



# AGENDA

## Regular Council Meeting

6:00 PM - Tuesday, January 27, 2026

Council Chambers, 413 Fourth Street, Kaslo, BC

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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 27, 2026 Regular Council Meeting be adopted as presented.**

### 3. ADOPTION OF MINUTES

3.1. Meeting Minutes

5 - 8

[Regular Council Meeting - 14 Jan 2026 - Minutes - Pdf](#)

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

### 4. DELEGATIONS

### 5. INFORMATION ITEMS

5.1. Reports from Council

5.2. Report from the Chief Administrative Officer

5.3. Circulation Package

9 - 11

[CSLAC Financial Projections and Scenario Consideration](#)

### 6. QUESTION PERIOD

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

### 7. BUSINESS

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

13 - 14

[Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6](#)

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

7.2.	Bylaw Consolidation and Revision Authority Bylaw No. 1322 A bylaw to authorize the Consolidation and Revision of bylaws by the Corporate Officer. <a href="#"><u>Bylaw Consolidation and Revision Authority Bylaw No. 1322</u></a> <b>Recommendation: THAT Bylaw Consolidation and Revision Authority Bylaw No. 1322, 2025 be adopted.</b>	15 - 16
7.3.	Art in Legacy Park The Art & Heritage Committee has made a recommendation to Council regarding Art in Legacy Park. <a href="#"><u>Bear Sculpture</u></a> <b>Recommendation: THAT the Village approve the installation of a wood carving depicting a bear beneath a tree in Legacy Park as the community's 2026 public art initiative; AND FURTHER</b>  <b>THAT Village staff work with the artist to confirm installation and insurance requirements, and execute an agreement prior to installation.</b>	17
7.4.	Council Procedures Bylaw No. 1323, 2025 For Council to consider a revised draft of the Council Procedures Bylaw and associated policies based on input received during the January 14th Regular Council Meeting. Notice of the Bylaw was issued in accordance with the Village's Public Notice Bylaw and all public input has been provided to Council. <a href="#"><u>Staff Report - Council Procedures Bylaw and Related Policies - Revised</u></a> <a href="#"><u>DRAFT Council Procedures Bylaw No. 1323, 2025 (rev. 1)</u></a> <a href="#"><u>DRAFT Council Correspondence Policy</u></a> <a href="#"><u>DRAFT Public Input - Written Policy</u></a> <a href="#"><u>DRAFT Public Input - Verbal Policy</u></a> <a href="#"><u>DRAFT Electronic Meeting Participation Requirements Policy</u></a> <b>Recommendation: THAT Council give third reading to Council Procedures Bylaw No. 1323, 2025.</b>	19 - 72
7.5.	Council Remuneration For Council to consider the recommendations presented in the Council Remuneration Task Force's Final Report. Public input was invited through January 20th, and none has been received. <a href="#"><u>Council Remuneration Task Force - Final Report</u></a> <b>Recommendation: THAT staff develop a draft Council Remuneration Policy and amendments to the Council Remuneration Bylaw, based on the Task Force's recommendations; AND FURTHER</b>  <b>THAT staff return the draft policy and bylaw amendments to Council for review and consideration at a future regular meeting.</b>	73 - 119
7.6.	Winter in the Forest For Council to consider providing Village resources in support of the Winter in the Forest community event. <a href="#"><u>Staff Report - 2026 Winter in the Forest</u></a>	121 - 125

## 2026 - Request - KDCFS

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

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

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

**Recommendation:**

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

### 7.7. Council Meeting Schedule

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

## 8. LATE ITEMS

## 9. IN CAMERA NOTICE

### 9.1. Closed Meeting

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

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

## 10. ADJOURNMENT

### 10.1. Meeting Adjournment

**Recommendation: THAT the Regular Council Meeting be adjourned**

***at \_\_\_\_\_ PM.***



## MINUTES

### Regular Council Meeting

6:00 PM - Wednesday, January 14, 2026

Council Chambers, 413 Fourth Street, Kaslo, BC

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

**MEMBERS ABSENT:** Rob Lang, Councillor

**STAFF PRESENT:** Chief Administrative Officer

#### 1. CALL TO ORDER

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

The meeting was 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-271-2025**

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

**Carried**

#### 3. ADOPTION OF MINUTES

- 3.1. Meeting Minutes

**R-272-2025**

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

**Carried**

#### 4. DELEGATIONS

## 5. INFORMATION ITEMS

- 5.1. Mayor's Report  
Received by Council. Council then discussed the Community Sustainable Living Advisory Committee.
- 5.2. Council Reports
- 5.3. CAO Report  
The CAO provided a verbal update on the:
  - Council Remuneration Task Force
  - South Kaslo Development Plan
- 5.4. Staff Reports  
Received by Council.
- 5.5. Circulation Package  
Received by Council.

## 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 for 2026

### **R-273-2025**

**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.**

**Carried**

- 7.2. Council Remuneration Task Force

The Council Remuneration Task Force has completed its review and provided recommendations regarding Council compensation.

### **R-274-2025**

**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.**

**Carried**

7.3. Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6  
A bylaw to amend and consolidate Fees & Charges Bylaw No. 1300, 2023.

**R-275-2025**

**THAT Fees & Charges Amendment Bylaw No. 1331, 2025 – Amendment #6 be given first, second, and third readings.**

**Carried**

7.4. Bylaw Consolidation and Revision Authority Bylaw No. 1322  
A bylaw to authorize the Consolidation and Revision of bylaws by the Corporate Officer.

**R-276-2025**

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

**Carried**

7.5. Outdoor Burning Regulation Repeal Bylaw No. 1330, 2025  
A bylaw to repeal Village of Kaslo Outdoor Burning Regulation Bylaw No. 1213, 2018.

**R-277-2025**

**THAT Outdoor Burning Regulation Repeal Bylaw No. 1330, 2025, be given third reading.**

**Carried**

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

**R-278-2025**

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

**Carried**

7.7. Council Procedures Bylaw No. 1323, 2025  
Council discussed the Council Procedures Bylaw and related policies.

## 8. LATE ITEMS

9. ADJOURNMENT

9.1. Meeting Adjournment

**R-279-2025**

***THAT the Regular Council Meeting be adjourned at 8:46 PM.***

**Carried**

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Mayor

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Corporate Officer



# Committee Report – For Information

December 9, 2025

## CSLAC Financial Projections and Scenario Consideration

**Author:** Paris Marshall Smith, Sustainability & Resilience Supervisor  
**File Reference:** 01-0515-20-CSL  
**Electoral Area/Municipality:** A,B,C,D,E,F,G,H,I,J, Kaslo and Silverton  
**Services Impacted** S105

### 1.0 PURPOSE OF REPORT

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

### 2.0 BACKGROUND AND UPDATE

#### BACKGROUND

The Community Sustainable Living Advisory Committee (CSLAC) and the RDCK's Community Sustainable Living Service (S105) were created to provide a regional forum for sustainability and resilience issues outside of traditional core services. Areas of focus include watershed governance, food security, rural mobility, and energy resilience.

In June, interviews with Directors and staff provided a range of perspectives on the future of CSLAC and Service 105. Following Committee direction - *That staff be directed to provide options on the continuation of the Community Sustainable Living Service (CSLS 105) and current projects in consideration that three electoral areas have requested to withdraw from the service*, the following provides information for consideration.

#### FINANCIAL CONTEXT

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 withdrawals raise questions about the sustainability of the current CSLAC model and whether the work could continue in another form.

1. **Taxation** – whether to increase, maintain, or reduce the requisition of remaining members.
2. **Committee Structure** – whether to continue CSLAC as a committee, or shift reporting to the Board or the Rural Affairs Committee (RAC).

## 1. Taxation Options

- a) Maintain current service level and increase requisition of remaining members
- b) Maintain existing requisition but reduce the scope of work to align with reduced funding in the Service
- c) Move the Service 105 Budget to either Rural Administration S101 or General Administration S100
- d) Decrease the requisition to \$0 by cancelling all work under Service 105 (with some exceptions that are already committed)

## 2. Committee Options

- a) Continue with CSLAC as a committee
- b) Disband CSLAC and transfer reporting to the Board or RAC

## SCENARIOS FOR CONSIDERATION

### Option 1: Disband CSLAC

End CSLAC as a formal committee but continue staff-led sustainability work under S105 with reporting to the Board.

- *Benefits:* Reduced administrative costs (director stipends, mileage, staff support).
- *Risks:* Loss of formal governance/oversight; possible perception of reduced transparency.

### Option 2: Retain CSLAC with Reduced Work Plan

Scale operations to reflect reduced contributions (approximately one-third). This could include fewer meetings, reduced staff time allocation and elimination of pilot project funds.

- *Benefits:* Retains committee function and regional dialogue; aligns resources with contributions.
- *Risks:* Reduced staff capacity; diminished ability to support community pilot projects or leverage grants.

### Option 3: Absorb into General Administration

Maintain current requisition but shift reporting to Board.

- *Benefits:* Work continues without requiring a standalone committee because decisions are now governed by the Board; streamlined governance.
- *Risks:* RAC does not include municipal members – Kaslo and Silverton. Sustainability priorities may receive less dedicated focus; increased competition for staff time and taxation in General Admin S100.

### Option 4: Cancel All Work

Terminate CSLAC and Service 105.

- *Benefits:* Reduces S105 taxation.
- *Risks:* regional forum for sustainability and resilience is no longer available.

## KEY CONSIDERATIONS WITH MEMBER WITHDRAWAL

- *Equity:* Remaining participants may carry disproportionate costs.
- *Capacity:* Reduced staff time threatens delivery of sustainability initiatives.

- Momentum: Risk of losing regional dialogue and foresight on emerging issues.
- Funding: Lower staff capacity to attract and manage external grants.
- Public interest: Staff heard that there is strong interest from residents in having sustainability as a function of the RD's work.

## PUBLIC BENEFIT & STAKEHOLDER PERSPECTIVES

Interviews with Directors and staff underscored:

- CSLAC's value in piloting projects and securing external funding.
- The need for more focused, efficient meeting structures.
- Concerns about fairness in requisition payments with member withdrawals.
- Recognition that without CSLAC or a similar forum, the RDCK risks losing foresight and adaptability on cross-cutting issues.

## 3.0 NEXT STEPS AND TIMELINE

All interview participants agreed that the big questions still need consideration, and that for many it is format rather than the content. Questions include:

- How do we plan for food, energy, and water resilience?
- How do we respond to community concerns that fall outside core services?
- How do we stay ahead of change, instead of always reacting?

As one participant put it: "If we want to be stagnant, we'll stop asking these questions. But if we want to adapt, we need to keep having the conversation."

## QUESTIONS FOR CONSIDERATION

- How does the Board want to handle sustainability and resilience work going forward?
- Should the Board retain a focused CSLAC function to scope and evaluate emerging issues?
- Are existing core services equipped to absorb this work, or does the Board risk losing momentum?
- What approach ensures both fairness to residents, regional preparedness and adaptation?

Respectfully submitted,  
Paris Marshall Smith, Sustainability & Resilience Supervisor

## CONCURRENCE

Chief Administrative Officer – Stuart Horn  
General Manager of Development and Community Sustainability Services – Sangita Sudan



# 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

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

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\_\_\_\_\_  
**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 18<sup>th</sup> 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 18<sup>th</sup> 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**

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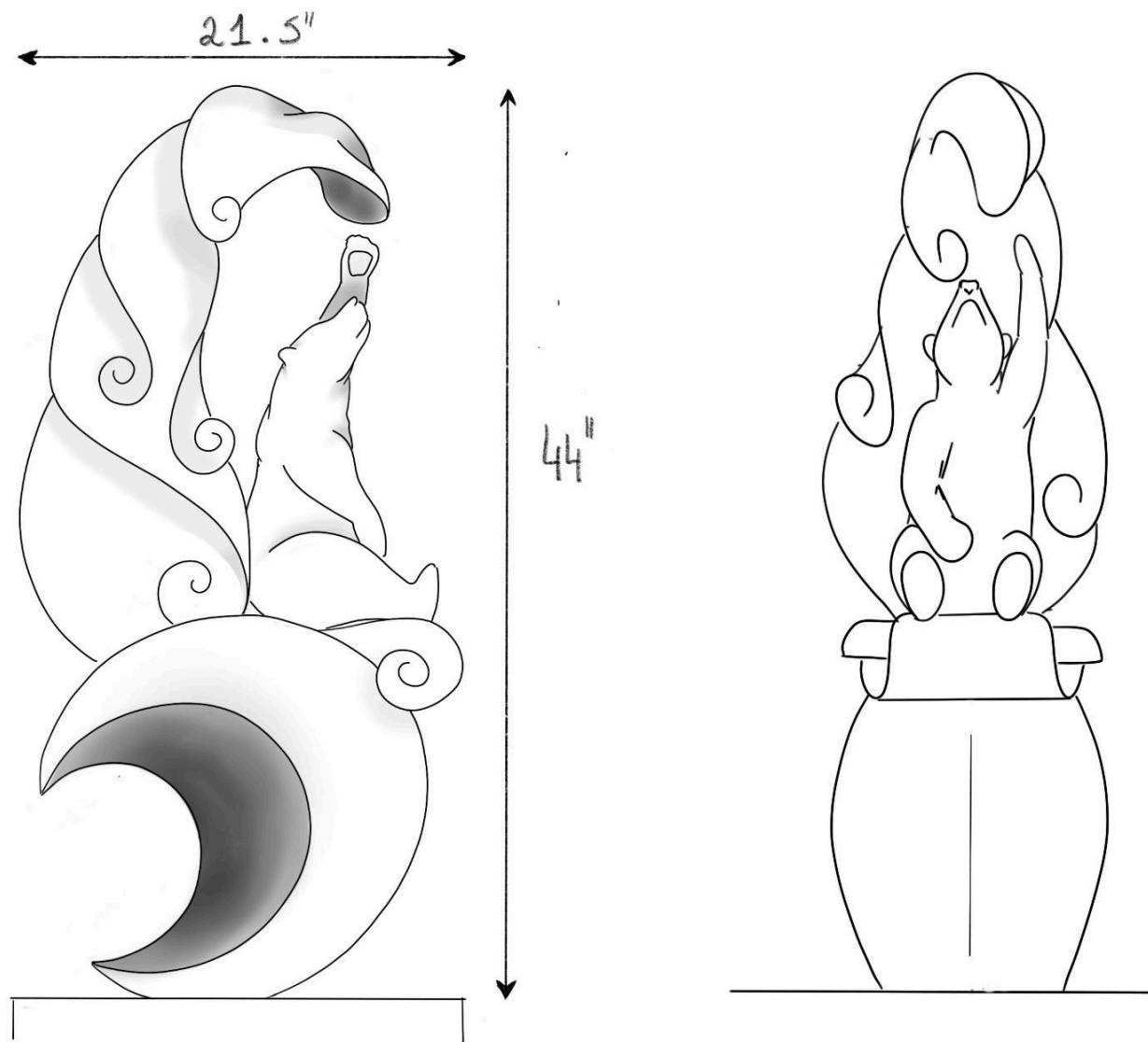
**Mayor**

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**Corporate Officer**

### **Legacy park sculpture proposal**

Sketches:







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MEETING DATE: January 27, 2026 FILE No: 3900-02  
TO: Mayor and Council  
FROM: Robert Baker, Chief Administrative Officer  
SUBJECT: Council Procedures Bylaw and Related Policies - Revised  
DATE WRITTEN: January 19, 2026

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**1.0 PURPOSE:**

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

**2.0 RECOMMENDATION:**

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

**3.0 BACKGROUND:**

The *Council Procedure Bylaw* establishes the rules governing the calling, conduct, and proceedings of Council, Committees, Advisory Bodies, and Commissions, as required under section 124 of the *Community Charter*. The Village's current bylaw was adopted in 2022 and, since that time, Council and staff have identified several areas where clarification, modernization, and alignment with current practice would be beneficial.

A comprehensive review of the *Council Procedure Bylaw* began in 2025 to address procedural inconsistencies, incorporate updated legislative references, and reflect the Village's evolving use of electronic meeting technologies. Staff prepared an initial draft of *Bylaw No. 1323, 2025*, which was introduced for Council's consideration on December 9, 2025. Council subsequently directed staff to receive public input on the draft and to return with a revised version that incorporated Council's feedback.

Public input opportunities were provided during Regular Council Meetings on December 9, 2025; January 14, 2026; and January 27, 2026. Public notice of the proposed bylaw was issued on January 6, 2026. All written submissions regarding the bylaw have been received by Council.

Following Council discussion on January 14, 2026, staff prepared a revised draft. The updated version includes refinements to the Public Input process, enhanced clarity around the role and function of the Committee of the Whole, strengthened provisions respecting electronic participation, and improvements to agenda structure, consistency, and terminology. The revisions also address formatting issues and correct internal cross-references and numbering.

The proposed *Council Procedure Bylaw No. 1323, 2025* is now presented for Council's consideration.

**4.0 DISCUSSION:**

Following is a summary of the material changes between draft versions of *Council Procedures Bylaw No. 1323, 2025*.

**Public Input**

1. Verbal Public Input is limited to Agenda items; comments on non-agenda matters are now prohibited and ruled out of order.

2. Written Public Input is also restricted to Agenda items, with off-agenda submissions no longer accepted or circulated.
3. Chair may call on in-person and online speakers in any sequence deemed orderly.

Material impact: more controlled and predictable meetings; reduced open-mic style input; lowers risk of off-topic dialogue.

### **Committee of the Whole (COTW)**

4. Ability to suspend procedural rules by unanimous consent of Council.
5. Confirmation that COTW cannot adopt bylaws or exercise Council's legislative authority.
6. Explicit provisions for open dialogue, multiple speaking turns, unlimited speaking time, and an informal debate structure.
7. Chair empowered to restore formal rules at any time.
8. Staff, consultants, and delegations may participate directly in dialogue.
9. Points of order handled informally, and COTW direction expressed through non-binding recommendations.

Material impact: formalizes COTW as an intentionally informal, collaborative working forum and clarifies its non-decision-making role.

### **Chairing of Committees/Advisory Bodies**

10. The revised version clarifies that when both the Chair and Vice-Chair are unavailable, another Council Member may be designated in advance to chair the meeting.

Material impact: ensures predictable meeting leadership and prevents last-minute uncertainty.

### **Consent Agenda**

11. Revised bylaw includes a formal definition of "Consent Agenda" in the Definitions section.
12. "Reports for Information" are no longer explicitly listed as consent agenda items.

Material impact: clearer interpretation; potential shift in how information items are handled (possibly more items pulled into regular business).

### **Presentations & Delegations**

13. Standard time limit set at 10 minutes for all presentations/delegations.
14. Maximum presentations/delegations per meeting increased to two, not one each.
15. Allows limited Council clarifying questions following presentations, separate from the 10-minute slot.

Material impact: more room for delegations while adding structure and clear limits.

## **Workshops/Planning Sessions**

16. Revised test for when these sessions are not Council meetings: they must not form a material part of Council's decision-making process, and no direction or deliberation toward decisions may occur.

Material impact: reduces risk of unintentionally creating "illegal meetings," aligns with best practice and FOIPPA/Community Charter implications.

## **Agenda Structure**

17. Only one Public Input period appears in the agenda (versus two in the earlier draft).

Material impact: more efficient agendas, tighter sequencing, shorter meetings.

## **Extra-Jurisdictional Matters**

18. The new version emphasizes that items may be added as Late Items only by unanimous vote.

Material impact: improves clarity and prevents procedural uncertainty about adding off-jurisdiction matters.

## **Structural and Administrative Corrections**

19. Part numbering corrected (previous version had two "Part 13" sections).

20. Adoption section updated with actual hearing dates and public-input opportunities.

Material impact: improves bylaw clarity, accuracy, and legislative record.

## **5.0 OPTIONS:**

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

1. **THAT Council give third reading to Council Procedures Bylaw No. 1323, 2025.** *Staff will share the latest version of the proposed Bylaw on the Village website and social media.*

*After the Procedure Bylaw is adopted, Council will be asked to adopt the new Council Code of Conduct, Council Correspondence, Public Input - Written, Public Input – Verbal, Electronic Meeting Participation Requirement, Notice of Motion and Accompanying Submissions by Council Members, and Council Report Standards policies. Council will also be asked to repeal the Communications, Correspondence and Social Media Policy (2017).*

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

## **6.0 FINANCIAL CONSIDERATIONS:**

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

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

Legislation

*Community Charter*

Bylaw

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

Policy

*Communications, Correspondence and Social Media* – resolution 232/2017 (to be repealed)

**8.0 STRATEGIC PRIORITIES:**

2025 Governance and Operations – Administrative Improvements

(I) Review/develop bylaws, policies, process maps, procedures: (7) Council Correspondence

**9.0 OTHER CONSIDERATIONS:**

A Procedure Bylaw must not be amended, or repealed and substituted, unless the council first gives notice in accordance with section 94 [*public notice*] of the *Community Charter* describing the proposed changes in general terms. The Village has provided such notice after second reading.

**RESPECTFULLY SUBMITTED:**

Robert Baker  
Chief Administrative Officer

Attachments:

1. DRAFT Council Procedures Bylaw No. 1323, 2025 (rev. 1)
2. DRAFT Council Correspondence Policy
3. DRAFT Public Input – Written Policy
4. DRAFT Public Input – Verbal Policy
5. DRAFT Electronic Meeting Participation Requirements Policy

# Village of Kaslo

## Council Procedures Bylaw No. 1323, 2025

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

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

## **PART 1 - INTRODUCTION**

### **Citation and Repeal**

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

### **Application**

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

### **Interpretation**

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

### **Definitions**

In this Bylaw,

“Act” means the Local Government Act;

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

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

“Advisory Body” means a body constituted by resolution of Council, other than a Committee or Commission, which is established for the purpose of providing advice, recommendations, or input to Council respecting

matters within the jurisdiction of the municipality. For the purposes of this Bylaw, an Advisory Body includes, without limitation, a:

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

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

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

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

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

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

“Committee” means:

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

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

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

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

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

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

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

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

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

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

“Mayor” means the Mayor of the Village;

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

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

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

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

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

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

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

“Public Input” means an opportunity for the public to convey information to Council, either verbally or in a written submission at a Council meeting, and does not include a Public Hearing;

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

“Quorum” means, in the case of:

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

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

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

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

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

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

“Standing Committee” means a committee established by the Mayor to consider and report on matters within a specific area of responsibility on an ongoing basis. A Standing Committee continues for the duration

of the Council term, or until dissolved by resolution of Council, and meets at regular intervals or as directed by Council.

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

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

“Village” means the Village of Kaslo;

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

## PART 2 – COUNCIL MEETINGS

### Inaugural Meeting

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

### Time and Location of Meetings

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

## **Notice of Regular Council Meetings**

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

## **Notice of Special Council Meetings**

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

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

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

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

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

## PART 4 – COUNCIL PROCEEDINGS

### Community Charter Provisions

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

### Attendance of Public at Meetings

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

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

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

### Calling Meeting to Order

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

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

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

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

### **Agenda**

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

## **Order of Proceedings**

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

## **Public Input - Verbal**

61. Verbal Public Input shall be managed in accordance with the Village's *Public Input – Verbal* policy. That Policy also sets out the procedures for how verbal submissions are received and handled.
62. Regular Council Meetings must include a fifteen (15) minute Public Input period after the General Matters section and before the Verbal Reports from Council and Staff section.
63. Council may extend a Public Input period in ten (10) minute increments by a majority vote.
64. 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.
65. During the Public Input period, members of the public may address Council when recognized by the Presiding Member. The Presiding Member may invite comments from in-person attendees and online participants in any order deemed appropriate to ensure the orderly conduct of the meeting.
66. Once recognized, a speaker may provide comments relating only to items of business appearing on the meeting Agenda. Comments on matters not on the Agenda are prohibited and will be ruled out of order. Each speaker must state their name, place of residence, and may speak for up to two (2) minutes.
67. Council members shall not engage with speakers during the Public Input period. After all speakers have concluded, members may, through the Presiding Member, speak once for the limited purpose of responding to comments or asking brief clarifying questions, provided such questions do not give rise to

debate and can be accommodated within the fifteen (15) minutes allotted for the Public Input period. The Presiding Member retains full authority to regulate time, maintain order, and ensure compliance with these provisions.

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. That Policy governs the submission, acceptance, and publication of written comments provided to Council.
71. Only written submissions addressing items included on the meeting Agenda will be accepted as Written Public Input. Submissions on matters not on the Agenda are prohibited and will not be provided to Council.
72. 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 of business is considered on the Agenda.
73. 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**

74. 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.
75. Items that may be included in the Consent Agenda are:
  - (a) recommendations from Committees;
  - (b) bylaws and items for which debate is not expected.
76. Prior to an Agenda being published, a Member may request that an item be included on the Consent Agenda.
77. Any Member may request that an item included on the Consent Agenda be removed from the Consent Agenda and dealt with separately.
78. Members must request removal of items from the Consent Agenda prior to moving adoption of recommendations listed in the Consent Agenda.
79. Council must consider any item that is removed from a Consent Agenda immediately after the consideration of the Consent Agenda.
80. Members may vote on and adopt in one motion all recommendations appearing on the Consent Agenda.

### **Late Items**

81. In addition to its application to Regular or Special Council Meetings, this section applies to all meetings of the bodies referred to in the Community Charter [application of procedure rules to other bodies].
82. 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.

83. If the Council makes a resolution under this section, information pertaining to Late Item must be distributed to the Members.

### **Voting at Meetings**

84. In addition to its application to Regular or Special Council Meetings, this section applies to all meetings of the bodies referred to in the Community Charter [application of procedure rules to other bodies].

85. The following procedures apply to voting at meetings:

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

### **Presentations and Delegations**

86. Council shall hear a Presentation or Delegation only where:

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

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

### **Points of Order**

97. 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.
98. 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.
99. The Member alleged to be in breach may, upon recognition by the Presiding Member, offer a brief explanation respecting the Point of Order.
100. 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.
101. 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.

102. 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.

103. 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**

104. A Member may speak to a question or motion at a Council meeting only if that Member first addresses the Presiding Member.

105. Members must address the Presiding Member by that person's title of Mayor, Acting Mayor, or Councillor.

106. Members must address other non-Presiding Members by the title Councillor.

107. Members must adhere to the Village's *Council Code of Conduct* policy.

108. No Member may interrupt a Member who is speaking except to raise a Point of Order.

109. If more than one Member speaks, the Presiding Member must call on the Member who, in the Presiding Member's opinion, first spoke.

110. 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.

111. If a Member is acting contrary to the standards of conduct set out in this Bylaw and the Village's *Council Code of Conduct* policy, or any other applicable policy or bylaw, the Presiding Member may order the Member to leave the Member's seat, and:

- (a) if the Member refuses to leave, the Presiding Member may cause the Member to be removed by a peace officer from the Member's seat; and
- (b) if the Member apologizes to the Council, Council may, by resolution, allow the Member to retake the Member's seat.

112. 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.

113. The following rules apply to limit speech on business being considered at a Council meeting:

- (a) a Member may speak more than once in connection with the same question only:
  - (i) with the permission of Council; or
  - (ii) if the Member is explaining a material part of a previous speech without introducing a new matter;
- (b) a Member who has made a substantive motion to the Council may reply to the debate only to provide clarification, and Council may determine whether the Member's reply is clarification;

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

## **Motions Generally**

- 114. The Presiding Member may speak to any motion.
- 115. Council may debate and vote on a motion only if it is first made by one Member and then seconded by another.
- 116. 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.
- 117. 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.
- 118. A member may not amend or debate a motion made under clause 117 (c) to 117(g).
- 119. 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**

- 120. 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**

- 121. 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**

- 122. A Member may, without notice, move to amend a motion that is being considered.
- 123. An amendment may propose removing, substituting, or adding to the words of a motion.
- 124. If requested by the Presiding Member, the mover must reproduce a proposed amendment in writing.
- 125. 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.
- 126. A Member may only amend an amendment once.

127. A Member must not again propose a motion to amend that has been defeated by a vote of Council.
128. A Member may propose an amendment to an adopted amendment.
129. 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**

130. A Member may give a notice of motion at any time during a meeting when recognized by the Presiding Member. The notice shall be formally stated for the record and shall be placed on the Agenda for the next appropriate Council meeting in accordance with this section of the Bylaw.
131. 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*.
132. The notice of motion will appear on the next appropriate Council meeting Agenda, along with the associated background memo, as a "Motion Served" under the "Other Business" section of the Agenda, where Council will consider one of the following recommendations:
  - (a) receive for information;
  - (b) refer to staff for a response (staff will determine if the nature of the work warrants a project proposal or a staff report and will include considerations with respect to feasibility, resources, funding source, timeline, strategic plan alignment, and legislative analysis) [Note: A proposed Notice of Motion may have a referral to staff built into the recommendation]; or
  - (c) refer to the Chief Administrative Officer for consideration and, if required, inclusion in the Strategic Priorities intake process.
133. Any resolution or direction considered from a Motion Served must not take effect unless Council has considered information provided by staff pursuant to clause 132 (b), if applicable.
134. As an exception to clause 132 (b), the Chief Administrative Officer may indicate that a report is not necessary to move forward.
135. 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**

136. 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.
137. A matter of privilege must be immediately considered when it arises at a Council meeting.
138. For the purposes of clause 137, when two or more matters of privilege arise at the same time, they shall be considered in the order listed in clause 136, with the first item having the highest priority.

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

139. 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**

140. 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.

141. 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.

142. Clause 141 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.

143. The Presiding Member of a Public Hearing may adjourn the Public Hearing provided they inform those in attendance of,

- (a) the time and date of the resumption of the hearing;
- (b) the place of the resumed hearing, if applicable;
- (c) the way in which the hearing is to be conducted, by electronic means, other communication facilities, if applicable,

in accordance with the Local Government Act [public hearing procedures].

144. 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**

145. 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**

146. 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**

147. 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**

148. 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**

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

### **Limitations**

150. 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

151. 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

152. 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

153. 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

154. 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.

155. The readings of the bylaw may be given by stating its title and statement of purpose.

156. Council may debate and amend a proposed bylaw at any time during the first three readings unless prohibited by the Community Charter.

157. Pursuant to the Community Charter [requirements for passing bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting.

158. Subject to the Local Government Act [adoption procedures for official community plan], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Members present.

159. Despite the Community Charter [requirements for passing bylaws], and in accordance with the Local Government Act [adoption procedures for official community plan] and [adoption of municipal zoning bylaw], Council may adopt an official community plan bylaw or a zoning bylaw at the same meeting at which the bylaw receives third reading.

### Bylaws Must be Signed

160. After a bylaw is adopted and signed by the Corporate Officer and the Presiding Member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village's records for safekeeping and endorse upon it:

- (a) the dates of its readings and adoption; and
- (b) the date of Ministerial approval or approval of the electorate, if applicable.

## **PART 7 – PUBLIC HEARINGS**

### **Presentations at Public Hearings**

161. 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.
162. A person must not speak until the Presiding Member acknowledges them.
163. Speakers must first identify themselves by stating their name, place of residence, and the name and place of residence of the person or body they represent, if applicable.
164. 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.
165. Without limiting the opportunity provided for in this Part, Council must encourage speakers to confine their comments to new information.

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

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

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

### **Duties of Standing Committees**

167. 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.

168. 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**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

178. 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.
179. Committee business resolutions for ratification (rise and reports) will be noted in the minutes for the record.

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

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

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

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

181. Select Committees and Advisory Bodies must consider, inquire into, report on, and make recommendations to Council about the matters referred to them by Council.
182. 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**

183. At its first meeting after its establishment, a Select Committee or Advisory Body must establish a regular schedule of meetings.
184. 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**

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

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

188. The Agenda for all Select Committee or Advisory Body meetings must contain, without limitation, the following matters in the order in which they are listed below:
  - (a) Call to Order
  - (b) Adoption of the Agenda
  - (c) Adoption of Previous Minutes
  - (d) Discussion Items
  - (e) Information Items
  - (f) Adjournment
189. 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**

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

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

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

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

192. 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**

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

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

## **PART 10 - COMMISSIONS**

### **Purpose of Commission Meetings**

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

### **Schedule of Commission Meetings**

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

196. 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**

197. Subject to clause 196, after the Commission has established the regular schedule of Commission meetings, including the times, dates, and places of the Commission meetings, notice of the schedule must be given by:

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

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

199. The Chair of a Commission must cause a notice of the day, time, and place of a meeting called under clause 196 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**

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

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

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

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

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

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

203. 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**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

224. 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**

225. These informal gatherings do not constitute a meeting of Council provided they do not form a material part of Council's decision-making process, and provided no decisions or directions are made.

226. A majority of Council Members may attend these sessions; however, attendance alone does not constitute a Council meeting. These sessions must not be used to deliberate toward decisions or conduct municipal business.

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

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

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

228. 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**

229. During the Agenda review process, the Mayor, Chief Administrative Officer, and Corporate Officer must distinguish Extra-Jurisdictional Matters from those that will be placed on the Agenda. Subject to clause 232, the Corporate Officer may circulate Extra-Jurisdictional Matters to Council for information but will not include them on the Agenda.
230. During a meeting, Council may add an Extra-Jurisdictional Matter to an Agenda as a Late Item by unanimous vote of Members present and voting.
231. Persons who consider themselves to be aggrieved by a rejection of a requested Agenda matter under this Part may appeal in writing to Council for a ruling on the matter, in which case clause 231 applies.
232. 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;
233. 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

234. 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, Public Input – Verbal, Electronic Meeting Participation Requirement, Notice of Motion and Accompanying Submissions by Council Members, and Council Report Standards* policies.

235. 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.

236. Orientation under this Part may also include training on parliamentary procedure, and any related policies adopted by Council, including without limitation the *Council Code of Conduct, Council Correspondence, Public Input - Written, Public Input – Verbal, Electronic Meeting Participation Requirement, Notice of Motion and Accompanying Submissions by Council Members, and Council Report Standards* policies.

237. The Corporate Officer must maintain a record confirming that an orientation under this Part has been provided to all Members and may schedule additional training sessions during the Council term as deemed necessary by Council or the Chief Administrative Officer.

### Public Notice

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

### Severability

239. 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

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

**First Reading:**

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

**Second Reading:**

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

**Third Reading:**

This Council Procedure Bylaw No. 1323, 2025, was read a third time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

Public Notice of this Bylaw was issued January 6, 2026

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

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

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

**Approval and Adoption by Council:**

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

**Signatures**

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**Mayor**

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**Corporate Officer**

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

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**Corporate Officer Signature**

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**Date**

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

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## RELATED DOCUMENTS

Number	Title
	Council Procedures Bylaw
	Public Input - Written Policy
	Public Input - Verbal Policy

## APPROVALS

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

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

7. Administrative staff shall have access to the council@kaslo.ca email. 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, however, response times may vary if the Mayor is away or unavailable."*

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 the original correspondence and a recommendation. The Correspondence for Action item will be included in the agenda under "Other Business", and will be accompanied by the memo requesting its inclusion.

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

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

### Mayor

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

### Corporate Officer

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

### Administrative Staff

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

### Public

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

## **DEFINITIONS**

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

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

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

SECTION:	Administration	01
SUB-SECTION	Council - General	0550
TITLE	Public Input - Written	2026 ##

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## RELATED DOCUMENTS

Number	Title
	Council Procedures Bylaw
	Council Correspondence Policy
	Public Input – Verbal Policy

## APPROVALS

Approval Date:	Resolution #:
Amended:	Resolution #:

## PURPOSE

The Village of Kaslo values transparency, accountability, and meaningful community engagement. Written Public Input provides a clear and consistent way for members of the public to submit written comments for Council's consideration as part of the Council meeting process. This policy sets out how written submissions are received, reviewed, and made available to Council and the public in a fair, respectful, and efficient manner.

This policy is intended to support informed decision-making, strengthen public trust, and ensure consistent administration of Written Public Input while maintaining orderly meetings and complying with applicable legislative and privacy requirements.

## AUTHORITY & APPLICATION

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

This policy must be administered in accordance with the Council Procedure Bylaw [public input – written]. In the event of any conflict between this policy and the Procedure Bylaw, the Procedure Bylaw prevails.

## 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;
- (d) “Addresses an agenda item” means the submission directly relates to the subject matter, decision, report, motion, or recommendation included on the published agenda for the applicable Council meeting.

## GUIDING PRINCIPLES

1. The Village of Kaslo is committed to a clear, accessible, and consistent Written Public Input process that supports transparency, accountability, and respectful public participation in local government decision-making.
2. Written Public Input will be administered fairly and impartially, with submissions handled in a manner that supports orderly meeting management and consistent application of the Council Procedure Bylaw and this policy.
3. The Village promotes respectful, issue-focused communication. Submissions that are threatening, defamatory, or otherwise inappropriate may be restricted, excluded, or redacted in accordance with this policy and applicable legislation.
4. The Village will manage Written Public Input in a way that protects privacy and personal information, including applying redactions where required under the *Freedom of Information and Protection of Privacy Act*.
5. The Village will provide reasonable accommodations to support accessibility in the Written Public Input process

## PROCEDURES

6. Written Public Input may only be submitted on matters that appear on the agenda of the applicable Council meeting. Submissions that do not relate to an agenda item, including general complaints, service requests, requests for information, or correspondence unrelated to the business before Council will not be accepted as Written Public Input and will be redirected to the appropriate departmental process or handled under the Council Correspondence Policy.
7. Administrative staff will screen all submissions to ensure they meet eligibility requirements, including alignment with agenda items, respectful content, and compliance with applicable legislation.
8. Where clarification is required for accuracy or for FIPPA compliance, staff may contact the submitter; if clarification is not received within a reasonable time, the submission may be deferred or excluded.
9. Submissions that do not qualify as Written Public Input will be redirected to the appropriate departmental process or handled under the Council Correspondence Policy, and staff will notify the submitter of the redirection and advise them of the correct avenue for their matter.

10. A confidential administrative log of excluded submissions will be maintained, documenting the reason for exclusion, in accordance with the *Freedom of Information and Protection of Privacy Act*.
11. Where public input is required or has been specifically invited for an agenda item under applicable legislation or Council direction, Written Public Input on that item may be received and published for the meeting at which the item is considered. Written submissions on that item will not be accepted for earlier or later meetings unless otherwise directed by Council.
12. 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).
  - (f) Attachments must be accessible, virus-free, and in standard formats (PDF, DOCX, JPG, PNG). External links may be included but may not be followed or verified by staff.
13. Where multiple substantially similar submissions are received, staff may consolidate them into a single summarized entry for the Written Public Input package, noting the number of submitters.
14. Personal information provided in Written Public Input will be published as submitted unless redaction is required under the *Freedom of Information and Protection of Privacy Act*. Submitters should avoid including personal identifiers of third parties or sensitive personal information.
15. 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*.
16. 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.
17. 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 *FOIPA* 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.
18. Written Public Input will not be accepted or published from the beginning of the nomination period for a General Local Election or by-election until the first Council meeting following the election, in accordance with the Council Procedure Bylaw.

19. 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.
20. Administrative staff will review Written Public Input submissions and compile the package in accordance with legislative requirements.
21. 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.
22. A hard copy of the Written Public Input package will be available to view in the City Hall Council Chambers during the Council meeting.
23. The Written Public Input package will be available online the day following a Council meeting.
24. Council is not required to respond to individual submissions and will consider Written Public Input collectively as part of its deliberations.
25. These administrative requirements apply only to submissions that meet the eligibility criteria established in the Council Procedure Bylaw.
26. The Village will provide reasonable accommodations to support accessibility in the Written Public Input process. Alternative submission formats may be accepted upon request.

## **RESPONSIBILITIES**

### Council Members

Review Written Public Input and 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, and compile and distribute the Written Public Input package to Council and post it online.

### Administrative Staff

Receive, screen, and compile submissions; prepare and distribute the Written Public Input package; and ensure procedural and legislative compliance.

### Public

Submit input in accordance with all policy requirements, including format, deadlines, and respectful content; ensure submissions are addressed to the Mayor and Council and include the submitter's name and place of residence; and avoid any content that is defamatory, threatening, or confidential.

SECTION:	Administration	01
SUB-SECTION	Council - General	0550
TITLE	Public Input - Verbal	2026 ##

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## RELATED DOCUMENTS

Number	Title
	Council Procedures Bylaw
	Council Correspondence Policy
	Public Input – Written Policy

## APPROVALS

Approval Date:	Resolution #:
Amended:	Resolution #:

## PURPOSE

The Village of Kaslo values transparency, accountability, and meaningful community engagement. Verbal Public Input provides members of the public with an opportunity to address Council directly on matters included on the meeting agenda, in a manner that supports respectful communication, orderly meeting management, and compliance with the *Council Procedure Bylaw*.

This policy establishes the process for providing Verbal Public Input at Council meetings and ensures consistency, fairness, and legislative compliance.

## AUTHORITY & APPLICATION

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

This policy must be administered in accordance with the Council Procedure Bylaw [public input – verbal]. In the event of any conflict between this policy and the *Council Procedure Bylaw*, the *Council Procedure Bylaw* prevails.

## INTERPRETATION

In this Policy:

- (a) “Verbal Public Input” means spoken comments provided by members of the public during the designated Public Input period at a Council meeting. It is an opportunity for individuals to address Council directly on matters included on the meeting agenda, within the time limits and procedural requirements established by the *Council Procedure Bylaw*. Speakers may offer brief, respectful remarks to inform Council’s understanding of agenda items, but may not engage in debate, raise matters not on the agenda, or disclose confidential or inappropriate information.
- (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;
- (d) “Addresses an agenda item” means the submission directly relates to the subject matter, decision, report, motion, or recommendation included on the published agenda for the applicable Council meeting.

## GUIDING PRINCIPLES

1. Verbal Public Input is intended to support transparency and meaningful civic participation while preserving the orderly conduct of Council meetings.
2. Participation must be respectful and issue-focused. Speakers must refrain from defamatory, threatening, offensive, or confidential content.
3. The Presiding Member retains full authority to regulate speakers, maintain order, and ensure compliance with applicable rules.
4. Speakers should avoid disclosing personal information about third parties or confidential matters, as statements made during Public Input become part of the public record.

## PROCEDURES

### Eligibility

5. Verbal Public Input may only be provided on matters included on the agenda of the applicable Council meeting.
6. Comments on matters not on the agenda are prohibited and will be ruled out of order by the Presiding Member.
7. A person must not speak on a proposed Official Community Plan (OCP) bylaw or zoning bylaw after a Public Hearing has been held unless a second or subsequent Public Hearing is required.

### Scheduling

8. Regular Council Meetings must include a 15-minute Public Input period.
9. Council may extend the Public Input period in 10-minute increments by majority vote.
10. When the Village has given public notice seeking input on a specific agenda item (e.g., the Annual Report, Development Variance Permit, Temporary Use Permit), the Presiding Member may hold the Public Input for that item immediately prior to Council’s consideration of it.

### Participation

11. During the Public Input period, speakers may address Council when recognized by the Presiding Member.
12. The Presiding Member may invite comments from in-person attendees and online participants in any order deemed appropriate for maintaining orderly conduct.
13. Once recognized, a speaker must:
  - (a) State their name and place of residence;
  - (b) Limit comments to two (2) minutes;
  - (c) Restrict comments to agenda items only.
14. Speakers must not:
  - (a) Interrupt, speak out of turn, or engage in disorderly behavior;
  - (b) Use defamatory, threatening, discriminatory, or abusive language;
  - (c) Disclose personal, confidential, or in-camera information.

The Presiding Member may rule a speaker out of order or end the Public Input period at any time to maintain compliance and order.

15. Operational or procedural questions will not be answered during the session. The Chair will direct speakers to contact staff during regular business hours for assistance.

### Council Participation

16. Where numerous speakers wish to address Council with substantially identical input, the Presiding Member may request that additional speakers refrain from repeating the same comments once Council has heard a representative summary.
17. Council members shall not engage with speakers during the Public Input period until all speakers have concluded.
18. After all speakers have concluded, members may, through the Presiding Member, speak once for the limited purpose of responding to comments or asking brief clarifying questions.
19. Council's comments or questions must not give rise to debate and must fit within the Public Input time limits unless extended by Council.
20. Council is not required to respond to individual speakers and will consider Verbal Public Input collectively as part of its deliberations.

### Election-Period Restrictions

21. Beginning on the first day of the nomination period for a General Local Election or by-election, Verbal Public Input periods shall be suspended.
22. Verbal Public Input will resume at the first Council meeting following the election.

### Accessibility

23. The Village will provide reasonable accommodations to support accessibility in the Verbal Public Input process

## **RESPONSIBILITIES**

### Council Members

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

### Presiding Member

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

### Administrative Staff

Administrative Staff are responsible for ensuring that meeting agendas clearly identify the Public Input period, supporting hybrid participation when available, assisting the Presiding Member in managing speakers, and ensuring that meeting recordings and minutes accurately reflect the Public Input period in accordance with the Procedure Bylaw.

### Public

The Public is responsible for participating respectfully, following all procedural requirements, speaking only to items on the agenda, and observing time limits.

DRAFT

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

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## RELATED DOCUMENTS

Number	Title
	Council Procedures Bylaw

## APPROVALS

Approval Date:	Resolution #:
Amended:	Resolution #:

## PURPOSE

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

## APPLICATION & STATUTORY PROVISIONS

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

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

## INTERPRETATION

In this Policy:

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

## POLICY STATEMENTS

### Electronic Meetings in General

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

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

#### Closed Electronic Meetings

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

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

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

### **RESPONSIBILITIES**

#### Council Members

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

#### Presiding Member

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

#### Corporate Officer

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

#### Meeting Administrator

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

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

#### Invited Attendees

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

#### **DEFINTIIONS**

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

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

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

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

***Village of Kaslo***

***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

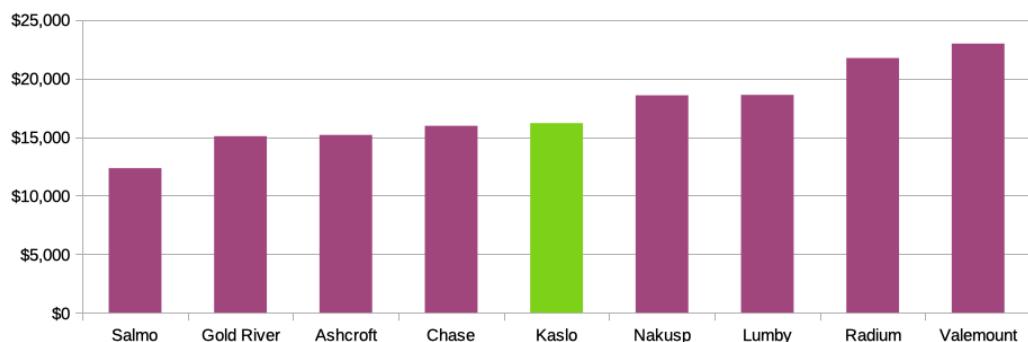
It should be noted that it is very difficult to make precise comparisons of remuneration as there are minor variations across different municipalities in how stipends, allowances and per diems are applied. Remuneration in a given year may include per diems and other amounts on top of a base stipend. 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.

Chart 1: 2024 Mayor Remuneration

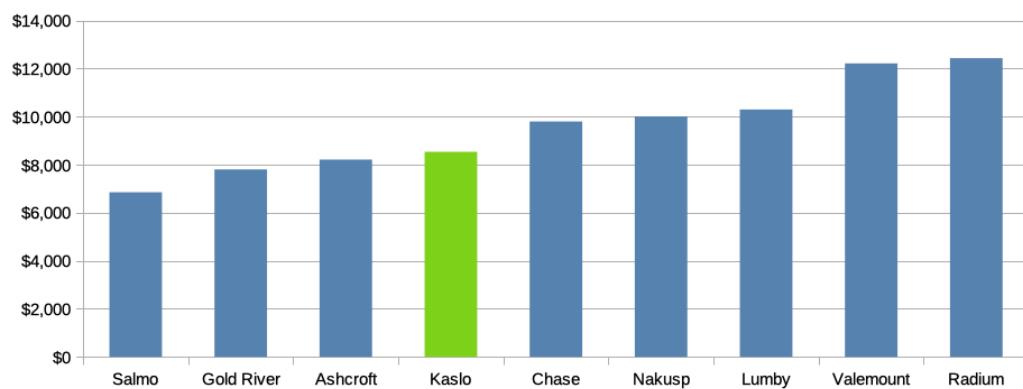


ii. Councillor Remuneration

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.

Chart 2: 2024 Councillor Remuneration



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.

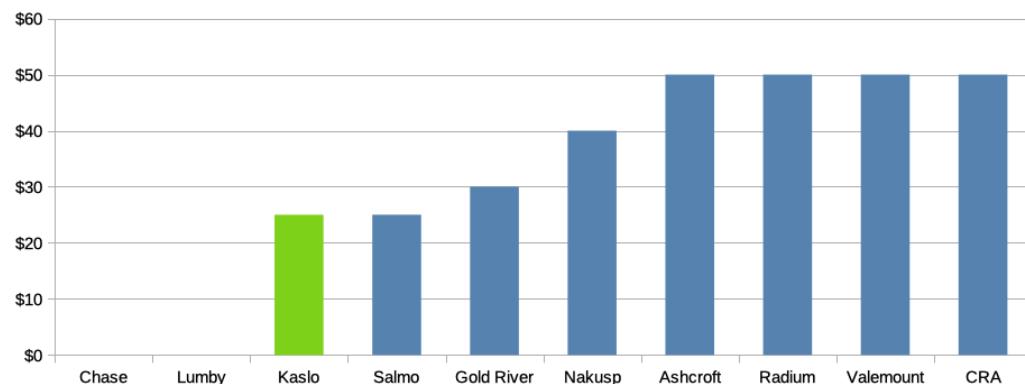
Kaslo is unique in providing a monetary allowance that council members can spend at their discretion on a device that they keep at the end of their term in office.

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. Incidental - 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 councilors 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

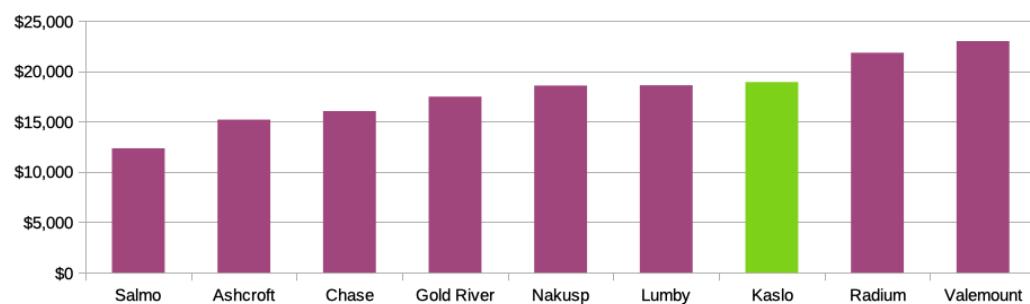
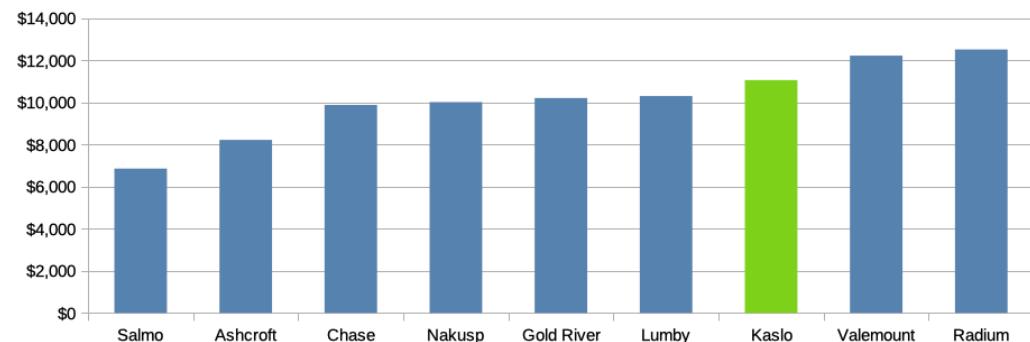


Chart 5: 2024 Councillor remuneration AFTER \$500 recommended increase

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

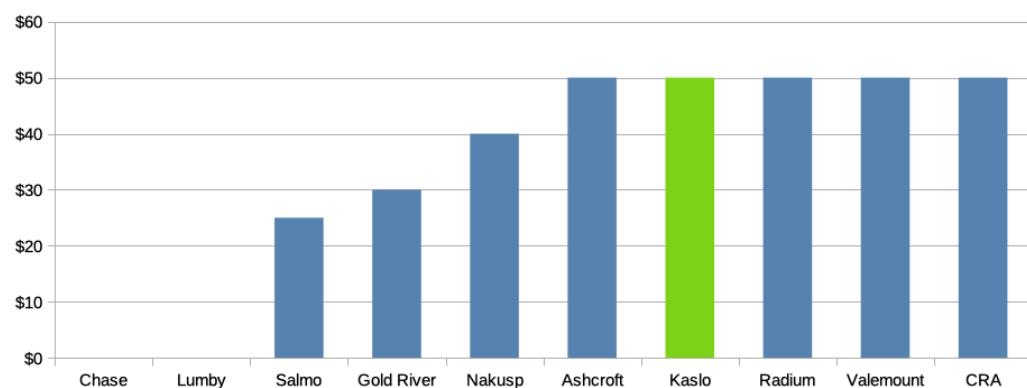
Recommendation

**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 Renumeration
- 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.

## **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 14<sup>th</sup> day of February, 2017.

READ A SECOND TIME this 14<sup>th</sup> day of February, 2017.

READ A THIRD TIME this 14<sup>th</sup> day of February, 2017.

RECONSIDERED AND ADOPTED this 28<sup>th</sup> 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: _____						
<b>Check boxes that apply:</b> <table> <tr> <td>Check</td> <td>Per Diem</td> <td><input type="checkbox"/> (\$75 per day) COUNCIL ONLY</td> </tr> <tr> <td>Meal /Incidental Allowance</td> <td></td> <td><input type="checkbox"/> Advance authorization for reimbursement requested (prior to travel).</td> </tr> </table>			Check	Per Diem	<input type="checkbox"/> (\$75 per day) COUNCIL ONLY	Meal /Incidental Allowance		<input type="checkbox"/> Advance authorization for reimbursement requested (prior to travel).
Check	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							
<b>Expenses:</b> Mileage to Meeting: _____ @ \$.54 /km \$ _____ <small>*enter km for roundtrip</small>								
Meals for Meeting: Enter number of meals claimed	Breakfast _____ @ \$21.90	\$ _____						
	Lunch _____ @ \$22.15	\$ _____						
	Dinner _____ @ \$54.40	\$ _____						
Other Expenses:	1. _____	\$ _____						
	2. _____	\$ _____						
	3. _____	\$ _____						
	4. _____	\$ _____						
	SUB TOTAL	\$ _____						
	GST	\$ _____						
	<b>TOTAL EXPENSES:</b> \$ _____							
<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>								
<b>Office Use Only</b>								
Payroll: _____	CAO Approval: _____							
Account No.: _____	To be adjusted when appropriate for NTB rates							

## **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"

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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	<ul style="list-style-type: none"><li>➢ Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.</li></ul>
Section 3: Timing and Frequency	Timing of Reviews	<ul style="list-style-type: none"><li>➢ Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.</li></ul>
	Frequency of Reviews	<ul style="list-style-type: none"><li>➢ Local governments should consider conducting remuneration reviews once per term.</li><li>➢ Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.</li></ul>
	Annual Adjustment	<ul style="list-style-type: none"><li>➢ 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.</li></ul>
	Implementation of Changes	<ul style="list-style-type: none"><li>➢ Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term.</li><li>➢ 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.</li></ul>

## **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"><li>&gt; Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.</li></ul>
Section 4: Setting Remuneration	Bases of Comparison	<ul style="list-style-type: none"><li>&gt; Local governments should consider using remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.</li></ul>
	Comparison Group	<ul style="list-style-type: none"><li>&gt; 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.</li><li>&gt; Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.</li></ul>
	Using the Data	<ul style="list-style-type: none"><li>&gt; 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.</li></ul>
	Regional District Supplemental Payments	<ul style="list-style-type: none"><li>&gt; 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.</li></ul>
	Eligible Expenses	<ul style="list-style-type: none"><li>&gt; 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.</li><li>&gt; 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.</li></ul>

## **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"><li>&gt; 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.</li><li>&gt; Local governments should ensure that lists of eligible expenses reflect unique local conditions.</li><li>&gt; 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.</li></ul>
	Benefits	<ul style="list-style-type: none"><li>&gt; Local governments should consider providing access to extended health, dental, vision and insurance to all local elected officials.</li><li>&gt; 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.</li><li>&gt; 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.</li><li>&gt; Local governments should periodically re-examine the range of benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.</li></ul>
Section 5: Communications	Information to Communicate	<ul style="list-style-type: none"><li>&gt; 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.</li></ul>
	Methods of Communication	<ul style="list-style-type: none"><li>&gt; Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.</li></ul>

## Appendix V: Chart of Comparable Municipalities

Village	Region	Population	Area (km <sup>2</sup> )	Density (per km <sup>2</sup> )	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	✓
<b>Kaslo</b>	<b>Central Kootenay</b>	<b>1,049</b>	<b>3</b>	<b>349</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>Regional</b>	<b>28</b>	<b>✓</b>
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

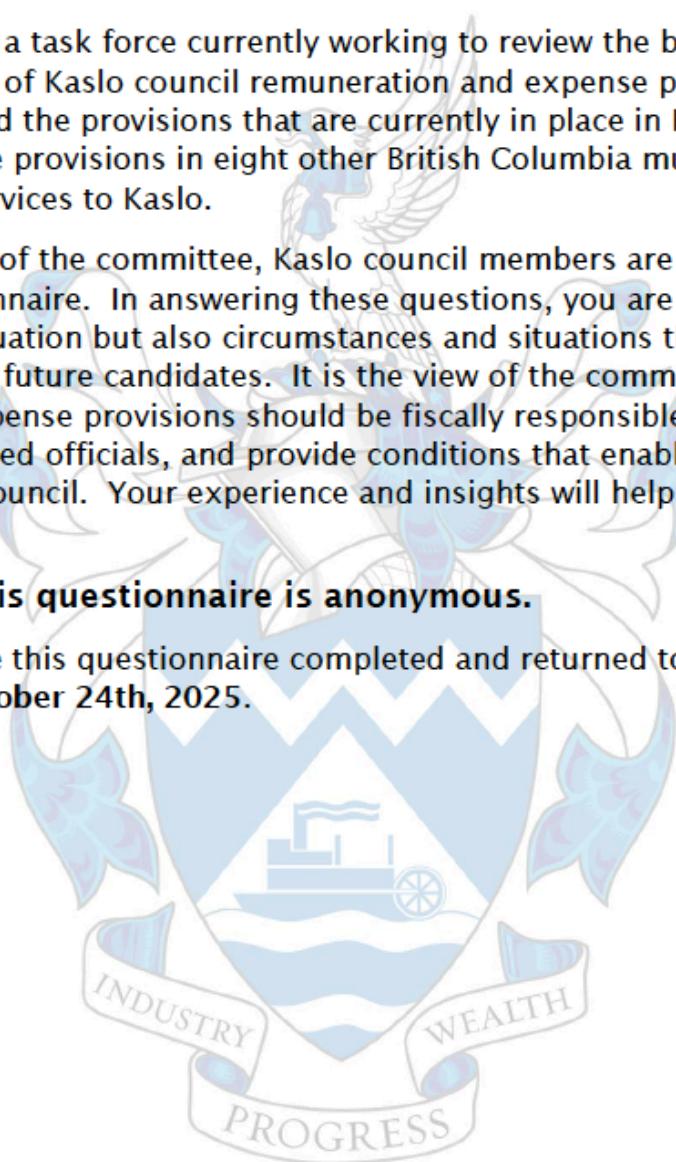
# Village of Kaslo Council Remuneration Task Force Questionnaire Regarding Remuneration

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:

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

Yes  No

If no, please explain:

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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:

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## **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:

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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:

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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:

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## **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:

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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:

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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:

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## **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.



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MEETING DATE: January 27, 2026 FILE No: 8100-20  
TO: Mayor and Council  
FROM: Robert Baker, Chief Administrative Officer  
SUBJECT: 2026 Winter in the Forest  
DATE WRITTEN: January 20, 2026

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## **1.0 PURPOSE:**

For Council to review the request from the Kaslo and District Community Forest Society (KDCFS) to hold the Winter in the Forest Festival on February 16, 2026, at the Kaslo Aerodrome, and to seek Council direction regarding the provision of in-kind Public Works labour and equipment.

## **2.0 RECOMMENDATION:**

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

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

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

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

## **3.0 BACKGROUND:**

The Winter in the Forest Festival Committee, led by KDCFS has formally requested permission to hold the 2026 Winter in the Forest Festival on Family Day, February 16, 2026, at the west end of the Kaslo Aerodrome. Event organizers met with the Village's Events Committee on January 15<sup>th</sup>, and the Committee has made a recommendation to Council that the Village provide in-kind services in support of the 2026 Winter in the Forest community event.

The event has operated for over 10 years and serves as both a community celebration and an opportunity to raise awareness of local volunteer organizations. Past activities have included ball hockey, sledding, a bonfire, axe throwing, snow sculptures, and log-sawing, with final activity plans for 2026 still to be confirmed.

The Village has historically supported the event with in-kind Public Works labour and equipment, primarily for snow removal and site preparation. Costs for this support have increased in recent years due to snow events requiring significant staff time; 2023 (\$3,665), 2024 (\$5,091), 2025 (\$7,795).

The Village has not previously charged event organizers for use of Village property; however, staff note that a land-use fee should be applied to ensure consistency with other events.

Given that the event is held on the Kaslo Aerodrome, staff have contacted Transport Canada to confirm requirements for public use of the runway. A response is pending.

#### **DISCUSSION:**

##### Event Feasibility and Operational Considerations

The requested location, the Kaslo Aerodrome, requires special consideration due to aviation-related regulations and safety requirements. Staff anticipate that the Village will be able to permit public use, but a Notice to Airmen (NOTAM) will be required to close the runway and someone will need to monitor the mandatory radio frequency to ensure there isn't a runway incursion. Council will be advised if significant concerns are raised by Transport Canada.

Public Works support is essential to preparing the site, particularly in years with heavy snowfall. Historical cost increases show that winter conditions can significantly affect staff time and equipment use. Capping in-kind support at \$5,000 provides operational certainty while maintaining support for the event.

##### Risk Management

Consistent with Village policy, organizers should be asked to provide \$2,000,000 Commercial General Liability insurance naming the Village as an additional insured.

##### Community Value

The festival is a long-standing community event with high participation and brings awareness to several local non-profits. Supporting the event aligns with Council's historical practice of enabling community-led recreational events.

#### **4.0 OPTIONS:**

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

1. **Approve in-kind support up to \$5,000.** *Event organizers will be advised of Council's decision and plans will be developed to provide the in-kind services, assuming no major issues are raised by Transport Canada.*
2. Approve in-kind support with a different financial limit.
3. Approve the event but decline in-kind support, requiring organizers to assume all operational costs. If the event requires snow clearing, the Village could invoice for its cost of labour, equipment, and administration.
4. Decline the request pending Transport Canada consultation or additional information.

#### **5.0 FINANCIAL CONSIDERATIONS:**

Historically, Village in-kind support has ranged from \$3,665 to \$7,795, depending on snow conditions. A cap of \$5,000 provides predictable budgeting while still supporting the event. If in-kind service needs exceed the \$5,000 limit, there may not be sufficient time to return to Council for additional authorization before the event date. Council may therefore wish to delegate authority to staff to make time-sensitive operational decisions, should they be required.

Applying a land-use fee would offset some impacts on Village resources and align with current policy. The Village's Fees and Charges Bylaw includes a fee category for Special Events, with a rate of \$275 per day for events with 101–500 attendees. Charging this fee would bring the Winter in the Forest event into alignment with the standard fee structure applied to other community events utilizing Village property. The Village has historically not charged this fee for past iterations of the event at the Aerodrome; however, applying it for 2026 would support fairness and consistency in cost recovery.

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

### Legislation

The Community Charter includes provisions related to municipal liability and use of municipal property.

Canadian Aviation Regulations, which falls under Transport Canada's jurisdiction, include requirements applicable to the Kaslo Aerodrome.

### Policy

Village insurance and risk-management practices apply to events on municipal property.

## **7.0 STRATEGIC PRIORITIES:**

Not applicable.

## **8.0 OTHER CONSIDERATIONS:**

Event organizers should be advised that planning requests and logistical coordination with the Village must occur well in advance of mid-January to allow Council sufficient time to assess requests and make informed decisions. For an event of this scale, particularly one occurring at the Kaslo Aerodrome, staff require adequate lead time to confirm regulatory requirements, operational commitments, and risk-management measures.

For future years, staff recommend that event organizers contact the Village Events Committee no later than October 31, 2026, to initiate planning for the 2027 Winter in the Forest Festival. Early engagement will ensure that their request can be processed without jeopardizing the feasibility of the event. At this time, it remains unknown whether Transport Canada will identify any issues that could affect event layout, timing, or feasibility.

The cost of providing labour and equipment has escalated significantly, primarily due to increasing snow-management demands, and the Village must ensure that in-kind contributions remain sustainable. Staff would like to encourage Council to communicate to event organizers that if the Village does not receive contact before the end of October 2026, the Village may not be able to commit resources or support the event in 2027.

Final event activities for 2026 have not yet been confirmed by the organizers, and staff will be required to review safety requirements once the full list of activities is provided, particularly for higher-risk components such as axe throwing or a bonfire. Public Works scheduling may also be impacted by snowfall or other operational priorities during that period.

## **RESPECTFULLY SUBMITTED:**

Robert Baker  
Chief Administrative Officer

### Attachments:

1. 2026 - Request - KDCFS



To the Village of Kaslo Council

Subject: Winter in the Forest Festival 2026

January 8, 2026

Dear Mayor Hewat, Kaslo Council and Village staff,

I am writing on behalf of the Winter in the Forest Festival Committee, which is operating as a partnership between the Kaslo Community Forest Society and the Kaslo Housing Society. I would like to request that Council consider our request to bring back the festival again in 2026. We envision a festival much the same as in years previous, to be held on Family Day (February 16, 2026) at the west end of the Village Aerodrome.

This festival is only possible with the blessing of Council and the in-kind contribution of Kaslo Public Works. We are also hoping that the grant opportunities we have had will also be available (CBT and BC Recreation and Parks) but have yet to confirm those. Currently we have confirmed a generous sponsorship from the Kaslo Community Forest, and the participation of the Kaslo Housing Society.

Winter in the Forest Festival is a much-loved event with a history of almost 20 years. It's also a valuable fundraising vehicle for the Kaslo Housing Society and is a good promotion for other volunteer organizations, ranging from the Kaslo Fire Department to the Kootenay Lake Stewardship Society to the Kaslo and Area Youth Centre.

We understand the fee structure and the insurance requirements that will be necessary. What we are hoping for is a green light from Council for us to continue with our planning in consultation with Village staff. We'll have more details for you to consider in the near future should you give us an agreement in principle to support the return of the Winter in the Forest Festival in 2026.

Sincerely,

Zia Fehrenbach

Event Coordinator

On Behalf of Kaslo Housing Society