members after a public solicitation by Village staff for volunteers via the Village website, social media and emails to the Chamber of Commerce and community associations. Meetings were open to the public with dates and times advertised on the Village website, and included a question period that provided an opportunity for the public to inquire about the Task Force's process or discussion.

This report makes recommendations to Council for the next term 2026–2030 and suggests an approach for future adjustments and reviews.

3. Scope & Guiding Principles

UBCM has recognized the difficulty of councils setting their own remuneration and developed a guide intended to help municipalities recompense councillors at levels that are fair and defensible. The Kaslo Council Remuneration Task Force adopted the UBCM guide as the basis for its deliberations.

The following guiding principles were identified:

- that an evaluation of the total remuneration package includes consideration of the base stipend as well as supplemental payments, benefits, allowances, and supports;
- that remuneration should fairly compensate council members while acknowledging that elected officials are different from paid employees and that duty to public service implies an element of personal sacrifice;
- that fair and attractive remuneration needs to be balanced with the cost to taxpayers;
- that Kaslo's council remuneration and policies be in line with municipalities comparable in size and scope of service;
- that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their duties, but also should not pursue compensation for expenses incurred as an additional source of remuneration;
- that representative government should, through its compensation policies, enable and attract the participation of diverse demographic groups such as younger community members, single parents, and low income citizens;
- that remuneration principles and details should be clearly communicated to the public to enhance transparency, build trust, prevent any perception of conflict of interest, and minimize any suggestion of arbitrariness in the remuneration levels selected;
- that simple formulas should be used to make the calculation of remuneration as straight-forward as possible.

Many of the UBCM's recommended best practices are reflected in this document (Appendix IV). This includes the striking of a citizen task force at least one year before the next election to review the remuneration of elected officials and make recommendations to take effect at the beginning of the following term.

4. Approach & Methods

a. Identification of Comparable Municipalities

As recommended by the UBCM, the Task Force sought a comparison group of at least five BC municipalities similar to Kaslo. It was decided that making the selections by population alone would be misleading as the number and scope of services provided by the municipality directly affect council's workload. Kaslo's relatively remote location also meant that some places were eliminated due to their proximity to the Lower Mainland or Kelowna, while some preference was given to Kootenay municipalities.

An initial list of twenty one municipalities was reduced to eight based on:

- population
- location
- kms of road
- water and sewer infrastructure
- public buildings
- historical buildings
- tourism economy

The eight municipalities in the comparison group are (Appendix V):

Ashcroft, Chase, Gold River, Lumby, Nakusp, Radium Hot Springs, Salmo, and Valemount.

The remuneration and expense bylaws and policies of the Regional District of Central Kootenay (RDCK) were also considered as the environs of its elected directors are the same as for Kaslo council members.

b. Review of Comparable Municipalities' Bylaws and Policies

Bylaws and policies for Kaslo and municipalities in the comparison group were studied. Similarities, differences, and anomalies were identified.

Remuneration levels for mayor and councillors in 2024 were charted and Kaslo's relative position determined. Additional provisions, like an extended health plan, were provided by some municipalities and not others. The Task Force attempted to quantify these offerings when they occurred so as to consider a complete remuneration package of pay and benefits across the comparison group and, again, determine Kaslo's relative position.

There was one policy unique to Kaslo: wages are revoked for a council member unable to discharge duties of office for 16 days or more in any one month. Also, only three of the other municipalities included a per diem paid to council members for conducting business outside of the municipality *in addition to* allowances for meals and incidentals.

Bringing Kaslo's bylaws in line with the majority of other municipalities was a consideration when making recommendations.

c. Council Members' Survey

An advantage of having a citizen Task Force conducting the remuneration review is its high degree of separation from elected officials. A related disadvantage, however, is its lack of understanding of the roles, responsibilities and workload of those officials. To address this gap, the Task Force created a questionnaire for council members (Appendix VI).

5. Observations & Findings

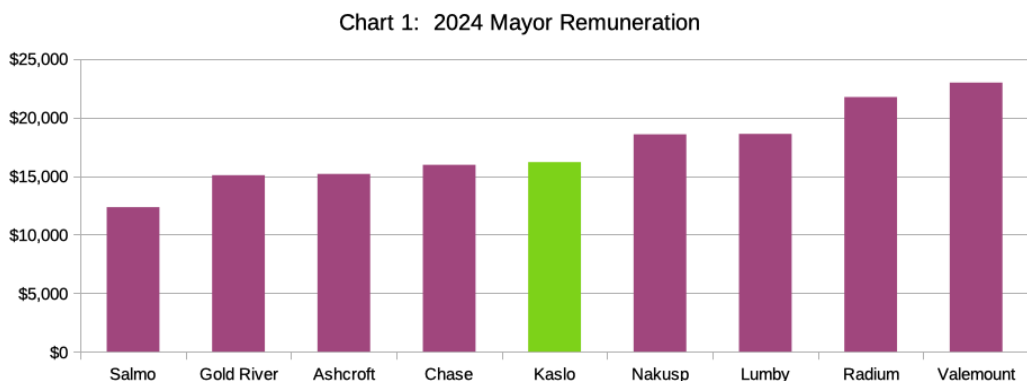
a. Stipends, Council Supports and Expenses

It should be noted that it is very difficult to make precise comparisons of remuneration as there are minor variations across different municipalities in how stipends, allowances and per diems are applied. Remuneration in a given year may include per diems and other amounts on top of a base stipend. The *relative* ranking of municipal remuneration packages to each other could still be determined accurately despite these small disparities.

i. Mayor Remuneration

The remuneration in 2024 for mayors in Kaslo and the eight comparison group municipalities ranged from \$12,341 in Salmo to \$22,987 in Valemount. Kaslo ranked fifth in descending order of the nine municipalities with remuneration for the mayor of \$16,193.

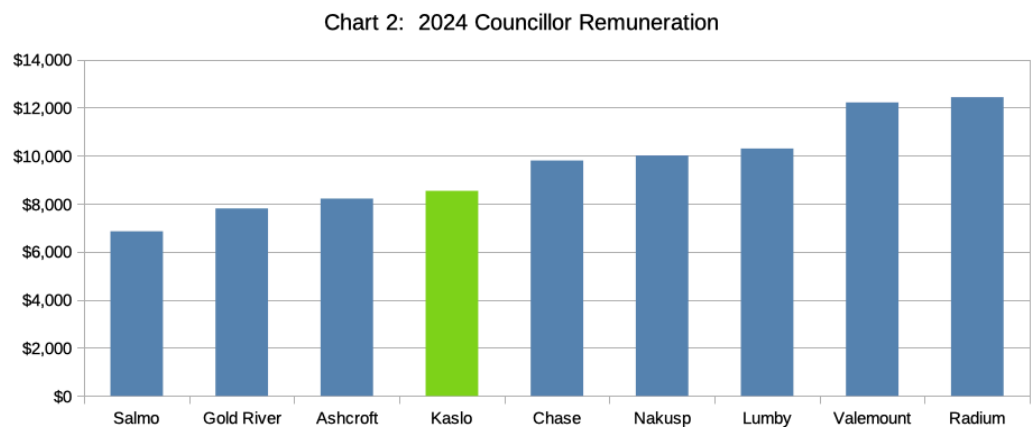
It was observed that Gold River's mayor remuneration was largely unchanged since 2018. All other municipalities typically have an average annual increase for the mayor's stipend of at least 2% per year and so it was felt that Gold River's remuneration was unusually low for 2024.



ii. Councillor Remuneration

The remuneration in 2024 for councillors in Kaslo and the eight comparison group municipalities ranged from \$6,852 in Salmo to \$12,435 in Radium Hot Springs. Kaslo ranked sixth in descending order of the nine municipalities with average remuneration for councillors of \$8,537.

Also, Gold River's councillor remuneration was largely unchanged since 2018. All other municipalities typically have an average annual increase for the councillors' stipends of at least 2% per year and so it was felt that Gold River's remuneration was unusually low for 2024.



iii. Benefits

Kaslo has offered a benefits plan including extended health, dental, life insurance and accidental death & dismemberment (AD&D) to all council members since 2023 with premiums paid by the Village. Gold River is the only other municipality in the comparison group to also do this.

Chase and Radium Hot Springs pay AD&D premiums for council members while the other municipalities do not appear to offer any benefit of this kind.

The cost to the Village in 2024 for this plan was \$2,400 per year per council member. AD&D premiums are typically about \$75 per year per council member. Unfortunately, premiums vary from year to year and insurer to insurer so it's difficult to assign a precise value to these benefits, but \$2,400 and \$75 were the amounts used when including them in the complete remuneration package offered by each of the municipalities.

iv. Council Supports

Most municipalities provide some form of technological support to council members for *their term of office*. This may include a cell phone and plan for the mayor, and/or a laptop or other mobile device. Devices are returned when the council member leaves office.

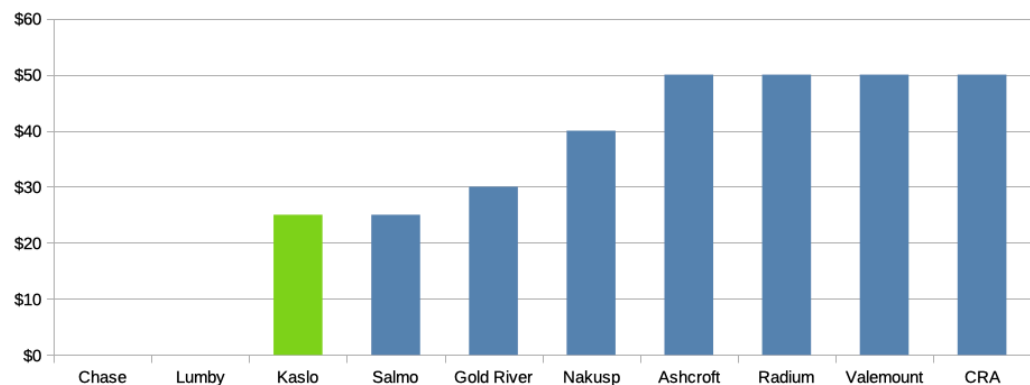
Kaslo is unique in providing a monetary allowance that council members can spend at their discretion on a device that they keep at the end of their term in office.

v. Travel and Accommodation Expenses

Travel and accommodation practices are similar across municipalities including Kaslo. These include:

- using a mileage rate for use of private vehicles based on or similar to standard published rates such as those provided by the Canada Revenue Agency (CRA), Province of BC, etc.;
- requiring that flight and commercial accommodation be booked through the municipality whenever possible;
- requiring that the most economical form of transportation be used whenever possible;
- requiring receipts for expenses such as parking, ferries, taxis, etc.;
- precluding the claiming of expenses from more than one source;
- compensating for private accommodation (staying with family or friends) with amounts ranging from \$25 to \$50, although two municipalities make no provision for this.

Chart 3: Private Accommodation Rates



vi. Meal Allowances and Per Diems

Kaslo's breakfast, lunch and dinner meal reimbursements are flat rate allowances published by the National Joint Council of the Public Service of Canada Federal Treasury Board. Radium Hot Springs reimburses meals according to current Canada Revenue Agency allowances. Lumby reimburses meals by receipts. All other comparable municipalities reimburse meal expenses using a flat rate allowance that are not tied to any externally published source.

The term "per diem" or its equivalent appears in all municipal remuneration bylaws but has different definitions and uses across municipalities. In some bylaws it means the daily amount provided to cover all meals and incidental costs, including tips, when a council member is traveling on municipal business. In other cases per diem refers to a daily monetary allotment that is provided *in addition to* a separate meal allowance.

The five comparable municipalities in which per diem is understood to cover all meal costs or where such costs are covered in a separate meal allowance and no additional per diem is provided for the time council members spend while traveling are Ashcroft, Gold River, Nakusp, Radium Hot Springs and Valemount. The three comparable municipalities that provide a meal allowance *and* an additional per diem are Chase, Lumby and Salmo.

Kaslo provides a meal allowance and an additional per diem.

b. Bylaws vs Policies

Among the municipalities studied, there was a great degree of disparity between what provisions were specified in bylaws and what was specified in policies.

c. Future Adjustments and Reviews

An annual increase for council members' base stipend is tied to the Consumer Price Index of BC in Kaslo and three of the eight comparison municipalities: Salmo, Lumby, Radium Hot Springs.

Ashcroft and Nakusp provide an annual increase in line with staff increases. Valemount, Chase, and Gold River do not have a defined procedure in their bylaws for a regular increase to council members' base stipend.

Only three of the eight comparable municipalities define a process and/or timing for a remuneration review: Ashcroft, Nakusp, and Gold River. Kaslo does not have a defined timeline for remuneration reviews in its bylaws.

d. Summary of Council Members' Survey Results

Each council member was given a chance to anonymously describe their role and obstacles they faced in fulfilling that role. All council members completed the survey.

i. Estimated hours spent per month on council business

While responses varied widely, an estimate of 30 to 40 hours per month for a councillor and 80 to 100 hours per month for the mayor seemed reasonable. This was time spent on meetings, preparation, conferences and special events, and other duties like meeting with residents, training, etc.

Coming up with an estimate was difficult because, in addition to meetings, council members clearly spend a great deal of unplanned time on council business such as informal interactions with residents or colleagues, and thinking about or investigating issues as needed.

ii. Adequacy of current compensation

Two respondents considered the current base stipend to be adequate and three considered it to be inadequate.

iii. Adequacy of current stipend for Acting Mayor/Standing Committee Chair

Respondents were unaware of when and how stipends for the Acting Mayor and Standing Committee Chairs were applied.

iv. Value of benefits package

All five respondents ranked the value of the benefits package as very important.

v. Adequacy of travel, accommodation and meal allowances

1. Travel - ranked as adequate to very adequate.
2. Accommodation - ranked as adequate to very adequate.
3. Meals - ranked as adequate to very adequate except for one ranking of barely adequate.
4. Incidentals - ranked as adequate to very adequate except for one ranking of barely adequate and one ranking of very inadequate.

Comments indicated that the meal allowance had not kept up with the cost of eating out. It was also not clear what incidentals actually are nor clear if/when incidentals are to be compensated. It was suggested that meal allowances be indexed for inflation either annually or per term of office, and/or aligned with CRA and UBCM rates.

vi. Flat rate vs receipts

Four out of five respondents preferred meal expenses to be covered using a flat rate as opposed to an actual cost (receipts provided) formula. However, the respondent who preferred to provide receipts had also indicated that the current flat rate allowances were too low.

vii. Per diem and half day stipend

Four of five respondents considered providing a per diem stipend while outside the municipality on council business for at least eight hours to be reasonable.

Four of five respondents considered the current per diem amount, at \$75 per day, to be inadequate.

Four of five respondents were in favour of also providing a smaller per diem allowance while outside the municipality on council business for less than eight hours.

The current per diem rate of \$75 was deemed inadequate because it did not make up for lost wages. One respondent suggested increasing the rate by 50%. Another respondent felt that all day conferences attended by Zoom should be considered eligible. One respondent asked if the per diem stipend was only for working people while another respondent indicated that they only applied for the per diem stipend when they had to miss a day of work. One comment qualified that half day stipends should be given only at the discretion of council and only when away for at least four hours.

viii. Mobile device allowance

All respondents agreed that provision for an electronic device was essential. Four of five respondents recommended that the current allowance of \$500 be increased due to higher device costs becoming the norm since the allowance was first instated. Allowance amounts of \$750 or \$1,000 were suggested. The one respondent that did not recommend an increase recognized that allowing the council member to retain the device at the end of term was a significant benefit in itself.

ix. Absence clause

Kaslo's bylaws include a clause that sanctions a member who is absent for a defined amount of time. No respondents were aware of this clause having been applied. However, four of five respondents felt that it should remain in place, especially as remote meeting attendance is possible. One respondent suggested that the wording be revised to specify that a council member must be available to attend council meetings and for community engagement.

x. Adequacy of support by Village staff

Four of five respondents ranked Village staff support as adequate or very adequate while one respondent ranked it as barely adequate.

Respondents were very appreciative of the work that staff did despite its small size. Two respondents indicated that council members may be reluctant to approach staff because staff's time was known to be limited. One of the respondents felt a result of this reluctance was potentially poor communication with staff and also the need for elected officials to research issues themselves. Others commented that the staff were doing a great job.

xi. Other

Respondents identified the following provisions to make it easier for all residents - from various age and economic groups, work and family situations, social and political circles - to run for council:

1. Desire for training

All five respondents requested more training in civil governance and subjects specific to Kaslo. Compensation for time spent on these webinars, courses and conferences was requested, but the consequent burden to the taxpayer was also acknowledged. It was suggested that a training amount for each council member be explicitly included in the budget with approval of council required for each expenditure. A desire for leadership opportunities was also explicitly mentioned.

2. Desire for child care

All five respondents recommended compensation for child care. It was noted that the RDCK provides an \$80/month child care allowance and that clear guidelines for this compensation should be included.

3. Wage replacement

Two of five respondents felt that current compensation levels did not address wages lost by working council members when attending to council business, including when participating online.

4. Desire for parental leave

One respondent suggested that an accommodation be made for parental leave, such as paid leave for three months followed by unpaid leave for three months for the parent who is the primary caregiver.

6. Recommendations

a. Stipends

Recommendation

THAT the base remuneration for the mayor be increased by \$1,000 per year, and the base remuneration for councillors by \$500 per year.

Rationale / Comments

- The remuneration in Kaslo for the mayor and councillors was mid-range in 2024 relative to the municipalities in the comparison group.
- Only one other comparable municipality offered an extended health and dental plan, and two municipalities offered AD&D benefits.
- In the charts below, remuneration amounts for all municipalities in the comparison group were adjusted to include either an extended health benefit (\$2,400 annually) or AD&D benefit (\$75 annually) where applicable.
- Kaslo’s total remuneration package for the mayor and councillors moves into the upper third of the comparison group with these adjustments and the recommended increase to the base stipend.

Chart 4: 2024 Mayor remuneration AFTER \$1,000 recommended increase
and including the \$2,400 extended health benefit

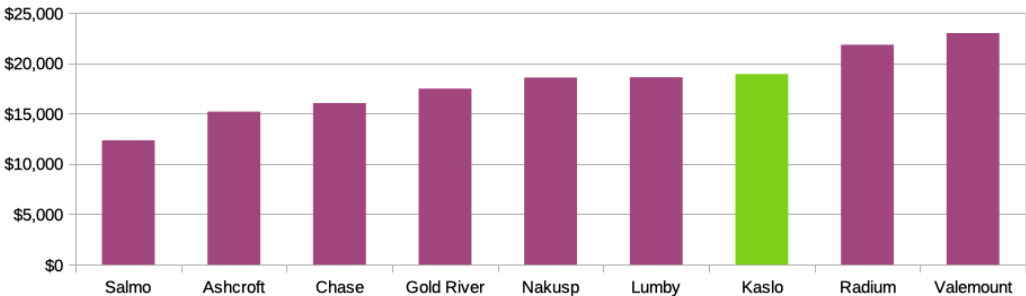
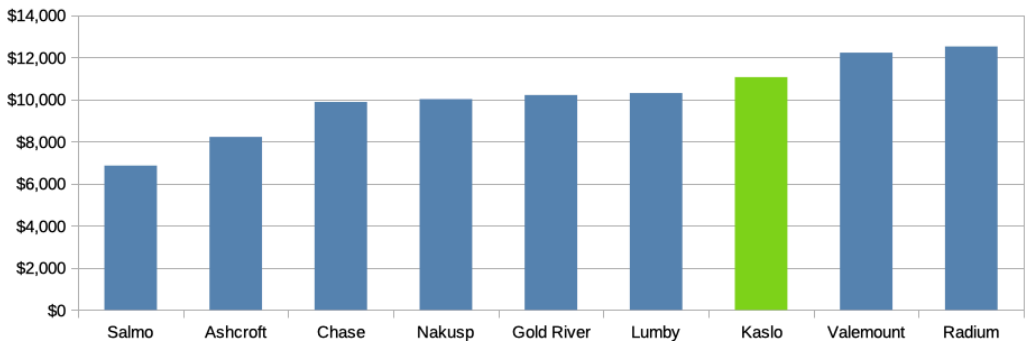


Chart 5: 2024 Councillor remuneration AFTER \$500 recommended increase
and including the \$2,400 extended health benefit



Recommendation

THAT the current remuneration for Acting Mayor and Standing Committee Chair be maintained.

Rationale / Comments

- This remuneration is seldom applied and appears adequate compared to that provided by other municipalities.

Recommendation

THAT the Village's bylaw or policies clarify the roles and application of remuneration for Acting Mayor and Committee Chair.

Rationale / Comments

- These provisions were poorly understood by council members.

Recommendation

THAT the current extended health and dental plan provided by GroupSource be maintained, as amended from time to time.

Rationale / Comments

- Council members strongly supported the provision of these benefits which were deemed to be an extremely positive feature of Kaslo's remuneration package.

b. Council Supports

i. Technology Support

Recommendation

THAT council members be given an allowance of \$1,000 per term to support technical needs and connectivity including but not limited to the purchase of devices, internet access, cell plans, and technical support.

Rationale / Comments

- Access to modern communication technologies is essential for anyone serving on a municipal council today with different municipalities offering various types and levels of support.
- Kaslo is the only municipality in which council members are permitted to keep devices purchased with Village monies.
- The Kaslo approach is simple in that Village staff are not required to purchase, manage or initialize council members' devices each term.
- This recommendation expands the potential uses of the allowance beyond the purchase only of mobile devices.
- The amount provided of \$500 was deemed to be inadequate.

ii. Training

Recommendation

THAT a policy be developed and implemented clearly laying out the training opportunities available to Council members covering governance as well as municipal services and infrastructure.

Rationale / Comments

- Council members clearly identified access to training as a high priority need to help educate them on their roles and responsibilities in governance, as well as the scope, aspects and constraints of municipal operations.

iii. Dependant Care

Recommendation

THAT any Council member who has a dependant needing care during Council or Committee meetings be given an allowance of \$50 per meeting upon written request to Council.

Rationale / Comments

- This allowance is recommended to make it easier for residents with a dependant of any age needing care, including adults with special needs or disabilities, to run for council.
- Although not provided by any of the other comparable municipalities, this allowance is offered by the RDCK.

iv. Parental Leave

Recommendation

THAT a Council member be provided parental leave from their position on Council for a period of up to two (2) months with continued payment of their regular stipend.

Rationale / Comments

- This recommendation recognizes that the birth or adoption of a child is a significant life event that may limit the member's ability to complete their duties in the short term.

v. Absence

Recommendation

THAT the current bylaw section 3.2 regarding absenteeism remain as is.

Rationale / Comments

- The majority of council indicated that it was important to maintain this bylaw, especially as technology enables attending meetings remotely.
- In addition to this clause - unique to the Kaslo bylaws - there is a provision in the Community Charter to sanction council members missing 60 consecutive days or four consecutive council meetings.
- A change to this clause was deemed unnecessary given these observations.

c. Expenses

i. Travel and Mileage Allowance

Recommendation

THAT travel allowances and reimbursements be pursuant to the BC Ministry of Finance's Core Policy and Procedures Manual as amended from time to time.

Rationale / Comments

- The current bylaw bases travel allowances and reimbursements on federal rates but province specific rates are preferred as conditions and circumstances may vary across the country.

ii. Accommodation Allowance

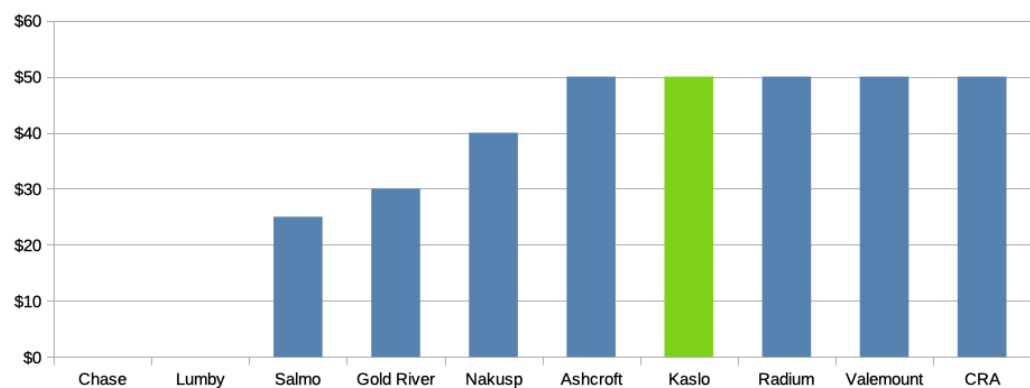
Recommendation

THAT the allowance for private accommodation be increased to \$50 per night.

Rationale / Comments

- The amount currently provided is considered to be outdated and insufficient.
- The suggested amount is in line with the current CRA rate and most other municipalities in the comparison group.

Chart 6: Recommended Private Accommodation Rates



iii. Meals & Incidentals

Recommendation

THAT incidentals be separated from meal rates, a definition of incidentals be provided, and receipts are required.

Rationale / Comments

- The term “incidental” is vaguely defined and inconsistently applied in the expense bylaws across the comparable municipalities, and is used to mean tips and gratuities, parking, business expenses such as printing and photocopying, laundry services, etc.
- All common and expected costs should be provided for in the travel and meal allowances.
- This recommendation presumes that incidentals are rare and unforeseen expenses to be covered upon presentation of receipts.

Recommendation

THAT the meal allowance be for meals only, including taxes and tips.

Rationale / Comments

- Tips are no longer to be treated as incidental expenses.
- This method simplifies the accounting of meal expenses.
- Stating that this allowance “be for meals only” emphasizes the separation of meal allowance from incidentals.

Recommendation

THAT the meal allowance be \$30 for breakfast, \$40 for lunch, and \$65 for dinner.

Rationale / Comments

- A flat rate is preferred by council and staff for its simplicity.
- Current meal allowances do not reflect the cost of dining out.
- The recommended increase in the meal allowance also recognizes that it is intended to cover tips.
- The suggested amounts are in line with current CRA meal allowances.

iv. Per Diem Stipend

Recommendation

THAT the \$75 per diem of the current remuneration bylaw be discontinued.

Rationale / Comments

- The term “per diem” is vaguely defined and inconsistently applied in the expense bylaws across the comparable municipalities, and is sometimes used to cover meal expenses and/or sometimes used to cover councillor’s time.
- All expenses should be covered by travel allowances, meal allowances, and reimbursements for incidentals to ensure that council members are never “out of pocket” for material costs.
- A recommendation to increase the meal allowances has been made.
- The base remuneration received by council members is intended to cover their time on Village business.
- A recommendation to increase the base remuneration has also been made.
- Per diems are taxable and therefore of less actual value than they appear.
- Chart 4 and Chart 5 presented in section 6a) reflect remuneration amounts assuming that per diems are discontinued, and show that the relative ranking of Kaslo’s remuneration package to comparable municipalities is still improved.

d. Bylaws vs Policies

Recommendation

THAT staff determine whether any adopted recommendations be implemented in a bylaw or policy.

Rationale / Comments

- A great degree of disparity was observed in how remuneration and expense provisions were divided between bylaw and policy across the comparable municipalities.
- This can be significant because policies are easier to update than bylaws.
- Staff is best qualified to determine how any recommendations that are adopted should be worded and whether they should be included in bylaw or policy.

e. Future Adjustments and Reviews

Recommendation

THAT the base remuneration of Mayor and Council increase by the latest 12-month average of the BC Consumer Price Index (CPI) as of January 1, annually.

Rationale / Comments

- UBCM recommends including a cost of living adjustment using the CPI be in municipal policies or bylaws.
- The current bylaw makes a provision to increase the base remuneration by the previous year's average BC CPI, but does not indicate the date on which these adjustments are to take effect.

Recommendation

THAT a remuneration review be conducted commencing during the third year of a term with any related changes to take effect at the start of the next term.

Rationale / Comments

- UBCM recommends a remuneration review be conducted roughly one year before the end of each council's term with desired changes applied at the start of the following term.

f. Public Communications

Recommendation

THAT this Village of Kaslo Council Remuneration Task Force Report be made available for public viewing prior to any remuneration bylaw changes being adopted by Council.

Rationale / Comments

- The public should have an opportunity to provide input on the recommendations prior to their adoption.

Recommendation

THAT the Village website include:

- the council remuneration and expense bylaws and policies of the Village;
- each Council member's Financial Disclosure Statement;
- a table of Council members' annual salaries and expenses; and
- web links to applicable legislation.

Rationale / Comments

- The public should have easy access to information regarding council member remuneration and expenses, as well as relevant bylaws, policies and legislation.

7. Summary of Recommendations

In making the recommendations above the Task Force sought to:

- align Kaslo's council remuneration provisions with those of similar municipalities;
- provide council members with fair remuneration for their time and contributions;
- create conditions that enable a wide demographic to serve on council;
- keep expenditures modest;
- ensure that when council members were traveling on municipal business their expenses were fully covered; and
- keep the administration of remuneration and expense practices as simple as possible.

In some instances, such as the sanctions related to absenteeism and allowances for acting mayor and standing committee chairs, the recommendations maintain current practice. Increases to the amounts currently provided have been suggested for the base stipend, meal and private accommodation allowances, and technology support. The continued inclusion of the benefits package has also been recommended.

Some recommendations have been made to improve clarity. These include separating and defining "incidental" expenses, and suggesting that the provisions for acting mayor and committee chair be better explained to council. It is also recommended that per diems be eliminated due to variability in their purpose and use across comparable municipalities.

Some additions to the current practices are also suggested. These include the development of a training policy that better prepares new councillors for their role, and offering allowances for dependant care and parental leave to make it easier for residents raising families to serve on council.

Although liability coverage was listed in the Terms of Reference, it was not encountered in any of the documents reviewed and no recommendations are made on this topic.

8. Task Force Declaration

We, the undersigned members of the Council Remuneration Task Force, declare that we have reviewed all pertinent information and materials to the best of our ability, and we believe these recommendations satisfy our Terms of Reference and Guiding Principles.



Steve Anderson, Chair
Member At Large



Jeff Davie, Member
Chamber of Commerce Member



Tammy Horick, Member
Community Association Member

Appendix I: Terms of Reference



Council Remuneration Task Force

Terms of Reference

Purpose

To provide an independent, objective review of the current remuneration, benefits, and expense policies for the Mayor and Council, and to make recommendations for the next term of office.

Objectives

The Task Force will recommend a fair and transparent compensation package, including:

- Mayor and Council Remuneration
- Expense policy(s)
- Vehicle and other allowances
- Travel policy
- Training and conferences
- Liability coverage
- Health, dental, and accidental insurance

Recommendations shall be based on the following:

- Comparisons with BC municipalities of similar size and structure.
- Consideration of the functions and responsibilities of Mayor and Council.
- Consideration of public expectations, workload, and responsibilities of elected officials.
- Analysis of relevant policies (e.g., travel, conference attendance, expense reimbursement).
- Evaluation of the impact of remuneration on attracting qualified candidates.

Membership

- 3 members including one (1) representative of the Chamber of Commerce, one (1) from a community association, and one (1) member at large.
- Members must not be current municipal employees or elected officials.
- Members must not have a direct or indirect pecuniary interest in the outcome of the recommendation.
- Selection by Council resolution.
- A Chairperson shall be appointed by consensus of the Task Force at the first meeting. The Chairperson shall be responsible for scheduling meetings and will be the chief liaison with the CAO.
- Members shall serve without remuneration but may be paid reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with Village policies. Expenses must be pre-approved by the CAO.

Meetings

- Meetings open to the public and held in accordance with the Council Procedures Bylaw.

Reporting

- Submit a final report with recommendations to Council within 3 months of convening.
- The Task Force is advisory and disbands after submitting its report.

Support

- Staff liaison assigned to provide administrative and research support.

PAGE 1 OF 1

Appendix IIa: Kaslo Remuneration and Expense Bylaw No. 1199, 2017 as amended

VILLAGE OF KASLO

BYLAW NO. 1199, 2017 As Amended. Consolidated to 2023.01.05

VILLAGE OF KASLO REMUNERATION BYLAW NO 1199
--

WHEREAS Council may provide for the payment of remuneration and benefits to Council members for discharge of the duties of office;

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

1. This Bylaw may be cited as “Remuneration and Expense Bylaw No. 1199, 2017” as amended.
2. In this Bylaw **Municipality** means the Village of Kaslo
3.
 - 3.1. There shall be paid in monthly installments out of annual revenue, an annual remuneration to Council members as follows:
 - a. to the Mayor, the amount of \$12,613.78 (January 1, 2019);
 - b. to the Councillors, the amount of \$6,627.69 (January 1, 2019)
 - c. to the Acting Mayor, when called upon to chair a Regular or Special in camera Council meeting in the absence of the Mayor, 10% of the monthly Mayor’s stipend as set out in subsection (a) in addition to the monthly remuneration paid to all Councillors as set out in subsection (b); and
 - d. to the Chairperson of a Standing Committee, for discharge of the duties of office in each month where a Standing Committee meeting is held, 10% of the monthly Councillor’s stipend as set out in subsection (b) in addition to the remuneration paid to all Councillors.
 - e. the amounts set forth in subsections (a) and (b) shall receive an annual adjustment based on the British Columbia Consumer Price Index (CPI) for the twelve month period January to December of the previous year. If the CPI is a negative amount, indemnity will not be reduced and will remain at the previous year’s level.
 - 3.2. In the event of any member of Council being physically absent from the municipality, or otherwise unable to discharge the duties of office unless by electronic means, for any 16 days or more in any one month, the remuneration that would otherwise be due to that member shall not be paid to that member for that month in which the member is absent.
4. Standard elected official health, dental and insurance group benefit plans will be made available for member(s) at their own expense provided that there are sufficient participating members for group plan enrolment.

Appendix IIa (cont'd): Kaslo Remuneration and Expense Bylaw No. 1199, 2017 as amended

VILLAGE OF KASLO

BYLAW NO. 1199, 2017 Consolidated 2023.01.05

5. Council members, while representing the Municipality, engaged in municipal business or attending a meeting, course or convention away from the Municipality, will be paid by the Municipality, at cost, including applicable taxes unless otherwise specified for:

5.1. Private car transportation

- a. Mileage shall be reimbursed at rates published twice yearly by the National Joint Council of the Public Service of Canada (Federal Treasury Board).
- b. Reimbursement for parking essential to the business may be claimed, receipts are required, and parking machine tickets marked with the total paid and signed by the member are required.
- c. Members are responsible for ensuring the proper vehicle use is insured on the individual's own motor vehicle, and the Municipality accepts no responsibility for motor vehicle insurance.
- d. Should Council members elect to travel together in a private motor vehicle, only one mileage allowance shall be payable per vehicle.
- e. Whenever there is a choice of mode of transportation and the Council member elects to travel by use of a private motor vehicle, an allowance equal to the lesser of mileage or the most economical airfare available and connections, shall be paid.

5.2. Public Transportation

- a. Plane reservations required will be made through the Village of Kaslo office. Air travel is the accepted method of transportation except where the use of a private motor vehicle is more economical or seasonal risk of flight cancellation or diversion is considered elevated by the Chief Administrative Officer.
- b. Reimbursement of actual expenses for the member only incurred through the use of buses, ferries, taxis and tolls. Receipts are required.
- c. Car rentals, corporate rates where available. Receipts are required.

5.3. Accommodation

- a. Reservations are made, wherever possible, through the office.
- b. Accommodation expenses may be reimbursed based on single occupancy rates. Receipts are required for commercial accommodation.
- c. A member of Council who uses private accommodation may be reimbursed at the rate of \$25 per day.

2 OF 4

Appendix IIa (cont'd): Kaslo Remuneration and Expense Bylaw No. 1199, 2017 as amended

VILLAGE OF KASLO
BYLAW NO. 1199, 2017 Consolidated 2023.01.05

5.4. DELETED

5.5. **Meal and Incidental Allowance**

- a. Reimbursement will be provided at the rates published by the National Joint Council of the Public Service of Canada (Federal Treasury Board) for each 24 hour period he/she attends meetings on behalf of the municipality. The allowance is intended to compensate for all meal and incidental expenses incurred while representing the municipality and are calculated as follows:

	DEPART PRIOR TO	RETURN AFTER	
BREAKFAST	7:00am		NTB RATE
LUNCH	12:00 noon	12:30pm	NTB RATE
DINNER	6:00pm	6:00pm	NTB RATE

- b. Advance allowance requests must be formally approved by the Chief Administrative Officer at least one week in advance of authorized travel or meeting attendance.
- c. Receipts are not required for approved meal and incidental allowance reimbursement.
- d. Where a meal is provided without charge or is paid from municipal funds, no claim can be made for that meal.

5.6. **Electronic devices for paperless Council meetings, available to Council members only**

- a. In the first year only of a three year term of elected office, or upon by-election in the first year of any service as a Council member, Council members will be reimbursed for the purchase of an electronic device suitable to conduct the business of Council meetings to a maximum of Five hundred dollars (\$500.00) upon provision of receipt. The electronic device becomes the property of the Council member upon acquisition, and the member is responsible for all costs of maintaining the device in working order.
- b. In the event of resignation by a Council member prior to expiration of the full term of office, the pro-rated value remaining of the electronic device is payable to the Municipality.

5.7. **Per Diem, available to Council members only**

- a. A per diem allowance, when on authorized Council business outside of the Municipality, of \$75 is allowable when absence from the Municipality exceeds Eight (8) hours.
6. Following attendance by Council members at meetings and/or conferences, a written or oral report shall be submitted to Council in a timely fashion. A written report of highlights in point form is acceptable.

Appendix IIa (cont'd): Kaslo Remuneration and Expense Bylaw No. 1199, 2017 as amended

VILLAGE OF KASLO

BYLAW NO. 1199, 2017 Consolidated 2023.01.05

7. In addition to the above, the template form for Council meeting and expenses is contained in Schedule 'A' attached hereto.
8. Section 5 shall stand as the meeting and expense policies that govern the same for municipal employees, where applicable, in the execution of municipal business.
9. This Bylaw shall come into full force and effect retroactively on 1st January 2017.
10. Bylaws 1138 and 1169, Council Member Remuneration and Expense Bylaws, are hereby repealed.

READ A FIRST TIME this 14th day of February, 2017.

READ A SECOND TIME this 14th day of February, 2017.

READ A THIRD TIME this 14th day of February, 2017.

RECONSIDERED AND ADOPTED this 28th day of February, 2017.

LAST AMENDED March 26, 2019.

Appendix IIa (cont'd): Kaslo Remuneration and Expense Bylaw No. 1199, 2017 as amended



VILLAGE OF KASLO

Meeting & Expense Form

BYLAW 1199

SCHEDULE 'A'

Name : _____

From (date): _____

Signature: _____

To (date): _____

Meeting: _____		Location: _____		
Check boxes that apply:	Per Diem	<input type="checkbox"/> (\$75 per day) COUNCIL ONLY		
	Meal /Incidental Allowance	<input type="checkbox"/> Advance authorization for reimbursement requested (prior to travel).		
	Advance Requested: _____ Village office will review request		\$ _____	
Expenses:	Mileage to Meeting: _____ @ \$.54 /km	\$ _____		
	<i>*enter km for roundtrip</i>			
	Meals for Meeting: <i>Enter number of meals claimed</i>	Breakfast _____ @ \$21.90	\$ _____	
		Lunch _____ @ \$22.15	\$ _____	
		Dinner _____ @ \$54.40	\$ _____	
	Other Expenses:	1. _____	\$ _____	
		2. _____	\$ _____	
		3. _____	\$ _____	
		4. _____	\$ _____	
	SUB TOTAL		\$ _____	
GST		\$ _____		
TOTAL EXPENSES:		\$ _____		
<i>Do not attach receipts for meals or incidentals</i>				
<i>Do not claim or include expenses approved for Per Diem, meal/incidental allowance already advanced.</i>				
Office Use Only				
Payroll: _____		CAO Approval: _____		
Account No.: _____		To be adjusted when appropriate for NTB rates		

v11 April 2022- "P:\OFFICE Forms\Travel expense form\1199 SCHEDULE A travel expense form bylaw 1199 v11 Apr.2022.pdf"

Appendix IIb: Kaslo Remuneration and Expense Amendment Bylaw No. 1284, 2023

VILLAGE OF KASLO

BYLAW NO. 1284

A BYLAW TO AMEND REMUNERATION AND EXPENSE BYLAW 1199, 2017

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

1. Title

This Bylaw may be cited as "Remuneration and Expense Amendment Bylaw No. 1284, 2023".

2. Substantive Provisions

2.1 Remuneration and Expense Bylaw 1199, 2017 is amended by deleting Section 4 and inserting the following in its place:

3.2 In the event of any member of Council being physically absent from the municipality, or otherwise unable to discharge the duties of office, for any 16 days or more in any one month, the remuneration that would otherwise be due to that member shall not be paid to that member for that month in which the member is absent unless the member was able to participate by electronic means pursuant to the Procedure Bylaw.

2.1 Remuneration and Expense Bylaw 1199, 2017 is amended by deleting Section 4 and inserting the following in its place:

4. Standard elected official health, dental and insurance group benefit plans may be made available for member(s) provided that there are sufficient participating members for group plan enrolment.

2.2 Remuneration and Expense Bylaw 1199, 2017 is amended by deleting Section 5 (6) (a) and inserting the following in its place:

5(6) (a) In the first year only of a four-year term of elected office, or upon by-election in the first year of any service as a Council member, Council members will be reimbursed for the purchase of an electronic device suitable to conduct the business of Council meetings to a maximum of Five hundred dollars (\$500.00) upon provision of receipt. The electronic device becomes the property of the Council member upon acquisition, and the member is responsible for all costs of maintaining the device in working order.

2.3 Remuneration and Expense Bylaw 1199, 2017 is amended by deleting Section 7.

2.3 Remuneration and Expense Bylaw 1199, 2017 is amended by deleting Schedule 'A'.

Appendix IIb (cont'd): Kaslo Remuneration and Expense Amendment Bylaw No. 1284, 2023

VILLAGE OF KASLO
BYLAW NO. 1284, 2023

3. Effective Date

This bylaw shall take effect January 1, 2023.

READ A FIRST TIME this ____ day of _____, 2023.

READ A SECOND TIME this ____ day of _____, 2023.

READ A THIRD TIME this ____ day of _____, 2023.

RECONSIDERED AND ADOPTED this ____ day of _____, 2023.

MAYOR

CORPORATE OFFICER

Certified to be a true copy of "Remuneration and Expense Amendment Bylaw No. 1284, 2023"

CORPORATE OFFICER

Appendix III: List of Documents Reviewed

1. Union of BC Municipalities Council & Board Remuneration Guide
2. Village of Ashcroft
 - Expense Reimbursement Bylaw No. 763, 2009
 - Council Annual Remuneration, Conference Attendance and Travel Expense Policy No. C-05-2021 (2024)
 - Travel Expense Reimbursement Policy No. F-03-2021 (2025)
 - Indemnification and Council Remuneration Bylaw No. 824, 2018
 - Statement of Financial Information (2024)
3. Village of Chase
 - 2025 Council Remuneration Administrative Report
 - Expense Reimbursement Policy ADM-21 (2024)
4. Village of Gold River
 - Council & Remuneration Expense Bylaw No. 714, 2018
 - Statement of Financial Information (2024)
5. Village of Kaslo
 - Council Remuneration Bylaw No. 1199, 2017 as amended
 - Council Remuneration Amendment Bylaw No. 1284, 2023
 - Statement of Financial Information (2024)
6. Village of Lumby
 - Council Remuneration Bylaw No. 837, 2020
 - Statement of Financial Information (2024)
7. Village of Nakusp
 - Council Remuneration Bylaw 713, 2022
 - Expense Accounts & Travel Policy F.5 (2022)
 - Council Staff Attendance at Conferences P.12 (2009)
 - Statement of Financial Information (2024)
8. Village of Radium Hot Springs
 - Council Remuneration Bylaw No. 502, 2024
 - Travel Policy (2023)
 - Statement of Financial Information (2024)
9. Village of Salmo
 - Council Remuneration Bylaw No. 702, 2018
 - Personal Expenses Bylaw No. 638, 2012
 - Statement of Financial Information (2024)
10. Village of Valemount
 - Council Remuneration Bylaw No. 899, 2024
 - Travel Allowance Policy No. 38 (2024)
 - Statement of Financial Information (2024)

11. Regional District of Central Kootenay
 - Chair, Directors, and Alternate Directors Remuneration Bylaw No. 2710, 2021
 - Chair, Directors, and Alternate Directors Remuneration Bylaw No. 2838, 2022
 - Directors Remuneration & Travel Directive Policy 200-05-05 (2019)
12. Kaslo Benefits Summary Class B: Council Members (Life, AD&D, Extended Health, VisionCare, Dental)
13. List of Kaslo Standing and Select Committees
14. Canada Revenue Agency Directive on Travel Appendix A: Kilometric Rates payable for the use of privately owned vehicles driven on business travel (January 1, 2025)
15. Canada Revenue Agency Directive on Travel Appendix B: Meals and Allowances for Travel in Canada (April 1, 2024)
16. BC Community Charter Section 125 subsections 5 through 7 regarding council members' absences from meetings (as of December 30, 2025)
17. Model Remuneration Bylaw (December 5, 2018)

Appendix IV: UBCM Council & Board Remuneration Guide Best Practices Summary

SECTION 6

BEST PRACTICES SUMMARY

This *Guide* has presented a series of best practices to assist local governments in setting elected official remuneration. Figure 6.1 pulls the best practices together into one table.

Figure 6.1
Remuneration Best Practices

Section	Topic	Best Practices
Section 2: Conducting Reviews	Independent Task Force	> Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.
Section 3: Timing and Frequency	Timing of Reviews	> Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.
	Frequency of Reviews	> Local governments should consider conducting remuneration reviews once per term. > Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.
	Annual Adjustment	> Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.
	Implementation of Changes	> Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term. > Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.

Appendix IV (cont'd): UBCM Council & Board Remuneration Guide Best Practices Summary

Section	Topic	Best Practices
Section 3: Timing and Frequency	Implementation of Changes	<ul style="list-style-type: none"> > Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.
Section 4: Setting Remuneration	Bases of Comparison	<ul style="list-style-type: none"> > Local governments should consider using remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.
	Comparison Group	<ul style="list-style-type: none"> > Local governments should consider establishing comparison groups using population, combined — as deemed necessary — with other factors that influence elected official workload and level of responsibility. > Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.
	Using the Data	<ul style="list-style-type: none"> > Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.
	Regional District Supplemental Payments	<ul style="list-style-type: none"> > Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.
	Eligible Expenses	<ul style="list-style-type: none"> > Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles. > Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.

Appendix IV (cont'd): UBCM Council & Board Remuneration Guide Best Practices Summary

Section	Topic	Best Practices
Section 4: Setting Remuneration	Eligible Expenses	<ul style="list-style-type: none"> > Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments. > Local governments should ensure that lists of eligible expenses reflect unique local conditions. > Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.
	Benefits	<ul style="list-style-type: none"> > Local governments should consider providing access to extended health, dental, vision and insurance to all local elected officials. > Local governments should consider contributing to the cost of benefit premiums on a pro-rated basis, in accordance with the full- or part-time nature of elected positions. > Local governments should consider extending benefits to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage. > Local governments should periodically re-examine the range of benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.
Section 5: Communications	Information to Communicate	<ul style="list-style-type: none"> > Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.
	Methods of Communication	<ul style="list-style-type: none"> > Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.

Appendix V: Chart of Comparable Municipalities

Village	Region	Population	Area (km ²)	Density (per km ²)	Arena	Skate park	Camp ground	Golf Course	Airport	Water Treatment Plant	Wastewater Treatment Plant	Historic Site(s)	Fire Dept Type	Roads (km)	Primary Economy - Tourism
Ashcroft	Thompson-Nicola	1,182	2	578	✓	✓	✓	✗	✗	✓	✓	✓	Municipal	42	✓
Chase	Thompson-Nicola	2,399	4	640	✓	✓	✓	✓	✗	✓	✓	✗	Municipal	20	✓
Gold River	Strathcona	1,246	11	114	✓	✓	✓	✓	✗	✓	✓	✗	Municipal	38	✓
Kaslo	Central Kootenay	1,049	3	349	✓	✓	✓	✓	✓	✓	✓	✓	Regional	28	✓
Lumby	North Okanagan	2,063	6	348	✓	✓	✗	✓	✗	✓	✓	✓	Regional	75	✗
Nakusp	Central Kootenay	1,112	1	846	✓	✓	✓	✓	✓	✓	✓	✗	Municipal	41	✓
Radium Hot Springs	East Kootenay	800	2	400	✓	✓	✓	✓	✗	✓	✓	✗	Municipal	24	✓
Salmo	Central Kootenay	1,140	2	467	✓	✓	✓	✗	✗	✓	✓	✗	Municipal	30	✗
Valemount	Fraser-Fort George	1,052	5	203	✓	✓	✓	✓	✓	✓	✓	✗	Municipal	38	✓

Appendix VI: Council Members' Survey

Village of Kaslo

Council Remuneration Task Force

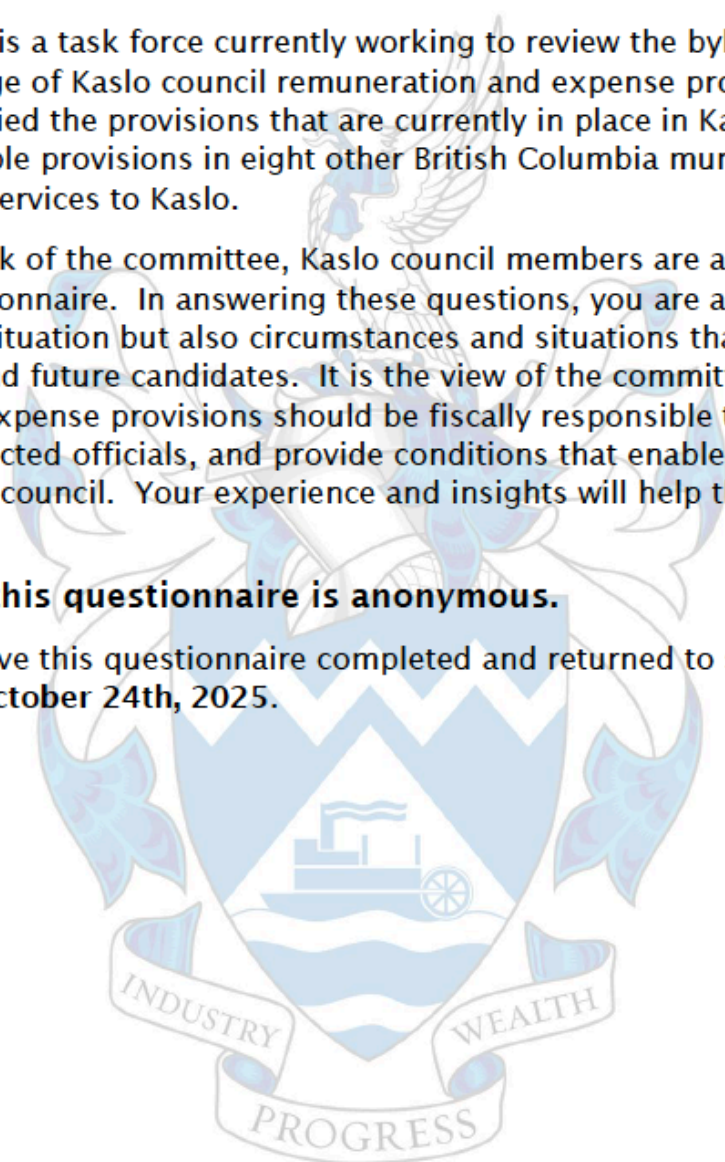
Questionnaire Regarding Remuneration

As you know, there is a task force currently working to review the bylaws and policies relating to the Village of Kaslo council remuneration and expense provisions. That committee has studied the provisions that are currently in place in Kaslo and have also examined comparable provisions in eight other British Columbia municipalities that are similar in size and services to Kaslo.

To facilitate the work of the committee, Kaslo council members are asked to complete the following questionnaire. In answering these questions, you are asked to consider not only your own situation but also circumstances and situations that may face other council members and future candidates. It is the view of the committee that remuneration and expense provisions should be fiscally responsible to village residents, fair to elected officials, and provide conditions that enable any and all residents to run for council. Your experience and insights will help them in their deliberations.

Please note that this questionnaire is anonymous.

You are asked to have this questionnaire completed and returned to staff no later than 2 P.M. on Friday, October 24th, 2025.



Appendix VI (cont'd): Council Members' Survey

1. Please estimate how many hours you spend per month engaged in the following duties:

(Note: if the activity happens only occasionally, estimate the time you devote annually and divide that number by 12 to determine a reasonable monthly equivalent.)

ACTIVITY

HOURS PER MONTH

a. Regular Council meetings

b. Committee meetings

c. Preparation for meetings

d. Conferences and special events

e. Other duties (i.e., meeting with residents, lobbying on behalf of the Village, reading municipal literature to stay current on issues and trends, etc.)

2. Do you consider the base remuneration provided (\$8,869.75 for council, \$16,508.00 for mayor) to be adequate?

☐ Yes ☐ No

If no, please explain:

3. Do you consider the amounts paid for acting mayor and committee chairpersons to be adequate?

☐ Yes ☐ No

If no, please explain:

4. On a scale of 1 to 5 (1 being "not important at all" and 5 being "very important") please rate the value of the benefits package that is provided to you as a Council member.

1

2

3

4

5

Please explain your rating above:

Appendix VI (cont'd): Council Members' Survey

5. On a scale of 1 to 5 (1 being "not adequate" and 5 being "very adequate") please rate the expenses provisions provided for:

a. travel	1	2	3	4	5
b. accommodation	1	2	3	4	5
c. meals	1	2	3	4	5
d. incidentals	1	2	3	4	5

If you can offer any comments on your ratings above, it would help the committee's understanding of the effectiveness of the expense policy:

6. When traveling on council business, the expense policy provides for your meal expenses using a flat rate formula. Another alternative would be to ask you to provide receipts and pay based on actual costs (with a maximum). Which do you prefer?

☐ Flat rate ☐ Actual costs

7.

- a. The Kaslo bylaws provide councilors who are away on village business for more than an 8 hour period a stipend of \$75.00. Do you consider the provision of this stipend to be reasonable?

☐ Yes ☐ No

Do you consider the amount of this stipend to be adequate?

☐ Yes ☐ No

If you answered no above, please explain:

- b. Some municipalities offer a smaller stipend for a half day time commitment. Do you think Kaslo should provide a stipend for a commitment of less than 8 hours?

☐ Yes ☐ No

Please explain:

Appendix VI (cont'd): Council Members' Survey

8. As an elected official in Kaslo, you are entitled to a \$500 grant towards the purchase of an electronic device for your council business. Do you think the provision of this grant is reasonable?

☐ Yes ☐ No

Do you think the amount of this grant is adequate?

☐ Yes ☐ No

If you answered no above, please explain:

9. The Kaslo remuneration bylaws include a section that defines consequences for councilors being unavailable for a certain amount of time. The task force did not find anything similar in the other municipal bylaws they reviewed.

Have you ever known this provision to be invoked? ☐ Yes ☐ No

Do you think this provision is necessary? ☐ Yes ☐ No

If yes, are you satisfied with the way it is worded? ☐ Yes ☐ No

Comments:

10. On a scale of 1 to 5 (1 being "not adequate" and 5 being "very adequate") please rate the amount of support provided by Village staff for administration, conducting research, communications, calendar management, etc.

1 2 3 4 5

Please explain your rating above:

Appendix VI (cont'd): Council Members' Survey

11.As stated in the preamble, the task force believes that our local remuneration and expense provisions should provide conditions that enable any and all residents to run for council. Can you think of any additional provisions that would make it easier for residents to consider running for office? Examples might include childcare, compensation for lost wages, access to training in civic governance, etc.

Appendix VII: Recommendations

1. Stipends
 - 1.1. THAT the base remuneration for the mayor be increased by \$1,000 per year, and the base remuneration for councilors by \$500 per year.
 - 1.2. THAT the current remuneration for Acting Mayor and Standing Committee Chair be maintained.
 - 1.3. THAT the Village's bylaw or policies clarify the roles and application of remuneration for Acting Mayor and Committee Chair.
 - 1.4. THAT the current extended health and dental plan provided by GroupSource be maintained, as amended from time to time.
2. Council Supports
 - 2.1. THAT council members be given an allowance of \$1,000 per term to support technical needs and connectivity including but not limited to the purchase of devices, internet access, cell plans, and technical support.
 - 2.2. THAT a policy be developed and implemented clearly laying out the training opportunities available to Council members covering governance as well as municipal services and infrastructure.
 - 2.3. THAT any Council member who has a dependant needing care during Council or Committee meetings be given an allowance of \$50 per meeting upon written request to Council.
 - 2.4. THAT a Council member be provided parental leave from their position on Council for a period of up to two (2) months with continued payment of their regular stipend.
 - 2.5. THAT the current bylaw section 3.2 regarding absenteeism remain as is.
3. Expenses
 - 3.1. THAT travel allowances and reimbursements be pursuant to the BC Ministry of Finance's Core Policy and Procedures Manual as amended from time to time.

- 3.2. THAT the allowance for private accommodation be increased to \$50 per night.
- 3.3. THAT incidentals be separated from meal rates, a definition of incidentals be provided, and receipts are required.
- 3.4. THAT the meal allowance be for meals only, including taxes and tips.
- 3.5. THAT the meal allowance be \$30 for breakfast, \$40 for lunch, and \$65 for dinner.
- 3.6. THAT the \$75 per diem of the current remuneration bylaw be discontinued.
- 4. Bylaws vs Policies
 - 4.1. THAT staff determine whether any adopted recommendations be implemented in a bylaw or policy.
- 5. Future Adjustments and Reviews
 - 5.1. THAT the base remuneration of Mayor and Council increase by the latest 12-month average of the BC Consumer Price Index (CPI) as of January 1, annually.
 - 5.2. THAT a remuneration review be conducted commencing during the third year of a term with any related changes to take effect at the start of the next term.
- 6. Public Input
 - 6.1. THAT this Village of Kaslo Council Remuneration Task Force Report be made available for public viewing prior to any remuneration bylaw changes being adopted by Council.
- 7. Reporting of Remuneration and Expenses to the Public
 - 7.1. THAT the Village website include: the council remuneration and expense bylaws and policies of the Village; each Council member's Financial Disclosure Statement; a table of Council members' annual salaries and expenses; and web links to applicable legislation.

Village of Kaslo

Bylaw No. 1331, 2025

A bylaw to amend and consolidate Fees & 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 the “Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6”

2. Purpose

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

3. Authority

- 3.1. Section 137 [Power to amend or repeal a bylaw] of the *Community Charter*.
3.2. Section 13 [Fees] of the *Freedom of Information and Protection of Privacy Regulation*.

4. Definitions

- 4.1. In this Bylaw, any work and term that is defined in Fees & Charges Bylaw No. 1300, 2023, or the *Community Charter*, or *Freedom of Information and Protection of Privacy Act* (“Act”) has the same meaning as in the Bylaw, *Community Charter*, or Act.

5. Schedule A – Administrative Services

- 5.1. In FEE CATEGORY: Freedom of Information Requests, delete:

Item	Fee
For Commercial Applicants	Actual Cost
For All Other Applicants	As per Schedule 1 of the Provincial FOIPP Regulation

Replace it with:

Item	Fee
Application Fee (non-personal requests)	\$10
Access to Records	Schedule 1 of the <i>Freedom of Information and Protection of Privacy Regulation</i>

Village of Kaslo

Bylaw No. 1331, 2025

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 & Charges Bylaw No. 1300, 2023 and all amendments made heretofore.

7. Effective Date

7.1. This Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6, shall be effective on the date of approval and adoption below.

First Reading:

This Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6, was read a first time at the Council meeting held on the _____ day of _____, 20XX.

Second Reading:

This Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6, was read a second time at the Council meeting held on the _____ day of _____, 20XX.

Third Reading:

This Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6, was read a third time at the Council meeting held on the _____ day of _____, 20XX.

Approval and Adoption by Council:

This Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

8. Signatures

Mayor

Corporate Officer

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 the *Community Charter [Consolidation of bylaws]* and *[Revision of bylaws]*, 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. Notification to Council

- 8.1. The Corporate Officer shall provide Council with a copy of any bylaw that has been Consolidated or Revised under the authority of this Bylaw, within a reasonable time after such Consolidation or Revision.

9. Severability

- 9.1. 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.

10. Effective Date

- 10.1. 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 18th day of November, 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 18th day of November, 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.

11. Signatures

Mayor

Corporate Officer

Village of Kaslo

Bylaw No. 1330, 2025

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

1. Title

- 1.1. This bylaw shall be known and cited as the “Outdoor Burning Regulation Repeal Bylaw No. 1330, 2025”.

2. Authority

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

3. Enactment

- 3.1. The Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018 is hereby repealed.

4. Effective Date

- 4.1. This Outdoor Burning Regulation Repeal Bylaw No. 1330, 2025, shall be effective on the date of approval and adoption below.

First Reading:

This Outdoor Burning Regulation Repeal Bylaw No. 1330, 2025, was read a first time at the Council meeting held on the 9th day of December, 2025.

Second Reading:

This Outdoor Burning Regulation Repeal Bylaw No. 1330, 2025, was read a second time at the Council meeting held on the 9th day of December, 2025.

Third Reading:

This Outdoor Burning Regulation Repeal Bylaw No. 1330, 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.

5. Signatures

Mayor

Corporate Officer

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

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.

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	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.

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.

DEFINITIONS

“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.

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.