

Regular Meeting of Council Agenda March 17, 2025

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/81537391928?pwd=ZpfUEPd3ETadsVvNDRH9ds8b2JB8ar.1>
or telephone: Dial (for higher quality, dial a number based on your current location):
Canada: 1-438-809-7799, 1-587-328-1099, 1-647-374-4685, 1-647-558-0588,
1-778-907-2071, 1-780-666-0144

Webinar ID: 815 3739 1928 Passcode: 707182

International numbers available: <https://us02web.zoom.us/j/kca05W0hcf>

Please click the link below to join the webinar for the **Regular Council Meeting**:
<https://us02web.zoom.us/j/82308886136?pwd=WTLZWbRCR5BQBhcQ9cAbGcSydCalqR.1>
or Telephone: Dial (for higher quality, dial a number based on your current location):
Canada: 1-780-666-0144, 1-204-272-7920, 1-438-809-7799,
1-587-328-1099, 1-647-374-4685

Webinar ID: 823 0888 6136 Passcode: 634712

International numbers available: <https://us02web.zoom.us/j/kb1SZ1ZRbv>

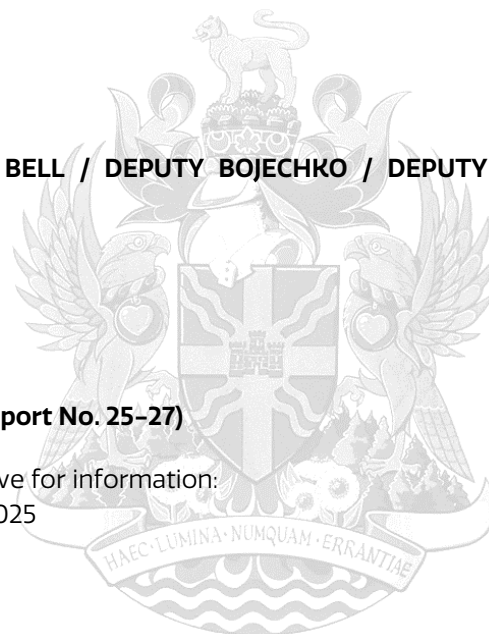
- 1 **CALL TO ORDER (3:00 P.M.)**
- 2 **ADOPTION OF AGENDA**
- 3 **RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE**
- 4 **DELEGATION: Nil**
- 5 **COMMUNITY WELLNESS, SAFETY & DEVELOPMENT (CHAIR BELL / DEPUTY BOJECHKO / DEPUTY HEATON-SHERSTOBITOFF):**
 - (a) **Council Committee Liaison Verbal Updates**
 - (b) **FIRE DEPARTMENT VERBAL UPDATE**
 - (c) **Emergency Services Monthly Report – February 2025 (Report No. 25-27)**

RECOMMENDATION: Council consider and resolve to receive for information:

 - Emergency Services Monthly Report – February 2025
 - (d) **RCMP DETACHMENT VERBAL UPDATE**
 - (e) **WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE**
 - (f) **COMMUNITY SAFETY & DEVELOPMENT DEPARTMENT VERBAL UPDATE.**
 - (g) **Building Permit and Business Licence Reports – February 2025**

RECOMMENDATION: Council consider and resolve to receive for information:

 - Building Permit Report – February 2025
 - Business Licence Report – February 2025



(h) **2024 FireSmart Community Funding & Supports Program (Report No. 25-29)**

Report from the Acting Director of Community Safety & Development to receive Council endorsement of a revised application to the Union of BC Municipalities for allocation-based funding for the 2024 FireSmart Community Funding & Supports Program in the amount of \$200,000.

RECOMMENDATION: Council consider and resolve:

THAT Council endorse a revised application to the Union of BC Municipalities for allocation-based funding for the 2024 FireSmart Community Funding & Supports Program in the amount of \$200,000.

6 CULTURAL & CIVIC PRIDE (CHAIR HEATON-SHERSTOBITOFF / DEPUTY BOGLE / DEPUTY MACLEOD):

(a) **Council Committee Liaison Verbal Updates**

7 FINANCE AND CORPORATE SERVICES (CHAIR BOGLE / DEPUTY FALSTEAD):

(a) **FINANCE DEPARTMENT VERBAL UPDATE.**

(b) **2025 Residential Curbside Collection & Disposal Amendment Bylaw 1433 (Report No. 25-24)**

Report from the Manager of Finance to seek Council's approval for the 2025 Residential Curbside Collection & Disposal Amendment Bylaw 1433 to implement rate adjustments for 2025.

RECOMMENDATION: Council consider and resolve:

THAT Council considers the required readings of the 2025 Residential Curbside Collection & Disposal Amendment Bylaw 1433.

(c) **CORPORATE SERVICES DEPARTMENT VERBAL UPDATE.**

(d) **IT DEPARTMENT VERBAL UPDATE**

8 MUNICIPAL SERVICES (CHAIR MACLEOD / DEPUTY BELL):

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

(b) **Agreement No. 2320-20-247: Road Line Painting Services – Agreement Extension (Report No. 25-22)**

Report from the Assistant Manager – Operations to seek Council authorization to extend Agreement No. 2320-20-247 Road Line Painting Services with Aardvark Pavement Marking Services (Aardvark) for an additional two years in the amounts of \$103,904 for 2025 and \$107,021 for 2026.

RECOMMENDATION: Council consider and resolve:

THAT Council extend Agreement No. 2320-20-247 Road Line Painting Services with Aardvark Pavement Marking Services for an additional two years in the amounts of \$103,904 for 2025 and \$107,021 for 2026,

AND FURTHER;



THAT Council authorize staff to execute the necessary documents.

(c) **Agreement No. 2021-07 Professional Tree Trimming Services – Agreement Extension (Report No. 25-23)**

Report from the Assistant Manager – Operations to seek Council authorization to extend Agreement No. 2021-07 Professional Tree Trimming Services with Glacier Valley Tree Care Ltd. (Glacier Valley) for an additional year ending December 31, 2025, in the amount of \$65,000.

RECOMMENDATION: Council consider and resolve:

THAT Council extend Agreement No. 2021-07 Professional Tree Trimming Services with Glacier Valley Tree Care Ltd. for an additional year ending December 31, 2025, in the amount of \$65,000,

AND FURTHER;

THAT Council authorize staff to execute the necessary documents.

(d) **Request for Proposals 2025-03 South Sewage Treatment Plant (SSTP) North Train Renewal – Recommendation for Award (Report No. 25-28)**

Report from the Project Manager to seek Council authorization for staff to award Request for Proposals (RFP) 2025-03 South Sewage Treatment Plant (SSTP) North Train Renewal to Chandos Construction LP (Chandos) for pre-construction services in the amount of \$64,000 plus applicable taxes.

RECOMMENDATION: Council consider and resolve:

THAT Council award Request for Proposals 2025-03 South Sewage Treatment Plant (SSTP) North Train Renewal to Chandos Construction LP for pre-construction services in the amount of \$64,000 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

9 QUESTION PERIOD:

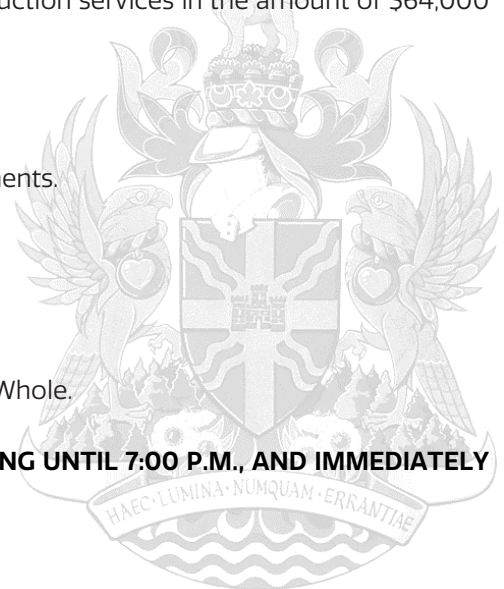
10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

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

11 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)(E)**
The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.
- **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]. CAO Verbal Report.

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.

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

13 DELEGATION: Nil

14 COUNCIL MEETING MINUTES FOR APPROVAL:

RESOLUTION: THAT the following Minutes be adopted:

- (a) Regular Meeting Minutes – March 3, 2025

15 RESOLUTION TO ADOPT COMMITTEE OF THE WHOLE RECOMMENDATIONS:

- (a) Recommendations from the March 3, 2025 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 3, 2025 Committee of the Whole meeting, be adopted:
 - Building Permit Report – January 2025
 - Business Licence Report – January 2025
- (b) Committee of the Whole recommendations from the March 17, 2025 meeting for adoption (Motions to be brought forward from the Committee of the Whole portion of the meeting to be considered individually).

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

17 CORRESPONDENCE:

- (a) Emma McLachlan on behalf of Castlegar Interact Rotary Club re: request for financial support in the amount of \$5,000 for the Outdoor Basketball Court Project.
- (b) Shelley Werk on behalf of Prostate Cancer Foundation Canada re: request to illuminate the Kinnaird Interchange Overpass in blue in September for prostate cancer awareness.

18 REPORTS OTHER:



(a) **Recreation Commission Member Verbal Update**

19 MAYOR'S REPORT:

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION:

(a) **Residential Curbside Collection and Disposal Amendment Bylaw No. 1433 – First, Second, and Third Readings (Report No. 25-24)**

A Bylaw to amend Residential Curbside Collection and Disposal Bylaw 1408.

RECOMMENDATION: Council consider and resolve:

THAT Residential Curbside Collection and Disposal Amendment Bylaw No. 1433 be read a first, second, and third time.

(b) **Zoning Amendment Bylaw No. 1435– Third Reading and Adoption (Report No. 25-30)**

Report from the Acting Director of Community Safety & Development for Council to consider Third Reading and Adoption of Zoning Amendment Bylaw 1435 to incorporate non-market housing as a permitted use in the P1-Public and Institutional Zone of Zoning Bylaw 1428.

A Bylaw to amend Zoning Bylaw 1428.

RECOMMENDATION: Council consider and resolve:

THAT Zoning Amendment Bylaw No. 1435 be read a third time.

RECOMMENDATION: Council consider and resolve:

THAT Zoning Amendment Bylaw No. 1435 be adopted.

(c) **West Kootenay Regional Airport Apron Rehabilitation and Taxiway Temporary Borrowing Bylaw No. 1437 – Adoption (Report No. 25-16)**

A Bylaw to authorize the temporary borrowing pending the sale of debentures.

RECOMMENDATION: Council consider and resolve:

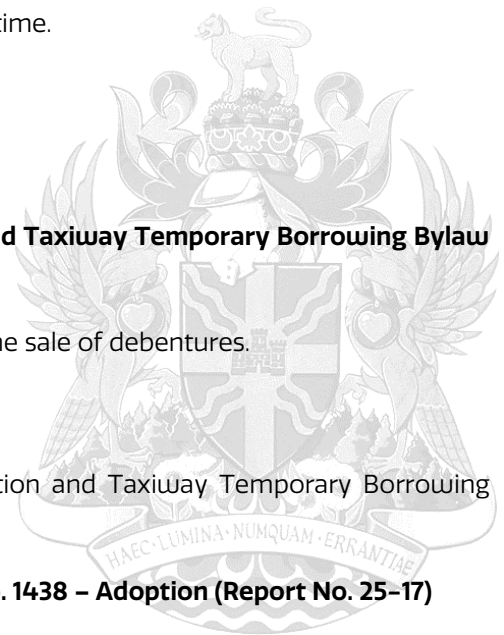
THAT West Kootenay Regional Airport Apron Rehabilitation and Taxiway Temporary Borrowing Bylaw No. 1437 be adopted.

(d) **2025 Revenue Anticipation Loan Authorization Bylaw No. 1438 – Adoption (Report No. 25-17)**

A Bylaw to provide for the borrowing of money in anticipation of revenue.

RECOMMENDATION: Council consider and resolve:

THAT 2025 Revenue Anticipation Loan Authorization Bylaw No. 1438 be adopted.



22 NEXT MEETING(S):

March 31, 2025 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.

23 NOTICE OF MOTION: Nil

24 QUESTION PERIOD:

25 ADJOURNMENT:

26 2023-2027 STRATEGIC PLAN INFORMATION PAGE



CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: March 17th 2025

REPORT NO.: 25-27

SUBMITTED BY: Fire Chief

FILE NO.: 0550-20-P1

SUBJECT: Emergency Services Monthly Report – February 2025

RECOMMENDATION:

THAT the Emergency Services Monthly Report for the month of February 2025 be received for information.

1. Fire Department Operations:

Incident	Month 2025	Month 2024	Year to Date 2025	Year to Date 2024
Fires	2	3	6	10
Rescue (EMCR* Task)	5	0	5	2
Rescue (BCAS Assist)	25	16	41	39
Aircraft	0	0	0	0
Motor Vehicle Accident	2	1	10	8
Hazardous Materials	3	1	7	2
First Responder Medical	2	7	5	14
False Alarms	1	2	5	5
Standby	10	6	31	15
Public Service	2	2	2	3
Complaints	4	3	10	4
Other	4	4	13	15
Total	60	45	135	117

*EMCR – Emergency Management & Climate Readiness BC

2. Fire Prevention and Enforcement:

	Month	2025 YTD Total	Year 2024 Total
Fire Inspections	1	6	221
Municipal Burning Bylaw Tickets	0	0	2
Burning Complaint Warnings	0	0	10
Criminal Charges	0	0	0
Fire Code Orders	0	0	0

	Month	2025 YTD Total	Year 2024 Total
Service Charge (False/nuisance)	0	0	2
Burning Permits	0	1	4
Reportable Fires (OFC)	1	1	23
Fire Damage Dollar Loss	\$0	\$5,000	\$1,515,100
Fire Injuries	0	0	1

3. **Training:**

- Self-contained Breathing Apparatus review
- Fit testing
- First Responder skills
- Rope Rescue skills and operations

4. **Other:**

- 2025 Emergency Support Services (ESS) grant application submitted by staff.
- 2024 ESS Final report submitted to UBCM.

Prepared by:

Sam Lattanzio

Sam M. Lattanzio,
Director of Protective Services/Fire Chief

Approved by:

C Barlow

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

Building Permit Report

February 2025

This report has been prepared for the March 17, 2025 meeting to council, file number 3800-01.

Value of Work & Permits

The below chart compares the previous year 2024 to current year values in 2025.

	2025		2024	
	Value of Work	Permits Issued	Value of Work	Permits Issued
Residential, New Single/Duplex			\$765,000.00	2
Residential, New Multi-Family				
Residential, New Garages/Carports				
Residential, Alterations & Additions	\$8,000.00	1	\$12,000.00	1
Secondary Suites	\$121,000.00	2	\$110,000.00	2
Commercial, New				
Commercial, Alterations & Additions	\$12,000.00	1	\$867,200.00	5
Industrial, New				
Industrial, Alterations & Additions				
Institutional/Gov't, New				
Institutional/Gov't, Alterations & Additions				
Demolition			\$1,000.00	1
Monthly Totals	\$141,000.00	4	\$1,755,200.00	11
Year-to-Date Totals	\$15,186,100.00	17	\$1,923,700.00	29

Major Projects Started February 2025

1408 Meadowbrook Drive, Secondary Suite

PART A. ONGOING MAJOR PROJECTS

Single Family Dwelling		
<ul style="list-style-type: none"> 1564 Woodland Drive 3937 Grandview Drive 902 Merry Creek 3701 Powell Road 1505 Aspen Lane 1509 Aspen Lane 	<ul style="list-style-type: none"> 814 7th Avenue 205 102nd Street 811 2nd Street 1537 Grandview Drive 2421 11th Avenue 3712 Toba Road 	<ul style="list-style-type: none"> 3708 Toba Road 3728 Toba Road 3704 Toba Road 508 3rd Avenue
Renovation		
<ul style="list-style-type: none"> 330 Columbia Avenue 2232 Columbia Avenue 4190 Minto Road 2112 10th Avenue 3429 8th Avenue 3937 Grandview Drive 3405 3rd Avenue 1217 1st Street 2185 Crestview Crescent 	<ul style="list-style-type: none"> 1680 Woodland Drive 4400 Minto Road 507 8th Avenue 1127 4th Street 630 17th Street 602 18th Street 2171 Crestview Crescent 1801 Connors Road 1840 8th Avenue 	<ul style="list-style-type: none"> 316 8th Avenue 309 3rd Avenue 1007 2nd Street 1975 6th Avenue 1448 Selkirk Avenue 186 Columbia Avenue 209 5th Avenue 3105 4th Avenue
Miscellaneous		
<ul style="list-style-type: none"> 704 Center Avenue, Addition 4690 14th Avenue, New Industrial Building 600 24th Street, Phase 1 & Phase 2 1995 6th Avenue, New Chamber of Commerce 1921 Arrow Lakes Drive, Racking System 1101 2nd Street, Multi Unit 2225 Columbia Avenue, Multi Unit 	<ul style="list-style-type: none"> 2237 10th Avenue, Covered Patio 2704 5th Avenue, Garage 2133 Columbia Avenue, New Retail Space 215 Orchard Avenue, Warehouse 522 105th Street, Garage 208 Hughes Road, Office 1680 Columbia Avenue, Restaurant 174 Crescent Street, Multi Family 	

PART B. NUMBER OF STEP CODE BUILDINGS

	Monthly	Yearly	YTD Completed Step Code Compliance				
			1	2	3	4	5
Single/Multi Family Dwellings		2					
Renovations							
Commercial Buildings							
Industrial Buildings							
Step Code Building Totals		2					

PART B. COMPLETED IN FEBRUARY 2025

This report has been prepared for the March 17, 2025 meeting to council, file number 4320-20.

Monthly & Year-to-Date Totals

The below chart shows the newest ICBL and Business licences and the year-to-date totals.

	2025		2024	
	Fees Received	Qty Issued	Fees Received	Qty Issued
New Business Licences	\$1,150.00	7	\$650.00	6
New ICBL Licences			\$100.00	1
ICBL Licence Year-to-Date Totals	\$6,500.00	65	\$6,100.00	61
All Licence Monthly Total	\$14,196.26	94	\$14,250.00	102
All Licence Year-to-Date Totals	\$96,671.26	551	\$97,665.00	593

New Licences

BL# 3248 Castlegar Delivery
Castlegar, BC
Goods Delivery

BL# 3250 Toyotech Automotive Repair
4-4640 Minto Road
Castlegar, BC
Automotive Repair & Maintenance

BL# 3252 1505483 BC LTD
Castlegar, BC
Handyman Services

BL# 3253 The Red Dresser
105-1983 Columbia Avenue
Castlegar, BC
Clothing Store

BL# 3254 Rogers Communications
1951 Columbia Avenue
Castlegar, BC
Cable & Wireless Services

BL# 3255 Geeraert Rental
2813 9th Avenue
Castlegar, BC
Short Term Rental

BL# 3259 Castlegar Pest Control
Castlegar, BC
Pest Control Services

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: March 17, 2025 **REPORT NO.:** 25-29

SUBMITTED BY: Acting Director of Community Safety & Development **FILE NO:** 1855-20.C20

SUBJECT: 2024 FireSmart Community Funding & Supports Program

RECOMMENDATION:

THAT Council endorse a revised application to the Union of BC Municipalities for allocation-based funding for the 2024 FireSmart Community Funding & Supports Program in the amount of \$200,000.

PURPOSE:

To receive Council endorsement of a revised application to the Union of BC Municipalities for allocation-based funding for the 2024 FireSmart Community Funding & Supports Program in the amount of \$200,000.

This report is for consideration at the March 17, 2025, Committee of the Whole Meeting and adoption at the March 17, 2025, Regular Council Meeting to meet the application deadline.

SUMMARY/BACKGROUND:

Initial application to this UBCM program was made in July 2024. At that time, the City made application with the intent of delivering the program through the Regional District of Central Kootenay (RDCK). The City has partnered with the RDCK wildfire mitigation program since 2018.

In collaboration with UBCM staff it was determined that the City would benefit from moving forward toward development of an independent wildfire mitigation program. Independent delivery of wildfire mitigation programming has already been pursued by City of Nelson and Town of Creston.

To do so, the City has been asked to revise its 2024 application to reflect the costs associated with independent program delivery.

The revised funding request will support the following:

- Partially fund a staff position tasked with risk assessments, wildfire mitigation planning, public education, and outreach.
- Support internal training within the Castlegar Fire Department (CFD) of up to three additional local FireSmart representatives.
- Support facilitation of the Castlegar and Area FireSmart Resilience Committee.
- Fund crew training within the CFD.
- Support development of a new Community Wildfire Resilience Plan (CWRP) in alignment with current standards.
- Deliver cultural humility training to crew members.

- Support the development of community specific marketing materials to use at special events and in public outreach.
- Support the delivery of up to 40 residential or commercial assessments annually.

If the grant application is successful, the City will receive the following benefits:

- Support internal capacity building in the delivery of FireSmart programming.
- Enhanced FireSmart education to residents of the community.
- Home Partner Program FireSmart property assessments.
- Engagement and support to neighbourhoods that are interested in becoming a recognized FireSmart Neighborhood Community.
- Program oversight, coaching, and administration that will provide all the point-of-contact bookings for the public from the website and call-ins for appointments.
- Administering and issuing FireSmart rebates to property owners.

The City of Castlegar and surrounding area has been placed in the highest risk rankings for wildfire urban interface (WUI) fires. It is anticipated that pursuing independent wildfire mitigation programming will increase the City's capacity to prepare and respond to wildfire events.

ALTERNATIVES:

1. Council could choose to support the on-going RDCK partnership and not apply on its own. Staff does not recommend this. Although there are efficiencies in performing this as a regional service, it does not enable community specific program delivery and capacity building.
2. Council could choose not to provide FireSmart services. Staff does not recommend this as FireSmart services are a recommendation of the previously adopted Community Wildfire Protection Plan (2020) and a requirement from the Province of BC.

IMPLICATIONS:

- | | |
|--------------------------|--|
| (1) Social | Residents and neighbourhoods have responded well to the program with increased participation over the past number of years. |
| (2) Environmental | All municipalities and local authorities are required to do their part to FireSmart their communities to minimize environmental impacts from wildfires. |
| (3) Personnel | The funding will support 60% of a full-time staff position. This full-time staff position will be tasked with program delivery. The remaining 40% of the full-time staff position will go toward other climate readiness programming under the Local Government Climate Initiatives Action Program fund (LGCAP). |
| (4) Financial | 100% will be covered if the grant is successful. If approved, an amendment to the 2025-2029 Five-Year Financial Plan is required. |

POLICY IMPLICATIONS:

The 2020 Community Wildfire Protection Plan (CWPP) has several recommendations for providing FireSmart assessments and education to the community. This funding will support

development of a new Community Wildfire Resilience Plan (CWRP) to ensure that the City is moving forward in alignment with evolving standards and expectations.

In addition, this aligns with 2023-2027 Council Strategic Plan principle “Quality of Life” and the goal of prioritizing public safety to ensure residents feel safe and supported in the City.

IMPLEMENTATION:

If approval is received, staff will execute the necessary documents.

COMMUNICATION:

It is anticipated that the City will develop a communications plan as funding for education and community outreach are included as part of this grant.

Respectfully submitted,

Approved by:



Meeri Durand, RPP MCIP
Acting Director of Community Safety &
Development



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

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: March 17, 2025 **REPORT NO.:** 25-24
SUBMITTED BY: Manager of Finance **FILE NO.:** 5600-30
SUBJECT: 2025 Residential Curbside Collection & Disposal Amendment
Bylaw 1433

RECOMMENDATION:

THAT Council considers the required readings of the 2025 Residential Curbside Collection & Disposal Amendment Bylaw 1433

PURPOSE:

Report to seek Council's approval for the 2025 Residential Curbside Collection & Disposal Amendment Bylaw 1433 to implement rate adjustments for 2025.

This report is for consideration at the March 17, 2025 Committee of the Whole Meeting, three readings at the March 17, 2025 Regular Meeting and adoption of the Bylaw at the March 31, 2025 Regular Council Meeting.

SUMMARY/BACKGROUND:

The City's solid waste program is a self-funded model, and residents are billed quarterly for costs to provide garbage, organics, recycling pickup and disposal, and operate the yard waste facility.

Each year, proposed rates are presented to Council for adoption to accommodate any changes associated with providing the collection and disposal services, such as changes in tipping (i.e., waste disposal) fees from the Regional District of Central Kootenay (RDCK), price changes in the City's agreement with the curbside collection contractor, and other operating expenses incurred by the City.

Garbage and Organics Collection

Staff was informed by RDCK that tipping fees have increased by 10% effective January 1, 2025. To maintain revenues adequate to cover tipping fee increases, fund set increases in the Waste Management contract, and other budgeted inflationary increases, staff propose an increase to garbage and organics collection and disposal fees.

Recycling Collection

On December 2, 2024, Council was presented an updated Master Services Agreement and Statement of Work with MMBC Recycle Inc. (Recycle BC) for the curbside collection of recycled materials which includes an increase in the financial incentive that is provided by Recycle BC. The agreement has been executed and results in a significant decrease in the proposed rates for recycling collection.

Yard Waste Facility

At the December 16, 2024, meeting, Council opted to close the yard waste facility effective March 31, 2025. This results in a decrease in the yard waste facility fee required to fund three months of operations and will be eliminated in 2026.

Rate Changes

The projected impact of the recommended rate changes would be as follows:

	2024 Annual Rate	2025 Proposed Rate	Annual Increase (Decrease)	Monthly Increase (Decrease)	Daily Increase (Decrease)
Garbage Collection	\$128.40	\$140.89	\$12.49	\$1.04	\$0.03
Organics Collection	\$132.87	\$157.33	\$24.46	\$2.04	\$0.07
Recycling Collection	\$27.73	\$6.93	(\$20.80)	(\$1.73)	(\$0.06)
Yard Waste Facility	\$33.18	\$8.30	(\$24.89)	(\$2.07)	(\$0.07)
TOTAL	\$322.18	\$313.44	(\$8.74)	(\$0.73)	(\$0.02)

A single-family dwelling will have a net annual decrease of \$8.74 for curbside collection and disposal services.

Delays in adopting rates this year due to execution of the Master Services Agreement and the decision on the closure of the yard waste facility, will result in rate changes that will become effective effect April 1, 2025 and will be reflected on resident’s quarter two utility bill which will be issued in July 2025.

Due to the timing of the rate change, the change will be reflected on 2025 quarter two, three, and four utility bills as follows:

	2025 Proposed Rate	Remainder to be billed for 2025	Quarter One Rate (based on 2024 rates)	Quarter Two, Three and Four Rate
Garbage Collection	\$140.89	\$108.79	\$32.10	\$36.26
Organics Collection	\$157.33	\$124.11	\$33.22	\$41.37
Recycling Collection	\$6.93	-	\$6.93	-
Yard Waste Facility	\$8.30	-	\$8.30	-
TOTAL	\$313.44	\$232.90	\$80.55	\$77.63

ALTERNATIVES:

Council could choose to adjust rates by a different amount. Staff do not recommend this as the rate increases ensure costs to deliver curbside services are recovered. Lower rates would require curbside collection and disposal services to be subsidized by property taxes.

IMPLICATIONS:

(1) Social

The curbside collection program is a convenient way for residents to handle household waste and divert recyclable materials and organic materials from their garbage.

- (2) Environmental** The current collections program, with weekly organics pickups, and bi-weekly garbage and recycling pick-ups has reduced the City's annual garbage tonnage.

- (3) Personnel** It took staff approximately 10 hours to review the Bylaw and complete the analysis on the rate updates. It will take approximately 5 staff hours to communicate the new rates with the departments involved, update the rates in the accounting software, and prepare communications material.

- (4) Financial** The proposed curbside collection rate ensures that the solid waste program budget balances, meaning that the City will levy enough fees to cover its expenses.

POLICY IMPLICATIONS:

This supports Council's Strategic Priority *Governance & Service Excellence*, and the goal *Show Fiscal Stewardship*.

IMPLEMENTATION:

The following steps are required to complete the process of amending 2025 Curbside Collection & Disposal Bylaw 1433:

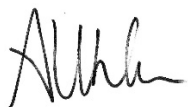
- a) Obtain three readings of the updated Bylaws at the March 17, 2025, Regular Meeting.
- b) Adopt the updated Bylaws at the March 31, 2025, Regular Meeting.
- c) Reflect the rate structure in the second billing cycle of 2025.

COMMUNICATION:

The new rates will be communicated to the community through the March 2025 Council Highlights. Residents will be advised of new rates in the April 2025 Quarterly Newsletter. The website will also be updated to reflect the new rates.

Respectfully submitted,

Approved by



Aimee Uhlenbrauck, CPA
Manager of Financial Services



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

Residential Curbside Collection and Disposal Amendment Bylaw

Bylaw 1433

A bylaw to amend Residential Curbside Collection and Disposal Bylaw 1408.

WHEREAS it is deemed expedient and in the public interest to amend the Residential Curbside Collection and Disposal Bylaw 1408;

NOW THEREFORE the Council of the City of Castlegar, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the "Residential Curbside Collection and Disposal Amendment Bylaw 1433".
2. Bylaw 1408 is amended by deleting schedule "A" and substituting in its place the new Schedule "A" attached here to as Appendix "I" and forming a part of this Bylaw.
3. Bylaw 1408 is amended by adding section 40.b as follows:
"Recycling containers shall not be placed on any City lane, street or boulevard prior to 4:00 a.m. on the day of collection. "
4. This Bylaw shall come into full force and effect on April 1, 2025.

READ A FIRST TIME this day of March, 2025.

READ A SECOND TIME this day of March, 2025.

READ A THIRD TIME this day of March, 2025.

ADOPTED this day of March, 2025.

Mayor

Director of Corporate Services

Appendix "I"
Schedule "A" to the Residential Curbside Collection and Disposal Bylaw

Residential Curbside Collection	2025 Annual Rate
(a) Garbage Collection	\$ 140.89
(b) Additional Garbage Collection Service	\$ 140.89
(c) Organics Collection	\$ 157.33
(d) Recycling Collection	\$ 6.93
(e) Yard Waste Facility Fee	\$ 8.30

Additional Charge Fees	
(a) Cart Fee (121 Litre / 242 Litre)	\$ 215 / \$ 230
(b) Additional Cart Fee (121 Litre / 242 Litre)	\$ 215 / \$ 230
(c) Additional Cart Administrative Fee	\$ 100
(d) Damaged Cart Lid Replacement	\$ 24
(e) Blue Box Replacement	\$ 25

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: March 17, 2025 **REPORT NO.:** 25-22
SUBMITTED BY: Assistant Manager - Operations **FILE NO.:** 2240-20
SUBJECT: Agreement No. 2320-20-247: Road Line Painting Services - Agreement Extension

RECOMMENDATION:

THAT Council extend Agreement No. 2320-20-247 Road Line Painting Services with Aardvark Pavement Marking Services for an additional two years in the amounts of \$103,904 for 2025 and \$107,021 for 2026,

AND FURTHER;

THAT Council authorize staff to execute the necessary documents.

PURPOSE:

Report to extend Agreement No. 2320-20-247 Road Line Painting Services with Aardvark Pavement Marking Services (Aardvark) for an additional two years in the amounts of \$103,904 for 2025 and \$107,021 for 2026.

This report is for consideration at the March 17, 2025, Committee of the Whole Meeting, and adoption at the March 31, 2025, Regular Council Meeting.

SUMMARY/BACKGROUND:

Providing clear road line markings is a vital part of keeping City roads safe and requires re-painting fading lane lines and transverse markings such as stop bars, cross hatching and directional arrows on an annual basis. The City retains the services of a qualified contractor to complete this work as it requires costly, speciality equipment that the City does not possess.

In 2022 the City issued an RFQ and an Agreement was awarded to Aardvark to perform road line painting services. The Agreement was for a three-year period with the option to extend. The three-year contract commenced in May 2022, and ended in December 2024.

Aardvark has consistently met the requirements of the scope of work outlined in the Agreement and have provided quality workmanship in a professional manner. As a result, staff requested pricing from Aardvark in consideration of extending the Agreement for two additional years. A summary of pricing for the original three-year Agreement plus proposed pricing for two additional years is as follows:

2022	2023	2024	2025	2026
\$96,375	\$100,994	\$103,904	\$103,904	\$107,021

The proposed pricing provided by Aardvark results in no increase from 2024 to 2025 and a 3% increase from 2025 to 2026. Staff have determined that the proposed increases are reasonably in line with industry standards and the forecasted 2025 Municipal Price Index of 4%.

ALTERNATIVES:

1. Council could direct staff to issue a new RFQ for road line painting services. Staff do not recommend this alternative as Aardvark has been providing good service and quality workmanship and have provided pricing that is in line with industry standard annual increases.
2. Council could decide not to extend the Agreement and not complete the work. Staff do not recommend this alternative as the painting done in 2024 may fade to the point where the City would be out of compliance with British Columbia Ministry of Transportation and Infrastructure requirements.

IMPLICATIONS:**(1) Social**

The community will benefit from fresh and bright road markings to commute in a safe manner. Impacts to residents and motorists will be minimized by completing this work at night.

(2) Environmental

Material used will be below 150 g/L concentration of Volatile Organic Compounds (VOC) as per federal environmental regulations.

(3) Personnel

It is anticipated that the project time commitment will be:

- Assistant Manager - Operations – 10 hours
- Procurement and Contract Clerk – 1 hour
- Communications Manager – 5 hours

(4) Financial

The City's 2025-2029 Five-Year Financial Plan includes funding for the road line painting program as follows:

- 2025 - \$112,200
- 2026 - \$114,444

POLICY IMPLICATIONS:

This recommendation supports Council's 2023-2027 Strategic Plan Principles:

- #1 Governance and Service Excellence goal #5 Asset Management Planning.
- #3 Quality of Life goal #2 Prioritize Public Safety.

IMPLEMENTATION:

Upon Council adoption, staff will amend the existing Agreement to include the terms of the extension.

Staff will work with Aardvark to complete road line painting by May 30th of each year as defined in the Agreement.

COMMUNICATION:

If successful the City will execute an internal and external communications plan including the use of electronic sign boards, the City's website, and social media.

Respectfully submitted,

Crystal Bazar

Crystal Bazar
Assistant Manager of Operations

Approved by

C Barlow

Chris Barlow, AScT.
Chief Administrative Officer

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: March 17, 2025 **REPORT NO.:** 25-23
SUBMITTED BY: Assistant Manager - Operations **FILE NO.:** 2240-20
SUBJECT: Agreement No. 2021-07 Professional Tree Trimming Services -
Agreement Extension

RECOMMENDATION:

THAT Council extend Agreement No. 2021-07 Professional Tree Trimming Services with Glacier Valley Tree Care Ltd. for an additional year ending December 31, 2025, in the amount of \$65,000,

AND FURTHER;

THAT Council authorize staff to execute the necessary documents.

PURPOSE:

Report to extend Agreement No. 2021-07 Professional Tree Trimming Services with Glacier Valley Tree Care Ltd. (Glacier Valley) for an additional year ending December 31, 2025, in the amount of \$65,000.

This report is for consideration at the March 17, 2025, Committee of the Whole Meeting, and adoption at the March 17, 2025, Regular Council Meeting to allow staff to execute the extension and allow Glacier Valley to begin tree work for the 2025 season.

SUMMARY/BACKGROUND:

The City's urban forest provides a long list of benefits including cleaning the air, providing beauty and shade, increasing biodiversity and fighting the impacts of climate change. Trees must be properly maintained to extend their lives, enhance their benefits and reduce risk factors. While City staff perform routine maintenance such as pruning and removal on smaller trees, professional tree trimming services are also required to complete specialized work such as hazardous tree assessments, aerial trimming, ground falling, stump grinding and chipping. This specialized work requires personnel with advanced training and equipment which the City does not possess.

In 2021, the City issued an RFQ for professional tree trimming services and awarded an Agreement to Glacier Valley. The Agreement was for a four-year period with the option to extend for one year. The four-year contract commenced in June 2021 and ended in December 2024.

Pricing for this Agreement is based on hourly rates for 5 different service categories as follows:

1. Chipping (chipper truck, chipper, arborist & ground person, clean-up, removal)
2. Aerial Trimming (aerial lift truck, chipper, utility arborist /TCIA specialist, clean-up, removal)
3. Ground Falling (faller, hazard tree assessor, pickup, chipper, clean-up, removal)

4. Stump Grinding/Wood Hauling (excavator, stump grinder, dump truck, operator, clean-up, removal)
5. Hazard Tree Risk Assessment & Documentation

Glacier Valley have consistently met the requirements of the scope of work outlined in the Agreement and have provided quality workmanship in a professional manner. As a result, staff requested pricing from Glacier Valley in consideration of extending the Agreement for one additional year. The proposed hourly rates provided by Glacier Valley for 2025 result in a 3% increase over 2024 rates. Staff have determined that the proposed hourly rates are reasonably in-line with industry standards and the forecasted 2025 Municipal Price Index of 4%.

Annual total Agreement values are dependent on the number of hours required for each of the listed service categories. The total Agreement values for the previous 4 years along with the estimated 2025 Agreement value are as follows:

2021	2022	2023	2024	2025
\$48,429	\$47,971	\$48,696	\$64,294	\$65,000

ALTERNATIVES:

1. Council could direct staff to issue a new Request for Quotation for professional tree trimming services. Staff do not recommend this alternative as Glacier Valley has been providing good service and quality workmanship and has provided pricing that is in line with industry standard annual increases.
2. Council could decide not to extend the Agreement and not complete the work. Staff do not recommend this alternative as maintenance of the City’s urban forest is necessary to uphold public safety and maintain industry best practices.

IMPLICATIONS:

- (1) Social** The community benefits from urban forestry maintenance by having safe and beautiful parks, pathways, streets and green spaces to enjoy. Healthy street trees lessen the heat island effect caused by infrastructure and make cities more inviting and livable spaces.
- (2) Environmental** Maintaining a healthy tree canopy provides the benefits of carbon sequestration, improved air quality, habitat for local fauna, and reduces impacts of flooding on the storm sewer system.
- (3) Personnel** It is anticipated that the project time commitment will be:
 - Assistant Manager - Operations – 5 hours
 - Procurement and Contract Clerk – 1 hour
- (4) Financial** The budget for these services is included in the City’s 2025-2029 Five-Year Financial Plan.

POLICY IMPLICATIONS:

This recommendation supports Council’s 2023-2027 Strategic Plan Principle #1 Governance and Service Excellence goals:

- #2 Show Fiscal Stewardship.
- #3 Be Efficient and Effective.
- #5 Asset Management Planning.

IMPLEMENTATION:

If adopted by Council, staff will amend the existing Agreement to include the terms of the extension.

COMMUNICATION:

N/A

Respectfully submitted,

Crystal Bazar

Crystal Bazar
Assistant Manager of Operations

Approved by

C Barlow

Chris Barlow, ASCT.
Chief Administrative Officer

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: March 17, 2025 **REPORT NO.:** 25-28
SUBMITTED BY: Project Manager **FILE NO.:** 2240-20
SUBJECT: Request For Proposals 2025-03 South Sewage Treatment Plant (SSTP) North Train Renewal – Recommendation for Award

RECOMMENDATION:

THAT Council award Request for Proposals 2025-03 South Sewage Treatment Plant (SSTP) North Train Renewal to Chandos Construction LP for pre-construction services in the amount of \$64,000 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

PURPOSE:

Report to authorize staff to award Request for Proposals (RFP) 2025-03 South Sewage Treatment Plant (SSTP) North Train Renewal to Chandos Construction LP (Chandos) for pre-construction services in the amount of \$64,000 plus applicable taxes.

This report is for consideration at the March 17, 2025, Committee of the Whole Meeting, and adoption at the March 31, 2025 Regular Council Meeting.

SUMMARY/BACKGROUND:

The South Sewage Treatment Plant was built approximately 50 years ago with just one treatment path (“train”), which is now referred to as the North Train. The SSTP was expanded between 2004 and 2006 to create a parallel treatment path, the South Train, to double the plant’s capacity and provide redundancy in the event of an upset condition or mechanical failure. In 2016, a retrofit project was initiated to add nitrogen removal and while upgrades to the South Train were completed, it was decided to postpone upgrades in the North Train due to cost constraints. Since that time, the South Train has been adequately meeting the City’s treatment needs at this site while the North Train has remained out of service.

A growing population in Castlegar, more stringent environmental regulations, and the regulatory requirement for redundancy has prompted the need to bring the North Train back into service. The City has initiated pre-design work with Urban Systems Ltd. and is now looking to add a Construction Manager to the design team who will complete pre-construction services during the design phase.

Pre-construction services include providing input on constructability, operations, and logistics that improve the design and lower the risk of extra costs during construction. The Construction Manager also completes cash flow projections and cost estimates, the latter of which is used to provide a stipulated price that the City can accept to complete construction under the same

(2) Environmental A fully redundant wastewater treatment plant allows the City to meet its operating permit requirements and protects the Columbia River from accidental spills of under-treated wastewater.

(3) Personnel The estimated staff time to execute a contract and complete pre-construction services is as follows:

- Manager of Engineering & Infrastructure: 8 hours
- Assistant Manager – Utilities: 24 hours
- Project Manager: 120 hours
- Other Staff: 16 hours

(4) Financial There are adequate funds in the approved 2025-2029 Financial Plan to cover the \$64,000 for pre-construction services.

At the conclusion of the design phase, the Construction Manager will provide a stipulated price to complete construction. Staff will review the Construction Manager's pre-construction performance and pricing and determine if it is advantageous for the City to proceed with them to construction. If so, staff will bring a report to Council recommending approval to proceed. Total project costs are expected to be funded by long-term borrowing which will require Elector approval.

POLICY IMPLICATIONS:

This project supports 2023-2027 Council Strategic Plan Principle #1: Governance and Service Excellence under Goal #5 – Asset Management Planning.

IMPLEMENTATION:

If Council chooses to award the RFP to Chandos, staff will issue a Notice of Intent to Award and begin receiving and reviewing the relevant mandatory documentation prior to execution of a contract.

COMMUNICATION:

N/A

Respectfully submitted,



Anne Simonen, ASCT
Project Manager

Approved by



Chris Barlow, ASCT
Chief Administrative Officer

Regular Meeting Minutes of Council March 3, 2025

Regular Meeting Minutes of the City of Castlegar Council held by Zoom live meeting and available to the public for live streaming in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C., 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 Darcy Bell
Councillor Brian Bogle – Via Zoom
Councillor Shirley Falstead
Councillor Cheryl MacLeod

Absent Councillor Sandy Bojecho
Councillor Sue Heaton-Sherstobitoff

Staff Present Chris Barlow, Chief Administrative Officer
Bree Seabrook, Director of Corporate Services
Chris Hallam, Director of Municipal Services
David Bristow, IT Manager
Nicole Brown, Manager of Legislative Services
Jennifer Chamberlain, Executive Assistant
Meeri Durand, Acting Director of Community Safety & Development
Maciej Habrych, Airport Manager
Alex Hadfield, Manager of Human Resources
Sam Lattanzio, Fire Chief
Ginger Lester, Communications Manager
Sarah Martin, Planner – Policy
Ryan Niddery, Manager of Engineering and Infrastructure
Kelly Robertson, Acting Manager of Finance
Aimee Uhlenbrauck, Manager of Finance

Other Public and Media

1 CALL TO ORDER: Mayor McFaddin called the meeting to order at 3:00 p.m.

2 ADOPTION OF AGENDA:

RO44-25 Moved and seconded, and
RESOLVED:

THAT the agenda for the Regular Council Meeting of March 3, 2025 be adopted as amended by adding, under section 14: 90(1)(e) The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality, under the closed section of the agenda.

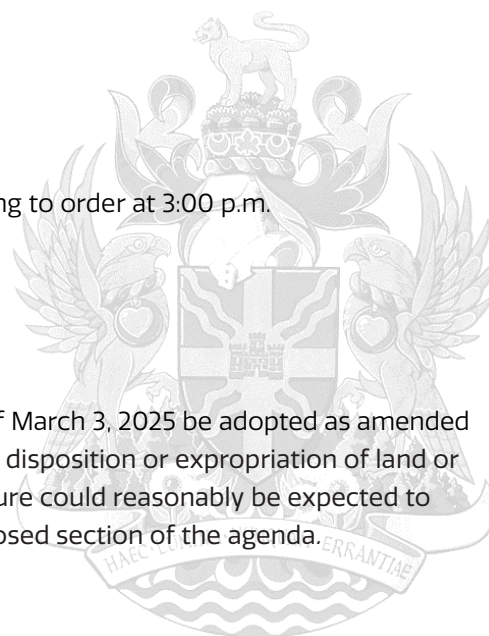
CARRIED.

3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:

RO45-25 Moved and seconded, and
RESOLVED: THAT Council now resolve itself into Committee of the Whole.

CARRIED.

4 DELEGATION: Nil



5 PROTECTIVE SERVICES (Councillor Bell, Chair)

Protective Services Department Verbal Update (Director of Protective Services)

- Year to date responded to 146 calls for services.
- Update on Spring Training schedule.
- Participated in the Special Olympics Polar Plunge.

RCMP Detachment Verbal Update (Sergeant Taylor)

- Nil

6 COMMUNITY WELLNESS & SOCIAL SERVICES (Councillor MacLeod, Chair)

(a) **Standing Committee Council Liaison Verbal Update**

- Nil

7 CULTURAL & CIVIC PRIDE (Councillor Bogle, Chair)

(a) **Standing Committee Council Liaison Verbal Update**

- Nil

8 FINANCE AND CORPORATE SERVICES (Councillor Heaton–Sherstobitoff, Chair)

Finance Department Verbal Update (Acting Manager of Finance)

- Kelly Roberston has been appointed the Acting Manager of Finance during the Manager of Finance maternity leave.

West Kootenay Regional Airport Apron Rehabilitation and Taxiway Extension Temporary Borrowing Bylaw 1437 (Report No. 25-16)

Report from the Acting Senior Financial Analyst to obtain approval for temporary borrowing for the West Kootenay Regional Airport Apron Rehabilitation and Taxiway Extension Temporary Borrowing Bylaw 1437.

COW020-25

RECOMMENDATION: Council consider and resolve:

THAT Council consider the required readings of West Kootenay Regional Airport Apron Rehabilitation and Taxiway Extension Temporary Borrowing Bylaw 1437.

CARRIED.

2025 Revenue Anticipation Loan Authorization Bylaw 1438 (Report 25-17)

Report from the Acting Senior Financial Analyst for Council to proceed with the required readings of the 2025 Revenue Anticipation Loan Authorization Bylaw 1438 to authorize short-term financing of \$7,000,000 from the Municipal Finance Authority (MFA).

COW021-25

RECOMMENDATION: Council consider and resolve:

THAT Council proceed with the required readings of the 2025 Revenue Anticipation Loan Authorization Bylaw 1438, a Bylaw to authorize up to \$7,000,000 in short-term financing through the Municipal Finance Authority.

CARRIED.



Corporate Services Department Verbal Update (Communications Manager)

- Waiting on Canada Day grant funding decision.
- Liquid Waste Management Plan engagement sessions held last week; online survey closes this week.

9 GREEN AND TECHNOLOGY (Councillor Bojecho, Chair)

IT Department Verbal Update (IT Manager)

- The February 18, 2025, Committee of the Whole Meeting had 26 views, and the Regular had 30 views.
- Working with Sea to Sky on IT roll out.

10 MUNICIPAL SERVICES (Councillor Falstead, Chair)

Municipal Services Department Verbal Update (Director of Municipal Services)

- Transitioning to spring maintenance.
- Water main repairs on 10th Avenue.

West Kootenay Regional Airport Verbal Update (Airport Manager)

- February passenger statistics including 52% load factor, with 97% reliability.

Disaster Resilience and Innovation Funding Program Application for Flood Plain Mapping and Climate Change Hazard Assessment (Report No. 25-20)

Report from the Manager of Engineering & Infrastructure for Council to endorse a Disaster Resilience and Innovation Funding Grant Program application, in the amount of \$400,000, to fund the Flood Plain Mapping and Climate Change Hazard Assessment project.

COW022-25

RECOMMENDATION: Council consider and resolve:

THAT Council endorse a Disaster Resilience and Innovation Funding (DRIF) Grant Program application in the amount of \$400,000, to fund the Flood Plain Mapping and Climate Change Hazard Assessment project.

CARRIED.

Request for Proposal 2024-24 Engineering Consulting Services – Recommendation for Award (Report No. 25-21)

Report from the Manager of Engineering & Infrastructure to seek Council authorization for staff to award Request for Proposal (RFP) 2024-24 Engineering Consulting Services to Urban Systems Ltd. for a term of 3 years, with the option to extend the agreement for two, one-year extensions.

COW023-25

RECOMMENDATION: Council consider and resolve:

THAT Council award Request for Proposal 2024-24 Engineering Consulting Services to Urban Systems Ltd. for a term of 3-years, with the option to extend the agreement for two, one-year extensions,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.



11 PLANNING, DEVELOPMENT AND SUSTAINABILITY (Mayor McFaddin, Chair)

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

- Advertising has begun for Zoning Bylaw amendments.
- Welcome to Emilie TeBulte to the Community, Safety & Development Department.

Building Permit and Business Licence Reports – January 2025

COW024-25

RECOMMENDATION: Council consider and resolve to receive for information:

- Building Permit Report – January 2025
- Business Licence Report – January 2025

CARRIED.

Councillor MacLeod declared a conflict of interest with Report 25-18 and excused herself from the meeting at 3:26 p.m.

Development Variance Permit 1-25 (412 4th Avenue) (Report No. 25-18)

Report from the Planner-Policy for Council to consider issuance of Development Permit 1-25 (DVP-1-25) to authorize construction of an addition to the front and an addition to the rear of an existing dwelling locate at 412 4th Avenue.

COW025-25

RECOMMENDATION: Council consider and resolve:

THAT Council approve Development Variance Permit 1-25 for the construction of an addition to the front and an addition to the rear of a dwelling by varying the City of Castlegar Zoning Bylaw No. 1428, 2024 as follows:

- 7.1.5.III) a) Minimum Setbacks, Interior Side Setback to Lot Line, Principle Building: from 1.5 m to 0.48 m as measured from the eave on the north side of the dwelling;
- 7.1.5.III) a) Minimum Setbacks, Interior Side Setback to Lot Line, Principle Building: from 1.5 m to 0.64 m as measured from the eave on the south side of the dwelling.

CARRIED.

Councillor MacLeod returned to the meeting at 3:29 p.m.

12 QUESTION PERIOD:

- Nil

13 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

RO46-25

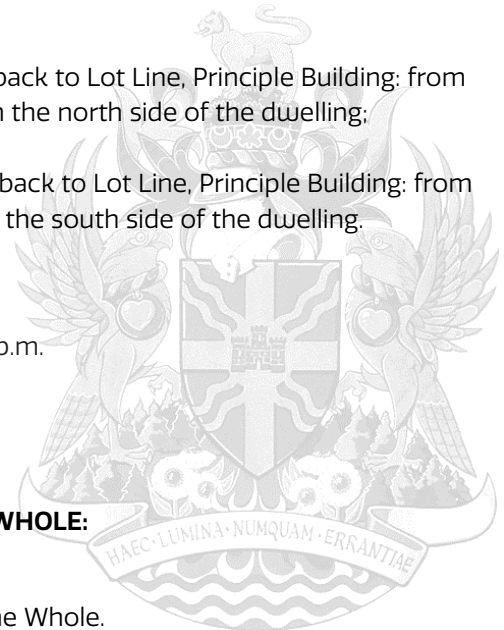
Moved and seconded, and
RESOLVED: THAT Council rise from Committee of the Whole.

CARRIED.

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

RO47-25

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)(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].

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 3:30 p.m.

15 RECONVENE: Mayor McFaddin reconvened the meeting at 7:00 p.m.

Members Present	Mayor Maria McFaddin Councillor Darcy Bell Councillor Brian Bogle – Via Zoom Councillor Shirley Falstead Councillor Cherryl MacLeod
Absent	Councillor Sandy Bojecho Councillor Sue Heaton-Sherstobitoff
Staff Present	Chris Barlow, Chief Administrative Officer Bree Seabrook, Director of Corporate Services Chris Hallam, Director of Municipal Services David Bristow, IT Manager Nicole Brown, Manager of Legislative Services Jennifer Chamberlain, Executive Assistant Meeri Durand, Acting Director of Community, Safety and Development Sam Lattanzio, Fire Chief
Other	Public and Media

16 DELEGATION:

Greg Nesteroff presented a history of the building of the Pioneer Arena. Highlights of the presentation included:

- Castlegar and District Projects Society was created to help raise funds for recreation in Castlegar and to apply for funding. The society started with a ball field and then a skating rink.
- Overview of volunteers, funding, and construction timeline.
- 1956 was the first year for the rink open to the public with natural ice, 1960 arena opened with an artificial ice maker.
- History of sports at the arena.
- History of the Recreation Commission referendums.



17 COUNCIL MEETING MINUTES FOR APPROVAL:

R048-25 Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – February 18, 2025

CARRIED.

18 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

The following resolutions were recommended at the February 18, 2025 Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R049-25 Moved and seconded, and
RESOLVED:

THAT the following items considered and received for information at the February 18, 2025 Committee of the Whole meeting, be adopted:

- Emergency Services Monthly Report – January 2025.

CARRIED.

R050-25 Moved and seconded, and
RESOLVED:

THAT Council adopt the Committee of the Whole and Council Committee Terms of Reference as attached to Report 25-01.

CARRIED.

R051-25 Moved and seconded, and
RESOLVED:

THAT the exempt staff compensation grid attached to Policy Directive 4-8 be adjusted by 2.6% to reflect the annual increase to exempt staff per section 1 of the Policy,

AND FURTHER;

THAT rates and stipends paid to the Castlegar Volunteer Fire Department Members be adjusted at the same rate (2.6%) for 2025.

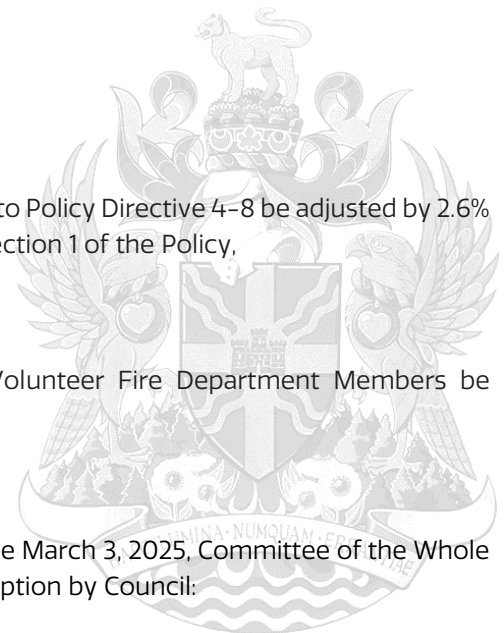
CARRIED.

The following resolutions were recommended at the March 3, 2025, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R052-25 Moved and seconded, and
RESOLVED:

THAT Council endorse a Disaster Resilience and Innovation Funding (DRIF) Grant Program application in the amount of \$400,000, to fund the Flood Plain Mapping and Climate Change Hazard Assessment project.

CARRIED.



R053-25

Moved and seconded, and
RESOLVED:

THAT Council award Request for Proposal 2024-24 Engineering Consulting Services to Urban Systems Ltd. for a term of 3-years, with the option to extend the agreement for two, one-year extensions,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

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

R054-25

Moved and seconded, and
RESOLVED:

THAT the following minutes be received for information:

- RDCK Regular Meeting Minutes – January 16, 2025

CARRIED.

20 CORRESPONDENCE:

R055-25

Moved and seconded, and
RESOLVED:

THAT Council approve the request from Sarah Meunier on behalf of the Castlegar Parks and Trails Society to provide a letter in support of the Society submitting a funding application to the Community Spaces Funding Stream.

CARRIED.

21 REPORTS OTHER:

(a) Recreation Commission Member Verbal Update

- Recreation Commission Meeting scheduled for tomorrow.

22 MAYOR'S REPORT:

Appointments to Council Committees

The Mayor appointed the following Council members to Council Committees:

Cultural and Civic Pride:

Chair: Councillor Heaton-Sherstobitoff

Deputy Chairs: Councillor Bogle and Councillor MacLeod

Community Wellness, Safety and Development:

Chair: Councillor Bell

Deputy Chairs: Councillor Bojetchko and Councillor Heaton-Sherstobitoff

Finance and Corporate Services:

Chair Councillor Bogle



Deputy Chair: Councillor Falstead

Municipal Services:

Chair: Councillor MacLeod

Deputy Chair: Councillor Bell

The Mayor reported on her attendance at recent RDCK budget meetings.

23 NEW & UNFINISHED BUSINESS: Nil

24 BYLAWS FOR CONSIDERATION:

2025–2029 Financial Plan Bylaw No. 1436, 2025 – Adoption (Report No. 25–12)

A Bylaw to establish a financial plan for a period of five years.

R056–25

Moved and seconded, and
RESOLVED:

THAT 2025–2029 Financial Plan Bylaw No. 1436 be adopted.

CARRIED.

West Kootenay Regional Airport Apron Rehabilitation and Taxiway Temporary Borrowing Bylaw No. 1437 – First, Second and Third Readings (Report No. 25–16)

A Bylaw to authorize the temporary borrowing pending the sale of debentures.

R057–25

Moved and seconded, and
RESOLVED:

THAT West Kootenay Regional Airport Apron Rehabilitation and Taxiway Temporary Borrowing Bylaw No. 1437 be read a first, second, and third time.

CARRIED.

2025 Revenue Anticipation Loan Authorization Bylaw No. 1438 – First, Second and Third Readings (Report No. 25–16)

A Bylaw to provide for borrowing of money in anticipation of revenue.

R058–25

Moved and seconded, and
RESOLVED:

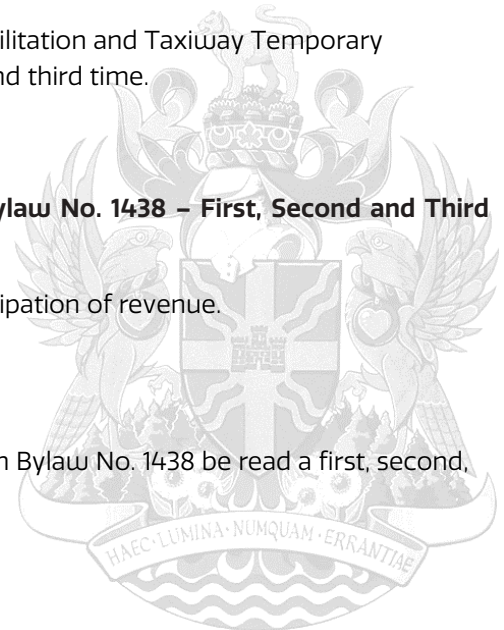
THAT 2025 Revenue Anticipation Loan Authorization Bylaw No. 1438 be read a first, second, and third time.

CARRIED.

25 NEXT MEETING(S):

March 17, 2025 at 3:00 p.m. for Committee of the Whole Meeting followed by the Regular Council Meeting at 7:00 p.m. via Zoom live meeting and available to the public for live streaming in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C.

26 NOTICE OF MOTION: Nil



27 QUESTION PERIOD:

Dean McKinnon commented on the Pioneer Arena closure and the last weekend event held at the Pioneer Arena. Mr. McKinnon inquired about factual clarification on comments made in the community.

Rick Switzer commented on a petition he has undertaken to save the Pioneer Arena and asked Council to reconsider.

28 ADJOURNMENT:

R059-25

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

CARRIED.

The Regular Meeting was adjourned at 7:54 p.m.

CERTIFIED CORRECT:

Bree Seabrook
Director of Corporate Services

Maria McFaddin
Mayor





CASTLEGAR
OUTDOOR BASKETBALL COURT
A PROJECT OF THE CASTLEGAR INTERACT CLUB

March 4th, 2025

City of Castlegar
460 Columbia Avenue
Castlegar, BC V1N 1G7

Dear Mayor and Council,

I hope you're having an amazing day! As you are aware, we are working on something exciting for the community at Millenium Park in Castlegar—an Outdoor Basketball Court! This will be a vibrant space where kids, teens, and adults alike can shoot hoops, break a sweat, and build friendships. We're on a mission to create this incredible hub of fun, fitness, and community!

Now, here's the game plan: We need funding to cover the essentials—an awesome playing surface, durable hoops, lighting for those epic evening games, and seating for our players. That's where you come in! While your support with a location and staff time has been instrumental to getting us this far, a financial contribution will help us make this dream a reality.

We are looking to you for support in the amount of \$5,000. Feel free to reach out if you have any questions or just want to chat about how awesome this is going to be. Thank you for being game changers in our community!

Sincerely,

Emma McLachlan

Lead on Fundraising and Grant Writing
Castlegar Outdoor Basketball Court Project

Castlegar Interact Rotary Club
Castlegar, BC
emma_mcl@icloud.com

From: [Shelley Werk](#)
To: [civicworks](#); [Castlegar City of](#)
Subject: Fw: Light up in Blue for Prostate Cancer
Date: March 4, 2025 2:13:08 PM
Attachments: [Outlook-Blue and b.png](#)

Good afternoon

Prostate Cancer Foundation Canada is reaching out again for our Light up in Blue campaign in September.

We are asking landmarks across Canada to Light up in Blue to raise awareness for the #1 cancer in Canadian men.

You have been a wonderful supporter, we would love for you to join us again.

Please see attached to register your landmark.


Thank you very much,

Shelley Werk, *Donor Relations*




Direct | 604.574.4012 Toll-free | 1.877.840.9173
#4-17918 55th Avenue, Surrey, BC V3S 6C8 Canada
shelley@prostatecanada.ca | prostatecanada.ca

*



September is
Prostate Cancer Awareness month
Please join us in lighting up your landmark
for 1 day, 1 week or all month
to raise awareness for the
#1 cancer in Canadian men.

**Prostate
Cancer
Awareness**



Name of building/landmark/company lighting up

Contact name: _____

Address: _____

City: _____ Province: _____

Phone: _____

Email: _____

Date/s in September lighting up:

Notes:

We thank you for your wonderful support!
shelley@prostatecanada.ca



Residential Curbside Collection and Disposal Amendment Bylaw

Bylaw 1433

A bylaw to amend Residential Curbside Collection and Disposal Bylaw 1408.

WHEREAS it is deemed expedient and in the public interest to amend the Residential Curbside Collection and Disposal Bylaw 1408;

NOW THEREFORE the Council of the City of Castlegar, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the "Residential Curbside Collection and Disposal Amendment Bylaw 1433".
2. Bylaw 1408 is amended by deleting schedule "A" and substituting in its place the new Schedule "A" attached here to as Appendix "I" and forming a part of this Bylaw.
3. Bylaw 1408 is amended by adding section 40.b as follows:
"Recycling containers shall not be placed on any City lane, street or boulevard prior to 4:00 a.m. on the day of collection. "
4. This Bylaw shall come into full force and effect on April 1, 2025.

READ A FIRST TIME this day of March, 2025.

READ A SECOND TIME this day of March, 2025.

READ A THIRD TIME this day of March, 2025.

ADOPTED this day of March, 2025.

Mayor

Director of Corporate Services

Appendix "I"
Schedule "A" to the Residential Curbside Collection and Disposal Bylaw

Residential Curbside Collection	2025 Annual Rate
(a) Garbage Collection	\$ 140.89
(b) Additional Garbage Collection Service	\$ 140.89
(c) Organics Collection	\$ 157.33
(d) Recycling Collection	\$ 6.93
(e) Yard Waste Facility Fee	\$ 8.30

Additional Charge Fees	
(a) Cart Fee (121 Litre / 242 Litre)	\$ 215 / \$ 230
(b) Additional Cart Fee (121 Litre / 242 Litre)	\$ 215 / \$ 230
(c) Additional Cart Administrative Fee	\$ 100
(d) Damaged Cart Lid Replacement	\$ 24
(e) Blue Box Replacement	\$ 25

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: March 17, 2025 **REPORT NO.:** 25-30
SUBMITTED BY: Acting Director of Community Safety & Development **FILE NO.:** 3900-20
SUBJECT: Zoning Amendment Bylaw 1435

RECOMMENDATION:

THAT Zoning Amendment Bylaw 1435 be considered for Third Reading and Adoption at the March 17, 2025, Regular Council Meeting.

PURPOSE:

Report to consider Third Reading and Adoption of Zoning Amendment Bylaw 1435 to incorporate non-market housing as a permitted use in the P1-Public and Institutional Zone of Zoning Bylaw 1428.

This report is for consideration at the March 17, 2025, Regular Council Meeting.

BACKGROUND:

Council considered First and Second Reading of Zoning Amendment Bylaw 1435 at the February 18, 2025, Regular Council Meeting.

Notice of Public Hearing Not Being Held was placed in accordance with the *Local Government Act* in two consecutive issues of the Castlegar News in the February 27 and March 6 editions. No submissions have been received from the public in response.

The proposed changes will enable non-market housing as a permitted use for 48 properties zoned P1 – Public and Institutional under Zoning Bylaw 1428.

Of the 48 properties impacted (see Attachment 2 Table of Properties for more detail):

- 10 are City-owned
- 7 are School District owned
- 11 are owned by faith-based groups
- 7 are non-profit owned
- the remainder owned by other government or utility entities

ALTERNATIVES:

Council could choose not to proceed with recommended Zoning Bylaw Amendment 1435. This may restrict the availability of land to pursue non-market housing within the community. Market land is often too costly to support affordable housing development.

IMPLICATIONS:

- (1) **Social** The proposed amendments would expand the opportunity for broader community partnership in the delivery of non-market housing within the City.
- (2) **Environmental** Not applicable.
- (3) **Personnel** Approximately 40 hours of staff time has been allocated toward the investigation of options to increase the availability of lands for non-market housing.
- (4) **Financial** Not applicable.

POLICY IMPLICATIONS:

The proposed work plan aligns with Council’s 2023-2027 Strategic Plan principals of ‘a future with affordable homes for all’ and ‘quality of life’.

The proposed zoning amendment aligns with the City’s Community Plan Bylaw 1427 objective of ‘demonstrating leadership in the development of affordable housing’ and ‘leveraging available public lands to support housing development’.

IMPLEMENTATION:

If Council adopts the proposed bylaw amendment, notification of adoption will be communicated through the City’s website and written notification to property owners.

COMMUNICATION:

Notice of Public Hearing Not Being Held was placed in the February 27 and March 6 editions of the Castlegar News. No submissions have been received from the public in response to the two notices.

The City is prohibited under Section 476 of the *Local Government Act* from holding a Public Hearing on land use amendments that are solely for the purposes of residential development.

Respectfully submitted,

Approved by

Meeri Durand, MCIP RPP
Acting Director of Community Safety & Development

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

ATTACHMENT 2: TABLE OF PROPERTIES

Civic Address	Ownership
216 8 th Avenue	Air Cadet League of Canada
216 8 th Avenue	Air Cadet League of Canada
713 4 th Street	St. Peter Lutheran Church
713 4 th Street	St. Peter Lutheran Church
419 7 th Avenue	Castlegar Baptist Church
419 7 th Avenue	Castlegar Baptist Church
525 7 th Avenue	Roman Catholic Church
601 7 th Avenue	School District 20
601 7 th Avenue	School District 20
649 7 th Avenue	School District 20
720 7 th Avenue	School District 20
631 6 th Avenue	School District 20
602 7 th Street	Pentecostal Assemblies of Canada
1101 6 th Street	School District 20
555 Columbia Avenue	BC Building Corporation
555 Columbia Avenue	BC Building Corporation
749 11 th Avenue	Kootenay Family Place
845 Columbia Avenue	Crown Provincial
901/925 Columbia Avenue	City of Castlegar
937 Columbia Avenue	City of Castlegar
709 10 th Street	Interior Health Authority
610 Christina Place	Diocese of Kootenay
1680 Woodland Drive	Congregation of Jehovah Witnesses
1801 Connors Road	Circle of Indigenous Nations Society
809 Merry Creek Road	Congregation of Castlegar-Kinnaird
2161 6 th Avenue	City of Castlegar
2141 6 th Avenue	City of Castlegar
2151 6 th Avenue	City of Castlegar
2101 6 th Avenue	Regional District of Central Kootenay
2101 6 th Avenue	Regional District of Central Kootenay
2224 6 th Avenue	Kootenay Society for Community Living
2300 14 th Avenue	Private (Senior Care)
2253 10 th Avenue	School District 20
2320 Columbia Avenue	CTN Labor Holdings
2404 Columbia Avenue	Kinnaird Church of God
2401 9 th Avenue	City of Castlegar
2329 6 th Avenue	Living Waters Faith Fellowship
2528 Columbia Avenue	Private (Utility)
2532 Columbia Avenue	BC Telephone Company
2601 14 th Avenue	City of Castlegar
1250 26 th Street	City of Castlegar

2699 14 th Avenue	City of Castlegar
200 Centre Avenue	Blueberry Creek Community School
202 Beresford Avenue	City of Castlegar
100 th Street	Castlegar Search & Rescue

Zoning Amendment Bylaw

Bylaw 1435

A bylaw pursuant to Part 14 of the *Local Government Act* to amend Zoning Bylaw 1428.

WHEREAS the *Local Government Act* provides that Council may, by resolution, amend the Zoning Bylaw.

NOW THEREFORE the Council of the City of Castlegar, in open meeting assembled, enacts as follows:

1. That Section 7.17.2 Permitted Uses under the P1: Public Institutional Zone be amended by adding use o.) Non-market Housing.
2. That Section 7.17.6 Maximum Building Height be amended by adding iii) Maximum Height – Non-market Housing a) Principal Building – 18.0 m b) Accessory Building or Structure – None.

READ A FIRST TIME this 18th day of February, 2025.

READ A SECOND TIME this 18th day of February, 2025.

PUBLIC HEARING not held in accordance with Section 467 of the *Local Government Act*.

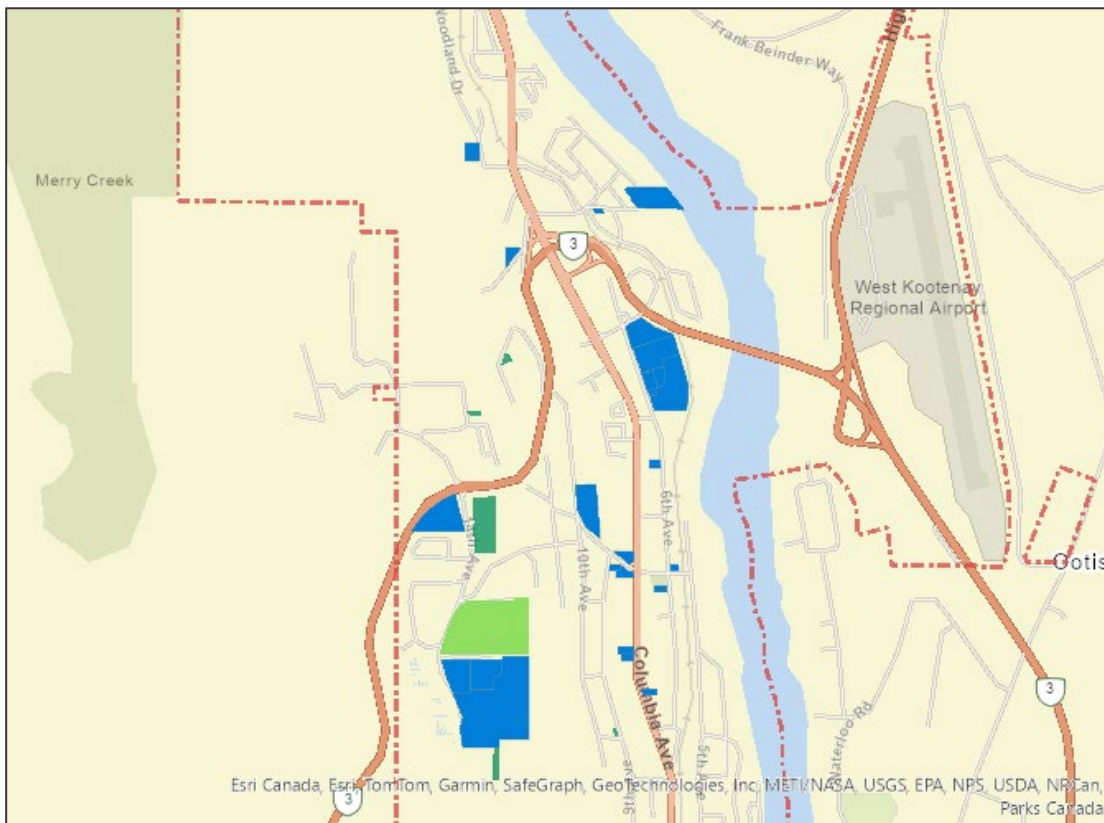
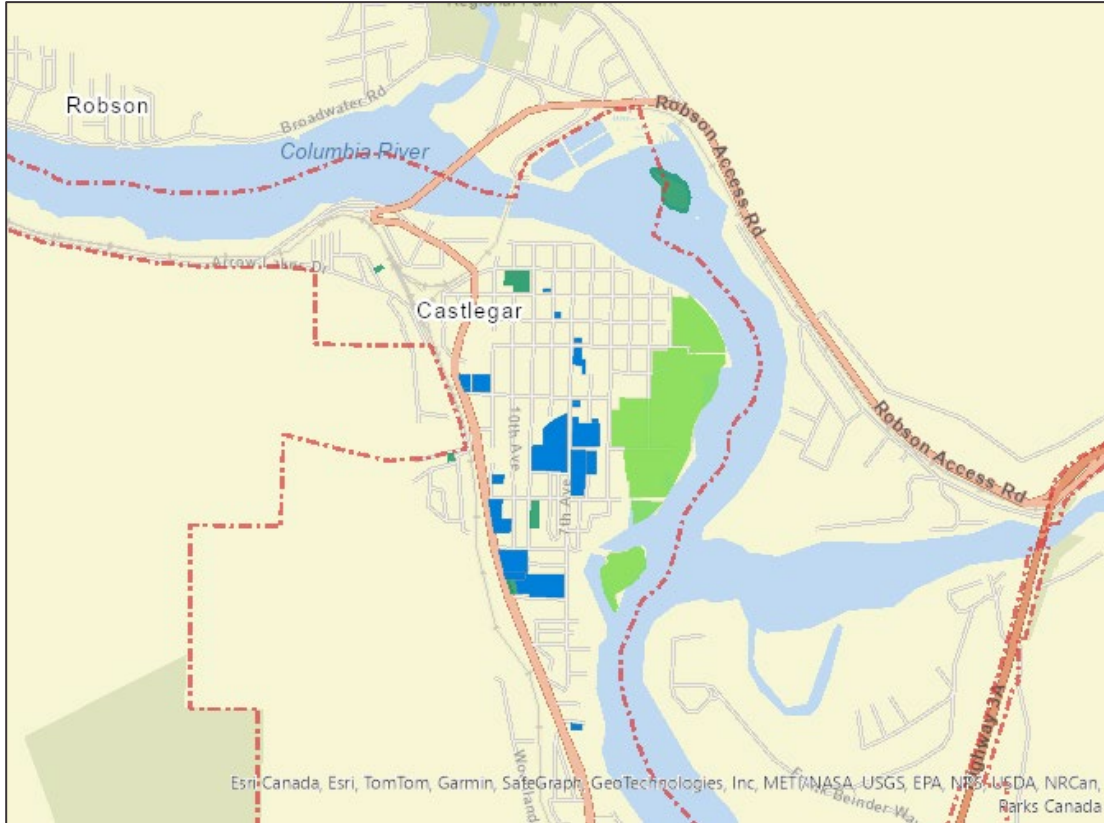
READ A THIRD TIME this

ADOPTED this

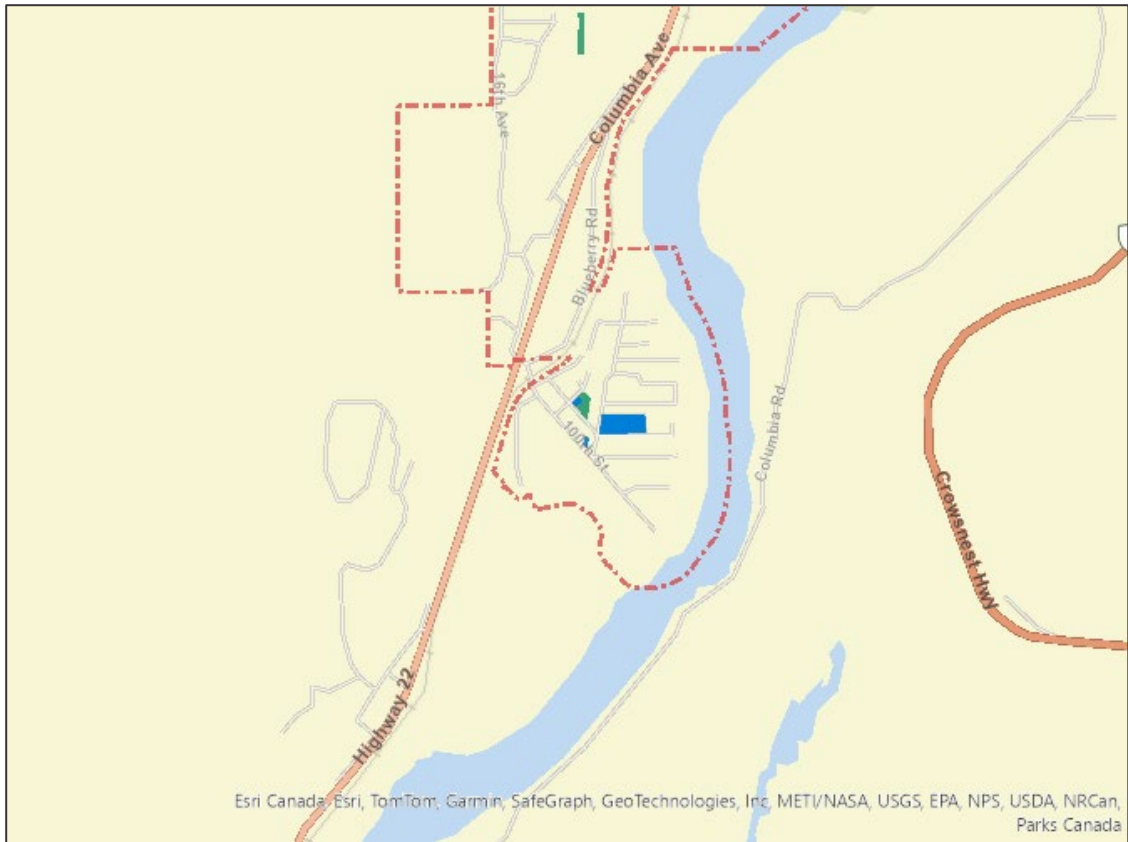
Mayor

Director of Corporate Services

Attachment 1: P1 Public & Institutional Zone



Bylaw



West Kootenay Regional Airport Apron Rehabilitation and Taxiway Temporary Borrowing

Bylaw 1437

A bylaw to authorize the temporary borrowing pending the sale of debentures.

WHEREAS it is provided by S. 181 of the Community Charter that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily under the conditions therein set out;

AND WHEREAS the Council has adopted Bylaw 1423, cited as Loan Authorization bylaw 1423, authorizing borrowing for the purpose of West Kootenay Regional Airport Apron Rehabilitation and Taxiway Extension in the amount of one million three hundred and eighty thousand dollars (\$1,380,000);

AND WHEREAS the sale of debentures has been temporarily deferred;

NOW THEREFORE, the Council of the legal name of municipality in open meeting assembled, enacts as follows:

1. Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of amount dollars (\$1,380,000), as the same may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Financial Administration Officer.
3. The money so borrowed shall be used solely for the purposes set out in Loan Authorization Bylaw 1423.
4. The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. This bylaw may be cited as "West Kootenay Regional Airport Apron Rehabilitation and Taxiway Temporary Borrowing Bylaw 1437".

READ A FIRST TIME this 3rd day of March, 2025.

READ A SECOND TIME this 3rd day of March, 2025.

READ A THIRD TIME this 3rd day of March, 2025.

ADOPTED this xx day of March 2025.

Mayor

Director of Corporate Services

2025 Revenue Anticipation Loan Authorization Bylaw

Bylaw 1438

A bylaw to provide for the borrowing of money in anticipation of revenue.

WHEREAS Section 177 of the *Community Charter* may, provide for the borrowing of money that may be necessary to meet the current lawful expenditures of the Municipality, and to pay amounts required to meet the municipalities' tax obligation in relation to another local government or other public, provided that the total debt does not exceed:

- a. The unpaid taxes for all purposes imposed during the current year; and
- b. The money remaining due to other government.

AND WHEREAS the total amount of liability that the Council may incur is fifteen million seven hundred and sixty-one thousand and eighteen (\$15,761,018) being seventy-five percent of all taxes imposed for all purposes in 2023.

AND WHEREAS there are no liabilities outstanding under Section 177 of the *Community Charter*.

NOW THEREFORE the Council of the City of Castlegar, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as "2025 Revenue Anticipation Loan Authorization Bylaw 1438".
2. The City of Castlegar shall be and is hereby empowered and authorized to borrow upon the credit of the Municipality from the Municipal Finance Authority, an amount or amounts not exceeding the sum of seven million (\$7,000,000).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Chief Administrative Officer.
4. When collected, revenue from property value taxes must be used as necessary to repay money borrowed under this Bylaw.
5. Bylaw 1426 is hereby repealed on the date this Bylaw comes into effect.
6. This Bylaw shall come into full force and effect on adoption.

READ A FIRST TIME this 3rd day of March, 2025

READ A SECOND TIME this 3rd day of March, 2025

READ A THIRD TIME this 3rd day of March, 2025

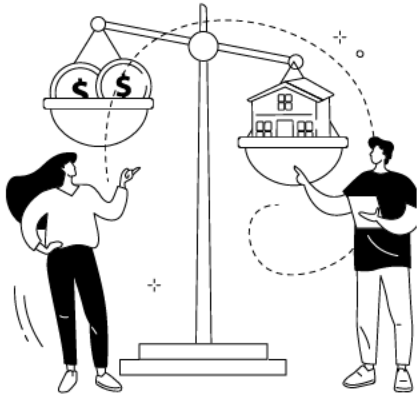
ADOPTED this xx day of March, 2025

Mayor

Director of Corporate Services

Our Principles

These principles shape both short and long-term planning and decision making and they help set the direction the City of Castlegar takes during a Council's four-year term.



1 GOVERNANCE & SERVICE EXCELLENCE



2 A FUTURE WITH AFFORDABLE HOMES FOR ALL



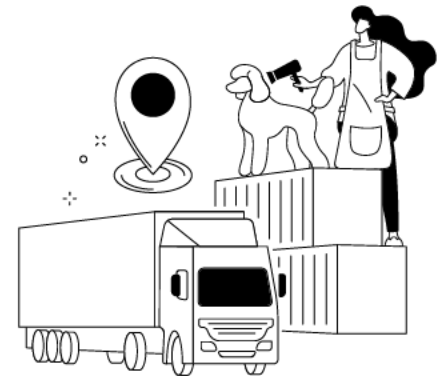
3 QUALITY OF LIFE



4 WEST KOOTENAY REGIONAL AIRPORT EXCELLENCE



5 ACCESS TO HEALTHCARE



6 A PROSPEROUS CITY