

Regular Meeting of Council Agenda February 2, 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

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Please click the link below to join the webinar for the **Regular Council Meeting**:

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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/u/kb15Z1ZRbv>

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

2 ADOPTION OF AGENDA

3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

4 DELEGATION: Nil

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

(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) **Temporary Use Permit 2-25 Arrow Building Supplies – Verbal Update**

(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.

RECOMMENDATION: Council consider and resolve:



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:

- a. 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.

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) **2026-2028 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.

RECOMMENDATION: Council consider and resolve:

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

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

- (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.

RECOMMENDATIONS (to be considered individually):

1. 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.

2. 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.
3. 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.

(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.

RECOMMENDATION: Council consider and resolve:

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.

(g) IT DEPARTMENT VERBAL UPDATE.

8 MUNICIPAL SERVICES (CHAIR MACLEOD / DEPUTY BELL):

(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.

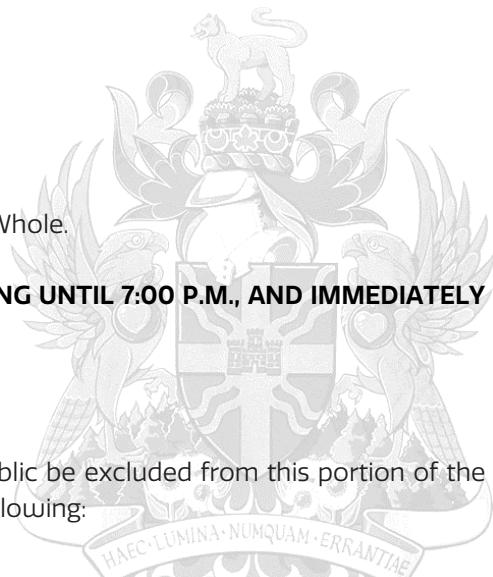
11 RESOLUTION TO EXCLUDE PUBLIC, RECESS THE PUBLIC MEETING UNTIL 7:00 P.M., AND IMMEDIATELY CONVENE INTO CLOSED SESSION:

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].



- **Community Charter Section 90(1)(K)**

Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

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:

(a) Reidun Rosi, on behalf of Castlegar Community Services Society re: West Kootenay Driver Program.

14 COUNCIL MEETING MINUTES FOR APPROVAL:

RESOLUTION: THAT the following Minutes be adopted:

(a) Regular Meeting Minutes – January 12, 2026

15 RESOLUTION TO ADOPT COMMITTEE OF THE WHOLE RECOMMENDATIONS:

(a) Recommendations from the January 12, 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 January 12, 2026, Committee of the Whole Meeting.

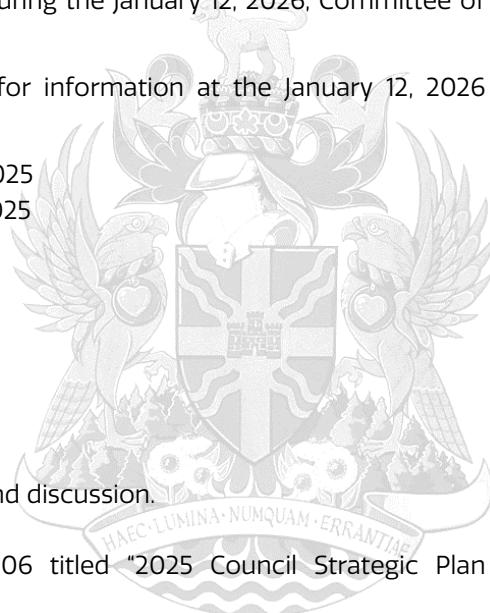
1. THAT the following items considered and received for information at the January 12, 2026 Committee of the Whole meeting, be adopted:

- 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

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

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

(b) Committee of the Whole recommendations from the February 2, 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 2, 2026, Committee of the Whole Meeting.



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

17 CORRESPONDENCE:

- (a) Christine Chore, on behalf of Canadian Dental Hygienists Association and Gary McKenna on behalf of British Columbia Dental Association re: request to illuminate the Kinnaird Overpass lights in purple from April 4-10, 2026, in recognition of National Dental Hygienists Week.
- (b) Matthew White, on behalf of Parkinson Society of British Columbia re: request to illuminate the Kinnaird Overpass lights in medium blue on April 11, 2026, in recognition of World Parkinson's Day.
- (c) Jayme Jones, on behalf of Selkirk Innovates re: Proposal: Stories to Solutions: A Collaborative Regional Response to Rural Homelessness.

18 REPORTS OTHER:

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

19 MAYOR'S REPORT:

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., held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting.

23 NOTICE OF MOTION: Nil

24 QUESTION PERIOD:

25 ADJOURNMENT:

26 2023-2027 STRATEGIC PLAN INFORMATION PAGE



CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: February 2, 2026 **REPORT NO.:** 26-09
SUBMITTED BY: Planner - Policy **FILE NO.:** 3090-20-DVP 26-01
SUBJECT: Development Variance Permit 26-01 (2309 5th Avenue)

RECOMMENDATION:

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:

a. 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.

PURPOSE:

Report to consider issuance of Development Variance Permit 26-01 (DVP 26-01) to authorize the construction of a fence located at 2309 5th Avenue.

This report is for consideration at the February 2, 2026, Committee of the Whole Meeting, and for adoption at a future Regular Council Meeting.

SUMMARY/BACKGROUND:

Location	2309 5 th Avenue
Legal Description	Lot 10 Block 5 District Lot 4598 Kootenay District Plan 2407 (PID: 007-838-883)
OCP Designation	Residential Neighbourhood (RN)
Zoning Designation	R1 : Low Density Residential
Development Permit Area	N/A

The City has received an application from the homeowner for the construction of a 1.82 metre high fence (6 feet) on the northern portion of the property. The proposed development is subject to the issuance of a Development Variance Permit. In accordance with Development Approval Procedures and Fees Bylaw 1418, a variance greater than 25% of the minimum requirement must be authorized for issuance by Council.

The subject property is at the north end of 5th Avenue in a residential area, between the CPR Rail Line and the Columbia River. It is bordered by a residential property on the south and east, and by a city owned lot to the north.



Location Map

- Subject Property
- Parcels



CASTLEGAR

Development Variances

The applicant has requested the following variances to the requirements of Zoning Bylaw 1428 in support of the proposed development:

- 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.

The applicant has been impacted by trespass and potentially harmful paraphernalia in their yard. They would like to erect a fence to create a safe outdoor area for their family, however, Zoning Bylaw 1428 restricts the height of a fence in a front yard to 1.2 metres (4 feet). This isn't high enough to provide privacy or deter trespass. As the rear yard is quite steep, they propose to make use of their more substantial side yard for this purpose.

The proposed variance is not anticipated to negatively impact abutting properties or roadways. As the proposed fence does not impede sightlines to the house, it is not anticipated to aesthetically impact the neighbourhoods streetscape experience.

Please refer to Attachment 1 to review the draft permit for details.

Attachment 1: Draft Permit

Attachment 2: Bylaw Excerpts

ALTERNATIVES:

Council may choose not to approve, or request changes to, the draft permit.

IMPLICATIONS:

(1) Social	N/A
(2) Environmental	There are no environmental impacts. Fences are exempt from the Steep Slope Hazard Development Permit Area.
(3) Personnel	DVPs typically require approximately 50 hours of staff time to process.
(4) Financial	Development Cost Charges are not applicable to the proposed development.
	The application fee for a DVP is \$500.

POLICY IMPLICATIONS:

The proposal has no implications for Council's 2023-2027 Strategic Plan.

IMPLEMENTATION:

Public notification in accordance with Development Approval Procedures and Fees Bylaw 1418 will be completed following Committee of the Whole. Coordinating the application in this way is intended to ensure the Council is aware of the proposal prior to public notification and as a mechanism to allow the applicant to respond to any concerns prior to Council consideration.

If approved, the DVP will be registered with the Land Title and Survey Authority of British Columbia (LTSA).

Council's decision will be communicated to the applicant.

COMMUNICATION:

Adjacent property owners and tenants within 100 metres will be notified of the proposed variances a minimum of 14 business days before Council's consideration of the draft permit, in accordance with Development Approval and Procedures Bylaw 1418. Any comments received will be provided prior to further consideration.

The proposed development was referred to internal departments. Internal concerns will be addressed through issuance of building permit.

Development Applications are posted on the City's website at castlegar.ca.

Respectfully submitted,



Sarah Martin
Planner - Policy

Approved by,



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

DEVELOPMENT VARIANCE PERMIT NO. 26-01

To: **Mason Kenneth Oglow & Kyla Leann Oglow**
2309 5th Avenue, Castlegar, BC V9

1. This Permit is issued, subject to compliance with all the bylaws of the municipality applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies to, and only to, those lands within the municipality described below, and all buildings, structures, and other development thereon (the "Land") and located as shown on Schedule 1:

Lot 10 Block 5 District Lot 4598 Kootenay District Plan 2407 (PID: 007-838-883)

3. This Permit authorizes the construction of an addition to the front and an addition to the rear, of the existing dwelling subject to the conditions, requirements, and standards imposed and agreed to in this Permit.

Variances

4. The City of Castlegar Zoning Bylaw No. 1428, 2024 is hereby varied as follows:
 - a) 4.2.1. a) i) Maximum Height of a Fence or Screening - Front Yard: from 1.2m to 1.82m for the proposed fence as shown on Schedule 2 and 3.

Conditions of Permit

5. The Permittee, as a condition of the issuance of this Permit, agrees that:
 - a) The site shall be developed in accordance with the **Site Plan**, attached to and forming part of this Permit as Schedule 2.
 - b) The development substantially conforms to the form and character of the **Proposed Fence Image** received January 15, 2026, attached to and forming part of this permit as Schedule 3.
 - c) Any fencing constructed below the top of slope will be installed by hand only, post holes must be dug by hand and no machinery shall be used on the slope. The slope and vegetation must not be disturbed in any way without first receiving a Steep Slope Hazard Development Permit for the City.
7. Notice of this Permit shall be filed in the Land Title Office at Kamloops, B.C. under Section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Land affected by this Permit.
8. If the Permittee does not commence the construction permitted by this Permit within two years of the date of this Permit, this Permit shall lapse.

9. The Land shall be developed strictly in accordance with the terms, conditions and provisions of this Permit and any plans and specifications attached hereto which shall form a part hereof.
10. This Permit prevails over the provisions of the Bylaw in the event of conflict.
- 11. This Permit is not a Building Permit.**

Approval of this permit by Resolution #R-_____ of the Council of the City of Castlegar was given on the ___ day of _____, 2026

This permit is issued on the ___ day of _____, 2026

Except as specifically provided above, this permit in no way relieves the owner or occupier of the responsibility of adhering to all other legislation of the responsible authorities which may apply to the land.

X

X

Maria McFaddin, Mayor

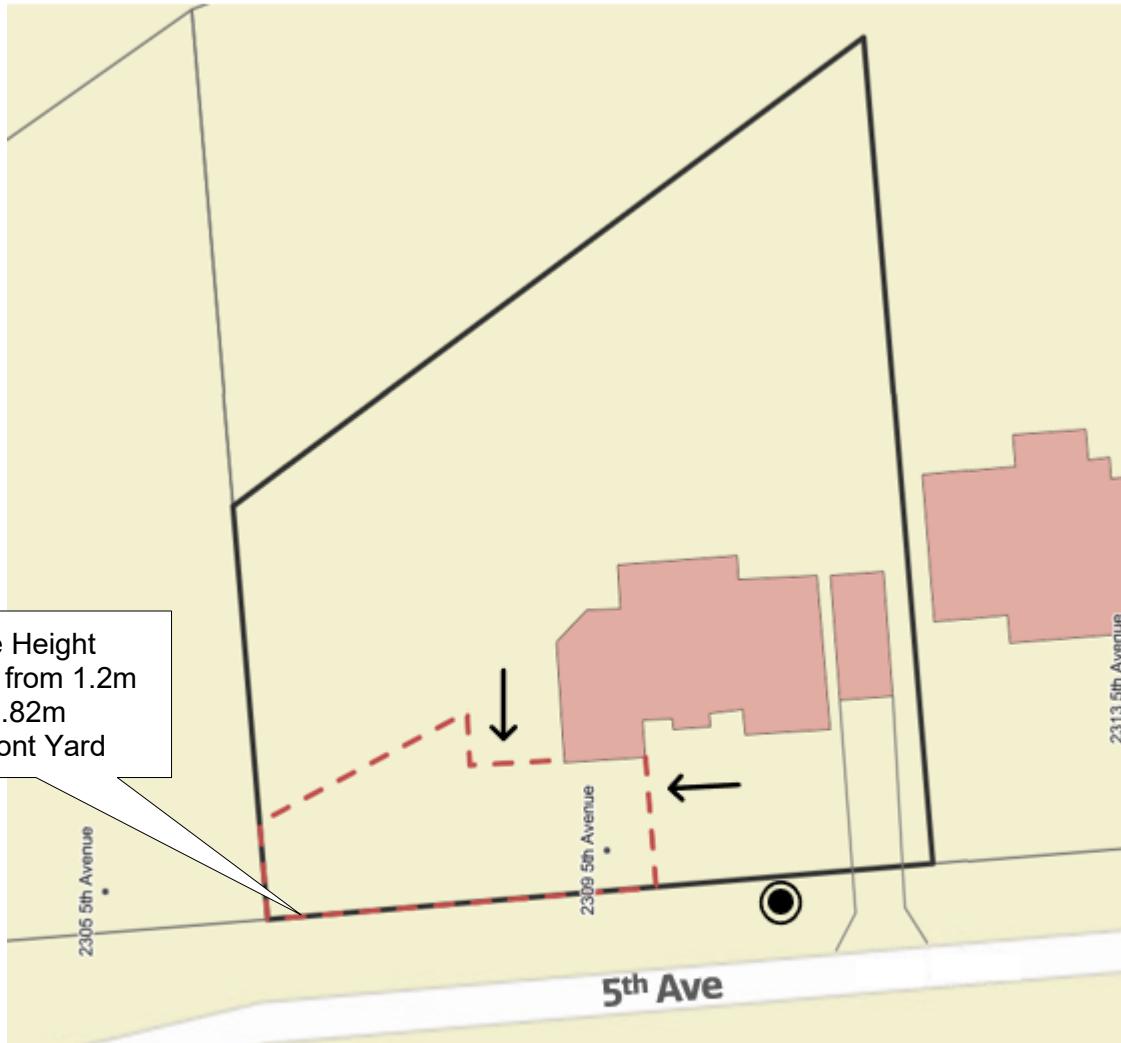
Bree Seabrook, Director of Corporate Services

Schedule 1
Location Map



Schedule 2
Site Plan

Site Plan
2309 5th Ave



- Fence
- Gate
- Parcel Boundary
- Building Footprint
- Fire Hydrant



**Schedule 3
Proposed Fence Image**



4.2 Fencing, Screening & Retaining Walls

4.2.1. Fencing or Screening shall be restricted as follows:

Table 1: Maximum Height of Fence or Screening

	a) Maximum Height in all Residential (R)(CPA) & Commercial (C) (RC) Zones	b) Maximum Height in all Public (P) Zones	c) Maximum Height in all Industrial (I) Zones
i) Front Yard	1.2 m	1.8 m	1.8 m
ii) Exterior Side Yard	1.2 m	1.8 m	1.8 m
iii) Rear Yard and Interior Side Yards	1.8 m	1.8 m	2.4 m

4.2.2. Fences shall be attractive in appearance, be compatible with the surrounding neighbourhood, and not consist of railroad ties.

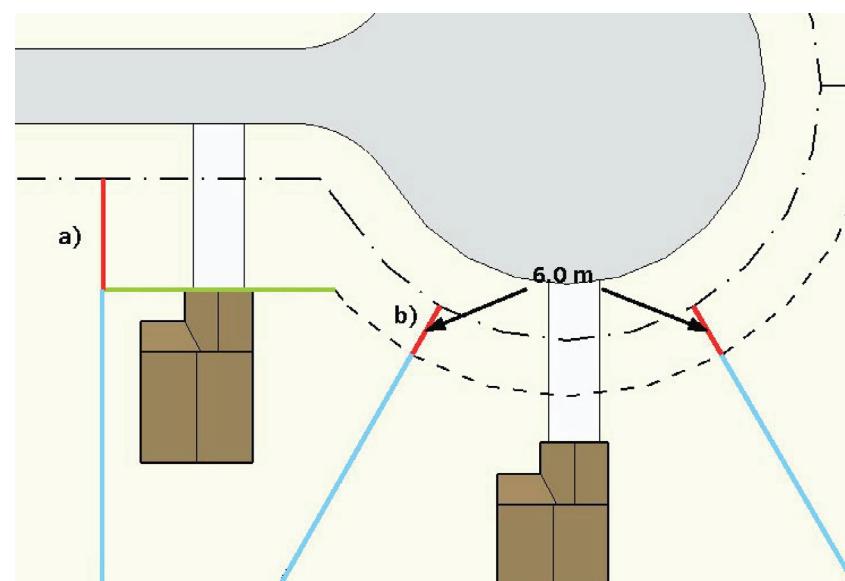
4.2.3. The Height of a Fence or Screening shall be determined by the measurement from the ground level at the Grade level within 1.0 m of both sides of such Fence or Screening.

4.2.4. Retaining Wall on all Lots, except those required as a condition of subdivision approval, must not exceed a Height of 1.2 metres measured from Natural Grade on the lower side, and must be constructed so that any Retaining Wall are spaced to provide a 1.2 metres horizontal separation between tiers. The maximum number of tiers that may be constructed without a professional design by a qualified professional engineer is two. The maximum total Height of any Retaining Wall system that may be constructed without a professional design by a qualified professional engineer is 2.4 metres.

- a) A Retaining Wall may be higher than 1.2 metres, measured from Finished Grade, where the Natural Grade of the subject Lot is lower than the Abutting property.
- b) The combined Height of a Fence on top of a Retaining Wall at the Lot Line or within 1.2 metres of the Lot Line shall not exceed 2.0 metres, measured from Natural Grade at the Abutting higher property.
- c) Where an affected property remains at Natural Grade and the subject property constructs a Retaining Wall and a Fence within 1.2 metres of the Lot Line, the maximum Height for a Fence on the affected property shall be no greater than 1.8 metres above the Height of the Retaining Wall or 3.0 metres, whichever is less.

4.2.5. In the case of a Retaining Wall, the maximum Height of a Fence, or portion of Retaining Wall extending above the Natural Grade of the Abutting higher property, or combination thereof, shall be 2.0 metres, measured from the Natural Grade of the Abutting higher property.

4.2.6. For Fences on properties whose Front Lot Line forms part of a Cul-de-sac or expanded elbow, the Height regulations in [Figure 3](#) apply.



Front Building Line
Max 1.2 m high Fence/Screen
Fence/Screen up to 1.8 m high

- a. Where a Side Property Line intersects a straight road, Fences/Screening taller than 1.2 m must be set back 6.0 m from the Property Line.
- b. Where a Side Property Line intersects the curve of the cul-de-sac or expanded elbow, Fences/Screening taller than 1.2 m must be set back 6.0 m from the cul-de-sac Property Line.

Figure 3: Fence Regulations for properties on Cul-de-sacs

4.2.7. All outside commercial storage, including the storage of garbage, shall be completely contained within a Landscape Screen of not less than 2.0 m in Height and garbage storage areas shall be bear proofed.

4.3 Hens and Bees

4.3.1. Despite any other provisions of this Bylaw, hens and bees are permitted in accordance with the provisions of the [Animal Control and Licensing Bylaw](#) and any amendments thereto from time-to-time.

4.4 Safe and Emergency Housing

4.4.1. Despite any other provisions of this Bylaw, the following uses will be permitted in any land Use Zone subject to the requirements of a Temporary Use Permit in any Zone within the City:

- a) Residential Building - Emergency Shelter and Services; and
- b) Residential Building - Transitional Housing.

4.4.2. Despite any other provisions of this Bylaw, the following uses will be permitted in any Zone within the City to enable safe and confidential sheltering of individuals fleeing violence:

- a) Residential Building - Safe Home.

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: February 2, 2026 **REPORT NO.:** 26-10

SUBMITTED BY: Chief Administrative Officer **FILE NO.:** 0110-20

SUBJECT: 2026-2028 Organizational Plan & Action Plan

RECOMMENDATION:

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

PURPOSE:

Report to provide Council with the City of Castlegar's 2026-2028 Organizational Plan and 2026-2028 Action Plan.

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

SUMMARY/BACKGROUND:

The City of Castlegar's 2023-2027 Council Strategic Plan's Governance & Service Excellence principle includes goals to "provide efficient and effective services" and "attract and keep top talent".

To ensure the City is set up to deliver on these successfully, staff completed the City's first Organizational Plan, a foundational document that defines the culture, systems, and organizational practices required to deliver best-in-class municipal services.

State of the Organization – Foundation for the Plan

In 2025, the City engaged John Leeburn of Drive Organizational Development to assess the state of the City's organizational health to determine what, within the City's control, can be done to improve its operations and enrich the workplace to support the goals noted above from Council's Strategic Plan. Employees participated in workshops, interviews, and focus groups to share feedback about the City's organizational health, strengths, and opportunities for improvement.

This engagement work represents a continuation of organizational improvement efforts that began in 2022. At that time, staff feedback identified more pronounced challenges within Civic Works, alongside broader organization-wide opportunities related to systems, work planning, and communication. This phase of engagement aimed to assess progress since then, understand how staff experiences differ across various work environments, and identify where focused effort will have the greatest impact on service delivery and attracting and retaining employees.

How Staff Were Engaged

Staff engagement occurred over multiple stages and was built on earlier organizational work completed in 2022. The intent was to listen carefully to staff, assess progress over time, and identify priorities within the City's control.

Engagement included:

2024: three facilitated workshops with approximately 68 employees, representing nearly the entire organization; and

2025: individual and group interviews with 36 employees from across the organization to assess organizational health and compare progress since 2022.

Staff were asked to consider three core questions:

1. What does a high-performing organization look like for the City of Castlegar?
2. Where has the organization improved, stayed the same, or struggled since 2022?
3. What actions would most improve service delivery and the employee experience?

The focus of this work was on listening and identifying themes, rather than detailed solution design.

Staff feedback reflected different day-to-day realities across work groups, particularly between Civic Works and employees primarily based at City Hall, Fire, and the Airport. These differences are important to acknowledge as reflections of distinct work environments and operational pressures, not as measures of value or contribution. All staff play an essential role in delivering services to the community.

Since 2022, staff have identified clear improvements at Civic Works, particularly in workplace culture and leadership stability. At the same time, Civic Works staff continue to experience larger gaps related to systems, technology, work planning, and coordination, reflecting the operational nature of field-based work and reliance on manual processes. Staff working primarily in City Hall, Fire, and the Airport generally reported smaller gaps overall, though challenges related to systems and technology were consistently identified across the organization.

What Staff Said Is Working Well

Several strengths were consistently identified across departments and work groups.

Staff Feel Valued and Supported

- Staff generally feel trusted and supported and described the City as a well-intentioned employer.
- Flexibility and understanding when “life happens” were frequently noted.
- Many employees expressed pride in their work and in serving the community.

Commitment to Public Service

- Customer service was identified as a shared responsibility across the organization.
- Staff emphasized professionalism, kindness, and consistency as important to public trust.

Improvements Since 2022

Staff identified progress in:

- workplace culture at Civic Works;

- work planning and structure;
- documentation of procedures and records; and
- access to training and development opportunities.

While these improvements were recognized, staff noted that many remain in early stages and require sustained effort.

What Staff Said Needs the Most Attention

Systems, Processes, and Technology

This emerged as the most significant and consistent theme across all work groups. Staff described:

- reliance on manual or paper-based systems;
- duplication of work and information;
- limited technology to support coordination and field work; and
- frustration with the pace of implementation.

In simple terms, staff want better tools and clearer processes that help them do their jobs efficiently and consistently. This represents the largest gap between what staff say is important to their success and their current experience.

Work Planning, Structure, and Priorities

Staff expressed a desire for:

- clearer priorities and expectations;
- more realistic work plans and schedules;
- less reactive, crisis-driven work; and
- better coordination across departments.

Communication, Collaboration, and Leadership

Staff acknowledged improvements but identified ongoing gaps:

- between City Hall and Civic Works;
- in cross-department understanding of roles and constraints; and
- in consistent follow-through once plans are announced.

Leadership visibility, listening, and follow-through were identified as important opportunities to strengthen trust and alignment.

What Matters Most to Staff

When asked to prioritize actions that would have the greatest impact, staff consistently highlighted:

- investing in systems and technology;
- improving work planning, structure, and service schedules;
- strengthening communication and collaboration across work sites;
- providing adequate administrative and operational support; and
- continuing to invest in training, development, and leadership capacity.

Key Takeaways

Staff care deeply about their work, their colleagues, and the community they serve. They recognize that progress has been made and want that momentum to continue.

2026-2028 Organizational Plan

The findings and input gathered during the staff engagement directly informed the development of the attached 2026-2028 Organizational Plan which responds directly to what staff told us by focusing on:

- modernizing systems and tools;
- protecting employee well-being;
- building greater structure and clarity;
- strengthening leadership and collaboration; and
- aligning daily work with Council's priorities for service excellence.

The Organizational Plan establishes long-term direction and reflects the dedication, insight, and passion of our staff. From defining who we are as an organization to shaping the values that guide us, this plan is truly built from within. It represents the collective voice of our team and the foundation for how we will continue to grow as an exceptional organization. Just as master plans guide the physical work we complete in the community, the Organizational Plan guides the improvements and growth of our organization, enabling us to deliver services effectively, attract and retain top talent, and meet the evolving needs of our residents.

The Plan is organized around six strategic pillars: leadership, people, health & safety, planning, community, and systems, processes, and technology. Each pillar outlines clear goals that will guide our work and ensure we deliver on the expectations of Council and the community.

2026-2028 Organizational Action Plan

A 2026-2028 Organizational Action Plan has also been developed to complement the Organizational Plan, which identifies the specific actions we will take to accomplish our goals. The Action Plan operationalizes the Organizational Plan by identifying specific initiatives, projects, and improvements to be undertaken over the next three years. These actions are embedded in departmental workplans and inform annual budget development.

Together, the Organizational Plan and Action Plan provide a coordinated, measurable roadmap for organizational improvement and have been both attached to Report 26-10.

ALTERNATIVES:

N/A

IMPLICATIONS:

(1) Social

The Organizational Plan strengthens the City's internal culture, supports employee well-being, and enhances customer service, contributing to improved community satisfaction and trust.

(2) Environmental

N/A.

(3) Personnel

The 2026-2028 Organizational Plan and Action Plan directly support staff through strengthened leadership development, expanded training, improved systems, and an enhanced workplace culture. Successful implementation will require

ongoing staff engagement and collaboration across all departments.

Successful delivery of the Organizational Plan will depend on the completion and integration of the projects, initiatives, and organizational changes identified in the Action Plan. Given the scope and corporate-level nature of this work, it is evident that a dedicated resource is required to lead, manage, and coordinate these initiatives. To support this need, a new Organizational Effectiveness & Initiatives (OEI) Specialist position has been created. Reporting to the CAO, this role will combine project management, change management, and organizational development functions to ensure strategic initiatives are completed effectively and achieve the intended organizational outcomes. The position is funded through an internal reallocation of resources.

(4) Financial

Initiatives listed in the 2026-2028 Action Plan, and ongoing activities, will be included in the City's 2026–2030 Financial Plan.

POLICY IMPLICATIONS:

The Organizational Plan aligns with Council's 2023–2027 Strategic Plan, particularly the principle of Governance and Service Excellence. It supports transparent decision-making, improved service delivery, and a high-performing organizational culture and delivers on the goals to provide efficient and effective services and attract and keep top talent.

IMPLEMENTATION:

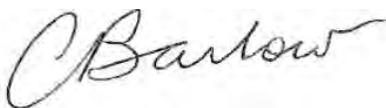
The 2028-2028 Organizational Plan and Action Plan have been rolled out to staff and integrated into 2026 workplans and budget requests. An Organizational Plan Socialization Committee, consisting of a cross section of employees, has been established to determine additional ways to integrate the guiding document throughout the organization in meaningful ways.

Many of the Organizational Plan action items identified for 2026 will be included in the Council Strategic Plan Implementation report that is provided to Council quarterly.

COMMUNICATION:

The 2026-2028 Organizational Plan has been shared with staff and will be posted to the City's website.

Approved by



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



2026-2028

Organizational Plan

castlegar.ca

CASTLEGAR



Message from the Chief Administrative Officer

It is with great pride that I present the City of Castlegar's first Organizational Plan. This is a historic milestone for our organization, our very first plan of its kind, and it reflects the dedication, insight, and passion of our staff. From defining who we are as an organization to shaping the values that guide us, this plan is truly built from within. It represents the collective voice of our team and the foundation for how we will continue to grow as an exceptional organization. Just as master plans guide the physical work we complete in the community, this Organizational Plan guides the improvements and growth of our organization so we can deliver services effectively, attract and retain top talent, and meet the evolving needs of our residents.

The plan is organized around six strategic pillars: leadership, people, health & safety, planning, community, and systems, processes, and technology. Each pillar outlines clear goals that will guide our work and ensure we deliver on the expectations of Council and the community. An Action Plan has been developed to complement this plan, which identifies the specific actions we will take to accomplish our goals. These are incorporated in workplans and budgets. Together, these pillars, goals and actions provide a roadmap for strengthening our culture, improving our systems, and enhancing the services we provide every day.

Importantly, this Organizational Plan is closely aligned with Council's Strategic Plan and its principle of Governance and Service Excellence. Council has set the ambitious goal of providing a best-in-class customer experience, and this plan ensures that our priorities, processes, and people are focused on achieving that outcome. By connecting our staff's values with Council's vision, we are creating a unified approach to delivering the best services, employing the best staff, and continuing to build the best community.

As Chief Administrative Officer, I am proud of the collaboration that brought this plan to life. It is more than a document—it is a shared commitment to excellence, innovation, and community service. Together, we will continue to build an organization defined by exceptional public service and organizational strength and sustainability.

Regards,

Chris Barlow

Chief Administrative Officer

We are an organization

Focused on serving the public

Employing professional and competent staff

That places a premium on teamwork and collaboration

That has strong leadership

Committed to employee safety

Investing in growth and development of employees

That values work-life balance



DEPARTMENTS

Castlegar employs approximately 70 staff who meaningfully contribute to the successful delivery of this plan.

Administration

Mayor and Council Support

Policy Recommendations

Priorities & Policies Oversight

Corporate Services

Communications

Legislative Services

Health & Safety

Human Resources

Bylaw Enforcement

RCMP Administration

Community Safety & Development

Land-Use Regulation

Sustainability

Community Planning

Building Inspection

Business Licencing

Mapping

Fire Department

Emergency Services

West Kootenay Regional Airport

Municipal Services

Engineering

Parks

Roads

Water

Sewer

Fleet

Facilities

Finance & Technology

Financial Expertise

Technology Systems

Risk Management & Procurement

OUR MISSION

To develop a high-performing organization committed to delivering best-in-class services.

Organizational Values

Leadership

We are all leaders of this organization, regardless of job titles. As leaders we are approachable, ethical and empathetic.

Public Service

We provide professional customer service, strive for continuous improvements, fiscal responsibility and efficiency, aim to meet or exceed expectations, listen to our community's diverse needs, and ensure transparency in all service levels.

Safety

Safety and well-being is embedded in everything we do.

Balance

We prioritize health and work-life balance and encourage employees to enjoy the community we love.

Employees

We value unique backgrounds and perspectives and are proud of our staff, who are professional, knowledgeable and strong communicators. We invest in employee growth and success.

Working Together

We support and care about each other and believe that working together helps us meet our organizational and community goals.

Employees' Vision

A city that is focused on serving the public

- We provide timely, friendly, kind, and professional service that meets or exceeds the community's expectations and view all public interactions as an opportunity to positively engage.
- We foster a culture that is focused on customer service excellence and accountability.
- We are committed to meaningfully listening to our residents, encouraging public participation in our decision-making, and respecting our community's diverse needs.
- We are conscious of our capacity and resources and will transparently communicate our service levels and our decision-making.
- We are building a culture that is proactive and focused on customer service across the organization, and continually improves and builds upon our successes.
- We care about the community and want to see it succeed. Many of us are active and engaged members of the community beyond our role as employees.

A city that employs professional and competent staff

- We employ skilled, trained, knowledgeable, and proud staff who are dedicated to serving our community.
- Our staff value communication and strive to be strong communicators.
- We are confident in the work we do, and we do our work with a positive attitude and focus on integrity, respect, and empathy.
- We do our best and feel satisfied and proud by doing good work.
- We foster a diverse, equitable and inclusive culture where everyone feels respected and valued for their unique backgrounds and perspectives and are empowered to do their best.

A city that places a premium on teamwork and collaboration

- We always consider the impact our work and decisions have on other departments before acting; we reach out, engage our colleagues, and communicate and share knowledge up, down, and across the organization.
- We work together on problem-solving and enable and expect cross-department collaboration at the appropriate time.
- As individuals and teams, we support and care about each other. We demonstrate mutual respect, have fun, and celebrate each other's wins.

A city that walks the talk about work-life balance

- We live and work in a region with abundant outdoor recreational opportunities and we want our employees to have the time and the wellness to enjoy this.
- We recognize "life happens" and demonstrate understanding and flexibility when it does.
- We will be realistic about what we can achieve with our resources. We will ensure sufficient cross-training to avoid overreliance on any one person or group.
- We believe employees should be able to leave work at work.
- Recognizing that we provide services that need to be available 24/7, we will find ways to consider our employees' needs when balancing after-hours service and work-life balance.

A city that is committed to employee safety

- We want all employees to go home safely each day.
- We invest in the maintenance and improvement of a comprehensive health and safety program.
- Employees will have access to the procedures, training, and equipment they need to work safely.
- We encourage employees to speak up if they have questions about safety.
- We provide a physically and psychologically safe workplace and are committed to employee well-being.

A city that invests in the development of its employees

- We believe there is great value in growing our own employees.
- We are committed to employee growth and development planning conversations.
- We provide training for current job success and career development, and we encourage and support growth opportunities.
- We know growing and developing our employees is an important part of retaining top talent.

A city with strong leadership

- Our leaders have a clear vision of the employer we want to be, and they consistently champion and model the performance and behaviours they want to see throughout the organization.
- Our leaders are approachable, and demonstrate ethics, humility, and empathy.
- Our leaders empower our staff to do their best work. They ensure the City's performance and employee needs are met. Our leaders delegate work, trust employees to complete the work, and hold themselves and employees accountable for outcomes.
- Our leaders regularly and meaningfully engage with and seek input from employees and communicate timely, clear, and accurate information to staff.
- We recognize and encourage leaders at all levels of our organization regardless of position.

Strategic Pillars

Building a solid foundation for success



Leadership

We lead with integrity, empathy, and accountability – creating a workplace where every voice matters, leaders inspire, and collaboration drives success. Together, we foster an environment where people are empowered to do their best and take pride in serving our community.



People

We employ skilled, proud, and community-minded staff who care deeply about their work and about each other. Together, we are building a healthy, respectful workplace where people can thrive – and where doing good work is its own reward.



Health & Safety

We look out for one another so everyone goes home safe, healthy, and supported each day. By fostering a culture of safety we create an environment where safety is second nature – embedded in every decision, action, and interaction. Together, we take responsibility for each other's well-being and for maintaining the highest standards of health and safety across our organization.



Planning

We commit to clarity, focus, and shared purpose through aligned work planning – ensuring every team member understands their role in advancing our City's priorities. By working collaboratively and transparently, we balance resources and capacity to deliver meaningful, measurable results that make a real difference.



Community

We put our community at the heart of everything we do, delivering services with kindness, respect, and consistency. By listening and engaging meaningfully, we build trust and foster a culture where exceptional customer service is the norm, and every interaction strengthens our commitment to community well-being.



Systems, Processes & Technology

We embrace innovation and continuous improvement to streamline our systems and processes – enabling staff to work smarter and serve our community more effectively. By investing in modern tools and consistent practices, we build a foundation of trust, efficiency, and agility across the organization.

Leadership

We lead with integrity, empathy, and accountability – creating a workplace where every voice matters, leaders inspire, and collaboration drives success. Together, we foster an environment where people are empowered to do their best and take pride in serving our community.

GOALS

Foster a high-performing organization

Develop and empower leadership at all levels of the organization

Enhance communication, engagement, and transparency

Promote innovation and continuous improvement

Effectively manage organizational risk

Maintain positive and productive labour and employee relations

Build a healthy and positive organizational culture



People

We employ skilled, proud, and community-minded staff who care deeply about their work and about each other. Together, we are building a healthy, respectful workplace where people can thrive – and where doing good work is its own reward.

GOALS

Attract and retain high-performing, values-aligned staff

Invest in employee growth, development & training

Prioritize employee health, safety, and well-being

Support work-life balance and flexibility

Foster a culture of respect, inclusion, and belonging

Strengthen teamwork and collaboration

Recognize and celebrate employees



Health & Safety

We look out for one another so everyone goes home safe, healthy, and supported each day. By fostering a culture of safety we create an environment where safety is second nature – embedded in every decision, action, and interaction. Together, we take responsibility for each other's well-being and for maintaining the highest standards of health and safety across our organization.

GOALS

All employees go home safely each day

Promote a safe and healthy work environment

Comply with the Workers Compensation Act and WorkSafeBC Occupational Health & Safety Regulations

Enhance safety culture



Planning

We commit to clarity, focus, and shared purpose through aligned work planning – ensuring every team member understands their role in advancing our City's priorities. By working collaboratively and transparently, we balance resources and capacity to deliver meaningful, measurable results that make a real difference.

GOALS

Ensure clear and measurable business and work plans in alignment with strategic and financial priorities

Improve cross-departmental coordination and integration

Support realistic workload management and priority setting

Establish clear processes for monitoring and reporting

Continuously improve work planning through feedback and learning



Community

We put our community at the heart of everything we do, delivering services with kindness, respect, and consistency. By listening and engaging meaningfully, we build trust and foster a culture where exceptional customer service is the norm, and every interaction strengthens our commitment to community well-being.

GOALS

Deliver best-in-class customer experience

Establish and maintain clear, consistent and measurable service standards

Enhance community engagement and public trust

Ensure inclusive and accessible services



Systems, Processes & Technology

We embrace innovation and continuous improvement to streamline our systems and processes – enabling staff to work smarter and serve our community more effectively. By investing in modern tools and consistent practices, we build a foundation of trust, efficiency, and agility across the organization.

GOALS

Standardize and optimize business processes

Modernize and integrate technology systems

Establish strong records and information management

Centralize and standardize bylaws, policies and procedures

Strengthen internal controls and risk management



TURNING A PLAN INTO REALITY

The Action Plan translates the commitments in this Organizational Plan into concrete steps.

Complementing this Organizational Plan is a detailed Action Plan that outlines the specific initiatives, projects, and improvements we will undertake to achieve our goals and translates these commitments into concrete steps that are embedded in departmental workplans and informed by annual budgets. Together, these documents ensure that our strategic priorities are consistently reflected in day-to-day operations, guiding our ongoing efforts to strengthen our culture, improve organizational systems, and enhance the services we deliver to the community.



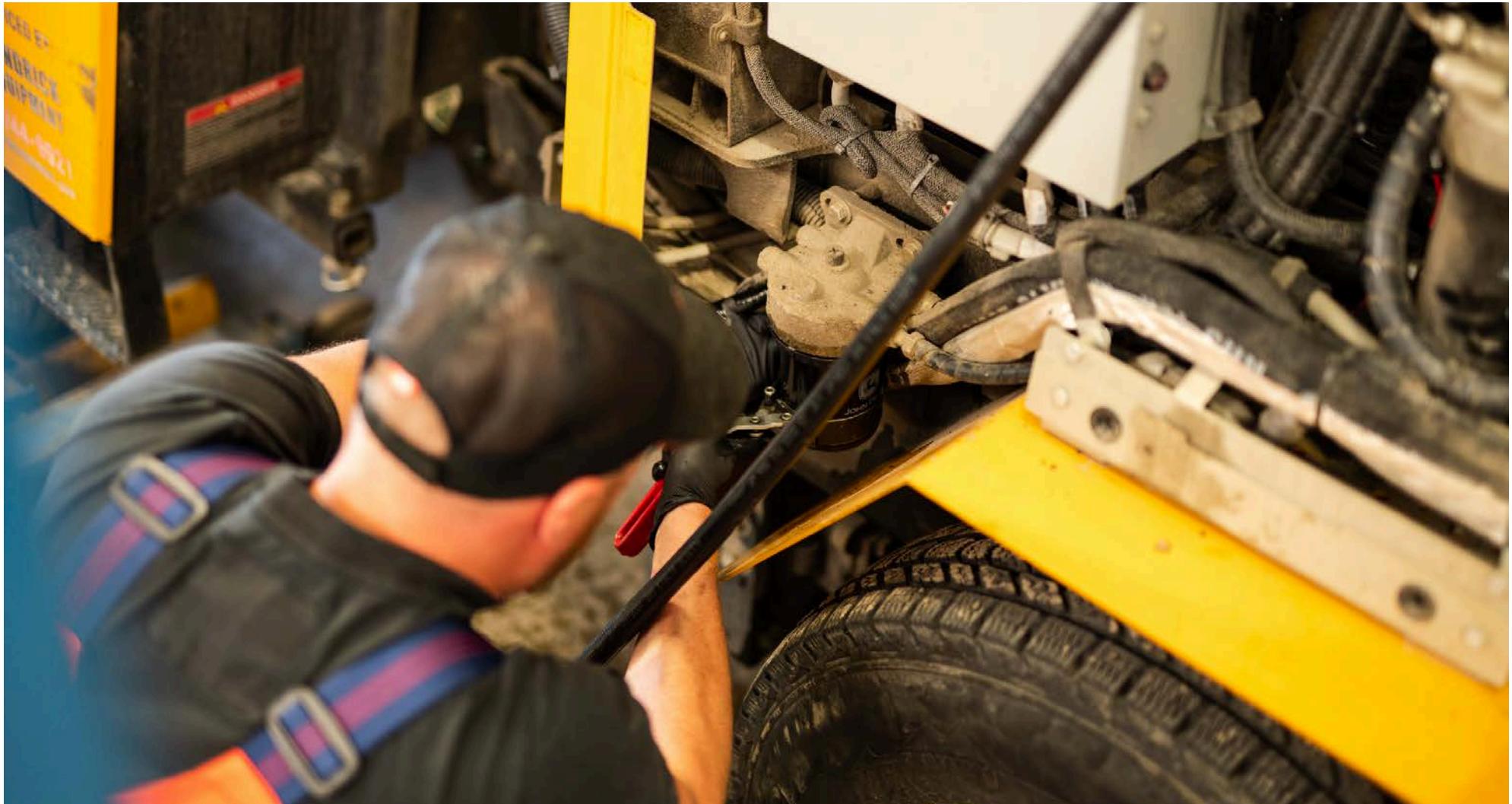
CASTLEGAR

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2026-2028

Organizational Action Plan

castlegar.ca

CASTLEGAR

This document is updated continuously and shared across the team. Please enter the date of edits so the document version can be verified.

Updated: November 26, 2025

CASTLEGAR

Purpose of this Document

This Action Plan outlines the specific initiatives, projects, and improvements we will undertake to achieve our goals outlined in the 2026-2028 Organizational Plan. The Action Plan translates the commitments in the Organizational Plan into concrete steps that are embedded in departmental workplans and informed by annual budgets. Together, these documents ensure that our strategic priorities are consistently reflected in day-to-day operations, guiding our ongoing efforts to strengthen our culture, improve organizational systems, and enhance the services we deliver to the community.

Organizational Plan

The 2026-2028 Organizational Plan is organized around six strategic pillars: leadership, people, health & safety, planning, community, and systems, processes and technology. Each pillar outlines clear goals that will guide our work and ensure we deliver on the expectations of Council and the community.

The Organizational Plan is closely aligned with Council's Strategic Plan and its principle of Governance and Service Excellence. Council has set the ambitious goal of providing a best-in-class customer experience, and the Organizational Plan ensures that our priorities, processes, and people are focused on achieving that outcome.

STRATEGIC PILLAR

Leadership

We lead with integrity, empathy, and accountability – creating a workplace where every voice matters, leaders inspire, and collaboration drives success. Together, we foster an environment where people are empowered to do their best and take pride in serving our community.



Goals

Foster a high-performing organization

Develop and empower leadership at all levels of the organization

Enhance communication, engagement, and transparency

Promote innovation and continuous improvement

Effectively manage organizational risk

Maintain positive and productive labour and employee relations

Build a Healthy and Positive Organizational Culture

Leadership: Proposed Actions

2026 2027 2028 ASSIGNED TO

Socialize the 2026-2028 Organizational Plan into the organization.				CAO's Office
Identify and support leadership opportunities for our people who are looking for them.				All Managers
Ensure timely, accurate and transparent communication across all levels of the organization.				CAO's Office
Foster a culture of being able to respectfully challenge decisions or practices with solutions-based ideas.				All Managers
Negotiate a Collective Agreement with CUPE 2262.				Corporate Services
Enhance levels of listening to and building relationships between senior leadership, management and all employees and commit to regular check-ins with managers and employees.				Senior Leadership
Delegate authority and support agile decision making.				Senior Leadership
Provide education & training on risk management and develop a risk register for each department.				Finance
Complete a role responsibility & clarity exercise to increase efficiency and improve service delivery.				Corporate Services
Champion a culture of teamwork across departments and throughout all levels of the organization.				Senior Leadership

STRATEGIC PILLAR

People

We employ skilled, proud, and community-minded staff who care deeply about their work and about each other. Together, we are building a healthy, respectful workplace where people can thrive – and where doing good work is its own reward.



Goals

Attract and retain high-performing, values-aligned staff

Invest in employee growth, development & training

Prioritize employee health, safety, and well-being

Support work-life balance and flexibility

Foster a culture of respect, inclusion, and belonging

Strengthen teamwork and collaboration

Recognize and celebrate employees

People: Proposed Actions

2026 2027 2028 ASSIGNED TO

Implement and fund a Social, Wellness & Team Building Committee.				Corporate Services
Train managers in core leadership competencies (e.g., project management, communication, managing within the Collective Agreement, and management).				Human Resources
Implement a Human Resources Information Management System.				Technology
Provide de-escalation and courageous conversation training to all staff.				Human Resources
Complete Insights Discovery assessments and host a workshop for all staff to strengthen communication, collaboration, relationships and improve organizational innovation and performance.				Corporate Services
Investigate and implement an intranet for employees.				CAO's Office
Research best practices for promoting work-life balance (flexibility, work location, earned days off, etc.).				Human Resources
Survey staff regularly to understand what is working well and what is not.				Corporate Services
Implement the recommendations from the Administrative Services Scan.				Corporate Services
Continue to promote and fund informal employee recognition.				All Managers
Develop a formal Employee Recognition Program.				Corporate Services
Develop and implement a Performance & Development Planning Program and create plans.				Corporate Services
Continue to support each other when "life happens".				All managers
Develop a Compensation Philosophy Document and complete structure/salary comparison of like sized municipalities.				Human Resources
Create recruitment & onboarding programs.				Human Resources

STRATEGIC PILLAR

Health & Safety

We look out for one another so everyone goes home safe, healthy, and supported each day. By fostering a culture of safety we create an environment where safety is second nature – embedded in every decision, action, and interaction. Together, we take responsibility for each other's well-being and for maintaining the highest standards of health and safety across our organization.



Goals

All employees go home safely each day

Promote a safe and healthy work environment

Comply with the Workers Compensation Act and WorkSafeBC Occupational Health & Safety Regulations

Enhance safety culture

Health & Safety: Proposed Actions

2026 2027 2028 ASSIGNED TO

Implement a Safety Management System software.				Technology
Complete a gap analysis of the City's regulatory requirements.				Corporate Services
Develop a Safety Culture Strategy.				Corporate Services
Integrate wellness & psychological safety into the workplace in a meaningful way.				Corporate Services
Investigate opportunities to improve mental health supports.				Corporate Services
Develop a Hazardous Materials Program.				Corporate Services

STRATEGIC PILLAR

Planning

We commit to clarity, focus, and shared purpose through aligned work planning – ensuring every team member understands their role in advancing our City's priorities. By working collaboratively and transparently, we balance resources and capacity to deliver meaningful, measurable results that make a real difference.



Goals

Ensure clear and measurable business and work plans in alignment with strategic and financial priorities

Improve cross-departmental coordination and integration

Support realistic workload management and priority setting

Establish clear processes for monitoring and reporting

Continuously improve work planning through feedback and learning

Planning: Proposed Actions

2026 2027 2028 ASSIGNED TO

Ensure every Department and Division has a clear, measurable business or work plan that connects to Council and Organizational Plans. Track progress on work plans and provide regular status updates to leadership and Council.				Corporate Services
Ensure all staff have a clear, measurable business or work plan that connects to Departmental and Divisional Plans. Track progress on work plans and provide regular status updates to Managers and Directors.				Corporate Services
Provide time management and work prioritization training.				Human Resources
Develop a framework and guidelines for regular meetings to improve planning between and amongst departments.				Community Safety & Development
Establish responsible levels of service across the organization and determining solutions to address service gaps where identified.				CAO's Office
Integrate lessons learned and employee feedback into future work planning cycles.				Corporate Services
Research best practices for municipal calendar of events for regular deadlines and events.				CAO's Office

STRATEGIC PILLAR

Community

We put our community at the heart of everything we do, delivering services with kindness, respect, and consistency. By listening and engaging authentically, we build trust and foster a culture where exceptional customer service is the norm, and every interaction strengthens our commitment to community well-being.



Goals

Deliver best-in-class customer experience

Establish and maintain clear, consistent and measurable service standards

Enhance community engagement and public trust

Ensure inclusive and accessible services

Community: Proposed Actions

2026 2027 2028 ASSIGNED TO

Establish clear, City-wide standards and expectations for customer service to ensure consistency across departments.				Senior Leadership
Complete an Accessibility Plan and re-engage the Accessibility Committee.				Legislative Services
Complete bi-annual Citizen Survey and establish baseline metrics.				Corporate Services
Complete communications & engagement preferences survey.				Communications
Get involved in the community in a more visible way and share stories of staff and the work we do so the community feels connected to us.				Communications
Provide training for staff to create an inclusive culture in the workplace.				Senior Leadership
Expand the City's online services so that residents and businesses can easily access and complete key services anytime, anywhere, on any device.				All Managers

STRATEGIC PILLAR

Systems, Processes & Technology

We embrace innovation and continuous improvement to streamline our systems and processes – enabling staff to work smarter and serve our community more effectively. By investing in modern tools and consistent practices, we build a foundation of trust, efficiency, and agility across the organization.



Goals

Standardize and optimize business processes

Modernize and integrate technology systems

Establish strong records and information management

Centralize and standardize corporate bylaws, policies and procedures

Strengthen internal controls and risk management

Systems, Processes & Technology: Proposed Actions

2026 2027 2028 ASSIGNED TO

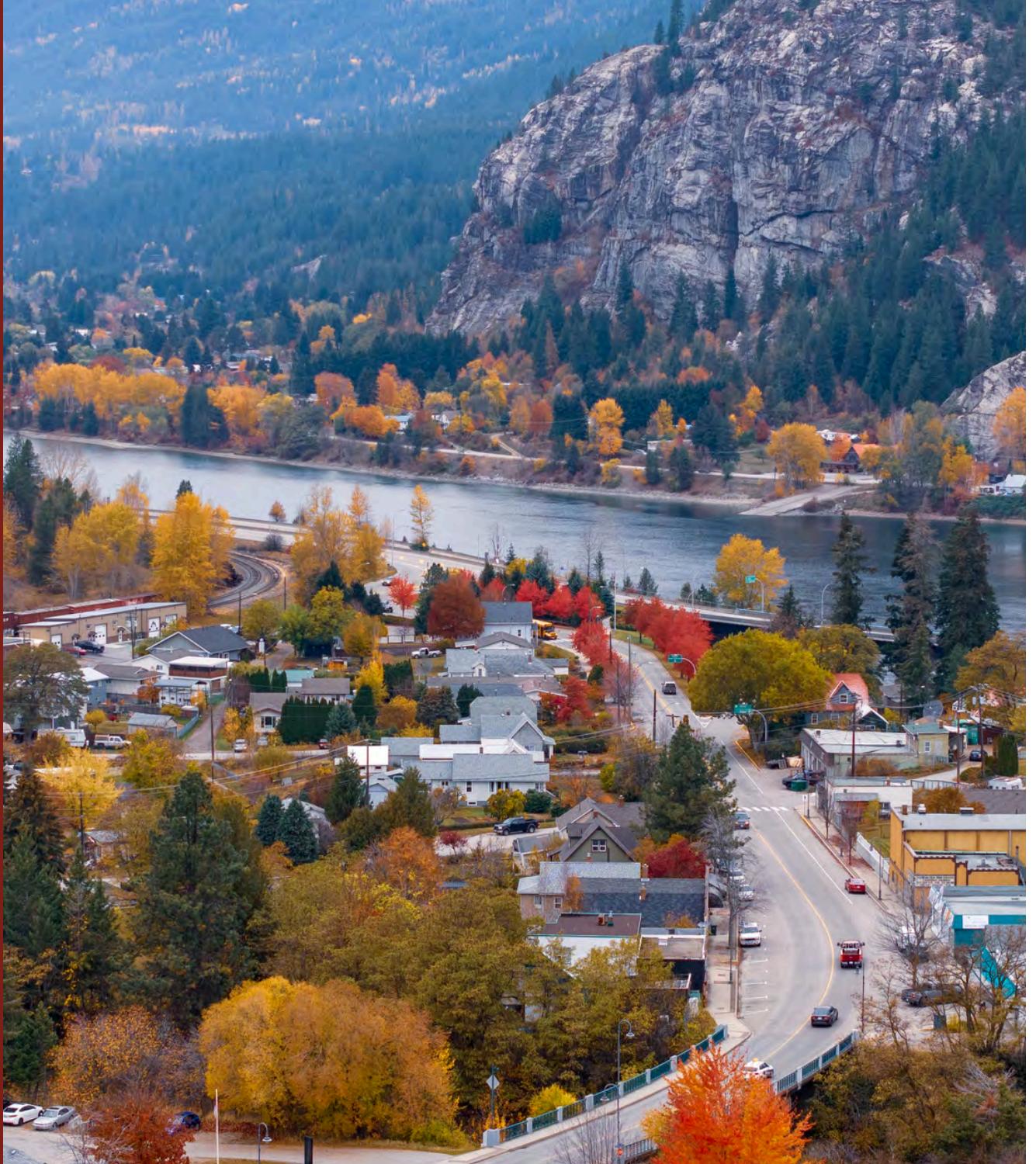
Organize all the City's current folders and records, determine the organization's needs, research and implement an Electronic Data Records Management System.				Legislative Services & Technology
Determine capabilities and training requirements on existing technologies and provide training. Determine technology to support the development of Standard Operating Procedures, checklists, and desk manuals.				Technology
Implement the GIS Strategic Plan across the organization.				Engineering
Develop an Artificial Intelligence policy, educate & train staff, and leverage the continuous benefits.				Technology
Adopt cell phone policy, create guidelines, and provide iPhones to all Civic Works employees.				Technology
Centralize security and camera systems in facilities across the organization.				Facilities & Technology
Install GPS in all City vehicles and implement tracking software.				Technology
Investigate the feasibility of automating the Development Approval Process.				Technology
Implement electronic time tracking, including leave requests and training tracking.				Technology
Implement Fire Department management software.				Technology
Automate the City's Accounts Payable process using Electronic Data Records Management System.				Technology
Determine the City's needs, research and implement an Enterprise Asset Management Software - a centralized system that enables more efficient handling of service requests, work orders, preventative maintenance, and inspections.				Technology

CASTLEGAR

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CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:

February 2, 2026

REPORT NO.: 26-07

SUBMITTED BY:

Director of Finance & Technology

FILE NO.: 1700-20

SUBJECT:

2026 Community Group Funding Requests

RECOMMENDATIONS (to be considered individually):

1. ***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.

2. ***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.***
3. ***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.***

PURPOSE:

This report is 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.

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

SUMMARY/BACKGROUND:

During 2025 budget deliberations, the City updated the process used for community groups seeking annual funding to create efficiencies moving forward.

The updates to the process include:

- Seeking three-year funding and servicing agreements, where possible;

- Providing Council with an opportunity to offer input into services proposed to be delivered by a community group;
- Requiring a community group to prepare a budget submission package that outlined the services provided, and how those services aligned with Council's strategic priorities; and
- Providing community groups with an opportunity to present their budget requests to Council in advance of the annual budget deliberations.

These changes were implemented to enhance stability for community groups and to ensure that services delivered on behalf of the City are aligned with municipal priorities.

As this was a new process, staff measured the success of implementation by splitting the community groups requesting annual funding into two groups to allow for consistency and efficiency. During the 2025 budget, Council heard budget requests from three community groups and approved funding requests for a new three-year cycle.

As part of the 2026 budget process, Council received annual budget presentations and funding requests from the Castlegar & District Heritage Society (Heritage Society), Castlegar & District Public Library (Library) and Castlegar Festival Society (Festival Society).

Castlegar & District Heritage Society

2026-2028 Funding Request:	\$63,046 plus \$5,000 one-time funding for refurbishment projects in 2026.
2025 Funding:	\$46,575 plus \$7,000 capital funding every 3 years.
Difference:	\$16,471 or 35% increase on base funding and a \$5,000 one-time fund in 2026.

Considerations:

The Heritage Society is currently rejuvenating their organization and mandate. They have not yet been able to elect a new board and establish long term planning but have established an exciting and aggressive plan for 2026. Their current request is for only 2026, once they complete long term strategic planning and understand their projected costs, they will approach the City for a three-year funding request. Staff recommend that their 2026 funding request be included in the Draft 2026-2030 Financial Plan for the following reasons:

- The increased funds will support the renewal of an important community group that supports downtown revitalization.
- Their request is in line with 2025 requests from similar community groups.
- They have not received an increase in funding since 2021.
- The request of an additional \$16,471 annually can be phased in over 3 years and the one time \$5,000 project amount can both be drawn from the Host Agreement Reserve.

Castlegar & District Public Library

2026 Funding Request:	\$366,293
2025 Funding:	\$348,850
Difference:	\$17,443 or 5% increase on base funding.

Considerations:

The Library provides an essential service in the Community. The Library received no increase in 2024 and a 3% increase in 2025. Staff recommend that the 2026 funding request included in the Draft 2026-2030 Financial Plan be funded from taxation. The Library budget has additional 5% increases for 2027 and 2028, and staff is recommending that these requests be reviewed in future budget processes.

Castlegar Festival Society (Sunfest)

2026 Funding Request:	\$30,000
2025 Funding:	\$18,000
Difference:	\$12,000 or 67% increase on base funding.

Considerations:

The Festival Society hosts Sunfest, a marquee annual event for Castlegar. Increased costs and reductions in corporate sponsorship have left the society unable to cover the essential costs required to deliver a safe, well-organized, and high-quality event.

Staff recommend that only \$24,000 of the \$30,000 requested for 2026 be included in the Draft 2026-2030 Financial Plan. The \$6,000 one time increase in 2026 is to be funded from the Host Agreement Reserve. Staff recommend awarding \$24,000 as this would bring the amount more inline with the increases received by other community groups.

Staff recommend that the Festival Society present again during 2027 budget deliberations for future financial requests.

2025 Community Group Contributions

A summary of other Council approved Community Group requests included in the 2025-2029 Financial Plan were as follows:

Community Group	2025 Funding Request	2024 Funding	Difference
Kootenay Gallery of Art, History and Science	\$86,010	\$58,470 plus \$7,000 capital fund every 3 years.	\$11,644 or 47% increase on base funding for a 3-year agreement.
Kootenay Doukhobor Historical Society	\$58,218	\$46,575 plus \$7,000 capital fund every 3 years.	\$27,540 or 25% increase on base funding for a 3-year agreement.
Castlegar Sculpturewalk Society	\$100,000	\$70,000	\$30,000 or 43% increase on base funding for a 3-year agreement.

ALTERNATIVES:

1. Council could choose to not approve the increased requests for 2026. Staff do not recommend this option as the listed community groups provide an important role in the community and help deliver on Council's strategic priorities.
2. Council could choose to provide alternative funding amounts and funding sources for the three community groups seeking 2026 funding. This is a viable option that can be considered.

IMPLICATIONS:

(1) Social	Economic and social impacts of arts and culture to a community are effective in bringing people together, fostering trust between participants, build collective experiences and civic engagement, increasing a sense of pride for residents and enhanced community well being.
(2) Environmental	N/A
(3) Personnel	Approximately 10 hours per community group is spent on fielding funding requests and updating agreements.
(4) Financial	<p>If Council approves staff's recommendation the financial impact for 2026 will be:</p> <p>Taxation adjustment - \$17,443 Host Agreement Reserve use - \$35,706</p> <p>The Host Agreement Reserve current balance is approximately \$378,576 with interest accruing annually. Other commitments include \$75,000 relocation of Kootenay Gallery of Art and History and the phase-in of increases for other community groups.</p>

POLICY IMPLICATIONS:

Services provided through community groups support Council's 2023-2027 Strategic Plan Principle #3 *Quality of Life* goal #3 'Build Pride Through Engagement' as community groups build pride in our city and inspire citizen involvement.

IMPLEMENTATION:

Once Council resolutions are adopted, staff will notify the community groups and incorporate funding into the 2026 – 2030 Financial Plan Bylaw.

COMMUNICATION:

N/A

Respectfully submitted,

Steffan Klassen

Steffan Klassen , CPA CA
Director of Finance & Technology

Approved by

Chris Barlow

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

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: February 2, 2026 **REPORT NO.:** 26-08

SUBMITTED BY: Director of Finance & Technology **FILE NO.:** 1760-20

SUBJECT: Financing of South Sewage Treatment Plant North Train Renewal
Preconstruction Expenditures via Liability Under Agreement

RECOMMENDATION:

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.

PURPOSE:

To seek Council authorization to borrow up to \$975,000 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 that the loan be repaid in five years with no rights of renewal.

This report is for consideration at the February 2, 2026, Committee of the Whole Meeting, and adoption at the February 2, 2026, Regular Council Meeting so that funding is in place to allow design to continue and ordering of equipment with long lead times to proceed.

SUMMARY/BACKGROUND:

The 2025–2029 Five Year Financial Plan and the proposed 2026-2030 Five Year Financial Plan include the upgrade of North Train at the South Sewage Treatment Plant (SSTP). The project requires debt financing, and the process to get electoral approval will take up to 6 months to complete. To allow staff to proceed with time sensitive expenditures, such as project planning and ordering parts with lead-times up 10 months prior to the electoral assent, Staff is requesting Council approve a resolution to allow interim borrowing through a Liability Under Agreement borrowing. This allows the project to proceed on a timely and efficient basis. Upon completion of the Borrowing Bylaw, this short-term borrowing will be rescinded and consolidated into the long-term financing under the Loan Authorization Bylaw.

At the March 31, 2025, Regular Meeting, Council awarded the contract for the North Train Renewal upgrades to Chandos Construction LP. The estimated total value of the project including design and construction is \$6,871,000.

The project has two phases: Pre-Construction, and Construction. Pre-Construction work includes consulting, contractor services, and advance ordering of equipment with long lead times. With the Liability Under Agreement approved by Council, staff may proceed with the ordering of equipment and continue design and pre-construction activities.

A Loan Authorization Bylaw for long-term borrowing will be presented to Council at a future meeting which will trigger the Electoral Approval process in late spring/early summer. Once approved, this short-term borrowing will be rescinded and consolidated into the long-term financing under the Loan Authorization.

ALTERNATIVES:

1. Council could choose not to approve the requested borrowing. Staff do not recommend this as improvements to the SSCP have been identified as a priority and there is insufficient funds within the Sewer Reserve to fund the project. Waiting for the Borrowing Bylaw to be completed could delay the project up to six months.

IMPLICATIONS:

(1) Social	The recommended borrowing brings upgrades to the SSCP that benefit the surrounding community by enabling the City to accommodate future growth.
(2) Environmental	A fully redundant wastewater treatment plant allows the City to meet its operating permit requirements and protects the Columbia River from accidental spills of under-treated wastewater.
(3) Personnel	Approximately 15 hours of staff time is required to execute the documents required to obtain the above financing.
(4) Financial	Amounts borrowed using a Liability Under Agreement are charged the short-term borrowing rate which is currently posted at 2.82%.

POLICY IMPLICATIONS:

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

This report supports the 2023-2027 Strategic Plan Principles of:

- Governance & Service Excellence and the goals of Fiscal Stewardship and Asset Management Planning.

IMPLEMENTATION:

If Council approves the recommendation, staff will forward Council's resolution to the MFA to secure short term borrowing.

Staff is currently preparing a report to initiate the borrowing process for total project costs inclusive of an Alternate Approval Process and passing of the Borrowing Bylaw.

COMMUNICATION:

N/A

Respectfully submitted,

Steffan Klassen

Steffan Klassen, CPA
Director of Finance & Technology

Approved by

Chris Barlow

Chris Barlow, AScT
Chief Administrative Officer

Corporate Services

CASTLEGAR

460 Columbia Avenue
Castlegar, BC V1N 1G7

T 250 365 7227
F 250 365 4810
corpserv@castlegar.ca
castlegar.ca

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 2nd 2026

(1st Choice Date)

following - March

(2nd Choice Date)

Name of Spokesperson(s): Reidun Rosi

Phone: [REDACTED]

Email: [REDACTED]

Contact Person(s): same

Phone: [REDACTED]

Email: [REDACTED]

On Behalf of: Castlegar Community Services Society

(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)*

West Kootenay Driver Program, need for increased funding

Purpose of delegation:

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

Reidun Rosi

Signature of Applicant

Jan 20 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

CASTLEGR

Regular Meeting Minutes of Council January 12, 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 Bojochko Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff – Via Zoom Councillor Cherryl MacLeod
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Absent	Nil
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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 Peter Maria, Sea to Sky Sarah Martin, Planner – Policy Ryan Niddery, Manager of Engineering and Infrastructure Preet Pal, Bylaw Enforcement and Compliance Officer Ryan Reid, Accountant Monty Taylor, RCMP Sergeant
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Other	Public and Media
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1 CALL TO ORDER: Mayor McFaddin called the meeting to order at 3:00 p.m.

2 ADOPTION OF AGENDA:

R001-26 Moved and seconded, and
RESOLVED:

THAT the agenda for the Regular Council Meeting of January 12, 2026, be adopted.

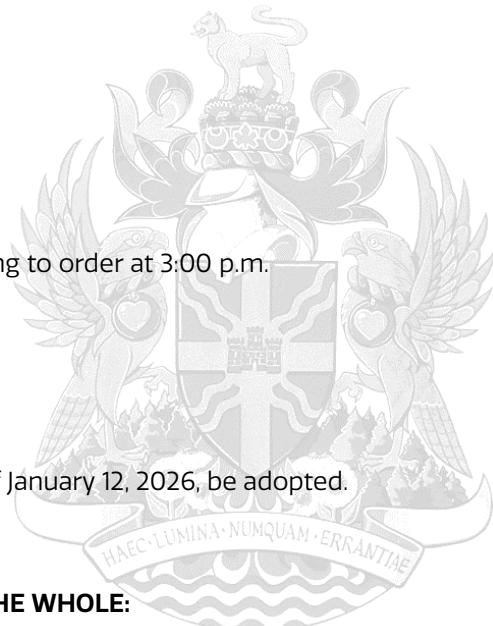
CARRIED.

3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:

R002-26 Moved and seconded, and
RESOLVED: THAT Council now resolve itself into Committee of the Whole.

CARRIED.

4 DELEGATION:



Maggie Shirely, Director, on behalf of the Castlegar Heritage Society presented to Council with respect to Budget Discussions 2026. Highlights of the presentation include:

- Purpose of the Heritage Society.
- New Heritage Society Board of Directors.
- Current services – CPR Station Museum, Zuckerberg Island, Farmers Market.
- How the Society's values and goals align with the City of Castlegar's.
- Overview of collaborations with other community organizations, and funding opportunities.
- Going to undertake public engagement in 2026.
- Overview of goals for the next three years:
 - Museum to operate year-round in 2027.
 - Zuckerberg Island upgrades and on and off-season programming starting in 2027.
 - Market revitalization in 2026.
 - Revenue development, administrative systems, financial stability, refurbishments, exhibitions, collection catalogue, pilot programming, looking for space solutions.
- Review of financial needs and fees.
- Requesting a 25% increase plus two years of inflation of 4%, to be in line with other organizations.

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

(a) COUNCIL COMMITTEE LIAISON VERBAL UPDATE

- Nil

(b) FIRE DEPARTMENT VERBAL UPDATE

- Overview of year end number of calls.
- Three new members have started in the department.

(c) Emergency Services Monthly Reports – November 2025 & December 2025

COW001-26

RECOMMENDATION: Council consider and resolve to receive for information:

- Emergency Services Monthly Report – November 2025
- Emergency Services Monthly Report – December 2025

CARRIED.

(d) 2025 Year End Annual Call Incident Report

COW002-26

RECOMMENDATION: Council consider and resolve to receive for information:

- 2025 Year End Annual Call Incident Report

CARRIED.

(e) RCMP DETACHMENT VERBAL UPDATE

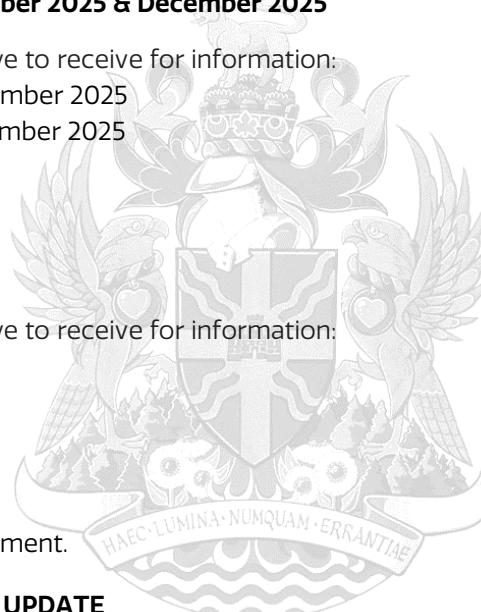
- Currently have 16 of 17 officers at the detachment.

(f) WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE

- Overview of December and January cancellations.
- Flight loads during the holiday season were 60-70%.

(g) COMMUNITY SAFETY AND DEVELOPMENT VERBAL UPDATE.

- Nil



(h) Building Permit and Business Licence Reports – November 2025

COW003-26 RECOMMENDATION: Council consider and resolve to receive for information:

- Building Permit Report – November 2025
- Business Licence Report – November 2025
- Building Permit Report – December 2025
- Business Licence Report – December 2025

CARRIED.

(i) 2025 Year End Development Services Review Verbal Update

- The Director of Community Safety and Development presented to Council an overview of 2025 development, building permits and a project showcase, including 75 new housing units, business growth and expansion.
- Overview of staffing changes.

(j) 2025 Year End Development Report

COW004-26 RECOMMENDATION: Council consider and resolve to receive for information:

- 2025 Year End Development Report

CARRIED.

(k) Encampment Response Options (Report No. 26-02)

Report from the Director of Community Safety & Development to provide Council with an overview of local government responsibility as it relates to inadequate sheltering options within the community.

COW005-26 Moved, and
RECOMMENDED:

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

CARRIED.

(l) Temporary Use Permit 2-25 Arrow Building Supplies (Report No. 26-04)

Report from the Planner-Policy to seek Council endorsement of Temporary Use Permit 2-25 to allow 'Industrial-Light' use at 2240 6th Avenue for furniture manufacturing by Kootenay Beds for a three-year term.

COW006-26 Moved, and
RECOMMENDED:

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.

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

- Kootenay Gallery of Art planning session.
- Update on Winter Wonderland wrap up and planning.

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 Human Resources job postings.

(c) **2025 Council Strategic Plan Implementation Report – Quarter 4 Update (Report No. 26-06)**

Report from the Chief Administrative Officer to present Council with the 2025 Council Strategic Plan Implementation Report – Q4 Update.

COW007-26

Moved, and

RECOMMENDED:

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

CARRIED.

(d) **Finance Department Verbal Update**

- Working on year end and budget for 2026.

(e) **2025 Q4 Community Grant Applications (Report No. 26-05)**

Report from the Accountant to seek Council consideration of the 2025 Q4 Community Grant Applications.

RECOMMENDATIONS (to be considered individually):

COW008-26

Moved, and

RECOMMENDED:

THAT Council approve the Community Grant funding in the amount of \$1,400 to the Castlegar Rebels for the playoff game sponsorship.

CARRIED.

COW009-26

Moved, and

RECOMMENDED:

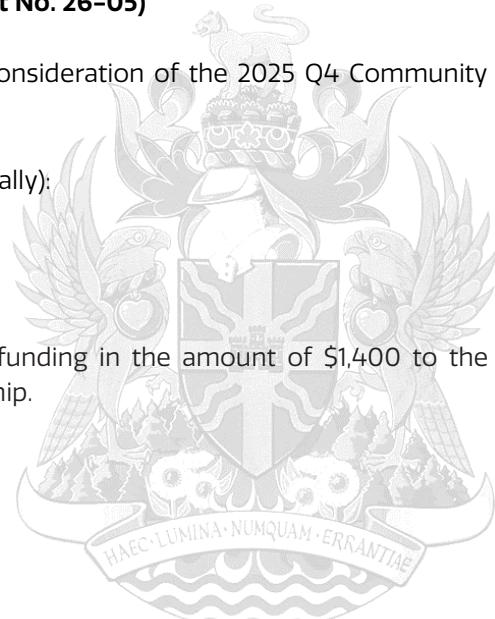
THAT Council approve the Community Grant funding in the amount of \$1,000 to Special Olympics BC- Castlegar for the 2025 regional swim meet.

CARRIED.

COW010-26

Moved, and

RECOMMENDED:



THAT Council approve the Community Grant funding in the amount of \$2,000 to the Castlegar Youth Bowling for bowling uniform shirts.

CARRIED.

(f) IT Department Verbal Update

- Nil

8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)

(a) Municipal Services Department Verbal Update

- Update on the Eremenko demolition project.

9 QUESTION PERIOD:

- Nil

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R003-26 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.

R004-26 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)(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.

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 4:31 p.m.

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

Members Mayor Maria McFaddin
Present Councillor Darcy Bell

	Councillor Brian Bogle Councillor Sandy Bojechko Councillor Shirley Falstead Councillor Cherryl MacLeod
Absent	Councillor Sue Heaton-Sherstobitoff
Staff	Chris Barlow, Chief Administrative Officer
Present	Bree Seabrook, Director of Corporate Services Steffan Klassen, Director of Finance & Technology Meeri Durand, Director of Community Safety and Development Chris Hallam, Director of Municipal Services Nicole Brown, Manager of Legislative Services Jennifer Chamberlain, Executive Assistant Peter Maria, Sea to Sky
Other	Public and Media

13 DELEGATION: Nil

14 COUNCIL MEETING MINUTES FOR APPROVAL:

R005-26 Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – December 17, 2025

CARRIED.

15 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

The following resolutions were recommended at the December 17, 2025, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R006-26 Moved and seconded, and
RESOLVED:

THAT Council adopt the 2025 Parking Assessment & Regulatory Review attached to Report 25-92.

CARRIED.

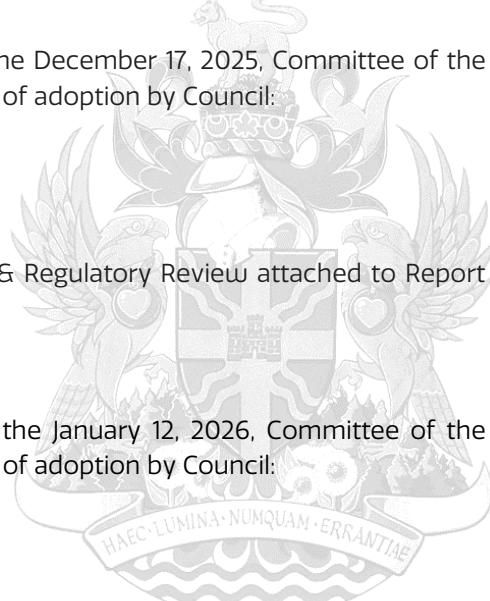
The following resolutions were recommended at the January 12, 2026, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R007-26 Moved and seconded, and
RESOLVED:

THAT Council approve the Community Grant funding in the amount of \$1,400 to the Castlegar Rebels for the playoff game sponsorship.

CARRIED.

R008-26 Moved and seconded, and
RESOLVED:



THAT Council approve the Community Grant funding in the amount of \$1,000 to Special Olympics BC – Castlegar for the 2025 regional swim meet.

CARRIED.

R009-26 Moved and seconded, and
RESOLVED:

THAT Council approve the Community Grant funding in the amount of \$2,000 to the Castlegar Youth Bowling for bowling uniform shirts.

CARRIED.

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

R010-26 Moved, and seconded and
RESOLVED:

THAT the following minutes be received for information:

(a) RDCK Regular Board Meeting Minutes – November 13, 2025

CARRIED.

17 CORRESPONDENCE:

R011-26 Moved and seconded, and
RESOLVED:

THAT Council approve the request from Danielle Ringer, on behalf of the Blue Sea Foundation, to change the Kinnaird Overpass lights to winter blue, warm yellow or valley blue on February 28, 2026, in recognition of the Coldest Night of the Year Event.

CARRIED.

R012-26 Moved and seconded, and
RESOLVED:

THAT Council approve the request from Trudy Flynn, on behalf of the Fibromyalgia Association of British Columbia to change the Kinnaird Overpass lights to purple from May 12–13, 2026 in recognition of Fibromyalgia Awareness.

CARRIED.

18 REPORTS OTHER:

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

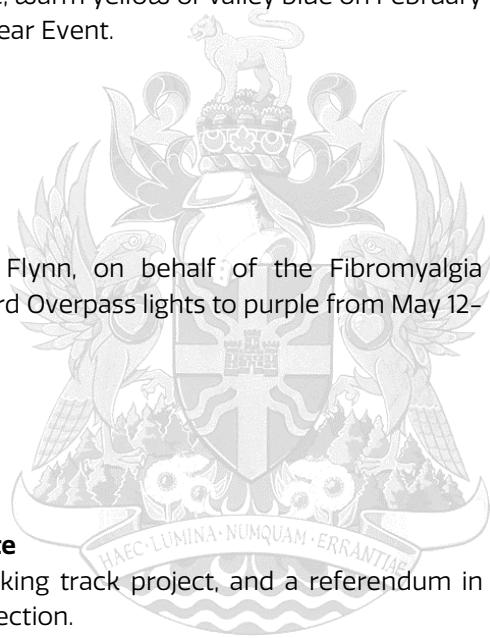
- Moving forward with the new arena and walking track project, and a referendum in coordination with the October 2026 General Election.

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

- Recent meeting with Transport Canada.
- Kootenay Gallery of Art Meeting.

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION: Nil



22 NEXT MEETING(S):

February 2, 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: Nil

25 ADJOURNMENT:

R013-26 Moved and seconded, and
RESOLVED: THAT the Regular meeting be adjourned.

CARRIED.

The Regular Meeting was adjourned at 7:07 p.m.

CERTIFIED CORRECT:

Bree Seabrook
Director of Corporate Services

Maria McFaddin
Mayor



To: Castlegar City Council

We are writing to request that the municipal landmark:
Kinnaird Interchange Overpass - Purple Lights

in the community of:

Castlegar

be lit in purple to celebrate National Dental Hygienists Week™ (NDHW™) as part of the Canadian Dental Hygienists Association's national "Put Your Purple On!" campaign.

National Dental Hygienists Week™ is celebrated annually April 4-10, highlighting the importance of maintaining good oral health practices while helping Canadians to understand the vital role dental hygienists play in the health care system. Our theme "Oral Health for Total Health," reminds us that taking care of our mouth, teeth, and gums positively impacts other aspects of our lives.

Why purple? The colour purple is associated with dental hygiene and has been the official colour of dental professionals since 1897 when lilac was first chosen for the emblem of the National Association of Dental Faculties. Purple has long been the trim colour for dental hygiene graduates' caps and gowns and is said to signify compassion, purpose, and inspiration.

Last year, there were 128 Canadian landmarks lit in purple. Over the past several years, lightings have included: BC Place Stadium, The Bastion (Nanaimo), Science World (Vancouver), Calgary Tower, Edmonton High-Level Bridge, The Atlas Hotel (Regina), Winnipeg Sign, CN Tower (Toronto), Niagara Falls, RBC Place London, Ottawa Sign, Montréal Olympic Park, Fredericton City Hall, Province House (Halifax), St. John's Convention Centre and more.

We'd like to give every community in Canada, and globally, the opportunity to share in our celebrations. Please let us know if you are interested in joining our "Put Your Purple On!" campaign this April. You may contact me at
[REDACTED].

CDHA is the collective national voice of nearly 34,000 dental hygienists in Canada, directly representing 24,000 individual members, including students. Since 1963, CDHA has worked to advance the profession and promote the importance of oral health. Dental hygiene is the sixth largest registered health profession in Canada with professionals working in a variety of settings, including independent dental hygiene practice, with people of all ages, addressing issues related to oral health. To learn more about NDHW visit cdha.ca/ndhw. For more information on oral health, visit dentalhygienecanada.ca.

Regards,

Christine Chore, RDHP



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

Hello,

The British Columbia Dental Hygienists' Association (BCDHA) is reaching out in recognition of National Dental Hygienists Week (April 4-10), a national awareness initiative led by the Canadian Dental Hygienists Association.

As part of the "Put Your Purple On!" campaign, BCDHA is inviting communities across British Columbia to light landmarks and buildings purple, the official colour of dental hygiene.

Lighting a landmark or building purple for one evening during the week helps raise awareness and show visible support for oral health professionals, in support of the 2025 theme, "Oral Health for Total Health."

If you're able to participate or would like more information, please contact Gary McKenna at [REDACTED].

Thank you for your consideration.

-Gary McKenna

British Columbia Dental Hygienists Association

900-1021 W Hastings St

Vancouver, BC

V6E 0C3

604-415-4559

[REDACTED]



Hello,

I'm reaching out on behalf of Parkinson Society British Columbia (PSBC) to **request your support in raising awareness for Parkinson's disease by illuminating the Kinnaird Interchange Bridge in Medium Blue (HEX #0000CD; RGB 0, 0, 205) on World Parkinson's Day – April 11, 2026**. If possible, we would also appreciate consideration for keeping the lighting in place for an extended period, such as the surrounding week or the entire month of April.

Why This Matters

- **Parkinson's is the second most common neurodegenerative disorder**, yet it remains widely misunderstood compared to conditions like Alzheimer's.
- **More than 17,500 British Columbians live with Parkinson's**, and the impact extends far beyond those diagnosed—to their families, friends, and communities.
- **Lighting up landmarks in blue** is a powerful way to spark conversations, increase public awareness, and show solidarity with those affected.

About Parkinson Society BC

For over 50 years, Parkinson Society British Columbia has been dedicated to improving the lives of those affected by Parkinson's through:

- Support services for individuals and families
- Education and resources to help navigate life with Parkinson's
- Advocacy to improve care and increase awareness
- Research funding to drive progress toward better treatments and a cure

Learn more about our organization at www.parkinson.bc.ca

How You Can Help

If your team has a social media presence, we would appreciate your support in recognizing World Parkinson's Day and, if possible, continuing the conversation throughout April.

To make participation easy, we will provide all participating landmarks with:

- 📌 A set of promotional assets (graphics + messaging) in advance
- 📌 Suggested social media posts to help amplify the campaign
- 📌 Opportunities to reshare PSBC's posts throughout April

Next Steps

If you're interested in participating, please let us know—we'd love to confirm your support and share materials in advance.

For more information, visit parkinson.bc.ca and follow us on:

- 📍 Facebook: facebook.com/parkinsonsocietybritishcolumbia
- 📍 Instagram: [@parkinsonsbc](https://www.instagram.com/@parkinsonsbc)
- 📍 LinkedIn: [linkedin.com/company/parkinson-society-british-columbia](https://www.linkedin.com/company/parkinson-society-british-columbia)

Thank you for your time and consideration. Your support in lighting up blue for Parkinson's awareness will make a meaningful impact on those affected across British Columbia.



Matthew White

Marketing & Communications Coordinator

Parkinson Society British Columbia

1021 West Hastings Street, 9th floor | Vancouver, BC V6E 0C3

[\(604\) 662-3240 ext. 275](tel:(604)662-3240) | [1-800-668-3330 ext. 275](tel:(1-800-668-3330) | www.parkinson.bc.ca



Stay connected to the Parkinson's community! [Subscribe to our newsletter.](#)

As an independent provincial organization, our work extends across many Indigenous lands and territories throughout British Columbia. We would like to respectfully acknowledge that our Vancouver office is located on the shared traditional territories of the xʷməθkʷəy̪əm (Musqueam), skwxwú7mesh (Squamish), and sel̓íl̓witulh (Tsleil-

Waututh) Nations.

Information provided by Parkinson Society British Columbia is intended to be used for general information only and should not replace consultation with healthcare professionals. Please speak with a qualified healthcare professional before making medical decisions.



Proposal: Stories to Solutions: A Collaborative Regional Response to Rural Homelessness

Overview:

This project proposal seeks funding from the *Community and College Social Innovation Fund (CCSIF)*, a federal government funding stream that offers up to three years of funding for college-based projects in partnership with community organizations, including local governments. This proposed project follows new approaches, but it builds directly on the relationships, learning, and shared momentum developed through the Selkirk College [**Bridging Rural Homelessness and Well-being**](#) project, continuing the regional approach many partners have identified as essential.

Securing funding for this project would enable Selkirk College to continue contributing to the regional momentum, collaboration, and additional capacity that support homelessness response in our rural region. Using **Participatory Narrative Inquiry (PNI)**, the project will gather real stories and insights of experiences across the region, use participatory processes to collectively make sense of the patterns the insights reveal, and support practical actions that fit our rural context. The focus includes Trail, Castlegar, Nelson, and the surrounding rural regions connected to these communities.

Why This Work Matters Now:

Homelessness continues to evolve across the region. Communities are responding with commitment, but the complexity and pace of change mean no single sector or community can address the issue alone. We know from our previous work that:

- Regional collaboration supports faster, more coordinated responses.
- Sharing real experiences uncovers valuable insights that numbers alone can't.
- Communities act more effectively when actions are grounded in shared understanding and buy-in.
- Partners appreciate a trusted, neutral space to explore what's working and where gaps remain.

Stories to Solutions provides a structured approach for partners to learn from local knowledge, align efforts, and identify practical solutions tailored to our rural context. This approach positions the region to move forward with clearer insight, shared direction, and practical next steps.

What the Project Will Do:

1. Gather Stories (Insights) From Across the Region

The project will collect stories and insights from diverse perspectives, including people with lived and living experience of homelessness, service providers, elected officials, local governments, businesses, government agencies, and community members. People sharing insights also interpret their own experiences, creating a record of rich local knowledge from diverse perspectives to guide local action.

2. Make Sense of Experiences Together

Partners will participate in regional sensemaking sessions where patterns, challenges, opportunities, and misalignments can be seen clearly. These sessions help partners explore questions such as:

- What are current conditions, and what is changing in our communities?
- Where do current approaches help or unintentionally hinder?
- Where is there readiness and capacity for action? Who is ready to collaborate?

3. Support and Test Community-Led Actions

Through at least three iterative cycles, the project aims to identify and support actions that are meaningful, feasible, and grounded in local insights and context. These may be new ideas or refinements of work underway. Students and faculty can contribute applied capacity to help move promising ideas forward.

4. Share Learning Back to the Region & Beyond

Partners will receive practical, easy-to-use updates throughout the project, such as:

- summaries of emerging themes and patterns
- simple visual highlights of key insights
- a regional story repository with selected anonymized stories
- communication tools that support engagement, advocacy, and decision-making

Benefits to Partners & Region:

Clearer Communication & Understanding	Stories & insights reveal what is working, where pressure points exist, and how experiences vary across sectors, individuals, and communities.
Better Decision-Making	Structured patterns emerging from stories and insights support planning, funding efforts, and community engagement.
Stronger Regional Collaboration	Participation connects you to a broad regional network while reducing duplication and increasing shared impact.
More Inclusive Community Responses	The approach honours lived experience and creates space for respectful participation across perspectives.
Actionable, Real-World Solutions	The iterative cycles allow communities to respond quickly and adapt as conditions change.
Additional Capacity	Selkirk College students bring energy and support to advance local actions.

Participation Details:

Partner participation is flexible and can be tailored to match capacity and evolving needs. Partners can join at the level that best fits their capacity and organizational needs:

- **Participation Partner:** Engage in story collection, sensemaking sessions, and project updates.
- **Strategic Partner:** Serve on an advisory circle guiding the project's direction and participate in project activities.

Next Steps:

- **By January 30:** An indication that you intend to partner. **As soon as possible is appreciated!**
- **By February 12:** Completion of the partner portal in the government's 'Convergence Portal', including uploading a letter of support. *(If more time needed, reach out to Jayme)*

Draft language for the letter of support and clear instructions for portal completion will be provided to make the process as easy as possible.

Project Contact:

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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



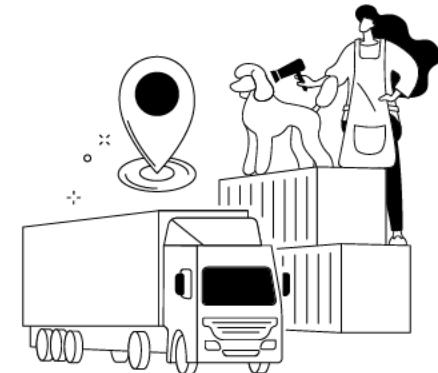
3 QUALITY OF LIFE



4 WEST KOOTENAY REGIONAL AIRPORT EXCELLENCE



5 ACCESS TO HEALTHCARE



6 A PROSPEROUS CITY