

Regular Meeting of Council Agenda August 10, 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=ZpfUEPd3ETadsVvNDRH9ds8b2IB8ar.1>
or telephone: Dial (for higher quality, dial a number based on your current location):
Canada: 1-438-809-7799, 1-587-328-1099, 1-647-374-4685, 1-647-558-0588,
1-778-907-2071, 1-780-666-0144

Webinar ID: 815 3739 1928 Passcode: 707182

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

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

Webinar ID: 823 0888 6136 Passcode: 634712

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

1 CALL TO ORDER (3:00 P.M.)

2 ADOPTION OF AGENDA

3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

4 DELEGATION:

- (a) Marilyn Johnstone on behalf of active transportation residents of Castlegar re: the City's Active Transportation Plan and the B.C. Pilot Program for the use of e-scooters.

5 COMMUNITY WELLNESS, SAFETY & DEVELOPMENT (CHAIR BELL / DEPUTY BOJECHKO / DEPUTY HEATON-SHERSTOBITOFF):

(a) COUNCIL COMMITTEE LIAISON VERBAL UPDATE

(b) Castlegar & District Public Library Meeting Minutes

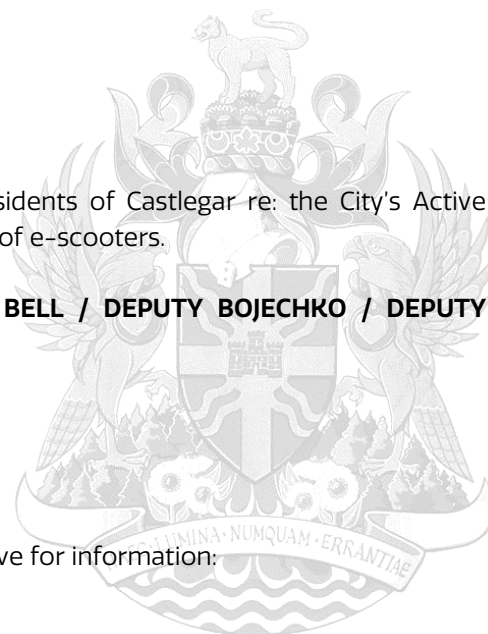
RECOMMENDATION: Council consider and resolve to receive for information:

- Annual General Meeting Minutes – March 12, 2025
- Regular Board Meeting Minutes – April 8, 2026
- Regular Board Meeting Minutes – May 13, 2026

(c) FIRE DEPARTMENT VERBAL UPDATE

(d) RCMP DETACHMENT VERBAL UPDATE

(e) WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE



(f) **West Kootenay Regional Airport Operations and Maintenance Services Contract Extension (Report No. 26-63)**

Report from the Airport Manager to seek Council approval to extend the existing contract with Dexterra Integrated Facilities Management (Dexterra) for operation and maintenance services.

RECOMMENDATION: Council consider and resolve:

THAT Council authorize staff to extend the West Kootenay Regional Airport Operations and Maintenance Services Contract to Dexterra Integrated Facilities Management for an 18-month period commencing November 1, 2026, for a total value of \$1,073,646 plus tax,

AND FURTHER;

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

(g) **COMMUNITY WELLNESS, SAFETY AND DEVELOPMENT VERBAL UPDATE.**

6 CULTURAL & CIVIC PRIDE (CHAIR HEATON-SHERSTOBITOFF / 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) **2026 Council Strategic Plan Implementation Report – Quarter 2 Update (Report No. 26-62)**

Report from the Chief Administrative Officer to present Council with the 2026 Council Strategic Plan Implementation Report – Quarter 2 Update.

RECOMMENDATION: Council consider and resolve:

THAT Council receive for information Report #26-62 titled "2026 Council Strategic Plan Implementation Report – Quarter 2 Update".

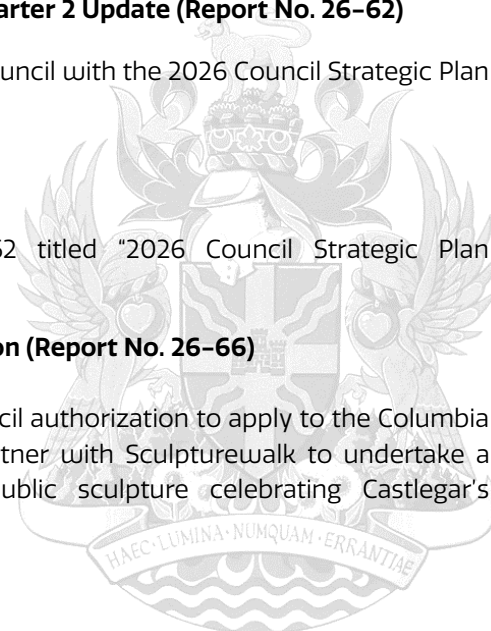
(d) **Columbia River Basin Public Art Program Grant Application (Report No. 26-66)**

Report from the Chief Administrative Officer to seek Council authorization to apply to the Columbia River Basin Public Art Program, and if successful, to partner with Sculpturewalk to undertake a competitive process to commission a permanent public sculpture celebrating Castlegar's relationship with the Kootenay and Columbia Rivers.

RECOMMENDATION: Council consider and resolve:

THAT Council authorize staff to submit an application to the Columbia River Basin Public Art Program for up to \$75,000 to commission a permanent public sculpture celebrating Castlegar's location at the confluence of the Kootenay and Columbia Rivers,

AND FURTHER;



THAT Council authorize staff to work with Castlegar Sculpturewalk to develop and administer a call to artists, artist selection process, project budget, and commission requirements consistent with the Columbia River Basin Public Art Program,

AND FURTHER;

THAT staff be authorized to execute the necessary documents should the application be successful.

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

(f) **Rescind Financial Administration and Procurement Policy 3-1 and approve Procurement Policy 3-1 (Report No. 26-58)**

Report from the Director of Finance & Technology to seek Council authorization to rescind Financial Administration and Procurement Policy 3-1 and approve Procurement Policy 3-1

RECOMMENDATION: Council consider and resolve:

THAT Council rescind Financial Administration and Procurement Policy 3-1,

AND FURTHER;

THAT Council approve Procurement Policy 3-1.

8 MUNICIPAL SERVICES (CHAIR MACLEOD / DEPUTY BELL):

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

(b) **Request for Pre-Qualification 2026-06 – SCADA Instrumentation & Control Services – Recommendation for Award (Report No. 26-64)**

Report from the Manager of Engineering & Infrastructure to seek Council authorization to enter into a Standing Offer Agreement with Centrix Control Solutions Inc. for Supervisory Control and Data Acquisition (SCADA) instrumentation.

RECOMMENDATION: Council consider and resolve:

THAT Council authorize staff to enter into a Standing Offer Agreement with Centrix Control Solutions Inc. for SCADA instrumentation and control services for a term of 3-years, with the option to extend the agreement for two, one-year extensions,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

(c) **Request for Quotation 2026-14 – Plow Truck – Recommendation for Award (Report No. 26-65)**

Report from the Manager of Civic Works to seek Council authorization to award Request for Quotation 2026-14 – Plow Truck to New West Truck Centres (BC) Inc.

RECOMMENDATION: Council consider and resolve:



THAT Council authorize staff to award Request for Quotation 2026-14 – Plow Truck to New West Truck Centres (BC) Inc., in the amount of \$353,082 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

9 QUESTION PERIOD:

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

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

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

RESOLUTION:

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

- ***Community Charter Section 90(1)(C)***
Labour relations or other employee relations.
- ***Community Charter Section 90(1)(G)***
Litigation or potential litigation affecting the municipality.
- ***Community Charter Section 90(1)(L)***
Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].
- ***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.,

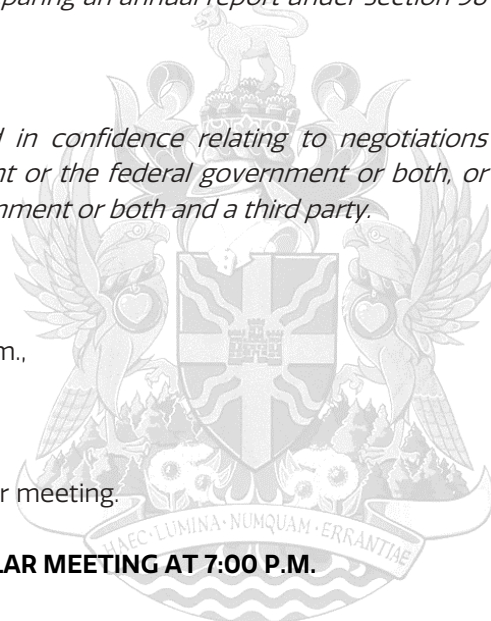
AND FURTHER;

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 ANNUAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2025 – OPPORTUNITY FOR PUBLIC SUBMISSIONS AND QUESTIONS.

14 DELEGATION: Nil



15 COUNCIL MEETING MINUTES FOR APPROVAL:

RESOLUTION: THAT the following Minutes be adopted:

- (a) Regular Meeting Minutes – July 13, 2026

16 RESOLUTION TO ADOPT COMMITTEE OF THE WHOLE RECOMMENDATIONS:

- (a) Recommendations from the July 13, 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 July 13, 2026, Committee of the Whole Meeting.

1. THAT the following items considered and received for information at the May 19, 2026, Committee of the Whole meeting, be adopted:

- Emergency Services Monthly Report – June 2026

2. THAT Council consider the required readings of the Board of Variance Bylaw 1464,

AND FURTHER;

THAT Council approve the Board of Variance Terms of Reference to take effect concurrently with Board of Variance Bylaw 1464.

- (b) Committee of the Whole recommendations from the August 10, 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 August 10, 2026, Committee of the Whole Meeting.

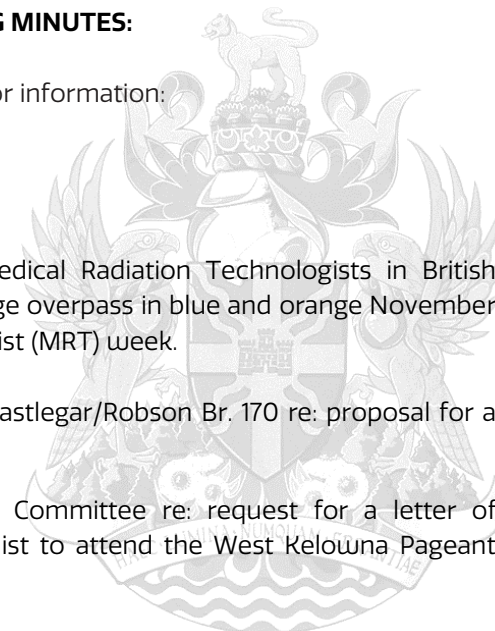
17 REGIONAL DISTRICT OF CENTRAL KOOTENAY (RDCK) MEETING MINUTES:

RECOMMENDATION: THAT the following minutes be received for information:

- (a) Regular Board Meeting Minutes – June 18, 2026

18 CORRESPONDENCE:

- (a) Lindsay Ellis, on behalf of Canadian Association of Medical Radiation Technologists in British Columbia re: request to illuminate the Kinnaird interchange overpass in blue and orange November 8-14, 2026, in recognition of Medical Radiation Technologist (MRT) week.
- (b) Chris MacBain, on behalf of the Royal Canadian Legion Castlegar/Robson Br. 170 re: proposal for a Commemorative Veteran's Crosswalk in Castlegar.
- (c) Carol Sommerville, on behalf of the Castlegar Queen Committee re: request for a letter of endorsement for Miss Castlegar Princess, Taliya Lundquist to attend the West Kelowna Pageant weekend August 14-16, 2026.
- (d) Carol Sommerville, on behalf of the Castlegar Queen Committee re: request for a letter of endorsement for Miss Castlegar Young Kim and Miss Castlegar Princess Taliya Lundquist to attend the Oliver Pageant weekend September 18-20, 2026.



19 REPORTS OTHER:

- (a) **Recreation Commission Member Verbal Update**
- (b) **Councillor Bogle Report on attendance at the Ktunaxa Nation Council 2026 Annual General Assembly**
- (c) **Councillor Falstead Report on attendance at the Ktunaxa Nation Council 2026 Annual General Assembly**

20 MAYOR'S REPORT:

21 NEW & UNFINISHED BUSINESS: Nil

22 BYLAWS FOR CONSIDERATION:

- (a) **Advisory Planning Commission Repeal Bylaw 1463 – Adoption (Report No. 26–54)**

A Bylaw to repeal the Advisory Planning Commission.

RECOMMENDATION: Council consider and resolve:

THAT Advisory Planning Commission Repeal Bylaw 1463 be adopted.

- (b) **Board of Variance Bylaw 1464 – Adoption (Report No. 26–54)**

A Bylaw to establish a Board of Variance and establish a procedure for appeals.

RECOMMENDATION: Council consider and resolve:

THAT Board of Variance Bylaw 1464 be adopted.

23 NEXT MEETING(S):

September 8, 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.

24 NOTICE OF MOTION: Nil

25 QUESTION PERIOD:

26 ADJOURNMENT:

27 2023–2027 STRATEGIC PLAN INFORMATION PAGE



From: coc mailer <noreply@castlegar.ca>

Sent: July 23, 2026 1:48 PM

To: Castlegar City of <castlegar@castlegar.ca>

Subject: New submission from Apply to Appear Before City Council

Contact Details

Name

Marilyn Johnstone

Email

[REDACTED]

Phone

[REDACTED]

On Behalf of

Myself and Active Transportation residents of Castlegar

Delegation Details

1st Meeting Choice Date

Council Meeting - August 10, 2026

2nd Meeting Choice Date

Council Meeting - September 21, 2026

Purpose of Delegation

Requesting action by Council

Subject to be Presented

Discussion of the city's Active Transportation Plan, Education possibilities to complement this plan, and the need to join the B. C. Pilot Program for the use of e-scooters.

I am writing my formal presentation and would have it ready for the Tuesday before the Council Meeting to which I am permitted to delegate.

Delegation Presentation Guidelines & Procedures

- Yes



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ANNUAL GENERAL MEETING 2025

Meeting Minutes – March 12th
2025

Call to order: March 12th, 2025, 6:05 p.m.

In attendance	Nova MacDougall, Nicole McCrea, Terry Gerling, Library Director Alex Seaborn, Dianne Galloway, Geeta Gillespie, Sarah Courtemanche, Lynn Piva, Wendy Hurst
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 Ktunaxa, the Syilx, and the Sinixt peoples.

Item	Motion	Second
1. Approval of the Agenda	Terry	Sarah
2. Approval of the 2024 Meeting Minutes	Dianne	Terry
3. Library Presentation - Library Membership for 2024 surpassed 13,500 members - Welcomed 640 new patrons to our library - Grants - many thanks RDCK and the City of Castlegar who provided 85% of the library's funding - In 2024, there were over 60,000 visits to the library, over 4,000 of those visits were people attending programming - Castlegar Library added 4,000 new items to the physical collection in 2024. Physical items had over 95,000 circulations, and digital collections had nearly 33,000 uses. - We worked on developing a new strategic plan for 2025-2030, including conducting a community survey. - Through a grant from CBT, the library completed environmental upgrades by installing solar panels and updating interior lights to LEDs. - In the fall, the library marked its 50th anniversary with a day of celebration - Introduced a new children's program age group 6-10 to give families another after school option The Castlegar District Library would like to vehemently thank our 2024 partners and local business have helped with donations and special presentations throughout the year.		

4. Committee Reports		
a. Chair Report • The Board would like to thank Director Alex Seaborn for her dedication to keeping the library running smoothly, along with the dedicated and experienced librarians • 50th birthday party highlight of the year, and pleased to work collaboratively with the City of Castlegar and Columbia Basin Trust on the LED lights/solar panels project • Thank you to Teck for supporting the purchase of educational Indigenous materials, to the RDCK for thermal imaging cameras, to BC Parks for a hiking backpack, and to the Friends of the Library for English language YOTO players that patrons can borrow • The library is collaborating with Rogers TV to increase awareness of library events, and librarian Margaret Tessman is submitting regular newspaper articles to Castlegar News, talking about what the library has to offer • Strategic Goals for 2024 were met with additional highlights including staff attending various professional development webinars and the Joint Job Evaluation Committee reviewing jobs and tasks librarians perform daily The Castlegar District Public Library Board of Trustees would like to thank all of our funders, sponsors, donors, fundraisers and patrons. Our community library would not have been able to accomplish what it has this past year without your support.	Sarah	Terry
b. Library Director Report • 2024 library outreach included attending the Teddy Bear Picnic, Ready Set Learn, the Parade of Programs, and Selkirk College's Get Connected, along with regular visits to Castle Wood Village, Kinnaird Elementary, and Castlegar Primary • In our summer months, 172 children and youth signed up to participate in our Summer Reading Program with even more attending our drop-in sessions. Reading Program participants were able to enjoy special activities with guests such as magician Leif David, WildSafe BC, COINS, and BC SPCA • During the school year our children and youth programming was very popular and able to support and foster literacy skills and community in our younger patrons from 18 months to 18 years • We were able to offer in-person adult programs on topics such as mushrooms, wildfires, science fiction, graphic novels, and poetry, as well as some virtual author talks through the Kootenay Library Federation With our 50th anniversary, we reflect on the past and look forward to the future of the library. We would like to thank our entire library staff, board members, Friends of Library, and volunteers for helping make our library such a wonderful place to visit.	Dianne	Lynn

c. Finance Committee Report • Library revenue in 2024 totaled \$859,480 including grant funding from the City of Castlegar, Regional District of Central Kootenay, Columbia Basin Trust, Government of British Columbia, and Government of Canada which contributed to 90% of the Library's total revenue, at \$685,318 • The Library received an unusual amount of donations and bequests in 2024, including the Province of BC (\$14,805), the Estate of Gerry Sobie (\$11,022), and various library patrons (\$7,568) which made up 4% of the Library's revenue. • The City of Castlegar also donated services, including professional fees and repairs and maintenance, at \$24,323 (3% of the Library's revenue) • The Library's expenses in 2024 totaled \$675,510. The largest expenses included wages and benefits at \$440,953 (65% of the Library's expenses), followed by books, periodicals and audio visuals at \$92,500 (14% of expenses) • Excess of revenue over expenses can be attributed to the fact that revenue includes \$40,000 from CBT that was used for building improvements that do not show up in expenses Thank you to the Library's funders for supporting literacy in Castlegar & District	Nova	Dianne
d. Friends of the Library Report • The Friends of the Library have grown to ten members • They have concentrated their efforts on fund-raising through two annual book sales • All materials at our books sales were sold by donation which raised thousands of dollars for the library • Rotary Interact students assisted in the set-up and take-down of both sales, without their enthusiastic help, our book sale successes would be seriously compromised • In January, the Friends engaged in a recycling project. With the help of many volunteers, upwards of seventy boxes of old book sale inventory deemed unsalable was dismantled according to Waste Management protocol and recycled. The Friends paid for delivery and pick-up of the recycle bin, and Waste Management donated the cost of the recycling The Friends of the Library look forward to a productive and profitable remainder of 2025; please be reminded of our upcoming Book Sale in June of this year, in conjunction with the annual SunFest event. This has been made possible through the combined input and collaboration of the Friends and library staff, and by library patrons in the community at large, both as donors of sale items, and as purchasers.	Nova	Lynn



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5. Questions: • None at this time		
6. Election: • Dianne Galloway, Geeta Gillespie, and Terry Gerling re-elected for another two year term by acclamation. The library is still looking for new board members. Your time and help is greatly appreciated.		

Adjourned: 6:47 p.m.

Next regular meeting: April 9th, 2025, 6:00 p.m.



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Regular Board Meeting Minutes

April 8th 2026, 6:00 p.m.

Call to order: April 8th, 2026, 6:01 p.m.

In attendance	Alex Seaborn (Library Director), Sergio Chavarri, Terry Vickers, Sarah Courtemanche, Geeta Gillespie, Julia Stockhausen, Dianne Galloway, Darcy Bell (City of Castlegar Representative), Linda Miller (with Friends of the Library/Guest)
Regrets	Terry Gerling
Chair	Library Director Alex served as acting Chair for this meeting. Election of a permanent Chair to occur at the end of meeting.
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: • April Agenda • February Minutes • Directors Report	Julia	Sarah
2. Committee Reports	Diane	Terry
a. Finance • The next Finance Committee meeting is scheduled to occur in May 2026.		
b. Personnel • None at this time		
c. Friends of the Library • Next Friends of the Library Meeting is scheduled to occur May 2026		
○ d. Kootenay Library Federation • The Committee report was received as presented. • The Annual General Meeting was held on March 25, 2026, and a new executive was elected. • The Committee's budget was approved. • Upcoming Library Trustee workshops will be held in April and May. • Staff training sessions are being planned, with details to be announced. • Authors from Rossland and Creston will be touring the Kootenays; dates are forthcoming.		
e. Policy • None at this time		



f. Building Committee • Quotes are being received for the sliding doors. • Terry will review quotes for accessible bathroom doors. • Elevator-related discussion will be revisited later in the year. • The radon study has been placed on hold; the City is reviewing. • A “wish list” will be developed for future library upgrades, including building and operational improvements.		
g. Board Recruitment and Succession • Additional Board members are required; a formal recruitment process will be established. • Library Director Alex will distribute informational packages in support of recruitment efforts.		
4. Old Business • None at this time		
5. New Business: Board Officer Elections • Sarah and Julia were nominated for the Co-Chair positions. • A motion was made by Alex and seconded by Terry to appoint Sarah and Julia as Co-Chairs. • <i>Motion carried unanimously.</i> Board Member Recruitment • A motion was made by Julia and seconded by Sarah to initiate a search for new Board members. • <i>Motion carried unanimously.</i> Committee Appointments and Updates Finance Committee • Sarah indicated she will step down as Treasurer and from the Finance Committee. • The Committee will meet quarterly to review financials, identify any irregularities, review year-end revenue, and support the Library Director with budget planning. • The time commitment is expected to be minimal (approximately one hour per month, with additional time quarterly). • Terry V. was nominated to join the Finance Committee. • A motion was made to appoint Terry V. • <i>Motion carried unanimously.</i> KLF (Kootenay Library Federation) • The Board would like two representatives to participate (quarterly Zoom meetings and two in-person meetings annually). • Sergio was nominated to join the KLF Committee. • <i>Motion carried unanimously.</i>		



Policy Committee

- Members include Geeta and Sarah.

Personnel Committee (Labour Relations)

- A motion was made to combine the Personnel Committee with the Labour Relations Committee.
- Diane will serve with two additional members.
- Terry V. was nominated to join the Committee.
- ***Motion carried unanimously.***

Friends of the Library Liaison

- Two Board members are required: one liaison and one alternate.
- Terry G. will remain as Chair; an alternate is still required.

Building Committee

- Members include Terry G., Terry V., and Geeta.

Occupational Health and Safety Committee

- It was noted that no formal policy currently exists. A policy will be developed.
- Sarah was nominated to join the Committee.
- ***Motion carried unanimously.***

Board Recruitment and Succession Committee

- Terry G. is currently the sole member; the Committee is not yet included in the Board manual.
- Julia and Sarah were nominated to join the Committee.
- ***Motion carried unanimously.***

Other Business

Joint Job Evaluation

- It was agreed that Joint Job Evaluation responsibilities will be incorporated into the Personnel Committee.

Strategic Plan Review

- The working document has been updated.
- Sarah and Julia will review the document, with sections and priorities to be discussed at a future meeting.



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6. Votes and Due Process		
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- | | | |
|---|--|--|
| <ul style="list-style-type: none">• All motions were duly moved, seconded, and resolved as recorded in the minutes. No conflicts of interest were declared. | | |
|---|--|--|

Adjourned: 6:55 p.m.

Next regular meeting: May 13th 2026 at 6:00pm



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Regular Board Meeting Minutes

May 13th 2026, 6:00 p.m.

Call to order: May 13th, 2026, 6:02 p.m.

In attendance	Alex Seaborn (Library Director), Sergio Chavarri, Terry Vickers, Sarah Courtemanche, Julia Stockhausen, Terry Gerling, Darcy Bell (Castlegar Representative), Linda Miller
Regrets	Geeta Gillespie, Dianne Galloway
Chair	Co-Chair: Julia Stockhausen Co-Chair: Sarah Courtemanche
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: • May Agenda • April Meeting Minutes • Director's Report: ○ Current job posting scheduled to close May 15, 2026, with potential extension if required ○ Alex to post the employment opportunity at the college for Early Childhood Education students	Sarah	Terry
2. Committee Reports		
a. Finance • The Board has not yet received the first funding installment from the City at this time. • Finance Committee members currently include Julia and Terry V. • The next quarterly Finance Committee meeting is scheduled for May. • Geeta has been nominated to join the Finance Committee and will advise whether she wishes to accept the appointment.		
b. Personnel • Collective bargaining is scheduled for May 20, 2026. • Terry V. and Dianne confirmed their availability to attend alongside Library Director Alex.		
c. Friends of the Library • Preparations for the June Book Sale are underway. • Volunteers are needed for both Friday and Saturday shifts during the event. • A volunteer sign-up sheet is available upstairs at the front desk, or interested individuals may contact Alex directly.		



d. Kootenay Library Federation • Dianne, Julia, and Library Director Alex attended the “Library Governance Workshop” on May 2, 2026. • The workshop focused specifically on library governance and included participation from numerous libraries throughout the Kootenay Library Federation region. • The workshop was described as highly informative and provided access to several governance resources, including additional Zoom workshop opportunities.		
e. Policy Policy 5.3.2 – Evaluation of the Library Director: • The Policy Committee will work toward developing a clearer evaluation framework focused on growth, clarity, and continuity within Policy 5.3.2 regarding the evaluation of the Library Director. • Discussion took place regarding the importance of sharing evaluation results between the Library Director and Trustees as part of the evaluation process. • The current evaluation process will be reassessed to improve clarity for all parties involved, streamline procedures, and establish a consistent annual evaluation timeline. • Library Director Alex has permitted previous evaluation materials to be shared with Trustees in hardcopy format. Additional Policy Discussion: • Discussion took place regarding the development of a formal Code of Conduct applicable to staff, Trustees, and Board members. • The Board discussed implementing a structured staff evaluation and goal-setting process. • A policy requiring Trustees to sign confidentiality agreements will also be developed and brought forward for consideration.		
f. Building • Two bids have been received for the sliding door project, with a third bid still pending. • Discussion took place regarding refitting the bathroom doors with automatic openers. To date, only one company has provided a preliminary estimate of approximately \$2,500 per door, with four doors requiring upgrades. • The Board is currently awaiting clarification from the City regarding whether the work will be completed by the City or managed directly by the Library. • A broken window in the fire door requires replacement, with an estimated repair cost of \$323. • The Library intends to apply for a Columbia Basin Trust BEAMS		



Grant to assist with building-related improvements and upgrades.		
g. Board Succession / Recruitment - Letters have been sent to potential prospective Board members as part of ongoing recruitment efforts. - Additional Board recruitment initiatives will take place in the fall with the goal of securing additional Trustees and supporting long-term Board succession planning.		
4. Old Business None at this time		
5. New Business: Board Recruitment / Trustee Updates: - The Board nomination process for Linda Miller has been completed, and Linda has formally accepted the position. - Linda expressed interest in joining the Occupational Health and Safety (OHS) Committee. - Linda will review applicable WorkSafeBC legislation and requirements, and the committee will establish a meeting date. Policy / Administrative Updates: - Employment application materials will be updated to reflect an age requirement of 19 years and older. Strategic Plan Review (Ongoing): Objective 1.1 – Board Recruitment, Onboarding, Development, and KPI Tracking - Discussion took place regarding Board recruitment, onboarding processes, Trustee development, and associated strategies and performance indicators. - The Board discussed the need to further define the objective relating to 80% of members participating in professional development opportunities. - Trustees attending professional development opportunities are encouraged to either provide a brief verbal update at meetings or circulate a written summary to Board members via email. - Professional Development will be added as a standing agenda item for future meetings. Objective 1.2 – Staff Development and Organizational Culture - Staff meeting arrangements are to be established moving forward. - Discussion took place regarding Naloxone/Narcan awareness and availability. Community Services currently offers free		



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training sessions, and kits may also be obtained through local pharmacies.		
Other Business • Discussion took place regarding gifting related to the former Chair Nova MacDougall		
6. Votes and Due Process • None at this time		

Adjourned: 7:10 p.m.

Next regular meeting: June 10th 2026 at 6:00pm

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	August 10, 2026	REPORT NO:	26-63
SUBMITTED BY:	Airport Manager	FILE NO:	8400-20
SUBJECT:	West Kootenay Regional Airport Operations and Maintenance Services Contract Extension		

RECOMMENDATION:

THAT Council authorize staff to extend the West Kootenay Regional Airport Operations and Maintenance Services Contract to Dexterra Integrated Facilities Management for an 18-month period commencing November 1, 2026, for a total value of \$1,073,646 plus tax,

AND FURTHER;

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

PURPOSE:

Report to seek Council approval to extend the existing contract with Dexterra Integrated Facilities Management (Dexterra) for operation and maintenance services total inclusive price of \$1,073,646 plus tax, for a duration of 18 months, at the West Kootenay Regional Airport (WKRA).

This report is for consideration at the August 10, 2026, Committee of the Whole Meeting and approval of the recommendation at the August 10, 2026, Regular Council Meeting to enable continuity of services if Council or the contract holder chooses not to extend.

SUMMARY/BACKGROUND:

Operation of an airport is a specialized business. It involves significant training and knowledge of federal aviation regulations and the aviation industry's best practices. Since taking ownership of the WKRA in 1997, the City has retained the services of qualified contractors to provide operational and maintenance services at the airport, both groundside and airside. The City establishes separate contracts for all other goods and services such as janitorial, security, insurance, materials, equipment, and capital works.

In 2021, following completion of a Request for Proposals (RFP) process, Council awarded Dexterra Integrated Facilities Management a five-year contract for operations and maintenance services at the West Kootenay Regional Airport, with the option for two additional one-year extensions. The contract commenced on November 1, 2021, and is scheduled to expire on October 31, 2026.

Dexterra has successfully delivered the required contract services, and staff are recommending an extension of the agreement. An 18-month extension is proposed. This approach recognizes Dexterra's positive performance, maintains continuity of airport operations, and provides staff with sufficient time to undertake a new RFP process on a timeline that better aligns with the operational needs of the airport.

The proposed extension would result in the contract terminating on April 30, 2028. Establishing an April termination date reduces risk to the City by ensuring winter operations have been completed before any transition to a new service provider is possibly required. It also provides transition time before the onset of summer airport activities.

ALTERNATIVES:

1. Council could choose not to extend the West Kootenay Regional Airport Operations and Maintenance Services contract. Staff do not recommend this because as it could expose the City to risks, such as gaps in critical services and winter operational readiness.
2. Council could choose to renew the contract for a shorter time-period. This is not recommended as a shorter extension to the existing contract could result in a new RFP process that would not guarantee proposals from qualified contractors in time for winter operations exposing the City to added risk.
3. Council could choose to renew the contract for the full two years. Staff do not recommend this as the expiration of the contract at the end of the two years terminates near the commencement of winter and exposes the City to added risks.

IMPLICATIONS:

(1) Social

Extending the contract to Dexterra will continue to ensure that operations and maintenance services at WKRA are performed to Transport Canada standards and allow the City to continue operating the airport in a safe and reliable manner. This will allow commercial passenger services to continue, and position WKRA to be the airport of choice for travellers.

(2) Environmental

Dexterra has deployed sustainability and carbon reduction programs in their organization. Continued partnership helps reduce the City's overall footprint.

(3) Personnel

It is anticipated that the extension will require 2 hours of the Airport Managers time and 2 hours of the Director of Community Safety & Development time as well as 1 hour of Clerical time.

(4) Financial

The cost for Dexterra to provide operations and maintenance services at WKRA for the proposed 18-month extension, commencing November 1, 2026 and expiring April 30, 2028, is summarized below:

Period	Rate Basis	Amount
November to December 2026	Current rates	\$116,792.35
2027	2% increase	\$714,209.18
January to April 2028	2% increase	\$242,644.46
Total inclusive price, not including GST		\$1,073,646

POLICY IMPLICATIONS:

Following Council's strategic plan and principles of the West Kootenay Regional Airport Excellence, the recommendation supports Council's objective to manage and operate WKRA in full compliance with Transport Canada's regulations and requirements.

IMPLEMENTATION:

If Council chooses to extend the contract to Dexterra, staff will issue the extension and prepare the relevant mandatory documentation to execute the contract.

COMMUNICATION:

N/A

Respectfully submitted by:

Danny Clarke
Airport Manager

Approved by:

Chris Barlow, ASCT
Chief Administrative Officer

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: August 10, 2026 **REPORT NO.:** 26-62

SUBMITTED BY: Chief Administrative Officer **FILE NO.:** 6430-30

SUBJECT: 2026 Council Strategic Plan Implementation Report – Quarter 2 Update

RECOMMENDATION:

THAT Council receive for information Report #26-62 titled “2026 Council Strategic Plan Implementation Report – Quarter 2 Update”.

PURPOSE:

To present the 2026 Council Strategic Plan Implementation Report – Quarter 2 Update.

This report is for consideration at the August 10, 2026, Committee of the Whole Meeting and for adoption at the September 8, 2026, Regular Council Meeting.

SUMMARY/BACKGROUND:

In February 2023, Council engaged in a strategic planning session where they collaborated on their vision for the organization and community. This work culminated in the 2023-2027 Council Strategic Plan which was adopted in September of 2023.

The 2023-2027 Council Strategic Plan identifies six principles that shape both short and long-term planning and decision making and help set the direction of the City for the duration of Council's four-year term. Those Principles are:



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

Each principle contains three to five goals that guide City staff in developing workplans and budget recommendations each year.

The attached 2026 Council Strategic Plan Implementation Report is a high-level summary of all the projects and initiatives that staff have, or will, undertake in 2026 to deliver on Council's Strategic Plan. The attached Implementation Report provides an update on work undertaken between April to June 2026.

The Implementation Report is not an exhaustive list of all work performed by City staff. Staff are also engaged in delivering ongoing core services and participating in many other initiatives that arise throughout the year.

The 2026 Council Strategic Plan Implementation Report is one means for staff to demonstrate our commitment to accountability. Shared commitment and alignment are at the centre of the relationship between council, staff, and the community and enables us to work together to make the vision outlined in the 2023-2027 Council Strategic Plan a reality.

ALTERNATIVES:

As Council is only receiving Report #26-62 for information, there are no alternatives. Council could in the future change their strategic principles through the strategic planning process.

IMPLICATIONS:

- | | |
|--------------------------|---|
| (1) Social | Regular reporting to the community on the status of the 2023-2027 Council Strategic Plan builds trust and transparency. |
| (2) Environmental | N/A |
| (3) Personnel | Additional tasks or priorities of Council or the community impact staff's ability to deliver on the items identified in the 2026 Implementation Report. Before committing to additional tasks or new priorities, the potential positive impacts should be weighed against the costs of potentially not achieving existing priorities. |
| (4) Financial | Council's Strategic Priorities are financially resourced through the budgeting process. |

POLICY IMPLICATIONS:

The role of Council is to establish policy. Only second to the Community Plan, Council's Strategic Plan is the highest form of policy that guides the City's decisions, staff's annual workplans and helps prioritize the implementation of the City's various master plan recommendations.

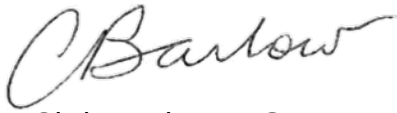
IMPLEMENTATION:

Status of project implementation is contained in the attached 2026 Council Strategic Plan Implementation Report – Quarter 2 update.

COMMUNICATION:

Once received, the 2026 Council Strategic Plan Implementation Report – Quarter 2 update will be posted on the City's website.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C Barlow". The signature is fluid and cursive, with the first letter "C" being large and prominent.

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



QUARTER 2 : APRIL TO JUNE

2026 Council Strategic Plan Implementation Report

CASTLEGAR

Our Principles

The 2023–2027 Strategic Plan identified six principles that shape both short and long-term planning and decision making.



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**

Reading this document

The 2023–2027 Council Strategic Plan’s principles and goals guide which projects are undertaken each year. It is important to note that there may not be specific projects contributing to every goal each year. This document provides an overview of the projects that are in progress in 2026, while also indicating their status based on the following parameters:



The full 2023–2027 Council Strategic Plan is available at:
castlegar.ca/councilstrategicplan

NOT STARTED

A not started project means that the project is approved and will proceed in 2026.

ON TRACK

An on track project is currently being worked on and is proceeding on schedule.

PENDING

A pending project has been approved and started, but is either paused temporarily or is overdue.

DEFERRED

A deferred project has been intentionally postponed to a later time due to limited resources, shifting priorities, or other dependencies.

CANCELLED

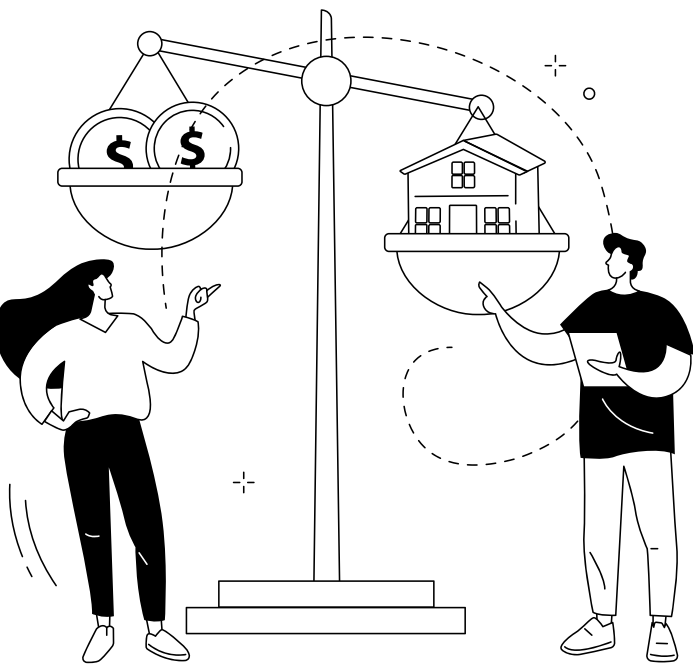
A cancelled project has been removed from 2026 work plans and has been either permanently cancelled or deferred to another year.

COMPLETED

A completed project means that work on the project has finished, and all deliverables/tasks have been completed.

Governance & Service Excellence

City Council will make difficult decisions in the best long-term interest of the community. We manage assets and infrastructure with fiscal prudence, using business-minded and long-term perspectives. Our actions are guided by community-informed master plans, which provide clarity of what we do and when and why.

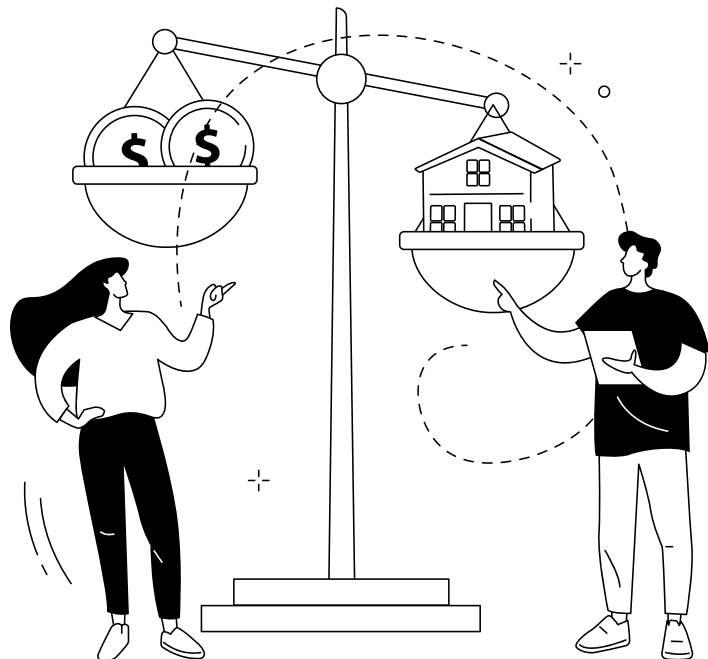


GOALS

- 1. Make Transparent Decisions
- 2. Show Fiscal Stewardship
- 3. Be Efficient and Effective
- 4. Attract Top Talent
- 5. Asset Management Planning

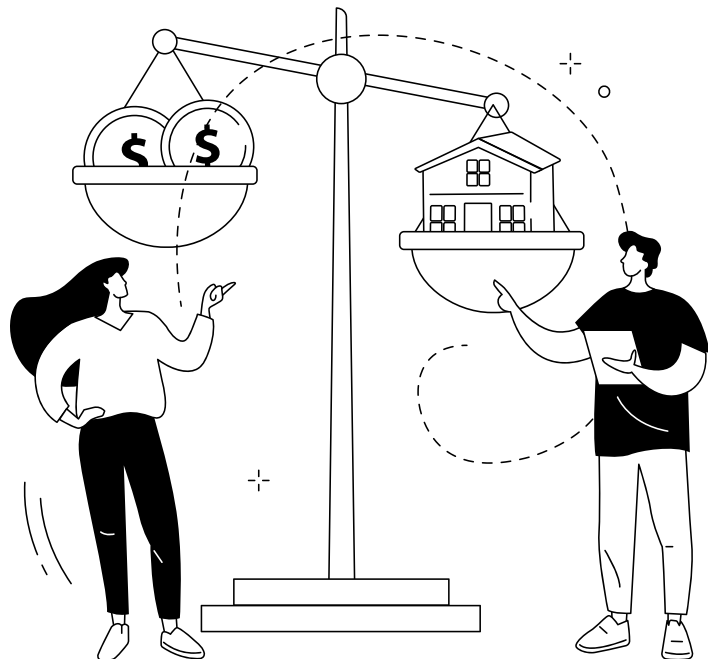
Goal 1: Make Transparent Decisions

Serve as responsible stewards of the public's money, ensuring best value for money, long-term perspective, and social benefits.

[illegible]

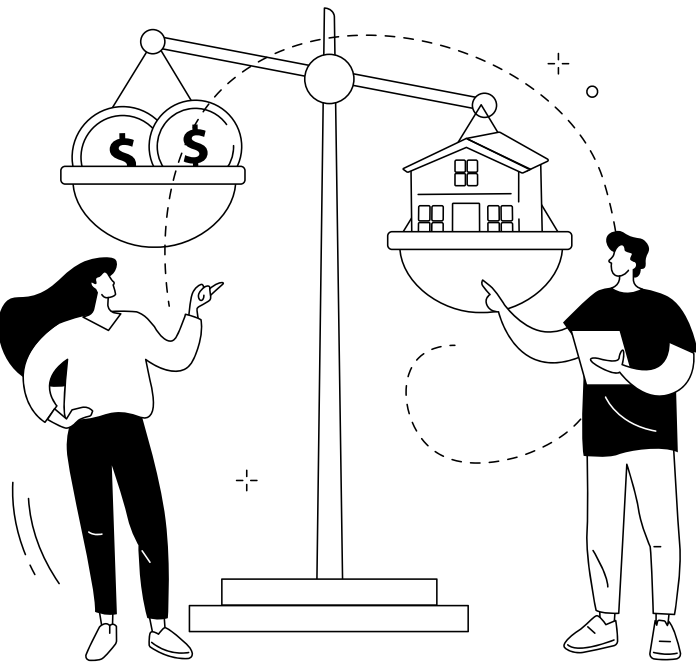
Goal 4: Attract Top Talent

Creating the environment
that attracts and keeps the
best talent to deliver top-
notch City services.

[illegible]

Goal 5: Asset Management Planning

Developing and delivering maintenance and asset management plans and establishing funding sources to ensure top priorities are met and core services are provided.

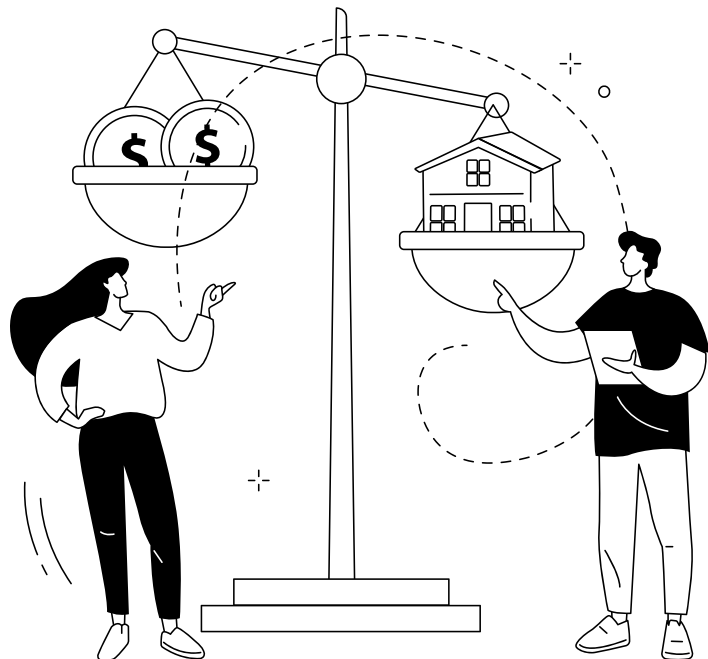


PROJECT	STATUS Q2
Liquid Waste Management Plan – Phase 1 (2025)	ON TRACK
Liquid Waste Management Plan – Phase 2	NOT STARTED
Municipal Services Workspace Enhancements & Expansion (2025)	ON TRACK
South Sewage Treatment Plant North Train Renewal (2025)	ON TRACK
Pavement Renewal Program	COMPLETED
South Sewage Treatment Plant Biosolids Management (Temporary)	COMPLETED
South Sewage Treatment Plant Biosolids Management (Permanent)	ON TRACK
Implementation of Organizational Plan – Proposed Actions	ON TRACK

Goal 5: Asset Management Planning (continued)

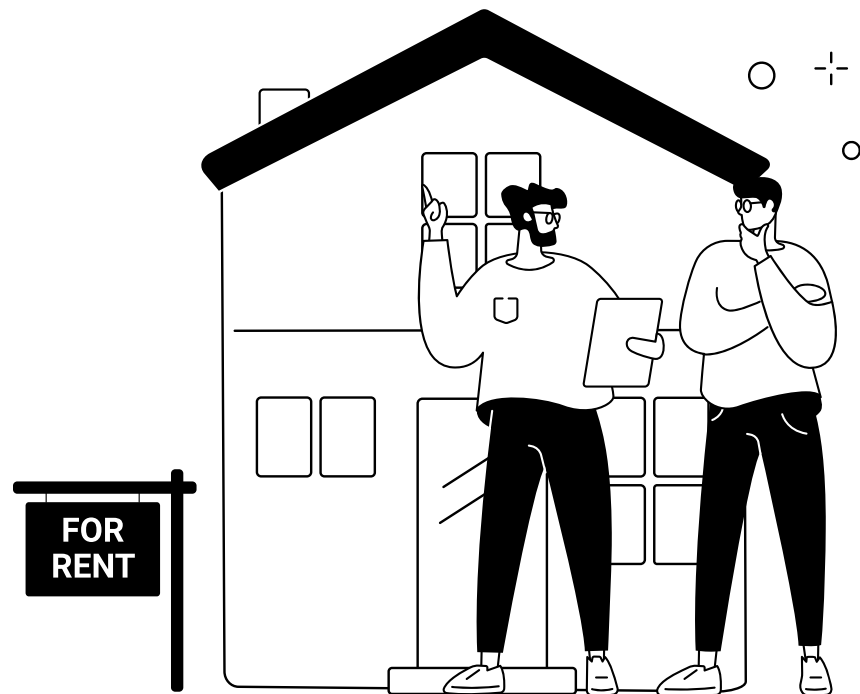
Developing and delivering maintenance and asset management plans and establishing funding sources to ensure top priorities are met and core services are provided.

PROJECT	STATUS Q2
Fleet Replacement Plan (2025)	ON TRACK
Civic Works Fuel Tank Removal (2025)	PENDING
Drainage Improvements Program	NOT STARTED
Basaran Building Improvements	COMPLETED



A Future with Affordable Homes for All

We are in a housing crisis. The City of Castlegar is committed to doing everything it can to ensure the mix of housing the community needs. The City has the courage to step outside of our traditional role and take action to make housing happen. We continually minimize and reduce barriers and bureaucracy to support development.

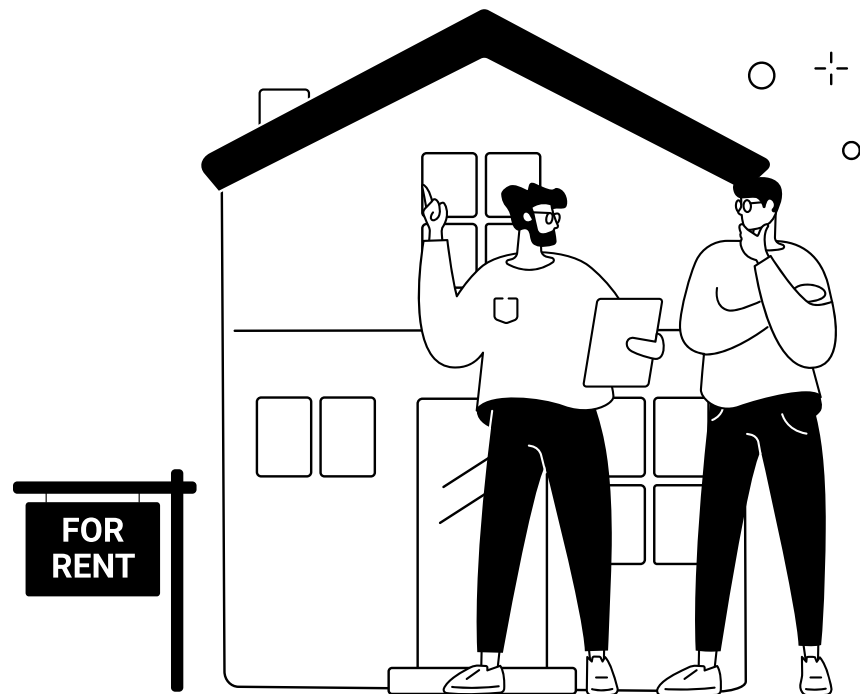


GOALS

1. Prioritize All Housing Needs
2. Support Housing Diversity
3. Enable Housing

Goal 1: Prioritize All Housing Needs

Be an inclusive and welcoming place to live for all, with affordable housing choices for everyone.

[illegible]

Quality of Life

Castlegar is a community that values an exceptional quality of life. With a small-town feel, we strive to be a place that people are proud to call home, conduct their business in, and have fun in. Our community embraces diversity, values volunteerism and social service agencies. We live in and celebrate a natural environment that offers worldclass recreational opportunities, we will celebrate these opportunities.



GOALS

1. Bring People Together

2. Enhance Recreation Complex

3. Build Pride Through Engagement

4. Prioritize Public Safety

5. Champion Active Transport

Goal 3: Build Pride Through Engagement

Support diverse community groups that build pride in our city and inspire citizen involvement.

[illegible]

Goal 4: Prioritize Public Safety

Prioritize public safety to ensure residents feel safe and supported in the City.

PROJECT	STATUS Q2
Fire Services Review Implementation (2025)	ON TRACK
Hazardous Materials and Asbestos Management Survey (2025)	COMPLETED
Next Generation 911 (2025)	ON TRACK
Purchase of Fire Fighting Appliances (2025)	ON TRACK
Fire Smart Program Development (2025)	ON TRACK



West Kootenay Regional Airport Excellence

West Kootenay Regional Airport is the gateway between the West Kootenay and the world. It is a catalyst for regional economic growth and opportunities. Focused on growing and improving services, West Kootenay Regional Airport will be the choice for air travel to the West Kootenay area. We are committed to improving reliability and moving beyond the reputation of CANCELGAR. We will carefully plan for growth and development and build strategic partnerships.



GOALS

- 1. Achieve Airport Reliability
- 2. Deliver Travel Experience
- 3. Grow the Regional Airport

Goal 1: Achieve Airport Reliability

Achieve year-round airport reliability in line with industry standards.

[illegible]

Goal 2: Deliver Travel Experience

Deliver a travel experience
that is equal to the best
boutique airport experiences
in North America.

[illegible]

Access to Healthcare

Castlegar residents have an inherent right to healthcare. The City is dedicated to stepping outside its traditional role to ensure all residents have access to the healthcare they need – now and in the future. The City is committed to advocating for healthcare in the community and addressing emerging issues.



GOALS

- 1. Attract Healthcare Professionals
- 2. Enhance Local Primary Care
- 3. Leverage Community Social Services
- 4. Healthcare Access Advocacy

A Prosperous City

Our position as the centre of the West Kootenay creates opportunities for diverse economic growth that benefits Castlegar and the region. We are committed to creating an environment where all sizes of industry and businesses can be successful. We will carefully plan for growth and development and build strategic partnerships.



GOALS

- 1. Be the Commerce Centre
- 2. Cultivate Business Growth
- 3. Plan for Community Growth
- 4. Enhance Downtown

CASTLEGAR

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

250 365 7227
info@castlegar.ca
castlegar.ca



CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	August 10, 2026	REPORT NO.: 26-66
SUBMITTED BY:	Chief Administrative Officer	FILE NO.: 1855-20
SUBJECT:	Columbia River Basin Public Art Program Grant Application	

RECOMMENDATION:

THAT Council authorize staff to submit an application to the Columbia River Basin Public Art Program for up to \$75,000 to commission a permanent public sculpture celebrating Castlegar's location at the confluence of the Kootenay and Columbia rivers,

AND FURTHER;

THAT Council authorize staff to work with Castlegar Sculpturewalk to develop and administer a call to artists, artist selection process, project budget, and commission requirements consistent with the Columbia River Basin Public Art Program,

AND FURTHER;

THAT staff be authorized to execute the necessary documents should the application be successful.

PURPOSE:

To seek Council authorization to apply to the Columbia River Basin Public Art Program for up to \$75,000 and, if successful, to partner with Castlegar Sculpturewalk to undertake a competitive process to commission a permanent public sculpture celebrating Castlegar's relationship with the Kootenay and Columbia rivers.

This report is for consideration at the August 10, 2026, Committee of the Whole Meeting, and adoption at the August 10, 2026, Regular Meeting to meet the application deadline.

SUMMARY/BACKGROUND:

The Columbia River Basin Public Art Program supports the development, installation, and permanent display of public art produced by artists residing in the Columbia Basin Trust region. Eligible projects must celebrate the community's connection to the Columbia River system or local watershed and help enhance the public's sense of place. Local governments are eligible applicants, and sculpture is specifically identified as an eligible form of public art. The application deadline is September 29, 2026.

Castlegar is located at the confluence of the Kootenay and Columbia rivers. This defining geographic feature presents an opportunity to create a permanent public artwork that recognizes the rivers' importance to the community's identity, history, environment, and sense of place.

Castlegar is recognized as the Sculpture Capital of Canada and has an established public-art presence supported by Castlegar Sculpturewalk. Staff propose working with Castlegar Sculpturewalk to develop a competitive call to artists for a permanent sculpture inspired by Castlegar's location at the confluence and its relationship with the Columbia River system.

The final location has not yet been selected. Potential locations could include Millennium Park near the confluence, the vicinity of Zuckerberg Island, downtown Castlegar, Columbia Avenue, or another suitable City-owned public space. The preferred location would be selected after considering the scale, form, siting requirements, accessibility, safety, visibility, maintenance needs, and thematic relationship of the winning submission.

To support durability and responsible stewardship of the City's permanent collection, the call to artists would require materials and construction methods suitable for long-term outdoor public display. Suitable materials could include bronze, stone, stainless steel, or other durable materials demonstrated to withstand local climate conditions and ongoing public exposure.

The proposed budget would also consider a modest honorarium for artists who are shortlisted and provide a complete, detailed second-stage submission.

The grant may fund up to 100% of eligible project costs, to a maximum of \$75,000. Staff recommend applying for the maximum amount to provide sufficient flexibility for the artist commission, honoraria, site preparation and associated project costs.

ALTERNATIVES:

1. Council could choose not to apply to the Columbia River Basin Public Art Program. This alternative is not recommended by staff, as it would forgo an opportunity to obtain up to \$75,000 toward a permanent public artwork that celebrates Castlegar's river setting and strengthens its public-art collection.
2. Council could direct staff to develop an application for another eligible form of permanent public art, such as a mural, installation, or functional artwork. This alternative is not recommended at this time. A sculpture is consistent with Castlegar's established identity as the Sculpture Capital of Canada and provides a clear opportunity to draw on Castlegar Sculpturewalk's experience.

IMPLICATIONS:

(1) Social

The project would contribute to Castlegar's cultural identity, strengthen public appreciation of the community's river setting, and add a permanent artwork to the City's collection.

A public call and transparent adjudication process would provide an opportunity for Basin artists to participate. The application and selection process should also demonstrate community support, as this is a stated program consideration.

The final design and site would be reviewed for public accessibility, safety, and compatibility with surrounding uses.

(2) Environmental

The project would celebrate the community's connection to the Columbia River system and local watershed.

Site selection would consider environmental sensitivity, particularly for locations near the riverfront, confluence, or Zuckerberg Island.

The artist brief would encourage durable materials and construction methods that minimize maintenance and replacement requirements over the artwork's expected life.

(3) Personnel

Staff would seek to use Castlegar Sculpturewalk's expertise to support the artist call and selection process while ensuring that the City retains appropriate oversight as the eventual owner of the artwork.

(4) Financial

The Program may contribute up to 100% of eligible project costs, to a maximum of \$75,000. Staff recommend applying for the maximum amount.

The City may incur future costs for maintenance, repair, conservation, insurance, or eventual relocation of the sculpture. These lifecycle obligations should be assessed through the selection process and incorporated into the City's asset-management and operating plans.

POLICY IMPLICATIONS:

This report and its intent align with Council's 2023-2027 Strategic Plan Principle #3 Quality of Life and Principle #6 A Prosperous City.

IMPLEMENTATION:

Under the proposed process:

1. The City and Castlegar Sculpturewalk would jointly develop a call to artists that meets the grant program's requirements.
2. The call would be open to eligible artists residing within the Columbia Basin Trust region, as required by the Program.
3. Artists would submit concepts for a permanent sculpture celebrating Castlegar's connection to the Kootenay and Columbia rivers.
4. A selection committee would review the submissions using criteria established in the call to artists.
5. The selection committee would include City and Castlegar Sculpturewalk representatives, together with any additional representatives determined appropriate by Council or staff.
6. The successful artist would be commissioned to fabricate the selected sculpture.
7. Upon completion and acceptance, the sculpture would become part of the City's permanent public-art collection similar to the current annual People's Choice winner.

COMMUNICATION:

Following selection, the City would announce the successful artist and concept. Installation signage would acknowledge the artist, project partners, and grant funder in accordance with the Contribution Agreement.

Respectfully submitted,

A handwritten signature in cursive script that reads "C Barlow". The signature is written in a dark ink and is positioned above the printed name.

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

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	August 10, 2026	REPORT NO.: 26-58
SUBMITTED BY:	Director of Finance & Technology	FILE NO.: 0620-20
SUBJECT:	Rescind Financial Administration and Procurement Policy 3-1 and approve Procurement Policy 3-1	

RECOMMENDATION:

THAT Council rescind Financial Administration and Procurement Policy 3-1,

AND FURTHER;

THAT Council approve Procurement Policy 3-1.

PURPOSE:

To seek Council's authorization to rescind Financial Administration and Procurement Policy 3-1 and approve Procurement Policy 3-1.

This report is for consideration at the August 10, 2026, Committee of the Whole Meeting and adoption at the September 8, 2026, Regular Meeting.

SUMMARY/BACKGROUND:

The City's current Financial Administration and Procurement Policy has evolved over many years through a series of amendments, with the underlying framework dating back several decades. While the policy has served the organization well, significant changes have occurred in municipal procurement practices, legislative requirements, technology, organizational structure, and public sector accountability expectations.

In 2022, the City engaged procurement specialists to assist with developing a more strategic and centralized procurement approach. Since that time, staff have worked with procurement consultants to review the existing policy and identify opportunities to strengthen compliance, improve efficiency, modernize purchasing authorities, and align procurement practices with current municipal standards.

The proposed policy reflects current best practices used throughout local government and aligns with the requirements of the *Community Charter*, *Local Government Act*, Canadian Free Trade Agreement, Comprehensive Economic and Trade Agreement, and New West Partnership Trade Agreement.

The updated policy maintains strong financial controls while reducing unnecessary administrative delays for budgeted purchases. It also provides clearer authority levels, procurement thresholds, reporting requirements, and guidance for direct awards and cooperative purchasing initiatives.

Key changes:

The proposed policy includes the following key changes:

Council Oversight of Procurement

- Budgeted procurements that are within approved Financial Plan funding and under \$250,000 would no longer require separate Council approval.
- Council approval would continue to be required for procurements exceeding \$250,000, significant direct awards, unbudgeted expenditures, and purchases that exceed approved budget authorities.
- Staff will provide semi-annual information reports to Council summarizing awards between \$75,000 and \$250,000.

Updated Purchasing Authorities

- Purchasing authority levels have been revised to reflect the City's current organizational structure and operational responsibilities.
- Authority limits have been clearly defined for staff, supervisors, managers, directors, and senior leadership.

Procurement Thresholds and Processes

- Procurement thresholds have been updated and aligned with current trade agreement requirements.
- Competition requirements are now clearly defined based on procurement value and risk.
- The policy establishes more consistent procurement processes across all departments.

Procurement Division Responsibilities

- The role of the Procurement Division has been formally established and clarified.
- Responsibilities include procurement oversight, corporate agreements, policy compliance, procurement support, and competitive procurement administration.

Co-operative Purchasing

- The policy formally authorizes participation in cooperative purchasing arrangements with other public agencies where doing so provides value to taxpayers and improves efficiency.

Direct Awards

- Clear authority levels and approval requirements have been established for direct awards.
- Additional documentation and reporting requirements have been added to ensure transparency and accountability.

Strengthened Accountability

- The updated policy enhances expectations related to conflict of interest, ethical conduct, market research, value-for-money purchasing, and procurement documentation.

- Staff are expected to make informed purchasing decisions and demonstrate appropriate due diligence regardless of purchase value.

Overall, the proposed policy improves efficiency while maintaining appropriate governance, transparency, competition, and financial oversight.

ALTERNATIVES:

1. Council could choose to not approve the new Procurement Policy 3-1. Staff do not recommend this alternative because, the current policy was originally drafted in 1986 with several amendments, the last of which was in 2017. Significant changes have occurred in municipal procurement practices, legislative requirements, technology, organizational structure, and public sector accountability expectations that require a modern policy for guidance.
2. Council could choose to change provisions within the new Procurement Policy 3-1. Staff do not recommend this for certain provisions because the new Procurement Policy 3-1 has been drafted in alignment with the *Community Charter* and relevant trade agreements and has been informed by procurement specialists.

IMPLICATIONS:

- | | |
|--------------------------|--|
| (1) Social | The updated policy promotes transparency, fairness, and accountability in the expenditure of public funds. |
| (2) Environmental | N/A |
| (3) Personnel | <p>Approximately 150 hours of staff time was spent researching and preparing this policy.</p> <p>Staff will receive training regarding updated purchasing authorities, procurement thresholds, and procurement procedures.</p> |
| (4) Financial | The updated policy is expected to improve procurement efficiency, reduce administrative delays, and strengthen financial controls while continuing to ensure responsible stewardship of public funds. |

POLICY IMPLICATIONS:

If approved, Procurement Policy 3-1 will replace the current Financial Administration and Procurement Policy 3-1 and become the City's governing procurement policy.

IMPLEMENTATION:

Upon approval, the Procurement Policy 3-1 will be distributed to staff and incorporated into City procurement procedures. Training sessions will be provided to staff responsible for purchasing, contract administration, and procurement activities.

The policy changes will be communicated internally to all departments. Procurement staff will provide implementation guidance and training materials to ensure consistent application throughout the organization

COMMUNICATION:

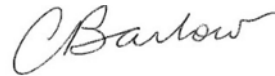
N/A

Respectfully submitted,

Approved by

A handwritten signature in cursive script that reads "Steffan Klassen".

Steffan Klassen, CPA, CA
Director of Finance & Technology

A handwritten signature in cursive script that reads "C Barlow".

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



EMPLOYEE POLICY AND PROCEDURE MANUAL

Financial Administration and Procurement Policy	
Section: Financial	Resolution No. 461-86
Policy Number: 3-1	Amended by: 14-88, 784-90,
Effective Date: 1986 07 15	271-94, 322-97, 588-05, 203-17

1. Policy Statement:

All purchasing related activities, including procedures and maintenance of acquisition records will subscribe to public sector procurement best practices. This policy will contribute to efficient, ethical, fair and transparent practices, mitigate risks and strive to meet the operational, financial and accountability obligations of the City.

This policy applies to all City personnel involved with the purchase or contracting for goods, services or construction and disposal for the needs of all Departments within the City.

1.1. Purpose:

The purpose of this policy is to establish procurement policies and guidelines to ensure value for money for taxpayers when purchasing or contracting for goods and services or construction for the City operations and administrative services. The policy encourages competition among suppliers and contractors to obtain the best value as defined by the City.

1.2. Principles:

- a) To acquire the necessary quality and quantity of goods and services in an efficient and cost effective manner with the primary objective being to provide the best value to the tax payer.
- b) To act in a manner which provides potential suppliers equal opportunity to participate in the business of the City and to effect open and transparent procedures that withstand public scrutiny at all times.
- c) To ensure that the City maintains its reputation as a preferred customer by completing timely and accurate transactions within all aspects of the purchasing system.
- d) To encourage open competitive bidding on the acquisition and disposal of goods and services where practical.
- e) To consider the total cost of ownership as defined by the City in all contracts for goods and services.
- f) To participate with other governmental entities in co-operative purchasing programs, when the best long-term interest of the City would be served.

1.3. Definitions and interpretation:

Referred to in the City Procurement policy and or competitive bid-related documents as follows:

Chief Administrative Officer: The CAO is the officer assigned the powers duties and functions itemized in section 147 of the Community Charter and City of Castlegar bylaw 909.

Competitive bid: A quote (price) given by a supplier to the City in response to a competitive bidding process such as an Invitation to Tender (ITT) or Request for Proposal (RFP) or Request for Quotation (RFQ) in competition with other suppliers.

Contact Person: The person acting as the single point of contact with the City or their designate.

Contract: A legally binding agreement between the City and an organization or individual which may be in a written, verbal or implied format.

Council: The Council of the City of Castlegar.

Debriefing: After a competitive process has been concluded and a contract awarded to the successful proponent, unsuccessful proponents may contact the City to gain an understanding of where their proposal might be improved for future bid opportunities.

Direct award: A contract awarded to a supplier without a competitive bid process by the City.

Director: The person appointed to be responsible for the operation of any Department or office of the City as outlined in bylaw 909.

Director of Finance: The financial officer assigned the responsibility of financial administration, which includes the powers, duties and functions itemized in section 149 of the Community Charter and the City of Castlegar bylaw 909.

Emergency: Any situation, or the threat of an impending situation, which may affect the environment, life and or property, safety, health or welfare of the public; or cause delays, liabilities or damages to the City.

Good and or services: Includes, but is not limited to supplies, construction materials or services, equipment, furniture, merchandise, stationery, insurance, maintenance, repair and operating contracts, and other related supplies and services required by the City for its business operations and administration.

Informal Quote: For low dollar value items employees typically get verbal quotes from multiple sources.

Invitation to Quote: An ITQ is a competitive bid process used to solicit price-based proposals typical of lower dollar value and or under threshold contracts.

Invitation to Tender: An ITT is a price-based competitive solicitation process where the purchase of goods, the construction of items or straightforward buys has a clear set of specifications and the City wants to find the lowest price from a qualified supplier. An ITT is usually used for higher-value contracts.

Notice of Intent to Contract: A NOITC is a public notice of the intention by the City to make a direct award or negotiate with any supplier without a competitive process.

Prequalified vendors: A short-list of potential suppliers to provide services for routine or commodity type goods or services and or seasonal work for the City which meets predetermined criteria.

Proponent: A party responding to a competitive bid document being issued by the City.

Proposal: A written submission received in response to a competitive bid document being issued by the City.

Purchase Card: A P-card is the corporate purchasing card issued to departments and or staff for purchases as per the terms and conditions of the P-card policy.

Purchase order: A (PO) is the City's written offer to a supplier stating all terms and conditions of a proposed transaction for goods or services. Alternatively, the PO can be used to confirm the terms of an agreement which have already been negotiated, including verbal orders.

Request for Information: An RFI is a non-binding process to gather information from the marketplace during the planning stage of procurement.

Request for Proposal: An RFP is issued to seek both competitive and creative input from proponents where an outcome-or performance-based solution is desired. An RFP may include mandatory and weighted criteria that will be used to determine the best value for the City.

Request for Quotation: An RFQ is a price-based competitive bidding process for goods and or services where there is a clear set of specifications and the City wants to find the lowest price from a qualified supplier.

Responder/Respondent: The company, individual or entity responding to a form of Request.

Sole source: A contract directly awarded or negotiated with a supplier without a competitive process. The sole source supplier has been deemed to be the only capable and available supplier at the time.

Total cost of ownership: The TCO is the total cost to acquire goods or services, which includes but it is not limited to price, quality, maintenance, operating and repairs, training, local, delivery, warranty, disposal, remediation, and other terms and conditions.

Unsolicited proposals: A proposal received by the City which has not been solicited through a competitive process.

1.4. Confidentiality

Subject to the British Columbia Freedom of Information and Protection of Privacy Act, the City considers the information it receives from suppliers or other external parties, including responses to requests for supply, to be confidential information and will exercise reasonable care to protect the confidentiality of that information.

1.5. Conflict of Interest

An employee must not participate in a contracting decision if the contract involves a direct relative, a person married to a direct relative, or a person sharing the same household as the employee. A direct relative means a spouse, parent, grandparent, grandchild, brother, sister, son, or daughter.

An employee who is exposed to an actual, perceived or potential conflict of interest in relation to an actual or proposed solicitation must disclose the matter to his or her supervisor. If, after review, it is determined that there is a conflict, the supervisor must remove the employee from this particular contract situation. An employee who fails to disclose a conflict of interest can be subject to disciplinary action up to and including dismissal. Any suspected conflicts of interest must be investigated and resolved.

2. Authority to Procure Goods or Services:

- a) The Director of Finance or their delegate may purchase or contract for all supplies and services required by any City department. This purchasing authority is delegated to persons authorized to expend City funds through the limits prescribed in appendix "A". The Director of Finance is responsible for maintaining and updating appendix "A" as may be required.
- b) In the event that the Director of Finance is unable to perform their duties due to absence or unavailability the Deputy Director of Finance is appointed to do so. In the event that the Deputy Director of Finance is also unable to perform the duties due to absence or unavailability the C.A.O. or the Director of Finance may appoint a person or persons as a Director of Finance designate.
- c) It shall be the responsibility of the Director or the duly authorized delegate to ensure that funds have been provided in the budget for the proposed expenditures and that the purchase will not result in an unapproved over-expenditure of any budget account.
- d) The Director of Finance is responsible for reporting potential over expenditures to Directors and to City Council.
- e) Except as provided for under section 2 of this policy, or where a Purchasing Card or Petty Cash is deemed more efficient, all purchases over the amount of \$5,000 shall be covered by a Purchase Order issued in accordance with the policies and procedures herein established.
- f) No contract or purchase shall be divided to avoid the requirements of this policy.
- g) Purchasing limits for goods and services:

Amount	Authorized	Restrictions
\$ 1 - \$5,000	Director or duly authorized delegate	Normal operational or capital items included and approved in budget.
\$5,001 - \$25,000	Director or duly authorized delegate	Normal operational or capital items included and approved in budget. Record of quotations to be retained by the purchaser.
\$25,001 - \$50,000	Director counter-signed by Director of Finance prior to issue.	Normal operational or capital items included and approved in budget. Record of quotations submitted with the purchase order.
\$50,001 and up	Director countersigned by the Director of Finance and the CAO. Council to approve tender contracts by resolution.	Normal operational or capital items included and approved in budget. Record of Quotations/Tender to be filed with the tender/project documents.

- h) All purchases not associated with the normal operation of the City and not approved in the duly authorized budget must be approved by City Council prior to the issuance of a purchase order. Notwithstanding, all purchases in excess of \$50,000 shall be approved by City Council prior to the issuance of a purchase order or entering into a contract.
- i) Purchases greater than \$5,000 must be conducted through a competitive bid process wherever possible. Informal quotes may be obtained for purchases greater than \$5,000 but less than \$10,000.
- j) In the case of an emergency that requires the immediate purchase of goods or services a competitive process may not be appropriate. Where a competitive process is not appropriate, a full report shall be submitted to the Standing Committee and City Council by the Director or their designate for purchases over \$25,000.
- k) Purchases of up to \$250.00 may be made through the use of Petty Cash, without the issuance of a purchase order or in lieu of using a Purchasing Card. Such expenditures shall be kept to a minimum and should represent extraordinary expenditures which are required immediately and not otherwise available. All Petty Cash vouchers shall be signed by the individuals and duly authorized by a Director to make the purchase.

1.6. Authority to Contract and Cheque Signing

- a) Following the completion of a competitive bidding process, the City and the successful Proponent may enter into a contract. Such contracts must be entered into pursuant to a recorded Resolution of the City Council, in accordance with section 2 (g) of this policy.
- b) All other contracts that obligate the City financially must be entered into in accordance with section 1.6 (c) of this policy.
- c) Cheques, bills to exchange and other instruments drawn on the treasury accounts of the City require the following signatures:
 - a. Cheques, bills of exchange and other negotiable instruments of a value of \$2,500 or less require the stamped signatures of the Mayor, Chair of the Finance Committee, the Deputy Mayor or any other available Councillor and countersigned by the Director of Finance or their designate.
 - b. The Mayor, Chair of Finance and Committee, the Deputy Mayor or any other available Councillor and the Director of Finance or their designate must sign the cheque register or electronic payment advice authorizing the payment for release.
 - c. Cheques, bills of exchange and other negotiable instruments of a value greater than \$2,500 require the live signature of the Mayor, Chair of the Finance Committee, the Deputy Mayor or any other available Councillor and countersigned the Director of Finance or their designate.

2. Purchasing Cards

Purchasing cards are intended to reduce operating costs associated with processing purchases. Purchasing cards complement the City's procurement and payment guidelines.

- a) Departmentally approved employees are authorized to use a Purchasing Card to purchase goods and services up the amount shown in Appendix A..
- b) The Purchasing Card program will be administered and audited by the Finance Department. The Finance Department will maintain a master list of all Purchasing Cards and their limits. All requests for Purchasing Cards and related documentation are to be submitted to the Finance

Department for review and processing. No individual or department is to submit forms directly to the bank.

- c) Liability for authorized charges on the Purchasing Card rests with the City of Castlegar.
- d) Liability for unauthorized charges on the Purchasing Card rests with the individual cardholder.
- e) The Purchasing Card may only be used to purchase goods and services required for City of Castlegar operations. It shall not be used:
 - a. When a contract or tender is in effect for the product or service.
 - b. For personal use or personal purchases.
 - c. For personal vehicle expenses.
 - d. When the total purchase price exceeds the single purchase limit on the card.
 - e. For leases or extended rentals.
 - f. For cash advances.

Appendix “A”

Spending Authority Delegated to City Employees

Position	Purchasing Limit
C.A.O	see section 2 (g)
Directors	see section 2 (g)
Operations Manager	\$ 25,000
Deputy Directors	\$ 25,000
Building Official	\$ 10,000
Engineering Technician	\$ 10,000
Planning Technician	\$ 10,000
Working Forepersons	\$ 7,500
Public Works Administrative Assistant	\$ 7,500
Administrative Assistant	\$ 7,500
All other regular employees	\$ 2,500

Maximum Transaction Limit on purchasing cards

Per transaction purchasing limit, purchase cards	\$ 2,500
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Appendix “B”

Purchase Order Exceptions

The items listed in this Appendix are those for which a purchase order is not required unless specifically requested by the vendor.

- a) Items purchased using the City of Castlegar purchasing card.
- b) Petty Cash items in accordance with the petty cash policy described under section 2(i)
- c) Training, education and conferences.
- d) Memberships and subscriptions.
- e) Refundable employee expenses.
- f) Insurance.
- g) Lease payments.
- h) Professional and special services.
- i) Utilities.
- j) Where a contract is signed. For example a janitorial services contract.
- k) Payroll related expenses.
- l) Auditor and professional services, including legal fees and other professional services.
- m) Treasury services including lease payment and debt payments.
- n) Property tax payments to other government bodies.
- o) Grant payment in accordance with grant policy directive 3-2.



PROCUREMENT POLICY

Policy 3-1 / Resolution XXXX

Effective 2026 xxxx

CASTLEGAR

Procurement Policy

Policy 3-1 / Resolution XXXX

Policy Statement

The City recognizes that to ensure the public trust and provide the highest quality of service to its residents, effective procurement is a critical support function for local governments as they responsibly manage the public funds placed in their trust.

This policy will contribute to efficient, ethical, fair and transparent practices, mitigate risks and strive to meet the operational, financial and accountability obligations of the City. All purchasing related activities, including procedures and maintenance of acquisition records will subscribe to public sector procurement best practices.

PART 1. DEFINITIONS

Referred to in the City Procurement Policy and or competitive bid-related documents as follows:

1. **Chief Administrative Officer (CAO):** The officer assigned the powers, duties and functions itemized in section 147 of the Community Charter and City of Castlegar Officers Bylaw 909, 2000.
2. **Competitive Bid:** A submission given by a supplier to the City in response to a competitive bidding process such as an Invitation to Tender (ITT) or Request for Proposal (RFP) or Request for Quotation (RFQ) in competition with other suppliers.
3. **Contact Person:** The person acting as the single point of contact with the City or their designate.
4. **Contract:** A legally binding agreement between the City and an organization or individual which may be in a written, verbal or implied format.
5. **Council:** The Council of the City of Castlegar.
6. **Debriefing:** After a competitive process has been concluded and a contract awarded to the successful proponent, unsuccessful proponents may contact the City to gain an understanding of where their proposal might be improved for future bid opportunities.
7. **Direct Award:** A contract or Purchase Order awarded to a supplier without a competitive process.
8. **Director/Department Head:** The person appointed to be responsible for the operation of any Department or office of the City of Castlegar as outlined in Bylaw 909.
9. **Director of Finance & Technology:** The financial officer assigned the responsibility of financial administration, which includes the powers, duties and functions itemized in section 149 of the *Community Charter* and the City of Castlegar Officers Bylaw 909, 2000.
10. **Emergency:** Any situation, or the threat of an impending situation, which may affect the environment, life and or property, safety, health or welfare of the public; or cause delays, liabilities or damages to the City.
11. **Expression of Interest:** Solicitation process used to invite potential suppliers or contractors to express their interest in participating in a procurement process by providing basic information about their capabilities and qualifications.
12. **Goods and or Services:** Includes, but is not limited to supplies, construction materials or services, equipment, furniture, merchandise, stationery, insurance, maintenance, repair and operating contracts, and other related supplies and services required by the City for its business operations and administration.
13. **Informal Quote:** For less than \$25,000 employees, may get written quotes from two or more sources.
14. **Invitation to Quote:** A formal competitive bid process used to solicit price-based proposals typical of lower dollar value and or under threshold contracts.
15. **Invitation to Tender:** A price-based competitive solicitation process where the purchase of goods, the construction of items or straightforward buys has a clear set of specifications, and

the City wants to find the lowest price from a qualified supplier. An ITT is usually used for higher-value contracts.

16. **MMCD:** Master Municipal Contract Documents.
17. **Notice of Intent to Contract (NOITC):** A public notice of the intention by the City to make a direct award or negotiate with any supplier without a competitive process.
18. **Prequalified Vendors:** A short-list of potential suppliers to provide services for routine or commodity type goods or services and or seasonal work for the City which meets predetermined criteria.
19. **Procurement Value:** The complete anticipated financial expense (excluding taxes) over the life of the commitment for your goods or services, including optional renewal periods, if applicable.
20. **Proponent:** A party responding to a competitive bid document being issued by the City.
21. **Proposal:** A written submission received in response to a competitive bid document being issued by the City.
22. **Purchase Card (P-Card):** The corporate purchasing card issued to departments and or staff for purchases.
23. **Purchase Order (PO):** The City's written offer to a supplier stating all terms and conditions of a proposed transaction for goods or services. Alternatively, the PO can be used to confirm the terms of an agreement which have already been negotiated, including verbal orders.
24. **Request for Information (RFI):** A non-binding process to gather information from the marketplace during the planning stage of procurement.
25. **Request for Proposal (RFP):** Issued to seek both competitive and creative input from proponents where an outcome or performance-based solution is desired. An RFP may include mandatory and weighted criteria that will be used to determine the best value for the City.
26. **Request for Quotation (RFQ):** A price-based competitive bidding process for goods and or services where there is a clear set of specifications, and the City wants to find the lowest price from a qualified supplier.
27. **Responder/Respondent:** The company, individual or entity responding to a form of Request.
28. **Sole Source:** The acquisition of goods or services from a single supplier, due to the fact they are the only supplier who can fulfil the needs of the purchaser.
29. **Standing Purchase Order (SPO):** An agreement between a buyer and a vendor to provide goods or services at a predetermined price on a recurring basis over a specified period. This type of purchase order is useful for items or services that are needed regularly and consistently.
30. **Total Cost of Ownership (TCO):** The total cost to acquire goods or services, which includes but it is not limited to price, quality, maintenance, operating and repairs, training, delivery, warranty, disposal, remediation, and other terms and conditions.
31. **Unsolicited Proposals:** A proposal received by the City which has not been solicited through a competitive process.

PART 2. PROCUREMENT PURPOSE AND PRINCIPLES**1. Scope**

This policy applies to all City personnel and any third-party consultants involved in the procurement of goods, services and construction for use by the City except for expenditures shown in Part 4.6 (Exception to the Procurement Process).

2. Purpose

The purpose of this policy is to establish procurement policies and guidelines to ensure value for money for taxpayers when purchasing or contracting for goods, services or construction for the City of Castlegar.

The policy confirms the authorizations, approval limits and processes that must be followed in the procurement of those goods, services and construction while encouraging competition among suppliers and contractors to obtain the best value as defined by the City.

3. Principles

The City is organized with centralized purchasing for competitive procurement related to thresholds established in this Policy. Procurement is decentralized and administered by individual Departments for procurement under \$25,000; minimum competition requirements are stipulated in this Policy.

When procuring goods, services or construction, the City will:

- 3.1 Acquire the necessary quality and quantity of Goods and/or Services or Construction in an efficient and cost-effective manner with the primary objective of providing the best value to the taxpayer;
 - 3.2 Act in a manner which provides interested Suppliers equal opportunity to participate in the business of the City and to effect open and transparent procedures that withstand public scrutiny;
 - 3.3 Promote fair, transparent and competitive procurement process in accordance with legislative and trade agreement requirements. Competitive process followed will be balanced with the interests of City taxpayers and provide interested Suppliers equal opportunity to participate in the business of the City;
- A.** Consider the Total Cost of Ownership (TCO) when determining the overall price of the Goods and/or Services or Construction purchased. TCO analysis will consider costs such as operating, energy consumption, delivery, disposal, training, and other cost factors in addition to the initial acquisition price.
 - B.** Employees and agents involved in purchasing decisions should make reasonable efforts to understand the market for the goods or services being acquired, including typical pricing, available suppliers, and relevant purchasing options. Where there is limited knowledge of the market, the purchaser should seek one or more quotations, estimates, or other pricing information to inform the purchasing decision, even when a formal competitive process is not required. This due diligence helps ensure purchases are reasonable, cost-effective, and reflect current market conditions.

4. Legislation & Trade Agreements

The City's procurement process and conduct will comply with the authorities and obligations of the following legislation and trade agreements:

- The *Local Government Act*;
- The *Community Charter*;
- The New West Partnership Trade Agreement (NWPTA);
- The Canadian Free Trade Agreement (CFTA); and
- The Comprehensive Economic Trade Agreement (CETA).

5. Co-operative Purchasing

This policy provides the authority to the Director of Finance & Technology or authorized purchasing staff to participate in co-operative purchasing.

The City may participate with other government agencies or public authorities in co-operative acquisition ventures where it is in the best interests of the City to do so and will follow the procedures set out by the agency responsible for the venture.

6. Confidentiality

It is recognized that most of the transactions related to purchasing are of a confidential nature. Subject to the British Columbia *Freedom of Information and Protection of Privacy Act* (FOIPPA), the City considers the information it receives from suppliers or other external parties, including responses to requests for supply, to be confidential information and will remain so, subject to the requirements of FOIPPA.

Any information made available to a potential supplier or contractor, which may influence a response to a procurement process, will be made available to all interested suppliers or contractors;

7. Gift and Gratuities

City employees will not accept gifts, tips or rewards from suppliers/contractors which could place them in an obligatory circumstance with that supplier/contractor. Items of a nominal value, e.g. marketing materials available to participants of a trade show, such as pens and other small items are exempt.

8. Local Suppliers

In accordance with trade agreement requirements, the City will select the supplier that provides the best value to the City. In circumstances where there is no difference in value to the City, local suppliers will be given preferences.

9. Conflict of Interest

In accordance with the City's general principles on ethical conduct in procurement and Code of Conduct for Employees Policy, the following shall apply to all procurement processes:

- 9.1 An employee must not participate in a contracting decision if the contract involves a direct relative, a person married to a direct relative, or a person sharing the same household as the employee. A direct relative means a spouse, parent, grandparent, grandchild, brother, sister, son, or daughter.
- 9.2 No City employee or Councillor, involved directly or indirectly in a procurement process or management of a contract, will have an interest, or receive any personal benefit in any

contract placed by the City for goods or services, unless it is disclosed and approved in writing by the Director of Finance & Technology.

- 9.3 An employee who is exposed to an actual, perceived, or potential conflict of interest in relation to an actual or proposed solicitation must disclose the matter to his or her supervisor. If, after review, it is determined that there is a conflict, the supervisor must remove the employee from the contractual situation.
- 9.4 An employee who fails to disclose a conflict of interest can be subject to disciplinary action up to and including dismissal. Any suspected conflicts of interest will be investigated and resolved.

PART 3. ROLES AND RESPONSIBILITIES**1. Council**

- a. Through the annual budget processes and approval of the Financial Plan, Council will approve a funding source and give the CAO and Director of Finance & Technology the conditional authorization to proceed with the acquisition of Goods, Services and Construction on behalf of the City;
- b. Approve amendments to the Financial Plan to cover the acquisition of goods, services and construction that are not included in the Financial Plan or exceed allocated budget.
- c. Approve all direct award procurement over \$75,000 for goods and/or services, and over \$200,000 for construction.
- d. Approve any contract extensions that are longer than five years from the original start date.
- e. Approve all awards with procurement value over \$250,000

2. Chief Administrative Officer

- a. Appoint a person or persons as a Director of Finance & Technology Designate if the Director of Finance & Technology or Designate are unable to perform their duties.
- b. Waive the Procurement Policy where an unforeseen situation of urgency exists, and the goods or services cannot be procured in time using the required process.
- c. Waive the Procurement Policy where public safety, property and/or infrastructure are at risk.

3. Director of Finance & Technology

- a. Approve and issue administrative procedure(s) and guidelines required to implement this policy.
- b. Prepare or delegate the preparation of a written information report to Council for all contract awards between \$75,000 and \$250,000 for goods, services and construction on a semi-annual basis;
- c. Ensure that all direct award requests over \$75,000 for goods and services, and over \$200,000 for construction, are brought to Council for approval.
- d. Report potential over expenditures to department heads and Council.

4. Procurement Division

- a. Provide support and guidance to City staff and act on behalf of the City in accordance with this Procurement Policy.
- b. Responsible for oversight and administration of the Procurement Policy and procedures.
- c. Determine the need for specific co-operative and inventory related requirements on behalf of the City. This responsibility in conjunction with user departments extends to determining the supplier, pricing, terms, and conditions, and issuing the contract and/or purchase order.
- d. Provide feedback on department specifications/requirements to ensure they are broad and practical enough to avoid restricting competition in bidding.
- e. Issue RFQs, RFPs, and Tenders when required, or where no one department assumes sole ownership.
- f. Create Corporate Supply Arrangements for goods and/or services required by multiple Departments to aggregate demand and drive cost savings.

- g. Other Purchasing Services responsibilities will include:
 - i. Provide qualified vendors the opportunity to receive requests for information, quotations, tenders and proposals.
 - ii. Analyze bids with end users.
 - iii. Write and issue the contractual agreement e.g. letter of award for contracts.
 - iv. Review of WorkSafeBC clearances and insurance requirements.
 - v. Analyze spend data to identify best value opportunities where possible.

5. Directors, Managers and Supervisors

- a. Directors are responsible for their staff's understanding and compliance with the Procurement Policy.
- b. All directors, managers and supervisors are responsible for the following:
 - i. Ensure that funds have been provided in the budget for the proposed expenditures and that the purchase will not result in an unapproved over-expenditure of any budget account.
 - ii. Ensure that all purchases are performed in accordance with this policy, unless the policy has been specifically waived by Council or a representative with authority to do so.
 - iii. Ensure that the procurement division is informed of, and involved in, all quotation, tender and proposal contract selection meetings as required by this policy.
 - iv. Manage and administer contracts following execution of the contract or issuance of the purchase order
 - v. Provide accurate specifications, requirements and other information to the Procurement division, sufficient to facilitate the competitive bidding process.
 - vi. When making any purchase decision that they have taken the time to inform themselves of the market for the goods or services they are purchasing regardless of value to ensure the best value for money.

6. All Employees

Responsible for compliance with the Procurement Policy and procedures. Employees should seek direction from their supervisor, manager or procurement division if unsure.

PART 4. PURCHASING AUTHORITY AND PROCESS**1. Authority to Procure Goods and/or Services**

- a. The Director of Finance & Technology or their delegate may purchase or contract for all supplies and services required by any City department. This purchasing authority is delegated to persons authorized to expend City funds through the limits prescribed in Part 4.2, Delegated Purchasing Authority. The Director of Finance & Technology is responsible for maintaining and updating Part 4.2 as may be required.
- b. All purchases over the amount of \$5,000 shall be covered by a Purchase Order issued in accordance with the policies and procedures herein established.
- c. Departments are required to see if the City has a co-operative agreement or standing purchase order in place prior to going external.
- d. No contract or purchase shall be divided to avoid the requirements of this policy.
- e. "Authority to Commit" shall include the total value of all commitments made in the contract, including any future years or options committed to (if applicable). Values shall exclude GST.
- f. All direct awards over \$20,000 must follow the procedure set out in Part 5 Direct Awarding.

2. Delegated Purchasing Authority

Provided the requirements of this policy are complied with the following positions are authorized to commit the City to a purchase. The procurement of goods, services or construction can only proceed once a contract, or purchase order is signed by the appropriate signing authority. The purchase amount for determining commitment level must include any contract extensions, as defined in Procurement Value. All staff must secure appropriate approval prior to committing to any expenditure, and all expenditures must be approved in the budget.

Staff Position	Commitment Level
Chief Administrative Officer/ Director of Finance & Technology / Corporate Officer	\$75,001-\$250,000
Directors	\$75,000
Managers / Fire Chief	\$25,000
Assistant Managers / Deputy & Assistant Fire Chiefs/ Project Manager / Procurement Clerk	\$15,000
Forepersons	\$5,000
All other City staff	\$2,500

3. Authority to Sign Contracts

Following the completion of a competitive bidding process, the City and the successful Proponent may enter into a contract. All contracts must be entered into pursuant to this policy and may be signed by Directors up to \$75,000. Any contract over \$75,000 must be signed by the CAO, Director of Finance & Technology, or Corporate Officer.

Procurement Threshold and Process Requirements

The City shall give potential suppliers and contractor's fair opportunity to supply goods and services to the City, by conducting competitive processes in accordance with the following thresholds:

Procurement Value	Minimum Competition	Notes
\$1 - \$5,000 Nominal Purchases	Informal quotes or shopping See section 3.5	Can use City issued purchasing card for purchases up to \$2,500, standing purchase orders, co-operative agreements, pre-qualified list trades list, Purchase order not required under \$5,000
\$5,001 - \$25,000	Informal Quotes	- Two or more informal quotes may be verbal, written or electronic. - Can use standing purchase orders, co-operative agreements, pre-qualified trades list and annual hired equipment list - Purchase order required
\$25,001 - \$75,000 for Goods and/or Services \$25,001 - \$200,000 for Construction	Formal Quotes or Bids Required:	- Request 3 or more written official quotes or proposals (RFQ, RFP, ITT). - Can use standing purchase orders, co-operative agreements, pre-qualified trades list and annual hired equipment list - Purchase order required and a signed contract/agreement
Over \$75,001 for Goods and/or Services Over \$200,000 for Construction	Public Competition	- Bids through open public competition (such as RFP, RFQ ITT) - Can use standing purchase orders, co-operative agreements - Purchase order required and a signed contract/agreement

4. Budget Overruns and Unbudgeted Expenditures

Where the lowest compliant bid, proposal, quotation, contract amendment, or purchase is anticipated to exceed the approved budget, the CAO or Director of Finance & Technology may authorize the expenditure if it is over-budget by up to 10% of the overall budget, or \$10,000, whichever is greater. This may only be authorized if there are other monies available from an approved funding source. Approval of a procurement process does not constitute authorization to

exceed an approved budget. Any expenditure that is overbudget by the limits outlined above, must be brought to Council for approval.

5. Exception to the Procurement Process

While still covered by this policy, the following procurements are exempt from the threshold and process requirements detailed in Part 4.4, Procurement Threshold and Process Requirements, and can be contracted through direct award or limited tendering at the discretion of the individual that holds authority to commit (as detailed in Part 4.2 Delegated Purchase Authority).

- a. An extension to the term of an existing ongoing contract of up to 5 years, provided;
 - i. the contract was originally executed in compliance with this Purchasing Policy; and
 - ii. the contract contains an express provision for such an extension. Exercise of contract extensions will be at the City's sole discretion and based on factors including performance and acceptability of new pricing. Contract extensions are to be included in the Procurement Value for the purposes of purchase authorization.
- b. Insurance services
- c. Legal and notary services
- d. Utilities (postage, electricity, natural gas, telephone)
- e. Real property transactions and fees including land, buildings, leasehold interests, easements, encroachments and licenses, or the like
- f. Insurance claims, legal settlements and grievance settlements. This exemption does not apply to the procurement for goods to be replaced
- g. Adjusting services for the investigation of liability and property claims
- h. Training, education, workshops, seminars, and dues
- i. Government agencies, regulatory bodies, licensing agencies, other public authorities and non-for-profit organizations accountable to the provincial government and municipalities to which the City is required to remit to or pay a fee
- j. Where an unforeseeable situation of emergency or urgency exists, and the goods or services cannot be procured in-time using the required process, the CAO shall have authority to waive the Purchasing Policy where public safety, property and/or infrastructure are at risk.
- k. Where procurement is of a confidential or privilege nature and disclosure through the required process could reasonably be expected to compromise confidentiality or be contrary to public interest
- l. In absence of receipt of any bids which meet the requirements of a public process
- m. Any other exemption listed in the New West Partnership Trade Agreement

PART 5. DIRECT AWARDING

City staff involved in purchasing activities should competitively solicit goods and services on a regular basis for any procurement in excess of \$5,000. A competition may be waived and direct awarded in the following circumstances, but not limited to:

- a. To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative;

- b. Where staff have specialized training and / or extensive experience with a good or service provided by one vendor;
 - c. For the purchase of used equipment or the purchase of goods through auction;
 - d. Where it can be demonstrated the product or service is available only through one authorized manufacturer, distributor, dealer, or service provider;
 - e. Item is purchased for testing or trial use;
 - f. For matters involving high security and / or to protect the confidentiality of the City;
 - g. Urgently required on an emergency basis (e.g. life/death, health, safety, critical equipment or facility breakdown);
 - h. Where there is a change in scope on an existing project;
 - i. Any other situation where it is clearly demonstrated that it would not be beneficial to the City to enter into a competitive process.
1. The City will issue a notice of intent to direct award for all goods and/or services over \$75,000 and/or construction over \$200,000.
 2. Any City department doing a direct award must have the Direct Award Justification Form completed and signed off with by the appropriate Authority as outlined in Part 4.2 Delegated Purchasing Authority. A final copy of the form must be sent to the Procurement Division prior to issuing a purchase order or signing a contract.

PART 6. RELATED DOCUMENTS

1. City of Castlegar Officers Bylaw 909, 2000
2. New West Partnership Trade Agreement (NWPTA): http://www.newwestpartnershiptrade.ca/pdf/NWPTA_May_26_2022.pdf
3. Canadian Free Trade Agreement (CFTA): <https://www.cfta-alec.ca/>
4. Comprehensive Economic and Trade Agreement (CETA): <https://www.international.gc.ca/trade-commerce/trade-agreements-accords-commerciaux/agr-acc/ceta-aecg/index.aspx?lang=eng>
5. Community Charter: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_00
6. Local Government Act: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_00

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	August 10, 2026	REPORT NO.: 26-64
SUBMITTED BY:	Manager of Engineering & Infrastructure	FILE NO.: 1220-40
SUBJECT:	Request for Pre-Qualification 2026-06 - SCADA Instrumentation & Control Services – Recommendation for Award	

RECOMMENDATION:

THAT Council authorize staff to enter into a Standing Offer Agreement with Centrix Control Solutions Inc. for SCADA instrumentation and control services for a term of 3-years, with the option to extend the agreement for two, one-year extensions,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

PURPOSE:

Report to authorize staff to enter into a Standing Offer Agreement with Centrix Control Solutions Inc. for Supervisory Control and Data Acquisition (SCADA) instrumentation and control services for a term of 3 years, with the option to extend the agreement for two, one-year extensions.

This report is for consideration at the August 10, 2026, Committee of the Whole Meeting, and adoption at the August 10, 2026, Regular Council Meeting to support continuity of SCADA hosting, technical support, and systems integration services.

SUMMARY/BACKGROUND:

SCADA systems are critical to the operation, monitoring, and control of the City's water and wastewater infrastructure. These systems allow staff to monitor equipment, receive alarms, collect operational data, and remotely manage essential utility processes.

The City requires access to qualified SCADA instrumentation and control professionals with specialized knowledge of its existing AVEVA-based operating environment. These services include systems integration, technical programming, instrumentation, network support, and assistance with the City's SCADA hosting and operational requirements.

The City's existing SCADA support and cloud-hosting agreements have been extended through November 2026 to maintain service continuity while the procurement process is completed, and any required transition planning is undertaken.

The City issued Request for Qualifications (RFQUAL) 2026-06 on May 14, 2026. The opportunity was directed toward AVEVA-certified system integrators with the qualifications, capacity, and ability to provide an appropriate on-site response in emergency situations.

The RFQUAL process was intended to:

- Confirm that respondents possessed the specialized qualifications and manufacturer-supported expertise required to work within the City's existing AVEVA-based SCADA environment;
- Evaluate the experience, technical capacity, emergency response capabilities, and overall suitability of qualified system integrators;
- Identify and rank up to two pre-qualified organizations;
- Allow future assignments to be issued through a Standing Offer Agreement as the City's needs are defined; and
- Maintain flexibility while the City assesses its longer-term SCADA support, hosting, and operational requirements.

The RFQUAL closed on June 4, 2026, and the City received three submissions from:

- Centrix Control Solutions Inc.
- Prime Engineering Ltd.
- Xenon Cyber Dynamics Inc.

An evaluation committee consisting of City staff reviewed the submissions in accordance with the requirements of the RFQUAL using the following weighted criteria:

Criteria	Weighting (%)
Suitability of Respondent's Profile & Approach	40
Suitability of Respondent's Team	40
Suitability of Respondent's Experience & References	20
Total	100

The RFQUAL included mandatory submission requirements and minimum scores within the individual scored criteria. Prime Engineering Ltd. did not satisfy the experience and reference requirements. In accordance with the terms of the RFQUAL, submissions that did not achieve the minimum score within a scored criterion were not evaluated further.

The evaluation committee scored the two submissions as follows:

Organization	Local Office	Score/100
Centrix Control Solutions Inc.	Kelowna, BC	92
XenonCyber Dynamics Inc.	Kamloops, BC	81

The evaluation committee identified Centrix Control Solutions Inc. as the highest-ranked respondent and determined that its submission provided the strongest overall combination of relevant experience, technical expertise, personnel qualifications, service capacity, emergency response capabilities, and understanding of the City's requirements.

Each respondent provided a rate sheet as part of its submission. The submitted rates were reviewed and are considered to be in alignment with current industry standards. These rate sheets will support budgeting, assignment negotiations, and the pricing of future work.

SCADA services are funded through the City's existing water and wastewater operating budgets. The rate sheets provided through the RFQUAL will be used to establish pricing for individual assignments, with expenditures managed within approved budgets and based on the specific level of service required. Historical SCADA expenditures will also help inform future budget planning.

The RFQUAL also identified an initial assignment requiring the successful respondent to complete an assessment of the City's existing SCADA environment. The assessment is anticipated to occur over approximately five months and will include a review of the City's existing network, hosting arrangements, operational requirements, technical support needs, system reliability, and future service requirements.

Following the assessment, Centrix Control Solutions Inc. will provide comments and recommendations to help the City define its longer-term SCADA support, hosting, and systems integration needs.

ALTERNATIVES:

1. Council could choose not to authorize a Standing Offer Agreement with Centrix Control Solutions Inc. This alternative is not recommended as the City requires specialized SCADA instrumentation and control services to support the safe and reliable operation of its water and wastewater systems. Procuring each assignment individually would increase administrative requirements, create delays, and could affect the City's ability to respond promptly to operational issues.
2. Council could choose to award to a different proponent. This alternative is not recommended as Centrix Control Solutions Inc. was evaluated to provide the best value to the City.
3. Council could direct staff to cancel the RFQUAL and undertake a new procurement process. This alternative is not recommended. Repeating the procurement process would require additional staff and consultant resources, delay the initial system assessment, and increase the risk of a service gap following the expiry of the existing agreement extensions.

IMPLICATIONS:

- | | |
|--------------------------|--|
| (1) Social | Reliable SCADA systems support the uninterrupted delivery of drinking water and wastewater services, contributing to the health, safety, and quality of life of City residents. |
| (2) Environmental | Effective monitoring and control of the City's water and wastewater infrastructure assists staff in identifying operational issues, responding to alarms, and reducing the risk of spills, overflows, equipment failures, or other events that could impact the environment. |

(3) Personnel

The Standing Offer Agreement will provide City staff with access to specialized expertise that is not available internally. Staff will be responsible for administering the agreement, defining individual assignments, coordinating the initial assessment, and reviewing the consultant's recommendations.

Staff time required to prepare the procurement documents, administer the competitive process, and execute the agreement is estimated as follows:

- Engineering & Infrastructure Manager: 20 hours
- Assistant Manager – Utilities: 20 hours
- Procurement Clerk: 10 hours

(4) Financial

All costs associated with regular SCADA support and systems integration services will be funded through approved operating budgets within the water and sewer funds.

The agreement does not guarantee a minimum amount of work or establish a fixed total contract value. Individual assignments will be authorized based on operational requirements, available budgets, and agreed-upon scopes of work.

Historically, the average annual value of this work is approximately \$80,000.

POLICY IMPLICATIONS:

This recommendation supports Council's 2023-2027 Strategic Plan – Principle 1 – Governance & Service Excellence: Goal 2 – Responsible Stewards, and Goal 3 – Efficient and Effective.

IMPLEMENTATION:

Upon Council approval, staff will issue a Notice of Award, request all required documentation, and execute a standing offer agreement with Centrix Control Solutions Inc.

COMMUNICATION:

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

Respectfully submitted,

Approved by



Ryan Niddery, ASCT
Manager of Engineering & Infrastructure



Chris Barlow, ASCT
Chief Administrative Officer

CASTLEGAR

Report to Council

MEETING DATE:	August 10, 2026	REPORT NO: 26-65
SUBMITTED BY:	Manager of Civic Works	FILE NO: 1220-40
SUBJECT:	Request for Quotation 2026-14 – Plow Truck – Recommendation for Award	

RECOMMENDATION:

THAT Council authorize staff to award Request for Quotation 2026-14 – Plow Truck to New West Truck Centres (BC) Inc., in the amount of \$353,082 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

PURPOSE:

The purpose of this report is to recommend that Council authorize staff to award Request for Quotation 2026-14 - Plow Truck to New West Truck Centres (BC) Inc., in the amount of \$353,082 plus applicable taxes.

This report is for consideration at the August 10, 2026, Committee of the Whole Meeting and adoption at the August 10, 2026, Regular Council Meeting to initiate the purchase and ensure delivery in a timely manner.

SUMMARY/BACKGROUND:

In 2024, staff worked with an external consultant to develop a fleet replacement plan that provides a data-driven framework for managing the City's vehicles and equipment. The plan is used to guide decisions on vehicle replacement based on utilization, condition, operational importance, cost-effectiveness and environmental performance. The plan also supports informed decision-making, optimizes asset utilization, manages lifecycle costs, and aligns fleet investments with service delivery requirements, budget priorities, and sustainability objectives.

The City requires 4 reliable plow trucks as part of its fleet to efficiently and effectively deliver winter road maintenance services to the community in a safe manner. The oldest plow truck in the fleet is 19 years old, beyond its useful service life and increasingly unreliable. As such, the fleet replacement plan identified this vehicle as a priority for replacement which was approved as part of the 2026 Capital Budget.

A Request for Quotation (RFQ) was posted on BC Bid on June 17, 2026, and closed on July 15, 2026. The City received 3 submissions from New West Truck Centres (BC) Inc. (New West), RJames Management Group Ltd. and Tenco Inc. All 3 submissions met the requirements of the City's specifications, with New West's quotation being the lowest overall cost.

Proponent	Quotation Value
New West Truck Centres (BC) Inc.	\$353,082.00
Tenco Inc.	\$362,799.87
RJames Management Group Ltd.	\$388,050.00

New West is a heavy-duty commercial truck dealership located in Cranbrook, BC, with experience supplying heavy-duty fleet vehicles. The proposed plow truck for purchase is a heavy-duty truck equipped with an underbody plow and dump box to support snow clearing, sanding, and winter road maintenance operations. The truck will also provide year-round operational support including hauling aggregate and materials, transporting equipment, supporting road and site maintenance projects, responding to emergencies, and assisting with various public works tasks. This versatility will maximize the vehicle's utilization throughout the year and enhance operational efficiency across multiple sections.

ALTERNATIVES:

1. Council could direct staff to award the RFQ to one of the other bidders. Staff do not recommend this alternative as New West's quotation met the City's requirements at the lowest overall cost.
2. Council could choose to not award the RFQ to any of the bidders. Staff do not recommend this alternative as the existing plow truck scheduled for replacement has reached the end of its useful service life, is increasingly unreliable, and has exceeded its optimal total cost of ownership.

IMPLICATIONS:

(1) Social

Replacing this vehicle supports continued delivery of reliable services that residents depend on. Improved response times and service reliability contribute to positive public perception and community well-being.

(2) Environmental

Newer vehicles typically meet more current emissions standards and operate more efficiently than aging equipment. This can result in reduced fuel consumption, lower greenhouse gas emissions, and decreased environmental impact.

(3) Personnel

Approximately 20 hours of staff time is required to prepare the RFQ, review the quotations, execute the purchase and insure the vehicle.

In the City's 2025 State of the Organization Report, staff identified the City's need to invest in the replacement and upgrades of the City's aging vehicle and equipment fleet.

Updated equipment improves operator safety, comfort, and efficiency. Reliable vehicles reduce downtime and frustration for staff, allowing them to complete tasks more effectively.

(4) Financial

\$460,000 was approved in the 2026-2030 Five-Year Financial Plan for the purchase of a plow truck in 2026. Any surplus from this purchase will be returned to the City's Fleet and Equipment Reserve.

The City's existing plow truck will be disposed of and proceeds from the sale will be transferred to the City's Fleet and Equipment Reserve.

POLICY IMPLICATIONS:

This purchase supports Council's 2023-2027 Strategic Plan principle of Governance and Service Excellence and the goals of Responsible Stewards, Efficient and Effective and Maintenance.

IMPLEMENTATION:

Staff will work with New West to finalize and execute the purchase of the plow truck, get insurance for the vehicle and integrate the unit into the City's fleet. Staff will also coordinate any required operator training to ensure safe and effective use of the replacement vehicle

The estimated time of delivery is expected to be the 2nd quarter of 2027.

COMMUNICATION:

N/A

Respectfully submitted,



Deanna Hooper
Manager of Civic Works

Approved by:



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

2025

Annual Report

castlegar.ca

CASTLEGAR





Photo Credit: Vince Boothe

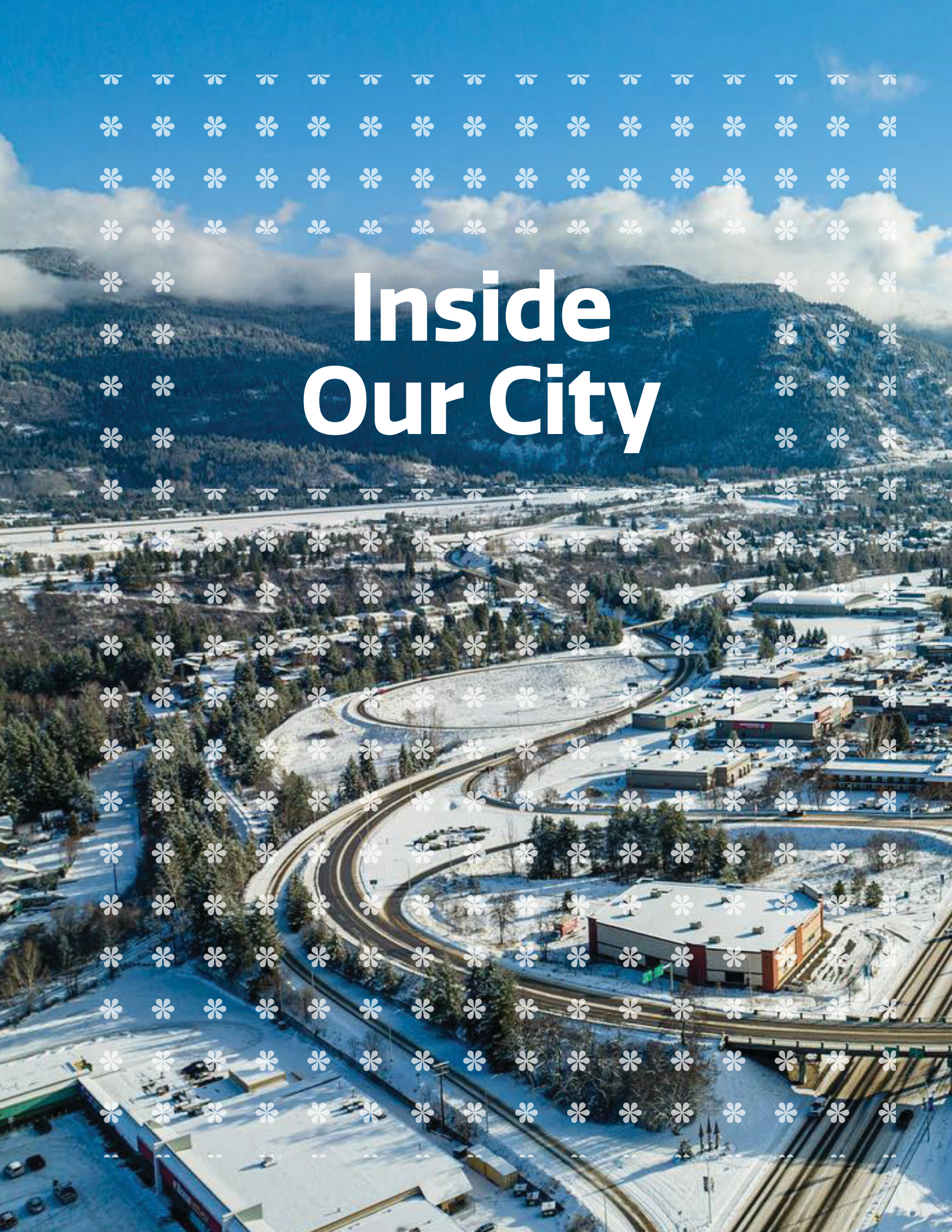
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An aerial photograph of a city in winter. A winding road or path cuts through a snowy landscape dotted with evergreen trees. In the background, a large mountain range is visible under a blue sky with scattered clouds. The foreground shows some commercial buildings and parking lots, also covered in snow. The entire image is overlaid with a grid of small white flower-like icons.

Inside Our City





Who We Are

Two great rivers meet at a unique place in the Southern Interior of British Columbia where people have lived for millennia, and others have brought traditions from around the world.

Castlegar is a place where individuality, innovation, and learning are deeply valued. Rooted in multi-generational family connections and a strong sense of belonging, the city draws inspiration from the meeting of its two rivers. From this convergence flows a distinctive culture and creative spirit that makes the City of Castlegar an idyllic place to live, work, and grow.

We have a population of 13,700 in the City and area, and a trade area of 70,000. The economy is diversified and growing, focused on forestry (Mercer-Celgar Mill, Interfor, Kalesnikoff), energy (Columbia Power, FortisBC and BC Hydro), mining (Teck), and commercial services in the City. We are the service centre within British Columbia's West Kootenay Region.

Quality of life features backcountry adventure and an increasingly dynamic urban culture, including the very popular Millennium Park & Ponds and the annual Sculpturewalk event.

The City's desirability as an affordable business and lifestyle choice will continue to grow with anticipated investments in commercial development, housing, and technology and broadband service.

City Snapshot

LOCATION

City's
elevation
450m



HOUSING



Average home value
in 2025

\$526,529

↑1% from 2024

Number of single-family
dwellings units

2,868



ECONOMY

Trade area of
70,000



TOURISM

Total visitors at
Visitor Centre

8,625



DEMOGRAPHICS

City
population

9,301





Council's Mission

Our mission is to provide open and responsive government and well-planned and delivered services to the citizens of Castlegar.

Community Vision

As a regional hub in the West Kootenay, Castlegar is a welcoming and diverse community where people of all ages and abilities can belong.

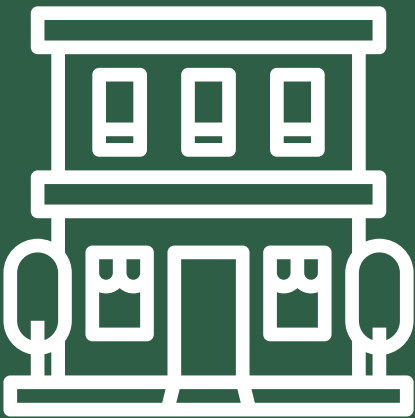
We are a community that respectfully honours our past while moving forward with a vision where everyone has a safe place to live, move, work, connect and feel supported. Surrounded by the mountains and rivers that connect us, we embrace the outdoors and our responsibility of looking after the land now and for future generations.

Excellence in energy action and conservation showcases our leadership in environmental stewardship. Our economic environment is adaptable to fluctuating market conditions and attracts creative entrepreneurship.

Living is affordable, housing forms are diverse, neighbourhoods are complete and inclusive, and the community is well serviced. We are a connection point that unites the region – a hub from which to explore life's adventure. Nature and technology are our enablers.

City Snapshot

DEVELOPMENT



2025 Construction value
\$34,763,440



PARKS

Number of parks
in the city
23



FINANCE

Total
grant revenue
\$1,378,941



DEVELOPMENT



Building permits
issued
100

DEVELOPMENT



Business
licences issued
744

The Planning Process

Strategic planning is an important process that identifies community-level priorities. The Annual Report outlines what was achieved in relation to our stated principles, objectives and strategies.

The strategic planning process creates an opportunity for the City to reflect on what is important to the community and use that information to develop a guiding document that helps set priorities, manage resources, and track progress and successes.

The Council Strategic Plan guides what work we do for the community and how we do it. It is a critical resource when developing operational plans to guide the day-to-day work we do.



Strategic Plan Principles

PRINCIPLE 1

Governance & Service Excellence

We make difficult decisions in the best long-term interest of the community. We manage assets and infrastructure with fiscal prudence, using business-minded and long-term perspectives. Our actions are guided by community-informed master plans, which provide clarity of what we do, when, and why.

ACCOMPLISHMENTS

- + Developed the City's first Organizational Plan, establishing a mission, vision, values, and pillars to guide culture, planning, and service delivery. The plan aligns with Council's Strategic Plan and includes a Organizational Action Plan.
- + Advanced the Liquid Waste Management Plan, completing technical work and engagement and preparing the Stage 1 report for Council consideration and provincial review.
- + Completed upgrades at the South Sewage Treatment Plant, including foaming mitigation, and progress on the North Train Renewal to strengthen reliability and regulatory compliance.
- + Received the Disaster Resilience and Innovation Funding (DRIF) program grant for a \$400,000 Flood Plain Mapping and Climate Change Hazard Assessment project, which will update floodplain maps, assess climate-driven risks, and strengthen emergency preparedness.
- + Completed localized drainage improvements, addressing long-standing stormwater challenges and improving neighbourhood level resiliency.
- + Promoted community-wide registration for Voyent Alert! and City News, improving access to timely information about public safety, City initiatives, and Council decisions.
- + Awarded a new Information Technology Managed Services contract and began implementing enhanced IT support, improving system reliability, security, and organizational capacity.



PRINCIPLE 2

A Future with Affordable Homes for All

We are in a housing crisis. The City of Castlegar is committed to doing everything it can to ensure the mix of housing the community needs. The City has the courage to step outside of our traditional role and take action to make housing happen. We continually minimize and reduce barriers and bureaucracy to support development.

ACCOMPLISHMENTS

- + Advanced the 925 Columbia Avenue Housing Project, progressing design with BC Housing and Lu'ma Developments and supporting the transition into construction, including the contractor-led demolition of the Pioneer Arena.
- + Advanced redevelopment of 310 Columbia Avenue (former Eremenko Building) by funding the demolition and progressing planning and design work for future mixed-use housing.
- + Implemented the Accessory Dwelling Unit Program, making it easier for homeowners to add secondary units and expanding small-scale housing options.



PRINCIPLE 3

Quality of Life

Castlegar is a community that values an exceptional quality of life. With a small-town feel, we strive to be a place that people are proud to call home, conduct their business in, and have fun in. Our community embraces diversity, and values volunteerism and social service agencies. We celebrate a natural environment that offers world-class recreational opportunities.

ACCOMPLISHMENTS

- + Delivered a Council-approved \$250,000 paving program on Columbia Avenue, improving road quality, safety, and long-term asset management.
- + Finalized the Brandson Park Renewal design, informed by community engagement and preparing the project for construction in spring 2026.
- + Completed the Mosquito Field fence replacement, improving safety and usability for community recreation.
- + Delivered major community events, including Canada Day and Winter Wonderland.
- + Participated in community events such as the West Kootenay Trade Show, IRIS Seniors Expos, and Castlegar Community Connects Day.
- + Supported WildSafeBC community education, including Harvest Match and bin tagging, to help reduce wildlife attractants and encourage safe coexistence in neighbourhoods.
- + Supported community-led recreation projects, including a new outdoor basketball court at Millennium Park & Ponds, guidance on a potential disc golf course, and continued discussion on the Dog Park Society gazebo proposal.
- + Led the Eco-Link Feasibility Study, confirming technical feasibility for a bridge or gondola connection between Selkirk College and downtown and outlining next steps.
- + Supported installation of the new Sherbiko Hill retaining wall mural with Communities in Bloom, adding a vibrant public art feature along a key roadway.





PRINCIPLE 4

West Kootenay Regional Airport Excellence

West Kootenay Regional Airport is the gateway between the West Kootenay and the world. It is a catalyst for regional economic growth and opportunities. Focused on growing and improving services, West Kootenay Regional Airport will be the choice for air travel to the West Kootenay area. We are committed to improving reliability and moving beyond the reputation of CANCELGAR. We will carefully plan for growth and development and build strategic partnerships.

ACCOMPLISHMENTS

- + Awarded the architectural services contract for the Air Terminal Building Expansion, advancing a major multi-year project that will improve the travel experience by modernizing the terminal and expanding passenger capacity.
- + Promoted and supported Air Canada's flight disruption shuttle, helping passengers maintain travel continuity during weather related cancellations.
- + Strengthened the airport's financial position by updating agreements with passenger-service providers, including securing a new on-site car rental service and continuing café operations.

PRINCIPLE 5

Access to Healthcare

Castlegar residents have an inherent right to healthcare. The City is dedicated to stepping outside its traditional role to ensure all residents have access to the healthcare they need – now and in the future. The City is committed to advocating for healthcare in the community and addressing emerging issues.

ACCOMPLISHMENTS

- + Continued advancing the 925 Columbia Avenue Housing and Healthcare Project, supporting design development and partner coordination to bring new primary care and community health services to Castlegar.
- + Advocated for improved healthcare access, engaging provincial partners and service providers to address emerging local healthcare challenges.
- + Approved a Temporary Use Permit for BC Housing to operate a 20-bed permanent emergency shelter at 2245 6th Avenue, supporting vulnerable residents' access to essential services.
- + Awarded a new multi-year physician recruitment contract to the Castlegar & District Chamber of Commerce, continued advocacy for improved access to primary care, and participated in strategic planning through the Physician Recruitment Committee to guide recruitment efforts over the coming years.

PRINCIPLE 6

A Prosperous City

Our position as the centre of the West Kootenay creates opportunities for diverse economic growth that benefits Castlegar and the region. We are committed to creating an environment where all sizes of industry and businesses can be successful. We will carefully plan for growth and development and build strategic partnerships.

ACCOMPLISHMENTS

- + Welcomed the grand opening of Kalesnikoff's 100,000 sq. ft. mass-timber prefabrication and modular facility, a \$30 million investment that brings jobs to the region and strengthens Castlegar's role in sustainable, value-added manufacturing.
- + Advanced downtown revitalization by awarding the contract for demolition of the Eremenko Building at 310 Columbia Avenue, preparing the site for future residential and mixed-use development.
- + Experienced strong economic growth, with building permit values rising to \$33.8 million year-to-date nearly double from 2024 and significant increases in multi-family construction. 2025 saw new commercial developments, with five new restaurants opening, alongside steady business licensing activity.
- + Initiated a downtown parking study to proactively support future growth by aligning bylaws with the Community Plan and ensuring development is supported by appropriate parking management.





Message from the Mayor

This year showed what's possible when strategic priorities and community input shape real, meaningful progress.

As I reflect on 2025, I am reminded not only of the progress we have made this year but also of the steady work that has shaped this Council's time together. It has been a period defined by thoughtful decisions, strong partnerships, and a shared commitment to building a community that reflects the values of the people who call Castlegar home.

This past year marks continued momentum across key priorities. We have advanced infrastructure projects that strengthen reliability and resilience, from upgrades at the South Sewage Treatment Plant to improvements in drainage systems across the community. At the same time, we invested in the future by moving forward with climate preparedness initiatives and long-term planning that will help guide Castlegar for years to come.

Housing and healthcare have remained central to Council's work. We have continued advancing the 925 Columbia Avenue development, supporting design development and partner coordination to create new housing opportunities and future healthcare services in our community. We have also continued to reduce barriers and support a broader range of housing options, recognizing the importance of creating a community where people can live, work, and stay at every stage of life.

What stands out most to me is how this work has been carried forward with care, intention, and a long-term perspective. Every decision has been grounded in what will serve Castlegar not just today, but into the future. That work is made possible by dedicated City staff, a committed Council, and residents who continue to show up, share their perspectives, and help shape our direction.

This Annual Report reflects the result of those collective efforts. I invite you to explore it and see how we are continuing to build a resilient, inclusive, and connected Castlegar. It is through this shared effort that we are truly better together.

Thank you for your trust, your input, and your ongoing commitment to our community.

Regards,

Mayor Maria McFaddin





City Councillors

The City is governed by a Mayor and six Councillors, elected for a four-year term. The current Mayor and Council will serve until Fall 2026.



Councillor Darcy Bell

Darcy Bell was elected to Council in 2022. Councillor Bell is dedicated to supporting diversity, inclusion, and thoughtful planning for the benefit of his constituents, neighbours, and family, including his wife Amy, daughters, son-in-law, and extended family in the area. He values the opportunity to serve the community and contribute to decisions that support Castlegar's future.



Councillor Brian Bogle Deputy Mayor

Brian Bogle was elected to Council in 2021 after his retirement as Manager of Safeway. Councillor Bogle and his wife Cathy moved to Castlegar in 2005. They have a daughter and a son, two granddaughters and a grandson. Councillor Bogle has served on numerous council committees and was appointed Deputy Mayor in 2023. He also serves as the alternate RDCK Director and is the Castlegar representative on the WKBR Hospital District board.



Councillor Sandy Bojechko

Sandy Bojechko is a grandmother and has lived in the Castlegar area for more than 35 years. She is an active volunteer with the Castlegar Rebels and is the past president of the West Kootenay Labour Council. Sandy also helps organize the International Day of Mourning, reflecting her commitment to advocacy and worker safety. With a background as a paralegal and experience owning three businesses, she is dedicated to listening to and acting on behalf of her community.



Councillor Shirley Falstead

Shirley Falstead was elected in 2022 and brings experience in business ownership, economic development, tourism, and community leadership. She has owned and operated several businesses, including an organic farm, market garden, and Spruce River Research, an economic and community development consulting firm. Her background includes work as a national tourism judge, preparing Phase One Environmental Assessments, and delivering Economic Development Programs across Western Canada through Carleton University. Shirley is a Board Member of Rota Villa Senior Housing in Castlegar and a past Board Member of Heritage Credit Union.



Councillor Sue Heaton-Sherstobitoff

Sue has lived in Castlegar since 1988 and has been on council since 2011. She is married to Curtis and has 2 girls - Jordan & Sydney. Her passion for Castlegar, combined with years of experience and community involvement, continues to drive her commitment to serving the people of the city. In her spare time, she likes to garden, travel and cook!



Councillor Cherryl MacLeod

Cherryl MacLeod and her husband, Murray, have four children and six grandchildren. She is an active community volunteer, enjoying spending time in her community, helping to make it the best place to be. She enjoys gardening, baking, riding her bike, and spending time with family and friends. Councillor MacLeod recently retired from School District 20 after 34 years as a Child and Youth Care Worker.

Committees & Senior Staff

The City of Castlegar has five Committees of Council that serve as advisory bodies to Council, pursuant to the *Community Charter*. Members of Council are appointed annually by the Mayor and serve as liaisons to various community groups, organizations and societies.



Community Wellness and Social Services

- + Chair, Councillor Bell
- + Deputy Chair, Councillor Bojecho
- + Deputy Chair, Councillor Heaton-Sherstobitoff

Cultural and Civic Pride

- + Chair, Councillor Heaton-Sherstobitoff
- + Deputy Chair, Councillor Bogle
- + Deputy Chair, Councillor MacLeod

Finance & Corporate Services

- + Chair, Councillor Bogle
- + Deputy Chair, Councillor Falstead

Municipal Services

- + Chair, Councillor MacLeod
- + Deputy Chair, Councillor Bell

Stage IV Labour/Management Committee

- + Chair, Mayor McFaddin
- + Member, Councillor MacLeod
- + Member, Councillor Bogle

Senior Staff

- + Director of Finance & Technology, Steffan Klassen
- + Director of Corporate Services, Bree Seabrook
- + Director of Municipal Services, Chris Hallam
- + Chief Administrative Officer, Chris Barlow
- + Director of Community Safety and Development, Meeri Durand





From the Chief Administrative Officer

2025 was a year of building on strong foundations and continuing to turn plans into measurable progress.

The City of Castlegar remains guided by clear and consistent planning. This year, the development of the City's first Organizational Plan strengthened how we align daily operations with Council's Strategic Plan. Alongside this, we continued advancing key master planning work, ensuring decisions are thoughtful, coordinated, and focused on both current needs and long-term sustainability.

While external pressures, such as rising costs and evolving regulations, continue to shape the municipal environment, we remain focused on responsible financial management and effective service delivery. Investments in infrastructure, technology, and planning were made with care, ensuring we maintain reliable services while preparing for future growth.

The City also continued to improve how we deliver services and communicate with residents. Enhancements to information technology systems and public communication tools have strengthened our ability to respond, share information, and support the community in a timely and efficient way.

Housing and healthcare remain critical priorities. We continued to support major projects and partnerships, while also advancing initiatives that reduce barriers and expand housing options. At the same time, we maintained strong advocacy efforts to improve residents' access to healthcare services.

I am proud to share some of the progress made in 2025:

- + Developed the City's first Organizational Plan to align service delivery with Council priorities.
- + Advanced the Liquid Waste Management Plan and completed key upgrades at the South Sewage Treatment Plant.
- + Completed citywide drainage improvements to address long-standing stormwater challenges.
- + Secured funding for Flood Plain Mapping and Climate Hazard Assessment to strengthen emergency preparedness.
- + Advanced the 925 Columbia Avenue housing and healthcare project.
- + Implemented the Accessory Dwelling Unit Program to support additional housing options.
- + Delivered road improvements, including paving on Columbia Avenue.
- + Finalized the Brandon Park Renewal design and prepared for construction.
- + Supported economic growth with new business development and increased building activity.
- + Advanced planning for the West Kootenay Regional Airport terminal expansion.

Our progress this year reflects the dedication and professionalism of City staff across all departments. Whether delivering essential services or advancing complex projects, their work ensures the City continues to operate effectively and adapt to change.

I would also like to thank Council for its leadership and Castlegar residents for their continued engagement and support.

I encourage you to review this Annual Report to learn more about how we are investing in the community we proudly serve.

Regards,

Chris Barlow

Chief Administrative Officer



Corporate Services

The City of Castlegar's Corporate Services Department oversees Human Resources, Legislative Services (including Bylaw Enforcement), Health and Safety, and Communications.

The department ensures the effective and efficient overall management of the City's administrative operations, supporting the organization and the community.

Corporate Services provides legislative and procedural support to Council and the Chief Administrative Officer, manages protocol and legal matters, coordinates records management, publishes official notices, administers local government and school district elections, and responds to requests under the *Freedom of Information and Protection of Privacy Act*.

Legislative Services prepares and distributes Council agendas and minutes, maintains bylaws, policies, and contracts, enforces bylaws, and ensures City processes align with legislative requirements and best practices.

Human Resources (HR) supports approximately 70+ employees through the full employment cycle from recruitment and retention initiatives, wellness and engagement, labour relations, collective agreement administration, performance management, employee recognition, job evaluations, employee compensation and benefits, and training and development.

Health and Safety develops and implements safe work procedures, coordinates safety training, conducts workplace inspections, manages return-to-work programs, and promotes employee wellness initiatives. The program also includes creating and maintaining specialized safety initiatives such as heat stress prevention, ergonomics programs, and hazard-specific response plans to ensure a safe and healthy workplace.

The department also manages the City's communications and engagement, delivering timely, accurate, and accessible information to residents and creating opportunities for meaningful public participation. This includes strategic communications planning, sharing important information, creating awareness of City initiatives and decision-making, strengthening the City's reputation, and developing engagement programs to ensure community-guided City decisions.

Key Stats



92

Reports reviewed



10

Bylaws adopted



784

Career opportunity email subscribers



100+

Council meeting hours



167

Facebook posts made



490

New followers gained

2025 Accomplishments

- + Reviewed and updated bylaws and policies to ensure compliance and relevance.
- + Developed a Hazardous Materials Program.
- + Developed a new Bullying & Harassment program and corresponding training for all staff.
- + Supported corporate initiatives and ensure compliance with policies, the Collective Agreement, and legislation.
- + Developed the City's first Organizational Plan, establishing a mission, vision, values, and pillars to guide culture, planning, and service delivery. The plan aligns with Council's Strategic Plan and includes a comprehensive Action Plan.
- + Expanded direct-to-resident communications by promoting City News email subscriptions and Voyent Alert! emergency notifications, helping more residents stay connected to important City updates.
- + Supported emergency preparedness communications through public education, emergency messaging templates, and promotion of castlegar.ca/emergency as the City's central source for emergency information.
- + Improved public awareness of City services and projects through timely updates on water restrictions, unidirectional flushing, infrastructure work, property taxes, and other municipal services.
- + Completed an organization-wide Administrative Services Scan to assess departmental administrative support needs.

2026 Priorities

- + Administer the local government election and Alternative Approval processes.
- + Implement Safety Management System software.
- + Begin a gap analysis of the City's regulatory occupational health & safety requirements.
- + Finalize and fully implement the City's Hazardous Materials Program.
- + Lead the collective bargaining process with CUPE 2262.
- + Plan and host the annual West Kootenay Boundary Rocky Mountain Local Government Joint Chapter Conference.
- + Complete the communications template project.
- + Support the development of clear, measurable work plans aligned with Council's strategic and financial priorities, standardize the process, and support reporting.
- + Implement and fund a Social, Wellness & Team Building Committee.
- + Deliver a Citizen Survey to gather resident feedback, establish baseline metrics, and better understand community priorities, satisfaction, and service needs.
- + Restructure administrative support across all departments based off recommendations from the 2025 Administrative Services Scan to identify administrative efficiency opportunities and support management & staff, with minimal budgetary impact.
- + Provide de-escalation training and communication workshops for all staff.
- + Implement and test an electronic timesheet program.

Development Services

Development Services guides Castlegar's growth and evolution, ensuring the community is connected, inclusive, resilient, and sustainable. The department oversees long-range planning, land-use regulation, business licensing, building inspection, and community development initiatives. This work is grounded in the City's Official Community Plan and delivered through collaboration with staff, agencies, community groups, and residents.

2025 Accomplishments

- + Completion of Phase 1 of Accessory Dwelling Unit Program to support infill housing objectives.
- + Dog Park Signage design completed and installed.
- + Completed Parking Assessment for Downtown and Uptown growth areas.
- + Expanded commercial and utility development on lands east of the Columbia River.
- + Provided ongoing support for non-market housing initiatives in partnership with BC Housing, Lu'ma Development, Castlegar Rota Villa Society & Castlegar Community Services.

2026 Priorities

- + Continue to work with community partners in the delivery of non-market housing and supportive housing in alignment with the City's Housing Needs Report and Housing Strategy.
- + Strive toward continuous improvement and efficiency in development approvals by undertaking review of the City's Building Bylaw and Business Licensing Bylaw.
- + Initiate a housing infill program by leveraging standardized designs, streamlined development approvals, and local and regional partnership for pre-manufactured housing options, and developer outreach and education in modern methods of construction.

Key Stats



744

Business
licences
issued



100

Building
permits
issued with a
construction
value of
\$34.8 million



\$527k

Typical
assessed value
of a single-
family home



23

Development
approvals
issued in
alignment
with the
Community
Plan



925 Columbia Avenue Housing Project

The City marked a significant milestone in addressing local housing needs with the groundbreaking of the 925 Columbia Avenue development. City Council, staff, project partners, and Indigenous leaders gathered to celebrate the start of construction on future non-market housing consisting of 78 new units.

This project reflects a strong partnership between the City, BC Housing, and Lu'ma Developments and represents an important step toward expanding housing options in the community. As housing demand continues to grow, projects like this play a critical role in creating inclusive and accessible places for people to live.

The advancement of this development into the construction phase demonstrates the City's ongoing commitment to supporting housing solutions that meet the needs of residents today and into the future.



Municipal Services

Municipal Services develops and maintains the City's infrastructure and municipal facilities.

Operational areas include roads, sewers, water, parks, fleet, facilities, and solid waste. Through the technical expertise and skill of more than thirty individuals, this team implements the City's policies, and bylaws. The department plans, designs, constructs and maintains all City-owned assets with effective coordination to enhance and maintain service delivery to the community in a cost-effective manner. In addition, the department provides professional services and advice to Council, the public, and the development/building industry on a broad range of items related to planning, building, capital construction, maintenance, and operations. The department provides policy and strategic advice to Council and the Chief Administrative Officer.

Key Stats



72

Permits issued for work on City lands



35

Acres of turf maintained



53

Fleet vehicles and heavy equipment units



13

New service install requests



23

Water leaks repaired

2025 Accomplishments

- + Advanced Stage 1 of the Liquid Waste Management Plan, including technical review, engagement, committee input, and Council approval for submission to the Province.
- + Completed wastewater system improvements at the South Sewage Treatment Plant (SSTP) and advanced planning for the North Train Renewal project.
- + Completed the North Well Condition Assessment and supplemental water system hydraulic modeling to support long-term utility planning.
- + Advanced the City's GIS program to improve infrastructure mapping, asset data, and operational decision-making.
- + Initiated and completed NG911 updates to the City's GIS data, making Castlegar compliant and ready for the future transition to Next Generation 911.
- + Delivered 2025 Pavement Rehabilitation Program.
- + Received a \$400,000 DRIF grant to complete floodplain mapping and a Climate Change Hazard Risk Assessment for key upland creek catchments through the City.
- + Demolished the Eremenko Building to support downtown revitalization and future redevelopment.
- + Replaced fencing, backstop, and pitching lane infrastructure at the Mosquito baseball field.
- + Completed cleaning, inventory, geolocation, and condition assessment of drainage culverts along Arrow Lakes Drive to support stormwater planning and future renewal.
- + Completed 5th Avenue railway crossing safety upgrades with CPKC, including new lights and alarm bells to improve crossing safety.
- + Finalized the design of Brandon Neighbourhood Park and preparing for construction in Spring 2026.
- + Completed hazardous materials surveys for City facilities to support safe facility management, future maintenance, and capital planning.

2026 Priorities

- + Seek approval from the Province to advance to Stage 2 of the Liquid Waste Management Plan.
- + Initiate the Parks Master Plan and the Transportation Master Plan to support long-term planning and asset management.
- + Continue development of the City's GIS program, including publicly launching GIS and completing NG911 data improvements.
- + Finalize SCADA upgrades and establish a multi-year service agreement to support reliable utility communications and monitoring.
- + Deliver the 2026 Pavement Renewal Program.
- + Advance the SSTP North Train Renewal project and biosolids management improvements to support wastewater system reliability and regulatory compliance.
- + Complete the Floodplain Mapping and Climate Change Hazard Risk Assessment project to improve understanding of flood risk and climate-related infrastructure impacts.
- + Complete the Eremenko Building demolition project and support future planning for the downtown site.
- + Continue implementation of the Fleet Replacement Plan to support safe, reliable, and cost-effective service delivery.
- + Re-open the Basran Building and complete priority building improvements to support City operations.
- + Replace the SSTP Geotube system with a temporary biosolids management solution while advancing planning for a long-term solution.
- + Prove out the North Well as an emergency backup water supply for the City's drinking water system.
- + Advance drainage improvements, including the Library Drainage Project, Southridge culvert repair, and Park Lane drainage improvements.



Protective Services

Castlegar Fire Department operates out of a centrally located fire station at 2161 6th Avenue that was built in 1999 and a satellite station located at the West Kootenay Regional Airport. The department consists of a Fire Chief, one Deputy Fire Chief, two Assistant Fire Chiefs and 29 Paid-On-Call Officers and Firefighters.

This group of dedicated personnel represents the diversity of the community and works every day of the year to ensure the service provides high-quality fire protection and life safety to meet the needs of the community. Our values are diversity, respect, trust, equality, and teamwork. Our team members are our most valuable assets, and we strive for excellence.

Key Stats



1,027

Service calls



2

New junior fire fighters



43rd

Annual Toy Drive donated to Food Bank



21

Years in Community Safety Net fire prevention program



\$500

Bursary awarded to Stanley Humphries student

2025 Accomplishments

- + Completed Phase 2 wildfire mitigation and prescription work at Millennium Park & Ponds with Selkirk College.
- + FireSmart program delivery to City staff, supported by a new Wildfire Mitigation Specialist and Climate Readiness Coordinator.
- + Launch a self-compliance inspection program for low-risk businesses and develop a hazard classification system.
- + Implemented Fire Services and Emergency Management Review recommendations, including recruitment, flexible training, a tiered Paid-On-Call compensation model and restructured the department organizational chart to include 1 Fire Chief, 1 Deputy Fire Chief and 2 Assistant Fire Chiefs.
- + Continuing to deliver further emergency and wildfire training in partnership with provincial agencies.
- + Completed training programs, including Live Fire training in Kamloops, Rescue Canada Ropes course, and First Responder Instructor certification.
- + Hosted S-231 Engine Boss and SPP-115 Structure Protection courses with BC Wildfire Service.

2026 Priorities

- + Update the Fire Services Bylaw to reflect the *Fire Safety Act*.
- + Deliver advanced officer training programs for the departments paid-on-call officers.
- + Deliver advanced training program for new paid-oncall fire fighters, including Hazmat Awareness, Hazmat Operations, and First Responder Level 3 with scope upgrade.
- + Implementing new Fire Department Records Management System.
- + Host Wildfire Mitigation Specialist course.
- + Expanding the self-compliance inspection program for low-risk businesses and develop a hazard classification system.
- + Training on new pumper tender engine expected delivery third quarter 2026.
- + Implementation of updating the departments' Standard Operating Guidelines and Procedures.
- + City to begin providing FireSmart Assessments.



West Kootenay Regional Airport

The West Kootenay Regional Airport is owned and operated by the City of Castlegar.

The Airport provides vital air travel services to the entire West Kootenay region and is a key driver of regional economic development. The airport supports commercial air travel, general aviation, medevac services, and wildfire response through the Southeast Fire Centre. Focused on improving reliability, enhancing passenger experience, and planning for growth, the West Kootenay Regional Airport is the region's connection to the world.

Key Stats



95%

Winter reliability when factoring in the Air Canada bus service



2025

Airport Terminal Expansion Design initiated



30,130

Total passengers

2025 Accomplishments

- + Appointed a new Airport Manager, with continued focus on strengthening airport operations and advancing initiatives for long term sustainability, and positioning the West Kootenay Regional Airport for future growth.
- + Achieved significant milestone in the YCG Required Navigation Performance (RNP) Project with support from Transport Canada committing the necessary resources to support the review of the RNP Application, advancing efforts to improve reliability and accessibility during challenging weather conditions.
- + Continued advancement of the Air Terminal Building Expansion project, with the development of the initial architectural design phase, laying the foundation for future development.
- + Continued support of the Air Canada flight disruption shuttle, helping passengers maintain travel continuity and reducing the impact of weather related challenges.

2026 Priorities

- + Continue strengthening the airports operational and financial sustainability through stakeholder engagement and the pursuit of opportunities that support long term growth and regional connectivity.
- + Further advance the YCG RNP project through Transport Canada's approval process, working with regulatory and industry partners to improve service and reliability.
- + Progress the Air Terminal Building Expansion project through detailed design, and project planning activities to support upcoming construction to enhance passenger experience.
- + Strengthen partnerships with airlines, government agencies and regional stakeholders to support infrastructure investments, economic development and expanded air service opportunities.

Finance & Technology

The Finance and Technology Department provides financial expertise, risk management, technology systems, and guidance to support all City operations.

The Finance and Technology Department provides financial expertise, risk management, technology systems, and guidance to support all City operations. In addition to leading process improvements, it sets and maintains best financial and security practices, policies and standards. This department's core services include: accounting services, budgeting, long-range financial planning, revenue services, procurement & risk management, network security, asset management, and business software development.

2025 Accomplishments

- + Finalized and executed new service agreements for community groups to provide clarity, accountability, and alignment with Council's strategic funding priorities.
- + Initiated payroll timesheet project software design phase.
- + Awarded a new Information Technology Managed Services contract and began implementing enhanced IT support, improving system reliability, security, and organizational capacity.
- + Trained a portion of the staff on budgeting software Qwestica.
- + Completed ground up staff driven budgeting with intention to improve financial literacy, accountability & transparency throughout the organization.

2026 Priorities

- + Complete the transition to SharePoint as part of the Records Information Management system.
- + Complete the build and implement the payroll timesheet software.
- + Streamline the accounts payable process by implementing automation tools, improving efficiency, accuracy, and turnaround times.
- + Review and update the stormwater funding model to create a sustainable long-term approach for maintaining infrastructure and meeting asset renewal needs.
- + Develop a Tax Class Distribution policy to ensure a fair, transparent, and well-researched allocation of property tax revenues across all property classes.
- + Introduce updated financial processes (Accounts Receivable, Budget Variance, Reporting, Credit Card & Coding Standardization) that establish clear standards for usage, monitoring, and accountability to strengthen financial controls.

Key Stats



96

Computers maintained



17

Servers



19

Smart phones and tablets maintained



85

Office phones maintained



17

Printers maintained



13,375

Utility bills



3,278

Active utility tax accounts



4,000

Property Tax notices



Eremenko Building Demolition

The Eremenko Building at 310 Columbia Avenue was originally constructed in 1948, with an addition to the west (1224 3rd Street) later added in 1968. In 2025, the City demolished the buildings in order to facilitate redevelopment of the lot.



Community Events

The City continued to deliver signature community celebrations that bring residents together and strengthen civic pride. Council-led events, including Canada Day and Winter Wonderland, are supported by the Cultural and Civic Pride Committee and made possible through strong partnerships with community volunteers, local organizations, and sponsors.

In 2025, both events drew strong attendance and participation, offering residents and visitors opportunities to connect, celebrate, and share experiences. From family-friendly activities and live entertainment to seasonal attractions, these events continue to reflect the spirit of Castlegar and the people who make it special.



From the Director of Finance & Technology

I am pleased to present the City of Castlegar's 2025 Annual Report. This report provides a comprehensive overview of the City's strategic goals and objectives, as well as the City's financial performance and condition, reflecting our ongoing commitment to transparency, accountability, and sound financial management. The annual report is intended to help you understand how your tax dollars are being utilized to maintain and improve our community.

As we look back on 2025, this was a year defined by steady progress and thoughtful financial stewardship for the City of Castlegar. Our community continued to grow and evolve, and with that growth came new opportunities to strengthen the services and infrastructure that residents rely on every day.

Here are some of the highlights of this year's financial performance:

- + \$3.7 million dollars of capital investment.
- + Land sales of \$5.2 million dollars.
- + \$3.8 million dollar annual surplus.
- + Reserve balance increase of \$7.9 million dollars.

Throughout the year, we remained focused on ensuring that public resources were managed responsibly and transparently, while supporting the projects and initiatives that help make Castlegar a vibrant and resilient place to live. The City ending the year with a surplus of \$3.8 million reflects both careful planning and the collective efforts of staff, Council, and community partners. The City's total revenue increased by 0.8% over the previous year. This growth was primarily driven by land sales and investment revenues due to a moderate interest rate environment. At the same time, we continued to deliver essential services—from protective services and transportation to recreation and utilities—while keeping expenses aligned with expectations.

Our capital program advanced key priorities, even as some multi-year projects progressed more slowly. Investing in infrastructure not only improves the quality of life for residents but also positions the City for future growth and improved service levels. Our debt management strategy focuses on minimizing debt levels while balancing the need for investing in critical infrastructure. The City only incurs debt to fund one-time capital expenditures and not for ongoing operations. This year, the City's debt levels increased by \$1.2 million dollars over last year to end the year at \$13.9 million.

Behind the numbers is a story of stability and intention. The City benefited from the sale of several capital assets, which helped bolster our reserves which are essential for managing risks, responding to emergencies and helping fund future major capital projects such as the replacement of sewer infrastructure. The City's reserve balances totaled \$28.9 million at the end of 2025, which is an increase of \$7.9 million over last year.

The audited financial statements included in the annual report have been prepared in compliance with Section 167 of the Community Charter, and in accordance with Canadian public sector accounting standards. The preparation of the financial statements is the responsibility of Council and management. The City's management is also responsible for maintaining a system of internal controls for the safeguarding of assets and to provide reasonable assurance that reliable information is produced to allow the City to make sound decisions.

The City once again received an unmodified audit opinion from Doane Grant Thornton LLP, affirming the accuracy and fairness of our financial reporting. This independent validation underscores our commitment to accountability and good governance. Our goal remains the same: to support a thriving community today while preparing responsibly for the needs of tomorrow. I am proud of the progress we have made together and look forward to the opportunities ahead as we continue building a strong and connected Castlegar.

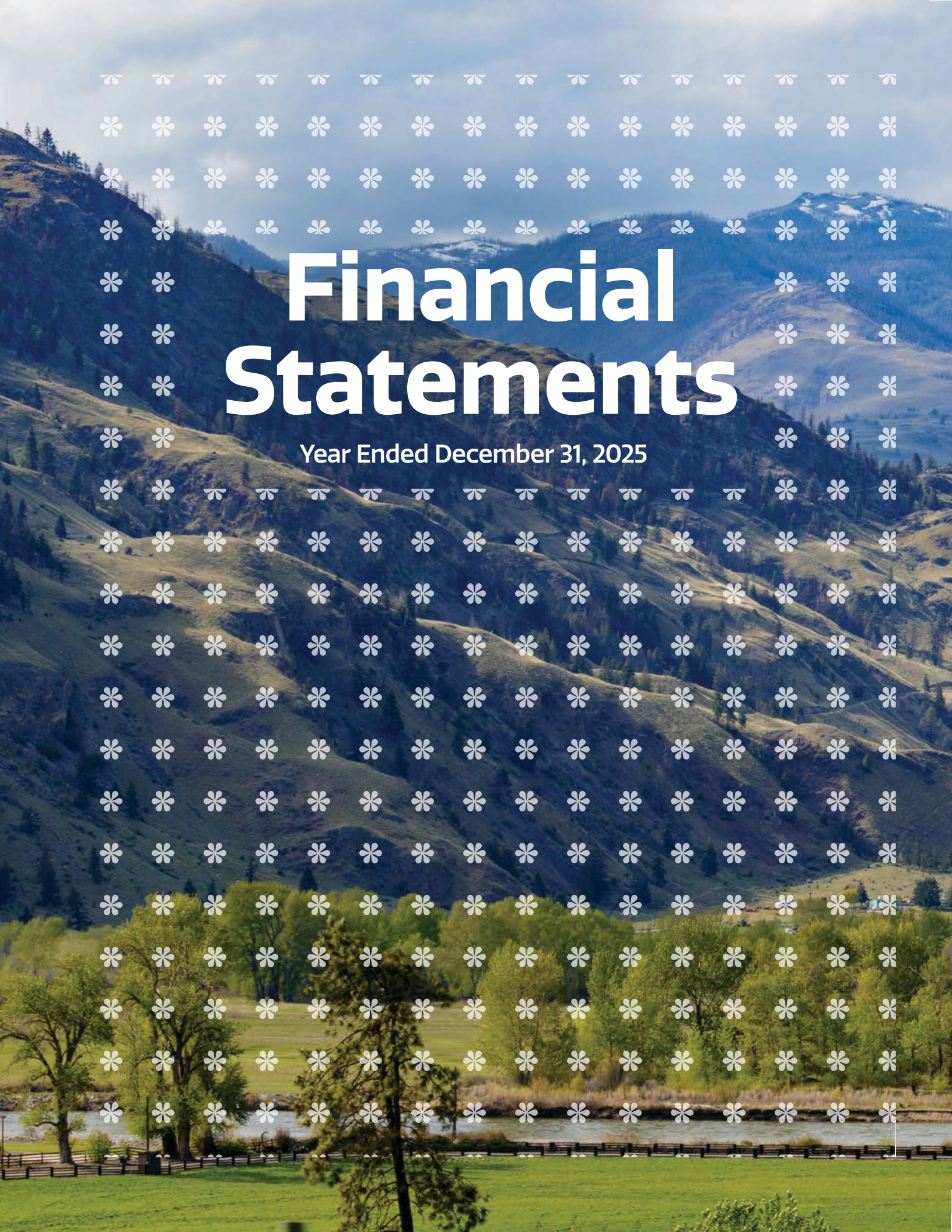
I want to express my gratitude to the residents for their continued support and trust. We believe that an informed and engaged community is crucial for effective governance. Throughout the year, we have made concerted efforts to communicate our financial activities and decisions to the residents through public meetings, our website, and media channels. Your feedback and participation are invaluable, and we encourage you to continue to be involved in the City's financial planning and decision making process. Our City's financial success is a collaborative achievement made possible by the collaboration between Mayor and Council, City staff, and the community.

Regards,

Steffan Klassen, CPA, CA

Director of Finance & Technology





Financial Statements

Year Ended December 31, 2025



The City of Castlegar

Management Report

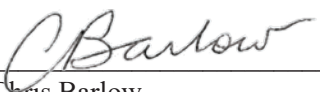
For the Year Ended December 31, 2025

RESPONSIBILITY FOR FINANCIAL REPORTING

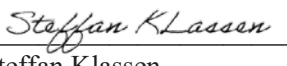
Management is responsible for the preparation of the accompanying financial statements. The financial statements have been prepared in accordance with the accounting principles disclosed in Note 1 and include amounts that are based on estimates and judgments. Management believes that the financial statements fairly present the City of Castlegar's financial position and results of operations. The integrity of the information presented in the financial statements, including estimates and judgments relating to matters not concluded by fiscal year-end, is the responsibility of management. The financial statements have been approved by Council.

Management has established and maintained appropriate systems of internal control including policies and procedures, which are designed to provide reasonable assurance that the City of Castlegar's assets are safeguarded and that reliable financial records are maintained to form a proper basis for preparation of the financial statements.

The independent external auditors, Doane Grant Thornton LLP, have been appointed by Council to express an opinion as to whether the financial statements present fairly, in all material respects, the City of Castlegar's financial position, results of operations, and changes in net financial assets in conformity with the accounting principles disclosed in Note 1 to the financial statements. The report of Doane Grant Thornton LLP follows and outlines the scope of their examination and their opinion on the financial statements.



Chris Barlow
Chief Administrative Officer



Steffan Klassen
Director of Finance and IT



Independent Auditor's Report

To the Mayor and Council of
City of Castlegar

Opinion

We have audited the financial statements of City of Castlegar (the "City"), which comprise the statement of financial position as at December 31, 2025, and the statements of operations, change in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of City of Castlegar as at December 31, 2025, and its results of operations, its changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. Schedules 1 – 3 are presented for purposes of additional analysis and are not a required part of the financial statements. Such supplemental information has not been subject to the auditing procedures applied in the audit of the financial statements and accordingly, we express no opinion on it.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

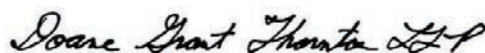
As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Emphasis of Matter – Restated Comparative Information

We draw attention to Note 23 of the financial statements, which explains that certain comparative information presented for the year ended December 31, 2024 has been restated. Our opinion is not modified in respect of this matter.



Castlegar, Canada
May 19, 2026

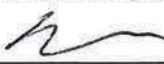
Chartered Professional Accountants

CITY OF CASTLEGAR
Statement of Financial Position

As at December 31, 2025

		note 23
	2025	2024
		Restated
FINANCIAL ASSETS		
Cash and investment deposits, note 1	\$ 27,815,746	\$ 21,385,443
Taxes and accounts receivable, note 2, note 23	8,310,836	9,227,012
Deposit - municipal finance authority, note 3	378,919	110,902
	36,505,501	30,723,357
LIABILITIES		
Accounts payable and accrued liabilities, note 5	5,431,396	4,658,286
Deferred revenue, note 6	3,703,458	3,397,159
Holdbacks, refundable, and other deposits	736,793	966,692
Equipment financing loans, note 7	2,617,953	2,976,032
Reserve - municipal finance authority, note 3	378,919	110,902
Long term debt, note 7	13,904,813	12,741,178
Asset retirement obligations, note 21	504,769	1,321,156
	27,278,101	26,171,405
NET FINANCIAL ASSETS	9,227,400	4,551,952
NON FINANCIAL ASSETS		
Tangible capital assets, note 13	88,518,328	89,653,337
Land held for resale	228,177	-
Inventory of supplies	124,073	124,073
Prepaid expenses	318,736	282,319
	89,189,314	90,059,729
ACCUMULATED SURPLUS, note 9	\$ 98,416,714	\$ 94,611,681

Contingencies, note 4
 Contracts and Commitments, note 17
 Segmented Information, note 18
 Contractual Rights, note 20
 Prior Period Adjustment, note 23



The accompanying summary of significant accounting policies and notes are an integral part to these financial statements

CITY OF CASTLEGAR
Statement of Operations

For the Year Ended December 31, 2025

				note 23
	Budget	Actual	Actual	
	2025	2025	2024	
	note 19		Restated	
REVENUES				
Taxation, note 10	\$ 13,537,579	\$ 13,793,145	\$ 12,890,855	
Government transfers, note 16	3,031,402	1,378,941	5,442,735	
Fees and service charges, note 10	7,725,781	7,633,949	7,044,300	
Community works funding	-	443,073	443,073	
Developer contributions	-	757,410	2,094,807	
Other revenue	2,085,594	1,002,561	1,383,464	
Gain on sale of tangible capital assets	-	5,054,599	64,634	
Interest and other investment income	181,684	774,257	1,229,975	
	26,562,040	30,837,935	30,593,843	
EXPENSES, note 15				
General government	4,176,822	4,145,944	3,860,525	
Environmental development	1,403,070	619,952	674,852	
Transportation and civic works	3,962,531	3,072,939	4,085,150	
Waste disposal and recycling	1,290,159	1,383,201	1,170,033	
Protection	3,628,743	4,843,331	4,467,776	
Public health and welfare	238,404	182,827	179,795	
Recreation and culture	1,830,714	2,360,237	1,871,201	
Water system	1,661,504	1,528,861	1,431,719	
Sewer system	1,454,177	1,851,356	1,383,152	
Storm system	206,655	244,184	196,728	
Airport	1,712,432	1,513,437	1,670,707	
Interest on long term debt and agreements payable	3,000	554,818	604,981	
Amortization	3,862,000	4,711,795	4,521,652	
Accretion, note 21	-	20,020	-	
	25,430,211	27,032,902	26,118,271	
Annual surplus	1,131,829	3,805,033	4,475,572	
Accumulated surplus, beginning of year	94,611,681	94,611,681	90,136,109	
Accumulated surplus, end of year, note 9	\$ 95,743,510	\$ 98,416,714	\$ 94,611,681	

The accompanying summary of significant accounting policies and notes are an integral part to these financial statements

CITY OF CASTLEGAR**Statement of Change in Net Financial Assets**

For the Year Ended December 31, 2025

			note 23
	Budget	Actual	Actual
	2025	2025	2024
	note 19		Restated
Annual surplus	\$ 1,131,829	\$ 3,805,033	\$ 4,475,572
Acquisition of tangible capital assets	(16,072,099)	(3,705,878)	(11,063,476)
Amortization of tangible capital assets	3,862,000	4,711,795	4,521,652
Proceeds on sale of tangible capital assets	-	5,183,691	234,514
(Gain) on disposition of tangible capital assets	-	(5,054,599)	(64,634)
Change in land held for resale	-	(228,177)	-
Change in prepaid expense	-	(36,417)	(69,215)
Increase (Decrease) in Net Financial Assets	(11,078,270)	4,675,448	(1,965,587)
Net Financial Assets, beginning of year previously reported	4,551,952	4,551,952	6,517,539
Prior Period Adjustment (note 23)	-	-	2,192,258
Net Financial Assets, beginning of year - restated	4,551,952	4,551,952	8,709,797
Net Financial Assets, end of year	\$ (6,526,318)	\$ 9,227,400	\$ 4,551,952

The accompanying summary of significant accounting policies and notes are an integral part to these financial statements

CITY OF CASTLEGAR

Statement of Cash Flows

For the Year Ended December 31, 2025

	note 23	
	2025	2024
		Restated
Cash provided by (used for) :		
Operating Activities		
Annual surplus	\$ 3,805,033	\$ 4,475,572
Change in non cash items:		
Amortization	4,711,795	4,521,652
Accretion	20,020	-
(Decrease) in ARO liability	(438,580)	-
(Gain) on disposition of tangible capital assets	(5,054,599)	(64,634)
Decrease (increase) in prepaid expenses	(36,417)	(69,215)
Change in financial assets and liabilities:		
Decrease (increase) in taxes and accounts receivable	916,176	(4,395,601)
Increase (decrease) in accounts payable and accrued liabilities	773,110	1,458,949
Increase (decrease) in deferred revenue	306,299	156,389
Increase (decrease) in holdbacks, refundable and other deposits	(229,899)	246,743
Increase (decrease) in land held for resale	(228,177)	-
Increase (decrease) in asset retirement obligations	(397,827)	-
	4,146,933	6,329,855
Investing Activities		
Acquisition of tangible capital assets and work in progress	(3,705,878)	(11,063,476)
Proceeds from sale of tangible capital assets	5,183,691	234,514
	1,477,813	(10,828,962)
Financing activities		
Proceeds from temporary borrowing	1,380,000	5,000,000
Repayment of temporary borrowing	(6,200,000)	(5,000,000)
Proceeds from long-term borrowing	6,200,000	1,000,000
Repayment of long-term borrowing	(216,365)	(210,674)
Proceeds from equipment financing	-	3,054,018
Repayment of equipment financing	(358,078)	(77,986)
	805,557	3,765,358
Increase (decrease) in cash	6,430,303	(733,749)
Cash and investment deposits, beginning of year	21,385,443	22,119,192
Cash and investment deposits, end of year	\$ 27,815,746	\$ 21,385,443

The accompanying summary of significant accounting policies and notes are an integral part to these financial statements

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

Nature of Operations

The Corporation of the City of Castlegar (the "City") is incorporated by Letters Patent under the laws of British Columbia and its principal activities include the provision of local government services to residents of the incorporated area. These include administrative, protective, infrastructure, environmental, planning, building, recreational, waterworks, sanitary sewer and storm services.

Significant Accounting Policies

The following is a summary of significant accounting policies of the City:

a) Basis of Presentation

The financial statements of the City of Castlegar are the responsibility of, and prepared by, management in accordance with Canadian Public Sector Accounting Standards (PSAS). The financial statements include the result of operations for all functions.

b) Investment deposits are recorded at cost.

c) Inventories are recorded at the lower of cost, determined on a first in, first out basis, or replacement cost.

d) Tangible capital assets

Purchased or constructed tangible capital assets are recorded at cost in the period they are put into use. The cost of a tangible capital asset includes the purchase price and other acquisition costs such as installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation, insurance costs, and duties. Contributed tangible capital assets are recorded at fair value at the date of the contribution. Amortization is provided on a straight-line basis over their estimated useful lives, as follows:

Asset	Rate
Buildings	10 - 70 years
Roads and road features	15 - 50 years
Water	10 - 60 years
Storm sewers	40 - 50 years
Parks and recreation	5 - 25 years
Traffic control and lighting including airport hazard beacons	15 years
Vehicles and equipment	6 - 25 years
Sanitary sewers	5 - 50 years
Fibre optics cable	20 years
Furniture and office equipment	10 years
Technology and computer equipment	5 - 10 years
Other	5 - 40 years

Tangible capital assets includes capital work-in-progress which are recorded at cost. The cost will be amortized when the capital asset is put into use.

Repairs and maintenance costs are charged to expense. Betterments which extend the estimated life of an asset and enhance the service potential of capital assets are capitalized.

When a tangible capital asset no longer contributes to the City's ability to provide services, its carrying amount is written down to its residual value with no reversals of such write downs in subsequent periods.

The City holds and maintains a collection of nineteen sculptures as works of art. Works of art, artifacts, cultural and historical assets are not recorded as assets in the financial statements.

e) Use of Estimates

The preparation of financial statements in accordance with Canadian Generally Accepted Accounting Principles requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenue and expenses as well as disclosure of contingent assets and liabilities in the financial statements. Actual results may differ from these estimated amounts. Significant areas requiring the use of management estimates include the determination of the estimated useful life of tangible capital assets, asset retirement obligations, and accrued liabilities included in accounts payable and accrued liabilities.

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

Significant Accounting Policies (continued)

f) Financial Instruments

All financial instruments are recorded at their cost or amortized cost except for portfolio investments in equity instruments quoted in an active market and derivatives which are recorded at their fair value with unrealized remeasurement gains and losses recorded in the statement of remeasurement gains and losses (if applicable). Once realized, remeasurement gains and losses are transferred to the statement of operations. Changes in the fair value on restricted assets are recognized as a liability until the criterion attached to the restrictions has been met, upon which the gain or loss is recognized in the statement of operations.

Transaction costs related to financial instruments measured at cost or amortized cost are added to the carrying value of the financial instrument. Transaction costs related to financial instruments recorded at their fair values are expensed as incurred.

Financial liabilities (or part of a financial liability) are removed from the statement of financial position when, and only when, they are discharged, cancelled or expire.

The City's financial instruments consist of cash and investment deposits; taxes and accounts receivable; accounts payable and accrued liabilities; holdbacks, refundable, and other deposits; long term debt; and asset retirement obligations.

g) Expenses

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the creation of a legal obligation to pay.

h) Budget Figures

The budget figures are from the Annual Five Year Financial Plan Bylaw adopted by May 15 of each year. Subsequent amendments to the Five Year Financial Plan may have been made by Council to reflect budgetary changes as required by Council.

i) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting.

j) Revenue recognition

Unrestricted grants and contributions are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted grants or contributions received under funding agreements which relate to a subsequent period are recognized as revenue in the period in which the resources are used for the purpose or purposes specified. Funding received before this criterion has been met, is reported as deferred revenue on the statement of financial position until the period in which the specified purpose or related expense is incurred.

Taxation revenue is recognized as revenue in the year it is levied. Fees and service charges and other revenue are recognized when the services are rendered.

Community works funding is recognized when received or receivable.

Interest and other investment income is recorded on the accrual basis and recognized when earned.

Transactions where goods or services are provided for consideration include performance obligations to a specific payor. Revenue from these transactions is recognized as the performance obligations are satisfied. Transactions without performance obligations are recognized when the revenue is received or receivable.

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

Significant Accounting Policies (continued)

k) Government transfers

Government transfers, which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amount can be made.

l) Contaminated sites

Accrued liabilities for the costs to remediate a contaminated site are recognized when an environmental standard exists, contamination exceeds the standard, the City has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities including, sites that are no longer in productive use and sites which the City accepts responsibility. There are no such sites that had contamination in excess of an environmental standard which required remediation at this time, therefore no liability was recognized as at December 31, 2025.

m) Asset Retirement Obligation

A liability is recognized when, as at the financial reporting date:

- (a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (b) the past transaction or event giving rise to the liability has occurred;
- (c) it is expected that future economic benefits will be given up; and
- (d) a reasonable estimate of the amount can be made.

The liability for the removal of asbestos and other hazardous material in several of the buildings owned by the City has been initially recognized using the modified retroactive method. The liability has been measured using a discount rate equal to MFA's long term lending rate. The resulting costs have been capitalized into the carrying amount of tangible capital assets and are being amortized on the same basis as the related tangible capital asset. Assumptions used in the calculations are reviewed annually.

1 Cash and Investment Deposits

Cash and investment deposits are held in Canadian Chartered Bank current bank accounts earning interest at a rate of prime minus 1.75% and in a short-term Municipal Finance Authority (MFA) money market fund. Included in cash and investment deposits is \$2,953,133 (2024 - \$2,771,883) held for statutory reserves.

The Canada Deposit Insurance Corporation (CDIC) insures each of the Canadian Chartered Bank current accounts up to \$100,000. The aggregate funds held in one account may exceed the CDIC insured limit from time to time and funds held by the institution may not be covered by CDIC insurance. The MFA money market funds are not insured. Management does not anticipate any material effect on the financial position of the City as a result of this concentration.

2 Taxes and Accounts Receivable

	2025	2024
		Restated
Taxes, current	\$ 946,066	\$ 441,418
Taxes, arrears	181,300	224,885
Province of British Columbia	103,371	(7,583)
Federal Government	215,143	263,374
Other Receivables	6,864,956	8,304,918
	\$ 8,310,836	\$ 9,227,012

3 Deposit and Reserve - Municipal Finance Authority

The City issues its debt instruments through the MFA. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the MFA as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the MFA. The details of the cash deposits and demand notes at year end are as follows:

	2025	2024
Demand notes	\$ 240,157	\$ 69,387
Cash deposits	138,762	41,515
	\$ 378,919	\$ 110,902

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

4 Contingencies

- a) Regional District debt is, under the provisions of the *Local Government Act* and the *Community Charter*, a direct joint and several liability of the District and each City within the District, including the City of Castlegar.
- b) The nature of the City's activities is such that there is litigation pending or in progress at any time. The City cannot predict, with any certainty, the outcome of such litigation. Management is of the opinion, based upon information presently available, that it is unlikely that any liability will exist, to the extent not provided through insurance.
- c) The City is a subscribed member of the Municipal Insurance Association of British Columbia (the "MIABC"), which was created for the purpose of establishing and administering a reciprocal insurance exchange within the meaning of Division 3 of the Financial Institutions Act of British Columbia. The main purpose of the MIABC is to pool the risks of liability so as to lessen the impact upon any subscriber and purchase additional insurance as necessary. Under the Reciprocal Insurance Exchange Agreement. The City is assessed a liability premium and can choose one of ten liability deductible options, subject to a minimum deductible based on population. The City is assessed property premium based on Total Insured Values (TIV), and can select the primary and specific peril-based deductibles, subject to its unique property risk profile. The obligation of the City with respect to the MIABC and/or contracts and obligations entered into by the MIABC on behalf of its subscribers in connection with the Exchange are in every case several, not joint and several. The City irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against losses and costs which the other subscriber may suffer.

5 Accounts Payable and Accrued Liabilities

	2025	2024
Province of British Columbia	\$ 600,140	\$ 63,094
Regional and other levels of government	(126,168)	31,880
Other payables and trade payables	-	3,506,152
Wages, vacation, sick and banked liabilities	1,079,184	1,057,160
	<u>\$ 1,553,156</u>	<u>\$ 4,658,286</u>

6 Deferred Revenue

a)

	2025	2024
Development cost charges, note 11	\$ 2,248,695	\$ 2,160,618
Prepaid taxes	1,052,453	1,004,183
Prepaid utility rates	48,126	78,884
Other	354,184	153,474
	<u>\$ 3,703,458</u>	<u>\$ 3,397,159</u>

b) Restricted flows

In "Other" Deferred Revenue is certain government transfers with certain restrictions that have not been realized in fiscal 2025. Deferred Revenues will be recognized in the year that the approved project is undertaken. The following provides a summary of funds received that are included in "Other" Deferred Revenue on the Statement of Financial Position.

	December 31, 2024	Externally restricted inflows	Revenue earned	December 31, 2025
Emergency Social Services	\$ -	\$ 17,942	\$ -	\$ 17,942
Flood Plain Management	-	194,060	-	194,060
Transportation Master Plan	-	25,000	-	25,000
FireSmart Community	-	48,008	-	48,008
Next Generation 911	22,500	-	(22,500)	-
Local Government Housing Initiative	121,202	-	(121,202)	-
Developer Contributions	-	62,202	-	62,202
Various small grants	9,772	2,000	(4,800)	6,972
	<u>\$ 153,474</u>	<u>\$ 349,212</u>	<u>(148,502)</u>	<u>\$ 354,184</u>

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

7 Equipment Financing Loans, Long-Term Debt and Temporary Borrowing

a) Equipment Financing Loans

Equipment financing loans are demand loans payable to the MFA in monthly installments with an interest rate based on the Canadian Dealer Offered Rate, which at December 31, 2025 was 2.81%. They are repayable in blended monthly principal and interest payments and are approved under section 175 of the Community Charter. The following equipment loans are outstanding:

	2025	2024
Monthly installments of \$2,769, maturing in 2029	\$ 104,828	\$ 133,984
Monthly installments of \$2,621, maturing in 2029	107,461	134,782
Monthly installments of \$8,936, maturing in 2029	367,501	460,625
Monthly installments of \$11,952, maturing in 2029	521,443	645,018
Monthly installments of \$11,453, maturing in 2029	1,516,720	1,601,623
	\$ 2,617,953	\$ 2,976,032

b) Long-Term Debt and Temporary Borrowing

The City issues debt instruments through the MFA, pursuant to loan security issuing bylaws under the authority of section 179 of the Local Government Act, to finance certain capital expenditures. Debenture debt principal is disclosed net of sinking fund balances managed by the MFA. Interest on long-term debt is charged on the original issue amount of the loan throughout the term of the loan.

The City has temporary borrowing through the MFA. Temporary borrowing financing agreements provide cash flow for ongoing projects, with a maximum term of five years during which the regular principal payments are not required. These loans must either be repaid or converted to long-term borrowing through a debenture issue at maturity, with interest at a variable rate calculated daily and payable monthly. The interest rate as at December 31, 2025 was 2.85% (2024 - 4.05%).

	2025	2024
Temporary borrowing repayable to MFA, to be converted to long-term debt in the spring of 2027	\$ 1,380,000	-
Temporary borrowing repayable to MFA, converted to long-term debt in 2025	-	6,200,000
Debenture debt repayable to the MFA through semi annual payments of \$247,147 in June (principal & interest) and \$128,030 in December (interest only). The existing debenture matures in the year 2055 and annual interest payable is \$256,060	6,200,000	-
Debenture debt repayable to the MFA through semi annual payments of \$41,790 in April (principal & interest) and \$9,648 in October (interest only). The existing debenture matures in the year 2041 and annual interest payable is \$19,297	667,728	702,089
Debenture debt repayable to the MFA through semi annual payments of \$40,267 in April (principal & interest) and \$13,608 in October (interest only). The existing debenture matures in the year 2042 and annual interest payable is \$27,216	734,931	767,720
Debenture debt repayable to the MFA through semi annual payments of \$124,884 in April (principal & interest) and \$40,782 in October (interest only). The existing debenture matures in the year 2044 and annual interest payable is \$81,564	2,522,294	2,619,791
Debenture debt repayable to the MFA through semi annual payments of \$67,658 in April (principal & interest) and \$19,280 in October (interest only). The existing debenture matures in the year 2046 and annual interest payable is \$38,560	1,399,860	1,451,578
Non-interest bearing grant repayable to Columbia Basin Trust through annual payments of \$40,000 beginning in October 2026. The repayable grant matures in the year 2050	1,000,000	1,000,000
	\$ 13,904,813	\$ 12,741,178

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

7 Equipment Financing Loans, Long-Term Debt and Temporary Borrowing (continued)

c) Future Payments

Future minimum principal payments on the equipment financing loans, long-term debt and temporary borrowing for the next five years and thereafter, including actuarial adjustments, are due as follows:

	Principal
2026	\$ 728,847
2027	775,708
2028	787,578
2029	703,178
2030	489,252
2031 and subsequent	8,191,847
	11,676,410
Actuarial Addition*	4,846,356
	\$ 16,522,766

* Actuarial Addition represent interest earned on sinking funds held by the Municipal Finance Authority. Such interest is used to reduce the principal amount of outstanding debt as it is earned.

8 Reserve Funds

	2025	2024 Restated
<u>Statutory reserves, note 9</u>		
Regional Infrastructure	611,508	603,850
Property Tax Sale	-	(3,612)
Equipment Replacement	1,058,454	1,309,193
Parkland Acquisition	460,141	389,721
Community Works Fund	1,045,108	672,322
Land Sale	5,469,337	388,069
Growing Communities Fund	2,506,459	-
	<u>11,151,007</u>	<u>3,359,543</u>
<u>Operating reserves, note 9</u>		
General fund	8,271,409	9,155,652
Water fund	5,697,538	5,268,692
Sewer fund	519,738	866,045
Storm fund	2,485,277	2,246,927
Airport fund	784,178	707,902
	<u>17,758,141</u>	<u>18,245,218</u>
	<u>\$ 28,909,147</u>	<u>\$ 21,604,761</u>

Statutory reserves funds represent amounts that are restricted by the Community Charter and associated Municipal Bylaws. The funds are set aside for the specific purpose stipulated and can only be used for this purpose.

Operating reserves represent amounts that are set aside for anticipated future expenditures. The funds are not governed by bylaw and are not restricted.

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

9 Accumulated surplus

	2025	2024 Restated
Equity in tangible capital assets	\$ 71,490,793	\$ 72,614,971
Statutory reserve funds, note 8	11,151,007	3,359,542
Operating reserve funds, note 8	17,758,141	18,245,218
Cemetery trust funds	479,032	463,417
Current funds	(2,462,259)	(71,467)
	\$ 98,416,714	\$ 94,611,681

Equity in tangible capital assets represents the net book value of total tangible capital assets, plus work in progress, less long term debt obligations assumed to acquire tangible capital assets and asset retirement obligations.

10 Taxation and Fees and Services Revenues

Taxation and fees and services revenues comprise the following amounts raised:

	2025		2024	
Collection for City purposes:				
General	\$ 12,260,738	39%	\$ 11,376,540	38%
Parcel Tax	535,200	2%	537,150	2%
Grants in lieu of taxes	997,207	3%	977,165	3%
	13,793,145	44%	12,890,855	43%
Waste disposal fees	1,038,076	3%	970,742	3%
Other fees and service charges	870,136	3%	704,352	2%
Water utility fees	2,566,427	8%	2,352,333	8%
Sewer utility fees	2,078,555	7%	1,826,953	6%
Airport fees	1,080,755	3%	1,189,920	4%
	7,633,949	23%	7,044,300	24%
Total for City purposes	\$ 21,427,094	67%	\$ 19,935,155	67%

The City is required to collect taxes on behalf of and transfer to the following government agencies:

Province of BC - School taxes				
Residential	\$ 2,940,562	9%	\$ 2,770,661	9%
Non-residential	2,624,926	8%	2,409,620	8%
	5,565,488	18%	5,180,281	17%
Regional District of Central Kootenay	3,904,215	12%	4,041,964	14%
Regional Hospital Districts	486,434	2%	452,676	2%
B.C. Assessment Authority	175,241	1%	161,947	1%
Municipal Finance Authority	623	0%	578	0%
	4,566,513	15%	4,657,164	16%
Total for Other Governments	10,132,001	33%	9,837,445	33%
Total Taxation	\$ 31,559,095	100%	\$ 29,772,600	100%

CITY OF CASTLEGAR
Notes to the Financial Statements

For the Year Ended December 31, 2025

11 Development Cost Charges

The City collects development cost charges in accordance with the Local Government Act and the City's Development Cost Charge Bylaw. These funds must be used for specific purposes as stipulated by the Local Government Act and the Municipal Development Cost Charges Bylaw.

	Total		Road		Water		Sewer		Drainage		Open Space
Balance, beginning of year	\$	2,160,618	\$	1,100,417	\$	320,399	\$	647,251	\$	63,208	\$ 29,343
Interest earned		51,656		26,308		7,660		15,474		1,511	702
Contributions		36,422		20,343		5,226		10,024		44	785
Expenditures		-		-		-		-		-	-
Balance, end of year	\$	2,248,695	\$	1,147,068	\$	333,285	\$	672,749	\$	64,763	\$ 30,830

12 Pension Liability

The City of Castlegar and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2025, the plan has about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2024, indicated a \$2,675 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2027.

The City of Castlegar paid \$598,452 (2024 - \$545,045) for employer contributions to the plan in fiscal 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

CITY OF CASTLEGAR
Notes to the Financial Statements

For the Year Ended December 31, 2025

Note 13: Schedule of Tangible Capital Assets - As at December 31, 2025

			Equipment / Furniture / Vehicles		Engineering Structures			Other Tangible Capital Assets		Work in Progress	2025 Total	2024 Total
	Land	Buildings		Water	Sewer	Roads	Drainage					
COST												
Opening Balance	\$ 14,576,694	\$ 18,733,292	\$ 16,484,753	\$ 33,334,028	\$ 28,510,232	\$ 52,623,112	\$ 9,711,671	\$ 8,841,040	\$ 1,708,762	\$	184,523,584	\$ 171,810,760
Add: Additions	-	72,817	772,860	172,870	124,786	694,674	33,614	133,572	1,700,685	\$	3,705,878	12,956,409
Less: Disposals	-	643,886	566,407					-			1,210,293	243,585
Closing Balance	14,576,694	18,162,223	16,691,206	33,506,898	28,635,018	53,317,786	9,745,285	8,974,612	3,409,447		187,019,169	184,523,584
ACCUMULATED AMORTIZATION												
Opening Balance	-	12,126,590	11,335,851	19,018,725	17,596,854	23,880,436	6,057,754	4,854,037	-		94,870,247	90,422,300
Add: Amortization		729,371	906,952	760,150	582,623	1,158,709	124,994	448,996	-		4,711,795	4,521,652
Less: Acc. Amortization on Disposals		643,886	437,315								1,081,201	73,705
Closing Balance	-	12,212,075	11,805,488	19,778,875	18,179,477	25,039,145	6,182,748	5,303,033	-		98,500,841	94,870,247
Net Book Value for year ended December 31, 2025	\$ 14,576,694	\$ 5,950,148	\$ 4,885,718	\$ 13,728,023	\$ 10,455,541	\$ 28,278,641	\$ 3,562,537	\$ 3,671,579	\$ 3,409,447	\$	88,518,328	
Net Book Value year ended December 31, 2024	\$ 14,576,694	\$ 6,606,702	\$ 5,148,902	\$ 14,315,303	\$ 10,913,378	\$ 28,742,676	\$ 3,653,917	\$ 3,987,003	\$ 1,708,762	\$	89,653,337	\$ 89,653,337

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

14 Cemetery Trust

The City operates the cemetery and maintains a cemetery perpetual care fund in accordance with the *Cremation, Internment and Funeral Services Act*. The trust fund assets and liabilities are not included in the consolidated financial statements. At December 31, 2025, the balance held in trust was \$479,032 (2024 - \$463,416)

15 Expenses by Object

	2025	2024
Salary, wages and taxable employee benefits	\$ 9,266,920	\$ 8,537,655
Materials, goods, utilities, services, contracts	12,479,349	12,453,983
Accretion	20,020	-
Amortization	4,711,795	4,521,652
Interest on long term debt and agreements payable	554,818	604,981
Total Expenses	\$ 27,032,902	\$ 26,118,271

16 Government Transfers

The City received and recorded as revenue the following transfers:

	2025	2024 Restated
<u>Provincial Unconditional Transfers</u>		
Small Community Grant	\$ 441,000	\$ 493,100
Climate Action Revenue Incentive Program	-	281,527
Traffic Fine Revenue Sharing Grant	72,000	71,000
	<u>513,000</u>	<u>845,627</u>
<u>Provincial Conditional Transfers</u>		
Airports Capital Assistance Program	\$ -	\$ 3,852,327
Canada Community-Building Fund	-	90,781
Local Government Housing Initiative	121,202	67,952
FireSmart	57,310	47,374
UBCM - ADU Program	-	45,000
Indigenous Engagement Requirements Funding	-	40,000
Investing in Canada Infrastructure Program	-	39,633
Canada Day Fund	-	4,000
Flood Mapping	165,868	-
Health Care Grant	25,000	-
Next Generation 911	43,314	-
Emergency Social Services	8,964	-
	<u>421,657</u>	<u>4,187,067</u>
<u>Federal Conditional Transfers</u>		
Municipal Asset Management Program	\$ -	\$ 11,880
Airports Terminal Expansion- Strategic Priorities Fund	117,300	-
	<u>117,300</u>	<u>11,880</u>
<u>Regional and Other External Conditional Transfers</u>		
Other Conditional Transfers	\$ 326,984	\$ 398,161
Total Government Transfers Revenue	\$ 1,378,941	\$ 5,442,735

17 Contracts and Commitments

a) Contractual Obligations

In October 2021, the City of Castlegar and Dexterra Integrated Facilities Management entered into a five year agreement to operate and maintain the West Kootenay Regional Airport. The terms of the contract require that Dexterra Integrated Facilities Management provide all labour, materials, superintendence and other services necessary to provide operations and maintenance services at the Airport.

In August 2023, the City of Castlegar and Waste Management of Canada Corporation entered into a five year agreement to provide residential curbside and disposal services for solid waste.

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

17 Contracts and Commitments (continued)

Minimum payments required under the contract with Dexterra Integrated Facilities Management and Waste Management are as follows:

	Dexterra	Waste Management
Year	Amount	Amount
2026	583,962	944,841
2027	-	982,632
2028	-	1,021,915

b) Capital Projects

The City has purchase and service contracts related to current capital projects, valued at \$2,709,809, plus taxes.

18 Segmented Information

The City of Castlegar is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire, water, sewer and roads maintenance. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government Services:

This item is related to the revenues and expenses that relate to the operations of the Municipality itself and cannot be directly attributed to specific segments.

Protection Services:

Protection Services is comprised of police services, fire protection, municipal emergency programming, building inspection and animal control. The police services department is responsible for ensuring the safety of the lives and property of citizens, preserving the peace and good order, preventing crimes from occurring, detecting offenders, and enforcing the law. Police services are contracted, under a Municipal Police Service Agreement with the Province of British Columbia, to the Royal Canadian Mounted Police. The Fire Department is responsible for providing fire suppression services, fire prevention programs, training and education. The members of the fire department consist of a Fire Chief, a Deputy Fire Chief and a number of volunteer fire fighters. Building inspection ensures an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards, and by-laws for the protection of occupants.

Transportation and Civic Works:

The Department of Transportation and Civic Works is responsible for the delivery of municipal public works services relating to the development and maintenance of roadway systems, the maintenance and development of parks and open space, street lighting, and storm sewer systems.

Waste Disposal and Recycling:

Waste disposal and recycling consists of providing waste disposal services to citizens.

Public Health and Welfare:

Public Health and Welfare consists of the operation, maintenance, and development of a public cemetery and community health care initiatives.

Environmental Development Services:

The Environmental Development Services Department provides a diverse bundle of services such as city planning, urban development for business interests, environmental concerns, and downtown planning. It facilitates economic development by providing services for the approval of all land development plans, and the application and enforcement of zoning by-laws. It processes building permits and business licenses, develops the City's geographic information systems and provides by-law enforcement services.

Recreation and Cultural Services:

The municipality owns facilities which house The Castlegar and District Heritage Museum, The Kootenay Gallery of Arts, The Doukhobor Discovery Centre and The Castlegar and District Public Library. The City also provides funding to these organizations. The Recreation and Cultural Services also provides maintenance of City parks.

Water, Sewer and Storm:

The Water Service provides the City's drinking water. The Sewer Service processes and cleans sewage. The Storm Services provides storm water drainage.

Airport:

The City owns and operates the West Kootenay Regional Airport. Operation and maintenance of the Airport is contracted to a third party (note 17).

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

Note 18: Schedule of Segment Disclosure - For the Year Ended December 31, 2025

	General Government Services	Protection Services	Transportation and Civic Works	Waste Disposal and Recycling	Public Health and Welfare	Environmental Development Services	Recreation and Cultural Services	Water, Sewer & Storm	Airport	2025 Total
Taxation	\$ 1,263,709	\$ 4,767,211	\$ 4,824,174	\$ 86,860	\$ 128,004	\$ 353,668	\$ 2,369,519	\$ -	\$ -	13,793,145
Government grants	373,984	109,588	-	-	-	146,202	466,000	165,868	117,300	1,378,941
Community works funding	443,073	-	-	-	-	-	-	-	-	443,073
Fees and charges	225,044	32,841	2,778	1,295,777	43,053	308,719	-	4,644,983	1,080,755	7,633,949
Other revenue	6,725,468	77,332	-	-	11,770	-	-	-	-	6,814,570
Interest, actuarial, other income	724,087	-	-	-	-	-	-	46,558	3,612	774,257
	9,755,365	4,986,972	4,826,952	1,382,637	182,827	808,589	2,835,519	4,857,409	1,201,667	30,837,935
Salaries and benefits	2,794,575	1,809,119	1,835,301	28,566	93,618	259,240	682,305	1,586,862	177,333	9,266,920
Goods and services	1,351,369	3,034,212	1,237,638	1,354,635	89,208	360,712	1,677,932	2,037,539	1,336,104	12,479,349
Interest and other charges	555,593	(775)	-	-	-	-	-	-	-	554,818
Accretion	20,020	-	-	-	-	-	-	-	-	20,020
Amortization	696,533	144,415	1,754,013	-	-	-	475,282	1,467,587	173,965	4,711,795
	5,418,090	4,986,971	4,826,952	1,383,201	182,827	619,952	2,835,519	5,091,988	1,687,402	27,032,902
Annual Surplus (Deficit)	\$ 4,337,275	\$ -	\$ -	\$ (565)	\$ -	\$ 188,637	\$ -	\$ (234,579)	\$ (485,736)	3,805,033

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

19 Budget

The Financial Plan (Budget) By-Law adopted by Council on April 7th, 2025 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues to \$nil. In addition, the budget expensed all tangible capital expenditures rather than including amortization expense. As a result the budget figures presented in the statements of operations and change in net financial assets (debt) represent the Financial Plan adopted by Council on April 7th, 2025 with adjustments as follows:

	2025
Financial Plan (budget) Bylaw surplus for the year	\$ -
Budgeted Transfers	(3,560,197)
Amortization	(3,862,000)
Debt Proceeds	(7,518,073)
Capital expenditures	16,072,099
Budgeted surplus per statement of operations	\$ 1,131,829

20 Contractual Rights

The City has leased multiple properties to third parties with the following terms:

Lease Expiry Date	Minimum Annual Lease Payment
November 30, 2027	\$ 44,396
February 28, 2030	43,138
January 1, 2074	42,916
August 31, 2028	31,500
November 30, 2026	9,000
September 30, 2026	4,380
July 31, 2028	4,045

21 Asset Retirement Obligations

Legal liabilities exist for the removal and disposal of asbestos and other environmentally hazardous materials within some City owned buildings that will undergo major renovations or demolition in the future. The obligation has been measured at a discount rate of 4.13% (2024 - 4.45%), MFA's long term lending rate. These costs have been capitalized as part of the assets' carrying value and are amortized over the assets' estimated useful lives.

During the year, the City completed remediation activities on city owned buildings. Actual remediation costs were less than the related asset retirement obligations. As a result, general government expenses were reduced by the excess retirements obligations in prior years.

	2025	2024
Opening balance	\$ 1,321,156	\$ 1,321,156
Adjustment to present value (accretion)	20,020	-
Current year abatement	(397,827)	-
Annual liability adjustment	(438,580)	-
Asset Retirement Obligations, closing balance	\$ 504,769	\$ 1,321,156

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

21 Asset Retirement Obligations (continued)

The liability is estimated using a present value technique that discount the expected future expenditures. The discount rate used was based on the average Municipal Finance Authority's long term borrowing rate of 4.13% (2024 - 4.45%). The total undiscounted expenditures and the time period over which they are expected to be incurred is as follows:

2026 - 2030	\$	186,929
2031 - 2040		412,774
2041 and beyond		273,332
Asset Retirement Obligations, undiscounted	\$	873,036

22 Financial Instruments

a) Credit Risk

Credit risk is the risk of financial loss to the City if a debtor fails to discharge their obligation (e.g., pay the accounts receivable owing to the City). The City is exposed to this risk arising from its cash, investments, grants receivable and accounts receivable. The City holds its cash accounts with a federally regulated chartered bank who is insured by the Canadian Deposit Insurance Corporation. In the event of default, the City's cash accounts are insured up to \$100,000 (2024 - \$100,000).

Accounts receivable is primarily due from government, corporations and individuals. The City mitigates credit risk by regular submission of reporting requirements for grant installments to be paid within six months to a year of the grant approval. Property tax receivable risk is mitigated by regular notification to the residents of outstanding amounts and ultimately tax sale for recovery, if necessary. If an accounts receivable is held for a long period of time, an impairment allowance is setup to offset the receivable. There were no changes in exposures to credit risk during the period. The amounts outstanding at year end were as follows:

	2025	2024 Restated
Due from other governments (current)	\$ 318,514	\$ 255,791
Taxes receivable (current)	1,127,366	666,303
Other receivables (current)	6,864,956	8,304,918
Total	\$ 8,310,836	\$ 9,227,012

b) Liquidity Risk

Liquidity risk is the risk that the City will not be able to meet all cash outflow obligations as they come due. The City mitigates this risk by monitoring cash activities and expected outflows through extensive budgeting and maintaining investments that may be converted to cash in the near-term if unexpected cash outflows arise. The following table sets out the expected maturities, representing undiscounted cash-flows of its financial liabilities:

	Within 1 year	1 to 2 years	2 to 5 years	Over 5 years	Total
Accounts payable	\$ 1,553,156	\$ -	\$ -	\$ -	\$ 1,553,156
Debt	728,847	775,708	1,490,756	8,681,099	11,676,410
Total	\$ 2,282,003	\$ 775,708	\$ 1,490,756	\$ 8,681,099	\$ 13,229,566

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

c) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The City operates within the constraints of the investment guidelines in section 183 of the Community Charter, which puts limits on the types of investments the City may invest in. The Section permits the City's funds to be invested in securities of the Municipal Finance Authority; specified pool investments; securities issued by the Government of Canada, a Canadian province, municipality, or regional district; improvements guaranteed by a chartered bank; and deposits in savings institutions or non-equity membership shares of a credit union.

CITY OF CASTLEGAR

Notes to the Financial Statements

For the Year Ended December 31, 2025

22 Financial Instruments (continued)

d) Currency risk

During the year, the City became exposed to currency risk when it entered into transactions in United States Dollar (USD). Management monitors exchange rates and the markets and may make use of derivative contracts if it expects the exchange rates to fluctuate significantly.

e) Interest rate risk

Interest rate risk is the potential for financial loss caused by fluctuations in the fair value or future cash flows of financial instruments because of changes in market interest rates. The City is exposed to this risk through its interest-bearing investments and debt. There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

f) Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial statement will fluctuate because of changes in market prices (other than those arising from currency risk or interest rate risk). The City is not exposed to other price risk as the City does not have any investments or equity instruments.

23 Prior Period Adjustment

During the 2025 year end, management identified that government transfers revenue related to the Airports Capital Assistance Program contribution agreements originally executed in 2023 was not appropriately recognized by the City during the year ended December 31, 2024 even though the transfers were authorized and the eligibility criteria had been met.

In addition, project costs incurred in 2024 were temporarily financed through internal reserves in advance of long-term funding being received. The related impact on accumulated surplus, including transfers within surplus, was not reflected in the 2024 figures.

As a result, the financial information presented for the year ended December 31, 2024 has been restated as follows:

	as originally stated	adjustment	as restated
Statement of Financial Position			
Taxes and accounts receivable	\$ 7,034,754	\$ 2,192,258	\$ 9,227,012
Accumulated surplus, end of year	92,419,423	2,192,258	94,611,681
Statement of Operations			
Government transfers	\$ 3,250,477	\$ 2,192,258	\$ 5,442,735
Annual surplus	2,283,314	2,192,258	4,475,572
Statement of Change in Net Financial Assets			
Annual Surplus	\$ 2,283,314	\$ 2,192,258	\$ 4,475,572
Statement of Cash Flows			
Annual Surplus	\$ 2,283,314	\$ 2,192,258	\$ 4,475,572
Increase in taxes and accounts receivable	(2,203,343)	(2,192,258)	(4,395,601)

24 Comparative Figures

Comparative figures have been adjusted to conform to changes in the current year presentation.

CITY OF CASTLEGAR
Consolidated Schedule Surplus and Reserves

Unaudited

As at December 31, 2025

Schedule 1

	Balances, Beginning of Year	Contributions from Operations	Withdrawals for Capital Purposes	Withdrawals for Operating Purposes	Interest Earnings	Balances, End of Year
OPERATING FUND RESERVES						
OPERATING RESERVES						
General Operating Reserve	295,706	842,749	(114,761)	-	25,156	1,048,850
Water Operating Reserve	162,866	-	-	-	-	162,866
Financial Stabilization Reserve	247,765	-	-	(117,078)	11,061	141,748
Winter Reserve	298,873	83,228	-	-	13,343	395,444
RCMP Reserve	608,903	-	-	(445,146)	27,183	190,940
Election Reserve	35,518	15,000	-	-	1,585	52,103
Staff Overhead	-	-	-	-	-	-
	<u>1,649,631</u>	<u>940,977</u>	<u>(114,761)</u>	<u>(562,224)</u>	<u>78,328</u>	<u>1,991,951</u>
NON STATUTORY RESERVES						
Climate Action Reserve	538,326	30,000	-	-	24,033	592,359
Host Agreement Reserve	697,760	498,045	-	(488,159)	31,151	738,797
Regional Playing Fields Reserve	448,845	75,000	(26,586)	-	20,039	517,298
	<u>1,684,931</u>	<u>603,045</u>	<u>(26,586)</u>	<u>(488,159)</u>	<u>75,223</u>	<u>1,848,454</u>
TOTAL OPERATING RESERVES	<u>3,334,562</u>	<u>1,544,022</u>	<u>(141,347)</u>	<u>(1,050,383)</u>	<u>153,551</u>	<u>3,840,405</u>
CAPITAL REPLACEMENT RESERVES						
Infrastructure Renewal Reserve	469,445	50,000	(219,909)	-	20,958	320,494
Roads Reserves	974,660	1,070,478	(839,537)	-	43,512	1,249,113
Facilities Reserves	253,891	89,635	(43,128)	-	11,335	311,732
Parks Reserves	175,752	67,226	(13,451)	-	7,846	237,373
General Capital Reserve	1,176,475	924,981	-	-	52,522	2,153,978
Community Enhancement Reserve	32,868	25,000	(3,525)	-	-	54,343
Information Technology Reserve	176,318	100,000	(181,063)	-	7,871	103,126
Economic Development Reserve	163,710	-	-	-	-	163,710
Airport Capital Reserve	(5,831)	991,960	(217,964)	-	16,014	784,178
Water Capital Reserve	5,268,692	550,106	(414,269)	-	130,144	5,534,672
Sewer Capital Reserve	866,045	320,615	(433,961)	(254,354)	21,393	519,738
Storm Capital Reserve	2,246,927	336,195	(108,269)	(45,079)	55,502	2,485,277
	<u>11,798,952</u>	<u>4,526,195</u>	<u>(2,475,076)</u>	<u>(299,433)</u>	<u>367,098</u>	<u>13,917,736</u>
STATUTORY RESERVES						
Parkland Acquisition Reserve	389,722	53,020	-	-	17,399	460,141
Land Sale Reserve	388,069	5,069,560	-	-	11,708	5,469,337
Vehicle and Equipment Reserve	1,309,193	708,516	(991,082)	-	31,827	1,058,454
Community Works (Gas Tax)	672,322	443,073	(103,461)	-	33,173	1,045,108
Future Regional Infrastructure	603,850	-	(19,301)	-	26,958	611,508
Property Tax Sale Reserve	(3,612)	-	-	3,612	-	-
Growing Communities Reserve	2,560,835	-	(168,700)	-	114,324	2,506,459
	<u>5,920,379</u>	<u>6,274,169</u>	<u>(1,282,543)</u>	<u>3,612</u>	<u>235,389</u>	<u>11,151,007</u>
TOTAL RESERVES	<u>21,053,893</u>	<u>12,344,387</u>	<u>(3,898,966)</u>	<u>(1,346,204)</u>	<u>756,038</u>	<u>28,909,147</u>

CITY OF CASTLEGAR
Growing Communities Fund Grant

Schedule 2

For the Year Ended December 31, 2025

	Actual 2025		Actual 2024	
Opening Balance	\$	2,560,835	\$	3,219,875
Grant funding received		-		-
Interest earned		114,324		163,785
Airport Required Navigational Performance License		(168,700)		(206,441)
South Sewage Treatment Plant Geotube System		-		(616,385)
Closing Balance		2,506,459		2,560,835
Balance Carried Forward	\$	2,506,459	\$	2,560,835

CITY OF CASTLEGAR
Local Government Housing Initiatives Grant

Schedule 3

For the Year Ended December 31, 2025

	Actual 2025	Actual 2024
Opening Balance	\$ 121,202	\$ -
Grant funding received	-	189,154
Zoning Bylaw	-	(59,252)
Parking Supply & Demand Study	(31,300)	(8,700)
Water & Sewer Model Update	(89,902)	-
Closing Balance	-	121,202
Balance Carried Forward (Deferred Revenue)	\$ -	\$ 121,202

CITY OF CASTLEGAR
Cemetery Trust Funds

Schedule 4

For the Year Ended December 31, 2025

Cemetery Care Fund		Actual 2025	Actual 2024
Opening Balance	\$	449,271	\$ 422,741
Transfers in		-	7,010
Interest earned		15,005	19,520
Withdrawals		-	
Closing Balance		464,275	449,271

Cemetery Replacement Trust		Actual 2025	Actual 2024
Opening Balance	\$	14,146	\$ 18,906
Transfers in		-	7,245
Interest earned		611	200
Withdrawals		-	(12,205)
Closing Balance		14,757	14,146
Balance Carried Forward	\$	479,032	\$ 463,417

Permissive Tax Exemptions Granted for 2025

Total tax levy exemption for Castlegar and other authorities (unaudited)

ORGANIZATION	Total Exemption	Municipal Portion of Exemption
Places of Public Worship		
St Peter Lutheran Church of Castlegar	964	420
Synod of the Diocese of Kootenay	1,154	503
Pentecostal Assemblies of Canada	1,628	710
Trustee's of the Congregation of Castlegar-Kinnaird Pastoral Charge	1,767	771
Living Waters Faith Fellowship	1,132	494
Trustees of the Congregation of Kinnaird Church of God	1,161	506
Trustees for the Castlegar South Congregation of Jehovah's Witnesses	1,190	519
Castlegar Baptist Church	956	417
Calvary Baptist Church in Castlegar/Kinnaird Park Community Church	2,679	1,169
	\$12,631	\$5,509
Community Housing Organizations		
Castlegar Villa Society	3,026	1,206
Habitat for Humanity Southeast BC	6,686	2,664
Castlegar & District Community Services Society	528	210
Castlegar & District Community Services Society	3,569	1,422
Castlegar & District Community Services Society	3,207	1,278
Castlegar & District Community Services Society	832	331
Castlegar & District Community Services Society	10,173	5,343
Kootenay Society for Community Living	8,981	4,717
Kootenay Society for Community Living	3,149	1,255
Kootenay Society for Community Living	2,803	1,117
Kootenay Society for Community Living	3,846	1,532
Kootenay Society for Community Living	3,605	1,436
Kootenay Society for Community Living	3,141	1,251
Woodland Park Housing Co-Operative	12,313	4,905
	\$65,859	\$28,667
Recreation and Not for Profit		
Portuguese Social Centre Society	1,001	437
Royal Canadian Legion	2,145	459
Association of West Kootenay Rock Climbers	568	226
Fortis BC Energy Inc. – Terasen BTW Park	13,258	6,963
	\$16,972	\$8,085

ORGANIZATION	Total Exemption	Municipal Portion of Exemption
Community Service Organizations		
Kootenay Family Place	1,067	425
Kootenay Family Place	296	156
Kootenay Family Place	9,179	4,821
British Columbia Society for the Prevention of Cruelty to Animals	22,605	11,873
Castlegar & District Hospital Auxiliary	10,672	5,605
Circle of Indigenous Nations Society	2,373	1,035
Blueberry Creek Community School Council	27,303	14,341
Blueberry Creek Community School Council	942	375
Freedom Quest Youth Services Society	8,511	4,470
	\$ 82,948	\$ 43,101
Regional Health Board		
Interior Health Authority	8,014	4,209
Interior Health Authority	18,989	9,974
	\$ 27,003	\$ 14,183
Cultural Organizations		
Castlegar and District Heritage Society	3,415	1,794
Castlegar and District Heritage Society	1,185	623
Castlegar and District Heritage Society	3,204	1,398
Kootenay Doukhobor Historical Society (Doukhobor Village)	25,406	13,344
Kootenay Gallery of Art, History and Science Society	6,017	3,160
Castlegar and District Chamber of Commerce	31,080	16,324
	\$ 70,307	\$ 36,643
City Water Supply/Partnership Agreement		
Zellstoff Celgar Ltd.	6,240	4,688
	\$ 6,240	\$ 4,688
Corporation Vetted for Non-Profit Status		
CTN Labor Holding Ltd - Kinnaird Hall	8,609	4,522
	\$ 8,609	\$ 4,522
Total Permissive Tax Exemptions for 2025	\$ 290,569	\$ 145,398





CASTLEGAR

Castlegar City Hall
460 Columbia Avenue
Castlegar, BC V1N 1G7
250 365 7227
info@castlegar.ca
castlegar.ca



Regular Meeting Minutes of Council July 13, 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 Shirley Falstead
Councillor Cheryl MacLeod

Absent Councillor Sandy Bojecho
Councillor Sue Heaton-Sherstobitoff

Staff Present Chris Barlow, Chief Administrative Officer
Bree Seabrook, Director of Corporate Services
Steffan Klassen, Director of Finance & Technology
Chris Hallam, Director of Municipal Services
Nick Ahlefeld, Fire Chief
Nicole Brown, Manager of Legislative Services
Jennifer Chamberlain, Executive Assistant
Danny Clarke, Airport Manager
Meeri Durand, Director of Community Safety & Development
Deanna Hooper, Manager of Civic Works
Ginger Lester, Communications Manager
Ryan Nidderly, Manager of Engineering and Infrastructure
Paul Wallin, Manager of Finance
Robert Watson, Sea to Sky IT

Other Public and Media

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

2 ADOPTION OF AGENDA:

R172-26 Moved and seconded, and
RESOLVED:

THAT the agenda for the Regular Council Meeting of July 13, 2026 be adopted.

CARRIED.

3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:

R173-26 Moved and seconded, and
RESOLVED: THAT Council now resolve itself into Committee of the Whole.

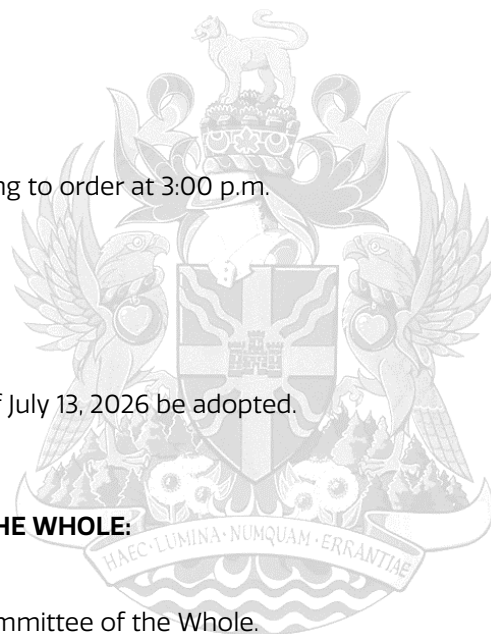
CARRIED.

4 DELEGATION: Nil

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

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

- Nil



(b) **FIRE DEPARTMENT VERBAL UPDATE**

- Category two burning is not prohibited.
- Update on new engine, projecting a September to October delivery.

(c) **Emergency Services Monthly Report – June 2026**

COW079-26

RECOMMENDATION: Council consider and resolve to receive for information:

- Emergency Services Monthly Report – June 2026

CARRIED.

(d) **RCMP DETACHMENT VERBAL UPDATE**

- Nil

(e) **WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE**

- 25 of 27 successful flights since last meeting. Averaging over 75% load factor.

(f) **COMMUNITY SAFETY AND DEVELOPMENT VERBAL UPDATE.**

- Successful in obtaining development approvals funding to assist in housing programming.

(g) **Board of Variance & Advisory Planning Commission Bylaw Updates (Report No. 26-54)**

Report from the Planner – Policy to seek Council consideration of the required readings of Advisory Planning Commission Repeal Bylaw 1463, Board of Variance Bylaw 1464 and approval of the Board of Variance Terms of Reference

RECOMMENDATIONS: (to be considered individually):

COW080-26

Moved, and
RECOMMENDED:

THAT Council consider the required readings of the Advisory Planning Commission Repeal Bylaw 1463.

CARRIED.

COW081-26

Moved, and
RECOMMENDED:

THAT Council consider the required readings of the Board of Variance Bylaw 1464.

AND FURTHER;

THAT Council approve the Board of Variance Terms of Reference to take effect concurrently with Board of Variance Bylaw 1464.

CARRIED.

6 CULTURAL & CIVIC PRIDE (Councillor Bogle, Deputy Chair)

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

- Thank you to everyone involved in the Canada Day Celebration.



- Castlegar and District Heritage Society Board Meeting July 14, 2026.
- Doukhobor Discovery Centre Board Meeting last week. Borscht Cook-Off will be scheduled every second year.

7 FINANCE AND CORPORATE SERVICES (Councillor Bogle, Chair)

(a) Finance and Corporate Services Community Liaison Verbal Update

- Nil

(b) Corporate Services Verbal Update

- Update on 2026 Local Elections key dates and reminder of *Election Finance Campaign Act*. All current information will be updated on the website at Castlegar.ca/elections
- Update on current media releases and advertising: Communities in Bloom judges coming to Castlegar at the end of July.
- Castlegar is co-hosting a candidate information session on August 18, 2026, for individuals considering running for Mayor or Council.
- Human Resources update; staff event was held last Wednesday including long service awards.
- Update on current positions available and interviews.

(c) Finance Department Verbal Update

- Property tax deadline July 2, 2026.
- In the process of sending next quarter utility bills to residents.
- Annual Report.

(d) Travel Authorization – Ktunaxa Nation Council 2026 Annual General Assembly (Report No. 26-61)

Report from the Executive Assistant to seek Council authorization for Deputy Mayor Bogle to attend the Ktunaxa Nation Council (KNC) 2026 Annual General Assembly (AGA), hosted by yaqan nuʔkiy, held in Creston, BC from Wednesday, July 15 to Thursday, July 16, 2026.

COW082-26

Moved, and
RECOMMENDED:

THAT Councillor Bogle, in capacity of Deputy Mayor, and Councillor Falstead attend the Ktunaxa Nation Council 2026 Annual General Assembly, hosted by yaqan nuʔkiy held in Creston, BC from July 15 – 16, 2026, with travel expenses to be allocated from the 2026 Council Conferences budget.

CARRIED.

(e) 2026 Q2 Community Grant Applications (Report No. 26-59)

Report from the Accountant to seek Council's consideration of the 2026 second quarter Community Grant applications.

COW083-26

Moved, and
RECOMMENDED:

THAT Council approve the Community Grant funding in the amount of \$1,500 to Can Jam Link-Up Festival 2026.

CARRIED.

COW084-26

Moved, and
RECOMMENDED:

THAT Council approve the Community Grant funding in the amount of \$1,300 to the Castlegar Girls on Boards for the Harvest Jam Skate Contest.

CARRIED.

COW085-26

Moved, and
RECOMMENDED:

THAT Council approve the Community Grant funding in the amount of \$500 to the Kootenay Robusters for the Robusters Calendar.

CARRIED.

COW086-26

Moved, and
RECOMMENDED:

THAT Council approve the Community Grant funding in the amount of \$5,000 to the Royal Canadian Legion Castlegar/Robson BR. 170 and Ladies Auxiliary for a commercial freezer.

CARRIED.

(f) **2025 Annual Report (Report No. 26-53)**

Report from the Manager of Financial Services to present and obtain Council's comments and approval to release the draft 2025 Annual Report to the public and set a meeting date for public comments on the draft 2025 Annual Report.

COW087-26

Moved, and
RECOMMENDED:

THAT Council approve the release of the draft 2025 Annual Report to the public, including the 2025 Audited Financial Statements, for the year ended December 31, 2025.

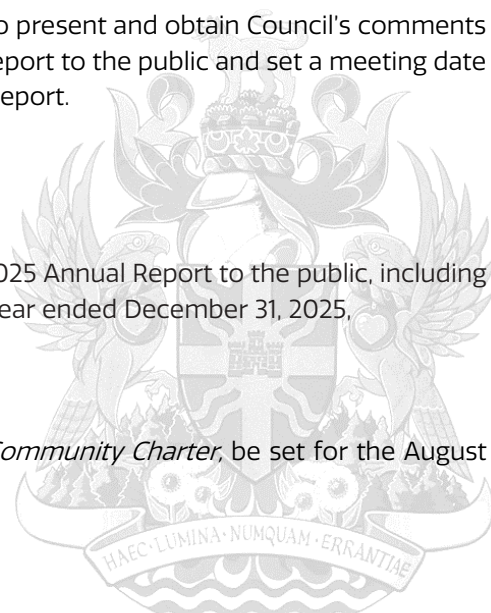
AND FURTHER;

THAT the Annual Meeting, as required by the *Community Charter*, be set for the August 10, 2026, Regular Council Meeting.

CARRIED.

(g) **Castlegar & District Arena and Walking Track Project – Funding of Project Development Costs (Growing Communities Fund) (Report No. 26-60)**

Report from the Chief Administrative Officer to seek Council approval to utilize the Growing Communities Fund Reserve to fund the City's share of project development costs identified by the Regional District of Central Kootenay (RDCK) necessary to continue advancement of the Castlegar & District Arena and Walking Track Project.



COW088-26

Moved, and
RECOMMENDED:

THAT Council approve \$36,750 of additional Stage 2 Negotiated Request for Proposals (NRFP) honorarium funding required to invite a third qualified proponent to be funded from the Growing Communities Fund Reserve.

CARRIED.

COW089-26

Moved, and
RECOMMENDED:

THAT Council approve \$13,230 of funding for a public engagement program for the Castlegar & District Arena and Walking Track Project to be funded from the Growing Communities Fund Reserve.

CARRIED.

COW090-26

Moved, and
RECOMMENDED:

THAT Council approve \$66,150 of funding for the geotechnical assessment required to support the next phase of the Castlegar & District Arena and Walking Track Project.

CARRIED.

COW091-26

Moved, and
RECOMMENDED:

THAT staff be authorized to work with the Regional District of Central Kootenay and Electoral Area J to confirm final cost-sharing amounts for the Castlegar & District Arena and Walking Track Project and bring forward any required amendments to the City's 2026-2030 financial plan.

CARRIED.

8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)

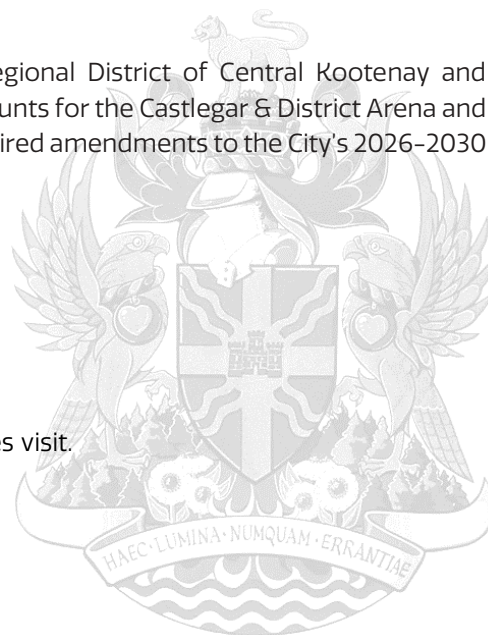
(a) Municipal Services Department Verbal Update

- Closure on 11th Street for water line repairs.
- Preparing for Communities in Bloom Judges visit.
- Brick repairs on sidewalks.
- Hydrant repair work.

(b) Millennium Park & Ponds: Operational Update

- Overview of the ponds.
- Overview of algae blooms, how they form, the City's approach and changes made to mitigate, water sampling, next steps.
- Further reporting will be made to Council in the future.

(c) Request for Quotation 2026-13 – Utility Truck – Recommendation for Award (Report No. 26-55)



Report from the Assistant Manager – Maintenance to recommend that Council authorize staff to award Request for Quotation 2026-13 – Utility Truck to A.M. Ford Sales Ltd. in the amount of \$215,899 plus applicable taxes.

COW092-26

Moved, and
RECOMMENDED:

THAT Council authorize staff to award Request for Quotation 2026-13 – Utility Truck to A.M. Ford Sales Ltd. in the amount of \$215,899 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

(d) Request for Quotation 2026-11 – Service Truck 1 – Recommendation for Award (Report No. 26-56)

Report from the Assistant Manager – Maintenance to recommend that Council authorize staff to award Request for Quotation 2026-11 – Service Truck 1 to A.M. Ford Sales Ltd. in the amount of \$123,942 plus applicable taxes.

COW093-26

Moved, and
RECOMMENDED:

THAT Council authorize staff to award Request for Quotation 2026-11 – Service Truck 1 to A.M. Ford Sales Ltd. in the amount of \$123,942 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

(e) Request for Quotation 2026-12 – Service Truck 2 – Recommendation for Award (Report No. 26-57)

Report from the Assistant Manager – Maintenance to recommend that Council authorize staff to award Request for Quotation 2026-12 – Service Truck 2 to A.M. Ford Sales Ltd. in the amount of \$101,811 plus applicable taxes.

COW094-26

Moved, and
RECOMMENDED:

THAT Council authorize staff to award Request for Quotation 2026-12 – Service Truck 2 to A.M. Ford Sales Ltd. in the amount of \$101,811 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:

R174-26

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.

R175-26

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)(E)***
The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.
- ***Community Charter Section 90(1)(L)***
Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

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 7:00 p.m.

Members
Present

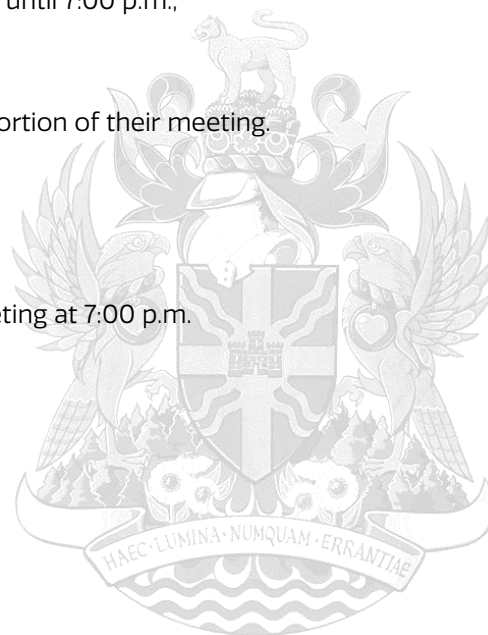
Mayor Maria McFaddin
Councillor Darcy Bell
Councillor Brian Bogle
Councillor Shirley Falstead

Absent

Councillor Sandy Bojecho
Councillor Sue Heaton-Sherstobitoff
Councillor Cheryl MacLeod

Staff
Present

Chris Barlow, Chief Administrative Officer
Bree Seabrook, Director of Corporate Services
Chris Hallam, Director of Municipal Services
Nicole Brown, Manager of Legislative Services
Meeri Durand, Director of Community Safety & Development
Robert Watson, Sea to Sky IT



Other Public and Media

13 DELEGATION:

Myron Nichol, Stuart Graves, and Ron Armbruster on behalf of the Castlegar Curling Club presented regarding parking for the Castlegar Curling Club. Highlights of the presentation included:

- A history of the curling club and the building of the current facility. The new facility resides on City land leased to the Curling Club.
- Currently have approximately 300 members. Operate independently and by volunteers.
- Redevelopment of the old Pioneer Arena site has negatively impacted the curling clubs parking.
- The clubs parking requirements are: 30 stalls weekdays, 50 stalls weekday evenings, 70 stalls on weekends.
- Overview of the club meetings with City administrators and Mayor.
- Requesting Council support the parking they require in the quantities listed in the presentation, adjacent to the building, for the duration of the building, and put this in a binding agreement.

14 COUNCIL MEETING MINUTES FOR APPROVAL:

R176-26

Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – June 15, 2026

CARRIED.

15 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

The following resolutions were recommended at the June 15, 2026, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R177-26

Moved and seconded, and
RESOLVED:

THAT the following items considered and received for information at the June 15, 2026, Committee of the Whole meeting, be adopted:

- Emergency Services Monthly Report – May 2026
- Building Permit Report – May 2026
- Business Licence Report – May 2026

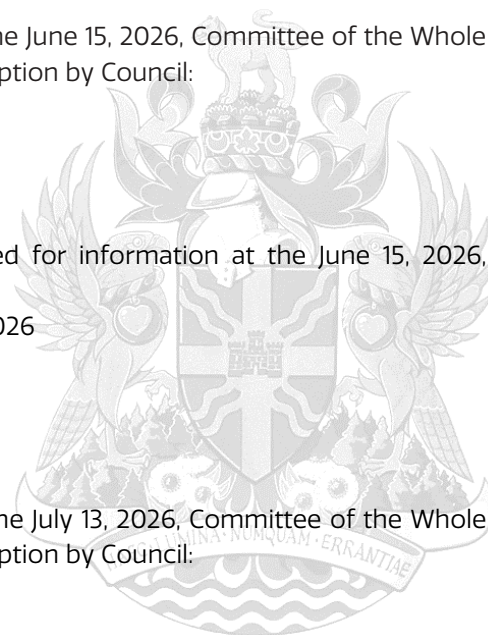
CARRIED.

The following resolutions were recommended at the July 13, 2026, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R178-26

Moved and seconded, and
RESOLVED:

THAT Councillor Bogle, in capacity of Deputy Mayor and Councillor Falstead attend the Ktunaxa Nation Council 2026 Annual General Assembly, hosted by yaqan nu?kiy held in Creston, BC from July 15 – 16, 2026, with travel expenses to be allocated from the 2026 Council Conferences budget.



CARRIED.

R179-26

Moved and seconded, and
RESOLVED:

THAT Council approve the Community Grant funding in the amount of \$1,500 to Can Jam Link-Up Festival 2026.

CARRIED.

R180-26

Moved and seconded, and
RESOLVED:

THAT Council approve the Community Grant funding in the amount of \$1,300 to the Castlegar Girls on Boards for the Harvest Jam Skate Contest.

CARRIED.

R181-26

Moved and seconded, and
RESOLVED:

THAT Council approve the Community Grant funding in the amount of \$500 to the Kootenay Robusters for the Robusters Calendar.

CARRIED.

R182-26

Moved and seconded, and
RESOLVED:

THAT Council approve the Community Grant funding in the amount of \$5,000 to the Royal Canadian Legion Castlegar/Robson BR. 170 and Ladies Auxiliary for a commercial freezer.

CARRIED.

R183-26

Moved and seconded, and
RESOLVED:

THAT Council approve the release of the draft 2025 Annual Report to the public, including the 2025 Audited Financial Statements, for the year ended December 31, 2025.

AND FURTHER;

THAT the Annual Meeting as required by the *Community Charter*, be set for the August 10, 2026, Regular Council Meeting.

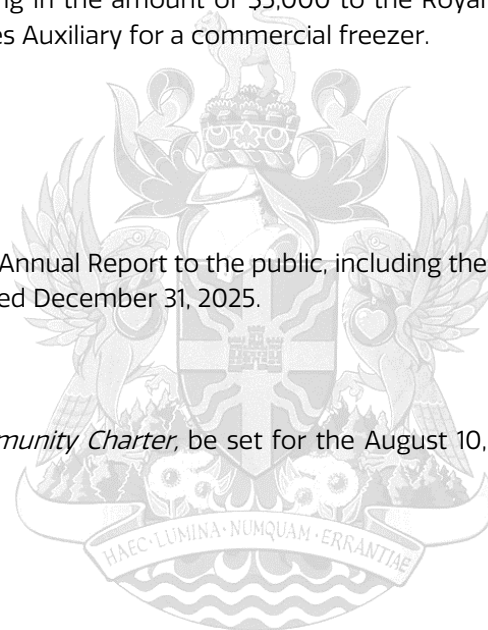
CARRIED.

R184-26

Moved and seconded, and
RESOLVED:

THAT Council approve \$36,750 of additional Stage 2 Negotiated Request for Proposals (NRFP) honorarium funding required to invite a third qualified proponent to be funded from the Growing Communities Fund Reserve.

CARRIED.



R185-26

Moved and seconded, and
RESOLVED:

THAT Council approve \$13,230 of funding for a public engagement program for the Castlegar & District Arena and Walking Track Project to be funded from the Growing Communities Fund Reserve.

CARRIED.

R186-26

Moved and seconded, and
RESOLVED:

THAT Council approve \$66,150 of funding for the geotechnical assessment required to support the next phase of the Castlegar & District Arena and Walking Track Project.

CARRIED.

R187-26

Moved and seconded, and
RESOLVED:

THAT staff be authorized to work with the Regional District of Central Kootenay and Electoral Area J to confirm final cost-sharing amounts for the Castlegar & District Arena and Walking Track Project and bring forward any required amendments to the City's 2026-2030 financial plan.

CARRIED.

R188-26

Moved and seconded, and
RESOLVED:

THAT Council authorize staff to award Request for Quotation 2026-13 – Utility Truck to A.M. Ford Sales Ltd. in the amount of \$215,899 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

R189-26

Moved and seconded, and
RESOLVED:

THAT Council authorize staff to award Request for Quotation 2026-11 – Service Truck 1 to A.M. Ford Sales Ltd. in the amount of \$123,942 plus applicable taxes,

AND FURTHER;

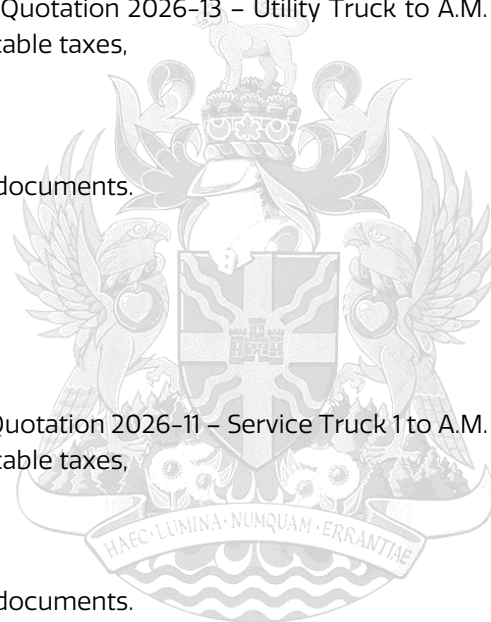
THAT Council direct staff to execute the necessary documents.

CARRIED.

R190-26

Moved and seconded, and
RESOLVED:

THAT Council authorize staff to award Request for Quotation 2026-12 – Service Truck 2 to A.M. Ford Sales Ltd. in the amount of \$101,811 plus applicable taxes,



AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

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

R191-26

Moved and seconded, and
RESOLVED:

THAT the following minutes be received for information:

- Regular Board Meeting Minutes – May 21, 2026

CARRIED.

17 CORRESPONDENCE:

R192-26

Moved and seconded, and
RESOLVED:

THAT Council provides a letter of support to the Castlegar Nordic Ski Club to accompany their community gaming grant application for maintenance of safe, public ski trails at the Paulson Cross-country Rec Site.

CARRIED.

18 REPORTS OTHER:

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

- **MAYOR'S REPORT:** Nil

19 NEW & UNFINISHED BUSINESS: Nil

20 BYLAWS FOR CONSIDERATION:

**Advisory Planning Commission Repeal Bylaw 1463 – First, second, and third readings
(Report No. 26-54)**

A Bylaw to repeal the Advisory Planning Commission.

R193-26

Moved and seconded, and
RESOLVED:

THAT Advisory Planning Commission Repeal Bylaw 1463 be read a first, second, and third time.

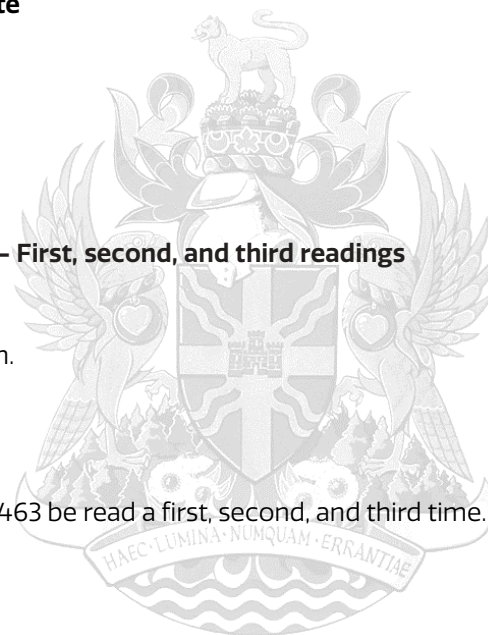
CARRIED.

Board of Variance Bylaw 1464 – First, Second, and Third Readings (Report No. 26-54)

A Bylaw to establish a Board of Variance and establish a procedure for appeals.

R194-26

Moved and seconded, and
RESOLVED:



THAT Board of Variance Bylaw 1464 be read a first, second, and third time.

CARRIED.

Council Expense Allowance Amendment Bylaw 1460 – Adoption (Report No. 26-45)

A Bylaw to provide for amendments to Council Expense allowances for the Mayor and Councillors.

R195-26

Moved and seconded, and
RESOLVED:

THAT Council Expense Allowance Amendment Bylaw 1460 be adopted.

CARRIED.

Council Indemnity Amendment Bylaw 1461 – Adoption (Report No. 26-45)

A Bylaw to amend Council Indemnity Bylaw 835.

R196-26

Moved and seconded, and
RESOLVED:

THAT Council Indemnity Amendment Bylaw 1461 be adopted.

CARRIED.

21 NEXT MEETING(S):

August 10, 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.

22 NOTICE OF MOTION: Nil

23 QUESTION PERIOD: Nil

24 ADJOURNMENT:

R197-26

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

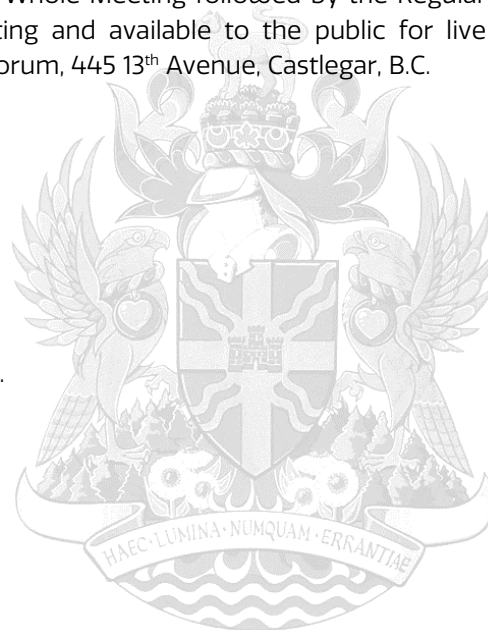
CARRIED.

The Regular Meeting was adjourned at 7:40 p.m.

CERTIFIED CORRECT:

Bree Seabrook
Director of Corporate Services

Maria McFaddin
Mayor





Regional District of Central Kootenay
REGULAR BOARD MEETING
Open Meeting Minutes

The **sixth** meeting of the Board of the Regional District of Central Kootenay in 2026 was held on Thursday, June 18, 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	In-Person
	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	
	Director M. McFaddin	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 P. McKellar	Village of Salmo	In-Person
	Director T. Gordon	Village of Silverton	In-Person
	Director J. Lunn	Village of Slocan	In-Person
ELECTED OFFICIAL ABSENT	Director T. Newell	Electoral Area F	
	Director L. Casley	Village of New Denver	
	Director D. Lockwood	Village of Salmo	
STAFF PRESENT	S. Horn	Chief Administrative Officer	
	M. Morrison	Corporate Officer/Manager of Corporate Administration	
	A. Lund	Deputy Corporate Officer	
	A. Wilson	Acting General Manager of Development & Community Sustainability Services	
	D. Seguin	General Manager of Fire and Emergency Management Services	
	T. Davison	General Manager of Community Services	
	U. Wolf	General Manager of Environmental Services	
	Y. Malloff	General Manager of Finance, Information Technology and Economic Development	
	C. Stanley	Regional Manager Operations & Asset Management	
	E. Stout	Building and Bylaw Manager	
	N. Hannon	Disaster Mitigation and Adaptation Senior Advisor	
	A. Leffelaar	Climate Action Assistant	

A. Norimatsu	Resource Recovery Technician
C. LeBlanc	Community Resilience Coordinator
D. Elliott	Communications Coordinator
J. Lay	RDCK FireSmart Coordinator
P. Marshall Smith	Sustainability Planner
S. Johnson	Planner
T. Dool	Research Analyst

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

This meeting is being recorded in accordance with the RDCK’s Recording Meetings policy and will be posted on the RDCK website.

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:

270/26 The agenda for the June 18, 2026 Regular Open Board meeting be adopted with the following amendments:

- inclusion of Item 8.3 Director Popoff: Directors' Remuneration;
- inclusion of Item 8.4 Director McLaren-Caux: Directors' Remuneration;
- inclusion of Item 9.4.6 Director Popoff: FCM; and
- with the addition of the addendum

before circulation.

Carried

2.3 Adoption of the Minutes

Moved and seconded,
And Resolved:

271/26

The minutes from the May 21, 2026 Regular Open Board meeting be adopted as circulated.

Carried

2.4 Delegations

2.4.1 Mt. Willet Wilderness Forever

Gary Diers, Zan Mautner, Carolyn Schramm

DIRECTOR PRESENT Director Davidoff joined the meeting at 9:10 a.m.

Gary Diers, on behalf of Mt. Willet Wilderness Forever (MWWF), presented a request to the Board for the RDCK to support the inclusion of the Argenta–Johnsons Landing Face within the Purcell Wilderness Conservancy Provincial Park. Mr. Diers described the area as a critical “missing piece” of an otherwise intact ecosystem, bordered on three sides by the existing park and containing important wildlife habitat, old-growth forests, recreation opportunities, and scenic landscapes that support the regional tourism economy.

The presentation emphasized the importance of protecting local watersheds that provide domestic and agricultural water supplies, reducing risks associated with industrial development, wildfire, and landslides, and preserving ecological values for future generations.

Mr. Diers noted community concerns about proposed logging in sensitive, fire-prone, and unstable terrain, citing past wildfires and the tragic 2012 Johnsons Landing landslide. He highlighted strong local and regional support for wilderness protection, including petitions, survey results, and support from elected representatives.

Mr. Diers concluded by asking the RDCK Board to issue a letter of support and request the Chair advocate for the proposal with the provincial government.

The Mt. Willet Wilderness Forever group answered the Board's questions.

Chair Watson thanked MWWF for their presentation.

2.4.2 Public Libraries within the RDCK

Saara Itkonen, Library Director - Creston Valley Public Library

Laura Harris, Chief Librarian, Nelson Public Library

Darlene Edwards, Library Director, Kaslo Public Library

Taylor Caron, Library Director, Salmo Public Library

Kathy Durin, Creston Library Board

Saara Itkonen, Executive Director of the Creston Valley Public Library, presented an overview of the six RDCK library systems—Castlegar, Creston, Kaslo, Nakusp, Nelson, and Salmo—highlighting the shared services they provide to more than 26,000 residents. She explained that modern libraries offer far more than traditional lending services, including access to technology, tools, interlibrary loans, literacy programming, internet and printing services, meeting spaces, accessibility supports, technology assistance, and opportunities for social connection. Collectively, RDCK libraries recorded nearly 300,000 in-person visits and a similar number of online visits in 2025.

Library representatives from Creston, Salmo, Nelson, and Kaslo shared examples of how their libraries serve as community hubs by hosting educational programs, supporting local organizations, fostering community dialogue, expanding Summer Reading Club participation, and increasing outreach and digital literacy services. The presentation emphasized the significant return on investment libraries provide, citing research indicating that every dollar invested generates six dollars in community economic impact.

Ms. Itkonen also outlined ongoing challenges, including stagnant provincial funding, staffing and wage pressures, rising demand for services, aging facilities, and the need for expanded library spaces in some communities. She concluded by thanking the Board for its support and inviting questions from directors.

Ms. Itkonen answered the Board’s questions.

Chair Watson thanked the representatives from the RDCK Public Libraries for their presentation.

3. BUSINESS ARISING OUT OF THE MINUTES

- 3.1 The letter dated May 4, 2026 from Gary Diers, Mt. Willet Wilderness Forever, seeking a letter of support from the RDCK for the inclusion of the Argenta-Johnsons Landing Face in the Purcell Wilderness Conservancy Provincial Park and to advocate.
Board Meeting - May 21, 2026
RES 229/26 - Referred to June 18, 2026 Board meeting**

Moved and seconded,
And Resolved:

272/26 WHEREAS, the long-term benefits to residents of the Argenta-Johnsons Landing Face, for the regional tourist economy, for the protection of its many environmental attributes, and most critical, the risk mitigation to further community impacts from land management that is not inclusive of ecological integrity;

BE IT RESOLVED THAT the Board send a letter of support to the Ministry of Environment and Parks in support of the Mt. Willet Wilderness Forever campaign to include the crown land on the Argenta -Johnsons Landing Face in the Purcell Wilderness Conservancy Provincial Park.

Carried

4. COMMITTEES & COMMISSIONS

- 4.1 With Recommendations**
4.1.1 Castlegar and District Recreation Commission: minutes May 25, 2026

Moved and seconded,
And Resolved:

273/26 That the Board approve an additional \$2,509,000 funding from taxation for Electoral Area J and City of Castlegar to be included in the project's draft financial plan for the Castlegar and District Arena and Walking Track as outlined in the Castlegar & District Recreation Commission Report dated May 25, 2026.

Carried

- 4.1.2 Slocan Valley Services Committee: minutes May 27, 2006**
Staff received direction to explore the possibility of providing a grant in aid to the North Slocan Trail Society for Galena Trail management and to invite the Societies

who receive Grant In Aid Funding to attend a future Slocan Valley Services Committee meeting.

Moved and seconded,
And Resolved:

274/26

That the Board direct staff to prepare a North Slocan Lake Library Contribution Service Establishment Bylaw, to include the Village of New Denver and a defined portion of Area H North, and that the bylaw be brought forward to the Board for consideration.

Carried

4.1.3 Creston Valley Service Committee: minutes May 28, 2026

Moved and seconded,
And Resolved:

275/26

That the Board direct staff to develop a proposed next stage workplan for the Creston Valley Alternative Water Supply initiative, including:

- comparative business-case analysis,
- refinement of demand and infrastructure assumptions,
- governance and service delivery considerations,
- integration with watershed sustainability and drought adaptation initiatives,
- and exploration of funding opportunities

and that staff report back with proposed scope, budget, and implementation considerations.

Carried

4.1.4 Community Sustainable Living Advisory Committee: minutes June 16, 2026

Moved and seconded,
And Resolved:

276/26

That the RDCK Board receive the Quartz Creek Community Watershed Natural Asset Management Plan (August 2025) for information;

AND FURTHER, that staff be directed to develop a workplan inclusive of staff time and funding requirements for a watershed protection and acquisition strategy for the Quartz Creek Community Watershed, in collaboration with the Ymir Community Watershed Society, the Province of BC (Ministry of Water, Land and Resource Stewardship), Interior Health Authority, and relevant First Nations, and that this workplan be brought back to CSLAC for consideration;

AND FURTHER, that staff be directed to investigate additional staff capacity or contracted services as needed to support implementation of this direction.

Carried

**RECESS/
RECONVENED**

The meeting recessed at 10:30 a.m. for a break and reconvened at 10:42 a.m.

Moved and seconded,
And Resolved:

277/26

That the Board direct staff to prepare a proposal to transition the Community Sustainable Living Advisory Committee (CSLAC) from a committee governing Service S105 to a standing committee of the Board, with sustainability work funded through General Administration Service S100 and Service S105 requisition discontinued no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to prepare draft Terms of Reference for a reconstituted CSLAC as a standing Board committee for the Board's consideration.

Carried

Moved and seconded,
And Resolved:

278/26

That the Board authorize staff to apply to the Active Transportation Grant from Columbia Basin Trust on behalf of the North Slokan Trails Society for the New Denver – Silverton Active Transport Corridor project;

AND FURTHER, that if successful, that staff be authorized to enter into a funding agreement with Columbia Basin Trust;

AND FURTHER, that if successful, the Board approve an amendment to the 2026 Financial Plan for Community Sustainable Living Service S105 to INCREASE Grants Revenue by \$75,000 and INCREASE Consulting Fees by \$75,000.

Carried

Director Vandenberghe recorded opposed.

4.2 Membership/Appointments

Moved and seconded,
And Resolved:

279/26

That the Board appoint the individuals to the following RDCK Commissions & Committees:

Board of Variance with a term to expire December 31, 2029:

David Mutch

Area D Advisory Planning and Heritage Commission for a term to end December 31, 2026:

Kevin Kerswell

Ian Dunlop

Maggie Staples

Regional Accessibility Advisory Committee for a term to end December 31, 2027:

Michelle Castaneda

Rosebery Park and Trails Commission and Area E Advisory Planning and Heritage Commission

And further, the Board send a letter to outgoing members Mike Koolen thanking him for his service to the Rosebery Park and Trails Commission and Jim Demers for his service to the Area E Advisory Planning and Heritage Commission.

Carried

5. **BYLAWS**

5.1 **Bylaws 3063 and 3064: Castlegar & Area J Arena and Walking Track Service Establishment and Loan Authorization**

The Board Report from Tom Dool, Research Analyst, seeking Board approval for first and second readings of Castlegar & Area J Arena and Walking Track Service Establishment and Loan Authorization bylaws, has been received.

Moved and seconded,
And Resolved:

280/26

That the resolution 520/25 being:

That the Board authorize staff to prepare a loan authorization bylaw for the City of Castlegar and Area J in the amount of fifteen million dollars (\$15,000,000) to be repaid over 25 years for the purpose of constructing a walking track and a second arena at Castlegar and District Community Complex;

Be amended to read:

That the Board authorize staff to prepare a loan authorization bylaw for the City of Castlegar and Area J in the amount of fifteen million dollars (\$15,150,000) to be repaid over 25 years for the purpose of constructing a walking track and a second arena at Castlegar and District Community Complex.

Carried

Moved and seconded,
And Resolved:

281/26

That the City of Castlegar and Area J Arena and Indoor Walking Track Construction and Asset Renewal Service Establishment Bylaw No. 3063, 2026 be read a FIRST and SECOND time.

Carried

Moved and seconded,
And Resolved:

282/26

That the City of Castlegar and Area J Arena and Indoor Walking Track Construction Loan Authorization Bylaw No. 3064, 2026 be read a FIRST and SECOND time.

Carried

5.2 **Bylaw 3066: Area H Dangerous and Aggressive Dog Control Service Establishment - Assent Vote Results**

The Declaration of Official Assent Voting Results for Area H Dangerous and Aggressive Dog Control Service Establishment Bylaw No. 3066, 2026, has been received.

Moved and seconded,
And Resolved:

283/26

That the Board take no further action regarding the Area H Dangerous and Aggressive Dog Control Service Establishment Bylaw No. 3066, 2026 due to the results of the assent vote held on May 30, 2026.

Carried

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

The Alternative Approval Process results for the Electoral Areas A, B, and C Dangerous and Aggressive Dog Control Service Establishment Bylaw No. 3067, 2026, has been received.

Moved and seconded,
And Resolved:

284/26

That the Electoral Areas A, B, and C Dangerous and Aggressive Dog Control Service Establishment Bylaw No. 3067, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Carried

5.4 Bylaw 3009: Regional District of Central Kootenay Dangerous and Aggressive Dog Regulatory

The Regional District of Central Kootenay Dangerous and Aggressive Dog Regulatory Bylaw No. 3009, 2025 with the amendments to remove Area H from the bylaw, has been received.

Moved and seconded,
And Resolved:

285/26

That THIRD reading of Regional District of Central Kootenay Dangerous and Aggressive Dog Regulatory Bylaw No. 3009, 2025 be RESCINDED.

Carried

5.5 Bylaw 3082: Regional District of Central Kootenay Bylaw Enforcement Notice and Dispute Adjudication System Amendment

Moved and seconded,
And Resolved:

286/26

That the Regional District of Central Kootenay Bylaw Enforcement Notice and Dispute Adjudication System Amendment Bylaw No. 3082, 2026 be read a FIRST, SECOND, and THIRD time by content.

Carried

Moved and seconded,
And Resolved:

287/26

That the Regional District of Central Kootenay Bylaw Enforcement Notice and Dispute Adjudication System Amendment Bylaw No. 3082, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Carried

5.6 Bylaw 3084: East Waste Management Subregion Refuse Disposal/Recycling Service (Creston Landfill - Phase 1 C/D Closure & Berm) Security Issuing

Moved and seconded,
And Resolved:

288/26

That the East Waste Management Subregion Refuse Disposal/Recycling Service (Creston Landfill - Phase 1 C/D Closure & Berm) Security Issuing Bylaw No. 3084, 2026 be read a FIRST, SECOND, and THIRD time by content.

Carried

Moved and seconded,
And Resolved:

289/26

That the East Waste Management Subregion Refuse Disposal/Recycling Service (Creston Landfill - Phase 1 C/D Closure & Berm) Security Issuing Bylaw No. 3084, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Carried

6. NEW BUSINESS

6.1 Development and Community Sustainability

6.1.1 Goat River Watershed Collective Conversations Working Group: Terms of Reference, Workplan, and Inaugural Meeting Summary

The Board Report from Paris Marshall Smith, Sustainability and Resilience Supervisor, seeking the Board receive for information the Terms of Reference and the 2026 Workplan for the Goat River Watershed Collective Conversations Working Group, has been received.

Moved and seconded,
And Resolved:

290/26

That the RDCK Board receive for information the draft Terms of Reference and the 2026 Workplan for the Goat River Watershed Collective Conversations Working Group; and that the Board acknowledge the Working Group as a tripartite, recommendation-making body comprised of yaqan nuʔkiy, the Regional District of Central Kootenay, and the Province of British Columbia, whose role is to develop joint recommendations for consideration by the respective leadership of each party.

Carried

6.1.2 For Information: Goat River Watershed Water Sustainability Planning - What We Heard Report

The Board Report from Camille LeBlanc, Community Resilience Coordinator, providing the Board with a What We Heard Report for the Goat River Watershed Water Sustainability Planning initial engagement process, has been received for information.

6.2 Environmental Services

6.2.1 Award: Erickson Water System – Residential Meter Contract Package 4

That the Board Report from AJ Evenson, Senior Project Manager, seeking Board approval to award the contract for the Erickson Water System – Residential Meter Contract Package 4, has been received.

Moved and seconded,
And Resolved:

291/26

That the Board direct staff to award the contract for the Erickson Water System – Residential Meter Contract Package 4 – Contract Award to Zarikoff Developments Inc; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$466,290.00 plus GST; AND FURTHER, that the funds be paid from S250 Water Utility – Area B & C (Erickson).

Carried

6.2.2 Award: Erickson Water System - Residential Meter Contract Package 5

The Board Report from AJ Evenson, Senior Project Manager, Seeking Board approval to award the Erickson Water System – Residential Meter Contract Package 5, has been received.

Moved and seconded,
And Resolved:

292/26

That the Board direct staff to award the contract for the Erickson Water System – Residential Meter Contract Package 5 – Contract Award to Valhalla Hydrovac Ltd; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$453,775.00 plus GST; AND FURTHER, that the funds be paid from Water Utility – Area B & C (Erickson) Service S250.

Carried

6.2.3 Award: Marblehead Transfer Station - Retaining Wall Repair

The Board Report from Jeannine Bradley, Project Manager, seeking Board approval to award the Marblehead Transfer Station Upgrades, has been received.

Director Hewat declared a conflict of interested because she is employed by Brenton Industries Ltd and left the meeting at 11:18 a.m.

Moved and seconded,
And Resolved:

293/26

That the Board award the Marblehead Transfer Station Upgrades to Brenton Industries Ltd. and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$172,509 not including GST; AND FURTHER, that the cost be included in the 2026 Financial Plan for S187 Central Resource Recovery; AND FURTHER, that the Board approve an amendment to 2026 Financial Plan for Central Resource Recovery Service S187 to INCREASE Account Capital Expenditures by \$53,032, and INCREASE Account Transfer from Reserves by \$53,032.

Carried

Director Hewat joined the meeting at 11:19 a.m.

6.2.4 For Information: Mosquito Control Program - 2025 Final Season Annual Report

The Board Report from Todd Johnson, Environmental Coordinator, providing the Board with the 2025 annual report for the Mosquito Control Program, has been received for information.

6.3 Administration & Finance

6.3.1 Annual Operating Agreements: Public Passenger Transportation System

The Board Report from Tom Dool, Research Analyst, seeking Board approval to enter into the Annual Operating Agreement with British Columbia Transit, has been received.

Moved and seconded,
And Resolved:

294/26

That the Board approve the RDCK enter into an Annual Operating Agreement with British Columbia Transit for the provision of a Public Passenger Transportation System for the period of April 1, 2026, to March 31, 2027, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

6.3.2 Directors' Remuneration: Directors' Recommendations
Directors submitted further motions related to the Directors' Remuneration bylaw review. As these motions did not come from the Directors' Remuneration Select Committee they have been moved to Item 8 Directors' Motions.

6.3.3 2026 Financial Service Grants
Moved and seconded,
And Resolved:

295/26

That the Board authorize the release of funding for the following Financial Grant Services, excluding S113 - Economic Development - Salmo & District Chamber of Commerce and S192 - Museum - Salmo & Area Museum Society, as of August 1, 2026 subject to the receipt and staff review of society and non-profit organization financial statements, minutes of the most recent annual general meeting, and a list of active officers:

SERVICE & NAME	2026 Amount	RECIPIENT
S108 - ECONOMIC DEVELOPMENT	87,550.00	Town of Creston - Economic Development
S109 - ECOMOMIC DEVELOPMENT	7,500.00	Kaslo & Area Chamber of Commerce
S109 - ECOMOMIC DEVELOPMENT	6,800.00	Lardeau Valley LINKS
S111 - ECONOMIC DEVELOPMENT	114,000.00	City of Nelson - Share of Economic Development
S116 - ECONOMIC DEVELOPMENT	2,992.61	Nakusp & Area Development Board
S143 - FAUQUIER FIRE SERVICE	15,572.00	Fauquier Volunteer Fire Brigade
S150 - SEARCH & RESCUE	30,690.00	Kaslo Search and Rescue Society
S151 - SALMO JAWS OF LIFE	15,094.00	Village of Salmo
S152 - JAWS OF LIFE SERVICE	50,000.00	Town of Creston
S153 - SEARCH & RESCUE	21,000.00	Arrow Lakes Search & Rescue
S154 - SEARCH & RESCUE	34,530.00	Nelson Search & Rescue
S155 - SEARCH & RESCUE	19,180.00	Castlegar Search & Rescue
S157 - EMERGENCY PLANNING	80,325.00	Town of Creston
S157 - EMERGENCY PLANNING	32,938.00	Town of Creston
S163 - EMERGENCY PLANNING	15,790.00	Castlegar & District Community Services Society
S174 - CEMETERY	96,010.00	Town of Creston Cemetery
S176 - CEMETERY	20,000.00	City of Nelson
S177 - CEMETERY	22,032.00	Village of Nakusp
S178 - CEMETERY	18,298.00	Village of New Denver
S191 - MUSEUM & ARCHIVES	169,538.00	Creston & District Historical & Museum Society
S192 - MUSEUM	7,800.00	Ymir Arts & Museum Society
S193 - CRESTON LIBRARY	587,653.10	Creston Public Library Association
S193 - CRESTON LIBRARY	20,400.00	East Shore Community Library Society
S193 - CRESTON LIBRARY	20,400.00	Riondel Reading Centre
S193 - CRESTON LIBRARY	15,300.00	Yahk/Kingsgate Recreation Society (Yahk Library Association)
S194 - KASLO & DISTRICT LIBRARY	137,366.00	Kaslo & District Public Library Association
S195 - SALMO LIBRARY	125,000.00	Salmo Public Library Association
S196 - NAKUSP LIBRARY	115,172.54	Nakusp Public Library Association
S197 - LIBRARY	107,533.00	Castlegar & District Public Library
S198 - LIBRARY	94,403.00	Castlegar & District Public Library
S199 - LIBRARY	108,515.00	Nelson Public Library
S200 - LIBRARY	77,126.00	Nelson Public Library
S208 - SKI HILL	17,976.00	Nakusp Ski Club Association
S210 - RECREATION FACILITY	10,300.00	Ymir Community Hall Association
S212 - RECREATION FACILITY	21,191.00	Burton Community Association
S213 - RECREATION FACILITY	12,952.00	Fauquier Community Club Society
S215 - SALMO WELLNESS CENTRE	10,000.00	Village of Salmo
S217 - CRAWFORD BAY BEACH AND COMMUNITY HALL	39,347.00	Crawford Bay & District Hall & Parks Association

S218 - SALMO VALLEY YOUTH & COMMUNITY CENTRE	66,800.00	Salmo Valley Youth and Community Centre Society
S219 - TV SOCIETY	23,799.00	Area H North TV Society
S220 - TV SOCIETY	24,603.00	Slocan Valley TV Society
S221 - COMM FACILITY - REC & PARKS	11,000.00	Ainsworth Recreation Association
S221 - COMM FACILITY - REC & PARKS	12,450.00	Argenta Community Association
S221 - COMM FACILITY - REC & PARKS	13,825.00	Johnson's Landing Community Association
S221 - COMM FACILITY - REC & PARKS	56,000.00	Kaslo & District Arena Association
S221 - COMM FACILITY - REC & PARKS	10,000.00	Village of Kaslo (Kaslo & District Arena Association Reserves)
S221 - COMM FACILITY - REC & PARKS	10,000.00	Village of Kaslo - Regional Park
S221 - COMM FACILITY - REC & PARKS	10,000.00	Kaslo Curling Club
S221 - COMM FACILITY - REC & PARKS	41,233.00	Lardeau Valley Community Club
S221 - COMM FACILITY - REC & PARKS	11,500.00	Village of Kaslo (Recreation Grants)
S222 - ARENA - CAST COMPLEX	55,000.00	Castlegar Friends of Parks & Trails
S222 - ARENA - CAST COMPLEX	5,000.00	Kootenay Family Place
S222 - ARENA - CAST COMPLEX	350,000.00	City of Castlegar
S223 - RECREATION FACILITIES	480,000.00	Village of Nakusp - Arena
S224 - RECREATION FACILITIES	21,550.00	Canyon Community Association
S224 - RECREATION FACILITIES	16,150.00	Town of Creston
S224 - RECREATION FACILITIES	21,550.00	Kitchener Valley Recreation & Fire Protection Society
S224 - RECREATION FACILITIES	21,550.00	Lister Community Association
S224 - RECREATION FACILITIES	21,550.00	West Creston Community Hall Society
S224 - RECREATION FACILITIES	21,550.00	Wynndel Community Centre
S224 - RECREATION FACILITIES	24,250.00	Yahk/Kingsgate Recreation Centre
S226 - RECREATION FACILITIES	39,100.00	City of Nelson
S228 - RECREATION COMMISSION NO. 4	3,091.00	Burton Community Association
S228 - RECREATION COMMISSION NO. 4	1,546.00	Fauquier Community Club Society
S228 - RECREATION COMMISSION NO. 4	589.00	Edgewood Community Club
S228 - RECREATION COMMISSION NO. 4	2,134.00	Inonoaklin Recreation Commission
S240 - CRESTON VALLEY AIRPORT	218,650.00	Town of Creston
S293 - EDGEWOOD FIRE	9,700.00	Edgewood Volunteer Fire Department Society
S294 - EDGEWOOD LEGION	4,928.78	Royal Canadian Legion Branch 203
S295 - MUSEUM-NAKUSP FINANCIAL CONTRIBUTION	25,235.00	Nakusp & District Museum Society
S296 - ARROW LAKES HISTORICAL ARCHIVE GRANT-IN-AID	28,990.00	Arrow Lakes Historical Society - Grants
S297 - CEMETERY-YMIR	5,185.00	Ymir Cemetery Society - Grants
S298 - ECONOMIC DEVELOPMENT	116,000.00	City of Castlegar

Carried

6.3.4 2025 Statement of Financial Information (SOFI)

The 2025 Statement of Financial Information from Yev Malloff, Chief Financial Officer, has been received for information

Moved and seconded,
And Resolved:

296/26

The Schedule and Statement of Financial Information for the fiscal year ended December 31, 2025, be approved for release in accordance with the Financial Information Act, with a copy to be filed with the Ministry of Municipal Affairs and Housing.

Carried

6.3.5 2026 UBCM Ministerial Meetings

Executive Committee's recommendations for Ministerial Meetings by the Board:

1. **Small Water Systems:** Ministry of Water, Land and Resource Stewardship & Ministry of Housing and Municipal Affairs

2. **Delegating Authority to Local Governments without Additional Capacity or Funding:** Premier, Ministry of Housing and Municipal Affairs, Ministry of State for Local Government & Rural Communities
3. **BC Inland Ferry:** Ministry of Transportation and Transit

DIRECTOR
ABSENT

Director Fyke left the meeting at 11:20 a.m.

6.3.6 For Information: 2026 General Local Election
The Board Report from Tom Dool, Research Analyst, providing the Board with significant dates and statutory requirements, has been received for information.

6.4 Fire and Emergency Services

6.4.1 For Information: Local FireSmart Collective Program
The Board Report from Jessie Lay, FireSmart Coordinator, providing the Board with information regarding the Local FireSmart Collective Program (LFCP), which replaces the FireSmart Canada Neighbourhood Recognition Program (FCNRP), has been received for information.

6.4.2 Policy 800-01-03: Temporary Access into Evacuation Order Areas - Director Feedback
The Board Report from Nora Hannon, Acting Emergency Program Manager, seeking the Board adopt Policy 800-01-03 Temporary Access into Evacuation Order Areas, has been received.

Moved and seconded,
And Resolved:

297/26

That the Board adopt Policy No. 800-01-03 Temporary Access into Evacuation Order Areas Policy, effective immediately.

Carried

6.5 Grants

6.5.1 Discretionary
Moved and seconded,
And Resolved:

298/26

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

AREA A

Alice Siding Water Society	Strengthening Awareness to our goal	\$350
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AREA F

Nelson and District Chamber Of Commerce	Canada Day Regional Celebration	\$1,000
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AREA H

Slocan Solutions Society	Friends of the Valley Voice Celebration	\$1,500
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Treehugger Events Society	HARMONY	\$500
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AREA J

City of Castlegar	Canada Day Celebration	\$2,000
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The Just Bee Cause Society	Petrykivka Traditional Ukrainian Folk Art Workshop	\$150
		Carried

6.5.2 Community Development
Moved and seconded,
And Resolved:

299/26

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

AREA A

Crawford Bay & District Hall & Parks Association	Crawford Bay Hall Rejuvenation Project	\$20,000
Creston Valley Chamber of Commerce	301 Suite Coworking Space	\$10,000

AREA C

Creston Valley Chamber of Commerce	301 Suite Coworking Space	\$10,000
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AREA D

Lardeau Valley Opportunity LINKS Society	LINKS Operations and Project Supports	\$15,000
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AREA E

Nelson & District Chamber of Commerce	Canada Day Reg Community Celebration	\$1,000
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AREA H

Nelson Public Library	Library Services for Area H	\$3,400
Rosebery-Bonanza-Summit Trail Alliance	Rosebery-Bonanza-Summit Trail Improvements	\$5,000
Slocan Valley Community Service Society	Seniors Transportation	\$7,000

AREA I

Destination Castlegar (Castlegar & District Chamber of Commerce)	Fish Out Derby	\$1,500
Shoreacres Hall Society	Community Development	\$2,000

AREA J

Cops for Kids	Annual Bike Ride	\$3,000
Deer Park Recreation Society	Major Tanker Truck Repair	\$7,912.01
Destination Castlegar (Castlegar & District Chamber of Commerce)	Fish Out Derby	\$1,500
Grand Forks ATV	Clearing trails in RDCK area J	\$5,000

AREA K

Emergency Support Services - Area K	Emergency preparedness presentations	\$1,000
Fauquier Communications Centre Society	Fauq Centre Concert Series	\$1,200

Fauquier Community Club	Pavilion Upgrades	\$2,870
Nakusp and Area Bike Society	Beyond the Trails: Expanding Campground Access at MountAbriel	\$20,000

SALMO

Salmo Emergency Support Services Team	Support Services	\$500
Village of Salmo	Salmo's 80th Birthday Celebration	\$2,000

SLOCAN

Village of Slocan	Harmony Festival	\$950
Village of Slocan	Legion Heating	\$1,382.37
Village of Slocan	WEG Community Garden	\$1,000

Carried

6.5.3 ReDi Grant Amendment

Moved and seconded,
And Resolved:

300/26

That Resolution 245/26, being the allocation of ReDi Grant funds, be amended by changing:

SALMO/AREA G

Salmo Snow Ghosts \$447.16

To

SALMO/AREA G

Salmo Ski Team Society \$447.16

Carried

6.6 Chair/CAO Reports

Chair Watson provided an overview of the Chair and CAO Forum and reported on plans to establish a provincial Chair and CAO caucus that will meet quarterly. She also advised that the Local Government Advisory Committee on the Emergency and Disaster Management Act has completed its work and that the associated regulations are expected to be released soon. In addition, Chair Watson participated in an interview with the National Observer as a follow-up to the RDCK’s climate change initiatives.

CAO Horn reminded directors to submit any comments on the prioritization matrix, including indicating if they have no comments, so that all feedback can be tracked and considered. He also discussed a procedural question regarding the recording of directors opposed to motions at committee and commission meetings. In accordance with RDCK Procedure Bylaw No. 2898, 2024, directors who wish to be recorded as opposed should have their opposition noted in the meeting minutes.

ORDER OF AGENDA CHANGED The Order of Business was changed at this time to address public time, with Item 10 Public Time considered at this time.

Chair Watson acknowledged and congratulated two staff members for their recent professional achievements. Tom Dool, Research Analyst with BC Transit, was recognized with the Transit Superstar Award in the Community Minded category, while Akane Norimatsu, Resource Recovery Technician with Recycle BC, received the Blue Star Award

for Innovation. Chair Watson commended both individuals for their outstanding contributions and the positive impact of their work within their respective fields.

10. PUBLIC TIME

The Chair called for questions from the public and members of the media at 11:45 a.m.

There were no questions from the public or media.

ORDER OF AGENDA Item 7 Rural Affairs considered at this time.
RESUMED

7. RURAL AFFAIRS COMMITTEE

Moved and seconded,
And Resolved:

301/26 That the Corporate Officer of the Regional District of Central Kootenay be directed to remove the Notice on Title relating to land at 9301 Highway 6, Electoral Area H, legally described as BLOCK A, DISTRICT LOT 13146, KOOTENAY LAND DISTRICT PID 008-132-178, the RDCK Building Department has confirmed that the reason for placing the Notice on Title on April 29, 2010 has been rectified.

Carried

Moved and seconded,
And Resolved:

302/26 That the Board APPROVE the issuance of Development Variance Permit V2607A to David Comer for the property located at 5033 Highway 3A, Electoral Area A and legally described as LOT 1, DISTRICT LOT 191, KOOTENAY DISTRICT PLAN NEP72779, EXCEPT PLAN EPP118106 (PID: 025-583-468) to vary Section 18.18 of Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013 in order to permit a 5.0 metre setback from the lot line that is adjacent to the Agricultural Land Reserve (ALR) Boundary whereas the bylaw requires a 15 metre setback from a lot line that is adjacent to the ALR.

Carried

Moved and seconded,
And Resolved:

303/26 That the Board SUPPORT regarding application A2601K for the proposed subdivision in the Agricultural Land Reserve proposed by Jeffrey L. Smith for the property located at 225 Barnes Creek FSR, Edgewood, Electoral Area 'K' and legally described as LOT 36 DISTRICT LOT 7893 KOOTENAY DISTRICT PLAN 1194 EXCEPT PLAN NEP22023 (PID: 014-025-779).

Carried

Moved and seconded,
And Resolved:

304/26 That the Board direct staff to prepare a report outlining the RDCK's potential response options related to homeless encampments in rural electoral areas; AND FURTHER, to bring that report back to the Rural Affairs Committee for discussion.

Carried

8. DIRECTORS' MOTIONS

8.1 Director Graham: BC Inland Ferry Coalition

No motion.

8.2 Director Popoff: Slocan Valley TV Society

Moved and seconded,
And Resolved:

305/26 That the Board direct staff to prepare a report outlining the processes and service establishment bylaw amendments required to amend the boundaries of TV Society - Area H (Slocan Valley South) Service S220 (Portion of Area H Television Financial Aid) to reduce the service area to that part of Area H included in the Passmore and Crescent Valley Fire Protection Areas.

Carried

**RECESS/
RECONVENED** The meeting recessed at 11:52 a.m. and reconvened at 12:55 p.m.

**DIRECTOR
ABSENT** Directors Davidoff, Lunn and Hewat left the meeting at 12:55 p.m.

**DIRECTOR
PRESENT** Director Fyke joined the meeting at 12:55 p.m.

8.3 Director Popoff: Directors' Remuneration

**DIRECTOR
PRESENT** Director Lunn joined the meeting at 1:02 p.m.

Moved and seconded,
And Resolved:

306/26 That the Board approve the chairs of standing committees only receive their chair stipend in the months which the chair presides over a meeting, effective January 1, 2027.

Carried

8.4 Director McLaren-Caux: Directors' Remuneration

**DIRECTOR
PRESENT** Director Hewat joined the meeting at 1:05 p.m. and Director Davidoff joined the meeting at 1:19 p.m.

Moved and seconded,
And Resolved:

307/26 That the Board approve reimbursable costs associated with conference attendance will not be processed by staff until the Director submits a Director's report on their attendance, effective January 1, 2027.

Carried

Moved and seconded,
And Resolved:

308/26 That the Board approve the amount of municipal directors' monthly stipend be one half of rural directors' monthly stipend, effective January 1, 2027.

Carried

Directors Davidoff and Graham recorded opposed.

9. CONSENT AGENDA

9.1 For Information: Committees & Commissions

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

9.1.1 Area E Advisory Planning and Heritage Commission: minutes March 26, 2026

Staff received directions regarding the Development Permit Application.

9.1.2 Area A Advisory Planning and Heritage Commission: minutes May 11, 2026

Staff received direction regarding the Development Variance Permit Application and the Bylaw Amendment Referral form.

9.1.3 Area B Advisory Planning and Heritage Commission: minutes May 26, 2026

Staff received direction regarding the Development Variance Permit Application, Agricultural Land Reserve referrals, and the Bylaw Amendment Referral form.

9.1.4 Creston Valley Agricultural Advisory Commission: minutes May 27, 2026

Staff received direction regarding Agricultural Land Reserve referrals and the Bylaw Amendment Referral form.

9.1.5 Area I Advisory Planning and Heritage Commission: minutes May 27, 2026

Staff received direction regarding Development Variance Permit Applications, Bylaw Amendment Application, Zoning Bylaw Amendment Application, Bylaw Amendment Referral Form, and Brilliant Headpond Stewardship Collaborative.

9.1.6 Nelson and District Recreation Commission No. 5: minutes May 27, 2026

9.1.7 Rosebery Parkland and Trails Commission: minutes May 28, 2026

Staff received direction regarding the resignation of a commission member.

9.1.8 Area A Economic Development Commission: minutes June 2, 2026

9.1.9 Castlegar and District Recreation Commission: minutes June 2, 2026

9.2 For Information: Communication

9.2.1 The letter dated April 15, 2026 from the Ombudsperson BC providing the RDCK with the Quarterly Report for the period covering January 1 - March 31, 2026.

9.2.2 The letter dated May 19, 2026 from Dean Murdock, District of Sannich, regarding the BC Local Government Climate Action Program funding continuation.

9.2.3 The letter dated May 21, 2026 from Ryan Windsor, District of Central Saanich, requesting for dedicated provincial funding to support municipalities that achieve provincially mandated housing targets.

9.2.4 The letter dated May 26, 2026 from Arnold DeBoon, Town of Creston, request that the RDCK consider including the Centennial Park Baseball Field within Recreation Facility-Creston and Areas B, C and Area A Service S224.

Moved and seconded,
And Resolved:

309/26

That the letter dated May 26, 2026 from Arnold DeBoon, Town of Creston, request that the RDCK consider including the Centennial Park Baseball Field within Recreation Facility-Creston and Areas B, C and Area A Service S224 **BE REFERRED** to the July 2, 2026 Creston Valley Services Committee meeting.

Carried

9.2.5 The letter dated June 3, 2026 from Cori Ramsay, UBCM, confirming receipt of RDCK's resolutions for the 2026 UBCM Convention.

9.2.6 The letter dated June 9, 2026 from Kelly Greene, Ministry of Emergency Management, regarding the implementation of the Emergency and Disaster Management Act.

9.3 For Information: Accounts Payable

The Accounts Payable Summary for May 2026 in the amount of \$2,177,484 has been received for information.

9.4 For Information: Directors' Reports

Each Director provided a brief summary of the work they have been doing within their communities.

9.4.1 Director Jackman

9.4.1.1 Director's Report: RCC/IJC/CBRAC/AKBLG/FCM

9.4.1.2 Letter of Support: BC Inland Ferry Coalition

9.4.2 Director Watson

9.4.2.1 Director's Report: Activities

9.4.2.2 Letter of Support: Jewett Greenhouse Project

9.4.3 Director Graham

9.4.3.1 Director's Report: Homeless Encampment in Area E

9.4.3.2 Letter of Support: BC Inland Ferry Coalition

9.4.4 Director McLaren-Caux: May 11-June8 Activities

9.4.5 Director Lunn: Q1 Report of Activities

9.4.6 Director Popoff: FCM

11. CLOSED

11.1 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:

310/26

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;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

Carried

11.2 Recess of Open Meeting
Moved and seconded,
And Resolved:

311/26 The Open meeting be recessed at 2:14 p.m. in order to conduct the Closed Board meeting and reconvened at 2:18 p.m.

Carried

12. MATTERS ARISING FROM CLOSED MEETING
No items.

13. ADJOURNMENT
Moved and seconded,
And Resolved:

312/26 That the meeting adjourn at 2:18 p.m.

Carried

Originally signed by

Aimee Watson, RDCK Board Chair

Originally signed by

Angela Lund, Deputy Corporate Officer

morning Mayor McFadden,

I hope this email finds you well.

My name is Lindsay Ellis; I am the Provincial Manager of the Canadian Association of Medical Radiation Technologists in British Columbia. I am writing to you today to request that the Kinard Overpass be lit up to recognize Medical Radiation Technologist (MRT) week in November. This is an annual event to recognize the essential work being done by MRTs across the province.

1. Organizer: Lindsay Ellis, [REDACTED]
2. Website/ Socials: CAMRT-BC: <https://camrt.ca/>, <https://camrt.ca/bc/>, Instagram: @camrt_bc, Facebook: CAMRT-BC
3. Event Name: MRT Week
4. Dates: Nov 8-14 2026
5. Reason: To bring public awareness to the essential role that Medical Radiation Technologists play in the healthcare system and to highlight the technical expertise, patient care and safety they provide every day. Many people interact with MRTs during their healthcare journeys without even knowing it. MRTs practice in four main disciplines: Medical Radiography (X-ray), Magnetic Resonance Imaging (MRI), Nuclear Medicine and Radiation Therapy.
6. Colours requested: Blue and Orange (Hex numbers: HTML: #0033A0, TML: #F7941E)
7. We will notify public through social media posts, advertisements on our website and try to advertise on mainstream media (tv/radio)

Thank you for your consideration. I am happy to provide any additional information that is required

Kind Regards,

Lindsay Ellis, RTR, CIR (she/her)
Provincial Manager, CAMRT-BC
Canadian Association of Medical Radiation Technologists
Association canadienne des technologues en radiation médicale

[REDACTED]
camrt.ca / imageofcare.ca



Castlegar/Robson Br.170 RCL

248 Columbia Ave.

Castlegar BC V1N 1G4

City of Castlegar

460 Columbia Ave.

Castlegar BC V1N 1G7

Subject: Proposal for a Commemorative Veteran's Crosswalk in Castlegar

To Members of Castlegar City Council,

We are writing to respectfully propose the creation of a commemorative Veteran's crosswalk within the City of Castlegar – an initiative intended to deeply honour and support the Canadian Veterans who have served our country with courage and sacrifice. Our intention is to create a visible, lasting tribute within the community – one that reflects Castlegar's gratitude and respect for Veterans past and present.

To ensure the crosswalk embodies the dignity and significance it deserves, we have connected with a skilled artist who has experience with public commemorative works. They are prepared to collaborate with the City to create a design that is both respectful and visually compelling, aligning with municipal standards while capturing the spirit of remembrance. The level of

public enthusiasm reinforces our belief that a commemorative crosswalk would be a meaningful addition to Castlegar.

We kindly ask the City of Castlegar to consider allocating budget resources to help bring this project to completion. We believe a commemorative crosswalk would serve as a significant landmark reinforcing the community's commitment to honouring those who have served, and who are serving, to enhance public awareness of their contributions.

Thank you for your time, consideration, and your ongoing efforts to make Castlegar a community that remembers and respects it's Veterans. We would welcome the opportunity to discuss this proposal further at your convenience.

Respectfully,

Chris MacBain, President

Castlegar/Robson Br.170

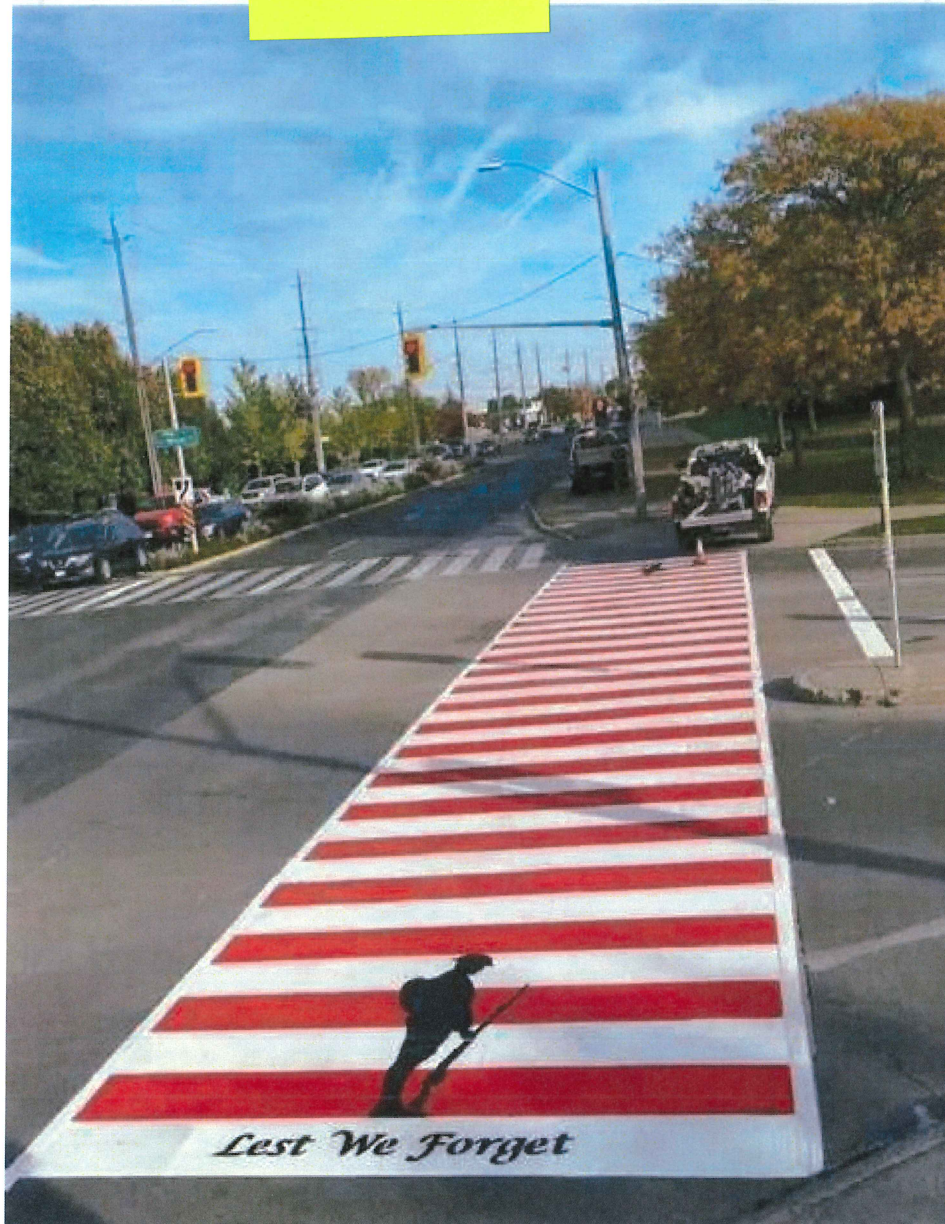
R.C.L

~~Hamilton, Ontario~~

THIS DESIGN

First in Har

walk in the city

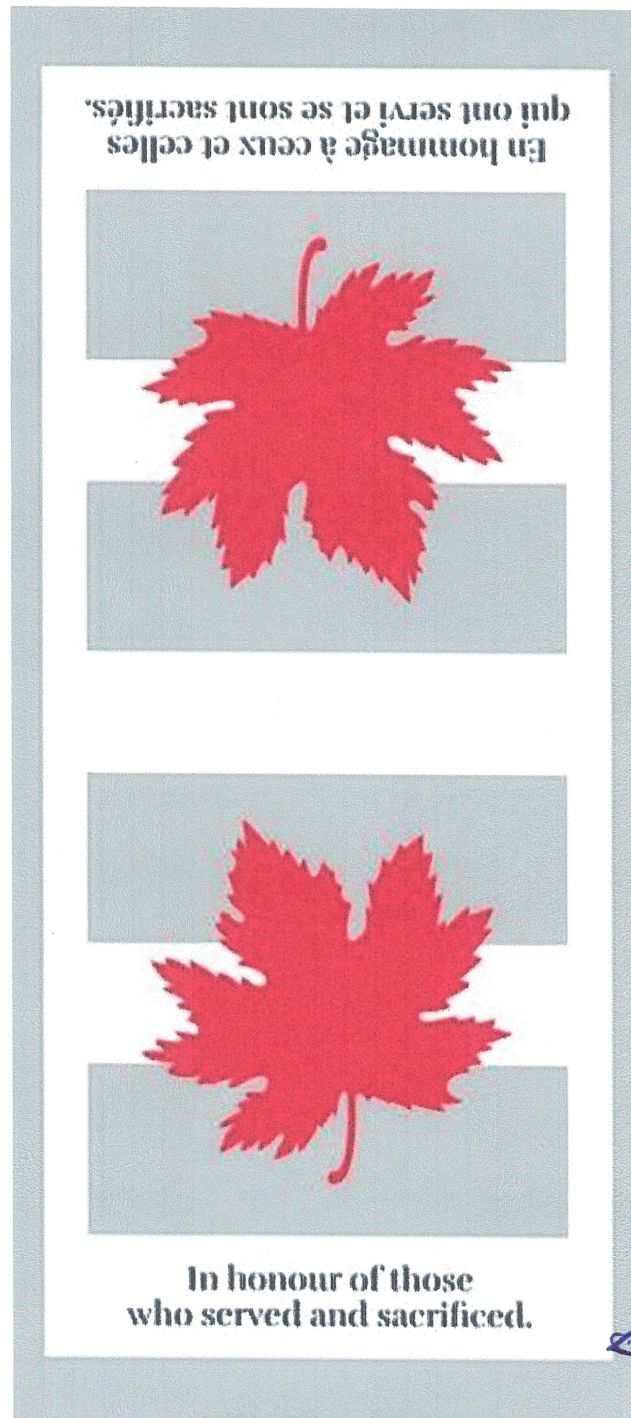




This
Morning

We would prefer
instead of Lest
We Forget,

In honor of those
who served and
sacrificed. A lot of
people don't understand
what Lest means.



← I like this.



Pg 5



Français

Crosswalks must be painted with specialized traffic marking paint, not regular exterior paint. Municipalities and provinces set the standards, so please contact your local public works or transportation department for approval and guidance.

Paint types include traffic marking acrylic, thermoplastic, or epoxy/MMA, often with glass beads for visibility.

Colours: Approved paints are available in custom colours. Provide the municipality with these Legion standards:

- White: Pantone White / RGB 255, 255, 255 / CMYK 0, 0, 0, 0
- Red: Pantone 186 / RGB 206, 17, 45 / CMYK 0, 92, 78, 19
- Grey: Pavement colour

Already have a Commemorative Crosswalk?

If your community already has a Commemorative Crosswalk, wonderful! Please note, the Poppy should never be used on a crosswalk or where the symbol of Remembrance can be trod upon. A Poppy Crosswalk must be replaced. There is no need to change other crosswalk symbols used to honour Veterans, however if, over time, it needs to be renewed, feel free to use the new template.



Commemorative Crosswalk

Instructions

1. Open Files

Open the stencil files using Adobe Illustrator.

2. Customize Stencils If Required

The standard templates are optimized to fit a 99" wide crosswalk with stripes that are 21" to 30" deep (*sample is shown at 21" deep*). They are sized at:

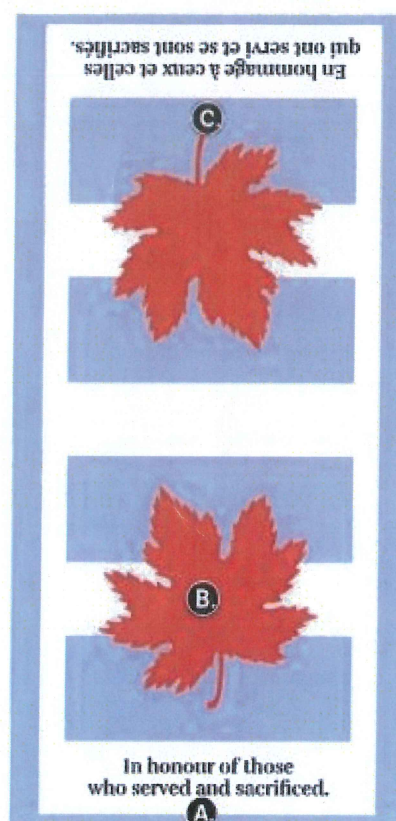
- **Text:** 71" x 12.5" (EN) / 85" x 12.5" (FR)
- **Maple Leaf:** 52.5" x 65"

If the dimensions of the memorial crosswalk in your community differ from those above, the stencils are provided in vector format so they can be easily scaled to fit based on the positioning guidelines in step 3.

3. Positioning the Stencils

The stenciled elements should be positioned as follows:

- Centre the **English text stencil** over the first white (painted) bar of the crosswalk. Fill with black paint.
- Centre the **maple leaf stencil** over the next three bars. If the crosswalk's spacing is uneven, adjust the leaf's position as needed (see Positioning Option B). Fill with red paint, matching Pantone 186.
- On the opposite end of the crosswalk, repeat steps 1-2 using the **French text and leaf stencils**.



Positioning Option B



From: D S <[REDACTED]>
Sent: August 4, 2026 12:10 PM
To: Jennifer Chamberlain <jchamberlain@castlegar.ca>
Subject: Miss Castlegar

Dear Mayor and Council,

Castlegar Princess, Taliya Lundquist will be representing Castlegar at the West Kelowna Pageant weekend, August 14-16, 2026. Unfortunately Miss Castlegar, Young Kim, is away at Cadet Camp and is unable to attend. I am requesting a letter of Endorsement/Support from the City of Castlegar stating that she is attending in an official capacity in order to qualify for a provincial government rate for the hotel accommodation. This would save us approximately \$150.00 in expenses. We will be staying at the Fairfield By Marriott Inn & Suites, 3460 Carrington Road, West Kelowna, B.C. V4T 3C1

Is it possible for you to issue an official letter for us acknowledging our endorsement of the city?

Thank you for your consideration.

Carol Sommerville
Coordinator, Castlegar Queen Committee

From: D [REDACTED]
Sent: August 4, 2026 12:33 PM
To: Jennifer Chamberlain <jchamberlain@castlegar.ca>
Subject: Miss Castlegar

Dear Mayor and Council,

Miss Castlegar Young Kim and Castlegar Princess Taliya Lundquist will be representing Castlegar at the Oliver Pageant weekend, [September 18-20, 2026](#). I am requesting a letter of Endorsement/Support from the City of Castlegar stating that they are attending in an official capacity in order to qualify for a provincial government rate for the hotel accommodation. This would save us approximately \$275.00 in expenses. We will be staying at the Coast Oliver Hotel, 6273 Station Street, Oliver, B.C. V0H 1T0.

Is it possible for you to issue an official letter for us acknowledging our endorsement of the city?

Thank you for your consideration.

Carol Sommerville
Coordinator, Castlegar Queen Committee

Theme: Reconciliation through economic strength

The Ktunaxa First Nations are: ʔaq'am, ʔakisq'nuuk, Yaqan Nuʔkiy, and Yaq'it ʔa·knuq'it.

The Ktunaxa Nation Council Society (KNC) helps represent the shared interests of these Ktunaxa First Nations within ʔamakʔis Ktunaxa (Ktunaxa homelands).

All elected municipal representatives were asked to join the Grand entry, and were welcomed.

The two days were an outline of what the Ktunaxa are doing and have done for the past year. The Ktunaxa live by their motto: All you do you do for Ktunaxa.

Opening remarks:

The AGA was held at Creston Rec complex because they said No to allowing a One BC rally
<https://www.mycrestonnow.com/45718/news/politics/creston-onebc-town-hall-cancelled-at-rdck-facility-new-venue-tba/>

The Nation asks their people to spend their money where it is best served it matters.
approximately \$180,000.00 was spent on this event.

There is a need for tough but respectful conversations.

Gail Williams spoke about the need for Ktunaxa to be united when meeting with other nations regarding shared land claims to become economic powerhouse.

There was a presentation by the yaqan nuʔkiy and their history of Sturgeon-Nosed Canoe
The canoe has distinct, pointed, snout-like ends at both the front and the back. It is not like any other traditional canoe

<https://lowerkootenay.com/>

the diking of rivers cut the nation off from the lake.

<https://bcwfwatershedteam.ca/2025/06/16/reviving-the-land-the-yaqan-nukiy-wetland-renaturalization-project/>

Jared Basil did a presentation his work is extensive for his community

<https://divisionsbc.ca/provincial/news-and-events/news/jared-basil-empowering-cultural-safety-and-working-transform-end>

<https://fnha.ca/new-treatment-centre-will-help-more-first-nations-people-across-bc/>

This centre is open to all Indigenous people including Metis

Traditional language <https://ktunaxa.org/traditional-knowledge-language/language-revitalization/classes/>

Education and employment

<https://ktunaxa.org/education-and-employment/>

Social Investment

<https://ktunaxa.org/social-investment/>

Friends of the Knutanxa

Presentation the RCMP member for his work with the nation Const. Dave Bickle. CST. Bickle retired but came back on force as a reservist he works closely with the Nation.

Core services <https://ktunaxa.org/core-services/>

Economic and investment sector. The nations are open and ready to do business
<https://ktunaxaready.com/>

<https://ktunaxaready.com/affiliate-businesses/>

Governance

The Ktunaxa Nation Council is directed by and accountable to the elected nasu?kin (chiefs) and councillors of the four Ktunaxa First Nations.

The goals of the Ktunaxa Nation Council include:

Preservation and promotion of Ktunaxa traditional knowledge, language and culture;

Community and social development, education, and wellness;

Land and resources stewardship;

Economic investment; and self government

I believe it is important to continue to build our relationships with the Knutaxa, while continuing to seek opportunities to strengthen our ties with the Sinixt, Okanagan Nation and Secwepemc.

Link for map of treaty negotiations

chrome-extension://efaidnbmnnnibpcajpcgclclefindmkaj/https://www.rcaanc-cirnac.gc.ca/DAM/DAM-ISC-SAC/DAM-STSCRD/STAGING/texte-text/map_room_ind_peoples_land_BC_treaty_negotiations2_1615813541046_eng.pdf

Shirley Falstead Report on the Ktunaxa Council Annual General Assembly

Assembly Dates: July 15–16, 2026

Report Date: July 30, 2026

Introduction

I attended the Ktunaxa Council Annual General Assembly on July 15 and 16, 2026. Throughout the two-day event, I repeatedly heard the phrase, **"Everything we do, we do for Ktunaxa."** This message was consistently reflected in presentations from Ktunaxa Nation leadership, agencies, committees, and community members, demonstrating a shared commitment to the well-being and future of the Nation.

Community Engagement

One of the most valuable aspects of attending the Assembly was the opportunity to meet members of the Ktunaxa Nation and learn more about their work. I left the event with the hope that our Council can establish a more formal relationship with the Ktunaxa Nation, particularly as they maintain an office in Castlegar.

The General Assembly invited local government representatives, which I understand was a first for the event. I met councillors from Revelstoke, Nelson, and other communities. This demonstrated the Nation's commitment to strengthening relationships with neighbouring local governments through community engagement and outreach.

For more information about the Ktunaxa Nation Council, visit www.ktunaxa.org or youtube.com/@KtunaxaNationCouncil.

Background

The Ktunaxa Nation Council is led by a Nation Chair and is collectively governed by the elected Chiefs of its four constituent member communities. While its main business office is located in Creston, the Nation also operates several satellite offices throughout the region.

The Ktunaxa Nation has developed significant economic interests, including ownership or operation of a hotel and casino near Creston, Ainsworth Hot Springs, indoor agricultural facilities, and the development of a treatment centre, among other enterprises. These investments have established the Nation as a major economic force in the region.

During the opening remarks, a speaker noted that the Assembly was being held at the Creston and District Community Complex because the facility had demonstrated support for the Ktunaxa Nation by declining to host Dallas Brodie, who has been publicly criticized for comments

denying the history and impacts of residential schools. The speaker also stated that the Nation is boycotting the hotel that hosted that event.

Key Observations

Celebrating Youth

The accomplishments of Ktunaxa youth were celebrated throughout the Assembly, highlighting the Nation's commitment to recognizing young people and investing in future generations.

Culture and Language

The importance of Ktunaxa culture and language was emphasized repeatedly. Speakers described language, culture, and history as among the Nation's greatest strengths and essential to its long-term success.

The Ktunaxa Nation's Vision Statement reflects this commitment:

"Strong, healthy citizens and communities, speaking our languages and celebrating who we are and our history in our ancestral homelands, working together, managing our land and resources, within a self-sufficient, self-governing Nation."

Economic Development

Presentations highlighted the Nation's significant economic contributions and business development initiatives. The Ktunaxa Nation reported:

- An estimated \$32 million contribution to the Canadian economy.
- Sixty-eight business listings and forty affiliated businesses or organizations.
- Impact benefit agreements with mining companies.
- Partnerships with Parks Canada and Interior Health.

These partnerships support economic growth while advancing stewardship and community priorities.

Environmental Stewardship

Environmental leadership is a major priority for the Nation. Programs and initiatives include:

- Natural Resource Stewardship
- Aquatic Stewardship
- Environmental Fund Damages Program
- Bringing the Salmon Home Project

These initiatives demonstrate a long-term commitment to protecting lands, waters, and natural resources.

Education and Employment

Leadership emphasized the importance of education and workforce development to prepare Ktunaxa citizens for employment opportunities created through partnerships with regional industries.

Goals include:

- Ktunaxa-centered workforce training.
- Ktunaxa-informed educational governance.
- Community engagement in Ktunaxa-centred learning.

The Nation also offers practical online financial literacy training covering topics such as budgeting, responsible credit card use, loans, vehicle financing, and personal financial management.

Business Directory

The Ktunaxa Nation maintains an online **Ktunaxa Ready Business Directory**, which promotes businesses and services offered by Ktunaxa entrepreneurs and organizations. Categories include:

- Arts and artisans
- Contracting and construction
- Food services
- Forestry
- Environmental and safety services
- Fuel services
- Security
- Traffic control
- Cultural services
- Consulting
- Retail
- And many other sectors

The directory is a valuable resource for organizations seeking opportunities to work with Ktunaxa-owned businesses.

Conclusion

The Assembly provided valuable insight into the Ktunaxa Nation's priorities, governance, economic development, and commitment to culture, education, and environmental stewardship. I was particularly impressed by the consistent focus on community well-being, strategic economic development, and building partnerships.

Attending the Assembly reinforced the value of developing stronger relationships between our Council and the Ktunaxa Nation. Given their regional presence, including an office in Castlegar, there appears to be meaningful opportunities for future collaboration and ongoing dialogue.

Advisory Planning Commission Repeal Bylaw

Bylaw 1463

A Bylaw to repeal the Advisory Planning Commission

WHEREAS changes in legislation have reduced the number of applications that require public consultation;

AND WHEREAS Council has delegated its powers to approve certain applications to staff for consideration;

AND WHEREAS it is deemed to be desirable to rescind the Advisory Planning Commission for the City of Castlegar due to a lack of matters for the commission to advise upon;

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

REPEAL

Advisory Planning Commission Bylaw 499 and all amendments to are hereby repealed.

READ A FIRST TIME this 13th day of July, 2026

READ A SECOND TIME this 13th day of July, 2026

READ A THIRD TIME this 13th day of July, 2026

ADOPTED this day of

Mayor

Director of Corporate Services



Board of Variance Bylaw

Bylaw 1464

Effective Upon Adoption

CASTLEGAR

Board of Variance Bylaw

Bylaw 1464

A Bylaw to establish a Board of Variance and establish a procedure for appeals.

WHEREAS pursuant to the *Local Government Act* a municipality that has enacted a zoning bylaw is required to establish a Board of Variance;

AND WHEREAS Section 539 (3) of the Local Government Act requires that a bylaw establishing a board of variance must set out the procedures to be followed by the Board of Variance;

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

PART 1 – INTERPRETATION

- 1.1 This Bylaw may be cited as "*Board of Variance Bylaw 1464*".
- 1.2 Words or phrases defined in the British Columbia *Community Charter*, *Interpretation Act*, or *Local Government Act* or any successor legislation, shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.
- 1.3 The headings contained in this Bylaw are for convenience only and are not to be construed as defining or in any way limiting the scope or the intent of the provisions of this Bylaw.
- 1.4 If any provision or part of this Bylaw is declared by any court of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the illegal or inoperative portion shall be severed from the Bylaw and the balance of the Bylaw, or its application in any circumstances, shall not be affected and shall continue to be in full force and effect.

PART 2– DEFINITIONS

Applicant means the Owner in relation to an Application pursuant to this Bylaw.

Application means written submission by an Applicant seeking a decision of the Board of Variance.

Board of Variance or Board means an independent body appointed under the *Local Government Act* that hears appeals for relaxation of certain land use regulations and requirements where there is undue hardship and the variance is minor.

Bylaw Administrator means an officer or employee of the City responsible for planning and building, or an officer or employee of the City designated to act on their behalf.

City means the City of Castlegar.

Council means the Council of the City of Castlegar.

Covenant means a covenant registered on the land under section 219 of the *Land Title Act* or section 24A of the *Land Registry Act*, or any successor legislation.

Fees means the specific costs and associated charges levied by the City for various services and applications under this Bylaw.

Heritage Property means a property:

- a) for which an authorization for alterations is required,
- b) for which a heritage revitalization agreement is in place, or
- c) that is a protected heritage property or features an identified heritage value or characteristic.

Non-Conforming Use refers to an existing use of land or buildings that are lawfully used at the time a new land use regulation bylaw is adopted and may be continued as a non-conforming use in accordance with the provisions of the *Local Government Act*.

Owner means the registered owner of a property, or holder or occupier of land including tenants.

Permit refers to the various authorizations that municipalities can issue under the Local Government Act that pertain to the use of land and can include a Development Permit, Development Permit with Variance, Development Variance Permit or Temporary Use Permit.

Phased Development Agreement means an agreement between a municipality and a landowner that identifies terms and conditions such as zoning, servicing and amenities, that apply to a multi-phase development project in accordance with the *Local Government Act*.

Qualified Professional means a professional, such as a BC Land Surveyor, Professional Engineer, Professional Geoscientist, Architect, Landscape Architect, Certified Arbourist, or other professional licensed to practice in B.C. with relevant expertise and in good standing, as determined by the Bylaw Administrator.

Terms of Reference (TOR) defines the roles, responsibilities and schedule of the Board of Variance and provides a basis for making decisions at a hearing.

PART 3 – SCOPE

- 3.1 This Bylaw should be considered in conjunction with the City's most recent Board of Variance Terms of Reference.
- 3.2 This Bylaw applies to an Application to the Board of Variance for a relaxation of:
 - a) zoning regulations regarding siting, size and dimensions of buildings;
 - b) siting of a manufactured home in a manufactured home park;
 - c) structural alteration, addition, or reconstruction of a non-conforming use;
 - d) relaxation of subdivision servicing requirements;
 - e) relaxation of tree protection requirements, as applicable; and
 - f) any other applicable provisions of the *Local Government Act* or successor legislation.
- 3.3 This Bylaw does not apply to an Application that would conflict with:

- a) a covenant;
 - b) a permit;
 - c) a phased development agreement;
 - d) a floodplain specification; or
 - e) would apply to a Heritage Property.
- 3.4 An Application may be considered by the Board of Variance where the Applicant alleges compliance would cause them undue hardship and in the opinion of the Board the request does not:
- a) constitute a major variance;
 - b) result in inappropriate development;
 - c) adversely affect the natural environment;
 - d) substantially affect the use and enjoyment of neighbouring properties;
 - e) vary permitted uses and densities;
 - f) defeat the intent of the varied bylaw; or
 - g) vary residential rental tenure.

PART 4 – APPLICATIONS

- 4.1 The following is required for all Applications made pursuant to this Bylaw:
- a) An Application must be submitted to the City on the prescribed application form approved by the Bylaw Administrator and must include the application fee, payable to the City, as set out in Schedule A of this Bylaw.
 - b) An Application must be signed by all Owner(s) of the applicable lands;
 - c) An Application made under this Bylaw will include any plans and technical information that the Applicant or Board of Variance considers necessary, including, but not limited to:
 - i. a letter describing the request and explaining why compliance with the bylaw would cause undue hardship;
 - ii. building plans;
 - iii. a site plan;
 - iv. a technical report prepared by a Qualified Professional, where applicable; and
 - v. any other information the Applicant intends to present to the Board.
- 4.2 Upon receipt of a complete Application, the Bylaw Administrator will confirm acceptance in writing to the Applicant and provide the date, time, location, and means of participation for the hearing.
- 4.3 Incomplete applications shall be managed in accordance with the City's Development Approval Procedures Bylaw as amended or replaced from time to time.

PART 5 – NOTIFICATION

- 5.1 Notification of Application must be completed for all Applications to the Board of Variance.
- 5.2 Written Notification will be mailed or otherwise delivered to the Applicant, Board members, and Owners located within 100-metres of the subject property or properties at least 10-days prior to the hearing.
- 5.3 Except where the Board is receiving legal advice per section 90 of the *Community Charter*, all hearings must be open to the public and may be held electronically in accordance with the City's Council Procedures Bylaw as amended or replaced from time to time.

PART 6 – SITE VISITS

- 6.1 The Board of Variance may schedule a site visit prior to a hearing where a decision may be made on a given Application.
- 6.2 Board members considering the Application must attend the site together, and attendance must be no less than a quorum.
- 6.3 The Board shall refrain from discussing the merits of the Application or receiving representation from the Applicant or Owners specified under Part 5, outside of a hearing.

PART 7 – DECISIONS

- 7.1 A hearing will be held at the next scheduled meeting for which quorum can be achieved after written notification has been given.
- 7.2 After a hearing where the Board of Variance considers representations from the Applicant and any Owner notified under Part 5 of this Bylaw, the Board may order a minor variance or exemption from undue hardship in accordance with Part 3 of this Bylaw.
- 7.3 The Board may decide to approve or deny the Application, provide an alternative decision, request more information in accordance with Part 4 of this Bylaw, or defer to a later hearing.
- 7.4 If the Board defers the decision, the Chair will state the time, date, place and means of participation for where the decision will be made and if additional information is requested. If the Board does not provide details for when the decision will be made, further written notification will be given.
- 7.5 Where an Applicant has made Application to reconstruct a non-conforming use, the Board of Variance may determine the amount of damage and set aside any determination made by a building inspector. Such decisions of the Board can be appealed by the Applicant to the Supreme Court.

- 7.6 A decision of the Board is final and expires:
- a) if construction is not completed within the time specified in the order, or
 - b) if construction is not substantially started within two (2) years after the order was made, or longer, if specified.
- 7.7 All Board of Variance decisions must be recorded and made available to the public during regular office hours.
- 7.8 Where it is determined that an Application does not conform to Part 3 of this Bylaw, the Applicant may apply for a development approval in accordance with the City's Development Approval Procedures and Fees Bylaw, as amended or replaced from time to time.

PART 8 – ESTABLISHMENT

- 8.1 Council shall appoint a Board of Variance or elect to participate in a joint Board of Variance by resolution.
- 8.2 Where Council appoints a Board, it shall consist of a minimum of three (3) members in accordance with the *Local Government Act*, or five (5) members at the discretion of Council, for a term of four (4) years concurrent with the term of Council.
- a) a member of the Board shall serve a maximum of one (1) term unless re-appointed by acclaim or until a replacement is appointed.
 - b) Council may remove a member from the Board at any time.
 - c) Council may appoint a successor to finish the remainder of the term of a member that resigns, is removed, or is otherwise unable to complete the term of appointment, in accordance with the *Local Government Act*.

PART 9 – REPEAL

- 9.1 Board of Variance Bylaw 739 and all amendments to are hereby repealed.

PART 10 – READINGS

READ A FIRST TIME this 13th day of July 2026

READ A SECOND TIME this 13th day of July 2026

READ A THIRD TIME this 13th day of July 2026

ADOPTED this day of

Mayor

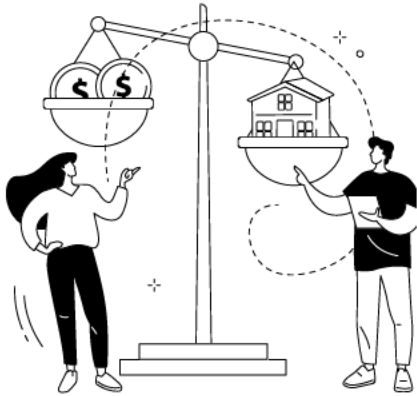
Director of Corporate Services

SCHEDULE A – FEES

	FEES AND CHARGES
Application Fee	\$ 500
Fees and charges are refundable under the following circumstances: 1. Application fees shall be refunded 50% of the application fee if the application is withdrawn before a Board of Variance hearing. 2. Applications that are withdrawn or lapse prior to notification shall be refunded for the full amount of the application fee but charged a \$100 administrative fee. 3. No refund shall be provided following a Board of Variance hearing. 4. No refund shall be provided if the Board determines that an application is outside its scope.	

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



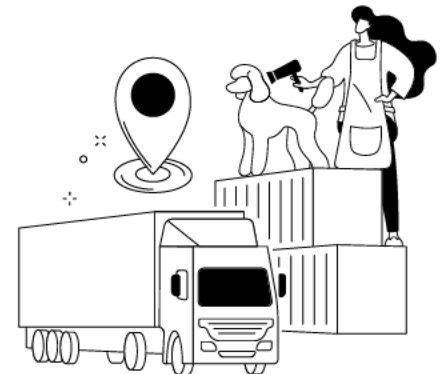
3 QUALITY OF LIFE



4 WEST KOOTENAY REGIONAL AIRPORT EXCELLENCE



5 ACCESS TO HEALTHCARE



6 A PROSPEROUS CITY