

Regular Meeting of Council Agenda October 5, 2026

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

Please click the link below to join the webinar for **Committee of the Whole**:
<https://us02web.zoom.us/j/81537391928?pwd=ZpfUEPd3ETadsVvNDRH9ds8b2IB8ar.1>
or telephone: Dial (for higher quality, dial a number based on your current location):
Canada: 1-438-809-7799, 1-587-328-1099, 1-647-374-4685, 1-647-558-0588,
1-778-907-2071, 1-780-666-0144

Webinar ID: 815 3739 1928 Passcode: 707182

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

Please click the link below to join the webinar for the **Regular Council Meeting**:
<https://us02web.zoom.us/j/82308886136?pwd=WTLZWbRCR5BQ8hcQ9cAbGcSydCalqR.1>
or Telephone: Dial (for higher quality, dial a number based on your current location):
Canada: 1-780-666-0144, 1-204-272-7920, 1-438-809-7799,
1-587-328-1099, 1-647-374-4685

Webinar ID: 823 0888 6136 Passcode: 634712

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

- 1 **CALL TO ORDER (3:00 P.M.)**
- 2 **ADOPTION OF AGENDA**
- 3 **RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE**
- 4 **DELEGATION: Nil**
- 5 **COMMUNITY WELLNESS, SAFETY & DEVELOPMENT (CHAIR BELL / DEPUTY BOJECHKO / DEPUTY HEATON-SHERSTOBITOFF):**
 - (a) **COUNCIL COMMITTEE LIAISON VERBAL UPDATE**
 - (b) **FIRE DEPARTMENT VERBAL UPDATE**
 - (c) **RCMP DETACHMENT VERBAL UPDATE**
 - (d) **WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE**
 - (e) **COMMUNITY WELLNESS, SAFETY AND DEVELOPMENT VERBAL UPDATE.**
 - (f) **Building Permit and Business Licence Reports – September 2026**

RECOMMENDATION: Council consider and resolve to receive for information:

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

- 6 **CULTURAL & CIVIC PRIDE (CHAIR HEATON-SHERSTOBITOFF / DEPUTY BOGLE / DEPUTY MACLEOD):**



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

7 FINANCE AND CORPORATE SERVICES (CHAIR BOGLE / DEPUTY FALSTEAD):

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

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

(c) **2026 Council Strategic Plan Implementation Report – Quarter 3 Update (Report No. 26–76)**

Report from the Chief Administrative Officer to present Council with the 2026 Council Strategic Plan Implementation Report – Quarter 3 Update.

RECOMMENDATION: Council consider and resolve:

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

(d) **Direct Award of Organizational Plan and Civic Works Continuous Improvement Program Consulting Services (Report No. 26–76)**

Report from the Chief Administrative Officer to seek Council approval to direct award Organizational Plan and Civic Works Continuous Improvement Program consulting services to Brilliance Consulting Ltd.

RECOMMENDATION: Council consider and resolve:

THAT Council approve the direct award of Organizational Plan and Civic Works Continuous Improvement Program consulting services to Brilliance Consulting Ltd. for an amount not to exceed \$90,500 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

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

(f) **Use of City Technology Policy 2-1 (Report 26–74)**

Report from the Director of Finance & Technology to seek Council's consideration and approval on the proposed Use of City Technology Policy 2-1 and Council's authorization to rescind Communication Systems Policy 2-1 and Cell Phone Use Policy 5-9.

RECOMMENDATION: Council consider and resolve:

THAT Council rescind Communication Systems Policy 2-1,

AND FURTHER;

THAT Council rescind Cell Phone Use Policy 5-9,

AND FURTHER;



THAT Council approve Use of City Technology Policy 2-1.

(g) **2026 Q3 Community Grant Applications (Report No. 26-75)**

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

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

1. THAT Council approve the Community Grant funding in the amount of \$1,500 to the Mexican Community – Kootenay Boundary.
2. THAT Council approve the Community Grant funding in the amount of \$4,167 to the Kootenay Columbia Learning Centre PAC.
3. THAT Council deny the Community Grant funding in the amount of \$2,500 to the Take a Hike Youth Mental Health Foundation.
4. THAT Council deny the Community Grant funding in the amount of \$350 to the Deer Park Recreation Society.
5. THAT Council deny the Community Grant funding in the amount of \$6,250 to the Kootenay Gallery of Art, History & Science.

(h) **2027 Permissive Tax Exemption Bylaw 1467 (Report No. 26-77)**

Report from the Manager of Finance to seek Council's approval of the proposed 2027 Permissive Tax Exemption Bylaw 1467.

RECOMMENDATION: Council consider and resolve:

THAT Council proceed with the required readings of the proposed 2027 Permissive Tax Exemption Bylaw 1467.

8 MUNICIPAL SERVICES (CHAIR MACLEOD / DEPUTY BELL):

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

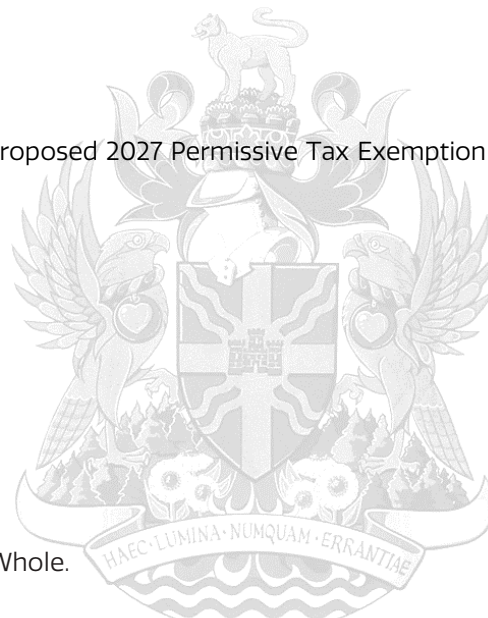
9 QUESTION PERIOD:

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

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

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

RESOLUTION:



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

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

AND FURTHER;

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

AND FURTHER;

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

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

13 DELEGATION: Nil

14 COUNCIL MEETING MINUTES FOR APPROVAL:

RESOLUTION: THAT the following Minutes be adopted:

- (a) Regular Meeting Minutes – September 21, 2026

15 RESOLUTION TO ADOPT COMMITTEE OF THE WHOLE RECOMMENDATIONS:

- (a) Recommendations from the September 21, 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 September 21, 2026, Committee of the Whole Meeting.

THAT the following items considered and received for information at the September 21, 2026, Committee of the Whole meeting, be adopted:

- Castlegar and District Public Library Regular Board Meeting Minutes – June 10, 2026.
- (b) Committee of the Whole recommendations from the October 5, 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 October 5, 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) Regular Board Meeting Minutes – August 20, 2026

17 CORRESPONDENCE:

- (a) Dina Sallman, on behalf of Cerebral Palsy Association of British Columbia re: request to illuminate the Kinnaird Overpass in green on October 6, 2026, in recognition of World Cerebral Palsy Day.

18 REPORTS OTHER:

- (a) **Recreation Commission Member Verbal Update**
- (b) **Councillor MacLeod Report re: Attendance at UBCM**

19 MAYOR'S REPORT:

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION:

- (a) **Council Procedures Bylaw 1462 – Adoption (Report No. 26-68)**

A Bylaw to establish the general procedures to be followed by Council and Council committees in conducting their business.

RECOMMENDATION: Council consider and resolve:

THAT Council Procedures Bylaw 1462 be adopted.

- (b) **Permissive Tax Exemption Bylaw 1467 – First, Second, and Third Readings (Report No. 26-77)**

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

RECOMMENDATION: Council consider and resolve:

THAT Permissive Tax Exemption Bylaw 1467 be read a first, second, and third time.

22 NEXT MEETING(S):

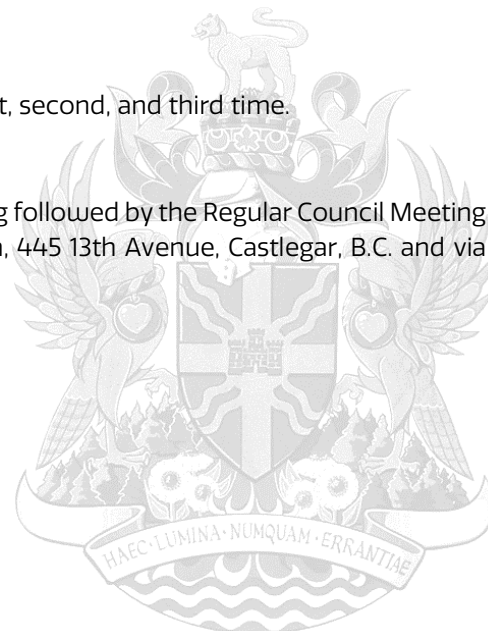
October 19, 2026, at 3:00 p.m. for Committee of the Whole Meeting followed by the Regular Council Meeting at 7:00 p.m., held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting.

23 NOTICE OF MOTION: Nil

24 QUESTION PERIOD:

25 ADJOURNMENT:

26 2023-2027 STRATEGIC PLAN INFORMATION PAGE



Building Permit Report

September 2026

This report has been prepared for the October 5th 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	\$650,000.00	1		
Residential, New Multi-Family				
Residential, New Garages/Carports			\$250,000.00	1
Residential, Alterations & Additions	\$66,000.00	4	\$800.00	1
Secondary Suites			\$120,000.00	1
Commercial, New	\$7,000.00	1		
Commercial, Alterations & Additions	\$60,000.00	1	\$140,000.00	2
Industrial, New				
Industrial, Alterations & Additions				
Institutional/Gov't, New				
Institutional/Gov't, Alterations & Additions				
Demolition				
Monthly Totals	\$783,000.00	7	\$510,800.00	5
Year-to-Date Totals	\$62,189,233.00	68	\$27,193,140.00	77

Major Projects Started September 2026

PART A. ONGOING MAJOR PROJECTS

Single Family Dwelling		
▪ 1564 Woodland Drive	▪ 1513 Aspen Lane	▪ 3730 Toba Road
▪ 3937 Grandview Drive		
Renovation		
▪ 2232 Columbia Avenue	▪ 4400 Minto Road	▪ 614 12 th Street
▪ 4190 Minto Road	▪ 1127 4 th Street	▪ 2905 9th Avenue
▪ 2112 10th Avenue	▪ 2171 Crestview Crescent	▪ 146 100th Street
▪ 3429 8th Avenue	▪ 1840 8 th Avenue	▪ 1126 B 7 th Avenue
▪ 3937 Grandview Drive	▪ 309 3 rd Avenue	▪ 1209 1 ST Street
▪ 3405 3 rd Avenue	▪ 209 5th Avenue	▪ 2181 Columbia Avenue
▪ 1217 1 st Street		
Miscellaneous		
▪ 704 Center Avenue, Addition	▪ 2241 6th Ave, New Commercial Building	
▪ 4690 14th Avenue, New Industrial Building	▪ 2245 6th Ave, Shelter Renovation	
▪ 2237 10 th Avenue, Covered Patio	▪ 4600 14th Ave, New Commercial Building	
▪ 1680 Columbia Avenue, Restaurant	▪ 709 10th Street, Fire System Upgrade	
▪ 174 Crescent Street, Multi Family	▪ 301 11 th Avenue, Restaurant Renovation	
▪ 1013 2 nd Street, Foundation	▪ 2118 & 2120 8th Avenue, Duplex & Suite	
▪ 2108 & 2110 8th Avenue, Duplex & Suite	▪ 901 Columbia Ave – 78-unit dwelling	
▪ 1114 4 th Street, Mixed Use Building	▪ 1013 2 nd Street – 7-unit Mixed-Use Building	
▪ 1921 Arrow Lakes Drive Retaining Wall	▪ 1389 Forest Rd – Covered Deck Build	
▪ 2408 11th Avenue, Suite	▪ 556 9 th Avenue – Garage Rebuild	
▪ 733 Waterloo Road, Duplex with Secondary Suites		

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 SEPTEMBER 2026

Business Licence Report

September 2026

This report has been prepared for the October 5, 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	\$1375.00	12	\$450.00	7
New ICBL Licences	\$300.00	3		
ICBL Licence Year-to-Date Totals	\$13,100.00	109	\$8,200.00	82
All Licence Monthly Total	\$1825.00	12	\$1,900.00	16
All Licence Year-to-Date Totals	\$144,725.00	843	\$118,596.26	685

New Licences

BL #3431 – Dump and Dumper Junk Removal

Resident

Castlegar, BC

Mobile Residential and Commercial Non-Hazardous Junk Removal

BL #3433 – Lexi Rae Construction

Non-Resident

Creston, BC

General Contractor

BL #3427 – Dream Vapes 1491904 BC Ltd.

301 11th Ave.

Castlegar, BC V1N 4G3

Retail Vape Store 19+ Only

BL #3435 – Lifestyle Castlegar Artisan Market

502 Columbia Ave.

Castlegar, BC V1N 1G7

Artisan Market

BL #3438 – Moonstone Beauty

1237 3rd Street

Castlegar, BC V1N 1Z6

Beauty Services

BL #3439 – Singh Moving and Dumping

Resident

Castlegar, BC

Moving, Dumping, & Hauling

BL #3434 – Tamer Pharmacy Ltd.
 1965 Columbia Avenue
 Castlegar, BC V1N 2W8
Retail Pharmacy and Drug Store

BL #3437 – Centrix Control Solutions LP
 Non-Resident
 Kelowna, BC
Electrical Contractor

BL #3411 – AFC Zenshi Sushi @ Safeway #4970
 1721 Columbia Avenue
 Castlegar, BC V1N 2W6
Takeout Sushi Preparation & Packaging

BL #3436 – Wendy Armstrong
 108 Ferry Ave.
 Castlegar, BC V1N 1C5
Business Systems and Technology Consulting

BL #3420 – Kalesnikoff Lumber Co Ltd.
 1107 Columbia Avenue
 Castlegar, BC V1N 4T9
Head Office for Sawmill Facility

BL #3442 – Amrose Home Recovery
 Non-Resident
 Castlegar, BC
Residential Cleaning Services

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: October 5, 2026 **REPORT NO.:** 26-76

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

SUBJECT: 2026 Council Strategic Plan Implementation Report – Quarter 3 Update

RECOMMENDATION:

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

PURPOSE:

To present the 2026 Council Strategic Plan Implementation Report – Quarter 3 Update.

This report is for consideration at the October 5, 2026, Committee of the Whole Meeting and for adoption at the October 19, 2026, Regular Council Meeting.

SUMMARY/BACKGROUND:

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

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



1 GOVERNANCE & SERVICE EXCELLENCE



2 A FUTURE WITH AFFORDABLE HOMES FOR ALL



3 QUALITY OF LIFE



4 WEST KOOTENAY REGIONAL AIRPORT EXCELLENCE



5 ACCESS TO HEALTHCARE



6 A PROSPEROUS CITY

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

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

The 2023 – 2027 Council Strategic Plan will continue to guide Council and staff during the transition to the incoming Council. Strategic planning is scheduled for March 2027, when the incoming Council will establish its priorities and develop a new 2028 – 2032 Council Strategic Plan. Staff will incorporate those priorities into future work plans and budget processes, beginning with the 2028 budget, and will continue to provide quarterly progress updates.

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

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

ALTERNATIVES:

As Council is only receiving Report #26-76 for information, there are no alternatives. Council could in the future change their strategic principles through the strategic planning process.

IMPLICATIONS:

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

POLICY IMPLICATIONS:

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

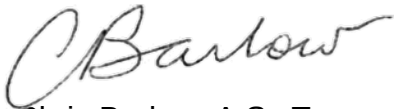
IMPLEMENTATION:

Status of project implementation is contained in the attached 2026 Council Strategic Plan Implementation Report – Quarter 3 update.

COMMUNICATION:

Once received, the 2026 Council Strategic Plan Implementation Report – Quarter 3 update will be posted on the City's website.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'C Barlow', with a stylized, cursive script.

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



QUARTER 3: JULY TO SEPTEMBER

2026 Council Strategic Plan Implementation Report

CASTLEGAR

Our Principles

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



1

**GOVERNANCE &
SERVICE EXCELLENCE**



2

**A FUTURE WITH AFFORDABLE
HOMES FOR ALL**



3

**QUALITY
OF LIFE**



4

**WEST KOOTENAY REGIONAL
AIRPORT EXCELLENCE**



5

**ACCESS TO
HEALTHCARE**



6

**A PROSPEROUS
CITY**

Reading this document

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



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

NOT STARTED

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

ON TRACK

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

PENDING

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

DEFERRED

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

CANCELLED

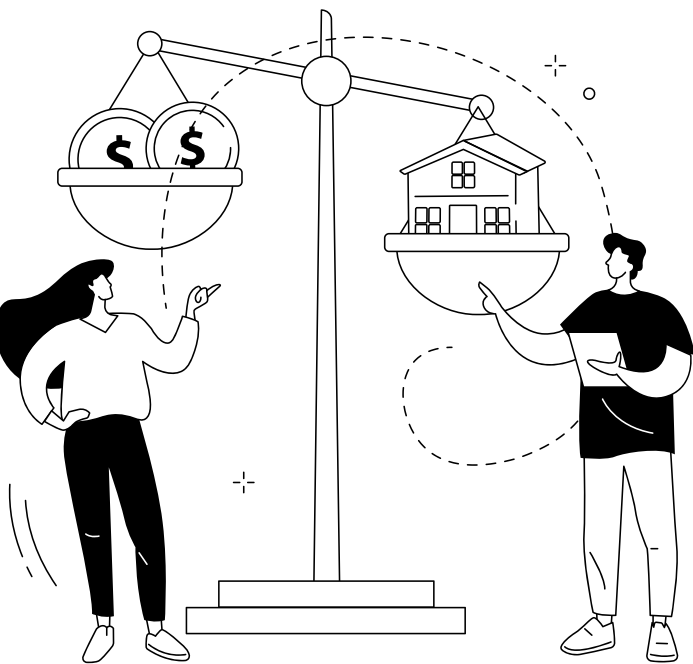
A cancelled project has been removed from 2026 work plans and has been either permanently cancelled or deferred to another year.

COMPLETE

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

Governance & Service Excellence

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

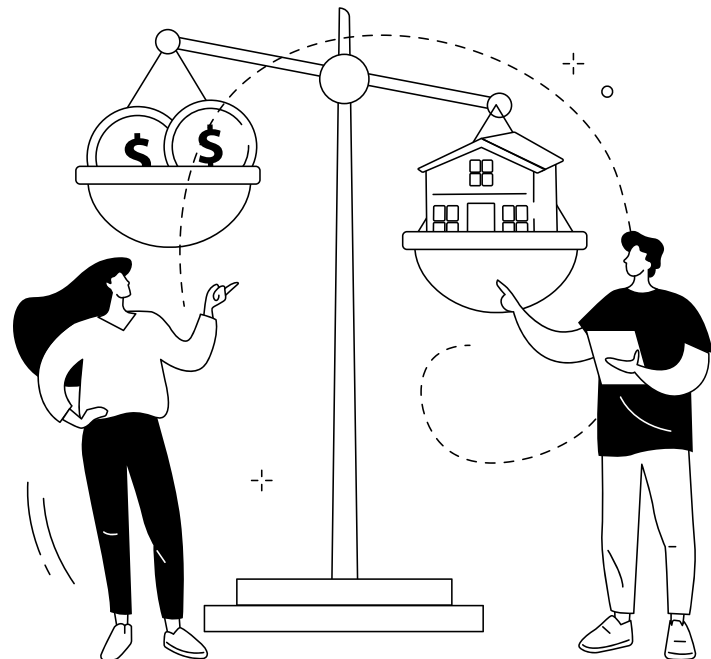


GOALS

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

Goal 1: Make Transparent Decisions

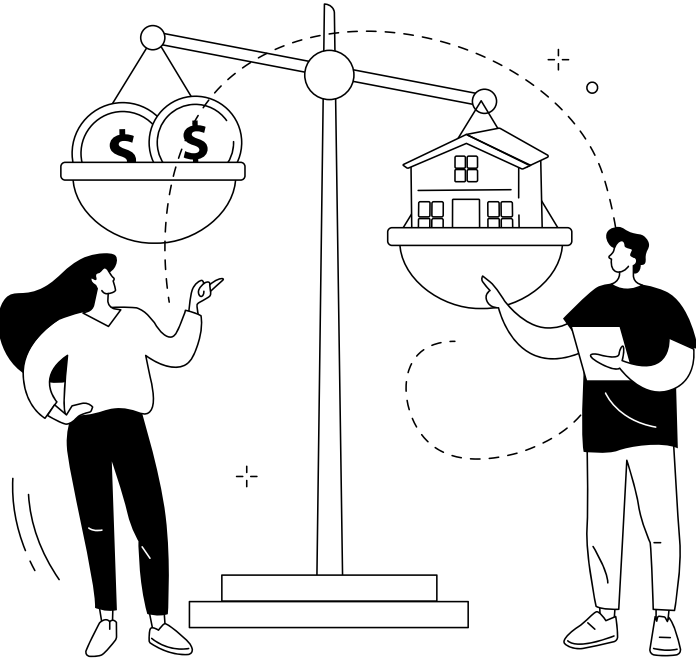
Serve as responsible stewards of the public's money, ensuring best value for money, long-term perspective, and social benefits.

[illegible]

Goal 4: Attract Top Talent

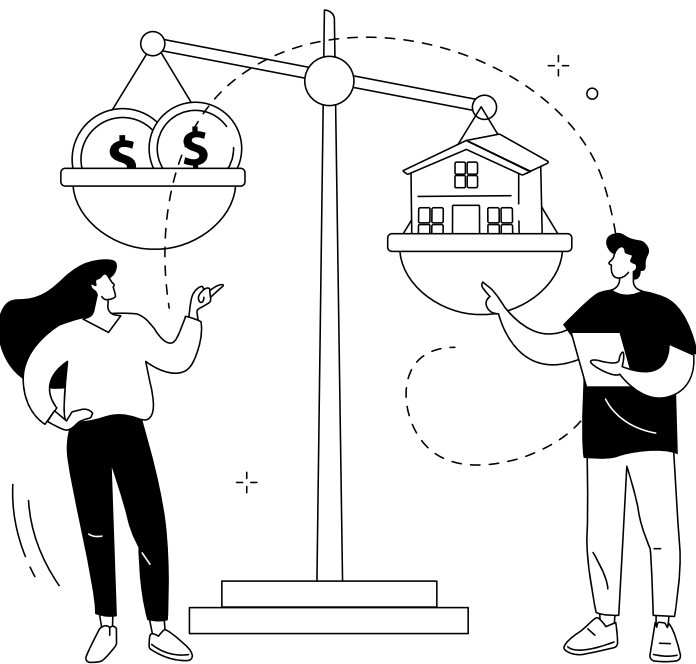
Creating the environment that attracts and keeps the best talent to deliver top-notch City services.

PROJECT	STATUS Q3
Implementation of Organizational Plan – Proposed Actions	ON TRACK



Goal 5: Asset Management Planning

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

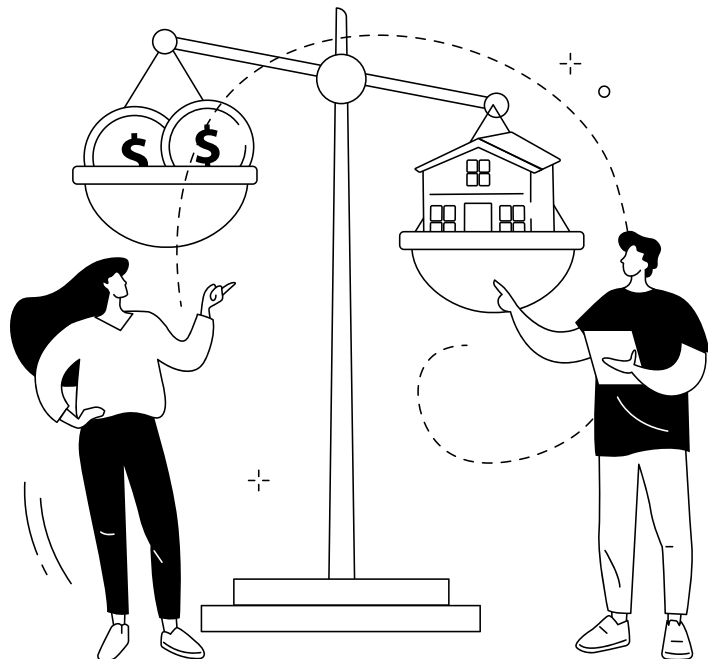


PROJECT	STATUS Q3
Liquid Waste Management Plan – Phase 1 (2025)	ON TRACK
Liquid Waste Management Plan – Phase 2	NOT STARTED
Municipal Services Workspace Enhancements & Expansion (2025)	ON TRACK
South Sewage Treatment Plant North Train Renewal (2025)	ON TRACK
Pavement Renewal Program	COMPLETE
South Sewage Treatment Plant Biosolids Management (Temporary)	COMPLETE
South Sewage Treatment Plant Biosolids Management (Permanent)	ON TRACK
Implementation of Organizational Plan – Proposed Actions	ON TRACK

Goal 5: Asset Management Planning (continued)

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

PROJECT	STATUS Q3
Fleet Replacement Plan (2025)	ON TRACK
Civic Works Fuel Tank Removal (2025)	PENDING
Drainage Improvements Program	NOT STARTED
Basaran Building Improvements	COMPLETE



A Future with Affordable Homes for All

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

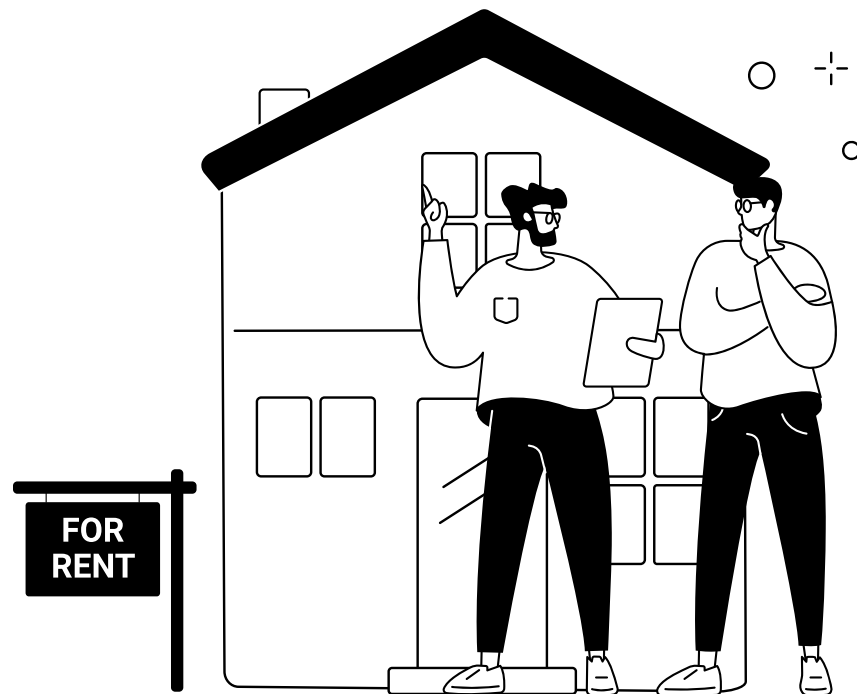


GOALS

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

Goal 1: Prioritize All Housing Needs

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

[illegible]

Quality of Life

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



GOALS

1. Bring People Together

2. Enhance Recreation Complex

3. Build Pride Through Engagement

4. Prioritize Public Safety

5. Champion Active Transport

Goal 3: Build Pride Through Engagement

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

[illegible]

Goal 4: Prioritize Public Safety

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



PROJECT	STATUS Q3
Fire Services Review Implementation (2025)	ON TRACK
Hazardous Materials and Asbestos Management Survey (2025)	COMPLETE
Next Generation 911 (2025)	ON TRACK
Purchase of Fire Fighting Appliance (2025)	ON TRACK
Fire Smart Program Development (2025)	COMPLETE

West Kootenay Regional Airport Excellence

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



GOALS

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

Goal 1: Achieve Airport Reliability

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

[illegible]

Goal 2: Deliver Travel Experience

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

[illegible]

Access to Healthcare

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



GOALS

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

A Prosperous City

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



GOALS

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

CASTLEGAR

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

250 365 7227
info@castlegar.ca
castlegar.ca



CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	October 5, 2026	REPORT NO.: 26-78
SUBMITTED BY:	Chief Administrative Officer	FILE NO.: 0110-20
SUBJECT:	Direct Award of Organizational Plan and Civic Works Continuous Improvement Program Consulting Services	

RECOMMENDATION:

THAT Council approve the direct award of Organizational Plan and Civic Works Continuous Improvement Program consulting services to Brilliance Consulting Ltd. for an amount not to exceed \$90,500 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

PURPOSE:

Report to seek Council approval to direct award Organizational Plan and Civic Works Continuous Improvement Program consulting services to Brilliance Consulting Ltd. for an amount not to exceed \$90,500 plus applicable taxes.

This report is for consideration at the October 5, 2026, Committee of the Whole Meeting, and adoption at the October 5, 2026, Regular Council Meeting to allow work to progress in a timely manner.

SUMMARY/BACKGROUND:

Organizational Plan

Council adopted the City's 2026–2028 Organizational Plan in January 2026. The Plan was informed by staff feedback and was intended to:

- modernize systems and tools;
- support employee well-being;
- improve organizational structure and clarify roles;
- strengthen leadership and collaboration; and
- better align day-to-day work with Council's service excellence priorities.

The Plan organized this work under six pillars: leadership, people, health and safety, planning, community, and systems, processes and technology. Each pillar established goals to guide organizational improvements and support the City in meeting the expectations of Council and the community. The supporting 2026–2028 Organizational Action Plan translated these goals into specific initiatives, projects and improvements planned over the three-year period.

To support implementation of the plan, staff created an Organizational Effectiveness and Initiative Specialist (OEIS) position. The position was advertised and a competitive recruitment process was completed; however, the preferred candidate did not accept the offer.

Rather than immediately reposting the position, initial Organizational Plan work was supported by consultants whose experience aligned with specific priorities. This approach was intended to accelerate delivery while testing whether specialized external support could effectively advance the deliverables outlined in the Organizational Plan Action Plan. Brilliance Consulting Ltd. (Brilliance) was engaged for an initial assignment that included interviewing staff, identifying dependencies and barriers, helping sequence and prioritize organizational plan initiatives, and establishing an approach to program delivery. Building off the success of this work, staff have been able to advance many of the organizational plan projects identified for delivery in 2026 using a combination of internal resources and external supports. The total cost of services provided by Brilliance for this scope of work to date is approximately \$42,000.

As the City enters the final quarter of 2026, additional organizational plan consultant support is required in the following areas:

- Prioritization, coordination and reporting of organizational plan projects;
- Developing a quarterly reporting and communication tool to provide consistent status updates to staff and Council; and
- Initiation of business case planning for select large organizational plan projects, including preparation of project charters, clarification of outcomes and identification of resource requirements.

Civic Works Continuous Improvement Program

In 2025 a State of the Organization report was completed by a consultant that identified gaps within the organization and made recommendations for areas of improvement. Three of the main areas for improvement that were identified specific to Civic Works were:

1. Systems and process review and optimization of technology.
2. Alignment, structure and order.
3. Communication and collaboration.

The Civic Works Continuous Improvement Program (CWCIP) has been established to develop and implement a strategic approach to guide improvements in these areas. The CWCIP is also closely linked and in some cases directly associated to Organizational Plan actions. The work will be undertaken collaboratively with Civic Works leaders and employees to ensure that identified challenges, priorities, and solutions reflect the department's operational experience and support a shared understanding of outcomes and expectations.

The CWCIP will be delivered in three phases:

1. **Understand Phase** - will assess the department's current roles, organizational structure, responsibilities, operating practices, procedures, performance measures, and reporting processes and will clarify the department's mandate, capabilities, and key challenges. This phase will also establish a framework and schedule for annual, seasonal, and monthly operating activities.

2. **Unlock Phase** – will define performance measures and reporting practices, clarify leadership roles, responsibilities and governance, establish measures of success, develop standard operating procedures, strengthen internal partnerships and communication practices, identify training and capacity development needs, and define technology and integration requirements. A coordinated implementation plan will be developed to guide governance, process, and capability improvements.
3. **Unleash Phase** - will focus on implementation and long-term adoption. During this phase, the Division will launch the identified initiatives, revised operating practices, standard operating procedures, reporting processes, and engagement approaches. Support will be provided through program management, initiative tracking, leadership tools, capability-development planning, and coaching.

Collectively, the three phases will establish a clearer and more consistent operating model for Civic Works while supporting employees and leaders through the transition. The Understand and Unlock phases are intended to be completed in 2026 while the Unleash phase is scheduled for 2027.

A direct award to Brilliance to support the Organizational Plan and CWCIP work identified in this report is being recommended as Brilliance has already completed foundational Organizational Plan work, has established a sound working knowledge of the City, and has built relationships within the organization. Brilliance's background and experience combines program and project leadership with organizational change and excels at establishing operating, leadership, culture and capability models that succeed in complex, multi-stakeholder environments.

ALTERNATIVES:

1. Council could direct staff to undertake a competitive procurement process. Staff do not recommend this alternative because it would interrupt continuity, require a new consultant to repeat discovery and relationship-building work, and delay priority work planned for the remainder of 2026.
2. Council could not approve the direct award and direct staff to repost the Organizational Effectiveness and Initiative Specialist position. Staff do not recommend this alternative because undertaking recruitment and onboarding would delay current Organizational Plan and Civic Works priorities. There are also no guarantees that undertaking the recruitment process would result in hiring a qualified candidate and it is unlikely that a candidate would have the skillset to deliver the CWCIP work as well as the OEIS scope of work.
3. Council could approve a reduced scope or value. If this alternative is chosen, staff would need to reprioritize deliverables and return with any resulting schedule or resource implications.

IMPLICATIONS:

(1) Social The scope of work identified is intended to improve service consistency, accountability, collaboration and the City's ability to deliver Council and organizational priorities.

(2) Environmental N/A

(3) Personnel Consulting services will supplement existing staff capacity and provide specialized program, project and change management support. Staff and subject matter experts will be required to participate in discovery, design and implementation activities.

(4) Financial

Costs associated with consulting services to support the Organizational Plan and CWCIP work will be no more than \$90,500 plus applicable taxes which is within 2026 budget amounts. Staff are proposing that these costs be funded as follows:

Remainder of OEIS staff budget	\$81,644
Role Clarity project (completed as part of CWCIP project)	\$15,000
Total available within 2026 budget	\$96,644

Phase 3 of the Civic Works Continuous Improvement Program would be subject to consideration through the 2027 budget process.

POLICY IMPLICATIONS:

The scope of work to be provided supports the 2023-2027 Council Strategic Plan Principle #1: Governance and Service Excellence.

In addition, the work completed by Brilliance Consulting Ltd. directly delivers and supports a significant number of actions and goals within the 2026–2028 Organizational Action Plan.

This report adheres to Procurement Policy 3-1 which requires Council approval for all direct awards over \$75,000 for goods and services.

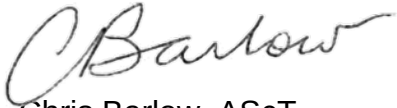
IMPLEMENTATION:

If approved, staff will execute an agreement with Brilliance. Staff will monitor deliverables and evaluate the completion of the initial Civic Works phases before including any subsequent phase in the 2027 budget.

COMMUNICATION:

If approved, targeted internal communication related to the CWCIP will be coordinated with the Senior Leadership Team, Civic Works leaders, and participating service departments. General communication and program updates will be provided to all staff as and when required.

Respectfully submitted,

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

Chris Barlow, ASCT
Chief Administrative Officer

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	October 5, 2026	REPORT NO.: 26-74
SUBMITTED BY:	Director of Finance & Technology	FILE NO.: 0620-20
SUBJECT:	Use of City Technology Policy 2-1	

RECOMMENDATION:

THAT Council rescind Communication Systems Policy 2-1,

AND FURTHER;

THAT Council rescind Cell Phone Use Policy 5-9,

AND FURTHER;

THAT Council approve Use of City Technology Policy 2-1.

PURPOSE:

To obtain Council's consideration and approval on the proposed Use of City Technology Policy 2-1 and Council's authorization to rescind Communication Systems Policy 2-1 and Cell Phone Use Policy 5-9.

This report is for consideration at the October 5, 2026, Committee of the Whole meeting and adoption at the October 5, 2026, Regular Council Meeting as this policy applies to City employees and Council and is beneficial to have the policy in place for orientation with the new Council.

SUMMARY/BACKGROUND:

A major pillar in our 2026-2028 Organizational Plan is Systems Processes & Technology. The pillar includes the modernization of our technology use as well as strengthening internal controls and risk management. In order to drive the change necessary in these areas, our outdated policies regarding the use of technology from 1999 need to be updated.

Communication Systems Policy 2-1 is outdated, and Cell Phone Use Policy 5-9 is redundant. Staff is recommending both policies be rescinded and relevant information incorporated into the proposed Use of City Technology Policy 2-1.

The new proposed Use of City Technology Use Policy was established to address the following:

- Technological advancements;
- Increased use of mobile technology and cloud services;
- Expanded cybersecurity and ransomware risks;
- Remote and hybrid work environments;
- Growing privacy and records management obligations;

- Increased public expectations regarding digital governance; and
- Modern operational requirements for municipal service delivery.

ALTERNATIVES:

1. Council could choose not to adopt the new Use of City Technology Policy 2-1 and keep the existing Communication Systems Policy 2-1 and Cell Phone Use Policy 5-9. Staff does not recommend this, as Communication Systems Policy 2-1 is outdated.
2. Council could direct staff to revise the proposed new Use of City Technology Policy and bring back to Council. Staff could support this if the revisions align with all applicable legislation and do not create operational risks.

IMPLICATIONS:**(1) Social**

The policy supports responsible and secure use of City Technology, helping to protect personal information, maintain public trust, and ensure professional communication with stakeholders. By establishing clear expectations for the use of digital technologies, the policy promotes accountability, ethical conduct, and the secure delivery of municipal services.

(2) Environmental

Greater use of digital communications, cloud-based collaboration, and electronic records management may reduce paper consumption, printing, and document storage requirements. Additionally, facilitating effective communication over long distances may reduce fuel consumption.

(3) Personnel

The policy provides employees, elected officials, contractors, and other authorized users with clear expectations regarding acceptable use of City Technology. Implementation may require employee training and periodic cybersecurity training.

(4) Financial

There are no direct financial implications.

POLICY IMPLICATIONS:

This Policy supports the City's 2026–2028 Organizational Plan and directly supports the following strategic pillars:

- People
- Health & Safety
- Planning
- Systems, Processes & Technology

IMPLEMENTATION:

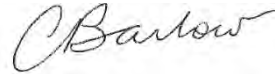
If adopted, staff will take the required steps to modernize and streamline internal operations and train personnel on this Policy.

COMMUNICATION:

If adopted, this Policy will be delivered to all staff.

Respectfully submitted,

Approved by

A handwritten signature in black ink that reads "Steffan Klassen". The script is cursive and fluid.A handwritten signature in black ink that reads "C Barlow". The script is cursive and fluid.

Steffan Klassen
Director of Finance & Technology

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



Use of City Technology Policy

Policy 2-1 / Resolution ***-**

Effective: (Upon Adoption)

CASTLEGAR

Use of City Technology Policy

Policy 2-1 / Resolution ***-**

REPLACES 2.1 COMMUNICATIONS SYSTEMS POLICY AND CELL PHONE USE POLICY 5-9

Policy Statement

The City recognizes that technology is essential to effective municipal service delivery, operational efficiency, emergency response, public engagement, and communication. To maintain public trust and provide high-quality services to residents, the City must ensure that its technology resources and information are used securely, responsibly, professionally, and for authorized municipal purposes.

This policy will establish consistent expectations for the use of City technology resources, protect City information and infrastructure, support effective communication and collaboration, and mitigate cybersecurity, privacy, legal, financial, reputational, and operational risks. All use of City technology will comply with applicable legislation, City policies, security requirements, records management obligations, and established standards and procedures.

1. Definitions

"City Technology Resources" means any City-owned, leased, managed, or authorized technology system, device, software, network, application, or digital service.

"Confidential Information" means information that is sensitive, protected, personal, operational, legal, financial, or otherwise restricted from unauthorized disclosure.

"Cybersecurity Incident" means any event that may compromise the confidentiality, integrity, or availability of City systems or information.

"Personal Use" means limited incidental use unrelated to official City business that complies with this policy.

"User" means any individual authorized to access City technology systems or information.

2. Roles and Responsibilities

Senior Leadership Team

2.1 The Senior Leadership Team is responsible for:

- Supporting enterprise-wide governance;
- Ensuring strategic alignment;
- Managing organizational risk; and
- Recommending policy updates to Council.

Information Technology

2.2 Information Technology is responsible for:

- Managing technology infrastructure and security;
- Establishing technical standards and controls;
- Providing cybersecurity guidance and support;
- Monitoring technology risks;
- Supporting policy implementation; and
- Providing Training.

Directors, Managers and Supervisors

2.3 Directors, Managers and Supervisors are responsible for:

- Supporting compliance within their departments/divisions/sections
- Ensuring staff understand policy expectations;
- Reporting incidents or concerns; and
- Coordinating with Information Technology and Human Resources.

Employees and Users

2.4 All employees and users are responsible for:

- Complying with this policy and related City policies;
- Protecting City technology resources;
- Reporting incidents, concerns, or misuse; and
- Completing required training.

3. Purpose

3.1 The purpose of this policy is to establish clear expectations, responsibilities, and governance related to the use of City-owned technology systems, devices, communication tools, software, networks, and digital services.

3.2 The City recognizes that modern technology is essential to municipal service delivery, operational efficiency, emergency response, public engagement, and workforce mobility. This policy is intended to:

- Support secure, reliable, and responsible use of technology;
- Protect City information, infrastructure, and public trust;
- Enable effective communication and collaboration among employees and elected officials;
- Reduce cybersecurity, privacy, legal, and operational risks; and
- Establish a consistent framework for acceptable technology use across the organization.

4. Scope

4.1 This policy applies to:

- All City employees;
- Mayor and Council members;
- Contractors, consultants, and volunteers;
- Any individual granted access to City technology systems or information.

4.2 This policy applies to all City-owned or City-managed:

- Computers and laptops;
- Mobile phones and tablets;
- Radios and communication systems;
- Networks and wireless services;
- Software applications and cloud platforms;
- Email, messaging, and collaboration systems;
- Internet services;
- Data storage systems; and

- Any future digital technologies adopted by the City.

5. Guiding Principles

5.1 The City's approach to technology use shall be guided by the following principles:

- **Public Trust** – Technology must be used in a manner that maintains public confidence and supports ethical municipal operations.
- **Security and Privacy** – City information and systems must be protected from unauthorized access, disclosure, loss, or misuse.
- **Operational Effectiveness** – Technology resources are intended primarily to support municipal business operations and service delivery.
- **Professional Conduct** – Users are expected to demonstrate respectful, lawful, and professional conduct in all digital communications.
- **Accountability** – Users are accountable for activities performed using City technology resources.
- **Adaptability** – The City will periodically review and update technology practices to align with evolving operational and cybersecurity requirements.

6. Acceptable Use

6.1 City technology resources are provided primarily for authorized municipal business purposes.

6.2 Limited personal use may be permitted where such use:

- Is occasional and reasonable;
- Does not interfere with work responsibilities;
- Does not consume significant City resources (time, data, or incur extra charges)
- Does not create cybersecurity or legal risk;
- Does not violate City policies, FOIPPA, and other applicable legislations; and
- Does not negatively impact productivity or public confidence.

6.3 Users shall not use City technology resources for:

- Illegal, fraudulent, or unauthorized activities;
- Harassing, discriminatory, offensive, or inappropriate communications;
- Unauthorized political campaigning or personal commercial activity;
- Downloading or distributing malicious software;
- Circumventing cybersecurity or other security controls;
- Accessing inappropriate or prohibited content (gambling, pornography, illegal drugs, etc.);
- Any activity that may damage the City's reputation or operations;
- Hot-spotting of Data unless where authorized by CAO (e.g. field operations);

- Attempting to gain access to another person's user identity;
- Making calls outside of Canada for non-City related business;
- Personal use like personal calls, e-mails, internet browsing, etc. (Communication by employees phoning/texting home to advise of a change in work hours is considered business communication)

7. Mobile Devices and Communications

City-Issued Mobile Devices

7.1 City-issued mobile phones, tablets, radios, and communication devices are intended primarily for operational and business use.

Users assigned City devices are responsible for:

- Safeguarding the device from loss, theft, or damage;
- Promptly reporting lost, stolen, compromised, or malfunctioning devices;
- Following City security and password requirements;
- Ensuring devices are used in compliance with applicable laws and regulations;
- Ensuring devices are available for required security software updates in accordance with IT requirements;
- Using devices for City business purposes and not for unauthorized personal use; and
- Returning devices upon request or termination of employment.

Personal Devices

7.2 The policy does not support personal devices being used for business purposes without authorization by the CAO. Where authorized by the CAO, personal devices used to access City systems or information must comply with applicable security requirements, including:

- Mobile Device Management (MDM) Enrollment ;
- Screen Lock Requirements;
- Password or biometric protection;
- Multi-factor authentication;
- Device encryption;
- Software updates and security patching; and
- Remote wipe capabilities (for municipal data only).

The City reserves the right to limit or revoke access from personal devices that do not meet security standards.

Safe Use Requirements

7.3 Users must comply with all applicable distracted driving laws and workplace safety requirements while using mobile devices.

8. Email, Messaging, and Digital Communications

8.1 City email and messaging systems are official business communication tools.

Users shall:

- Use professional and respectful language;
- Protect confidential and sensitive information;
- Exercise caution when opening links, attachments, or suspicious messages;
- Retain records in accordance with records management requirements; and
- Avoid sending inappropriate, offensive, or discriminatory content.

8.2 The City reserves the right, subject to applicable legislation and collective agreements, to monitor, access, retain, and disclose communications conducted using City systems for operational, legal, investigative, security, or regulatory purposes.

9. Internet and Cloud Services

9.1 Internet access is provided to support research, communication, operational efficiency, and municipal service delivery.

Users shall:

- Access only appropriate and lawful content;
- Avoid activities that create cybersecurity risk;
- Use only approved cloud services and applications (Users are not allowed to sign up or create accounts in cloud services without the approval of the CAO and/or IT);
- Refrain from unauthorized downloading or installation of software; and
- Follow all cybersecurity and data handling requirements.

9.2 Unauthorized use of external applications, file-sharing services, or artificial intelligence tools for City business may be restricted as deemed appropriate by the City.

10. Cybersecurity and Information Protection

10.1 All users share responsibility for protecting City information systems.

Users must:

- Maintain secure passwords and authentication credentials;
- Never share accounts or passwords unless approved by the CAO (e.g. GIS shared login for ESRI);
- Immediately report suspected cybersecurity incidents or phishing attempts;

- Follow security procedures established by the City;
- Protect confidential and personal information;
- Participate in mandatory cybersecurity awareness training;
- Not share any accessed or downloaded records/documents;
- Immediately report lost or stolen devices. Devices may be remotely locked or wiped if lost or compromised;
- Allow required security software updates.

10.2 The City may implement technical controls including:

- Network monitoring;
- Security logging;
- Content filtering;
- Endpoint protection;
- Multi-factor authentication; and
- Access restrictions.

11. Privacy and Confidentiality

11.1 Users must comply with all applicable privacy legislation, records management requirements, and confidentiality obligations. Confidential, personal, legal, financial, personnel, or operational information shall only be accessed, used, or disclosed where authorized and necessary for City business.

11.2 Users shall exercise caution when using:

- Wireless communications;
- Public internet connections;
- Shared devices;
- Mobile communications; and
- Public or remote work environments.

12. Software, Licensing, and Digital Assets

12.1 Only authorized software, applications, and technology solutions may be installed or used on City systems.

12.2 Users shall:

- Comply with software licensing agreements and copyright laws;
- Not engage in unauthorized or illegal software downloads or installations;
- Use only approved business applications for City work; and
- Protect City digital assets and intellectual property.

12.3 The City retains ownership of all City-owned systems, software, accounts, data, records, and digital assets.

13. Records Management and Monitoring

13.1 Information created, stored, transmitted, or received using City systems will constitute official municipal records.

13.2 Users should have no expectation of personal privacy when using City-owned technology systems or personal devices used for City business (where authorized), subject to applicable laws.

13.3 The City may monitor, audit, access, or review technology usage for:

- Cybersecurity and operational purposes;
- Regulatory compliance;
- Investigations;
- Freedom of Information requests;
- Legal proceedings; or
- Risk management activities.

14. Non-Compliance

14.1 Failure to comply with this policy may result in:

- Suspension or removal of system access;
- Investigation of misuse or misconduct;
- Disciplinary action in accordance with City Code of Conduct and Rules of Employment Policy 4-1;
- Financial liability where applicable; and/or
- Legal action where required.

CITY OF CASTLEGAR

EMPLOYEE POLICY AND PROCEDURE MANUAL

Communication Systems			
Section:	Facilities & Equipment	Resolution No.	54-99
Policy Number:	2-1	Amended by:	
Effective Date:	1999 01 25	File Name:	

GENERAL STATEMENT:

This policy sets forth the organization's policies with respect to the use of the City's various communication systems. With the increased capabilities available for electronic forms of communication, the City must ensure that employees are knowledgeable in their use of these capabilities and have an understanding of the circumstances in which these forms of communication are appropriate and permitted.

Telephones:

The City's telephones are key tools for use in its day-to-day business. The use of the City telephones for personal calls is a privilege given by the City and the employees are encouraged not to abuse this privilege by keeping in-coming calls very short and not allowing them to get in way of their duties. Employees are encouraged to make out-going personal calls on lunch hours or coffee breaks. As the switchboard is often at full capacity, particular attention should be paid to ensure that a personal call is not made if it results in no free line being available for business use.

Personal calls should be restricted to local calls, unless the employee charges any long distance calls to another number.

Calls by employees phoning home to advise of a change in work hours are considered to be business calls.

Cell Phones:

Employees who have been assigned a City cell phone should restrict their use of the phones to business use only.

As cell phones are not a secured means of communication, employees are to ensure that they use courtesy and tact at all times when using such phones. Employees should not convey confidential or sensitive information over a cell phone.

The employee must immediately advise their Department Head of any lost, stolen, damaged or malfunctioning cell phone.

Radio Hand Sets:

As Radio hand sets are not a secured means of communication employees who have been issued a radio hand set are to use tact and courtesy at all times when relaying information. No confidential or sensitive information should be conveyed by means of a radio hand set.

The employee must immediately advise his Department Head of any lost, stolen, damaged or malfunctioning radio handset.

Use of City computer:

The City's computer system is provided for official business use. Occasional personal use of the City computers is permitted provided that all use occurs during the employee's personal time or during lunch and coffee breaks. In no way, will the employee's personal use of the computer interfere with his/her performance of his/her regular duties.

Purchased Software:

All users will observe PC software license agreements and copyright laws. Copies of software will only be made in accordance with the license agreements (e.g. backup copies). Software is licensed to the City of Castlegar, not to individuals.

Internet:

Due to the public's awareness of emerging issues resulting from inappropriate use of the Internet and due to the recent entry of the Internet into our work lives, the City feels that it is expedient to clearly outline the City's expectation of an employee's use of the Internet.

- A) The primary purpose of the City's Internet connection is informational and that, as such shall be used for research and administrative purposes only.
- B) The City's Internet accounts shall be used for City purposes only.
- C) Employees shall conduct themselves in such a manner that public confidence and trust in the integrity and professionalism of the City is conserved and enhanced.
- D) Employees are responsible for checking all downloaded material for viruses after it has been acquired and prior to installation from any remote site, FTP site, WEB, remote host, etc.

E-Mail:

The City's e-mail system is provided for official business use. Occasional personal use of the organization's e-mail is permitted during the employee's personal time or during lunch and coffee breaks. However personal messages will be treated no differently from business messages. The organization reserves the right to access, use and disclose all messages sent over its e-mail system for any purpose. Harassing, discriminatory or otherwise inappropriate e-mail is strictly forbidden. This includes the transmission of "jokes" that could be offensive to some.

CITY OF CASTLEGAR
EMPLOYEE POLICIES AND PROCEDURES MANUAL

POLICY FOR CELL PHONE USE		
Section:	Facilities & Equipment	Resolution No.: 97-09
Policy Number:	5.9	Amended by:
Effective Date:	2009 03 13	File Name:

INTRODUCTORY COMMENT

The City of Castlegar recognizes its duty to take all reasonable steps to ensure the health and safety of its Workers. This includes minimizing distractions that may cause accidents in the workplace.

It is well documented that cell phones are hazardous when used by a person while driving a vehicle, but recent studies show they can be similarly hazardous in the workplace due to their ability to interrupt concentration and distract Workers, especially those whose work requires due focus and attention.

PURPOSE

The purpose of the policy is to provide guidelines for the use of cell phones at work by City employees and to provide a safe environment for all who share the workplace.

APPLICATION

This policy applies to all City of Castlegar employees with the exception of members of the Fire Department in emergency situations.

USE OF PERSONAL CELL PHONES DURING WORKING HOURS

Use of personal cell phones by City employees is limited during work hours. Workers may use personal cell phones during lunch or break periods provided their use does not create a hazard to the user or other staff. Other use, including text messaging, is prohibited during working hours unless authorized by their Supervisor.

Employees may use their personal cell phone to receive emergency messages and may also request authorization from supervisors to use personal cell phones during working hours for the purpose of making important or urgent personal calls. These calls are distinct from the generally lengthy, back-and-forth calling that is typical of a person making family or other personal arrangements, most of which could reasonably be made during breaks or before or after working hours.

PROCEDURE

1. Employees who need to use their personal cell phone during the working day other than at lunch or break times must seek authorization from their supervisor.

USE OF HAND-HELD CELL PHONES OR DEVICES WHILE DRIVING

This policy prohibits City employees from using a hand-held cell phone or similar device while driving at work. This includes when in a company vehicle, at a work site or when operating a piece of equipment. This also applies where employees use personally owned vehicles to do City business.

This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose.

Given the pivotal role two-way radios play in the City's day-to-day operations, and given the impracticality of limiting their use to non-driving situations, this policy does not apply to the use of two-way radios by City Workers.

PROCEDURE

Incoming Calls:

Phones used for City business must have voice mail. An employee who receives a call on a hand-held cell phone while driving must not answer it before pulling off the road and stopping in a safe spot. The driver must not resume driving until the conversation has ended and the call has been disconnected.

If this course of action is not practical, the driver must let voicemail take the call and when it's safe/convenient to do so, pull off the road and stop in a safe spot to review the message and where applicable, return the call. The driver must not resume driving until the conversation has ended and the call has been disconnected.

Outgoing Calls:

Employees are prohibited from making outgoing calls while driving. If it is absolutely necessary to make an outgoing call, the driver must pull off the road and stop in a safe spot. The driver may not resume driving until the conversation has ended and the call has been disconnected.

USE OF HAND-HELD CELL PHONES OR DEVICES WHILE PERFORMING HAZARDOUS TASKS OR ACTIVITIES

This policy prohibits City employees from using a hand-held cell phone or similar device to conduct City business while working in an environment or performing tasks and activities that exposes the Worker or other Workers to a risk of injury or exposure. This includes working at high levels, operating machinery or equipment, working with electricity, working near construction or excavation sites or any other situation reasonably considered to be hazardous.

This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose.

PROCEDURE

Incoming Calls:

Phones used for City business must have voice mail. An employee who receives a call on a hand-held cell phone while in a situation where he/she is exposed to a risk of injury must let the call go to voicemail or move to a place where they can take the call safely.

Outgoing Calls:

Employees are prohibited from making outgoing calls at work while in a situation that can reasonably be considered to be hazardous. Before making an outgoing call, Workers must move to a place where they can make the call safely.

VIOLATION

Employees who violate this policy will be subject to disciplinary action in accordance with the terms of the collective agreement for unionized staff, and in accordance with established City policy in the case of exempt staff.

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	October 5, 2026	REPORT NO.: 26-75
SUBMITTED BY:	Accountant	FILE NO.: 1850-20
SUBJECT:	2026 Q3 Community Grant Applications	

RECOMMENDATIONS (to be considered individually):

- 1. THAT Council approve the Community Grant funding in the amount of \$1,500 to the Mexican Community - Kootenay Boundary.***
- 2. THAT Council approve the Community Grant funding in the amount of \$4,167 to the Kootenay Columbia Learning Centre PAC.***
- 3. THAT Council deny the Community Grant funding in the amount of \$2,500 to the Take a Hike Youth Mental Health Foundation.***
- 4. THAT Council deny the Community Grant funding in the amount of \$350 to the Deer Park Recreation Society.***
- 5. THAT Council deny the Community Grant funding in the amount of \$6,250 to the Kootenay Gallery of Art, History & Science.***

PURPOSE:

Report to seek Council's consideration of the 2026 third quarter Community Grant applications.

This report is for consideration at the October 5, 2026, Committee of the Whole Meeting and adoption at the October 5, 2026, Regular Council Meeting to allow prompt response to applicants.

SUMMARY/BACKGROUND:

The City's Community Grant program has a current balance of \$9,600 to provide grant funding and sponsorships to community groups that meet the criteria established in Grant Policy 3.2.

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

For the third quarter of 2026, the City received grant applications from the following groups:

Mexican Community Kootenay Boundary –\$1,500

Background:

The Mexican Community – Kootenay Boundary is an organization that hosts inclusive events to share and celebrate the people and cultural values of the local Mexican Community. They are hosting a Dia De Muertos (Day of the Dead) cultural celebration at the Castlegar Community Complex on November 1, 2026.

Purpose:

As per the application “This project will benefit the community by creating an inclusive cultural event that brings people together through art, music, food, and traditions. It will promote cultural understanding, diversity, and community connection while providing opportunities for local businesses, artists, musicians, and volunteers to participate and engage with the public.”

The funds will be used for event related expenses such as cultural performers, event supplies/decoration, equipment rental, community outreach materials, and contingencies. The City of Castlegar will be recognized at the event and on social media. The organization has received some in-kind donations from local businesses toward this event.

Eligibility:

The Mexican Community – Kootenay Boundary operates in Castlegar, is hosting an event at the Castlegar Community Complex and meets all eligibility requirements. The Mexican Community – Kootenay Boundary has not received previous funding through the Community Grant program.

Kootenay Columbia Learning Centre PAC– \$4,167**Background:**

The Parental Advisory Council for the Kootenay Columbia Learning Centre (KCLC) serves to facilitate communication and collaboration between parents/guardians and the school. They are seeking funds to assist in the purchase and installation of a concrete picnic table for the KCLC Castlegar Campus.

Purpose:

As per the organization's application, “There is currently no outdoor seating for students or parents accessing the school. This makes it challenging to host students outside or encourage them to stay near the school during lunch and breaks. Making a comfortable and inclusive outdoor seating option would increase the student's well being and support the school in initiatives that are beyond the current budget. The picnic table will create a flexible outdoor space for learning, eating, and meeting which is ideal for alternative educational settings.”

The Community Grant funds would be used directly towards the picnic table project and will be supported by the PAC through other fundraising initiatives and installed with the support of maintenance staff at the campus. The City of Castlegar will be recognized through social media.

Eligibility:

The Kootenay Columbia Learning Centre is located in Castlegar and instructs students from Castlegar. The project meets all eligibility requirements. The Kootenay Columbia Learning Centre PAC has not previously received funding through the Community Grant program.

Take a Hike Youth Mental Health Foundation – \$2,500**Background:**

Take a Hike West Kootenay, established in 2015 in partnership with School District 20, is based out of the Kootenay-Columbia Learning Centre in Trail and directly serves up to 20 youth each year. Take a Hike empowers youth who experience vulnerability to change the trajectory of their lives with a full-time mental health and emotional well-being program embedded in an alternate education classroom. They engage youth with intentional clinical counselling, land-based learning, and community involvement.

Purpose:

The funding support would be put towards program costs such as full-time mental health clinicians and outdoor land-based learning activities. Funding will help meet growing demand for the program and the need for mental health supports in the 2026-2027 school year.

Eligibility:

The Take a Hike Program is integrated with School District 20, and the program is not located in Castlegar. As per Grant Policy 3.2 “The primary purpose of a grant in aid is to provide financial assistance to an organization for a specific project or event to be held in Castlegar that is accessible to and/or meets the needs of a significant portion of Castlegar residents. No assistance will be provided for travel or for events held outside Castlegar”. Therefore, this program is not eligible to receive funding. This organization last received funding from the City of Castlegar in 2023.

Fiscal Year	Community Grant Amount	Council Decision
2023	\$1,000	Approved
2025	\$2,500	Denied

Deer Park Recreation Society – \$350**Background:**

The Deer Park Recreation Society is a registered society established in 1997. The mandate of the Society is “To organize and support recreational, social, cultural, and community gatherings”.

Purpose:

The organization is seeking funds towards a pop-up tent to be used at their annual Harvest BBQ event on Saturday, October 3, 2026. The tent will be used annually for the Harvest BBQ in the case of inclement weather.

Eligibility:

The Deer Park Recreation Society and the event referenced in the application are not located in Castlegar. As per Grant Policy 3.2 “No assistance will be provided for travel or for events held outside Castlegar”. This society has not received prior funding through the Community Grant Program.

Kootenay Gallery of Art, History & Science – \$6,250**Background:**

The Kootenay Gallery of Art has been a fixture in the art scene of the West Kootenay region, celebrating five successful decades of artistic inspiration and cultural impact. They currently operate the gallery located on Heritage Way in Castlegar and are looking to move their operations to a newly acquired building in downtown Castlegar.

Purpose:

The Kootenay Gallery of Art History & Science is requesting Community Grant funding for municipal tax relief. Due to the timing of the transaction related to the purchase of the future home of the Gallery, they were unable to qualify for permissive tax exemptions in 2025 and 2026 resulting in the “diversion of capital from core project goals.”

Eligibility:

As per Grant Policy 3.2 “The Council of the City of Castlegar will not provide assistance for the payment of City property taxes”. The Kootenay Gallery of Art, History and Science has not previously applied for a grant related to this purpose and last received Community Grant funding in 2025 for their 50th Anniversary Celebration event.

IMPLICATIONS:

(1) Social	Community groups play a vital role in building a healthy community by providing valuable services that contribute to the residents' quality of life. Through a combination of strong community relationships and intimate local knowledge, these groups often have a better understanding of the community's needs and the best ways to meet them.
(2) Environmental	N/A
(3) Personnel	If approved, it will take approximately two hours of staff time to process and award the grant funding to the community groups.
(4) Financial	The Community Grant Program has a budget balance of \$9,600 at the end of quarter 2 of 2026. If grants are approved as recommended, a balance of \$3,933 will remain.

POLICY IMPLICATIONS:

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

IMPLEMENTATION:

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

COMMUNICATION:

The City will be acknowledged by the organizations as noted above. The City's contributions will be highlighted in the Council Highlights.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ryan Reid".

Ryan Reid, CPA
Accountant

Approved by

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

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

Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

PART 3. PROJECT INFORMATION (CONTINUED)			
How will this project benefit the Community? Establishing a dedicated art gallery within Castlegar's downtown core serves as a powerful catalyst for both cultural growth and economic revitalization. Our goal is to expedite our transition into this downtown space as quickly as possible. Transitioning rapidly allows us to immediately support the City of Castlegar's strategic plans for downtown revitalization, transforming an underutilized property into an active cultural hub that stimulates local foot traffic. The economic benefits of a downtown art gallery are well-documented: arts and culture act as primary tourism drivers and draw residents into the commercial center. Visitors to the gallery naturally cross-pollinate into neighboring businesses, generating secondary spending at local restaurants, cafes, and retail shops. By securing these funds and fast-tracking our renovations, we can shorten our timeline to open doors, directly contributing to a vibrant, walkable, and economically resilient downtown core that aligns with the City's vision for a thriving community center.			
PART 4. PROJECT BUDGET			
The required project budget and most recent financial statements are enclosed ☒ Yes		Grant Amount Requested from the City	
How will the City of Castlegar funds be used in the project? The funds will be used to reimburse the municipal property tax costs for our facility at 292 Columbia Avenue. As these taxes were paid proactively to avoid penalties, this grant will replenish our depleted capital reserves. The restored funds will be directed entirely toward the upcoming building renovations and operational overhead expenses necessary to fast-track the opening of the Kootenay Gallery of Art in our downtown location.			
List other secured contributors and amounts (including volunteer labour and in-kind sponsorship) Not applicable for this request, however, our attached financial statements speak to the on-going support from our sponsors and contributors.			
If applicable, the applicant must acknowledge the support of City of Castlegar in all print and publicity material related to the project, including during the event. How will the City of Castlegar be acknowledged for its support? While there is no event applicable for this application, we proudly share the on-going support of the City of Castlegar.			
INTERNAL USE			
Date Application Received	Date Approved	Amount Approved	Final Report Received On or Before Dec 1 ☐ Yes ☐ No

This page must be returned

Día de Muertos Festival 2026 – Budget Allocation

Total Budget: \$1,500 CAD

1. Musicians & Cultural Performers – \$800

Support for local musicians and cultural performers to ensure a high-quality and authentic cultural experience during the festival.

2. Event Supplies & Decorations – \$300

Materials for the altar, marigolds, candles, traditional decorations, and cultural setup elements.

3. Equipment & Logistics – \$200

Contribution toward tables, chairs, basic sound needs, and event setup logistics.

4. Printing & Promotion – \$100

Posters, flyers, banners, and community outreach materials.

5. Operational Support & Contingency – \$100

Reserved for small, unexpected expenses and day-of-event needs.

Additional Note:

We are currently awaiting responses from additional sponsors over the coming weeks. This may provide greater flexibility to adjust and increase budget allocations depending on specific needs as the event date approaches.

Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

PART 1. APPLICANT INFORMATION

Name of Organization Kootenay Columbia Learning Centre PAC

Date of Application
June 22 2026

Mailing Address including Postal Code
601 7th Ave Castlegar B.C V1N1R6

Contact: Last Name
Merritt

Contact: First Name
Nikki

Title
PAC Chair

Phone Number

Email

PART 2. ORGANIZATION INFORMATION

Date Organization Formed

September 29 2025

Is your organization a registered society?

☐ Yes

☒ No

If yes, please provide registration number

If no, please describe organization's non-profit status

We are a Parent Advisory Council for the Kootenay Columbia Learning Centre.
All parent advisory councils in B.C are considered not for profit

Have you received funding from the City of Castlegar before?

☐ Yes

☒ No

If yes, please provide date of last grant

PART 3. PROJECT INFORMATION

Name of Project

KCLC Castlegar Campus Picnic Table Project

Project Start Date

Fall 2026

Project End Date

Winter 2026

Project Description

The KCLC PAC would like to help KCLC Castlegar purchase and install a picnic table on the KCLC Castlegar Campus school grounds. Currently there is no outdoor seating for students or parents accessing the school. This makes it challenging to host students outside or to encourage them to stay near school property during lunch and breaks. Making a comfortable and inclusive outdoor seating option would increase the students well being and the support the school with something they do not have the budget for.

This page must be returned

Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

PART 3. PROJECT INFORMATION (CONTINUED)

How will this project benefit the Community?

A picnic table can benefit a school and the community by creating a flexible outdoor space for learning, eating, and meeting. It gives students a place to work together, take lessons outside, and build a calmer, more social school environment. Our community benefits when youth feel supported.

It can also support hands-on activities, group projects, and informal discussions, which often fit well in alternative education settings. Because it is simple, durable, and multipurpose, it helps a small school make the most of limited space while encouraging connection and engagement.

PART 4. PROJECT BUDGET

The required project budget and most recent financial statements are enclosed

☒ Yes

Grant Amount Requested from the City
4166.80

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

We will use the funds to purchase a concrete picnic table and concrete for the pad and have it installed

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

PAC is volunteering to oversee and organize the project while maintenance will handle the installation. We will continue to seek other potential donors in the fall.

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

PAC will include the city in their social media posts recognizing their contribution. It will also be sent out in the school newsletter to parents and PAC will pursue speaking with the local newspaper once install is complete to thank them for their support.

INTERNAL USE

Date Application Received

Date Approved

Amount Approved

Final Report Received On or Before Dec 1

☐ Yes

☐ No

This page must be returned

Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

PART 5. SIGNATURES

I agree to comply with the following requirements:

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

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

NIKKI MERRITT

Printed Name of Authorized Representative

Nikki Merritt

Signature of Authorized Representative

KCLC PAC Chair

Title

June 22 2026

Date

Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

PART 1. APPLICANT INFORMATION		
Name of Organization Take a Hike Youth Mental Health Foundation		Date of Application July 13, 2026
Mailing Address Including Postal Code #301 – 470 Granville St, Vancouver BC V6C 1V5		
Contact: Last Name Williams	Contact: First Name Jaydeen	Title Manager of Philanthropy
Phone Number	Email	
PART 2. ORGANIZATION INFORMATION		
Date Organization Formed October 1, 2000	Is your organization a registered society? ☒ Yes ☐ No	If yes, please provide registration number S-42179
If no, please describe organization's non-profit status Please note that Take a Hike is also a registered charity and our charitable registration number is: #891394611 RR0001.		
Have you received funding from the City of Castlegar before? ☒ Yes ☐ No		If yes, please provide date of last grant July 25, 2023
PART 3. PROJECT INFORMATION		
Name of Project Take a Hike West Kootenays Program	Project Start Date 1-Sep-2026	Project End Date 30-Jun-2027
Project Description Take a Hike empowers vulnerable youth to change the trajectory of their lives with a full-time mental health and emotional well-being program embedded in an alternate education classroom. We engage youth with intentional clinical counselling, land-based learning, and community involvement. Our public school district partners provide high quality education, and together, we empower youth with the skills and resilience they need to graduate high school, build healthy relationships, and achieve success—however they define it. Take a Hike (TAH) West Kootenays, established in 2013 in partnership with School District 20, is based at the Kootenay-Columbia Learning Centre in Trail and directly serves up to 20 youth each year, including youth in Castlegar. The program is free of cost for youth and delivered full-time in the classroom throughout the school year, with open access to counselling during the summer months. Delivered by a core interdisciplinary team consisting of a full-time Mental Health Clinician, a Teacher, and a Youth Worker that spend every day with participants, TAH's program model creates a unique environment for youth to engage in four key program pillars: Clinical Counselling, Outdoor Land-based Learning, Community Involvement, and Academics.		

This page must be returned

Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

PART 3. PROJECT INFORMATION (CONTINUED)

How will this project benefit the Community?

TAH provides vulnerable youth with intensive mental health supports, outdoor learning experiences, and community involvement opportunities. It helps youth improve their mental and physical health, build healthy relationships, and achieve academic success, leading to long-term positive outcomes such as higher graduation rates, gainful employment, and improved quality of life. See takeahikefoundation.org/about-us/annual-report for more.

"Take a Hike isn't just a program—it's a lifeline for youth who feel lost and unsupported. By supporting this program, you're giving young people a chance to rebuild their lives." -Victoria, Take a Hike Alum

PART 4. PROJECT BUDGET

The required project budget and most recent financial statements are enclosed

☒ Yes

Grant Amount Requested from the City

\$ 2,500.00

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

A grant of \$2,500 will support the TAH West Kootenays program and empower up to 20 youth. Funding will support and strengthen programming and provide young people and their families access to critical therapeutic supports through group, family, and individual counselling, as well as land-based learning opportunities and a nurturing program community.

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

TAH is supported by individual donors and a variety of local, regional, and national funders. Some secured contributors for 2026-27 include: McCall MacBain Foundation (\$20,000), Allan & Gill Gray Philanthropy (\$22,000), LeRoi Foundation (\$4,000), Community Foundation of Castlegar & District (\$1,025) and Vancouver Foundation (\$7,600). See budget for more.

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

TAH aims to recognize this funding in a way that is meaningful to the City of Castlegar. Recognition corresponding to a grant of \$2,500 would include: Donor name listed on TAH's donor webpage, dedicated social media posts, inclusion of donation in our digital newsletter, and invitations to TAH events.

INTERNAL USE

Date Application Received

Date Approved

Amount Approved

Final Report Received On or Before Dec 1

☐ Yes

☐ No

This page must be returned

Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

PART 5. SIGNATURES

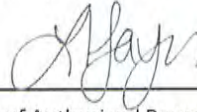
I agree to comply with the following requirements:

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

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

Larissa Hayes - Senior Director, Development

Printed Name of Authorized Representative



Signature of Authorized Representative

Manager of Philanthropy

Title

July 13, 2026

Date

Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

PART 1. APPLICANT INFORMATION		
Name of Organization Deer Park Recreation Society		Date of Application June 26, 2026
Mailing Address Including Postal Code 7630 Broadwater Road, Castlegar, BC, V1N 4V8		
Contact: Last Name Krista	Contact: First Name Anna	Title Secretary Treasurer
Phone Number	Email	
PART 2. ORGANIZATION INFORMATION		
Date Organization Formed October 15, 1997	Is your organization a registered society? ☒ Yes ☐ No	If yes, please provide registration number S-37873
If no, please describe organization's non-profit status		
Have you received funding from the City of Castlegar before? ☐ Yes ☒ No		If yes, please provide date of last grant
PART 3. PROJECT INFORMATION		
Name of Project Fall Harvest BBQ	Project Start Date 26-Jun-2026	Project End Date 26-Jun-2026
Project Description We will be inviting friends, neighbours and families of the residents of Deer Park and the surrounding area to a harvest end-of-season celebration on Saturday, October 3rd. The problem in the past has been inclement weather derailing our set-up arrangements for such events. We need a portable canopy tent that we can set up if need be to make sure the event proceeds smoothly. This could be used for future events as well.		

This page must be returned

Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

PART 3. PROJECT INFORMATION (CONTINUED)

How will this project benefit the Community?

Bringing people together is part of the mandate of our society: "To organize and support recreational, social, cultural, and community events, activities, and gatherings." Events like these build communication, which builds trust, which builds community cohesiveness and resilience. Making these events function smoothly because we have the proper equipment makes them more enjoyable and hence appealing for everyone!

PART 4. PROJECT BUDGET

The required project budget and most recent financial statements are enclosed

☒ Yes

Grant Amount Requested from the City

\$ 350.00

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

We will use these funds to buy a 10'x10' heavy duty canopy tent with sidewalls such as this one listed on amazon.ca:
https://www.amazon.ca/CROWN-SHADES-Comercial-Instant-Sidewalls/dp/B0BY1BKCYJ/ref=sr_1_6?sr=8-6

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

Our society volunteers will organize this event and our society will pay for the food and associated accoutrements.

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

We will publicly acknowledge the City of Castlegar during the event, and if we can find a way to do it, we would put a City of Castlegar logo on the tent itself so that the acknowledgement lasts the life of the tent.

INTERNAL USE

Date Application Received

Date Approved

Amount Approved

Final Report Received On or Before Dec 1

☐ Yes

☐ No

PART 5. SIGNATURES

I agree to comply with the following requirements:

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

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

Anna Krista

Printed Name of Authorized Representative

Signature of Authorized Representative

Secretary Treasurer

Title

June 26, 2026

Date

PART 1. APPLICANT INFORMATION		
Name of Organization Kootenay Gallery of Art, History and Science Society		Date of Application July 7, 2026
Mailing Address Including Postal Code 120 Heritage Way, Castlegar, BC V1N 4M5		
Contact: Last Name Kinakin	Contact: First Name Joleen	Title CEO
Phone Number	Email	
PART 2. ORGANIZATION INFORMATION		
Date Organization Formed	Is your organization a registered society? ☒ Yes ☐ No	If yes, please provide registration number
If no, please describe organization's non-profit status		
Have you received funding from the City of Castlegar before? ☒ Yes ☐ No		If yes, please provide date of last grant August 1, 2025
PART 3. PROJECT INFORMATION		
Name of Project Property Tax Assistance	Project Start Date 1-Jul-2026	Project End Date 30-Jun-2027
Project Description Our request is for assistance for the payment of annual property taxes for 292 Columbia Avenue. Due to the timing of our building acquisition on August 28, 2025, we were unable to apply for the tax remission program, for the current or following year as the application deadline had closed the previous July. Consequently, we had to absorb this unexpected carrying cost to remain in good standing and we were forced to divert capital away from our core project goals to cover this tax burden. Securing this funding will restore those vital resources, allowing us to move forward with the building's development and fund the capital renovations and operational costs required to bring this building back into active use without further delay.		

Grants in Aid Application

finance@castlegar.ca

CASTLEGAR

PART 3. PROJECT INFORMATION (CONTINUED)

How will this project benefit the Community?

Establishing a dedicated art gallery within Castlegar's downtown core serves as a powerful catalyst for both cultural growth and economic revitalization. Our goal is to expedite our transition into this downtown space as quickly as possible. Transitioning rapidly allows us to immediately support the City of Castlegar's strategic plans for downtown revitalization, transforming an underutilized property into an active cultural hub that stimulates local foot traffic. The economic benefits of a downtown art gallery are well-documented: arts and culture act as primary tourism drivers and draw residents into the commercial center. Visitors to the gallery naturally cross-pollinate into neighboring businesses, generating secondary spending at local restaurants, cafes, and retail shops. By securing these funds and fast-tracking our renovations, we can shorten our timeline to open doors, directly contributing to a vibrant, walkable, and economically resilient downtown core that aligns with the City's vision for a thriving community center.

PART 4. PROJECT BUDGET

The required project budget and most recent financial statements are enclosed

☒ Yes

Grant Amount Requested from the City

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

The funds will be used to reimburse the municipal property tax costs for our facility at 292 Columbia Avenue. As these taxes were paid proactively to avoid penalties, this grant will replenish our depleted capital reserves. The restored funds will be directed entirely toward the upcoming building renovations and operational overhead expenses necessary to fast-track the opening of the Kootenay Gallery of Art in our downtown location.

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

Not applicable for this request, however, our attached financial statements speak to the on-going support from our sponsors and contributors.

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

While there is no event applicable for this application, we proudly share the on-going support of the City of Castlegar.

INTERNAL USE

Date Application Received

Date Approved

Amount Approved

Final Report Received On or Before Dec 1

☐ Yes

☐ No

This page must be returned

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	October 5, 2026	REPORT NO: 26-77
SUBMITTED BY:	Manager of Finance	FILE NO: 1970-40
SUBJECT:	2027 Permissive Tax Exemption Bylaw 1467	

RECOMMENDATION:

THAT Council proceed with the required readings of the proposed 2027 Permissive Tax Exemption Bylaw 1467.

PURPOSE:

To seek Council's approval of the proposed 2027 Permissive Tax Exemption Bylaw 1467.

This report is for consideration at the October 5, 2026, Committee of the Whole Meeting, first three readings at the October 5, 2026, Regular Council Meeting, and adoption at the October 15, 2026, Special Council Meeting. The need for a Special Meeting is required due to the timing of the 2026 Local Government Election and the statutory deadline.

SUMMARY/BACKGROUND:

Permissive tax exemptions are a way for Council to provide financial support for organizations within the community that enhances the quality of life for citizens. Permissive tax exemptions are at Council's discretion and can be granted to an eligible property, on a partial or full basis, for a period that Council deems appropriate. Permissive tax exemptions must be granted through a bylaw, which must be adopted and forwarded to BC Assessment Authority (BCAA) prior to October 31 of the preceding tax year. BCAA adjusts the assessed value for each property contained in the bylaw, prior to issuing completed assessment roll at the end of the year which is used for the property tax calculation.

Part 7, Division 6 of the *Community Charter* provides for statutory tax exemptions over which the municipality has no discretion. Examples of properties automatically exempted from taxation are hospitals, churches, and private schools.

Part 7, Division 7 of the *Community Charter* provides for permissive exemptions, which allows municipalities to exempt (in whole or in part) certain lands and/or improvements from municipal taxation. Council considers applications for permissive tax exemptions from charitable, philanthropic or other not-for-profit organizations where the property use is directly related to the purposes of the organization. There is no entitlement to a permissive tax exemption, it is granted solely at Council's discretion. Council considers organizations that benefit the community such as recreational programs and facilities for public use, programs and facilities that are used by youth, seniors, and other special needs groups, cultural or education programs available to the public that promote community spirit cohesiveness and tolerance.

When Council grants a permissive tax exemption on a specific property, that property is automatically exempted from municipal, school, regional district, hospital, and BC Assessment taxes. The permissive tax exemption does not apply to utility fees such as water, sewer, curbside waste collection charges or to parcel taxes.

The City put two ads in the paper to advertise the permissive tax exemption application intake period. The deadline to apply for 2027 property tax exemption was July 31, 2026. For 2027, the City received 35 applications, all of which were from organizations that received an exemption in 2026, and one new application from a previous applicant for a new property.

Changes to 2027 Applications

The City received a new application from the Kootenay Gallery of Art for their new building at 292 Columbia Ave. The property will eventually be used as an art gallery and cultural hub for public workshops, educational programming and community events. The building is currently in the transition phase while renovations are underway. The Kootenay Gallery of Art is committed to interim utilization of the building and is preparing to launch their first public events and educational workshops in the building while they continue their capital campaign for renovations.

The City received an updated application from the Chamber of Commerce, which now leases out six office spaces to tenants. The leased office spaces account for 708 square feet of the Confluence Building's 8,700 square feet. As the leased spaces of the building are not eligible for permissive tax exemption under the *Community Charter*, the tax exemption has been reduced by 8%.

ALTERNATIVES:

1. Council could direct staff to remove any listed properties from the 2027 Permissive Tax Exemption Schedule or vary the amount of the exemptions.
2. Council may request revisions to the proposed Permissive Tax Exemption Bylaw 1467, or request revisions. Any revisions would require a Special Council Meeting to pass the Bylaw as the deadline to submit the Bylaw to BCAA is October 31, 2026.

IMPLICATIONS:

(1) Social	Not-for-profit groups that receive permissive tax exemptions provide services that benefit the residents of the City.
(2) Environmental	N/A
(3) Personnel	It takes approximately 30 hours of staff time to calculate the exemptions and prepare the report and Bylaw for Council consideration.
(4) Financial	The municipal property taxes exempted in Schedule "A" is projected to be \$197,898. The exact value of the exemptions will not be known until 2027 when BCAA releases the revised property tax roll, and the City sets its own tax rates.

If all exemptions were granted, the municipal taxes exempted are 1.5% of the approximated 2027 municipal tax requisition. The property taxes exempted are shared amongst all the non-exempted properties. The 1.5% amount is a comparable to other BC communities.

In addition to relief from municipal taxes, exempted properties also receive tax relief from other levels of property taxation (i.e., School, Regional District, Hospital, and BCAA taxes). Property tax exemptions do not apply to parcel taxes or City utilities. Exempted Regional District and Hospital property taxes are also shared amongst the non-exempted properties. Total estimated value of permissive exemptions for all types of taxes is \$371,881.

POLICY IMPLICATIONS:

The *Community Charter* requires that the Permissive Taxation Exemption Bylaw for 2027 be adopted prior to October 31, 2026.

Property Tax Exemption Policy No. 15 sets the eligibility criteria for the annual permissive tax exemption.

This supports Council's Strategic Plan Principle #3 Quality of Life and the goal Build Pride Through Engagement.

IMPLEMENTATION:

Once adopted, the Bylaw will be forwarded to BCAA to update next year's assessment prior to October 31, 2026.

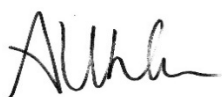
Section 227 of the *Community Charter* requires that details of the proposed tax exemption bylaw be posted and advertised in a local newspaper each week for two consecutive weeks prior to Council approval.

The notice must identify the properties that will be subject to the Bylaw, describe the proposed exemptions, state the number of years that the exemptions may be granted, and provide the estimated amount of taxes that would have been imposed on the properties if they were not exempt.

COMMUNICATION:

Advertising of the proposed 2027 property tax exemption will be listed in the Castlegar News on October 8 and 15, 2026.

Respectfully submitted by:



Aimee Uhlenbrauck, CPA
Manager of Financial Services

Approved by:



Chris Barlow, ASCT
Chief Administrative Officer

Schedule "A"
City of Castlegar
Permissive Tax Exemptions 2027

Organization	Street Address	Estimated Exempted Taxes	
		All Taxes	Municipal Only
Places of Public Worship			
Castlegar Baptist Church	713 4TH ST	\$ 1,090	\$ 381
Synod of the Diocese of Kootenay	610 CHRISTINA PL	1,300	455
Pentecostal Assemblies of Canada	602 7TH ST	1,591	556
Trustee's of the Congregation of Castlegar-Kinnaird Pastoral Charge	809 MERRYCREEK RD	1,719	601
Living Waters Faith Fellowship	2329 6TH AVE	1,103	386
Trustees of the Congregation of Kinnaird Church of God	2404 COLUMBIA AVE	1,286	450
Trustees for the Castlegar South Congregation of Jehovah's Witnesses	1680 WOODLAND DR	1,157	405
Roman Catholic Bishop of Nelson	525 7TH AVE	1,516	530
Kinnaird Park Community Church	1250 26TH ST	3,005	1,051
		13,767	5,083
Community Housing Organizations			
Castlegar Villa Society	718 VALHALLA ST	3,056	1,048
Castlegar & District Community Services Society	1660 COLUMBIA AVE	3,573	1,225
Castlegar & District Community Services Society	COLUMBIA AVE	834	286
Castlegar & District Community Services Society	1695 COLUMBIA AVE	12,726	7,164
Kootenay Society for Community Living	2224 6TH AVE	11,248	6,332
Kootenay Society for Community Living	1001 2ND ST	2,847	976
Kootenay Society for Community Living	404 29TH ST	2,797	959
Kootenay Society for Community Living	839 SILVER BIRCH LANE	3,821	1,310
Kootenay Society for Community Living	101 PRINCE AVE	3,539	1,213
Kootenay Society for Community Living	1101 2ND ST	2,641	906
Woodland Park Housing Co-Operative	SILVERWOOD CRESCENT	6,079	2,084
		53,161	23,503
Community Service Organizations			
Kootenay Family Place	749 11TH AVE	1,243	426
Kootenay Family Place	767 11TH AVE	11,612	6,537
British Columbia Society for the Prevention of Cruelty to Animals	124 HERITAGE WAY	26,823	15,099
Castlegar & District Hospital Auxiliary	210 11TH AVE	13,694	7,709
Circle of Indigenous Nations Society	1801 CONNORS RD	2,207	772
Blueberry Creek Community School Council	200 CENTRE AVE	36,057	20,297
Blueberry Creek Community School Council	200 CENTRE AVE	1,012	347
Freedom Quest Youth Services Society	2216 COLUMBIA AVE	10,284	5,789
Air Cadet League of Canada 581 Castlegar Sponsoring Committee	216 8TH AVE	4,203	2,366
		107,135	59,341
Regional Health Board			
Interior Health Authority	1001 COLUMBIA AVE	10,061	5,663
Interior Health Authority	709 10TH ST	21,049	11,849
		31,110	17,512
Recreation and Not for Profit			
Portuguese Social Centre Society	421 13TH AVE	1,041	364
Royal Canadian Legion	248 COLUMBIA AVE	1,787	63
Association of West Kootenay Rock Climbers	3500 16TH AVE	650	223

Association of West Kootenay Rock Climbers	2701 14TH AVE	453	155
Fortis BC Energy Inc. - Terasen BTW Park	101 5TH ST	14,189	7,987
		18,120	8,792

Cultural Organizations

Castlegar and District Heritage Society	400 13TH AVE	4,306	2,424
Castlegar and District Heritage Society	500 9TH ST	1,594	897
Castlegar and District Heritage Society	500 9TH ST	3,555	1,244
Kootenay Doukhobor Historical Society (Doukhobor Village)	2 120 HERITAGE WAY	33,079	18,621
Kootenay Gallery of Art, History and Science Society	1 120 HERITAGE WAY	7,284	4,100
Kootenay Gallery of Art, History and Science Society	292 COLUMBIA AVE	20,993	11,818
Castlegar and District Chamber of Commerce	1995 6TH AVE	60,636	34,133
		131,447	73,237

City Water Supply/Partnership Agreement

Zellstoff Celgar Ltd.	2901 ARROW LAKES DR	6,007	4,162
-----------------------	---------------------	-------	-------

Corporation Vetted for Non-Profit Status

CTN Labor Holding Ltd - Kinnaird Hall	2320 COLUMBIA AVE	11,134	6,267
---------------------------------------	-------------------	--------	-------

Total Permissive Tax Exemptions for 2027		\$ 371,881	\$ 197,898
---	--	-------------------	-------------------

Permissive Tax Exemption Application

finance@castlegar.ca

CASTLEGAR

PART 1. APPLICANT INFORMATION		
Name of Organization The Kootenay Gallery of Art, History and Science Society		Date of Application July 6, 2026
Mailing Address Including Postal Code 120 Heritage Way, Castlegar, BC, V1N 4M5		
Contact: Last Name Kinakin	Contact: First Name Joleen	Phone Number (250) 365-3337
PART 2. PROPERTY INFORMATION		
Roll Number(s) 00591.000		
Registered Owner Kootenay Gallery of Art, History and Science Society		Other Registered Owners
Civic Address(es) 292 Columbia Ave		
Legal Land Description(s) PID 009-115-919 Lot A District Lot 4598 Kootenay District Plan 4730		
PART 3. BUILDING USE		
Indicate all uses for each building. Explicitly identify church manses, caretaker or residential units where occupation is beyond seasonal.		
Buildings: label by number (if applicable) Building 1: Main Facility (Cultural Hub / Event Venue)		
What is the primary use of your property (including buildings)? What are all of the secondary uses? The primary use of the property will be as an art gallery and community cultural hub. During our current transitional phase, and stabilization of the water system infrastructure, etc, the building will be utilized as a venue for public workshops, educational programming, and community events. Long-term, following structural renovations, the primary use will be to permanently relocate the Kootenay Gallery of Art, including exhibitions, Gift Shop, and administrative offices of the Society, to this location. Secondary Uses: Event and workshop/educational venue, and to potentially offer rental space to other local arts & cultural organizations.		
Are any parts of the property/building(s) used or rented to other user groups? If so, describe the user groups, terms of use and fees charged. Yes. As part of our imminent operational plan for this new space, the venue will be made available for rent to other user groups. We anticipate renting the space to a diverse mix of community stakeholders, including local non-profit organizations, community groups, and local businesses or artisans for community-centric workshops, meetings, and cultural events. Rental agreements will be structured on a short-term, per-event, or hourly basis. A formal fee schedule is currently being finalized.		
Has there been any change in the status or use of the property or building(s) in the last 12 months? Explain. Yes. The property was recently acquired by the Society. It is currently in a stabilization (water system infrastructure) and transitional fundraising and preparation phase.		

This page must be returned

Permissive Tax Exemption Application

finance@castlegar.ca

CASTLEGAR

PART 4. ORGANIZATION INFORMATION

How does your property and organization's use of the property directly benefit the community?

The acquisition of this new space marks a vital expansion for the Kootenay Gallery. While we are actively fundraising for long-term structural renovations, we are committed to a interim utilization so the property benefits the community in the near term. We are preparing to launch our first public events and educational workshops in the building. This ensures the space serves as an active asset for creative, cultural, and community gatherings right away, rather than sitting vacant during our capital campaign.

Council's Strategic Plan includes: Engaged and informed citizens and strong civic organization, thriving and resilient business and industry, wellbeing hub and safe community, solid and sustainable civic infrastructure, and creating special places and recreation for everyone.

Can you explain how your organization's activities contributes to any of Council's strategic goals?

Through the relocation of the gallery, and launching public workshops and events in this new location, we are actively transforming an underutilized property into a designated 'special place' for the community. Our upcoming programming schedule is designed to bring diverse groups of residents together. These events will foster social connection, reduce isolation, celebrate regional culture, and provide an accessible hub for community well-being as we transition the building to its full capacity.

Is membership in your organization and/or use of your property reasonably open to all City of Castlegar residents? Explain.

Yes. Membership in the Society is entirely voluntary and is open to everyone without geographic restriction, explicitly including all residents of the City of Castlegar. While memberships are purchased, annual fees are kept nominal to ensure they do not act as a financial barrier. Furthermore, holding a membership is not a prerequisite to attend our upcoming public workshops and events; the property and its programming will be accessible to all Castlegar residents regardless of membership status

What are the goals, objectives and principles of your organization?

The primary goals and objectives of the Kootenay Gallery of Art, History and Science Society are to cultivate public appreciation for visual arts, regional history, and science. Our principles are rooted in community inclusivity, supporting local artists and educators, and preserving cultural heritages for future generations through diverse, high-quality public programming. The gallery mission statement: To foster a lifelong appreciation for the arts through dynamic, innovative exhibitions and inclusive programming, celebrating diverse voices and creating opportunities for community connection throughout the Kootenay region.

What is the size of your membership, congregation, or other relevant data of residents utilizing the property?

We have approximately 150 active memberships, including individual, family, and corporate members. Public/resident utilization will not begin until we begin utilizing the property for workshops and events, as we are in the process of stabilizing the building (as mentioned previously.)

Is your organization and property in compliance with all municipal policies, bylaws and regulations of the City of Castlegar?

☒ Yes ☐ No

This page must be returned

Permissive Tax Exemption Application

finance@castlegar.ca

CASTLEGAR

PART 5. SIGNATURES

The following declaration must be completed by a signing officer of the organization. On behalf of the organization, I hereby declare that all of the information presented and provided with this application is true and correct.

Joleen Kinakin

Printed Name of Signing Officer



Signature of Signing Officer

CEO

Position

July 6, 2026

Date

The personal information collected on this form is collected for the purposes of a development approval of the City of Castlegar as authorized by Section 26 of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. Copies of any associated documentation submitted as part of this application becomes part of the local government's records and therefore subject to the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of information, please contact the City's Corporate Officer at (250) 365-8973.

This page must be returned



Permissive Tax

Exemption

Bylaw 1467

Effective upon adoption

CASTLEGAR

Permissive Tax Exemption

Bylaw 1467

A bylaw pursuant to Sections 220, 224 and 225 of the *Community Charter*, to exempt from taxation certain properties situated in the City of Castlegar.

WHEREAS the *Community Charter* provides that Council may, by a bylaw, exempt from taxation certain lands and improvements;

AND WHEREAS Council deems it to be in the public interest to exempt from taxation, in 2027, those properties set out herein;

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

1. This bylaw may be cited as the "Bylaw 1467, 2027 Permissive Tax Exemption Bylaw".
2. The following properties, being areas surrounding buildings set apart and in use for public worship, are exempt from taxation under the provisions of Section 224(2)(f) of the *Community Charter*:
 - a. Parcel A (KR165758), Plan 4253, District Lot 4598, Kootenay District, (Roll 589.372), held by the Synod of Diocese of Kootenay (St. David's Anglican Church);
 - b. Lot A, Plan 14911, District Lot 181, Kootenay District, (Roll 503.025), held by the Pentecostal Assemblies of Canada;
 - c. Lot B, Plan 5345, District Lot 7173, Kootenay District, (Roll 1429.000), held by the Trustees of the Congregation of Castlegar-Kinnaird Pastoral Charge;
 - d. Lot A, Plan NEP73133, District Lot 7174, Kootenay District, (Roll 1442.120), held by the Trustees of the Congregation of Kinnaird Church of God;
 - e. Lot A, Plan 13580, District Lot 7198, Kootenay District, (Roll 1731.050), held by the Trustees for the Castlegar South Congregation of Jehovah's Witnesses;
 - f. Lot 1, Plan NEP82008, District Lot 7175, Kootenay District, PID 026 819 406, (Roll 1360.850) held by Kinnaird Park Community Church;
 - g. Lots 7 to 10 inclusive, Block 26, Plan 650, District Lot 181, Kootenay District, (Roll 101.080), held by Castlegar Baptist Church;
 - h. Lot H, Plan NEP5434, District 7174, Kootenay District (Roll 1463.135), held by Living Waters Faith Fellowship;
 - i. Lot 1, Plan NEP79548, District Lot 181, Kootenay District (Roll 00459.000), held by Roman Catholic Bishop of Nelson.
3. Lots 5 to 9 inclusive, Plan 2714, District Lot 4598, Kootenay District, (Roll 589.175), held by the Castlegar Villa Society and used exclusively to provide homes for elderly citizens, are exempt from taxation under the provisions of Sections 224(2)(h) of the *Community Charter*.
4. Parcel "B" (see P9064), Plan 2585, District Lot 181, Kootenay District, (Roll 313.000) and Parcel "A", (see XG233) Plan 2585, District Lot 181, Kootenay District (Folio 315.001) held by the Kootenay Family Place and occupied by an institution licensed under the Community Care Facility Act, are exempt from taxation on both land and improvements under the provisions of Section 224(2)(j) of the *Community Charter*.

5. Lot 1, Plan 18518, District Lot 181, Kootenay District, (Roll 343.016) and Lot 3, Plan 2288, District Lot 181, (Roll 346.000), held by Interior Health Authority, being the area surrounding a building used solely as a hospital under the hospital act, is exempt from taxation under the provisions of Section 224(2)(h) of the *Community Charter*.
6. The following properties, which are owned by a charitable, philanthropic, or other not for profit organizations and which the council considers are used for a purpose that is directly related to the purposes of the corporation, are exempt from taxation under the provisions of Section 224(2)(a) of the *Community Charter* to the extent indicated:
 - a. One hundred percent of the total assessed value of the land and improvements on Lot A, Plan 12010, District Lot 7174, Kootenay District, (Roll 1485.050), held by the Kootenay Society for Community Living;
 - b. One hundred percent of the total assessed value of the land and improvements on Lot A, Plan NEP77899 District Lot 181, (Roll 4.035), held by the Kootenay Society for Community Living;
 - c. One hundred percent of the total assessed value of the land and improvements of Lot A, Block 6, District Lot 4598, Kootenay District, (Roll 1047.010), held by the Kootenay Society for Community Living;
 - d. One hundred percent of the total assessed value of the land and improvements of Lot 4, Plan NEP5388 District Lot 7180, Kootenay District, (Roll 648.410), held by the Kootenay Society for Community Living;
 - e. One hundred percent of the total assessed value of the land and improvements of Lot 6, Plan NEP2682, District Lot 7182, Kootenay District, (Roll 655.000), held by the Kootenay Society for Community Living;
 - f. One hundred percent of the total assessed value of the land and improvements of Lot 1, Plan NEP21849, District Lot 4598, Kootenay District, (Roll 641.000), held by the Kootenay Society for Community Living;
 - g. One hundred percent of the total assessed value of the land and improvements of Lot 1, Plan 6957, District Lot 4598, Kootenay District, (Roll 1374.022), held by the Circle of Indigenous Nations Society;
 - h. One hundred percent of the total assessed value of the land and improvements of Lot A, Plan NEP4407, District Lot 4598, Kootenay District, (Roll 589.850), held by the Castlegar & District Community Services Society;
 - i. One hundred percent of the total assessed value of the land and improvements of Plan NEP617QQ, District Lot 5637, Kootenay District, (Roll 589.855), occupied by the Castlegar & District Community Services Society;
 - j. One hundred percent of the total assessed value of the land and improvements of Lot A, Block 13, Plan NEP14978, District Lot 7198, Kootenay District, (Roll 1719.200), occupied by the Castlegar & District Community Services Society;
 - k. One hundred percent of the total assessed value of land and improvements on Plan number EPP63899, District Lot 4598, Property ID 029-942-241 (Roll 3002.002), 124 Heritage Way, held by the British Columbia Society for the Prevention of Cruelty to Animals;
 - l. One hundred percent of the total assessed value of land and improvements on Lot 14, Plan number NEP650, District Lot 181, Kootenay District (Roll 00068.000), held by the Air Cadet League of Canada 581 Castlegar Sponsoring Committee;

7. The following properties, portions of which are used principally for public recreational purposes and/or are used by a registered charitable, philanthropic, or other not for profit organizations and comply with City of Castlegar policy directive number 15 are exempt from taxation under the provisions of Section 224(2)(a) of the *Community Charter* to the extent indicated:
 - a. Fifty percent of the total assessed value of the land and improvements on Lot 13, Plan 1520, District Lot 4598, Kootenay District, (Roll 601.000), held by the Portuguese Social Centre Society;
 - b. Forty percent of the total assessed value of the land and improvements on Lot A, Plan EPP92815, District Lot 4598, Kootenay District, (Roll 1727.550), held by Woodland Park Housing Co-Operative;
 - c. Seventy five percent of the total assessed value of the land and improvements on Lot 1 and 2, Plan 2578, District Lot 4598, Kootenay District, (Roll 590.000), owned by the Royal Canadian Legion, Castlegar – Robson Branch No 170;
 - d. One hundred percent of the total assessed value of the land and improvements on Lot B, Plan 4149, District Lot 4598, Kootenay District, (Roll 644.010) owned by the Castlegar & District Hospital Auxiliary Society;
 - e. One hundred percent of the total assessed value of land and improvements on Lot 10, Plan NEP818, District Lot 4598, PID 016-698-240 (Roll 4133.000), 20 Centre Avenue, held by Blueberry Creek Community School Council;
 - f. One hundred percent of the assessed value of land on Lot 4, Plan NEP22831, District Lot 12359, PID 023-335-084 (Roll 1890.400), 3500 16th Avenue and held by the Association of West Kootenay Rock Climbers.
 - g. One hundred percent of the assessed value of land and Improvements on Lot 1, Plan NEP22161, District Lot 7174, PID 019-207-964, (Roll 1458.100), 2216 Columbia Avenue and held by the Freedom Quest Youth Services Society.
 - h. One hundred percent of the assessed value of land on Lot A, Plan number EPP96022, District Lot 12358, PID 031-125-948 (Roll 01360.710), 2701 14th Avenue and held by the Association of West Kootenay Rock Climbers.
 - i. One hundred percent of the assessed value of land and improvements on Lot A, Plan number 4730, District Lot 4598 , PID 009-115-919, (Roll 591.000), 292 Columbia Ave and held by Kootenay Gallery of Art, History & Science.

8. The following properties, which are the interest in municipal buildings of a not-for-profit organization specified by the council that a not-for-profit organization uses or occupies as a licensee or tenant of the municipality, are exempt from taxation under the provisions of Section 224 (2)(d) of the *Community Charter*:
 - a. Lot 1, Plan 11265, District Lot 4598, Kootenay District, (Roll 805.075), occupied by the Castlegar and District Heritage Society (Castlegar Railway Station);
 - b. District Lot 15392, Kootenay District, (Roll 796.560), occupied by the Castlegar and District Heritage Society (Zuckerberg Island);
 - c. Lot 1, Plan 8749, District Lot 4598, Kootenay District, occupied by the Kootenay Doukhobor Historical Society (Doukhobor Village) (Roll 3002.021), and the Kootenay Gallery of Art, History and Science Society (Kootenay Gallery of Art, History and Science) (Roll 3002.020), except for the Marketing building located adjacent to the restaurant building on the property legally described as Lot 1, Plan 8749, District Lot 4598;

- d. Lot 1, Plan 8285, District Lot 7173, Kootenay District, (Roll 1375.205), occupied by the Castlegar and District Chamber of Commerce, except for 708 square feet of the building, which is leased to third parties per floorplan attached in Schedule A.
- 9. Lot 1, Plan NEP20546, District Lot 184, Kootenay District, (Roll 587.100), owned by Fortis BC Energy Inc. and occupied by the City of Castlegar and is used as a public park is exempt from taxation under the provisions of Section 224(2) of the *Community Charter*.
- 10. Eight percent of the total assessed value of Lot A, Plan 17217, Kootenay District, (Roll 796.810), owned by Zellstoff Celgar Limited and used for the supply of water; eight percent of the supply of water being to the City of Castlegar, is exempt from taxation under the provisions of Section 224(2) of the *Community Charter*.
- 11. Ninety-three percent of the total assessed value of Lot A, Plan NEP77686, District Lot 7174, Kootenay District (Roll 1443.000), occupied by Kinnaird Hall, is exempt from taxation under the provisions of Section 224(2)(g) of the *Community Charter*.

Repeal

Permissive Tax Exemption Bylaw No. 1442, 2026 and all amendments there to is hereby repealed.

READ A FIRST TIME this day Xth of 2026.

READ A SECOND TIME this Xth day of 2026.

READ A THIRD TIME this Xth day of 2026.

ADOPTED this day of 2026.

Mayor

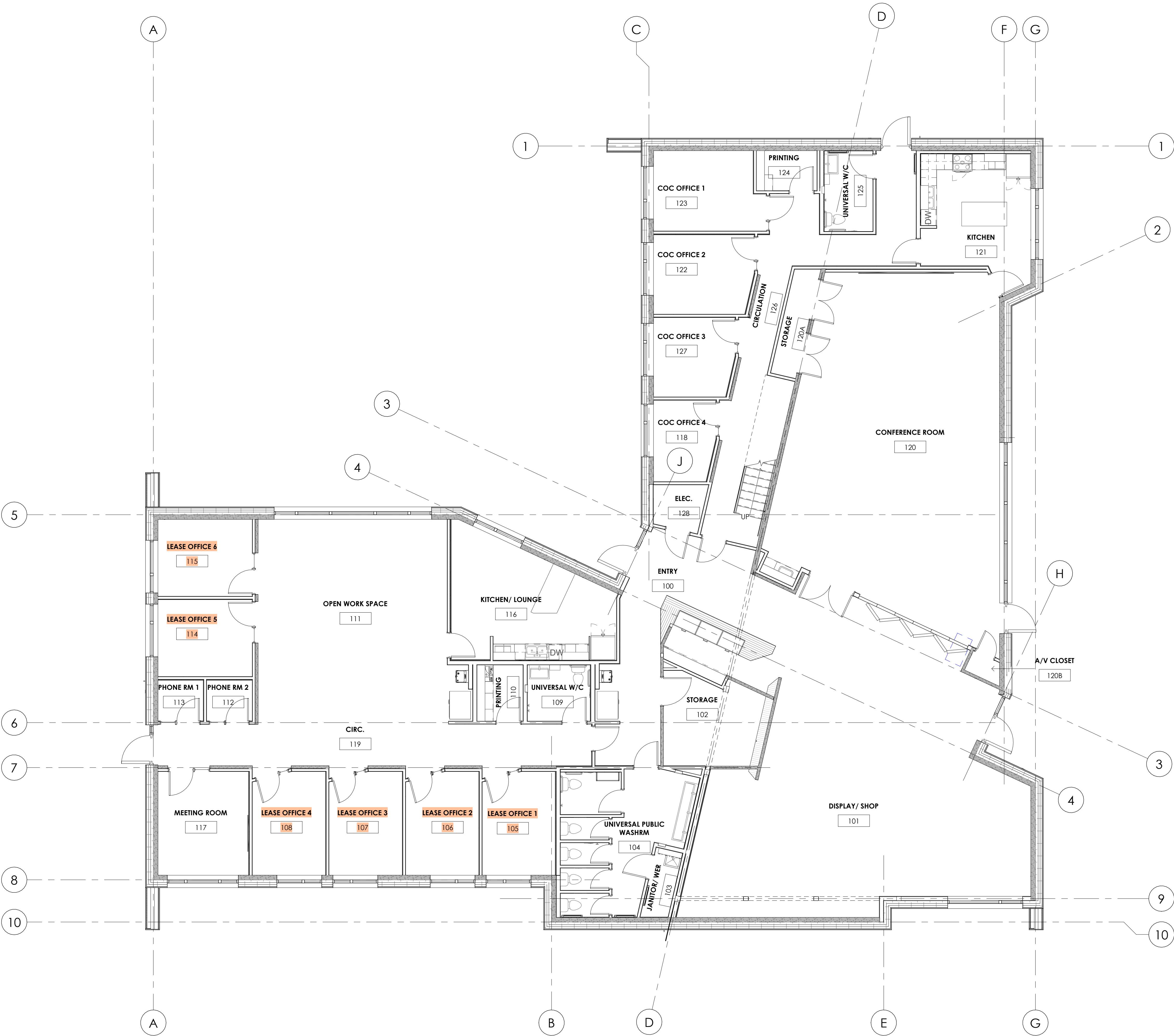
Director of Corporate Services

SCHEDULE "A"

SHEET NOTES - FLOOR PLAN

- A. ALL DIMENSIONS ARE TO CENTRE OF STUD OR FACE OF CONCRETE WALL, U.N.O. ALL ELEVATIONS ARE FROM DATUM ELEVATION MAIN FLOOR - 476.25m
- B. REFER TO STRUCTURAL DRAWINGS FOR ALL STRUCTURAL WALLS, COLUMNS, SLABS, JOISTS, TRUSSES, ETC. PROVIDE STRUCTURAL DRAWINGS FOR ALL BUILDING ELEMENTS WITH STRUCTURAL REQUIREMENTS INCLUDING BUT NOT LIMITED TO TRUSSES, JOISTS, CONCRETE REINFORCING, GUARDRAILS, LINTELS, HEADER BEAMS, ETC.
- C. REFER TO ELECTRICAL PLANS FOR ALL EXIT SIGNAGE, EMERGENCY LIGHTING, SMOKE DETECTORS, FIRE ALARMS, AUDIBLE AND VISUAL ALARMS, SPEAKERS, ETC.
- D. REFER TO ELECTRICAL PLANS FOR ELECTRICAL LAYOUTS, FIXTURE TYPES, SPECIFICATIONS AND DETAILS. CONFIRM WITH INTERIOR DESIGN DRAWINGS FOR FURNITURE LAYOUTS AND ELECTRICAL FIXTURES POSITIONING.
- E. REFER TO MECHANICAL PLANS FOR RETURN AND SUPPLY REGISTER LOCATIONS, PROVIDE STEEL FRAMING C/W GWB BULKHEADS AT MECHANICAL DUCT WORK. WHEN MECHANICAL DUCTS CROSS FIRE RATED PARTITIONS PROVIDE FIRE DAMPERS AND FIRE RATED BULKHEAD AS REQUIRED BY CURRENT EDITION OF BCBC.
- F. REFER TO PLUMBING DRAWINGS FOR FIXTURE TYPES, SPECS AND DETAILS.
- G. FRAMING CONTRACTOR TO SUPPLY AND INSTALL BACKING AT ALL WALL-MOUNTED CABINETS, ACCESORIES, ETC. COORDINATE WITH SUPPLIERS FOR BACKING REQUIREMENTS
- H. REFER TO INTERIOR DESIGN DRAWINGS FOR ALL INTERIOR FINISHES, CEILING PLANS, FLOOR FINISH PLANS, MILLWORK DETAILS, INTERIOR ELEVATIONS ,ETC.
- I. WHEN STUD WALLS OF DIFFERENT TYPES BUTT EACH OTHER OTHER OR OTHER WALL FRAMING, CONTRACTOR SHOULD ADJUST WOOD STUD LOCATION TO ENSURE SMOOTH FLUSH TRANSITIONS OF ALL VISIBLE SURFACES AND AT ALL TRANSITION POINTS. PROVIDE ADDITIONAL WOOD FURRING AS REQUIRED.
- J. SEE LANDSCAPE ARCHITECTS & CIVIL DRAWINGS FOR ALL FINISH GRADE ELEVATIONS, SITE DRAINAGE AND HARD LANDSCAPE ELEMENT DESIGN.
- K. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR ARCHITECT'S APPROVAL FOR ALL PREFABRICATED ITEMS PRIOR TO FABRICATION.

KEYNOTE LEGEND	
VALUE	DESCRIPTION



ARCHITECTURE

#1 96 Baker Street
Nelson BC
V1L 4G7

250.354.4445
coverinc.ca

Copyright reserved. This design and drawing is the exclusive property of COVER Architectural Collaborative Inc. and cannot be used for any purpose without the written consent of the Architect. This drawing is not to be used for construction until issued for that purpose by the Architect. Prior to commencement of the Work the Contractor shall verify all dimensions, datums and levels to identify any errors and omissions; ascertain any discrepancies between the drawing and the full Contract Documents; and, bring these items to the attention of the Architect for clarification. These drawings must not be scaled. These drawings supersede previous issues.

CONSULTANTS

WSA ENGINEERING (2012) LTD.

ROCKY POINT
ENGINEERING LTD.

READY
Engineering

LARCH
LANDSCAPE ARCHITECTURE

PEEL
PASSIVE HOUSE

CLIENT

CASTLEGAR
CHAMBER OF COMMERCE

SEAL

REVISIONS

Revision Schedule		
Number	Date (yy/mm/dd)	Description
1	2022 12 23	ISSUED FOR TENDER
12	2023 06 01	ISSUED FOR CONSTRUCTION

CASTLEGAR
CHAMBER OF COMMERCE

ADDRESS
1995 4 Ave
Castlegar, BC V1N 4B7

PROJECT #
18055

DATE
2023-07-07

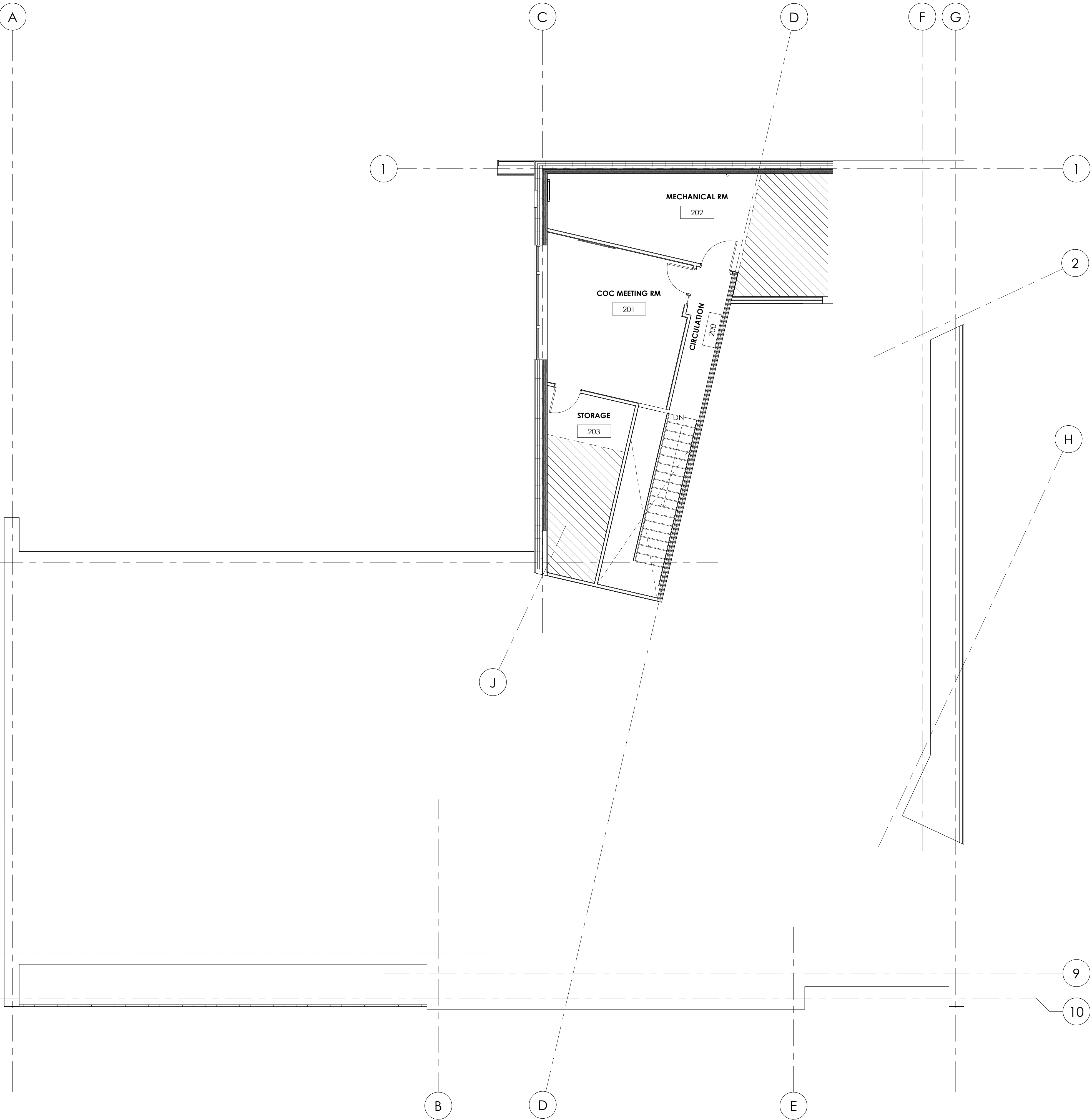
REV.
12

DESIGNED BY LA
CHECKED BY LA
DRAWN BY TB, MVC, SH

SHEET
OVERALL MAIN FLOOR PLAN

A202

SCHEDULE "A" Continued



SHEET NOTES - FLOOR PLAN

- A. ALL DIMENSIONS ARE TO CENTRE OF STUD OR FACE OF CONCRETE WALL, U.N.O. ALL ELEVATIONS ARE FROM DATUM ELEVATION MAIN FLOOR - 476.25m
- B. REFER TO STRUCTURAL DRAWINGS FOR ALL STRUCTURAL WALLS, COLUMNS, SLABS, JOISTS, TRUSSES, ETC. PROVIDE STRUCTURAL DRAWINGS FOR ALL BUILDING ELEMENTS WITH STRUCTURAL REQUIREMENTS INCLUDING BUT NOT LIMITED TO TRUSSES, JOISTS, CONCRETE REINFORCING, GUARDRAILS, LINTELS, HEADER BEAMS, ETC.
- C. REFER TO ELECTRICAL PLANS FOR ALL EXIT SIGNAGE, EMERGENCY LIGHTING, SMOKE DETECTORS, FIRE ALARMS, AUDIBLE AND VISUAL ALARMS, SPEAKERS, ETC.
- D. REFER TO ELECTRICAL PLANS FOR ELECTRICAL LAYOUTS, FIXTURE TYPES, SPECIFICATIONS AND DETAILS. CONFIRM WITH INTERIOR DESIGN DRAWINGS FOR FURNITURE LAYOUTS AND ELECTRICAL FIXTURES POSITIONING.
- E. REFER TO MECHANICAL PLANS FOR RETURN AND SUPPLY REGISTER LOCATIONS. PROVIDE STEEL FRAMING C/W GWB BULKHEADS AT MECHANICAL DUCT WORK. WHEN MECHANICAL DUCTS CROSS FIRE RATED PARTITIONS PROVIDE FIRE DAMPERS AND FIRE RATED BULKHEAD AS REQUIRED BY CURRENT EDITION OF BCBC.
- F. REFER TO PLUMBING DRAWINGS FOR FIXTURE TYPES, SPECS AND DETAILS.
- G. FRAMING CONTRACTOR TO SUPPLY AND INSTALL BACKING AT ALL WALL-MOUNTED CABINETS, ACCESORIES, ETC. COORDINATE WITH SUPPLIERS FOR BACKING REQUIREMENTS
- H. REFER TO INTERIOR DESIGN DRAWINGS FOR ALL INTERIOR FINISHES, CEILING PLANS, FLOOR FINSH PLANS, MILLWORK DETAILS, INTERIOR ELEVATIONS, ETC.
- I. WHEN STUD WALLS OF DIFFERENT TYPES BUTT EACH OTHER OTHER OR OTHER WALL FRAMING, CONTRACTOR SHOULD ADJUST WOOD STUD LOCATION TO ENSURE SMOOTH FLUSH TRANSITIONS OF ALL VISIBLE SURFACES AND AT ALL TRANSITION POINTS. PROVIDE ADDITIONAL WOOD FURRING AS REQUIRED.
- J. SEE LANDSCAPE ARCHITECTS & CIVIL DRAWINGS FOR ALL FINISH GRADE ELEVATIONS, SITE DRAINAGE AND HARD LANDSCAPE ELEMENT DESIGN.
- K. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR ARCHITECTS APPROVAL FOR ALL PREFABRICATED ITEMS PRIOR TO FABRICATION.

KEYNOTE LEGEND	
VALUE	DESCRPTION



ARCHITECTURE

#1 96 Baker Street
Nelson BC
V1L 4G7

250.354.4445
coverinc.ca

Copyright reserved. This design and drawing is the exclusive property of COVER Architectural Collaborative Inc. and cannot be used for any purpose without the written consent of the Architect. This drawing is not to be used for construction until issued for that purpose by the Architect. Prior to commencement of the Work the Contractor shall verify all dimensions, datums and levels to identify any errors and omissions; ascertain any discrepancies between the drawing and the full Contract Documents; and, bring these items to the attention of the Architect for clarification. These drawings must not be scaled. These drawings supersede previous issues.

CONSULTANTS



CLIENT



SEAL

REVISIONS

Revision Schedule		
Number	Date (yy/mm/dd)	Description
1	2022 12 23	ISSUED FOR TENDER
11	2023 05 25	ISSUED FOR MT REVIEW
12	2023 06 01	ISSUED FOR CONSTRUCTION

CASTLEGAR
CHAMBER OF
COMMERCE

ADDRESS
1995 4 Ave
Castlegar, BC V1N 4B7

PROJECT #
18055

DATE
2023-07-07

REV.
12

DESIGNED BY LA
CHECKED BY LA
DRAWN BY TB, MVC, SH

SHEET
OVERALL SECOND FLOOR
PLAN

A203

Regular Meeting Minutes of Council September 21, 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	Deputy Mayor Brian Bogle Councillor Darcy Bell Councillor Sandy Bojecho Councillor Shirley Falstead Councillor Cheryl MacLeod
Absent	Mayor Maria McFaddin Councillor Sue Heaton-Sherstobitoff
Staff Present	Chris Barlow, Chief Administrative Officer Bree Seabrook, Director of Corporate Services Steffan Klassen, Director of Finance & Technology Nicole Brown, Manager of Legislative Services Jennifer Chamberlain, Executive Assistant Meeri Durand, Director of Community Safety & Development Ali Garcia, Sea to Sky IT Chris Hallam, Director of Municipal Services Deanna Hooper, Manager of Civic Works Ginger Lester, Communications Manager Robert Watson, Sea to Sky IT
Other	Public and Media

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

2 ADOPTION OF AGENDA:

R235-26

Moved and seconded, and
RESOLVED:

THAT the agenda for the Regular Council Meeting of September 8, 2026 be adopted.

CARRIED.

3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:

R236-26

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

CARRIED.

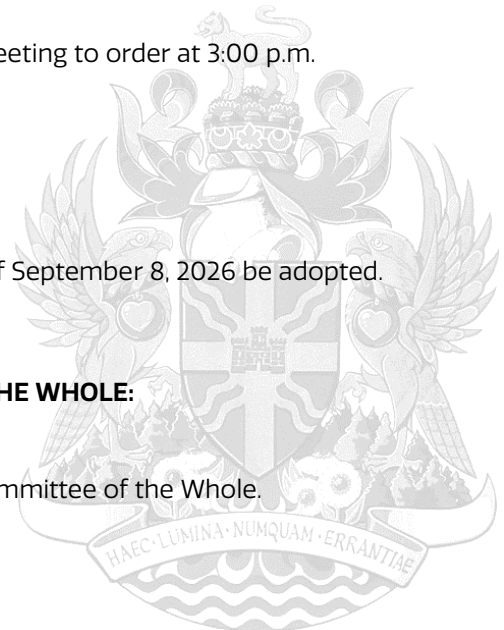
4 DELEGATION: Nil

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**

- Nil

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

- Mock emergency exercise being held at the airport this week.

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

- Increase in volume of business licences and building permits.

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

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

- Attended the Doukhobor Discovery Centre Meeting last week.
- Pass Creek Fall Fair September 25-27.

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

COW110-26

RECOMMENDATION: Council consider and resolve to receive for information:

- Castlegar & District Public Library Regular Board Meeting Minutes – June 10, 2026.

CARRIED.

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 the 2026 General Election.
- Winter Wonderland and Merry in Bright events are being organized.
- Canada Day 2027 grant application submitted.
- RDCK Household Hazardous Waste Round-Up.
- Introduction of the Development and Licensing Clerk & the Administrative Assistant – Community Safety & Development.
- Update on current posting and offers being made.
- CUPE 2262 Collective Agreement has been finalized.
- New permanent shelter has been delayed until Spring of 2027; funding will continue this winter for the temporary shelter.

(c) **Finance Department Verbal Update**

- Manager of Finance has returned from maternity leave.
- Update on the tax sale scheduled for September 28, 2026.

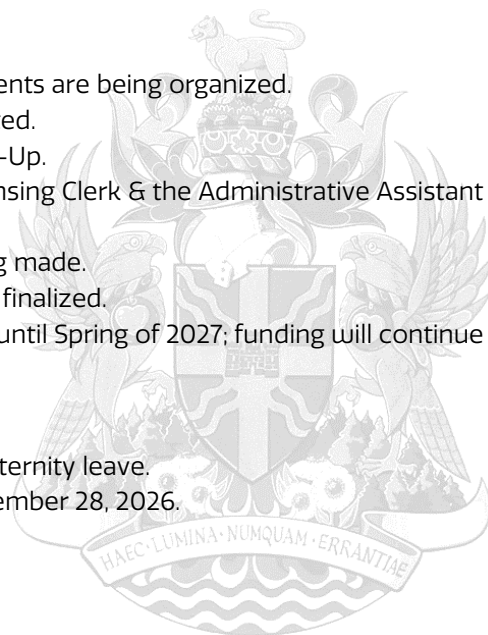
8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)

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

- Request for Quotation for light fleet and work van.
- Request for Proposal for library upgrade.
- Water leak repair on 2600 block of Columbia Avenue.

9 QUESTION PERIOD:

- Greg Nesteroff inquired about the CUPE 2262 Collective Agreement.



- Don Fodor commented on speeding in local parking lots and offered a suggestion to consider adding speed bumps and adding this as a requirement to development licensing.

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R237-26

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.

R238-26

Moved and seconded, and
RESOLVED:

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

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

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 3:17 p.m.

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

Members
Present

Deputy Mayor Brian Bogle
Councillor Darcy Bell
Councillor Sandy Bojecho
Councillor Shirley Falstead
Councillor Cherry MacLeod

Absent

Mayor Maria McFaddin
Councillor Sue Heaton-Sherstobitoff

Staff
Present

Chris Barlow, Chief Administrative Officer
Bree Seabrook, Director of Corporate Services
Steffan Klassen, Director of Finance & Technology
Nicole Brown, Manager of Legislative Services
Jennifer Chamberlain, Executive Assistant
Meeri Durand, Director of Community Safety and Development
Ali Garcia, Sea to Sky IT
Chris Hallam, Director of Municipal Services
Robert Watson, Sea to Sky IT



Other Public and Media

13 DELEGATION: Nil

14 COUNCIL MEETING MINUTES FOR APPROVAL:

R239–26 Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – September 8, 2026

CARRIED.

15 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

The following resolutions were recommended at the September 8, 2026, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R240–26 Moved and seconded, and
RESOLVED:

THAT the following items considered and received for information at September 8 2026, Committee of the Whole meeting, be adopted:

- Emergency Services Monthly Report – July 2026
- Emergency Services Monthly Report – August 2026
- Building Permit Report – June 2026
- Business Licence Report – June 2026
- Building Permit Report – July 2026
- Business Licence Report – July 2026
- Building Permit Report – August 2026
- Business Licence Report – August 2026

CARRIED.

R241–26 Moved and seconded, and
RESOLVED:

THAT Council consents to the Province of British Columbia Electric Kick Scooter Pilot Project (B.C. Reg. 247/2023) taking place in the City of Castlegar.

CARRIED.

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

17 CORRESPONDENCE: Nil

18 REPORTS OTHER:

- (a) Recreation Commission Member verbal update regarding the arena and walking track project.



- 19 MAYOR'S REPORT:** The Deputy Mayor reported on his attendance at:
- UBCM Convention last week in Vancouver, B.C.
 - CAO Chris Barlow provided an update on the Minister meetings he, along with members of Council, attended last week during UBCM.
 - CAO Chris Barlow provided an update on the meeting with the curling club executive today and temporary solutions for parking during this winter.

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION:

Development Procedures & Fees Amendment Bylaw 1466 – Adoption (Report No. 26–71)

A Bylaw to amend Development Procedures and Fees Bylaw 1418.

R242–26 Moved and seconded, and
RESOLVED:

THAT Development Procedures & Fees Amendment Bylaw 1466 be adopted.

CARRIED.

22 NEXT MEETING(S):

October 5, 2026 at 3:00 p.m. for Committee of the Whole Meeting followed by the Regular Council Meeting at 7:00 p.m. via Zoom live meeting and available to the public for live streaming in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C.

23 NOTICE OF MOTION: Nil

24 QUESTION PERIOD: Nil

25 ADJOURNMENT:

R243–26 Moved and seconded, and
RESOLVED: THAT the Regular meeting be adjourned.

CARRIED.

The Regular Meeting was adjourned at 7:13 p.m.

CERTIFIED CORRECT:

Bree Seabrook
Director of Corporate Services

Brian Bogle
Deputy Mayor





Regional District of Central Kootenay
REGULAR BOARD MEETING
Open Meeting Minutes

The **eighth** meeting of the Board of the Regional District of Central Kootenay in 2026 was held on Thursday, August 20, 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 J. Smienk	Electoral Area E	In-Person
	Director T. Newell	Electoral Area F	In-Person
	Director H. Cunningham	Electoral Area G	In-Person
	Director W. Popoff	Electoral Area H	In-Person
	Director A. Davidoff	Electoral Area I	
	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 J. Fyke	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	In-Person

ELECTED OFFICIAL

ABSENT	Director C. Graham	Electoral Area E
	Director L. Casley	Village of New Denver

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. LeBlanc	Community Resilience Coordinator

D. Elliott	Communications Coordinator
N. Wight	Planning Manager
P. Marshall Smith	Sustainability Planner
Z. Giacomazzo	Planner

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:

380/26 The agenda for the August 20, 2026 Regular Open Board meeting be adopted with the following:

- inclusion of Item 3.1.8 Community Sustainable Living Advisory Committee - minutes August 18, 2026;
- inclusion of Item 9.1.6 Meeting with Provincial Ministers on Water Management, Diking Infrastructure, and Regulatory Modernization;
- inclusion of Item 9.2.7 letter of support to the West Creston Community Hall Society;
- inclusion of Item 9.4.5 Director Cunningham - Cross Borders Interview; and
- with the addition of the addendum

before circulation

Carried

2.3 Adoption of the Minutes

Moved and seconded,
And Resolved:

381/26 The minutes from the July 16, 2026 Regular Open Board meeting be adopted as circulated.

Carried

2.4 Introduction

CAO Horn introduced Yvonne Patterson the temporary Operations Coordinator.

2.5 Delegations

2.5.1 Ministry of Water, Land and Resource Stewardship: Turkey Surveys and Population Augmentation Project

Camille Roberge - BC Ministry of Water, Land and Resource Stewardship
Mike Jokinen, Wildlife Biologist and Researcher

Camille Roberge (BC Ministry of Water, Land and Resource Stewardship) and Michael Jokinen (Alberta Conservation Association) presented an overview of the Wild Turkey Translocation Project, a collaborative initiative that has operated in the Kootenays for the past four years. The project aims to address growing wild turkey populations in urban and rural residential areas of BC by trapping and relocating birds to suitable habitats in southwest Alberta.

The presenters explained that increasing turkey populations have resulted in numerous complaints from residents due to property damage, excessive droppings, aggressive behaviour, impacts on trees, and conflicts in neighbourhoods where hunting pressure is limited. Turkeys are captured using humane box traps, disease tested, temporarily housed, and then released in Alberta ranching areas where they help support and enhance local turkey populations.

To date, more than 600 turkeys have been successfully relocated from BC to Alberta. The project has also begun monitoring turkey survival, movement, and nesting success through GPS tracking of both resident and newly relocated birds. The presenters shared examples of requests from residents in the Castlegar, Pass Creek, Slocan Valley, and Passmore areas seeking assistance with problem turkey populations.

The Alberta Conservation Association has applied for a new Wildlife Act permit to continue the program, with a decision expected from the province within the next one to two months. Camille Roberge and Michael Jokinen requested that the Board consider providing a letter of support for the project, noting that local government support is an important factor in the provincial review process.

3. COMMITTEES & COMMISSIONS

3.1 With Recommendations

3.1.1 Nelson and District Recreation Commission: minutes July 29, 2026

Moved and seconded,
And Resolved:

382/26 That the RDCK Board approve renewing the Municipal Service Agreement with the City of Nelson for the Mobi-Wheelchair services, for an additional three (3) years

starting on May 1, 2026 and ending on April 30, 2029; AND FURTHER, that the Board Chair and Corporate Officer be authorized to execute the agreement.

Carried

Moved and seconded,
And Resolved:

383/26

That the RDCK Board authorize staff to work with the City of Nelson to increase the maximum parking lot time limits at the Nelson and District Community Complex from two hours to three hours.

Carried

Moved and seconded,
And Resolved:

384/26

That the Board authorize staff to negotiate and enter into a long-term Facility Use Agreement with the Nelson Leafs Hockey Society for use of the Nelson and District Community Complex for three (3) years, from August 1, 2026 to July 31, 2029, with the option to renew for two (2) additional one-year terms; AND FURTHER, that the Board Chair and Corporate office be authorized to sign the agreement upon successful negotiations.

Carried

Moved and seconded,
And Resolved:

385/26

That Item 3.1.1 the recommendation regarding the concession agreement be postponed for staff to provide clarification to directors and be addressed before Item 11 Closed, with Item 3.2.1 Area A Economic Development Commission: minutes August 4, 2026 considered at this time.

Carried

3.1.2 Area A Economic Development Commission: minutes August 4, 2026

Moved and seconded,
And Resolved:

386/26

That the Board approve an amendment to the 2026 Financial Plan for S107 Area A - Economic Development to reduce the allocation for Contracted Services to \$10,000 and increase allocation for Grants to \$23,310.

Carried

Moved and seconded,
And Resolved:

387/26

That the Board approve the Grant Application of \$10,000 to South Kootenay Lake Services Society for the 3D Inversion of the Phase 6 data.

Carried

3.1.3 Castlegar and District Recreation Commission: minutes August 4, 2026

Moved and seconded,
And Resolved:

388/26 That the Board authorize staff to negotiate and enter into a Facility Use Agreement with the Castlegar Hockey Society for use of the Castlegar and District Community Complex from August 1, 2026 to July 31, 2027, with the option to renew for two additional one-year terms; And that the Board Chair and Corporate office be authorized to sign each agreement upon successful negotiations.

Carried

3.1.4 Water Services Committee: minutes August 5, 2026
Moved and seconded,
And Resolved:

389/26 That the Board direct staff to develop a Regional Water and Wastewater Sustainability Framework that establishes the governance, principles, eligibility criteria, evaluation methodology, planning requirements and decision-making framework under which the RDCK may consider providing administrative, technical and financial support to non-RDCK water and wastewater systems, including consideration of Community Works Fund investments in eligible third-party water and wastewater infrastructure projects that demonstrate regional benefit and align with Board priorities.

Carried

3.1.5 Creston Valley Services Committee: minutes August 6, 2026
Moved and seconded,
And Resolved:

390/26 That the Board approve an amendment to the 2026 year of the 2026-2030 Financial Plan for Service S108 – Economic Development Town of Creston, Areas B and C to INCREASE Grants Expense by \$77,000 and DECREASE Contracted Services by \$77,000 to have funds available to support Fields Forward’s work in the Creston Valley.

Carried

Moved and seconded,
MOTION ONLY

That the Board approve a grant payment of up to \$77,000 to Fields Forward from Service S108 – Economic Development Town of Creston, Areas B and C for the purposes of supporting it’s capital and operational budget for 2026.

Moved and seconded,
And Resolved:
AMENDMENT TO THE MOTION

391/26 The foregoing motion being:

That the Board approve a grant payment of up to \$77,000 to Fields Forward from Service S108 – Economic Development Town of Creston, Areas B and C for the purposes of supporting its capital and operational budget for 2026:

be amended by removing the words "up to" and replacing "\$77,000" with "\$70,000", thus reading:

That the Board approve a grant payment of \$70,000 to Fields Forward from Service S108 – Economic Development Town of Creston, Areas B and C for the purposes of supporting its capital and operational budget for 2026.

Carried

Moved and seconded,
And Resolved:
MAIN MOTION

392/26

That the Board approve a grant payment of \$70,000 to Fields Forward from Service S108 – Economic Development Town of Creston, Areas B and C for the purposes of supporting its capital and operational budget for 2026.

Carried

Moved and seconded,
And Resolved:

393/26

That the Board approve the RDCK enter into a one-year concession services agreement at the Creston and District Community Complex with Rick's Iron Kettle Restaurant, commencing on September 1, 2026, and ending on August 31, 2027, with the option to renew for two one-year periods with Board approval, AND THAT, the Board Chair and Corporate Officer be authorized to execute the agreement.

Carried

Moved and seconded,
And Resolved:

394/26

That the Board authorize staff to negotiate and enter into a Facility Use Agreement with the Creston Valley Junior Hockey Society for use of the Creston and District Community Complex from August 1, 2026 to July 31, 2027, with the option to renew for two additional one-year terms; And that the Board Chair and Corporate office be authorized to sign each agreement upon successful negotiations.

Carried

3.1.6 North Kootenay Lake Committee: minutes August 17, 2026

Moved and seconded,
And Resolved:

395/26

That the Board approve the RDCK enter into a lease agreement with Kaslo Search and Rescue for shared use of the Kaslo Fire Hall's common areas, and lease of an office space for the period of 5 year, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

3.1.7 Joint Resource Recovery Committee: minutes August 19, 2026

Moved and seconded,
And Resolved:

396/26

That the Board direct staff to undertake the 2026 Compost Sales Plan at the Central Transfer Station, Ootischenia Landfill, and Creston Landfill for screened Class A compost produced from the Central and Creston Compost Facilities, and

that compost be made available for purchase by customers by volume at a rate of \$30 per cubic metre for loads 2 cubic meters or less, and by weight at a rate of \$50 per tonne for loads greater than 2 cubic metres, and that the minimum volume charge will be \$7.50 for loads less than 0.25 cubic metres;
AND FURTHER, that the revenue from the 2026 Compost Sales Plan go to Service A119 Organics Program – East Subregion for compost sold from the Creston Landfill, and Service A120 Organics Program – Central & West Subregions for compost sold from the Central Transfer Station and Ootischenia Landfill.

Carried

Moved and seconded,
And Resolved:

397/26 That the Board approve the RDCK enter into a Purchase of Goods Agreement with Universal Handling Equipment Ltd. for the supply and installation of a Bale Station Roll Off Hoist (Model U-3225) not to exceed the value of \$94,354.00 plus PST (\$6,604.78), for a total of \$100,958.78, and that the Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that the costs be paid from Service S187 Refuse Disposal - Central Subregion.

Carried

3.1.8 Community Sustainable Living Advisory Committee: minutes August 18, 2026

Moved and seconded,
And Resolved:

398/26 That the Board send a letter of support to Columbia Basin Trust for the College of the Rockies Creston Campus Applied Agricultural Research Project.

Carried

3.2 Membership/Appointments

Moved and seconded,
And Resolved:

399/26 That the Board appoint the following individuals to the Slocan Valley (Area H South) Recreation and Parks Community Advisory Committee for a term to end December 31, 2028:

Julie-Ann Chapman

Carried

4. CORRESPONDENCE

4.1 The letter dated August 11, 2026 from Rob Kerslake, The District of Barriere, seeking support for the resolution regarding revenue sharing of PST and GST with Local Governments.

5. BYLAWS

5.1 Bylaws 3049, 3050, 3051, 3052, and 3076: Density Calculation and Housekeeping Text Amendments

The Board Report from Stuart Horn, Chief Administrative Officer, seeking Board approval to adopt planning bylaws that shift the way density is calculated in most residential zones in Areas A, B, C and D and one zone in Area I, has been received.

Recommendations 1 through 4 contained in Item 5.1 be moved as a block.

Moved and seconded,
And Resolved:

400/26

That Electoral Area 'A' Comprehensive Land Use Amendment Bylaw No. 3049, 2026 being a bylaw to amend the Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

Carried

Moved and seconded,
And Resolved:

401/26

That Electoral Area 'B' Comprehensive Land Use Amendment Bylaw No. 3050, 2026 being a bylaw to amend the Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

Carried

Moved and seconded,
And Resolved:

402/26

That Electoral Area 'C' Comprehensive Land Use Amendment Bylaw No. 3051, 2026 being a bylaw to amend the Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

Carried

Moved and seconded,
And Resolved:

403/26

That Electoral Area 'D' Comprehensive Land Use Amendment Bylaw No. 3052, 2026 being a bylaw to amend the Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

Carried

Moved and seconded,
And Resolved:

404/26

That the following recommendation **BE REFERRED** to the September 24, 2026 Board meeting:

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

5.2 Bylaw 3088: Chair, Directors and Alternate Directors Remuneration Amendment

The Board Report from Yev Malloff, General Manager of Finance, IT and Procurement, seeking Board to give third reading and adopt Bylaw No. 3088, has been received.

Moved and seconded,
And Resolved:

405/26 That Item 5.2 Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 **BE REFERRED** to the September 24, 2026 Board Meeting with any further amendments to Bylaw 3088 sent to staff by September 11, 2026.

Carried

Director Lockwood and DeBoon recorded opposed.

Moved and seconded,
And Resolved:

406/26 That the Board dissolve the Directors Remuneration Select Committee.

Carried

**RECESSED/
RECONVENED** The meeting recessed at 10:25 a.m. for a break and reconvened at 10:41 a.m.

5.3 Bylaw 3079: Land Use Bylaw Amendment: Friends of Kitchener Society
The Board Report from Zachari Giacomazzo, Planner, seeking the Board adopt Land Use Amendment Bylaw 3079, has been received.

Moved and seconded,
And Resolved:

407/26 That Electoral Area B Comprehensive Land Use Amendment Bylaw No. 3079, 2026 being a bylaw to amend the Electoral Area B Comprehensive Land Use Bylaw No. 2316, 2013 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

Carried

5.4 Bylaw 3091: Delegation Authority
The Board Report from Mike Morrison, Corporate Officer, seeking Board approval to give two readings to Bylaw No. 3091, has been received.

Moved and seconded,
MOTION ONLY

That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be read a FIRST and SECOND time by content; AND FURTHER staff be directed to have George Cuff, a subject matter expert on Governance for Local Governments, be invited to do a workshop on Governance to define the responsibilities of Directors and Staff before considerations of adopting the bylaw.

Call for division of the question.

Moved and seconded,
And Resolved:
RECOMMENDATION NO. 1

408/26 That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be read a FIRST and SECOND time by content.

Carried

Moved and seconded,
And Resolved:
RECOMMENDATION NO. 2

409/26 That the Board direct staff to invite George Cuff, a subject matter expert on Governance for Local Governments, be invited to do a workshop on Governance to define the responsibilities of Directors and Staff before considerations of adopting the bylaw.

Defeated

6. NEW BUSINESS

6.1 Development and Community Sustainability

6.1.1 Financial Plan Amendment: FCM Green Municipal Fund, Climate Ready Plans & Processes Grant
The Board Report from Paris Marshall Smith, Sustainability and Resilience Supervisor, seeking Board approval to amend the 2026-2030 Financial Plan for Development Services Service A108, has been received.

Moved and seconded,
And Resolved:

410/26 That the Board approve an amendment to the 2026-2030 Financial Plan for the Community Sustainability Service (S105) to INCREASE the Grant - Specified revenue account by \$100,000, INCREASE the Advertising account by \$20,000, INCREASE the Salaries account by \$70,000, INCREASE the Travel account by \$5,000, and INCREASE the Postage and Administration account by \$5,000, to recognize grant funding received from the Investment Agriculture Foundation of British Columbia Agriculture Water Infrastructure Program (Stream 3) for direct producer engagement in the Goat River Watershed.

Carried

6.1.2 Financial Plan Amendment: Investment Agriculture Foundation Grant - Goat River Watershed Producer Engagement
The Board Report from Paris Marshall Smith, Sustainability and Resilience Supervisor, seeking Board approval to amend the 2026-2030 Financial Plan for Community Sustainability Service S105, has been received.

Moved and seconded,
And Resolved:

411/26 That the Board approve an amendment to the 2026-2030 Financial Plan for the Community Sustainability Service (S105) to INCREASE the Grant - Specified revenue account by \$100,000, INCREASE the Advertising account by \$20,000, INCREASE the Salaries account by \$70,000, INCREASE the Travel account by \$5,000, and INCREASE the Postage and Administration account by \$5,000, to recognize grant funding received from the Investment Agriculture Foundation of British Columbia Agriculture Water Infrastructure Program (Stream 3) for direct producer engagement in the Goat River Watershed.

Carried

6.1.3 Standing Committee: Community Sustainable Living Advisory Committee

The Board Report from Paris Marshall Smith, Sustainability and Resilience Supervisor, seeking Board direction to reconstitute the Community Sustainable Living Committee, has been received.
Moved and seconded,
And resolved:

412/26

That Item 6.1.3 Standing Committee: Community Sustainable Living Advisory Committee be postponed to before Item 11 Closed to allow public time to take place at 11:45 a.m., with Item 6.1.4 Award of Contract: Preliminary Assessment of Hydraulic Connectivity in the Goat River Watershed considered at this time.

Carried

6.1.4 Award of Contract: Preliminary Assessment of Hydraulic Connectivity in the Goat River Watershed

The Board Report from Camille LeBlanc, Community Resilience Coordinator, seeking Board approval to award the contract for the preliminary assessment of hydraulic connectivity in the Goat River watershed, has been received.

Moved and seconded,
And Resolved:

413/26

That the Board approve an amendment to the 2026 Financial Plan for Community Sustainable Living Service 105 to INCREASE Account Grants by \$29,000 and INCREASE Account Consulting Fees by \$29,000;

AND FURTHER that the Board approve the RDCK enter into a consulting services agreement with Western Water Associated Ltd. for preliminary assessment of hydraulic connectivity in the Goat River Watershed to a maximum value of \$79,851 plus GST for the period August 21, 2026 to March 31, 2028 and that the Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that the costs be paid from S105 - Community Sustainable Living.

Carried

6.2 Fire Services

6.2.1 Financial Plan Amendment: Fire Services

The Board Report from Dan Zayac, Deputy Regional Fire Chief, seeking the Board approve financial plan amendments to Balfour-Harrop Fire Protection - Area E Service S141 and Beasley/Blewett Fire Protection - Areas E and F Service S144, has been received.

Moved and seconded,
And Resolved:

414/26

That the Board approve an amendment to the 2026 Financial Plan for Balfour-Harrop Fire Protection - Area E Service S141 to Increase Account Transfer from Reserves (Balfour-Harrop) by \$65,000 and INCREASE Account Capital Expenditures (Balfour-Harrop) by \$65,000.

Carried

Moved and seconded,
And Resolved:

415/26

That the Board approve an amendment to the 2026 Financial Plan for Beasley/Blewett Fire Protection (Area E) Service S144 Fire Protection to Increase

Account Transfer from Reserves (Blewett) by \$75,000 and INCREASE Account Capital Expenditures (Blewett) by \$75,000.

Carried

Moved and seconded,
And Resolved:

416/26

That the Board approve an amendment to the 2026 Financial Plan for Beasley/Blewett Fire Protection (Area F) Service S144 to Increase Account Transfer from Reserves (Beasley) by \$51,000 and INCREASE Account Capital Expenditure (Beasley) by \$51,000.

Carried

6.3 Grants

6.3.1 Discretionary

Moved and seconded,
And Resolved:

417/26

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

<u>AREA A</u>		
Crawford Bay & District Hall & Parks Association	Community Hall Restoration	\$10,000
Creston Valley Rotary Club	Drive Fore Rotary Golf Tournament	\$500
Kootenay Holds Climbing and Wellness Society	Kootenay Holds Bouldering Gym	\$1,000
<u>AREA B</u>		
Creston Valley Junior Hockey Society	Golf Tournament Sponsorship	\$400
Creston Valley Rotary Club	Drive Fore Rotary Golf Tournament	\$750
Kitchener Valley Recreation and Fire Protection Society	Maintenance and Moving the Heating Unit	\$2,000
Lister Community Cemetery	Lister Water Expense	\$1,000
Rykerts Irrigation District	Inflow and outflow meters at the reservoir	\$4,000
<u>AREA C</u>		
Creston Valley Junior Hockey Society	Golf Tournament Sponsorship	\$400
Creston Valley Rotary Club	Drive Fore Rotary Golf Tournament	\$500
<u>AREA F</u>		
Kootenay Circus Arts Association	Flow and Acro Jams	\$800
Ridgewood Improvement District	Engineering Study Extension	\$1,500
<u>AREA G</u>		
Rosebud Community Watershed Protection Group	Rural Development Project	\$5,000

Salmo & Area Supportive Housing Society	New Room Design and Furniture	\$10,000
Ymir Arts and Museum Society	Emergency Exit Stairs Roof	\$5,000
Ymir Volunteer Fire Department	PPE replacement	\$10,000
<u>AREA J</u>		
Robson Fire and Rescue society	Halloween Fireworks	\$1,000
<u>SLOCAN</u>		
Village of Slocan	Zone 6 Koot 55+ Senior Games 2026	\$100
		Carried

6.3.2 Community Development

Director Smienk declared a conflict of interest due to being a member of one of the organization that is up for Community Development funds and left the meeting at 11:42 a.m.

Moved and seconded,
And Resolved:

418/26

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

<u>AREA A</u>		
Crawford Bay & District Hall & Parks Association	Crawford Bay Community Hall Restoration Project	\$10,000
Diverse Family Roots	Sensory GO Bags	\$500
Fields Forward Socety	2026 Kootenay FarmscFood Hub Operations	\$10,000
Nelson and District Hospice Society	West Kootenay Boundary Caregiver Support	\$500
Regional District Central Kootenay	Goat River Watershed Celebration	\$1,000
<u>AREA B</u>		
Kootenay Holds Climbing and Wellness Society	Bouldering Gym	\$3,000
Regional District Central Kootenay	Goat River Watershed Celebration	\$2,000
<u>AREA C</u>		
Regional District Central Kootenay	Goat River Watershed Celebration	\$1,250
<u>AREA D</u>		
Ainsworth Recreation Association	Billboard	\$600
Lardeau Valley Opportunity LINKS Society	The "Letting Go" Project	\$1,000

Regional District Central Kootenay	Free tipping at Marblehead	\$7,000
<u>AREA E</u>		
Balfour and District Business and Historic Association	St. Michael's and All Angels Chapel and Performance Center insulation and siding project	\$10,000
Nelson Cycling Club	Morning Mountain Project	\$7,149
<u>AREA F</u>		
Nelson Cycling Club	Morning Mountain Project	\$7,149
<u>AREA G</u>		
Salmo Valley Youth & Community Centre	Lower Level Roof Replacement	\$5,000
Salmo District Arts Council	Strategic Planning Refresh and Policy oversight	\$774
<u>AREA H</u>		
Kelowna General Hospital Foundation	Joeannas House Expansion	\$5,000
Regional District of Central Kootenay	Area H Bike Locker Pilot	\$30,000
Regional District of Central Kootenay	Krestova Regional Park Biophysical Ecological Assessment Implementation	\$100,000
Slocan Valley Rail Trails Society	Interactive Rail Trail Map	\$2,100
Benailse Retreat Centre C/O Kootenay Growth Soc Property	Hall Renovation & Grounds Work	\$5,000
<u>AREA I</u>		
Glade Recreation Commission	Emergency Preparedness	\$10,000
Shoreacres Neighbourhood Community Association	Porta Potty rental at the Keiran Galbraith Memorial Park	\$2,500
<u>AREA J</u>		
Diverse Family Roots	Sensory GO Bags	\$1,000
Renata Development Society	Society admin laptop	\$1,450.43
Robson Raspberry Improvement District	Source water protection plan	\$19,738
<u>AREA K</u>		
Burton Volunteer Fire Brigade	Soler Panels	\$4,600
Edgewood Seniors Society	Edgewood Seniors Programs	\$1,000
Edgewood Volunteer Fire Dept. Society	Fire Hall Expansion	\$45,000

Fauquier Community Club	Appreciation of Volunteerism(adjusted)	\$1,500
Nakusp and District Museum	Tea Party Fundraiser	\$800
<u>CRESTON</u>		
Creston Valley Chamber of Commerce	301 Suite Coworking	\$20,000
<u>KASLO</u>		
Kootenay Lake Historical Society	S.S. Moyie Ghostwalk Radio Play	\$1,000
<u>NAKUSP</u>		
Village of Nakusp	Library HVAC Upgrades	\$15,000
<u>NEW DENVER</u>		
Nelson and District Hospice Society	West Kootenay Boundary Caregiver Support	\$2,000
<u>SALMO</u>		
Salmo Valley Youth & Community Centre	Lower Level Roof Replacement	\$5,000
<u>SILVERTON</u>		
Village of Silverton	Silverton Community Improvements	\$3,820.72
<u>SLOCAN</u>		
Village of Slocan	ND Caregiver Support-NDCS	\$1,000
Village of Slocan	Halloween Hoot	\$5,500
		Carried

Director Smienk joined the meeting at 11:45 a.m.

ORDER OF AGENDA CHANGED The Order of Business was changed to address public time, with Item 10 Public Time considered at this time.

10. PUBLIC TIME
The Chair called for questions from the public and members of the media at 11:45 a.m.

A member of the public asked questions regarding Director’s succession planning after the 2026 General Local Election.

RECESSED/ RECONVENED The meeting recessed at 11:53 a.m. for lunch and reconvened at 1:00 p.m.

DIRECTOR ABSENT Director Fyke left the meeting at 1:00 p.m.

Moved and seconded,
And Resolved:
ITEM 6.1.1 - RECONSIDERATION OF THE MOTION

419/26 That the foregoing resolution 410/26 being:

That the Board approve an amendment to the 2026-2030 Financial Plan for the Community Sustainability Service (\$105) to INCREASE the Grant -

Specified revenue account by \$100,000, INCREASE the Advertising account by \$20,000, INCREASE the Salaries account by \$70,000, INCREASE the Travel account by \$5,000, and INCREASE the Postage and Administration account by \$5,000, to recognize grant funding received from the Investment Agriculture Foundation of British Columbia Agriculture Water Infrastructure Program (Stream 3) for direct producer engagement in the Goat River Watershed:

BE RECONSIDERED by replacing the recommendation with the following:

That the Board approve an amendment to the 2026 year of the 2026–2030 Financial Plan for Development Services Service A108 to INCREASE External Contributions & Contracts – Specified by \$94,350; and to INCREASE Professional Fees by \$45,000, Education and Training by \$34,350, Travel by \$5,000, Advertising & Communication by \$5,000, and Administration by \$5,000.

Carried

**ORDER OF AGENDA
RESUME**

Item 6.4 Chair/CAO Report considered at this time.

6.4 Chair/CAO Reports

Vice Chair Aidan provided a summary of the August 6, 2026 meeting with Provincial Ministers, highlighting discussions on water management, diking infrastructure, and regulatory modernization (see Item 9.1.7).

Chair Watson provided an update on the ministerial visit regarding Goat River watershed Water Sustainability Planning, as well as discussions related to emergency operations and wildfire response.

CAO Horn provided an overview of four recent wildfire deployments. He noted that meetings between UBCM delegates and ministry staff will be held virtually during the week preceding the 2026 UBCM Convention. He also advised that staff will circulate a Directors’ Orientation survey to assist in planning the 2026 orientation sessions and ensure they reflect directors’ feedback and priorities.

7. RURAL AFFAIRS COMMITTEE

Moved and seconded,
And Resolved:

- 420/26 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 3108 Highway 3, Electoral Area B, and legally described as LOT 4, PLAN EPP36005, DISTRICT LOT 812, KOOTENAY LAND DISTRICT, PID 029-789- 826; 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:

- 421/26 That the Board APPROVE the issuance of Development Variance Permit V2612A to Irene and Antonio Bagnoli for the property located at 10862 Sanca Park Road, Electoral Area A and legally

described as LOT 7, DISTRICT LOT 913, KOOTENAY DISTRICT PLAN 8037 (PID: 012-078-255) to vary Section 18.17 of Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013 in order to permit a 0.0 metre setback from the front lot line and a 2.17 metre setback from the side lot line whereas the bylaw requires a 7.5 metre setback from the front lot line and a 2.5 metre setback from the side lot line.

Carried

Moved and seconded,
And Resolved:

- 422/26 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 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. 3087, 2026 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

Recommendations 4 through 6 contained in Item 7 be moved as a block.

Moved and seconded,
And Resolved:

- 423/26 That the Board SUPPORT application A2607C for the purposes of a Non- Farm Use in the ALR proposed by Mark Crowe on behalf of the RDCK Parks Department for the property located at 2012 Kootenay River Road, Electoral Area C and legally described as THAT PART OF DISTRICT LOT 13567 BEING THE DRAINAGE CHANNEL RESERVES AND DYKES SHOWN ON PLAN 1859 AND THOSE PARTS OF THE SAID LOT LYING BETWEEN THE DYKES AND THE BOUNDARIES OF THE SAID LOT (PID: 016-494-440);

AND FURTHER; that the Board directs Staff to ADVANCE the subject application to the Agricultural Land Commission for consideration.

Carried

Moved and seconded,
And Resolved:

- 424/26 That the Board SUPPORT application A2605B for the purposes of an ALR Inclusion application proposed by The Town of Creston for the property located at 1993 Airport Road, Electoral Area B and legally described as BLOCK A, SECTION 13, TOWNSHIP 7, KOOTENAY DISTRICT (PID: 009-724-991);

AND FURTHER; that the Board directs Staff to ADVANCE the subject application to the Agricultural Land Commission for consideration.

Carried

Moved and seconded,
And Resolved:

- 425/26 That the Board SUPPORT application A2608C for the proposed non-farm use in the Agricultural Land Reserve proposed by Pam Alloway for the property located on 1348 West Creston Road, Electoral Area C and legally described as LOT 818, KOOTENAY DISTRICT (PID: 012-864-803);

and that the Board directs Staff to ADVANCE the subject application to the Agricultural Land Commission for consideration.

Carried

Moved and seconded,
And Resolved:

- 426/26 That Regional District of Central Kootenay Electoral Area 'G' Land Use Amendment Bylaw No. 3025, 2026 being a bylaw to amend the Regional District of Central Kootenay Electoral Area 'G' Land Use Bylaw No. 2452, 2018 is considered consistent with the RDCK "2026-2030 Financial Plan" and RDCK "Resource Recovery Plan", pursuant to Section 477(3)(a) of the Local Government Act.

Carried

Recommendations 8 through 22 contained in Item 7 be moved as a block, with recommendation 14 pulled from the block.

Moved and seconded,
And Resolved:

- 427/26 That the Community Works Fund application submitted by the RDCK for the RDCK- Goat Canyon Park Development in the total amount of \$1,000,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area B as an internal transfer to S201 Regional Parks Creston and Areas B and C.

Carried

Moved and seconded,
And Resolved:

- 428/26 That the Board approve an amendment to the 2026 Financial Plan for Service S201 Regional Parks Creston and Areas B and C to INCREASE Transfer from Community Works by \$1,000,000 and INCREASE Capital Expenditures by \$1,000,000.00.

Carried

Moved and seconded,
And Resolved:

- 429/26 That the Community Works Fund application submitted by the RDCK for the RDCK-Yahk Firehall Lighting Replacement in the total amount of \$15,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area B as an internal transfer to Service S148 Fire Protection-Area B (Yahk, Kingsgate).

Carried

Moved and seconded,
And Resolved:

- 430/26 That the Board approve an amendment to the 2026 Financial Plan for Service S148 Fire Protection Area B (Yahk, Kingsgate) to INCREASE Transfer from Community Works by \$15,000 and INCREASE Capital Expenditures by \$15,000.

Carried

Moved and seconded,

And Resolved:

- 431/26 That the Community Works Fund application submitted by the RDCK for the RDCK-Resource Recovery Upgrades in the total amount of \$300,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area D, E & F as an internal transfer to Service S187 Refuse Disposal (Central Subregion).

Carried

Moved and seconded,
And Resolved:

- 432/26 That the Community Works Fund application submitted by the RDCK for the RDCK- Firehall Structural Upgrades Additional Funds in the total amount of \$200,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area G as an internal transfer to Service S136 Fire Protection - Area G (Ymir).

Carried

Moved and seconded,
And Resolved:

- 433/26 That the Community Works Fund application submitted by the RDCK for the RDCK- Slocan Valley Firehall Infrastructure Upgrades Additional Funds in the total amount of \$350,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area H as an internal transfer to Service S142 Fire Protection Area – Area H (Slocan Valley).

Carried

Moved and seconded,
And Resolved:

- 434/26 That the Board approve an amendment to the 2026 Financial Plan for Service S142 Fire Protection Area – Area H (Slocan Valley) to INCREASE Transfer from Community Works by \$350,000 and INCREASE Capital Expenditures by \$350,000.

Carried

Moved and seconded,
And Resolved:

- 435/26 That the Community Works Fund application submitted by the RDCK for the RDCK-Tarrys Firehall Bay Expansion in the total amount of \$50,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area I as an internal transfer to Service S137 Fire Protection Area I (Tarrys, Pass Creek).

Carried

Moved and seconded,
And Resolved:

- 436/26 That the Board approve an amendment to the 2026 Financial Plan for Service S137 Fire Protection Area I (Tarrys, Pass Creek) to INCREASE Transfer from Community Works by \$50,000 and INCREASE Capital Expenditures by \$50,000.

Carried

Moved and seconded,
And Resolved:

- 437/26 That the Community Works Fund application submitted by the RDCK for the RDCK- Robson Firehall Fencing & Doors Additional Funding in the total amount of \$17,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area J as an internal transfer to S138 Fire Protection Area J (Robson, Raspberry).

Carried

Moved and seconded,
And Resolved:

- 438/26 That the Board approve an amendment to the 2026 Financial Plan for Service S138 Fire Protection Area J (Robson, Raspberry) to INCREASE Transfer from Community Works by \$17,000 and INCREASE Capital Expenditures by \$17,000.

Carried

Moved and seconded,
And Resolved:

- 439/26 That the Community Works Fund application submitted by the RDCK for the RDCK-Burton Waterline Replacement in the total amount of \$200,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area K as an internal transfer to Service S252 Water Utility – Area K (Burton).

Carried

Moved and seconded,
And Resolved:

- 440/26 That the Community Works Fund application submitted by the RDCK for the RDCK-Fauquier Waterline Replacement in the total amount of \$200,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area K as an internal transfer to Service S254 Water Utility – Area K (Fauquier).

Carried

Recommendation 14 contained in Item 7 be moved on its own.

Moved and seconded,
And Resolved:

- 441/26 That the Board approve an amendment to the 2026 Financial Plan for Service S136 Fire Protection Area G – (Ymir) to INCREASE Transfer from Community Works by \$200,000 and INCREASE Capital Expenditures by \$200,000.

Carried

8. DIRECTORS' MOTIONS

- 8.1 Director Lockwood: Financial Service Grants - Economic Development-Salmo and Area G Service S113 and Museum-Salmo and Area G Service S192
Board Meeting - June 18, 2026
RES 295/26**

That the Board authorize the release of funding for the following Financial Grant Services, excluding S113 - Economic Development - Salmo & District Chamber of

Moved and seconded,
And Resolved:

That the Board authorize the release of funding for the following Financial Grant Services, as of August 20, 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:

Carried

9.1 For Information: Committees & Commissions

9.1.1 Area D Advisory Planning and Heritage Commission: minutes June 16, 2026

9.1.2 Creston Valley Agricultural Advisory Commission: minutes July 2, 2026

Staff received direction regarding the Agricultural Land Reserve Referral.

9.1.3 Nelson, Salmo Areas E, F and G Regional Parks Commission: minutes July 22, 2026

Staff received direction regarding TAWROC - CIC Bluffs, Nelson Nordic Ski Club, Blewett Community Society, and letter of support for the Nelson Cycling Club.

9.1.4 Creston Valley Services Committee: minutes July 23, 2026

9.1.5 Area E Advisory Planning and Heritage Commission: minutes July 30, 2026

Staff received direction regarding the Development Permit Applications.

9.1.6 Riondel Commission: minutes August 4, 2026

9.1.7 Meeting with Provincial Ministers on Water Management, Diking Infrastructure, and Regulatory Modernization: meeting notes August 6, 2026

9.2 For Information: Communication

9.2.1 The letter dated June 25, 2026 from Loyal Wooldridge, Regional District of Central Okanagan, regarding funding continuation of the BC Local Government Climate Action Program.

9.2.2 The letter dated June 25, 2026 from Loyal Wooldridge, Regional District of Central Okanagan, regarding the provincial sales tax expansion.

9.2.3 The letter dated July 8, 2026 from Michael Goetz, City of Merritt, regarding animal control bylaw amendment for pigeon release restrictions.

9.2.4 The letter dated July 28, 2026 from Jessica Lunn, Village of Slocan, regarding funding continuation of the BC Local Government Climate Action Program.

- 9.2.5 The letter dated August 4, 2026 from Aimee Watson, RDCK, letter of support for the Mt. Willet Wilderness Forever campaign to include Argenta-Johnsons Landing face in the Purcell Wilderness Conservancy Provincial Park.**

**Board Meeting - June 18, 2026
RES 272/26**

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

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

- 9.2.6 The letter dated July 28, 2026 from Alan Harrison, City of Salmon Arm, regarding funding continuation of the BC Local Government Climate Action Program.**
- 9.2.7 The letter dated August 19, 2026 from Aimee Watson, RDCK, letter of support to the West Creston Community Hall Society for their fundraising efforts towards the completion of the West Creston Community Firehall project.**

**Board Meeting - July 16, 2026
RES 373/26**

That the Board send a letter of support to the West Creston Community Hall Society for their fundraising efforts towards the completion of the West Creston Community Firehall project.

9.3 For Information: Accounts Payable

The Accounts Payable Summary for July, 2026 in the amount of \$3,978,089 has been received for information.

9.4 For Information: Directors' Reports

Half the Directors gave a brief summary of the work they have been doing within their communities.

9.4.1 Director Jackman: IJC/CBRAC/RCC

9.4.2 Director Vandenberghe

9.4.2.1 Director's Report: FCM

9.4.2.2 Director's Report: KLFLP/KBFA

9.4.3 Director Hewat: CBT

9.4.4 Director Weatherhead: Letter of Support - Heritage BC Legacy Fund

9.4.5 Director Cunningham: Cross Borders Interview

Director Cunningham took part in an interview with Cross Borders -

<https://podcasts.apple.com/ca/podcast/940-district-of-central-kootenay-director-hans-cunningham/id1766544533?i=1000774197111>

Moved and seconded,
And Resolved:

- 443/26 That Item 3.1.1. Nelson and District Recreation Commission: minutes July 29, 2026 (Recommendation - Concession Agreement) and Item 6.1.3 Standing Committee: Community Sustainable Living Advisory Committee be considered at this time.

Carried

3.1.1. Nelson and District Recreation Commission: minutes July 29, 2026

Moved and seconded,
And Resolved:

- 444/26 That the Board approve the RDCK enter into a one-year concession services agreement at the Nelson and District Community Complex with GSL Group commencing on September 1, 2026 and ending on August 31, 2027, with the option to extend for two one-year periods, and that the Board Chair and Corporate Officer be authorized to execute the agreement.

Carried

6.1.3 Standing Committee: Community Sustainable Living Advisory Committee

Moved and seconded,
And Resolved:

- 445/26 That the recommendation **BE REFERRED** back to staff for review:

That the Board direct staff to prepare a bylaw and draft Terms of Reference to reconstitute the Community Sustainable Living Advisory Committee (CSLAC) as a standing committee of the Board, on the model of the Rural Affairs Committee but with municipal representation, for the Board's consideration no later than Q4 2026;

AND FURTHER, that the Board endorse Funding Model 2 (Shared Regional and Rural Administration) as described in Section 4.1 of this report as the basis for preparing the 2027 draft Financial Plan, with project-specific costs recovered from benefiting services and sub-regional committees;

AND FURTHER, that the Board direct staff to adjust the 2026 Financial Plan and make the necessary changes to wind down the Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Service S105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

Carried

Chair Watson recognized Pamela Guille, Bylaw Enforcement Officer, and wished her the best on her retirement.

RECESS/ The meeting recessed at 2:27 p.m. for a break and reconvened at 2:39 p.m.
RECONVENED

11. CLOSED

11.1 Meeting Closed to the Public

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

Moved and seconded,
And Resolved:

- 446/26
- 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;

(g) litigation or potential litigation affecting the municipality;

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

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

Carried

11.2 Recess of Open Meeting
Moved and seconded,
And Resolved:

- 447/26
- The Open meeting be recessed at 2:40 p.m. in order to conduct the Closed Board meeting and reconvened at 2:48 p.m.

Carried

12. MATTERS ARISING FROM CLOSED MEETING
No items.

13. ADJOURNMENT
Moved and seconded,
And Resolved:

- 448/26
- That the meeting adjourn at 2:48 p.m.

Carried

Originally signed by

Aimee Watson, RDCK Board Chair

Originally signed by

Angela Lund, Deputy Corporate Officer

From: [Dina Smallman](#)
To: [Castlegar City of](#)
Subject: World Cerebral Palsy Day - Light It Up Green, October 6th
Date: September 24, 2026 12:57:07 PM
Attachments: [CPABC 2026.pdf](#)

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

[REDACTED]

On behalf of the Cerebral Palsy Association of British Columbia, and in recognition of World Cerebral Palsy Day, I am requesting that Kinnaird Bridge be illuminated in green on October 6, 2026.

Green symbolizes the growth and vitality of the cerebral palsy community, and illuminating landmarks helps raise awareness and recognition of people living with cerebral palsy.

This year, we hope to expand participation across British Columbia by encouraging more landmarks and communities to join this global movement. By lighting up in green, Castlegar can stand alongside communities around the world in raising awareness of cerebral palsy and showing support for the 17 million people living with CP globally.

The Cerebral Palsy Association of British Columbia provides services and support to more than 12,000 people living with cerebral palsy in our province, as well as their parents, families, and caregivers. For more than 70 years, we have worked to advance awareness, inclusion, and understanding of cerebral palsy.

We would be grateful if Kinnaird Bridge could be part of this year's World Cerebral Palsy Day. If there is any information I can provide or anything I can do to assist in making this morning possible, please do not hesitate to let me know.

Thank you,

Dina Smallman

Dina Smallman
Marketing & Social Media Coordinator
Cerebral Palsy Association of British Columbia
dina@bccerebralpalsy.com • Cel: [REDACTED]
www.bccerebralpalsy.com | [Facebook](#) | [Twitter](#) | [Instagram](#)

This email and any attachments are confidential and intended solely for the use of the individual to whom they are addressed. If you have received this email in error, please notify the sender immediately and delete it from your system. Any unauthorized use or disclosure is strictly prohibited.

World CP Day – Light it up Green

About Cerebral Palsy

Cerebral palsy is the most common childhood physical disability (affecting an average of one in every 500 people). There are around 12,000 people living with CP in BC, as well as their family members who devote their lives to the care of their loved ones, and the many doctors and therapists involved in the diagnosis and treatment of CP.

Cerebral Palsy Association of BC

The Cerebral Palsy Association of British Columbia was started in 1954 by a group of parents who wanted to assist their children living with cerebral palsy to reach their maximum potential within society. Today, we are an independent charitable organization governed by a volunteer Board of Directors. We provide support, education, and information throughout BC.

Our mission is:

- To raise awareness of cerebral palsy in the community;
- To assist those living with cerebral palsy to reach their maximum potential; and
- To work to see those living with cerebral palsy realize their place as equals in a diverse society.

World CP Day

World Cerebral Palsy Day is a movement of people with cerebral palsy and their families, and the organizations that support them, in more than 50 countries.

More than just an awareness day, World CP Day is an opportunity to:

1. Celebrate and express pride in the lives and achievements of those with CP and the people and the organizations that support them
2. Create a powerful voice for those with CP to change their world
3. Connect organizations across the globe so they are better equipped to meet the needs of those with CP
4. Create new solutions to everyday problems
5. Act as a catalyst for social change and education campaigns that create solutions to universal challenges
6. Produce tangible, actions and outcomes that measurably improve the lives of those with CP
7. Raise awareness of CP and the issues that affect people with CP at a local, national and international level to create more inclusive societies.

Our vision is to ensure that children and adults with cerebral palsy have the same rights, access and opportunities as anyone else in our society. From Nigeria to the Netherlands, Ireland to Indonesia, Pakistan to Poland, people with CP and their families have powerful stories to tell. These stories of challenge and success are the foundation of our community and global movement for change.

Common Good
UBCM 2026

Monday Sept 14, 2026

Agricultural Study Tour - Cultivating Resilience in Challenging Times

Our first stop was at Eagle View Farms a family-owned farm in East Ladner. The farm has gone through a few transitions but currently it has a 280 head dairy herd. They produce their own feed, including corn silage, hay and trickle.

This farm also grows several varieties of cranberries. Eagle view Farm grows the cranberries for Ocean Spray a cooperative venture with USA, Chile and Canada.

It was most interesting to hear the farmer describe how cranberries are grown including how the highly sophisticated farm uses technology to automatically water, monitor nutrients and fertilizer and the planting process.

Listening to The farmer explain how they are great stewards for the land one example is that they recapture 75% of the water used on the farm. The other interesting info he shared was that when you eat at a restaurant typically the amount you tip your server is more than the farmer(s) got paid for the ingredients.

Second stop was the Oliver Pump Station in East Delta. We were shown how the dyke system works to provide irrigation for the 100 square km of agricultural land in Delta. Delta farmers generate \$300 million of agricultural output.

On to Emma Lee farms on Westham Island. Twenty five percent of all BC's seed potatoes come from this island We got listen to Minister Lana Popham discuss agriculture and the challenges facing farmers.

Last stop was at West Coast Vegetables

Fifty-five acres of bell peppers grown in glass greenhouses. Red, yellow and green peppers are grown on 20 ft tall plants. Each plant grows up to 70 plants in its growing year. Plants are put in the greenhouses in December and start producing in March and go till November. This farm produces 12 million peppers a year, they are marketed under the Winset Farm logo.

Tuesday September 15

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 Affairs - Hon Christine Boyle

*Minister of Public Safety & Solicitor General - Hon Nina Krueger

This is an interesting presentation if you are interested in DRIPA

Attachments area

[Preview YouTube video Understanding DRIPA: An Explainer of the Declaration on the Rights of Indigenous Peoples Act](#)
[Preview YouTube video Understanding DRIPA: An Explainer of the Declaration on the Rights of Indigenous Peoples Act](#)





Wednesday September 16

Clinic titles Tourism Partners: Attracting Talent and Investment

A panel discussion involving BC Destination Management Organization Association. A non-profit organization that represents over 53 community-based destination marketing and management organizations across BC. This group works with local governments business and community partners to strengthen our tourism industry.

*Primary Care Access Parliamentary Secretary Meeting

*Stephanie Higginson, MLA, Parliamentary Secretary for Primary Care Access

Thursday September 17

Clinic – Resilient Infrastructure for the Common Good

Panel discussion around group purchasing to enable municipalities to stretch the financial resources. Examples were given about how purchasing materials and services through an organization like Kinetic GPO.

*Minister of Forests - Hon Ravi Parmar

Friday September 18

We got through all the resolutions !!

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 overview of all of our minister meetings as part of our September 21, 2026, Council meeting.

Respectfully submitted

Cherryl MacLeod



Council Procedures Bylaw

Bylaw 1462

Effective upon adoption

CASTLEGAR

Council Procedures Bylaw

Bylaw 1462

CONTENTS

1. DEFINITIONS	2
2. APPLICATION OF RULES OF PROCEDURE	3
3. COUNCIL MEETINGS	3
4. COUNCIL PROCEEDINGS.....	5
5. MOTIONS	12
6. BYLAWS.....	14
8. COMMITTEE OF THE WHOLE	15
9. STANDING AND SELECT COMMITTEES	17
10. GENERAL.....	18
11. SEVERABILITY	19
12. REPEAL	19

A Bylaw to establish the general procedures to be followed by Council and Council committees in conducting their business

WHEREAS section 124 of the *Community Charter* requires Council to establish, by bylaw, the general procedures to be followed by Council and Council committees in conducting their business;

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

1. DEFINITIONS

This Bylaw may be cited as the "Council Procedures Bylaw 1462, 2026".

In this Bylaw:

"Act" means the *Local Government Act*.

"Charter" means the *Community Charter*.

"Chief Administrative Officer" or "CAO" means the individual appointed by Council as the Chief Administrative Officer for the City of Castlegar, or their designate.

"City" means the City of Castlegar.

"City website" means the information resource found at an internet address provided by the City.

"Committee" means a Committee of Council but does not include the Committee of the Whole.

"Committee of the Whole" means all of the members of Council present at a meeting sitting in Committee.

"Corporate Officer" means the Corporate Officer for the City.

"Council" means the elected Council of the City of Castlegar.

"Council member" means a duly elected member of the Council.

"Delegation" means an individual or group of persons who has applied to address Council or a Committee at a meeting in accordance with this Bylaw.

"Inaugural Meeting" means the meeting at which Members elected at the most recent general local election are sworn in.

"Mayor" means the Mayor of the City.

"Main motion" means the motion that first brings a matter before Council.

"Motion" means a formal proposal made by a member to consider a specified course of action.

"Notice of Motion" means a written notice given by a Council member in accordance with this Bylaw advising of the member's intention to bring forward a motion for consideration at a subsequent Council meeting.

"Presiding member" means the individual responsible for chairing, managing, and maintaining order during meetings.

"Point of Order" means an objection raised by a Council member during a meeting to call attention to an alleged breach of this Bylaw, the governing legislation, or the adopted rules of procedure, and to request a ruling from the Chair on the procedural matter.

"Public Notice posting places" means the notice board at City Hall and the City of Castlegar Website.

"Public participation" means the opportunity for members of the public to observe open meetings of Council by attending in person or through any electronic means authorized. Public Participation shall be conducted in accordance with this Bylaw and any applicable enactment.

"Question period" means the portion of a Council meeting designated by this Bylaw during which members of the public may ask questions respecting matters within the jurisdiction of the Municipality.

"Roberts Rules of Order" is the standard guide for parliamentary procedures, designed to conduct efficient, democratic meetings in organizations.

2. APPLICATION OF RULES OF PROCEDURE

1. The provisions of this Bylaw govern the proceeding of Council, Committee of the Whole, Standing and Select Committees of Council, as applicable.
2. In cases not provided for under this Bylaw, Robert's Rules of Order, apply to the proceedings of Council, Committee of the Whole, and Council Committees to the extent that those Rules are:
 - a) Applicable in the circumstances.
 - b) Not inconsistent with provisions of this Bylaw or the *Community Charter*.

3. COUNCIL MEETINGS

Inaugural Meeting

1. Following the general local election, the first Council meeting must be held on the first Monday in November in accordance with *Community Charter* section 124.
2. If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in section 3.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.
3. The order of business for the Inaugural Meeting shall be as follows:
 - a) Call to Order by the Corporate Officer.
 - b) Oath of Office of Council members.

- c) Invocation.
- d) Mayor's Address.
- e) Appointments.
- f) Other Business.
- g) Adjourn.

Time and Location of Meetings

- 4. All Council meetings will take place at the Community Forum, located at 445 – 13th Avenue, Castlegar, B.C. except when Council resolves to hold meetings elsewhere, or by means of electronic or other communication facilities, or a hybrid of both.
- 5. Regular Council meetings must:
 - a) Be held on the first and third Monday of each month, with the exception of the months of July and August during which only one meeting is held
 - b) Begin at 7:00 p.m.
 - c) Unless Council otherwise determines in advance, when the Monday falls on a statutory holiday, that regular meeting shall be held on the next day following which is not a statutory holiday, a Saturday or a Sunday.
- 6. Regular Council meetings may be postponed to a different day, time and place by resolution of Council, provided the Corporate Officer is given at least two days' written notice.

Notice of Council Meetings

- 7. In accordance with section 127 of the *Community Charter*, Council must prepare annually, on or before December 31st of the previous year, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- 8. Where revisions are necessary to the annual schedule of Regular Council meetings, the Corporate Officer must, as soon as possible post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of Special Meetings

- 9. Except where notice of a special meeting is waived by unanimous vote of all Council members under sections 126 and 127 of the *Community Charter*, a notice of the date, hour and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:
 - a) Posting a copy of the notice in the Council Chambers.
 - b) Posting a copy of the notice at the Public Notice Posting Place.
 - c) Provided to each Council member.
- 10. The meeting notice must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.
- 11. Special meetings of Council shall be limited to the business specified in the notice calling the meeting, and to matters permitted under the *Community Charter*.

12. Special In-Camera meetings of Council shall be limited to subject matter as outlined in section 90 of the *Community Charter*.

Electronic Meetings and Electronic Participation

14. Provided the conditions set out in subsection 128 of the *Community Charter* are met:
- a) Any Council Meeting may be conducted by means of visual and/or audio electronic or other communication facilities.
 - b) A member of Council or a Council Committee member who is unable to attend a Council meeting or Council Committee meeting, as applicable may participate in the meeting by means of visual and/or audio electronic or other communications facilities.
15. The Presiding member at a Council or Council committee meeting may participate electronically.
16. Members of Council who participate in the meeting by means of visual and/or audio electronic or other communications facilities are deemed to be present at the meeting.
17. Advance public notice for the way in which meetings are to be conducted by means of electronic or other communication facilities, and the place where the public may attend to hear or watch and hear, will be provided in the meeting agenda and posting in the Public Notice Posting Places.

Designation of a Member to Act in Place of the Mayor

18. At the inaugural meeting the Mayor will recommend to Council:
- a) The appointment of one or more Councillor(s) to serve as the member responsible for acting as Deputy Mayor when the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant.
 - b) The term for which the Deputy Mayor(s) be appointed (example: per Council term, per one or more years).
19. The Mayors recommendations are to be appointed by Council resolution.
20. Each Councillor designated under this subsection must fulfill the responsibilities of the Mayor in their absence.
21. If both the Mayor and the member(s) designated under this subsection are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
22. The member designated or chosen under this subsection has the same powers and duties as the Mayor in relation to the applicable matter.

4. COUNCIL PROCEEDINGS

Community Charter Provisions

1. Matters pertaining to Council proceedings are governed by the *Community Charter* and the provisions found in this Bylaw.

Attendance of Public at Meetings

2. Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
3. Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
4. This section applies to all meetings of the bodies referred to in the *Community Charter*, including without limitation:
 - a) Committee of the Whole.
 - b) Standing and select committees.
 - c) Parcel tax review panel.
 - d) Board of variance.
5. The Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor may expel a person from a Council meeting in accordance with *Community Charter* section 133, if they are acting improperly.

Minutes of Meetings to be Maintained and Available to the Public

6. Minutes of the proceedings of Council must be:
 - a) Legibly recorded.
 - b) Certified as correct by the Corporate Officer.
 - c) Signed by the Mayor or other Presiding member at the meeting.
7. Subject to this subsection, and in accordance with section 97 of the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
8. This subsection does not apply to minutes of a Council meeting or that part of a Council meeting from which people were excluded under section 90 of the *Community Charter*.

Calling Meeting to Order

9. As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order; however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with this Bylaw must take the Chair and call such meeting to order.
10. If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor do not attend within 15 minutes of the scheduled time for a Council meeting:
 - a) The Chief Administrative Officer or Corporate Officer must call to order the members present.
 - b) The members present must choose a member to preside at the meeting.

Adjourning Meeting Where No Quorum

11. If there is no quorum of Council present within 30 minutes of the scheduled time for a Council meeting:

- a) The Corporate Officer must record the names of the members present, and those absent.
 - i. The Chief Administrative Officer or Corporate Officer must consider waiting for up to another 30 minutes, or adjourn the meeting until the next scheduled meeting.

Agenda

- 12. Prior to each Council meeting, the Corporate Officer must undertake the preparation of an agenda setting out all items for consideration at that meeting.
- 13. The deadline for finalized submissions to the Corporate Officer of items for inclusion on the Council meeting agenda must be 8:30 a.m. on Thursday prior to the meeting.
- 14. The Corporate Officer must make the agenda available to the members of Council and the public on Friday afternoon prior to the meeting.
- 15. Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to this Bylaw.

Order of Proceedings and Business

- 16. The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 - a) Call to order
 - b) Approval of the agenda
 - c) Introduction of late items
 - d) Hearing of delegations/presentations
 - e) Adoption of minutes
 - f) Reports of Council Committees
 - g) Regional District of Central Kootenay report
 - h) Correspondence
 - i) Reports other
 - j) Mayor's report
 - k) New and unfinished business
 - l) Consideration of bylaws
 - m) Notice of next regular Council meeting and other meetings
 - n) Receipt of notice of motion
 - o) Question period
 - p) Adjournment
- 17. Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

- 18. Council may, by resolution passed by a majority of members present, permit an item of business not listed on the agenda to be introduced for consideration at a Council meeting.
 - a) A late item may only be introduced if the Council is satisfied that the matter is time-sensitive and requires a decision prior to the next scheduled Council meeting.

- b) Where a late item is added to the agenda, any relevant supporting information shall be circulated to Council members and made available to the extent practicable prior to consideration of the item.
- c) Council shall not consider a late item unless it has first approved its inclusion on the agenda in accordance with this section.

Voting at Meetings

19. Voting on all questions, resolutions, and bylaws must be conducted in accordance with section 123 of the *Community Charter*.
20. The following procedures apply to voting at Council meetings:
- a) When debate on a matter has concluded, the Presiding member must put the question to a vote of Council.
 - b) While the Presiding member is putting a question to a vote, a Council member must not:
 - i. Leave or cross the meeting room.
 - ii. Create a disturbance or engage in disruptive conduct.
 - iii. Interrupt the voting process, except to raise a point of order.
 - c) After the question has been finally put to a vote by the Presiding member, a Council member must not speak to the question or move any motion in relation to it.
 - d) The Presiding member's determination as to whether the question has been finally put is final and not subject to debate.
 - e) When a vote is taken, each Council member present must indicate their vote by raising a hand, unless another method of voting is authorized by Council.
 - f) The Presiding member must declare the result of the vote by stating whether the question is resolved in the affirmative or the negative.
 - g) A Council member present at the time of the vote who does not indicate a vote is deemed to have voted in the affirmative.

Recording of Votes

21. A member may request his or her vote on any question to be recorded by the Corporate Officer. The Corporate Officer shall record in the minutes of the meeting the name of the member and the way in which the member voted on the question.

Recess

22. When a meeting of Council has been in progress for one hour or more, the Mayor may declare an up to 15-minute recess, or sooner if confirmed by an affirmative resolution of Council.

Public Participation

23. In accordance with the *Community Charter*, Council meetings are open to the public for observation. The opportunity for an individual or delegation to address Council may be granted in accordance with this Bylaw and is subject to the rules set out in this section.

Delegations

24. Council may, permit an individual or delegation to address Council at a meeting, provided that a written application, in the form prescribed by the Corporate Officer, has been submitted to the Corporate Officer in advance of the meeting.

25. Each delegation is limited to 15 minutes, unless Council unanimously consents to a longer period.
26. The Corporate Officer or delegate will administer the delegation process in a manner that is fair, consistent, and impartial, and may establish administrative procedures respecting:
 - a) Deadlines for submission.
 - b) Scheduling and order of delegations.
 - c) Distribution of materials to Council.
27. The Corporate Officer may decline to place on the agenda, a delegation where:
 - a) The subject matter is outside the jurisdiction of Council.
 - b) The request is vexatious, or repetitive of a matter.
 - c) The subject matter has been previously considered by Council.
 - d) The request does not comply with the requirements of this Bylaw.
28. The Corporate Officer may refer a delegation, after reviewing the subject matter, to a:
 - a) Future Council meeting.
 - b) City department or staff person.
 - c) Committee or advisory body.
 provided that the delegation is advised of the referral and the reasons for the referral.
29. A person or delegation that is declined to be placed on an agenda may request that Council reconsider the decision, in which case the Corporate Officer must provide the request and relevant information to Council for determination.
30. Council must not permit a delegation to address a meeting regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required by an enactment as a prerequisite to adoption of the bylaw.

Question Period

31. During Question period, the public will be granted an opportunity to address Council after the Presiding member has read a prepared statement regarding the conduct of the Question Period.
32. Questions must relate to matters within the jurisdiction of Council and may pertain to items on the meeting agenda or other matters of municipal interest.
33. During Question period, each person may ask one question until all persons wishing to speak have had an opportunity to do so. Subject to the remaining time available, the Presiding member may permit additional questions. Each question shall be limited to two minutes.
34. Question period shall be limited to fifteen minutes, unless Council, in its discretion, determines that an extension is appropriate
35. Council may respond to a question immediately, refer the question to staff, or defer a response to a future meeting in order to obtain additional information.

36. Questions will not be answered where they:
 - a) Relate to matters that are the subject of active or potential litigation.
 - b) Involve confidential information or matters properly considered in a closed meeting under the *Community Charter*.
 - c) Relate to a bylaw for which a public hearing has been held, where the public hearing is required by an enactment as a prerequisite to adoption.
37. All persons addressing Council during Question Period must conduct themselves in a respectful manner and must not use offensive language, gestures, or signs. The Presiding member may rule a question out of order or require a person to cease speaking if this subsection is not complied with.
38. Nothing in this section limits the authority of the Presiding member to maintain order and decorum or to expel a person from the meeting in accordance with this Bylaw.

Manner of Address

39. Members must address the Presiding member by that person's title of Mayor, Acting Mayor or Councillor.
40. Members must address other non-Presiding members by the title of Councillor.

Points of Order

41. Without limiting the Presiding member's authority as defined in section 132 of the *Community Charter*, the Presiding member is responsible for ruling on points of order and ensuring that the rules of procedure established by this Bylaw are observed.
42. The Presiding member must rule a motion out of order if the motion is contrary to this Bylaw or otherwise inconsistent with applicable legislation, whether or not a point of order has been raised by a Council member.
43. A Council member may raise a point of order at any time if the member believes that the rules of procedure are not being followed.
44. When ruling on a point of order:
 - a) A point of order shall take precedence over, and interrupts pending business before Council.
 - b) Upon a point of order being raised, the Presiding member shall immediately suspend debate and recognize the member raising the point.
 - c) The Council member shall briefly identify the alleged breach of this Bylaw or other applicable procedural authority.
 - d) The Presiding member may request clarification or consult the Corporate Officer before ruling.
 - e) The Presiding member shall rule whether the point of order is valid or overruled and shall briefly state the reasons for the ruling.
 - f) Following the ruling, the meeting shall resume in accordance with the Presiding members direction unless the ruling is appealed under section 132 of the *Community Charter*.

- g) Members shall not debate or challenge the Chair's ruling except by an appeal in accordance with the *Community Charter*.
- h) An appeal shall be decided immediately and without debate in accordance with the Community Charter, by calling a vote of Council on the ruling of valid or overruled:
 - i. The chair cannot vote on this appeal challenge.
 - ii. A tie vote automatically sustains the chair's ruling.
 - iii. The final vote binds the meeting, and the chair must comply with the outcome.

Conduct and Debate

- 45. A Council member may speak to a question or motion at a Council meeting only if that member first addresses the Presiding member.
- 46. No member may interrupt a member who is speaking except to raise a point of order.
- 47. If more than one member speaks, the Presiding member must call on the member who, in the Presiding member's opinion, first spoke.
- 48. Members who are called to order by the Presiding member:
 - a) Must immediately stop speaking.
 - b) May explain their position on the point of order.
 - c) May appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter* and this Bylaw.
- 49. Members speaking at a Council meeting:
 - a) Must use respectful language.
 - b) Must not use offensive gestures or signs.
 - c) Must speak only in connection with the matter being debated.
 - d) May speak about a vote of Council only for the purpose of making a motion that the vote be rescinded.
 - e) Must adhere to the rules of procedure established under this Bylaw and to the decisions of the Presiding member and Council in connection with the rules and points of order.
- 50. In accordance with *Community Charter* section 133 Expulsion from meetings if the Presiding member at a Council meeting considers that another person at the meeting is acting improperly, the Presiding member may order that the person is expelled from the meeting.
- 51. A member may request the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- 52. The following rules apply to members speaking on a matter before Council:
 - a) A member shall not speak a second time on the same question while another member who wishes to speak has not yet spoken.
 - b) The member who moved the main motion may reply to the debate before the vote is taken.
 - c) A member may not speak for more than 15 minutes on the same question, including any reply to the debate, unless Council grants permission.

5. MOTIONS

Motions Generally

1. Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
2. If a motion does not receive a seconder, the motion will not be debated and will not be recorded in the minutes of that meeting.
3. When a motion is under consideration by Council, no other motion shall be received except to:
 - a) Refer the motion to a committee or staff for further consideration.
 - b) Amend the motion.
 - c) Defer or postpone consideration of the motion to a certain time.
 - d) Postpone consideration of the motion indefinitely.
 - e) Call the question (close debate and proceed to vote).
 - f) Adjourn the meeting.
4. The motions listed in subsection 3 above, (c to f) are not debatable or amendable.
5. A Council member may request that a motion under consideration be divided, in which case Council shall vote separately on each distinct part of the motion.
6. Where this Bylaw does not provide for a matter of procedure, the rules of procedure established by Council or, in their absence the current edition of Robert's Rules of Order, shall apply.

Motion for the Main Question

7. In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
8. At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended if:
 - a) A member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question.
 - b) The motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question or proceed to other business.
9. The decision of the Presiding member as to whether the main question has been finally put shall be conclusive.

Amendments Generally

10. A Council may, without notice, move to amend a motion that is being considered at a Council meeting.
11. An amendment may propose removing, substituting for, or adding to the words of an original motion.

12. A proposed amendment must be reproduced in writing by the mover if requested by the Presiding member.
13. A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
14. An amendment may be amended only once.
15. An amendment that has been voted on and defeated by Council may not be reintroduced at the same meeting,
16. A Council member may move a sub-amendment to an amendment.
17. The Presiding member must put the main question and its amendments in the following order for the vote of Council:
 - a) A motion to amend the main question.
 - b) A motion with the amendments to the main motion.
 - c) The main motion as amended, if any amendments have been adopted.

Reconsideration by Council Member

18. A Council member may, at the next Council meeting, move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken.
 - a) Council shall not debate the main matter referred to unless a motion to reconsider that matter is adopted in the affirmative.
 - b) A vote to reconsider must not be reconsidered.
19. Council may only reconsider a matter that has not:
 - a) Had the approval or assent of the electors and been adopted.
 - b) Been reconsidered under subsection (1) or section 131 of the *Community Charter*.
 - c) Been acted on by an officer, employee, or agent of the City.
20. In accordance with section 131 of the *Community Charter*, a mayor may require the Council to reconsider and vote again on a matter that was the subject of a vote.
 - a) At the same Council meeting as the vote took place.
 - b) Within the 30 days following that meeting.

Notice of Motion

21. A Notice of Motion resulting from an item of business that is not listed as being for Council action on the Council Meeting agenda must be provided to the Corporate Officer by 12:00 pm on the Wednesday, prior to the next Regular Council Meeting. The notice of motion must:
 - a) Set out all the details of the motion.
 - b) Stipulate the date of the meeting at which the council member intends to move the motion.
22. The Corporate Officer will add the notice of motion to the agenda for the meeting at which the Council member intends to move the motion.

23. Council may not proceed with any Notice of Motion on the agenda in the absence of the Council member at whose request the item was placed on the agenda unless:
- The written consent of the absent Council member is presented to the Chair.
 - Council resolves to proceed with the Notice of Motion despite the absence of the Council member.

Withdrawal of Motion

24. A motion may be withdrawn by the mover of a Motion, with the consent of all Council members present.

25. A motion may not be withdrawn after it has been voted on by Council.

Privilege

26. In this Bylaw a matter of privilege refers to a motion concerning:
- Adjournment.
 - Recess.
 - Fixing the time to adjourn.
 - A question of privilege affecting Council or a member of Council.
27. A matter of privilege must be immediately considered when it arises at a Council meeting.
28. A matter of privilege takes precedence over all other business of Council.

Reports from Council Committees

29. Council may take any of the following actions in connection with a resolution it received from the Committee of the Whole:
- Agree or disagree with the resolution.
 - Amend the resolution.
 - Refer the resolution back to the Committee of the Whole.
 - Postpone consideration of the resolution.

Adjournment

30. Council may continue a Council meeting after 10:00 p.m. only by an affirmative vote of majority of the Council members present and in no case shall go beyond 11:30 p.m.

6. BYLAWS**Copies of Proposed Bylaws to Council Members**

- A proposed bylaw may be introduced at a Council meeting only:
 - If copy of it has been delivered to each Council member in advance of the meeting.
 - It is on the agenda for the meeting.
 - If all Council members unanimously agree to waive these requirements.

Form of Bylaws

- A bylaw introduced at a Council meeting must:

- a) Have a distinguishing name.
- b) Have a distinguishing number.
- c) Contain an introductory statement of purpose.
- d) Be divided into sections.

Reading and Adopting Bylaws

3. The Presiding member of the Council meeting may:
 - a) Have the Corporate Officer, or designate, read a synopsis of each proposed bylaw or group of proposed bylaws.
 - b) Request a motion that the proposed bylaw or group of bylaws be read.
4. The readings of the bylaw may be given by stating its title and object.
5. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
6. Each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
7. In accordance with section 135 of the *Community Charter*:
 - a) Council may give one, two or three readings to a proposed bylaw at the same Council meeting.
 - b) Council must give at least one day between the third reading and the adoption of a bylaw.
8. If any legislation requires that a bylaw receive approval of the Lieutenant Governor in Council, a minister or the inspector, or approval of the electors or assent of the electors, the approval or assent must be obtained after the bylaw has been given third reading and before it is adopted.
9. Despite section 135 of the *Community Charter*, and in accordance with section 890 of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws Must be Signed

10. After a bylaw is adopted, and signed by the Corporate Officer and the Presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping and endorse upon it:
 - a) The City's corporate seal.
 - b) The dates of its readings and adoption.
 - c) The date of Ministerial approval or approval of the electorate if applicable.

7. COMMITTEE OF THE WHOLE

Going into Committee of the Whole

1. At any time during a Council meeting, Council may by resolution go into Committee of the Whole.

2. In addition to subsection (8.1), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the City's business, is a meeting of Committee of the Whole.
3. Committee of the Whole meetings will include a Question Period at the end of each Committee meeting to allow questions from the public in attendance.

Notice for Committee of the Whole Meetings

4. A notice of the day, hour and place of a Committee of the Whole meeting must be given at least 24 hours before the time of the meeting by:
 - a) Posting a copy of the notice at the Public Notice Posting Place.
 - b) Providing Council members with a copy of the notice.
5. Subsection (4) does not apply to a Committee of the Whole meeting that is called, in accordance with Part 8 – Committee of the Whole, during a Regular Council meeting for which public notice has been given in accordance with the *Community Charter*.

Minutes of Committee of the Whole Meetings

6. Minutes of the proceedings of Committee of the Whole must be:
 - a) Legibly recorded.
 - b) Certified by the Corporate Officer.
 - c) Signed by the Presiding member at the meeting.
 - d) Open for public inspection in accordance with section 97 of the *Community Charter*.

Presiding Members at Committee of the Whole Meetings and Quorum

7. Council members appointed by the Mayor to Council Committees may preside over those agenda sections during the Committee of the Whole Meeting.
8. Quorum of Committee of the Whole is the majority of Council members and shall follow Part 4 of this Bylaw.

Conduct and Debate

11. The following rules apply to Committee of the Whole meetings:
 - a) A motion is not required to be seconded.
 - b) A motion for adjournment is not allowed.
 - c) A member may speak any number of times on the same question;
 - d) A member must not speak longer than a total of 10 minutes on any one question.

Voting at Meetings

12. Votes at a Committee of the Whole meeting must be taken by a show of hands.
13. The Presiding member must declare the result of the vote by stating whether the question is resolved in the affirmative or the negative

Reports

14. Committee of the Whole may consider reports and bylaws only if:
 - a) they are included in the agenda or printed and the members each have a copy, or

- b) a majority of the Council members present decide without debate that the requirements of subsection 14(a) do not apply.

8. STANDING, SELECT AND ADVISORY COMMITTEES

Establishment

Standing Committees

1. In accordance with *Community Charter* section 141 the Mayor may establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees.
 - a) At least half the members of a standing committee must be Council members.
 - b) The Mayor shall be a member of each standing committee.
 - c) Persons who are not Council members may be appointed by Council to a standing committee.

Select Committees

2. In accordance with *Community Charter* section 142 the Council may establish select committees to consider or inquire into any matter and to report their findings and opinions to the Council.
 - a) At least one member of the select committee must be a Council member.
 - b) The Mayor shall be a member of any select committees.
 - c) Persons who are not Council members may be appointed by Council to a select committee.

Advisory Committees

3. The Council may establish and appoint advisory committees to consider and provide recommendations to Council on matters set out in an individual advisory committees' terms of reference or on matters referred by Council.

Appointment of Members when Absent

4. A Council member may be appointed to a Standing or Select Committee, even in their absence.

General duties

5. The general duties of Standing, Select or Advisory committees of the Council, in accordance with the *Community Charter*, shall be as follows:
 - a) To consider and report to Council from time to time, or whenever desired by Council and as often as the interests of the Municipality may require, on all matters referred to it by the Mayor or Council or coming within its purview, and to recommend such action by Council in relation to those matters as the Committee deems necessary or expedient.
 - b) To carry out the instructions of Council expressed by resolution in regard to any matter referred by Council to a Committee for immediate action upon it, and the instructions of Council shall be specific, and to report its action in detail at the next regular or other meetings of Council thereafter, as specified in the instructions of Council.
 - c) To carry out the duties and follow the procedure established by bylaw or terms of reference.

Notice of Meetings

6. After a committee has established a schedule of committee meetings in accordance with any applicable terms of reference, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
 - a) Posting a copy of the schedule at the Public Notice Posting Place;
 - b) Providing a copy of the schedule to each member of the committee.
7. If the annual schedule of committee meetings is amended, the Corporate Officer must, as soon as practicable, post a notice of the amendment at the Public Notice Posting Place.

Attendance at Meetings

8. Council members who are not members of a committee may attend committee meetings but are not permitted to vote.
9. With the permission of a majority of the committee members present, a Council member who is not a committee member may participate in discussion or debate.

Minutes of Meetings

10. Minutes of the proceedings of a committee must be:
 - a) Legibly recorded.
 - b) Certified by the Corporate Officer or designate.
 - c) Signed by the chair or Presiding member at the meeting.
 - d) Open for public inspection in accordance with the *Community Charter*.

Quorum

11. The quorum for a Select, Standing or Advisory committee is a majority of all its members.

Conduct and Debate

12. The rules of the Council procedures must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.

Dissolving a committee

13. In accordance with *Community Charter* section 144 Council has the authority to rescind an appointment or committee at any time.
14. A committee shall, upon completion of its assignment, or upon submitting its report to the Council, be automatically dissolved.

9. GENERAL

1. If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.
2. This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with sections 124 and 94 of the *Community Charter*.

10. Severability

1. If any part, section, sub-section, clause or sub-clause of this Bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, it must be severed and the validity of the remaining provisions of this Bylaw must not be affected.
2. To the extent of any inconsistency between the provisions of this Bylaw and the provisions of an *Act* or the *Community Charter*, the provisions of the *Act* and the *Community Charter* prevail.

11. Repeal

Council Procedures Bylaw No. 986, 2004 and all amendments there to is hereby repealed.

READ A FIRST TIME this 8th day of September, 2026

READ A SECOND TIME this 8th day of September, 2026

READ A THIRD TIME this 8th day of September, 2026

ADOPTED this

Mayor

Director of Corporate Services



Permissive Tax Exemption

Bylaw 1467

Effective upon adoption

CASTLEGAR

Permissive Tax Exemption

Bylaw 1467

A bylaw pursuant to Sections 220, 224 and 225 of the *Community Charter*, to exempt from taxation certain properties situated in the City of Castlegar.

WHEREAS the *Community Charter* provides that Council may, by a bylaw, exempt from taxation certain lands and improvements;

AND WHEREAS Council deems it to be in the public interest to exempt from taxation, in 2027, those properties set out herein;

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

1. This bylaw may be cited as the "Bylaw 1467, 2027 Permissive Tax Exemption Bylaw".
2. The following properties, being areas surrounding buildings set apart and in use for public worship, are exempt from taxation under the provisions of Section 224(2)(f) of the *Community Charter*:
 - a. Parcel A (KR165758), Plan 4253, District Lot 4598, Kootenay District, (Roll 589.372), held by the Synod of Diocese of Kootenay (St. David's Anglican Church);
 - b. Lot A, Plan 14911, District Lot 181, Kootenay District, (Roll 503.025), held by the Pentecostal Assemblies of Canada;
 - c. Lot B, Plan 5345, District Lot 7173, Kootenay District, (Roll 1429.000), held by the Trustees of the Congregation of Castlegar-Kinnaird Pastoral Charge;
 - d. Lot A, Plan NEP73133, District Lot 7174, Kootenay District, (Roll 1442.120), held by the Trustees of the Congregation of Kinnaird Church of God;
 - e. Lot A, Plan 13580, District Lot 7198, Kootenay District, (Roll 1731.050), held by the Trustees for the Castlegar South Congregation of Jehovah's Witnesses;
 - f. Lot 1, Plan NEP82008, District Lot 7175, Kootenay District, PID 026 819 406, (Roll 1360.850) held by Kinnaird Park Community Church;
 - g. Lots 7 to 10 inclusive, Block 26, Plan 650, District Lot 181, Kootenay District, (Roll 101.080), held by Castlegar Baptist Church;
 - h. Lot H, Plan NEP5434, District 7174, Kootenay District (Roll 1463.135), held by Living Waters Faith Fellowship;
 - i. Lot 1, Plan NEP79548, District Lot 181, Kootenay District (Roll 00459.000), held by Roman Catholic Bishop of Nelson.
3. Lots 5 to 9 inclusive, Plan 2714, District Lot 4598, Kootenay District, (Roll 589.175), held by the Castlegar Villa Society and used exclusively to provide homes for elderly citizens, are exempt from taxation under the provisions of Sections 224(2)(h) of the *Community Charter*.
4. Parcel "B" (see P9064), Plan 2585, District Lot 181, Kootenay District, (Roll 313.000) and Parcel "A", (see XG233) Plan 2585, District Lot 181, Kootenay District (Folio 315.001) held by the Kootenay Family Place and occupied by an institution licensed under the Community Care Facility Act, are exempt from taxation on both land and improvements under the provisions of Section 224(2)(j) of the *Community Charter*.

5. Lot 1, Plan 18518, District Lot 181, Kootenay District, (Roll 343.016) and Lot 3, Plan 2288, District Lot 181, (Roll 346.000), held by Interior Health Authority, being the area surrounding a building used solely as a hospital under the hospital act, is exempt from taxation under the provisions of Section 224(2)(h) of the *Community Charter*.
6. The following properties, which are owned by a charitable, philanthropic, or other not for profit organizations and which the council considers are used for a purpose that is directly related to the purposes of the corporation, are exempt from taxation under the provisions of Section 224(2)(a) of the *Community Charter* to the extent indicated:
 - a. One hundred percent of the total assessed value of the land and improvements on Lot A, Plan 12010, District Lot 7174, Kootenay District, (Roll 1485.050), held by the Kootenay Society for Community Living;
 - b. One hundred percent of the total assessed value of the land and improvements on Lot A, Plan NEP77899 District Lot 181, (Roll 4.035), held by the Kootenay Society for Community Living;
 - c. One hundred percent of the total assessed value of the land and improvements of Lot A, Block 6, District Lot 4598, Kootenay District, (Roll 1047.010), held by the Kootenay Society for Community Living;
 - d. One hundred percent of the total assessed value of the land and improvements of Lot 4, Plan NEP5388 District Lot 7180, Kootenay District, (Roll 648.410), held by the Kootenay Society for Community Living;
 - e. One hundred percent of the total assessed value of the land and improvements of Lot 6, Plan NEP2682, District Lot 7182, Kootenay District, (Roll 655.000), held by the Kootenay Society for Community Living;
 - f. One hundred percent of the total assessed value of the land and improvements of Lot 1, Plan NEP21849, District Lot 4598, Kootenay District, (Roll 641.000), held by the Kootenay Society for Community Living;
 - g. One hundred percent of the total assessed value of the land and improvements of Lot 1, Plan 6957, District Lot 4598, Kootenay District, (Roll 1374.022), held by the Circle of Indigenous Nations Society;
 - h. One hundred percent of the total assessed value of the land and improvements of Lot A, Plan NEP4407, District Lot 4598, Kootenay District, (Roll 589.850), held by the Castlegar & District Community Services Society;
 - i. One hundred percent of the total assessed value of the land and improvements of Plan NEP617QQ, District Lot 5637, Kootenay District, (Roll 589.855), occupied by the Castlegar & District Community Services Society;
 - j. One hundred percent of the total assessed value of the land and improvements of Lot A, Block 13, Plan NEP14978, District Lot 7198, Kootenay District, (Roll 1719.200), occupied by the Castlegar & District Community Services Society;
 - k. One hundred percent of the total assessed value of land and improvements on Plan number EPP63899, District Lot 4598, Property ID 029-942-241 (Roll 3002.002), 124 Heritage Way, held by the British Columbia Society for the Prevention of Cruelty to Animals;
 - l. One hundred percent of the total assessed value of land and improvements on Lot 14, Plan number NEP650, District Lot 181, Kootenay District (Roll 00068.000), held by the Air Cadet League of Canada 581 Castlegar Sponsoring Committee;

7. The following properties, portions of which are used principally for public recreational purposes and/or are used by a registered charitable, philanthropic, or other not for profit organizations and comply with City of Castlegar policy directive number 15 are exempt from taxation under the provisions of Section 224(2)(a) of the *Community Charter* to the extent indicated:
 - a. Fifty percent of the total assessed value of the land and improvements on Lot 13, Plan 1520, District Lot 4598, Kootenay District, (Roll 601.000), held by the Portuguese Social Centre Society;
 - b. Forty percent of the total assessed value of the land and improvements on Lot A, Plan EPP92815, District Lot 4598, Kootenay District, (Roll 1727.550), held by Woodland Park Housing Co-Operative;
 - c. Seventy five percent of the total assessed value of the land and improvements on Lot 1 and 2, Plan 2578, District Lot 4598, Kootenay District, (Roll 590.000), owned by the Royal Canadian Legion, Castlegar – Robson Branch No 170;
 - d. One hundred percent of the total assessed value of the land and improvements on Lot B, Plan 4149, District Lot 4598, Kootenay District, (Roll 644.010) owned by the Castlegar & District Hospital Auxiliary Society;
 - e. One hundred percent of the total assessed value of land and improvements on Lot 10, Plan NEP818, District Lot 4598, PID 016-698-240 (Roll 4133.000), 20 Centre Avenue, held by Blueberry Creek Community School Council;
 - f. One hundred percent of the assessed value of land on Lot 4, Plan NEP22831, District Lot 12359, PID 023-335-084 (Roll 1890.400), 3500 16th Avenue and held by the Association of West Kootenay Rock Climbers.
 - g. One hundred percent of the assessed value of land and Improvements on Lot 1, Plan NEP22161, District Lot 7174, PID 019-207-964, (Roll 1458.100), 2216 Columbia Avenue and held by the Freedom Quest Youth Services Society.
 - h. One hundred percent of the assessed value of land on Lot A, Plan number EPP96022, District Lot 12358, PID 031-125-948 (Roll 01360.710), 2701 14th Avenue and held by the Association of West Kootenay Rock Climbers.
 - i. One hundred percent of the assessed value of land and improvements on Lot A, Plan number 4730, District Lot 4598 , PID 009-115-919, (Roll 591.000), 292 Columbia Ave and held by Kootenay Gallery of Art, History & Science.

8. The following properties, which are the interest in municipal buildings of a not-for-profit organization specified by the council that a not-for-profit organization uses or occupies as a licensee or tenant of the municipality, are exempt from taxation under the provisions of Section 224 (2)(d) of the *Community Charter*:
 - a. Lot 1, Plan 11265, District Lot 4598, Kootenay District, (Roll 805.075), occupied by the Castlegar and District Heritage Society (Castlegar Railway Station);
 - b. District Lot 15392, Kootenay District, (Roll 796.560), occupied by the Castlegar and District Heritage Society (Zuckerberg Island);
 - c. Lot 1, Plan 8749, District Lot 4598, Kootenay District, occupied by the Kootenay Doukhobor Historical Society (Doukhobor Village) (Roll 3002.021), and the Kootenay Gallery of Art, History and Science Society (Kootenay Gallery of Art, History and Science) (Roll 3002.020), except for the Marketing building located adjacent to the restaurant building on the property legally described as Lot 1, Plan 8749, District Lot 4598;

- d. Lot 1, Plan 8285, District Lot 7173, Kootenay District, (Roll 1375.205), occupied by the Castlegar and District Chamber of Commerce, except for 708 square feet of the building, which is leased to third parties per floorplan attached in Schedule A.
- 9. Lot 1, Plan NEP20546, District Lot 184, Kootenay District, (Roll 587.100), owned by Fortis BC Energy Inc. and occupied by the City of Castlegar and is used as a public park is exempt from taxation under the provisions of Section 224(2) of the *Community Charter*.
- 10. Eight percent of the total assessed value of Lot A, Plan 17217, Kootenay District, (Roll 796.810), owned by Zellstoff Celgar Limited and used for the supply of water; eight percent of the supply of water being to the City of Castlegar, is exempt from taxation under the provisions of Section 224(2) of the *Community Charter*.
- 11. Ninety-three percent of the total assessed value of Lot A, Plan NEP77686, District Lot 7174, Kootenay District (Roll 1443.000), occupied by Kinnaird Hall, is exempt from taxation under the provisions of Section 224(2)(g) of the *Community Charter*.

Repeal

Permissive Tax Exemption Bylaw No. 1442, 2026 and all amendments there to is hereby repealed.

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 XX, 2026.

Mayor

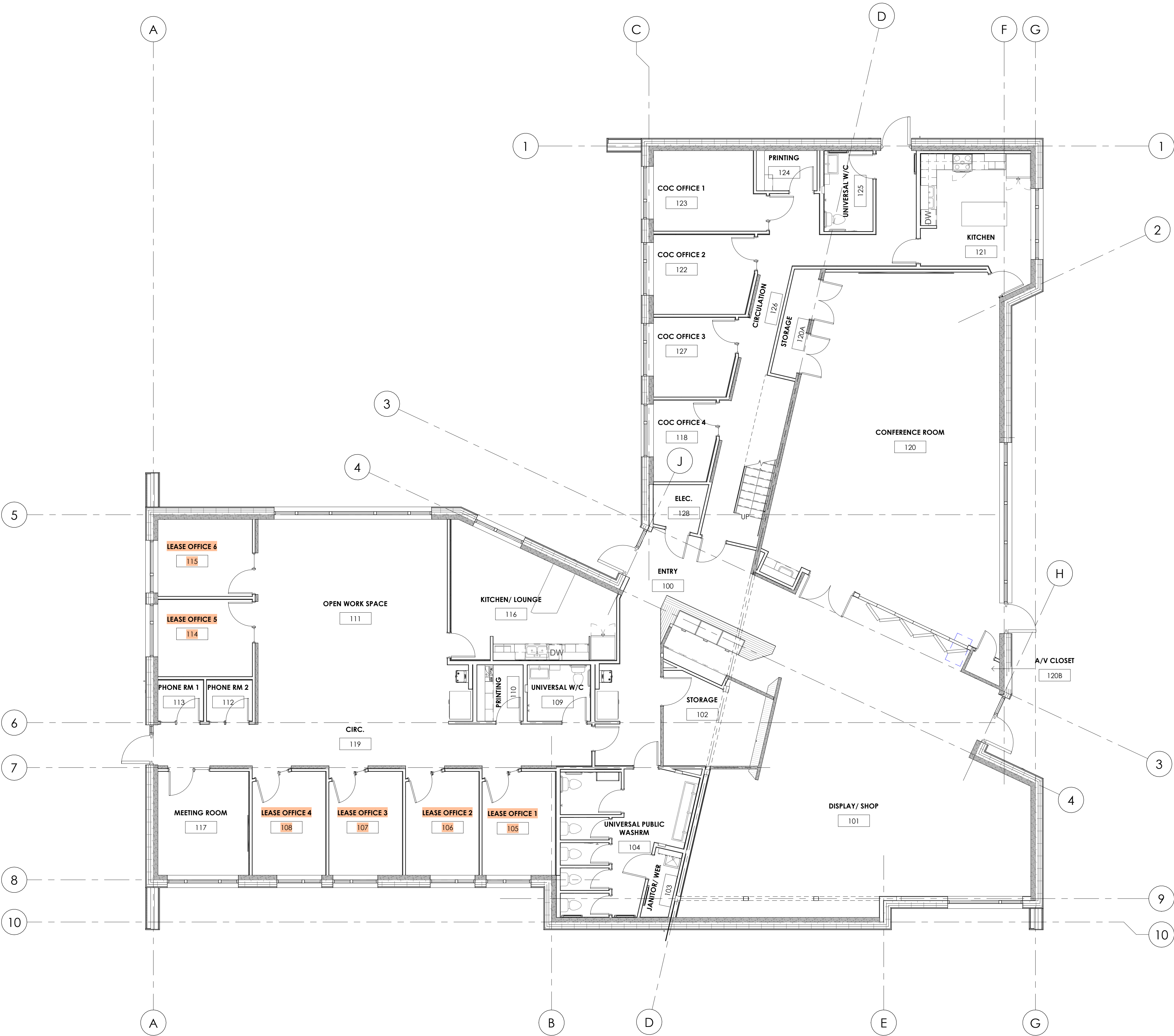
Director of Corporate Services

SCHEDULE "A"

SHEET NOTES - FLOOR PLAN

- A. ALL DIMENSIONS ARE TO CENTRE OF STUD OR FACE OF CONCRETE WALL, U.N.O. ALL ELEVATIONS ARE FROM DATUM ELEVATION MAIN FLOOR - 476.25m
- B. REFER TO STRUCTURAL DRAWINGS FOR ALL STRUCTURAL WALLS, COLUMNS, SLABS, JOISTS, TRUSSES, ETC. PROVIDE STRUCTURAL DRAWINGS FOR ALL BUILDING ELEMENTS WITH STRUCTURAL REQUIREMENTS INCLUDING BUT NOT LIMITED TO TRUSSES, JOISTS, CONCRETE REINFORCING, GUARDRAILS, LINTELS, HEADER BEAMS, ETC.
- C. REFER TO ELECTRICAL PLANS FOR ALL EXIT SIGNAGE, EMERGENCY LIGHTING, SMOKE DETECTORS, FIRE ALARMS, AUDIBLE AND VISUAL ALARMS, SPEAKERS, ETC.
- D. REFER TO ELECTRICAL PLANS FOR ELECTRICAL LAYOUTS, FIXTURE TYPES, SPECIFICATIONS AND DETAILS. CONFIRM WITH INTERIOR DESIGN DRAWINGS FOR FURNITURE LAYOUTS AND ELECTRICAL FIXTURES POSITIONING.
- E. REFER TO MECHANICAL PLANS FOR RETURN AND SUPPLY REGISTER LOCATIONS, PROVIDE STEEL FRAMING C/W GWB BULKHEADS AT MECHANICAL DUCT WORK. WHEN MECHANICAL DUCTS CROSS FIRE RATED PARTITIONS PROVIDE FIRE DAMPERS AND FIRE RATED BULKHEAD AS REQUIRED BY CURRENT EDITION OF BCBC.
- F. REFER TO PLUMBING DRAWINGS FOR FIXTURE TYPES, SPECS AND DETAILS.
- G. FRAMING CONTRACTOR TO SUPPLY AND INSTALL BACKING AT ALL WALL-MOUNTED CABINETS, ACCESORIES, ETC. COORDINATE WITH SUPPLIERS FOR BACKING REQUIREMENTS
- H. REFER TO INTERIOR DESIGN DRAWINGS FOR ALL INTERIOR FINISHES, CEILING PLANS, FLOOR FINISH PLANS, MILLWORK DETAILS, INTERIOR ELEVATIONS ,ETC.
- I. WHEN STUD WALLS OF DIFFERENT TYPES BUTT EACH OTHER OTHER OR OTHER WALL FRAMING, CONTRACTOR SHOULD ADJUST WOOD STUD LOCATION TO ENSURE SMOOTH FLUSH TRANSITIONS OF ALL VISIBLE SURFACES AND AT ALL TRANSITION POINTS. PROVIDE ADDITIONAL WOOD FURRING AS REQUIRED.
- J. SEE LANDSCAPE ARCHITECTS & CIVIL DRAWINGS FOR ALL FINISH GRADE ELEVATIONS, SITE DRAINAGE AND HARD LANDSCAPE ELEMENT DESIGN.
- K. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR ARCHITECT'S APPROVAL FOR ALL PREFABRICATED ITEMS PRIOR TO FABRICATION.

KEYNOTE LEGEND	
VALUE	DESCRIPTION



ARCHITECTURE

#1 96 Baker Street
Nelson BC
V1L 4G7

250.354.4445
coverinc.ca

Copyright reserved. This design and drawing is the exclusive property of COVER Architectural Collaborative Inc. and cannot be used for any purpose without the written consent of the Architect. This drawing is not to be used for construction until issued for that purpose by the Architect. Prior to commencement of the Work the Contractor shall verify all dimensions, datums and levels to identify any errors and omissions; ascertain any discrepancies between the drawing and the full Contract Documents; and, bring these items to the attention of the Architect for clarification. These drawings must not be scaled. These drawings supersede previous issues.

CONSULTANTS

WSA ENGINEERING (2012) LTD.

ROCKY POINT
ENGINEERING LTD.

READY
Engineering

LARCH
LANDSCAPE ARCHITECTURE

PEEL
PASSIVE HOUSE

CLIENT

CASTLEGAR
CHAMBER OF COMMERCE

SEAL

REVISIONS

Revision Schedule		
Number	Date (yy/mm/dd)	Description
1	2022 12 23	ISSUED FOR TENDER
12	2023 06 01	ISSUED FOR CONSTRUCTION

CASTLEGAR
CHAMBER OF COMMERCE

ADDRESS
1995 4 Ave
Castlegar, BC V1N 4B7

PROJECT #
18055

DATE
2023-07-07

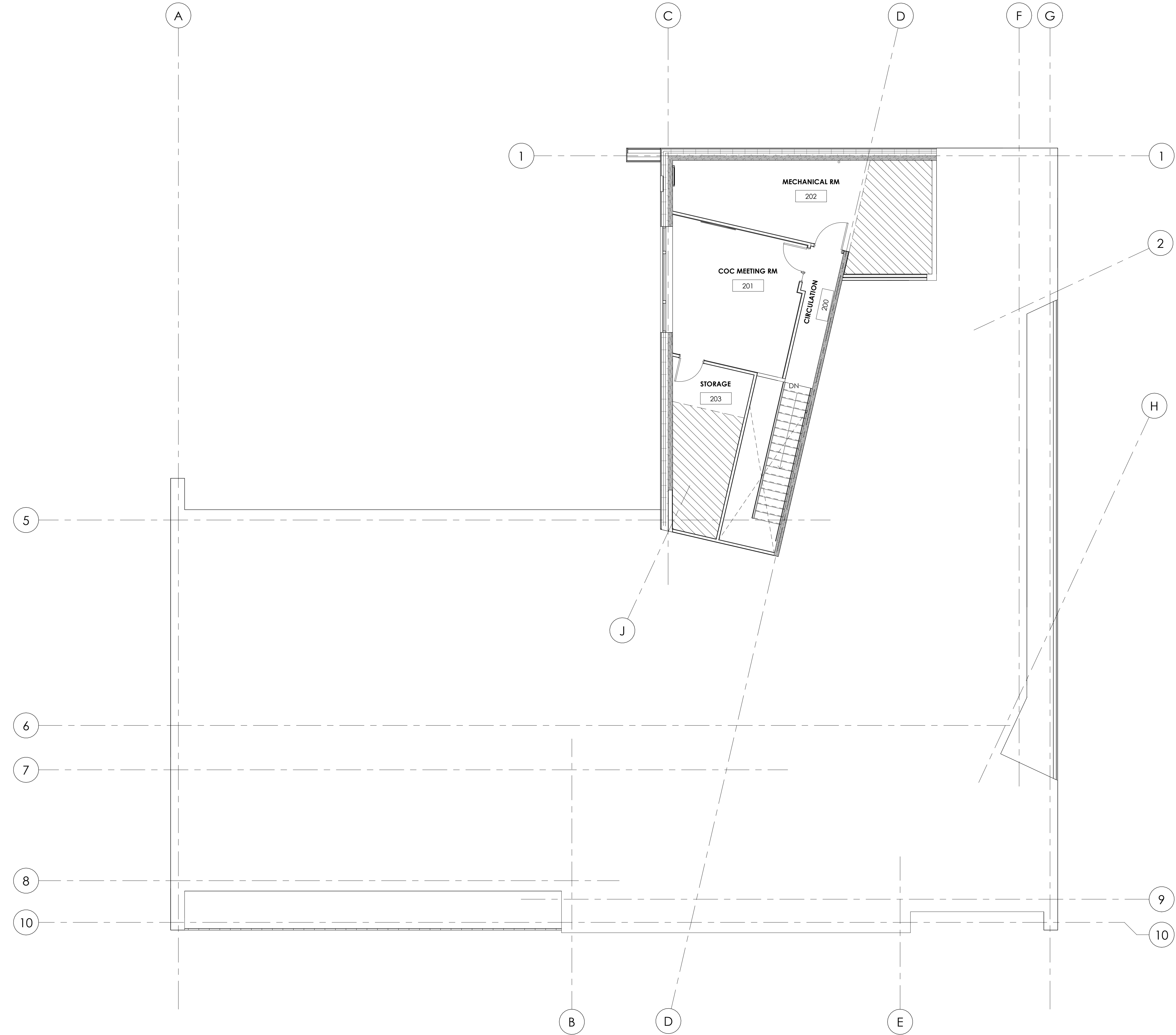
REV.
12

DESIGNED BY LA
CHECKED BY LA
DRAWN BY TB, MVC, SH

SHEET
OVERALL MAIN FLOOR PLAN

A202

SCHEDULE "A" Continued



SHEET NOTES - FLOOR PLAN

- A. ALL DIMENSIONS ARE TO CENTRE OF STUD OR FACE OF CONCRETE WALL, U.N.O. ALL ELEVATIONS ARE FROM DATUM ELEVATION MAIN FLOOR - 476.25m
- B. REFER TO STRUCTURAL DRAWINGS FOR ALL STRUCTURAL WALLS, COLUMNS, SLABS, JOISTS, TRUSSES, ETC. PROVIDE STRUCTURAL DRAWINGS FOR ALL BUILDING ELEMENTS WITH STRUCTURAL REQUIREMENTS INCLUDING BUT NOT LIMITED TO TRUSSES, JOISTS, CONCRETE REINFORCING, GUARDRAILS, LINTELS, HEADER BEAMS, ETC.
- C. REFER TO ELECTRICAL PLANS FOR ALL EXIT SIGNAGE, EMERGENCY LIGHTING, SMOKE DETECTORS, FIRE ALARMS, AUDIBLE AND VISUAL ALARMS, SPEAKERS, ETC.
- D. REFER TO ELECTRICAL PLANS FOR ELECTRICAL LAYOUTS, FIXTURE TYPES, SPECIFICATIONS AND DETAILS. CONFIRM WITH INTERIOR DESIGN DRAWINGS FOR FURNITURE LAYOUTS AND ELECTRICAL FIXTURES POSITIONING.
- E. REFER TO MECHANICAL PLANS FOR RETURN AND SUPPLY REGISTER LOCATIONS. PROVIDE STEEL FRAMING C/W GWB BULKHEADS AT MECHANICAL DUCT WORK. WHEN MECHANICAL DUCTS CROSS FIRE RATED PARTITIONS PROVIDE FIRE DAMPERS AND FIRE RATED BULKHEAD AS REQUIRED BY CURRENT EDITION OF BCBC.
- F. REFER TO PLUMBING DRAWINGS FOR FIXTURE TYPES, SPECS AND DETAILS.
- G. FRAMING CONTRACTOR TO SUPPLY AND INSTALL BACKING AT ALL WALL-MOUNTED CABINETS, ACCESORIES, ETC. COORDINATE WITH SUPPLIERS FOR BACKING REQUIREMENTS
- H. REFER TO INTERIOR DESIGN DRAWINGS FOR ALL INTERIOR FINISHES, CEILING PLANS, FLOOR FINSH PLANS, MILLWORK DETAILS, INTERIOR ELEVATIONS, ETC.
- I. WHEN STUD WALLS OF DIFFERENT TYPES BUTT EACH OTHER OTHER OR OTHER WALL FRAMING, CONTRACTOR SHOULD ADJUST WOOD STUD LOCATION TO ENSURE SMOOTH FLUSH TRANSITIONS OF ALL VISIBLE SURFACES AND AT ALL TRANSITION POINTS. PROVIDE ADDITIONAL WOOD FURRING AS REQUIRED.
- J. SEE LANDSCAPE ARCHITECTS & CIVIL DRAWINGS FOR ALL FINISH GRADE ELEVATIONS, SITE DRAINAGE AND HARD LANDSCAPE ELEMENT DESIGN.
- K. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR ARCHITECTS APPROVAL FOR ALL PREFABRICATED ITEMS PRIOR TO FABRICATION.

KEYNOTE LEGEND	
VALUE	DESCRPTION



ARCHITECTURE

#1 96 Baker Street
Helson BC
V1L 4G7

250.354.4445
coverinc.ca

Copyright reserved. This design and drawing is the exclusive property of COVER Architectural Collaborative Inc. and cannot be used for any purpose without the written consent of the Architect. This drawing is not to be used for construction until issued for that purpose by the Architect. Prior to commencement of the Work the Contractor shall verify all dimensions, datums and levels to identify any errors and omissions; ascertain any discrepancies between the drawing and the full Contract Documents; and, bring these items to the attention of the Architect for clarification. These drawings must not be scaled. These drawings supersede previous issues.

CONSULTANTS



CLIENT



SEAL

REVISIONS

Revision Schedule		
Number	Date (yy/mm/dd)	Description
1	2022 12 23	ISSUED FOR TENDER
11	2023 05 25	ISSUED FOR MT REVIEW
12	2023 06 01	ISSUED FOR CONSTRUCTION

CASTLEGAR
CHAMBER OF
COMMERCE

ADDRESS
1995 4 Ave
Castlegar, BC V1N 4B7

PROJECT #
18055

DATE
2023-07-07

REV.
12

DESIGNED BY LA
CHECKED BY LA
DRAWN BY TB, MVC, SH

SHEET
OVERALL SECOND FLOOR
PLAN

A203

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**