Regular Meeting of Council Agenda November 16, 2026

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

Please click the link below to join the webinar for Committee of the Whole:
https://us02web.zoom.us/j/81537391928?pwd=ZpfUEPd3ETadsVvNDRH9ds8b2lB8ar.1
or telephone: Dial (for higher quality, dial a number based on your current location):
Canada: 1-438-809-7799, 1-587-328-1099, 1-647-374-4685, 1-647-558-0588,
1-778-907-2071, 1-780-666-0144
Webinar ID: 815 3739 1928 Passcode: 707182
International numbers available: https://us02web.zoom.us/u/kcaO5W0hcf

Please click the link below to join the webinar for the Regular Council Meeting:
https://us02web.zoom.us/j/82308886136?pwd=WTLZWbRCR5BQBhcQ9cAbGcSydCaIqR.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/kb1SZ1ZRbv

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

2 ADOPTION OF AGENDA

3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

4 DELEGATION: Nil

5 COMMUNITY WELLNESS, SAFETY & DEVELOPMENT (CHAIR BORUCK / DEPUTY MACLEOD / DEPUTY ZEMP):

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

(b) **FIRE DEPARTMENT VERBAL UPDATE**

(c) **Emergency Services Monthly Reports – September & October 2026**

RECOMMENDATION: Council consider and resolve to receive for information:
- Emergency Services Monthly Report – September 2026
- Emergency Services Monthly Report – October 2026

(d) **RCMP DETACHMENT VERBAL UPDATE**

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

(f) **Enterprise Rent-A-Car Canada Company Rental License Agreement (Report No. 26-84)**

Report from the Airport Manager to seek Council's approval to negotiate and enter into a three-year vehicle rental license agreement with option for two one-year extensions at the West Kootenay Regional Airport effective December 1, 2026.

RECOMMENDATION: Council consider and resolve:

THAT Council direct staff to negotiate and enter into a vehicle rental license agreement with Enterprise Rent-A-Car Canada for a three-year term at the West Kootenay Regional Airport with option for two one-year extensions,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

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

(h) **Emergency Support Services – Community Emergency Preparedness Fund (Report No. 26-86)**

Report from the Director of Community Safety & Development to seek Council's endorsement for the Regional District of Central Kootenay (RDCK) to submit grant application to the UBCM Community Emergency Preparedness Fund (CEPF) Emergency Support Services Equipment and Training on behalf of the City.

RECOMMENDATION: Council consider and resolve:

THAT Council approve that the Regional District of Central Kootenay (RDCK) make application on the City's behalf to the UBCM Community Emergency Preparedness Fund (CEPF) Emergency Support Services Equipment and Training for up to $30,000,

AND FURTHER;

THAT Council approve that the Regional District of Central Kootenay receive and manage the grant funds on the City's behalf.

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

RECOMMENDATION: Council consider and resolve to receive for information:

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

6 CULTURAL & CIVIC PRIDE (CHAIR GODAU/ DEPUTY MALCOLM / DEPUTY BELL):

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

(b) **Castlegar & District Public Library Regular Board Meeting Minutes**

RECOMMENDATION: Council consider and resolve to receive for information:

- Castlegar & District Public Library Regular Board Meeting Minutes – September 9, 2026

7 FINANCE AND CORPORATE SERVICES (CHAIR MALCOLM / DEPUTY BELL):

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

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

(c) **Ginger Lester, Communications Manager presentation re: Citizen Survey.**

(d) **2027 Celebrate Canada Program (Report No. 26-85)**

Report from the Communications Manager to seek Council authorization to submit a funding application for up to $15,000 to the Department of Canadian Heritage – Celebrate Canada Program.

RECOMMENDATION: Council consider and resolve:

THAT Council authorizes staff to submit a funding application for up to $15,000 to the Department of Canadian Heritage – Celebrate Canada Program in support of 2027 Canada Day Celebrations.

(e) **2027 Regular Council Meeting Schedule (Report No. 26-81)**

Report from the Manager of Legislative Services to set the Regular Council Meeting dates for 2027 in compliance with the City of Castlegar Council Procedures Bylaw 1462 and the *Community Charter.*

RECOMMENDATION: Council consider and resolve:

THAT the following 2027 dates be set for Regular Council Meetings for the City of Castlegar:

Monday, January 18	**Monday, July 19**
Monday, February 1	**Monday, August 16**
Tuesday, February 16 (February 15 BC Family Day)	**Tuesday, September 7 (September 6 Labour Day)**
Monday, March 1	**Monday, October 4**
Monday, March 15	**Monday, October 18**
Monday, April 5	**Monday, November 1**
Monday, April 19	**Monday, November 15**
Monday, May 3	**Monday, December 6**
Monday, May 17	**Monday, December 20**
Monday, June 7	
Monday, June 21	

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

(g) **2027 Water and Sewer Utility Rates (Report No. 26-88)**

Report from the Manager of Financial Services to seek Council's consideration of the required readings of the Water Regulations and Rates Amendment Bylaw 1471, and the required readings of the Sewer Regulations and Rates Amendment Bylaw 1472.

RECOMMENDATIONS (to be considered individually):

1. THAT Council proceed with the required readings of the Water Regulations and Rates Amendment Bylaw 1471.

2. THAT Council proceed with the required readings of the Sewer Regulations and Rates Amendment Bylaw 1472.

(h) **2027 Residential Curbside Collection & Disposal Rates (Report No. 26-87)**

Report from the Manager of Financial Services to seek Council's consideration of the required readings of the Residential Curbside Collection & Disposal Rates Amendment Bylaw 1470.

RECOMMENDATION: Council consider and resolve:

THAT Council proceed with the required readings of the Residential Curbside Collection & Disposal Rates Amendment Bylaw 1470.

(i) **South Sewage Treatment Plant North Train Renewal Construction Services – Recommendation for Award (Report No. 26-91)**

Report from the Manager of Engineering & Infrastructure to seek Council authorization to transition the South Sewage Treatment Plant North Train Renewal Project, procured under Request for Proposals 2025-03, from pre-construction services to construction services with Chandos Construction LP.

RECOMMENDATION: Council consider and resolve:

THAT Council authorize the transition of the South Sewage Treatment Plant North Train Renewal Project from pre-construction services to construction services with Chandos Construction LP, as Construction Manager,

AND FURTHER;

THAT Council approve the conversion of the existing Construction Management Agreement to a stipulated price contract in the amount of $6,731,928, plus applicable taxes,

AND FURTHER;

THAT Council authorize staff to execute the necessary contract amendments and associated documents.

(j) **South Sewage Treatment Plant North Train Renewal Project Temporary Borrowing Bylaw 1469 (Report No. 26-95)**

Report from the Manager of Financial Services to seek Council approval for temporary borrowing for the South Sewage Treatment Plant North Train Renewal Project Temporary Borrowing Bylaw 1469.

RECOMMENDATION: Council consider and resolve:

THAT Council consider the required readings of South Sewage Treatment Plant North Train Renewal Project Temporary Borrowing Bylaw 1469.

8 MUNICIPAL SERVICES (CHAIR MACLEOD / DEPUTY ZEMP):

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

(b) **Request for Quotation 2026-22 Light Vehicle Fleet Update – Recommendation for Award (Report No. 26-92)**

Report from the Assistant Manager - Maintenance to seek Council authorization for staff to award Request for Quotation 2026-22 Light Vehicle Fleet Update to Nelson Ford Sales (2003) Inc.

RECOMMENDATION: Council consider and resolve:

THAT Council authorize staff to award Request for Quotation 2026-22 Light Vehicle Fleet Update, to Nelson Ford Sales (2003) Inc. in the amount of $306,903.82 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

(c) **Request for Proposal 2026-20 Janitorial Services – Recommendation for Award (Report No. 26-94)**

Report from the Assistant Manager – Maintenance to seek Council authorization for staff to award Request for Proposal 2026-20 Janitorial Services to Bee-Clean Building Maintenance Inc. for the provision of janitorial services at City Hall, Community Forum, Civic Works, Fire Department, RCMP and West Kootenay Regional Airport facilities.

RECOMMENDATION: Council consider and resolve:

THAT Council authorize staff to award Request for Proposal 2026-20 Janitorial Services to Bee-Clean Building Maintenance Inc. for a three-year term in the amount of $384,953.07 plus applicable taxes, with the option to extend for up to two additional one-year terms,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

(d) **Parks & Trails Plan – Communications and Engagement Strategy (Report No. 26-90)**

Report from the Manager of Engineering & Infrastructure to present Council with the proposed Communications and Engagement Strategy for the Parks & Trails Plan and to seek Council's endorsement of the planned engagement activities.

RECOMMENDATION: Council consider and resolve:

THAT Council endorse the Parks & Trails Plan Communications and Engagement Strategy, as attached to Report 26-90, to guide public and interest holder engagement throughout the development of the City's Parks and Trails Plan.

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)(F)***
  Law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

- ***Community Charter Section 90(1)(L)***
  Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

AND FURTHER;

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

AND FURTHER;

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

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

13 DELEGATION:

(a) Carol Sommerville on behalf of the Castlegar Queen Committee re: introduction of BC Ambassador, Lauren Lafreniere.

14 COUNCIL MEETING MINUTES FOR APPROVAL:

RESOLUTION: THAT the following Minutes be adopted:
(a) Special Meeting Minutes – October 15, 2026
(b) Regular Meeting Minutes – October 19, 2026
(c) Inaugural Council Meeting Minutes – November 2, 2026

15 RESOLUTION TO ADOPT COMMITTEE OF THE WHOLE RECOMMENDATIONS:

(a) Recommendations from the November 2, 2026, Committee of the Whole meeting to be considered for adoption (Motions to be considered individually). Full discussions, and reports on these recommendations can be viewed on the City's website during the November 2, 2026, Committee of the Whole Meeting.

- Nil

(b) Committee of the Whole recommendations from the November 16, 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 November 16, 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 – September 24, 2026.

17 CORRESPONDENCE:

(a) Nicole Maskerine on behalf of Castlegar Community Services re: request to illuminate the Kinnaird Overpass lights in purple from November 25 to December 10, 2026 in recognition of International Day for the Elimination of Violence Against Women and the annual 16 Days of Activism Against Gender-Based Violence campaign.

18 REPORTS OTHER:

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

(b) **Brian Bogle re: Attendance at the 2026 UBCM Convention**

(c) **2026 Local Government Election Results (Report No. 26-80)**

Report from the Chief Election Officer to provide Council with the 2026 Local Government Election results and ballot account.

RECOMMENDATION: Council consider and resolve:

THAT Report 26-80 regarding the 2026 Local Government Election results and ballot account be received as submitted by the Chief Election Officer.

19 MAYOR'S REPORT:

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION:

(a) **South Sewage Treatment Plant North Train Renewal Temporary Borrowing Bylaw 1469 – First, Second and Third Readings (Report No. 26-95)**

A Bylaw to authorize the temporary borrowing pending the sale of debentures.

RECOMMENDATION: Council consider and resolve:

THAT South Sewage Treatment Plant North Train Renewal Temporary Borrowing Bylaw 1469 be read a first, second and third time.

22 NEXT MEETING(S):
December 7, 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

Monthly Report

EMERGENCY SERVICES REPORT
September 2026

This report has been prepared for the Nov. 16, 2026, meeting to council, file number 7300-25.

Fire Department Operations:

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

Incident	2026		2025	
	Sept 2026	Year to Date	Sept 2025	Year to Date
Fires	1	21	5	36
Rescue (EMCR* Task)	2	10	0	14
Rescue (BCAS Assist)	18	249	34	293
Aircraft	0	0	0	0
Motor Vehicle Accident/Incident	3	30	1	27
Hazardous Materials	2	17	3	17
First Responder Medical	3	37	4	24
False Alarms	7	65	6	68
Standby	5	59	1	103
Public Service	8	37	4	26
Complaints	9	29	16	113
Other	9	39	5	42
Monthly Totals	**67**	**640**	**79**	**763**
Service Charge (False/Nuisance)	**0**	**0**	**0**	**0**
Burning Permits	**0**	**0**	**0**	**1**
Reportable Fires (OFC)	**1**	**4**	**3**	**5**
Fire Damage Dollar Loss	**$3,000**	**$478,000**	**$482,700**	**$847,800**
Fire Dollar Amount Saved	**$2,264,000**	**$5,300,600**	**$64,191.000**	**$178,382.,000**
Fire Injuries	**0**	**0**	**0**	**1**

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EMERGENCY SERVICES REPORT

TRAINING:

1. Completed Annual Hose testing
2. Weekend training
3. Airside Vehicle Operations Permit (AVOP) training
4. Ch. 14 review and Test
5. Ch. 15 review and test
6. Ch. 16 review and test
7. Pumping Operations training

Other:

1. Operational meeting and Apparatus checks
2. Officer and Safety meetings
3. Hall tours
4. 9 FireSmart assessments
5. Participated in Live Airport Exercise
6. Monthly division and department meetings

Prepared by

Nick Ahlefeld

Nick Ahlefeld
Fire Chief

Monthly Report

EMERGENCY SERVICES REPORT
October 2026

This report has been prepared for the Nov. 16, 2026, meeting to council, file number 7300-25.

Fire Department Operations:

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

Incident	2026		2025	
	Oct 2026	Year to Date	Oct 2025	Year to Date
Fires	3	24	10	46
Rescue (EMCR* Task)	0	13	3	17
Rescue (BCAS Assist)	30	279	43	185
Aircraft	0	0	0	0
Motor Vehicle Accident/Incident	3	33	7	34
Hazardous Materials	2	19	2	19
First Responder Medical	3	40	0	24
False Alarms	8	73	9	77
Standby	12	71	12	115
Public Service	7	42	7	33
Complaints	7	36	8	121
Other	0	39	3	45
Monthly Totals	**75**	**715**	**104**	**867**
Service Charge (False/Nuisance)	**0**	**0**	**1**	**$250**
Burning Permits	**0**	**0**	**0**	**1**
Reportable Fires (OFC)	**1**	**4**	**3**	**8**
Fire Damage Dollar Loss	**$3,000**	**$478,000**	**0**	**$847,800**
Fire Dollar Amount Saved	**$2,264,000**	**$5,300,600**	**0**	**$178,382.,000**
Fire Injuries	**0**	**0**	**0**	**1**

CASTLEGAR

EMERGENCY SERVICES REPORT

TRAINING:

1. Completed bi-annual fitness testing
2. Hose testing
3. Auto X training
4. Weekend training
5. Ch. 16 review and testing

Other:

1. Operational meeting and Apparatus checks
2. Officer and Safety meetings
3. Hall tours
4. Hearing tests
5. Monthly division and department meetings
6. Fire Prevention in Elementary Schools and Daycares, approximately 450 kids put through the program
7. New Command Vehicle getting its emergency light package installed
8. Staff attended Emergency Program Coordinator meeting
9. Staff attend Information Officer Training Course

Prepared by

Nick Ahlefeld

Nick Ahlefeld
Fire Chief

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	November 16, 2026	**REPORT NO.:**	26-84
SUBMITTED BY:	Airport Manager	**FILE NO.:**	8400-30
SUBJECT:	Enterprise Rent-A-Car Canada Company Rental License Agreement		

RECOMMENDATION:

That Council direct staff to negotiate and enter into a vehicle rental license agreement with Enterprise Rent-A-Car Canada for a three-year term at the West Kootenay Regional Airport with option for two one-year extensions,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

PURPOSE:
To seek Council's approval to negotiate and enter into a three-year vehicle rental license agreement with option for two one-year extensions, at the West Kootenay Regional Airport effective December 1, 2026.

This report is presented for consideration at the November 16, 2026, Committee of the Whole Meeting and recommendation for adoption at the November 16, 2026, Regular Meeting. The proposed timing is intended to facilitate the implementation of the agreement in advance of the winter holiday season, allowing the airport to capitalize on the associated revenue opportunity.

SUMMARY/BACKGROUND:
The West Kootenay Regional Airport (WKRA) offers a daily flight to Vancouver. Passengers arriving at the airport benefit from access to on-airport vehicle rental services with immediate and convenient access to rental vehicle options to support their business and personal travel needs.

PractiCar, a locally owned and operated business is currently the only rental option at the West Kootenay Regional Airport, providing rental options around our region. In 2025 a second option, RamCar Rentals was provided a license but due to several delays in commencing operations and the company not fulfilling the terms of the agreement the license was terminated in September 2026.

Enterprise Rent-A-Car is a nationally recognized brand, operating in Canada since 1993, which will provide access to added rental vehicle availability that helps strengthen the region's tourism infrastructure by enabling visitors to explore local attractions throughout the West Kootenay region.

Under the proposed agreement, Enterprise will operate from within the WKRA Air Terminal Building, providing rental services to passengers and support the airport's commercial service offerings and generation of added revenue opportunities for the WKRA.

The licence agreement will provide for the use and occupancy of designated concession and office space within the terminal and access to parking stalls in the overflow parking for the storage of the rental vehicles.

The proposed agreement is scheduled to take effect December 1, 2026, allowing the rental operation to establish ahead of the winter holiday travel season.

Under the terms of the Vehicle License Rental Agreement, the City will receive a fee equal to:

10% of Enterprise's total monthly gross revenue generated through its airport rental operations. This revenue model will provide the WKRA additional source of revenue with monthly amounts varying based on rental activities.

Based on 2025 concession revenues, the license is projected to generate an additional $5,000 to $10,000 per year commencing in 2027.

ALTERNATIVES:

1. Council could choose not to approve the proposed three-year license agreement. However, staff does not recommend this option as it may result in a missed opportunity for added revenue and loss of service for the region.

2. Council could choose to offer the license under different terms. Staff do not recommend this option, as these terms are in line with industry standards.

IMPLICATIONS:

(1) Social Vehicle rental services at the airport provide travellers ground transportation options while visiting the West Kootenays.

(2) Environmental N/A

(3) Personnel Contract negotiations accounted for approximately 10 hours of Airport Managers time and 5 hours of the Procurement Clerk's time.

(4) Financial The City will offer a three-year license, and the WKRA will increase added revenue potential with an expected increase of $5,000 to $10,000 in rental vehicle concessions in the first year.

POLICY IMPLICATIONS:

This supports Council's 2023-2027 Strategic Plan Principle #4: West Kootenay Regional Excellence, goal to "Deliver Travel Experience that is equal to the best boutique airport experiences in North America."

IMPLEMENTATION:
If Council decides to proceed, staff will finalize and execute the necessary documents.

COMMUNICATION:
Staff will follow the approved communication policy for any media inquires.

Respectfully submitted,



Danny Clarke
Airport Manager

Approved by



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

VEHICLE RENTAL LICENCE

between

THE CITY OF CASTLEGAR
460 Columbia Avenue Castlegar, British Columbia V1N 1G7

(hereinafter called the "**Licensor**")

and

ENTERPRISE RENT-A-CAR CANADA COMPANY
13160-88th avenue surrey, British Columbia Y3W 3K3

(hereinafter called the "**Licensee**")

File No.:	**2240-20.447**
Date of Agreement:	January 1, 2027
Description:	The non-exclusive right to operate a Vehicle Rental Service at the West Kootenay Regional Airport
Commencement Date:	January 1, 2027
Length of Term:	3-years, with the option to renew for a 1-year term no more than twice

WHEREAS:

A. The Licensor manages and operates the West Kootenay Regional Airport in Castlegar, British Columbia (the "**Airport**"); and
B. The Licensee wishes to obtain a non-exclusive right to operate a vehicle rental service at the Airport

NOW THEREFORE THIS LICENSE WITNESSETH that, in consideration of the mutual covenants set forth herein and other good and valuable consideration, the parties hereto covenant and agree each with the other as follows:

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ARTICLE 1

1.1 LICENCE

The Licensor hereby grants to the Licensee the non-exclusive right to operate a Vehicle Rental Service at the Airport using the Concession Space, including the right and privilege to:

(1) occupy and use the Counter Space identified in Appendix "B", on the basis specified in that Appendix; and

(2) park Vehicles in the Vehicle Parking Area identified in Appendix "C", using the allocated stalls and any approved shared or overflow areas on the basis specified in that Appendix, subject to relocation only in accordance with Clause 5.5, and

in connection with the Licensee's operation of the Vehicle Rental Service at the Airport.

The Licensee acknowledges and agrees that:

(1) the concession to operate a Vehicle Rental Service is non-exclusive, and the Licensor may authorize other vehicle rental operators at the Airport. Any exclusive occupancy of Counter Space or allocation of designated parking stalls is limited to the areas expressly identified in Appendices "B" and "C" and does not confer an exclusive concession;

(2) the Licensor retains possession and management of the Counter Space and grants only the contractual use rights stated in Appendix "B", subject to the access, relocation and other provisions of this Licence. No exclusive possession of public or shared areas is granted; and

(3) the Licensee may use the identified shared access routes in common with other authorized users, subject to reasonable Airport safety and security requirements. Vehicle washing, servicing, fueling, bulk fuel storage and EV charging are not authorized except to the extent expressly approved in Appendix "C" or subsequently in writing under Clauses 5.12 and 5.13.

1.2 DEFINITIONS

IT IS AGREED that:

(1) "Airport Manager" shall mean the person holding that position, or acting in the capacity of the Airport Manager, at the West Kootenay Regional Airport (Castlegar);

(2) "Bank Rate" means the rate of interest designated by the Bank of Canada as its 'bank rate' in effect from time to time;

(3) "Concession Space" means the Counter Space and the Vehicle Parking Area;

(4) "Counter Space" means the portion of the Licensor's air terminal building (the "Building") identified in Appendix "B", as relocated in accordance with Clause 5.5;

(5) "Gross Revenue" is defined in Appendix "A" attached hereto;

(6) "Licensee" means the person identified as the Licensee in this Licence and its successors and permitted assigns;

(7) "Licensor" means the person identified as the Licensor in this Licence and its successors and permitted assigns;

(8) "Moveable Property" means chattels, goods, supplies, articles, equipment, materials, effects or things;

(9) "Vehicle" shall mean an automobile, motorcycle, bus, or truck owned, leased or otherwise lawfully supplied to and used by the Licensee as part of its Vehicle Rental Service;

(10) "Vehicle Parking Area" which area and parking allocation identified in Appendix "C", as relocated in accordance with Clause 5.5;

(11) "Vehicle Rental Service" shall mean the short-term rental of Vehicles to members of

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the public and, in the case of this Licence, primarily to passengers flying into and out of the Airport:

(12) "Business Day" means a day other than a Saturday, Sunday or statutory holiday in British Columbia; and

(13) "Licence Year" means each successive twelve-month period beginning on the commencement date, with the final Licence Year ending on expiry or earlier termination.

ARTICLE 2

2.1 LENGTH OF TERM

The term of this Licence commences on the Commencement Date stated on the agreement particulars page and continues for the Length of Term stated there, unless earlier terminated in accordance with this Licence.

2.2 OVERHOLDING

(1) If, with the Licensor's prior written consent, the Licensee continues to operate after the end of the term of this Licence and without the execution and delivery of a new Licence or a written renewal or extension of this Licence, there is no tacit or other renewal of this Licence and the Licensee will be considered operating on a month to month basis at a monthly fee payable in advance on the first day of each month equal to:

(a) the monthly instalment of annual minimum guarantee payable for the last month of the term, if prescribed in Schedule "D", or

(b) one sixth (1/6th) of the percentage rent, if any, for the Licence Year immediately preceding the last Licence Year of this Licence,

whichever is the greater amount.

(2) If this Licence is renewed by agreement between the parties or a new Licence is entered into by the parties, an adjustment shall be made upon the signature of a new or renewed Licence to bring the amount paid in respect of the period of the holdover operations in accordance with the provisions of the new or renewed licence, it being expressly agreed that the acceptance of sums, or any implied condition, or any implication of law shall in no way renew this Licence.

(3) Any permitted month-to-month operation is subject to the other applicable terms of this Licence and may be ended by either party on thirty (30) days' written notice. Acceptance of payment alone is not consent to holdover. Without that consent the Licensee shall surrender the Concession Space under Clause 9.3.

2.3 CANCELLATION PRIVILEGE

If fire, flood, earthquake, impact of aircraft or another unforeseeable event makes the Building or Concession Space unusable for the Vehicle Rental Service, the Licensor shall promptly advise the Licensee of the expected interruption and any reasonably available substitute space. The Licensor may terminate this Licence on thirty (30) days' written notice if it reasonably determines that restoration or suitable substitute space cannot be provided within ninety (90) days, giving reasons for that determination. Either party may terminate on thirty (30) days' written notice if the Licensee has been substantially unable to operate for ninety (90) consecutive days and suitable substitute space has not been provided. Fees during the interruption are governed by Clause 5.5.

ARTICLE 3

CONSIDERATION, FINANCIAL INFORMATION AND SECURITY DEPOSIT

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3.1 CONSIDERATION

See section D for payment terms.

Payment shall be made by the Licensee without prior demand by the Licensor, to the City of Castlegar and delivered to:

City of Castlegar
Attn: Accounts Receivable
460 Columbia Avenue Castlegar, BC V1N 1G7

Payment of the above items (1) and (2) and shall be in monthly instalments, each such instalment to become due and payable within fifteen (15) days after the last day of each month during the currency of the Licence and to be equal to the amounts, if any, by which the percentage of the Licensee's Gross Revenue for the period of the Licence Year elapsed at that time exceeds that total rent paid to that date.

3.2 PAYMENT OF RENT

The Licensee shall pay all rent herein reserved at the time and in the manner in this Licence set forth, without any abatement or deduction except as expressly provided in this Licence or required by law.

3.3 INTEREST ON PAYMENT IN DEFAULT

Without waiving any other remedy, if a monthly payment remains unpaid fifteen (15) days after its due date, the Licensee shall pay interest on the unpaid amount from the due date until paid at a nominal annual rate equal to ten percent (10%) plus the Bank Rate in effect on the last Business Day of the preceding month, compounded monthly. The monthly rate is one twelfth of that annual rate. The effective annual equivalent, while that rate remains unchanged, is (1 + r/12)^12 – 1, where r is the nominal annual rate expressed as a decimal. Interest shall not exceed the maximum rate permitted by law.

3.4 FINANCIAL STATEMENTS

(1) During the currency of this Licence, the Licensee shall keep, or cause to be kept, records of Gross Revenue and expenses in accordance with generally accepted accounting principles. The Licensee shall retain these books and records for a period of two (2) years following the expiry or earlier termination of this Licence.

(2) On or before the fifteenth (15th) day of each month of this Licence, the Licensee shall submit to the Licensor a duly completed Airport Vehicle Rental Monthly Concession Revenue and Payment Report as provided by the Licensor, signed by an authorized signing officer of the Licensee, upon which the percentage and per day, per Vehicle collection payments under this Licence shall be calculated.

(3) Upon failure on the part of the Licensee to submit the above statements within the specified period, the Licensor may avail themself of the provisions of Clause 3.6 cause to have the statements prepared, in which case, the Licensee shall forthwith, upon of appropriate accounts, reimburse the Licensor for all expenses connected therewith plus twenty (20) percent of such expenses.

(4) The Licensee shall also provide such supporting financial information as the Licensor reasonably requests to verify amounts payable under this Licence.

3.6 AUDIT AND INSPECTION

The books of the Licensee shall be open for audit and inspection and for taking extracts therefrom upon reasonable notice, during business hours, by the Licensor. The cost of any such audit shall be borne by the Licensor, provided, however, that should the results of any such audit reveal a discrepancy of more than five percent (5%) between the Gross Revenue reported in accordance with Clause 3.5 herein and the Gross Revenue as determined by such audit then the full cost of such audits shall be borne by the Licensee.

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3.7 DISCLOSURE OF GROSS REVENUE INFORMATION

It is understood and agreed that in the concluding year of this Licence and at any time after its termination the Licensor may publish the Gross Revenue reported by the Licensee in each year of this Licence for the purpose of public tender information. Nothing in this Clause prevents or conditions disclosure required by law.

3.8 COMMERCIAL SCHEDULE

Appendix "D" shall record the agreed charges, calculation periods, payment dates, applicable taxes, utility recoveries and reconciliation arrangements. An entry in Appendix "D" changes another provision only if it expressly identifies that provision and states the agreed replacement, and is completed and approved by both parties. Otherwise, the existing provision continues to apply, subject to the following paragraph.

An annual minimum guarantee or per-day, per-Vehicle collection fee applies only if expressly selected and quantified in Appendix "D". A reference elsewhere to either charge does not itself establish a payment obligation. The Appendix shall state whether any selected minimum is credited against the percentage fee and how any selected daily fee is calculated. No additional annual space rental charge is created merely by a reference to an undefined rate.

Amounts payable are exclusive of applicable GST and other sales taxes, which shall be separately identified and paid as required by law. Utility and service recoveries shall follow Clause 5.4 and any express, completed election in Appendix "D".

3.9 SECURITY DEPOSIT

If financial security is selected in Appendix "D", the Licensee shall deliver the specified cash deposit, irrevocable standby letter of credit or executed guarantee before commencing operations and maintain it in the agreed amount. A letter of credit shall be issued by a Canadian financial institution reasonably acceptable to the Licensor and remain available until ninety (90) days after expiry or termination.

The Licensor may apply a deposit or draw a letter of credit to unpaid amounts properly due under this Licence after applicable notice and cure periods have expired, giving the Licensee an itemized accounting. The Licensee shall restore the agreed amount within ten (10) Business Days after notice. Security is not prepaid rent and does not cap liability.

Within sixty (60) days after surrender and delivery of the final reconciliation, the Licensor shall return unused cash security or release the letter of credit, except for a reasonable amount identified in writing for an outstanding claim or obligation. The balance shall be released promptly after that matter is resolved. Any interest actually earned on a cash deposit shall be credited to it; the Licensor is not required to invest the deposit. Realization of a guarantee is governed by its terms and applicable law.

ARTICLE 4

4.1 SERVICE PROVIDED BY THE LICENSEE

(1) The Licensee shall make commercially reasonable efforts to ensure that Vehicles used by the Licensee to provide the Vehicle Rental Service at the Airport are no more than three (3) model years old. However, all vehicles will be in a safe operating condition.

(2) At all times during the currency of this Licence, the Vehicles used by the Licensee to provide the Vehicle Rental Service at the Airport will be maintained in proper working condition and repair at the sole expense of the Licensee.

(3) At all times during the currency of this Licence, the Licensee must have car seats available, in a number sufficient to meet the demands of the traveling public, all as determined by and to the satisfaction of the Airport Manager.

(4) The Licensee shall provide and maintain at the Vehicle Rental Service, range of

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Vehicle types and customer service standards expressly set out in this Licence and Appendix "B". The Licensee shall determine its own retail prices, subject to applicable law and clear disclosure of mandatory charges to customers.

(5) The Licensor shall ensure security personnel are on site during terminal hours of operations. The rental car desk access is based on the terminal operating hours, and will not be available outside those hours of operation.

(6) The Licensee shall service the Counter Space in the following manner; a combination of staffed counter during peak periods (flight arrivals/departures) and telephone service during non-peak periods. It is understood that the Airport Manager may from time to time change these requirements.

(7) The Licensee shall maintain the following airport-facing service capabilities:

a. accurate, current online information about its Airport location, contact details, operating hours and available Vehicle Rental Service

b. an online reservation facility, whether directly or through an authorized reservation provider, with accurate availability information;

c. clear information about prices and mandatory charges before the customer confirms a reservation; and

d. any kiosk improvements expressly identified in the approved plans and completion schedule under Clause 5.2.

4.2 ACCESSORIES

(1) Prior to the commencement of this Licence, the Licensee shall submit to the Airport Manager for his approval, a listing of all accessories or additional features which will be made available at the commencement date of this Licence. Any changes subsequent to the commencement of this Licence shall require the prior approval of the Airport Manager.

(2) The Licensee may offer accessories or additional features provided they are attached, are used in, or are built into the Vehicle.

(3) The Licensee agrees that the rental of any such accessory or additional feature shall be included with the rental of a Vehicle and shall at no time be rented out separately.

(4) The Licensee further agrees that all rent or charges for any such accessories or additional features must be included in the Vehicle rental contract.

4.3 CONSULTANT SERVICES

(1) The Licensor shall provide the consultant's findings and supporting information to the Licensee and allow at least ten (10) Business Days for a response. If a material failure is established, the Airport Manager may require reasonable corrective action within a period appropriate to the nature of the failure. The consultant may not impose a new service standard or control the Licensee's retail prices.

(2) The Licensee shall reimburse reasonable, documented consultant costs only to the extent a material failure is admitted by the Licensee or determined under Clause 10.3. Any enforcement is subject to Clause 9.1. Nothing in this Clause restricts urgent action under Clause 9.1(3).

4.4 OBJECTIONABLE GOODS

The Licensee shall not bring, keep, sell, store or use goods or materials at the Airport that are unlawful, outside the permitted use, or that the Airport Manager reasonably determines create a material safety, security, environmental or operational risk. Except where urgent action is justified under Clause 9.1(3), the Airport Manager shall give written reasons and a

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reasonable opportunity to address the concern.

4.5 ADVERTISING AND DISPLAYS

(1) The Airport Manager reserves the right to rule upon displays and advertising signs within the Concession Space and the Licensee shall conform to the aesthetic standards of the Building and reasonable written signage directives which may be introduced from time to time by the Airport Manager. No electrical sign of any kind may be installed without the prior approval in writing of the Airport Manager.

(2) The Licensee shall obtain the written approval of the Licensor in advance, of all signs and similar advertising material, including lettering and other advertising media erected, installed or placed upon the exterior of the Concession Space or within the Concession Space to the extent that such signs are visible to the public. The cost of installing, maintaining, changing and removing all signs shall be borne by the Licensee.

(3) The Licensee covenants and agrees that it will use the name "West Kootenay Regional Airport (Castlegar)" when identifying the Airport location in all advertising of the operations under this Licence, in all promotional material and on all letterheads and stationery.

(4) The Licensee may advertise, promote and/or display for sale, within the confines of the Concession Space, only those products or services that relate directly to its operations hereunder and any advertisement, promotion and/or display for sale must indicate that those products or services can only be obtained with the rental of a Vehicle, unless such products or services are provided under a separate agreement and approved by the Airport Manager.

(5) Subject to the exclusions in Appendix "A", any revenues or monetary benefits derived directly or indirectly by the Licensee from the promotion or advertisement of goods and services by a third party within the Concession Space or through the Airport concession will be considered as revenue and shall be included in the Gross Revenue reported by the Licensee.

4.6 CREDIT CARDS

The Licensee shall accept major credit cards customarily accepted by comparable vehicle rental operators in payment for goods or services hereunder.

4.7 PERSONNEL

(1) The Licensee shall engage suitable personnel to efficiently provide and maintain the required standard of services; such personnel shall be properly groomed and attired. Local personnel shall be employed to the extent practical and consistent with reasonable efficiency and economy; all as determined by and to the satisfaction of the Airport Manager.

(2) The Licensee shall ensure that its employees, agents and contractors respect all rules and regulations at the Airport, including those pertaining to speed and traffic.

4.8 LICENCES, PERMITS, ETC.

(1) The Licensee shall procure and maintain in good standing, at its cost and expense, such licences, permits or approvals from Federal, Provincial, Municipal or other Government Authorities, and such private permits as may be necessary to enable the Licensee to conduct the operations hereunder.

(2) The Licensee shall not commence or continue an activity requiring a licence, permit or approval unless it is in effect and evidence has been provided to the Licensor on reasonable request. Failure to obtain an approval for which the Licensee is

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responsible does not relieve it of fees otherwise payable from the commencement date. Any default, suspension or termination shall be dealt with under Clause 9.1.

4.9 PAYMENT OF TAXES

The Licensee shall pay or cause to be paid all rates, taxes and assessments, of whatsoever description, that may at any time during the existence of the Licence be lawfully imposed and become due and payable in respect of the business or operations of the Licensee hereunder.

4.10 COMPLIANCE WITH REGULATIONS

(1) The Licensee shall in all respects abide by and comply with all applicable lawful rules, regulations and by-laws of the Federal, Provincial and Municipal Government or any other governing body whatsoever and with all local environmental, police, health, or fire regulations or by-laws, in any manner affecting this Licence.

(2) The Licensee shall abide by and comply with all regulations regarding the environment, traffic control, safety, security, sanitation and all other regulations and directives relative to the management and operation of the Airport.

4.11 CHANGE OF NAME AND CORPORATE IDENTITY

(1) The Licensee shall operate under the approved trade name stated in Appendix "B" and shall not materially change that name or the approved rental brand without the Licensor's prior written consent, not to be unreasonably withheld or delayed having regard to the criteria in Clause 6.1. Approved and associated brand-names may be acceptable.

4.12 OPERATION OF VENDING MACHINES

The Licensee shall not operate coin vending machines within the Concession Space or elsewhere in the Building without the prior written approval of the Airport Manager.

4.13 FRANCHISE AGREEMENT

Where the Licensee is a franchisee under a franchise agreement pertaining to the Licensee's operations hereunder, the Licensee agrees to notify the Licensor forthwith in writing of any cancellation of such franchise agreement.

ARTICLE 5

5.1 "AS IS" CONDITION

The Licensee accepts the Concession Space in an "as is" condition and any improvements made to the Concession Space by the Licensee at any time during the currency of this Licence, to make the Concession Space suitable for the operations of the Licensee hereunder, shall be at the risk, cost and sole expense of the Licensee. The Licensee shall not undertake any changes to the Concession Space until the plans for such changes have been approved in writing by the Airport Manager.

5.2 PREMISES

(1) The Licensee shall carry out, at its cost, only the initial Counter Space renovations described in the plans and completion schedule approved in writing by the Airport Manager and identified in Appendix "B". The applicable standard is compliance with those approved plans, applicable law and good workmanship.

(2) The Licensee shall be responsible at its sole cost and expense for the improvements of the Vehicle Parking Area and any other fixtures or structures which may be required for the operations therein; provided however that the decoration and general appearance of the premises identified in Appendix "B" hereof shall be subject to the approval of the Airport Manager and the Licensee shall comply with the instructions of the Airport Manager in this regard.

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5.3 ACCESS

The Licensor, Its officers, servants or agents, shall have full and free access for inspection purposes during normal business hours and in the presence of the Licensee or a representative of the Licensee to any and every part of the Concession Space it being expressly understood and agreed, however, that in cases of emergency, the Licensor, Its officers, servants or agents shall at all times and for all purposes have full and free access to the Concession Space.

5.4 SERVICES AND UTILITIES

(1) ELECTRICITY

Electrical energy for general lighting purposes and electrical equipment will be supplied by the Licensor in the Concession Space. It is expressly understood and agreed that the Licensor shall pay for the consumption of all electrical energy for electrical equipment in the Concession Space. Costs for the supply of electrical energy for electrical equipment with a demand load of less than 1.5 kW will be recovered through the annual space rental rate. For demand loads that exceed 1.5 kW a flat rate will be applied until such time as electrical meters are installed and thereafter a separate rate based on cost recovery will be applied to the total electrical energy consumption recorded by the individual electrical meters.

(2) OTHER SERVICES

The Licensor shall provide the cleaning and sanitation, security, general maintenance (structural, mechanical, electrical) services. It is understood and agreed that the Licensee shall pay the costs associated with the provision of these services through the annual space rental rate.

(3) WASHROOM FACILITIES

The Licensor shall allow the Licensee to use the public washroom facilities.

(4) ELECTRICAL PLUG-INS

The Licensee shall pay for all electrical energy used in connection with electrical plug-ins provided for the use of the Licensee. If the consumption of electrical energy for plug-ins is not measured by separate meters, the Airport Manager shall determine the applicable rate on the basis of cost comparison.

(5) PUBLIC AIRPORT WIFI

Public Wi-Fi is available for use by the Licensee at their own risk. The Licensor will not be responsible for any business losses due to outages in public airport Wi-Fi. Tenant installed Wi-Fi can be arranged with the prior notice of the Airport Manager.

5.5 TEMPORARY SUSPENSION OF SERVICES

(1) The Licensor may temporarily suspend Airport operations or services where reasonably necessary for safety, security, legal compliance, emergencies, maintenance or Airport works without liability for any reimbursements, compensation or indemnity in favour of the Licensee. The Licensor shall give reasonable advance notice where practicable, describe the expected effect and duration, and use reasonable efforts to minimize interference and restore access and service.

(2) Where reasonably necessary for Airport repairs, improvements or reconfiguration, the Licensor may relocate the Concession Space or require removal of the Licensee's property on reasonable written notice, normally at least sixty (60) days for a planned permanent relocation. The parties shall consult on timing and suitable substitute premises having regard to area, permitted use, customer access and operational requirements. The Licensor shall pay reasonable, documented direct relocation costs, including necessary disconnection, reconnection and equivalent fit-out, excluding upgrades or betterment. If urgent circumstances

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require earlier removal, the Licensor may move property using reasonable care and shall notify the Licensee promptly. Costs attributable to a Licensee default may be recovered only to the extent reasonably incurred and otherwise recoverable under this Licence.

(3) Except to the extent expressly set out in this Licence, the Licensee shall not have nor make any claim or demand nor bring any action or suit against the Licensor and/or any of the Licensor's officers, servants or agents for any damage which the Licensee may sustain by reasons of temporary suspension, interruption or discontinuance in whole or in part from whatever cause arising in services supplied by the Licensor to the Building.

5.6 FURNITURE, FIXTURES AND EQUIPMENT

The Licensee shall provide, install and maintain in the Concession Space such fixtures, furnishings and equipment as may be required in connection with the operations conducted in the Concession Space hereunder, and the Licensee shall also provide replacement of the equipment, all at its cost and to the reasonable satisfaction of the Airport Manager; provided, however, that the Licensee shall submit to the Airport Manager plans and specifications for approval prior to the provision and installation of the equipment.

5.7 CLEANING AND MAINTENANCE

The Concession Space and everything in and about it shall in all respects be kept clean, neat and in good condition, in accordance with all applicable environmental, health, fire and police standards, codes or regulations; and, the Licensee shall also be responsible for cleaning the interior of the Concession Space, all to the reasonable satisfaction of the Airport Manager.

5.8 REFUSE DISPOSAL

The Licensee shall, at its cost and expense, provide complete and proper arrangements for the adequate sanitary handling and disposal away from the Airport of all garbage, recycling and other refuse resulting from the Licensee's operations hereunder, all to the satisfaction of the Airport Manager. Piling of boxes, cartons, barrels or other similar items shall not be permitted in any public area at the Airport.

5.9 DRAINAGE SYSTEM

The Licensee shall not do, cause or permit to be done any act or thing which may damage, injure or impair the operation of any drainage system, sanitary sewer system, or any facility provided for the protection of the general public or the operation of the Airport, all as determined by of the Airport Manager.

5.10 DRAINAGE AND DISCHARGE OF MATERIAL

The Licensee shall not release or permit the release of fuel, oil, chemicals or other contaminants into land, air, water, sewers, storm drains or drainage facilities at or from the Airport, except as lawfully authorized and expressly approved under this Licence. The Licensee shall be responsible for reasonable investigation, containment, remediation and response costs to the extent the release arises from its operations, breach, negligence or willful misconduct or that of its employees, agents or contractors, subject to Clause 5.12.

5.11 REASONABLE USE

The Licensee shall not during the term of this Licence do, nor permit to be done any act or thing which may impair, damage or injure the Concession Space, the Building or any part thereof, beyond the damage occasioned by reasonable use, and shall, at its cost and expense, repair and renew in good, sufficient and workmanlike manner all portions of the Concession Space or building which may, at any time by the Licensee be damaged, and in the event of the failure on the part of the Licensee to so repair and renew, the Licensee

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shall indemnify and save harmless the Licensor from all damages, costs and expenses suffered or incurred by the Licensor by reason of such impairment, damage or injury, to the extent the Licensee is liable for the same in law, such payment to be made to the Licensor within thirty (30) days of notice by the Licensor.

5.12 ENVIRONMENTAL PROTECTION STATUTES

The Licensee shall accede to and abide by all applicable environmental protection statutes, regulations and by-laws.

The Licensee shall immediately notify the Airport Manager of any spill, suspected contamination or environmental incident connected with its operations or discovered in the Concession Space, take prompt lawful measures to protect persons and property and contain any release, and make required regulatory reports. For contamination for which it is responsible under Clause 5.10, it shall investigate and remediate using suitably qualified persons and a plan reasonably approved by the Licensor, without delaying emergency measures. It shall provide material reports and cooperate with the Licensor and regulators. Approval by the Licensor does not replace regulatory approval.

If urgent action is reasonably necessary or the Licensee fails to perform a required response after reasonable notice appropriate to the circumstances, the Licensor may undertake the necessary work. The Licensee shall reimburse reasonable, documented costs within thirty (30) days after an itemized demand, but only to the extent of its responsibility under Clause 5.10. The Licensor shall give prompt notice of emergency work

5.13 REPAIRS, ALTERATIONS, IMPROVEMENTS OR REPLACEMENTS

(1) The Licensee shall not make any alterations to the Concession Space or services connected therewith, or add any facilities or services, prior to receiving an approved Facility Alteration Permit, duly executed by or on behalf of the Airport Manager. Upon receipt of the approved Facility Alteration Permit, the Licensee agrees to make the alterations at its cost, in accordance with the requirements, terms and conditions specified in the Facility Alteration Permit, and thereafter maintain the alterations at its cost and to the satisfaction of the Airport Manager.

(2) Any repairs, alterations, improvements or replacements made by the Licensee to or upon the Concession Space which by their nature are determined to be fixtures shall upon termination of this Licence, except and subject as in this Licence otherwise specifically provided, be vested in title in the Licensor without any payment of compensation to the Licensee in respect of the repairs, alterations, improvements or replacements; nevertheless the Licensor shall have the option of requiring or compelling the Licensee upon written notice, to remove such repairs, alterations, improvements or replacements, and the Licensee shall be so bound to remove and shall restore the Concession Space to their original condition all at the cost and expense of the Licensee and without any right on the part of the Licensee to seek compensation for any reason whatsoever.

5.14 DANGEROUS GOODS

Except for ordinary Vehicle fuel and installed batteries permitted under Clause 5.12, no goods of an explosive, dangerous, inflammable or noxious nature or character shall be stored in or upon the Concession Space or Airport premises except with the written consent of the Airport Manager.

5.15 FIRE PREVENTION

The Licensee shall, at its own expense , take all precautions to prevent fire from occurring in or about the Concession Space, and shall observe and comply with all laws and regulations in force respecting fires at the Airport, and shall comply with all instructions given from time to time by the Airport Manager with respect to fires and extinguishing of fires.

5.16 REPAIR OF DAMAGE

If at any time or times hereafter any damage or injury (ordinary wear and tear only

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excepted) should be occasioned to the Building, or any part thereof, or to any works of the Licensor on the Airport by reason of or on account of the operations of the Licensee hereunder or any action taken or things done or maintained by virtue thereof, then, and in every such case, the Licensee shall, within a reasonable time upon notice thereof from the Airport Manager given in writing, repair, rebuild and restore the same in good, sufficient and workmanlike manner, in the event of failure on the part of the Licensee to so repair, the Airport Manager may, at his option, repair such damage or injury in which case the Licensee shall repay and reimburse the Licensor for all costs and expenses connected therewith or incidental thereto to the extent the Licensee is liable for the same in law plus such additional charge as may be applicable under the policies of the Licensor for administration and overhead forthwith upon receipt by the Licensee of appropriate accounts therefor from the Licensor. In the event of failure on the part of the Licensee to repair such damage or injury and in the event of non-repair by the Licensor, the Licensee shall remain liable to the Licensor for the amount of such damage or injury to the extent the Licensee is liable therefor in law and payment of such amount shall be made by the Licensee to the Licensor forthwith, upon receipt by the Licensee of appropriate accounts therefor from the Licensor.

5.17 PASSENGER TRAFFIC PATTERN AND BUILDING RENOVATIONS

The Licensee acknowledges that the configuration of the Licensor's air terminal building may be in a state of flux during the period of this Licence due to traffic shifts or an air terminal building renovation program and that therefore there can be no guarantee that the present pattern of passenger traffic adjacent to the Concession Space or relocated premises or any future pattern thereof will be permanent for all or any portion of the term of this Licence. Because of construction, or for other reasons, the Licensor may find it desirable and in the best interests of the travelling public to make changes in the passenger traffic pattern and erect temporary structures, walls or partitions. The Licensee hereby acknowledges and agrees that it shall have no claim whatsoever against the Licensor for any changes or disruptions that may be made and/or arise as a result of the air terminal building renovation program.

ARTICLE 6

6.1 ASSIGNMENT BY THE LICENSEE

(1) Subject to Clause 6.1(2), no transfer or assignment of this Licence or any rights hereunder shall be made by the Licensee without obtaining the prior consent in writing of the Licensor.

(2) No transfer or assignment will be permitted unless the transferee or assignee meets all requirements of the tender for the operation of the Vehicle Rental Service at the Airport including but not limited to those requirements concerning "Eligibility To Tender".

6.2 ASSIGNMENT BY THE LICENSOR AND SUBORDINATION

It is specifically understood and agreed that the Licensor shall be entitled to assign, mortgage, hypothecate or encumber its rights under this Licence, in whole or in part, and upon such assignment, mortgage, hypothec or encumbrance being executed by the Licensor, and notice thereof being given by or on behalf of the Licensor to the Licensee, this Licence shall be subordinated and subjected to the assignment, mortgage, hypothec or encumbrance and, except in the event of the default on the part of the Licensee as herein provided, shall not be cancelled, terminated or modified for any reason whatsoever, without the consent in writing of the assignee, mortgagee, hypothecary or other secured creditor.

The Licensee agrees that it will, whenever reasonably required by the Licensor or the assignee, mortgagee, hypothecary or other secured creditor, consent to and become a party to any instrument or instruments permitting a mortgage, hypothec, trust, deed or other encumbrance to be placed on the Building and lands wherein the Concession Space are situated, in order to formally subordinate the Licence to the said mortgage, hypothec, trust, deed or other encumbrance. However, no subordination by the Licensor shall have the

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effect of permitting the holder of any mortgage, hypothec, trust, deed or other encumbrance to disturb the Licensee in its enjoyment of the Concession Space or to increase its sums payable as stipulated in clause 3.1, so long as the Licensee shall comply with all the terms, conditions and obligations contained in this Licence. In the event of the sale, lease or disposition by the Licensor of the building or any part thereof, or the assignment by the Licensor of this Licence or any interest herein, the Licensee shall attorn in writing to the successor-in-interest, and to the extent that the purchaser, lessee or assignee assumes the covenants and obligations of the Licensor, the Licensor shall be relieved of all liability with respect to such covenants and obligations.

ARTICLE 7

7.1 CLAIM OR DEMAND

The Licensee shall not have any claim or demand against the Licensor and/or any of Its officers, servants or agents for detriment, damage, accident, or injury of any nature whatsoever or howsoever caused to any person or property, unless such damage or injury is due to the negligence of the Licensor and/or any of its officers, servants or agents while acting within the scope of his duties or employment.

7.2 INDEMNITY

The Licensee shall indemnify and save harmless the Licensor and its officers, employees and agents from third-party claims, damages, liabilities and reasonable legal and defense costs to the extent arising from the Licensee's operation of the Vehicle Rental Service, breach of this Licence, or acts or omissions of the Licensee or its employees, agents or contractors. The indemnity does not apply to the extent caused by the breach, negligence or willful misconduct of the Licensor or a person seeking indemnity.

ARTICLE 8

8.1 (1) The Licensee shall place, provide and at all times maintain during the currency of this Licence:

(a) comprehensive general liability insurance in an amount not less than five million dollars ($5,000,000) per occurrence; and,

(b) public liability and property damage insurance in the amount of not less than five million dollars ($5,000,000) on each Vehicle of the Licensee used in the services provided hereunder

against claims for personal injury, death or loss or damage to property arising out of the use of any Vehicle of the Licensee under this Licence or any of the operations of the Licensee hereunder arising out of an act or omission of the Licensee or any of its employees, agents or contractors, and shall purchase, provide and maintain other insurance coverage and increase limits as may be required by the Licensor or any other competent authority.

(2) The Licensee shall cause each and every policy of the insurance to:

(a) be enforceable by the Licensor as an insured thereunder;

(b) be primary to and non-contributing with any other insurance;

(c) provide for the Licensor to be named additional insured;

(d) contain an "agency and trustee" clause;

(e) contain a "severability of interest" clause;

(f) contain a prohibition against cancellation or suspension or material change that reduces or restricts the insurance except on no less than sixty (60) days prior written notice to the Licensor;

(g) contain a waiver of any subrogation rights that the insurers may have against the Licensor;

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(h) be signed by the insurer or insurers responsible for the risks insured against; and,

(i) be in a form and with insurers satisfactory to the Licensor.

(j) The Licensee shall ensure that no policy shall contain an exclusion that removes coverage because the insured's premises or operations are located at an airport.

(3) The Licensee shall, prior to its effective date, deliver to the Licensor the required insurance documentation and shall provide evidence that any such policy is in full force and effect. At least thirty (30) days prior to expiry of each policy of insurance, the Licensee shall provide to the Licensor evidence of renewal of such insurance. The Licensee shall, within sixty (60) days of the effective date of each such policy, deliver to the Licensor a certified copy of any such policy. Delivery to and examination by the Licensor of any detailed insurance binder or any policy of insurance or other evidence of insurance in no way shall relieve the Licensee of any of its obligations to insure in strict compliance with the provisions of this Article 8, and in no way shall operate as a waiver by the Licensor of any of its rights.

(4) The Licensee shall not do or omit to do or suffer anything to be done or omitted to be done on the Airport which will in any way impair or invalidate such policy or policies.

(5) Every policy shall contain a provision that written notice of cancellation or suspension shall be promptly given to the Airport Manager.

ARTICLE 9

9.1 DEFAULT AND RE-ENTRY

(1) It is expressly agreed that:

(a) if the Licensee shall be in default in the payment of sums collectable hereunder, whether lawfully demanded or not, and such default shall continue for a period of fifteen (15) days after the sums have become due and payable; or

(b) if the Licensee shall be in default of any of its covenants or agreements hereunder (other than its covenant to pay the sums collectable hereunder) and such default shall continue for a period of thirty (30) days (or such longer period as may be reasonably necessary to cure default considering the nature thereof) after notice by the Licensor to the Licensee specifying with reasonable particularity the nature of such default and requiring the same to be remedied; or

(c) if the default set out in the notice given to the Licensee by the Licensor pursuant to paragraph (b) reasonably requires more time to cure than the thirty (30) day period referred to in that paragraph and the Licensee has not commenced remedying or curing the same within the thirty (30) day period or, in the opinion of the Licensor fails to diligently complete the same within a reasonable time; or

(d) if the Licensee shall make an assignment for the benefit of creditors, or shall make an assignment or have a receiving order made against it under the Bankruptcy Act, or becoming bankrupt or insolvent shall make application for relief under the provisions of any statute now or hereafter in force concerning bankrupt or insolvent debtors, or any action whatsoever, legislative or otherwise shall be taken with a view to the winding-up, dissolution or liquidation of the Licensee;

then, subject to applicable law and any court order, the Licensor may terminate this Licence by further written notice and recover possession lawfully. A default does not automatically terminate this Licence or accelerate three months' future charges. The

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Licensor's rights to accrued amounts and recoverable damages are preserved under Clause 9.1(2).

(2) Termination is without prejudice to accrued payment obligations and damages recoverable for breach, including proven loss resulting from early termination, subject to the duty to mitigate, credit for replacement revenue and no double recovery. These rights survive expiry or termination. Nothing in this Licence permits termination, acceleration, forfeiture, realization of security or other enforcement prohibited by applicable insolvency legislation or a court order, including the Bankruptcy and Insolvency Act and the Companies' Creditors Arrangement Act.

ARTICLE 10
GENERAL

10.1 AGENCY

The parties hereto specifically agree that nothing in this Licence shall be construed as establishing any relationship of agent and principal, and/or employer and employee, and/or partners, and/or joint venturers as between the Licensor and the Licensee.

10.2 HEADINGS

Any note appearing as a heading in this Licence has been so inserted for convenience and reference only and of itself cannot define, limit or expand the scope or meaning of the present Licence or any of its provisions.

10.3 DISPUTE RESOLUION

This Licence will be construed and governed by the laws of the province of British Columbia and the laws of Canada as are applicable therein, and the Licensor and the Licensee will attorn to the exclusive jurisdiction of the courts of British Columbia. Before commencing proceedings other than for urgent relief or to preserve a limitation period, the parties shall refer a dispute to authorized senior representatives and attempt in good faith to resolve it for ten (10) Business Days after written particulars are given.

10.4 BRIBES

The Licensee hereby confirms that it has not, nor has any person on its behalf, given, promised or offered to any official or employee of the Licensor for or with a view to obtaining the Licence, any bribe, gift or other inducement and that it has not, nor has any person on its behalf, employed any person to solicit or secure the contract upon any agreement for a commission, percentage, brokerage or contingent fee.

10.5 EFFECT OF LICENCE

This Licence and everything herein contained shall enure to the benefit of and be binding upon the successors and assigns, as the case may be, of each of the parties hereto, subject to granting of consent by the Licensor as provided herein to any assignment or transfer of this Licence, and where there is a male, female or corporate party, the provisions hereof shall be read with all grammatical changes to gender and number required by the context and all covenants and obligations shall be deemed joint and several and the invalidity of any clause for any reason whatsoever shall not invalidate any other clause of this Licence.

10.6 PROVISIONS SEPARATELY VALID

If any covenant, obligation, agreement, term or condition of this Licence or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Licence or the application of such covenant, obligation, agreement, term or condition to persons or circumstances other than those in respect of which it is held invalid or unenforceable, shall not be affected thereby and each covenant, obligation, agreement, term and condition of this Licence shall be separately valid and enforceable to the fullest extent permitted by law.

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10.7 ENTIRE AGREEMENT

This Licence shall be deemed to constitute the entire agreement between the Licensor and the Licensee hereto with respect to the subject matter hereof and shall supersede all previous negotiations, representations, and documents in relation hereto made by any party to this Licence.

10.8 WAIVER NEGATED

The failure by the Licensor or Its authorized representative, as the case may be, to require the fulfillment of the obligations, or to exercise any rights herein contained shall not constitute a waiver, a renunciation or a surrender of those obligations or rights.

10.9 NO IMPLIED OBLIGATIONS

No implied terms or obligations of any kind by or on behalf of the Licensor shall arise from anything in this Licence and the express covenants and agreements herein contained and made by the Licensor are the only covenants and agreements upon which any rights against the Licensor may be founded.

10.10 SURVIVAL

Accrued payment obligations, reconciliation and audit rights for the periods stated, confidentiality, environmental responsibility, indemnities, surrender and property-removal obligations, and provisions required to enforce them survive expiry or termination.

10.11 NOTICE

Whenever in this Licence it is required or permitted that notice or demand be given or served by either party of this Licence to or on the other, such notice or demand will be in writing and will be validly given or sufficiently communicated if forwarded by registered mail, priority post mail, or email as follows:

To the Licensor: City of Castlegar
460 Columbia Avenue Castlegar, BC V1N 1G7
apm@castlegar.ca

To the Licensee: Enterprise Rent-A-Car Canada Company
3160- 88th Avenue Surrey BC, V3W 3K3
Paul.G.Decloux@em.ca

Notice given hereunder shall be deemed given to the Licensor or Licensee on the date upon which they were personally delivered or, if sent by facsimile transmission, twenty- four (24) hours after transmission with confirmed answer-back or, if mailed, five (5) days after mailing.

Such addresses may be changed from time to time by either party giving notice as above provided.**IN WITNESS WHEREOF**, the parties have executed this Licence effective as of the day and year first above written:

10.12 EXECUTION

This Licence may be signed in counterparts and by electronic signature; together they constitute one agreement.

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EXECUTED ON BEHALF OF:

Enterprise Rent-A-Car Canada Company	)	
	)	
	)	
	)	
_____	)	_____
(Authorized Signatory – Print Name & Title)	)	(SIGNATURE)
	)	
CITY OF CASTLEGAR	)	
	)	
	)	
_____	)	_____
(Authorized Signatory – Print Name & Title)	)	(SIGNATURE)

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APPENDIX "A"

DEFINITION OF GROSS REVENUE

1. In this License, Gross Revenue means the total revenue as per Article 3.1 derived from all rental contracts opened or entered into at the Airport location (Castlegar) as reported by the Licensee to the satisfaction of the Licensor. The following contracts are understood to be included in the calculation of gross revenues:
    1. All contracts entered at the airport from normal commercial and/or private travel.
    2. Any passenger shuttle operations to/from the West Kootenay Regional Airport.
    3. All revenue from rental contracts entered into at the airport, excluding local replacement rental value
    4. All contracts related to the Southeast Fire Centre operations.
    5. Exclusion: Excluded Contracts are defined as:
        - Replacement rentals paid by dealership, body shop or insurers including ICBC.
2. The Licensee may reimburse customers for expenses, such as maintenance and tire repairs. Such credits are not to be deducted when determining the Gross Revenue of the contract. See Section 9 relative to gasoline supplied by the Licensees or purchased by the customer.
3. Allowable deductions in the determination of Gross Revenue are as follows:
    (1) All sales and goods and services taxes at the retailer level, the amount of which is determined by the amount of sales made and which is required to be collected and accounted for to any federal or provincial authority.

    (2) Where a commercial discount (coupons or customer satisfaction adjustments) is applied to a contract, such a discount will be taken into consideration and deducted from the Gross Revenue.

    (3) Monies received from customers or otherwise, as reimbursement to the Vehicle rental Licensee for damages caused to a Vehicle by accident or mishap do not form part of the Gross Revenue where such charges have been added to or included in the contract.
4. Losses from bad debts are considered to be a normal business expense and shall not be deducted from Gross Revenue.
5. Airport Vehicle rental operations, in addition to renting their own Vehicles, frequently rent Vehicles from the Airport which are owned by another location. The Vehicle rental locations in these circumstances split or share the revenue derived from such contracts in what is known as a "rent-back", "send-back" or "shared revenue" arrangement. For the purpose of calculating the sums reserved under this License, the entire revenue from the contract is to be included in the Gross Revenue and reported to the Licensor.
6. A Vehicle leased at the Airport may be exchanged for another Vehicle held at some other location. Where there is no break in the service supplied by the Licensee, the total revenue from both Vehicles is considered as part of the original contract written at the Airport and included in the Gross Revenue.
7. Charges in the Vehicle rental contract which the customer has requested the Vehicle rental licensee to pay on his behalf and for which payment is recovered at the time the rental contract is settled or closed, will be referred to as "Third Party Charges". Third Party Charges as shown in the contract will not be considered as part of Gross Revenue for the purposes of calculating sums reserved under this License. An example of a Third-Party Charge is the payment of a parking ticket on behalf of a customer.

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8. Where a service call is made by the customer to the Vehicle rental location the service call charges will be allowable deductions in the determination of Gross Revenue. Example: A customer loses the keys for a rented Vehicle and phones the Vehicle rental Licensee to obtain a duplicate set.

9. With respect to gasoline supplied by the Vehicle rental Licensee or purchased by the customer the following three types of contracts are known to prevail:

   (1) rental and mileage and the customer bear the cost of gasoline – Under these contracts the charges by the Licensee to top up the tank are not to be included when determining the Gross Revenue;

   (2) rental and mileage with gasoline included – Under these contracts the customer is reimbursed for gasoline purchased during the term of the contract. Such credits or reimbursements to the customer are not to be deducted when determining the Gross Revenue; and

   (3) per diem and unlimited mileage and the customer bears the cost of gasoline – Under these contracts the charges by the Licensee to top up the tank are not to be included when determining the Gross Revenue.

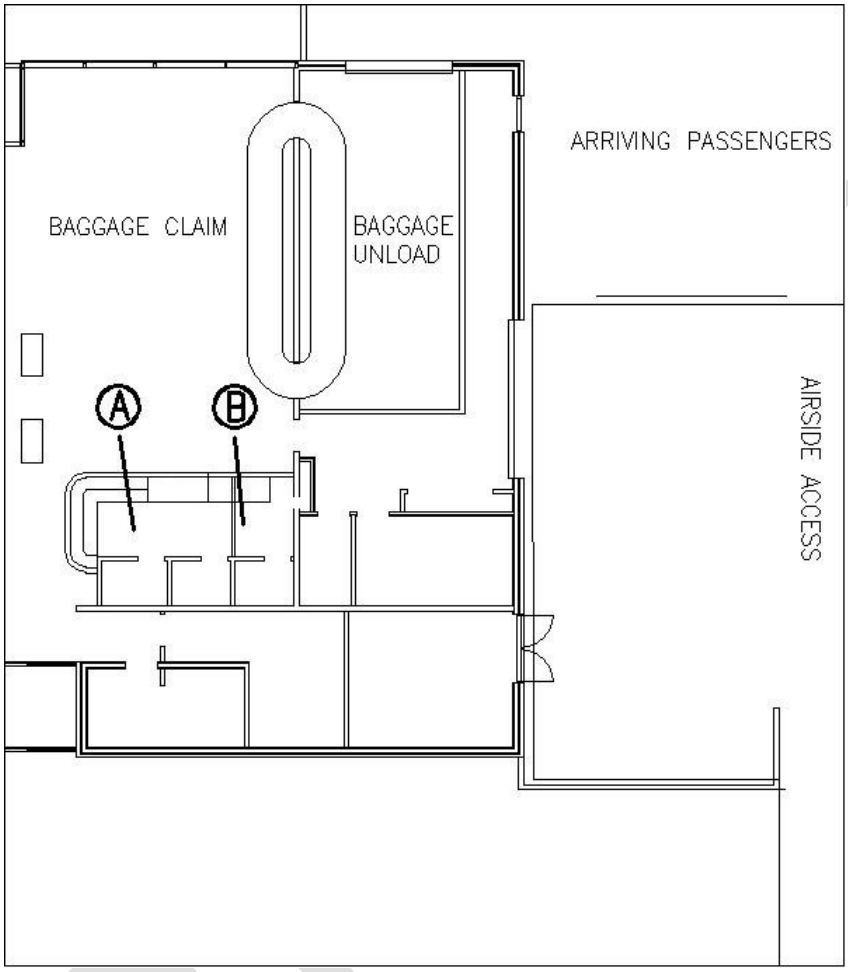
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Vehicle Rental License – WKRA

APPENDIX "B"

VEHICLE RENTAL COUNTER LOCATIONS



Vehicle Rental Counter Space "A" – Practicar Car Rentals
Vehicle Rental Counter Space "B" – Vendor.

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Vehicle Rental License – WKRA

APPENDIX "C"
VEHICLE PARKING AREAS



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APPENDIX "D"

COMMERCIAL SCHEDULE

The Licensee shall pay during the currency of this License, unto the Licensor, in lawful money of Canada, the rent, as follows:

Monthly minimum guarantee: $500 OR ten percent (10%) of the Licensee's Gross Rental Revenue (whichever is greater) generated from vehicle rental operations conducted at the West Kootenay Regional Airport during the applicable calendar month, plus applicable taxes.

The minimum guaranteed monthly licence fee shall be payable regardless of the volume of rental transactions or revenue generated by the Licensee during the applicable month.

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CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	November 16, 2026	**REPORT NO.:**	26-86
SUBMITTED BY:	Director of Community Safety & Development	**FILE NO.:**	7130-60
SUBJECT:	Emergency Support Services – Community Emergency Preparedness Fund		

RECOMMENDATION:

THAT Council approve that the Regional District of Central Kootenay (RDCK) make application on the City's behalf to the UBCM Community Emergency Preparedness Fund (CEPF) Emergency Support Services Equipment and Training for up to $30,000,

AND FURTHER;

THAT Council approve that the Regional District of Central Kootenay receive and manage the grant funds on the City's behalf.

PURPOSE:
To seek Council's endorsement for the Regional District of Central Kootenay (RDCK) to submit grant application to the UBCM Community Emergency Preparedness Fund (CEPF) Emergency Support Services Equipment and Training on behalf of the City in support of regional programming and coordination of Emergency Support Services (ESS) services and training.

This report is for consideration at the November 16, 2026, Committee of the Whole Meeting and for adoption at the November 16, 2026, Regular Meeting to accommodate application resolution deadlines.

SUMMARY/BACKGROUND:
The City of Castlegar is the only member municipality within the RDCK that offers ESS services independently and is one of eight ESS teams established in the RDCK.

The City partnered with the RDCK in the 2025 intake for funding due to the broader benefit to both the City and the Region in building the capacity of all ESS teams in the RDCK. The RDCK has reached out to the same participants in support of a joint application for the 2026 intake.

A joint CEPF application will help support an established regional program that benefits participating municipal and rural partners by offering:

- Consistent and higher quality ESS delivery across the region;
- Access to regional training and recognition events;
- Recruitment and retention support for volunteers; and

- Direct financial support to meet local ESS team needs.

The 2026 ESS programming supported by last year's successful grant included the following:

- The purchase of canopy tents to be used outside during regional events;
- 10 regional ESS team members attended the Network of Emergency Support Services Teams (NESST) conference in Kamloops, including 2 Castlegar team members;
- Purchase of ESS shirts and caps to allow for easy identification of volunteers during regional events;
- Onboarding of a consultant toward recruitment and retention of ESS volunteers;
- Hiring of an ESS Coordinator to support RDCK ESS teams and to create and support regional training opportunities; and
- Hosting a full day educational event for all ESS Directors and members in November 2026 and again in March 2027 to enable shared learning and networking opportunities.

Given the success of this partnership, staff are recommending support toward a second intake of funding. Programming proposed for the 2026 intake of funding includes:

1. The purchase and outfitting of a mobile ESS reception center that can be used during all levels of response and as an interim location for larger evacuations while larger facilities are in preparation.
2. A 40-foot sea can for storage of ESS equipment and supplies to enable centralization and easier mobilization.
3. Support for up to 10 Regional ESS members to attend the annual NESST conference being hosted in Prince George.
4. Incremental funding to support the Regional ESS Coordinator position based out of Nelson.
5. Continued hosting of regional training opportunities.

The City's ESS Team consists of 18 dedicated volunteers and is the largest in the region. The City's ESS Director is currently acting as the Regional ESS Coordinator. These volunteers are part of the City's broader Emergency Management Organization and are deployed locally and regionally to provide support for those displaced by emergency events.

ALTERNATIVES:

Council could choose not to support a joint application to the UBCM CEPF. Staff do not recommend this. Staff benefit from there being an ESS Regional Coordinator that can assist in the delivery of training programs and networking opportunities for our ESS volunteers which allows City staff to focus efforts on other emergency preparedness programming.

IMPLICATIONS:

(1) Social

A regional training approach to ESS services will enable more efficient use of staff and volunteer time, sharing of resources as needed, and enables necessary sub-regional and regional relationships to be built prior to deployment. Volunteers can more effectively respond to emergency events when they are familiar with those who they may be required to work with.

(2) Environmental N/A

(3) Personnel Application and management of funds will be the responsibility of RDCK staff.

(4) Financial The City of Castlegar is eligible for up to $30,000 in funding each year. If successful, this would be re-allocated to regional programming.

POLICY IMPLICATIONS:
The recommendation supports Council's Principle of Governance and Service Excellence by demonstrating responsible stewardship of available Provincial funding in a manner that increases social benefits both locally and regionally.

IMPLEMENTATION:
If approved, staff will provide a letter of support and copy of Council's resolution to the RDCK to submit with the application to the UBCM CEPF. Application submissions were made October 16, 2026, with UBCM indicating participant resolutions could be provided post-election.

COMMUNICATION:
N/A

Respectfully submitted,

Meeri Durand, RPP MCIP
Director of Community Safety & Development

Approved by

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

Monthly Report

Building Permit Report
October 2026

This report has been prepared for the November 16, 2026 meeting to council, file number 3800-01.

Value of Work & Permits

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

	2026		2025	
	Value of Work	Permits Issued	Value of Work	Permits Issued
Residential, New Single/Duplex				
Residential, New Multi-Family				
Residential, New Garages/Carports				
Residential, Alterations & Additions	$54,526.00	3	$23,000.00	2
Secondary Suites				
Commercial, New			$2,100,000.00	2
Commercial, Alterations & Additions	$315,000.00	3	$181,000.00	3
Industrial, New				
Industrial, Alterations & Additions				
Institutional/Gov't, New				
Institutional/Gov't, Alterations & Additions			$3,700,000.00	2
Demolition	$132,557.00	1		
Monthly Totals	**$502,083.00**	**7**	**$6,004,000.00**	**9**
Year-to-Date Totals	**$34,691,316.00**	**74**	**$33,197,140.00**	**86**

CASTLEGAR

Major Projects Started October 2026

604 11th Street

1800 4th Avenue

PART A. ONGOING MAJOR PROJECTS

Single Family Dwelling

- 1564 Woodland Drive
- 3937 Grandview Drive
- 1513 Aspen Lane
- 3730 Toba Road

Renovation

- 2232 Columbia Avenue
- 4190 Minto Road
- 2112 10th Avenue
- 3429 8th Avenue
- 3937 Grandview Drive
- 3405 3rd Avenue
- 1217 1st Street
- 4400 Minto Road
- 1127 4th Street
- 2171 Crestview Crescent
- 1840 8th Avenue
- 309 3rd Avenue
- 209 5th Avenue
- 1800 4th Avenue
- 614 12th Street
- 2905 9th Avenue
- 146 100th Street
- 1126 B 7th Avenue
- 1209 1ST Street
- 2181 Columbia Avenue

Miscellaneous

- 704 Center Avenue, Addition
- 4690 14th Avenue, New Industrial Building
- 2237 10th Avenue, Covered Patio
- 174 Crescent Street, Multi Family
- 1013 2nd Street, Foundation
- 2108 & 2110 8th Avenue, Duplex & Suite
- 1114 4th Street, Mixed Use Building
- 1921 Arrow Lakes Drive Retaining Wall
- 2408 11th Avenue, Suite
- 604 11th Street
- 2241 6th Ave, New Commercial Building
- 2245 6th Ave, Shelter Renovation
- 4600 14th Ave, New Commercial Building
- 709 10th Street, Fire System Upgrade
- 301 11th Avenue, Restaurant Renovation
- 2118 & 2120 8th Avenue, Duplex & Suite
- 901 Columbia Ave – 78-unit dwelling
- 1013 2nd Street – 7-unit Mixed-Use Building
- 1389 Forest Rd – Covered Deck Build

PART B. NUMBER OF STEP CODE BUILDINGS

	Monthly	Yearly	YTD Completed Step Code Compliance				
			1	2	3	4	5
Single/Multi Family Dwellings		6		1		4	1
Renovations							
Commercial Buildings		1				1	
Industrial Buildings							
Step Code Building Totals		**7**		**1**		**5**	**1**

PART B. COMPLETED IN OCTOBER 2026

- 1680 Columbia Avenue, Restaurant
- 556 9th Avenue – Garage Rebuild

Monthly Report

Business Licence Report
October 2026

This report has been prepared for the November 16, 2026 meeting to council, file number 4320-20.

Monthly & Year-to-Date Totals

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

	2026		2025	
	Fees Received	Qty Issued	Fees Received	Qty Issued
New Business Licences	$275.00	5	$575.00	10
New ICBL Licences	$400.00	4	$500.00	5
ICBL Licence Year-to-Date Totals	**$13,600.00**	**114**	**$8,700.00**	**87**
All Licence Monthly Total	**$2,325.00**	**16**	**$1,325.00**	**17**
All Licence Year-to-Date Totals	**$147,050.00**	**871**	**$119,921.26**	**702**

New Licences

BL #3443 – 808 Home and Yard Services Inc.
Resident
Castlegar, BC
Contractor

BL #3444 – DWD Commercial Cleaning Ltd
Non-Resident
Cranbrook, BC
Commercial Janitorial Services

BL #3446 – Kortech Calcium Services
Non-Resident
Cranbrook, BC
Dust Control and De-Icer Bulk Distributer

BL #3447 – James Remediation Inc
Non-Resident
Trail, BC
Remediation Contractor

BL #3448 – Peak Performance Dance Co.
2181 Columbia Avenue
Castlegar, BC
Dance Studio

CASTLEGAR

Castlegar & District Public Library

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

Regular Board Meeting Minutes
September 9th 2026, 6:00 p.m.

Call to order: September 9th, 2026, 6:00 p.m.

In attendance	Alex Seaborn (Library Director), Sergio Chavarri, Terry Vickers, Sarah Courtemanche, Geeta Gillespie, Terry Gerling, Dianne Galloway, Linda Miller, Darcy Bell (Castlegar Representative), Geri-Lynn Rempel (Visitor)
Regrets	Julia Stockhausen
Chair	Co-Chair: Sarah Courtemanche
Recording	Nicole McCrea

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

Item	Motion	Second
1. Consensus Agenda: ● **September Agenda** ● **June Minutes** ● **Director's Report**	Linda	Terry
2. Committee Reports	Terry	Sergio
a. Finance ● Finance Committee report received as per the attached May 27, 2026 Finance Committee meeting minutes.		
b. Personnel ● As per the Director's Report, Margaret Tessman retired after ten years of service with the Library. The Board expressed its appreciation and thanked Margaret for her many years of service and contributions to the Library.		
c. Friends of the Library ● The Friends have made several purchases for the Library, including the upgraded children's early literacy computer noted in the Director's Report. ● The Friends have been meeting virtually. ● The next book sale is planned for January, with the Friends expected to meet again in late November.		
d. Kootenay Library Federation ● KLF will hold an online meeting on October 3, focused on the budget and a round-table discussion. Diane will provide an update. ● A committee report and policy templates have been released. Copies of related policy tools are available through Library Director Alex. ● The KLF operating grant has been reduced to the 2019 funding level. ● Free human resources support is available through KLF.		

e. Policy ● Nothing at this time		
f. Building Committee ● Ryan from City Facilities has returned from leave and is moving forward with the automated door projects. As noted in the Director's Report, the City is looking at issuing an RFP for bathroom door openers and sliding doors for the front entrance.		
g. Board Recruitment and Succession ● Geri-Lynn has applied to become a member of the Board. ● Alex will circulate the application to Board members for an email vote prior to the next meeting.		
h. Occupational Health and Safety ● Linda worked on developing Occupational Health and Safety information over the summer. ● Regular meeting dates are being discussed, and a checklist has been established for workplace safety walkthroughs. ● A workplace ergonomics review will be completed. ● Current priorities include violence and harassment in the workplace and identifying required staff training. ● A debriefing policy/process will be developed for staff. ● The Outreach Team may be able to provide training support		
4. Old Business ● Nothing at this time		
5. New Business: **a. Board Procedure – Staff Retirement** ● The Board discussed recognition of staff upon retirement. ***Motion:*** *That the Board draw from its own budget to match the Library's contribution toward staff retirement recognition.* ***Seconded by:*** *Linda.* ***Carried unanimously.*** **b. Selkirk College Request – Library Endowment Fund** ● The Board reviewed Selkirk College's request regarding the Library's $5,000 endowment fund, established in 2008 to support a Stanley Humphries Secondary School graduate pursuing Library and Information Technology studies at Selkirk College. ● As there have been no eligible applicants for several years, Selkirk College requested that the eligibility criteria be broadened to include an SHSS graduate entering an Associate of Arts program at Selkirk College. ● The Board discussed increasing the annual award to $500, with the Friends of the Library to be asked about topping up the award to that amount. ● Alex will advise Selkirk College that the Board supports providing the award under the proposed criteria for the current year. ● Before making a permanent change to the endowment criteria,		

the Board requested further clarification regarding whether other community organizations or facilities participate in the selection of recipients for similar awards.		
6. Votes and Due Process ● All motions were duly moved, seconded, and resolved as recorded in the minutes. No conflicts of interest were declared.		

Adjourned: 7:09 p.m.
Next regular meeting: October 14th 2026 at 6:00pm

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	November 16, 2026	**REPORT NO.:** 26-85
SUBMITTED BY:	Communications Manager	**FILE NO.:** 8100-40
SUBJECT:	2027 Celebrate Canada Program	

RECOMMENDATION:

THAT Council authorizes staff to submit a funding application for up to $15,000 to the Department of Canadian Heritage—Celebrate Canada Program in support of 2027 Canada Day Celebrations.

PURPOSE:
Report to obtain Council authorization to submit a funding application for up to $15,000 to the Department of Canadian Heritage – Celebrate Canada Program.

This Report is for consideration at the November 16, 2026, Committee of the Whole Meeting and adoption at the November 16, 2026, Regular Meeting to meet the application deadline of November 23, 2026.

SUMMARY/BACKGROUND:
For over 14 years, the City has hosted Canada Day community celebrations. In the last few years, the event has been held at Millennium Park & Ponds, including various food vendors/groups, entertainment, music, family activities, and an outdoor movie.

City Council has identified Canada Day as an important Council-led special event. The Cultural and Civic Pride Committee will coordinate the planning and execution of the event, collaborating with community volunteers and organizations to bring the Canada Day celebration to life.

The City last applied for this funding in 2026 and received a $7,000 grant from the Department of Canadian Heritage – Celebrate Canada Program.

The 2026 Canada Day Event cost $16,000. To maximize financial support, staff recommend submitting a funding application for up to $15,000 to the Department of Canadian Heritage – Celebrate Canada Program.

ALTERNATIVES:
1. Council could choose not to authorize the funding application. Staff do not recommend this, as the grant funding offsets City costs for Canada Day celebrations, reducing the financial burden on the City's budget while maintaining the quality of the event.

2. Council could choose not to host a 2027 Canada Day event. Staff do not recommend this, as the annual celebration has consistently received strong community support

and positive feedback, highlighting its value as a well-loved tradition that builds community spirit and pride.

3. Council could choose to apply for a lesser amount.

IMPLICATIONS:

(1) Social Funding from the Celebrate Canada Program would support the City hosting an event to bring residents together in celebration of their community and national pride.

(2) Environmental N/A

(3) Personnel The Communications Manager will submit the application to the Department of Canadian Heritage – Celebrate Canada Program.

Approximately 5 hours of staff time is required to prepare this report, submit the grant application, and prepare the final report.

(4) Financial The Cultural and Civic Pride Committee will prepare a Canada Day event budget to cover additional event costs, which will be included in the 2027 Draft Budget.

For background, the 2026 Canada Day Event cost $16,000 and was covered by this grant, along with funding from the Regional District of Central Kootenay, the City, and various other sponsors.

POLICY IMPLICATIONS:
Hosting community events, such as Canada Day, aligns with the City's commitment to enhancing the quality of life by fostering community pride and bringing residents together, as outlined under the "Quality of Life" principle in the City's 2023–2027 Strategic Plan.

IMPLEMENTATION:
If the application is successful, event coordination will be led by the Cultural and Civic Pride Committee, with support from the Communications Manager.

COMMUNICATION:
If the grant application is successful, the funding details will be included in the Council Highlights and the City will ensure the grant requirements are met.

Respectfully submitted,

Ginger Lester
Communications Manager

Approved by

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

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: November 16, 2026 **REPORT NO.:** 26-81

SUBMITTED BY: Manager of Legislative Services **FILE NO.:** 0530-01

SUBJECT: 2027 Regular Council Meeting Schedule

RECOMMENDATION:

THAT the following 2027 dates be set for Regular Council Meetings for the City of Castlegar:

Monday, January 18	**Monday, July 19**
Monday, February 1	**Monday, August 16**
Tuesday, February 16 **(February 15 BC Family Day)**	**Tuesday, September 7** **(September 6 Labour Day)**
Monday, March 1	**Monday, October 4**
Monday, March 15	**Monday, October 18**
Monday, April 5	**Monday, November 1**
Monday, April 19	**Monday, November 15**
Monday, May 3	**Monday, December 6**
Monday, May 17	**Monday, December 20**
Monday, June 7	
Monday, June 21	

PURPOSE:

A report to set the Regular Council Meeting dates for 2027 in compliance with the City of Castlegar Council Procedures Bylaw No. 1462 and the *Community Charter.*

This Report is for consideration at the November 16, 2026, Committee of the Whole Meeting and adoption at the December 7, 2026, Regular Meeting.

SUMMARY/BACKGROUND:

The *Community Charter* requires Council to set a yearly schedule of the date, time and place of Regular Council meetings and give Public Notice of the schedule at least once a year.

In accordance with Council Procedures Bylaw 1462, unless Council determines otherwise in advance by resolution, Regular Council Meetings are scheduled for the first and third Monday of each month, except for July and August, when only one meeting per month is scheduled.

The January meeting is scheduled for the second Monday to accommodate the holiday season and account for historically limited agenda items typically associated with the first Monday in January. Holding the meeting on the second Monday, rather than the third, helps

minimize the gap between the December and February meetings.

The proposed 2027 meeting schedule avoids statutory holidays. The only scheduling conflict with local government conferences or conventions occurs in September, during the Union of BC Municipalities conference. To accommodate this conflict while maintaining the October meeting schedule, staff recommend holding one Regular Council Meeting in September.

ALTERNATIVES:
Council may choose to amend the 2027 Regular Council Meeting dates, provided any changes comply with Council Procedures Bylaw 1462. Staff does not recommend this as the proposed dates comply with the Bylaw and are scheduled around statutory holidays and conventions.

IMPLICATIONS:

(1) Social Advertising an annual schedule of Regular Council Meeting dates and times may encourage public attendance at meetings.

(2) Environmental N/A

(3) Personnel Approximately 2 hours of staff time was dedicated to preparing this report.

(4) Financial As per Public Notice under the *Community Charter*, the schedule must be advertised in two consecutive newspaper editions. Advertising costs for this statutory notice in the Castlegar News are approximately $1,000 for both ads.

POLICY IMPLICATIONS:
The suggested 2027 Regular Council Meeting schedule complies with the City's Council Procedures Bylaw 1462, and the *Community Charter* Section 127 Notice of Council Meetings and Section 94 Requirements for Public Notice.

IMPLEMENTATION:
Once approved, staff will update Council and staff calendars with the 2027 meetings.

COMMUNICATION:
The 2027 Regular Council meeting schedule will be advertised in the Castlegar News in two consecutive issues on December 10 and 17, 2026. It will also be posted on the City's website, at City Hall, and the Community Forum.

Respectfully submitted,

Nicole Brown

Nicole Brown
Manager of Legislative Services

CBarlow

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

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	November 16, 2026	**REPORT NO.:** 26-88
SUBMITTED BY:	Manager of Financial Services	**FILE NO.:** 1820-01,3900-20
SUBJECT:	2027 Water and Sewer Utility Rates	

RECOMMENDATIONS (to be considered individually):

1. ***THAT Council proceed with the required readings of the Water Regulations and Rates Amendment Bylaw 1471.***

2. ***THAT Council proceed with the required readings of the Sewer Regulations and Rates Amendment Bylaw 1472.***

PURPOSE:
Report to seek Council's consideration of the required readings of the Water Regulations and Rates Amendment Bylaw 1471, and the required readings of the Sewer Regulations and Rates Amendment Bylaw 1472.

This report is for consideration at the November 16, 2026, Committee of the Whole Meeting, first three readings of the Bylaws at the December 7, 2026, Regular Meeting and adoption of the Bylaws at the December 21, 2026, Regular Meeting.

SUMMARY/BACKGROUND:
The City of Castlegar has been implementing improved funding approaches for asset renewal over the last five years. In 2021, Council adopted the use of Municipal Price Index (MPI) to measure and forecast the municipal inflation rate to support decision-making on utility rate increases. An MPI is a tool that municipalities utilize to:

(1) Identify major expenditure categories and to weigh those based on their share of the budget;
(2) Track and measure inflation factors within each major expenditure category; and
(3) Sum the results of the weighted expenditures to determine a net rate of inflation.

By examining local and regional trends, market insights, and price indices, the MPI becomes a customized tool to track inflation factors and their impacts on annual utility budgets to help preserve or improve the purchasing power.

Last year, the water and sewer utility rates were adjusted by 2.6% and 15.0% respectively. These adjustments were based on a 2026 forecasted MPI of 3.5%, and a 0.9% reduction to account for the actual MPI for 2025 coming in lower than forecasted. The water utility rates were increased to maintain the purchasing power, which has a healthy capital reserve and fewer capital requirements compared to the sewer utility. The sewer utility faces more substantial capital needs and has a smaller capital reserve balance, requiring a larger increase to maintain purchasing power and support future capital purchases.

2026 MPI Update for 2027 Utility Rate Increases

While inflationary pressures continue, the use of an MPI to measure and forecast the impact on Castlegar's utilities remains important to understand how to preserve the purchasing power of the City's utilities.

At this time last year, the forecasted MPI for 2026 was 3.5%. Based on more up-to-date data, and as part of the annual MPI review process, the actual MPI for 2026 is 3.7%, which is 0.2% higher than expected. The 2026 MPI Adjustment is reflected in the 2027 proposed rates. The forecasted MPI for 2027 is 3.4%.

Setting Rates for 2027 Water and Sewer Utilities

There are three key components the City considers when it comes to utility rates:

1. Municipal rate of inflation to preserve purchasing power (MPI).
2. Capital reserves for both water and sewer to meet Reserve Policy objectives.
3. Future asset renewal over the short- and medium-term for both utilities.

Water Utility Rates:

Staff recommend that the water utility is adjusted by 1.7% for 2027 which integrates the following:

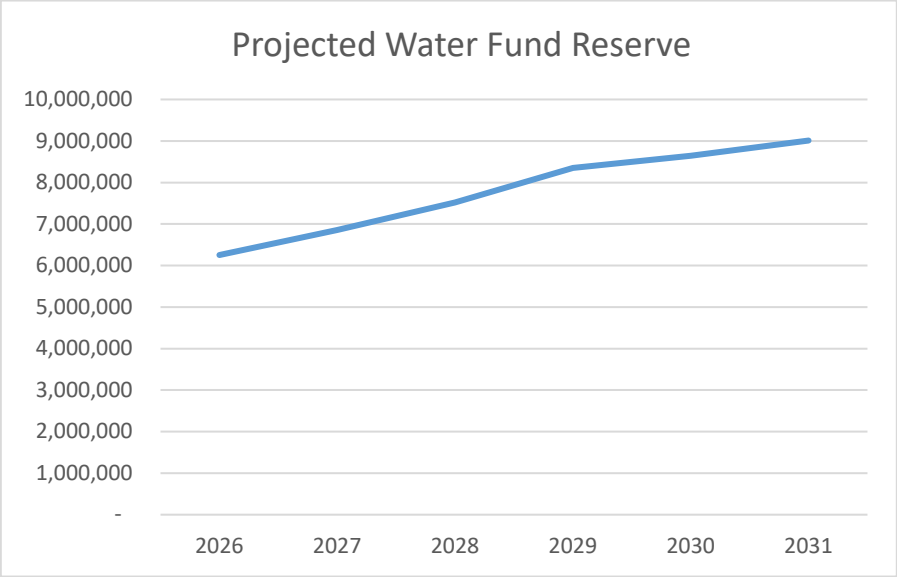
- Municipal Price Index of 3.4% which preserves purchasing power
- Capital reserve transfer of 0.0% as the City's Water Capital Reserve's growth is at the desired level
- 2026 MPI adjustment of 0.2% to reflect the difference between the forecasted and updated inflation rates
- Operational savings of 1.9% as the water system operating budget has seen cost savings which were able to offset the increase required to maintain purchasing power in the reserves.

2027 MPI	Capital Reserves Transfer	Rate Increase before MPI Adjustment	2026 MPI Adjustment	2027 Operational Savings Adjustment	Recommended Rate Increase
3.4%	0.0%	3.4%	+0.2%	-1.9%	**1.7%**

This rate allows the City to utilize reserves to adapt to continued pressure related to inflation for utility budgets while maintaining the water utility's purchasing power.

Note, a 1% increase in the water utility provides an estimated $24,850 in additional revenue.

The Water Fund reserve balances will grow more than 40% over the next five years because no large capital expenditures have been budgeted during that period; however; there are significant projects expected beyond the five-year horizon that the City is preparing for, for example new filtration plant, and replacement water meters. It is staff's opinion that this balance positions the City's Reserve well to respond to emerging issues and future asset replacement requirements.



The projected impact of the recommended rate increase would be as follows:

Single Family Dwelling (Residential):

	2026 Annual Rate	**2027 Proposed Rate**	**Annual Increase**	**Quarterly Increase**
Flat Fee	$454.94	**$462.67**	$7.73	$1.93
*Consumption Charge	$12.90	**$13.12**	$0.22	$0.06
Total	$467.84	**$475.79**	$7.95	$1.99

**Consumption charge based on average use of 246 cubic meters*
***Due to rounding, totals may not add up.*

Commercial:

	2026 Annual Rate	**2027 Proposed Rate**	**Annual Increase**	**Quarterly Increase**
Flat Fee	$409.45	**$416.41**	$6.96	$1.74
*Consumption Charge	$199.47	**$202.86**	$3.39	$0.85
Total	$607.92	**$619.27**	$10.35	$2.59

**Consumption charge based on average use of 327 cubic meters.*
***Due to rounding, totals may not add up.*

Sewer Utility Rates:

Staff recommend that the sewer utility is adjusted by 15.0% for 2027 which integrates the following:

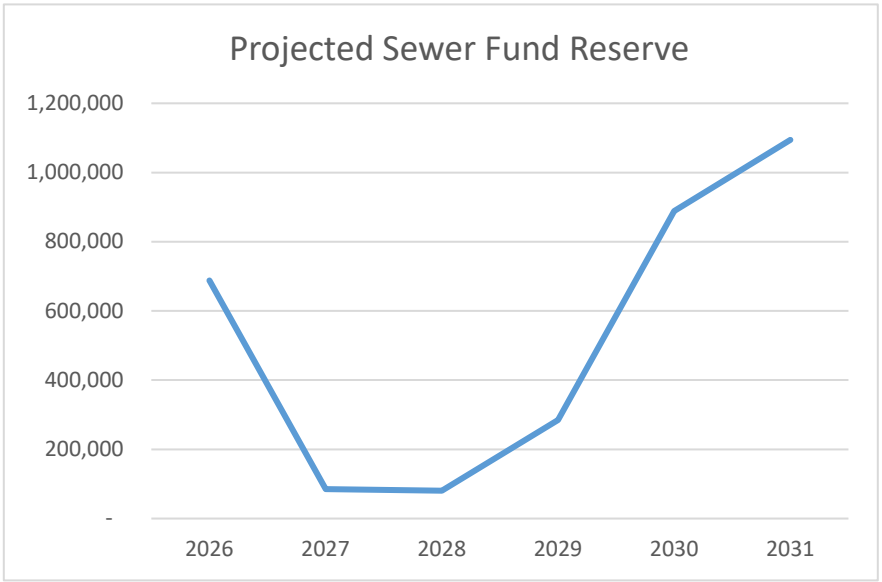
- Municipal Price Index of 3.4% which preserves purchasing power
- Capital reserves transfer of 11.4% as the sewer utility faces immediate asset renewal requirements and urgent capital projects
- 2026 MPI adjustment of 0.2% to reflect the difference between the forecasted and updated inflation rates

2027 MPI	Capital Reserves Transfer	Rate Increase before MPI Adjustment	2026 MPI Adjustment	Recommended Rate Increase
3.4%	11.4%	14.8%	+0.2%	**15.0%**

Included in the recommended rate is the 2026 MPI adjustment which increased the rate from 3.5% to 3.7%. At the direction of Council in 2025, an annual 15% sewer rate increase has been built into the Five-Year Financial Plan to build up the reserve, as reserve levels are lower than required to fund Sewer Funds asset needs. After the five years of increases, the Sewer Fund will be close to meeting the minimum balance requirements but will still not be at an optimum level detailed in the Reserve Policy. Debt is the primary means of funding the next five years of capital purchases in the plan, while the reserve balance is being built up.

Note, a 1% increase in the sewer utility provides approximately $22,800 in additional revenue.

It is staff's opinion that the 15% increases annually are required to bring the reserve balance up to an acceptable base level by 2031.



The projected impact of the recommended rate increase would be as follows:

Single Family Dwelling (Residential):

	2026 Annual Rate	**2027 Proposed Rate**	**Annual Increase**	**Quarterly Increase**
Flat Fee	$441.66	**$507.91**	$66.25	$16.56
*Consumption Charge	$136.29	**$156.73**	$20.44	$5.11
Total	$577.95	**$664.64**	$86.69	$21.67

**Consumption charge based on average use of 246 cubic meters.*
***Due to rounding, totals may not add up.*

Commercial:

	2026 Annual Rate	**2027 Proposed Rate**	**Annual Increase**	**Quarterly Increase**
Flat Fee	$588.86	**$677.19**	$88.33	$22.08
*Consumption Charge	$182.37	**$209.72**	$29.36	$6.84
Total	$771.23	**$886.91**	$115.68	$28.92

**Consumption charge based on average use of 327 cubic meters.*
***Due to rounding, totals may not add up.*

2028 and 2029 Utility Rate Forecast

The forecasted MPI for 2028 and 2029 MPI is 3.1% and 3.0% respectively.

Given the position of the water fund, staff recommend continuing with the MPI+ approach and anticipate a proposed rate increase of 3.1% and 3.0% for 2028 and 2029, consistent with MPI.

Given the ongoing pressure on sewer reserve balance, staff propose continuing with a 15% rate increase for the next three years.

These forecasts may change in response to shifting economic outlooks and related events, and as data is made available each year.

ALTERNATIVES:

1. Council could choose a different rate change for the water utility rates. Staff do not recommend setting water utility rates below the recommended rates as this is likely to result in a slower build up of the reserves to cover the projected capital costs of the water utility.

2. Council could choose a different rate change for the sewer utility rates. Staff do not recommend setting sewer utility rates below the recommended rates as this is likely to result in the deferral of core projects as outlined in the City's Asset Management Plans

and risk not having sufficient funding in place to pay for upcoming debt principal and interest payments and defer building up the Sewer Capital Replacement Reserve.

3. Council could choose not to adopt the utility rate increases for 2027. Staff do not recommend this alternative because costs to service infrastructure are increasing. Maintaining the current rates would likely result in a premature draw from utilities reserves to cover the projected capital and operational costs, as well as impact the City's ability to fund future debt obligations and capital requirements for the water and sewer system as outlined in the Asset Management Plans.

4. Council could choose, if there are no changes required, to give the first three readings of the amendment bylaws on November 16, 2026 and adoption on December 7, 2026.

IMPLICATIONS:

(1) Social It is important the residents are informed of the impacts of inflation and construction escalation and the objective to maintain purchasing power of the utilities.

(2) Environmental Adequately funding both utilities is an exercise in environmental and public health protection. Consumption-based pricing also encourages water conservation efforts by residents.

(3) Personnel It took staff approximately 55 hours to review the Bylaws and complete the analysis on the MPI, rate updates, and additions. It will take approximately 15 staff hours to update the rates in the accounting software and prepare communications materials.

(4) Financial There is a need to improve revenue generation and cost recovery based on recent inflation and cost escalation pressures. The financial position of both utilities will benefit as a result.

A resident with typical water consumption in a Single Family Dwelling can expect their annual utility costs to increase by $7.95.

A resident with typical sewer consumption in a Single Family Dwelling can expect their annual utility costs to increase by $86.69.

POLICY IMPLICATIONS:

The proposed rates align with Council's strategic Principle 1: *Governance & Service Excellence,* which ensures the City is managing asset and infrastructure with fiscal prudence, using business-minded and long-term perspective.

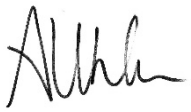
This report outlines the importance of maintaining spending power including through use of the Municipal Pricing Index and setting utility rates accordingly. Future consideration should be given to Reserves and Surplus Policy 3-6 to assess its capacity to accommodate the impact of inflation.

IMPLEMENTATION:
The following steps are required to complete the process of amending the bylaws:

1. Consideration of the amendment Bylaws at the November 16, 2026, Committee of the Whole Meeting.
2. Obtain three readings of the amendment Bylaws at the December 7, 2026, Regular Council Meeting.
3. Adopt the updated Bylaws at the December 21, 2026, Regular Council Meeting.
4. Reflect the rate structure in the first billing cycle of 2027.

COMMUNICATION:
The new rates will be communicated to the community through the December 2026 Council Highlights. Residents will be advised of new rates in the first 2027 Quarterly Newsletter. The website will also be updated to reflect the new rates.

Respectfully submitted,



Aimee Uhlenbrauck, CPA
Manager of Financial Services

Approved by



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

Castlegar - Draft Budget Summary

Water Services

	Actual 2026	Spent %	Budget 2026	Budget 2027	Variance $	Variance %	Budget 2028	Budget 2029	Budget 2030	Budget 2031
Revenues										
Water Services	2,058,295	80%	2,586,590	2,651,451	64,861	3%	2,742,807	2,835,843	2,930,930	3,030,969
Total Revenues	**2,058,295**		**2,586,590**	**2,651,451**	**64,861**	**3%**	**2,742,807**	**2,835,843**	**2,930,930**	**3,030,969**
Expenditures										
Water Services	1,251,713	75%	1,675,786	1,687,580	11,794	1%	1,740,932	1,795,022	1,848,383	1,915,356
Total Expenditures	**(1,251,713)**		**1,675,786**	**1,687,580**	**11,794**	**1%**	**1,740,932**	**1,795,022**	**1,848,383**	**1,915,356**
Tfr To Water Capital Reserve	806,582	89%	910,804	963,871	53,067	6%	1,001,876	1,040,822	1,082,547	1,115,613
Total Transfers to Reserves	**(806,582)**		**(910,804)**	**(963,871)**	**(53,067)**	**6%**	**(1,001,876)**	**(1,040,822)**	**(1,082,547)**	**(1,115,613)**
Surplus / (Deficit)	**-**		**-**	**-**	**-**		**-**	**-**	**-**	**-**

Expenditures Summary by Category	Actual 2026	Spent %	Budget 2026	Budget 2027	Variance $	Variance %	Budget 2028	Budget 2029	Budget 2030	Budget 2031
Salaries and Benefits	689,461	84%	822,116	869,453	47,337	6%	896,408	923,311	948,670	968,570
Contracted Services	260,216	59%	444,650	406,294	(38,356)	-9%	418,115	430,290	442,830	462,797
Internal Charges - Expense	63,888	71%	90,120	76,607	(13,513)	-15%	81,155	85,840	90,665	95,635
Supplies and Equipment	238,147	75%	318,900	335,226	16,326	5%	345,253	355,580	366,218	388,355
Total	**1,251,713**	**75%**	**1,675,786**	**1,687,580**	**11,794**	**1%**	**1,740,932**	**1,795,022**	**1,848,383**	**1,915,356**

Castlegar - Draft Budget Summary
Sewer Services

	Actual 2026	Spent %	Budget 2026	Budget 2027	Variance $	Variance %	Budget 2028	Budget 2029	Budget 2030	Budget 2031
Revenues										
Sewer Services	1,772,340	77%	2,291,803	2,625,998	334,195	15%	3,006,773	3,453,246	3,968,028	4,593,042
Total Revenues	**1,772,340**		**2,291,803**	**2,625,998**	**334,195**	**15%**	**3,006,773**	**3,453,246**	**3,968,028**	**4,593,042**
Expenditures										
Sewer Services	1,443,579	89%	1,626,749	1,693,138	66,390	4%	1,760,360	1,795,430	1,859,855	1,886,630
Total Expenditures	**(1,443,579)**		**1,626,749**	**1,693,138**	**66,390**	**4%**	**1,760,360**	**1,795,430**	**1,859,855**	**1,886,630**
Tfr To Sewer Capital Reserve	328,761	49%	665,054	932,860	267,806	40%	1,246,413	1,657,816	2,108,173	2,706,412
Total Transfers to Reserves	**(328,761)**		**(665,054)**	**(932,860)**	**(267,806)**	**40%**	**(1,246,413)**	**(1,657,816)**	**(2,108,173)**	**(2,706,412)**
Surplus / (Deficit)	**-**		**-**	**-**	**-**		**-**	**-**	**-**	**-**

Expenditures Summary by Category	Actual 2026	Spent %	Budget 2026	Budget 2027	Variance $	Variance %	Budget 2028	Budget 2029	Budget 2030	Budget 2031
Salaries and Benefits	622,938	76%	820,717	866,867	46,150	6%	892,751	918,524	942,693	960,032
Supplies and Equipment	257,456	87%	295,900	287,790	(8,110)	-3%	310,443	303,797	327,651	320,202
Contracted Services	453,109	109%	417,300	437,046	19,746	5%	449,737	462,809	476,273	490,049
Internal Charges - Expense	110,075	119%	92,832	101,436	8,604	9%	107,430	110,300	113,238	116,349
Total	**1,443,579**	**89%**	**1,626,749**	**1,693,138**	**66,390**	**4%**	**1,760,360**	**1,795,430**	**1,859,855**	**1,886,630**

City of Castlegar - Capital Plan

WATER CAPITAL PLAN

		2027	2028	2029	2030	2031
Expenditure						
001034	Columbia Ave. PH 3	-	-	25,000	612,920	612,920
101036	Enterprise Asset Management System	10,000	25,000	-	-	-
101040	Development Enhancements	15,000	15,000	15,000	15,000	15,000
101184	Hydrant Replacement Program	-	45,000	45,000	45,000	45,000
101185	Water Valve Replacement Program	-	54,000	54,000	54,000	54,000
101275	Water Main Upgrades	40,000	40,000	40,000	40,000	40,000
101278	Water Treatment Centre Valve Upgrades	250,000	-	-	-	-
101327	Meadowbrook Reservoir Repair & Maintenance	-	100,000	-	-	-
Total Expenditure		315,000	279,000	179,000	766,920	766,920
Funding Source						
001034	Tfr In From Water Capital Reserve	-	-	25,000	612,920	612,920
101036	Tfr In From Water Capital Reserve	10,000	25,000	-	-	-
101040	Tfr In From Water Capital Reserve	15,000	15,000	15,000	15,000	15,000
101184	Tfr In From Water Capital Reserve	-	45,000	45,000	45,000	45,000
101185	Tfr In From Water Capital Reserve	-	54,000	54,000	54,000	54,000
101275	Tfr In From Water Capital Reserve	40,000	40,000	40,000	40,000	40,000
101278	Tfr In From Water Capital Reserve	250,000	-	-	-	-
101327	Tfr In From Water Capital Reserve	-	100,000	-	-	-
Total Funding Source		315,000	279,000	179,000	766,920	766,920

City of Castlegar - Capital Plan

WATER FUND OPERATING PROJECTS

		2027	2028	2029	2030	2031
Expenditure						
101070	Kinnaird Bridge Pipe Inspections	30,000	-	-	35,000	-
101139	Cross Connection Survey	10,000	10,000	10,000	5,000	5,000
101277	Water Meter Strategic Plan	-	50,000	-	-	-
101328	Confined Space Entry Prog.- Alt. Measures	-	-	25,000	-	-
AUTO - 579	Project Manager 2	37,115	37,706	38,404	39,012	39,740
Total Expenditure		77,115	97,706	73,404	79,012	44,740
Funding Source						
101070	Tfr In From Water Capital Reserve	30,000	-	-	35,000	-
101139	Tfr In From Water Capital Reserve	10,000	10,000	10,000	5,000	5,000
101277	Tfr In From Water Capital Reserve	-	50,000	-	-	-
101328	Tfr In From Water Capital Reserve	-	-	25,000	-	-
AUTO - 579	Tfr In From Water Capital Reserve	37,115	37,706	38,404	39,012	39,740
Total Funding Source		77,115	97,706	73,404	79,012	44,740

City of Castlegar - Capital Plan

SEWER CAPITAL PLAN

		2027	2028	2029	2030	2031
Expenditure						
001034	Columbia Ave. PH 3	-	-	25,000	43,780	43,780
101036	Enterprise Asset Management System	10,000	25,000	-	-	-
101040	Development Enhancements	15,000	15,000	15,000	15,000	15,000
101192	SSTP North Train Renewal	7,315,000	-	-	-	-
101280	Sanitary Sewer Main Upgrades	40,000	40,000	40,000	40,000	40,000
101307	SSTP Biosolids Management	300,000	1,595,000	-	-	-
AUTO - 575	North Lagoons Standby Power	150,000	-	-	-	-
AUTO - 580	North Lagoons Headworks Upgrade	-	-	500,000	-	-
AUTO - 581	North Lagoons Dredging and Aeration System Replacement	-	-	-	-	1,500,000
AUTO - 582	SSTP South Train Renewal	-	-	-	500,000	-
Total Expenditure		7,830,000	1,675,000	580,000	598,780	1,598,780
Funding Source						
001034	Tfr In From Sewer Capital Reserve	-	-	25,000	43,780	43,780
101036	Tfr In From Sewer Capital Reserve	10,000	25,000	-	-	-
101040	Tfr In From Sewer Capital Reserve	15,000	15,000	15,000	15,000	15,000
101192	Debt Financing	6,439,000	-	-	-	-
101192	Tfr in from Growing Communities	200,000	-	-	-	-
101192	Tfr In From Sewer Capital Reserve	676,000	-	-	-	-
101280	Tfr In From Sewer Capital Reserve	40,000	40,000	40,000	40,000	40,000
101307	Debt Financing	300,000	1,595,000	-	-	-
AUTO - 575	Tfr In From Sewer Capital Reserve	150,000	-	-	-	-
AUTO - 580	Tfr In From Sewer Capital Reserve	-	-	500,000	-	-
AUTO - 581	Tfr In From Sewer Capital Reserve	-	-	-	-	1,500,000
AUTO - 582	Tfr In From Sewer Capital Reserve	-	-	-	500,000	-
Total Funding Source		7,830,000	1,675,000	580,000	598,780	1,598,780

City of Castlegar - Capital Plan

SEWER FUND OPERATING PROJECTS

		2027	2028	2029	2030	2031
Expenditure						
101070	Kinnaird Bridge Pipe Inspections	30,000	-	-	35,000	-
101083	CCTV Camera Inspection Program	-	60,000	60,000	60,000	60,000
101141	Liquid Waste Management Plan	225,000	215,000	-	-	-
101328	Confined Space Entry Prog.- Alt. Measures	-	-	25,000	-	-
101330	CPKC Bridge - Pipe Inspection	-	-	-	70,000	-
AUTO - 579	Project Manager 2	37,115	37,706	38,404	39,012	39,740
Total Expenditure		292,115	312,706	123,404	204,012	99,740
Funding Source						
101070	Tfr In From Sewer Capital Reserve	30,000	-	-	35,000	-
101083	Tfr In From Sewer Capital Reserve	-	60,000	60,000	60,000	60,000
101141	Tfr In From Sewer Capital Reserve	225,000	215,000	-	-	-
101328	Tfr In From Sewer Capital Reserve	-	-	25,000	-	-
101330	Tfr In From Sewer Capital Reserve	-	-	-	70,000	-
AUTO - 579	Tfr In From Sewer Capital Reserve	37,115	37,706	38,404	39,012	39,740
Total Funding Source		292,115	312,706	123,404	204,012	99,740

City of Castlegar - Project Summary

101036 - Enterprise Asset Management System

Project Number	101036	**Title**	Enterprise Asset Management System	**Status**	New
Project Cost	$140,000	**Division**	Civic Works Operations – General	**Manager**	Ryan Niddery
Start Date		**Completion Date**		**Year Identified**	2026
Strategic Plan	1.5 Maintenance				
Master Plan					

Description

Funding for the selection and implementation of an Enterprise Asset Management (EAM) System, with a primary focus on asset management, lifecycle planning, and long-term financial sustainability. The system will provide a centralized platform for managing the City's infrastructure asset inventory, assessing asset condition and performance, forecasting renewal requirements, and developing long-term capital investment strategies. Integration with the City's existing GIS platform and financial systems will be prioritized to improve data accuracy, accessibility, and consistency across municipal operations.

Implementation of an EAM system will strengthen the City's ability to make informed, risk-based infrastructure investment decisions by improving its understanding of asset replacement costs, lifecycle expenditures, and future funding requirements. The system will support the development of comprehensive Asset Management Plans, long-term capital forecasts, and sustainable infrastructure funding strategies, ultimately improving financial planning, prioritization of infrastructure investments, and the City's ability to maintain desired levels of service.

Comments

Justification

This project supports Council's draft 2023-2027 Strategic Plan principle of Governance and Service Excellence, Goal 5 - Maintenance: Developing and delivering maintenance and asset management plans and establishing funding sources to ensure top priorities are met and core services are provided.

Project Forecast

Object	2027	2028	2029	2030	2031
Funding Source					
9000 - Tfr In From General Capital Reserve	10,000	25,000	-	-	-
9005 - Tfr In From Water Capital Reserve	10,000	25,000	-	-	-
9010 - Tfr In From Sewer Capital Reserve	10,000	25,000	-	-	-
9015 - Tfr In From Storm Capital Reserve	10,000	25,000	-	-	-
Total Funding Source	**40,000**	**100,000**	**-**	**-**	**-**
Percent Increase		**150.00%**	**(100.00%)**	**0.00%**	**0.00%**
Expenditure					
8500 - Capital Purchase	10,000	25,000	-	-	-
8500 - Capital Purchase	10,000	25,000	-	-	-
8500 - Capital Purchase	10,000	25,000	-	-	-
8500 - Capital Purchase	10,000	25,000	-	-	-
Total Expenditure	**40,000**	**100,000**	**-**	**-**	**-**
Percent Increase		**150.00%**	**(100.00%)**	**0.00%**	**0.00%**
Net Total	**-**	**-**	**-**	**-**	**-**

Operating Impact

No data found for the selected parameters.

City of Castlegar - Project Summary

101040 - Development Enhancements

Project Number	101040	**Title**	Development Enhancements	**Status**	New
Project Cost	$300,000	**Division**	Civic Works Operations – General	**Manager**	Ryan Niddery
Start Date		**Completion Date**		**Year Identified**	2025
Strategic Plan	1.3 Efficient and Effective				
Master Plan					

Description

The Contribution to Development budget supports timely and effective improvements during active developments, enabling the City to address unforeseen needs, enhance efficiencies, and implement strategic upgrades in alignment with new growth. By allocating funds to this budget, we ensure that essential infrastructure improvements or adjustments can be made proactively, optimizing project outcomes and maintaining high standards for community development.

Comments

Justification

This project supports Council's draft 2023-2027 Strategic Plan principle of Governance & Service Excellence, Goal 3: 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 Forecast

Object	2027	2028	2029	2030	2031
Funding Source					
9005 - Tfr In From Water Capital Reserve	15,000	15,000	15,000	15,000	15,000
9010 - Tfr In From Sewer Capital Reserve	15,000	15,000	15,000	15,000	15,000
9015 - Tfr In From Storm Capital Reserve	15,000	15,000	15,000	15,000	15,000
9125 - Tfr In From Host Agreement Reserve	15,000	15,000	15,000	15,000	15,000
Total Funding Source	**60,000**	**60,000**	**60,000**	**60,000**	**60,000**
Percent Increase		**0.00%**	**0.00%**	**0.00%**	**0.00%**
Expenditure					
8500 - Capital Purchase	15,000	15,000	15,000	15,000	15,000
8500 - Capital Purchase	15,000	15,000	15,000	15,000	15,000
8500 - Capital Purchase	15,000	15,000	15,000	15,000	15,000
8500 - Capital Purchase	15,000	15,000	15,000	15,000	15,000
Total Expenditure	**60,000**	**60,000**	**60,000**	**60,000**	**60,000**
Percent Increase		**0.00%**	**0.00%**	**0.00%**	**0.00%**
Net Total	**-**	**-**	**-**	**-**	**-**

Operating Impact

No data found for the selected parameters.

City of Castlegar - Project Summary

101070 - Kinnaird Bridge Pipe Inspections

Project Number	101070	**Title**	Kinnaird Bridge Pipe Inspections	**Status**	Carryforward
Project Cost	$130,000	**Division**	Water Capital	**Manager**	Ryan Niddery
Start Date		**Completion Date**		**Year Identified**	2027
Strategic Plan	1.5 Maintenance				
Master Plan					

Description

In order to fulfill the conditions as required by British Columbia Ministry of Transportation and Infrastructure Permit # N9-125-07 (02-009-15712), the City of Castlegar is required to inspect and document the condition of the Watermain and Sanitary Forcemain Utilities installed on the Kinnaird Bridge every (3) three years.

Deliverables include a detailed inspection of Utilities (including Watermain, Sanitary Forcemain and associated Electric Conduit and Wiring), and preparation of a condition survey report summarizing the condition of the utilities.

Comments

Justification

This project supports Council's draft 2023-2027 Strategic Plan principle of Governance and Service Excellence, Goal 5 - Maintenance: Developing and delivering maintenance and asset management plans and establishing funding sources to ensure top priorities are met and core services are provided.

Project Forecast

Object	2027	2028	2029	2030	2031
Funding Source					
9005 - Tfr In From Water Capital Reserve	30,000	-	-	35,000	-
9010 - Tfr In From Sewer Capital Reserve	30,000	-	-	35,000	-
Total Funding Source	**60,000**	**-**	**-**	**70,000**	**-**
Percent Increase		**(100.00%)**	**0.00%**	**100.00%**	**(100.00%)**
Expenditure					
5130 - Operating Projects	30,000	-	-	35,000	-
5130 - Operating Projects	30,000	-	-	35,000	-
Total Expenditure	**60,000**	**-**	**-**	**70,000**	**-**
Percent Increase		**(100.00%)**	**0.00%**	**100.00%**	**(100.00%)**
Net Total	**-**	**-**	**-**	**-**	**-**

Operating Impact

No data found for the selected parameters.

City of Castlegar - Project Summary

101139 - Cross Connection Survey

Project Number	101139	**Title**	Cross Connection Survey	**Status**	Carryforward
Project Cost	$40,000	**Division**	Water Capital	**Manager**	Ryan Niddery
Start Date		**Completion Date**		**Year Identified**	2025
Strategic Plan	1.5 Maintenance				
Master Plan					

Description

Contract a certified cross-connection facility surveyor to complete inspections of the City's industrial, commercial, institutional, and multi-family residences to ensure all facility's have adequate protection against cross-connections and backflows to the City drinking water system. This is a continuation of the surveys which were initiated in 2023 as the City works towards completing surveys on all applicable facilities.

Background:
Cross-Connection Control Bylaw 1404 was adopted in June 2023. Part of that Bylaw includes the City's responsibility to complete facility assessments to ensure ongoing protection of the City's drinking water system. Facility assessments are typically recommended to take place every 1-5 years depending on hazard, but most buildings in the city have not been surveyed since 2005. Facility surveys identify the primary use of the building, how the building is plumbed, and ensure that an adequate backflow preventer device is in place. These backflow devices play a critical role in ensuring the safety and quality of the City's drinking water by preventing the contamination of the City's water distribution system. Buildings that are not appropriately protected are provided with a report and a deadline to install adequate protection. The risk of buildings not having the appropriate backflow device in place is that deleterious or hazardous materials could potentially enter and spread through the City's drinking water system. Interior Health Authority (IHA), like other health authorities in BC, has specific regulations and guidelines in place to protect the quality of drinking water. Backflow preventers are mandated by these regulations to ensure that water systems are equipped to prevent backflow incidents. Non-compliance with these regulations can lead to fines and penalties as per the City's Bylaw.

Comments

Justification

This project supports Council's draft 2023-2027 Strategic Plan principle of Governance and Service Excellence, Goal 5 - Maintenance: Developing and delivering maintenance and asset management plans and establishing funding sources to ensure top priorities are met and core services are provided.

Project Forecast

Object	2027	2028	2029	2030	2031
Funding Source					
9005 - Tfr In From Water Capital Reserve	10,000	10,000	10,000	5,000	5,000
Total Funding Source	**10,000**	**10,000**	**10,000**	**5,000**	**5,000**
Percent Increase		**0.00%**	**0.00%**	**(50.00%)**	**0.00%**
Expenditure					
8500 - Capital Purchase	10,000	10,000	10,000	5,000	5,000
Total Expenditure	**10,000**	**10,000**	**10,000**	**5,000**	**5,000**
Percent Increase		**0.00%**	**0.00%**	**(50.00%)**	**0.00%**
Net Total	**-**	**-**	**-**	**-**	**-**

Operating Impact

No data found for the selected parameters.

City of Castlegar - Project Summary

101275 - Water Main Upgrades

Project Number	101275	**Title**	Water Main Upgrades	**Status**	New
Project Cost	$200,000	**Division**	Water Capital	**Manager**	Ryan Niddery
Start Date		**Completion Date**		**Year Identified**	2025
Strategic Plan	1.5 Maintenance				
Master Plan	Water Asset Management Plan				

Description

The Water Main Replacement Program is intended to provide an ongoing, systematic approach to renewing and upgrading aging or deficient water distribution infrastructure throughout the City. Historically, the City has allocated annual funding for water main replacements and upgrades, with priorities informed by the Integrated Infrastructure Capital Plan – Prioritized Water Capital, alongside condition assessments, water modelling analysis, water main break history, and operational observations from Civic Works staff. While these resources provide valuable insight into infrastructure condition and replacement needs, a formalized, citywide water main renewal program, including established priorities and scheduled replacements, has not yet been implemented.

The intent of this annual standing budget is to support the development and implementation of a coordinated water main replacement program, allowing the City to efficiently address aging, deteriorated, or undersized water mains on a prioritized, citywide basis.

Comments

Justification

This project supports Council's draft 2023-2027 Strategic Plan principle of Governance and Service Excellence, Goal 5 - Maintenance: Developing and delivering maintenance and asset management plans and establishing funding sources to ensure top priorities are met and core services are provided.

Project Forecast

Object	2027	2028	2029	2030	2031
Funding Source					
9005 - Tfr In From Water Capital Reserve	40,000	40,000	40,000	40,000	40,000
Total Funding Source	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**
Percent Increase		**0.00%**	**0.00%**	**0.00%**	**0.00%**
Expenditure					
8500 - Capital Purchase	40,000	40,000	40,000	40,000	40,000
Total Expenditure	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**
Percent Increase		**0.00%**	**0.00%**	**0.00%**	**0.00%**
Net Total	-	-	-	-	-

Operating Impact

No data found for the selected parameters.

City of Castlegar - Project Summary

101278 - Water Treatment Centre Valve Upgrades

Project Number	101278	**Title**	Water Treatment Centre Valve Upgrades	**Status**	Carryforward
Project Cost	$250,000	**Division**	Water Capital	**Manager**	Nick Van Dalen
Start Date		**Completion Date**		**Year Identified**	2027
Strategic Plan	1.5 Maintenance				
Master Plan					

Description

The City has identified the need to install a water transmission main isolation valve downstream of the Water Treatment Centre (WTC), a critical infrastructure improvement identified as a requirement by Interior Health Authority and the City's Drinking Water Officer. Currently, the absence of an isolation valve at this location limits the City's ability to effectively isolate the WTC from the primary water transmission system, presenting operational challenges during planned maintenance and emergency repairs.

The project will involve engineering assessment, detailed design, and installation of an appropriately sized isolation valve and associated infrastructure. Given the critical nature of the City's primary water transmission main, particular emphasis will be placed on constructability, risk management, and minimizing service disruptions during installation. This improvement will address an identified regulatory requirement, enhance operational flexibility, and support the long-term reliability and resilience of the City's drinking water system.

Comments

Justification

This project supports Council's draft 2023-2027 Strategic Plan principle of Governance and Service Excellence, Goal 5 - Maintenance: Developing and delivering maintenance and asset management plans and establishing funding sources to ensure top priorities are met and core services are provided.

Project Forecast

Object	2027	2028	2029	2030	2031
Funding Source					
9005 - Tfr In From Water Capital Reserve	250,000	-	-	-	-
Total Funding Source	**250,000**	**-**	**-**	**-**	**-**
Percent Increase		**(100.00%)**	**0.00%**	**0.00%**	**0.00%**
Expenditure					
8500 - Capital Purchase	250,000	-	-	-	-
Total Expenditure	**250,000**	**-**	**-**	**-**	**-**
Percent Increase		**(100.00%)**	**0.00%**	**0.00%**	**0.00%**
Net Total	**-**	**-**	**-**	**-**	**-**

Operating Impact

No data found for the selected parameters.

City of Castlegar - Project Summary

AUTO - 579 - Project Manager 2

Project Number	AUTO - 579	**Title**	Project Manager 2	**Status**	New
Project Cost	$767,906	**Division**	Engineering	**Manager**	Ryan Niddery
Start Date		**Completion Date**		**Year Identified**	
Strategic Plan	3.3 Support				
Master Plan					
Description					
Comments					

Justification

To support the advancement of asset management planning, long term financial planning for infrastructure renewal and replacement and capital project delivery, staff are proposing the addition of a second Project Manager to the Engineering & Infrastructure team. Historically, the Director of Municipal Services and Manager of Engineering & Infrastructure have provided project management services for the City at the expense of sustainable asset management and long term financial planning. Adding a second Project Management will provide capacity for the Director and Manager to build out long range asset management plans for all asset classes while developing funding scenarios that allow for the responsible renewal and replacement of failing infrastructure to an acceptable standard .

Additional benefits to adding a second Project Manager will be added capacity to support community led projects, development projects and airport business growth while pursuing grant opportunities and bolstering engineering team resiliency.

Project Forecast

Object	2027	2028	2029	2030	2031
Funding Source					
9000 - Tfr In From General Capital Reserve	37,115	37,706	38,404	39,012	39,740
9005 - Tfr In From Water Capital Reserve	37,115	37,706	38,404	39,012	39,740
9010 - Tfr In From Sewer Capital Reserve	37,115	37,706	38,404	39,012	39,740
9015 - Tfr In From Storm Capital Reserve	37,115	37,706	38,404	39,012	39,740
Total Funding Source	**148,458**	**150,824**	**153,616**	**156,048**	**158,960**
Percent Increase		**1.59%**	**1.85%**	**1.58%**	**1.87%**
Expenditure					
5130 - Operating Projects	37,115	37,706	38,404	39,012	39,740
5130 - Operating Projects	37,115	37,706	38,404	39,012	39,740
5130 - Operating Projects	37,115	37,706	38,404	39,012	39,740
5130 - Operating Projects	37,115	37,706	38,404	39,012	39,740
Total Expenditure	**148,458**	**150,824**	**153,616**	**156,048**	**158,960**
Percent Increase		**1.59%**	**1.85%**	**1.58%**	**1.87%**
Net Total	**-**	**-**	**-**	**-**	**-**

Operating Impact

No data found for the selected parameters.

City of Castlegar - Project Summary

101141 - Liquid Waste Management Plan

Project Number	101141	**Title**	Liquid Waste Management Plan	**Status**	Carryforward
Project Cost	$440,000	**Division**	Sewer Capital	**Manager**	Ryan Niddery
Start Date		**Completion Date**		**Year Identified**	2022
Strategic Plan	1.5 Maintenance				
Master Plan					

Description

Liquid Waste Management Plans (LWMP) are provincially approved planning documents designed to ensure the protection of public health and the environment through the responsible collection, treatment, and disposal of municipal liquid waste. The LWMP process involves three stages:

- Stage 1: Identification of existing conditions, challenges, and consideration for potential solution options.
- Stage 2: Refinement and evaluation of options, development of a preferred strategy, and preparation of a draft LWMP.
- Stage 3: Completion of a detailed implementation plan, followed by Ministerial approval and Council adoption.

An LWMP covers similar content as a master plan but has a broader scope and more public consultation to ensure the final plan best meets the needs of the City. Both City wastewater treatment facilities are in need of capital upgrades due to their age and a growing serviced population. Determining the best strategic investment for the City is best done at a long-range, community-wide level, as done in an LWMP.

Currently, the City has submitted the Stage 1 report to the Province along with the draft Stage 2 Work Plan and Environmental Impact Study Terms of Reference. The Ministry has since provided constructive and generally supportive feedback, primarily focused on the proposed environmental impact study. The project team will continue coordinating with Ministry staff to address the feedback and ensure alignment as the City advances into Stage 2. The 2027 budget request will support the continued development of Stage 2, including detailed technical and environmental assessments, refinement of the preferred wastewater treatment strategy, and ongoing engagement with regulatory agencies, First Nations, and the community.

Comments

Justification

This project is supported by the improvements identified in the 2018 Integrated Infrastructure Capital Plan - Prioritized Sanitary Capital Plan, and within the 2023-2027 Strategic Plan under Principal 1 - Governance & Service Excellence, Strategic Goals 1, 2, and 5.

Project Forecast

Object	2027	2028	2029	2030	2031
Funding Source					
9010 - Tfr In From Sewer Capital Reserve	225,000	215,000	-	-	-
Total Funding Source	**225,000**	**215,000**	**-**	**-**	**-**
Percent Increase		**(4.44%)**	**(100.00%)**	**0.00%**	**0.00%**
Expenditure					
8500 - Capital Purchase	225,000	215,000	-	-	-
Total Expenditure	**225,000**	**215,000**	**-**	**-**	**-**
Percent Increase		**(4.44%)**	**(100.00%)**	**0.00%**	**0.00%**
Net Total	**-**	**-**	**-**	**-**	**-**

Operating Impact

No data found for the selected parameters.

City of Castlegar - Project Summary

101192 - SSTP North Train Renewal

Project Number	101192	**Title**	SSTP North Train Renewal	**Status**	Carryforward
Project Cost	$7,315,000	**Division**	Sewer Capital	**Manager**	Nick Van Dalen
Start Date		**Completion Date**		**Year Identified**	2024
Strategic Plan	1.5 Maintenance				
Master Plan					

Description

The north circular activated sludge treatment train (north train) at the South Sewage Treatment Plant (SSTP) is currently not functioning as originally designed and is instead being operated as an extended aerobic digester. While the south treatment train underwent upgrades in 2016, the planned renewal of the north train was deferred due to unforeseen complications. As a result, the facility is operating without the intended treatment capacity and redundancy, presenting ongoing operational challenges and compliance concerns under Ministry of Environment and Parks Permit PE-4008.

Since the original deferral, increasing wastewater flows and loading have placed additional demands on the south train, reinforcing the need to restore the north train's treatment functionality. The project will address critical operational deficiencies, improve treatment reliability, restore system redundancy, and ensure the City can continue to meet regulatory requirements and effectively treat wastewater.

UPDATE (2027): Construction of the SSTP North Train Renewal project is anticipated to start in early 2027. As the City's Liquid Waste Management Plan (LWMP) advances into Stage 2, the preferred long-term wastewater servicing strategy is currently focused on consolidating treatment operations at the North Sewage Treatment Plant (NSTP). Recognizing this direction, the City is approaching the SSTP renewal through a value engineering lens, ensuring that investments are appropriately scaled to maintain reliable treatment operations over an anticipated 15–20 year functional horizon, rather than pursuing improvements intended for the facility's indefinite operation.

The project team will continue reviewing the design and construction scope to identify opportunities for cost efficiencies while prioritizing essential infrastructure upgrades that restore north train functionality, address key operational deficiencies, support compliance with Permit PE-4008, and maintain adequate treatment capacity and redundancy. This approach seeks to balance the City's immediate regulatory and operational obligations with responsible long-term capital investment, avoiding unnecessary expenditures on infrastructure that may ultimately be decommissioned as the LWMP is implemented. The objective is to deliver a reliable, compliant, and cost-effective wastewater treatment solution that will sustain SSTP operations throughout the transition to the City's future consolidated wastewater treatment system.

Comments

Justification

This project supports Council's draft 2023-2027 Strategic Plan principle of Governance and Service Excellence, Goal 5 - Maintenance: Developing and delivering maintenance and asset management plans and establishing funding sources to ensure top priorities are met and core services are provided.

As a condition of the City's South Sewage Treatment Plant Operating Permit PE-4008, system redundancy must be in place and operational for the SSTP.

Project Forecast

Object	2027	2028	2029	2030	2031
Funding Source					
4960 - Debt Financing	6,439,000	-	-	-	-
9010 - Tfr In From Sewer Capital Reserve	676,000	-	-	-	-
9230 - Tfr in from Growing Communities	200,000	-	-	-	-
Total Funding Source	**7,315,000**	**-**	**-**	**-**	**-**
Percent Increase		**(100.00%)**	**0.00%**	**0.00%**	**0.00%**
Expenditure					
8500 - Capital Purchase	7,315,000	-	-	-	-
Total Expenditure	**7,315,000**	**-**	**-**	**-**	**-**
Percent Increase		**(100.00%)**	**0.00%**	**0.00%**	**0.00%**
Net Total	**-**	**-**	**-**	**-**	**-**

City of Castlegar - Project Summary

Operating Impact

No data found for the selected parameters.

City of Castlegar - Project Summary

101280 - Sanitary Sewer Main Upgrades

Project Number	101280	**Title**	Sanitary Sewer Main Upgrades	**Status**	New
Project Cost	$200,000	**Division**	Sewer Capital	**Manager**	Ryan Niddery
Start Date		**Completion Date**		**Year Identified**	2025
Strategic Plan	1.5 Maintenance				
Master Plan	Sanitary Asset Management Plan				

Description

The Sanitary Sewer Main Replacement Program is intended to provide an ongoing, systematic approach to renewing and upgrading aging or deficient sanitary sewer infrastructure throughout the City. Historically, the City has allocated annual funding for sanitary sewer main replacements and upgrades, with priorities informed by the Integrated Infrastructure Capital Plan – Prioritized Sanitary Sewer Capital, alongside condition assessments, maintenance records, and operational observations from Civic Works staff. While these resources provide valuable insight into infrastructure condition and replacement needs, a formalized, citywide sanitary sewer main renewal program, including established priorities and scheduled replacements, has not yet been implemented.

The intent of this annual standing budget is to support the development and implementation of a coordinated sanitary sewer main replacement program, allowing the City to efficiently address aging, deteriorated, or underperforming sanitary sewer infrastructure on a prioritized, citywide basis.

Comments

Justification

This project supports Council's draft 2023-2027 Strategic Plan principle of Governance and Service Excellence, Goal 5 - Maintenance: Developing and delivering maintenance and asset management plans and establishing funding sources to ensure top priorities are met and core services are provided.

Project Forecast

Object	2027	2028	2029	2030	2031
Funding Source					
9010 - Tfr In From Sewer Capital Reserve	40,000	40,000	40,000	40,000	40,000
Total Funding Source	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**
Percent Increase		**0.00%**	**0.00%**	**0.00%**	**0.00%**
Expenditure					
8500 - Capital Purchase	40,000	40,000	40,000	40,000	40,000
Total Expenditure	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**
Percent Increase		**0.00%**	**0.00%**	**0.00%**	**0.00%**
Net Total	**-**	**-**	**-**	**-**	**-**

Operating Impact

No data found for the selected parameters.

City of Castlegar - Project Summary

101307 - SSTP Biosolids Management

Project Number	101307	**Title**	SSTP Biosolids Management	**Status**	New
Project Cost	$1,895,000	**Division**	Sewer Capital	**Manager**	Nick Van Dalen
Start Date		**Completion Date**		**Year Identified**	2025
Strategic Plan	1.3 Efficient and Effective				
Master Plan					

Description

This project will undertake a detailed engineering assessment to identify and evaluate long-term biosolids management solutions for the South Sewage Treatment Plant. The work will include establishing design criteria, assessing site constraints, reviewing potential technologies, and analyzing benefits, risks, and operational impacts. A preferred solution will be selected based on this evaluation and advanced into design, followed by procurement and construction. Project activities are anticipated to continue through 2028.

2027 Update: The project will also capture costs associated with the rental and operation of interim biosolids dewatering equipment, which is required to maintain biosolids management operations until the permanent solution is implemented.

Comments

Justification

The Geotube system commissioned at the South Sewage Treatment Plant in 2024 has proven to be unsuccessful in managing biosolids for the wastewater treatment facility. As a result, a new biosolids management solution is required to support ongoing plant operations and regulatory compliance.

Project Forecast

Object	2027	2028	2029	2030	2031
Funding Source					
4960 - Debt Financing	300,000	1,595,000	-	-	-
Total Funding Source	**300,000**	**1,595,000**	**-**	**-**	**-**
Percent Increase		**431.67%**	**(100.00%)**	**0.00%**	**0.00%**
Expenditure					
8500 - Capital Purchase	300,000	1,595,000	-	-	-
Total Expenditure	**300,000**	**1,595,000**	**-**	**-**	**-**
Percent Increase		**431.67%**	**(100.00%)**	**0.00%**	**0.00%**
Net Total	**-**	**-**	**-**	**-**	**-**

Operating Impact

No data found for the selected parameters.

Water Regulations and Rates Amendment Bylaw
Bylaw 1471

A bylaw to amend the Water Regulation and Rates Bylaw No 1357.

WHEREAS it is deemed expedient and in the public interest to amend the Waterworks Regulations and Rates Bylaw 1357;

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

1. This Bylaw may be cited as the "Water Regulations and Rates Amendment Bylaw 1471".

2. Bylaw 1357 is amended by deleting schedule "F" and substituting in its place the new Schedule "F" attached here to as Appendix "I" and forming a part of this Bylaw.

3. Bylaw 1357 is amended by deleting schedule "G" and substituting in its place the new Schedule "G" attached here to as Appendix "II" and forming a part of this Bylaw.

4. This Bylaw shall come into full force and effect on January 1, 2027.

READ A FIRST TIME this Xth day of 2026.

READ A SECOND TIME this Xth day of 2026.

READ A THIRD TIME this Xth day of 2026.

ADOPTED this Xth day of 2026.

_____

Mayor

_____

Director of Corporate Services

Appendix "I"

Schedule "F" to the Water Regulations and Rates Bylaw
METERED USER RATES CHARGES

1. Metered Rate: Annual Flat Fee	
(a) Single Family Dwelling	$ 462.67
(b) Secondary Suite	25% of single-family dwelling
(c) Multi-Family Unit	$ 354.72
(d) Industrial, Commercial & Institutional	$ 416.41

2. Metered Rate: Consumption Charges	
(a) Single Family Dwelling	$ 0.87/cubic metre over 30 cubic metres per month
(b) Secondary Suite	$ 0.87/cubic metre over 7.5 cubic metres per month
(c) Multi-Family Unit	$ 0.62/cubic metre for all flows
(d) Industrial, Commercial & Institutional	$ 0.62/cubic metre for all flows
(e) Common Ground Irrigation Systems	$ 0.48/cubic metre for all flows

Appendix "II"

Schedule "G" to the Water Regulations and Rates Bylaw
UNMETERED USER RATES CHARGES

1. Unmetered Rate: Annual Flat Fee	
(a) Single Family Dwelling	$ 1,262.90
(b) Secondary Suite	25% of single-family dwelling
(c) Multi-Family Unit	$ 538.84
(d) Trailer Camps or Courts	
Each trailer pad, stall or dwelling unit	$ 538.84
(e) Restaurants, Cafes, Coffee Shops, Beer Parlours, Licensed Lounges	
Minimum per year (first 60 seats)	$ 1,342.07
Per seat (over 60 seats)	$ 22.76
(f) Garages and Service Stations	$ 818.97
(g) Hairdressers and/or Barbers	
Each basin and toilet	$ 564.62
Each additional basin	$ 129.82
(h) Offices, Stores and Medical or Dental Clinics	
Each basin and toilet	$ 564.62
Each additional basin	$ 129.82
(i) Pool Rooms, Health Spas, Curling Rinks and Bowling Alleys	
Per unit of occupancy load	$ 17.93
(j) Private Halls, Theatres	
Per unit of occupancy load	$ 4.40
(k) Hotels, Motels, Tourist Cabins	No refund on vacancies

Owner's unit	$ 717.18
Per suite, room or overnight sleeping accommodation	$ 194.51
Swimming pool (year-round)	$ 2,059.27
Swimming pool (seasonal)	$ 1,036.59
(l) For all unmetered users not here provided for	
Each set of basin and toilet	$ 717.18
Each additional basin or urinal	$ 138.72
(m) Institutional Offices, Churches and Halls	
Each set of basin and toilet	$ 337.67
Each additional basin or urinal	$ 120.43
(n) Schools (all types) – each Classroom	$ 823.82
(o) Hospitals – per bed	$ 306.97

Sewer Regulations and Rates Amendment Bylaw

Bylaw 1472

A bylaw to amend Sewer Regulations and Rates Bylaw 1356.

WHEREAS it is deemed expedient and in the public interest to amend Sewer Regulation and Rates Bylaw 1356;

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

1. This Bylaw may be cited as the "Sewer Regulations and Rates Amendment Bylaw 1472".

2. Bylaw 1356 is amended by deleting Schedule "F" and substituting in its place the new Schedule "F" attached here to as Appendix "I" and forming a part of this Bylaw.

3. Bylaw 1356 is amended by deleting Schedule "G" and substituting in its place the new Schedule "G" attached here to as Appendix "II" and forming a part of this Bylaw.

4. This Bylaw shall come into full force and effect on January 1, 2027.

READ A FIRST TIME this X day of 2026.

READ A SECOND TIME this X day of , 2026.

READ A THIRD TIME this X day of , 2026.

ADOPTED this X day of 2026.

Mayor

Director of Corporate Services

Appendix "I"

Schedule "F" to the Sewer Regulations and Rates Bylaw
METERED USER RATES CHARGES

1. Metered Rate: Annual Flat Fee	
(a) Single Family Dwelling	$ 507.91
(b) Secondary Suite	25% of single-family dwelling
(c) Multi-Family Unit	$ 338.59
(d) Industrial, Commercial & Institutional	$ 677.19
(e) Common Ground Irrigation Systems	N/A

2. Metered Rate: Consumption Charges	
(a) Single Family Dwelling	$ 0.68/cubic metre, but capped at 30 cubic meters per month from May to September
(b) Secondary Suite	$ 0.68/cubic metre, but capped at 7.5 cubic meters per month from May to September
(c) Multi-Family Unit	$ 0.68/cubic metre, but capped at 25 cubic meters per month from May to September
(d) Industrial, Commercial & Institutional	$ 0.68/cubic metre, less a 10% discount from May to September

Appendix "II"

Schedule "G" to the Sewer Regulations and Rates Bylaw

UNMETERED USER RATES CHARGES

1. Unmetered Rate: Annual Flat Fee	
(a) Single Family Dwelling	$ 1,127.36
(b) Secondary Suite	25% of single-family dwelling
(c) Multi-Family Unit	$ 601.24
(d) Trailer Camps or Courts	
Each trailer pad, stall or Single-Family Dwelling	$ 601.24
(e) Restaurants, Cafes, Coffee Shops, Beer Parlours, Licensed Lounges	
Minimum per year (first 60 seats)	$ 1,939.91
Per seat (over 60 seats)	$ 32.83
(f) Garages and Service Stations	$ 1,445.39
(g) Hairdressers and/or Barbers	
Each basin and toilet	$ 800.26
Each additional basin	$ 222.96
(h) Offices, Stores and Medical or Dental Clinics	
Each basin and toilet	$ 800.26
Each additional basin	$ 222.96
(i) Pool Rooms, Health Spas, Curling Rinks and Bowling Alleys	
Per unit of occupancy load	$ 18.78
(j) Private Halls, Theatres	
Per unit of occupancy load	$ 4.68
(k) Hotels, Motels, Tourist Cabins	No refund on vacancies

Owner's unit	$ 800.26
Per suite, room or overnight sleeping accommodation without cooking unit	$ 209.47
Per suite, room or overnight sleeping accommodation with cooking unit	$ 271.62
(l) For all unmetered users not here provided for	
Each set of basin and toilet	$ 800.26
Each additional basin or urinal	$ 222.96
(m) Institutional Offices, Churches and Halls	
Each set of basin and toilet	$ 446.35
Each additional basin or urinal	$ 222.96
(n) Schools (all types) – each Classroom	$ 800.26
(o) Hospitals – per bed	$ 446.38

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	November 16, 2026	**REPORT NO.:** 26-87
SUBMITTED BY:	Manager of Financial Services	**FILE NO.:** 1820-01, 3900-20
SUBJECT:	2027 Residential Curbside Collection & Disposal Rates	

RECOMMENDATION:

THAT Council proceed with the required readings of the Residential Curbside Collection & Disposal Rates Amendment Bylaw 1470.

PURPOSE:
Report to seek Council's consideration of the required readings of the Residential Curbside Collection & Disposal Rates Amendment Bylaw 1470.

This report is for consideration at the November 16, 2026, Committee of the Whole Meeting, first three readings of the Bylaw at the December 7, 2026, Regular Meeting and adoption of the Bylaw at the December 21, 2026, Regular Meeting.

SUMMARY/BACKGROUND:
The City's curbside collection waste program is a self-funded model, and residents are billed quarterly for costs to provide garbage, organics, and recycling pickup and disposal.

Each year, proposed rates are presented to Council for adoption to accommodate any changes associated with providing the curbside collection and disposal services, such as changes in tipping (i.e., waste disposal) fees from the Regional District of Central Kootenay (RDCK), price changes in the City's agreement with the curbside collection contractor, and other operating expenses incurred by the City.

Garbage and Organics Collection
Staff was informed by RDCK that tipping fees are projected to increase by 8.0% for organics and garbage effective January 1, 2027. The City's curbside collection contract also has a 4.0% increase effective January 1, 2027. In addition to these price increases, organics tonnage volumes are higher than previously budgeted which is also more costly. In order to cover higher tipping fees, increased collection contract costs, and other budgeted inflationary pressures, staff are proposing increasing the garbage and organics collection fees.

Recycling Collection
On December 2, 2024, Council was presented with an updated Master Services Agreement and Statement of Work with MMBC Recycle Inc. (Recycle BC) for the curbside collection of recyclable materials. The agreement increased the financial incentive provided by Recycle BC, which is a flat rate paid to the City based on the number of households. In June 2026, Recycle BC moved its recycling depot from Castlegar to Trail, as permitted under the terms of the contract. The longer haul has increased the City's cost to transport the material.

Rate Changes

The projected impact of the recommended rate changes would be as follows:

Annual Rate Change	2026 Annual Rate	2027 Proposed Rate	Annual Increase/ Decrease	Qtrly Increase/ Decrease
Curbside Pickup	$160.07	$158.23	($1.84)	($0.46)
Organics Collection	$156.47	$183.96	$27.49	$6.87
Recycling Collection	$4.65	$10.85	$6.20	$1.55
Total	**$321.19**	**$353.04**	**$31.85**	**$7.96**

A single-family dwelling will have a net annual increase of $31.85 or 9.91%, for curbside collection and disposal services. This would become effective January 1, 2027.

ALTERNATIVES:

1. Council could choose to adjust rates by a different amount. Staff do not recommend this as recommended rate increases ensure costs to deliver curbside services are recovered. Lower rates would require curbside collection and disposal services to be subsidized by property taxes.

2. Council could choose, if there are no changes required, to give the first three readings of the amendment bylaw on November 16, 2026, and adoption on December 7, 2026.

IMPLICATIONS:

(1) Social The curbside collection program is a convenient way for residents to handle household waste and divert recyclable materials and organic materials from their garbage.

(2) Environmental The current collections program, with weekly organics pick-ups, and bi-weekly garbage and recycling pick-ups has reduced the City's annual garbage tonnage but has also impacted the organics tonnage.

(3) Personnel It took staff approximately 20 hours to review and complete the analysis on the rate updates. It will take approximately 5 staff hours to update the rates in the accounting software and prepare communications materials.

(4) Financial The proposed curbside collection rate ensures that the solid waste program budget balances, meaning that the City will levy enough fees to cover its expenses. The City pays a higher tipping fee per tonne for garbage disposal than it does for organics disposal. Thus, an 8% increase on garbage tipping fees has a higher cost impact than an 8% increase on organics tipping fees.

POLICY IMPLICATIONS:
Setting these rates supports Council's Strategic Priority of *Governance & Service Excellence*, and the goal *Show Fiscal Stewardship*.

IMPLEMENTATION:
The following steps are required to complete the process of amending the 2027 Residential Curbside Collection & Disposal Amendment Bylaw 1470:

a) Consideration of the amendment Bylaw at the November 16, 2026, Regular Council Meeting.
b) Obtain three readings of the amendment Bylaw at the December 7, 2026, Regular Council Meeting.
c) Adopt the amendment Bylaw at the December 21, 2026, Regular Council Meeting.
d) Reflect the rate structure in the first billing cycle of 2027.

COMMUNICATION:
The new rates will be communicated to the community through the December 2026 Council Highlights. Residents will be advised of new rates in the first 2027 Quarterly Newsletter. The website will also be updated to reflect the new rates.

Respectfully submitted,

Aimee Uhlenbrauck, CPA
Manager of Financial Services

Approved by

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

Castlegar - Budget Summary

Solid Waste Management

	Actual 2026	Spent %	Budget 2026	Budget 2027	Variance $	Variance %	Budget 2028	Budget 2029	Budget 2030	Budget 2031
Revenues										
Curbside Organics	352,875	67%	524,160	624,000	99,840	19%	647,200	671,287	696,296	722,262
Garbage Fees	459,976	86%	536,227	536,700	473	0%	554,887	573,797	593,116	613,211
Recycle BC	235,795	83%	283,000	317,000	34,000	12%	329,600	342,702	356,325	370,490
Total Revenues	**1,048,647**	**78%**	**1,343,387**	**1,477,700**	**134,313**	**10%**	**1,531,687**	**1,587,786**	**1,645,737**	**1,705,963**
Expenditures										
Curbside Organics	478,309	91%	524,160	624,000	99,840	19%	647,200	671,287	696,296	722,262
Garbage Fees	370,555	69%	536,227	536,700	473	0%	554,887	573,797	593,116	613,211
Recycle BC	217,187	77%	283,000	317,000	34,000	12%	329,600	342,702	356,325	370,490
Total Expenditures	**1,066,051**	**79%**	**1,343,387**	**1,477,700**	**134,313**	**10%**	**1,531,687**	**1,587,786**	**1,645,737**	**1,705,963**
Surplus / (Deficit)	**(17,404)**		**-**	**-**	**-**		**-**	**-**	**-**	**-**

Expenditures Summary by Category	Actual 2026	Spent %	Budget 2026	Budget 2027	Variance $	Variance %	Budget 2028	Budget 2029	Budget 2030	Budget 2031
Salaries and Benefits	27,262	51%	53,258	43,145	(10,113)	-19%	43,788	44,516	44,991	45,491
Contracted Services	1,016,494	82%	1,233,636	1,389,056	155,420	13%	1,441,462	1,495,870	1,552,358	1,611,070
Supplies and Equipment	15,670	34%	46,000	38,000	(8,000)	-17%	38,715	39,448	40,200	40,972
Grants and Contributions Paid	6,626	63%	10,493	7,500	(2,993)	-29%	7,723	7,952	8,188	8,430
Total	**1,066,051**	**79%**	**1,343,387**	**1,477,700**	**134,313**	**10%**	**1,531,687**	**1,587,786**	**1,645,737**	**1,705,963**

Bylaw

Residential Curbside Collection and Disposal Amendment Bylaw

Bylaw 1470

A bylaw to amend Residential Curbside Collection and Disposal Bylaw 1408.

WHEREAS it is deemed expedient and in the public interest to amend the Residential Curbside Collection and Disposal Bylaw 1408.

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

1. This Bylaw may be cited as the "Residential Curbside Collection and Disposal Amendment Bylaw 1470".
2. Bylaw 1408 is amended by deleting schedule "A" and substituting in its place the new Schedule "A" attached here to as Appendix "I" and forming a part of this Bylaw.
3. This Bylaw shall come into full force and effect on January 1, 2027.

READ A FIRST TIME this day of 2026

READ A SECOND TIME this day of 2026

READ A THIRD TIME this day of , 2026

ADOPTED this day of 2026

Mayor

Director of Corporate Services

CASTLEGAR

Appendix "I"

Schedule "A" to the Residential Curbside Collection and Disposal Bylaw

Residential Curbside Collection	2027 Annual Rate
(a) Garbage Collection	$ 158.23
(b) Additional Garbage Collection Service	$ 158.23
(c) Organics Collection	$ 183.96
(d) Recycling Collection	$ 10.85
(e) Yard Waste Facility Fee	$ 0.00

Additional Charge Fees	
(a) Cart Fee (121 Litre / 242 Litre)	$ 215 / $ 230
(b) Additional Cart Fee (121 Litre / 242 Litre)	$ 215 / $ 230
(c) Additional Cart Administrative Fee	$ 100
(d) Damaged Cart Lid Replacement	$ 24
(e) Blue Box Replacement	$ 25

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	November 16, 2026	**REPORT NO.:** 26-91
SUBMITTED BY:	Manager of Engineering & Infrastructure	**FILE NO.:** 2240-20, 5340-50
SUBJECT:	South Sewage Treatment Plant North Train Renewal Construction Services - Recommendation for Award	

RECOMMENDATION:

THAT Council authorize the transition of the South Sewage Treatment Plant North Train Renewal Project from pre-construction services to construction services with Chandos Construction LP, as Construction Manager,

AND FURTHER;

THAT Council approve the conversion of the existing Construction Management Agreement to a stipulated price contract in the amount of $6,731,928, plus applicable taxes,

AND FURTHER;

THAT Council authorize staff to execute the necessary contract amendments and associated documents.

PURPOSE:

Report to seek Council authorization to transition the South Sewage Treatment Plant North Train Renewal Project, procured under Request for Proposals 2025-03, from pre-construction services to construction services with Chandos Construction LP, including conversion of the existing Canadian Construction Documents Committee (CCDC) 5B Construction Management Contract to a stipulated price contract in the amount of $6,731,928, plus applicable taxes.

This report is for consideration at the November 16, 2026, Committee of the Whole Meeting and adoption at the November 16, 2026, Regular Meeting to facilitate timely contract execution and allow the Construction Manager to secure subcontractor commitments at the pricing established through the pre-construction process.

SUMMARY/BACKGROUND:

The South Sewage Treatment Plant (SSTP) was constructed approximately 50 years ago with a single treatment path (North Train). Between 2004 and 2006, the facility was expanded to include a parallel treatment path (South Train), increasing treatment capacity and providing operational redundancy in the event of an upset condition or mechanical failure. In 2016, a retrofit project was initiated to incorporate nitrogen removal capabilities. While upgrades to the South Train were completed, improvements to the North Train were deferred due to budget

constraints. Since that time, the South Train has continued to meet the City's treatment needs, while the North Train has remained out of service.

Population growth, increasingly stringent environmental requirements, and the need to restore operational redundancy in accordance with the City's operating permit have reinforced the importance of returning the North Train to service. To advance this work, the City engaged Urban Systems Ltd. (Urban Systems) to undertake engineering design services. In 2025, following a competitive Request for Proposal process (RFP 2025-03), the City entered into a Construction Management Agreement with Chandos Construction LP (Chandos) to provide pre-construction services, with the option to transition to construction services upon Council approval.

The Construction Management delivery model allows for collaboration between the City, design consultant, and Construction Manager throughout the design phase. Pre-construction services include constructability reviews, construction sequencing and scheduling, risk identification, cost estimating, and procurement planning. This collaborative approach is intended to improve project delivery, identify opportunities for value engineering, and reduce the likelihood of unforeseen costs during construction. The agreement also provides the City with the option to transition to a stipulated price contract for construction or pursue an alternative procurement approach should the proposed pricing or terms be deemed unacceptable.

Throughout the pre-construction phase, Chandos has worked closely with City staff and Urban Systems to refine the project scope, assess construction methodologies, identify and mitigate risks, and establish a coordinated construction schedule. The open-book pricing process has provided transparency into subcontractor pricing, construction costs, and project contingencies, allowing the project team to evaluate costs and identify efficiencies where practical. This process has resulted in a Class A construction cost estimate of $6,731,928, plus applicable taxes, which forms the basis of the proposed stipulated price contract.

With pre-construction services substantially complete and construction pricing established, staff recommend proceeding with Chandos into the construction phase under a stipulated price contract of $6,731,928, plus applicable taxes. Staff are satisfied that Chandos has demonstrated a thorough understanding of the project requirements, provided value through the pre-construction process, and established a transparent pricing framework. Transitioning to construction services under the existing agreement will also maintain continuity of the project team, preserve the efficiencies gained during pre-construction, and allow the City to secure subcontractor commitments and advance construction without the delays and additional costs associated with a separate procurement process.

ALTERNATIVES:

1. Council could direct staff not to proceed with Chandos and instead undertake a separate competitive procurement process for construction services to obtain more competitive pricing. This alternative is not recommended, as Chandos has developed a thorough understanding of the project through its involvement in the pre-construction phase, providing a high degree of confidence in the proposed construction pricing. Undertaking a separate procurement process would introduce additional costs, delay construction, and risk losing the subcontractor pricing and efficiencies established through the pre-construction process, without assurance of achieving a lower overall project cost.

2. Council could choose not to proceed with the SSTP North Train Renewal Project at this time. This alternative is not recommended, as restoring the North Train to service is necessary to meet the operational redundancy requirements of the City's wastewater discharge permit.

IMPLICATIONS:

(1) Social

Renewal of the SSTP North Train will restore treatment capacity and operational redundancy, supporting the City's ability to accommodate future growth while maintaining reliable wastewater treatment services for the community.

(2) Environmental

Restoring the North Train to service will provide the operational redundancy necessary to meet the City's wastewater discharge permit requirements. This will reduce the risk of treatment disruptions, improve overall system reliability, and help protect the Columbia River from the potential discharge of inadequately treated wastewater.

(3) Personnel

The estimated staff time to execute a contract and complete construction services is as follows:

- Manager of Engineering & Infrastructure: 24 hours
- Assistant Manager – Utilities: 72 hours
- Project Manager: 180 hours
- Other Staff: 40 hours

(4) Financial

The proposed stipulated price contract with Chandos Construction LP is valued at $6,731,928, plus applicable taxes. The contract value has been established through the pre-construction process and is supported by subcontractor pricing obtained through competitive procurement.

The total project cost is estimated at $7,740,000, which includes project contingency, engineering and construction services, contract administration services, and previously committed expenditures. This represents an increase of $869,000 over the previously approved 2026 project budget of $6,871,000.

The original 2026 project budget was fully funded through long-term borrowing, which was approved in September 2026 through the adoption of the City's Loan Authorization Bylaw No. 1451. The additional funding required to support the revised project budget will be provided through a combination of the Growing Communities Fund and the Sewer Capital Reserve.

In 2023, the City received a Growing Communities Grant of $3,094,000 from the Province to support infrastructure projects related to the increase in local housing supply and community growth. Including interest earned, the City has approximately $2,550,000 available in the Growing Communities Fund. The

North Train Renewal is an eligible project under the requirements of the grant.

The revised project budget and associated funding sources will be reflected in the City's 2027–2031 Five-Year Financial Plan, as summarized below:

Funding Source	**Amount**
Long-Term Borrowing (previously approved)	$6,871,000
Growing Communities Fund	$200,000
Sewer Capital Reserve	$669,000
Total Project Budget	**$7,740,000**

POLICY IMPLICATIONS:
This project supports 2023-2027 Council Strategic Plan Principle #1: Governance and Service Excellence under Goal #5 – Asset Management Planning.

IMPLEMENTATION:
Should Council approve the recommendation, staff will proceed with the necessary amendments to the existing Construction Management Agreement with Chandos, transitioning the project from pre-construction services to construction services under a stipulated price contract.

COMMUNICATION:
If approved, staff will include this in the Council Highlights. Staff will also provide direct notification to residents along Connors Road and Riverside Crescent should construction activities be expected to impact local traffic. Additional communication will be provided as necessary throughout construction to keep affected residents informed of potential disruptions.

Respectfully submitted,

Ryan Niddery, AScT
Manager of Engineering & Infrastructure

Approved by

Chris Barlow, AScT
Chief Administrative Officer

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: November 16, 2026 **REPORT NO:** 26-95

SUBMITTED BY: Manager of Financial Services **FILE NO:** 1700-20

SUBJECT: South Sewage Treatment Plant North Train Renewal Project Temporary Borrowing Bylaw 1469

RECOMMENDATIONS:

THAT Council consider the required readings of South Sewage Treatment Plant North Train Renewal Project Temporary Borrowing Bylaw 1469.

PURPOSE:
To obtain approval for temporary borrowing for the South Sewage Treatment Plant North Train Renewal Project Temporary Borrowing Bylaw 1469.

This report is for consideration at the November 16, 2026, Committee of the Whole Meeting, consideration of first three readings of the Bylaw at the November 16, 2026, Regular Meeting, and adoption of the Bylaw at the December 7, 2026, Regular Meeting.

SUMMARY/BACKGROUND:
The South Sewage Treatment Plant North Train Renewal project was approved in the 2026-2030 Financial Plan Bylaw 1455. The estimated total value of the project was $6,871,000. Due to a low Sewer Capital Reserve balance, the City required the full amount of to be funded through borrowing. An updated cost estimate has since been received and the full project costs are estimated to be $7,740,000. The difference is to be funded through Sewer Capital reserve and the Growing Communities Fund.

Council adopted Loan Authorization Bylaw 1451 to obtain long-term borrowing for the South Sewage Treatment Plant North Train Renewal project for $6,939,000 on September 8, 2026. The loan authorization amount factors in an additional 1% withheld by MFA as security against loan default. On October 16, 2026, the City received the Certificate of Approval from the Inspector of Municipalities and can move forward with the borrowing process.

The Municipal Finance Authority (MFA) is the financing agency all local governments must use for the issuance of long-term financing. MFA issues long-term borrowing two times per year, spring and fall. This process can take several months to complete as the City must pass the resolution and forward it to the Regional District of Central Kootenay (RDCK) for consideration at their Annual General Meeting. Long-term borrowing is typically secured when the project is substantially complete and final costs are known.

As a regular course of business, the City is seeking temporary borrowing to fund the project until the final costs are reconciled and long-term financing is secured. In order to get the financing in place for the 2026 expenditures, this Bylaw must be passed by December 11, 2026.

Temporary Borrowing Bylaws

Section 181 of the *Community Charter* allows for temporary borrowing bylaws. This provides municipalities with interim financing through the MFA under the authority of the long-term loan authorization bylaws once all the bylaws are adopted. Temporary borrowing must be converted to long-term borrowing once the project has been completed.

ALTERNATIVES:

Council could choose not to approve the temporary borrowing of these funds. Staff do not recommend this alternative as it will impact cashflow until the long-term borrowing is completed.

IMPLICATIONS:

(1) Social	N/A
(2) Environmental	N/A
(3) Personnel	It will take approximately two hours to prepare the required documents to submit to MFA and RDCK.
(4) Financial	The MFA assumes a short-term interest rate of 3.01% as of November 2026. The interest-only payment until December 2027 is estimated to be $105,000.

POLICY IMPLICATIONS:

Section 181 (1) of the *Community Charter*:

Temporary borrowing under loan authorization bylaw

(1) A council that has adopted a loan authorization bylaw may, by bylaw, temporarily borrow money not exceeding the difference between the total amount authorized by the loan authorization bylaw and the amount already borrowed in relation to that bylaw.

(2) To the extent necessary, the proceeds of the borrowing under section 182 [*municipal financing through regional district*] must be used to repay the money temporarily borrowed.

This action supports the Council's 2023-2027 Strategic Plan principle of Governance & Service Excellence and the goal of Show Fiscal Stewardship.

IMPLEMENTATION:

1. Once the South Sewage Treatment Plant North Train Renewal Temporary Borrowing Bylaw 1469 is adopted the application will be submitted to the MFA and funds are received within 10 business days. The funds will be drawn down only as required until long-term borrowing is secured.

COMMUNICATION:
N/A

Respectfully submitted,

Aimee Uhlenbrauck, CPA
Manager of Financial Services

Approved by,

Chris Barlow, AScT
Chief Administrative Officer

Bylaw

South Sewage Treatment Plant North Train Renewal Temporary Borrowing

Bylaw 1469

A bylaw to authorize the temporary borrowing pending the sale of debentures.

WHEREAS it is provided by S. 181 of the *Community Charter* that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily under the conditions therein set out;

AND WHEREAS the Council has adopted Bylaw 1451, cited as South Sewage Treatment Plant North Train Renewal Project Loan Authorization Bylaw 1451, authorizing borrowing for the purpose South Sewage Treatment Plant North Train Renewal in the amount of six million nine hundred thirty-nine thousand dollars ($6,939,000);

AND WHEREAS the sale of debentures has been temporarily deferred;

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

1. Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of six million nine hundred thirty-nine thousand dollars ($6,939,000), as the same may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Financial Administration Officer.
3. The money so borrowed shall be used solely for the purposes set out in Loan Authorization Bylaw 1451.
4. The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. This bylaw may be cited as "South Sewage Treatment Plant North Train Renewal Temporary Borrowing Bylaw 1469".

READ A FIRST TIME this day of , 2026.

READ A SECOND TIME this day of , 2026.

READ A THIRD TIME this day of , 2026.

ADOPTED this day of 2026.

_____

Mayor

_____

Director of Corporate Services

CASTLEGAR

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	November 16, 2026	**REPORT NO:**	26-92
SUBMITTED BY:	Assistant Manager - Maintenance	**FILE NO:**	1220-40
SUBJECT:	Request for Quotation 2026-22 Light Vehicle Fleet Update – Recommendation for Award		

RECOMMENDATION:

THAT Council authorize staff to award Request for Quotation 2026-22 Light Vehicle Fleet Update, to Nelson Ford Sales (2003) Inc. in the amount of* $306,903.82 *plus applicable taxes,

AND FURTHER;

That Council direct staff to execute the necessary documents.

PURPOSE:

To seek Council authorization for staff to award Request for Quotation 2026-22 Light Vehicle Fleet Update to Nelson Ford Sales (2003) Inc. in the amount of $306,903.82 plus applicable taxes.

This report is for consideration at the November 16, 2026, Committee of the Whole Meeting and adoption at the November 16, 2026, Regular Meeting to initiate the purchase and ensure delivery in a timely manner.

SUMMARY/BACKGROUND:

In 2025, the City hired an external consultant to assess the state of the City's organizational health by interviewing staff and identifying projects and initiatives that contribute to the City's mission of delivering best-in-class service. One of the main initiatives identified by staff was to invest in replacement and upgrades of the City's vehicle and equipment fleet. Replacing the City's fleet at the appropriate lifecycle point is also in alignment with asset management best practices as it helps optimize total cost of ownership and limits the financial risk of major unexpected failures.

The City requires reliable vehicles as part of its fleet to ensure staff can carry out their operational responsibilities and deliver a wide range of municipal services to the community. Staff identified replacement of several light-duty fleet vehicles as a priority in the 2026 Capital Budget as the current vehicles range from 16 to 20 years old and are beyond their useful service life of 10-12 years.

Staff identified four ½ ton trucks as the appropriate vehicles to replace a 2010 foreperson truck, a 2007 sign transport and staff transport truck, a 2006 general-purpose Civic Works truck, and a 2010 smart car. The proposed ½ ton trucks will provide reliable transportation while also allowing staff to transport tools, equipment and materials required to support Civic Works operations.

Staff identified two compact pickup trucks as the appropriate vehicles to replace a 2010 Ford Escape and a 2008 Ford Escape currently utilized by Engineering & Infrastructure staff, Building Officials, and the Bylaw Compliance & Enforcement Officer. These vehicles are used to support inspections, project management, bylaw enforcement and other municipal operations throughout the community.

Replacing these vehicles will improve fleet reliability, reduce maintenance costs, minimize operational disruptions caused by unexpected breakdowns and ensure staff have vehicles appropriately suited to their operational requirements. Staff are recommending replacement of these vehicles to maintain a reliable fleet capable of supporting the continued delivery of municipal services.

A Request for Quotation (RFQ) was posted on BC Bid on September 17, 2026, and closed on October 20, 2026. The City received five (5) submissions from Nelson Ford Sales (2003) Inc. (Nelson Ford), A.M. Ford Sales Ltd. (A.M. Ford), Harris Oceanside Chevrolet GMC Buick (Harris Auto), Metro Motors Ltd. (Metro Motors), and South Coast Ford Sales LTD (South Coast Ford).

A.M. Ford submitted four quotations representing different engine configurations for the ½ ton and compact pickup categories. The multiple submissions allowed staff to compare cost, performance, fuel efficiency, and overall value to determine the most suitable option for the City's fleet.

All five submissions met the City’s specifications, with Nelson Ford’s quotation representing the lowest overall cost:

Proponent	Quotation Value
Nelson Ford Sales (2003) Ltd.	$306,903.82
AM Ford Sales Ltd – Quote 3	$318,007.00
AM Ford Sales Ltd – Quote 4	$318,073.00
AM Ford Sales Ltd – Quote 1	$325,835.00
AM Ford Sales Ltd – Quote 2	$325,901.00
South Coast Ford Sales LTD	$340,962.30
Metro Motors Ltd.	$349,905.00
Harris Oceanside Chevrolet GMC Buick	$358,850.00

Nelson Ford proposed supplying four 2027 Ford F-150 XL 4x4 super cab pickups equipped with a 3.5L EcoBoost engine, electronic locking rear axle, tow/haul package, integrated trailer brake controller, spray-in bedliner, black platform running boards, front and rear splash guards, and backup alarm systems. The proposal also included aftermarket heavy-duty front and rear seat covers, all-weather floor mats, amber LED beacon and an auxiliary switch panel to support future installation of municipal equipment and accessories. In addition, Nelson Ford proposed supplying two 2027 Ford Maverick XLT AWD pickups equipped with the FX4 Off-Road Package, 2.0L EcoBoost engine, spray-in bedliner, all-weather floor liners, backup alarms, and heavy-duty front and rear seat covers.

Nelson Ford is a West Kootenay based dealership with extensive experience serving municipalities, businesses, and residents throughout the region.

ALTERNATIVES:

1. Council could direct staff to award the RFQ to one of the other bidders. Staff do not recommend this alternative as Nelson Ford's quotation met the City's requirements at the lowest overall cost.

2. Council could choose to not award the RFQ to any of the bidders. Staff do not recommend this alternative as the current light vehicles noted for replacement have reached the end of their useful service life, are increasingly unreliable, and have exceeded their optimal total cost of ownership.

IMPLICATIONS:

(1) Social Replacing these vehicles supports continued delivery of reliable services that residents depend on. Improved response times and service reliability contribute to positive public perception and community well-being.

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

(3) Personnel Approximately 30 hours of staff time is estimated to prepare the RFQ, evaluate submissions, complete the purchase, arrange insurance, and commission the vehicles

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

(4) Financial A total of $510,000 was approved in the 2026-2030 Five-Year Financial Plan for the replacement of seven light duty vehicles. This procurement includes six of the seven approved vehicle replacements. The recommended award of $306,903.82 for the six vehicles is within the approved budget allocation for light vehicles.

The seventh vehicle, a work van, was procured and awarded through a separate competitive process. Details of the award for the work van will be provided in a future quarterly report to Council in alignment with the City's Procurement Policy.

The City's existing vehicles will be disposed of and proceeds from the sales will be transferred to the City's Fleet and Equipment Reserve.

POLICY IMPLICATIONS:

This purchase supports Council's 2023-2027 Strategic Plan under the principle of Governance and Service Excellence, specifically by demonstrating responsible stewardship of City assets, improving operational efficiency, and supporting proactive asset management practices.

IMPLEMENTATION:
Staff will work with Nelson Ford to finalize the purchase, arrange insurance coverage, and integrate the vehicles into the City's fleet management program.

Delivery is anticipated in the first quarter of 2027.

COMMUNICATION:
N/A

Respectfully submitted,

Ryan Ricalton

Ryan Ricalton
Assistant Manager - Maintenance

Approved by:

C Barlow

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

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	November 16, 2026	**REPORT NO.:**	26-94
SUBMITTED BY:	Assistant Manager - Maintenance	**FILE NO.:**	2240-20
SUBJECT:	Request for Proposal 2026-20 Janitorial Services - Recommendation for Award		

RECOMMENDATION:

THAT Council authorize staff to award Request for Proposal 2026-20 Janitorial Services to Bee-Clean Building Maintenance Inc. for a three-year term in the amount of $384,953.07 plus applicable taxes, with the option to extend for up to two additional one-year terms,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

PURPOSE:
To seek Council authorization for staff to award Request for Proposal 2026-20 Janitorial Services to Bee-Clean Building Maintenance Inc. for the provision of janitorial services at City Hall, Community Forum, Civic Works, Fire Department, RCMP, and West Kootenay Regional Airport facilities in the amount of $384,953.07 plus applicable taxes. The agreement will be for an initial three-year term commencing January 1, 2027, with the option to extend for up to two additional one-year terms.

This report is presented for consideration at the November 16, 2026, Committee of the Whole Meeting and recommendation for adoption at the December 7, 2026, Regular Meeting.

SUMMARY/BACKGROUND:
Janitorial services for City Hall, Community Forum, Civic Works, Fire Department, West Kootenay Regional Airport, and RCMP facilities have historically been provided through contracted service providers. Existing agreements have expired and services continue month-to-month pending completion of a competitive procurement process.

In September 2026, the contractor servicing the RCMP facility resigned. Temporary janitorial services have since been provided under a month-to-month arrangement. Due to RCMP security requirements, permanent service delivery through a contractor possessing appropriate qualifications and security clearance is required.

The scope of services required by the City includes supplying all cleaning chemicals, equipment, and related materials necessary to perform the work and annual high window cleaning and carpet cleaning. The City will continue to procure and supply washroom consumables, including toilet paper, paper towels, and hand soap, as these products are already purchased in bulk for use at City-owned park washrooms.

A Request for Proposals (RFP) was issued on September 22, 2026, seeking proposals from qualified and experienced janitorial service providers capable of delivering consistent, high-quality cleaning services across City facilities. The RFP closed on October 19, 2026, and the City received eleven (11) submissions from the following proponents:

- Accura Property Maintenance Ltd.
- Beacon Facility Services Ltd.
- Bee-Clean Building Maintenance Inc.
- DWD Commercial Cleaning Ltd.
- Goldstar Cleaning Services Ltd.
- Integral Services Group
- JMJ Building Maintenance Ltd.
- Kootenay Shine Cleaning Services
- Marilyn Hatfield DBA Cleaning Genies
- RDM Janitorial
- VitalClean Eco Services Corp.

Following an initial compliance review, submissions from Beacon Facility Services Ltd. and Integral Services Group were determined to be non-compliant and were excluded from further consideration.

An evaluation committee consisting of City staff reviewed and scored shortlisted submissions in accordance with the RFP requirements using the following weighted evaluation criteria:

Criteria	**Weighting (%)**
Experience & Qualifications	15
Key Personnel & Staffing	10
Service Delivery Approach	10
Relevant Experience & References	15
Pricing	50
Total	**100**

Proposals were initially screened and ranked based on pricing. After this preliminary evaluation, Bee-Clean Building Maintenance Inc., DWD Commercial Cleaning Ltd., Kootenay Shine Cleaning Services, and RDM Janitorial were shortlisted for a full evaluation of the City's core facilities. The final evaluated scores for the City's core facilities were as follows:

Organization	**Score/100**
Bee-Clean Building Maintenance Inc.	96.0
RDM Janitorial	91.5
DWD Commercial Cleaning Ltd.	70.6
Kootenay Shine Cleaning Services	69.5

Due to security requirements associated with the RCMP facility, proponents were permitted to submit pricing for this location as an optional component of their proposal. For the optional RCMP facility component, Accura Property Maintenance Ltd. was also shortlisted for further evaluation due to its competitive pricing. Pricing and qualifications for the RCMP facility were evaluated separately from the City's core facilities. and the final evaluated scores were as follows:

Organization	Score/100
Bee-Clean Building Maintenance Inc.	96.0
RDM Janitorial	91.5
DWD Commercial Cleaning Ltd.	70.6
Accura Property Maintenance Ltd.	69.5
Kootenay Shine Cleaning Services	69.5

Bee-Clean Building Maintenance Inc. achieved the highest overall score for both the City's core facilities and the optional RCMP facility component. Their proposal demonstrated the strongest overall value to the City, reflecting a combination of competitive pricing, relevant municipal experience, qualified personnel, and a comprehensive service delivery approach. The recommended award includes the City's core facilities, the optional RCMP facility component as well as initial benchmark cleaning of facilities.

Bee-Clean Building Maintenance is a Canadian-owned janitorial services provider that has been operating since 1967. The company serves public and private sector clients across Canada and operates a regional office in Vancouver, BC.

ALTERNATIVES:

1. Council could choose not to award the RFP to Bee-Clean Building Maintenance Inc. Staff do not recommend this alternative as the City requires ongoing janitorial services at the identified facilities. Continuing to rely on multiple contractors or temporary month-to-month service arrangements would increase contract administration requirements, reduce service consistency, and prolong operational challenges associated with current arrangements.

2. Council could choose to award the contract to another proponent. Staff do not recommend this alternative as Bee-Clean Building Maintenance Inc. achieved the highest overall score and was determined to provide a proposal that offers the best overall value to the City.

3. Council could direct staff to cancel the RFP and undertake a new procurement process. Staff do not recommend this alternative as re-issuing the RFP would require additional staff resources, delay implementation of a long-term service agreement, and extend the City's reliance on temporary, month-to-month janitorial service arrangements.

IMPLICATIONS:

(1) Social The provision of janitorial services supports clean, safe, and well-maintained public facilities for residents, visitors, community organizations, and City staff.

(2) Environmental The successful proponent will be responsible for supplying cleaning chemicals and equipment in accordance with applicable regulatory requirements and industry standards.

(3) Personnel This recommendation will not result in any staffing changes. Contract administration and oversight will be managed within existing staff resources

(4) Financial

All costs associated with janitorial services will be funded through approved operating budgets for the respective facilities.

The annual cost of janitorial services under existing arrangements is approximately $140,000. Based on the submitted pricing, the recommended award is anticipated to reduce annual overall operating costs by approximately $15,000 beginning in 2027, while providing improved service consistency under a single agreement.

Annual Cost Breakdown
2027 Annual cost $131,541.41
2028 Annual Cost $124,833.33
2029 Annual Cost $128,578.33

POLICY IMPLICATIONS:
This recommendation supports Council's 2023-2027 Strategic Plan under Principle 1: Governance & Service Excellence, specifically:

- Goal 2 - Show Fiscal Stewardship, through a competitive procurement process that achieves value for money and responsible management of operating expenditures.
- Goal 3 - Be Efficient & Effective, through the establishment of a consistent janitorial service program across City facilities under a single service agreement.
- Goal 5 - Asset Management Planning, by supporting the ongoing maintenance and preservation of City-owned facilities.

IMPLEMENTATION:
Upon Council approval, staff will issue a Notice of Award and proceed with execution of a service agreement with Bee-Clean Building Maintenance. The agreement will commence on January 1, 2027, for an initial three-year term, with the option to extend for up to two additional one-year terms at the City's discretion.

COMMUNICATION:
If approved, the award of RFP 2026-20 will be included in Council Highlights and communicated to all proponents in accordance with the procurement process.

Respectfully submitted,

Ryan Ricalton

Ryan Ricalton,
Assistant Manager - Maintenance

Approved by

C Barlow

Chris Barlow, AScT
Chief Administrative Officer

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	November 16, 2026	**REPORT NO.:** 26-90
SUBMITTED BY:	Manager of Engineering & Infrastructure	**FILE NO.:** 1390-30, 6240-30
SUBJECT:	Parks & Trails Plan – Communications and Engagement Strategy	

RECOMMENDATION:

THAT Council endorse the Parks & Trails Plan Communications and Engagement Strategy, as attached to Report 26-90, to guide public and interest holder engagement throughout the development of the City's Parks and Trails Plan.

PURPOSE:
The purpose of this report is to present the proposed Communications and Engagement Strategy for the Parks & Trails Plan and seek Council's endorsement of the planned engagement activities. This provides Council with an opportunity to review the proposed approach and confirm that an appropriate level of community and interest holder engagement will be undertaken to support the successful development of the Plan.

This report is for consideration at the November 16, 2026, Committee of the Whole Meeting, and adoption at the November 16, 2026, Regular Meeting to promptly initiate public engagement activities.

SUMMARY/BACKGROUND:
The City of Castlegar has initiated the development of its first Parks & Trails Plan (the Plan), which will establish a long-term vision for the City's parks, trails, green spaces, and associated services. The Plan will help guide future capital investment, asset renewal, operations, and strategic planning to ensure these community assets continue to meet the needs of residents.

Urban Systems Ltd. (Urban Systems) has been retained to support the development of the Plan, including technical assessments, community engagement, and the preparation of recommendations. Some key components of this work include understanding how the community currently uses its parks and trails, identifying gaps in existing services and amenities, and establishing priorities that reflect community needs and available resources.

Recognizing the importance of community participation, the project team has developed a Communications and Engagement Strategy (the Strategy), included as Attachment A, that outlines a two-phase engagement process. The Strategy has been developed with reference to the International Association for Public Participation (IAP2) framework and is intended to provide meaningful opportunities for residents, community organizations, recreation groups, First Nations, regional partners, and other interested parties to contribute to the development of the Plan.

The first round of engagement, scheduled for November 2026 through January 2027, will focus on understanding existing conditions, community needs, and opportunities for improvement. Engagement activities will include:

- Community-wide survey;
- Targeted workshops with Council, City staff and community interest groups;
- Public open house on December 1; and
- A pop-up event at Winter Wonderland on December 5.

Feedback will be summarized in a *What We Learned Report*, which will be shared publicly and presented to Council in early 2027.

The second round of engagement, anticipated for May through June 2027, will provide an opportunity for the community to review and comment on the draft Plan, including its proposed priorities and recommendations. This phase will also include a community-wide survey and public open house, with the results summarized in a second *What We Learned Report* to inform the final Plan.

To support broad participation, the Strategy incorporates a variety of communications methods, including:

- City website;
- Social media;
- News releases;
- Direct mail post cards; and
- Targeted outreach to community organizations.

Consideration has been given to reaching a diverse cross-section of the community, including youth, families, seniors, accessibility advocates, and recreational user groups.

Council will have opportunities to participate directly through a dedicated workshop and subsequent project updates. Presenting the Strategy at this stage provides Council with an opportunity to review the proposed engagement activities, identify any potential gaps, and confirm that the planned approach provides an appropriate level of community involvement before public engagement begins.

Ultimately, the feedback received will help establish community priorities and inform the Plan's recommendations, while recognizing that future investments must be balanced against existing infrastructure renewal needs, available funding, and the City's broader asset management objectives.

ALTERNATIVES:

1. Council could direct staff to revise the proposed Communications and Engagement Strategy to include additional engagement activities. While this alternative would allow for additional input, it is not recommended unless Council identifies specific gaps in the proposed approach. Revisions could delay the launch of public engagement and limit opportunities to connect with residents at upcoming community events and may require additional resources to complete.

2. Council could direct staff to defer consideration of the Communications and Engagement Strategy to a future meeting. This alternative is not recommended, as

delaying endorsement would impact the planned engagement schedule, including the launch of the community survey and upcoming public engagement events.

IMPLICATIONS:

(1) Social The Plan will support the long-term planning and development of community parks, trails, and recreational amenities that contribute to residents' quality of life. Meaningful engagement will help ensure the Plan reflects the needs of a diverse cross-section of the community, promotes accessibility and inclusivity, and identifies opportunities to improve recreational services and amenities.

(2) Environmental Community engagement will provide opportunities to identify environmental priorities and inform future planning decisions that balance recreational use with environmental sustainability.

(3) Personnel City staff will work collaboratively with Urban Systems to coordinate and deliver the proposed communications and engagement activities. Staff responsibilities will include reviewing engagement materials, coordinating public events, promoting participation, and supporting workshops with Council, City staff, and community interest holders.

The work will primarily involve staff from the Engineering & Infrastructure and Communications Divisions, with additional support from Civic Works and other departments as required.

Staff time required to carry out the communications and engagement activities as presented are estimated as follows:

- Manager of Engineering & Infrastructure: 30 hours
- Communications Manager: 20 hours

(4) Financial The proposed communications and engagement activities are included within the approved Parks and Trails Plan project scope and budget. No additional funding is requested through this report.

POLICY IMPLICATIONS:

This recommendation supports Council's 2023–2027 Strategic Plan, particularly Principle 1 – Governance & Service Excellence and Principle 3 – Quality of Life; through transparent decision-making, meaningful community engagement, and responsible long-term planning of municipal assets and services.

IMPLEMENTATION:

Upon Council approval, staff will proceed with implementing the Communications and Engagement Strategy.

COMMUNICATION:

If approved, staff will include the decision in the Council Highlights and proceed with the planned communications campaign to promote public participation. Communications will include the City's

website, social media, news releases, direct mail, newspaper advertising, and targeted outreach to community organizations and interest holders.

Respectfully submitted,

Ryan Niddery, AScT
Manager of Engineering & Infrastructure

Approved by

Chris Barlow, AScT
Chief Administrative Officer

DATE: October 27, 2026

TO: Ginger Lester, Communications Manager

CC: Ryan Niddery, Manager of Engineering and Infrastructure

FILE: 0841.0062.01

SUBJECT: **City of Castlegar Parks and Trails Plan Communications and Engagement Strategy**

1.0 BACKGROUND

The City of Castlegar is preparing its first Parks and Trails Plan to establish a long-term vision for parks, trails, green spaces, amenities, programs, and related services across the community. The Plan will guide future planning, capital projects, investment decisions, operations, programming, and stewardship over the coming years.

Community and interest holder engagement is central to the development of the Plan. Engagement will be completed in two rounds:

- Round One: Understanding Existing Conditions and Opportunities
- Round Two: Presenting the Draft Plan for Community Review

Further details regarding the objectives and activities of each phase are provided in Section 7.0 of this document.

2.0 PURPOSE

The purpose of this Communications and Engagement Strategy is to define the approach for communications and engagement activities for the Parks and Trails Plan. This Strategy will ensure systemic information sharing and two-way communication with internal and external audiences.

3.0 OBJECTIVES

The objectives of the Communications and Engagement Strategy are to:

- Inform and raise awareness about the Parks and Trails Plan, including its purpose, scope, and opportunities for involvement
- Present project information in a clear, easy-to-understand manner that allows meaningful and informed participation
- Provide engaging and accessible opportunities for community members and interest holders to share input
- Ensure the community knows how their input will shape the Parks and Trails Plan and long-term decision making

4.0 KEY AUDIENCES

This section identifies the key audiences for the Parks and Trails Plan and outlines their interests, concerns, and anticipated levels of engagement. Engagement levels are informed by the **IAP2 Spectrum of Public Participation**, recognizing that different audiences have different roles, responsibilities, and relationships to decision-making.

LEVELS OF ENGAGEMENT

Managing expectations and implementing a transparent process are critical to any communication and engagement process. Interest holders will want to know how, and to what extent, their input will be used in the decision-making process.

The International Association of Public Participation (IAP2) refers to five levels of public participation defined as:

- **Inform:** To provide balanced, accurate information to increase participants' understanding of the project
- **Consult:** To obtain, listen and acknowledge participant feedback and concerns
- **Involve:** To work with participants to ensure their concerns and expectations are clearly understood
- **Collaborate:** To partner with participants to identify alternatives and solutions to be used in the decision-making process
- **Empower:** To place the final decision-making in the hands of the participants

The following audiences have been identified as interested parties that have an interest or influence over the Parks Plan process.

Table 1. Identified audiences

Audience	Interests/Concerns	Level of Engagement	Engagement Methods
Mayor and Council	• Alignment with Council strategic priorities • Community engagement • Implementation	Involve / Collaborate / Empower	Presentations at project milestones, workshop
City of Castlegar Staff • Senior Leadership Team • Municipal Services Dept	• Community engagement • Implementation of the new plan and impacts on other initiatives and planning • Operations and maintenance • Future capital investment	Involve / Collaborate	Regular project check-in meetings, workshop

First Nations *Outreach through NationsConnect or previously advised communication channels*	• Land stewardship • Environmental stewardship • Access to natural areas, trails and recreation areas	Consult	Outreach letter and meetings as requested
Regional District of Central Kootenays • Castlegar & District Community Complex • Recreation programming staff • RDCK Recreation Commission	• Regional planning initiatives • Alignment of priorities • Recreation programming • Facilities and services	Consult	Workshop
General Public • Residents • Visitors	• Parks services, facilities and programming • Community engagement • Access to and maintenance of parks and recreation facilities	Consult	Surveys, open houses, pop-up event
Environment and Parks Advocacy Groups/Organizations *See Appendix A for list of groups*	• Environmental protection and preservation of natural areas • Access to and maintenance of parks and recreation facilities and services • Meaningful engagement opportunities • Transparency in decision-making	Consult	Surveys, open houses, workshop
Recreation Advocacy Groups/Organizations *See Appendix A for list of groups*	• Access to and maintenance of parks and recreation facilities and services • Meaningful engagement opportunities • Transparency in decision-making	Consult / Involve	Surveys, open houses, workshop
Family, Children and Youth Services *See Appendix A for list of groups*	• Access to and maintenance of parks and recreation facilities	Consult	Surveys, open houses, workshop

Seniors *See Appendix A for list of groups*	• Access to and maintenance of parks and recreation facilities • Accessibility and mobility	Consult	Surveys, open houses
Local Business Community *See Appendix A for list of groups*	• Tourism • Economic development	Consult	Surveys, open houses
Abilities Awareness Committee	• Accessibility and mobility	Consult	Surveys, open houses

5.0 ISSUES ANALYSIS AND MITIGATION

Identifying challenges and opportunities early in the engagement process helps the project team anticipate risks, reduce barriers to participation, respond proactively to emerging issues, and design engagement approaches that support meaningful involvement across all audiences.

Table 2. Issues analysis

Issue or Consideration	Impacted Audience	Mitigation Approach
Interest holders don't feel heard	All interest holders	Clearly communicate how participant input will inform the planning and decision-making process. Prepare a "What We Heard" report following each engagement phase, highlighting key themes. Provide regular updates on action taken based on participant input.
Municipal election impact on engagement timing	Mayor and Council, City Staff, and residents	Ensure engagement is complete before the blackout period.
Lack of knowledge and understanding of the Parks Plan and why it is being prepared	General public, community organizations, businesses	Provide clear messaging that explain the purpose, scope, and intended outcomes of the Plan. Ensure these messages are communicated consistently throughout all communications and engagement channels.
Ensuring diverse audiences are reached and heard in the engagement process	Youth, seniors, accessibility advocates, families, First Nations	Provide meaningful and accessible engagement opportunities that are flexible and responsive to the needs of diverse communities, residents, and interest holders.
Confusion about how the Parks Plan integrates with existing parks planning projects (e.g., Brandson Park Renewal Project, Millennium Park Master Plan)	General public	Clearly communicate the purpose and scope of the Parks Plan.
Communication & engagement with	General public/Council	Present the level of engagement to Council for their endorsement

community isn't adequate		

6.0 KEY MESSAGES

Message #1

The City of Castlegar is creating its first Parks and Trails Plan to guide how we use, protect, enhance, and enjoy parks, trails, and green spaces for years to come.

- The Parks and Trails Plan will establish a long-term vision and help guide future planning, improvements, investments, and decision-making.
- The Plan will help ensure Castlegar's parks amenities and services continue to meet the needs of residents today and in the future.

Message #2

Castlegar's parks, trails, and green spaces are important community assets that contribute to our quality of life.

- Parks and recreation support active lifestyles, health and wellness, cultural activities, and opportunities to connect with nature.
- They provide spaces for families, friends, and neighbours to gather, helping create a vibrant, connected, and welcoming environment.

Message #3

Community engagement is key part of developing the Parks and Trails Plan. The City will engage with residents, community organizations, First Nations, recreation groups, and businesses to understand local values, lived experiences, priorities, and needs.

- The City is committed to sharing updates, reporting back on what was heard, and clearly communicating how input is used to shape the Parks and Trails Plan.
- A variety of engagement opportunities will be offered to encourage broad participation and ensure a wide range of community perspectives are heard.
    - Community members can learn more about the project and how they can get involved by visiting *castlegar.ca/parksandtrailsplan*.
    - Public engagement opportunities will be held in-person and online to share information and collect input.
- The first phase of engagement will explore what's working well, what's not, and where there are opportunities to improve the City's parks, trails, amenities, and services.
    - This will help establish a long-term community vision and identify priorities for future parks planning.

7.0 ENGAGEMENT METHODS

Round One: Understanding Existing Conditions and Opportunities

Objectives:

- Inform interested parties and community members about what the Parks and Trails Plan is and why it is being completed
- Raise awareness of the project and opportunities to get involved
- Gather input to better understand existing strengths, challenges, needs and opportunities related to parks, trails, green spaces, amenities and services

Table 3. Round one engagement methods

Method
Survey An online survey will be available to gather input on how community members currently use City parks, trails, culture, and recreation facilities, as well as their satisfaction, barriers to access, and opportunities for improvement. The survey will be linked on the City's project webpage and a hard copy will be made available at in-person events and upon request at City Hall. *Timing: Nov 17 – Dec 17*
Visioning Workshops and Interviews Workshops and interviews will focus on identifying the strengths and challenges of existing parks and open spaces, and gathering input for the vision, objectives, and recommendations for the Plan. Workshops will be held with the following groups: • Council (1 in-person workshop) • Senior Leadership Team (1 virtual workshop) • City Civic Works / Operations Staff (1 virtual workshop) • Local user and interest groups, community partners, business, youth and service clubs (2 in-person workshops, 2 virtual workshops) Additionally, we will hold one additional virtual workshop (if required) for key partners or interest holders who aren't able to attend a scheduled workshop.

Open House

A drop-in style open house that will feature poster boards, engagement feedback activities (e.g., topic tables), and snacks and refreshments.

Materials will be designed to be engaging, accessible, easy to understand, and visually appealing to allow participation from a diverse range of residents. Maps, graphics, and other creative tools will be used to make engagement family-friendly and approachable.

Timing: December 1

Pop-up Event

A smaller-scale pop-up event at a key community location or an event already happening in the community, such as Winter Wonderland. The event will feature 2-3 poster boards and hand-out materials to raise awareness of the project and the online survey.

**It is assumed that the City will carry-out this event using the materials provided by Urban Systems*

Timing: December 5, 11 a.m. – 2 p.m. at Winter Wonderland event

What We Learned Report #1

Feedback gathered throughout the first round of engagement will be summarized and presented in a “What We Learned Report” to inform the project and share back with participants.

Round Two: Presenting the Draft Plan for Community Review

Objectives:

- Share findings from the first round of engagement
- Present the draft Plan's recommendations and strategies for community review
- Gather feedback and gauge the community's level of support for the draft Plan

Table 4. Round two engagement methods

Method
Survey An online survey will be available to gather input and gauge community support on the recommendations and priorities identified in the draft Plan. The survey will be linked on the City's project webpage and a hard copy will be made available at in-person events and upon request at City Hall.
Open House An open house to present and collect feedback on the draft Plan's recommendations and priorities. The event will feature poster boards, engagement feedback activities, and snacks and refreshments. Materials will be designed to be engaging, accessible, easy to understand, and visually appealing to allow participation from a diverse range of residents. Maps, graphics, and other creative tools will be used to make engagement family-friendly and approachable.
What We Learned Report #2 Feedback gathered throughout the second found of engagement will be summarized and presented in a "What We Learned Report" to inform the project and share back with participants.

8.0 COMMUNICATIONS METHODS

Table 5. Communications methods

Method
Project webpage A project webpage will be created on the City of Castlegar's website to serve as a central source of information about the project and to host the online survey link. The webpage will be updated throughout the duration of the project to provide project updates, information about engagement opportunities, and What We Learned Reports.
News Releases News releases will be published at key points in the project to raise public awareness of the project and promote engagement opportunities.
Postcard Mailers Postcards will be mailed out to promote the project launch and online survey.
Social Media Social media posts will be created to raise awareness of the project and promote engagement opportunities on the City of Castlegar Facebook page.
City News Information about the project and engagement opportunities will be shared to City of Castlegar City News subscribers at key points in the project (i.e., project launch, engagement event promotion).
Newspaper Ad An ad to promote the project and advertise engagement opportunities. The ad will be prepared in the fall for the first round of engagement and will be reused in the spring for the second round of engagement.
Quarterly Utilities Bill Insert Information in the City's quarterly Utilities bill to promote the project and engagement opportunities (if timing aligns with distribution)
Posters *(Optional)* A poster will be created to advertise engagement opportunities. The poster will be hung in key community locations (i.e., community bulletin boards, library, etc.).

9.0 COMMUNICATIONS PROTOCOL

The City's Project Manager and Communications Manager will work collaboratively on all public communications.

All formal public communications will be reviewed and approved by the Director of Municipal Services.

When appropriate, communications will be shared with internal interest holders before it is shared with the public.

All communications will go through the City's Communications Manager.

10.0 MEASURES OF SUCCESS

The following will be used to measure this project's communications and engagement success.

Process

- Were our key audiences engaged in the process?
- Did participants feel like they had adequate opportunities to provide input?
- Do participants feel their perspectives were heard and considered?

Public inquiries

- How many inquiries did we receive?
- What was the tone?
- What were the themes?
- How were our responses received?

Council

- Does Council feel that they were heard in the process?
- Does Council feel that community perspectives were heard and considered throughout the process?
- Does Council feel that there were adequate opportunities for community members to provide input?

11.0 IMPLEMENTATION

The anticipated schedule for the implementation of this communications and engagement plan is listed below.

Table 6. Implementation timeline and tasks

Timing	Task
Round One: November 2026 – January 2027	
November 16	City Staff to present C&E plan to Council for Council endorsement
November 17	Finalize communications and engagement materials: project webpage, social media, news release, City News, survey, poster boards, postcards
November 17	Launch project webpage, survey and communications
November 18	Distribute invites to workshops
December 1-3 **Open House:** December 1 at the Castlegar Forum	In-person workshops and Open House
December 5	Pop-up event at Winter Wonderland
December 7-11	Virtual workshops
December 17	Close survey
January 15	Round One What We Learned Report *City Staff to present at Council Meeting (Date TBD)*
Round Two: May – June 2027	
May (TBC) **Avoid May long weekend (May 24)*	Finalize communications and engagement materials: update project webpage, social media, news release, City News, survey, poster boards, postcards
May – June (TBC)	Update project webpage, survey and communications
June (TBC)	In-person Open House
June (TBC)	Close survey
June (TBC)	Round Two What We Learned Report *City Staff to present at Council Meeting (Date TBD)*

APPENDIX A: INTEREST HOLDER GROUPS

The following groups/organizations have been identified to engage with as part of the project.

Category	Group/Organization
Environmental and Parks	• Living Lakes Canada • Castlegar Parks and Trails Society • West Kootenay Eco Society • The Association of West Kootenay Rock Climbers • Local Skateboard / BMX Representatives • Blueberry Creek Improvement Society • Castlegar Sculpturewalk • Castlegar Communities in Bloom • Castlegar Dog Park Society • West Kootenay Kennel Club • Castlegar & District Wildlife Association • Castlegar Community Garden Representatives • Kootenay Doukhobor Historical Society • Castlegar Rotary Club • Castlegar Sunrise Rotary Club • Castlegar Lions Club
Sports and Recreation	• Castlegar Baseball Association • Castlegar Girls Softball Association • Castlegar Slo-Pitch / Adult Slo-Pitch Leagues • Castlegar Minor Soccer Association / Kootenay South Youth Soccer • Castlegar Pickleball Community / Club • Castlegar Tennis Community / Club • Castlegar Super Kings Cricket Club • Castlegar Minor Hockey Association • West Kootenay Disc Golf Society • Castlegar Skating Club • Castlegar Aquanauts Swim Club • Special Olympics BC – Castlegar • Castlegar Curling Club • West Kootenay Minor Lacrosse Association
Family, Children and Youth Services	• Kootenay Family Place • Selkirk College • Stanley Humphries Secondary School • Kinnaird Elementary School • Kootenay Columbia Learning Centre • Castlegar Primary School • Twin Rivers Elementary
Seniors	• Increasing Recreation Involving Seniors
Local Business Community	• Chamber of Commerce • Destination Castlegar

Corporate Services
CASTLEGAR

460 Columbia Avenue
Castlegar, BC V1N 1G7

T 250 365 7227
F 250 365 4810

corpserv@castlegar.ca
castlegar.ca

APPLICATION TO APPEAR AS A DELEGATION BEFORE COUNCIL

Please submit to: castlegar@castlegar.ca

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

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

November 16, 2026 _____
(1st Choice Date) (2nd Choice Date)

Name of Spokesperson(s): Carol Sommerville and Lauren Lafreniere, BC Ambassador

Phone: _____ Email: _____

Contact Person(s): _____

Phone: _____ Email: _____

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

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

Introduction of BC Ambassador, Lauren Lafreniere

Purpose of delegation:

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

_____ September 29, 2026
Signature of Applicant Date

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

PROCEDURES:

1. Anyone wishing to appear before Council as a delegation shall file with the Director of Corporate Services a written request (this form) clearly outlining:
   a) the subject matter and/or proposals to be presented, and
   b) the names of the spokesperson(s) / contact person(s).

2. Depending on your topic, your request may be referred to a relevant City Department.

3. The above-mentioned written request, supporting documentation, and a copy of the presentation must be received by the Manager of Corporate Services **no later than 4:00 p.m. on the Tuesday** immediately preceding the meeting at which the delegation is to be heard.

4. Delegations are heard as one of the first items of meeting business. Ensure you arrive in advance of the meeting start time.

5. Name of the person/group and the subject of the delegation will be on the agenda, which is available to the public and posted on the internet. The local media may be in attendance at the meeting and are permitted to use information from delegations in their reporting.

6. Delegations are permitted a maximum of 15 minutes to present their submission to Council, which includes time for questions following the presentation. The time limit may only be extended if so expressed by a majority of Council members present.

7. Any petition to Council shall include the name and residential address of each petitioner.

8. Council/Committee will receive the information and may refer the issue to staff for a report or for consideration at a future meeting.

9. There is a limit of two delegations per meeting. Delegations are scheduled on a first come/first served basis. Please provide your first and second choice of dates in your request

PRIVACY STATEMENT:

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

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

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

Special Open Meeting Minutes of Council October 15, 2026

Special Meeting Minutes of the City of Castlegar Council held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting, commenced at 4:30 p.m. for Special Council proceedings.

Members Present	Mayor Maria McFaddin Councillor Brian Bogle Councillor Sandy Bojechko Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff
Absent	Councillor Cherryl MacLeod Councillor Darcy Bell
Staff Present	Chris Barlow, Chief Administrative Officer Jennifer Chamberlain, Executive Assistant
Other	Public and Media

1 CALL TO ORDER

Mayor McFaddin called the meeting to order at 4:30 p.m.

2 ADOPTION OF AGENDA:

S020-26 Moved and seconded, and
RESOLVED:

THAT the agenda for the Special Council Meeting of October 15, 2026, be adopted.

CARRIED.

3 FINANCE AND CORPORATE SERVICES:

(a) **Permissive Tax Exemption Bylaw 1467 (Report No. 26-77)**

A bylaw to exempt from taxation certain properties situated in the City of Castlegar.

S021-26 Moved, and seconded, and
RESOLVED:

THAT Permissive Tax Exemption Bylaw 1467 be adopted.

CARRIED.

4 NEXT MEETING(S):
October 19, 2026, for the Committee of the Whole at 3:00 p.m. 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.

5 ADJOURNMENT:

S022-26 Moved and seconded, and
RESOLVED: THAT the Special meeting be adjourned.

CARRIED.

The meeting was adjourned at 4:32 p.m.

CERTIFIED CORRECT:

Chris Barlow
Chief Administrative Officer

Maria McFaddin
Mayor

Regular Meeting Minutes of Council October 19, 2026

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

Members Present	Mayor Maria McFaddin Councillor Darcy Bell Councillor Brian Bogle Councillor Sandy Bojechko Councillor Cherryl MacLeod
Absent	Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff
Staff Present	Chris Barlow, Chief Administrative Officer Bree Seabrook, Director of Corporate Services Crystal Bazar, Assistant Manager of Operations Chris Hallam, Director of Municipal Services Nick Ahlefeld, Fire Chief Nicole Brown, Manager of Legislative Services Jennifer Chamberlain, Executive Assistant Meeri Durand, Director of Community Safety & Development Ali Garcia, Sea to Sky IT Deanna Hooper, Manager of Civic Works Ginger Lester, Communications Manager Ryan Niddery, Manager of Engineering and Infrastructure Monty Taylor, RCMP Sergeant Alex Wilde, Manager of Human Resources
Other	Public and Media

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

2 ADOPTION OF AGENDA:

R262–26 Moved and seconded, and
RESOLVED:

THAT the agenda for the Regular Council Meeting of October 19, 2026 be adopted.

CARRIED.

3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:

R263–26 Moved and seconded, and
RESOLVED: THAT Council now resolve itself into Committee of the Whole.

CARRIED.

4 DELEGATION: Nil

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

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

- Nil

(b) **FIRE DEPARTMENT VERBAL UPDATE**
- Nil

(c) **RCMP DETACHMENT VERBAL UPDATE**
- Interviewing for the Victim Services position.
- New Sergeant should be appointed in the next couple of weeks.

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

(e) **COMMUNITY SAFETY AND DEVELOPMENT VERBAL UPDATE.**
- Update on the new shelter opening.
- Update on the Luma development at the old Pioneer site.

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

(a) **COUNCIL COMMITTEE LIAISON VERBAL UPDATE**
- Update on the Communities in Bloom awards.

7 FINANCE AND CORPORATE SERVICES (Councillor Bogle, Chair)

(a) **Finance and Corporate Services Community Liaison Verbal Update**
- Nil

(b) **Corporate Services Verbal Update**
- Update on elections final accounting.
- Update on HR, payroll and recruitment.

(c) **Finance Department Verbal Update**
- Nil

8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)

(a) **Municipal Services Department Verbal Update**
- The Assistant Manager of Operations provided a presentation on recycling, waste, and organics statistics and education.

9 QUESTION PERIOD:
- Nil

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R264–26 Moved and seconded, and
RESOLVED: THAT Council rise from Committee of the Whole.

CARRIED.

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

R265–26 Moved and seconded, and
RESOLVED:

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

- ***Community Charter Section 90(1)(E)***
  The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

- ***Community Charter Section 90(1)(L)***
  Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

AND FURTHER;

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

AND FURTHER;

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

CARRIED.

The meeting recessed at 3:40 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 Bojechko Councillor Cherryl MacLeod
Absent	Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff
Staff Present	Chris Barlow, Chief Administrative Officer Bree Seabrook, Director of Corporate Services Steffan Klassen, Director of Finance & Technology Meeri Durand, Director of Community Safety and Development Chris Hallam, Director of Municipal Services Nicole Brown, Manager of Legislative Services Jennifer Chamberlain, Executive Assistant
Other	Public and Media

13 DELEGATION: Nil

14 COUNCIL MEETING MINUTES FOR APPROVAL:

R266-26 Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – October 5, 2026

CARRIED.

15 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

The following resolutions were recommended at the October 5, 2026, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R267-26 Moved and seconded, and
RESOLVED:

THAT the following items considered and received for information at the October 5. 2026, Committee of the Whole meeting, be adopted:

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

CARRIED.

R268-26 Moved and seconded, and
RESOLVED:

THAT Council receive for information Report #26-76 titled "2026 Council Strategic Plan Implementation Report – Quarter 3 Update".

CARRIED.

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

17 CORRESPONDENCE: Nil

18 REPORTS OTHER:

Council members thanked each other for the past four years, for the teamwork and leadership everyone provided.

19 MAYOR'S REPORT:

Mayor McFaddin thanked Council, staff, and her family for their support. She commented on the many qualities each member of Council and staff brought to the table for the past four years.

CAO Barlow presented Councillor Bojechko and Mayor McFaddin with a gift and a thank you from all staff for their commitment and dedication to the City and the Community.

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION: Nil

22 NEXT MEETING(S):

November 2, 2026 at 7:00 p.m. for the Inaugural Council Meeting, held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting.

23 NOTICE OF MOTION: Nil

24 QUESTION PERIOD: Nil

25 ADJOURNMENT:

R269-26 Moved and seconded, and
RESOLVED: THAT the Regular meeting be adjourned.

CARRIED.

The Regular Meeting was adjourned at 7:22 p.m.

CERTIFIED CORRECT:

Bree Seabrook
Director of Corporate Services

Maria McFaddin
Mayor

Inaugural Meeting of Council – November 2, 2026

Inaugural Meeting Minutes of the City of Castlegar Council held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C., and via Zoom live meeting, commencing at 7:00 p.m.

Members Present	Mayor Brian Bogle Councillor Darcy Bell Councillor Chance Boruck Councillor Miguel Godau Councillor Cherryl MacLeod Councillor Gordon Malcolm Councillor Merrick Zemp
Absent	Nil
Staff Present	Chris Barlow, Chief Administrative Officer Bree Seabrook, Director of Corporate Services Chris Hallam, Director of Municipal Services Nick Ahlefeld, Fire Chief Nicole Brown, Manager of Legislative Services Jennifer Chamberlain, Executive Assistant Meeri Durand, Director of Community Safety & Development Ali Garcia, Sea to Sky IT Ginger Lester, Communications Manager
Other	Public and Media

1 CALL TO ORDER:

Chris Barlow, Chief Administrative Officer called the meeting to order at 7:00 p.m.

2 WELCOME FROM THE CHIEF ADMINISTRATIVE OFFICER

Chris Barlow, Chief Administrative Officer welcomed the new Council-elect and provided those in attendance with an overview of the process for the evenings meeting.

3 O CANADA – PERFORMED BY EMMA EVANS

4 OATHS OF OFFICE (Administered by Sergeant Monty Taylor, RCMP/Commissioner for Taking Oaths):

- Mayor Brian Bogle
- Councillor Chance Boruck
- Councillor Darcy Bell
- Councillor Merrick Zemp
- Councillor Gordon Malcolm
- Councillor Cherryl MacLeod
- Councillor Miguel Godau

5 ADOPTION OF AGENDA

R270–26 Moved and seconded, and
RESOLVED:

THAT the agenda for the Inaugural Council Meeting of November 2, 2026 be adopted.

CARRIED.

6 MAYOR'S INAUGURAL ADDRESS

7

Mayor Bogle provided an inaugural address to Council and the community.

7 COUNCIL APPOINTMENTS – REGIONAL DISTRICT OF CENTRAL KOOTENAY, COMMISSIONS, COMMITTEES, AND DEPUTY MAYOR SCHEDULE (Report No. 26-82)

Report from the Manager of Legislative Services to provide Council with the Mayor's recommendations for Council appointments to the RDCK Board, the RDCK Castlegar and District Recreation Commission, the West Kootenay Regional Hospital District Board, Council Committees, and Deputy Mayor.

R271-26 Moved and seconded, and
RESOLVED:

THAT Mayor Bogle be appointed as Director to the Board of the Regional District of Central Kootenay, including Joint Resource Recovery Committee, West Resource Recovery Committee, and West Transit Services Committee for the four-year term ending November 30, 2030.

CARRIED.

R272-26 Moved and seconded, and
RESOLVED:

THAT Councillor Cherryl MacLeod be appointed as Alternate Director to the Regional District of Central Kootenay for the four-year term ending November 30, 2030.

CARRIED.

R273-26 Moved and seconded, and
RESOLVED:

THAT in addition to Mayor Bogle, as the City of Castlegar's Regional District appointee, Councillor Darcy Bell and Councillor Merrick Zemp be appointed to the Castlegar and District Recreation Commission for the four-year term ending November 30, 2030.

CARRIED.

R274-26 Moved and seconded, and
RESOLVED:

THAT Councillor Cherryl MacLeod be appointed as the City of Castlegar representative to the West Kootenay Boundary Regional Hospital District Board for the four-year term ending November 30, 2030.

CARRIED.

R275-26 Moved and seconded, and
RESOLVED:

THAT Councillor Cherryl MacLeod be appointed Deputy Mayor for 2027 in compliance with the City of Castlegar Council Procedures Bylaw 1462 and as required by Section 130(1) of the *Community Charter.*

CARRIED.

R276-26 Moved and seconded, and
RESOLVED:

THAT Mayor Bogle, Councillor MacLeod, and Councillor Bell be appointed to the City Stage IV Grievance Committee for the four-year term ending November 30, 2030.

CARRIED.

R277-26 Moved and seconded, and
RESOLVED:

THAT Council receive Mayor Bogle's appointments to the 2027 Council Committees as listed in Report 26-82.

CARRIED.

Mayor Bogle appointments to Council Committees for 2026/2027, will be as follows:

Community Wellness, Safety, and Development
Councillor Chance Boruck, Chair, Councillor Cherryl MacLeod and Councillor Merrick Zemp, Deputy Chairs.

Cultural and Civic Pride Committee
Councillor Miguel Godau, Chair, Councillor Gordon Malcolm and Councillor Darcy Bell, Deputy Chairs.

Finance and Corporate Services Committee
Councillor Gordon Malcolm, Chair and Councillor Darcy Bell Deputy Chair.

Municipal Services Committee
Councillor Cherryl MacLeod, Chair and Councillor Merrick Zemp, Deputy Chair.

8 NEXT MEETING(S):
November 16, 2026 at 3:00 p.m. for Committee of the Whole Meeting followed by the Regular Council Meeting at 7:00 p.m. via Zoom live meeting and available to the public for live streaming in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C.

9 ADJOURNMENT:

R278-26 Moved and seconded, and
RESOLVED: THAT the Inaugural meeting be adjourned.

CARRIED.

The Inaugural Meeting was adjourned at 7:26 p.m.

CERTIFIED CORRECT:

Bree Seabrook
Director of Corporate Services

Brian Bogle
Mayor

Regional District of Central Kootenay

REGULAR BOARD MEETING

Open Meeting Minutes

The **ninth** meeting of the Board of the Regional District of Central Kootenay in 2026 was held on Thursday, September 24, 2026 at 9:00 a.m. through a hybrid meeting model.

Quorum was maintained throughout the meeting.

ELECTED OFFICIALS

PRESENT	Chair A. Watson	Electoral Area D	In-Person
	Director G. Jackman	Electoral Area A	In-Person
	Director R. Tierney	Electoral Area B	In-Person
	Director K. Vandenberghe	Electoral Area C	In-Person
	Director C. Graham	Electoral Area E	In-Person
	Director T. Newell	Electoral Area F	In-Person
	Director H. Cunningham	Electoral Area G	In-Person
	Director W. Popoff	Electoral Area H	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 A. McLaren-Caux	Village of Nakusp	In-Person
	Director K. Page	City of Nelson	In-Person
	Director L. Casley	Village of New Denver	
	Director D. Lockwood	Village of Salmo	In-Person
	Director T. Gordon	Village of Silverton	In-Person
	Director J. Lunn	Village of Slocan	

ELECTED OFFICIAL

ABSENT	Director A. Davidoff	Electoral Area I

STAFF PRESENT	S. Horn	Chief Administrative Officer
	A. Lund	Deputy Corporate Officer
	A. Wilson	General Manager of Community Sustainability and Development Services
	D. Seguin	General Manager of Fire and Emergency Management Services
	M. Morrison	Manager of Corporate Administration
	T. Davison	General Manager of Community Services
	U. Wolf	General Manager of Environmental Services
	Y. Malloff	General Manager of Finance, Information Technology and Economic Development
	C. Stanley	Regional Manager Operations & Asset Management
	E. Stout	Building Manager
	K. Calder	Regional Manager of Recreation and Client Services
	C. Feeney	Corporate Administration Assistant
	C. Scott	Planner
	M. Crowe	Parks Planner
	S. Fuhr	Community Services 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. CALL TO ORDER & WELCOME

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

2.1 Traditional Lands Acknowledgement Statement

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

2.2 Adoption of the Agenda

Moved and seconded,
And Resolved:

449/26 The agenda for the September 24, 2026 Regular Open Board meeting be adopted as circulated with the addition of the addendum.

Carried

2.3 Adoption of the Minutes

Moved and seconded,
And Resolved:

450/26 The minutes from the August 20, 2026 Regular Open Board meeting be adopted as circulated.

Carried

On behalf of the Board, Chair Watson recognized Rob Lang for his work at the RDCK and as the Village of Kaslo - Alternate Director. The Board sends their condolences to the family and had a moment of silence.

3. BUSINESS ARISING OUT OF THE MINUTES

3.1 Bylaws 3049, 3050, 3051, 3052, and 3076: Density Calculation and Housekeeping Text Amendments
Board Meeting - August 20, 2026
RES 404/26 to refer to the September 24, 2026 Board meeting

Moved and seconded,

And Resolved:

451/26 That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3076, 2026 being a bylaw to amend the District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

Carried

3.2 Bylaw 3088: Chair, Directors and Alternate Directors Remuneration Amendment
Board Meeting - August 20, 2026
RES 405/26 - to refer to the September 24, 2026 Board meeting
Moved and seconded,
And Resolved:

452/26 That the Board consider the following amendment to the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088 to amend Bylaw 2710 Section 3 subsection (5) to read:

> 3 (5) For attending to the affairs of the District, each Municipal (from General Administration) and Rural Director (from General and Rural Administration) will be paid twice per month as outlined in Schedule A of this bylaw. The service split for the stipend for Rural Directors is calculated at thirty-nine (39) percent to General Administration and sixty-one percent to Rural Administration. For clarity, this stipend includes attendance monthly at the RDCK Rural Affairs Committee and Board meetings.

Carried

Moved and seconded,
And Resolved:

453/26 That the Board consider the following amendment to the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088 to amend Bylaw 2710 Section 3 subsection (25) to read:

> 3 (25) Board workshops attended by a Director each year are part of regular duties where attendance will allow a Director to claim meeting stipend and related applicable expenses.

Defeated

Moved and seconded,
And Resolved:

454/26 That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be read a THIRD time by content as amended.

Carried

Moved and seconded,
And Resolved:

455/26 That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Carried

4. COMMITTEES & COMMISSIONS

4.1 With Recommendations

4.1.1 Nelson & District Recreation Commission No. 5: minutes August 25, 2026

Moved and seconded,
And Resolved:

456/26 That the Board direct staff to change the Nelson Minor Hockey ice allocation decision; AND FURTHER, review the Recreation Allocation Policy No. 500-01-09 and the accompanying allocation procedures and report back to the first All-Recreation Meeting in 2027 with recommendations.

Carried

4.1.2 Area A Economic Development Commission: minutes September 8, 2026

Moved and seconded,
And Resolved:

457/26 That the Board provide a letter of support for an ETSI BC funding application, due on October 8, 2026, by South Kootenay Lake Community Services Society on behalf of Kootenay Lake Geothermal project, for a Community Benefit & Development Evaluation, which is planned for quarter one and quarter two of 2027

Carried

4.1.3 Nelson, Salmo, E, F and G Regional Parks Commission: minutes September 9, 2026

Moved and seconded,
And Resolved:

458/26 That the Board approve an amendment to the 2026 Financial Plan for the Nelson, Salmo, E, F and G Parks Service S202 to increase Grants by $5,719.20 and increase transfer from reserves by $5,719.20 for a grant to the Nelson Cycling Club;

AND FURTHER, the Board approve an amendment to the 2026 Financial Plan from the Nelson, Salmo and Electoral Areas E, F and G Recreation Commission S202 to increase Transfer to Other Service by $8,578.80 and increase transfer from reserves by $8,578.80 to repay Community Works Funds for the Nelson Cycling Club project.

Carried

4.1.4 Joint Resource Recovery Committee: minutes September 23, 2026

Moved and seconded,
And Resolved:

459/26 That the Board approve for the 2026 General Local Election year, the East Resource Recovery Committee, Central Resource Recovery Committee, and West Resource Recovery Committee each elect a sub-regional Resource Recovery Chair from among their members at their final meeting of the 2026 calendar year, with the elected Chairs commencing their duties immediately after election until December 31, 2027;

AND FURTHER that staff be directed to incorporate provisions respecting the election of Chairs for the sub-regional Resource Recovery Committees into a 2027 update of Procedure Bylaw No. 2898, 2024.

Carried

Moved and seconded,
And Resolved:

460/26 That the Board direct staff to include effort and capacity for multi-family housing engagement and support within the existing Industrial, Commercial, and Institutional organic waste diversion implementation framework;

AND FURTHER, that $2,830 be included in the 2027 Financial Plan for Service A102 Resource Recoveries to fund up to 80 hours of Organic Ambassador time;

AND FURTHER, that the following be included in the 2027 Financial Plan to fund the development and distribution of engagement materials:

- $1,450 for Service S186 Refuse Disposal - East Subregion;
- $1,650 for Service S187 Refuse Disposal - Central Subregion; and
- $1,900 for Service S188 Refuse Disposal - West Subregion.

Carried

Moved and seconded,
And Resolved:

461/26 That the Board approve the RDCK enter into a Services Agreement with CJ Industries Inc., for Site Operation and Maintenance Services at the Burton and Edgewood Transfer Stations to a maximum value of $444,945 plus GST, for the period of October 1, 2026 until September 30, 2029, with up to two (2) one-year extensions, and that the Chair and the Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that the costs be paid from Refuse Disposal – West Subregion Service S188.

Carried

Moved and seconded,
And Resolved:

462/26 That the Board approve the RDCK extend the Services Agreement with Waste Management for the collection, transport and marketing services of Industrial, Commercial and Institutional Old Corrugated Cardboards from eight designated depots in the RDCK for the period September 1, 2026 to August 31, 2027 to a maximum value of $158,240 plus GST, and that the Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that $25,233 be paid from A116 Recycling Program-East Subregion, $95,265 be paid from A117 Recycling Program-Central Subregion, $37,742 be paid from A118-Recycling Program-West Subregion.

Carried

Moved and seconded,
And Resolved:

463/26 That the Board approve the RDCK extend the License of Occupation with the Village of Salmo for the Salmo Recycling Depot for the period of July 1, 2026, to June 30, 2027 to the maximum value of $6,944.40 plus GST, and that the Chair and Corporate Officer be authorized to sign the necessary documents;
AND FURTHER, that the costs be paid from Service No. A117 Recycling Program – Central Subregion.

Carried

4.2 Membership/Appointments

4.2.1 Area D Advisory Planning and Heritage Commission

Moved and seconded,
And Resolved:

464/26 That the Board send a letter to outgoing member Fraser Bonner thanking them for their service with the Area D Advisory Planning and Heritage Commission.

Carried

4.2.2 Extend Commission and Committee Terms

Moved and seconded,
And Resolved:

465/26 That the Board approve the extension of the public appointments to all RDCK commissions and committees whose terms expire on December 31, 2026, to April 30, 2027, due to the 2026 General Local Election.

Carried

5. CORRESPONDENCE

5.1 The letter dated August 20, 2026 from Simon Yu, City of Prince George, requesting support for the Northern and Rural Homeowners Grant.

Moved and seconded,
And Resolved:

466/26 That a Board send a letter of support for the continuation of the Northern and Rural Homeowners Grant to the Ministry of Housing and Municipal Affair.

Carried

6. BYLAWS

6.1 Bylaw 3087: Zoning Amendment - Hango

The Board Report, seeking Board approval for adoption of Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026, has been received.

Moved and seconded,
And Resolved:

467/26 That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

Carried

6.2 Bylaw 3089: North Slocan Lake Library Society Service Establishment

The Board Report from Tom Dool, Research Analyst, seeking Board approval for first and second reading of North Slocan Lake Library Contribution Service Establishment Bylaw No. 3089, 2026, has been received.

Moved and seconded,
And Resolved:

468/26 That there be no further action regarding North Slocan Lake Library Contribution Service Establishment Bylaw No. 3089, 2026.

Carried

6.3 Bylaw 3090: Permissive Tax Exemption Bylaw

The Board Report from Tom Dool, Research Analyst, seeking Board approval for adoption of Permissive Tax Exemption Bylaw No. 3090, 2026, has been received.

Moved and seconded,
And Resolved:

469/26 That Permissive Tax Exemption Bylaw No. 3090, 2026 be read a FIRST, SECOND and THIRD time by content.

Carried

Moved and seconded,
And Resolved:

470/26 That Permissive Tax Exemption Bylaw No. 3090, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Carried

6.4 Bylaw 3091: Delegated Authority

The Board Report from Mike Morrison, Corporate Officer, seeking Board approval for adoption of Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026, has been received.

Moved and seconded,
And Resolved:

471/26 That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be read a THIRD time by content.

Carried

Directors Gordon and Popoff recorded opposed.

Moved and seconded,
And Resolved:

472/26 That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Carried

Directors Gordon and Popoff recorded opposed.

Moved and seconded,
And Resolved:

473/26 That the Board direct staff to bring any feedback regarding the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 by September 2027.

Carried

7. NEW BUSINESS

7.1 Community Services

7.1.1 Liquor License Third Party Operator Assignment: Nelson & District Community Complex, Creston & District Community Complex

The Board Report from Trisha Davison, General Manager of Community Services, seeking Board approved regarding Liquor License Third Party Operator assignment, has been received.

Moved and seconded,
And Resolved:

474/26 That the Board authorize staff to make an application to the Liquor and Cannabis Regulation Branch to designate the Nelson Leafs Hockey Society as a Third-Party Operator under the RDCK's liquor primary licence for the Nelson & District Community Complex.

Carried

Moved and seconded,
And Resolved:

475/26 That the Board approve the use of Third-Party Operator arrangements under RDCK-held liquor primary licences for the Nelson Leafs Hockey Society at the Nelson & District Community Complex, for the Creston Valley Junior Hockey Society at the Creston & District Community Complex, subject to appropriate insurance, risk management, compliance, and oversight measures being included within the Facility Use Agreements.

Carried

Moved and seconded,
And Resolved:

476/26 That the Board designate the General Manager of Community Services and the Regional Manager of Operations & Asset Management as the RDCK's Licensee Representatives with the BC Liquor and Cannabis Regulation Branch for the RDCK's liquor primary licenses held at the Nelson and District Community Complex and at the Creston and District Community Complex.

Carried

7.1.2 Subdivision Parkland Dedication - Area C (Subdivision File #S1524C)

The Board Report from Mark Crowe, Regional Park Planner, seeking Board approval for a proposed cash payment in lieu of parkland dedication with the proposed subdivision of property, has been received.

Moved and seconded,
And Resolved:

477/26 That the Board approve a proposed cash payment of $28,750 in lieu of parkland dedication in accordance with Section 510 of the Local Government Act in conjunction with the proposed subdivision of property under RDCK Subdivision File #S1524C; AND FURTHER, that the funds be placed into the dedicated parkland reserve for Area C.

Carried

7.1.3 BC Alliance for Healthy Living Active Communities Grant Submission

The Board Report from Kristi Calder, Regional Manager – Recreation & Client Services, seeking Board retroactive approval for BC Alliance for Healthy Living Active Communities Grant, has been received.

Moved and seconded,

And Resolved:

478/26 That the Board approves the Regional District of Central Kootenay acting as the applicant and grant holder for the BC Alliance for Healthy Living Active Communities Grant, on behalf of Kootenay Holds Climbing and Wellness Society, for funding of up to $20,000 to be held in Recreation Facility-Creston and Areas B, C and Area A Service S224;

AND FURTHER, that the Board authorizes staff to enter into an agreement with Kootenay Holds Climbing and Wellness Society governing the transfer, use, reporting, and accountability requirements associated with any grant funding received through the BC Alliance for Healthy Living Active Communities Grant.

Carried

7.2 Development and Community Sustainability

7.2.1 Community Sustainable Living Advisory Committee: Revised Governance and Funding Report for the Regional Sustainability and Resilience Function

The Board Report from Paris Marshall Smith, Sustainability & Resilience Supervisor, seeking Board approval for the Community Sustainable Living Advisory Committee's revised governance and funding report for the regional sustainability and resilience function, has been received.

Moved and seconded,
And Resolved:

479/26 That the Board direct staff to prepare terms of reference, and any necessary bylaw, to reconstitute the sustainability and resilience function currently carried by the Community Sustainable Living Advisory Committee as a Committee of the Whole of the Board, providing a regular regional forum for sustainability, resilience and emerging cross-boundary issues for the Board's consideration, and that it be brought back to the Board by July 2027.

Carried

7.2.2 Local Government Climate Action Program (LGCAP): Advocacy for Continued Provincial Funding

The Board Report from Paris Marshall Smith, Sustainability & Resilience Supervisor, seeking Board approval for advocacy for continued Provincial funding for the Local Government Climate Action Program (LGCAP), has been received.

Moved and seconded,
And Resolved:

480/26 That the Board send a letter to the Premier of BC and the Ministers of Energy and Climate, Emergency Management and Climate Readiness, Housing and Municipal Affairs, and Finance, with copies to the region's MLAs and member municipalities and regional districts of British Columbia requesting continued funding for the Local Government Climate Action Program.

Carried

Director Vandenberghe recorded opposed.

Moved and seconded,
MOTION ONLY

That the Board direct staff to send letters to party leaders across the province outlining the RDCK's provincial advocacy items.

Moved and seconded,
And Resolved:
AMENDMENT OF THE MOTION

481/26 That the foregoing motion being:

That the Board direct staff to send letters to party leaders across the province outlining the RDCK's provincial advocacy items;

be amended to include "and to the candidates within the Kootenay Boundary region", thus reading:

That the Board direct staff to send letters to party leaders across the province **and to the candidates within the Kootenay Boundary region** outlining the RDCK's provincial advocacy items.

Carried

Moved and seconded,
And Resolved:
MAIN MOTION

482/26 That the Board direct staff to send letters to party leaders across the province and to the candidates within the Kootenay Boundary region outlining the RDCK's provincial advocacy items.

Carried

Directors Vandenberghe, Graham, Jackman, Newell, Hanegraaf, Mclaren-Caux, and Tierney recorded opposed.

RECESS /RECONVENED The meeting recessed at 10:44 a.m. for a break and reconvened at 11:05 a.m.

DIRECTOR ABSENT Director Lunn left the meeting at 10:44 a.m.

Moved and seconded,
And Resolved:
RECONSIDERATION OF THE MOTION

483/26 That the following motion be reconsidered:

That the Board direct staff to send letters to party leaders across the province and to the candidates within the Kootenay Boundary region outlining the RDCK's provincial advocacy items.

Carried

DIRECTOR PRESENT Director Lunn joined the meeting at 11:07 a.m.

Moved and seconded,
And Resolved:
RECONSIDERED MOTION

484/26 That the Board direct staff to send letters to party leaders across the province and to the candidates within the Kootenay Boundary region outlining the RDCK's provincial advocacy items.

Defeated

7.2.3 For Information: Goat River Watershed Water Sustainability Planning: Project Update and Board Workshop

The Board Report from Paris Marshall Smith, Sustainability and Resilience Supervisor, to update the Board regarding the Goat River Watershed Water Sustainability Planning, has been received for information.

7.2.4 For Information: Floodplain Management Bylaw Review Project

The Board Report from Stephanie Johnson, RPP MCIP, Planner, to update the Board regarding the Floodplain Management Bylaw Review Project, has been received for information.

7.3 Environmental Services

7.3.1 Balfour Water System: Water Servicing for the Proposed Recreational Vehicle Park Development

The Board Report from Chris Gainham, Utility Services Manager, seeking Board approval for water servicing for the proposed 37-pad recreational vehicle park development, has been received.

Moved and seconded,
And Resolved:

485/26 That the Board approve water servicing for the proposed 37-pad recreational vehicle park development at 7902 Balfour Wharf Road (Lot 1, District Lot 184, Kootenay District, Plan NEP20868), subject to the owner satisfying all applicable requirements of Water Bylaw No. 3078, 2026 and Utilities Rates, Fees and Charges Bylaw No. 3077, including payment of applicable Capital Infrastructure Charges prior to issuance of proof of water.

Carried

7.4 Administration & Finance

7.4.1 Prioritization Matrix Policy - Director Feedback Report.

Moved and seconded,
And Resolved:

486/26 That the Board direct staff to update the Board report template to provide more detail on the requirement for the Board to undertake the project being presented; AND FURTHER, that the new template be used starting with the January 2027 Board meeting.

Carried

7.4.2 Outgoing Directors: RDCK Devices

Moved and seconded,
And Resolved:

487/26 That the devices provided by the RDCK to Directors for the 2022-2026 term be retained by the outgoing Directors, and that all devices be restored to factory settings by November 30, 2026.

Carried

7.4.3 For Information: Phase 1 Organizational Assessment Update

The Board Report from Connie Saari-Heckley, Senior Manager, Human Resources, updating the Board on the status of Phase 1 Organizational Assessment recommendations, has been received.

7.4.4 For Information: 2026 General Local Election - Declaration of Candidates, Declaration of Voting by Election and Acclamation

The following declarations have been received:

- Declaration of Candidates - September 11
- Declaration of Election by Voting - September 21
- Declaration of Election by Acclamation - September 21

7.5 Fire Services

7.5.1 New Denver Fire Protection Payment

The Board Report from Dan Séguin– Acting Regional Fire Chief / General Manager, Fire and Emergency Management, seeking Board approval for a payment for the purpose of contracted fire protection services, has been received.

Moved and seconded,
And Resolved:

488/26 That the Board approve payment of $76,400.26 from Fire Protection-Area H (New Denver Contract) Service S140 as an extension of the fire protection service agreement to December 31, 2025;

AND that, the Board approve payment of $78,157 to the Village of New Denver for the purpose of contracted fire protection services in Defined Area H during 2026 from Fire Protection-Area H (New Denver Contract) S140 as an extension of the fire protection service agreement to December 31, 2026;

AND FURTHER that the Board direct staff to continue negotiating a renewal of the contract for a five (5) year term effective January 1, 2027.

Carried

7.6 Grants

7.6.1 2026 Financial Service Grants

Moved and seconded,
And Resolved:

489/26 That the Board authorize the release of funding for the following Financial Grant Services as of August 1, 2026 subject to the receipt and staff review of society and non-profit organization financial statements, minutes of the most recent annual general meeting, and a list of active officers:

Service & Name	2026 Amount	Recipient
S174 - Cemetery Creston and Areas A, B, and C	$3,500	All Saints Anglican Cemetery
S174 - Cemetery Creston and Areas A, B, and C	$1,500	Boswell & District Farmers' Institute
S174 - Cemetery Creston and Areas A, B, and C	$1,500	Crawford Bay Cemetery
S174 - Cemetery Creston and Areas A, B, and C	$1,500	Gray Creek Cemetery

S174 - Cemetery Creston and Areas A, B, and C	$3,500	Lister Community Cemetery

Carried

7.7 Chair/CAO Reports

Chair provided an overview of the 2026 UBCM Convention meetings and convention.

CAO Horn provided an overview of the CAO discussions and feedback regarding the in-person and virtual meetings for the UBCM Convention.

ORDER OF AGENDA CHANGED The Order of Business changed to address public time, with Item 11 Public Time considered.

11. PUBLIC TIME

The Chair called for questions from the public and members of the media at 11:50 a.m.

A member of the public thanked the Board for the Liquor License – Third Party Operator Assignment decision. A member of the public had technical issues and emailed their question to the Board.

ORDER OF AGENDA RESUME Item 8 Rural Affairs Committee was considered at this time.

8. RURAL AFFAIRS COMMITTEE

Moved and seconded,
And Resolved:

490/26 That the Corporate Officer be authorized to remove the Notice on Title relating to 4515 Beasley West Road, Electoral Area F, currently owned by Joseph Jon Shea and Christine Nancy Maclean, and property legally described as LOT B, PLAN NEP21605, DISTRICT LOT 7066, KOOTENAY LAND DISTRICT PID 018-931-146, the RDCK Building Department has confirmed that the stair guardrail deficiencies have been rectified.

Carried

Moved and seconded,
And Resolved:

491/26 That the Corporate Officer of the Regional District of Central Kootenay be directed to file a Notice with the Land Title and Survey Authority of British Columbia, stating that a resolution has been made under Section 57 of the Community Charter by the Regional District Board relating to land at 1254 Lakeview- Arrow Creek Road, Electoral Area B and legally described as LOT B, PLAN NEP74758, DISTRICT LOT 4595, KOOTENAY LAND DISTRICT; AND FURTHER, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

Carried

Moved and seconded,
And Resolved:

492/26 That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3083, 2026 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST, SECOND and THIRD reading by content; And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3028, 2025 until the following item has been obtained:

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

Carried

Moved and seconded,
And Resolved:

493/26 That the Board direct staff to provide notification of the Board's intention to consider Temporary Use Permit application T2602F by Ryan Doucet for the property located on 5775 Woodland Drive, Electoral Area 'F' and legally described as LOT 2, DISTRICT LOT 5922, KOOTENAY DISTRICT PLAN NEP61991, TOGETHER WITH A 1/3 SHARE IN COMMON LOT 4, PLAN NEP61991 (SEE PLAN AS TO LIMITED ACCESS)(PID: 024-165-751).

Carried

Moved and seconded,
And Resolved:

494/26 That the Board SUPPORT application A2610I for the proposed Placement of Fill in the Agricultural Land Reserve proposed by Allie Batchelor and Jarred Batchelor for the property located at 1993 Highway 3A, Electoral Area I and legally described as LOT 2, DISTRICT LOT 1239, KOOTENAY DISTRICT PLAN 857, EXCEPT PART OUTLINED RED ON EXPLANATORY PLAN 35476I (PID: 016-022-181); And that the Board directs Staff to ADVANCE the subject application to the Agricultural Land Commission for consideration.

Carried

9. DIRECTORS' MOTIONS

9.1 Director Tierney: Creston Valley Forest Corporation

No further action. Directors are sending their own support letters.

9.2 Director Vandenberghe: West Creston Firehall

Moved and seconded,
And Resolved:

495/26 That the Board approve the waiving of the building permit fee for the West Creston Firehall project in Electoral Area C.

Defeated

9.3 Director Hanegraaf: Sahlstrom Road Fire Protection

Moved and seconded,
And Resolved:

496/26 That the Board direct staff to prepare a report outlining the potential for fire protection services by the City of Castlegar to Sahlstrom Road and any immediately adjacent properties or road segments where inclusion would provide a more effective and logical emergency response area, and report back to the Board with recommendations for an agreement.

Carried

RECESS/ RECONVENED The meeting recessed at 12:06 p.m. for lunch and reconvened at 1:03 p.m.

DIRECTORS ABSENT Directors Casley, Weatherhead and Lunn left the meeting at 12:06 p.m.

10. CONSENT AGENDA

10.1 For Information: Committees & Commissions

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

10.1.1 Area H, New Denver and Silverton Recreation Commission No. 6: minutes August 26, 2026

10.1.2 Castlegar & District Recreation Commission: minutes September 1, 2026

10.1.3 Slocan Valley Services Committee: minutes September 2, 2026

10.1.4 Creston Valley Services Committee: minutes September 3, 2026

10.2 For Information: Communication

10.2.1 The letter dated August 18, 2026 from Patrick Johnstone, City of New Westminister, advocating that provincial legislation requiring housing targets or density be directly tied to infrastructure funding.

10.3 For Information: Accounts Payable

The Accounts Payable Summary for August 2026 in the amount of $7,275,372 has been received for information.

10.4 For Information: Directors' Reports

Each Director who attended the 2026 UBCM Convention provided a brief summary of their attendance.

DIRECTOR PRESENT

Director Casley joined the meeting at 1:08 p.m.

Chair Watson acknowledged Director Cunningham for his 40 years of service to the RDCK.

10.4.1 Director Jackman: Letter of Support - Starbelly Jam 2027

10.4.2 Director Tierney

10.4.2.1 Letter of Support: Kootenay-Columbia Discovery Centre Society

10.4.2.2 Letter of Support: Creston Valley Forest Corporation

12. CLOSED

12.1 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:

497/26 In the opinion of the Board - and in accordance with Section 90 of the *Community Charter* - the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the bases identified in the following subsections:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
(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

12.2 Recess of Open Meeting
Moved and seconded,
And Resolved:

498/26 The Open meeting be recessed at 1:40 p.m. in order to conduct the Closed Board meeting and reconvened at 2:05 p.m.

Carried

13. MATTERS ARISING FROM CLOSED MEETING
No items.

14. ADJOURNMENT
Moved and seconded,
And Resolved:

499/26 That the meeting adjourn at 2:05 p.m.

Carried

Originally signed by

_____
Aimee Watson, RDCK Board Chair

Originally signed by

_____
Angela Lund, Deputy Corporate Officer

From: Nicole Maskerine
To: Castlegar City of
Subject: Request for illumination
Date: October 27, 2026 9:51:14 AM
Attachments: image.png

You don't often get email from [redacted] Learn why this is important

Dear Mayor and Members of Council,

I am writing to respectfully request the City of Castlegar's approval to illuminate the Kinnaird Overpass in purple from November 25 to December 10, 2026, in recognition of the International Day for the Elimination of Violence against Women and the annual 16 Days of Activism Against Gender-Based Violence campaign.

November 25 marks the International Day for the Elimination of Violence against Women and the beginning of the 16 Days of Activism campaign, which concludes on December 10, Human Rights Day. These dates are intentionally connected, emphasizing that ending violence against women and girls is not only a shared community responsibility but also a fundamental human rights issue.

Violence against women and girls continues to affect individuals, families, and communities across Canada and around the world. This campaign provides an important opportunity to raise awareness, challenge harmful attitudes, support survivors, and reaffirm our collective responsibility to create a society where everyone can live free from violence, fear, and discrimination.

Illuminating the Kinnaird Overpass in purple throughout these 16 days would be a meaningful and highly visible way for the City of Castlegar to demonstrate its solidarity with survivors and those affected by gender-based violence. Purple is widely recognized as a symbol associated with efforts to end violence against women and would serve as a powerful reminder to our community that this issue deserves our attention, compassion, and continued action.

Thank you for your time and consideration of this request. I appreciate the City's efforts to foster a caring, inclusive, and supportive community, and I hope Castlegar will join communities around the world in recognizing these important dates through this visible and meaningful gesture.

Together, we can help raise awareness, stand with survivors, honour those affected by violence, and reinforce the message that violence against women and girls has no place

in our community.

I look forward to your response and sincerely hope the City will support this initiative.

sincerely,

Nicole Maskerine
Women's Outreach Program Coordinator
Phone: (250) 365-2104 ext 230 / [redacted]
Email: [redacted].ca
Fax: (250) 365-2154



Your voice matters to us. Please take a few minutes to complete our Community Survey:
Share your feedback - click here!

Castlegar Community Services is an environmentally sensitive space. Please avoid bringing nut products or wearing fragrances into our buildings.

Convention Theme



UBCM 2026 Convention: Common Good

The 2026 UBCM Convention brings together local government leaders from across British Columbia to strengthen their capacity to deliver real solutions at home. This year's theme, Common Good, draws our focus to what unites us and invites delegates to explore solutions that strengthen social cohesion.

As the province's largest gathering of local elected officials and staff, UBCM Convention serves as a hub for problem-solving, shared learning and collective advocacy. Delegates exchange best practices, examine emerging models in service delivery and explore innovative approaches. Through resolutions debates and direct engagement with the Province, local leaders articulate the needs of their communities and influence policies and solutions.

In 2026, we gather to equip ourselves with the knowledge, partnerships, and tools needed to benefit the common good.

Convention study sessions:

Future of RCMP policing in B.C.

A detailed session of the current RCMP agreement whichh expires in 2032. these normal take up to 7 years to negotiate so time is critical.

Policing is one of the highest value budget lines in municipalities and is subsidized based on population. Many detachments are understaffed so requiring is a major focus.

Public Safety Canada and The Provinence need to get to table to negotiate.

https://www.ubcm.ca/sites/default/files/2026-09/MASTER-SS%20PM%20Sep%2014%20Monday%20-%20Regional%20Hosptial%20Districts.pdf

Regional Hospital Boards Funding.

While BC is leading the way in attaching patients to primary health providers (4000 per week) there is still a need for more equitable health care in B.C. Currently Vancouver does not fund hospital boards in spite of population base due to an agreement that they fund transit and dropped funding hospital boards. This is not equitable as Translink is a Metro Vancouver service.

More advocacy needs to be done to come up with more equitable system.

https://www.ubcm.ca/sites/default/files/2026-09/MASTER-SS%20PM%20Sep%2014%20Monday%20-%20Regional%20Hosptial%20Districts.pdf

Resource Breakfast Series – Listened to a panel talking about the challenges facing our forestry industry.

*Deputy Minister of Infrastructure - Hon Bobbi Plecas

*Minister of Housing & Municipal Acairs - Hon Christine Boyle

*Minister of Public Safety & Solicitor General - Hon Nina Krueger

I also attended the Municipal Insurance Association of B.C. annual general meeting as Castlegar delagate.

Navigating AI for local governments.

A presentation on use of AI to reduce wait times for permitting at local level. Using AI to create potential time delay items for reference by developers when applying for permits. All documents are reviewed to ensure accuracy but has created time saving reducing wait times.

https://www.ubcm.ca/sites/default/files/2026-09/MASTER-Clinic%20AM%20Sep%2016%20Wed%20-%20Navigating%20AI.pdf

Some of the important ones for us that were passed:

Emergency resolution was brought forward asking provincial government not to call a provincial election during the municipal election period. Municipal elections have traditionally had low voter turnout so having them overlap would not be a good thing.

Reinstatement of the Community Housing Fund

Northern & Rural Area Homeowner Grant Benefit.

Protection of Fee Simple property Rights

Mr. Barlow gave an update to Council at Sept. 21 meeting on our Minister meetings held throughout the week. At each meeting we were thanked for our preparation and presentation of plans we were advocating for. I believe this preparation ill pay off in future as grant funding becomes available.

I attended the opposition leader Kerry Lynne Findlays speech on Thursday, she did not take questions or have a fireside style chat.

Premier Eby gave his address to close out the convention on Friday. He stayed for a fireside chat with those in attendance.

Brian Bogle

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: November 16, 2026 **REPORT NO.:** 26-80

SUBMITTED BY: Chief Election Officer **FILE NO.:** 4200-40

SUBJECT: 2026 Local Government Election Results

RECOMMENDATION:

THAT Report 26-80 regarding the 2026 Local Government Election results and ballot account be received as submitted by the Chief Election Officer.

PURPOSE:
To provide the 2026 Local Government Election results and ballot account in accordance with section 158 of the *Local Government Act*.

This report is for information and adoption at the November 16, 2026, Regular Council Meeting.

BACKGROUND/SUMMARY
In accordance with the *Local Government Act,* I hereby submit this report of the 2026 Local Government Election results to the Council of the City.

As officially declared on October 20, 2026:

- Brian Bogle has been elected for office of Mayor for the City.
- Darcy Bell, Chance Boruck, Miguel Godau, Gordon Malcolm, Cherryl MacLeod and Merrick Zemp have been elected for offices of Councillor for the City.

As required by Section 158 of the *Local Government Act*, attached is the ballot account report for the results of the Election by voting for the office of Mayor and six Councillors. The report provides the total number of ballots ordered from the printer, ballots issued to electors, spoiled and/or rejected, and remaining unused ballots.

The City had:

- 6,330 voters on the provincial voter list,
- 59 new registrations,
- 21 registered non-resident property electors,
- 6 new registrations for non-resident property electors,

for a total of 6,416 eligible voters.

The number of valid votes cast was 2,039:

- 702 on advance voting days.
- 1,297on general voting day.
- 10 by mail ballot.
- 30 at special voting opportunities.

Voter turnout for the 2026 Local Government Election was 31.8%, up 2.8% from the 2022 Castlegar General Election. A list of statistical election results for the past 40 years is attached; the 40-year average voter turnout is 35%.

On October 22, 2026, the Union of BC Municipalities released the following BC municipality voter average statistics:

- 2018: 35.7%
- 2022: 29.2%
- 2026: 32.8%

And stated: *"*Over the past three general elections, there has been a steady downward trend in municipal elector participation with turnout of estimated eligible voters falling below 30%"

ALTERNATIVES:

There are no alternatives to this recommendation, a report providing the Election results and ballot account is required in accordance with section 158 of the *Local Government Act.*

IMPLICATIONS:

(1) Social	N/A
(2) Environmental	N/A
(3) Personnel	The October 7 and 14, 2026 advanced voting polls were staffed with 8 election officials including the Chief Election Officer (CEO) and Deputy Election Officer (DCEO). Special Voting Opportunities were staffed by the CEO and a DCEO. General voting day was staffed with 11 election officials including the CEO and DCEO. Approximately 550 staff hours were spent preparing for and administering the 2026 Local Government Election.
(4) Financial	The budget for the Election was set at $40,000. Not all invoices have been received at this time. Staff will update Council of the total cost of the 2026 Election at a future meeting.

POLICY IMPLICATIONS:

Local Government Act section 158 states:

(1) Within 30 days after the declaration of official election results under section 98 for an election by acclamation or under section 146 for an election by voting, the Chief Election Officer must submit a report of the election results to the local government.

(2) In the case of an election by voting, the report under subsection (1) must include a compilation of the information on the ballot accounts for the election.

IMPLEMENTATION:

N/A

COMMUNICATION:

The Declaration of Official Election Results has been completed as per *Local Government Act* section 146 and advertised as required in the BC Gazette Crown Publication.

Respectfully submitted,

Nicole Brown

Nicole Brown,
Chief Election Officer

CASTLEGAR

460 Columbia Avenue
Castlegar, BC V1N 1G7

T 250 365 7227
F 250 365 4810

info@castlegar.ca
castlegar.ca

2026 Local Election Composite Ballot Account

Mail and Special Voting Ballots

(1) Number of ballots issued to build mail ballot packages and special voting opportunities		100
(2) Number of mail ballots sent to the electors	19	
(3) Number of ballots issued at Special Voting opportunities	30	
(4) Unused ballots	51	
(5) Total (2) + (3) + (4) should equal # on line (1)		100
(6) Mail Ballots returned	18	
(7) Mail Ballots not picked up	1	
(8) Total (6) + (7) should equal # on line (2)		19
(9) Rejected, spoiled, ballots not re-issued	8	
(10) Mail counted on October 17, 2026	30	
(11) Special Ballots counted	10	
(12) (9) + (10) + (11) should equal (6) + (3)		48

Advance October 7, 2026

(1) Number of ballots issued for use		600
(2) Number of ballots given to the electors	262	
(3) Spoiled ballots that were replaced under S. 128	1	
(4) Rejected ballots	0	
(5) Unused ballots	337	
(6) Total (2) + (3) + (4) + (5) (should equal # on line (1)		600

Advance October 14, 2026

(1) Number of ballots issued for use		700
(2) Number of ballots given to the electors	440	
(3) Spoiled ballots that were replaced under S. 128	3	
(4) Rejected ballots	0	
(5) Unused ballots	257	
(6) Total (2) + (3) + (4) + (5) (should equal # on line (1)		700

General October 17, 2026

(1) Number of ballots issued to poll clerks for use		1400
(2) Number of ballots given to the electors	1297	
(3) Spoiled ballots that were replaced under S. 128	8	
(4) Unmarked ballots that were damaged and not distributed	0	
(5) Rejected ballots	0	
(6) Unused ballots	95	
(7) Total (2) + (3) + (4) + (5) + (6) should equal # on line (1)		1400

6,600 ballots were ordered for use in the 2026 General Election.
100 ballots marked "test" were ordered for pre-election accuracy testing.
3,800 ballots remain unopened.
2,800 ballots were distributed to poll clerks for distribution to voters (accounted for above).

CASTLEGAR

460 Columbia Avenue
Castlegar, BC V1N 1G7

T 250 365 7227
F 250 365 4810

info@castlegar.ca
castlegar.ca

File: 4200-40

City of Castlegar
ELECTION RESULTS HISTORY

Year	Electors on Voter List (Resident & Non Res Property)	New Voter Registrations (Resident & Non Res Property)	Total Electors	Advance Voters	Mail Ballot Voters	Total Electors Who Voted	Turnout % (Total Voters)	Comments
1986	4168	234	4402		N/A	1903	43.2%	
1987	3650	298	3948	80	N/A	2318	58.7%	General
1988	3953	49	4002	49	N/A	1714	42.8%	Aquatic Centre
1988	3953	211	4213	90	N/A	1862	44.2%	By-Election
1990	4242	102	4344	18	N/A	1535	35.3%	General
1991	4332	55	4387	47	N/A	856	19.5%	General
1992	4362	207	4569	113	N/A	1600	35.0%	Referendum
1993	4422	272	4694	107	N/A	2120	45.2%	General
1996	4131	97	4228	62	N/A	1430	33.8%	General
1999	4169	164	4333	65	N/A	1737	39.9%	General
2001 BY	4145	79	4224	81	N/A	1118	26.5%	By-Election
2002	4288	178	4466	165	N/A	2161	48.4%	General
2005	5659	82	5741	163	N/A	2190	38.1%	General
2008 BY	5728	116	5844	92	N/A	1079	18.5%	By-Election
2008	5778	69	5847	151	N/A	1616	27.60%	General
2011	5942	85	6027	190	N/A	1845	30.60%	General
2013 BY	6047	49	6096	216	N/A	973	16.00%	By-Election
2014	5783	145	5928	389	N/A	2356	39.74%	General
2016 BY	5838	126	5964	638	N/A	1844	30.91%	By-Election
2018	5588	146	5734	964	N/A	2408	41.9%	Referendum
2018	6067	131	6198	1164	N/A	2866	46.2%	General
2021 BY	6383	125	6508	1016	207	2415	37.1%	By-Election
2022	6243	73	6316	544	22	1852	29%	General
2024	7965	98	8063	734	1	1285	16%	SD By-Election
2026	6351	65	6416	702	10	2039	31.8%	General

Bylaw

South Sewage Treatment Plant North Train Renewal Temporary Borrowing

Bylaw 1469

A bylaw to authorize the temporary borrowing pending the sale of debentures.

WHEREAS it is provided by S. 181 of the *Community Charter* that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily under the conditions therein set out;

AND WHEREAS the Council has adopted Bylaw 1451, cited as South Sewage Treatment Plant North Train Renewal Project Loan Authorization Bylaw 1451, authorizing borrowing for the purpose South Sewage Treatment Plant North Train Renewal in the amount of six million nine hundred thirty-nine thousand dollars ($6,939,000);

AND WHEREAS the sale of debentures has been temporarily deferred;

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

1. Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of six million nine hundred thirty-nine thousand dollars ($6,939,000), as the same may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Financial Administration Officer.
3. The money so borrowed shall be used solely for the purposes set out in Loan Authorization Bylaw 1451.
4. The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. This bylaw may be cited as "South Sewage Treatment Plant North Train Renewal Temporary Borrowing Bylaw 1469".

READ A FIRST TIME this day of , 2026.

READ A SECOND TIME this day of , 2026.

READ A THIRD TIME this day of , 2026.

ADOPTED this day of 2026.

_____

Mayor

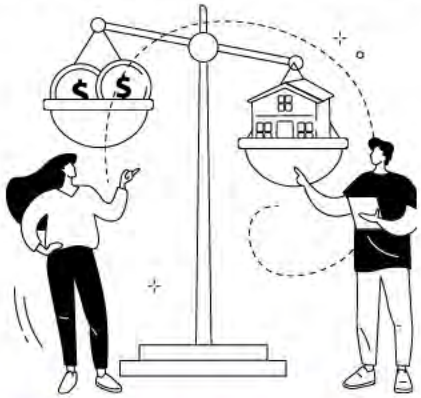
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Director of Corporate Services

CASTLEGAR

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