

Regular Meeting of Council Agenda February 17, 2026

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

Please click the link below to join the webinar for **Committee of the Whole**:
<https://us02web.zoom.us/j/81537391928?pwd=ZpfUEPd3ETadsVvNDRH9ds8b2lB8ar.1>
or telephone: Dial (for higher quality, dial a number based on your current location):
Canada: 1-438-809-7799, 1-587-328-1099, 1-647-374-4685, 1-647-558-0588,
1-778-907-2071, 1-780-666-0144

Webinar ID: 815 3739 1928 Passcode: 707182

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

Please click the link below to join the webinar for the **Regular Council Meeting**:
<https://us02web.zoom.us/j/82308886136?pwd=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:

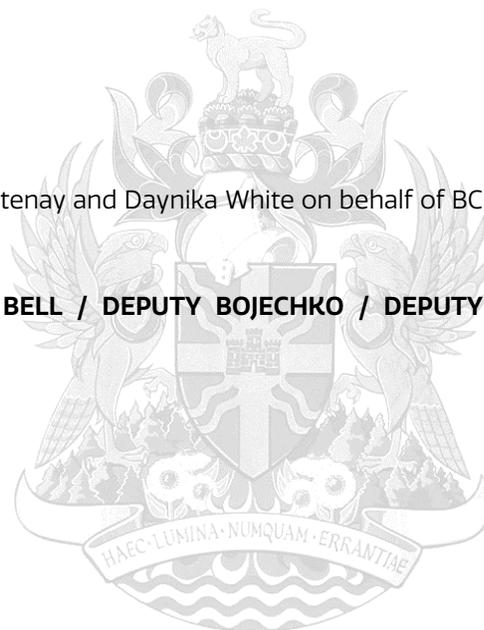
- (a) Tom Dool on behalf of the Regional District of Central Kootenay and Daynika White on behalf of BC Transit re: proposed transit service changes for Castlegar.

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

- (a) COUNCIL COMMITTEE LIAISON VERBAL UPDATE
- (b) FIRE DEPARTMENT VERBAL UPDATE
- (c) RCMP DETACHMENT VERBAL UPDATE
- (d) WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE
- (e) COMMUNITY WELLNESS, SAFETY AND DEVELOPMENT VERBAL UPDATE.
- (f) **Building Permit and Business Licence Reports – January 2026**

RECOMMENDATION: Council consider and resolve to receive for information:

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



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 Local Government Election Appointments and Compensation (Report No. 26-11)**

Report from the Manager of Legislative Services to seek Council appointment of a Chief Election Officer and Deputy Chief Election Officer for the purpose of conducting the 2026 Local Government Election and to establish the compensation to be paid to election staff.

RECOMMENDATIONS (to be considered individually): Council consider and resolve:

1. THAT Nicole Brown be appointed Chief Election Officer for the 2026 Local Government Election with power to appoint other election officials as required for the administration and conduct of the 2026 Local Government Election,

AND FURTHER;

THAT Nikki Zimmerman be appointed Deputy Chief Election Officer for the 2026 Local Government Election.

2. THAT the 2026 Election officials shall be compensated as follows:

a) Chief Election Officer	\$1,900 per election
b) Deputy Chief Election Officer	\$1,450 per election
c) Presiding Election Official	\$500 per voting day
d) Poll Clerk	\$325 per voting day

AND FURTHER;

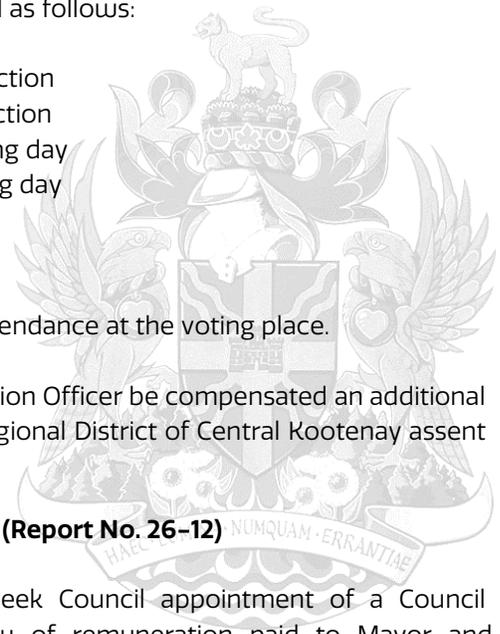
THAT the City provide meals for all election staff in attendance at the voting place.

3. THAT the Chief Election Officer and Deputy Chief Election Officer be compensated an additional \$300 each should they be required to manage the Regional District of Central Kootenay assent vote for Castlegar voters.

(d) **Council Remuneration Review Committee Appointments (Report No. 26-12)**

Report from the Manager of Legislative Services to seek Council appointment of a Council Remuneration Review Committee to conduct a review of remuneration paid to Mayor and Councillors, and to adopt the Council Remuneration Review Committee Terms of Reference.

RECOMMENDATIONS (to be considered individually):



1. THAT Council appoint Dan Rye, Jo-Ann Bursey, and Stuart Ady to a Council Remuneration Review Committee to conduct an independent review of stipends, indemnities, expense allowances, per diems and travel expenses paid to members of Council,

AND FURTHER ;

THAT a report with their recommendations be presented to Council no later than June 30, 2026.

2. THAT Council adopt the Council Remuneration Review Committee Terms of Reference.

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

(f) **Early Spend Approval for Projects Included in the Draft 2026–2030 Financial Plan (Report No. 26–15)**

Report from the Director of Finance & Technology to seek Council's early spend approval for the Regional Airport Study and Electronic Time Tracking in the Draft 2026–2030 Financial Plan.

RECOMMENDATIONS (to be considered individually): Council consider and resolve:

1. THAT Council provide early spend approval in the amount of \$25,000 for the Regional Airport Study project in the 2026 Budget,

AND FURTHER;

THAT the Regional Airport Study project be incorporated into the 2026–2030 Financial Plan accordingly.

2. THAT Council provide early spend approval in the amount of \$9,000 for the Electronic Time Tracking, Including Leave Request and Training Tracking project,

AND FURTHER;

THAT the Electronic Time Tracking Including Leave Request and Training Tracking project be incorporated into the 2026–2030 Financial Plan accordingly.

(g) **West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw 1450 (Report No. 26–17)**

Report from the Director of Finance & Technology to seek Council consideration of the first three readings of the West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw 1450.

RECOMMENDATION: Council consider and resolve:

THAT Council consider the required readings of the West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw 1450, authorizing the City to borrow \$5,000,000 to fund the Air Terminal Building Expansion and Groundside Improvements project.



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

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)(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.

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

13 DELEGATION: Nil

14 COUNCIL MEETING MINUTES FOR APPROVAL:

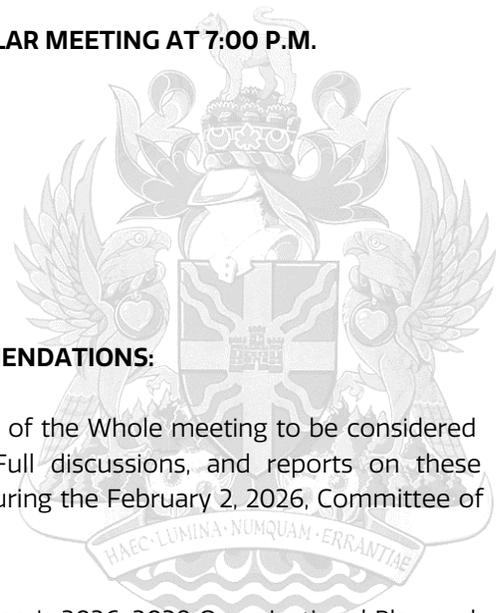
RESOLUTION: THAT the following Minutes be adopted:

- (a) Regular Meeting Minutes – February 2, 2026

15 RESOLUTION TO ADOPT COMMITTEE OF THE WHOLE RECOMMENDATIONS:

- (a) Recommendations from the February 2, 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 February 2, 2026, Committee of the Whole Meeting.

1. THAT Council receive for information the City of Castlegar's 2026–2028 Organizational Plan and 2026–2028 Action Plan.
2. THAT Council direct staff to include the Castlegar & District Heritage Society's 2026 request of \$63,046 annual contributions for 2026–2028, plus a one-time contribution of \$5,000 for refurbishment projects in the 2026–2030 Financial Plan,



AND FURTHER;

THAT the annual funding increase for 2026-2028 be phased in over 3 years using the Host Agreement Reserve with contributions of \$21,471 in 2026, \$8,235 in 2027 and \$0 in 2028,

AND FURTHER;

THAT the one time \$5,000 contribution for refurbishment projects be funded from the Host Agreement Reserve.

3. THAT Council direct staff to include the Castlegar & District Public Library's 2026 request of \$366,293 in the 2026-2030 Financial Plan to be funded from taxation. The \$17,443 incremental increase will be funded by property tax increase in 2026.
 4. THAT Council direct staff to increase the contribution to the Castlegar Festival Society for 2026 to \$24,000 in the 2026-2030 Financial Plan with a one-time incremental increase of \$6,000 to come from the Host Agreement Reserve.
- (b) Committee of the Whole recommendations from the February 17, 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 February 17, 2026, Committee of the Whole Meeting.

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

17 CORRESPONDENCE:

- (a) Ariana Ranjbar, on behalf of Lupus Canada, re: request to illuminate the Kinnaird Overpass lights in purple on May 10, 2026, in recognition of World Lupus Day.

18 REPORTS OTHER:

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

19 MAYOR'S REPORT:

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION:

- (a) **West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw No. 1450 – First, Second and Third Readings (Report No. 26-17)**

A Bylaw to authorize the borrowing of funds for the West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements.

RECOMMENDATION: Council consider and resolve:

THAT West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw No. 1450 be read a first, second and third time.



22 NEXT MEETING(S):

March 2, 2026, at 3:00 p.m. for Committee of the Whole Meeting followed by the Regular Council Meeting at 7:00 p.m., held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting.

23 NOTICE OF MOTION: Nil

24 QUESTION PERIOD:

25 ADJOURNMENT:

26 2023-2027 STRATEGIC PLAN INFORMATION PAGE



APPLICATION TO APPEAR AS A DELEGATION BEFORE COUNCIL

Please submit to: castlegar@castlegar.ca

To: Director of Corporate Services, City of Castlegar
460 Columbia Avenue
Castlegar, BC V1N 1G7

We hereby ask to be placed on the agenda as a Delegation for the Regular Meeting of Council to be held:

Feb 17th, 2026

(1st Choice Date)

(2nd Choice Date)

Name of Spokesperson(s): Tom Dool (RDCK) & Daynika White (BC Transit)

Phone: [REDACTED]

Email: [REDACTED]

Contact Person(s): Tom Dool

Phone: [REDACTED]

Email: [REDACTED]

On Behalf of: _____
(Organization, Business, Self, etc.)

Subject to be presented: *(a copy of the presentation must be received electronically by the Manager of Corporate Services no later than 4:00 p.m. on the Tuesday immediately preceding the meeting at which the delegation is to be heard):*

Proposed transit service changes for Castlegar

Purpose of delegation:

- Information only
- Requesting action by Council
- Requesting a letter of support
- Other _____

Tom Dool

Signature of Applicant

January 21, 2026

Date

NOTE: All information provided in this application, as well as any additional pages submitted, may be included in the agenda package, which is published in print and online format and is part of the permanent public record.



PROCEDURES:

1. Anyone wishing to appear before Council as a delegation shall file with the Director of Corporate Services a written request (this form) clearly outlining:
 - a) the subject matter and/or proposals to be presented, and
 - b) the names of the spokesperson(s) / contact person(s).
2. Depending on your topic, your request may be referred to a relevant City Department.
3. The above-mentioned written request, supporting documentation, and a copy of the presentation must be received by the Manager of Corporate Services **no later than 4:00 p.m. on the Tuesday** immediately preceding the meeting at which the delegation is to be heard.
4. Delegations are heard as one of the first items of meeting business. Ensure you arrive in advance of the meeting start time.
5. Name of the person/group and the subject of the delegation will be on the agenda, which is available to the public and posted on the internet. The local media may be in attendance at the meeting and are permitted to use information from delegations in their reporting.
6. Delegations are permitted a maximum of 15 minutes to present their submission to Council, which includes time for questions following the presentation. The time limit may only be extended if so expressed by a majority of Council members present.
7. Any petition to Council shall include the name and residential address of each petitioner.
8. Council/Committee will receive the information and may refer the issue to staff for a report or for consideration at a future meeting.
9. There is a limit of two delegations per meeting. Delegations are scheduled on a first come/first served basis. Please provide your first and second choice of dates in your request

PRIVACY STATEMENT:

Regular Council meetings are public. Council chambers are equipped with audio and video recording devices. To increase accessibility and transparency, public Council proceedings are recorded, broadcast and posted publicly on the internet. The information on this form will become part of the public record and will be distributed to Council, staff, media and the public.

Information on this form is collected in order to respond to your request to appear before Council. If you have any questions or concerns about the collection and use of this information, please contact the Director of Corporate Services.

The agenda is posted on the public notice bulletin board at City Hall, 460 Columbia Avenue. The complete agenda package and proceedings of Council/Committee Meetings, including delegations, are recorded and posted on the on the City website at www.castlegar.ca.

Castlegar City Hall

Open Mon – Fri, 8:30 a.m. – 4:30 p.m.

250 365 7227 | castlegar.ca

CASTLEGAR

Building Permit Report

January 2026

This report has been prepared for the February 17th, 2026 meeting to council, file number 3800-01.

Value of Work & Permits

The chart below compares the previous year 2025 to current year values in 2026.

	2026		2025	
	Value of Work	Permits Issued	Value of Work	Permits Issued
Residential, New Single/Duplex	\$350,000.00	1	\$280,000.00	1
Residential, New Multi-Family			\$14,500,000.00	1
Residential, New Garages/Carports				
Residential, Alterations & Additions	\$240,000.00	6	\$184,500.00	5
Secondary Suites	\$485,000.00	4		
Commercial, New				
Commercial, Alterations & Additions	\$247,000.00	2	\$5,600.00	5
Industrial, New				
Industrial, Alterations & Additions			\$25,000.00	1
Institutional/Gov't, New				
Institutional/Gov't, Alterations & Additions				
Demolition	\$715,770.00	1		
Monthly Totals	\$2,037,770.00	14	\$15,045,100.00	13
Year-to-Date Totals	\$2,037,770.00	14	\$15,045,100.00	13

Major Projects Started January 2026

- 310 Columbia Ave–Eremenko Building Demo
- 562 7th Avenue–Reno & Secondary Suite
- 3619 14th Avenue–Addition/Secondary Suite
- 3217 5th Avenue–Secondary Suite
- 198 Columbia Avenue–Restaurant Reno
- 750 7th Avenue–Secondary Suite
- 3700 Toba Road–New Single–Family Dwelling

PART A. ONGOING MAJOR PROJECTS

Single Family Dwelling		
▪ 1564 Woodland Drive	▪ 1537 Grandview Drive	▪ 2108 8th Avenue
▪ 3937 Grandview Drive	▪ 508 3 rd Avenue	▪ 2632 9th Avenue
▪ 3701 Powell Road	▪ 1513 Aspen Lane	▪ 3702 Toba Road
Renovation		
▪ 330 Columbia Avenue	▪ 1127 4 th Street	▪ 1408 Meadowbrook Drive
▪ 2232 Columbia Avenue	▪ 630 17 th Street	▪ 2001 Columbia Avenue
▪ 4190 Minto Road	▪ 602 18 th Street	▪ 608 7 th Avenue
▪ 2112 10th Avenue	▪ 2171 Crestview Crescent	▪ 614 12 th Street
▪ 3429 8th Avenue	▪ 1801 Connors Road	▪ 2905 9th Avenue
▪ 3937 Grandview Drive	▪ 1840 8 th Avenue	▪ 146 10th Street
▪ 3405 3 rd Avenue	▪ 316 8 th Avenue	▪ 630 17 th Street
▪ 1217 1 st Street	▪ 309 3 rd Avenue	▪ 1126 B 7 th Avenue
▪ 2185 Crestview Crescent	▪ 209 5th Avenue	
▪ 4400 Minto Road		
Miscellaneous		
▪ 704 Center Avenue, Addition	▪ 1114 4 th Street, Mixed Use Building	
▪ 4690 14th Avenue, New Industrial Building	▪ 1921 Arrow Lakes Drive Retaining Wall	
▪ 1921 Arrow Lakes Drive, Racking System	▪ 2408 11th Avenue, Suite	
▪ 2237 10 th Avenue, Covered Patio	▪ 2101 6th Avenue, Exterior Door Repair	
▪ 2133 Columbia Avenue, Retail Space	▪ 2241 6th Ave, New Commercial Building	
▪ 1680 Columbia Avenue, Restaurant	▪ 2245 6th Ave, Shelter Renovation	
▪ 174 Crescent Street, Multi Family	▪ 4600 14th Ave, New Commercial Building	
▪ 1013 2 nd Street, Foundation	▪ 709 10th Street, Fire System Upgrade	
▪ 215 Orchard Avenue, Office Building	▪ 301 11 th Avenue, Restaurant Renovation	

PART B. NUMBER OF STEP CODE BUILDINGS

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

PART B. COMPLETED IN JANUARY 2025

- 1509 Aspen Lane
- 814 7th Avenue
- 3724 Toba Road
- 606 Yew Street
- 4130 Minto Road
- 1951 Columbia Avenue
- 1-425 Columbia Avenue

This report has been prepared for the February 17th, 2026 meeting to council, file number 4320-20.

Monthly & Year-to-Date Totals

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

	2026		2025	
	Fees Received	Qty Issued	Fees Received	Qty Issued
Received in 2025 for 2026	\$16,900.00	113		
New Business Licences	\$2,200.00	20	\$1,200.00	9
New ICBL Licences	\$600.00	6	\$100.00	1
ICBL Licence Year-to-Date Totals	\$8,200.00	81	\$5,600.00	56
All Licence Monthly Total	\$81,300.00	466	\$77,675.00	440
All Licence Year-to-Date Totals	\$98,200.00	579	\$82,475.00	457

New Licences

BL# 3348 Vital Clean Ecoservices Corp
 Castlegar, BC
Cleaning Services

BL# 3339 Stevens Consulting Services
 Castlegar, BC
Refrigeration Representative

BL# 3342 Skyline Tattoo Studio
 1810 8th Avenue
 Castlegar, BC
Tattoo Studio

BL# 3351 Star Transfer LTD
 4720 14th Avenue
 Castlegar, BC
Moving & Storage

BL# 3347 LM Home Support
 Castlegar, BC
Mobile Home Support Nurse

BL# 3345 JP Rentals
 2904 9th Avenue
 Castlegar, BC
Short Term Rental

BL# 3350 World Wide Satellite Inc
 Bradford, ON
Residential Telecommunications

BL# 3352 Kodiak Drywall (2024) LTD
 Kelowna, BC
Drywall Contractor

BL# 3357 Royce Schmidt
Castlegar, BC
Carpet Cleaning Company

BL# 3332 JY Contracting Ltd
Nelson, BC
Excavation Contractor

BL# 3349 Essentials Point Retail Inc. (Chevron)
1928 Columbia Avenue
Castlegar, BC
Convenience Store & Gas Bar

BL# 3355 Anni Muhlegg Integrative Counseling
1351 Elkview Trail
Castlegar, BC
Counselling Services

BL# 3344 Heart Centered Counseling
3305 3rd Avenue
Castlegar, BC
Psychological Services

BL# 3358 Bry & Bean Co. Home
3724 Toba Rd
Castlegar, BC
Short Term Rental

BL# 3359 McLellan Contracting
Castlegar, BC
Carpentry Contractor

BL# 3360 Kootenay Foot Care
Castlegar, BC
Mobile Foot Care Nurse

BL# 3330 Postnikoff Built Ltd.
Castlegar, BC
General Contractor

BL# 3346 The Backeddy Pub
1432 Columbia Avenue
Castlegar, BC
Restaurant

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: February 17, 2026 **REPORT NO.:** 26-11
SUBMITTED BY: Manager of Legislative Services **FILE NO.:** 4200-20
SUBJECT: 2026 Local Government Election Appointments and Compensation

RECOMMENDATIONS (to be considered individually):

- 1. THAT Nicole Brown be appointed Chief Election Officer for the 2026 Local Government Election with power to appoint other election officials as required for the administration and conduct of the 2026 Local Government Election,**

AND FURTHER;

THAT Nikki Zimmerman be appointed Deputy Chief Election Officer for the 2026 Local Government Election.

- 2. THAT the 2026 Election officials shall be compensated as follows:**

- | | |
|-----------------------------------------|-----------------------------|
| a) Chief Election Officer | \$1,900 per election |
| b) Deputy Chief Election Officer | \$1,450 per election |
| c) Presiding Election Official | \$500 per voting day |
| d) Poll Clerk | \$325 per voting day |

AND FURTHER;

THAT the City provide meals for all election staff in attendance at the voting place.

- 3. THAT the Chief Election Officer and Deputy Chief Election Officer be compensated an additional \$300 each should they be required to manage the Regional District of Central Kootenay assent vote for Castlegar voters.**

PURPOSE:

Report to appoint a Chief Election Officer and Deputy Chief Election Officer for the purpose of conducting the 2026 Local Government Election and to establish the compensation to be paid to election staff.

This report is for consideration at the February 17, 2026, Committee of the Whole Meeting and adoption at the March 2, 2026, Regular Meeting.

SUMMARY/BACKGROUND:

The Local Government Election will be held on Saturday, October 17, 2026.

Section 58 of the *Local Government Act* requires that the local government appoint a Chief Election Officer and a Deputy Chief Election Officer for the purpose of conducting an election.

Election Staff Compensation Rates

City of Castlegar remuneration and rates for election officials were reviewed in 2026 after not being increased since 2020. Staff researched nine other municipalities and regional district election staff pay rates and calculated the following average rates:

- Chief Election Officer average was \$1,910 per election
- Deputy Chief Election Officer average was \$1,440 per election
- Presiding Election Official average was \$460 per voting day
- Poll Clerks average was \$325 per voting day

Council authorized the following remuneration and rates for the 2022 Election:

- Chief Election Officer \$1,700 per election
- Deputy Chief Election Officer \$1,200 per election
- Presiding Election Official \$700 per election
- Poll Clerk \$300 per voting day

For the 2026 Local Government Election staff is recommending Council authorize the following remuneration and rates:

- Chief Election Officer \$1,900 per election
- Deputy Chief Election Officer \$1,450 per election
- Presiding Election Official \$500 per voting day
- Poll Clerk \$325 per voting day

An increase to the Chief Election Officer and Deputy Chief Election Officer rates in 2026 is recommended for the following reasons:

- These positions are responsible for ensuring the integrity, transparency, and legal compliance of the entire election process not just on voting days. This requires a level of training and independent decision-making, as well as many additional hours outside the regular workday.
- The recommended rates are in alignment with other municipality averages.
- The City of Castlegar is also responsible for organizing and hosting the School District #20 Trustee Election for the Castlegar area.

Staff are recommending an additional \$300 be included for the Chief Election Officer and Deputy Chief Election Officer should the Regional District of Central Kootenay (RDCK) request the Castlegar Chief Election Officer and Deputy Chief Election Officer to manage and oversee the RDCK assent voting for the electors within Castlegar at the same time and location. This would include ballot distribution, accounting, and counting. This would be a manual count on top of the City and School District Trustee count. This increases complexity, workload, time, and accountability on voting days.

A change to per day rather than per election for the Presiding Election Official is recommended for the following reasons:

- An appointed Presiding Election Official has a considerable amount of responsibility, especially if they are at a separate location such as a special voting opportunity, or if a separate polling location is required for School Trustee voting.

- The appointment of a Presiding Election Official for Castlegar is usually for general voting day, not the entire election, depending on the need for separate voting locations.

ALTERNATIVES:

1. Council could hire a contractor to provide the services of Chief Election Officer and/or Deputy Election Officer. An estimated cost to contract out the position of Chief Election Officer only in 2022 was \$5,500 plus travel expenses. Staff could support this, but this would be difficult to meet legislated deadlines.
2. Council could keep election official remuneration and rates the same as 2022:

Chief Election Officer	\$1,700 per election
Deputy Chief Election Officer	\$1,200 per election
Presiding Election Official	\$700 per election
Poll Clerk	\$300 per day

Staff do not recommend this as the recommended 2026 rates are more in line with averages calculated from a review of other municipalities and reflect the workload and responsibilities associated with these roles.

3. Council could choose to determine rates other than those recommended by staff. Staff could support this if it was in line with best practices and calculated averages.

IMPLICATIONS:

(1) Social N/A

(2) Environmental N/A

(3) Personnel In addition to the Chief Election Officer and the Deputy Chief Election Officers, Corporate Services staff will be involved in the preparation and administration of the 2026 Local Government Election.

The election is estimated to require 300 staff hours.

(4) Financial The estimated cost of the 2026 local government election is up to \$40,000. The costs are included in the 2026 budget.

In accordance with the *School Act*, the School Board must reimburse the municipality for any costs of the trustee election that are additional to the costs, incurred by the municipality in conducting a Local Government Election at the same time as the trustee election.

POLICY IMPLICATIONS:

City of Castlegar Local Government Election and Assent Voting Bylaw 1381 provides for the determination of various procedures for the conduct of local government elections and assent voting and for the use of automated voting machines.

The *Local Government Act* Section 58 states:

- 1) For the purposes of conducting an election, the local government must appoint a Chief Election Officer and a Deputy Chief Election Officer.
- 2) The Chief Election Officer must appoint election officials required for the administration and conduct of the election.

The *School Act* Section 37 states:

If a trustee electoral area is all or part of a single municipality, the municipal council must conduct the trustee elections in the trustee electoral area.

IMPLEMENTATION:

Once the Chief Election Officer and Deputy Chief Election Officers are appointed, they will proceed with the required administration of the 2026 Local Government Election.

COMMUNICATION:

If approved, the election officials and rates will be included in the Council Highlights

Respectfully submitted,



Nicole Brown
Manager of Legislative Services

Approved by



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

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: February 17, 2026 **REPORT NO.:** 26-12
SUBMITTED BY: Manager of Legislative Services **FILE NO.:** 0540-20
SUBJECT: Council Remuneration Review Committee Appointments

RECOMMENDATIONS (to be considered individually):

- 1. THAT Council appoint Dan Rye, Jo-Ann Bursey, and Stuart Ady to a Council Remuneration Review Committee to conduct an independent review of stipends, indemnities, expense allowances, per diems and travel expenses paid to members of Council,***

AND FURTHER;

THAT a report with their recommendations be presented to Council no later than June 30, 2026.

- 2. THAT Council adopt the Council Remuneration Review Committee Terms of Reference.***
-

PURPOSE:

Report to appoint a Council Remuneration Review Committee to conduct a review of remuneration paid to Mayor and Councillors, as is required by Council Indemnity Bylaw 835, and to adopt the Council Remuneration Review Committee Terms of Reference.

This report is for consideration at the February 17, 2026, Committee of the Whole Meeting and adoption at the March 2, 2026, Regular Meeting.

SUMMARY/BACKGROUND:

Castlegar Council Indemnity Amendment Bylaw 835 section 7 states:

A review of the remuneration paid to members of Council shall be undertaken 6 months prior to every Local Government General Election, with approved recommendations resulting from the review to take effect upon the date of the Inaugural Meeting held after the Local Government General Election.

While the Bylaw requires that a review be undertaken it does not stipulate how the review is to be conducted. Since 2008, staff have researched and prepared a report to appoint members of the public to a Council Remuneration Review Committee.

The three-member Committee ideally consists of persons with past municipal council or staff experience, and members of the community who are familiar with the time commitment, requirements and expectations of Council members. The Committee conducts a review of stipends, indemnities, expense allowances, per diems and travel expenses, and any other payments or benefits to members of Council. This process supports public understanding

that the review is being conducted in an objective and independent manner. The Committee will provide staff direction to make recommendations to Council by staff report no later than June 30, 2026, to provide sufficient time to revise and, if necessary, adopt any remuneration framework by Bylaw.

Appointments to this Committee expire August 1, 2026.

Any changes to remuneration will take effect as of the Inaugural Meeting scheduled for November 2, 2026.

Staff researched best practices as defined in the UBCM Council and Board Remuneration Guide and feel that a formal Terms of Reference for this Committee would be beneficial to define the expectations and inform Committee members and the public of the purpose, mandate, and structure and expectations of the Committee (attached).

In addition, staff recommends that this Committee be established as an Advisory Committee and not a Standing Committee. In accordance with legislation, a Standing Committee provides for the Mayor to be part of the Committee. Best practices show that having a current elected official on the Committee may create a perceived conflict of interest and put them in an awkward position advising on potential increases if they intend to run in the upcoming election.

ALTERNATIVES:

1. Council could choose to hire a consultant to conduct the review. Staff does not recommend this as a consultant may not be familiar with the community, and there are cost implications of hiring a consultant as opposed to volunteers.
2. Council could direct staff to conduct the review. Staff does not recommend this option as a perceived conflict of interest could be in place. The proposed appointments ensure the review is being conducted in an objective and independent manner.

IMPLICATIONS:

- | | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) Social | Appointing members to conduct an independent review of remuneration and eligible expenses for Council contributes to providing open government and being accountable to citizens. |
| (2) Environmental | N/A |
| (3) Personnel | It is expected to take approximately 25 hours to organize meetings, attend them, conduct research to provide information and resources to the Council Remuneration Review Committee, and report back to Council. |
| (4) Financial | There are no financial implications to appointing the Committee as it will be a volunteer Advisory Committee. Any changes adopted as a result of this Committee's recommendation would impact the City's Five-year Financial Plan. |

POLICY IMPLICATIONS:

Conducting this review will ensure compliance with the provisions of Section 7 of Council Indemnity Bylaw 835.

The recommendations support the 2023-2027 Council Strategic Plan Principal of *Governance and Service Excellence* goals:

- Making Transparent Decisions.
- Showing Fiscal Stewardship.

IMPLEMENTATION:

If appointments are approved, staff will notify the members of their appointment and arrange meetings with the Committee.

COMMUNICATION:

If approved these appointments will be included in the Council Highlights.

Respectfully submitted,



Nicole Brown,
Manager of Legislative Services

Approved by



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

Council Remuneration Review Committee

Terms of Reference

ESTABLISHMENT AND AUTHORITY

Council Indemnity Amendment Bylaw 835 section 7 states a review of the remuneration paid to members of Council shall be undertaken 6 months prior to every Local Government General Election, with approved recommendations resulting from the review to take effect upon the date of the Inaugural Meeting held after the Local Government General Election.

PURPOSE

The purpose of the Council Remuneration Review Committee ("the Committee") is to provide an objective, transparent and evidence-based review of the remuneration (salary, stipends, allowances, benefits, expense reimbursement) of elected officials of the City of Castlegar (the "Council"). The Committee will inform recommendations to Council by staff report to enable them to adopt a remuneration framework by Bylaw that is reasonable, publicly defensible, and aligned with the duties, responsibilities and time commitments of elected office.

LEGISLATIVE / POLICY CONTEXT

1. While the specific amount of remuneration for elected officials is set by Bylaw in accordance with relevant provisions of the *Community Charter and/or the Local Government Act* (as applicable), the Committee's role is to inform that decision making process.
2. The Union of British Columbia Municipalities (UBCM) Remuneration Guide encourages local governments to adopt independent review processes for remuneration of elected officials
3. Castlegar Council Indemnity Bylaw 835.

SCOPE & MANDATE

The Committee's mandate is to:

1. Operate in a manner consistent with principles of fairness, transparency, accountability (to the public and Council) and alignment with local government best practices.
2. Review the current remuneration, allowances, benefits and expense reimbursement provisions for the Mayor and Councillors.
3. Assess the time commitments, responsibilities, complexity, risk, and public expectations of elected office in the City context (including any changes since the last review).

4. Benchmark remuneration levels against comparable municipalities (size, geography, population, budget), considering local context (e.g., cost of living, municipal revenue, service levels).
5. Consider whether the remuneration framework supports the recruitment and retention of a diverse and representative pool of candidates for elected office.
6. Guide staff assigned to the Committee in preparing a report with recommendations to Council including:
 - a. proposed remuneration levels (base, roles, allowances, expense reimbursement) for the forthcoming term.
 - b. any recommended Bylaw amendments or policy changes needed.
 - c. explanation of methodology, comparators, key findings and rationale.

COMPOSITION & APPOINTMENT

1. The Committee shall consist of three (3) members.
2. Members shall be independent and non-elected.
3. Members are typically sought for their experience in relevant areas such as human resources, business or law, finance, community service or engagement.
4. Ideally at least one member should have experience or understanding of municipal governance, compensation review processes or related fields.
5. On the recommendation of staff, Council shall appoint Committee members by resolution. The term of the Committee shall commence on that date and terminate on submission of the final report to Council or otherwise as defined.
6. The Manager of Legislative Services and the Director of Corporate Services will provide administrative support to the Committee.
7. Committee members serve as volunteers and shall serve without remuneration.

TERM & SCHEDULE

1. The Committee shall commence its work by May 1 in the election year.
2. Staff shall deliver its report with recommendations to Council by June 30 in the election year.
3. The Committee shall meet at such times and places as it determines necessary, subject to public meeting notice requirements (if applicable).

AUTHORITY & REPORTING

1. The Committee is advisory to Council; it has no delegated decision-making authority to set remuneration amounts—Council retains sole authority to adopt the remuneration and expense-related Bylaws.
2. The Committee may request information, data or support from the City (e.g., remuneration data, comparator municipality statistics), subject to confidentiality and staff capacity.
3. The Committee recommendations shall be reported in writing by staff to Council.
4. Upon receipt, Council must consider the findings, and direct staff to prepare any revisions to the relevant Bylaws.

CONFLICT OF INTEREST AND CONFIDENTIALITY



1. Committee members must declare any personal or professional interest that could reasonably be perceived as a conflict of interest in relation to the Committee's mandate.
2. Committee meetings (or portions thereof) may be held in camera only if permitted under the applicable legislation or meeting procedure Bylaw. The default should be that meetings are open and transparent.
3. Committee members must keep confidential any information designated as confidential by Council or staff (e.g., personal data, individual remuneration comparisons) and must not use such information for personal gain.

WORK PLAN / TIMELINE (ILLUSTRATIVE)

Stage	Description	Timeline
1	Appointment of Committee & orientation	January-February
2	Data gathering	March
4	Draft analysis & recommendations	March-April
5	Committee recommendations	By May 1
6	Council review & adoption of Bylaw amendments	May-June 30



CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: February 17, 2026 **REPORT NO.:** 26-15
SUBMITTED BY: Director of Finance & Technology **FILE NO.:** 1200-10
SUBJECT: Early Spend Approval for Projects Included in the Draft 2026-2030
Financial Plan

RECOMMENDATIONS (to be considered individually):

- 1. THAT Council provide early spend approval in the amount of \$25,000 for the Regional Airport Study project in the 2026 Budget,***

AND FURTHER;

THAT the Regional Airport Study project be incorporated into the 2026-2030 Financial Plan accordingly.

- 2. THAT Council provide early spend approval in the amount of \$9,000 for the Electronic Time Tracking, Including Leave Request and Training Tracking project,***

AND FURTHER;

THAT the Electronic Time Tracking Including Leave Request and Training Tracking project be incorporated into the 2026-2030 Financial Plan accordingly.

PURPOSE:

To seek Council's early spend approval for the Regional Airport Study and Electronic Time Tracking, Including Leave Requests and Training Tracking, projects included in the Draft 2026-2030 Financial Plan.

This report is for consideration at the February 17, 2026, Committee of the Whole Meeting and for adoption at the February 17, 2026, Regular Council Meeting to enable early procurement and implementation for these Capital Projects.

SUMMARY/BACKGROUND:

The 2026-2030 Five-Year Financial Plan Bylaw is scheduled to be considered by Council in late March and adopted in April.

Two Capital Projects have been identified that require early budget approval due to seasonal timing and other deadlines. Both projects have been included in the Draft 2026-2030 Financial Plan.

Capital Project	Draft Funding Source	2026 Early Approval
<u>Regional Airport Study</u> This project will serve as a preliminary assessment of alternative models of funding and governance for the West Kootenay Regional Airport. Early funding is required to enable procurement based on the availability of the consultants undertaking the work.	Future Airport Capital Reserve	\$25,000
<u>Electronic Time Tracking</u> This project is in support of the City's Organizational Plan implementation and is intended to provide operational efficiencies in recruitment, payroll and benefits. Early funding is required due to the contractor availability.	IT Reserve	\$9,000 \$3,000 annual licencing

The budget sheets for these requests are attached.

Both projects have interdependencies that support other Capital and Operational projects to proceed in a more cost-effective and efficient manner once the 2026-2030 Financial Plan is further considered and adopted.

ALTERNATIVES:

1. Council could choose to only provide early spend approval for one of the projects.
2. Council could choose to deny early spend approval for both projects.

IMPLICATIONS:

- (1) **Social** N/A
- (2) **Environmental** N/A
- (3) **Personnel** Approximately 2 hours of staff time was spent compiling this report.
- (4) **Financial** Provided as part of the Summary/Background of this report.

POLICY IMPLICATIONS:

These projects are being pursued in alignment with Council's Strategic Plan pillar of 'West Kootenay Regional Airport Excellence' and 'Governance and Service Excellence' the City's Organizational Plan pillar of 'Systems, Processes and Technology'.

IMPLEMENTATION:

If approved, staff will be notified so that early procurement can proceed according to the needs of each project.

COMMUNICATION:

N/A

Respectfully submitted,



Steffan Klassen, CPA
Director of Finance & Technology

Approved by



Chris Barlow, ASCT
Chief Administrative Officer

City of Castlegar - Project Summary

101325 - Regional Airport Study

Project Number	101325	Title	Regional Airport Study	Status	New
Project Cost	\$25,000	Division	Airport Capital	Manager	Danny Clarke
Start Date	2026-02-16	Completion Date	2026-06-30	Year Identified	2026
Strategic Plan	1.3 Efficient and Effective				
Master Plan	Airport Master Plan				
Description	This project will serve as a preliminary assessment of alternative models of funding and governance for the West Kootenay Regional Airport.				

Comments

Justification The WKRA is an important transportation hub for the West Kootenay Region. The airport needs to grow and requires significant capital investments and this study is intended identify potential operating and financial models for the future.

Project Forecast

Object	2026	2027	2028	2029	2030
Funding Source					
9150 - Tfr In From Future Airport Capital Reser	25,000	-	-	-	-
Total Funding Source	25,000	-	-	-	-
Percent Increase		(100.00%)	0.00%	0.00%	0.00%
Expenditure					
8500 - Capital Purchase	25,000	-	-	-	-
Total Expenditure	25,000	-	-	-	-
Percent Increase		(100.00%)	0.00%	0.00%	0.00%
Net Total	-	-	-	-	-

Budget Details

Objects	Comments	Object Subtotals	2026 Budget
Funding Source			
Transfer Between Reserves - Revenue			
9150 - Tfr In From Future Airport			25,000
Total			25,000
Total Funding Source			25,000
Expenditure			
Capital Purchase - Expense			
8500 - Capital Purchase	Preliminary assessment of alternative models for W		25,000
Total			25,000
Total Expenditure			25,000
Net Total			-

City of Castlegar - Project Summary

101313 - Electronic Timesheets

Project Number	101313	Title	Electronic Timesheets	Status	New
Project Cost	\$9,000	Division	Information Technology	Manager	Steffan Klassen
Start Date	2026-02-27	Completion Date	2026-06-30	Year Identified	2026
Strategic Plan	1.3 Efficient and Effective				

Master Plan

Description HRISMyWay is a cloud-based Human Resource Information System designed for municipalities. It integrates with payroll systems to streamline HR processes, including time entry, leave management, employee records, and approvals. The platform provides self-service access for staff and managers, enabling efficient handling of timesheets, pay slips, and notifications.

Comments

Justification Implementing HRISMyWay will streamline HR operations by automating time entry, leave management, payroll integration, and employee recordkeeping in a secure, cloud-based platform. This reduces manual processes, improves accuracy, and saves administrative time while providing employees and managers with self-service access to timesheets, pay slips, and approvals. The system enhances compliance, transparency, and scalability, supporting our goal of modernizing internal operations and improving service delivery.

Project Forecast

Object	2026	2027	2028	2029	2030
Funding Source					
9132 - Tfr In From IT Reserve	9,000	-	-	-	-
Total Funding Source	9,000	-	-	-	-
Percent Increase		(100.00%)	0.00%	0.00%	0.00%
Expenditure					
8500 - Capital Purchase	9,000	-	-	-	-
Total Expenditure	9,000	-	-	-	-
Percent Increase		(100.00%)	0.00%	0.00%	0.00%
Net Total	-	-	-	-	-

Budget Details

Objects	Comments	Object Subtotals	2026 Budget
Funding Source			
Transfer Between Reserves - Revenue			
9132 - Tfr In From IT Reserve			9,000
Total			9,000
Total Funding Source			9,000
Expenditure			
Supplies and Equipment			
7160 - Enterprise Software	Implementation consulting from Central Square and		-
Total			-
Capital Purchase - Expense			
8500 - Capital Purchase			9,000
Total			9,000
Total Expenditure			9,000
Net Total			-

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: February 17, 2026 **REPORT NO.:** 26-17
SUBMITTED BY: Director of Finance & Technology **FILE NO.:** 3900-20
SUBJECT: West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw 1450

RECOMMENDATION:

THAT Council consider the required readings of the West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw 1450, authorizing the City to borrow \$5,000,000 to fund the Air Terminal Building Expansion and Groundside Improvements project.

PURPOSE:

THAT Council consider the first three readings of the West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw 1450 (see attached draft Bylaw), authorizing the City to borrow \$5,000,000 to fund the Air Terminal Building Expansion and Groundside Improvements project.

This report is for consideration at the February 17, 2026, Committee of the Whole Meeting, first three readings of the Bylaw at the February 17, 2026, Regular Meeting, and adoption of the Bylaw upon approval from the Inspector of Municipalities of the Bylaw at a future Council Meeting.

SUMMARY/BACKGROUND:

The Airport Terminal Building (ATB) at the West Kootenay Regional Airport (WKRA) is undersized for current passenger volumes, which reduces passenger satisfaction and impacts the airport's attractiveness for investment. There are two main objectives for the ATB Expansion project:

1. Expand and improve passenger spaces, including the concourse, arrivals and baggage claim area, and holding room to accommodate both current and future passenger volumes; and
2. Improve administrative spaces for staff and airlines.

The ATB expansion was noted in the Airport Master Plan completed by Stantec in 2019 as the most critical investment for the airport if airlines begin operating the 78-seat Q400 aircraft, which Air Canada did in 2021. The upgrade is also a goal of the 2023-2027 Council Strategic Plan under the principle "West Kootenay Regional Airport Excellence".

At the June 23, 2025, Regular Meeting, Council awarded a contract for architectural services to Kasian Architecture Interior Design and Planning Ltd. Their work has progressed through

program review and is currently entering concept design. If funding is secured, it is expected that construction on the ATB will start by 2027.

The estimated total value of the project, including design and construction, is \$10,000,000, which is consistent with both the 2019 Stantec Airport Master Plan estimate and estimates prepared by Colliers in 2023. In 2023, the City received a \$6,000,000 grant from the Union of BC Municipalities Strategic Priorities Fund for this project, so the City must fund the remaining \$4,000,000. As the project is still in very early stages, staff recommend increasing potential borrowing by an additional \$1,000,000 to provide a contingency for unexpected escalation.

The purpose of Bylaw 1450 is to provide this funding through long-term borrowing from Municipal Finance Authority (MFA) as outlined in the 2025-2029 Financial Plan.

Loan Application

The Inspector of Municipalities must review and approve the Borrowing Bylaw which is submitted with supporting information. The items considered during the review process include the City's revenue and existing debt servicing and whether the borrowing fits under approval-free liability zone (assent free zone) which is where debt payments are less than ten percent of controllable and sustainable municipal revenue. BC municipalities' financial liabilities (e.g. under leases, partnering, and long-term debt agreements) are subject to liability servicing limits.

The recommended borrowing does not exceed the approval-free liability zone, therefore will not require elector approval.

ALTERNATIVES:

1. Council could choose not to approve the requested borrowing. Staff do not recommend this as the borrowing is required to fulfill the requirements of the funding agreement for the \$6,000,000 grant received from the Strategic Priorities Fund. Failing to meet the requirements of the grant agreement would risk losing the grant in its entirety.
2. Council could choose to defer the project. Staff do not recommend this approach, as doing so would result in losing the \$6,000,000 Strategic Priorities Fund grant.

IMPLICATIONS:

- | | |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) Social | The recommended borrowing brings upgrades to the ATB that will benefit travellers and the surrounding community, positioning the WKRA as the region's airport. |
| (2) Environmental | Upgrades to the airport consider modern energy efficiency standards. |
| (3) Personnel | Approximately 20 hours of staff time is required to execute the documents required to obtain the above financing. |
| (4) Financial | The MFA assumes an interest rate of 4.01%, as per MFA's February 2026 interest rate estimate for the Long-term Borrowing Program. |

The cost of the budgeted borrowing amount would result in projected annual debt servicing of \$296,500, with repayment coming from Airport Revenues. After ten years, the relending rate will be reset at the current market rate for a period to be determined at that time (likely five years) for a total loan period of 30 years. The WKRA requires increased revenues to cover loan payments starting in Fall 2027 or Spring 2028. The loan payments are planned to be funded by increased ridership and increased airport fees. In the event of a revenue shortfall, airport lands taxation or other future revenue streams will need to be considered until such time as the revenues are sustainable.

POLICY IMPLICATIONS:

Section 179 of the *Community Charter* provides that Council may, by a loan authorization bylaw adopted with the approval of the inspector, incur a liability by borrowing for any purpose of a capital nature.

This supports the 2023-2027 Strategic Plan Principles of:

- Governance & Service Excellence and the goals of ‘Fiscal Stewardship’ and ‘Asset Management Planning’.
- West Kootenay Regional Airport Excellence and the goal of ‘Deliver Travel Experience’.

It also supports the 2019 Airport Master Plan Implementation Plan, which indicated the ATB would need expansion if Q400 aircraft were operated out of the WKRA.

IMPLEMENTATION:

- After the first three readings of Bylaw 1450, the Bylaw will be submitted to the Ministry for Inspector Approval, pursuant to section 179(1) of the *Community Charter*.
- After an estimated 6 weeks for inspector approval, staff will bring a report to Council to seek adoption of Bylaw 1450.

COMMUNICATION:

N/A

Respectfully submitted,



Steffan Klassen, CPA
Director of Finance & Technology

Approved by



Chris Barlow, ASCT
Chief Administrative Officer

West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw

Bylaw 1450

A Bylaw to authorize the borrowing of funds for the West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements

WHEREAS; Section 179 of the *Community Charter* states Council may, by a loan authorization bylaw adopted with the approval of the inspector, incur a liability by borrowing.

WHEREAS it is deemed expedient and in the public interest to complete the West Kootenay Regional Airport Air Terminal Building and Groundside Improvements.

AND WHEREAS the estimated cost of the West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements, including expenses, incidental thereto, is \$10,000,000 net of taxes in Canadian dollars, of which a maximum sum of five million, (\$5,000,000) in Canadian dollars is to be borrowed by this Bylaw.

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction and implementation of West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements to facilitate efficient operations of passenger services with multiple Q400 aircraft and in accordance with the general file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a. To borrow upon the credit of the Municipality, a sum of five million (\$5,000,000) in Canadian dollars.
2. The maximum term for which debentures may be issued to secure the debt created by this Bylaw is 30 years.
3. The Bylaw may be cited as "West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw 1450".

READ A FIRST TIME this day of MONTH, YEAR.

READ A SECOND TIME this day of MONTH, YEAR.

READ A THIRD TIME this day of MONTH, YEAR .

Received the approval of the Inspector of Municipalities this day of YEAR.

ADOPTED this day of MONTH, YEAR.

Mayor

Director of Corporate Services

Regular Meeting Minutes of Council February 2, 2026

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

Members Present Mayor Maria McFaddin
Councillor Darcy Bell
Councillor Brian Bogle
Councillor Sandy Bojechko
Councillor Shirley Falstead
Councillor Sue Heaton-Sherstobitoff
Councillor Cheryl MacLeod

Absent Nil

Staff Present Chris Barlow, Chief Administrative Officer
Bree Seabrook, Director of Corporate Services
Steffan Klassen, Director of Finance & Technology
Danny Clarke, Airport Manager
Chris Hallam, Director of Municipal Services
Nick Ahlefeld, Fire Chief
Nicole Brown, Manager of Legislative Services
Meeri Durand, Director of Community Safety & Development
Deanna Hooper, Manager of Civic Works
Ginger Lester, Communications Manager
Anne Simonen, Project Manager
Monty Taylor, RCMP Sergeant

Other Public and Media

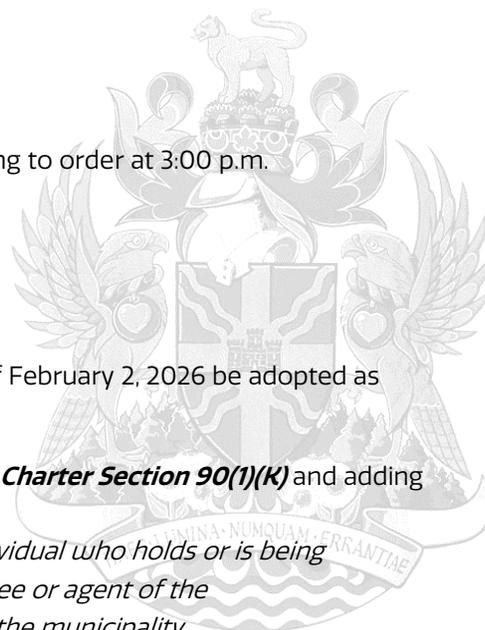
1 CALL TO ORDER: Mayor McFaddin called the meeting to order at 3:00 p.m.

2 ADOPTION OF AGENDA:

R014-26 Moved and seconded, and
RESOLVED:

THAT the agenda for the Regular Council Meeting of February 2, 2026 be adopted as amended by:

- Under Section 11, removing closed **Community Charter Section 90(1)(K)** and adding closed **Community Charter Section 90(1)(A)**
Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality,
- Under Section 17, adding the letter from Pegah Pourkarimi received January 16, 2026.
- Under Section 15 (a) 4., adding the following recommendation from the January 12, 2026, Committee of the Whole Meeting to be considered for adoption by Council:



"THAT Council approve Temporary Use Permit 2-25 to allow 'Industrial – Light' use at 2240 6th Avenue within the C3: Corridor Mixed Use zone for furniture manufacturing for a three-year term."

3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:

R015-26

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

- Responded to 16 calls for service year to date.
- Update on department training.

(c) RCMP DETACHMENT VERBAL UPDATE

- Polar plunge event in partnership with Special Olympics.
- Update on recent property thefts and an ongoing arson investigation.

(d) WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE

- Update on passenger loads in January.

(e) COMMUNITY SAFETY AND DEVELOPMENT VERBAL UPDATE.

- Nil

(f) Temporary Use Permit 2-25 Arrow Building Supplies – Public feedback verbal update.

- Public notification was sent and two letters with feedback were received. One letter with a concern regarding the property maintenance, and one letter in support of the proposal.

(g) Development Variance Permit 26-01 (2309 5th Avenue) (Report No. 26-09)

Report from the Planner – Policy to seek Council consideration of issuance of Development Variance Permit 26-01 (DVP 26-01) to authorize the construction of a fence located at 2309 5th Avenue.

COW011-26

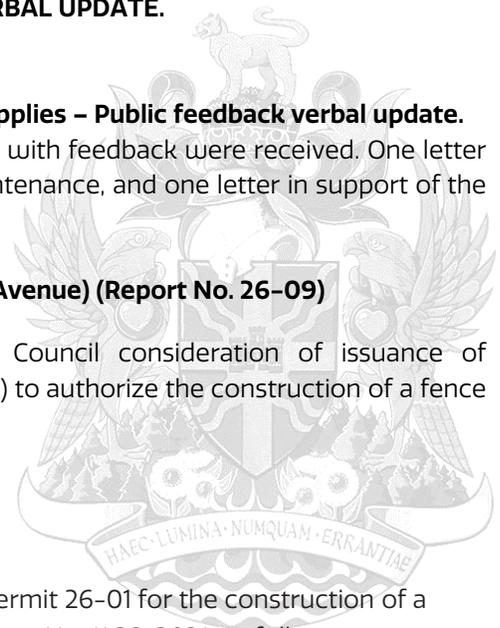
Moved, and
RECOMMENDED:

THAT Council approve Development Variance Permit 26-01 for the construction of a fence by varying the City of Castlegar Zoning Bylaw No. 1428, 2024 as follows:

- 4.2.1 a) i) Maximum Height of a Fence or Screening – Front Yard: from 1.2 m to 1.82 m for the proposed fence;

in accordance with the terms and conditions of draft permit DVP 26-01.

CARRIED.



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

(a) COUNCIL COMMITTEE LIAISON VERBAL UPDATE

- Kootenay Gallery Soup for the Cultured Soul Event.
- Update on the Kootenay Gallery Board Meeting and their marketing and fundraising.
- Castlegar and District Hospital Foundation update.
- Castlegar Communities in Bloom, adopt a road program in collaboration with Civic Works.
- Castlegar together meeting with community organizations.
- Update on the creation of a banner policy.

7 FINANCE AND CORPORATE SERVICES (Councillor Bogle, Chair)

(a) Finance and Corporate Services Community Liaison Verbal Update

- Temporary closure at the Chamber of Commerce; it should be open by Friday.

(b) Corporate Services Verbal Update

- Introduction of Trevor Hustad the new Building Official.
- Update on the new Organizational Effectiveness & Initiatives Specialist position, and the elimination of the Manager of IT position.
- Update on various positions available, and recruitment.
- Overview of the targeted door hanger initiatives.
- Outdoor rinks are now closed.
- Update on the utility invoice newsletter.
- Update on the demolition of the Eremenko Building.

(c) 2026–2028 Organizational Plan & Action Plan (Report No. 26–10)

Report from the Chief Administrative Officer to provide Council with the City of Castlegar's 2026–2028 Organizational Plan and 2026–2028 Action Plan.

COW012–26

Moved, and
RECOMMENDED:

THAT Council receive for information the City of Castlegar's 2026–2028 Organizational Plan and 2026–2028 Action Plan.

CARRIED.

(d) Finance Department Verbal Update

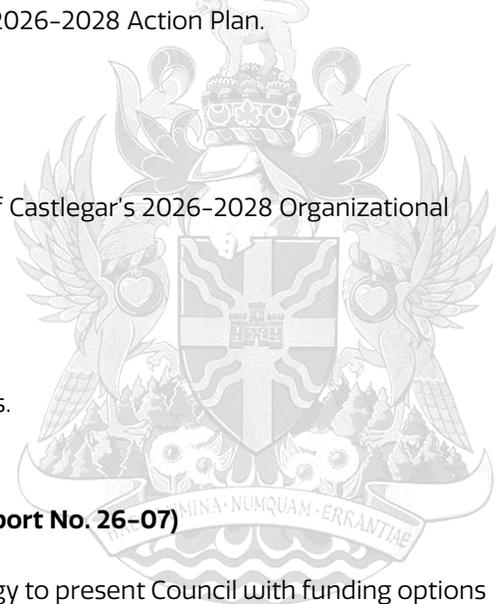
- Working on budget and year end financials.
- Utility billing was mailed last week.

(e) 2026 Community Group Funding Requests (Report No. 26–07)

Report from the Director of Finance & Technology to present Council with funding options in response to the 2026 budget requests from Castlegar & District Heritage Society, Castlegar & District Public Library, and Castlegar Festival Society.

COW013–26

Moved, and
RECOMMENDED:



THAT Council direct staff to include the Castlegar & District Heritage Society's 2026 request of \$63,046 annual contributions for 2026–2028, plus a one-time contribution of \$5,000 for refurbishment projects in the 2026–2030 Financial Plan,

AND FURTHER;

THAT the annual funding increase for 2026–2028 be phased in over 3 years using the Host Agreement Reserve with contributions of \$21,471 in 2026, \$8,235 in 2027 and \$0 in 2028,

AND FURTHER;

THAT the one time \$5,000 contribution for refurbishment projects be funded from the Host Agreement Reserve.

CARRIED.

COW014–26

Moved, and
RECOMMENDED:

THAT Council direct staff to include the Castlegar & District Public Library's 2026 request of \$366,293 in the 2026–2030 Financial Plan to be funded from taxation. The \$17,443 incremental increase will be funded by property tax increase in 2026.

CARRIED.

COW015–26

Moved, and
RECOMMENDED:

THAT Council direct staff to increase the contribution to the Castlegar Festival Society for 2026 to \$24,000 in the 2026–2030 Financial Plan with a one-time incremental increase of \$6,000 to come from the Host Agreement Reserve.

CARRIED.

Mayor McFaddin left the meeting at 3:57 p.m. and Deputy Mayor Bogle assumed the Chair.

(f) **Financing of South Sewage Treatment Plant North Train Renewal Preconstruction Expenditures via Liability Under Agreement (Report No. 26–08)**

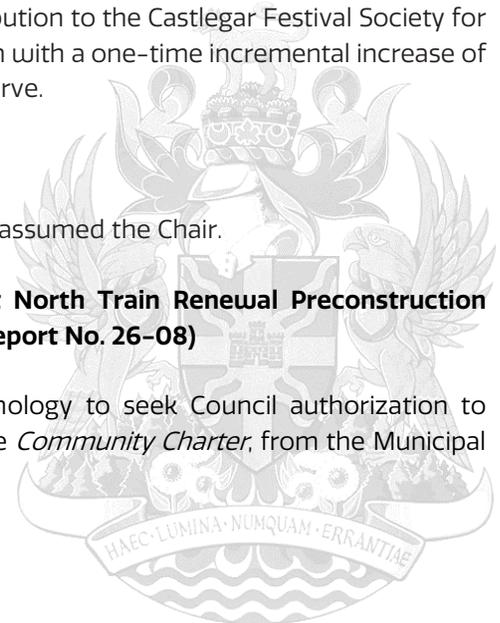
Report from the Director of Finance & Technology to seek Council authorization to borrow up to \$975,000 under Section 175 of the *Community Charter*, from the Municipal Financing Authority.

COW016–26

Moved, and
RECOMMENDED:

THAT Council authorizes up to \$975,000 be borrowed under Section 175 of the *Community Charter* from the Municipal Finance Authority for the purpose of works and services related to the North Train Reinstatement Project at the South Sewage Treatment Plant,

AND FURTHER;



THAT the loan be repaid in five years, with no rights of renewal.

CARRIED.

(g) **IT Department Verbal Update**

- Nil

8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)

(a) **Municipal Services Department Verbal Update**

- Update on the demolition of the Eremenko building.
- Update on flood plain mapping and documentation initiative.

9 QUESTION PERIOD:

- Nil

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R016-26

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.

R017-26

Moved and seconded, and
RESOLVED:

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

- ***Community Charter Section 90(1)(L)***
Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].
- ***Community Charter Section 90(1)(A)***
Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

AND FURTHER;

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

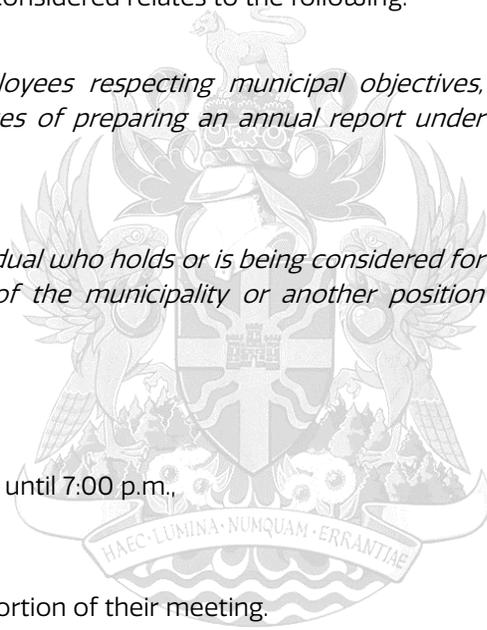
AND FURTHER;

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

CARRIED.

The meeting recessed at 4:20 p.m.

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



Present	Councillor Darcy Bell Councillor Brian Bogle Councillor Sandy Bojchko Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff Councillor Cheryl MacLeod
Absent	Nil
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 Nicole Brown, Manager of Legislative Services Meeri Durand, Director of Community Safety and Development
Other	Public and Media

13 DELEGATION:

(a) Reidun Rosi and Sandy McCreight on behalf of Castlegar Community Services Society presented with respect to the West Kootenay Driver Program. Highlights of the presentation include:

- There is a growing need for the medical transportation program.
- The Volunteer driver program to medical appointments began in 2005 and offers a door-to-door service. This is the only way to access medical appointments for some people.
- It is projected that 2,600 rides will be required this year. 2024/25 had 1,887 rides.
- Can provide some social rides also, however, medical takes priority.
- Over 30 volunteers signed up to provide rides.
- They are unable to fulfill rides due to a shortage of funding, not due to a shortage of volunteers, as the volunteers are provided with mileage.
- Looking at regional collaboration.
- How can the City help: advocate with Provincial partners, potential funding opportunities, connecting them with decision makers, support system level solutions.
- A letter of support from the City would be beneficial when applying for other grant funding.

14 COUNCIL MEETING MINUTES FOR APPROVAL:

R018-26 Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – January 12, 2026

CARRIED.

15 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

The following resolutions were recommended at the January 12, 2026, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R019-26 Moved and seconded, and
RESOLVED:



THAT the following items considered and received for information at the January 12 2026, Committee of the Whole Meeting, be adopted:

- Emergency Services Monthly Report – November 2025
- Emergency Services Monthly Report – December 2025
- 2025 Year End Annual Call Incident Report
- Building Permit Report – November 2025
- Business Licence Report – November 2025
- Building Permit Report – December 2025
- Business Licence Report – December 2025
- 2025 Year End Development Report

CARRIED.

R020-26 Moved and seconded, and
RESOLVED:

THAT Council receive report 26-02 for consideration and discussion.

CARRIED.

R021-26 Moved and seconded, and
RESOLVED:

THAT Council receive for information Report #26-06 titled "2025 Council Strategic Plan Implementation Report – Quarter 4 Update."

CARRIED.

R022-26 Moved and seconded, and
RESOLVED:

THAT Council approve Temporary Use Permit 2-25 to allow 'Industrial - Light' use at 2240 6th Avenue within the C3: Corridor Mixed Use zone for furniture manufacturing for a three-year term.

CARRIED.

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

R023-26 Moved and seconded, and
RESOLVED:

THAT Council authorizes up to \$975,000 be borrowed under Section 175 of the *Community Charter* from the Municipal Finance Authority for the purpose of works and services related to the North Train Reinstatement Project at the South Sewage Treatment Plant,

AND FURTHER;

THAT the loan be repaid in five years, with no rights of renewal.

CARRIED.



17 CORRESPONDENCE:

R024-26 Moved and seconded, and
RESOLVED:

THAT Council approve the requests from Christine Chore, on behalf of Canadian Dental Hygienists Association and Gary McKenna on behalf of British Columbia Dental Association to change the Kinnaird Overpass lights to purple from April 4-10, 2026, in recognition of National Dental Hygienists Week.

CARRIED.

R025-26 Moved and seconded, and
RESOLVED:

THAT Council approve the request from Matthew White, on behalf of Parkinson Society of British Columbia to change the Kinnaird Overpass lights to medium blue on April 11, 2026, in recognition of World Parkinson's Day.

CARRIED

Council discussed the request from Jayme Jones of Selkirk Innovates to be a participation partner on project Stories to Solutions: A Collaborative Regional Response to Rural Homelessness.

R026-26 Moved and seconded, and
RESOLVED:

THAT Council direct staff to respond to the request from Jayme Jones of Selkirk Innovates, declining their request to be a participation partner on project Stories to Solutions: A Collaborative Regional Response to Rural Homelessness.

CARRIED.

Council discussed the correspondence from Pegah Pourkarimi received January 16, 2026, regarding participating in Pitch-In week 2026. Council recommend staff respond asking them to connect with Civic Works regarding the Adopt-a-Road program and Pitch-In week 2026.

18 REPORTS OTHER:

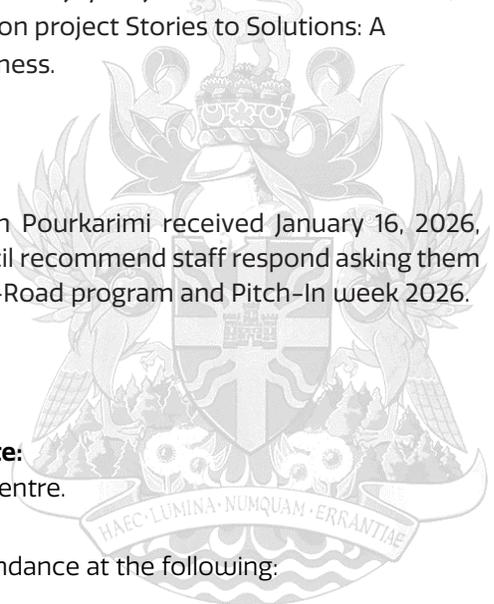
- (a) **Recreation Commission Member Verbal Update:**
- Next meeting tomorrow at the Recreation Centre.

19 MAYOR'S REPORT: The Mayor reported on her attendance at the following:

- RDCK Meetings.
- Roger's interview regarding Eremenko Building demolition.
- Senior's Association annual swearing in.
- Castlegar together community group meeting.

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION: Nil



22 NEXT MEETING(S):

February 17, 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.

23 NOTICE OF MOTION: Nil

24 QUESTION PERIOD:

Linda Miller inquired about the Organizational Effectiveness & Initiatives Specialist position, and how it was created and if other options were explored, such as external contractors.

25 ADJOURNMENT:

R027-26

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

CARRIED.

The Regular Meeting was adjourned at 7:49 p.m.

CERTIFIED CORRECT:

Bree Seabrook
Director of Corporate Services

Maria McFaddin
Mayor



You don't often get email from [REDACTED]

[Learn why this is important](#)

Hello,

I am contacting you on behalf of **Lupus Canada**, the only national organization dedicated to lupus research, advocacy, awareness, and education. Lupus is a chronic autoimmune disease that affects millions worldwide, yet it remains widely misunderstood. Increasing awareness is crucial to improving early diagnosis, treatment, and support for those affected.

May is **Lupus Awareness Month**, with **World Lupus Day on May 10th**, a global initiative to highlight the challenges faced by those living with lupus and promote research, advocacy, and support. We kindly request that the **Kinnaird Interchange Overpass be illuminated in purple on May 10th** to show solidarity with the lupus community. Purple, the official colour of lupus awareness, symbolizes hope and unity.

By joining landmarks such as the CN Tower, Niagara Falls, and the Calgary Tower in lighting up for lupus awareness, **Castlegar** would play a vital role in shedding light on this often-overlooked disease. Your support would help amplify our message and encourage action. We will promote this initiative through our website, social media platforms, and newsletters to engage and inform Canadians.

Learn more about Lupus Canada: <https://www.lupuscanada.org/>

Places that we will promote the event:

Website: <https://lupuscanada.org/>

Facebook: Lupus Canada

Instagram: @LupusCanada

LinkedIn: @LupusCanada

Hashtags: #LupusCanada #WorldLupusDay

E-Newsletters

Please let us know your thoughts. We would be happy to discuss further at your convenience. Thank you for your time and consideration.

Kind regards,

Ariana Ranjbar

Manager, Web & Digital Media Strategies, Lupus Canada

Web: www.lupuscanada.org

Together let's #MakeLupusVisible!

Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachment from your system. Thank you.

West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw

Bylaw 1450

A Bylaw to authorize the borrowing of funds for the West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements

WHEREAS; Section 179 of the *Community Charter* states Council may, by a loan authorization bylaw adopted with the approval of the inspector, incur a liability by borrowing.

WHEREAS it is deemed expedient and in the public interest to complete the West Kootenay Regional Airport Air Terminal Building and Groundside Improvements.

AND WHEREAS the estimated cost of the West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements, including expenses, incidental thereto, is \$10,000,000 net of taxes in Canadian dollars, of which a maximum sum of five million, (\$5,000,000) in Canadian dollars is to be borrowed by this Bylaw.

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction and implementation of West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements to facilitate efficient operations of passenger services with multiple Q400 aircraft and in accordance with the general file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a. To borrow upon the credit of the Municipality, a sum of five million (\$5,000,000) in Canadian dollars.
2. The maximum term for which debentures may be issued to secure the debt created by this Bylaw is 30 years.
3. The Bylaw may be cited as "West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw 1450".

READ A FIRST TIME this day of MONTH, YEAR.

READ A SECOND TIME this day of MONTH, YEAR.

READ A THIRD TIME this day of MONTH, YEAR .

Received the approval of the Inspector of Municipalities this day of YEAR.

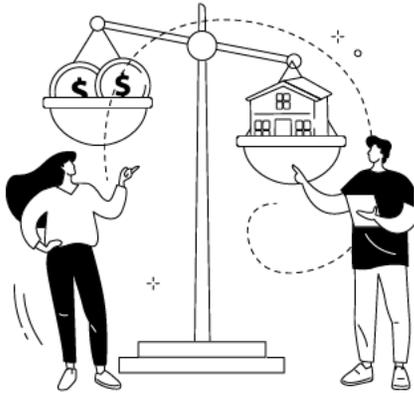
ADOPTED this day of MONTH, YEAR.

Mayor

Director of Corporate Services

Our Principles

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



1 GOVERNANCE & SERVICE EXCELLENCE



2 A FUTURE WITH AFFORDABLE HOMES FOR ALL



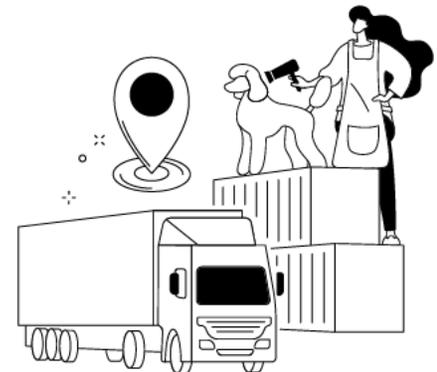
3 QUALITY OF LIFE



4 WEST KOOTENAY REGIONAL AIRPORT EXCELLENCE



5 ACCESS TO HEALTHCARE



6 A PROSPEROUS CITY