

Regular Meeting of Council Agenda April 3, 2023

Regular Meeting of the City of Castlegar Council held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C., and via Zoom live meeting, commencing at **3:00 p.m.** for **Committee of the Whole Meeting**, immediately followed by a **Closed Council Meeting** and reconvening at **7:00 p.m.** for **Regular Council Meeting**.

Please click the link below to join the webinar for **Committee of the Whole**:
<https://us02web.zoom.us/j/85404951700?pwd=VUhXMExuUWpzUFpKUjcORW1rdTgrdz09>

or telephone: Dial (for higher quality, dial a number based on your current location):

Canada: 1-587-328-1099, 1-647-374-4685, 1-647-558-0588, 1-778-907-2071,
1-204-272-7920, 1-438-809-7799

Webinar ID: 854 0495 1700 Passcode: 383538

International numbers available: <https://us02web.zoom.us/j/kexUYKj4bp>

Please click the link below to join the webinar for the **Regular Council Meeting**:
<https://us02web.zoom.us/j/82915277468?pwd=eWMrRU5rd3NwSFdYRXpsV1dZQU5lUT09>

or Telephone: Dial (for higher quality, dial a number based on your current location):

Canada: 1-647-558-0588, 1-778-907-2071, 1-204-272-7920, 1-438-809-7799,
1-587-328-1099, 1-647-374-4685

Webinar ID: 829 1527 7468 Passcode: 532847

International numbers available: <https://us02web.zoom.us/j/kb3NB8VWi5>

- 1 **CALL TO ORDER (3:00 P.M.)**
- 2 **ADOPTION OF AGENDA**
- 3 **RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE**
- 4 **DELEGATION: Nil.**
- 5 **COMMUNITY WELLNESS & SOCIAL SERVICES (CHAIR HEATON-SHERSTOBITOFF / DEPUTY MACLEOD):**
 - (a) **Standing Committee Council Liaison Verbal Updates**
- 6 **CULTURAL & CIVIC PRIDE (CHAIR BELL / DEPUTY BOGLE):**
 - (a) **Standing Committee Council Liaison Verbal Updates**
- 7 **FINANCE AND CORPORATE SERVICES (CHAIR MCFADDIN / DEPUTY HEATON-SHERSTOBITOFF):**
 - (a) **FINANCE DEPARTMENT VERBAL UPDATE.**
 - (b) **CORPORATE SERVICES DEPARTMENT VERBAL UPDATE.**
 - (c) **COMMUNICATIONS DEPARTMENT VERBAL UPDATE.**
- 8 **GREEN AND TECHNOLOGY (CHAIR FALSTEAD / DEPUTY BOJECHKO):**
 - (a) **IT DEPARTMENT VERBAL UPDATE.**
- 9 **MUNICIPAL SERVICES (CHAIR MACLEOD / DEPUTY FALSTEAD):**



(a) **MUNICIPAL SERVICES DEPARTMENT VERBAL UPDATE.**

(b) **Supply & Delivery of Aggregate Materials – Recommendation for Award (Report No. 23–26)**

Report from the Operations Manager to seek Council authorization to award Request for Quotation 2023–07 for the Supply & Delivery of Aggregate Materials to 1022117 Alberta Ltd o/a Dynamic for a five-year period concluding December 31, 2027.

RECOMMENDATION: Council consider and resolve:

THAT Council authorize staff to award Request for Quotation 2023–07 for the Supply and Delivery of Aggregate Materials to 1022117 Alberta Ltd o/a Dynamic for a five-year period concluding December 31, 2027;

AND FURTHER;

THAT staff be authorized to sign the contract.

(c) **WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE.**

10 PLANNING, DEVELOPMENT AND SUSTAINABILITY (CHAIR BOGLE / DEPUTY MCFADDIN):

(a) **PLANNING, DEVELOPMENT AND SUSTAINABILITY DEPARTMENT VERBAL UPDATE.**

11 PROTECTIVE SERVICES (CHAIR BOJECHKO / DEPUTY BELL):

(a) **PROTECTIVE SERVICES DEPARTMENT VERBAL UPDATE.**

(b) **RCMP DETACHMENT VERBAL UPDATE.**

12 QUESTION PERIOD:

13 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

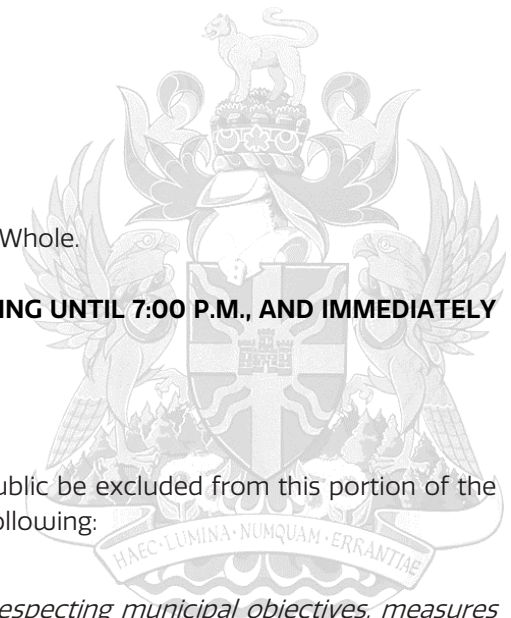
Council consider and resolve to rise from the Committee of the Whole.

14 RESOLUTION TO EXCLUDE PUBLIC, RECESS THE PUBLIC MEETING UNTIL 7:00 P.M., AND IMMEDIATELY CONVENE INTO CLOSED SESSION:

RESOLUTION:

THAT pursuant to Section 90 of the *Community Charter*, the public be excluded from this portion of the meeting as the subject matter being considered relates to the following:

- ***Community Charter Section 90(1)(L)***
Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].



- **Community Charter Section 90(2)(B)**

The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

- **Community Charter Section 90(2)(C)**

A matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 [Ombudsperson to notify authority] of that Act.

AND FURTHER;

THAT the public portion of the meeting be recessed until 7:00 p.m.,

AND FURTHER;

THAT Council immediately resolve into the closed portion of their meeting.

15 RECONVENE (7:00 P.M.) MAYOR TO RECONVENE AT THE REGULAR MEETING AT 7:00 P.M.

16 DELEGATION: Nil.

17 COUNCIL MEETING MINUTES FOR APPROVAL:

RESOLUTION: THAT the following Minutes be adopted:

- (a) Regular Meeting Minutes – March 20, 2023

18 RESOLUTION TO ADOPT COMMITTEE OF THE WHOLE RECOMMENDATIONS:

- (a) Recommendations from the March 20, 2023 Committee of the Whole meeting to be considered for adoption (Motions to be considered individually):

- 1. THAT the following items considered and received for information at the March 20, 2023 Committee of the Whole meeting, be adopted:

- Emergency Services Monthly Report – February 2023

- 2. THAT Council direct staff to provide a report on the possibilities and implications of Emerald Green Crescent de-stratification.

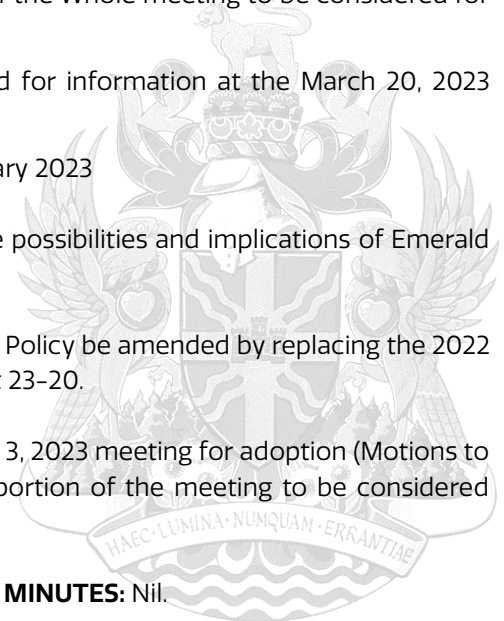
- 3. THAT Policy 4-8 Administrative Staff Compensation Policy be amended by replacing the 2022 salary grid with the updated grid attached to Report 23-20.

- (b) Committee of the Whole recommendations from the April 3, 2023 meeting for adoption (Motions to be brought forward from the Committee of the Whole portion of the meeting to be considered individually).

19 REGIONAL DISTRICT OF CENTRAL KOOTENAY (RDCK) MEETING MINUTES: Nil.

20 CORRESPONDENCE:

- (a) Tammy Verigin-Burk, on behalf of the Castlegar & District Chamber of Commerce, re: Request for Support for a Business Retention and Expansion Data Collection and Implementation Project.



21 REPORTS OTHER:

- (a) Councillor Falstead's Report on Local Government Leadership Academy Attendance

22 MAYOR'S REPORT:

- (a) Report on Local Government Leadership Academy Series

23 NEW & UNFINISHED BUSINESS: Nil.

24 BYLAWS FOR CONSIDERATION: Nil.

25 NEXT MEETING(S):

April 17, 2023 at 3:00 p.m. for Committee of the Whole Meeting followed by the Regular Council Meeting at 7:00 p.m., held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting.

26 NOTICE OF MOTION: Nil

27 QUESTION PERIOD:

28 ADJOURNMENT:

29 2022 STRATEGIC PLAN INFORMATION PAGE



CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: April 3, 2023 **REPORT NO.:** 23-26
SUBMITTED BY: Operations Manager **FILE NO.:** 1220-20.38
SUBJECT: Supply & Delivery of Aggregate Materials – Recommendation for Award

RECOMMENDATION:

THAT Council authorize staff to award Request for Quotation 2023-07 for the Supply and Delivery of Aggregate Materials to 1022117 Alberta Ltd o/a Dynamic for a five-year period concluding December 31, 2027,

AND FURTHER;

THAT staff be authorized to sign the contract.

PURPOSE:

Report to authorize staff to award Request for Quotation 2023-07 for the Supply & Delivery of Aggregate Materials to 1022117 Alberta Ltd o/a Dynamic for a five-year period concluding December 31, 2027.

This report is for consideration at the April 3, 2023 Committee of the Whole Meeting, and approval of the recommendation at the April 3, 2023 Regular Council Meeting to allow staff to purchase required materials for projects effective immediately.

SUMMARY/BACKGROUND:

Each year the City of Castlegar conducts multiple projects and maintenance activities that require the supply and delivery of aggregate materials such as bedding sand, gravel, drainage rock and winter sand. These materials must meet specific technical and quality standards for use on City construction projects. For operational efficiency, it is preferred to establish a contract with a single service provider that includes a pricing schedule for financial forecasting. The previous three-year contract expired at the end of December 2022.

The City issued a Request for Quotation (RFQ) to obtain pricing for the supply and delivery of nine types of aggregate materials from qualified material providers. The RFQ was designed to find a material provider that provided the best overall pricing, at fixed rates for easy cost calculation and financial forecasting, while meeting the City's service level expectations.

The RFQ was posted on BC Bid on February 6, 2023 and closed on February 28, 2023. The City received five submissions. Two submissions were received after the submission deadline and were not evaluated further. One submission did not provide pricing for each of the nine aggregate materials as required and was not evaluated further. Submissions from Terus Construction Ltd. dba. Selkirk Paving (Selkirk) and 1022117 Alberta Ltd o/a Dynamic (Dynamic) were deemed complete and evaluated by an evaluation committee which

determined that the submission from Dynamic provided the best overall pricing while meeting the City's service level expectations.

ALTERNATIVES:

- 1) Council could choose not to award a contract for the supply & delivery of aggregate materials. Staff do not recommend this alternative as establishing a contract will result in better pricing, ensure consistency with availability, and increase operational efficiency.
- 2) Council could choose to direct staff to award a contract for a term less than five years. Staff do not recommend this option as a five-year contract provides the ability for staff to complete accurate financial forecasting and reduces staff workload by not having to generate procurement documents on a more frequent basis.
- 3) Council could choose to direct staff to award a contract to Selkirk. Staff do not recommend this alternative as the evaluation committee determined that the submission from Dynamic provided the best overall pricing while meeting the City's service level expectations.

IMPLICATIONS:

- | | |
|--------------------------|---|
| (1) Social | Having aggregate materials readily available will contribute to staff's ability to properly repair and maintain the City's infrastructure in the least disruptive manner possible. |
| (2) Environmental | Acquiring aggregate materials from a qualified supplier ensures that materials have been processed in accordance with environmental standards. |
| (3) Personnel | This agreement reduces the workload of staff related to the planning of logistics and coordinating of work activities. |
| (4) Financial | There is no additional cost to the City for entering into a contract for the supply and delivery of aggregate materials. All associated costs will be funded by existing capital and operating budgets. |

POLICY IMPLICATIONS:

The recommendation supports Council's 2019-2023 Strategic Plan pillar of delivering Solid and Sustainable Civic Infrastructure by minimizing the risk of infrastructure failure and ensuring that tax dollars are well spent.

This process satisfies the City's Financial Admin & Procurement Policy 3.1.

IMPLEMENTATION:

Upon Council award, staff will execute a servicing agreement with Dynamic Landscaping Ltd.

COMMUNICATION:

Upon award the Operations Manager will present the newly available services to staff. This will allow opportunities for other departments to utilize the agreement where applicable.

Respectfully submitted,



Samuel Shine
Operations Manager

Approved by



Chris Barlow, A.Sc.T.
Chief Administrative Officer

Regular Meeting Minutes of Council March 20, 2023

Regular Meeting Minutes of the City of Castlegar Council held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting, commenced at 3:00 p.m. for Committee of the Whole, immediately followed by a Closed Meeting of Council and reconvened at 7:00 p.m. for Regular Council proceedings.

Members Present	Mayor Maria McFaddin Councillor Brian Bogle (via Zoom) Councillor Sue Heaton-Sherstobitoff Councillor Cheryl MacLeod Councillor Darcy Bell Councillor Shirley Falstead
Absent	Councillor Sandy Bojecho
Staff Present	Chris Barlow, Chief Administrative Officer Tracey Butler, Director of Corporate Services Ola Oladele, Director of Finance David Bristow, IT Manager Meeri Durand, Manager of Planning, Development and Sustainability (via Zoom) Chris Hallam, Director of Municipal Services Maciej Habrych, Airport Manager Bree Seabrook, Communications Manager Rose Jia, Acting Manager of Finance Nick Ahlefeld, Deputy Fire Chief Samuel Shine, Operations Manager (via Zoom) Julia Hein, Executive Assistant Jennifer Chamberlain, Recording Secretary

Other Public and Media

1 CALL TO ORDER: Mayor McFaddin called the meeting to order at 3:02 p.m.

2 ADOPTION OF AGENDA:

R067-23 Moved and seconded, and
RESOLVED:

THAT the agenda for the Regular Council Meeting of March 20, 2023 be adopted.

CARRIED.

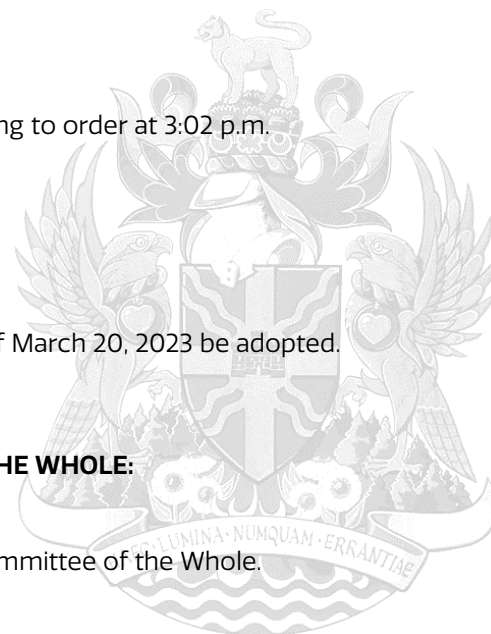
3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:

R068-23 Moved and seconded, and
RESOLVED: THAT Council now resolve itself into Committee of the Whole.

CARRIED.

Councillor Bogle declared a conflict of interest with Item 4., *Delegation – Proposal of Emerald Green Strata*.

Councillor Bogle left the meeting at 3:03pm.



4 DELEGATION:

Ken Greenwood, on behalf of Emerald Green Strata, provided Council an overview of a proposal for the City to investigate taking jurisdiction of the Emerald Green Strata. Highlights of the presentation and discussion include:

- The Strata is prepared to take on the financial requirements to fulfill a review of current infrastructure and upgrade to City standards, as needed.
- There are a number of bare lot strata's in City limits, and any Council decisions could set precedence.
- Strata's tend to be assembled for developers to circumvent certain zoning requirements or cost implications with creating subdivisions, which then can cause difficulties surrounding responsibilities for the strata years later.
- The Strata currently pays low annual fees.
- A staff report would likely come forward in Fall 2023.
- The Strata is proposing to completely dissolve the bare lot strata and become fee simple.

COW028-23

Moved, and
RECOMMENDED:

THAT Council direct staff to provide a report on the possibilities and implications of Emerald Green Crescent de-stratification.

CARRIED

Councillor Bogle returned to the meeting at 3:26pm.

5 COMMUNITY WELLNESS & SOCIAL SERVICES (Councillor Heaton-Sherstobitoff assumed the Chair): Nil.

6 CULTURAL & CIVIC PRIDE (Councillor Bell assumed the Chair): Nil.

7 FINANCE AND CORPORATE SERVICES (Mayor McFaddin assumed the Chair)

Finance Department Verbal Update (Director of Finance)

- Auditors have completed their fieldwork and will continue their audit into April.
- Update on Neighbourhood Small Grant Program.

Administrative Staff Compensation Grid Adjustment (Report No. 23-20)

COW029-23

Moved, and
RECOMMENDED:

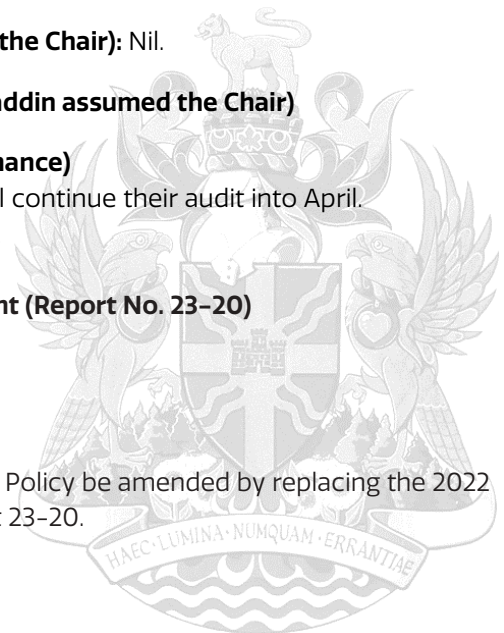
THAT Policy 4-8 Administrative Staff Compensation Policy be amended by replacing the 2022 salary grid with the updated grid attached to Report 23-20.

CARRIED.

OPPOSED: Councillor Heaton-Sherstobitoff

Information Technology Strategic Plan – Recommendation for Award (Report No. 23-24)

Report from the Director of Finance to seek Council's approval to award Myra Systems Corp. the Information Technology Strategic Plan Request for Proposal.



COW030-23 Moved, and
RECOMMENDED:

THAT Council award Request for Proposal RFP-2022-26 Information Technology Strategic Plan to Myra Systems Corp. at a cost of \$55,196 plus applicable taxes.

CARRIED.

Corporate Services Department Verbal Update (Director of Corporate Services)

- Finished interviews and confirmed the successful candidates for the Engineering Co-Op Summer Student, Summer students, Project Manager and Parks Technician – Irrigation positions.
- Completed Records Information Management department meetings and will be moving forward in next steps in the process.
- Update on Unsightly Premises for 2025 Columbia Avenue.

Communications Department Verbal Update (Communications Manager)

- Preparing the quarterly newsletter to go with the next utility bill.
- Working on property tax information handout.
- Anticipate an early bear season; Working with BearSmart Initiative partners to get information package sent out to residents shortly.
- Working on communications for the upcoming curbside yard waste pick up in April.
- Working on a map to share information on street sweeping.

8 GREEN AND TECHNOLOGY (Councillor Falstead assumed the Chair)

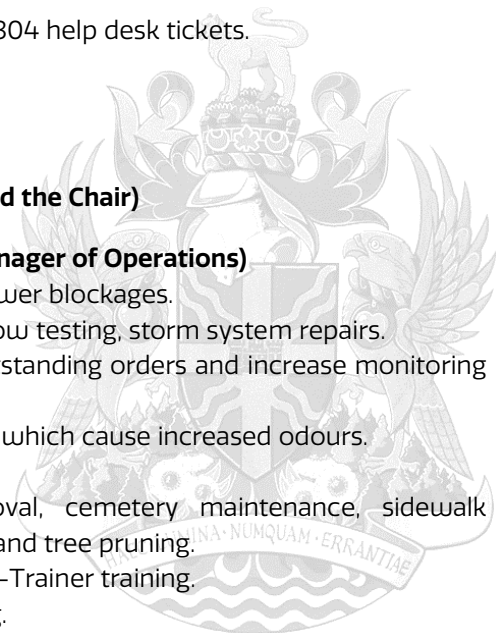
IT Department Verbal Update (IT Manager)

- The March 6, 2023 Committee of the Whole Meeting had 57 views and the Regular Meeting had 58 views.
- Year-to-date the department has responded to 304 help desk tickets.
- Receiving and setting up new equipment.
- Preparing for the IT Master Plan.
- Update on cybersecurity systems and processes.

9 MUNICIPAL SERVICES (Councillor MacLeod assumed the Chair)

Municipal Services Department Verbal Update (Manager of Operations)

- Water and sewer team is working on clearing sewer blockages.
- Working online-locate requests, seasonal backflow testing, storm system repairs.
- Treatment department continue to work on outstanding orders and increase monitoring at north lagoons.
- Excess grease and oils enter the treatment plant which cause increased odours.
- Planning valve replacements at Meadowlark.
- Parks department working on graffiti removal, cemetery maintenance, sidewalk maintenance, turf sweeping at the sports fields, and tree pruning.
- Heavy Equipment Operators are doing Train-the-Trainer training.
- Working on pothole patching and road sweeping.
- Excavation work at the South Sewage Treatment Plant.
- Electricians are working on traffic and streetlights.
- Fleet mechanic is working to repair seasonal equipment.
- Ice rink will be removed from Kinnaird fields as soon as the ice is melted.



West Kootenay Regional Airport Verbal Update (Airport Manager)

- February had a 50% load factor and 5 cancellations, resulting in 82% reliability.
- Crews are ready for spring and machinery is ready to go.
- Tree pruning around property, including Hughes Road to Fedex.
- Planning of capital projects, including apron expansion.

10 PLANNING, DEVELOPMENT AND SUSTAINABILITY (Councillor Bogle assumed the Chair)

Planning, Development and Sustainability Department Verbal Update (Manager of Planning Development and Sustainability)

- Increase in inquiries and application proposals coming forward. Going to be a busy development season in 2023.

11 PROTECTIVE SERVICES (Councillor Bell assumed the Chair)

Protective Services Department Verbal Update (Deputy Fire Chief)

- February had 92 calls for service.
- Year-to-Date the department has responded to 158 calls, which is a 43% increase from 2022.
- 21 fire inspections in February.
- Staff and volunteer training update.
- Two new Lieutenants and three new recruits that started March 1, 2023.
- Reminded the public to call 911 if there is a gas leak or smell of gas.

Emergency Services Monthly Report – February 2023 (Report No. 23-21)

COW031-23

RECOMMENDATION: Council consider and resolve to receive for information:

- Emergency Services Monthly Report – February 2023

CARRIED.

Community Emergency Memorandum of Understanding between Regional District of Central Kootenay and City of Castlegar (Report No. 23-22)

Report from the Deputy Fire Chief to obtain Council approval of the Memorandum of Understanding between the City of Castlegar and the Regional District of Central Kootenay for Emergency Support Service during a Level 1 emergency.

COW032-23

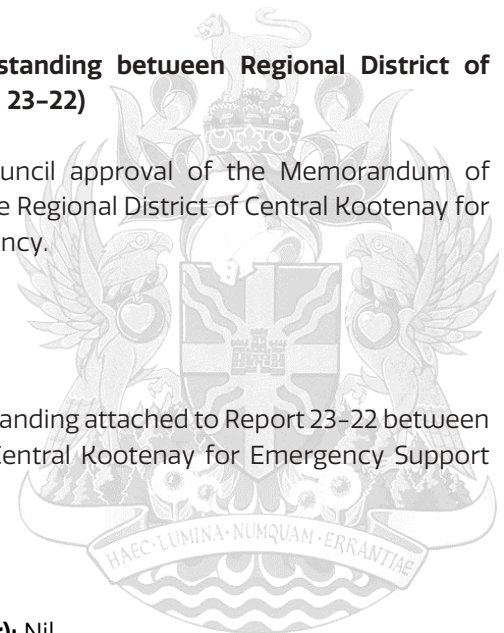
Moved, and
RECOMMENDED:

THAT Council approve the Memorandum of Understanding attached to Report 23-22 between the City of Castlegar and the Regional District of Central Kootenay for Emergency Support Service during a Level 1 emergency.

CARRIED.

RCMP Detachment Verbal Update (Sergeant Taylor): Nil.

12 QUESTION PERIOD: Nil.



13 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R069-23 Moved and seconded, and
RESOLVED: THAT Council rise from Committee of the Whole.

CARRIED.

14 RESOLUTION TO RECESS THE PUBLIC MEETING UNTIL 7:00 P.M.

R070-23 Moved and seconded, and
RESOLVED:

THAT pursuant to Section 90 of the *Community Charter*, the public be excluded from this portion of the meeting as the subject matter being considered relates to the following:

- ***Community Charter Section 90(1)(G)***
Litigation or potential litigation affecting the municipality.
- ***Community Charter Section 90(1)(I)***
The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

AND FURTHER;

THAT the public portion of the meeting be recessed until 7:00 p.m.,

AND FURTHER;

THAT Council immediately resolve into the closed portion of their meeting.

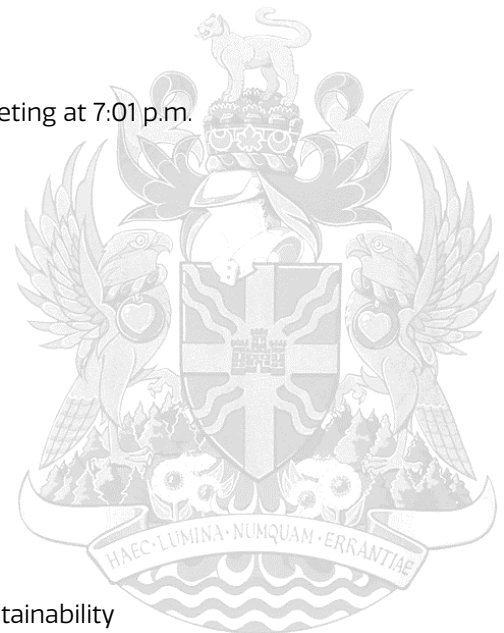
CARRIED.

The meeting recessed at 4:21 p.m.

15 RECONVENE: Mayor McFaddin reconvened the meeting at 7:01 p.m.

Members Present	Mayor Maria McFaddin Councillor Brian Bogle – Via Zoom Councillor Sue Heaton-Sherstobitoff Councillor Cheryl MacLeod Councillor Darcy Bell Councillor Shirley Falstead
Absent	Councillor Sandy Bojechko
Staff Present	Chris Barlow, Chief Administrative Officer Tracey Butler, Director of Corporate Services Ola Oladele, Director of Finance Bree Seabrook, Communications Manager Meeri Durand, Manager of Planning, Development and Sustainability Chris Hallam, Director of Municipal Services Nick Ahlefeld, Deputy Fire Chief
Other	Public and Media

16 DELEGATION: Nil



17 COUNCIL MEETING MINUTES FOR APPROVAL:

R071-23 Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – March 6, 2023

CARRIED.

18 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

THAT Council adopt the following recommendations from the March 6, 2023 Committee of the Whole Meeting (Motions may be considered individually):

R072-23 Moved and seconded, and
RESOLVED:

THAT the following items considered and received for information at the March 6, 2023 Committee of the Whole meeting, be adopted:

- Building Permit Report February 2023
- Business Licence Report February 2023

CARRIED.

R073-23 Moved and seconded, and
RESOLVED:

THAT Council receive for information report 23-18 regarding the funding of a potential donation in response to a recent earthquake in Türkiye and Syria.

CARRIED.

OPPOSED: Councillor Falstead

R074-23 Moved and seconded, and
RESOLVED:

THAT Council authorize staff to extend the existing Garbage, Recycles & Yard Waste Collection and Disposal Services Agreement with Waste Management of Canada Corporation on a month-to-month basis,

AND FURTHER;

THAT the Mayor and Director of Corporate Services be authorized to sign the agreement.

CARRIED.

R075-23 Moved and seconded, and
RESOLVED:

THAT Council support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund to the maximum amount of \$6,774 for Emergency Operations Centre training for City staff.

CARRIED.



The following resolutions were recommended at the March 20, 2023 Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R076-23

Moved and seconded, and
RESOLVED:

THAT Council award Request for Proposal RFP-2022-26 Information Technology Strategic Plan to Myra Systems Corp. at a cost of \$55,196 plus applicable taxes.

CARRIED.

19 REGIONAL DISTRICT OF CENTRAL KOOTENAY (RDCK) MEETING MINUTES: Nil.

20 CORRESPONDENCE:

It was discussed that the request from Mr. Peter Laurie, on behalf of the Spring Fling Committee, regarding Spring Fling 2023 support, was already approved through the City's budget process, and he has been notified.

R077-23

Moved and seconded, and
RESOLVED:

THAT Council approve the request for the waiving of the Landscape Deposit for the Castlegar and District Chamber of Commerce for the Confluence Building project.

CARRIED.

The Mayor will communicate Council's availability to participate directly to Elaine Pura, in response to correspondence from Elaine Pura, on behalf of the Habitat for Humanity, re: Habitat for Humanity Southeast BC Build Projects.

R078-23

Moved and seconded, and
RESOLVED:

THAT Council authorize the request from Jen Brett, on behalf of the BC Lyme Support Group to change the Kinnaird overpass light to green on May 3, 2023 in recognition of Lyme Disease Awareness month.

CARRIED.

R079-23

Moved and seconded, and
RESOLVED:

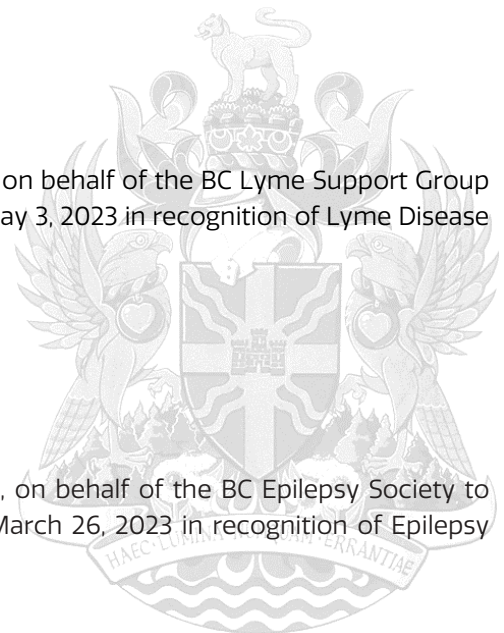
THAT Council authorize the request from Sonia Ali, on behalf of the BC Epilepsy Society to change the Kinnaird overpass lights to purple on March 26, 2023 in recognition of Epilepsy Awareness.

CARRIED.

21 REPORTS OTHER:

Recreation Commission Member Verbal Update

- Will have a strategic workshop day at the end of June.
- Draft budget has now been approved.
- Castlegar Community Complex ice arena is now closed for next 6 months.



22 MAYOR'S REPORT:

The Mayor reported on her attendance at the following:

- Local Government Leadership Academy conference, and a report will be on the next agenda.
- Recreation Commission meeting.
- RDCK Board Meeting. Budget was approved.
- West Resource Recovery meeting.
- Physician recruitment meeting.

Councillor MacLeod announced that there will be a Sunfest dance at the Community Complex on April 15th in lieu of the 50/50 draw for fundraising.

23 NEW & UNFINISHED BUSINESS: Nil.

24 BYLAWS FOR CONSIDERATION: Nil

25 NEXT MEETING(S):

April 3, 2023 at 3:00 p.m. for Committee of the Whole Meeting followed by the Regular Council Meeting at 7:00 p.m., held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting.

26 NOTICE OF MOTION: Nil

27 QUESTION PERIOD: Nil

28 ADJOURNMENT:

R080-23

Moved and seconded, and
RESOLVED: THAT the Regular meeting be adjourned.

CARRIED.

The Regular Meeting was adjourned at 7:22 p.m.

CERTIFIED CORRECT:

Tracey Butler
Director of Corporate Services

Maria McFaddin
Mayor





March. 28th, 2023

Dear Mayor and Council,

Re: Request for financial support – ETSI-BC Grant - Castlegar and District Business Retention and Expansion Data Collection and Implementation Project

We are thrilled to report that we have been successful in a pending approval of our grant application with ETSI-BC for a **Castlegar and District Business Retention and Expansion Data Collection and Implementation Project for \$30,000.00**. This project derived from the economic development work that we have been doing over the last three years focused on business recovery in which we were successful in acquiring two years of funding under the ETSI-BC Business Recovery Advisor program, as previously reported to you. This funding allowed for a half time position, combined with our team efforts, allowed us to accomplish tremendous success that has been noted through the ETSI-BC region due to the data on all of the metrics for this program.

One of our achievements was to create a master list of all businesses in the city of Castlegar and RDCK Areas I and J. The work included acquiring all contact information for us to be able to connect on timely information and supports, which we believe created a life line for most businesses. An accomplishment we are all very proud of. We did however come to the realization that we needed a system that we could populate based on region, sector specific (using NACIS codes) and additional information as needed as we continue our work to strengthen our Business Retention and Expansion work and to be able to provide vital statistics for inquiries for new businesses and developers (i.e. # of retail stores, restaurant, specific contractor information, etc.).

Through our consultation with our regional colleagues in the Kootenay Boundary Region (Economic Development Practitioners Network) and the BC Economic Development Association we chose to acquire the Executive Pulse Platform in which we have worked to populate with all of our business information as per mentioned above 600 + businesses. In order for us to complete the work, we needed more funding which brought us to apply for this grant.

The project overview is as follows:

To obtain thorough and current real data on the whole Castlegar and District (RDCK Areas I and J) Business Community (550+ businesses) that will identify sectors, diverse groups, detailed information on businesses (needs, issues) for the purpose of creation and implementation of effective strategies to support business diversification, expansion, sustainability and growth. Data will be inputted in to the Executive Pulse. BCEDA will be contracted to assist in development of BRE survey and Executive Pulse Collection tool, training and support for this project. Strategies and subsequent workshops will be developed and implemented based on perceived urgency/need. This project will allow for a system that will provide real time data for identification for business retention, attraction, cluster development, circular economy and other sector, small or large scale work that will support the local economy to thrive and expand.

Timeline: As soon as possible – one year

Total Project Cost: \$65,000.00

As part of this project ETSI-BC requires support from additional organizations and municipalities. We have secured the following thus far:

ETSI-BC	\$30,000.00
Castlegar and District Chamber of Commerce/Destination Castlegar	\$20,000.00
RDCK Areas I and J	5,000.00

Request from the City of Castlegar \$10,000.00

Return of Investment for the city of Castlegar: Detailed report upon completion of this project and access to real time data as required city specific and/or combined with regional data. This data base system will continue to be used for all ongoing BRE work which will have a tremendous impact on timely and effective delivery of services.

We hope that you consider this request.

Should you require additional information, I can be reached via the office as listed below or by email cdcoced@castlegar.com.

Respectfully submitted,

Tammy Verigin-Burk

Tammy Verigin-Burk
Executive Director

Report from the AKBLG session Shirley Falstead attended in Kimberley.

All of the presentations were interesting and valuable to a new councillor.

I am sure that making local government financial management fun is difficult but the presenter managed to do that with personal anecdotes and self deprecating stories.

Tracy Lorensen from Paragon Strategic spoke on decoding conflict and her mantra was strategy plus execution plus results plus trust equals results. She recommended a Steven Covey book.

She emphasized:

- to listen first, keep commitments, extend trust and confront reality
- clarify expectations and practice accountability

Some of the presentations ran concurrently so it was hard to choose.

Relationship building within local governments and Indigenous Nations was topical but with seemed not within the depth that I had hoped for.

I had a great conversation with Paul Wiest from the Economic Trust of the Southern Interior. While a small funder (he made sure to mention they were much smaller than Columbia Basin Trust) they are often the first funder in and would look at core funding. That was the handout that I gave to Council.

I spoke with Councillors and Administration from Ymir, Nakusp, Rossland, Silvertown, Salmo, Grand Forks, Trail, and the RDCK.

A common theme among the folks I spoke to was:

- Affordable/attainable housing but also high-end housing to attract professionals to our communities. Economic development with an emphasis on tourism and a common strategy for our region.
- We are all competing for the same funding/pots of money

The conference ran smoothly, was on time, and the presenters were appropriate. The food was excellent!

I would like to have had more time between presentations to sort what I learned before going on to the next.

I would have liked to have arrived the day before to recover from the drive, especially over Kootenay Pass. I will not ever again make that drive in the winter.

I did not stay at the Conference Center so when I forgot something I had to drive several kms to get it (not the fault of the conference).

LGLA

Local Government Leadership Academy Elected Official's Series

RDCK Director / Mayor McFaddin
City of Castlegar
March 8-10, Kimberly BC

Wednesday	
Keynote Address: Who is Driving the Grader?	We need to know who is making the decisions and why they are being made. Stay in your lane as policy makers but do it with a rounded view of the organization.
CivicInfo: Post Elections Assessments	Voter turn out is slightly down. The smaller the community the larger voter turnout in general. Higher voter turn out when there is a mayoral race.
Code of Conduct	We need a code of conduct as organizations. The repercussions of a breach in the code of conduct need to be clear, it needs to have teeth. The code of conduct is last defence, we should have protocols in place to discuss conduct before it gets to a breach.
Financial Management 101	We have different ways of financing: Reserves - saving for what we need Short term borrowing Long term borrowing We need to know when to use each tool.

Thursday	
MFABC	<ul style="list-style-type: none"> ○ MFABC as an Issuer of Bonds: ● Created a tool to map our long-term lending to the UN 17 Goals for Sustainable Development and the Green and Social Bond Principles Reported to investors on this mapping for every bond issue as well as annually in our Annual Report. ● Created a Sustainable Bond Framework that describes for investors what we fund, related legislation, inherently ESG nature of Local Government infrastructure (Found on our website: mfa.bc.ca/investor-relations) ● New MFABC borrowing requirements coming to define relevant Key Performance Indicators (KPIs) at onset of loan process and require reporting over the life of the borrowing ● We will have to be thinking about our ESG: Environmental Social Governance: we will need a rating to the MFA when borrowing but the standard needs to be set first.
Roles and Responsibilities	<ul style="list-style-type: none"> ○ Our role is governance and management not implementation ○ Don't be afraid to take a 10 minute comfort break when things are getting heated

Thursday	
Asset Management Vision	<ul style="list-style-type: none"> ○ Survey on what do people think it cost to provide certain services, like one block of sidewalks ○ We provide services 24/7 like ○ ASSETS we MANAGE: ○ Shelter: land use planning ○ Hydration: drinking water ○ Sanitation: bathing, teeth brushing, flushing, garbage, recycling, ○ Movement: sidewalks, roads. bike lanes, transit ○ Wellbeing: recreation centers, trails, parks, public spaces ○ Safety: emergency planning, fire protection ○ Two questions to ask: ○ # 1: What services does our community need and want now and in the future? ○ # 2: What are the services our community is willing and able to pay for? ○ #3: What are we spending to maintain our services? Is it enough? What should we be spending? Are our services at risk? Are we sustainable? Can we prove it? ○ List the services that we provide for the public to see!
Emergency Managment	<p>Think about all the different populations when planning:</p> <ul style="list-style-type: none"> ○ Know where your vulnerable population is beforehand, not just the care homes.
Dynamic Decision Making	<ul style="list-style-type: none"> ○ Equality of information at a table is really important. ○ Quarterly check-ins ○ Start with why
More than Halfway, More than half of the Time	<p>Working together with Indigenous Nations</p> <ul style="list-style-type: none"> ○ The long-term strategy of building meaningful, functioning relationships for local governments and Indigenous Nations working together. ○ It takes time and listening for movement

Thursday	
Municipalities and Regional Disticts	Overview of the difference between city councils and regional district structure. Biggest takeaway is that each regional district is unique in structure and function.

Friday	
ETSI	<p>They support communities in the Southern Interior to grow and divers local economies</p> <ul style="list-style-type: none"> • provide grant funding, resources, knowledge, foster collaboration • focus on smaller communities, First Nations, seed funding • fund \$15 - 50K per project • Funding Intakes 2x/year (spring & fall) • They do not do lending
Destination BC	<p>\$20.2 Billion annual revenue from Visitor Economy in 2019 \$8.7 Billion GDP 149,000 people employed in tourism 19,748 tourism businesses Destination Development program: help with projects such as increase parking, undated downtown core</p>

Friday	
BC Transit	<ul style="list-style-type: none"> ○ Conventional Transit: Fixed routes & schedules, mainly urban settings, range of vehicles ○ Custom Transit (handy DART): Door to door, demand responsive, eligible people with a disability, links to taxi programs ○ Paratransit: Flexible routing and schedules, light duty accessible vehicles, small towns, and rural communities ○ Health Connections: Paratransit service funded by Health Authority, provides access to medical appointments, small towns, and rural communities ○ New transit app: Umo ○ BC Transit's new fare collection technology ○ Replacing end-of-life and costly fare technology ○ Better meets the expectations of riders ○ Reduces barriers to fare payment and transit access ○ Primary customer-facing components: <ul style="list-style-type: none"> ○ Mobile app ○ Reloadable fare card ○ Onboard fare validator ○ Dedicated customer call centre ○ Future ability to enable onboard credit and debit card tap payments ○ Increased and improved data to inform recommendations ○ Introducing to Regional Systems in 2023 ○ Comprehensive customer and operator engagement

Friday	
Loose Lips sink thosnships	<ul style="list-style-type: none"> ○ How you talk about a business and company, can cause negligent misrepresentative ○ Cost of claim: Direct cost = lawyer's fees and disbursements, and possibly, the cost of settlement, Indirect cost = local government time and resources, Intangible cost = the stress felt by the local, government staff and elected officials who may be involved in the litigation. ○ Negligent mistepresentation requires: <ul style="list-style-type: none"> ○ 1. "Special relationship" ○ 2. Untrue, inaccurate or misleading statement ○ 3. Insufficient care in making the statement ○ 4. Reasonable reliance ○ 5. Resulting damage or loss ○ Defamation requires: Words used had a negative impact on the plaintiff, words referred to the plaintiff, communication made to third party ○ There is an apology act in Canada: an apology is not a taking on guilt
Master you Media Message	<ul style="list-style-type: none"> ○ Proactive media, talk about things before they are an issue not after ○ 6 guiding principles when dealing with the media: <ul style="list-style-type: none"> ○ 1) purpose: know what is expected ○ 2) focus: be audience focused ○ 3) anticipate: questions they ask should not be a surprise ○ 4) prepare: what do I want to say and what is my No Go Zone? ○ 5) respond: make sure you stay on your message not theirs! ○ Bridge the gap to a new topic or point: <ul style="list-style-type: none"> ○ "While I don't have that information, what I can tell you is.." ○ "That is an important consideration, and I'd also like to add.." ○ "Some may see it that way, but here's what we do know..." ○ 6) practice <ul style="list-style-type: none"> ○ Do: be available, take time to think, stop speaking when done, answer in a complete sentence, correct the incorrect first, focus on the process, stay on message

Friday	
	<ul style="list-style-type: none"><li data-bbox="479 283 1409 388">○ Don't: don't speculate, don't speak for other groups, be careful with personal comments or opinions, no such thing as "off the record", never say no comment, don't be hostile or negative - show concern

2022 STRATEGIC PRIORITIES



ENGAGED AND INFORMED CITIZENS AND STRONG CIVIC ORGANIZATION

PRIORITIES	RESOURCES/COMMENTS
Expanded Communications	Expanded communications will provide resources and guidance for the City to continue to build relationships with our community through strategic and relevant communications.
Evaluate Staffing Levels to Meet Service Demand	Continue to evaluate service levels of Castlegar and ensure that the union and staff levels are appropriate to accomplish the Community's expectations.
Develop & Finalize Taxation Policy	The lifeblood of a growing and evolving City is its financial system. Long-term financial planning and policies that support the Community's vision shape responsible use of scarce resources today and tomorrow.
Records Management	Information and records are key strategic assets of an organization. These assets need to be actively managed to maintain and improve value. Policy and software upgrades will support an effective and modern records management system.
Increase City Services Online	The future City will interact more and more with its citizens online and through apps and devices. As a priority, the City will consider opportunities to modernize its online services.



THRIVING & RESILIENT BUSINESS AND INDUSTRY

Complete Airport Master Plan and Implementation	Expand the Airport's importance as an economic driver for the Community and guide the growth of WKRA over the next 25 years.
Keep Advocating for Increased Reliability at WKRA	Year round airport reliability remains a top priority of Council.
Complete and Implement Planning for the Airport Lands	The Airport Lands represent the largest flat developable, serviced section of lands in the West Kootenays.
Redevelop Strategic Plan	A 5-year Strategic Plan developed in partnership with the Castlegar and District Economic Development Committee. Implementation of the Plan begins in 2021.



WELLBEING HUB AND SAFE COMMUNITY

2022 STRATEGIC PRIORITIES

PRIORITIES

RESOURCES/COMMENTS

Continue to Advocate for Expanded Health Care Services

Demographics and Health Care are changing in BC and Castlegar. The City will continue to pursue all options to increase ambulatory and primary care services.

Continue to Advocate for Affordable Housing and Ensure City's Regulations Support the Development of Such

Complete the Housing Needs assessment and develop next steps to address affordable and all other identified housing needs. Strategically work with community, provincial and federal partners to improve housing in the City.

Update Community Wildfire Protection Plan

The Community Wildfire Protection Plan, which identifies the wildfire risks within and surrounding a community, and describes the consequences if a wildfire was to impact the community and to examine ways to reduce the wildfire risk, is complete. Implementation of the Plan begins in 2021.



SOLID AND SUSTAINABLE CIVIC INFRASTRUCTURE

Columbia Avenue Phase 2 – Infrastructure Renewal Project

Complete the design work and cost estimating for the third Phase of the Columbia Avenue corridor, including improvements to underground and surface infrastructure.

Columbia Avenue Phase 3 Construction - Infrastructure Renewal Project

Complete the second Phase of the Columbia Avenue corridor, including improvements to underground and surface infrastructure.

Capacity and Long Term Sustainability of the Sanitary System

Assess the Capacity and Long Term Sustainability of the Sanitary System Through a Sanitary Master Plan with Short Term Improvement at the South Sewage Treatment Plant



CREATING SPECIAL PLACES AND RECREATION FOR EVERYONE

Revisit the OCP to Address Current Community Needs and Goals

An Official Community Plan review is an opportunity for the City to ensure that the goals and objectives, which were set out in the OCP, are still important to the community.

Modernize the Zoning Bylaw to Support and Drive Growth

Continue to Support Recreation Upgrades With the Recreation Commission

Continue to pursue upgrades at the Castlegar Community Complex and alternative sources of funding.

Millennium Park Playground Upgrades

An upgrade of the current undersized and underutilized play structure to one that is fitting for the regional park that Millennium Park has become.

Long Term Health and Sustainability of Parks and Playgrounds

Address the Long Term Health and Sustainability of the City's Parks and Playgrounds by Completing a Parks and Playground Asset Management Plan.