

Regular Meeting of Council Agenda April 7, 2026

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=ZpfUEPd3ETadsVvNDRH9ds8b2lB8ar.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=WTLZWbRcR5BQhCQ9cAbGcSydCalqR.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

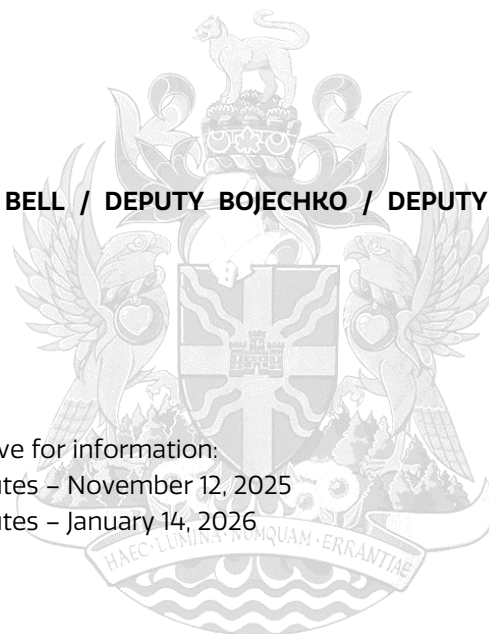
Webinar ID: 823 0888 6136 Passcode: 634712

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 UPDATE**
 - (b) **Castlegar & District Library Regular Meeting Minutes**

RECOMMENDATION: Council consider and resolve to receive for information:

 - Castlegar & District Public Library Regular Meeting Minutes – November 12, 2025
 - Castlegar & District Public Library Regular Meeting Minutes – January 14, 2026
 - (c) **FIRE DEPARTMENT VERBAL UPDATE**
 - (d) **RCMP DETACHMENT VERBAL UPDATE**
 - (e) **WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE**
 - (f) **COMMUNITY WELLNESS, SAFETY AND DEVELOPMENT VERBAL UPDATE.**



6 CULTURAL & CIVIC PRIDE (CHAIR HEATON-SHERSTOBIKOFF / DEPUTY BOGLE / DEPUTY MACLEOD):
(a) **COUNCIL COMMITTEE LIAISON VERBAL UPDATE**

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

(a) **FINANCE AND CORPORATE SERVICES COMMUNITY LIAISON VERBAL UPDATE**

(b) **CORPORATE SERVICES DEPARTMENT VERBAL UPDATE**

(c) **Rescinding Harassment Policy No. 5-5 (Report No. 26-31)**

Report from the Manager of Human Resources and Health & Safety Specialist to obtain Council authorization to rescind the Harassment Policy No. 5-5.

RECOMMENDATION: Council consider and resolve:

THAT Council rescind Harassment Policy No. 5-5 from the City of Castlegar Policy & Procedures Manual, effective immediately.

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

8 MUNICIPAL SERVICES (CHAIR MACLEOD / DEPUTY BELL):

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

(b) **Request for Proposal 2026-02 Professional Tree Care Services – Recommendation for Award (Report No. 26-27)**

Report from the Assistant Manager – Operations to seek Council authorization to award Professional Tree Care Request for Proposal 2026-02 to Glacier Valley Tree Care for a 5-year term.

RECOMMENDATION: Council consider and resolve:

THAT Council authorize staff to award the Request for Proposal 2026-02 Professional Tree Care Services to Glacier Valley Tree Care for a 5-year term,

AND FURTHER;

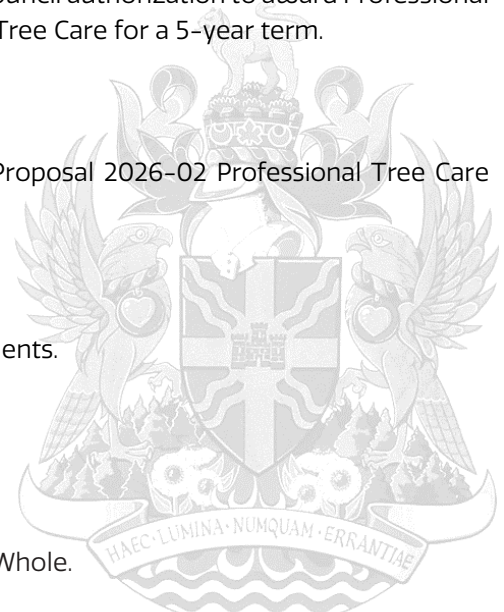
THAT Council direct staff to execute the necessary documents.

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)(C)***
Labour relations or other employee relations.

- ***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.

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:

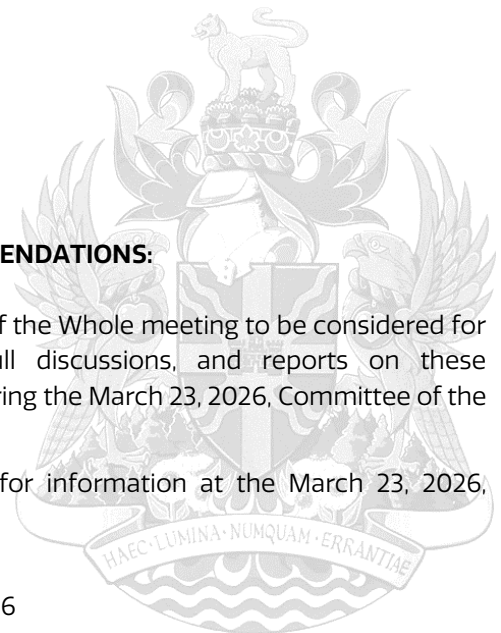
RESOLUTION: THAT the following Minutes be adopted:

- (a) Regular Meeting Minutes – March 23, 2026

15 RESOLUTION TO ADOPT COMMITTEE OF THE WHOLE RECOMMENDATIONS:

- (a) Recommendations from the March 23, 2026, Committee of the Whole meeting to be considered for adoption (Motions to be considered individually). Full discussions, and reports on these recommendations can be viewed on the City's website during the March 23, 2026, Committee of the Whole Meeting.
1. THAT the following items considered and received for information at the March 23, 2026, Committee of the Whole meeting, be adopted:
 - Emergency Services Monthly Report – January 2026
 - Emergency Services Monthly Report – February 2026
 - Building Permit Report – February 2026
 - Business Licence Report – February 2026

 2. THAT the exempt staff compensation grid attached to Policy Directive 4-8 be adjusted by 2.1% to reflect the annual 2026 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 (2.1%) for 2026.

3. THAT Council appoint the Director of Finance & Technology, Manager of Financial Services, Chief Administrative Officer, or their designates to the 2026 Parcel Tax Roll Review Panel.
 4. THAT Council establish the date and time of the 2026 Parcel Tax Roll Review Panel meeting to be Thursday, April 30, 2026, at 10:00 am.
- (b) Committee of the Whole recommendations from the April 7, 2026, meeting for adoption (Motions to be brought forward from the Committee of the Whole portion of the meeting to be considered individually). Full discussions, and reports on these recommendations can be viewed on the City's website during the April 7, 2026, Committee of the Whole Meeting.

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

RECOMMENDATION: THAT the following minutes be received for information:

- (a) Regular Board Meeting Minutes – February 19, 2026

17 CORRESPONDENCE:

- (a) Shelley Werk on behalf of Prostate Cancer Foundation Canada re: request to illuminate the Kinnaird Overpass lights in blue on September 7, 2026, in recognition of Prostate Cancer Awareness month.
- (b) Mia Sheehan on behalf of Action on Sepsis re: request to illuminate the Kinnaird Overpass lights in pink on September 13, 2026, in recognition of World Sepsis Day.

18 REPORTS OTHER:

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

19 MAYOR'S REPORT:

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION:

- (a) **Storm Water Management Parcel Tax Roll Bylaw No. 1452 – Adoption (Report No. 26–28)**

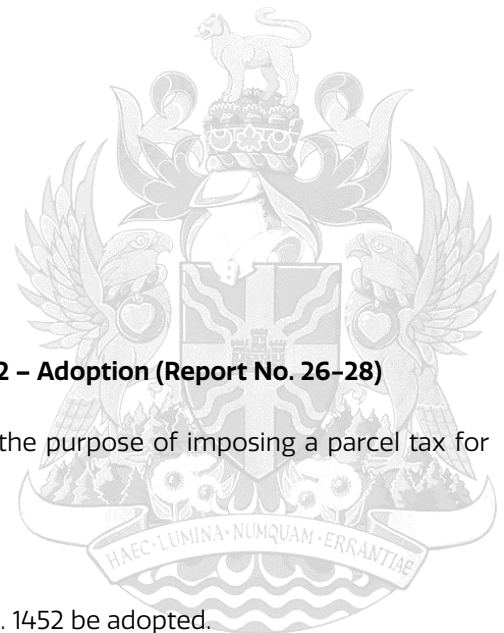
A Bylaw to direct the preparation of a parcel tax roll for the purpose of imposing a parcel tax for storm water management.

RECOMMENDATION: Council consider and resolve:

THAT Storm Water Management Parcel Tax Roll Bylaw No. 1452 be adopted.

- (b) **Storm Water Management Parcel Tax Bylaw No. 1453 – First, Second, and Third Readings (Report No. 26–28)**

A Bylaw to establish and impose an annual Parcel Tax to fund Storm Water Management Service.



RECOMMENDATION: Council consider and resolve:

THAT Storm Water Management Parcel Tax Bylaw No. 1453 be read a first, second, and third time.

(c) **Storm Water Management Parcel Tax Exemption Bylaw No. 1454 – First, Second, and Third Readings (Report No. 26–28)**

A Bylaw to provide an exemption from storm water management parcel taxes.

RECOMMENDATION: Council consider and resolve:

THAT Storm Water Management Parcel Tax Exemption Bylaw No. 1454 be read a first, second, and third time.

(d) **2026–2030 Financial Plan Bylaw No. 1455 – Adoption (Report No. 26–30)**

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

RECOMMENDATION: Council consider and resolve:

THAT 2026–2030 Financial Plan Bylaw No. 1455 be adopted.

22 NEXT MEETING(S):

April 13, 2026, at 5:00 p.m. for a Special Open Budget Meeting, held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting.

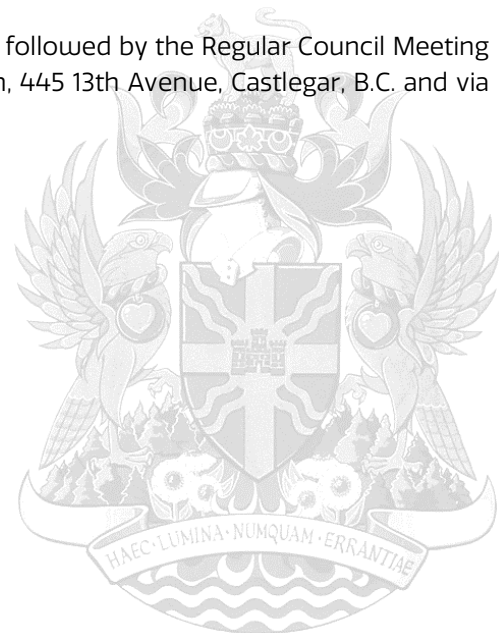
April 20, 2026, at 3:00 p.m. for Committee of the Whole Meeting followed by the Regular Council Meeting at 7:00 p.m., held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting.

23 NOTICE OF MOTION: Nil

24 QUESTION PERIOD:

25 ADJOURNMENT:

26 2023–2027 STRATEGIC PLAN INFORMATION PAGE





Your place in the community to explore, create and share information and ideas

Regular Board Meeting Minutes
November 12th, 2025, 6:00 p.m.

Call to order: November 12th, 2025, 6:00 p.m.

In attendance	Alex Seaborn (Library Director), Nova MacDougall (Chair), Terry Gerling, Dianne Galloway, Geeta Gillespie, Sergio Chavarri, Terry Vickers, Darcy Bell (Castlegar Representative)
Regrets	Sarah Courtemanche
Chair	Nova MacDougall
Recording	Nicole McCrea

Territorial acknowledgement:

We would like to begin by acknowledging that the land on which we gather is the traditional and unceded territory of the Sinixt, the Ktunaxa, the Syilx, and the Secwepemc peoples.

Item	Motion	Second
1. Consensus Agenda: <ul style="list-style-type: none"> ● November Agenda ● October Minutes ● Directors Report 	Terry	Geeta
2. Committee Reports		
a. Finance <ul style="list-style-type: none"> ● Finance Committee needs additional members ● Nova will meet with Alex and Sarah on December 21; others may attend if interested. 		
b. Personnel <ul style="list-style-type: none"> ● Nothing to Report 		
c. Friends of the Library <ul style="list-style-type: none"> ● A planning meeting for the book sale is scheduled for next Wednesday at 13:00 ● Transition from old to new Kootenay Savings signers is still underway; all required parties must complete signing within 10 days 		
d. Kootenay Library Federation <ul style="list-style-type: none"> ● Wage subsidy survey regarding director wages will release data around December 13 		
e. Policy <ul style="list-style-type: none"> ● Email vote – Video Surveillance Policy: <ul style="list-style-type: none"> ○ Email votes must be unanimous to pass; otherwise, the item is deferred to the next meeting. ○ Nova presented the Security Video Policy. Motion by Nova, seconded by Terry. Passed unanimously. ○ Sergio has completed additional research on related policies and will circulate the information to all board members for discussion at the next meeting. 		



Your place in the community to explore, create and share information and ideas

<p>f. Building Committee</p> <ul style="list-style-type: none"> ● Flooring installation is scheduled for November 17–21 ● Staff toilet issues are ongoing and the City is actively addressing them. Terry V. noted concern about installing new bathroom flooring while these issues persist ● The new gas meter has not yet been installed; no date has been provided ● An emergency light on the upper floor is flashing—Max from the City is investigating ● Regarding security cameras, the Library is awaiting a response from Selkirk 		
<p>g. Board Recruitment and Succession</p> <ul style="list-style-type: none"> ● Welcome to Terry; the email vote was unanimous 		
<p>5. Old Business</p> <ul style="list-style-type: none"> ● Lockers: Alex researched charge-locker options; estimated cost is over \$3,000 ● Possible donations and a sale at Selkirk College are being explored. All options remain on the table 		
<p>6. New Business:</p> <ul style="list-style-type: none"> ● 2026 Draft Budget has been tabled. ● Staff Christmas Party: tentative date is December 12; options include bowling or a games night at the library. ● City contract: Darcy B will look into the status and update the Board; timeline may be a month or two. 		
<p>7. Votes and Due Process</p> <ul style="list-style-type: none"> ● Committee Reports: <ul style="list-style-type: none"> ○ Moved by Geeta, seconded by Terry, to accept the committee reports 		

Adjourned: 6:46 p.m.

Next regular meeting: December 10th at 6:00pm



Your place in the community to explore, create and share information and ideas

Regular Board Meeting Minutes

January 14th 2026, 6:00 p.m.

Call to order: January 14th, 2025, 6:02 p.m.

In attendance	Alex Seaborn (Library Director), Nova MacDougall (Chair), Terry Gerling, Dianne Galloway, Sergio Chavarri, Terry Vickers, Sarah Courtemanche, Julia Stockhausen, Darcy Bell (Castlegar Representative)
Regrets	
Chair	Nova MacDougall
Recording	Nicole McCrea

Territorial acknowledgement:

We would like to begin by acknowledging that the land on which we gather is the traditional and unceded territory of the Sinixt, the Ktunaxa, the Syilx, and the Secwepemc peoples.

Item	Motion	Second
1. Consensus Agenda: <ul style="list-style-type: none"> ● January Agenda ● November Minutes ● Director's Report 	Dianne	Sarah
2. Committee Reports		
a. Finance <ul style="list-style-type: none"> ● Budget has been presented to the city: <ul style="list-style-type: none"> ○ Forecast for next 3 years ○ Library has asked for a 5% increase ● Finance Committee is meeting quarterly and still requires one more member 		
b. Personnel <ul style="list-style-type: none"> ● None at this time 		
c. Friends of the Library <ul style="list-style-type: none"> ● Book Sale will be held January 30th and 31st ● All volunteer positions filled 		
<ul style="list-style-type: none"> ○ d. Kootenay Library Federation ● Spring Meeting will be held May 9th at the Castlegar Public Library ● Library Directors Meeting will be held May 1st ● Wage Survey has been completed for 2025 <ul style="list-style-type: none"> ○ This is the 7th wage survey to be completed ○ Information may be skewed as only 2 out of the 5 large libraries in the KLF have participated 		
e. Policy <ul style="list-style-type: none"> ● None at this time 		



<p>f. Building Committee</p> <ul style="list-style-type: none"> ● Children's section and bathrooms to reopen soon, the library will close to facilitate this <ul style="list-style-type: none"> ○ Men's bathroom upstairs to be changed to a single use bathroom ○ Toilets cannot be upgraded at this time, original sinks and counters will be reinstalled and planning for future upgrade ○ No update from the city as of yet on sewer line fix running on Third Street ○ Staff toilet problems have been rectified 		
<p>g. Board Recruitment and Succession</p> <ul style="list-style-type: none"> ● Julia Stockhausen has applied to the join the board 		
<p>5. Old Business</p> <ul style="list-style-type: none"> ● None at this time 		
<p>6. New Business:</p> <ul style="list-style-type: none"> ● Draft Budget - <ul style="list-style-type: none"> ○ Upgrades last year have lowered hydro costs ○ Computer software upgrade for patron computers ○ GALE Programing to become available ● Items have been found in back stairwell (including sleeping implements) <ul style="list-style-type: none"> ○ Community Services will be called to look into the situation 		
<p>7. Votes and Due Process</p> <ul style="list-style-type: none"> ● Membership of Juila Stockhausen: <ul style="list-style-type: none"> ○ Motioned: Sarah ○ Seconded: Nova ○ Accepted by unanimous vote ● Daft Budget Acceptance (as presented): <ul style="list-style-type: none"> ○ Motion: Sarah ○ Second: Terry ○ Abstain: Nova ○ Accepted by unanimous vote 		

Adjourned: 6:48 p.m.

Next regular meeting: February 11th at 6:00pm

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: April 7, 2026 **REPORT NO.:** 26-31

SUBMITTED BY: Manager of Human Resources **FILE NO.:** 0620-20
Health & Safety Specialist

SUBJECT: Rescinding Harassment Policy No. 5-5

RECOMMENDATION:

THAT Council rescind Harassment Policy No. 5-5 from the City of Castlegar Policy & Procedures Manual, effective immediately.

PURPOSE:

To obtain Council authorization to rescind the Harassment Policy No. 5-5 from the City of Castlegar Policy and Procedures Manual, effective immediately.

This report is for consideration at the April 7, 2026, Committee of the Whole Meeting and adoption at the April 20, 2026, Regular Council Meeting.

SUMMARY/BACKGROUND:

The existing 1999 Harassment Policy has been rendered obsolete by changes in the Workers Compensation Act. As of November 13, 2013, interpretation of the Act, specifically Section 21, Bullying & Harassment, is considered a workplace hazard that poses a risk to workers' health and safety.

Requirements of the Employer, Supervisor and Worker under the Workers Compensation Act and definitions of protected rights and freedoms under the BC Human Rights Commission have significantly changed since the original Harassment Policy from 1999. The Policy is outdated and no longer compliant with legislation.

In 2023, the City began developing a Health & Safety Program under a unified Health and Safety Policy. At that point, Council adopted Health & Safety Policy 5-13 and began restructuring its policies, programs, and directives in accordance with it. This included rescinding four policies and consolidating them under the City's Health & Safety Policy.

Since then, staff have created Health & Safety Programs under the guidance of the Council-adopted Health & Safety Policy. Examples include: Hazardous Materials Program, Contractor Management Program, and Heat Stress Program.

As a result of significant legislative changes, staff recommend rescinding Harassment Policy 5-5, as it no longer meets the requirements. To ensure the City meets its legislative requirements, staff have developed a new Bullying & Harassment Program under the existing Health & Safety Policy in alignment with the Workers Compensation Act.

In 2025, the Human Resources and Health & Safety divisions developed the new Program, and in early 2026, all staff and paid-on-call firefighters were trained in it as required under legislation. New employees will be trained during onboarding, and all staff will participate in annual refresher training.

ALTERNATIVES:

1. Council could choose not to approve the request and retain the current Harassment Policy. Staff do not recommend this, as Policy 5-5 is no longer compliant with the requirements of the Workers Compensation Act and the BC Human Rights Commission.
2. Council could choose to ask staff to revise the City's new Bullying & Harassment Program. Staff do not recommend this as the new Program has been reviewed and supported by WorkSafeBC, CUPE 2262, and the City's Management Team.

IMPLICATIONS:

- | | |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) Social | The new Bullying & Harassment Program, which replaces this Policy, supports the City's ongoing commitment to health and safety and helps mitigate the risk to workers due to bullying and harassment. |
| (2) Environmental | N/A |
| (3) Personnel | The Bullying & Harassment Program impacts all staff. All workers, under the Act, have a responsibility to prevent the risk of bullying and harassment. Approximately 70 hours of staff time were spent preparing the new program and training all staff. All staff participated in a 3-hour initial training program, which was delivered collaboratively by WorkSafeBC, CUPE 2262, and HR/Health & Safety. Moving forward, new staff will receive an orientation, and all staff will receive an annual refresher. |
| (4) Financial | N/A |

POLICY IMPLICATIONS:

The program meets the legislative requirements set out in the *Workers Compensation Act*, Section 21.

This program supports the City's Organizational Plan strategic pillar of Health & Safety and the goals:

- Ensure all employees go home safely each day
- Promote a safe and healthy work environment
- Comply with the Workers Compensation Act and WorkSafeBC Occupational Health & Safety Regulations
- Enhance safety culture

IMPLEMENTATION:

The Manager of Human Resources and/or the Health & Safety Specialist will provide annual refresher training for all staff and paid on-call firefighters, and training as part of onboarding.

If approved, Policy 5-5 will be removed from the current City Policy Manual, and all staff will be notified of where to find the City's new Bullying & Harassment Program.

COMMUNICATION:

N/A

Respectfully submitted,

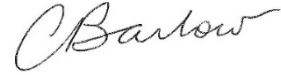


Ben Cram,
Health & Safety Specialist



Alex Hadfield,
Manager of HR

Approved by



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

**CITY OF CASTLEGAR
EMPLOYEE POLICY AND PROCEDURES MANUAL**

HARASSMENT			
Section:	Personnel	Resolution No.	54-99
Policy Number:	5-5	Amended by:	97-07
Effective Date:	January 25, 1999		

GENERAL STATEMENT:

There will be no tolerance of harassment within the City of Castlegar. The City is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

SCOPE:

This policy applies to all Council members, officers, employees and volunteers of the City. The City encourages the prompt reporting of all allegations of harassment, regardless of who the offender may be.

Work place harassment can take place in the workplace itself or outside of the workplace in a situation that is in some way connected to work. For example, but not limited to, the following:

- a) business functions such as meetings, training sessions and workshops;
- b) organization-related travel;
- c) telephone conversations;
- d) work-related social functions; and
- e) elsewhere, if the person harassed is present as a result of a City-related responsibility or relationship.

DEFINITIONS:

Harassment:

Behaviour including comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which create an uncomfortable environment; or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offence or humiliation to a person or group, including, but not limited to:

- a) written or verbal abuse or threats;
- b) physical assault;
- c) unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, or family members etc;

- d) displaying of sexual explicit, racist or other offensive or derogatory material; sexual, racial, ethnic or religious graffiti;
- e) practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
- f) hazing or initiation rites;
- g) leering or other suggestive or obscene gestures;
- h) intimidation;
- i) condescension, paternalism, or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
- j) conduct, comments, gestures or contacts of sexual nature that are to cause offence or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on any opportunity for selection, training, advancement or employment;
- k) false accusations of harassment, motivated by malice or mischief, meant to cause others harm;
- l) sexual harassment, as further described under definition "sexual harassment".

Sexual Harassment:

One or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal conduct of a sexual nature.

- a) when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group;
- b) when submission to such conduct is made either implicitly or explicitly a condition of advancement or employment;
- c) when submission to or rejection of such conduct is used as a basis for any advancement decision; and
- d) when such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Natural Justice:

All investigations stemming from a complaint shall follow the principles of natural justice, which state that:

- a) everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;
- b) the issues should be clearly and concisely stated so that the accused is aware of the essentials of the complaint;
- c) the accused has a right to have a representative present his or her case;
- d) relevant information must be available to all parties;
- e) the accused has the right to call and cross-examine witnesses;

- f) the accused has the right to a written decision following the judgement;
- g) the accused has the right to appeal a decision;
- h) the decision-making body has a duty to listen fairly to both sides and to reach a decision untainted by bias.

INVESTIGATION:

Any investigation under this policy shall follow the principles of natural justice, as set out under definitions in this policy. All complaints should be directed to the employee's immediate supervisor, department manager, the Personnel Officer or the City Administrator and all complaints shall be handled in a confidential manner and on a "need-to-know" basis.

BC COUNCIL OF HUMAN RIGHTS:

Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the B.C. Council of Human Rights, even when steps are being taken under this policy.

PREVENTION:

The City is committed to the elimination of harassment through the provision of awareness, education and training programs.

RESPONSIBILITIES:

1. Any individual with knowledge of harassment or abuse of a criminal nature is obligated, under this policy to report it to the appropriate authority.
2. The City will act quickly on any complaint of harassment with the goal of resolving the situation fairly and of preventing future occurrences, including determining and enforcing appropriate discipline, if required.

CONFIDENTIALITY:

In all reported instances, a prompt, thorough and fair investigation will take place giving careful consideration to the sensitivity of the issue and protecting the rights and dignity of all people involved.

A third party may be engaged to conduct an investigation of harassment, if deemed necessary.

City of Castlegar
HARASSMENT COMPLAINT
PROCEDURE FOR EMPLOYEES
Policy 5-5

Employees who feel they are being subjected to personal harassment:

1. shall make their objections clearly known to the offender and ask them to stop;
2. shall prepare and maintain a written record of the dates, time and nature of the behaviour and witnesses (if any);
3. shall report the incident on the Complaint Form to the immediate supervisor, manager, the Personnel Officer or the City Administrator.
4. or, you may wish to report the incident to your union representative.

Employees who are aware of personal harassment in their department:

1. can, in a respectful manner, advise their co-worker that you think their behaviour is inappropriate;
2. can let the person being harassed know that you support them in finding a resolution to the situation;
3. shall report the situation to their supervisor if it appears that the situation is escalating.

Employees who have been accused of harassment:

1. may wish to take a look at the situation as it may be that, without intending to, you have spoken or acted in a way that has offended, humiliated, or degraded another person or group of people.
2. as it is your responsibility to change your behaviour if it is harassing or offensive to others, you may wish to consider apologizing.
3. should keep written notes of any conversation you have where someone suggests you have harassed them or another person. You should record of the dates and times of what happened, how you felt, what you did (if anything) and your version of the alleged harassment and the names of any witnesses.
5. should report the situation to the immediate supervisor, manager, the Personnel Officer or the City Administrator.
6. or, you may wish to report the incident to your union representative.

NOTE:
No complaint will be regarded as substantiated
until it has been investigated.

City of Castlegar
HARASSMENT COMPLAINT
PROCEDURE for THE EMPLOYER / SUPERVISORY STAFF
Policy 5-5

1. Once a complaint is received by a supervisor, the personnel officer or the administrator, it will be kept strictly confidential by the person receiving the complaint and/or other members of senior staff who may be aware of the complaint.
2. Complaints will be dealt with on an urgent basis. Within 5 working days of receiving a complaint the personnel officer will proceed an investigation to resolve the complaint.
3. A third party may be engaged to conduct an investigation of harassment, if deemed necessary.
4. The complainant, the alleged harasser and any individual who may be able to provide relevant information may be interviewed by the party investigating the complaint. All information will be kept confidential.
5. If the investigation reveals evidence to support the complaint of harassment, appropriate action will be taken.
If warranted, disciplinary action may be taken. Disciplinary action may vary from counselling, to a written reprimand, to suspension or discharge, and the incident will be documented in the harasser's file. No documentation whatsoever will be placed in the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.
6. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint filed in the file of the alleged harasser.
7. Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors, such as demotion, unwanted transfer or denial of opportunities within the organization.
8. All records pertaining to a complaint under this policy are subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

Implementation of this policy does not prohibit employees from reporting incidents to the BC Human Rights Commission.

Personal and Confidential

City of Castlegar
HARASSMENT COMPLAINT FORM
Policy 5-5

Complainant's Name:	
Complainant's Position:	

Please provide as much detail as possible regarding your complaints. Include specific language, conversations, gestures and/or actions.

Nature of Offense(s):	

Date of Incident(s):	
Time of Incident(s):	
Location of Incident(s):	
Name of Offender(s):	
Offender(s) Position(s):	
Name(s) of Witness(es):	

Complainant's Signature:	Date:

Incident Reported to:

Name:	Position:
Signature:	Date:

Workplace Bullying & Harassment Program

AMENDED BY:

Program Statement

The City of Castlegar welcomes diversity and inclusion and is committed to ensure that all staff are treated in a fair and respectful manner in alignment with the City's Code of Conduct and Rules of Employment Policy. Bullying and harassment is not tolerated in the workplace. All incidents must be reported and investigated immediately.

Purpose

This purpose of this Program is to assist in maintaining a working environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to report incidents of harassment and bullying that they have experienced or witnessed, and that their concerns will be dealt with appropriately and fairly and without fear of retaliation. The Program outlines procedures to be followed by the City if a member of its staff feels that they are being harassed or bullied in the course of their work or as a result of their employment with the City.

Scope

This Program applies to all City of Castlegar workers and paid on-call firefighters.

PART 1. DEFINITIONS

Bullying/Harassment: Any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Bullying and harassing behaviour occurs across a broad spectrum and can include, but is not limited to:

- Verbal aggression, insults, or threats.
- Humiliating initiation practices or hazing.
- Spreading malicious rumors.
- Calling someone derogatory names.
- Vandalizing personal belongings.
- Isolation and/or exclusion from work-related activities.

Harassment can also take place on the grounds of a persons' age, religion, disability, gender identity or expression, family situation, place or country of origin, or any other characteristic protected under the BC Human Rights Code.

Bullying and Harassing behaviour does not include:

- Expressing differences in opinion in a respectful, professional manner.
- Offering constructive feedback, guidance, or advice about work-related behaviour.
- Reasonable action taken by an employer or supervisor relating to the management and direction of works or the place of employment (e.g. managing a workers' performance, taking reasonable disciplinary actions, assigning work.)

Complainant: Someone who makes a complaint or reports an incident of bullying and harassment and is generally the subject of the bullying/harassment.

Disrespectful Behaviour: Includes harassment, and bullying as defined by this Program, but also consists of any form of workplace conduct that negatively impacts a worker's dignity or wellbeing. This excludes any reasonable conduct of an employer or supervisor related to the regular management of workers on a worksite.

External Investigator: Someone outside the organization hired to investigate an incident.

Internal Investigator: Someone within the organization who is trained and assigned or designated to investigate an incident.

Person: Includes any individual, whether or not they are a worker. This means that a person could be a worker such as an employer, supervisor, or co-worker, or a non-workplace party such as a member of the public, a client, or anyone a worker comes into contact with at the workplace.

Respondent: A person alleged to have discriminated or acted inappropriately in the workplace against the complainant(s).

Supervisor: A person who instructs, directs, and controls workers in the performance of their duties. This could be a Director, Manager, or Foreperson.

Worker: A person employed to perform a function or duty. For the purposes of this Program, worker means any permanent, temporary, casual, contract and student workers.

Workplace: Workplace is not confined to the offices and buildings where business of the City of Castlegar is being carried out. Harassment can occur during or after working hours, on or off City property. Harassment can occur during business travel, work related social gatherings, through internet communications, or any other locations where the prohibited conduct may have a subsequent impact on the work relationship, environment or performance of any person to whom this program applies.

RESPONSIBILITIES

Senior Leadership Team

- Support and endorse the workplace bullying and harassment program.
- Ensure managers in their division are providing bullying and harassment information and training to their teams.
- Ensure time and resources are available to conduct training, investigations, etc.
- Complete all appropriate forms to document any incidents of bullying and harassment.
- Assist in the investigation of any incidents of bullying or harassment where necessary or required.
- Not engage in bullying or harassment.

Managers & Supervisors

- Apply and comply with the City's program and procedures on bullying and harassment.
- Inform and train workers on this program.
- Ensure bullying and harassment is never endorsed or engaged in.
- Take steps to prevent bullying and harassment.
- Promote the process to report incidents and complaints of bullying and harassment.
- Complete all appropriate forms to document any incidents of bullying or harassment.
- Assist in the investigation of any incidents of bullying or harassment where necessary or required.
- Not engage in bullying or harassment.

Workers

- Not engage in bullying or harassment.
- Report bullying and harassment observed or experienced in the workplace.
- Complete all appropriate forms to document any incidents of bullying or harassment.
- Apply and comply with the City's Workplace Bullying & Harassment Program.

PROGRAM

This program includes:

- A. Procedures for reporting incidents of bullying/harassment
- B. Procedures for investigating incidents of bullying/harassment
- C. Bullying & Harassment Involving Outside Parties
- D. Appeal Procedure
- E. Training
- F. Record Keeping
- G. Annual Review

A. Procedures for Reporting Incidents of Bullying/Harassment (COMPLAINANT)

1. All incidents of bullying/harassment must be reported immediately to a supervisor verbally and in writing. A *Workplace Bullying and Harassment Complaint Form* is to be completed. A formal Workplace Bullying and Harassment Report Form can be found in Appendix A.
2. Where the supervisor is the alleged bully/harasser, or in situations where the worker is not comfortable reporting directly to their supervisor, the Human Resources and/or Health & Safety Division(s) will assist in receiving/following up on incidents/reports.
3. While following the reporting process is important, any form of communication to report an incident of bullying and harassment is acceptable; email, text, phone call, or face to face.

Workers who feel they are being subjected to bullying and/or harassment should follow these steps. This will assist in an investigation and help to maintain a respectful work environment:

1. A worker who believes they have been subjected to or witnessed bullying and/or harassment in the workplace will make it clear to the person engaging in that behaviour that it is unwanted and unacceptable, if it is safe to do so.
2. The worker will document dates, times and nature of the behaviour and witnesses (if any).
 - a. If the nature of the behaviour creates circumstances where approaching the

respondent is not feasible or safe, or if the undesired behaviour continues after speaking to the respondent, the affected worker will report the matter to their supervisor, the Human Resources or Health & Safety at the earliest available opportunity.

3. The worker will report the incident on the Workplace Bullying and Harassment Report Form to their immediate supervisor. Other forms of written communication may be accepted, as available.

Workers who are aware of, or observe bullying and/or harassment in the workplace:

1. The worker should, in a respectful manner, advise their co-worker that their behaviour is inappropriate.
2. The worker can also let the person being harassed/bullied know that you support them in finding a resolution to the situation.
3. The worker should also encourage the worker being harassed/bullied to report this to their supervisor and also be prepared to report the situation to their supervisor themselves, if it appears that the situation is not stopping or escalating.

No Reprisals

It is a violation of this Program to engage in reprisals, directly or indirectly, subtly or otherwise, against any worker for their participation in any aspect of this process and for exercising their rights under this Program.

False, Frivolous, Or Vexatious Allegations

It is a violation of this Program to make a formal or informal complaint that is false, frivolous, or vexatious. It is also a violation for any party participating in the processes outlined herein to make statements that are false and misleading and/or that omit details that the party knew or ought to have known were pertinent to the City's investigation.

B. Procedures for Investigating Incidents of Bullying/Harassment (EMPLOYER)

The process for investigating incidents and complaints of workplace bullying and harassment:

1. Formal worker complaints must be made in writing.
2. Within five (5) working days of receiving the complaint, the Human Resources and/or Health & Safety Division will determine if the complaint alleges a violation of this Program. If so, the initial investigation will be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances. This includes notification of all identified parties.
3. Within ten (10) working days of receiving the complaint (barring exceptional circumstances), Human Resources and/or Health & Safety will lead a formal investigation in which the Complainant, Respondent, and any relevant witnesses are interviewed.
4. If a supervisor receives a complaint, they must inform the Human Resources and/or Health & Safety Division immediately. If the complaint is against Human Resources and/or Health & Safety the supervisor must take the complaint to the CAO. All complaints reported to Human Resources or Health & Safety will be investigated.
5. If the direct evidence indicates the City's ability to provide a safe working environment will be unacceptably compromised during an investigation, the City will take any reasonable measures necessary to provide a safe working environment for the worker(s). This may include paid administrative leave.

6. All interviews will be conducted in the strictest possible confidence, as far as is reasonable within the context of an investigation. All persons included in the interview process will be reminded of their responsibility to keep everything relating to the investigation confidential.
7. The investigation will be completed fairly and impartially, providing both the complainant, respondent and any other relevant witnesses equal treatment in evaluating the allegations.
8. Once the investigation is complete, the investigator(s) will release to both the Complainant and Respondent written findings that will include a summary of the investigation and all findings.

Investigator Selection

Most investigations at the City will be conducted internally. In complex or sensitive situations, an external investigator may be hired at the discretion of HR. A Workplace Bullying and Harassment Investigation Form is shown in Appendix B.

Incident Review

Investigations will include interviews with the complainant(s), the respondent(s), and any identified witness(es). If the complainant and the respondent agree on what happened, then the City will not investigate further, and will determine what corrective/follow up action to take, if necessary.

Documents to be reviewed may include but are not limited to:

- Workplace Bullying and Harassment Complaint Form
- Emails, text messages, or social media evidence (electronic communications)
- Notes
- Photographs
- Physical evidence like vandalized objects
- Any other documents related to the investigation as deemed necessary by the investigator(s).

Follow up

All investigations of alleged bullying and harassment will be followed up and documented. Follow up will include a summary, findings and appropriate corrective actions to be taken. The supervisor of the complainant and respondent as well as the complainant(s) and respondent(s) will be advised of the summary and findings.

Documents to be completed:

- Workplace Bullying and Harassment Complaint Form
- Workplace Bullying and Harassment Investigation Form

C. Bullying & Harassment Involving Outside Parties

If disrespectful behaviour occurs towards a City worker from a member of the public, the worker may report the incident to their supervisor. The City will take appropriate action to ensure a safe and respectful workplace. In rare circumstances, this may include barring individuals from accessing City facilities and people, legal action, and discontinuing business with contractors or

suppliers.

D. Appeal Process

Should either the complainant or respondent wish to appeal any outcome of the investigation, they are free to do so.

1. An appeal must be made in writing no later than ten (10) days after the decision has been communicated to the involved person(s).
2. Full details on the reason for appealing the decision must be provided, clearly explaining why there is a disagreement on the decision.
3. Every effort must be made to follow the corrective actions while the appeal is reviewed.
4. An appeal meeting will be arranged within 10 days of receiving the appeal to discuss the appeal.
5. A final decision will be provided in writing from the CAO. After a final decision has been made by the CAO the conclusion of the CAO will be binding.

E. Training

Under WorksafeBC Workers Compensation Act Part 2 Division 4 Section 21 training will be included in orientation and will be reviewed annually. Training for all City workers will include the following:

- How to recognize bullying and harassment
- What is and what is not bullying and harassment
- Expectations for reporting for staff who experience, witness, or are aware of bullying and harassment.
- Procedures for reporting, and how the employer follows up with incidents or complaints of bullying and harassment.
- Documents/form review.

F. Annual Review

This program and these procedures will be reviewed annually by the Senior Leadership Team, Human Resources and Health & Safety.

IMPLEMENTATION DATE:	
REVIEW DATE:	

APPENDIX B – WORKPLACE BULLYING AND HARASSMENT INVESTIGATION FORM

WORPLACE BULLYING AND HARASSMENT INVESTIGATION FORM	
COMPLETED BY THE INVESTIGATOR(S)	
INVESTIGATOR INFORMATION	
NAME(S):	POSITION(S):
DEPT:	DATE:
DOCUMENT REVIEW	
List all documentation reviewed (emails, notes, photographs, physical evidence, etc.)	
INTERVIEWS	
PERSON INTERVIEWED (name & position):	
SITUATION DESCRIPTION (include dates, words, actions) and impact (humiliated, intimidated, etc)	
PERSON INTERVIEWED (name & position):	
SITUATION DESCRIPTION (include dates, words, actions) and impact (humiliated, intimidated, etc)	
PERSON INTERVIEWED (name & position):	
SITUATION DESCRIPTION (include dates, words, actions) and impact (humiliated, intimidated, etc)	
OUTCOMES	
Based on the investigation, did workplace bullying and/or harassment occur?	
Reason(s) for this conclusion:	
Follow up with complainant/respondent. Include corrective actions, time frame, training opportunities, etc.	

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: April 7, 2026 **REPORT NO.:** 26-27
SUBMITTED BY: Assistant Manager - Operations **FILE NO.:** 1220-40
SUBJECT: Request for Proposal 2026-02 Professional Tree Care Services
– Recommendation for Award

RECOMMENDATION:

THAT Council authorize staff to award the Request for Proposal 2026-02 Professional Tree Care Services to Glacier Valley Tree Care for a 5-year term,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

PURPOSE:

Report to authorize staff to award Professional Tree Care Request for Proposal (RFP) 2026-02 to Glacier Valley Tree Care for a 5-year term.

This Report is for consideration at the April 7, 2026, Committee of the Whole Meeting and adoption at the April 7, 2026, Regular Council Meeting to ensure we have a contract in place for the upcoming spring season.

SUMMARY/BACKGROUND:

The City manages an urban forest that requires ongoing inspection, maintenance, and risk mitigation to ensure public safety and sustain service levels. 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.

To maintain service continuity, address higher-risk tree conditions in a timely manner, and support planned and reactive work programs, the City engages a qualified tree contractor to deliver these specialized services. Traditionally these services have cost the City approximately \$50,000 to \$70,000 annually based on work required as needed to correct safety issues.

An RFP was advertised publicly on BC Bid on January 22, 2026, with the competition closing on February 18, 2026. The City received four proposals (listed below) which were compliant with the terms of the RFP. An evaluation committee evaluated the proposals using the following weighted criteria below.

Criteria	Weighting (%)
Pricing	40
Experience and Qualifications	20
Understanding of Scope & Deliverables	10
Safety & Compliance	10
Key Personnel Qualifications	10
References & Past Experience	10
Total	100

The evaluation committee scored the proposals as follows:

Proponent	Score
Glacier Valley Tree Care Ltd.	87.5
Davey Tree Expert Co. Of Canada, Limited	74.5
Sylva Environmental Inc.	70.9
Vincent Treeworks Inc.	66.1

The evaluation committee determined that Glacier Valley Tree Care submitted a proposal that offered the best value to the City. The company is locally based and has a long, positive working relationship with the City. Their work is consistently completed to a high standard, with strong attention to safety and professionalism, and their pricing was competitive relative to other submissions.

ALTERNATIVES:

1. Council could direct staff to award to another proponent. Staff does not recommend this option as Glacier Valley Tree Care was identified as having the proposal which offered the best value to the City.
2. Council may choose not to award the contract and instead direct staff to expand internal capacity by increasing training, insurance coverage, and acquiring the necessary equipment to perform this work in-house. This option is not recommended due to staffing constraints, training limitations, and the absence of required specialized equipment.

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 built 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 estimated staff time to execute a contract and orientate the contractor to the City's Contractor Management Program:

- Assistant Manager - Operations – 10 hours
- Procurement and Contract Clerk – 2 hours

(4) Financial

The budget for these services is included in the City's 2026-2030 Five-Year Financial Plan.

POLICY IMPLICATIONS:

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

- Show Fiscal Stewardship.
- Be Efficient and Effective.

This recommendation also supports Council's 2023-2027 Strategic Plan Principle 3

- Bring People Together
- Prioritize Public Safety

IMPLEMENTATION:

If Council adopts this recommendation, staff will facilitate the necessary execution and signing of the required documents to begin the contract.

COMMUNICATION:

If approved, staff will include this in the Council Highlights.

Respectfully submitted,



Crystal Bazar
Assistant Manager - Operations

Approved by,



Chris Barlow
Chief Administrative Officer

Regular Meeting Minutes of Council March 23, 2026

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
Councillor Sandy Bojechko
Councillor Shirley Falstead
Councillor Sue Heaton-Sherstobitoff via Zoom
Councillor Cheryl MacLeod

Absent Nil

Staff Present Chris Barlow, Chief Administrative Officer
Bree Seabrook, Director of Corporate Services
Nick Ahlefeld, Fire Chief
Peter Maria, Sea to Sky IT Services
Crystal Bazar, Assistant Manager - Operations
Jennifer Chamberlain, Executive Assistant
Danny Clarke, Airport Manager
Meeri Durand, Director of Community Safety & Development
Aaron Geck, Assistant Manager - Utilities
Deanna Hooper, Manager of Civic Works
Ryan Nidderly, Acting Director of Municipal Services
Ryan Ricalton, Assistant Manager - Maintenance
Anne Simonen, Project Manager
Paul Wallin, Manager of Financial Services
Nikki Zimmerman, Legislative Services Assistant

Other Public and Media

1 **CALL TO ORDER:** Mayor McFaddin called the meeting to order at 3:01 p.m.

2 **ADOPTION OF AGENDA:**

R062-26 Moved and seconded, and
RESOLVED:

THAT the agenda for the Regular Council Meeting of March 23, 2026, be adopted.

CARRIED.

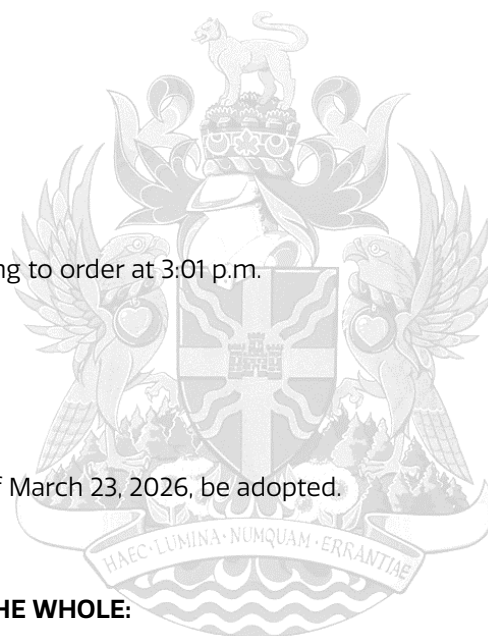
3 **RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:**

R063-26 Moved and seconded, and
RESOLVED: THAT Council now resolve itself into Committee of the Whole.

CARRIED.

4 **DELEGATION:** Nil

5 **COMMUNITY WELLNESS, SAFETY & DEVELOPMENT (Councillor Bell, Chair)**



- (a) **COUNCIL COMMITTEE LIAISON VERBAL UPDATE:** Nil
- (b) **FIRE DEPARTMENT VERBAL UPDATE**
 - Fire Hall tour with the Blueberry Creek spring break groups
 - Structural fire in the 300 block in Blueberry
- (c) **Request for Proposal 2026–03 Command Unit/Emergency Response Unit – Recommendation for Award (Report No. 26–29)**

Report from the Fire Chief to seek Council authorization to award Request for Proposal (RFP) 2026–03 to AM Ford.

COW034–26

Moved, and
RECOMMENDED:

THAT Council authorize staff to award the Request for Proposal 2026–03 Command Unit/Emergency Response Unit for a total value of \$60,358 plus taxes to AM Ford,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

COW035–26

Moved, and
RECOMMENDED:

THAT Council authorize up to \$110,000 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the financing of the new Command Vehicle,

AND FURTHER;

THAT the Municipal Finance Authority loan be repaid within five years, with no rights of renewal.

CARRIED.

- (d) **Emergency Services Monthly Reports – January 2026 & February 2026**

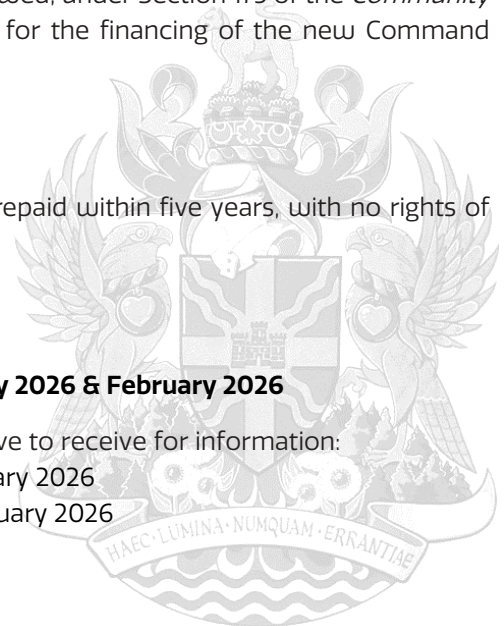
COW036–26

RECOMMENDATION: Council consider and resolve to receive for information:

- Emergency Services Monthly Report – January 2026
- Emergency Services Monthly Report – February 2026

CARRIED.

- (e) **RCMP DETACHMENT VERBAL UPDATE:** Nil
- (f) **WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE**
 - 13 of 21 successful flights, approximately 50% load factors
 - All but two were bus operations
- (g) **PractiCar Rental Airport Concession License Renewal (Report No. 26–23)**



Report from the Airport Manager to seek Council approval to enter into a two-year license and optional one-year extension, with J.J.H. Enterprises Ltd. (PractiCar).

COW037-26

Moved, and
RECOMMENDED:

THAT Council direct staff to enter into a license to operate with J.J.H. Enterprises Ltd. (PractiCar) for a two-year term with an optional one-year extension, at the West Kootenay Regional Airport,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

(h) **COMMUNITY SAFETY AND DEVELOPMENT VERBAL UPDATE:** Nil

(i) **Building Permit and Business Licence Reports – February 2026**

COW038-26

RECOMMENDATION: Council consider and resolve to receive for information:

- Building Permit Report – February 2026
- Business Licence Report – February 2026

CARRIED.

6 CULTURAL & CIVIC PRIDE (Councillor Heaton-Sherstobitoff, Chair)

(a) **COUNCIL COMMITTEE LIAISON VERBAL UPDATE**

- Kootenay Gallery of Art meeting
- Soup for the Cultured Soul
- Castlegar & District Hospital Foundation meeting

7 FINANCE AND CORPORATE SERVICES (Councillor Bogle, Chair)

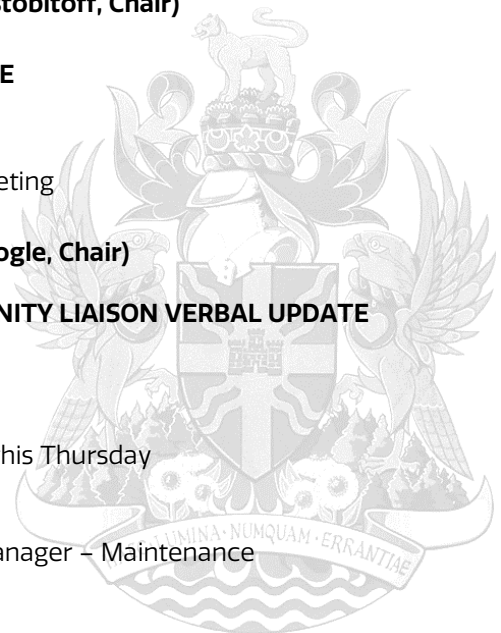
(a) **FINANCE AND CORPORATE SERVICES COMMUNITY LIAISON VERBAL UPDATE**

- Chamber of Commerce Board Meeting.
- John MacKay joined the Board
- West Kootenay Trade Show is April 24-26
- Business After Business at Selkirk College this Thursday

(b) **CORPORATE SERVICES VERBAL UPDATE**

- Introduction of Ryan Ricalton, Assistant Manager – Maintenance
- Recruitment and postings update:
 - OEI Specialist
 - Deputy Fire Chief accepted offer
 - Summer Students
 - Weekend Operations Worker

(c) **2026 Exempt Staff and Castlegar Volunteer Fire Department Compensation Adjustment (Report No. 26-24)**



Report from the Manager of Human Resources to seek Council approval to adjust the exempt staff compensation grid as specified in Administrative Staff Compensation Policy 4-8 and the Castlegar Volunteer Fire Department stipend.

COW039-26

Moved, and
RECOMMENDED:

THAT the exempt staff compensation grid attached to Policy Directive 4-8 be adjusted by 2.1% to reflect the annual 2026 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 (2.1%) for 2026.

CARRIED.

(d) **FINANCE DEPARTMENT VERBAL UPDATE**

- Working through the budget process
- Preparation for year-end audit

(e) **Storm Water Management Parcel Tax Roll Bylaw 1452 (Report No. 26-28)**

Report from the Manager of Financial Services to seek Council consideration of the required readings of the Storm Water Management Parcel Tax Roll Bylaw 1452, appoint members to the Parcel Tax Roll Review Panel, and establish the date and time of the Parcel Tax Roll Review Panel Meeting.

COW040-26

Moved, and
RECOMMENDED:

THAT Council consider the required readings of the City of Castlegar Storm Water Management Parcel Tax Roll Bylaw 1452.

CARRIED.

COW041-26

Moved, and
RECOMMENDED:

THAT Council appoint the Director of Finance & Technology, Manager of Financial Services, Chief Administrative Officer, or their designates to the 2026 Parcel Tax Roll Review Panel.

CARRIED.

COW042-26

Moved, and
RECOMMENDED:

THAT Council establish the date and time of the 2026 Parcel Tax Roll Review Panel meeting to be Thursday, April 30, 2026, at 10:00am.

CARRIED.



(f) **2026–2030 Financial Plan Bylaw 1455 (Report No. 26–30)**

Report from the Director of Finance & Technology to seek Council's approval of the 2026–2030 Financial Plan Bylaw 1455.

COW043–26

Moved, and
RECOMMENDED:

THAT Council consider the required readings of the 2026–2030 Financial Plan Bylaw 1455.

CARRIED.

8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)

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

- Drainage improvements
- Street sweeping
- Field cleanup
- 2600 block of Columbia Avenue single lane alternating traffic next week
- Water at the parks gets turned on April 15, pending no negative temperatures
- Flood plain mapping climate change hazard risk assessment
- Brandson Park construction
- Water quality issues and notifications communication within the community

(b) **Understanding Water Notifications Presentation by Aaron Geck, Assistant Manager – Utilities.** Highlights of the presentation included:

- Safe drinking water
- Understanding water notifications
- Water quality advisories and boil water notices
- What constitutes a water quality advisory or a localized boil water notice
- Consultation with Interior Health
- Notification process
- Voyent Alert! sign up is recommended for notifications
- North Well backup supply water test coming up April 14–15
 - Entire City will be put on a water quality advisory
 - News release will be sent out tomorrow
 - For unplanned advisories, the electronic sign boards can be deployed
 - The signs will be deployed for the north well test
 - Restaurant and business notifications

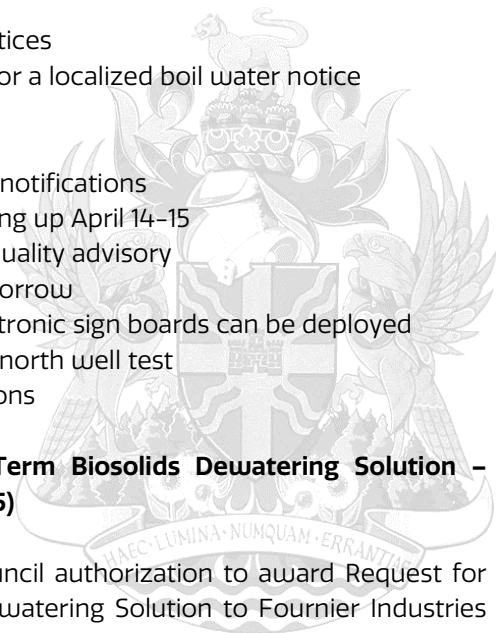
(c) **Request for Quotations – 2026–04 Short-Term Biosolids Dewatering Solution – Recommendation for Award (Report No. 26–25)**

Report from the Project Manager to seek Council authorization to award Request for Quotations 2026–04 Short-Term Biosolids Dewatering Solution to Fournier Industries Inc.

COW044–26

Moved, and
RECOMMENDED:

THAT Council award Request for Quotations 2026–04 Short-Term Biosolids Dewatering Solution to Fournier Industries Inc. in the amount of \$379,000 plus applicable taxes,



AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

(d) **Request for Proposals 2026–01 Biosolids Dewatering & Management Study and Detailed Design – Recommendation for Award (Report No. 26–26)**

Report from the Project Manager to seek Council authorization to award Request for Proposals 2026–01 Biosolids Dewatering & Management Study and Detailed Design to Kerr Wood Leidal Associates Ltd.

COW045–26

Moved, and
RECOMMENDED:

THAT Council award Request for Proposals 2026–01 Biosolids Dewatering & Management Study and Detailed Design to Kerr Wood Leidal Associates Ltd. in the amount of \$271,318 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

9 QUESTION PERIOD: Nil

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R064–26

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

CARRIED.

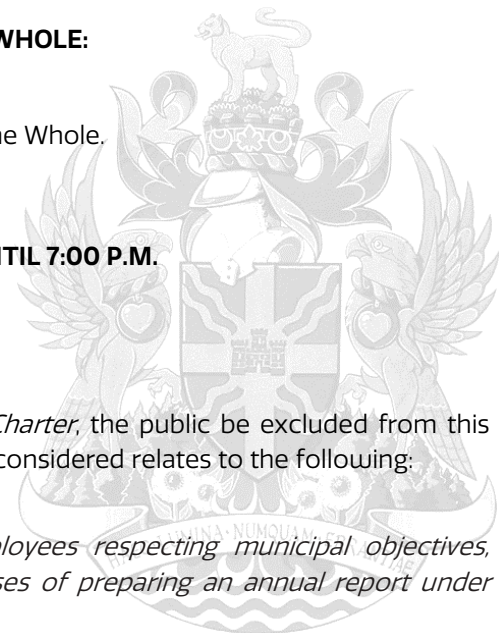
11 RESOLUTION TO RECESS THE PUBLIC MEETING UNTIL 7:00 P.M.

R065–26

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].
- ***Community Charter Section 90(2)(B)***
The consideration of information received and held in confidence relating to negotiations (i) 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.



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 4:25 p.m.

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

Members Present	Mayor Maria McFaddin Councillor Darcy Bell Councillor Brian Bogle Councillor Sandy Bojehko Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff via Zoom Councillor Cheryl MacLeod
Absent	Nil
Staff Present	Chris Barlow, Chief Administrative Officer Bree Seabrook, Director of Corporate Services Nick Ahlefeld, Fire Chief Jennifer Chamberlain, Executive Assistant Ryan Niddery, Acting Director of Municipal Services Nikki Zimmerman, Legislative Services Assistant
Other	Public and Media

13 DELEGATION: Nil

14 COUNCIL MEETING MINUTES FOR APPROVAL:

RO66-26 Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – March 2, 2026
- Special Budget Meeting Minutes – March 3, 2026
- Special Budget Meeting Minutes – March 5, 2026

CARRIED.

15 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

The following resolutions were recommended at the March 2, 2026, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

RO67-26 Moved and seconded, and
RESOLVED:



THAT Council endorse an application to the 2026 intake of the Federation of Canadian Municipalities Local Leadership for Climate Adaptation Program for up to \$70,000 in support of a Climate Risk Assessment and Prioritized Adaptation Plan.

CARRIED.

R068-26 Moved and seconded, and
RESOLVED:

THAT Council receive Report 26-21 for information advising that the Kootenay Rockies Disc Golf Society has elected to withdraw from pursuing a disc golf course in Kinnaird Park.

CARRIED.

R069-26 Moved and seconded, and
RESOLVED:

THAT Council direct staff to continue with baseline data collection and initiate a reduced traffic speed limit pilot program on 5th Avenue South.

CARRIED.

Committee of the Whole recommendations from the March 5, 2026, Special Open Budget Meeting for adoption. Full discussions, and reports on these recommendations can be viewed on the City's website during the March 5, 2026, Special Open Budget Meeting.

R070-26 Moved and seconded, and
RESOLVED:

THAT Council direct staff to prepare a report to Council exploring the potential and costs associated with building a sani-dump at the Castlegar baseball field located near the rec centre.

CARRIED.

The following resolutions were recommended at the March 23, 2026, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R071-26 Moved and seconded, and
RESOLVED:

THAT Council authorize staff to award the Request for Proposal 2026-03 Command Unit/Emergency Response Unit for a total value of \$60,358 plus taxes to AM Ford,

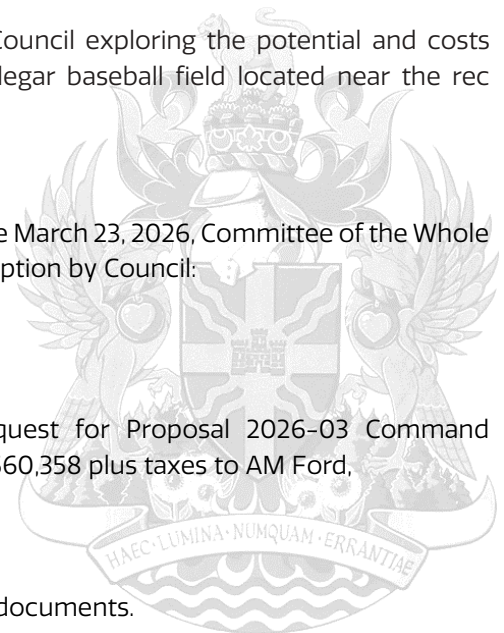
AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

R072-26 Moved and seconded, and
RESOLVED:

THAT Council authorize up to \$110,000 be borrowed, under Section 175 of the *Community Charter* from the Municipal Finance Authority, for the financing of the new Command Vehicle,



AND FURTHER;

THAT the Municipal Finance Authority loan be repaid within five years, with no rights of renewal.

CARRIED.

R073-26

Moved and seconded, and
RESOLVED:

THAT Council direct staff to enter into a license to operate with J.J.H. Enterprises Ltd. (PractiCar) for a two-year term with an optional one-year extension at the West Kootenay Regional Airport,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

R074-26

Moved and seconded, and
RESOLVED:

THAT Council award Request for Quotations 2026-04 Short-Term Biosolids Dewatering Solution to Fournier Industries Inc. in the amount of \$379,000 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

R075-26

Moved and seconded, and
RESOLVED:

THAT Council award Request for Proposals 2026-01 Biosolids Dewatering & Management Study and Detailed Design to Kerr Wood Leidal Associates Ltd. in the amount of \$271,318 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

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

17 CORRESPONDENCE:

Council discussed the letter from Dr. Amy Rudkoski on behalf of the Doctors & Nurses for Planetary Health and Laura Sacks on behalf of the West Kootenay Climate Hub regarding the Zero Step Code.



R076-26 Moved and seconded, and
RESOLVED:

THAT Council approve the request from Radmila Minor on behalf of the Canadian Society for Medical Laboratory Science to illuminate the Kinnaird Overpass lights to purple on April 15, 2026, in recognition of National Laboratory Week.

CARRIED.

R077-26 Moved and seconded, and
RESOLVED:

THAT Council approve the request from the Castlegar Villa Society for a change of scope and an extension of the timeline for their 2023 and 2024 ReDi Grant projects to June 30, 2027.

CARRIED.

Council discussed the letter from Kere MacGregor and Carolyn MacKinnon on behalf of the Advance/Recreational Pickleball Community re: request for AED and review of emergency supplies at Millennium Park recreation areas.

18 REPORTS OTHER:

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

19 MAYOR'S REPORT:

- RDCK Budget meeting
- City of Castlegar Budget meetings

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION:

Good Neighbour Bylaw No. 1449 – Adoption (Report No. 26-13)

A Bylaw to regulate, prohibit, and impose requirements in relation to public space, noise, nuisance, health and safety, and to enhance the well-being of the community.

R078-26 Moved and seconded, and
RESOLVED:

THAT Good Neighbour Bylaw No. 1449 be adopted.

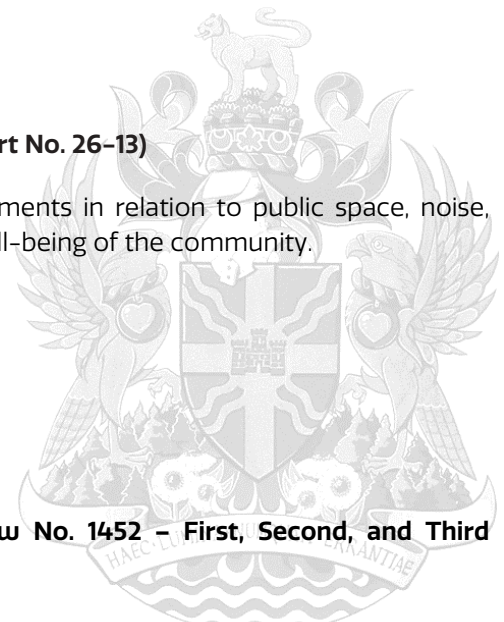
CARRIED.

Storm Water Management Parcel Tax Roll Bylaw No. 1452 – First, Second, and Third Readings (Report No. 26-28)

A Bylaw to direct the preparation of a parcel tax roll for the purpose of imposing a parcel tax for storm water management.

R079-26 Moved and seconded, and
RESOLVED:

THAT Storm Water Management Parcel Tax Roll Bylaw No. 1452 be read a first, second, and third time.



CARRIED.

2026–2030 Financial Plan Bylaw No. 1455 – First, Second, and Third Readings (Report No. 26–30)

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

R080–26

Moved and seconded, and
RESOLVED:

THAT 2026–2030 Financial Plan Bylaw No. 1455 be read a first, second, and third time

CARRIED.

22 NEXT MEETING(S):

April 7, 2026, 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.

April 13, 2026, at 5:00 p.m. for a Special Open Budget Meeting 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:

- Carolyn MacKinnon commented on having an AED in public spaces, the liabilities, and requirements of having one in the concession at Millennium Park.

25 ADJOURNMENT:

R081–26

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

CARRIED.

The Regular Meeting was adjourned at 7:27p.m.

CERTIFIED CORRECT:

Bree Seabrook
Director of Corporate Services

Maria McFaddin
Mayor





Regional District of Central Kootenay

REGULAR BOARD MEETING

Open Meeting Minutes

The **second** meeting of the Board of the Regional District of Central Kootenay in 2026 was held on Thursday, February 19, 2026 at 9:00 a.m. through a hybrid meeting model.

Quorum was maintained throughout the meeting.

ELECTED OFFICIALS

PRESENT

Chair A. Watson	Electoral Area D	In-Person
Director G. Jackman	Electoral Area A	In-Person
Director R. Tierney	Electoral Area B	In-Person
Director K. Vandenberghe	Electoral Area C	In-Person
Director C. Graham	Electoral Area E	
Director T. Newell	Electoral Area F	
Director H. Cunningham	Electoral Area G	In-Person
Director W. Popoff	Electoral Area H	In-Person
Director A. Davidoff	Electoral Area I	
Director H. Hanegraaf	Electoral Area J	In-Person
Director T. Weatherhead	Electoral Area K	In-Person
Director B. Bogle	City of Castlegar	In-Person
Director A. DeBoon	Town of Creston	In-Person
Director S. Hewat	Village of Kaslo	In-Person
Director A. McLaren-Caux	Village of Nakusp	In-Person
Director K. Page	City of Nelson	In-Person
Director J. Fyke	Village of New Denver	
Director D. Lockwood	Village of Salmo	In-Person
Director T. Gordon	Village of Silverton	
Director J. Lunn	Village of Slocan	In-Person

ELECTED OFFICIALS

ABSENT

Director M. McFaddin	City of Castlegar
Director L. Casley	Village of New Denver

STAFF PRESENT

U. Wolf	Acting Chief Administrative Officer
Y. Malloff	General Manager of Finance, Information Technology and Procurement
M. Morrison	Corporate Officer/Manager of Corporate Administration
C. Saari-Heckley	Human Resources Manager
J. Chirico	General Manager of Community Services
T. Davison	General Manager of Community Services
C. Stanley	Regional Manager Operations & Asset Management
S. Sudan	General Manager of Development & Community Sustainability Services
D. Seguin	General Manager of Fire and Emergency Management Services
N. Hannon	Acting Emergency Program Manager
G. Hume	Regional Deputy Fire Chief
C. Sheffield	Emergency Program Coordinator

N. Wight	Planning Manager
S. Singla	Senior Energy Specialist
R. Gaba	Planner
S. Chezenko	Planner
T. Dool	Research Analyst
D. Elliott	Communications Coordinator
C. Hopkyns	Corporate Administration Coordinator

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:

9:00 PDT

Join by Video:

<https://rdck-bc-ca.zoom.us/j/95573345491?pwd=k4eCLxEF2ggHCiAbpTcQis1tMHnt5b.1>

Join by Phone:

855 703 8985 Canada Toll-free

*6 to unmute or mute

*9 to raise or lower your hand

Meeting ID: 955 7334 5491

Meeting Password: 142530

In-Person Location:

Nelson Office - Boardroom
202 Lakeside Drive, Nelson BC

2. CALL TO ORDER & WELCOME

The Board will take a moment of silence in honour of the victims of the mass shooting in Tumbler Ridge, B.C.

2.1 Traditional Lands Acknowledgement Statement

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

2.2 Adoption of the Agenda

Moved and seconded,
And Resolved:

51/26

The agenda for the February 19, 2026 Regular Open Board meeting be adopted with the inclusion of Item 5.3.3 2026 – 2030 DRAFT Financial Plan and with the addition of the addendum before circulation.

Carried

2.3 Adoption of the Minutes

Moved and seconded,
And Resolved:

52/26

The minutes from the January 22, 2026 Regular Open Board meeting be adopted as circulated.

Carried

Moved and seconded,
And Resolved:

53/26

The minutes from the January 23, 2026 Special (Budget) Open Board meeting be adopted as circulated.

Carried

2.4 Introductions

Acting CAO Wolf introduced the following staff:

- Nancy Metz, Bylaw Officer, moved from Environmental Service Administrative Assistant;
- Andrew Whittington, Plan Checker, replacing Graham Gordon who moved into a Building Official position;

2.5 Delegation

2.5.1 Samson Organization Assessment - Phase 1

Connie Saari-Heckley, Senior Manager, Human Resources
Karl Shepherd and Tom Balfour, Samson

The Report dated February 7, 2026 from Samson, re: Samson Organization Assessment - Phase 1, has been received.

DIRECTOR PRESENT:

Director Lunn joined the meeting at 9:16 a.m.

Karl Sheperd and Tom Balfour, Samson, presented on the Phase 1 of the Samson Organization Assessment. They shared the RDCK's uniquely complexity environment, which serves approximately 65,000 residents across a vast geographic area and delivers roughly 180 services.

They then reviewed their assessment approach, sharing Phase 1 was intentionally diagnostic and directional. It identifies systemic issues, recommending practical near-term actions, and defining a clear roadmap for deeper analysis where decisions are complex or politically sensitive.

They provided an overview of the six key findings in the assessment:

- Structural reliance on Chief Administrative Officer
- Senior Management Team functioning
- Fire Services oversight
- Board governance dynamics
- Sub-optimal prioritization
- Fragmented internal services.

Mr. Shepherd reviewed the recommendations for near-term implementation. These near-term actions are designed to relieve pressure, improve decision quality, and strengthen organizational foundations without destabilizing operations

They reviewed three Senior Management structure pathways options:

- Pathway A: Enhanced Current Structure - Maintain the existing structure while integrating, improved governance, prioritization, and delegation. This approach is minimally disruptive and serves as a test to validate the effectiveness of process enhancements.
- Pathway B: Consolidated Corporate Services - Unify key corporate functions—Finance, Procurement, HR, IT, and Corporate Administration—under one senior leader. This strategy aims to reduce fragmentation but necessitates careful transition planning.

- Pathway C: Dedicated Governance Hub Centralize HR, Communications, and corporate governance into a single leadership role. This pathway focuses on bolstering governance integrity, shaping organizational culture, and ensuring consistent workforce policy.

These pathways are options for consideration, not prescriptive recommendations.

Mr. Shepherd concluded by review the Phase 2 roadmap, sharing six optional projects sequenced over the next three years.

Mr. Sheperd and Mr. Balfour answered the Board's questions.

3. COMMITTEES & COMMISSIONS

3.1 With Recommendations

3.1.1 Area A Economic Development Commission: minutes January 13, 2026

Moved and seconded,
And Resolved:

54/26

That the Board approve the payment of the following grants from the Area A Economic Development Commission Service S107 budget in the draft 2026 budget:

South Kootenay Lake Community Services Society \$4,725

Carried

3.1.2 Nelson & District Recreation Commission No. 5: minutes January 28, 2026

Moved and seconded,
And Resolved:

55/26

That the Board approve the installation of a storage/training building (shipping container) on the property of North Shore Hall by Nelson Search and Rescue (NSAR), subject to building permit approval; AND FURTHER, that the Board authorize staff to enter lease amendment discussions with NSAR to formalize the placement and use of the structure upon permit approval, pending the negotiations of the terms of the lease.

Carried

3.1.3 Local Conservation Fund Committee: minutes January 29, 2026

The Board Report from Nelson Wight, Planning Manager, seeking Board approval for the release of grants under the Local Conservation Fund S292 for projects in 2026, has been received.

Moved and seconded,
And Resolved:

56/26

That the Board approve grant funding for eight (9) 2026 projects from the Local Conservation Fund Service 292 for \$139,972.00, and further include this amount in the draft 2026 Financial Plan.

PROJECT NAME	PROPONENT	RECOMMENDED TO THE BOARD
Grizzly Bear Coexistence Solutions	Lardeau Valley Opportunity LINKS	\$15,000
Bat Roost Enhancement and Activity Monitoring in the West Kootenay	Wildlife Conservation Society Canada	\$24,955
Kootenay Nature for Neighbourhoods Program	Central Kootenay Invasive Species Society	\$14,624
Harrop Wetlands Project	Friends of Kootenay Lake Stewardship Society	\$13,000
Slocan Valley Pollinator Highway Project: Phase 1 Year 3	Elk Root Conservation Farm Society	\$18,393
Construction and Conservation of Artificial Bat Roosts in the West Kootenay	Okanagan Nation Alliance	\$15,000
Water Monitoring for Climate Resilience in the RDCK	Living Lakes Canada	\$15,000
Advancing Wetland Stewardship & Restoration in the Kootenays	BC Wildlife Federation	\$14,000
Planning for the Future: Watershed Security in a Changing Climate	West Kootenay Watershed Collaborative Society	\$10,000

Carried

Moved and seconded,
And Resolved:

57/26

That the Board rescind the Kootenay Lake Local Conservation Fund Terms of Reference (approved January 17, 2019, as amended).

Carried

Moved and seconded,
And Resolved:

58/26

That the Board direct staff revising the draft Kootenay Lake Local Conservation Fund Policy to improve conciseness and relocate detailed operational content to the accompanying Procedure prior to Board consideration.

Carried

3.1.4 Water Services Committee: minutes February 4, 2026

Moved and seconded,
And Resolved:

59/26 That the Board direct staff to proceed with further analysis, including engagement with the North Canyon Improvement District and completion of high-level costing, business case development, and feasibility assessment related to alternate servicing of the Erickson Water System east of the Goat River pipe bridge.

Carried

3.1.5 Creston Valley Services Committee: minutes February 5, 2026

Staff answered the Board's questions.

Moved and seconded,
And Resolved:

60/26 That the Board renew the lease with Creston Physio Works and More for the commercial space at the Creston and District Community Complex for a period of five years commencing on March 1, 2026 and ending on February 28, 2031, and that costs would be paid into Recreation Facility - Creston and Areas B, C and Area A Service S224 and that, the Board Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

Moved and seconded,
And Resolved:

61/26 That the Board approve the RDCK enter into a four-month concession services agreement at the Creston and District Community Complex with Rick's Iron Kettle Restaurant, commencing on February 8, 2026 and ending on June 7, 2026, and that the Board Chair and Corporate Officer be authorized to execute the agreement.

Carried

3.1.6 Creston Valley Services Committee – Special Budget Meeting: minutes February 12, 2026

Moved and seconded,
And Resolved:

62/26 That the Board approve an amendment to the 2025 Financial Plan from the Regional Parks Service Town of Creston, Areas B and C, S201, to include the purchase of property in the amount of \$815,515; AND FURTHER that Contracted Services be decreased by \$88,063, that Consulting Services be decreased by \$15,000, that Capital be increased \$859,515, that Transfer from Reserve be increased \$58,283, that Grant in Lieu of Taxes be increased \$691, Grants-Specified be increased \$696,030, and that Prior Year Surplus be increased \$1,448.

Carried

3.1.7 Central Resource Recovery Committee: minutes February 17, 2026

Moved and seconded,

MOTION ONLY

That the Board direct staff to plan the permanent closure of the Ymir Transfer Station and Satellite Recycling Depot on May 31, 2026 as per the Ymir Transfer Station and Satellite Recycling Depot Committee Report dated February 17, 2026.

Moved and seconded,
And Resolved:

63/26

AMENDMENT TO THE MOTION

That the foregoing motion being:

That the Board direct staff to plan the permanent closure of the Ymir Transfer Station and Satellite Recycling Depot on May 31, 2026 as per the Ymir Transfer Station and Satellite Recycling Depot Committee Report dated February 17, 2026.

Be amended to change the closure date from May 31, 2026 to December 31, 2026, thus reading:

That the Board direct staff to plan the permanent closure of the Ymir Transfer Station and Satellite Recycling Depot on December 31, 2026 as per the Ymir Transfer Station and Satellite Recycling Depot Committee Report dated February 17, 2026.

Carried

Director Lockwood recorded opposed.

Moved and seconded,
And Resolved:

64/26

That the Board direct staff to plan the permanent closure of the Ymir Transfer Station and Satellite Recycling Depot on December 31, 2026 as per the Ymir Transfer Station and Satellite Recycling Depot Committee Report dated February 17, 2026.

Carried

Director Lockwood recorded opposed.

3.1.8 Joint Resource Recovery Committee: minutes February 18, 2026

Moved and seconded,
And Resolved:

65/26

That the Board approve advancing with Option C for the Ootischenia Transfer Station upgrade as the preferred conceptual layout, as outlined in the Sperling Hansen Associates Inc. report Ootischenia Transfer Station Options Assessment, including a phased development approach starting with Phase 1 critical infrastructure.

Carried

Moved and seconded,
And Resolved:

66/26

That the Board direct staff to procure a qualified professional to prepare a Service Feasibility Study and report back to the Board on the legislative and financial implications of the amalgamation of Refuse Disposal East Subregion Service S186, Refuse Disposal Central Subregion Service S187, and Refuse Disposal West Subregion Service S188 to address inefficiencies and inequities in the sub-regional administration of the RDCK resource recovery system; AND FURTHER, that the Board authorizes the transfer of up to a maximum of \$50,000 from Feasibility Study Reserve Fund Service S106 to Resource Recoveries Service A102 to fund the Service Feasibility Study.

Carried

Director Davidoff recorded opposed.

Moved and seconded,
And Resolved:

67/26

That the Board direct staff to reduce the operating hours of the Riondel Recycling Depot to one day a week after April 30, 2026;

AND FURTHER, based on resulting utilization rate trends, reassess the site viability for the 2027 budget cycle.

Carried

RECESS/ The meeting recessed at 10:27 a.m. for break and reconvened at
RECONVENE 10:42 a.m.

3.2 Membership/Appointments

3.2.1 Resident Directed (ReDi) Grant Local Selection Committee Appointments

Moved and seconded,
And Resolved:

68/26

That the Board appoint the following individuals to the ReDi Selection Committee for one year:

AREA A

Lucille Pittet

Lisa Berry

AREA B

Kristina Schrage

Karen Kraan

Cody Beebe

AREA C

Mel Joy

Larry Binks

Chad Wobshall

Dean Eastman

Wayne Murphy

Maura Schadeli

AREA D/KASLO

Marco DeBortoli

Tammy White

Steve Anderson

AREA E

William Macpherson

AREA J

Dean MacKinnon

AREA K - BAYVIEW/NAKUSP/RURAL NAKUSP

Mark Homis

Kathleen Bone

AREA K - BURTON

Wanda Buerge

Dan Adshead

Karey Bilodeau

Brenda Buerge

AREA K - FAUQUIER

Wendy Smith

April Freely

Christine Sikora

Heather Fraser
 Annette Devlin
AREA K - EDGEWOOD
 Bill Dummett
 Randy Donselaar
 Brian Ewings
 Alice McKee

Carried

4. BYLAWS

4.1 Bylaw 3035 & 3036: Transit Apportionment Bylaw

The Board Report from Tom Dool, Research Analyst, seeking Board approval for minor amendments to Transit Apportionment Bylaw 3035, 2025 and Bylaw 3036, 2025, has been received.

Tom Dool, Research Analyst, provided an update to the Board.

Moved and seconded,
 And Resolved:

69/26

That the THIRD reading of Electoral Areas E & F and Slokan Valley Transit Local Service Area Establishment Amendment Bylaw No. 3035, 2025 BE RESCINDED.

Carried

Moved and seconded,
 And Resolved:

70/26

That the Electoral Areas E & F and Slokan Valley Transit Local Service Area Establishment Amendment Bylaw No. 3035, 2026 be read a THIRD time, as amended.

Carried

Moved and seconded,
 And Resolved:

71/26

That the THIRD reading of Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025 BE RESCINDED.

Carried

Moved and seconded,
 And Resolved:

72/26

That the Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2026 be read a THIRD time, as amended.

Carried

4.2 Bylaw 3054: Electoral Area G Land Use Amendment Bylaw

The Board Report from Sadie Chezenko, Planner, seeking Board approval for adoption of Electoral Area 'G' Land Use Amendment Bylaw No. 3054, 2025, has been received.

Moved and seconded,
 And Resolved:

73/26 That Electoral Area G Land Use Amendment Bylaw No. 3054, 2025 being a bylaw to amend the Electoral Area G Land Use Bylaw No. 2452, 2018 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

Carried

4.3 Bylaw 3059: Electoral Area 'G' Land Use Amendment Bylaw (Bouchard - Area G)

The Board Report from Sadie Chezenko, Planner, seeking Board approval for third reading of Electoral Area 'G' Land Use Amendment Bylaw No. 3059, 2025, has been received.

Moved and seconded,
And Resolved:

74/26 That Electoral Area G Land Use Amendment Bylaw No. 3059, 2025 being a bylaw to amend Electoral Area G Land Use Bylaw No. 2452, 2018 is hereby given THIRD reading; ABD FURTHER, that consideration of adoption BE WITHHELD for Electoral Area G Land Use Amendment Bylaw No.3059, 2025 until the following item has been obtained:

- Approval from the Ministry of Transportation and Transit pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).

Carried

4.4 Bylaw 3067: Electoral Areas A, B, and C Dangerous and Aggressive Dog Control Service Establishment

Moved and seconded,
And Resolved:

75/26 That Electoral Areas A, B, and C Dangerous and Aggressive Dog Control Service Establishment Bylaw No. 3067, 2026 be read a THIRD time by content.

Carried

4.5 Bylaw 3068: Salmo and Electoral Area G (Rec #7) Recreational Program Amendment

The Statutory Approval was received on February 5, 2026.

Moved and seconded,
And Resolved:

76/26 That the Salmo and Electoral Area G (Rec #7) Recreational Program Amendment Bylaw No.3068, 2025 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Carried

5. NEW BUSINESS

5.1 Community Services

5.1.1 Strategic Priorities Fund Resolution Amendment

The Board Report from Craig Stanley, Regional Manager - Operations and Asset Management, directing staff to amend Strategic Priorities Fund Resolution #379/25, has been received.

Craig Stanley, Regional Manager - Operations and Asset Management, provided an overview to the Board and he answered questions.

Moved and seconded,
And Resolved:

77/26

That the resolution 379/25 being:

That the Board direct staff to prepare and submit four 2025 Strategic Priorities Fund applications to the Union of BC Municipalities for Creston Septage Receiving Facility, Nelson and District and Castlegar and District Arena Refrigeration Replacement and Direct Digital Control Project, and the Castlegar and District Recreation Complex Expansion Project through the Capital Infrastructure Stream and Asset Management Capacity Project through the Capacity Building Stream.

Be amended to read:

That the Board direct staff to prepare and submit four 2025 Strategic Priorities Fund applications to the Union of BC Municipalities for Creston Septage Receiving Facility, Creston and District Arena Refrigeration Replacement and Direct Digital Control Project, and the Castlegar and District Recreation Complex Expansion Project through the Capital Infrastructure Stream; and Asset Management Capacity Project through the Capacity Building Stream.

Carried

5.1.2 New Arena & Indoor Walking Track Development Procurement

The Board Report from Craig Stanley, Regional Manager - Operations and Asset Management, seeking Board approval to enter into a professional services agreement with HCMA Architecture and Design, has been received.

Moved and seconded,
And Resolved:

78/26

That the Board approve entering in a professional services agreement with HCMA Architecture and Design for \$180,000 and that the costs be paid from Service S222 Recreation Facility – Castlegar and Areas I and J;
AND FURTHER, that the Board Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

Director Davidoff recorded opposed.

5.1.3 Grant Funding: Recreation Commission No. 4

Moved and seconded,
And Resolved:

79/26

That the Board approve the payment of the following grants from the Recreation Commission No. 4 S228 draft 2026 budget:

Arrow Lakes Cross Country Ski Club	\$1,698.34
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Carried

5.2 Development and Community Sustainability

5.2.1 Local Government Development Approvals Program Funding Opportunity

The Board Report from Nelson Wight, Planning Manager, seeking Board direction for staff to apply to the Union of British Columbia Municipalities' Local Government Development Approvals Program, has been received.

Staff provided an overview regarding Local Government Development Approvals Program Funding opportunity and answered the Board's questions.

Moved and seconded,
And Resolved:

80/26

That the Board direct staff to apply to the Union of British Columbia Municipalities' Local Government Development Approvals Program (LGDAP) for funding for a regional project focused on reviewing development approval processes and developing baseline, template-based guidance, tools, and capacity-building resources;

AND FURTHER, the Board authorizes the Regional District of Central Kootenay to act as the primary applicant for the proposed regional LGDAP application and, if funding is approved, to receive and administer the grant funding in accordance with program requirements;

AND FURTHER, that if funding is approved, the Board authorizes staff to proceed with the proposed project activities and to coordinate delivery of the project on a regional basis, as applicable.

Carried

5.2.2 Local Conservation Fund Service S292 Surplus Allocation

The Board Report from Sangita Sudan, GM Development & Community Sustainability, seeking Board approval to allocate 100% of the 2026 Local Conservation Fund (LCF) S292 prior-year surplus to Contribution to Reserves in the 2026 Financial Plan, has been received.

Moved and seconded,
And Resolved:

81/26

That the Board approve allocating 100% of the 2026 Local Conservation Fund (LCF) S292 prior-year surplus (projected at \$87,540) to Contribution to Reserves in the draft 2026 Financial Plan for optional use such as future conservation land acquisition, in coordination with the Kootenay Conservation Program.

Carried

5.2.3 UBCM Community Emergency Preparedness Fund EOC Regional Grant Application

The Board Report from Chance Sheffield, Emergency Program Coordinator, seeking Board approval for staff to apply for the 2026 Community Emergency Preparedness Fund (CEPF) – Emergency Operations Centre (EOC) Equipment and Training grant from Union of BC Municipalities (UBCM), has been received.

The Board had a discussion regarding budget and the application deadline. Staff answered questions.

Moved and seconded,
And Resolved:

82/26

That the Board authorize staff to apply for the 2026 Community Emergency Preparedness Fund – Emergency Operations Centre Equipment and Training grant from Union of BC Municipalities in the amount of \$30,000 to support and improve EOC service delivery across the regional district;

AND FURTHER, the Board direct staff to include the grant revenue in the 2026 Year of the Draft 2026-2030 Financial Plan for Service A101 - Emergency Consolidated Services with corresponding expenses, and that staff complete the current proposed activities and provide overall grant management.

Carried

5.2.4 Memorandum of Understanding – City of Nelson and Regional District of Central Kootenay (HomeSave Program)

The Board Report from Sayena Singla, Senior Energy Specialist, seeking Board approval to sign the Memorandum of Understanding with the City of Nelson for the purpose of establishing roles, responsibilities, and governance for the delivery of the HomeSave Program, has been received.

The Board had a discussion and staff answered questions.

Moved and seconded,
And Resolved:

83/26

That the Board authorize the Board Chair and Corporate Officer to sign the Memorandum of Understanding with the City of Nelson for the purpose of establishing roles, responsibilities, and governance for the delivery of the HomeSave Program.

Carried

ORDER OF AGENDA CHANGED

The Order of Business was changed to address public time, with Item Item 9. Public Time considered at this time.

9. PUBLIC TIME

The Chair will call for questions from the public and members of the media at 11:44 a.m.

- A member of the public asked a question regarding the locally own hydro-electric facility letter support item on the agenda.
- A member of the public made comments and asked questions regarding the budget.

RECESS/ RECONVENE

The meeting recessed at 11:51 a.m. for a lunch and reconvened at 1:00 p.m.

ORDER OF AGENDA RESUMED

Item 5.2.5 For Information: Disaster Resilience and Innovation Funding was considered at this time.

5.2.5 For Information: Disaster Resilience and Innovation Funding

The Board Report from Nora Hannon, Acting Emergency Program Manager, updating the Board on the June 2025 Disaster Resilience and Innovation Funding expressions of interest submitted by the RDCK, has been received.

Nora Hannon, Acting Emergency Program Manager, provided a review to the Board regarding the report.

Moved seconded,
Resolved:

84/26

That the Board send a letter of concern to the Ministry of Emergency Management and Climate Readiness, Ministry of Housing and Municipal Affairs, and Ministry of Water, Land and Resource Stewardship regarding the lack of funding for delegated authorities under Emergency and Disaster Management Act (EDMA);

AND FURTHER, that the Board share the letter with the municipal partners, MLA Morrisette, MLA Anderson, Association of Kootenay and Boundary Local Governments (AKBLG), and Union of BC Municipalities (UBCM) in interest of their alignment.

Carried

5.2.6 For Information: UBCM FireSmart Community Funding and Supports Grant

The Board Report from Nora Hannon, Acting Emergency Program Manager, updating the Board on changes to the Union of BC Municipalities (UBCM) FireSmart Community Funding and Supports Grant, has been received.

Nora Hannon, Acting Emergency Program Manager provided an overview to the Board.

5.3 Administration & Finance

5.3.1 SharePoint Migration Project Phase Three

The Board Report from Shiree Worden, Records and Information Management Coordinator, seeking Board approval for the RDCK to proceed with Phase 3 of the SharePoint Migration Project, has been received.

Moved and seconded,
And Resolved:

85/26

That the Board approve the RDCK proceed with Phase 3 of the SharePoint Migration Project; and that \$140,000 in Contracted Services for Phase 3 of the SharePoint Migration Project be included in the draft 2026 Financial Plan for service S100 General Administration;

AND FURTHER, that the Board of the RDCK authorizes up to \$140,000 be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority, for the purpose of Phase 3 of the SharePoint Migration Project;

And that the loan be repaid within Five (5) years, with no rights of renewal;

AND FURTHER, that \$140,000 in Proceeds from Borrowing for Phase 3 of the SharePoint Migration Project be included in the draft 2026 Financial Plan for service S100 General Administration.

Carried

5.3.2 2026 AKBLG Convention - City of Trail: Sponsorship

Moved and seconded,
And Resolved:

86/26

That the Board sponsor the Association of Kootenay and Boundary Local Governments' 2026 AGM and Conference in City of Trail from April 17-19 for the following amount, to come from the General Administration Service S100:

\$5,500 (Gold Sponsorship)

5.3.3 2026 – 2030 DRAFT Financial Plan

The 2026 – 2030 DRAFT Financial Plan from Yev Malloff, has been received in the addenda.

Yev Malloff, Chief Financial Officer, provided an overview regarding the 2026 draft Financial Plan. He shared the changes to the draft budget from the last meeting. He reviewed next steps and shared information regarding public budget meetings.

The Board had a discussion and staff answered questions.

Moved and seconded,
And Resolved:

87/26

That the following motion BE REFERRED to the March 19, 2026 Board meeting:

The Board direct the removal of phase 2 organizational review, budgeted at \$100,000 in Contracted Services in S100 General Administration, from the 2026-2030 DRAFT financial plan.

Carried

Moved and seconded,
And Resolved:

88/26

That the Board direct staff to amend the 2026 - 20230 Draft Financial Plan for Service S202 Regional Parks - Nelson, Salmo and Areas E, F and G, that line item #57010 be adjusted from \$437,171 to \$457,171 to allow that the grant to the Nelson Cycling Club be increased from \$20,000 to \$40,000 and that line #59000 Contribution to Reserve be reduced from \$113,000 to \$100,000 and that line #41010 "Requisitions" be increased from \$1,186,962 to \$1,193,962.

Carried

Director Lockwood recorded opposed.

5.4 Fire Services

5.4.1 Policy 700-01-02: Regional Volunteer Fire Department Service Level - Update

The Board Report from Grant Hume, Regional Deputy Fire Chief, seeking Board approval to adopt the revised Schedule B to Policy 700-01-02, has been received.

Staff answered the Board's questions.

Moved and seconded,
And Resolved:

89/26

That the revised Schedule B to Policy 700-01-02 be adopted to authorize the Robson, Ootischenia and Beasley volunteer fire departments to provide Auto Extrication Services, effective immediately.

Carried

5.5 Grants

5.5.1 Discretionary

Moved and seconded,
And Resolved:

90/26

Discretionary grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

AREA B

Diverse Family Roots	Riondel R3SET	\$500
Kitchener Valley Recreation and Fire Protection Society	Chairs for Hall	\$2,500
Mountain Land Management	Bountiful Community Rodeo Hall Expansion	\$10,000

AREA E

LV Rogers Secondary School	LVR GRAD Events Fundraiser	\$1,000
Proctor-Harrop Seniors Association Br 118	To Increase Community Involvement	\$1,000

AREA F

Balfour Recreation Commission	Ping Pong Table	\$2,000
Leecrest Improvement District	Curb stop replacement trial	\$1,500
LV Rogers Secondary School	LVR GRAD Events Fundraiser	\$1,200

AREA G

Nelson Nordic Ski Club	East Busk Trail Enhancement	\$5,000
Salmo and District Chamber of Commerce	Douglas fir beetle abatement	\$3,500

AREA H

Kootenay Wellness Foundation	Evolve - Community Dance Event	\$500
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AREA I

Glade Recreation Commission	Glade Easter	\$500
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AREA J

Castlegar Minor Hockey Association	The Road to Provincial Champions	\$2,000
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AREA K

Arrow Park Community Association	Infrastructure and liability support	\$4,420
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Carried**5.5.2 Community Development**

Moved and seconded,
And Resolved:

91/26

Community Development grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

AREA A

West Kootenay Watershed Collaborative Society	Making Waves: World Water Day Symposium	\$500
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AREA B

Centennial Valley Minor Baseball Association	Centennial Park Ballfield Renovation	\$10,000
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Rykerts Irrigation District	Solar power, internet, solenoid valve and depth sensor installation.	\$5,000
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AREA D

Lardeau Valley Historical Society	Lardeau Valley Museum Roof Project	\$5,000
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West Kootenay Watershed Collaborative Society	Making Waves: World Water Day Symposium	\$500
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AREA E

Balfour and District Senior Citizens' Association Branch No 120	Meals & Social Activities	\$999
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Balfour and District Senior Citizens' Association Branch No 120	Seniors Assistance	\$1,600
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Balfour and District Senior Citizens' Association Branch No 120	Seniors Christmas Dinner	\$1,700
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AREA F

Okanagan Nation Alliance	Fish in Schools	\$1,000
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West Kootenay Watershed Collaborative Society	Making Waves: World Water Day Symposium	\$500
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AREA G

Okanagan Nation Alliance	Fish in Schools	\$1,000
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AREA H

Okanagan Nation Alliance	Fish in Schools	\$1,500
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WE Graham Community School PAC	Grade 7/8 Field Trip To Bamfield Research Station	\$5,000
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West Kootenay Watershed Collaborative Society	Making Waves: World Water Day Symposium	\$500
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AREA I

Castlegar & District Chamber of Commerce	West Kootenay Trade Show 2026	\$1,500
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Diverse Family Roots	Riondel R3SET 2026	\$500
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Okanagan Nation Alliance	Fish in Schools	\$1,250
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West Kootenay Watershed Collaborative Society	Making Waves: World Water Day Symposium	\$500
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AREA J

Castlegar & District Chamber of Commerce	West Kootenay Trade Show 2026	\$2,500
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Diverse Family Roots	Riondel R3SET 2026	\$500
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Okanagan Nation Alliance	Fish in Schools	\$2,000
Regional District of Central Kootenay	Robson Fire Department - Sidewalk Replacement	\$13,500

AREA K

Okanagan Nation Alliance	Fish in Schools	\$1,500
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NAKUSP

Village of Nakusp	Nakusp Hot Springs Accommodation Expansion Project – Planning Phase	\$20,000
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Carried**5.6 Chair/CAO Reports**

The Chair and Acting CAO Wolf had no updates.

6. RURAL AFFAIRS COMMITTEE

Moved and seconded,
And Resolved:

- 92/26 That the Corporate Officer of the Regional District of Central Kootenay be directed to file a Notice with the Land Title and Survey Authority of British Columbia, stating that a resolution has been made under Section 57 of the Community Charter by the Regional District Board relating to land at 3020 Erickson Rd, Erickson, BC, Electoral Area B, legally described as BLOCK 13, PLAN NEP730A, DISTRICT LOT 812, KOOTENAY LAND DISTRICT PARCEL 1, EXCEPT PLAN SRW 13512, SEE REF PL 36260I OF PCL B SEE 6107I, MANUFACTURED HOME REG. # 87199; AND FURTHER, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

Carried

Moved and seconded,
And Resolved:

- 93/26 That the Corporate Officer be authorized to remove the Notice on Title relating to 5705 CEDAR CREEK RD, Electoral Area H, currently owned by TIMOTHY JOHN DOWES, KAILEY MICHELLE DEANS AND TRAVIS GARRETT DOWES, property legally described as PARCEL Z (SEE K15960), DISTRICT LOT 3464, KOOTENAY DISTRICT PLAN 1023, PID 016-054-059, the RDCK Building Department has confirmed that the reason for placing the Notice on Title on January 24, 2009 has been rectified.

Carried

Moved and seconded,
And Resolved:

- 94/26 That the Board SUPPORT application A2509B for the proposed Subdivision in the Agricultural Land Reserve proposed by John Purdy for the properties located in Kitchener in Electoral Area 'B' and legally described as PARCEL A (REFERENCE PLAN 89388I), SUBLOT 7, DISTRICT LOT 362, KOOTENAY DISTRICT PLAN X40 (PID: 016-313-003) and PARCEL A (REFERENCE PLAN 89388I), SUBLOT 8, DISTRICT LOT 362, KOOTENAY DISTRICT PLAN X40 (PID: 016-313-020) and LOT B, DISTRICT LOT 362, KOOTENAY DISTRICT PLAN NEP23423 (PID: 023-561-327) and PARCEL A (REFERENCE PLAN 89388I), SUBLOT 2, DISTRICT LOT 362, KOOTENAY DISTRICT PLAN X40 (PID: 016-312-996) and PARCEL A (REFERENCE PLAN 89388I), SUBLOT 1, DISTRICT LOT 362, KOOTENAY DISTRICT PLAN X40 (PID: 016-312-970);

and that the Board directs Staff to ADVANCE the subject application to the Agricultural Land Commission for consideration.

Carried

Moved and seconded,
And Resolved:

- 95/26 That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3040, 2026 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST, SECOND and THIRD reading by content;

And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3040, 2026 until the following item has been obtained:

- Approval from the Ministry of Transportation and Infrastructure pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).

Carried

Moved and seconded,
And Resolved:

- 96/26 That the Community Works Fund application submitted by the RDCK for the RDCK- Booster Pump and Media Replacement South Slocan Water System in the total amount of \$22,000.00 be approved and FURTHER, that funds be transferred from Area H Community Works Funds balance to Service 245 – Water Utility South Slocan.

Carried

Moved and seconded,
And Resolved:

- 97/26 That the Community Works Fund application submitted by the RDCK for the RDCK - Campbell Fields Outdoor Reimagination Project in the total amount of \$1,000,000.00 be approved and FURTHER, that funds be transferred from Area H Community Works Funds balance to Service 231 – Slocan Valley South Regional Parks Recreation No. 8.

Carried

Moved and seconded,
And Resolved:

- 98/26 That the Community Works Fund application submitted by the RDCK for the City of Castlegar - Doukhobor Discovery Centre - EFFICIENCY AND EMISSIONS REDUCTION in the total amount of \$12,550 be approved and that funds be disbursed from Community Works Funds: Electoral Area I in the amount of \$12,550.00

Carried

7. DIRECTORS' MOTIONS

7.1 Director Jackman: Letter of Support - Kootenay Food Hub

Moved and seconded,
And Resolved:

- 99/26 That the Board finalize and send a letter of support to Kootenay Food Hub for site acquisition.

Carried

7.2 Director Vandenberghe: Request for Motion from Central Kootenay Invasive Species Society (CKISS) - 2026 FCM Resolution - Invasive Species Prevention Program

Moved and seconded,
And Resolved:

100/26

WHEREAS, protecting natural assets is crucial to supporting Canada's Housing Plan. Natural assets such as water infrastructure and healthy ecosystems provide essential services to housing communities. Essential services include drinking water, clean air and recreation opportunities. Maintaining existing natural infrastructure is more cost efficient than building new infrastructure to compensate for ecosystem function loss, including that caused by invasive species ; and

WHEREAS climate change and persistent drought underscore the vulnerability of local water systems and the need for greater coordination and investment in watershed security to reduce risks to drinking water, wildfire response, flood control, waste water treatment services, and community well-being. Invasive species can exacerbate the impacts of climate change, drought and degrade watershed function; and

WHEREAS invasive plants are also implicated in altering fire regimes, and impacting species at risk and natural climate solutions. Management and damage costs are increasing rapidly over time and proactive management substantially reduces future costs. It is estimated that each \$1 of immediate invasive species management reduces damages by \$53; and

WHEREAS invasive species spread and impacts are a national issue and due to a concentration of human activity, municipalities act as epicenters of invasive species establishment and spread. As a result, municipalities are directly involved in limiting the spread of invasive species; and

WHEREAS the provinces and territories and municipalities lack adequate resources to prevent the spread of invasive species, leaving local governments unprotected. A funding mechanism to enact FCM standing policies on providing federal support for municipalities in the development and delivery of invasive species programs is also lacking;

Therefore be it RESOLVED, That FCM lobby the federal government to fund a local governments for Invasive Species Prevention Program to support local governments in preventing and managing invasive species.

Carried

7.3 Director Watson: Letter of Support - Kaslo Legion

Moved and seconded,
And Resolved:

101/26

That the Board write a letter of support for the Kaslo Legion's project application to secure a standby generator.

Carried

7.4 Director Popoff: Silversmith Power and Light Corporation

The Board had a discussion.

Moved and seconded,
And Resolved:

102/26 That the RDCK board write a letter of support for Silversmith Power and Light Corporation to the Province of BC to support fairness and consistency in establishing wholesale rates and regulations for all electricity producers.

Carried

7.5 Director Davidoff: Service Milestone Letter - Andy Ozeroff

Moved and seconded,
And Resolved:

103/26 That the Board send a letter to Andy Ozeroff, thanking him for 45 years of service to the Area I community through participation on the Area I APC and APHC.

Carried

7.6 Director Hewat: First Nations Co-Management Workshop Reimbursement

Moved and seconded,
And Resolved:

104/26 That Directors receive reimbursement of expenses related to attendance at the First Nations Co-Management Workshop held on Thursday, February 12, 2026 and that they be paid out of General Administration Service S100

Carried

**RECESS/
RECONVENE**

The meeting recessed at 2:30 pm for break and reconvened at 2:45 p.m.

Director Jackman introduced a Rural Affairs Committee recommendation regarding Regional District of Central Kootenay Zoning Amendment Bylaw No. 3053, 2026 to the floor. The bylaw was attached to the February 19, 2026 Rural Affairs Committee minutes for the Boards consideration.

Moved, seconded,
And Resolved,

105/26 That Regional District of Central Kootenay Zoning Amendment Bylaw No.3053, 2026 being a bylaw to amend the District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST and SECOND and THIRD READING by content;

And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3053, 2026 until the following item has been obtained:

- Approval from the Ministry of Transportation and Transit pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).

Carried

8. CONSENT AGENDA

8.1 For Information: Committees & Commissions

Committee/Commission Reports for information have been received as follows:

8.1.1 Area D Advisory Planning and Heritage Commission: minutes December 16, 2025

8.1.2 Creston Valley Agricultural Advisory Commission: minutes January 15, 2026

8.1.3 North Kootenay Lake Services Committee: minutes January 19, 2026

8.1.4 Recreation Commission No. 7: minutes January 19, 2026

8.1.5 Directors Remuneration Select Committee: minutes January 27, 2026

The Board had a discussion regarding the Remuneration Select Committee Board recommendations to a future Board meeting as a block of recommendations.

8.1.6 Nelson, Salmo, Areas E, F and G Regional Parks Commission: minutes January 28, 2026

8.1.7 Castlegar & District Recreation Commission: minutes February 3, 2026

8.1.8 Riondel Commission: minutes February 3, 2026

8.2 For Information: Communication

8.2.1 The letter dated January 21, 2026 from Brant Felker, Canada Community-Building Fund (CBFF) BC Program Manager, regarding the eligibility of Wildland fire response vehicles.

8.2.2 The letter dated January 23, 2026 from Mike Farnworth, Minister of Transportation and Transit, responding to the RDCK Board letter regarding the legal status of inland ferries.

The Board had a discussion regarding the response letter from the Ministry of Transportation and Transit.

Moved and seconded,
And Resolved:

106/26

That the Board write a letter of follow up to Mike Farnworth, Minister of Transportation and Transit, to clarify the Ministry's response regarding the legal status of inland ferries.

Carried

8.2.3 The email dated February 4, 2026 from the City of Kamloops, regarding their certified resolution about the Declaration on the Rights of Indigenous Peoples Act

8.3 For Information: Accounts Payable

The Accounts Payable Summary for January 2026 in the amount of \$3,618,784 has been received for information.

8.4 For Information: Directors' Reports

8.4.1 Director Jackman - RCC/IJC/CBRAC

8.4.2 Director Hewat: CBT/FCM/Other

8.4.3 Director Watson: Budget

8.4.4 Director McLaren-Caux: Activities

10. CLOSED

10.1 Meeting Closed to the Public

The Open meeting will be adjourned after In Camera without reconvening back into the open session unless there is business that needs to be addressed.

Moved and seconded,
And Resolved:

107/26

In the opinion of the Board - and in accordance with Section 90 of the *Community Charter* - the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the bases identified in the following subsections:

- (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;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

10.2 Recess of Open Meeting

Moved and seconded,
And Resolved:

108/26

The Open meeting be recessed at 2:59 p.m. in order to conduct the Closed Board meeting and reconvened at 3:47 p.m.

Carried

11. MATTERS ARISING FROM CLOSED MEETING

No items.

12. ADJOURNMENT

Moved and seconded,
And Resolved:

109/26 That the meeting adjourn at 3:47 p.m.

Carried

Originally signed by Vice Chair Aidan McLaren-Caux for

Aimee Watson, RDCK Board Chair

Originally signed by

Christine Hopkyns, Corporate Administration
Coordinator

From: [Shelley Werk](#)
To: [Nikki Zimmerman](#)
Subject: Re: Illumination Request - Prostate Cancer Foundation CanadaC
Date: March 13, 2026 12:47:27 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[Outlook-Blue and b.png](#)

Great, thank you so much!

Prostate Cancer Foundation Canada would like to again ask Castlegar to light up the Kinnaird Overpass for a day in September for Prostate Cancer Awareness month. I would like to request for Monday, Sept. 7 if that day is available. In 2025 we had over 150 landmarks and over 300 homes light up with us across Canada. We hope to double that number this year. We have a map of all locations lit up (will be uploaded once we have confirmed some locations). www.lightupinblue.ca
Prostate Cancer is the #1 cancer in Canadian men, 1 in 8 men will be diagnosed.

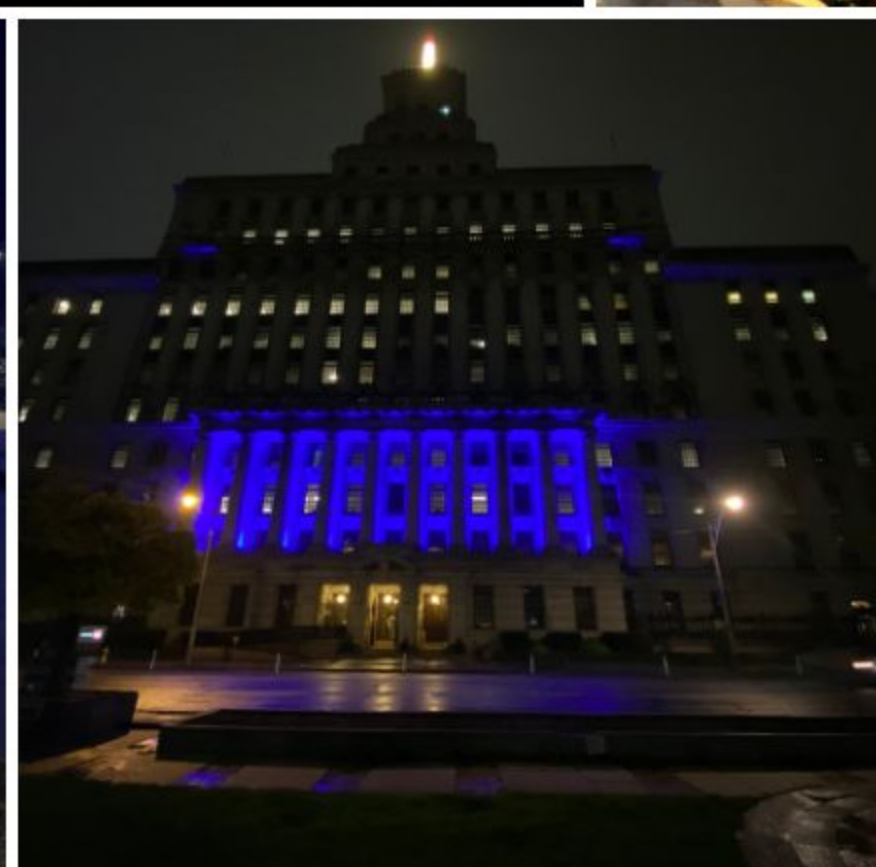
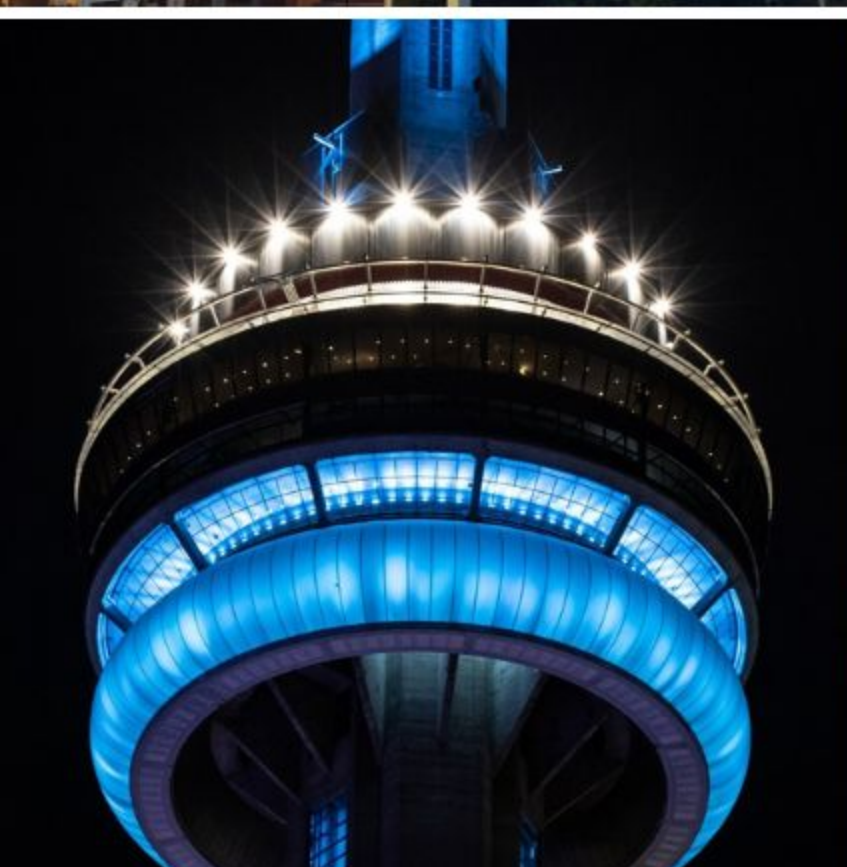
We thank you very much for your wonderful support!

Shelley Werk, *Donor Relations*



Direct | [REDACTED] Toll-free | 1.877.840.9173
#107-17825 64th Avenue, , BC V3S 1Z3
[REDACTED] | prostatecanada.ca

LIGHT UP IN BLUE 2026



light up
in blue
for prostate cancer awareness month

September is Prostate Cancer Awareness month

Landmarks across the country will be lighting up in blue to raise awareness for the #1 cancer in Canadian men. Please join us.

#lightupinblue #prostatecancerawareness #showyourblue #prostatecancer

From: [Mia Sheehan](#)
To: [Castlegar City of](#)
Subject: Light Up Request for World Sepsis Day
Date: March 12, 2026 4:32:42 PM

You don't often get email from [REDACTED]. [Learn why this is important](#)

Hello,

I'm reaching out on behalf of Action on Sepsis, a UBC-based sepsis research network, to request that the Kinnaird Interchange Overpass be illuminated pink for World Sepsis Day on September 13, 2026.

For the past seven years, BC Children's and Women's Hospital and the UBC Action on Sepsis Cluster have partnered with cities across Metro Vancouver to light up local landmarks in pink to raise awareness for World Sepsis Day. This initiative shines a light on sepsis, a life-threatening condition caused by the body's extreme response to infection. Sepsis remains one of the leading causes of preventable death globally, responsible for 1 in every 5 deaths worldwide.

In Canada, approximately 30,000 people are affected each year, and survivors often experience lasting physical, cognitive, and psychological impacts. Sepsis can affect anyone but poses an even greater risk to infants, the elderly, and those with weakened immune systems. Early recognition and treatment are critical, yet public awareness remains low. World Sepsis Day unites efforts across countries and communities to improve recognition, prevention, and treatment of this critical condition. By lighting up landmarks pink, we help raise awareness, promote education, and inspire action.

We respectfully request your support in lighting the Kinnaird Interchange Overpass pink on September 13, 2026, in recognition of World Sepsis Day.

Thank you for considering this request.

Best regards,

Mia Sheehan, MPH (she/her)

Project Coordinator, Pediatric Sepsis CoLaboratory | Action on Sepsis

Institute for Global Health | BC Children's Hospital and BC Women's Hospital + Health Centre

Storm Water Management Parcel Tax Roll Bylaw

Bylaw 1452

A bylaw to direct the preparation of a parcel tax roll for the purpose of imposing a parcel tax for storm water management.

WHEREAS: Section 202 of the *Community Charter*, authorizes the City to direct the preparation of a parcel tax roll to be used as the basis for imposing a parcel tax;

AND WHEREAS: The City operates a storm water management service, a service which includes undertaking studies in relation to, and constructing, improving, operating and maintaining, storm water management works and systems throughout the City;

AND WHEREAS: The City wishes to direct the preparation of a parcel tax roll for the purpose of facilitating the imposition of a parcel tax for its storm water management service;

NOW THEREFORE the Council of the City of Castlegar hereby enacts as follows:

1. The Collector is hereby directed to prepare a parcel tax roll, to be known as the "Storm Water Management Parcel Tax Roll," comprised of all parcels in the City of Castlegar, except those that are exempt from the tax.

Basis upon which Parcel Tax may be imposed

1. The parcel tax which may be imposed on the basis of the Storm Water Management Parcel Tax Roll is \$150.00 for each parcel for each year the parcel tax is imposed.

This bylaw may be cited for all purposes as "City of Castlegar Storm Water Management Parcel Tax Roll Bylaw 1452, 2026."

READ A FIRST TIME this 23rd day of March, 2026

READ A SECOND TIME this 23rd day of March, 2026

READ A THIRD TIME this 23rd day of March, 2026

ADOPTED this day of

Mayor

Director of Corporate Services

Storm Water Management Parcel Tax Bylaw

Bylaw 1453

A Bylaw to establish and impose an annual Parcel Tax to fund Storm Water Management Service.

WHEREAS: Section 200 of the Community Charter, authorizes the City to impose a parcel tax to provide funding for any service;

AND WHEREAS: The City operates a storm water management service, a service which includes undertaking studies in relation to, and constructing, improving, operating and maintaining, storm water management works and systems throughout the City;

AND WHEREAS: The City wishes to impose a parcel tax on all parcels within the City, except those which are exempt from the tax, in order to provide funding for its storm water management service.

NOW THEREFORE: the Council of the City of Castlegar hereby enacts as follows:

1. The parcel tax imposed under this bylaw is imposed for the purpose of providing funding for the City's storm water management service, a service which includes undertaking studies in relation to, and constructing, improving, operating and maintaining, storm water management works and systems throughout the City.

Parcel Tax Roll

1. The Storm Water Management Parcel Tax Roll prepared in accordance with City of Castlegar Parcel Tax Roll Bylaw 1452, 2026 is the parcel tax roll that is to be used to impose the parcel tax under this bylaw.

Imposition of Parcel Tax

1. The City of Castlegar hereby imposes on each parcel within the City, except those that are exempt from the tax, an annual parcel tax of \$150.00 for each of the years 2026 through and including 2028.

This bylaw may be cited for all purposes as "City of Castlegar Storm Water Management Parcel Tax Bylaw 1453, 2026."

READ A FIRST TIME this day of

READ A SECOND TIME this day of

READ A THIRD TIME this day of

ADOPTED this day of

Mayor

Director of Corporate Services

Storm Water Management Parcel Tax Exemption Bylaw

Bylaw 1454

A Bylaw to provide an exemption from storm water management parcel taxes.

WHEREAS: The City adopted a City of Castlegar Storm Water Management Parcel Tax Bylaw, which imposes an annual parcel tax for storm water management on all parcels in the City except those that are exempt from the tax;

AND WHEREAS: The City wishes to exempt certain parcels from the annual parcel tax.

NOW THEREFORE the Council of the City of Castlegar hereby enacts as follows:

Definitions

“Width” means the horizontal distance between the mid-points of two side lot lines that are located at opposite sides of the parcel.

Exemption

A parcel, other than a strata lot, that has a width of less than 7.60 metres is exempt from the annual parcel tax imposed under City of Castlegar Storm Water Management Parcel Tax Bylaw 1453, 2026.

This bylaw may be cited for all purposes as “City of Castlegar Storm Water Management Parcel Tax Exemption Bylaw 1454, 2026”.

READ A FIRST TIME this day of

READ A SECOND TIME this day of

READ A THIRD TIME this day of

ADOPTED this day of

Mayor

Director of Corporate Services



2026–2030
FINANCIAL PLAN BYLAW
Bylaw 1455
Effective upon adoption

CASTLEGAR

2026-2030 FINANCIAL PLAN BYLAW

Bylaw 1455

WHEREAS Section 165 of the *Community Charter* requires that Council adopt, by bylaw, a financial plan for a period of five years,

AND WHEREAS Section 165 of the *Community Charter* requires that the financial plan set out the objectives and policies of the City,

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

1. This bylaw may be cited as "The City of Castlegar 2026-2030 Financial Plan Bylaw No. 1455, 2026".
2. The planned revenues and expenditures for the years 2026 to 2030 will be those recorded on Schedule "A" attached to and forming part of this Bylaw.
3. Schedule "B" attached to and forming part of this Bylaw is hereby adopted as the "Objectives and Policy Disclosure" of the City as required by Section 165 of the *Community Charter*.
4. This Bylaw shall come into full force and effect upon adoption.

Repeal

The City of Castlegar 2025-2029 Financial Plan Bylaw No. 1436, 2025 and all amendments to are hereby repealed.

READ A FIRST TIME this 23rd day of March 2026.

READ A SECOND TIME this 23rd day of March 2026

READ A THIRD TIME this 23rd day of March 2026

ADOPTED this

Mayor

Director of Corporate Services

Bylaw 1455 Schedule "A"

CITY OF CASTLEGAR

2026 - 2030 FIVE YEAR FINANCIAL PLAN

<u>CONSOLIDATED</u>						
	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>TOTALS</u>
<u>REVENUES</u>						
TAXATION	14,910,340	15,967,489	16,540,738	17,120,610	17,673,788	82,212,965
GOVERNMENT TRANSFERS	2,340,039	6,644,558	2,189,558	1,537,158	11,189,058	23,900,371
FEES & CHARGES	7,636,669	8,356,130	9,759,769	10,519,048	11,181,483	47,453,099
DEVELOPER CONTRIBUTIONS	250,000	25,000	50,000	-	-	325,000
OTHER SOURCES	1,172,440	1,299,311	1,188,116	1,204,868	1,221,548	6,086,283
INTEREST INCOME	518,219	543,923	582,455	616,323	666,057	2,926,977
DCC FUNDING	-	-	-	800,000	-	800,000
						-
TOTAL REVENUES	26,827,707	32,836,411	30,310,636	31,798,007	41,931,934	163,704,695
<u>EXPENDITURES</u>						
INTEREST ON DEBT	711,218	1,029,271	1,272,726	1,443,425	1,629,915	6,086,555
OTHER MUNICIPAL PURPOSES	22,337,490	22,848,955	23,412,125	23,926,968	24,470,018	116,995,556
OPERATING PROJECTS	1,267,867	717,500	535,000	145,000	205,000	2,870,367
AMORTIZATION	4,467,235	4,903,271	4,734,527	5,153,873	5,723,020	24,981,926
TOTAL EXPENDITURES	28,783,810	29,498,997	29,954,378	30,669,266	32,027,953	150,934,404
SURPLUS (DEFICIT) FOR THE YEAR	(1,956,103)	3,337,414	356,258	1,128,741	9,903,981	12,770,291
<u>CAPITAL DEBT AND RESERVE TRANSFERS</u>						
CAPITAL EXPENDITURES	(13,445,602)	(12,373,420)	(8,158,920)	(7,170,920)	(13,316,420)	(54,465,282)
PORTION OF AMORTIZATION EXPENSE UNFUNDED	4,467,235	4,903,271	4,734,527	5,153,873	5,723,020	24,981,926
BORROWING	8,990,842	5,446,000	5,558,000	4,378,000	2,520,000	26,892,842
PRINCIPAL ON DEBT	(814,151)	(953,835)	(1,302,205)	(1,353,735)	(1,370,471)	(5,794,397)
TRANSFERS FROM:						
RESERVE FUNDS	7,419,993	4,808,897	4,557,763	4,337,593	3,814,214	24,938,460
ACCUMULATED SURPLUS	45,789	266,121	419,087	572,486	572,592	1,876,075
TRANSFERS TO:						
RESERVE FUNDS	(4,708,003)	(5,214,115)	(5,802,509)	(6,542,368)	(7,372,530)	(29,639,525)
ACCUMULATED SURPLUS	-	(220,333)	(362,001)	(503,670)	(474,386)	(1,560,390)
						-
NET CAPITAL DEBT AND RESERVE TRANSFERS	1,956,103	(3,337,414)	(356,258)	(1,128,741)	(9,903,981)	(12,770,291)
Surplus (deficit) plus Capital, Debt and Reserve Transfers	-	-	-	-	-	-

Schedule "A" CONTINUES

CITY OF CASTLEGAR

FIVE YEAR FINANCIAL PLAN

GENERAL FUND

	2026	2027	2028	2029	2030	TOTALS
<u>REVENUES</u>						
PROPERTY TAXES	14,372,340	15,429,489	16,002,238	16,581,610	17,134,788	79,520,465
GOVERNMENT TRANSFERS	1,503,522	1,704,558	1,689,558	1,537,158	1,709,058	8,143,854
FEES & CHARGES	1,726,875	1,778,374	1,848,367	1,902,777	1,958,271	9,214,664
DEVELOPER CONTRIBUTIONS	250,000	25,000	50,000	-	-	325,000
OTHER SOURCES	1,172,440	1,299,311	1,188,116	1,204,868	1,221,548	6,086,283
INTEREST INCOME	350,000	350,000	350,000	350,000	350,000	1,750,000
DCC FUNDING	-	-	-	800,000	-	800,000
TOTAL REVENUES	19,375,177	20,586,732	21,128,279	22,376,413	22,373,665	105,840,266
<u>EXPENDITURES</u>						
INTEREST ON DEBT	441,196	437,597	492,397	572,026	703,881	2,647,097
OTHER MUNICIPAL PURPOSES	17,001,478	17,506,696	17,870,639	18,262,422	18,676,807	89,318,042
OPERATING PROJECTS	936,350	497,500	415,000	75,000	65,000	1,988,850
AMORTIZATION	2,614,257	2,807,793	2,662,343	2,797,069	2,837,451	13,718,913
TOTAL EXPENDITURES	20,993,281	21,249,586	21,440,379	21,706,517	22,283,139	107,672,902
SURPLUS (DEFICIT) FOR THE YEAR	(1,618,104)	(662,854)	(312,100)	669,896	90,526	(1,832,636)
<u>CAPITAL DEBT AND RESERVE TRANSFERS</u>						
CAPITAL EXPENDITURES	(4,946,602)	(1,337,420)	(4,799,080)	(5,631,080)	(1,042,420)	(17,756,602)
PORTION OF AMORTIZATION EXPENSE UNFUNDED	2,614,257	2,807,793	2,662,343	2,797,069	2,837,451	13,718,913
BORROWING	1,765,842	-	3,332,160	3,152,160	-	8,250,162
PRINCIPAL ON DEBT	(601,790)	(675,366)	(687,137)	(671,557)	(763,016)	(3,398,866)
TRANSFERS FROM:						
RESERVE FUNDS	5,581,397	2,716,307	2,827,453	2,972,502	2,439,317	16,536,976
ACCUMULATED SURPLUS						-
TRANSFERS TO:						
RESERVE FUNDS	(2,795,000)	(2,848,460)	(3,023,639)	(3,288,990)	(3,561,858)	(15,517,947)
ACCUMULATED SURPLUS						-
NET CAPITAL DEBT AND RESERVE TRANSFERS	1,618,104	662,854	312,100	(669,896)	(90,526)	1,832,636
Surplus (deficit) plus Capital, Debt and Reserve Transfers	-	-	-	-	-	-

Schedule "A" CONTINUES

CITY OF CASTLEGAR
FIVE YEAR FINANCIAL PLAN

		<u>WATER FUND</u>					
		2026	2027	2028	2029	2030	TOTALS
<u>REVENUES</u>							
	PROPERTY TAXES						-
	GOVERNMENT TRANSFERS						-
	FEES & CHARGES	2,485,507	2,555,821	2,628,306	2,709,840	2,801,350	13,180,824
	DEVELOPER CONTRIBUTIONS						-
	OTHER SOURCES						-
	INTEREST INCOME	101,083	121,699	151,472	179,577	209,025	762,856
	DCC FUNDING						-
							-
	TOTAL REVENUES	2,586,590	2,677,520	2,779,778	2,889,417	3,010,375	13,943,680
<u>EXPENDITURES</u>							
	INTEREST ON DEBT	48,367	47,170	58,111	73,872	100,908	328,428
	OTHER MUNICIPAL PURPOSES	1,675,786	1,650,698	1,691,563	1,733,012	1,784,360	8,535,419
	OPERATING PROJECTS	10,000	135,000	60,000	10,000	35,000	250,000
	AMORTIZATION	707,508	698,508	665,788	693,585	647,565	3,412,954
	TOTAL EXPENDITURES	2,441,661	2,531,376	2,475,462	2,510,469	2,567,833	12,526,801
	SURPLUS (DEFICIT) FOR THE YEAR	144,929	146,144	304,316	378,948	442,542	1,416,879
<u>CAPITAL DEBT AND RESERVE TRANSFERS</u>							
	CAPITAL EXPENDITURES	(182,000)	(215,000)	(791,920)	(766,920)	(114,000)	(2,069,840)
	PORTION OF AMORTIZATION EXPENSE UNFUNDED	707,508	698,508	665,788	693,585	647,565	3,412,954
	BORROWING	-	-	612,920	612,920	-	1,225,840
	PRINCIPAL ON DEBT	(62,389)	(63,586)	(64,812)	(59,954)	(54,841)	(305,582)
	TRANSFERS FROM:						
	RESERVE FUNDS	302,756	460,756	361,923	297,826	304,749	1,728,010
	ACCUMULATED SURPLUS						-
	TRANSFERS TO:						
	RESERVE FUNDS	(910,804)	(1,026,822)	(1,088,215)	(1,156,405)	(1,226,015)	(5,408,261)
	ACCUMULATED SURPLUS			-			-
							-
	NET CAPITAL DEBT AND RESERVE TRANSFERS	(144,929)	(146,144)	(304,316)	(378,948)	(442,542)	(1,416,879)
	Surplus (deficit) plus Capital, Debt and Reserve Transfers	-	-	-	-	-	-

Schedule "A" CONTINUES

CITY OF CASTLEGAR

FIVE YEAR FINANCIAL PLAN

SEWER FUND

	2026	2027	2028	2029	2030	TOTALS
<u>REVENUES</u>						
PROPERTY TAXES						-
GOVERNMENT TRANSFERS						-
FEES & CHARGES	2,281,650	2,618,348	3,005,550	3,450,832	3,962,907	15,319,287
DEVELOPER CONTRIBUTIONS						-
OTHER SOURCES						-
INTEREST INCOME	10,153	11,481	14,171	18,122	33,303	87,230
DCC FUNDING						-
TOTAL REVENUES	2,291,803	2,629,829	3,019,721	3,468,954	3,996,210	15,406,517
<u>EXPENDITURES</u>						
INTEREST ON DEBT	142,601	379,445	472,735	473,090	475,713	1,943,584
OTHER MUNICIPAL PURPOSES	1,626,749	1,627,385	1,666,529	1,706,225	1,745,728	8,372,616
OPERATING PROJECTS	60,000	85,000	60,000	60,000	105,000	370,000
AMORTIZATION	539,836	697,336	703,012	693,585	647,565	3,281,334
TOTAL EXPENDITURES	2,369,186	2,789,166	2,902,276	2,932,900	2,974,006	13,967,534
SURPLUS (DEFICIT) FOR THE YEAR	(77,383)	(159,337)	117,445	536,054	1,022,204	1,438,983
<u>CAPITAL DEBT AND RESERVE TRANSFERS</u>						
CAPITAL EXPENDITURES	(7,517,000)	(2,236,000)	(248,780)	(98,780)	(55,000)	(10,155,560)
PORTION OF AMORTIZATION EXPENSE UNFUNDED	539,836	697,336	703,012	693,585	647,565	3,281,334
BORROWING	7,200,000	1,946,000	43,780	43,780	-	9,233,560
PRINCIPAL ON DEBT	(56,370)	(57,966)	(390,652)	(384,175)	(339,435)	(1,228,598)
TRANSFERS FROM:						
RESERVE FUNDS	575,971	812,411	1,128,387	972,265	975,148	4,464,182
ACCUMULATED SURPLUS						-
TRANSFERS TO:						
RESERVE FUNDS	(665,054)	(1,002,444)	(1,353,192)	(1,762,729)	(2,250,482)	(7,033,901)
ACCUMULATED SURPLUS						-
NET CAPITAL DEBT AND RESERVE TRANSFERS	77,383	159,337	(117,445)	(536,054)	(1,022,204)	(1,438,983)
Surplus (deficit) plus Capital, Debt and Reserve Transfers	-	-	-	-	-	-

Schedule "A" CONTINUES

CITY OF CASTLEGAR

FIVE YEAR FINANCIAL PLAN

STORM FUND

	2026	2027	2028	2029	2030	TOTALS
<u>REVENUES</u>						
PROPERTY TAXES	538,000	538,000	538,500	539,000	539,000	2,692,500
GOVERNMENT TRANSFERS	236,517	-	-	-	-	236,517
FEES & CHARGES	-	-	-	-	-	-
DEVELOPER CONTRIBUTIONS	-	-	-	-	-	-
OTHER SOURCES	-	-	-	-	-	-
INTEREST INCOME	56,983	60,743	66,812	68,624	73,729	326,891
DCC FUNDING	-	-	-	-	-	-
TOTAL REVENUES	831,500	598,743	605,312	607,624	612,729	3,255,908
<u>EXPENDITURES</u>						
INTEREST ON DEBT	11,231	10,433	20,913	35,882	61,123	139,582
OTHER MUNICIPAL PURPOSES	257,838	262,354	267,849	273,380	278,554	1,339,975
OPERATING PROJECTS	236,517	-	-	-	-	236,517
AMORTIZATION	124,276	114,776	118,526	122,276	143,081	622,935
TOTAL EXPENDITURES	629,862	387,563	407,288	431,538	482,758	2,339,009
SURPLUS (DEFICIT) FOR THE YEAR	201,638	211,180	198,024	176,086	129,971	916,899
<u>CAPITAL DEBT AND RESERVE TRANSFERS</u>						
CAPITAL EXPENDITURES	(190,000)	(75,000)	(809,140)	(664,140)	(95,000)	(1,833,280)
PORTION OF AMORTIZATION EXPENSE UNFUNDED	124,276	114,776	118,526	122,276	143,081	622,935
BORROWING	25,000	-	569,140	569,140	-	1,163,280
PRINCIPAL ON DEBT	(34,558)	(35,355)	(36,173)	(32,934)	(37,713)	(176,733)
TRANSFERS FROM:						
RESERVE FUNDS	165,000	75,000	240,000	95,000	95,000	670,000
ACCUMULATED SURPLUS	45,789	45,788	57,086	68,816	98,836	316,315
TRANSFERS TO:						
RESERVE FUNDS	(337,145)	(336,389)	(337,463)	(334,244)	(334,175)	(1,679,416)
ACCUMULATED SURPLUS			-			-
NET CAPITAL DEBT AND RESERVE TRANSFERS	(201,638)	(211,180)	(198,024)	(176,086)	(129,971)	(916,899)
Surplus (deficit) plus Capital, Debt and Reserve Transfers	-	-	-	-	-	-

Schedule "A" CONTINUES

CITY OF CASTLEGARFIVE YEAR FINANCIAL PLAN

	<u>AIRPORT FUND</u>					
	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>TOTALS</u>
<u>REVENUES</u>						
PROPERTY TAXES						-
GOVERNMENT TRANSFERS	600,000	4,940,000	500,000	-	9,480,000	15,520,000
FEES & CHARGES	1,142,637	1,403,587	2,277,546	2,455,599	2,458,955	9,738,324
DEVELOPER CONTRIBUTIONS						-
OTHER SOURCES						-
INTEREST INCOME						-
DCC FUNDING						-
TOTAL REVENUES	1,742,637	6,343,587	2,777,546	2,455,599	11,938,955	25,258,324
<u>EXPENDITURES</u>						
INTEREST ON DEBT	67,823	154,626	228,570	288,555	288,290	1,027,864
OTHER MUNICIPAL PURPOSES	1,775,639	1,801,822	1,915,545	1,951,929	1,984,569	9,429,504
OPERATING PROJECTS	25,000	-	-	-	-	25,000
AMORTIZATION	481,358	584,858	584,858	847,358	1,447,358	3,945,790
TOTAL EXPENDITURES	2,349,820	2,541,306	2,728,973	3,087,842	3,720,217	14,428,158
SURPLUS (DEFICIT) FOR THE YEAR	(607,183)	3,802,281	48,573	(632,243)	8,218,738	10,830,166
<u>CAPITAL DEBT AND RESERVE TRANSFERS</u>						
CAPITAL EXPENDITURES	(610,000)	(8,510,000)	(1,510,000)	(10,000)	(12,010,000)	(22,650,000)
PORTION OF AMORTIZATION EXPENSE UNFUNDED	481,358	584,858	584,858	847,358	1,447,358	3,945,790
BORROWING	-	3,500,000	1,000,000	-	2,520,000	7,020,000
PRINCIPAL ON DEBT	(59,044)	(121,562)	(123,431)	(205,115)	(175,466)	(684,618)
TRANSFERS FROM:						
RESERVE FUNDS	794,869	744,423	-	-	-	1,539,292
ACCUMULATED SURPLUS	-	220,333	362,001	503,670	473,756	1,559,760
TRANSFERS TO:						
RESERVE FUNDS	-	-	-	-	-	-
ACCUMULATED SURPLUS	-	(220,333)	(362,001)	(503,670)	(474,386)	(1,560,390)
NET CAPITAL DEBT AND RESERVE TRANSFERS	607,183	(3,802,281)	(48,573)	632,243	(8,218,738)	(10,830,166)
Surplus (deficit) plus Capital, Debt and Reserve Transfers	-	-	-	-	-	-

Bylaw 1455 Schedule "B" Objectives and Policy Disclosure

1. Proportion of Total Revenue from Each Funding Source

1) Property Value Taxes

- i) Property tax levels within the City of Castlegar have been established through years of public process and within the context of the following objectives:
 - Ensure City of Castlegar property taxes are competitive when compared to other communities in the region.
 - Ensure that an appropriate balance between operating funds and capital funds for infrastructure improvements is maintained.
 - Continue to maintain reserves for future projects as appropriate.
 - Reduce the City's reliance on property taxes by developing alternative revenue streams and by implementing the user pay principle where possible.
- ii) The total proportion of property tax revenues collected is determined by calculating the difference between all other revenue sources and revenues required.

2) Parcel Taxes

The City of Castlegar will use parcel taxes to fund the construction and maintenance of public infrastructure when it is in the public interest to do so.

The 2026 Financial Plan continues the use of parcel taxes to fund the planning, development and maintenance of a storm water system in order to ensure public safety and protect municipal assets.

3) Fees and Charges

- i) It is the objective of the City of Castlegar to ensure that costs for a service are collected from users of the service, where practical.
- ii) User fees are a primary cost recovery method used by the City of Castlegar.
- iii) User fees will be levied in all cases where it is possible and appropriate to recover costs on a user pay basis.

4) Other Sources of Revenue

- i) It is the objective of the City of Castlegar to maximize revenues from new or other sources. The City will:
 - Seek funding from senior levels of government for projects and other initiatives, where possible and appropriate to do so.
 - Seek economic development opportunities in order to create new streams of revenue.

Bylaw 1455
Schedule "B" CONTINUES

The proposed distribution of municipal property value tax revenues is estimated to be as shown in the following table:

Council has considered the distribution of property taxes among the various property classes. It is Council's policy to adjust the bill rates such that the ratio of taxes paid by the various classes remains relatively constant from year to year taking into account new construction.

The exact rates and distribution will be set by Council in the Tax Rates Bylaw.

The proposed proportions of total funding from revenues and other sources are estimated in the following table:

Funding Source 2026	%
Taxation	34.6%
Government Transfers	5.4%
Fees and Charges	17.8%
Other Income	3.3%
Borrowing for Capital Projects	20.9%
Interest Income	1.2%
Reserves	16.8%
Total	100%

5) Debt and Internal Financing

- i) It is the objective of the City of Castlegar to consider debt financing only when:
 - The project will provide a significant benefit to taxpayers over the long-term.
 - The cost of financing the project does not constitute an unreasonable burden to taxpayers.
 - The City will continue to utilize Municipal Finance Authority lease and/or equipment financing opportunities for its equipment fleet and will use this method of financing when it is economically viable to do so.

6) Permissive Tax Exemptions

The City of Castlegar will provide permissive property tax exemptions in accordance with the provisions of the *Community Charter* and Council Policy Directive 15.

The Annual Report for 2026 will contain a list of permissive tax exemptions granted for the taxation year and the amount of revenue foregone.

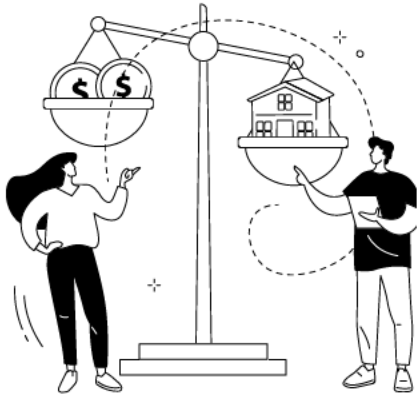
7) Revitalization Tax Exemptions

Council may also, from time to time, enact new revitalization tax exemption bylaws that encourage development within the spectrum of the City's objectives, including but not limited to:

- Enhancing the City's sustainability and environmental stewardship.
- Encouraging green development and green technology.
- Objectives and initiatives established within the Official Community Plan.
- Stimulating the local economy through encouraging investment, new development and employment opportunities.
- Encouraging affordable housing.
- As a means of re-vitalizing and renewing specific areas of the City.

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



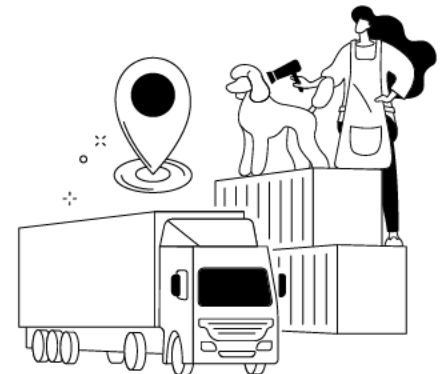
3 QUALITY OF LIFE



4 WEST KOOTENAY REGIONAL AIRPORT EXCELLENCE



5 ACCESS TO HEALTHCARE



6 A PROSPEROUS CITY