

# Regular Meeting of Council Agenda January 12, 2026

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

Please click the link below to join the webinar for **Committee of the Whole**:

<https://us02web.zoom.us/j/81537391928?pwd=ZpfUEPd3ETadsVvNDRH9ds8b2lB8ar.1>

or telephone: Dial (for higher quality, dial a number based on your current location):

Canada: 1-438-809-7799, 1-587-328-1099, 1-647-374-4685, 1-647-558-0588,

1-778-907-2071, 1-780-666-0144

**Webinar ID: 815 3739 1928 Passcode: 707182**

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

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

<https://us02web.zoom.us/j/82308886136?pwd=WTlZWbRCR5BQBhcQ9cAbGcSydCalqR.1>

or Telephone: Dial (for higher quality, dial a number based on your current location):

Canada: 1-780-666-0144, 1-204-272-7920, 1-438-809-7799,

1-587-328-1099, 1-647-374-4685

**Webinar ID: 823 0888 6136 Passcode: 634712**

International numbers available: <https://us02web.zoom.us/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:

(a) Maggie Shirley on behalf of the Castlegar Heritage Society re: Budget Discussions 2026

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

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

(b) **FIRE DEPARTMENT VERBAL UPDATE**

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

RECOMMENDATION: Council consider and resolve to receive for information:

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

(d) **2025 Year End Annual Call Incident Report**

RECOMMENDATION: Council consider and resolve to receive for information:

- 2025 Year End Annual Call Incident Report

(e) **RCMP DETACHMENT VERBAL UPDATE**



- (f) **WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE**
- (g) **COMMUNITY WELLNESS, SAFETY AND DEVELOPMENT VERBAL UPDATE.**
- (h) **Building Permit and Business Licence Reports – November & December 2025**

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

- (i) **2025 Year-End Development Services Review Verbal Update**
- (j) **2025 Year-End Development Report**

RECOMMENDATION: Council consider and resolve to receive for information:

- 2025 Year End Development Report

- (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.

RECOMMENDATION: Council consider and resolve:

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

- (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 6<sup>th</sup> Avenue for furniture manufacturing by Kootenay Beds for a three-year term.

RECOMMENDATION: Council consider and resolve:

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

## **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) **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.

RECOMMENDATION: Council consider and resolve:

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

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

(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) Council consider and resolve:

1. THAT Council approve the Community Grant funding in the amount of \$1,400 to the Castlegar Rebels for the playoff game sponsorship.
2. THAT Council approve the Community Grant funding in the amount of \$1,000 to Special Olympics BC – Castlegar for the 2025 regional swim meet.
3. THAT Council approve the Community Grant funding in the amount of \$2,000 to the Castlegar Youth Bowling for bowling uniform shirts.

(f) **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.

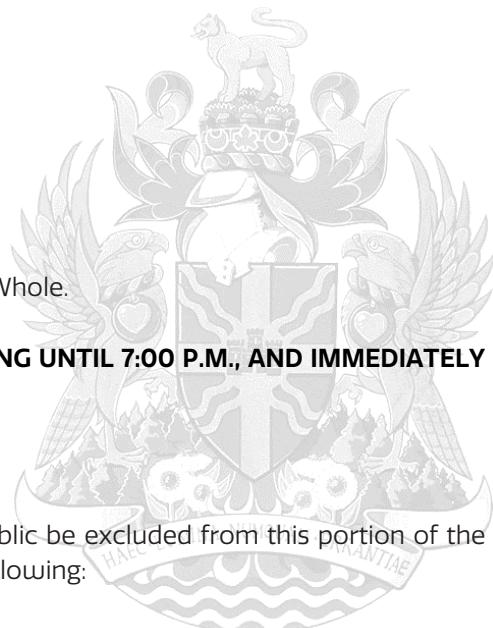
**11 RESOLUTION TO EXCLUDE PUBLIC, RECESS THE PUBLIC MEETING UNTIL 7:00 P.M., AND IMMEDIATELY CONVENE INTO CLOSED SESSION:**

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)(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.

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

**13 DELEGATION:** Nil

**14 COUNCIL MEETING MINUTES FOR APPROVAL:**

RESOLUTION: THAT the following Minutes be adopted:

(a) Regular Meeting Minutes – December 17, 2025

**15 RESOLUTION TO ADOPT COMMITTEE OF THE WHOLE RECOMMENDATIONS:**

(a) Recommendations from the December 17, 2025, 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 December 17, 2025 Committee of the Whole Meeting.

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

(b) Committee of the Whole recommendations from the January 12, 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 January 12, 2026, Committee of the Whole Meeting.

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

RECOMMENDATION: THAT the following minutes be received for information:

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

**17 CORRESPONDENCE:**

(a) Danielle Ringer, on behalf of the Blue Sea Foundation re: request to illuminate the Kinnaird Interchange Overpass in winter blue, warm yellow or valley blue on February 28, 2026, in recognition of the Coldest Night of the Year Event.

(b) Trudy Flynn, on behalf of the Fibromyalgia Association of British Columbia re: request to illuminate the Kinnaird Interchange Overpass in purple from May 12-May 13, 2026, in recognition of Fibromyalgia Awareness.

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

**23 NOTICE OF MOTION:** Nil

**24 QUESTION PERIOD:**

**25 ADJOURNMENT:**

**26 2023-2027 STRATEGIC PLAN INFORMATION PAGE**



# EMERGENCY SERVICES REPORT

November 2025

Page 1 of 2

This report has been prepared for the January 12, 2026 meeting to council, file number 7300-25.

## Fire Department Operations:

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

Incident	2025		2024	
	November 2025	Year to Date	November 2024	Year to Date
Fires	3	49	4	53
Rescue (EMCR* Task)	2	19	6	30
Rescue (BCAS Assist)	24	360	21	206
Aircraft	0	0	0	0
Motor Vehicle Accident/Incident	7	41	7	49
Hazardous Materials	3	22	0	15
First Responder Medical	12	36	5	72
False Alarms	6	83	2	47
Standby	16	131	10	115
Public Service	5	38	4	46
Complaints	4	125	11	63
Other	1	46	4	104
<b>Monthly Totals</b>	<b>83</b>	<b>950</b>	<b>74</b>	<b>800</b>
<b>Service Charge (False/Nuisance)</b>	<b>1</b>	<b>\$250</b>	<b>0</b>	<b>2</b>
<b>Burning permits</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>Reportable Fires (OFC)</b>	<b>1</b>	<b>9</b>	<b>4</b>	<b>10</b>
<b>Fire Damage Dollar Loss</b>	<b>\$10,000</b>	<b>\$857,800</b>	<b>\$30,000</b>	<b>\$1,515,100</b>
<b>Fire Dollar Amount Saved</b>	<b>\$0</b>	<b>\$178,616,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Fire Injuries</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

TRAINING:

1. 10 Members completed Red Cross certification for First Responder 3 Course, expected completion in December for EMA licencing
2. Steep angle ropes course NFPA 1006 level 2
3. MTI winter driving awareness
4. SCBA maintenance
5. Weekend training Auto Extraction transit bus
6. Monthly Safety and Officers Meeting
7. Monthly Apparatus Checks

Other:

1. FireSmart presentation to Rotary Group
2. Participate in city JOHS meeting
3. Staff attended Castlegar Connects Event at the Complex
4. Went to Selkirk College to go over fire lane installation at new residence
5. CFD participated in Remembrance Day event

Prepared by

*Nick Ahlefeld*

Nick Ahlefeld  
Acting Fire Chief

# EMERGENCY SERVICES REPORT

## December 2025

Page 1 of 2

This report has been prepared for the January 12, 2026 meeting to council, file number 7300-25.

### Fire Department Operations:

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

Incident	2025		2024	
	December 2025	Year to Date	December 2024	Year to Date
Fires	3	52	9	62
Rescue (EMCR* Task)	5	24	3	33
Rescue (BCAS Assist)	25	352	25	231
Aircraft	0	0	0	0
Motor Vehicle Accident/Incident	2	43	10	59
Hazardous Materials	1	23	1	16
First Responder Medical	5	41	4	76
False Alarms	12	95	4	51
Standby	8	139	7	122
Public Service	6	44	7	53
Complaints	9	134	3	66
Other	1	47	3	107
<b>Monthly Totals</b>	<b>77</b>	<b>1027</b>	<b>76</b>	<b>876</b>
<b>Service Charge (False/Nuisance)</b>	<b>1</b>	<b>\$250</b>	<b>0</b>	<b>2</b>
<b>Burning permits</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>Reportable Fires (OFC)</b>	<b>1</b>	<b>9</b>	<b>4</b>	<b>10</b>
<b>Fire Damage Dollar Loss</b>	<b>\$10,000</b>	<b>\$867,800</b>	<b>\$30,000</b>	<b>\$1,515,100</b>
<b>Fire Dollar Amount Saved</b>	<b>\$25,237,100</b>	<b>\$203,853,100</b>	<b>\$0</b>	<b>\$0</b>
<b>Fire Injuries</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

## EMERGENCY SERVICES REPORT

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## TRAINING:

1. Auto X on transit Bus at Ernie's Use Auto Parts lot
2. Hall cleanup
3. Monthly Safety and Officers Meeting
4. Monthly Apparatus Checks

## Other:

1. Participated in Winter in Wonderland
2. Held CFD 43<sup>rd</sup> Annual Toy Drive
3. Participated in Night of Fire
4. Hosted Emergency Services Kids Christmas Party

Prepared by



Nick Ahlefeld  
Fire Chief

# City of Castlegar Fire Rescue Services

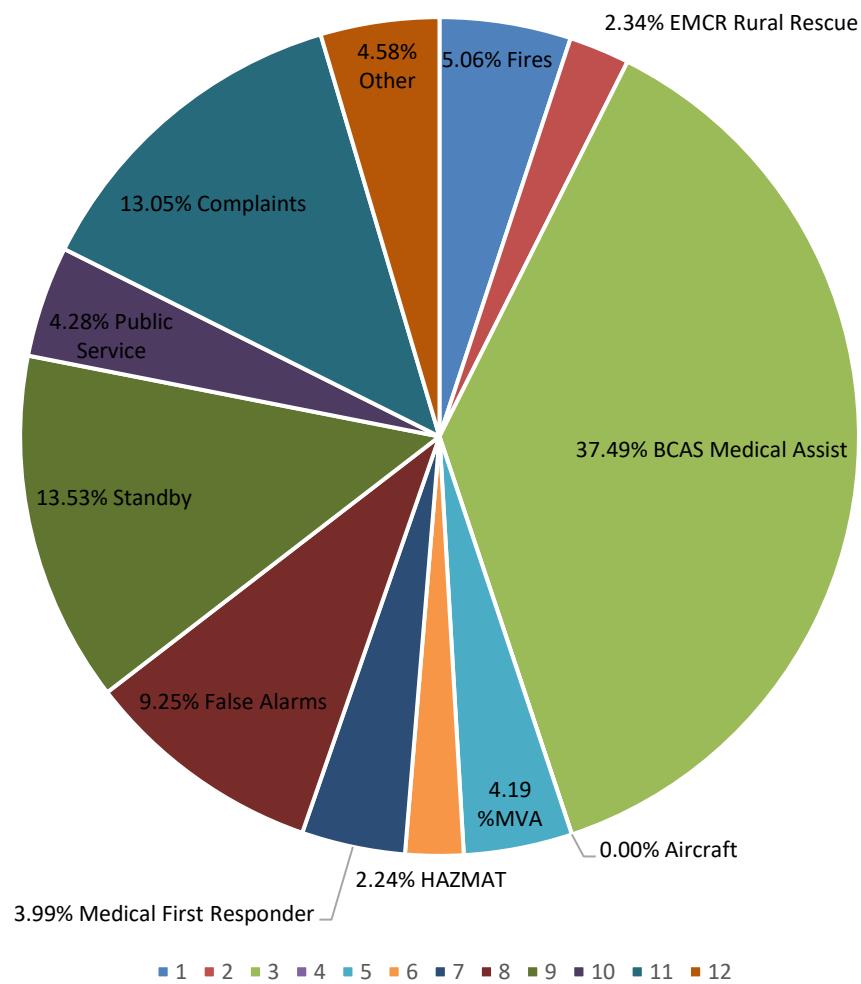
## 2025 Incident Summary

Month	Fires (ALL)	EMCR	BCAS Assist	Aircraft	MVA	HzMT	FR	F/A	SDBY	PS	Complaints	Other	Total	\$ Loss (Fire)
Jan	4	0	16	0	8	4	3	4	21	0	6	9	75	\$5,000.00
Feb	2	5	25	0	2	3	2	1	10	2	4	4	60	\$0.00
March	2	3	38	0	3	1	2	8	20	1	11	0	89	\$0.00
April	4	0	34	0	2	0	2	10	15	3	23	0	93	\$0.00
May	4	2	36	0	2	1	2	15	12	5	23	3	105	\$0.00
June	3	2	35	0	4	3	4	7	14	5	5	12	94	\$0.00
July	8	2	35	0	4	0	4	9	3	2	10	4	81	\$350,100.00
Aug	4	0	40	0	1	2	1	8	7	4	15	5	87	\$10,000.00
Sept	5	0	34	0	1	3	4	6	1	4	16	5	79	\$0.00
Oct	10	3	43	0	7	2	0	9	12	7	8	3	104	\$482,700.00
Nov	3	2	24	0	7	3	12	6	16	5	4	1	83	\$10,000.00
Dec	3	5	25	0	2	1	5	12	8	6	9	1	77	\$10,000.00
<b>Total:</b>	<b>52</b>	<b>24</b>	<b>385</b>	<b>0</b>	<b>43</b>	<b>23</b>	<b>41</b>	<b>95</b>	<b>139</b>	<b>44</b>	<b>134</b>	<b>47</b>	<b>1027</b>	<b>\$867,800.00</b>
<b>% of Call</b>	<b>5.06</b>	<b>2.34</b>	<b>37.49</b>	<b>0.00</b>	<b>4.19</b>	<b>2.24</b>	<b>3.99</b>	<b>9.25</b>	<b>13.53</b>	<b>4.28</b>	<b>13.05</b>	<b>4.58</b>	<b>100</b>	

2024	62	33	231	0	59	16	76	51	122	53	66	107	876	\$1,515,100.00
2023	119	40	139	0	41	19	57	59	158	54	43	144	873	\$643,000.00
2022	81	23	120	0	45	18	84	72	105	63	43	155	809	\$1,529,700.00
2021	92	20	137	0	38	26	36	73	118	45	37	137	759	\$1,223,000.00
2020	76	30	72	0	37	14	21	35	123	44	45	128	625	\$1,082,350.00
2019	57	27	107	0	58	17	45	47	161	118	38	152	827	\$428,500.00
2018	68	20	50	0	48	21	33	56	205	129	53	108	791	\$259,500.00
2017	70	42	64	1	50	18	54	57	152	113	53	175	849	\$126,330.00
2016	97	36	61	3	57	13	34	88	143	154	60	157	903	\$706,550.00
2015	171	35	65	2	53	28	32	98	130	143	23	153	933	\$258,600.00
2014	76	37	43	0	50	22	35	103	90	145	39	123	763	\$233,500.00
2013	88	24	51	2	40	25	35	109	71	128	45	115	733	\$1,540,500.00
2012	89	45	52	3	46	20	35	102	65	140	52	142	791	\$177,600.00
2011	66	51	24	4	59	23	48	76	50	110	28	116	655	\$165,650.00

2010	104	67	15	2	53	23	26	84	23	95	47	112	651	\$165,850.00
2009	149	44	23	2	50	36	44	71	24	97	50	80	670	\$358,000.00
2008	123	55	17	3	44	20	55	73	14	100	31	105	640	\$101,700.00

2025 CFD Annual Incident Summary Chart



# Building Permit Report

## November 2025

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This report has been prepared for the January 12, 2026 meeting to council. file number 3800-01.

### Value of Work & Permits

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

	2025		2024	
	Value of Work	Permits Issued	Value of Work	Permits Issued
Residential. New Single/Duplex				
Residential. New Multi-Family				
Residential. New Garages/Carports	\$40,000.00	1		
Residential. Alterations & Additions	\$10,800.00	2	\$242,500.00	6
Secondary Suites				
Commercial. New				
Commercial. Alterations & Additions	\$600,000.00	1	\$320,000.00	2
Industrial. New				
Industrial. Alterations & Additions				
Institutional/Gov't. New				
Institutional/Gov't. Alterations & Additions				
Demolition				
<b>Monthly Totals</b>	<b>\$650,800.00</b>	<b>4</b>	<b>\$562,500.00</b>	<b>8</b>
<b>Year-to-Date Totals</b>	<b>\$33,847,940.00</b>	<b>90</b>	<b>\$16,123,610.00</b>	<b>119</b>

## Major Projects Started November 2025

630 17<sup>th</sup> Street. Commercial Renovation

### PART A. ONGOING MAJOR PROJECTS

Single Family Dwelling
<ul style="list-style-type: none"> <li>▪ 1564 Woodland Drive</li> <li>▪ 3937 Grandview Drive</li> <li>▪ 902 Merry Creek</li> <li>▪ 3701 Powell Road</li> <li>▪ 1509 Aspen Lane</li> <li>▪ 1537 Grandview Drive</li> <li>▪ 3728 Toba Road</li> <li>▪ 3704 Toba Road</li> <li>▪ 508 3<sup>rd</sup> Avenue</li> <li>▪ 1513 Aspen Lane</li> <li>▪ 2108 8th Avenue</li> <li>▪ 2632 9th Avenue</li> </ul>
Renovation
<ul style="list-style-type: none"> <li>▪ 330 Columbia Avenue</li> <li>▪ 2232 Columbia Avenue</li> <li>▪ 4190 Minto Road</li> <li>▪ 2112 10th Avenue</li> <li>▪ 3429 8th Avenue</li> <li>▪ 3937 Grandview Drive</li> <li>▪ 3405 3<sup>rd</sup> Avenue</li> <li>▪ 1217 1<sup>st</sup> Street</li> <li>▪ 2185 Crestview Crescent</li> <li>▪ 1680 Woodland Drive</li> <li>▪ 4400 Minto Road</li> <li>▪ 507 8th Avenue</li> <li>▪ 1127 4<sup>th</sup> Street</li> <li>▪ 630 17<sup>th</sup> Street</li> <li>▪ 602 18<sup>th</sup> Street</li> <li>▪ 2171 Crestview Crescent</li> <li>▪ 1801 Connors Road</li> <li>▪ 1840 8<sup>th</sup> Avenue</li> <li>▪ 316 8<sup>th</sup> Avenue</li> <li>▪ 309 3<sup>rd</sup> Avenue</li> <li>▪ 1007 2<sup>nd</sup> Street</li> <li>▪ 209 5th Avenue</li> <li>▪ 1408 Meadowbrook Drive</li> <li>▪ 3388 Southridge Drive</li> <li>▪ 2001 Columbia Avenue</li> <li>▪ 831 7<sup>th</sup> Avenue</li> <li>▪ 608 7<sup>th</sup> Avenue</li> <li>▪ 12-1502 Columbia Avenue</li> <li>▪ 614 12<sup>th</sup> Street</li> <li>▪ 2905 9th Avenue</li> <li>▪ 146 10th Street</li> <li>▪ 102 - 1502 Columbia Ave</li> </ul>
Miscellaneous
<ul style="list-style-type: none"> <li>▪ 704 Center Avenue. Addition</li> <li>▪ 4690 14th Avenue. New Industrial Building</li> <li>▪ 1921 Arrow Lakes Drive. Racking System</li> <li>▪ 2225 Columbia Avenue. Multi Unit</li> <li>▪ 2237 10<sup>th</sup> Avenue. Covered Patio</li> <li>▪ 2704 5<sup>th</sup> Avenue. Garage</li> <li>▪ 2133 Columbia Avenue. Retail Space</li> <li>▪ 3004 4th Avenue. Garage</li> <li>▪ 522 105<sup>th</sup> Street. Garage</li> <li>▪ 1680 Columbia Avenue. Restaurant</li> <li>▪ 174 Crescent Street. Multi Family</li> <li>▪ 1013 2<sup>nd</sup> Street. Foundation</li> <li>▪ 215 Orchard Avenue. Office Building</li> <li>▪ 1114 4<sup>th</sup> Street. Mixed Use Building</li> <li>▪ 1921 Arrow Lakes Drive Retaining Wall</li> <li>▪ 2408 11th Avenue. Suite</li> <li>▪ 2101 6th Avenue. Exterior Door Repair</li> <li>▪ 2241 6th Ave. New Commercial Building</li> <li>▪ 2245 6th Ave. Shelter Renovation</li> <li>▪ 4600 14th Ave. New Commercial Building</li> <li>▪ 709 10th Street. Fire System Upgrade</li> </ul>

## Building Permit Report

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## PART B. NUMBER OF STEP CODE BUILDINGS

	Monthly	Yearly	YTD Completed Step Code Compliance				
			1	2	3	4	5
Single/Multi Family Dwellings		8			5	3	
Renovations							
Commercial Buildings							
Industrial Buildings							
<b>Step Code Building Totals</b>		8					

## PART B. COMPLETED IN NOVEMBER 2025

- 2421 11<sup>th</sup> Avenue

# Business Licence Report

## November 2025

Page 1 of 1

This report has been prepared for the January 12, 2026 meeting to council, file number 4320-20.

### Monthly & Year-to-Date Totals

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

	2025		2024	
	Fees Received	Qty Issued	Fees Received	Qty Issued
New Business Licences	400.00	7	\$250.00	5
New ICBL Licences	\$100.00	1	\$100.00	1
<b>ICBL Licence Year-to-Date Totals</b>	<b>\$8,800.00</b>	<b>88</b>	<b>\$8,500.00</b>	<b>85</b>
<b>All Licence Monthly Total</b>	<b>\$2050.00</b>	<b>18</b>	<b>\$850.00</b>	<b>10</b>
<b>All Licence Year-to-Date Totals</b>	<b>\$121,971.26</b>	<b>720</b>	<b>\$124,508.74</b>	<b>780</b>

### New Licences

**BL #3319** Pampered Sole Mobile Footcare  
Nelson, BC  
*Mobile Foot Care*

**BL #3323** High Point Plumbing & Heating  
Winlaw, BC  
*Contractor*

**BL #3324** The Downtown Snooze; Unit C  
1124 4<sup>th</sup> Street  
Castlegar, BC  
*Short Term Rental*

**BL #3325** Gypsy Girl Esthetics  
1237 3<sup>rd</sup> Street  
Castlegar, BC  
*Esthetics & Massage*

**BL #3326** Black Sheep BnB  
214 11<sup>th</sup> Avenue  
Castlegar, BC  
*Short Term Rental*

**BL #3327** Faith Schofield  
1237 3<sup>rd</sup> Street  
Castlegar, BC  
*Esthetics*

**BL #3328** Sandra Popoff  
1237 3<sup>rd</sup> Street  
Castlegar, BC  
*Esthetics & Lash Extensions*

# Building Permit Report

## December 2025

Page 1 of 3

This report has been prepared for the January 12<sup>th</sup>, 2026 meeting to council, file number 3800-01.

### Value of Work & Permits

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

	2025		2024	
	Value of Work	Permits Issued	Value of Work	Permits Issued
Residential, New Single/Duplex	\$750,000.00	2	\$350,000.00	1
Residential, New Multi-Family				
Residential, New Garages/Carports				
Residential, Alterations & Additions	\$5,500.00	1	\$71,000.00	2
Secondary Suites	\$60,000.00	1		
Commercial, New			\$1,193,927.00	1
Commercial, Alterations & Additions	\$100,000.00	6	\$69,139.84	3
Industrial, New				
Industrial, Alterations & Additions				
Institutional/Gov't, New				
Institutional/Gov't, Alterations & Additions				
Demolition				
<b>Monthly Totals</b>	<b>\$915,500.00</b>	<b>10</b>	<b>\$1,684,066.84</b>	<b>7</b>
<b>Year-to-Date Totals</b>	<b>\$34,763,440.00</b>	<b>100</b>	<b>\$17,717,676.84</b>	<b>126</b>

## Major Projects Started December 2025

- 2108 8<sup>th</sup> Avenue, New Duplex
- 1126 B 7<sup>th</sup> Avenue, Secondary Suite
- 301 11<sup>th</sup> Avenue, Restaurant Renovation
- 3702 Toba Road, New Residential Dwelling

### PART A. ONGOING MAJOR PROJECTS

Single Family Dwelling
<ul style="list-style-type: none"> <li>▪ 1564 Woodland Drive</li> <li>▪ 3937 Grandview Drive</li> <li>▪ 902 Merry Creek</li> <li>▪ 3701 Powell Road</li> <li>▪ 1509 Aspen Lane</li> <li>▪ 1537 Grandview Drive</li> <li>▪ 3728 Toba Road</li> <li>▪ 508 3<sup>rd</sup> Avenue</li> <li>▪ 1513 Aspen Lane</li> <li>▪ 2108 8th Avenue</li> <li>▪ 2632 9th Avenue</li> </ul>
Renovation
<ul style="list-style-type: none"> <li>▪ 330 Columbia Avenue</li> <li>▪ 2232 Columbia Avenue</li> <li>▪ 4190 Minto Road</li> <li>▪ 2112 10th Avenue</li> <li>▪ 3429 8th Avenue</li> <li>▪ 3937 Grandview Drive</li> <li>▪ 3405 3<sup>rd</sup> Avenue</li> <li>▪ 1217 1<sup>st</sup> Street</li> <li>▪ 2185 Crestview Crescent</li> <li>▪ 1680 Woodland Drive</li> <li>▪ 4400 Minto Road</li> <li>▪ 507 8th Avenue</li> <li>▪ 1127 4<sup>th</sup> Street</li> <li>▪ 630 17<sup>th</sup> Street</li> <li>▪ 602 18<sup>th</sup> Street</li> <li>▪ 2171 Crestview Crescent</li> <li>▪ 1801 Connors Road</li> <li>▪ 1840 8<sup>th</sup> Avenue</li> <li>▪ 316 8<sup>th</sup> Avenue</li> <li>▪ 309 3<sup>rd</sup> Avenue</li> <li>▪ 1007 2<sup>nd</sup> Street</li> <li>▪ 209 5th Avenue</li> <li>▪ 1408 Meadowbrook Drive</li> <li>▪ 3388 Southridge Drive</li> <li>▪ 2001 Columbia Avenue</li> <li>▪ 831 7<sup>th</sup> Avenue</li> <li>▪ 608 7<sup>th</sup> Avenue</li> <li>▪ 614 12<sup>th</sup> Street</li> <li>▪ 2905 9th Avenue</li> <li>▪ 146 10th Street</li> <li>▪ 630 17<sup>th</sup> Street</li> </ul>
Miscellaneous
<ul style="list-style-type: none"> <li>▪ 704 Center Avenue, Addition</li> <li>▪ 4690 14th Avenue, New Industrial Building</li> <li>▪ 1921 Arrow Lakes Drive, Racking System</li> <li>▪ 2225 Columbia Avenue, Multi Unit</li> <li>▪ 2237 10<sup>th</sup> Avenue, Covered Patio</li> <li>▪ 2704 5<sup>th</sup> Avenue, Garage</li> <li>▪ 2133 Columbia Avenue, Retail Space</li> <li>▪ 3004 4th Avenue, Garage</li> <li>▪ 522 105<sup>th</sup> Street, Garage</li> <li>▪ 1680 Columbia Avenue, Restaurant</li> <li>▪ 174 Crescent Street, Multi Family</li> <li>▪ 1013 2<sup>nd</sup> Street, Foundation</li> <li>▪ 215 Orchard Avenue, Office Building</li> <li>▪ 1114 4<sup>th</sup> Street, Mixed Use Building</li> <li>▪ 1921 Arrow Lakes Drive Retaining Wall</li> <li>▪ 2408 11th Avenue, Suite</li> <li>▪ 2101 6th Avenue, Exterior Door Repair</li> <li>▪ 2241 6th Ave, New Commercial Building</li> <li>▪ 2245 6th Ave, Shelter Renovation</li> <li>▪ 4600 14th Ave, New Commercial Building</li> <li>▪ 709 10th Street, Fire System Upgrade</li> </ul>

**PART B. NUMBER OF STEP CODE BUILDINGS**

	Monthly	Yearly	YTD Completed Step Code Compliance				
			1	2	3	4	5
Single/Multi Family Dwellings	1	9			5	4	
Renovations							
Commercial Buildings							
Industrial Buildings							
<b>Step Code Building Totals</b>	<b>1</b>	<b>9</b>			<b>5</b>	<b>4</b>	

**PART B. COMPLETED IN DECEMBER 2025**

- 12-1502 Columbia Avenue
- 3704 Toba Road
- 102 – 1502 Columbia Ave

# Business Licence Report

## December 2025

Page 1 of 1

This report has been prepared for the January 12<sup>th</sup> , 2026 meeting to council, file number 4320-20.

### Monthly & Year-to-Date Totals

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

	2025		2024	
	Fees Received	Qty Issued	Fees Received	Qty Issued
New Business Licences	\$350.00	6	\$50.00	1
New ICBL Licences	\$100.00	1		
<b>ICBL Licence Year-to-Date Totals</b>	<b>\$8,900.00</b>	<b>89</b>	<b>\$8,500.00</b>	<b>85</b>
<b>All Licence Monthly Total</b>	<b>\$1900.00</b>	<b>24</b>	<b>\$50.00</b>	<b>1</b>
<b>All Licence Year-to-Date Totals</b>	<b>\$125,871.26</b>	<b>744</b>	<b>\$124,558.74</b>	<b>781</b>

### New Licences

**BL #3331** Confluence Creative Marketing  
Castlegar, BC

*Social Media Marketing*

**BL #3332** JY Contracting Ltd.  
Castlegar, BC  
*Contractor-Excavation*

**BL #3340** – Pizza Hut  
2-1502 Columbia Avenue  
Casltegar, BC V1N 4G5  
*Pizza Restaurant-Takeout & Delivery*

**BL #3329** – Loni M Ethier Private Contractor  
Castlegar, BC

*Contractor-Janitorial Services*

**BL #3338** – Barburrito Mexican Grill  
112-1502 Columbia Avenue  
Castlegar, BC V1N 4G5  
*Quick serve restaurant*

**BL #3341** – MS Johal Logistics LTD.  
Resident  
*Transport and Delivery*

# Development Application Report

## 2025 Annual Report

Page 1 of 2

This report has been prepared for the January 12, 2026, meeting to council.

### Applications

The below chart compares development applications received for 2024 compared to 2025.

	2025	2024
	#	#
Board of Variance	-	-
Development Permit	14	6
Development Variance Permit	4	1
Rezoning	-	1
Subdivision	4	9
Temporary Use Permit	2	-

2025 Development Permits		
651 18 <sup>th</sup> Street	Commercial Restaurant	Issued
2133 Columbia Avenue	Commercial Renovation	Withdrawn
2241 6 <sup>th</sup> Avenue	Small Warehouse	Issued
2108 8 <sup>th</sup> Avenue	Steep Slope – Residential	Issued
2810 1 <sup>st</sup> Avenue	Steep Slope – Residential	Issued
925 Columbia Avenue	Multi-Unit Residential	Issued
2157-2165 Columbia Avenue	Vehicle Fuel Services	In Process
613 Columbia Avenue	Commercial Renovation	Issued
2905 9 <sup>th</sup> Avenue	Steep Slope – Deck	Issued
2108 8 <sup>th</sup> Avenue	Multi-Unit Residential	Issued
2252 Columbia Avenue	Steep Slope – Mixed Use	Rejected

3619 14 <sup>th</sup> Avenue	Steep Slope – Addition	Issued
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2025 Development Variance Permits		
412 4 <sup>th</sup> Avenue	Addition	Issued
215 Orchard Avenue	Office Building – Lot Dimension	Issued
1101 2 <sup>nd</sup> Street	Residential – Setback	Cancelled
2432 10 <sup>th</sup> Avenue	Accessory Building – Setback	On-Hold

2025 Subdivisions		
3108 1 <sup>st</sup> Avenue	3 Lots	In Process
613 Yew Street	2 Lots	In Process
2810 & 2812 1 <sup>st</sup> Avenue	1 Lot	Issued
1919 Columbia Avenue	2 Lots	In Process

# CASTLEGAR

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## REPORT TO COUNCIL

**MEETING DATE:** January 12, 2026 **REPORT NO.:** 26-02

**SUBMITTED BY:** Director of Community Safety & Development **FILE NO.:** 5080-20

**SUBJECT:** Encampment Response Options

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### **RECOMMENDATION:**

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

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### **PURPOSE:**

This report is intended to provide Council with an overview of local government options as it relates to inadequate sheltering options within the community.

This report is for consideration at the January 12, 2026, Committee of the Whole meeting and for adoption at the February 2, 2026, Regular Council meeting.

### **SUMMARY/BACKGROUND:**

#### **Local Context**

Council has received numerous letters from concerned residents over the last several years in relation to concerns over public safety and the increased visibility of informal encampments in the City. Common concerns raised include:

- Unsightliness of encampments and the potential for nuisance related to waste disposal and pest control.
- Public safety concerns related to unattended fires, substance use, potential for overdose, and exposure to inclement weather conditions.
- Potential for criminal activity and violent behavior between encampment residents and between encampment residents and non-encampment residents.

In response to the most recent concerns expressed, City staff visited each of the known encampment sites in November 2025 to assess levels of use, and to determine options for support in collaboration with community partners. There are six known encampment sites within the City that have been used by residents unable to access other forms of shelter. At the time of investigation, two sites were being occupied for overnight use, and one site was being used during the day. The remaining sites were unoccupied but are known to serve as a place for sheltering.

The City's most recent Housing Needs Report (2024) identifies that there are an estimated 27 residents without adequate sheltering options in the City. This number fluctuates based on

time of year and with individuals who may be in the community only for a short duration as they seek access to required services available in the communities of Nelson and Trail.

As encampments are a direct result of inadequate and inaccessible housing options, a housing first approach is paramount to local government response. The most important action that the City can take is continued advocacy for the provision of the non-market and supportive housing and rent assistance that would keep people in housing or enable rapid re-housing of those at risk. Emergency shelter beds do not provide the necessary day to day housing stability required to support wellness.

Actions that the City has taken, and continues to support, include:

- Periodic clean up of known encampment sites where encampment residents have been pre-informed and provided adequate time to remove and store personal belongings. This increases community safety and reduces pest infestations.
- Provision of water and education to encourage safe campfire practices to better support encampment resident and proximate resident safety.
- Provision of support and assistance to community partners delivering outreach and drop-in services.
- Issuance of a Temporary Use Permit for the City's current 10-bed emergency shelter at 1660 Columbia Avenue.
- Issuance of a Temporary Use Permit for the opening of a 20-bed emergency shelter at 2245 6th Avenue in 2025 which is under active renovation.

The City is unable to, and not responsible for, responding to potential incidents of a criminal or violent nature, as this falls under the role and responsibility of law enforcement and the RCMP. The City is also limited in its ability and authority to relocate encampments or evict residents of encampments.

### Legal Context

Encampments are survival spaces when better options are not available, as we all need a place to put our bodies. The causation of homelessness is complex but essentially is a result of not enough income to pay rent, landlord conflict, or unsafe or unsuitable housing alternatives. Emergency shelter spaces are often at capacity, and for some residents with complex mental health, substance use disorder, or pets, may not be accessible<sup>1</sup>.

The legal context for encampments falls under Canada's obligations to the 'Right to Housing' under various international treaties, the *National Right to Housing Act*, and the *Canadian Charter of Rights and Freedoms*. There is significant case law across Canada that prohibits the closure or relocation of encampments where viable alternatives for shelter do not exist.

Forced eviction or removal of belongings have been found to be unlawful unless a suitable alternative has been agreed upon by those relocating, or in circumstances in which a location

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<sup>1</sup> Canadian Human Rights Commission (2024). *Upholding dignity and human rights: the Federal Housing Advocate's review of homeless encampments*.

has been deemed unsafe<sup>2</sup>. Encampment closure and relocation can only be pursued within the limited authority of where there is demonstrated safety risk to encampment residents.

## Service Provision

There are currently no consistent revenue tools available to local governments in support of providing social services or to provide long-term housing solutions for those with unmet need<sup>3</sup>. These services and resources are dependent on grants and funding from either Provincial or Federal programs or private interests. The City leans heavily on community organizations and Provincial and Federal agencies in its response to homelessness.

The Castlegar Integrated Services Collaborative (CISC) is a community-driven group formed in 2019 by the City. The CISC was initiated to unite local service providers, leaders, and residents in supporting vulnerable populations, specifically those with inadequate sheltering options. The City continues to facilitate CISC, with a focus on information sharing, coordination, and joint action on housing, social supports, and reducing stigma.

Initiatives that have been supported by CISC include:

- Castlegar Community Services (CCS) secured additional funding for five extreme weather beds which are activated when there are extreme cold events.
- Approval of funding for continued street outreach services and drop-in services at 1660 Columbia Avenue. These services are supported by numerous community partners who provide additional staff supports, harm reduction supplies, drug testing, and service access coordination.
- Council budgets for encampment clean ups throughout the year in collaboration with local partners and businesses, ensuring prior notification of encampment residents, so that personal belongings can be stored.
- On-going support for Community Connects Day.
- Piloted public toilet facilities until programming was discontinued due to maintenance concerns.
- On-going support for the City's Neighborhood Liaison Committee which included neighborhood representation by those living proximate to 1660 Columbia Avenue.
- On-going fire safety education and provision of water to those living in encampments. The City and community partners do not supply fuel or other accelerants as perceived by some members of the community.

Despite best efforts there continues to be a lack of stable long-term funding to support on-going and additional service delivery for those who may need to access such services. The above programming requires significant resourcing to seek and obtain the necessary grants to ensure adequate staffing and service delivery. The City does not currently have a mechanism to fund expanded service delivery or the staff capacity or expertise to work directly with vulnerable populations.

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<sup>2</sup> British Columbia's Office of the Human Rights Commissioner (2025). *Responding to homeless encampments*.

<sup>3</sup> Flynn, A. & Van Wagner, E. (2025). The Governance of Homeless Encampments in Canada.

If Council was to investigate expanded service delivery, this would in turn, require careful consideration as to how such service delivery may impact community partners, and how such services could be sustainably funded.

**ALTERNATIVES:**

1. Council could choose to direct staff to keep service levels as is.
2. Council could choose to direct staff to investigate expanded service delivery. Any consideration toward expanded services should be in collaboration with CISC members to ensure there is no duplication in efforts and that there is not direct conflict with requirements of funding already secured by community partners.

**IMPLICATIONS:**

**(1) Social** Encampments are a direct result of a community's failure to provide adequate housing for all residents and warrants a whole of community response.

**(2) Environmental** Encampments can result in tree removal, impact to sensitive ecological communities, and can put forested areas at risk of wildfire.

**(3) Personnel** Staff spent approximately 15 hours assessing the encampments in the community and researching best practices for encampment response.

**(4) Financial** The City currently budgets for encampment clean ups throughout the year and has recently allocated \$10,000 toward continued street outreach and drop-in services at 1660 Columbia Avenue.

**POLICY IMPLICATIONS:**

The recommendations of this report align with Council's 2023-2027 Strategic Plan Principal 2: *A Future with Affordable Homes for All* Goal 1: *Be an inclusive and welcoming place to live for all* and Principal 3: *Quality of Life* Goal 4 - *Prioritizing public safety*.

**IMPLEMENTATION:**

Staff will bring forward Council's recommendations during budget deliberations and will revise work plans accordingly.

**COMMUNICATION:**

N/A

Respectfully submitted,



Meeri Durand, RPP MCIP  
Director of Community Safety &  
Development

Approved by



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

# CASTLEGAR

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## REPORT TO COUNCIL

**MEETING DATE:** January 12, 2026

**REPORT NO.:** 26-04

**SUBMITTED BY:** Planner - Policy

**FILE NO.:** 3040-20-TUP-2-25

**SUBJECT:** Temporary Use Permit 2-25 Arrow Building Supplies

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### **RECOMMENDATION:**

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

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### **PURPOSE:**

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

This report is for consideration at the January 12, 2026, Committee of the Whole Meeting, and for adoption at a future Regular Council Meeting.

### **SUMMARY/BACKGROUND:**

Location	2240 6 <sup>th</sup> Avenue
Legal Description	Parcel A (See 167683I) of Lot 16 District Lot 7174 Kootenay District Plan 2043 Except Part Included in Plan 13201; Lot A District Lot 7174 Kootenay District Plan 8857; AND Amended Lot C (See 211136I) District Lot 7174 Kootenay District Plan 9124
OCP Designation	Columbia Avenue Corridor (CAC)
Zoning Designation	C3: Corridor Mixed-Use (C3)
Development Permit Area	Regional Mixed-Use DPA

The City has received an application from Arrow Building Supplies to allow Kootenay Beds to manufacture furniture at 2240 6th Avenue. This proposal requires a Temporary Use Permit (TUP) which allows non-permitted uses on a trial basis before permanent approval through zoning amendment is considered. A TUP can be issued for a period of up to 3 years and extended an additional 3 years upon further Council approval.

Staff recommend that issuance of the permit be contingent upon submission of a complete building permit application for tenant improvements. This condition provides some certainty to the applicant while ensuring that the proposed use can be safely accommodated within the existing multi-tenant building in compliance with BC Building Code requirements.

The property is on the west side of 6th Avenue with direct access from the street. It is bordered by residential lots to the south and west, situated opposite the new shelter site and adjacent to mixed-use commercial and warehouse developments. Previously occupied by Arrow Building Supplies, the building now accommodates a newspaper and package delivery service.



## Proposed Use

The applicant requests a permit for light industrial use to accommodate Kootenay Beds' operations within the former Arrow Building Supplies building(RONA). The proposed lease area includes the older section of the building (Parcel A and a portion of Lot A) and would house an office, woodworking shop, finishing area, and lumber storage. Kootenay Beds, currently based in New Denver, has outgrown its existing location and seeks to relocate to Castlegar. The owners have already moved to the area and are securing a suitable site. While a small showroom may be added in the future, the business primarily operates through online sales.

Please refer to the draft permit and proposal summary attached for more information.

## Public Notification

If supported by Council, staff will notify property owners and tenants within 100 metres of the subject property in accordance with the Development Approval Procedures and Fees Bylaw 1418. Notification of application is also required to be placed in two consecutive issues of the local newspaper. Based on the feedback received, staff will work with the applicant to determine the appropriate date for further Council consideration.

Written submissions received by the Wednesday prior to Council, will be included in the next available Committee of the Whole agenda while later submissions will be presented verbally during the meeting.

**Attachment 1:** Draft Permit**Attachment 2:** Proposal Summary**ALTERNATIVES:**

1. Council may choose not to approve Temporary Use Permit 2-25.
2. Council may direct staff to make changes to Temporary Use Permit 2-25 prior to issuance.

**IMPLICATIONS:****(1) Social**

The proposal supports the Community Plan's Employment principle (Section 1.2) which promotes a strong, diversified local economy.

**(2) Environmental**

Renovating an older building requires a Hazardous Materials Report as part of a building permit application.

**(3) Personnel**

Processing a TUP application typically requires up to 40 staff hours.

**(4) Financial**

TUP application fees are \$500 (Schedule A, Bylaw 1418). Development Cost Charges are not payable as the proposed improvements will not result in additional or new capital cost burdens to the City (Section 7.1, Bylaw 1197).

**POLICY IMPLICATIONS:**

The proposal aligns with Council's 2023-2027 Strategic Plan Principal 6 of '*a prosperous city*'.

The Community Plan prioritizes creating a dynamic Columbia Avenue Corridor, reinforcing the Employment principle through its designated land use (Section 1.3, Bylaw 1427).

The Columbia Avenue Corridor (CAC) is intended to function as both a mobility route and a hub for commercial and residential activity, concentrating economic development and density along the corridor and its connected nodes (Section 5.8, Bylaw 1427). This proposal is compatible with these goals.

**IMPLEMENTATION:**

If approved, the City will register the TUP on the property title and ensure conditions of permit are met. The permit will be monitored to ensure timely follow up before expiry. The applicant may request an extension of the permit or a zoning amendment to permanently authorize the use.

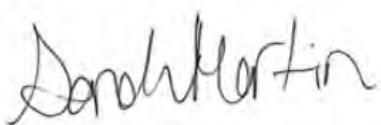
**COMMUNICATION:**

Adjacent property owners and tenants within 100 metres will be notified of the proposed TUP.

The proposed development was referred to internal and external departments and agencies. Internal concerns will be addressed through the Building Permit process to the satisfaction of staff.

Development Applications are posted on the City's website at [castlegar.ca/dev](http://castlegar.ca/dev).

Respectfully submitted,



Sarah Martin  
Planner - Policy

Approved by,



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

**TEMPORARY USE PERMIT NO. 2-25**

To: **Arrow Building Supplies LTD, INC No. BC1070342**  
2240 6<sup>th</sup> Avenue, Castlegar BC V1N 2V9

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:

**Parcel A (See 167683I) of Lot 16 District Lot 7174 Kootenay District, Plan 2043 Except  
Part Included in Plan 13201 (PID: 014-334-640);  
Lot A District Lot 7174 Kootenay District Plan 8857 (PID: 013-192-914);  
AND Amended Lot C (See 211136I) District Lot 7174 Kootenay District Plan 9124**

**Temporary Use**

3. This Permit authorizes 'Industrial – Light' use (**the "Use"**) upon the Land in addition to the uses permitted in the C3: Corridor Mixed-Use zone, subject to this Permit.

**Conditions of Permit**

4. This Permit is subject to the following conditions:
  - a) The Use is permitted specifically for Kootenay Beds, which designs and manufactures furniture.
  - b) The Use may be located within the portion of the Land shown on Schedule 2, which comprises approximately 1,021.93 m<sup>2</sup>.
  - c) The Use shall comply with Noise Control Bylaw 622.
  - d) Any signage shall be erected in accordance with Sign Bylaw 1254.
  - e) Civic Addressing shall be assigned at the City's discretion, in accordance with best practices for NG-9-1-1.
  - f) **Expiry & Renewal** of this permit shall be subject to the following conditions:
    - i. this permit shall expire 3 years from the date of issuance; and
    - ii. this permit may be renewed once, subject to an application, for up to a further 3 years, at the discretion of Council.
    - iii. If the permit is not renewed or expires, the use must be discontinued as follows:
      - i) All manufacturing equipment must be removed from the site.
      - ii) The owner must request an inspection by the City to confirm that

conditions for discontinuing the use have been satisfied. A request for inspection shall be made in writing, outlining the steps that have been taken to discontinue the Use and include photo documentation demonstrating that the use has been discontinued.

5. **Water and sewer services** will be provided within the site; no additional connections will be provided.
6. 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.
7. If the Permittee does not commence the development permitted by this Permit within two years of the date of this Permit, this Permit shall lapse.
8. 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.
9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
10. **This Permit is not a Building Permit or a Sign Permit.**

Approval of this permit by Resolution No. \_\_\_\_\_ of the Council of the City of Castlegar was given on the \_\_\_ day of \_\_\_\_\_, 2025.

This permit is issued on the \_\_\_ day of \_\_\_\_\_, 202\_\_.

This permit expires on the \_\_\_ day of \_\_\_\_\_, 202\_\_.

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.

Bree Seabrook  
Director of Corporate Services

Maria McFaddin  
Mayor

## Schedule 1 Location Map



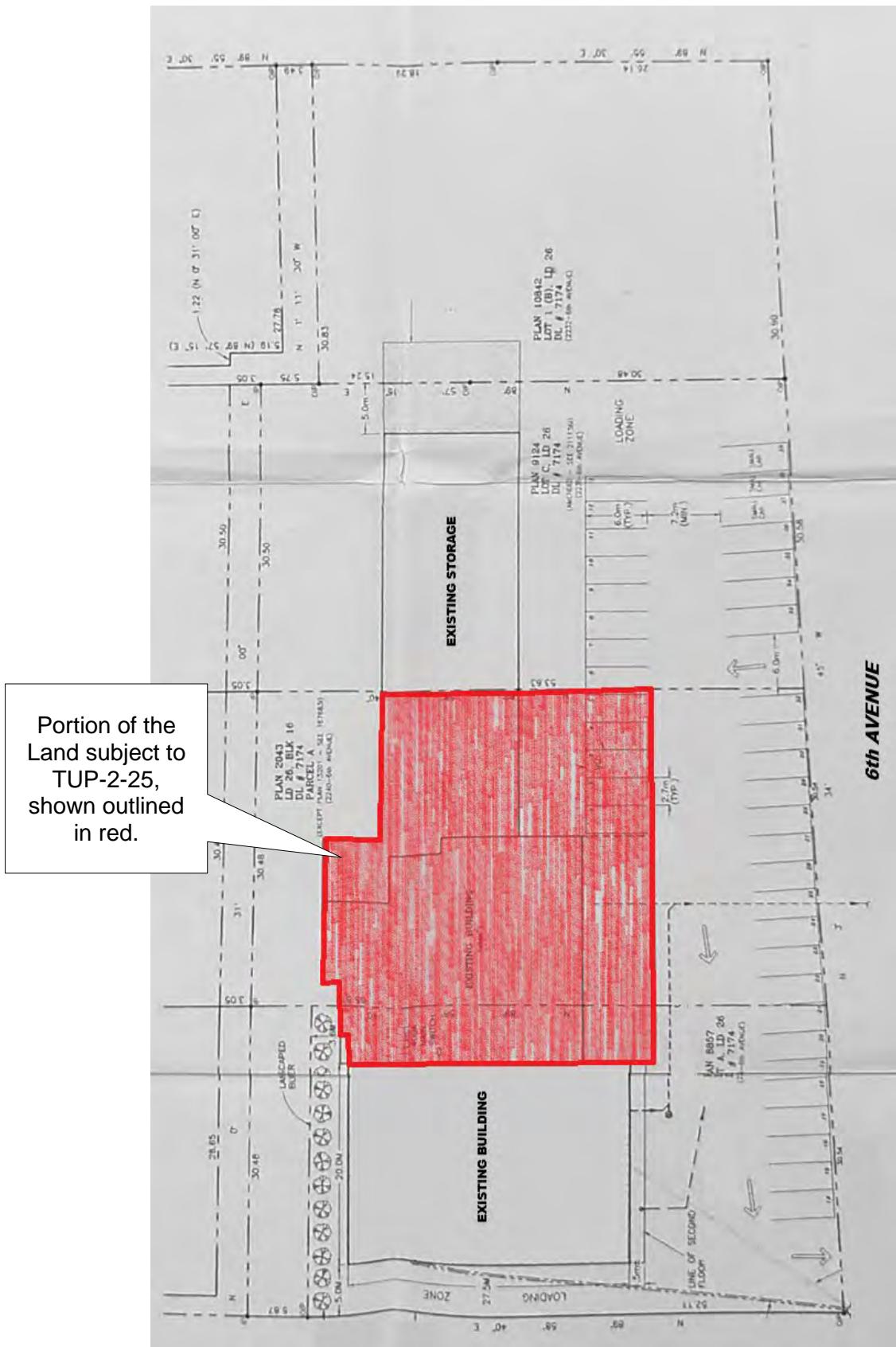
## CASTLEGAR



## Subject Property Parcels



## Schedule 2 Site Plan





[REDACTED]  
New Denver BC (@Rosebery), [REDACTED]

Ph: 250 800 8022  
Support Cell: 604 753 7868

Page 1 of 2

November 6, 2025

**RELOCATION TO CASTLEGAR - 2240 6 AVE, CASTLEGAR, BC V1N 2V9**

To: City of Castlegar

SUBJECT: Application for Temporary Use Permit – Artisanal Furniture Production (Former Rona Site)

Our family owned company designs and handcrafts high-quality Murphy beds and space-saving furniture, combining fine woodworking with thoughtful, functional design. Each bed is made with care by skilled artisans, and our products are currently shipped across Canada and into the United States.

As we continue to grow, our goal is to establish Kootenay Beds as a nationally recognized Canadian brand—rooted right here in the Kootenays. This relocation is an important step in that journey, allowing us to expand responsibly, maintain our handcrafted standards, and continue producing unique furniture that reflects the spirit and creativity of this region.

In the future, we plan to include a small showroom within the space so members of the community can visit, see our work in person, and take pride in a local company whose products are enjoyed nationwide. We believe this will help foster community connection, accessibility, and a sense of local ownership in our success.

This relocation will also create meaningful long-term employment opportunities in Castlegar. We anticipate hiring approximately 6–8 local team members initially—including opportunities for young adults and students beginning their careers and building their futures here in Castlegar. Our goal is to become a long-term contributor to the local economy and a proud pillar of the community.

Our operations are clean, quiet, and respectful of the surrounding area. We work at a small-scale, artisanal level, and we keep our working hours, deliveries and pickups, between the hours of 7:30am to 7:30pm. Our intent is to blend seamlessly with neighbouring businesses while bringing steady economic and creative activity to the city.

We attach our floorplan of our planned operations in the existing building at 2240 6 Ave, Castlegar, BC V1N 2V9 (formerly the RONA Building Center) and we welcome the opportunity to answer any questions or provide further details as we seek to make this location our new “home” for the future. We don’t foresee the need for any structural changes or significant modifications to the existing building to allow us to begin operations.



[REDACTED]  
New Denver BC (@Rosebery), [REDACTED]

Ph: 250 800 8022  
Support Cell: 604 753 7868

Page 2 of 2

We have recently bought a new family home in Castlegar, and hope to begin business operations in the new year so our daughter can attend [REDACTED] school in the new semester.

Thank you for considering our request. With your support, we look forward to building our next chapter in Castlegar—strengthening local industry, creating skilled jobs, and showcasing our region as the home of one of Canada's most distinctive furniture makers.

Allan Broom and Ramona Tomescu

Kootenay Beds Inc.

# CASTLEGAR

## REPORT TO COUNCIL

**MEETING DATE:** January 12, 2026

**REPORT NO.:** 26-06

**SUBMITTED BY:** Chief Administrative Officer

**FILE NO.:** 6430-30

**SUBJECT:** 2025 Council Strategic Plan Implementation Report – Quarter 4 Update

### RECOMMENDATION:

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

### PURPOSE:

To present the 2025 Council Strategic Plan Implementation Report – Quarter 4 Update.

This report is for consideration at the January 12, 2026, Committee of the Whole Meeting and for adoption at the February 2, 2026, Regular Council Meeting.

### SUMMARY/BACKGROUND:

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

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



**1 GOVERNANCE & SERVICE EXCELLENCE**



**2 A FUTURE WITH AFFORDABLE HOMES FOR ALL**



**3 QUALITY OF LIFE**



**4 WEST KOOTENAY REGIONAL AIRPORT EXCELLENCE**



**5 ACCESS TO HEALTHCARE**



**6 A PROSPEROUS CITY**

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

The attached 2025 Council Strategic Plan Implementation Report is a high-level summary of all the projects and initiatives that staff took on in 2025 to deliver on Council's Strategic Plan. The attached Implementation Report provides an update on work undertaken between October and December 2025, and reflects deferred projects, as approved by Council at their September 2, 2025 Regular Council meeting.

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

The 2025 Council Strategic Plan Implementation Report is one means for staff to demonstrate our commitment to accountability. Shared commitment and alignment are at the centre of the relationship between council, staff, and the community and enables us to work together to make the vision outlined in the 2023-2027 Council Strategic Plan a reality.

### **ALTERNATIVES:**

As Council is only receiving Report 26-06 for information, there are no alternatives. Council could in the future change their strategic principles through the strategic planning process.

### **IMPLICATIONS:**

<b>(1) Social</b>	Regular reporting to the community on the status of the 2023-2027 Council Strategic Plan builds trust and transparency.
<b>(2) Environmental</b>	N/A
<b>(3) Personnel</b>	Additional tasks or priorities of Council or the community impact staff's ability to deliver on the items identified in the 2025 Implementation Report. Before committing to additional tasks or new priorities, the potential positive impacts should be weighed against the costs of potentially not achieving existing priorities.
<b>(4) Financial</b>	Council's Strategic Priorities are financially resourced through the budgeting process.

### **POLICY IMPLICATIONS:**

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

### **IMPLEMENTATION:**

Status of project implementation is contained in the 2025 Council Strategic Plan Implementation Report – Quarter 4 update.

**COMMUNICATION:**

Once received, the 2025 Council Strategic Plan Implementation Report – Quarter 4 update will be posted on the City's website.

Respectfully submitted,



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



**QUARTER 4 : OCTOBER TO DECEMBER**

# 2025 Council Strategic Plan Implementation Report

CASTLEGAR

# Our Principles

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



1

GOVERNANCE &  
SERVICE EXCELLENCE



2

A FUTURE WITH AFFORDABLE  
HOMES FOR ALL



3

QUALITY  
OF LIFE



4

WEST KOOTENAY REGIONAL  
AIRPORT EXCELLENCE



5

ACCESS TO  
HEALTHCARE



6

A PROSPEROUS  
CITY

# Reading this document

The 2023-2027 Council Strategic Plan's principles and goals guide which projects are undertaken each year. It is important to note that there may not be specific projects contributing to every goal each year. This document provides an overview of the projects that are in progress in 2025, while also indicating their status based on the following parameters:



The full 2023-2027 Council Strategic Plan is available at: [castlegar.ca/councilstrategicplan](http://castlegar.ca/councilstrategicplan)

## NOT STARTED

A not started project means that the project is approved and will proceed in 2025.

## ON TRACK

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

## PENDING

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

## DEFERRED

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

## CANCELLED

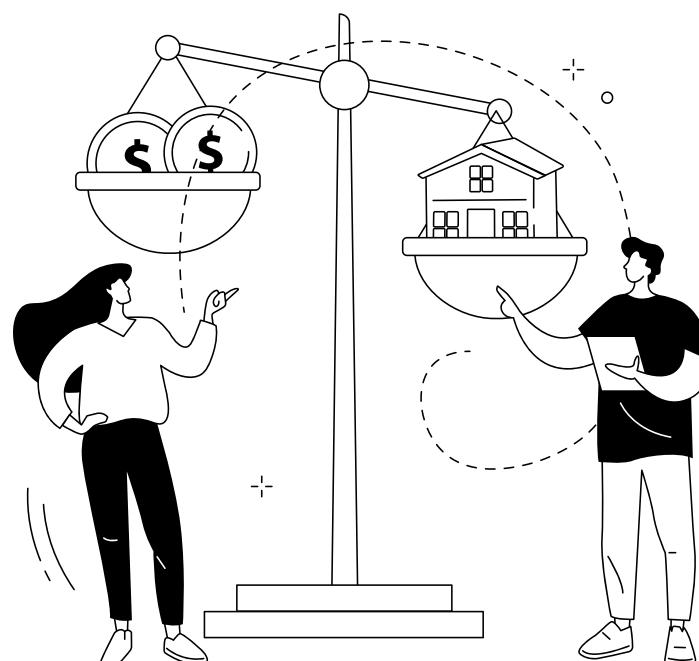
A cancelled project has been removed from 2025 work plans and has been either permanently cancelled or deferred to another year.

## COMPLETED

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

# Governance & Service Excellence

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



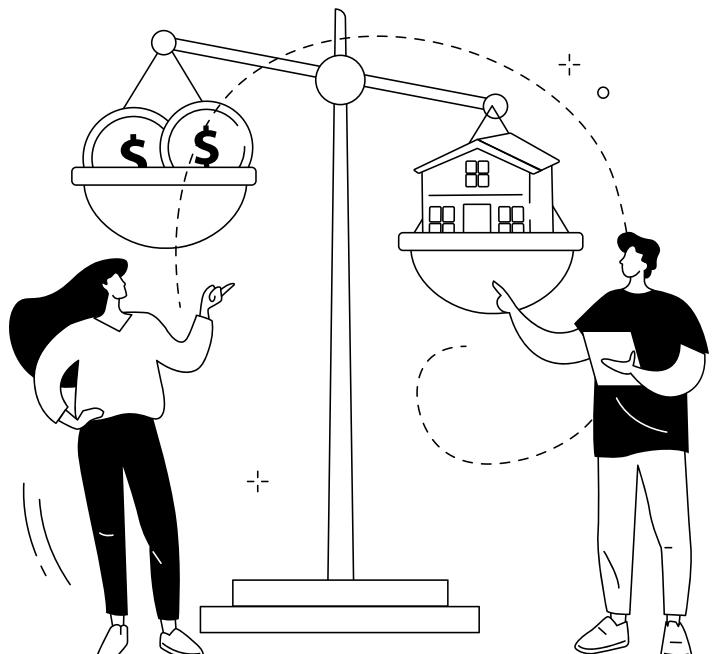
## GOALS

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

# Goal 1: Make Transparent Decisions

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

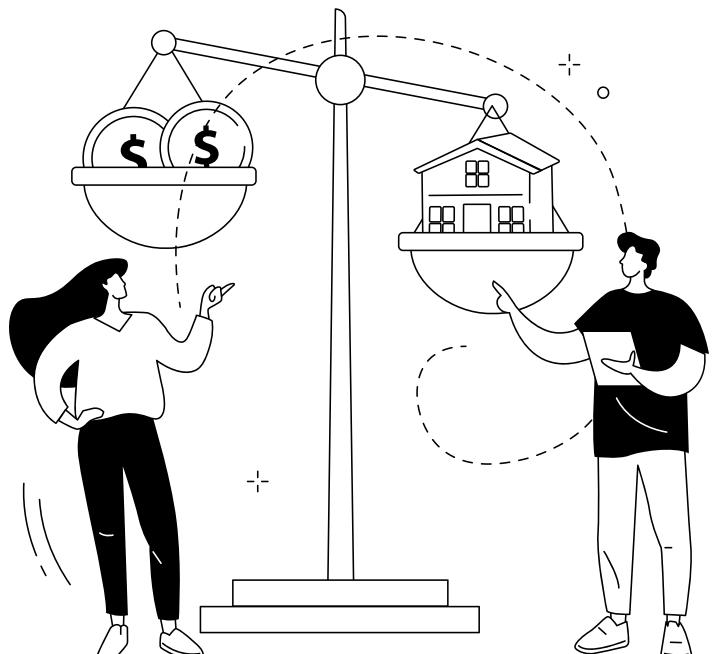
PROJECT	STATUS Q4
Millennium Dog Park Signage	ON TRACK



# Goal 2: Show Fiscal Stewardship

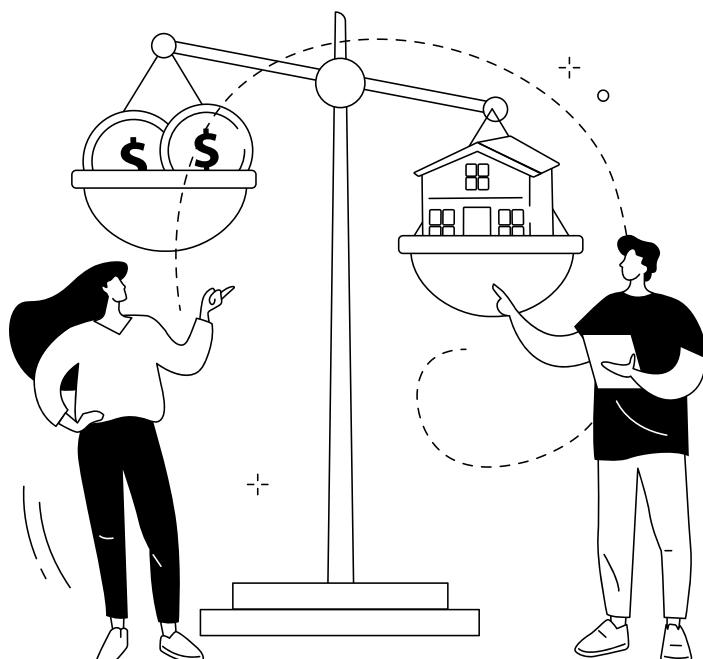
Serve as responsible stewards of the public's money, ensuring best value for money, long-term perspective, and social benefits.

PROJECT	STATUS Q4
Alternative Energy & Heating Project (2024)	CANCELLED



# Goal 3: Be Efficient and Effective

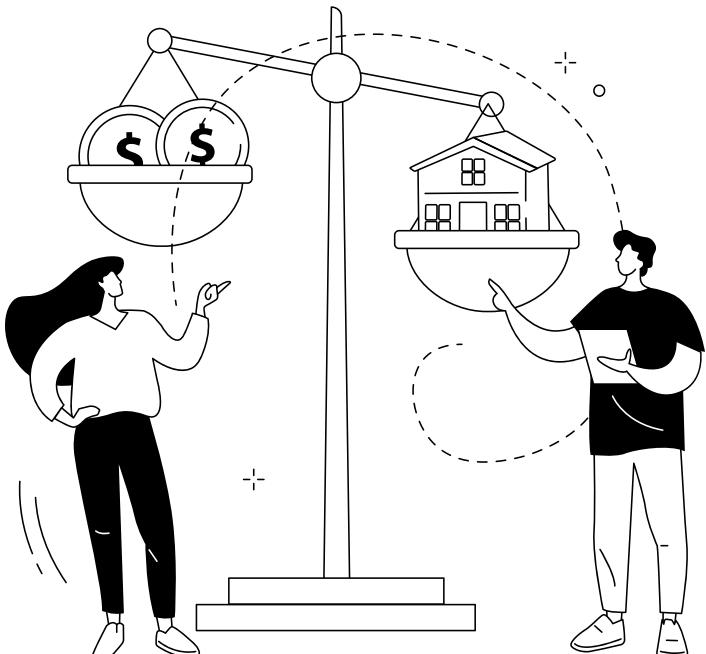
Provide efficient and effective services. Recognizing we are a growing and evolving city, we will strive to advance as a city, continually improving our services and programs towards our vision of providing the best-in-class customer experience.



PROJECT	STATUS Q4
Corporate Plan (2024)	COMPLETED
Geospatial (GIS) Assessment & Strategic Plan (2024)	COMPLETED
Implementation of Records & Information Management Program (2024) - Phase 1	ON TRACK
Health & Safety Program Development	ON TRACK
Community Group Led Project Policy & Procedure	COMPLETED
Redevelop Centralized Procurement Processes	ON TRACK
Microsoft Sharepoint Implementation	DEFERRED
Works & Services Bylaw Update	DEFERRED
Development Approval Process Review	DEFERRED

# Goal 3: Be Efficient and Effective

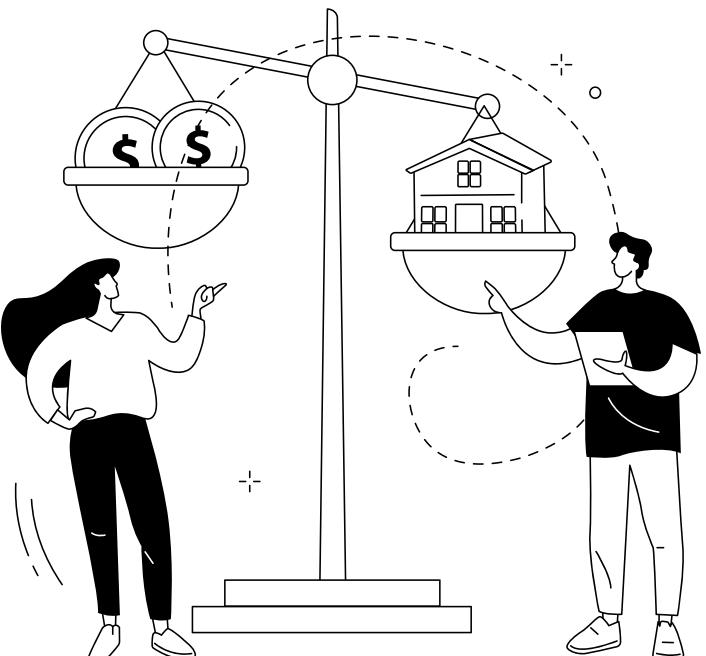
Provide efficient and effective services. Recognizing we are a growing and evolving city, we will strive to advance as a city, continually improving our services and programs towards our vision of providing the best-in-class customer experience.



PROJECT	STATUS Q4
Accounts Payable Automation Software	NOT STARTED
Annual Communications Activity Calendar	COMPLETED
Bi-Annual Citizen Survey	DEFERRED
Internal Communications Plan	CANCELLED
Geospatial Information (GIS) Program Development	ON TRACK

# Goal 4: Attract Top Talent

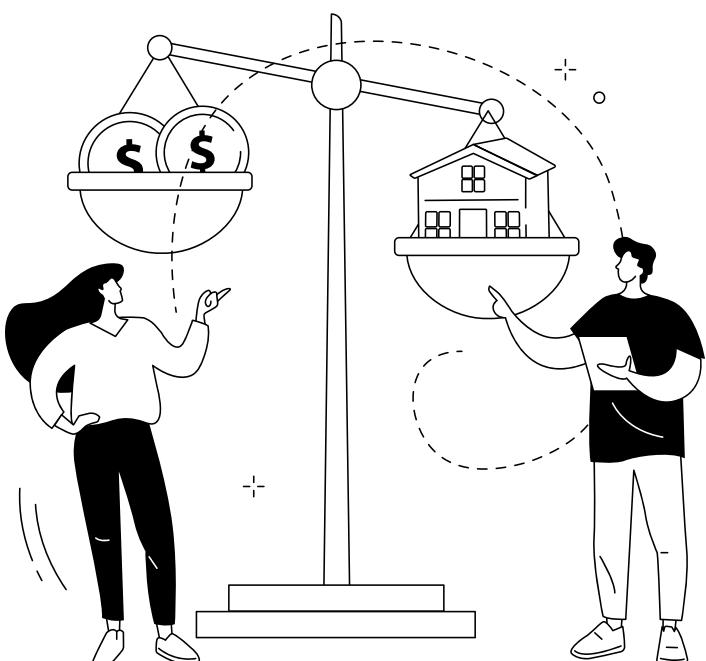
Creating the environment that attracts and keeps the best talent to deliver top-notch City services.



PROJECT	STATUS Q4
Human Resources Program (2024)	DEFERRED
Administrative Services Scan	COMPLETED
Divisional Work Planning Improvements	COMPLETED
Achieve COR Certification	PENDING
Employee Development & Training Program	DEFERRED

# Goal 5: Asset Management Planning

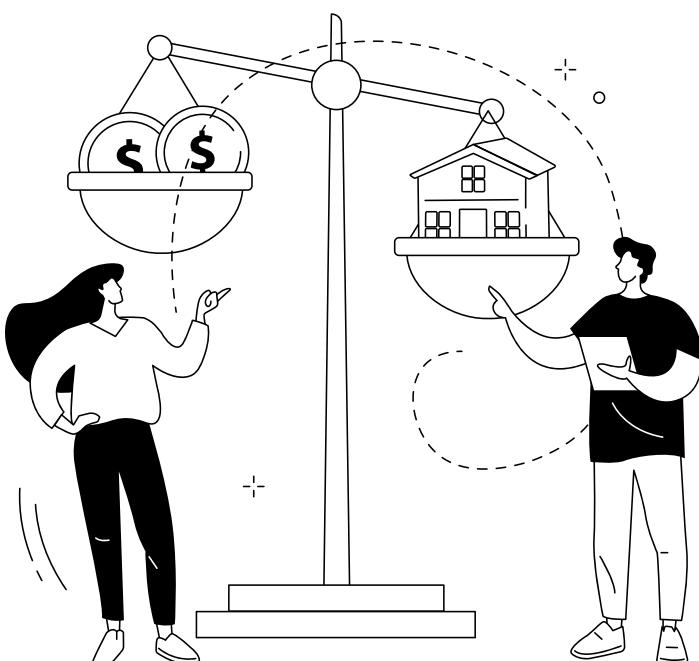
Developing and delivering maintenance and asset management plans and establishing funding sources to ensure top priorities are met and core services are provided.



PROJECT	STATUS Q4
Liquid Waste Management Plan - Phase 1 (2024)	ON TRACK
South Sewage Treatment Plant Foaming Mitigation (2024)	COMPLETED
South Sewage Treatment Plant Biosolids Loading Study (2024)	COMPLETED
South Sewage Treatment Plant North Train Renewal (2024)	ON TRACK
Office Space Needs Assessment (2024)	COMPLETED
Drainage Improvements Program (2025)	COMPLETED
Water and Sewer Hydraulic Model Update (2024)	COMPLETED
North Well Condition Assessment and Functionality Study (2024)	COMPLETED
Supervisory Control and Data Acquisition [SCADA] Upgrades (2024)	ON TRACK

# Goal 5: Asset Management Planning (continued)

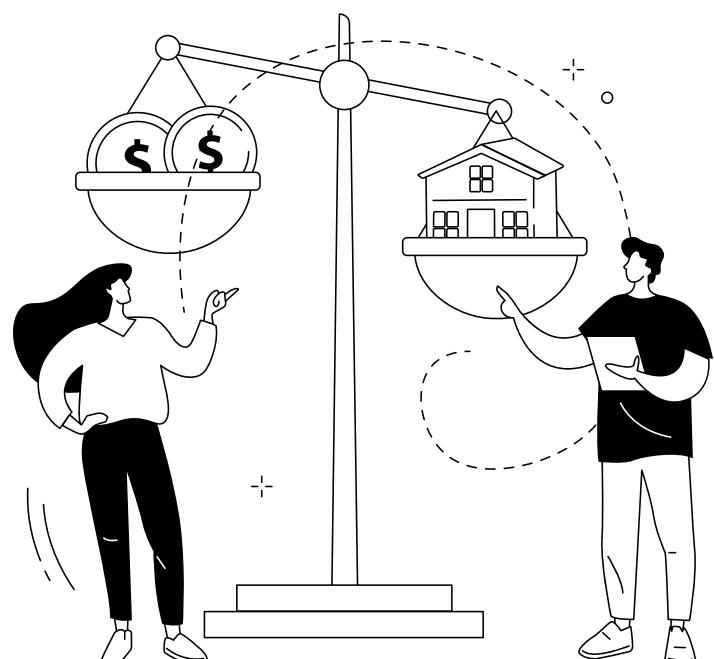
Developing and delivering maintenance and asset management plans and establishing funding sources to ensure top priorities are met and core services are provided.



PROJECT	STATUS Q4
Information Technology Equipment Upgrades	COMPLETED
Council Chambers Upgrades (2024)	COMPLETED
Parks Asset Management Plan	COMPLETED
Pavement Rehabilitation Program (2025)	COMPLETED
Water Treatment Centre Backup Chlorine Analyzer	DEFERRED
Update Civic Works Office Space	ON TRACK
Fleet Replacement Plan	PENDING
Water Treatment Centre Valve Upgrades	CANCELLED
Hydrant Replacement Program (2025)	DEFERRED

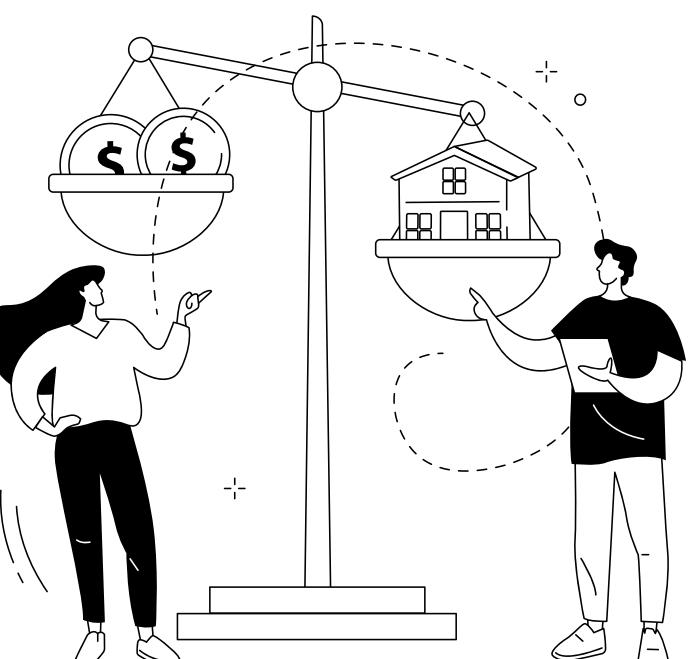
# Goal 5: Asset Management Planning (continued)

PROJECT	STATUS Q4
	DEFERRED
Water Valve Replacement Program (2025)	DEFERRED
Liquid Waste Management Plan - Phase 2	NOT STARTED
Culvert Replacement Program (2025)	ON TRACK
Sidewalk Rehabilitation Program (2025)	DEFERRED
Water Quality Testing Program	NOT STARTED
CCTV Camera Inspection Program (Sanitary Sewer Collection)	DEFERRED
Civic Works Fuel Tank Removal	PENDING
Air Conditioning for Emergency Operations Centre	COMPLETED
City Owned Retaining Wall Program (2025)	COMPLETED



# Goal 5: Asset Management Planning (continued)

PROJECT	STATUS Q4
Developing and delivering maintenance and asset management plans and establishing funding sources to ensure top priorities are met and core services are provided.	
Airport Maintenance Building Repainting	DEFERRED
Facility Security Scan	DEFERRED
Cross Connection Survey	COMPLETED



# A Future with Affordable Homes for All

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

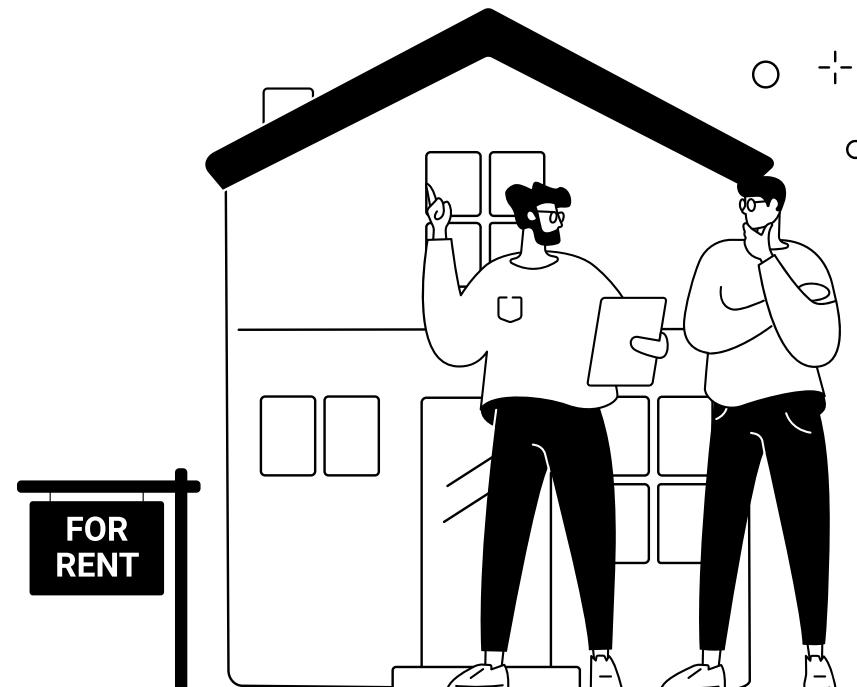


## GOALS

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

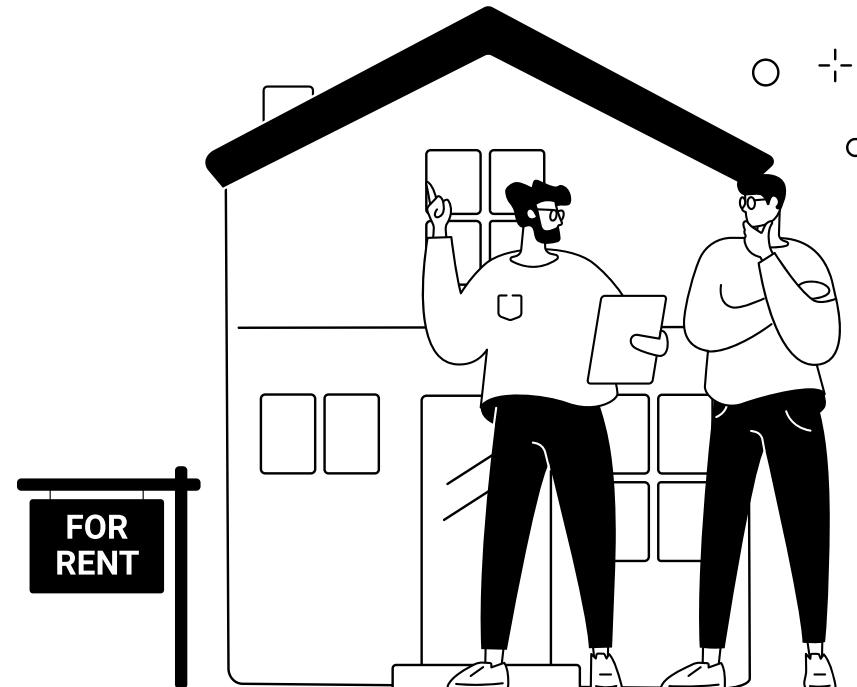
# Goal 1: Prioritize All Housing Needs

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



# Goal 2: Support Housing Diversity

Create an environment that supports and encourages a variety of housing by minimizing barriers and bureaucracy, showing innovation in regulations, and incentivising development.



PROJECT	STATUS Q4
Accessory Dwelling Unit Program (2024)	COMPLETED

# Goal 3: Enable Housing

Demonstrate municipal leadership and political bravery by understanding what is needed to get housing built, and step into that space where needed.

PROJECT	STATUS Q4
Non-Market Housing Action Plan	CANCELLED



# Quality of Life

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



## GOALS

- 1. Bring People Together**
- 2. Enhance Recreation Complex**
- 3. Build Pride Through Engagement**
- 4. Prioritize Public Safety**
- 5. Champion Active Transport**

# Goal 1: Bring People Together

Ensure year-round recreation services, spaces and events that foster community pride and bring people together.



PROJECT	STATUS Q4
Millennium Ponds Algae Control (2024)	PENDING
Brandson Memorial Park (2024)	ON TRACK
Mosquito Field Fence Replacement	COMPLETED
Parks Master Plan	DEFERRED
Canada Day & December to Remember Community Events	COMPLETED
Memorial Plaque Program	DEFERRED

# Goal 3: Build Pride Through Engagement

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

PROJECT	STATUS Q4
Path to Reconciliation Project (2024)	NOT STARTED
Accessibility Action Plan	DEFERRED



# Goal 4: Prioritize Public Safety

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



PROJECT	STATUS Q4
Voyent Alert! Emergency Notification Campaign (2024)	COMPLETED
5th Ave Railway Crossing Upgrade (2024)	COMPLETED
Next Generation 911	ON TRACK
Purchase of Fire Fighting Appliances	ON TRACK
RCMP Building Radon Mitigation	COMPLETED
Haz Mat and Asbestos Management Survey	ON TRACK
Emergency Management Plan	ON TRACK
Fire Services Review Implementation	COMPLETED
Fire Smart Program Development	COMPLETED

# Goal 5: Champion Active Transport

Champion active transportation and transit opportunities that promote connectivity and a healthy lifestyle.



# West Kootenay Regional Airport Excellence

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



## GOALS

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

# Goal 1: Achieve Airport Reliability

PROJECT	STATUS Q4
Achieve year-round airport reliability in line with industry standards.	Required Navigational Performance (RNP) (2024)



# Goal 2: Deliver Travel Experience

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

PROJECT	STATUS Q4
Airport Terminal Building Expansion (2024)	ON TRACK
Airport Groundside Improvements Design (2024)	COMPLETED
Airport Branding & Marketing	DEFERRED



# Goal 3: Grow the Regional Airport



# Access to Healthcare

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



## GOALS

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

# Goal 1: Attract Healthcare Professionals

Take a leadership role in recruiting and retaining the best healthcare professionals.

## PROJECT

Supporting Physician Recruitment Position & Committee (2024)

## STATUS Q4

COMPLETED



# Goal 2: Enhance Local Primary Care

Actively pursue state-of-the-art primary care facilities for Castlegar residents.

## PROJECT

Primary Care Facility at 925 Columbia Avenue (2024)

## STATUS Q4

PENDING



# A Prosperous City

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



## GOALS

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

# Goal 3: Plan for Community Growth

Recognize that Castlegar and area is a desirable place to live and that population growth is imminent. We will carefully plan our community and proactively manage our assets to provide an affordable quality of life for current residents and newcomers.



# Goal 4: Enhance Downtown

Downtown is the heart of our community and the best place to connect us. We are committed to improving the economic vitality and attractiveness of the downtown.



# CASTLEGAR

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

250 365 7227  
[info@castlegar.ca](mailto:info@castlegar.ca)  
[castlegar.ca](http://castlegar.ca)



# CASTLEGAR

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## REPORT TO COUNCIL

**MEETING DATE:** January 12, 2026

**REPORT NO.:** 26-05

**SUBMITTED BY:** Accountant

**FILE NO.:** 1850-20

**SUBJECT:** 2025 Q4 Community Grant Applications

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***RECOMMENDATIONS (to be considered individually):***

- 1. THAT Council approve the Community Grant funding in the amount of \$1,400 to the Castlegar Rebels for the playoff game sponsorship.***
- 2. THAT Council approve the Community Grant funding in the amount of \$1,000 to Special Olympics BC - Castlegar for the 2025 regional swim meet.***
- 3. THAT Council approve the Community Grant funding in the amount of \$2,000 to the Castlegar Youth Bowling for bowling uniform shirts.***

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**PURPOSE:**

Report to seek Council's consideration of the 2025 Q4 Community Grant applications.

This report is for consideration at the January 12, 2026, Committee of the Whole Meeting and adoption at the January 12, 2026, Regular Council Meeting to meet the City's year-end accounting requirements.

**SUMMARY/BACKGROUND:**

The City's Community Grant program has a current balance of \$6,735 to provide grant funding and sponsorships to community groups that meet the criteria established in Grant Policy 3.2.

The purpose of a grant-in-aid is to provide financial assistance to an organization for a specific project or event to be held in Castlegar that is accessible and/or meets the needs of a significant portion of Castlegar residents. Local community not-for-profit organizations and registered non-profit societies are valuable resources in helping the City provide an enhanced quality of life for its residents.

Staff have conducted a review of the applications and are recommending approval of the grant funding based on adherence to the City of Castlegar Community Grant Policy.

For the fourth quarter of 2025, the City received grant applications from the following groups:

**Castlegar Rebels – \$1,400**

The Castlegar Rebels (Castlegar Hockey Society) is a long-standing member of the Kootenay International Junior Hockey League (KIJHL) who competes against teams from across British Columbia and Washington. As per the organization's application, the Castlegar Rebels "foster local talent and provide opportunities for young athletes to grow their skills as a hockey player and an individual. The Rebels represent the highest level of hockey in Castlegar, and many

local children and youth look up to our players as role models and as something to aspire to in their own athletic journeys".

The Castlegar Rebels are requesting the City to provide a grant to offset the costs associated with hosting a playoff game at the Castlegar Community Complex. These costs include ice rental fees, ticket booth fees, and referee expenses. As stated by the Rebels, "The grant will directly support hockey in our town by helping sustain the operations of the Castlegar Rebels and provide affordable, family friendly entertainment that builds community pride and engagement".

The City will be recognized as the "Playoff Game Sponsor" during arena announcements and on social media. The City logo will also be displayed in the game day program. The Rebels most recently received grant funding in Q3 of 2025.

### **Special Olympics BC – \$1,000**

The Castlegar Chapter of Special Olympics BC is seeking grant funding for their Regional Swim Meet. As per the application, "Support from the City will enable Special Olympics Castlegar to deliver an inclusive, high-quality regional swim meet that celebrates our athletes while boosting the local economy through tourism and partnerships with local businesses. This event will also increase awareness of Special Olympics in our community, helping us grow our programs, engage new volunteers, and expand opportunities for individuals with intellectual disabilities to thrive through sport." The event took place on October 18, 2025, and "brought together athletes, coaches, families, and supporters from across the Kootenays. The swim meet ran from 4:00 pm - 8:00 pm and featured a range of events showcasing the skill, determination, and sportsmanship of Special Olympic athletes."

The funds will be utilized to offset the costs related to the rental expenses for the venue (Castlegar Community Complex) and materials necessary for hosting the event. As the event has already taken place, the City will not be recognized for their involvement.

### **Castlegar Youth Bowling – \$2,000**

Castlegar Youth Bowling operates out of Castlegar's Castle Bowl facility and is part of the Youth Bowling Council and Bowl BC. The organization is requesting funds to help offset the costs off new uniforms to wear at local events and tournaments across BC. As per the application, "Fundraising efforts help offset operational costs, but the organization has budgeting challenges when additional costs such as new uniforms are necessary. The current uniforms were donated about 10 years ago and not in great shape".

The funds will be utilized to offset the costs related to the uniform purchase and allow the organization to continue to provide "an inclusive and affordable program that teaches athletes of all abilities about teamwork, self confidence and supporting one another". The City of Castlegar logo will be displayed on the uniforms worn both locally and throughout the province at competitive events.

### **ALTERNATIVES:**

1. Council could choose to award all \$4,400 in grants requested as per staff recommendations.

2. Council could choose to award a different amount of funding than requested by any or all the organizations.
3. Council could choose to deny any or all the applications.
4. Council could choose to award a different amount of funding than staff recommendations.

**IMPLICATIONS:****(1) Social**

Community groups play a vital role in building a healthy community by providing valuable services that contribute to the residents' quality of life. Through a combination of strong community relationships and intimate local knowledge, these groups often have a better understanding of the community's needs and the best ways to meet them.

**(2) Environmental**

N/A

**(3) Personnel**

If approved, it will take approximately two hours of staff time to process and award the grant funding to the community groups.

**(4) Financial**

The Community Grant Program has a budget balance of \$6,735 at the end of quarter 3 of 2025.

If grants are approved as recommended, a balance of \$2,335 will remain and will be forwarded to the next fiscal year.

**POLICY IMPLICATIONS:**

Providing grants and sponsorships to community groups helps support Council's 2023-2027 Strategic Plan Principle "*Quality of Life*" and the goal "*Build Pride Through Engagement*".

**IMPLEMENTATION:**

Once Council resolutions are adopted, staff will notify the applicants and provide them with a copy of the final report form to be completed and returned to the City upon project/event completion.

**COMMUNICATION:**

The City will be acknowledged by the organizations as noted above.

Respectfully submitted,



Ryan Reid, CPA  
Accountant

Approved by



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

# Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

## Application Submission Deadline

Applications are accepted four times per year

- Application deadline: January 15  
Decision to Applicant: April 15
- Application deadline: April 15  
Decision to Applicant: July 15
- Application deadline: July 15  
Decision to Applicant: October 15
- Application deadline: November 15  
Decision to Applicant: January 15 (of the following year)

Grant requests are evaluated in accordance with Council's Grant Policy 3-2

- Applicants are encouraged to submit an application well in advance of their project start date.
- Projects/events/activities must be completed within 12 months of receiving the grant.
- Projects/event/activities must not duplicate those already provided within the community.
- Grants are subject to the availability of funds in Council's current year's operating budget.
- Approval of a grant application in any year does not imply or suggest that approval will be received in subsequent years.

The following groups or activities are not eligible for funding:

- Political parties or lobby groups
- Organizations whose service is not available to all segments of the public (e.g. organizations based on race, religious preference or national origin)
- Organizations, projects and activities outside Castlegar
- Travel expenses outside Castlegar
- Grants to individuals

Submitting completed application and supporting documents

**Please mail applications to:**

City of Castlegar  
Financial Services Department  
460 Columbia Avenue  
Castlegar, BC V1N 1G7

**Or email applications to:**

grants@castlegar.ca

## Grants in Aid Application

finance@castlegar.ca

## CASTLEGAR

## PART 1. APPLICANT INFORMATION

# Grants in Aid Application

finance@castlegar.ca

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## PART 3. PROJECT INFORMATION (CONTINUED)

How will this project benefit the Community?

This project will bring valuable social, economic, and community benefits to Castlegar. The Rebels are a proud part of our city's identity, offering affordable, family-friendly entertainment that builds pride and connection.

Our players inspire local youth to stay active, pursue their goals, and embrace values like teamwork and dedication.

Home games also boost the local economy, with visiting teams and fans supporting Castlegar's shops, restaurants, and hotels.

Your support invests in local hockey, community spirit, and our economy—helping cover essential costs like rink rentals, referees, and travel to keep hockey accessible in Castlegar.

## PART 4. PROJECT BUDGET

The required project budget and most recent financial statements are enclosed <input checked="" type="checkbox"/> Yes	Grant Amount Requested from the City 1400.00
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How will the City of Castlegar funds be used in the project?

The funds will be used to offset the rink and associated costs for hosting a home playoff game at the Castlegar & District Communityplex.

List other secured contributors and amounts (including volunteer labour and in-kind sponsorship)  
We currently have 68 volunteers who periodically help out at games. We will also provide a list of sponsors for the 2025/2026 season.

If applicable, the applicant must acknowledge the support of City of Castlegar in all print and publicity material related to the project, including during the event. How will the City of Castlegar be acknowledged for its support?  
The City of Castlegar will be mentioned during the playoff game, on social media and in our game day program.

## INTERNAL USE

Date Application Received	Date Approved	Amount Approved	Final Report Received On or Before Dec 1 <input type="checkbox"/> Yes <input type="checkbox"/> No
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# Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

## PART 5. SIGNATURES

I agree to comply with the following requirements:

1. Any funds awarded will be used solely for the purpose of approved project/activity, unless written permission is obtained from the City of Castlegar.
2. In the event that the project is not completed, the City of Castlegar reserves the right to request the return of the grant.
3. The City of Castlegar will be acknowledged for their contribution/support as described in Section D of the Application.
4. The organization must prepare, using the form provided, a final report on how the monies were spent, including a budget sheet and pictures, if available. Report is to be received by the City on or before December 1 of the year funds were received or the organization shall be ineligible for further grant funding for a period of 3 years from the year the grant was received.

I have reviewed this application and accompanying documents, and to the best of my ability confirm that the information contained herein is true and complete in every respect.

Brenna Ekstrand

Printed Name of Authorized Representative



Signature of Authorized Representative

Director

November 6, 2025

Title

Date

# Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

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- Projects/event/activities must not duplicate those already provided within the community.
- Grants are subject to the availability of funds in Council's current year's operating budget.
- Approval of a grant application in any year does not imply or suggest that approval will be received in subsequent years.

## The following groups or activities are not eligible for funding:

- Political parties or lobby groups
- Organizations whose service is not available to all segments of the public (e.g. organizations based on race, religious preference or national origin)
- Organizations, projects and activities outside Castlegar
- Travel expenses outside Castlegar
- Grants to individuals

## Submitting completed application and supporting documents

### **Please mail applications to:**

City of Castlegar  
Financial Services Department  
460 Columbia Avenue  
Castlegar, BC V1N 1G7

### **Or email applications to:**

grants@castlegar.ca

# Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

## PART 1. APPLICANT INFORMATION

Name of Organization Special Olympics BC - Castlegar	Date of Application October 1, 2025	
Mailing Address Including Postal Code		
Contact: Last Name Stitzenberger	Contact: First Name McKenna	Title Program Coordinator/Swim Coach
Phone Number [REDACTED]	Email [REDACTED]	

## PART 2. ORGANIZATION INFORMATION

Date Organization Formed January 1, 1980	Is your organization a registered society? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide registration number #12947 2411 RR0001
If no, please describe organization's non-profit status		

Have you received funding from the City of Castlegar before? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide date of last grant
---	---

## PART 3. PROJECT INFORMATION

Name of Project SOBC Castlegar - 2025 Fall Regional Swim Meet	Project Start Date 18-Oct-2025	Project End Date 18-Oct-2025
--	-----------------------------------	---------------------------------

### Project Description

SOBC Castlegar is excited to host the 2025 Fall Regional Swim Meet on Saturday October 18, 2025, at the Castlegar & District Community Complex. This event will bring together athletes, coaches, families, and supporters from across the Kootenays, including teams from Grand Forks, Cranbrook, Creston, Golden, Elk Valley, Nelson and Trail.

The swim meet will run from 4:00 pm - 8:00 pm and will feature a range of events showcasing the skill, determination, and sportsmanship of Special Olympic athletes. To help create a welcoming and memorable experience, we plan to provide a catered supper prepared by a local business.

We anticipate that many participants and supporters will spend the weekend in Castlegar, contributing to the local economy through accommodations, dining, and shopping.

Special Olympics is a global grassroots movement dedicated to enriching the lives of individuals with intellectual disabilities through the power of sport. In BC, more than 5,200 athletes train and compete in 18 different sports with the support of over 4,300 volunteers.

Special Olympics programming extends beyond sport; it builds inclusion, confidence, friendships, and stronger communities. Athletes gain meaningful opportunities to showcase their abilities, develop lifelong skills, and inspire others with their determination and resilience.

Here in Castlegar our SOBC community is active and working on growing. Hosting a regional swim meet is a chance to celebrate our athletes, showcase our facilities, and strengthen Castlegar's reputation as a welcoming and inclusive community for all.

# Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

## PART 3. PROJECT INFORMATION (CONTINUED)

How will this project benefit the Community?

Support from the City of Castlegar will enable Special Olympics Castlegar to deliver an inclusive, high-quality regional swim meet that celebrates our athletes while boosting the local economy through tourism and partnerships with local businesses. This event will also increase awareness of Special Olympics in our community, helping us grow our programs, engage new volunteers, and expand opportunities for individuals with intellectual disabilities to thrive through sport.

## PART 4. PROJECT BUDGET

The required project budget and most recent financial statements are enclosed <input type="checkbox"/> Yes	Grant Amount Requested from the City \$ 1,000.00
---	---

How will the City of Castlegar funds be used in the project?

Grant funding from the City of Castlegar will be used to cover the costs of renting the Castlegar & District Community Complex for the swim meet, provide catered meals for athletes and families, and purchase any additional supplies or materials required to host a safe, welcoming, and successful event.

List other secured contributors and amounts (including volunteer labour and in-kind sponsorship)

Special Olympics Castlegar is primarily funding this event ourselves through local fundraising efforts, volunteer labour, and in-kind community support. We are committed to keeping athlete registration costs as low as possible so that financial barriers do not prevent participation. At this time, we do not have secured external contributors, which is why support from the City of Castlegar will make a significant difference in helping us cover event expenses while maintaining accessibility for all athletes.

If applicable, the applicant must acknowledge the support of City of Castlegar in all print and publicity material related to the project, including during the event. How will the City of Castlegar be acknowledged for its support?

SOBC Castlegar will proudly acknowledge the City's support in all event-related materials and communications. This includes: Recognition in all social media posts. Public acknowledgment during the swim meet. Inclusion in post-event thank-you messages to participants, volunteers, and the community. We are committed to ensuring the City's contribution is recognized and celebrated as a key factor in making this event possible.

## INTERNAL USE

Date Application Received	Date Approved	Amount Approved	Final Report Received On or Before Dec 1 <input type="checkbox"/> Yes <input type="checkbox"/> No
---------------------------	---------------	-----------------	--

# Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

## PART 5. SIGNATURES

I agree to comply with the following requirements:

1. Any funds awarded will be used solely for the purpose of approved project/activity, unless written permission is obtained from the City of Castlegar.
2. In the event that the project is not completed, the City of Castlegar reserves the right to request the return of the grant.
3. The City of Castlegar will be acknowledged for their contribution/support as described in Section D of the Application.
4. The organization must prepare, using the form provided, a final report on how the monies were spent, including a budget sheet and pictures, if available. Report is to be received by the City on or before December 1 of the year funds were received or the organization shall be ineligible for further grant funding for a period of 3 years from the year the grant was received.

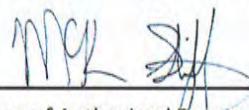
I have reviewed this application and accompanying documents, and to the best of my ability confirm that the information contained herein is true and complete in every respect.

McKenna Stützenberger

Printed Name of Authorized Representative

Program Coordinator/Swim Coach

Title



Signature of Authorized Representative

October 9, 2025

Date

# Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

## Application Submission Deadline

Applications are accepted four times per year

- Application deadline: January 15  
Decision to Applicant: April 15
- Application deadline: April 15  
Decision to Applicant: July 15
- Application deadline: July 15  
Decision to Applicant: October 15
- Application deadline: November 15  
Decision to Applicant: January 15 (of the following year)

## Grant requests are evaluated in accordance with Council's Grant Policy 3-2

- Applicants are encouraged to submit an application well in advance of their project start date.
- Projects/events/activities must be completed within 12 months of receiving the grant.
- Projects/event/activities must not duplicate those already provided within the community.
- Grants are subject to the availability of funds in Council's current year's operating budget.
- Approval of a grant application in any year does not imply or suggest that approval will be received in subsequent years.

## The following groups or activities are not eligible for funding:

- Political parties or lobby groups
- Organizations whose service is not available to all segments of the public (e.g. organizations based on race, religious preference or national origin)
- Organizations, projects and activities outside Castlegar
- Travel expenses outside Castlegar
- Grants to individuals

## Submitting completed application and supporting documents

### Please mail applications to:

City of Castlegar  
Financial Services Department  
460 Columbia Avenue  
Castlegar, BC V1N 1G7

### Or email applications to:

grants@castlegar.ca

# Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

## PART 1. APPLICANT INFORMATION

Name of Organization Castlegar Youth Bowling		Date of Application October 15, 2025
Mailing Address Including Postal Code c/o Roland Handley @ Castle Bowl - 206 11th Ave. Castlegar, BC. V1N 1J2		
Contact: Last Name Stoushnow	Contact: First Name Shelly	Title co-coordinator
Phone Number [REDACTED]	Email [REDACTED]@gmail.com	

## PART 2. ORGANIZATION INFORMATION

Date Organization Formed 1988	Is your organization a registered society? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please provide registration number
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If no, please describe organization's non-profit status

We are a youth bowling league that operates out of Castle Bowl. We are part of the Youth Bowling Council Association which is a National Association and Bowl BC which is the provincial association. We pay registration fees to both Associations to participate in sanctioned events.

Have other local organizations  
done a similar project before?

Have you received funding from the City of Castlegar before?  
 Yes       No

If yes, please provide date of last grant  
May??? 2024

## PART 3. PROJECT INFORMATION

Name of Project Funding for new Team Shirts for our Youth Bowlers.	Project Start Date Sept. 6, 2025	Project End Date May 2026
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### Project Description

We are in need of new shirts for the Youth Bowlers to compete in when they go into tournaments throughout the Province. The last shirts were donated by myself as funding is hard and we don't usually ask for outside help. The shirts that I donated are about 10 years old and not in great shape anymore. The kids sell chocolates to help offset some of the operational costs (trophies, medals, and end of year banquet), but it doesn't leave us with much extra when costs arise like the purchase of new uniforms. We would be happy to have the City of Castlegar logo put on our shirts to promote our City when our kids bowl. This would show the community support from the City both locally and Provincially.

# Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

## PART 3. PROJECT INFORMATION (CONTINUED)

### How will this project benefit the Community?

We are a very inclusive program and all children are welcome. We teach the athletes all about team work, confidence in themselves, how to support one another... and sometimes we are just a safe, happy space for children to be. We have a range of athletes from beginners to Elite competitors. No one sits on the bench...

## PART 4. PROJECT BUDGET

The required project budget and most recent financial statements are enclosed

Yes

Grant Amount Requested from the City

\$2000

### How will the City of Castlegar funds be used in the project?

The purchase of new uniforms as well as the day to day operation of our program.

SHIRTS ARE \$30 EACH  
PLUS TAX.

### List other secured contributors and amounts (including volunteer labour and in-kind sponsorship)

We do a month of bottle collection at Recycle It. As I mentioned, the kids do sell chocolates as their fundraiser for the year. We have 4 certified coaches that dedicate their time 3 times per week, Plus we have 2 other coaches that dedicate their time (they're just not certified)

### If applicable, the applicant must acknowledge the support of City of Castlegar in all print and publicity material related to the project, including during the event. How will the City of Castlegar be acknowledged for its support?

Would post a thank you in the Castlegar News, Facebook, as well as putting the Castlegar Logo on our shirts.

## INTERNAL USE

Date Application Received	Date Approved	Amount Approved	Final Report Received On or Before Dec 1
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Grants in Aid  
Application**

finance@castlegar.ca

**CASTLEGAR**

**PART 5. SIGNATURES**

I agree to comply with the following requirements:

1. Any funds awarded will be used solely for the purpose of approved project/activity, unless written permission is obtained from the City of Castlegar.
2. In the event that the project is not completed, the City of Castlegar reserves the right to request the return of the grant.
3. The City of Castlegar will be acknowledged for their contribution/support as described in Section D of the Application.
4. The organization must prepare, using the form provided, a final report on how the monies were spent, including a budget sheet and pictures, if available. Report is to be received by the City on or before December 1 of the year funds were received or the organization shall be ineligible for further grant funding for a period of 3 years from the year the grant was received.

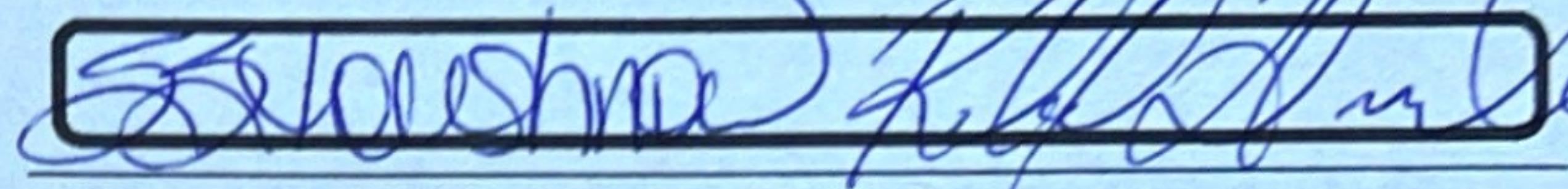
I have reviewed this application and accompanying documents, and to the best of my ability confirm that the information contained herein is true and complete in every respect.

Shelly Stoushnow ROLAND HANDEY

Printed Name of Authorized Representative

co-coordinator

Title



Signature of Authorized Representative

October 15 2025

Date

# Regular Meeting Minutes of Council December 17, 2025

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

Members Present	Mayor Maria McFaddin Councillor Darcy Bell – joined the meeting at 3:51 p.m. Councillor Brian Bogle Councillor Sandy Bojochko Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff Councillor Cherryl MacLeod
Absent	Nil
Staff Present	Chris Barlow, Chief Administrative Officer Bree Seabrook, Director of Corporate Services Steffan Klassen, Director of Finance & Technology Chris Hallam, Director of Municipal Services Nick Ahlefeld, Fire Chief Steve Bate, Roads Foreperson Crystal Bazar, Assistant Manager of Operations David Bristow, IT Manager Nicole Brown, Manager of Legislative Services Jennifer Chamberlain, Executive Assistant Danny Clarke, Airport Manager Meeri Durand, Director of Community Safety & Development Aaron Geck, Assistant Manager of Utilities Alexandra Hadfield, Manager of Human Resources John Kanigan, Shop Foreperson Dustin LePage, Operations Worker Ginger Lester, Communications Manager Ryan Niddery, Manager of Engineering and Infrastructure Monty Taylor, RCMP Sergeant Emilie teBulte, Temporary Development Technician Nikki Payne, Operations Worker Luke Ponte, Procurement & Contracts Clerk Anne Simonen, Project Manager Josh Vlasic, Parks Foreperson Nikki Zimmerman, Office Assistant
Other	Public and Media

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

**2 ADOPTION OF AGENDA:**

**R267-25** Moved and seconded, and  
RESOLVED:

THAT the agenda for the Regular Council Meeting of December 17, 2025 be adopted.

CARRIED.



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

**R268-25** Moved and seconded, and  
RESOLVED: THAT Council now resolve itself into Committee of the Whole.  
CARRIED.

**4 PRESENTATION:**

Chris Barlow, Chief Administrative Officer presented the City of Castlegar Organizational Plan. Various staff from across all departments joined the CAO to speak about the creation and implementation of the Organizational Plan and Action Plan.

**5 COMMUNITY WELLNESS, SAFETY & DEVELOPMENT (Councillor Heaton-Sherstobitoff, Deputy Chair)**

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

- Nil

**(b) FIRE DEPARTMENT VERBAL UPDATE**

- Nil

**(c) RCMP DETACHMENT VERBAL UPDATE**

- 15 of 17 members currently.
- Roadside checks currently underway.

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

- Thirteen bus operations in December so far.

**(e) COMMUNITY SAFETY AND DEVELOPMENT VERBAL UPDATE**

- Working on permits and licensing and getting caught up on back log.

**(f) 2026 FireSmart Community Funding & Supports Program (Report No. 25-89)**

Report from the Climate Readiness Coordinator to seek Council endorsement to submit an allocation-based application to the Union of British Columbia Municipalities (UBCM)

**COW111-25** Moved, and  
RECOMMENDED:

THAT Council endorse an allocation-based funding application to the Union of British Columbia Municipalities under the Community Resiliency Investment Program – 2026 FireSmart Community Funding & Supports Program for the maximum grant amount of \$200,000.

CARRIED.

**(g) 2025 Parking Assessment & Regulatory Review (Report No. 25-92)**

Report from the Planner – Policy to seek Council's adoption of the Parking Assessment & Regulatory Review prepared by Urban Systems.

**COW112-25** Moved, and  
RECOMMENDED:

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

CARRIED.

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

### (a) COUNCIL COMMITTEE LIAISON VERBAL UPDATE

- Kootenay Gallery of Art gift sales.
- Castlegar and District Hospital Foundation is still accepting donations.
- Update on Winter Wonderland. Thank you to Council, staff, all the volunteers, organizations and all sponsors that made the event a success.
- Thinking ahead to Canada Day 2026.

## 7 FINANCE AND CORPORATE SERVICES (Councillor Bogle, Chair)

### (a) Finance and Corporate Services Community Liaison Verbal Update

- Chamber of Commerce Board Meeting tomorrow.
- Business after Business event at Work BC yesterday.
- Sculpture Walk AGM.
- Heritage Society Board Meeting.

### (b) Corporate Services Verbal Update

- Reminder of the City Hall closure December 25, 2025, to January 1, 2026.
- Update on recruitment.

### (c) Finance Department Verbal Update

- Nil

### (d) IT Department Verbal Update

- The December 1, 2025, Committee of the Whole meeting had 30 views, and the Regular Meeting had 25 views.
- The December 10, 2025, Special meeting had 11 views.
- Working with Sea to Sky.
- Update on Electronic Records Management.

## COMMUNITY WELLNESS, SAFETY & DEVELOPMENT (Continued)

### Council Liaison Verbal Update continued

- Community groups have reached out to ask if Council is interested in facilitating a meeting where all groups can discuss projects, events and areas they can collaborate and share resources.
- SculptureWalk Night of Fire.
- CP Holiday Train.

## 8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)

### (a) Municipal Services Department Verbal Update

- Nil

## 9 QUESTION PERIOD:

- Nil

## 10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R269-25

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.**

**R270-25** Moved and seconded, and  
RESOLVED:

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

• ***Community Charter Section 90(1)(L)***

*Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].*

• ***Community Charter Section 90(2)(B)***

*The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

AND FURTHER;

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

AND FURTHER;

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

CARRIED.

The meeting recessed at 4:45 p.m.

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

Members Present	Mayor Maria McFaddin Councillor Darcy Bell Councillor Brian Bogle Councillor Sandy Bojochko Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff Councillor Cherryl MacLeod
Absent	Nil
Staff Present	Chris Barlow, Chief Administrative Officer Bree Seabrook, Director of Corporate Services Steffan Klassen, Director of Finance & Technology Chris Hallam, Director of Municipal Services David Bristow, IT Manager Nicole Brown, Manager of Legislative Services Meeri Durand, Director of Community Safety & Development Ryan Niddery, Manager of Engineering and Infrastructure
Other	Public and Media



**13 DELEGATION:** Nil

**14 COUNCIL MEETING MINUTES FOR APPROVAL:**

**R271-25** Moved and seconded, and  
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – December 1, 2025
- Special Meeting Minutes – December 10, 2025

CARRIED.

**15 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:**

The following resolutions were recommended at the December 1, 2025, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

**R272-25** Moved and seconded, and  
RESOLVED:

THAT the following items considered and received for information at the December 1, 2025 Committee of the Whole meeting, be adopted:

- Castlegar & District Public Library Regular Meeting Minutes – October 8, 2025

CARRIED.

**R273-25** Moved and seconded, and  
RESOLVED:

THAT Council approve the Liquid Waste Management Plan Stage 1 Report,

AND FURTHER;

THAT Council direct staff to submit the Liquid Waste Management Plan Stage 1 Report to the Ministry of Environment and Parks.

CARRIED.

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

**R274-25** Moved and seconded, and  
RESOLVED:

THAT Council endorse an allocation-based funding application to the Union of British Columbia Municipalities under the Community Resiliency Investment Program – 2026 FireSmart Community Funding & Supports Program for the maximum grant amount of \$200,000.

CARRIED.

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

**17 CORRESPONDENCE:**

Council discussed the correspondence from Sarah Fry, resident of 10<sup>th</sup> Avenue, regarding her concerns about speeding in the area. Council has responded to update the sender that Council directed staff at an earlier meeting to research and report back on a speed reduction pilot project.

**18 REPORTS OTHER:**

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

- Update on request for proposals for new sheet of ice and walking track.

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

- CBT ReDi grant applications will be available on the RDCK website starting in January 2026.
- Fire Department dinner.
- Recreation Commission Meeting.
- SculptureWalk Night of Fire and lantern walk.
- CP Holiday Train.
- No changes to the 2026 Council Committee Chairs and Deputies.

**20 NEW & UNFINISHED BUSINESS:** Nil

**21 BYLAWS FOR CONSIDERATION:**

**Water Regulations and Rates Amendment Bylaw No. 1446 –Adoption (Report No. 25-90)**

A Bylaw to amend Water Regulations and Rates Bylaw No. 1357.

**R275-25** Moved and seconded, and

RESOLVED:

THAT Water Regulations and Rates Amendment Bylaw No. 1446 be adopted.

CARRIED.

**Sewer Regulations and Rates Amendment Bylaw No. 1447 –Adoption (Report No. 25-90)**

A Bylaw to amend Sewer Regulations and Rates Bylaw No. 1356.

**R276-25** Moved and seconded, and

RESOLVED:

THAT Sewer Regulations and Rates Amendment Bylaw No. 1447 be adopted.

CARRIED.

**Residential Curbside Collection and Disposal Bylaw No. 1448–Adoption (Report No. 25-91)**

A Bylaw to amend Residential Curbside Collection and Disposal Bylaw No. 1408.

**R277-25** Moved and seconded, and

RESOLVED:

THAT Residential Curbside Collection and Disposal Bylaw No. 1448 be adopted.

CARRIED.

**22 NEXT MEETING(S):**

January 12, 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 13<sup>th</sup> Avenue, Castlegar, B.C.

**23 NOTICE OF MOTION:** Nil

**24 QUESTION PERIOD:** Nil

**25 ADJOURNMENT:**

**R278-25** Moved and seconded, and  
RESOLVED: THAT the Regular meeting be adjourned.

CARRIED.

The Regular Meeting was adjourned at 7:12 p.m.

CERTIFIED CORRECT:

---

Bree Seabrook  
Director of Corporate Services

---

Maria McFaddin  
Mayor





## Regional District of Central Kootenay REGULAR BOARD MEETING Open Meeting Minutes

The **eleventh** meeting of the Board of the Regional District of Central Kootenay in 2025 was held on Thursday, November 13, 2025 at 9:00 a.m. through a hybrid meeting model.

Quorum was maintained throughout the meeting.

### ELECTED OFFICIALS

#### PRESENT

Chair A. Watson	Electoral Area D	In-Person
Director G. Jackman	Electoral Area A	In-Person
Director R. Tierney	Electoral Area B	In-Person
Director K. Vandenberghe	Electoral Area C	In-Person
Director C. Graham	Electoral Area E	In-Person
Director T. Newell	Electoral Area F	In-Person
Director H. Cunningham	Electoral Area G	In-Person
Director W. Popoff	Electoral Area H	In-Person
Director A. Davidoff	Electoral Area I	In-Person
Director H. Hanegraaf	Electoral Area J	In-Person
Director T. Weatherhead	Electoral Area K	In-Person
Director M. McFaddin	City of Castlegar	In-Person
Director A. DeBoon	Town of Creston	In-Person
Director S. Hewat	Village of Kaslo	In-Person
Director J. Woodward	City of Nelson	In-Person
Director L. Casley	Village of New Denver	
Director D. Lockwood	Village of Salmo	In-Person
Director L. Main	Village of Silverton	In-Person
Director J. Lunn	Village of Slocan	In-Person

### ELECTED OFFICIALS

#### ABSENT

Director A. McLaren-Caux	Village of Nakusp
Director K. Page	City of Nelson

#### STAFF PRESENT

S. Horn	Chief Administrative Officer
M. Morrison	Corporate Officer
A. Lund	Deput Corporate Officer
Y. Malloff	General Manager of Finance, Information Technology and Economic Development
J. Chirico	General Manager of Community Services
S. Sudan	General Manager of Community Sustainability and Development Services
D. Séguin	Manager of Community Sustainability
D. Lau	Manager Information Technology
E. Stout	Manager of Building and Bylaw Enforcement
N. Wight	Planning Manager
H. Smith	Manager of Finance
T. Fehst	Regional Fire Chief
C. Stanley	Regional Manager – Operations and Assent Management
T. Davison	Regional Manager – Recreation and Client Services

D. Zayac	Deputy Regional Fire Chief
P. Marshall Smith	Sustainability and Resilience Supervisor
N. Hannon	Disaster Mitigation and Adaptation Senior Advisor
D. Elliott	Communications Coordinator

## 1. ZOOM REMOTE MEETING INFO

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

### Meeting Time:

9:00 PDT

### Join by Video:

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

### Join by Phone:

855 703 8985 Canada Toll-free

\*6 to unmute or mute

\*9 to raise or lower your hand

**Meeting ID:** 955 7334 5491

**Meeting Password:** 142530

### In-Person Location:

Nelson Office - Boardroom  
202 Lakeside Drive, Nelson BC

## 2. ELECTIONS

Chief Administrative Officer Horn assumed the chair at 9:01 a.m.

### 2.1 Election of the RDCK Board Chair

#### Call for Nominations (3 Times)

CAO Horn announced the nomination submitted for Director Watson.

The CAO called for nominations the first time.

The CAO called for nominations the second and third time.

No further nominations.

#### Declaration of Elected or Acclaimed RDCK Board Chair

Director Watson was declared the Chair for 2026 by acclamation.

### 2.2 Election of RDCK Board Vice-Chair

Directors Lockwood and McLaren-Caux were nominated.

The CAO called for nominations the first time.

The CAO called for nominations the second and third time.

No further nominations.

#### Opportunity for Candidates to Address the Board - Two minutes per address.

Directors Lockwood and McLaren-Caux each gave a two-minute address.

**Vote by Secret Ballot (Electronic Voting RDCK Procedure Bylaw No. 2898, 2024)**

Corporate Officer Morrison distributed the ballots.

Directors online provided their votes to CAO Horn and Deputy Corporate Officer Lund.

After collecting the ballots, the CAO and Corporate Officer exited the room and counted the ballots.

CAO Horn declared a tie between Director Lockwood and McLaren-Caux.

As per the RDCK Procedure Bylaw No. 2898, 2024 Section 10 (2), each candidate's name was put into the ballot box and CAO Horn pulled a name.

**Declaration of Elected or Acclaimed RDCK Board Vice-Chair**

Director McLaren-Caux was declared the Vice-Chair for 2026.

**DIRECTOR** Director McFaddin left the meeting 9:12 a.m.  
**ABSENT**

Moved and seconded,  
And Resolved:

557/25 That the ballots used in the election of the RDCK Board Vice-Chair be destroyed.

**Carried**

**3. CHAIR'S ADDRESS**

Chair Watson thanked the Board for their support and looks forward to working with everyone.

**4. VICE-CHAIR'S ADDRESS**

Vice-Chair McLaren-Caux thanked the Board and looks forward to working with everyone.

**5. COMMENCEMENT OF BOARD MEETING**

The RDCK Board Chair assumed the chair and called the meeting to order.

Executive Committee member, Rural Affairs Committee Chair Jackman, assumed the role as Acting Vice-Chair.

**5.1 Traditional Lands Acknowledgement Statement**

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

**5.2 Adoption of the Agenda**

Moved and seconded,  
And Resolved:

558/25 The agenda for the November 13, 2025 Regular Open Board meeting be adopted with the following:

- the removal of Item 6.1 Bylaw 3061: Castlegar and Area Indoor Aquatic Centre Local Service Area Establishment Amendment;
- the removal of Item 6.2 Bylaw 3062: Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service Amendment; and
- with the addition of the addendum

before circulation.

**Carried**

**5.3 Adoption of the Minutes**

Moved and seconded,  
And Resolved:

559/25 The minutes from the October 16, 2025 Regular Open Board meeting be adopted as circulated.

**Carried**

**5.4 Introductions**

CAO Horn will introduce the following staff:

- Graham Gordon, Building and Plumbing Official, replacing Stefan Jones;
- Cliff Jamieson, Human Resources Advisor (6 month term);
- Dan Siminoff has accepted a temporary assignment as Senior Building Official in the Nelson office; and
- Dan Séguin is moving into a temporary role as the General Manager of Fire and Emergency Management Services replacing Tristan Fehst, Regional Fire Chief.

**DIRECTOR** Director McLaren-Caux left the meeting at 9:20 p.m.  
**ABSENT**

**5.5 Delegation**

**5.5.1 Central Kootenay Food Policy Council (CKFPC)**

Damon Chouinard, Executive Director

Damon Chouinard gave a presentation to the Board regarding the Kootenay Food Council (KFC) and their connection to people, ideas and information to build a vibrant and resilient regional food system. He provided an overview of the 2025 highlights; council meetings, communication and engagement, partner engagement, expanding KFC's research, and strategic planning and collaboration.

Mr. Chouinard discussed the KFC's impact and how it aligns with the RDCK's priorities, along with the 2026 priorities. He provided an overview of the Kootenay Food Procurement Network (KFPT) and the three-year project proposal.

In conclusion, Mr. Chouinard requested the RDCK consider funding the KFPT project and keep advancing the RDCK priorities.

Chair Watson thanked Damon Chouinard for presenting to the Board.

**6. COMMITTEES & COMMISSIONS**

**6.1 With Recommendations**

**6.1.1 Riondel Commission: minutes October 7, 2025**

Staff has received direction to allocate funds to four community benches.

Moved and seconded,  
And Resolved:

560/25 That the Board approve the waiver of the one hundred- and fifty-dollar (\$150.00) fee for the rental of the Auditorium by the Riondel Community Association for the purpose of hosting The Riondel Fall Frolic.

**Carried**

Moved and seconded,  
And Resolved:

561/25

The Board approve the waiver of the one-hundred-dollar (\$100.00) damage deposit fee from the Rental Agreement for Interior Health's COVID and Flu Immunization Clinic scheduled for November 21, 2025, at the Riondel Community Centre, Media Lab.

Carried

**6.1.2 All Recreation Committee: minutes October 29, 2025**

Moved and seconded,  
And Resolved:

562/25

That the Board approve core operating sessions for ice arenas as follows:

Facility	Summer Season	Core Season	Spring Season
Nelson & District Complex	Monday of the 2nd full week in August	September 1 to March 31	April 1 to April 15
Creston & District Complex	Monday of the 3rd full week in August	September 1 to March 31	No Spring Ice
Castlegar & District Complex	Monday of the last full week in August	September 1 to March 31	No Spring Ice

Carried

Moved and seconded,  
And Resolved:

563/25

That the Board direct staff to include Spring and Summer ice rental rates in the upcoming 2026 Fees & Charges review, and further, that rates for ice usage during these seasons be set at prime-time levels.

Carried

Moved and seconded,  
And Resolved:

564/25

That the Board direct staff to apply a non-prime time rate for adult ice rentals at the Castlegar & District Complex where appropriate, and further, that the Fees & Charges Schedule be updated accordingly as part of the 2026 annual review to ensure consistency and accuracy in pricing.

Carried

**DIRECTOR  
PRESENT**

Director McFaddin joined the meeting at 9:47 a.m.

**6.1.3 Recreation Commission No. 6 - Area H, New Denver and Silverton: minutes November 4, 2025**

Moved and seconded,  
And Resolved:

565/25

That the Board approve the payment of the following grants from the Recreation Commission No. 6 – New Denver, Silverton & Area Service S229 2025 Budget:

Slocan Lake Arts Council	\$900
West Kootenay Football Club	\$2,000
Silverton Community Club	\$600

Slocan Lake Golf Club	\$263
North Slocan Trail Society	\$1,000
Lucerne Parent Advisory Committee	\$1,500
Valhalla Fine Arts Society	\$1,000
Slocan Lake Early Learning Society	\$487

Carried

**6.1.4 Creston Valley Services Committee: minutes November 6, 2025**

Moved and seconded,  
And Resolved:

566/25

That the Board approve the payment of the following grant from the Recreation Facility – Creston and Areas B, C and Defined A Service S224, 2025 budget:

Town of Creston (Christmas Parade)	\$5,000
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Carried

Moved and seconded,  
And Resolved:

567/25

That Director Vandenberghe be delegated to the Creston Valley Public Library Board as a non-voting member with the provisions to submit reporting.

Carried

**6.1.5 Joint Resource Recovery Committee: minutes November 12, 2025**

Moved and seconded,  
And Resolved:

568/25

That the Board approve the RDCK extend the current Goods and Services Agreement with GFL Environmental Inc. for the Ootischenia Landfill Operations and Maintenance for the period of one year, commencing July 1st, 2026, up to a maximum value of \$477,124 (excluding GST) plus annual price adjustments, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the total costs be paid from Service S188 Refuse Disposal – West Subregion.

Carried

Moved and seconded,  
And Resolved:

569/25

That the Board send a letter of concern to the Ministry of Environment and Parks regarding the proposed new fees under the Environmental Management Act.

Carried

Moved and seconded,  
And Resolved:

570/25

That the Board approve an amendment to the 2025 year of the 2025 - 2029 Financial Plan for Refuse Disposal East Subregion Service S186 to INCREASE Account 43025 Grants Specified by \$19,133 and INCREASE Account 57010 Grant Expense by \$19,133;

AND FURTHER That the Board approve an amendment to the 2025 year of the 2025 - 2029 Financial Plan for Environmental Services Service A102 to INCREASE Account 43025 Grants Specified by \$9,567 and INCREASE Account 57010 Grant Expense by \$9,567.

**Carried**

Moved and seconded,  
And Resolved:

571/25

That the Board send a letter to the Ministry of Environment and Parks as drafted, requesting an amendment to the Recycling Regulation for the inclusion of mattresses and foundations.

**Carried**

Moved and seconded,  
And Resolved:

572/25

That the Board send a letter to Environment and Climate Change Canada as drafted, regarding the Federal Plastics Registry's new reporting, audit requirements and costs.

**Carried**

## **6.2 Membership/Appointments**

### **6.2.1 RDCK Commission/Committee Appointments**

Moved and seconded,  
And Resolved:

573/25

That the Board appoint the individual to the following RDCK Commissions and Committees:

**Creston Valley Agricultural Advisory Commission with a term to expire December 31, 2028:**

Randy Meyer  
David Mutch

**Erickson Water Services Community Advisory Committee with a term to expire December 31, 2028:**

Don Low  
Elizabeth Quinn  
Margaret Beaudry

**Recreation Commission No. 6 - Area H, New Denver and Silverton with a term to expire December 31, 2027:**

Wes Savill (Lucerne Staff Alternate)

**Area G Advisory Planning and Heritage Commission**

AND FURTHER, the Board sent a letter to outgoing member Tamara Rushforth thanking them for their service with the Area G Advisory Planning and Heritage Commission.

**6.2.2 Nelson Public Library (Area E)**

Moved and seconded,  
And Resolved:

574/25

That the Board sent a letter to outgoing member Kathy Spiers thanking her for her service as the RDCK representative (Area E) for the Nelson Public Library.

Carried

**7. CORRESPONDENCE**

**7.1 The letter from Andrea Wilkey, Community Futures Central Kootenay, seeking funding support for the West Kootenay Rural Community Immigration Pilot project in 2026.**

**7.2 The letter dated October 14, 2025 from M. Lane Hutton, Kuskanook Harbour Board of Directors, seeking a letter of support for their application to the Rural Economic Diversification and Infrastructure Program for the Kuskanook Harbour Preservation.** Director Graham declared a conflict of interest due to her business being involved and having a financial benefit in the project and left the meeting at 9:53 a.m.

Moved and seconded,  
And Resolved:

575/25

That the Board write a letter of support to the Kuskanook Harbour Board for their application to the Rural Economic Diversification and Infrastructure Program for the Kuskanook Harbour Preservation.

Carried

Director Graham joined the meeting at 9:55 a.m.

**8. BYLAWS**

**8.1 Bylaw 3061: Castlegar and Area Indoor Aquatic Centre Local Service Area Establishment Amendment**

No item.

**8.2 Bylaw 3062: Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service Amendment**

No item.

**9. NEW BUSINESS**

**9.1 Development and Community Sustainability**

**9.1.1 Columbia Basin Trust Wildfire Grant**

The Board Report from Nora Hannon, Disaster Mitigation and Adaptation Senior Advisor, seeking Board approval to apply for the 2025 Columbia Basin Trust Community Resiliency Investment Program – Columbia Basin Wildfire Resiliency Initiative grant, has been received.

Moved and seconded,  
And Resolved:

576/25

That the Board authorize staff to apply for the 2025 Columbia Basin Trust Community Resiliency Investment Program – Columbia Basin Wildfire Resiliency Initiative grant from Columbia Basin Trust in the amount of \$1,638,130 to build resiliency towards wildfire through education and wildfire risk reduction work;

AND FURTHER, that if successful, the Board direct staff to prepare the 2026 Draft Financial plan with the inclusion of the grant and corresponding expenses in A101 Consolidated Emergency Services.

**Carried**

**9.1.2 Regional Invasive Species Strategy: Improving Regional Organizational Capacity - 2025 Results and 2026 Funding Request**

The Board Report from Paris Marshall Smith, Sustainability and Resilience Supervisor, seeking Board approval to extend the agreement with Central Kootenay Invasive Species Society, has been received.

Moved and seconded,  
And Resolved:

577/25

The following recommendation **BE REFERRED** to the January 22, 2026 Board meeting:

That the Board approve the RDCK extending the agreement with Central Kootenay Invasive Species Society (CKISS) to continue implementing the Regional Invasive Species Strategy to a maximum value of \$15,000 for the period of April 2026 to March 2027; AND FURTHER, that this amount be included in the 2026 Draft Financial Plan for Service 100 – General Administration.

**Carried**

**RECESS/  
RECONVENED**

The meeting recessed at 10:27 a.m. for a break and reconvened at 10:40 a.m.

**9.1.3 Kootenay Food Council: Regional Food and Farm Coordination - 2025 Results and 2026 Funding Request**

The Board Report from Paris Marshall Smith, Sustainability and Resilience Supervisor, seeking Board approval to extend the Service Agreement with Kootenay Food Council, has been received.

Moved and seconded,  
And Resolved:

578/25

That the following recommendation **BE REFERRED** to the December 11, 2025 Board meeting:

That the Board approve the RDCK extending the Service Agreement with the Kootenay Food Council for the delivery of regional food systems coordination, communication, and network development to a maximum value of \$30,000 for the period April 2026 to March 2027; AND FURTHER, that this amount be included in the 2026-2030 Draft Financial Plan for Service 100 – General Administration.

**Carried**

**9.1.4 UBCM Community Emergency Preparedness Fund - Emergency Support Services**

The Board Report from Ian Briscoe, Emergency Program Coordinator, seeking Board approval to apply for the 2026 Community Emergency Preparedness Fund – Emergency Support Services grant, has been received.

Moved and seconded,  
And Resolved:

579/25

That the Board authorize staff to regionally apply for the 2026 Community Emergency Preparedness Fund – Emergency Support Services grant from Union of BC Municipalities in the amount of \$225,195 to support and improve ESS service delivery across the regional district;

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

**Carried**

**9.1.5 For Information: RDCK Risk Tolerance Policy**

The Board Report from Nora Hannon, Disaster Mitigation and Adaptation Senior Advisor, providing the Board with an overview of the RDCK Risk Tolerance Policy project, has been received for information.

Elisa Scordo, Hydrologist at BGC, gave a presentation to the Board regarding the RDCK Risk Tolerance Policy: Project Introduction.

**DIRECTOR**  
**ABSENT**

Director Casley left the meeting at 11:15 a.m.

**9.2 Administration & Finance**

**9.2.1 Policy No. 500-01-13: Community Services Financial Access**

Moved and seconded,  
And Resolved:

580/25

That the resolution 346/24 being:

*That the Board rescind Policy No. 500-01-06 Leisure Access Program Policy, and adopt Policy No. 500-01-09 Financial Access and Inclusion Policy effective September 1, 2024;*

be amended by replacing "500-01-09" with "500-01-13" and add "Community Service" to the policy name, thus reading:

*That the Board rescind Policy No. 500-01-06 Leisure Access Program Policy, and adopt Policy No. 500-01-13 Community Service Financial Access and Inclusion Policy effective September 1, 2024;*

**Carried**

Moved and seconded,  
And Resolved:

581/25

That the resolution 366/25 being:

*That the Board direct staff to amend Community Services Financial Access and Inclusion Policy No. 500-01-11 as recommended to improve the overall administration of the policy for both clients and staff effective immediately; AND FURTHER, to remove the limits on senior staff to provide additional subsidy when appropriate;*

be amended to replace "500-01-11" with "500-01-13", thus reading:

*That the Board direct staff to amend Community Services Financial Access and Inclusion Policy No. 500-01-13 as recommended to improve the overall*

*administration of the policy for both clients and staff effective immediately;  
AND FURTHER, to remove the limits on senior staff to provide additional  
subsidy when appropriate.*

**Carried**

**9.2.2 2026-2030 Draft Financial Plan: Emergency Consolidated Services (A101),  
Geospatial Information Systems (S102), Building Inspection (S103) and Planning  
& Land Use (S104)**

The 2026-2030 draft Financial Plan presentation, has been received.

The 2026-2030 draft Financial Plan for Emergency Consolidated Services (A101),  
Geospatial Information Systems (S102), Building Inspection (S103) and Planning &  
Land Use (S104), has been received.

Dan Seguin presented to the Board the following:

- A101: Emergency Consolidated Service - Overview
  - Paid from seven (7) different services pay into A101
  - Details by Programs

**ORDER OF AGENDA  
CHANGED** The order of business was changed to address public time with Item 13  
Public Time considered at this time.

**13. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 12:00 p.m.

No questions from the public or media.

**ORDER OF AGENDA  
RESUMED** Continued with Item 9.2.2 Draft 2026-2030 Financial Plan

**RECESSED/  
RECONVENED** The meeting recessed at 12:00 p.m. for lunch and reconvened at 1:02 p.m.

CFO Malloff presented to the Board the following:

- Geospatial Information Systems (GIS) S102;

**DIRECTOR  
PRESENT** Director Casley joined the meeting at 1:20 p.m.

- Building Inspection S103;

Staff answered the Board's questions.

Planning Service S104 will be considered at the December 11, 2025 Board  
meeting.

**9.3 Fire Services**

**9.3.1 UBCM Community Emergency Preparedness Fund: Fire Department Equipment  
and Training Grant**

The Board Report from Dan Zayac, Regional Deputy Fire Chief, seeking Board  
approval to apply UBCM Community Emergency Preparedness Fund intake for  
Volunteer and Composite Fire Departments, has been received.

Moved and seconded,  
And Resolved:

582/25

That the Board direct staff to apply to the UBCM Community Emergency Preparedness Fund intake for Volunteer and Composite Fire Departments, with a \$30,000 per fire department grant application (totaling \$480,000) for each of Robson, Ootischenia, Tarrys, Pass Creek, Crescent Valley, Passmore, Winlaw, Slocan, Beasley, Blewett, Ymir, Yahk Kingsgate, Riondel, North Shore, Balfour Harrop and Kaslo fire departments;

AND FURTHER, that if successful the grant funding to be allocated to A107 Regional Fire Services budget, and that staff proceed with the extension of the two (2) current temporary full-time training positions in addition to contract training, and the purchase of training props and equipment.

**Carried**

**9.3.2 Fire Protection Agreement Extensions: Defined Area E (City of Nelson)**

The Board Report from Tristan Fehst, Regional Fire Chief, seeking Board approval to enter into an extension of the existing Area E Fire Protection Service Agreement, has been received.

Moved and seconded,

And Resolved:

583/25

That the Board approve the RDCK enter into an extension of the existing Area E Fire Protection Service Agreement with the City of Nelson for the purpose of maintaining uninterrupted fire protection services from January 1, 2026 to December 31, 2026 and to provide time to negotiate a long-term agreement, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the costs be paid from Service S133 Fire Protection Defined Area E (Blewett Contract).

**Carried**

**9.3.3 Fire Protection Agreement Extensions: Town of Creston, Areas A, B & C**

The Board Report from Tristan Fehst, Regional Fire Chief, seeking Board approval to enter into an extension of the existing West Creston Fire Protection Service Agreement, has been received.

Moved and seconded,

And Resolved:

584/25

That the Board approve the RDCK enter into an extension of the existing West Creston Fire Protection Service Agreement with the Town of Creston for the purpose of maintaining uninterrupted fire protection services from January 1, 2026 to December 31, 2026 and to provide time to negotiate a long-term agreement, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER that costs be paid from Service S291 Fire Protection – West Creston.

**Carried**

Moved and seconded,

And Resolved:

585/25

That the Board approve the RDCK enter into an extension of the existing Erickson(B/C) and Arrow Creek Fire Protection Service Agreement with the Town of Creston for the purpose of maintaining uninterrupted fire protection services from January 1, 2026 to December 31, 2026 and to provide time to negotiate a long-term agreement, and that the Chair and Corporate Officer be authorized to

sign the necessary documents; AND FURTHER that costs be paid from Service S131 – Fire Protection Erickson (B/C) and Service S281 Fire Protection – Arrow Creek.

**Carried**

Moved and seconded,  
And Resolved:

586/25

That the Board approve the RDCK enter into an extension of the existing Wynndel-Lakeview Fire Protection Service Agreement with the Town of Creston for the purpose of maintaining uninterrupted fire protection services from January 1, 2026 to December 31, 2026 and to provide time to negotiate a long-term agreement, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER that costs be paid from Service S129 Wynndel/Lakeview Fire Protection.

**Carried**

Moved and seconded,  
And Resolved:

587/25

That the Board approve the RDCK enter into an extension of the existing Canyon-Lister Fire Protection Service Agreement with the Town of Creston for the purpose of maintaining uninterrupted fire protection services from January 1, 2026 to December 31, 2026 and to provide time to negotiate a long-term agreement, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER that costs be paid from Service S130 Canyon/Lister Fire Protection.

**Carried**

Moved and seconded,  
And Resolved:

588/25

That the Board approve the RDCK enter into an extension of the existing Canyon-Lister Fire Hall Lease Agreement with the Town of Creston for the purpose of maintaining uninterrupted fire protection services from January 1, 2026 to December 31, 2026 and to provide time to negotiate a long-term agreement, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER that costs be paid from Service S130 Canyon/Lister Fire Protection.

**Carried**

#### **9.3.4 Fire Protection Agreement : Village of Nakusp**

The Board Report from Tristan Fehst, Regional Fire Chief, seeking Board approval to enter into a six-month extension to the existing fire services agreement with the Village of Nakusp, has been received.

Moved and seconded,  
And Resolved:

589/25

That the Board authorize a six-month extension to the existing fire services agreement from January 1, 2026 to June 30, 2026 with the Village of Nakusp to allow completion of negotiations for a new five-year agreement, and the Board Chair and Corporate Officer be authorized to sign the necessary documents; AND

FURTHER, that the costs be paid from Service S139 Fire Protection Defined Area K (Nakusp Contract).

**Carried**

**9.3.5 Fire Protection Agreement: Village of Salmo**

The Board Report from Tristan Fehst, Regional Fire Chief, seeking Board approval to enter into a six-month extension to the existing fire services agreement with the Village of Salmo, has been received.

Moved and seconded,  
And Resolved:

590/25

That the Board authorize up to a year extension to the existing fire services agreement from January 1, 2026 to June 30, 2026 with the Village of Salmo to allow completion of negotiations for a new five-year agreement, and the Board Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER that costs be paid from Service S135 Fire Protection Area G (Salmo Contract).

**Carried**

**9.4 Grants**

**9.4.1 Discretionary**

Moved and seconded,  
And Resolved:

591/25

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

**AREA A**

Kootenay Region - Skate Canada BC/YT Section	2026 Kootenay Region Figure Skating Championships	\$500
Creston Valley Den Society	Den Drop In	\$500
Town of Creston	Neighbourhood Welcome Committee	\$335

**AREA B**

Ktunaxa Kinbasket	Children's Christmas Gathering	\$1,000
Creston Valley Chamber of Commerce	Christmas Hampers	\$1,500

**AREA E**

Blewett PAC	Blewett School Song Sign	\$500
Balfour and District Business and Historical Association	To Aid with the High Cost of Utilities	\$800

**AREA F**

Blewett PAC	Blewett School Song Sign	\$250
Capitol Theatre Restoration Society	Choral Microphones	\$1,000
Nelson Choral Society	Handel's Messiah	\$1,500
Friends of Falls Creek Society	Watershed Fundraising Event	\$1,000

**AREA J**

City of Castlegar	Winter Wonderland Event	\$2,000
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Castlegar Sculpture Walk Society	Night of Fire 2025	\$1,500
Castlegar/Robson Br#170 R.C.L	Large Remembrance Day Wreath	\$80

**AREA K**

Royal Canadian Legion Branch 203	Community Volunteer Expo	\$419.23
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**Carried**

**9.4.2 Community Development**

Moved and seconded,  
And Resolved:

592/25

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

**AREA A**

East Shore Internet Society	Computer Upgrades	\$6,000
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**AREA D**

Ainsworth Fire Prevention Society	Community Fire Prevention	\$43,000
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Kaslo Community Services Society	The House Next Door	\$10,000
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**AREA F**

Taghum Community Society	Falls Creek Forestry Watershed Planning	\$6,500
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Taghum Community Society	Sound System Upgrades	\$12,625
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**AREA G**

Columbia Basin Alliance for Literacy - Salmo	Rhythms & Rhymes	\$1,631.86
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**AREA H**

W.E. Graham Community Service Society Slocan Valley Housing Society	Slocan Valley Food Cupboard Holiday Hamper ProgramSenior Outreach Program	\$5,000 \$2,760
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**AREA K**

Nakusp and Area Development Board	Arrow Lakes Agri-Food Alliance	\$5,000
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**Carried**

**9.5 Chair/CAO Reports**

CAO Horn had no items.

Chair Watson had no items.

**10. RURAL AFFAIRS COMMITTEE**

Moved and seconded,  
And Resolved:

593/25 That Electoral Areas A, B, and C Dangerous and Aggressive Dog Control Service Establishment Bylaw No. 3067, 2025, be read a FIRST and SECOND time.

Moved and seconded,  
And Resolved:

594/25 That Electoral Area H Dangerous and Aggressive Dog Control Service Establishment Bylaw No. 3066, 2025, be read a FIRST and SECOND time.

Carried

## 11. DIRECTORS' MOTIONS

### 11.1 Director Graham: Recreation Commission No. 10 - Portion of Area E - Procter/Harrop/Balfour/Queens Bay

Moved and seconded,  
And Resolved:

595/24 That the Board direct staff to repeal and replace the Regional Recreation Commission No. 10 Bylaw No. 686, 1988.

Carried

### 11.2 Director Page: Youth Climate Corps BC

Moved and seconded,  
And Resolved:

596/25 That the Board a letter of support to the Ministry of Energy and Climate Solutions for the Youth Climate Corps BC to sustain and expand the program to build community resilience and foster the next generation of climate leaders.

Carried

Director Vandenberghe recorded opposed.

**NOTICE OF MOTION** Director Davidoff requested a Notice of Motion regarding New Fees Under the *Emergency Management Act*.

Director Newell requested a recommendation for Item 7.1.

Moved and seconded,  
And Resolved:

597/25 That the following recommendation **BE REFERRED** to the January 22, 2025:

That the Board approve funds in the amount of \$40,000 to the community futures on behalf of the West Kootenay Rural Community Immigration Pilot project for 2026 to be paid from General Administration Service S100.

Carried

## 12. CONSENT AGENDA

### 12.1 For Information: Committees & Commissions

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

**12.1.1 Directors Remuneration Select Committee: minutes October 14, 2025**

**12.1.2 North Kootenay Lake Services Committee: minutes October 20, 2025**

**12.1.3 Area B Advisory Planning and Heritage Commission: minutes October 29, 2025**

Staff received direction regarding the Bylaw Amendment Referral Forms.

**12.2 For Information: Communication**

**12.2.1 Greater Nelson Economic Development Advisory Committee**

**12.2.1.1 June 4, 2025 Minutes**

**12.2.1.2 July 2, 2025 Minutes**

**12.2.1.3 September 3, 2025 Minutes**

**12.2.2 The letter dated October 22, 2025 from Cori Ramsay, UBCM, providing the provincial response to RDCK 2024 Resolutions.**

**12.2.3 The email dated October 31, 2025 from Honourable Jodi Wickens, Ministry of Children and Family Development, proclaiming November as Adoption and Permanency Awareness month.**

**12.3 For Information: Accounts Payable**

The Accounts Payable Summary for October, 2025 in the amount of \$4,115,950 has been received for information.

**12.4 For Information: Directors' Reports**

Each Director gave a brief summary of the work they have been doing within their communities.

**DIRECTOR** Director Casley left the meeting at 2:31 p.m.  
**ABSENT**

**12.4.1 Director Jackman**

**12.4.1.1 Director's Report: CBRAC/RCC/IJC**

**12.4.1.2 Letter of Support: Fields Forward Society (REDIP)**

**12.4.2 Director Tierney**

**12.4.2.1 Letter of Support: Creston Valley Food Action Coalition (ETSI-BC)**

**12.4.2.2 Letter of Support: Fields Forward Society (REDIP)**

**12.4.3 Director Watson**

**12.4.3.1 Letter of Support: Argenta Safety and Preparedness Society (CRI-CBWRI)**

**12.4.3.2 Letter of Support: Lardeau Fire Prevention Association (SCWRS)**

**12.4.3.3 Letter of Support: Lardeau Valley Opportunity LINKS Society (CBWRI)**

**12.4.4 Director Graham: Letter of Support - Taghum Bridge Society (REDIP)**

**12.4.5 Director Newell: Letter of Support - Nelson Search and Rescue**

**12.4.6 Director Popoff: Letter of Support - North Slocan Trails Society (REDIP)**

**12.4.7 Director McFaddin: UBCM**

**12.4.8 Director Hewat: CBT/FCM/Activities**

#### 12.4.9 Director McLaren-Caux: October - November Activities

**RECESS/  
RECONVENED** The meeting recessed at 2:56 p.m. for a break and reconvened at 3:10 p.m.

Director Newell requested a reconsideration of Item 9.4.2 Community Development.

Moved and seconded,  
And Resolved:

598/25 That Item 9.4.2 Community Development be reconsidered.

**Carried**

Moved and seconded,  
And Resolved:

599/25 Community Development grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

**AREA A**

East Shore Internet Society	Computer Upgrades	\$6,000
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**AREA D**

Ainsworth Fire Prevention Society	Community Fire Prevention	\$43,000
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Kaslo Community Services Society	The House Next Door	\$10,000
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**AREA F**

Taghum Community Society	Falls Creek Forestry Watershed Planning	\$6,500
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Taghum Community Society	Sound System Upgrades	\$6,125
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**AREA G**

Columbia Basin Alliance for Literacy - Salmo	Rhythms & Rhymes	\$1,631.86
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**AREA H**

W.E. Graham Community Service Society Slocan Valley Housing Society	Slocan Valley Food Cupboard Holiday Hamper ProgramSenior Outreach Program	\$5,000 \$2,760
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**AREA K**

Nakusp and Area Development Board	Arrow Lakes Agri-Food Alliance	\$5,000
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**Carried**

#### 14. **CLOSED**

##### 14.1 **Meeting Closed to the Public**

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

Moved and seconded,  
And Resolved:

600/25 In the opinion of the Board - and in accordance with Section 90 of the *Community Charter* - the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the bases identified in the following subsections:

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

Carried

**14.2 Recess of Open Meeting**

Moved and seconded,  
And Resolved:

601/25 The Open meeting be recessed at 3:12 p.m. in order to conduct the Closed Board meeting and reconvened at 3:25 p.m.

Carried

**15. MATTERS ARISING FROM CLOSED MEETING**

Moved and seconded,  
And Resolved:

602/25 That the RDCK Community Works Fund application submitted for the West Creston Fire Hall  
IC91/25 Project in the total amount of \$526,000 be approved and that the funds be disbursed from Area C Community Works Funds to the West Creston Community Hall Society.

Carried

Moved and seconded,  
And Resolved:

603/25 That the Board approve the RDCK enter into a Construction Agreement with the West Creston  
IC92/25 Community Hall Society to build the West Creston Fire Hall to a maximum value of \$1.00 effective October 16, 2025, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that any costs incurred by the Regional District to administer the agreement be paid through Service S291 West Creston Fire Protection.

Carried

**16. ADJOURNMENT**

Moved and seconded,  
And Resolved:

604/25 That the meeting adjourn at 3:25 p.m.

Carried

Originally signed by

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Aimee Watson, RDCK Board Chair

Originally signed by

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Angela Lund, Deputy Corporate Officer

**From:** [REDACTED]  
**To:** [Castlegar City of](#)  
**Subject:** Request to Illuminate Kinnaird Interchange Overpass - Feb 28, 2026  
**Date:** December 16, 2025 6:53:59 AM  
**Attachments:** [CNOY colours.png](#)

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

Hi Castlegar,

We are reaching out from the National Head Office of the Coldest Night of the Year event, in partnership with the local [Castlegar Community Services Society](#) to request that City Hall be illuminated in our event's signature colours on the night of the event, Saturday, February 28, 2026.

The Coldest Night of the Year is a winterrific family-friendly 2 or 5 km fundraising walk in support of local charities serving people experiencing hurt, hunger, and homelessness. Each year in February, tens of thousands of Canadians step outside the warmth and comfort of home to shine a light of welcome and compassion in their communities. Since 2011, the Coldest Night of the Year has raised over \$75,000,000 across Canada in 190 Canadian communities – 100% of net proceeds stay local to support our CNOY charity partners.

I have attached the colour specifications to this email. We are very appreciative of your consideration of our request, and please let me know if you require any additional information.

Thank you,

Danielle Ringer

Campaign Success Rep  
Blue Sea Foundation  
[REDACTED]

of the Year | Ride for Refuge | The Grand Parade



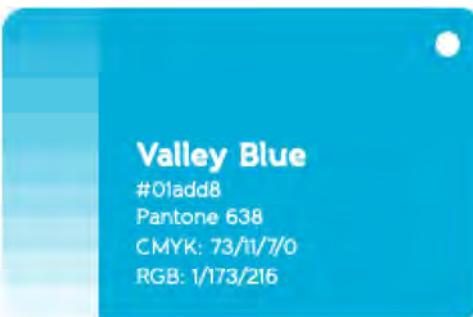
**Winter Blue**

#004a87  
Pantone 301  
CMYK: 100/79/20/5  
RGB: 0/74/135



**Warm Yellow**

#eea904  
Pantone 124  
CMYK: 6/36/100/0  
RGB: 238/169/4



**Valley Blue**

#01add8  
Pantone 638  
CMYK: 73/11/7/0  
RGB: 1/173/216

**From:** [REDACTED]  
**Subject:** Fibromyalgia Association Canada Lighting Request for May 12, 2026  
**Date:** December 18, 2025 10:20:04 AM  
**Attachments:** [image.png](#)  
[image.png](#)

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To Whom It May Concern,

Thank you very much for participating in Fibromyalgia Association Canada's Illumination campaign in previous years by Illuminating in purple to support fibromyalgia awareness. The campaign has been ongoing since 2022 and Fibromyalgia Association Canada (FAC) hopes you will continue your participation in 2026.

This year marks the fifth consecutive year that FAC is asking communities across Canada to "Light Up for Fibromyalgia" on May 12, 2026. FAC would be honored if you could once again illuminate your buildings or landmarks in purple (Hex Code #650a8f) from dusk on May 12th to dawn on May 13th, 2026. By doing so, you will not only demonstrate your support for those affected by fibromyalgia but also help raise awareness of this often-overlooked condition.

FAC kindly asks that you confirm your participation by letting us know which buildings / landmarks you will be lighting up. Additionally, FAC would greatly appreciate it if you could send along your preferred hashtags as we will be sharing images on our social media platforms to express our heartfelt gratitude for your support. FAC will be using the hashtag **#Light4Fibro**.

Thank you for considering this opportunity to make a meaningful difference in the lives of those living with fibromyalgia. Together, we can shine a light on this important issue and advocate for the improvements that are urgently needed.

With Warm Regards,  
*Trudy Flynn*  
*Chair*

*Fibromyalgia Association Canada*  
Website: <https://fibrocanada.ca>  
Facebook: [FibroCanada2021](#)  
Twitter: [@fibrocanada](#)

# 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**